

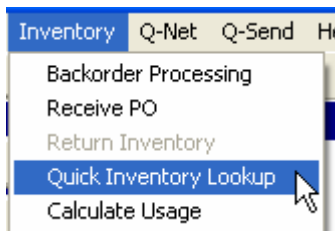


3 Ways to Check Your Inventory

Need to know how much stock you have, but don't want to run a full inventory report? E-Quantum has several ways you can quickly check inventory levels for individual items.

Quick Inventory Lookup

This method is useful if you just want to know exactly how many units of an item you have in inventory. This will not give you location or price information. Simply enter the client ID, and the Item ID, and the window will display how many of each type of inventory is in the system.



A screenshot of the 'Quick Inventory Lookup' window. The window title is 'Quick Inventory Lookup'. It shows the following information:

- Client: 90490 AMPERSAND GROUP; THE
- Item: L/H AMPERSAND LETTERHEAD
- Unit: PK/250

Warehouse	C.Owned	D.Owned	V.Owned	Total
TALLMADGE	4.000	0.000	0.000	4.000

Order History

You can get very complete information about your inventory right from Order History. Once you have entered the Client ID and Item ID, simply click the "Whse Info" button in the bottom left of the window, and you will see information such as the receiving location and date, as well as the sell price. This window will also show you if you have any of the item on order, or back ordered, and by clicking the "Usage" tab, you can see the average monthly usage and each individual month's usage.





Order History

Invoice History **Bill Client:** 90490 AMPERSAND GROUP; THE

PO History **Item Client:** 90490 AMPERSAND GROUP; THE

Release History **Item ID:** L/H AMPERSAND LETTERHEAD

Ship-To Filter (blank for all):

Warehouse Inventory

File Program

Info

Client ID: 90490 AMPERSAND GROUP; THE

Item ID: L/H AMPERSAND LETTERHEAD

Warehouse: TALLMADGE 1946 SOUTH ARLINGTON ST.

Qty On Order: 0.000; B/O: 0.000 (PK/250)

Warehouse Inventory Usage

Date	Location	Qty	Unit	Sell	Owner
03-15-10	Norms shelves	4.000	PK/250	0.00000	C

 Total Qty: 4.000 PK/250

Flags: H-on hold, A-allocated, P-Partial carton

Item Maintenance

If you are already in Item Maintenance, you don't have to close out to see how much inventory you have. The "Orders" tab will not only list your previous orders and invoices, it will also show you how much stock you have: on order, on back order, and in the warehouse.



- ◆ Client Maintenance
- ◆ **Item Maintenance**
- ◆ Vendor Maintenance

Edit Item (Client 90490)

File Program

Save Specs Speclet Clt Locs Whse Locs Q-Net ? X

Item ID: L/H Description: AMPERSAND LETTERHEAD

Item Class: Stock Item

Pg 1	Pg 2	Pg 3	RO	Price	Orders	Restrict	Notes	Usage	Prop	Attrib
Last Invoice #:	1-6679	10/10/2011						*Qty On Order:	0.000	
Last Release #:	999-R10289	10/07/2011						*Backorder Qty:	0.000	
Last RFQ #:	999-99059	03/01/2010						*Qty In Whse:	4.000	
Last Quote #:	999-78021	03/18/2008								
Last PQ #:	999-905645	03/01/2010					[history]			*Unit=250

PO #	PO Date	Unit	Order Qty	Vendor
999-905645	03-01-2010	PK/250	8.000	AMPARTDEPT
999-702316	12-28-2007	PK/250	4.000	PBS CUTSHE
999-702206	11-29-2007	M /1000	5.000	PBS CUTSHE

* - indicates an open order