Inventory Items

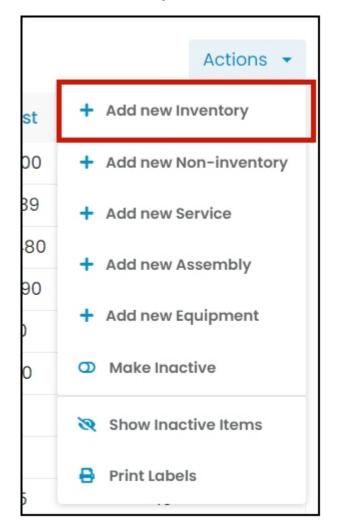
Inventory items are products or goods purchased by the company that are meant for resale or to be charged to the account of the customers.

Set Up a New Inventory Item

To add and manage your inventory items, go to Settings > Inventory > Inventory List.

мооне арр	Search	Q,					ACTIONS -
Membership	Name 🕈	Sku	Туре	Sales Description	Sales Price	Cost	Qty On Hand
La Inventory	#2 1" Bolt	80000019-1425994317	Inventory	Bolt: number 2 thread, 1 inch length	3	0.5	100
Inventory list	#2 1" Bolt - Black	8000001E-1427211280	Inventory	Bolt: number 2 thread, 1 inch length. Black	1	0.15	100
Equipment	= #3 1" Bolt	8000001D-1426192795	Inventory	Bolt: number 3 thread, 1 inch length	0.75	0.4	997
Warehouses	ACU General	SV 3000	Service	Labor cost for ACU general maintenance	25	11	
Vendors	Forged Piston Kit	fp3838	Inventory	Hi performance piston kit	450	318	425
	Is2 helmet		Inventory	Protect your Head	500	400	39
Purchase orders	Tuff Declogger 1G	NI - 3000	Non-Inventory	Declogger for use the ACU service teams.		265	15

Click on the Actions button and select + Add new Inventory.



Fill in the item details on the Add Inventory window. Fields with (*) are required.

General Details

Name*

• Key in the name of the inventory item.

General			Stock			
Name *	Hammer 6		Asset Account	Account Search 🗙		
SKU	456		Main warehouse Reorder point	quantity on hand * 12:	3	
Manufacturer Part #			🗆 Use serial #	ts (Quantity calculates au	tomatically depending se	erial numbers)
Vendor			Warehouse	Bin #	Isle #	QTY
Non taxable			Main warehouse			123
Income Account	Account Search	×	Total quantity:	-		123
Sales price/rate	60.5					
Sales description	hammer for all					
		ĥ				

SKU

• Key in the item's assigned product code.

eneral			Stock			
Name	* Hammer 6		Asset Account	Account Search	×	
sk	U 456		Main warehouse	quantity on hand *	123	
			Reorder point			
Manufacturer Part	#		□ Use serial #	s (Quantity calculat	es automatically dependir	ng serial numbers)
Vendo	10					
Non taxabl	e 🗌		Warehouse	Bin #	Isle #	QTY
			Main warehouse			123
Income Accour	Account Search	×	Total quantity:			123
Sales price/rat	e 60.5					
Sales descriptio	n hammer for all					

Vendor

- Select the supplier from the drop-down list.
- If the supplier is not on the list, key in the name. This will be added to the vendor list when the item is saved.

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General			Stock			
Name *	Hammer 6		Asset Account	Account Search		
SKU	456		Main warehouse Reorder point	quantity on hand *	123	
Manufacturer Part #			Use serial #	s (Quantity calculates	automatically depending se	erial numbers)
Vendor	_		Warehouse	Bin #	Isle #	QTY
Non taxable			Main warehouse			123
Income Account	Account Search	×	Total quantity:			123
Sales price/rate	60.5					
Sales description	hammer for all					

Non taxable

• If the item is not taxable, tick the checkbox. But if it is, leave the checkbox empty.

eneral			Stock			
Name *	Hammer 6		Asset Account	Account Search 🗙		
SKU	456		Main warehouse Reorder point	quantity on hand * 123	3	
Manufacturer Part #				s (Quantity calculates au	tomatically depending se	erial numbers)
Vendor		_	Warehouse	Bin #	Isle #	QTY
Non taxable			Main warehouse			123
Income Account	Account Search	×	Total quantity:			123
Sales price/rate	60.5					
Sales description	hammer for all					

Income Account

- · Select the corresponding income statement account from the dropdown list.
 - Scroll down the list to find the correct account name. OR
 - Key in the account name on the search field to quickly find the correct one.
- If the account name is not on the list, key in on the field. This will be added to the list when the item is saved.

