

Knowledge Base



Viewing your Items

Click on **Inventory & Assets** from the Dashboard, then select **View/Edit Inventory Items**. This is the [inventory list page](#), which allows you to see all inventory items at a glance.

Resources > Inventory Help Feedback

Inventory Active Archived Add Refresh Actions Filters

Item Code	Name	Description	Type	UoM	Cost/Unit (AUD)	Price/Unit	Qty on Hand	Qty Available	Qty on Order	Stock Value
budget-estimate	Budget Estimate	Placeholder budget it...	UNT	Each	0.00	0.00	NaN%	0	0	0.00
IS001	Ceiling Fan	Arlec 120cm White Chi...	TPI	Each	108.00	108.00	0%	9	0	972.00
IS002	Arlec 9W Tri Colour D...	With Plug Bases	TAA	Each	3.74	15.00	301.1%	5	0	18.70
IS003	Reverse Cycle Split S...	Carrier Allure 7.0kW	TAA	Each	1,536.00	1,575.00	2.5%	0	0	0.00
IS004	Call Out Fee	Fee that covers trave...	UNT	Each	80.00	80.00	0%	0	0	0.00
IS005	Magic Lamp	Oil	TPI	Each	4.00	39.06	876.5%	4	3	16.00
IS006	Incandescent Bulb	E21 100W	TAA	Each	0.24	0.50	108.3%	100	0	24.00
IS010	Portable Generator	5500W Portable Gas Ge...	TAA	Each	4.00	5.28	32%	0	0	0.00
IS011	LED Work Light	10W Rechargeable LED...	TAA	Each	21.60	29.95	38.7%	50	0	1,080.00
IS012	Safety Helmet	Construction Safety H...	TAA	Each	4.00	14.99	274.8%	0	0	0.00
IS013	Drill Set	20-piece Drill Bit Set	TAA	Each	18.00	24.95	38.6%	64	0	1,152.00
IS014	Cordless Drill	18V Cordless Drill/Dr...	TPI	Each	96.00	129.00	34.4%	20	0	1,920.00
IS015	Extension Cord	50ft Outdoor Extensio...	TAA	Each	16.80	22.95	36.6%	800	0	13,440.00


Note: This page has several filters on it, so if the item you’re searching for isn’t shown, you may need to change the filters as detailed below.

The filters and actions available on the option toolbar are detailed below:

-

- o Add: This button allows users to add a new item directly from this page. Refer to the [Create a New Inventory Item](#) section for instructions on adding a new item.
- o Refresh: This button refreshes the list, but without resetting the page filters. You may want to use this button if another user has made an inventory transaction and you want to get the latest quantity on hand information from the database without losing your filters for example.
- o Actions: This button allows you to choose data import and export options. Refer to [Importing and Exporting Data](#) for details on performing these actions. You will also be able to re-order items for stock here.

- **Active/Archived Filter:** This changes the list view from active items to allow you to view archived items. You can archive or reactivate an item from its edit page.
- **Search:** Filters the list to show items you're looking for. You can search for full or partial matches from a range of fields on the list, including a combination of terms from different fields. The example below uses partial terms from the item code, the name and the description. Search terms are separated with space.

Item Code	Name	Description	Type 
IS004	Call Out Fee	Carrier Allure 7.0kW	UNT

You can select a location to filter for only items stored at that location:

Filter By

LocationStock

All locations

Columns

☐ Re-order at qty

☐ High Stock qty

☐ Reserved qty

You can also filter by whether inventory items currently have stock, and this is also where you can choose to view additional columns:

Filter By

LocationStock

☒ Show only items with Stock on Hand

☐ Show only items below re-order at qty

☐ Show only items above high stock qty

Columns

☒ Re-order at qty

☐ High Stock qty

Tracked items may have a re-order at qty and a high stock qty set. If the items are below or above these amounts, arrows will appear next to the stock amount to let you know that the item exceeds a threshold.

.60	29.95	38.7%	50	50	0	1,080.00
The current available amount of this item exceeds its high stock quantity (60) by 4.						
.00	24.95	38.6%	64	↑ 64	0	1,152.00
.00	129.00	34.4%	20	20	0	1,920.00
.80	22.95	36.6%	800	↑ 800	0	13,440.00

Editing your items

To edit or view more details about an item, simply click on the row of that item from the list. This will bring up the inventory edit page.

Arlec 9W Tri Colour Dimmable LED Downlights (IS002)

General

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Job History

Name

Arlec 9W Tri Colour Dimmable LED Downlights

Item Code

IS002

Description

With Plug Bases

Unit of Measure (UoM)

Each

Stock Type

Tracked as aggregate qty

Cost per Unit

3.7400

Price per Unit

15.0000

Markup %

301.0695

Set Price by Markup on Cost

☐

Default Location

WH1

Stock Levels

Re-order at qty

High Stock qty

Cost of Sales Expense

Cost of Goods Sold

Sales Account

Sales

Inventory Asset Account

Suspense

Note: a tracked inventory item must have 3 accounts selected.

