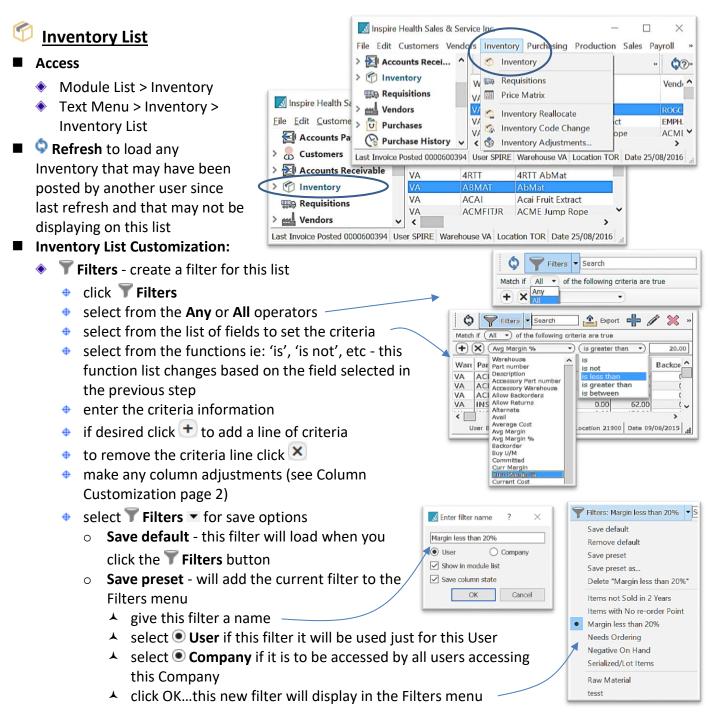
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chapter 5 inventory



The dynamic link between your Inventory, Customers and Vendors through Sales Orders and Purchase Orders allows rapid access to quantities and statistics as well as future material or product requirements.



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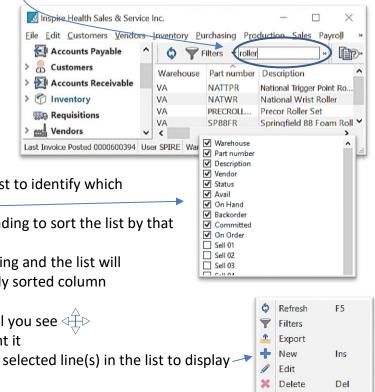


CHAPTER 5 INVENTORY

- Show in module list to display beneath the module name in the module list
- Save column state if you have removed or added columns, or have sorted the list by one of the columns

🗾 Inspire Health Sales & Service	-		\times				
<u>Eile Edit Customers V</u> endors	In	ventory <u>P</u> ur	chasing Produ	uction <u>S</u> ale	s Payro <u>l</u> l	Tools	s <u>H</u> elp
 Inventory Serialized/Lot Items Negative On Hand Items not Sold in 2 Years Manufactured / Kitted Needs Ordering Margin less than 20% 	^		Filters v roller		Export	+ »	P ?»
			II • of the follo		less than	•	20.00
		Warehouse VA	Part number				Vendor FIDEBU
Requisitions	~	<					>
Last Invoice Posted 0000	0600	0394 User SP	IRE Warehouse	VA Location	n TOR Da	te 25/0	8/2016

- ▲ click OK
- Save preset as... if you have loaded an existing Filter, changed the criteria set, and want to save this Filter under a different name
- click on the T Filters button to release the current filter to see entire list or start a new filter
- Search _______ type any character(s) into the field and the list will narrow to only records containing the character(s) typed, somewhere in the details
- open an Inventory record and use the Navigate buttons < >> >> to page through Inventory items in the list, filtered or not filtered
- Column Customization
 - drag and drop columns for desired positioning
 - right-click on any column heading to list to identify which columns you wish to see in the grid
- Column Sort click on any column heading to sort the list by that column
 - further narrow your search by just typing and the list will highlight the closest match, in currently sorted column
- Icon Menu Customization
 - hover over the Icon Group handle until you see
 - drag the Icon Group to where you want it
- Inventory List Quick Menu right-click on selected line(s) in the list to display —