Sales price/rate

• Key in the selling price of a single unit of the item.

Sales Description

• Key in a short description of the item.

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Knowledgebase

General		Stock			
Name *	Hammer 6	Asset Account	Account Search 🗙		
SKU	456	Main warehouse	quantity on hand * 123		
	100	Reorder point			
Manufacturer Part #		🗆 Use serial #	ts (Quantity calculates aut	omatically depending se	rial numbers)
Vendor					
Non taxable		Warehouse	Bin #	Isle #	QTY
		Main warehouse			123
Income Account	Account Search	× Total quantity:	:		123
Sales price/rate	60.5				
Sales description	hammer for all				

Expense Account

- · Select the corresponding expense account from the dropdown list.
 - Scroll down the list to find the correct account name. OR
 - Key in the account name on the search field to quickly find the correct one.
- If the account name is not on the list, key in on the field. This will be added to the list when the item is saved.

Cost

· Key in the acquisition cost of a single unit of the product.

Purchasing Description

• Key in any special purchasing notes, if any, such as required order lead time.

			Warehouse Bir	n# Isle #	# QTY
Non taxable			Main		
			warehouse		123
Income Account	Account Search	×	Total quantity:		123
Sales price/rate	60.5				
Sales description	hammer for all				
		4			
Expense Account	Account Search	×			
Cost	55				
Purchasing description					
		1.			

Stock Details

Asset Account

- · Select the corresponding asset account from the dropdown list.
 - Scroll down the list to find the correct account name. OR
 - Key in the account name on the search field to quickly find the correct one.
- If the account name is not on the list, key in on the field. This will be added to the list when the item is saved.

Main warehouse quantity on hand *

- Key in the stocks on hand. This will now be your beginning inventory at the Main Warehouse.
 - The Inventory can also be monitored using serial numbers. See the section Use serial #s below to learn how this works.
- This is a required field so if there is no quantity on hand, use 0.
- Once the item is saved and the stock location information is already available, or if applicable, open the item details in edit mode and enter the **Bin #** and/or **Isle #**.

Reorder Point

• Set the minimum quantity for reordering.

General		Stock		
Name *	Hammer 6	Asset Account Account Sea		
SKU	456	Main warehouse quantity on har Reorder point	nd * 123	
Manufacturer Part #		Use serial #s (Quantity calc	ulates automatically depending s	erial numbers)
Vendor		Warehouse Bin #	Isle #	QTY
Non taxable		Main warehouse	1510 #	123
Income Account	Account Search 🗙	Total quantity:		123
Sales price/rate	60.5			
Sales description	hammer for all			

Use serial #s

- With this option, the item's quantity on hand calculates automatically depending on serial numbers. There will be no need to enter a value on the *Main warehouse quantity on hand* *.
- Leave the checkbox unticked, if this option is not to be used.

To **enable this option**, tick the checkbox. A warning window will come up. Click the **OK** button to continue and **Cancel** to abandon the action.

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Are you sure you want to use serial number for this item, this will clear the quantity on hand to 0



• The field for entering the serial numbers will come up. On the Serials tab, click the Enter New Serial Batch button.

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Knowledgebase

General			Stock			
Name *	Hammer 6		Asset Account	Account Search 🗙		
SKU	456		Main warehouse Reorder point	e quantity on hand * 123		
Manufacturer Part #			🗆 Use serial #	≠s (Quantity calculates auto	omatically depending se	rial numbers)
Vendor			Warehouse	Bin #	Isle #	QTY
Non taxable			Main warehouse			123
Income Account	Account Search	×	Total quantity:			123
Sales price/rate	60.5					
Sales description	hammer for all					

- Set the expiration date of the items. Use the date picker or key in the date on the field.
- Key in the serial number or numbers of the item(s) at the Main Warehouse.
 - For multiple batches, enter the expiration dates and/or serial numbers separately.

