Product Inventory



This document will review how to set up a product with an Inventory Quantity Adjustment to help limit and track the quantity of the product being sold.

How do Limited Quantity Items work?

Products that are set up with this additional option have their units added or subtracted to reflect the quantity available in real time. When a product's inventory goes down to zero, it will show as out of stock, preventing the product from being oversold. You can also use inventory to determine how many products to order from a vendor. Examples of products to use this feature on include clothing, field trip spots, yearbooks, tickets, and more.

How do I use Inventory Quantity Adjustments?

- 1. Set up a new product or edit and existing products before going to the "Additional Options" tab on the Product.
- 2. Under the Additional Options tab check the box for "Limited Quantity Item".



Example of Limited Quantity Item Checkbox

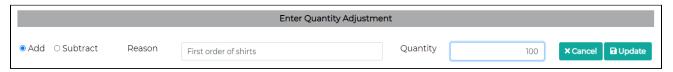
- 3. Go to Transactions >> Inventory Quantity Adjustments.
- 4. Click Edit on the product to set up a quantity.



Inventory Quantity Adjustments Page

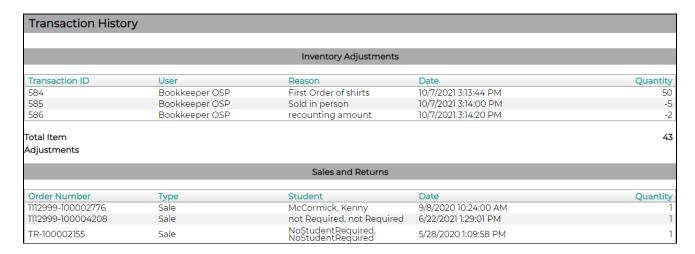
5. Select Add or Subtract, enter a reason for the adjustment, and input the quantity.

a. Click Update.



Example of Entering Quantity Adjustment

- 6. The system will notify you if it was successfully saved and will show an updated quantity.
- 7. To view the Transaction History or Sale and Returns of the product, Click **Edit** on the desired Product.



Example of Quantity Transaction History

8. If your Product runs out of inventory, it will not be able to be purchased from the Store. Once out of stock you will need to go back in and add additional quantities or make the product inactive.