Invoice/Quote Description

Hidden on quotes

Save

Archive

Cancel

Refer to the following sections for details on each tab of the inventory edit page. Note that for untracked items, tabs related to inventory management will not be visible.

General Tab

On this tab you can edit the general settings of the inventory item. For details on each of the fields shown on this tab please refer to the [Create a new inventory item](#) section.


Material Cubic (ISM3)

General Suppliers Attachments Orders Job History

Name	Material Cubic		
Item Code	ISM3		
Description			
Unit of Measure (UoM)	Cubic meter ▾	Stock Type ?	Untracked ▾
Cost per Unit	15.0000	Price per Unit	30.0000
Markup %	100	Set Price by Markup on Cost	<input type="checkbox"/>
Default Location	WH1 x ▾		

Cost of Sales Expense ?	Superannu... ▾	Sales Account ?	Sales ▾
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Invoice/Quote Description

 Hidden on quotes

Save

Archive

Cancel

Note: Some of the fields on this page may be disabled. This can include the following:

- **Stock type:** Changing stock type is only permissible for tracked items if the quantity on hand is zero. You can use the Stock Adjustment function detailed below in this article to temporarily remove items on hand to allow a stock type change. You will need to reverse the stock adjustment to bring the stock back on.
- **Cost Per Unit:** Once any purchasing has occurred for tracked items, this field becomes disabled and is calculated by the system based off an average cost of stock on hand. If you'd like to adjust this cost, you can use the Stock Adjustment function detailed below in this article.

- **Price per Unit:** This field will be disabled if the option to set price by markup on cost is enabled. To enable this field simply toggle that option. You can also update the price by changing the Markup % field.
- **Markup %:** This field will be disabled if the option to set price by markup on cost is disabled. To enable this field simply toggle that option. You can also update this field by changing the Price per Unit field.

Suppliers

On this tab you can add one or more suppliers for the inventory item. This tab provides a manual process for adding suppliers. Note: this process can also be done in bulk. Please refer to this article for details on bulk import of [Supplier Catalogues](#).

To add a supplier manually for the item, simply click on the green Add button:

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Arlec 9W Tri Colour Dimmable LED Downlights (IS002)

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Add

Supplier	Supplier Price	Lead Time (days)	Item Order Priority	Supplier Order Priority	Last Ordered Date	Supplier Ref.	Supplier SKU
Building Supplies Limited	\$3.5000	1	-	-	19 Mar 2024	Arlec 9W Tri Colour Dimmable LED Downlights	BSL-T2
Local Hardware	\$3.0000	2	-	-	25 Mar 2024	Arlec 9W Tri Colour Dimmable LED Downlights	LHW-T2
Qantas	\$5.0000	2	2	4	-	LED-LAMP THREE CLR 2020	LED-LAMP2020

This will present the following modal:

Add a new supplier for Arlec 9W Tri Colour Dimmable LED Downlights ×

Please complete the details below to add a new supplier for the item ?

Supplier	<input type="text" value="Select supplier"/>
Supplier price	<input type="text" value="\$"/>
Lead Time (days)	<input type="text"/>
Item Order Priority	<input type="text"/>
Supplier Order Priority	<input type="text"/>
Supplier Ref.	<input type="text"/>
Supplier SKU	<input type="text"/>

Select or enter the appropriate information for the supplier:

- Supplier Price (**required field**): Enter the unit price you pay a supplier for an item.
- Lead Time (days): Estimated number of business days that a supplier's product will arrive after being ordered.
- Item Order Priority: Specific order of preference that a supplier is chosen to fulfill a purchase order for this item. Example: for the same stock item, if Amazon has an item priority of 2, and The Iconic has an item priority of 1, the system will default to The Iconic when creating a purchase order for the item.
- Supplier Order Priority: General order of preference that a supplier is chosen to fulfill a purchase order if Item Order Priority is not set. Example: for the same stock item, if Amazon has a Supplier Order Priority of 1, and The Iconic has a Supplier Order Priority of 2, the system will default to Amazon when creating an order for the item.
- Supplier Ref. (**required field**): Name used by the supplier for this item (i.e. what the supplier names the item in their own catalogue)
- Supplier SKU (**required field**): Stock keeping unit (SKU) used by the supplier for this item (i.e. what the supplier item code is for the item in their own catalogue)

To edit the information for a supplier, simply click on the row in the list and a modal for editing the information will appear.