IndusTrack MAR	CUSTOMER ESTIMATES	SCHEDULE INVOICES TIMESHEET	SNOWTR	ACK P.O. REPO	RTS		📫 🗅 🔕 🌣 🕲
мооне мрр	Add Inventory						X ACTIONS -
Membership	General			Stock			
H Inventory	Name*	3ft Cold Water PVC			ntory Asset 🗙		Qty On Hand
Inventory list			•	Main warehouse quanti			100
Equipment	SKU	INV - 4000		Reorder point 50.00			100
Equipment	Vendor	KPL Industrial		🗹 Use serial #s (Quan	ntity calculates automatio	cally depending serial numbers)	997
Warehouses	Non taxable			Serials (0) War	ehouses (0)		
Vendors						ENTER NEW SERIAL BAT	425
Purchase orders	Income Account	Construction Income 3	1				15
Markups	Sales price/rate	3.25		Serial Warra	Expiration Date	7/30/2023	< > >I
	Sales description	3 feet Cold Water PVC Pipe, orange			Serials	A46590 A46587	
PriceBooks			te				
Scheduling						<i>le</i>	
O Timesheet	Expense Account	Cost of Goods Sold	r -			PROCEED	
Client	Cost	1.75		l l			
2 Integrations						CANCE	EL SAVE
			_		_	CANC	2016

• Save the serial number(s) by clicking the **Proceed** button.

IndusTrack MAP	CUSTOMER ESTIMATES	SCHEDULE INVOICES TIMESHE	EET SNOWTR	ACK P.O. REPORTS					207	0 0	• • •
Membership	Add Inventory							X		ACTIO	INS +
	General			Stock				1	Qty Q	n Hand	
M Inventory	Name *	3ft Cold Water PVC	1	Asset Account Inventory A	Asset X			- 1	100		
Inventory list	SKU	INV - 4000		Initial quantity on hand * 2 Reorder point 50.00	2				100		
Equipment	Vendor	KPL Industrial		🗹 Use serial #s (Quantity ca	alculates automatically	depending s	erial numbers)		997		
Warehouses	Non taxable			Serials (2) Warehous	ies (0)			ור	425		
Vendors									20		
Purchase orders	Income Account	Construction Income	×			L	ENTER NEW SERIAL BATCH 👻		15		
Markups	Sales price/rate	3.25		Serial	Warranty Expiration Date	Bin #	Isle #		K		
PriceBooks	Sales description	3 feet Cold Water PVC Pipe, orange		A46590	7/29/2023	5					
Scheduling			11	A46587	7/29/2023	5					
0 Timesheet	Expense Account	Cost of Goods Sold	×					- 1			
Client	Cost	1.75									
Ø Integrations							CANCEL	SAVE			

• If the stock location information is already available, or if applicable, enter the Bin # and/or Isle #.

IndusTrack MAP	CUSTOMER ESTIMATES	SCHEDULE INVOICES TIMESHEET		P.O. REPORTS			1
мооне Арр	Add Inventory						×
Membership	-						ACTIONS -
M Inventory	General			ock			Qty On Hand
and inventory	Name *	3ft Cold Water PVC		set Account Inventory Ass	set X		100
Inventory list	SKU	INV - 4000		tial quantity on hand * 2 order point 50.00			100
Equipment	Vendor	KPL Industrial			ulates automatically dependir	g serial numbers)	997
Warehouses	Non taxable	0	_	Serials (2) Warehouses			
Vendors				Serials (2) Warehouses	(0)		425
Purchase orders	Income Account	Construction Income X				ENTER NEW SERIAL BATCH 👻	39
Markups	Sales price/rate	3.25		Serial	Warranty Bin # Expiration Date	isle #	
	Sales description	3 feet Cold Water PVC Pipe, orange		A46590	7/29/2023		
PriceBooks			-				
Scheduling			(e.	A46587	7/29/2023		
O Timesheet	Expense Account	Cost of Goods Sold X	:				
Client	Cost	1.75				V	
Ø Integrations						CANCEL	AVE

Once the item is saved, the total inventory at the Main Warehouse will be recorded in the Warehouses tab.
The Main warehouse quantity on hand * will also be replaced with Initial quantity on hand.