Ctrl+P

E Print

Copy Adjust

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CHAPTER 5 INVENTORY



👛 Export Inventory 🔜 Inspire Health Systems. Access - Inventory List File Edit Customers Vendors Inventory Purchasing Production Sales Payroll Tools Help select Inventory Items from > 🔒 Customers Tinventory Reports a filtered (will export exact > 🛃 Accounts Recei... Export Filters ▼ Search > 👘 Inventory column layout) or unfiltered 🌀 Adjust 🛛 🔻 🕵 Count 📄 🏷 Labels Requisition B Requisitions list (see Filters page 1) Wendors Warehouse Part number Description Vendor No. Type 🔹 click 🚢 Export > 🖸 Purchases 4RTT AbMat VA 4RTT Normal **Purchase History** choose the location File VA ABMAT AbMat ROGCAN Normal * Production VA ACAI Acai Fruit Extract EMPHEA Raw Mate. name, and type it is to be saved in Save exported data × Save _ ی Q 👻 🛧 📜 « Spire 🕨 Export ン Search Export option to Open File right away 0 Organize * New folder . from excel, make any 😺 Downloads Name Date modified Music SpireSalesOrders.xls 24/06/2015 11:00... changes or build any 🔳 spire ? X E Pictures Timecard100005.xls 30/08/2015 5:58 ... Timecards100005.xls 30/08/2015 6:17 ... desired formulas Videos Writing records Vendors.xls 28/06/2016 3:52 ... Uindows (C:) > 100% File name: Inventory.xls V Open File Close Save as type: Excel (*.xls) ∧ Hide Folders Cancel Save

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chapter 5 inventory

- Add New Inventory Item in one of 3 ways:
 - 1. Manually
 - click + New from the Inventory List window
 - fill in Inventory information for each tab as described later in this section
 - 2. 🗎 Copy Inventory Item
 - select Inventory item(s) from the list and click Copy
 or - double-click the Inventory item(s) you wish to copy and click Copy
 - give this new part a unique
 Part Number and Description
 - make any adjustments in the information tabs as explained in the following pages
 - 🔹 🔚 Save or 🖬 Save Close
 - 3. **Import** Inventory Items (see page 39)
- Edit Inventory Item(s)
 - from the Inventory List window scroll to select Inventory item(s) or use the Search or Filters functions (see Filters page 1)
 - click Edit
 or double click inventory line(s)
 ! Note - if editing multiple items, only allowable editing options will be presented
 - make necessary changes
 - 🔹 Save 🖬 or Save Close 🖬
- 🛛 🗮 Delete Inventory Item
 - select Inventory item(s) from

Х 🛃 Inspire Health Sales & Service Inc. File Edit Customers Vendors Inventory Purchasing Production Sales Payroll Tools Help > 💭 Customers Labels 🐔 Adjust 🔻 🏬 Requisition ? > 🛃 Accounts Receivable 1 Export Filters

Search > 🕜 Inventory Warehouse Part number Description Vendor Type Requisitions 4RTT VA AbMat Normal Wendors D Purchases < User SPIRE Warehouse VA Division 000 Location TOR Date 21/08/2016

list and click **Selete** (item will not delete if there are any quantities On Hand, Committed, Backordered or On Order)

Inspire Health System						_		×					
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> 🗇 Inventory	\frown	9		•									
In Requisitions		abels 🔞 Ad	ljust 🝷 🕵 Count	Requisition									
Vendors	Warehouse	Part number	Description	Vendor No. ROGCAN	Type Normal Raw Mate Normal		Availa	Available ^					
> 🖸 Purchases	VA	ABMAT	AbMat										
Purchase History	VA	ACAI ACMFITJR	Acai Fruit Extract ACME Jump Rope	ACME				23.00 91.00					
	VA		ACME Medicine Ba		Normal			1,00					
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<u>∠(</u> () R R × 8 K < > >													
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Warehouse VA Q Part Number ACMFITJR Description ACME Jump Rope													
Details Prices and Units Price Matrix Vendor Prices Sales Sales History Purchase													
General													
Inventory - [VA] ACMFITJR													
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Warehouse VA Q	Part Number	CMELLUR	Descrip	ACME J	ump Rope								
Details Prices and Units Price Matrix Vendor Prices Sales Sales History Purchases													
General													
Inventory Type	Normal					•							
Product code	ACC Q Alternate Q												
	ACC												
✓ Allow Backorders		Acc	cessory []			۹							
Allow Returns													
Upload to Web													
]						