To delete this supplier from the list, please refer to [the Supplier section](#) of the Knowledge Base. You will need to navigate to the supplier page and delete the item from the supplier's catalogue.

Attachments

This tab allows you to upload attachments for this inventory item, such as spec sheets, manuals, photographs, et cetera for safe keeping. Attachments can be any file type. However, there is a limit of 100Mb per attachment.

Arlec 9W Tri Colour Dimmable LED Downlights (IS002)

GeneralSuppliersAttachmentsOrdersStock AdjustmentsStock on Hand InstancesStock MovementReservationsJob History

Select File

No file selected.

Name	Content Type	Size	Creation Time ^	Uploaded By	
Loser_Club.mp3	audio/mpeg	2.68 MB	09 Apr 2024, 14:32	Paul C	Delete
xmplay385.zip	application/zip	0.37 MB	09 Apr 2024, 14:32	Paul C	Delete
Inventory-Example.png	image/png	0.09 MB	09 Apr 2024, 14:32	Paul C	Delete
mouse-hand.png	image/png	0.00 MB	09 Apr 2024, 14:32	Paul C	Delete

To upload a file, follow these steps:

- Click on the Attachments Tab.
- Click the green Select File button.
- Choose the file you'd like to upload from the explorer.
- Click the green Upload File button.
- Your attachment will be uploaded, and viewable from the list.

Orders

This tab shows you details regarding purchase orders made for the inventory item. It shows what job the items were purchased for, when they were received, and their serial numbers. You can also filter based on orders for active or completed jobs, or search for text in any field.

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Active JobsCompleted JobsAll

Search

Job reference ^	Customers	P/O No. ^	Order Qty ^	Delivery Docket No. ^	Received On ^	Received Qty ^	Part Serial No.	Location of Part
J00004	Richard Smith	PO-0012	56	23432234432	25 Mar 2024	56	-	WH1
J00001	City Limousines	PO-0008	4	DOCKET-NO-D828F55038	20 Mar 2024	4	-	WH1

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Stock Adjustments (Tracked only)

This tab allows you to adjust the quantity, and cost of the item.

Arlec 9W Tri Colour Dimmable LED Downlights (IS002)

General Suppliers Attachments Orders **Stock Adjustments** Stock on Hand Instances Stock Movement Reservations Job History

Adjustment Type

Increase Stock

Decrease Stock

Location

WH1

Current Quantity on Hand

28

Current Quantity at Location

24

Quantity to Remove

1

Reason

RTM - quality issue

Financial Adjustment Required

Yes

No

Note: this transaction will make a manual journal in your xero file to account for the adjustment of this stock item. This transaction cannot be reversed.

Current Cost/Unit

3.7400

New Cost/Unit

3.7400

Adjustment Asset Account

Suspense

Adjustment Expense Account

Cost of Goods Sold

Process Stock Adjustment

To make a stock adjustment, follow these steps:

- Adjustment Type (**Required Field**): Choose whether you'd like to increase or decrease the stock.
- Location (**Required Field**): Select the location you would like to make the adjustment to. Note, if you have stock in multiple locations, you'll need to adjust each location one at a time.
- Current Quantity on Hand: This is a read only field which shows you the quantity on hand in all locations (not just the one you have selected above).
- Current Quantity at Location: This is a read only field which shows you the quantity on hand specifically in the location you have selected.
- Quantity to Add/Remove (**Required Field**): This is the quantity you want to make the adjustment for.
- Reason (**Required Field**): Enter a reason for the adjustment. This will be stored for future reference.
- Financial Adjustment Required (**Required Field**): If this option is selected, then the adjustment transaction will make a manual journal in your xero file to account for the adjustment of this stock item. This transaction cannot be reversed. If this field is selected, the following additional options are shown:

Note: This is an advanced option and we recommend you obtain advice from your accountant or bookkeeper before choosing this option. Typically, we would suggest that you leave this on for most cases so that the value of the stock on your xero file is maintained correctly at all times, however there are instances where you may not want to make this adjustment (i.e., when recognising opening stock, and other examples) so the option is provided.

- - Current Cost/Unit: Read only field showing the current cost per unit.

- **New Cost/Unit:** Editable field which allows you to set the new cost/unit of the item once the adjustment is processed. If you aren't intending to adjust the cost of the item, only the quantity, then leave this field as per the default.
- **Adjustment Asset Account:** Read only field showing the asset account side of the manual journal which will be created for this transaction in Xero. This field is taken from the general tab of the inventory item edit page.
- **Adjustment Expense Account:** Read only field showing the expense account side of the manual journal which will be created for this transaction in Xero. This field is taken from the general tab of the inventory item edit page.

Stock on hand instances (Tracked only)

This tab shows you a list of all the stock on hand, where they are located and what their serial number is (for tracked per instance items only).