IndusTrack MAP	CUSTOMER ESTIMATES	SCHEDULE INVOICES TIMESHEE	T SNOWTR	ACK P.O. REPORTS		
Membership	Edit Inventory					× ACTIONS -
U Membership	General			Stock		Qty On Hand
M Inventory	Name *	3ft Cold Water PVC		Asset Account Inventory Asset		100
Inventory list	sku	INV - 4000		Initial quantity on hand * 3		100
Equipment	Vendor	KPL Industrial		Reorder point 50	cically depending serial numbers)	997
Warehouses	Non taxable					3
Vendors				Serials (3) Warehouses (1)		
Purchase orders	Income Account	Construction Income	×	Warehouse	QTY	425
Markups	Sales price/rate	3.25		Main warehouse	3	15
	Sales description	3 feet Cold Water PVC Pipe, orange				
PriceBooks			1			
Scheduling						
O Timesheet	Expense Account	Cost of Goods Sold	×			
Client	Cost	1.75				
Ø Integrations				·	CANCEL	SAVE

Save the new inventory item. This will be added to the Inventory List.

IndusTrack MAP	CUSTOME	R ESTIMATES SCHEDULE	INVOICES TIMESHI	SNOWTRACK	P.O. R	EPORTS			💐 🖓 🗘 🔅
в морне арр									
Membership		Search	E Q,						ACTIONS
Inventory	*	Name 🕈	Sku		Туре	Sales Description	Sales Price	Cost	Qty On Hand
inventory	Ť	=2 1" Bolt	800000	19-1425994317	Inventory	Bolt: number 2 thread, 1 inch length	3	0.5	100
Inventory list		=2 1" Bolt - Black	800000	1E-1427211280	Inventory	Bolt: number 2 thread, 1 inch length. Black	1	0.15	100
Equipment		= #3 1" Bolt	800000	1D-1426192795	Inventory	Bolt: number 3 thread, 1 inch length	0.75	0.4	997
Warehouses		3ft Cold Water PVC	INV - 4	000	Inventory	3 feet Cold Water PVC Pipe, orange	3.25	1.75	3
Vendors		ACU General	SV 300	D	Service	Labor cost for ACU general maintenance	25	11	
		Forged Piston Kit	fp3838		Inventory	Hi performance piston kit	450	318	425
Purchase orders		Is2 helmet			Inventory	Protect your Head	500	400	39
Markups		Tuff Declogger 1G	NI - 30	00	Non-inventory	Declogger for use the ACU service teams.		265	15
PriceBooks	٢					lte	ems per page: 25 💌	1 - 8 of 8	< < > >1
Scheduling									

Update the Details of an Inventory Item

Updating of inventory is limited to Office Users who have editing permissions.

Find the inventory item to be updated from the list. Click on the item and the information will open in edit mode.

	USTOMER	ESTIMATES SCHEDULE INVOIC	ES TIMESHEET SNOWTRAC	K P.O. R	EPORTS			🎫 🖓 🗘
Membership		Search	1 Q.					ACTIONS +
Inventory	•	Name 🕈	Sku	Туре	Sales Description	Sales Price	Cost	Qty On Hand
nventory list		= #2 1" Bolt	80000019-1425994317	Inventory	Bolt: number 2 thread, 1 inch length	3	0.5	100
quipment		= #2 1" Bolt - Black	8000001E-1427211280	Inventory	Bolt: number 2 thread, 1 inch length. Black	1	0.15	100
		#3 1" Bolt	8000001D-1426192795	Inventory	Bolt: number 3 thread, 1 inch length	0.75	0.4	997
Varehouses		3ft Cold Water PVC	INV - 4000	Inventory	3 feet Cold Water PVC Pipe, orange	3.25	1.75	3
fendors		ACU General	SV 3000	Service	Labor cost for ACU general maintenance	25	11	
urchase orders		Forged Piston Kit	fp3838	Inventory	Hi performance piston kit	450	318	425
		is2 heimet		Inventory	Protect your Head	500	400	39
flarkups.		Tuff Declogger 1G	NI - 3000	Non-inventory	Declogger for use the ACU service teams.		265	15
PriceBooks	•				Ite	ms per page: 25 💌	1-8 of 8	< < > >1

Edit/Update as may be needed. Once done, Save the changes.

· Inactive inventory items are not editable. These will have to be reactivated first.

