

# Inventory List

To set up your inventory list go to **Settings > Inventory > Inventory List**.

Name	Sku	Type	Sales Description	Sales Price	Cost	Qty On Hand
#2 1" Bolt	80000019-1425994317	Inventory	Bolt: number 2 thread, 1 inch length	3	0.5	100
#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
3ft Cold Water PVC	INV - 4000	Inventory	3 feet Cold Water PVC Pipe, orange	3.25	1.75	3
ACU Filter#3	INV 3000	Inventory	regular filter for ACUs class A	20	12	75
ACU General	SV 3000	Service	Labor cost for ACU general maintenance	25	11	
Central ACU General Maintenance	SV 5000	Service	General Maintenance service of central airconditioning units.	135	65	
Forged Piston Kit	fp3838	Inventory	Hi performance piston kit	450	318	425
Is2 helmet		Inventory	Protect your Head	500	400	39
Power Sprayer Rental	SV 4000	Service	Power Sprayer use	55	32	
Split Type ACU Gen Maintenance	SV 6000	Service	Service cost for general maintenance of split type (up to 5HP) airconditioning u...	95	40	
Tuff Declogger 1G	NI - 3000	Non-inventory	Declogger for use the ACU service teams.		265	15

The Inventory List page defaults to the **Active Inventory** list presented in table format. This table lists all [inventory](#), [non-inventory](#), [service](#), and [assembly](#) items that have an Active status. This is also the page where these inventory types are created, deactivated and assigned to PriceBooks.

Name	Sku	Type	Sales Description	Sales Price	Cost	Qty On Hand
#2 1" Bolt	80000019-1425994317	Inventory	Bolt: number 2 thread, 1 inch length	3	0.5	100
#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
3ft Cold Water PVC	INV - 4000	Inventory	3 feet Cold Water PVC Pipe, orange	3.25	1.75	3
ACU Filter#3	INV 3000	Inventory	regular filter for ACUs class A	20	12	75
ACU General	SV 3000	Service	Labor cost for ACU general maintenance	25	11	
ACU Split Type Gen Maint Bundle	AS 6000	Assembly	Split Type ACU quarterly general maintenance Max of 6 units package	400		
Central ACU General Maintenance	SV 5000	Service	General Maintenance service of central airconditioning units.	135	65	
Forged Piston Kit	fp3838	Inventory	Hi performance piston kit	450	318	425
Is2 helmet		Inventory	Protect your Head	500	400	39
Power Sprayer Rental	SV 4000	Service	Power Sprayer use	55	32	
Split Type ACU Gen Maintenance	SV 6000	Service	Service cost for general maintenance of split type (up to 5HP) airconditioning u...	95	40	
Tuff Declogger 1G	NI - 3000	Non-inventory	Declogger for use the ACU service teams.		265	15

When an item or items from the list are deactivated, their profiles are moved to the **Inactive (Deactivated) Inventory** table. To switch tables, click the Actions button and select to view the other table (Show Active or Show Inactive).

Name	Sku	Type	Sales Description	Sales Price	Cost	Qty On Hand
ACU General	SV 3000	Service	Labor cost for ACU general maintenance	25	11	
ACU Split Type Gen Maint Bundle	AS 6000	Assembly	Split Type ACU quarterly general maintenance Max of 6 units package	400		
Central ACU General Maintenance	SV 5000	Service	General Maintenance service of central airconditioning units.	135	65	
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

## Using the Inventory Tables

Both the Active and Inactive tables have 7 columns:

- Name – This refers to the name you have given the item (either an inventory, non-inventory, service or assembly item).
- SKU – This refers to the assigned inventory code.
- Type – This refers to the inventory type (either an inventory, non-inventory, service or assembly item).
- Sales Description – This refers to the brief description of the inventory item.
- Sales Price – This refers to the selling price or the price quoted to customers.
- Cost – This refers to the acquisition cost of a single unit of the inventory item.
- Qty on Hand – This refers to the stocks on hand. Both the Service and Assembly inventory types do not have this.

## Sort the Inventory Lists

Click on the column header (Name or SKU) to sort the list according to the preferred field. This works for both tables.

Name	SKU	Type	Sales Description	Sales Price	Cost	Qty On Hand
<input type="checkbox"/> Split Type ACU Gen Maintenance	SV 6000	Service	Service cost for general maintenance of split type (up to SHP) airconditioning u...	95	40	
<input type="checkbox"/> Central ACU General Maintenance	SV 5000	Service	General Maintenance service of central airconditioning units.	135	65	
<input type="checkbox"/> Power Sprayer Rental	SV 4000	Service	Power Sprayer use	55	32	
<input type="checkbox"/> ACU General	SV 3000	Service	Labor cost for ACU general maintenance	25	11	
<input type="checkbox"/> Tuff Declogger 1G	NI - 3000	Non-inventory	Declogger for use the ACU service teams.		265	15
<input type="checkbox"/> ACU Filter#3	INV 3000	Inventory	regular filter for ACUs class A	20	12	75
<input type="checkbox"/> 3ft Cold Water PVC	INV - 4000	Inventory	3 feet Cold Water PVC Pipe, orange	3.25	1.75	3
<input type="checkbox"/> Forged Piston Kit	fp3838	Inventory	HI performance piston kit	450	318	425
<input type="checkbox"/> ACU Split Type Gen Maint Bundle	AS 6000	Assembly	Split Type ACU quarterly general maintenance Max of 6 units package	400		
<input type="checkbox"/> #2 1" Bolt - Black	800001E-1427211280	Inventory	Bolt: number 2 thread, 1 inch length, Black	1	0.15	100
<input type="checkbox"/> #3 1" Bolt	800001D-1426192795	Inventory	Bolt: number 3 thread, 1 inch length	0.75	0.4	997
<input type="checkbox"/> #2 1" Bolt	8000019-1425994317	Inventory	Bolt: number 2 thread, 1 inch length	3	0.5	100
<input type="checkbox"/> Is2 helmet		Inventory	Protect your Head	500	400	39

## Search Bar

Use the search bar to quickly find an inventory item from the list. This is helpful if you have a long list. You can do a search using the inventory name or SKU. Key in the information you are looking for on the search bar, click on the search icon and matching information will populate the table. This works for both tables.