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Arlec 9W Tri Colour Dimmable LED Downlights (IS002)

General	Suppliers	Attachments	Orders	Stock Adjustments	Stock on Hand Instances	Stock Movement	Reservations	Job History
Location	Available quantity	Reserved quantity	Last Receiving date ^					
 Pickup	4	0	09 Apr 2024, 08:53					
 WH1	24	0	25 Mar 2024, 11:38					

This page allows you to edit the location and the serial number of the stock on hand. To do this simply click on the edit icon as highlighted in the image above.

Stock Movements (Tracked only)

This tab shows a report of all the movements that have occurred for this item.

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Date ^	Quantity Adjustment	Adjustment Process	On-hand Balance	Price/Unit (txn)	Price/Unit (current)	Stock Value
09 Apr 2024, 08:54	-4.00	Stock take ?	28	-	\$3.7400	\$104.72
09 Apr 2024, 08:53	+4.00	Stock take ?	32	-	\$3.7400	\$119.68
02 Apr 2024, 12:09	-1.00	Record consumables	28	\$3.7400	\$3.7400	\$104.72
02 Apr 2024, 09:58	-1.00	Record consumables	29	\$3.7400	\$3.7400	\$108.46
26 Mar 2024, 12:55	-6.00	Record consumables	30	\$3.7400	\$3.7400	\$112.20
26 Mar 2024, 11:36	-4.00	Record consumables	36	\$3.7400	\$3.7400	\$134.64
25 Mar 2024, 11:39	-23.00	Record consumables	40	\$3.7394	\$3.7394	\$149.58
25 Mar 2024, 11:38	-3.00	Record consumables	63	\$3.7394	\$3.7394	\$235.58
25 Mar 2024, 11:38	+56.00	Goods receipt	66	\$3.2082	\$3.7394	\$246.80
20 Mar 2024, 07:24	-4.00	Record consumables	10	\$6.7143	\$6.7143	\$67.14
20 Mar 2024, 07:24	+4.00	Goods receipt	14	\$3.5000	\$6.7143	\$94.00
20 Mar 2024, 07:24	+10.00	Stock take ?	10	-	\$8.0000	\$80.00

You can click on the blue text in the Adjustment Process column to show you more information on each individual movement.

Note: The price/unit (txn) is the price that the movement occurred at. The price/unit (current) is the average cost of the items on hand after the movement occurred.

For items tracked individually, serial numbers will also be displayed here next to each movement – whether they be part of a batch of the same serial number or individual serial numbers per item.

[General](#) [Suppliers](#) [Attachments](#) [Orders](#) [Stock Adjustments](#) [Stock on Hand Instances](#) **Stock Movement** [Reservations](#)

Date ^	Quantity Adjustment	Adjustment Process	Serial Numbers (txn)	On-hand Balance	Price/Unit (txn)	Price/Unit (current)
24 Jan 2024, 10:43	+1.00	Stock take ?	Gojee-2605	21	-	\$38.40
12 Dec 2023, 16:27	+3.00	Stock take ?	Gojee-2605,Gojee-2605	20	-	\$37.40
12 Dec 2023, 10:36	+1.00	Stock take ?	Gojee-2605,Gojee-2605	17	-	\$37.40

Reservations (Tracked only)

This tab allows you to view instances of this item that are reserved by jobs but have not yet been consumed. It shows you where the item is located (if specified), or whether it is on order.

Pressure Cooker AH-3692

General	Suppliers	Attachments	Orders	Stock Adjustments	Stock on Hand Instances	Stock Movement	Reservations	Job History
<div>Search</div>								
Job Reference	Reserved Quantity	Fulfilled Quantity	Reserved Location	Reserved Items		Reserved By	Reserved Date ^	
				Location	Quantity			
J01616	1	0	-	DEFAULT	1	Gojee	29 Jan 2024, 10:22	Delete
J01614	1	0	-	Item On Order		Gojee	25 Jan 2024, 14:34	Delete
J01561	1	0	-	Item On Order		Gojee	09 Oct 2023, 14:17	Delete
J01552	1	0	-	Item On Order		Ben Ward	28 Aug 2023, 12:22	Delete

Job History

This tab shows a history of all jobs that the inventory item has been used in. It shows how many of this item have been consumed for each job, and how many of the item are required by it.

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Search

Job Reference	Customer	Required Quantity	Consumed Quantity	Job Complete?
J00004	Richard Smith	92	26	No
J00008	Zimbabwe Zimmers	48	4	No
J00010	ABC Furniture	4	6	No
J00013	Bayside Club	4	1	No
J00019	POS customer	1	1	Yes
J00006	McFollins Inc	4	0	No
J00001	City Limousines	4	4	No

Records to display on page:20

Next: [Importing and Exporting Inventory Data](#).