IndusTrack M	AP CUSTOMER ESTIMATES	SCHEDULE INVOICES TIMESHEET	SNOWTRACK P.	O. REPORTS				🎫 🗅 🕄 🌣 🕲
E Membership	Edit Inventory							X ACTIONS +
M Inventory	General		Stock					Qty On Hand
Inventory list	Name *	#2 1" Bolt - Black	Asset Acc	Construction in P				100
Equipment	sku	8000001E-1427211280		ehouse quantity on hand *	100			100
Warehouses	Vendor			serial #s (Quantity calculat	es automatically o	lepending serial numb	ers)	997
Vendors	Non taxable							2
			Wareho	use Bin #		Isle #	QTY	
Purchase orders	Income Account	Construction Income	Main wa	arehouse			100	425
Markups	Sales price/rate	1	Total qu	antity:			100	15
PriceBooks	Sales description	Bolt: number 2 thread, 1 inch length. Black						< > >1
🛱 Scheduling								
O Timesheet		Inventory Asset						
Client	Expense Account							
	Cost	0.15						
2 Integrations								
Form settings							CANCEL SAV	<u> </u>

Deactivate an Inventory Item

Deactivate an inventory item if this will no longer be held in inventory. This is an option to take instead of deleting the item which could cause errors.

Find the item to be deactivated from the list and tick the checkbox to its left.

IndusTrack MAP	CUSTOM	ER ESTIMATES SCHE	DULE INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			🌉 🖵 😯 📫
Membership		Search	1	Q,						ACTIONS
La Inventory	~	🗧 Name 🕈		Sku		Туре	Sales Description	Sales Price	Cost	Qty On Hand
Inventory list		🗹 #2 1" Bolt		80000019-142	25994317	Inventory	Bolt: number 2 thread, 1 inch length	з	0.5	100
Equipment		2 1" Bolt - Black		8000001E-142	27211280	Inventory	Bolt: number 2 thread, 1 inch length. Black	1	0.15	100
		a 1" Bolt		8000001D-14	26192795	Inventory	Bolt: number 3 thread, 1 inch length	0.75	0.4	997
Warehouses		Ift Cold Water PVC		INV - 4000		Inventory	3 feet Cold Water PVC Pipe, orange	3.25	1.75	3
Vendors		CU General		SV 3000		Service	Labor cost for ACU general maintenance	25	11	
Purchase orders		orged Piston Kit		fp3838		Inventory	Hi performance piston kit	450	318	425
		s2 helmet				Inventory	Protect your Head	500	400	39
Markups		Uff Declogger 1G		NI - 3000		Non-inventory	Declogger for use the ACU service teams.		265	15
PriceBooks	۲						10	ems per page: 25	▼ 1-8 of 8	

Click the Actions button and select Make Inactive.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE INVOICES	TIMESHEET SNOWTRA	ICK P.O. F	REPORTS			🎫 🗅 🚯 💠
Membership		Search		E Q				_	
M Inventory	*	Name 🕈		Sku	Туре	Sales Description	Sales Price	Cost	+ Add new Inventory
Inventory list		🖌 #2 1" Bolt		80000019-1425994317	Inventory	Bolt: number 2 thread, 1 inch length	3	0.5	+ Add new Non-inventory
Equipment		#2 1" Bolt - Bla	ick	8000001E-1427211280	Inventory	Bolt: number 2 thread, 1 inch length. Black	1	0.15	+ Add new Service
		= #3 1" Bolt		8000001D-1426192795	Inventory	Bolt: number 3 thread, 1 inch length	0.75	0.4	+ Add new Assembly
Warehouses		3ft Cold Water	PVC	INV - 4000	Inventory	3 feet Cold Water PVC Pipe, orange	3.25	1.75	+ Add new Equipment
Vendors		ACU General		SV 3000	Service	Labor cost for ACU general maintenance	25	11	Assign to PriceBook
Purchase orders		Forged Piston	Kit	fp3838	Inventory	Hi performance piston kit	450	318	 Make Inactive
		Is2 helmet			Inventory	Protect your Head	500	400	
Markups		Tuff Declogger	1G	NI - 3000	Non-inventory	Declogger for use the ACU service teams.		265	Show Inactive Items
PriceBooks	¢					it.	ems per page: 25 💌	1 - 8 of 8	= I< < > >
Scheduling	۰.								

To deactivate multiple inventory items, tick the checkboxes to the left of all. If all items will be deactivated, just tick
the checkbox of the Name header. Just note that the list includes the other types of inventory. And then go to
the Actions button and select Make Inactive.

