

# Inventory

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## Inventory Menu

The Inventory module contains many functions that are typically used stockroom staff. Each option within the module is secured by User Group Security permissions. The menu options Physical Inventory/Adjustments and Warehouses will only be displayed on the menu if the Stock Tracking option has been activated in SedonaSetup/Setup Modules.

**Issues>Returns** – Selecting this option will display a form which is used to issue parts from a warehouse or return parts to a warehouse.

**Manufacturer** – This is a setup table where new Manufacturers may be set up. Users may also modify and delete Manufacturer information.

**Parts** – This option has two purposes 1) search for and work with parts and 2) Create/Edit/Copy and Delete parts.

**Physical Inventory/Adjustments** – This option is used to begin and process a physical inventory count.

**Product Line** – This is a setup table where new Product Lines may be set up. Users may also modify and delete Product Line information. A product line is a category assigned to an inventory part.

**Receive Parts** – This option is used to receive parts or services from a Purchase Order.

**Repair Order** – This option is used to track orders when sending parts out to a Vendor for repair.

**Return to Vendor** – This option is used for tracking orders for parts that are being returned to a Vendor, where a Vendor Credit is typically expected.

**Transfers** – This option is used to transfer parts from one warehouse to another warehouse.

**Warehouses** – This option has two purposes 1) search for and work with warehouse information and 2) Create/Edit/and Delete warehouses.

**Part Query Builder** – This option will open the Part Query Builder tool. This is a built in report writer with which Users may develop, save and print reports based on inventory Part data stored within your SedonaOffice database. General instructions on how to use this tool are covered in the Client Management section of this Help.

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