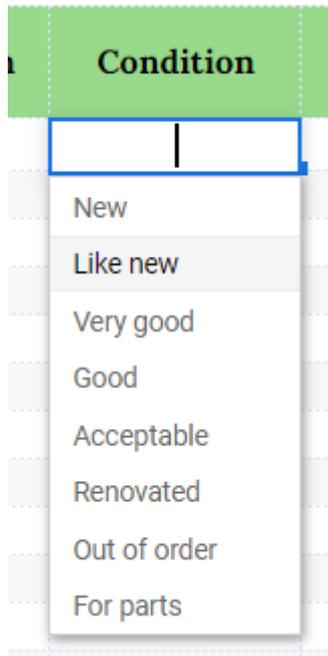


Use "Inventory spreadsheet template" to keep an inventory of your items. These can be home goods, office equipment, and more.

### Working with table data

The worksheet contains a worksheet with 14 columns:

- In the "Serial No./Product ID" column, enter the serial number of the item, which will help you then track the dynamics of movements/changes associated with this item.
- In the "Item description" column, enter a description of the product or its name.
- In the "Product category" column, enter the name of the category to which this item/product belongs. For example, furniture, dishes, office equipment, and so on.
- In the "Unit price" column, enter the cost of 1 unit of the product for which it was purchased.
- In the "Quantity" column, enter the quantity of these items that were purchased.
- The values in the "Inventory value" column are calculated automatically as a product of the "Unit price" and "Quantity" values.
- In the "Acquisition Date" column, enter the purchase date of this item/product, which may coincide with the date it was put on inventory.
- In the column "Warranty period, months" enter the product's warranty period in months.
- The values in the "Warranty expiration date" column are calculated automatically - the end date of the warranty period is displayed. If the warranty period has already expired on today's date, the value will turn red.
- In the "Manufacturer" column, enter the value of the manufacturer or seller of this item/product.
- In the "Location" column, enter the current location of this item/product (which room, warehouse, office).
- In the "Condition" column, select one of the 8 values from the drop-down list of the product state. You can change the values for each product over time, including the status of the product.



- In the column "Remarks" you can leave any mark for yourself.

<b>Total inventory value:</b>	<b>5 000,00</b>
<b>On the date:</b>	<b>14.09.2021</b>

At the top of the sheet, you will see a table that displays the total inventory value of the goods that you entered into the table for today (the date is always displayed as today).