Inventory Overview and Topics

This section of SedonaOffice Help is divided into folders which are equivalent to the options available within the Inventory module of the SedonaOffice application. The Inventory module contains all the functionality necessary for setting up and tracking inventory parts. If you are a new User to SedonaOffice, this help documentation will assist in you in learning the layout of the application and will make navigating much easier.

SedonaOffice offers the option of stock tracking; if this option is activated your company will be able to track part quantities and values in one or multiple warehouse locations. As parts are received, transferred from warehouse to warehouse, or used on Service Tickets or Jobs, entries are made to the General Ledger to record the cost of the transaction.

If the Stock Tracking option is not activated, dollar amounts for parts received and used is recorded to the General Ledger but no quantity tracking is performed. Further, if stock tracking is not used, your company will only be able to expense parts immediately; work in process accounts may not be used for Jobs or Service.

Options that are not available when Stock Tracking is not activated are Physical Inventory, Warehouse tracking and Part Transfers.

SedonaOffice offer four methods of valuing inventory parts; Average Costing, Standard Costing, Serial Number and Lot Number. Refer to Costing Methods for more information on this topic.

The Inventory module contains basic components that revolve around a Part record.

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Click on the topic links below for detailed information related to the Inventory module.

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Parts Setup

Part Kits
Editing Part Information
Searching for Parts
Costing Methods
The Warehouse Explorer
The Parts Explorer

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Part Price Levels
Warehouses
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Inventory Transactions

Issues & Returns

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Transfers - Manual

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Physical Inventory