IndusTrack MAP C	USTOMER ESTIMATES SCHEE	DULE INVOICES TIMESHEET SNOWTRA	CK P.O. F	REPORTS			💐 🗘 🗘 🔅
Membership	Search						ACTIONS +
📇 Inventory	Y 📑 Name 🕈	Sku	Туре	Sales Description	Sales Price	Cost	Qty On Hand
Inventory list	🗹 #2 1° Bolt	80000019-1425994317	Inventory	Bolt: number 2 thread, 1 inch length	3	0.5	100
Equipment	🖉 #2 1° Bolt - Black	8000001E-1427211280	Inventory	Bolt: number 2 thread, 1 inch length. Black	1	0.15	100
	🛩 #3 1" Bolt	8000001D-1426192795	Inventory	Bolt: number 3 thread, 1 inch length	0.75	0.4	997
Warehouses	Ift Cold Water PVC	INV - 4000	Inventory	3 feet Cold Water PVC Pipe, orange	3.25	1.75	3
Vendors	ACU General	SV 3000	Service	Labor cost for ACU general maintenance	25	11	
Purchase orders	 Forged Piston Kit 	fp3838	Inventory	Hi performance piston kit	450	318	425
	✓ Is2 helmet		Inventory	Protect your Head	500	400	39
Markups	Tuff Declogger 1G	NI - 3000	Non-inventory	Declogger for use the ACU service teams.		265	15
PriceBooks	<			la la	ems per page: 25 👻	1-8 of 8	
Scheduling	¢						

A warning window will come up. Click the Yes button to continue with the deactivation and Cancel to abandon the action.

Confirmation
Are you sure you want to Make Inactive the record(s)?
CANCEL YES

The item will be removed from the Active List and moved to the Inactive List.

CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACI	P.O. 1	REPORTS			207. 🖵	0 🔅
	Search		E	Q,						A	CTIONS •
× □ Name ↑						Туре	Sales Description	ption Sales Price		Qty On H	land
ſ	#3 1" Bolt			8000001D-14	26192795	Inventory	Bolt: number 3 thread, 1 inch length	0.75	0.4	997	
(ACU General			SV 3000		Service	Labor cost for ACU general maintenance	25	11		
(Forged Piston	Kit		fp3838		Inventory	Hi performance piston kit	450	318	425	
(Is2 helmet					Inventory	Protect your Head	500	400	39	
(Tuff Declogger	1G		NI - 3000		Non-inventory	Declogger for use the ACU service teams.		265	15	
								items per page: 25 🔹	1 - 5 of 5	< <	> >
	۳ 	V Name † 31" Bolt ACU General Forged Piston is2 heimet	Search Name	Search III Name ↑ #3 1" Bolt ACU General Forged Piston Kit Is2 heimes Is2 heimes	Search □ Q. * Image: A 1° Bolt 8000001D-14 Image: A CU General SV 3000 Image: Forged Piston KIt r/p3335 Image: B 2 heimet Image: B 2 heimet	Search Q Name ↑ Sku # 31 * Bolt 8000001D-1426192795 ACU General SV 3000 Forges Piston Kit fp3838 is2 heimet 52	Search III Q. * Image: Search Image: Search Type # 31 1* Bolt 8000001D-1426192795 Inventory A CU General SV 3000 Service Forged Piston Kit fp3838 Inventory Is 2 heimet Inventory Inventory	Search Image: Constraint of the search of the	Search Image: Constraint of the search of the	Search Image: Construction of the constructio	Search Image: Control of the search of the se

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRAC	P.O.	REPORTS			🌉 🖵 😯 🌼
Membership		Search		E	Q,						ACTIONS
Linventory	*	Name 🕈			Sku		Туре	Sales Description	Sales Price	Cost	Qty On Hand
Inventory list		#2 1" Bolt			80000019-14	25994317	Inventory	Bolt: number 2 thread, 1 inch length	3	0.5	100
Equipment		#2 1" Boit - Bia	rck.		8000001E-14	27211280	Inventory	Bolt: number 2 thread, 1 inch length. Black	1	0.15	100
		3ft Cold Water	PVC		INV - 4000		Inventory	3 feet Cold Water PVC Pipe, orange	3.25	1.75	з
Warehouses Vendors								lte	ms per page: 25 •	▪ 1 - 3 of 3	< < > >
Purchase orders											
Markups											

