

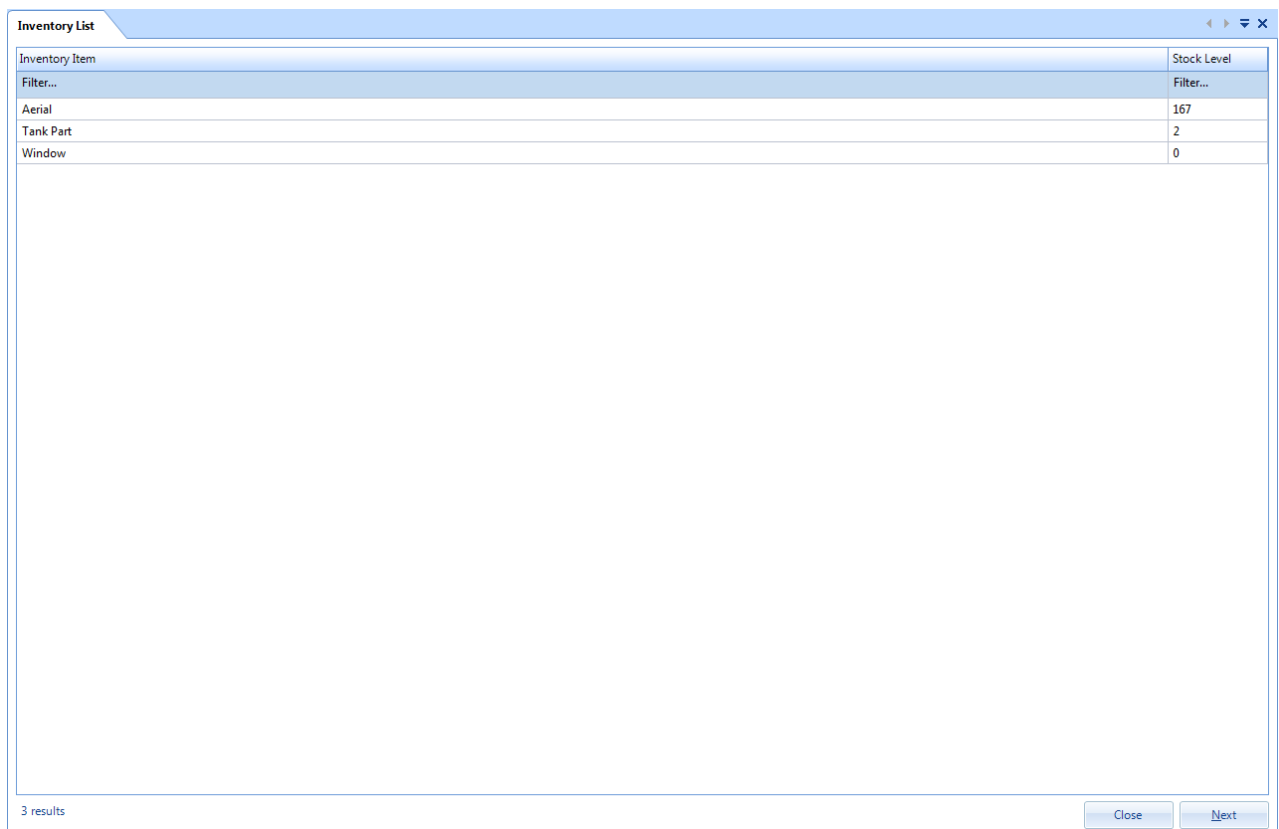
Viewing/Editing an Inventory Item

Introduction

Wed, Jan 17, 2024 Viewing/Editing an Inventory Item

Once a Part is created that has a Usage of "Inventory", an Inventory Item is created. Inventory Items associate to a specific Part and can consist of one or more Stock Locations. Each Inventory Item also contains the quantity of the Parts in stock as well as the average cost of buying the Part. Inventory Items are created by setting the Usage of a Part to Inventory, upon the creation/amendment of the Part. However, an Inventory Item still requires extra information once it is created and this can be done by clicking the "Inventory Search" button.

1. Upon clicking the "Inventory Search" button, the Inventory List is displayed. This contains all the Inventory Items entered in the system for all Clients. To open an Inventory Item, double-click it or highlight it and click "Next".



The screenshot shows a window titled "Inventory List" with a table of inventory items. The table has two columns: "Inventory Item" and "Stock Level". There are three rows of data: "Aerial" with a stock level of 167, "Tank Part" with a stock level of 2, and "Window" with a stock level of 0. The window also includes a "Filter..." input field at the top, a "3 results" status at the bottom left, and "Close" and "Next" buttons at the bottom right.

Inventory Item	Stock Level
Aerial	167
Tank Part	2
Window	0

2. This displays the Inventory Item Detail screen. From here, further details regarding the Inventory Item can be entered. Each field is explained below:

The screenshot shows the 'Inventory Item Window' with two tabs: 'Summary' and 'Part'. The 'Summary' tab is active, displaying fields for Stock Level (0), Unit of Issue (Please select...), Default Stock Location (Please select...), Calculated Average Cost (£0.00), and an Override Average Cost? checkbox. The 'Part' tab shows Name (Window) and Description (Window). Below these is a 'Stock Locations' table with columns: Name, Reference, Client, Building, Level, Area, Location, and Stock Level. The table contains one row: Storage A..., Back Cupboard, Ostara, BANBURY, Default Level, Default Area, Default Location, 0. At the bottom right are 'Cancel' and 'Save' buttons.

Name	Reference	Client	Building	Level	Area	Location	Stock Level
Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...
Storage A...	Back Cupboard	Ostara	BANBURY	Default Level	Default Area	Default Location	0

Stock Location is a numeric, read-only field that contains the total stock of the Inventory Item. This is a sum of all stock at all Stock Locations

Unit of Issue is a drop down field in which the unit the Inventory Item is issued out as is selected

Default Stock Location is a drop down field where the User determines the default Stock Location for the Inventory Item

Calculated Average Cost is a currency, read-only field in which the average cost of the Inventory Item is calculated. This is calculated from the receipted items on the associated Purchase Orders

Override Average Cost? is two fields: a tick box and a currency field. Ticking the tick box enables the currency field where the User can enter a cost that overrides the average cost

Name is a read-only field where the name of the Part, that is associated to the Inventory Item, is displayed

Description is a read-only field where the description of the Part, that is associated to the Inventory Item, is displayed

Stock Locations is a list which shows all Stock Locations associated to the Inventory Item

3. Once all details have been entered, click "Save" to save the changes made.

[Set Stock](#)

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=116>