Name	SKU	Type	Sales Description	Sales Price	Cost	Qty On Hand
<input type="checkbox"/> Split Type ACU Gen Maintenance	SV 6000	Service	Service cost for general maintenance of split type (up to SHP) airconditioning u...	95	40	
<input type="checkbox"/> Central ACU General Maintenance	SV 5000	Service	General Maintenance service of central airconditioning units.	135	65	
<input type="checkbox"/> ACU General	SV 3000	Service	Labor cost for ACU general maintenance	25	11	
<input type="checkbox"/> ACU Filter#3	INV 3000	Inventory	regular filter for ACUs class A	20	12	75
<input type="checkbox"/> ACU Split Type Gen Maint Bundle	AS 6000	Assembly	Split Type ACU quarterly general maintenance Max of 6 units package	400		

## List Per Page

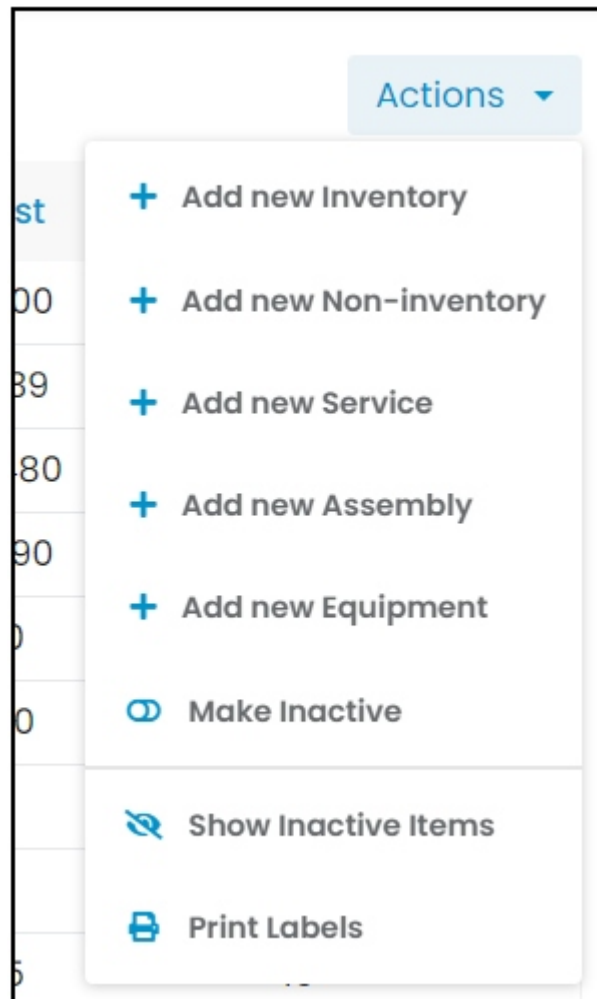
For both tables, select the number of inventory items to be displayed per page. Options to choose from are 10, 25, 50, and 100. Use the Previous and Next buttons to move from one page to another (if there is more than one page).

Name	Sku	Type	Sales Description	Sales Price	Cost	Qty On Hand
<input type="checkbox"/> Split Type ACU Gen Maintenance	SV 6000	Service	Service cost for general maintenance of split type (up to 5HP) airconditioning u...	95	40	
<input type="checkbox"/> Central ACU General Maintenance	SV 5000	Service	General Maintenance service of central airconditioning units.	135	65	
<input type="checkbox"/> Power Sprayer Rental	SV 4000	Service	Power Sprayer use	55	32	
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<input type="checkbox"/> Tuff Declogger 1G	NI - 3000	Non-inventory	Declogger for use the ACU service teams.		265	15
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<input type="checkbox"/> 3ft Cold Water PVC	INV - 4000	Inventory	3 feet Cold Water PVC Pipe, orange	3.25	1.75	3
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<input type="checkbox"/> #2 1" Bolt - Black	8000001E-1427211280	Inventory	Bolt: number 2 thread, 1 inch length, Black	1	0.15	100
<input type="checkbox"/> #3 1" Bolt	8000001D-1426192795	Inventory	Bolt: number 3 thread, 1 inch length	0.75	0.4	997
<input type="checkbox"/> #2 1" Bolt	80000019-1425994317	Inventory	Bolt: number 2 thread, 1 inch length	3	0.5	100
<input type="checkbox"/> Is2 helmet		Inventory	Protect your Head	500	400	39

## Actions button

For the **Active Inventory table**, the button is used to:

- Create new inventory, non-inventory, service and assembly items.
- New equipment records can also be created from this table.
- Deactivate or make inactive the inventory items on the list.
- Assign the inventory items on the list to PriceBook.
- Move to the Inactive Inventory list.
- Printing Labels – Generate barcodes and QR codes for inventory items.



For the **Inactive Inventory table**, the button is used to:

- Reactivate or make active the inventory items on the list.
- Delete the inventory items on the list.
- Move to the Active Inventory List.