Reactivate a Deactivated Inventory Item

Go to the Inactive Inventory List

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			🔤 🖓 🗘 🥸
I Membership		Search			Q,					-	
Inventory	~	Name 🕈			Sku		Туре	Sales Description	Sales Price	Cost	+ Add new Inventory
nventory list		#3 1" Bolt			8000001D-14	26192795	Inventory	Bolt: number 3 thread, 1 inch lengt	n 0.75	0.4	+ Add new Non-inventory
quipment		ACU General			SV 3000		Service	Labor cost for ACU general maintenance	25	11	+ Add new Service
		Forged Piston	Kit		fp3838		Inventory	Hi performance piston kit	450	318	+ Add new Assembly
Varehouses		Is2 helmet					Inventory	Protect your Head	500	400	+ Add new Equipment
endors		Tuff Declogge	1G		NI - 3000		Non-inventory	Declogger for use the ACU service teams.		265	Assign to PriceBook
urchase orders									items per page: 25 💌	1 – 5 of 5	D Make Inactive
farkups										-	Show Inactive Items
PriceBooks											

Find the inventory item to be reactivated from the list and tick the checkbox to its left.

IndusTrack MAP CI	JSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			207	0	٥
Membership		Search		1	Q							ACTION	vs 🔹
Inventory	~ N	Name 🕈			Sku		Туре	Sales Description	Sales Price	Cost	Qty Or	Hand	
Inventory list	0	#2 1" Bolt			80000019-14	25994317	Inventory	Bolt: number 2 thread, 1 inch length	3	0.5	100		
Equipment	C	#2 1" Bolt - Bla	ck		8000001E-14	27211280	Inventory	Bolt: number 2 thread, 1 inch length. Black	1	0.15	100		
	6	3ft Cold Water	PVC		INV - 4000		Inventory	3 feet Cold Water PVC Pipe, orange	3.25	1.75	3		
Warehouses								it	tems per page: 25 💌	1 = 3 of 3	< <	>	>1
vendors													
Purchase orders													
Markups													
PriceBooks													

Click the Actions button and select Make Active.

Membership		Search	E Q.				_	
Inventory	~	Name 🕈	Sku	Туре	Sales Description	Sales Price	Cost	Make Active
ventory list		#2 1" Bolt	80000019-1425994317	Inventory	Bolt: number 2 thread, 1 inch length	3	0.5	Delete
quipment		#2.1° Bolt - Black	8000001E-1427211280	Inventory	Bolt: number 2 thread, 1 inch length. Black	1	0.15	Show Active Iten
		G 3ft Cold Water PVC	INV - 4000	Inventory	3 feet Cold Water PVC Pipe, orange	3.25	1.75	,
arehouses					Ite	ems per page: 25 💌	1 - 3 of 3	$ \langle \rangle \rangle$
endors								
rchase orders								
arkups								

- To reactivate multiple inventory items, tick the checkboxes to the left of all. If all items will be reactivated, just tick the checkbox of the Name header. Just note that the list includes the other types of inventory.
- Go to the Actions button and select Make Active.

A warning window will come up. Click the Yes button to continue with the reactivation and Cancel to abandon the action.

Confirmation	
Are you sure you war recor	
CANCEL	YES

The item will be removed from the Inactive List and moved to the Active List.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			207	9	٥
Membership		Search		٥	۹							ACTION	s +
Inventory	~	Name 🕈			Sku		Туре	Sales Description	Sales Price	Cost	Qty Or	Hand	
inventory list		= #2 1" Bolt			80000019-14	25994317	Inventory	Bolt: number 2 thread, 1 inch length	3	0.5	100		
Equipment		#2 1" Bolt - Bia	ick		8000001E-14	27211280	Inventory	Bolt: number 2 thread, 1 inch length Black	1. 1	0.15	100		
Varehouses									Items per page: 25	▼ 1 - 2 of 2	< <	>	>
endors													
urchase orders													
flarkups													
												• 0	_

IndusTrack	MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRAC	P.O.	REPORTS			20 <u>7</u> . 🖵	0 🔅 (8
Membershi	ip		Search		8	Q						AC	
M Inventory		~	Name 🕈			Sku		Туре	Sales Description	Sales Price	Cost	Qty On H	and
Inventory list			#3 1" Bolt			8000001D-14	26192795	Inventory	Bolt: number 3 thread, 1 inch length	0.75	0.4	997	
			3ft Cold Water	r PVC		INV - 4000		Inventory	3 feet Cold Water PVC Pipe, orange	3.25	1.75	3	
Equipment			ACU General			SV 3000		Service	Labor cost for ACU general maintenance	25	11		
Warehouses			Forged Piston	Kit		fp3838		Inventory	Hi performance piston kit	450	318	425	
Vendors			Is2 helmet					Inventory	Protect your Head	500	400	39	
Purchase order	5		Tuff Declogger	r 1G		NI - 3000		Non-inventory	Declogger for use the ACU service teams.		265	15	
Markups										tems per page: 25	▼ 1-6of6	< < >	> >1
PriceBooks		¢											

Update the inventory as may be needed.

