

## Knowledge Base

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### Inventory

**Q: If I do an inventory import via CSV, will existing entries with the same identifiers be overwritten?**

A: Yes. Any existing entries with a matching item code will be updated to the values in the imported CSV. There is no warning for this at present, so be careful of conflicts.

**Q: Do existing quotes and invoices get updated if I update entries in inventory (manually or through importing)?**

A: Quotes, estimates, and invoices are not automatically updated. The bill of materials for the job will reflect changes to inventory items, and new quotes/estimates generated after the items are updated will also reflect these changes.

**Q: Is there a simple way to archive any items not showing any movement within the last 6 months? This would help me with stock taking.**

A: We do not currently have a function to automatically archive inventory items, but it would be a beneficial feature to have. Stay tuned.

**Q: Is there an easy way to get stock totals for stocktaking?**

A: The quantity of stock on hand/available/on order per item is visible on the Gojee CSV export, and you can also use those numbers to evaluate your stock. Any archived items are not included in the initial CSV export.

**Q: Can Gojee exports be formatted or sorted numerically?**

A: The items are sorted by item code in the inventory view, but they are not sorted as such when

exported as CSV. You should be able to sort them within your spreadsheet application (Excel, Calc, etc.) if you desire. If you wish to change the item codes in Gojee quickly, you can export as CSV and use the above explanation to renumber the items. Then you can re-import the items. Gojee uses the item codes as identifiers, so if you have any items you are not overwriting with the CSV import, you should make sure they are archived before re-importing.

**Q: Why doesn't my inventory import update the stock totals?**

A: Import/updating inventory is for bulk import/update of prices and other details. It does not track serial numbers, and quantities shown are just for your own reference – you can't re-import the quantities from this form. If you wish to update the totals, you have to either use the option to set initial quantities or do a bulk stock adjustment.

## **Assets**

**Q: Are assets locked so they are not available on another job?**

A: Gojee supports keeping track of individual assets, but at this time they are not locked out of simultaneous use.

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