

Inventory Items — Qty owned

The **Inventory Items — Qty owned** screen displays a list of transactions that contribute to the total quantity owned of a selected inventory item. This view allows you to track how the quantity owned changes over time due to various transactions.

Accessing the Qty Owned Screen

To access the **Inventory Items — Qty owned** screen:

1. Navigate to the **Inventory Items** tab in Manager.



2. Click on the number in the **Qty owned** column for the inventory item you wish to examine.

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This action will open the **Inventory Items — Qty owned** screen for the selected item, displaying all transactions affecting its quantity owned.

Understanding the Qty Owned Screen

The **Qty owned** screen lists transactions that have impacted the quantity owned of the inventory item. Each transaction is presented in a row with various details spread across multiple columns.

Columns in the Qty Owned Screen

The screen features several columns that provide specific information about each transaction:

- **Date:** The date when the transaction occurred.

- **Transaction:** The type or name of the transaction (e.g., Purchase Invoice, Sales Invoice).
- **Reference:** The transaction's reference number, if applicable.
- **Inventory Item:** The name of the inventory item involved in the transaction.
- **Bank or Cash Account:** The bank or cash account associated with the transaction.
- **Customer:** If applicable, the name of the customer involved in the transaction.
- **Supplier:** If applicable, the name of the supplier involved in the transaction.
- **Description:** A brief explanation of the transaction.
- **Line Description:** Details specific to individual line items within the transaction.
- **Qty Owned:** The quantity change resulting from the transaction (positive or negative).

Date

Displays the **transaction date** for each entry, indicating when the transaction took place.

Transaction

Shows the **name or type of transaction**, helping you identify the nature of each entry (e.g., goods receipt, sales invoice).

Reference

Lists the **reference number** assigned to the transaction, allowing for easy cross-referencing with physical documents or other records.

Inventory Item

Indicates the **name of the inventory item** associated with each transaction. Since you are viewing transactions for a specific item, this column will show the same item name throughout.

Bank or Cash Account

Displays the **name of the bank or cash account** tied to the transaction, if relevant.

Customer

If the transaction involves a customer (such as a sale), this column includes the **customer's name**.

Supplier

Shows the **name of the supplier** involved in the transaction when applicable (such as a purchase).

Description

Provides an **explanation of the transaction**, offering additional context or details as recorded in the transaction's description field.

Line Description

Contains **information on individual transaction entries**, giving specifics about each line item within a transaction.

Qty Owned

Reflects the **movement in quantity owned** resulting from the transaction:

- A **positive number** indicates an increase in quantity owned (e.g., purchases, inventory adjustments adding stock).
- A **negative number** indicates a decrease in quantity owned (e.g., sales, inventory write-offs).

Customizing Displayed Columns

You can customize which columns are displayed to focus on the information most relevant to you:

1. Click the **Edit columns** button located at the top-right corner of the screen.
2. In the dialog that appears, select or deselect the columns you wish to display.
3. Click **Update** to apply your changes.

By tailoring the visible columns, you can simplify the view and highlight the most pertinent data for your inventory management needs.

Utilizing the Qty Owned Information

The **Inventory Items — Qty owned** screen is a powerful tool for:

- **Tracking Inventory Movements:** Monitor how each transaction affects your inventory levels over time.
- **Identifying Discrepancies:** Spot any unusual or unexpected changes in quantity owned, aiding in inventory reconciliation.
- **Analyzing Purchasing and Sales Patterns:** Understand buying and selling trends for the inventory item.
- **Audit Trail Maintenance:** Maintain a clear record of all transactions impacting your inventory, supporting transparency and accountability.

By regularly reviewing this screen, you can ensure accurate inventory records and make informed decisions about purchasing, sales, and inventory control.

Remember to routinely check and update your inventory records to reflect the most current and accurate information, leveraging the **Qty owned** screen as a central resource

for tracking inventory item movements.