Delete an Inventory Item

Delete an Inventory Item that is no longer in use or was created in error. It is wise to exercise caution when using this function. Deleting an inventory item may have an effect on other functions, settings or data. This action can not be undone.

If the item has an active status, deactivate this first. An active inventory item can not be deleted.

Move to the Inactive Inventory table.

ndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			🏧 🗅 🚯 🌼
Reports	¢	Search			Q						ACTIONS +
Mobile App		Search			ч						
		Name 🕈			Sku		Туре	Sales Description	Sales Price	Cost	+ Add new Inventory
Membership		=2 1" Bolt			80000019-14	425994317	Inventory	Bolt: number 2 thread, 1 inch length	3	0.5	+ Add new Non-inventory
Linventory	*	#2 1" Bolt - Bia	sck		8000001E-14	427211280	Inventory	Bolt: number 2 thread, 1 inch length. Black	1	0.15	+ Add new Service
nventory list		#3 1" Bolt			8000001D-1	426192795	Inventory	Bolt: number 3 thread, 1 inch length	0.75	0.4	+ Add new Assembly
		3ft Cold Water	PVC		INV - 4000		Inventory	3 feet Cold Water PVC Pipe, orange	3.25	1.75	+ Add new Equipment
quipment		ACU General			SV 3000		Service	Labor cost for ACU general maintenance	25	11	Assign to PriceBook
Varehouses		Central ACU G	eneral Maintenar	ce	SV 5000		Service	General Maintenance service of central airconditioining units.	135	65	Make Inactive
endors		Forged Piston	Kit		fp3838		Inventory	Hi performance piston kit	450	318	Show Inactive Items
urchase orders		Is2 helmet					Inventory	Protect your Head	500	400	39
farkups		Tuff Declogger	r 1G		NI - 3000		Non-inventory	Declogger for use the ACU service teams.		265	15
								15	ems per page: 25		

Find the Inventory item to be deleted from the list, and tick the checkbox to its left.

 To delete multiple inventory items, tick the checkboxes to the left of all. If all items will be deleted, just tick the checkbox of the Name header. Just note that the list includes the other types of inventory.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			207	J 🛛 🌣 🕲
Reports		Search			Q							ACTIONS -
Mobile App	<u>م</u>	-										
Membership		Sft Cold Water	EN/C		Sku INV - 4000		Type	Sales Description 3 feet Cold Water PVC Pipe, orange	Sales Price	Cost 1.75	Qty On	Hand
Ma Inventory	v [Forged Piston			fp3838		Inventory	Hi performance piston kit	450	318	425	
		✓ is2 helmet					Inventory	Protect your Head	500	400	39	
Inventory list									Items per page: 25 👻	1 - 3 of 3	< <	> >
Equipment												
Warehouses												
Vendors												
Purchase orders												
Markups												

Go to the Actions button and select Delete.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			💐 🗅 🚯 🌼
Reports	٢										
Mobile App		Search			Q,						ACTIONS
		Name 🕈			Sku		Туре	Sales Description	Sales Price	Cost	Make Active
Membership		3ft Cold Wate	r PVC		INV - 4000		Inventory	3 feet Cold Water PVC Pipe, orange	3.25	1.75	Delete
Inventory	~	Forged Piston	Kit		fp3838		Inventory	Hi performance piston kit	450	318	Show Active Item
		✓ Is2 heimet					Inventory	Protect your Head	500	400	
nventory list								1	tems per page: 25 👻	1 – 3 of 3	< < > >
quipment											
larehouses											
endors											
endors											
urchase orders											
larkups											

A warning window will come up. Click the Yes button to continue with the deletion and Cancel to abandon the action.

Confirmation									
Are you su	Are you sure you want to delete the record(s)?								
	CANCEL	YES							

The inventory item will be removed from the Inactive Inventory list.