

Use our "Inventory list template" to manage all the items you have in stock, their cost, weights, and more.

The template contains a table and several summary fields. Let's start with the table; it includes 14 columns that need to be filled in:

- "Name" in this column, enter a short name of the product;
- "Description" - in this column, enter the detailed characteristics of the product;
- "Unit price" - in this column, indicate the cost of purchasing a unit of goods;
- "Qty in Stock" - in this column, indicate the number of identical goods purchased in one batch;
- "Total Value" - in this column, the total cost of the entire quantity of goods is calculated automatically;
- "Unit Weight, kg" - in this column, indicate the weight of the unit of goods in kilograms;
- "Total Weight, kg" - this column calculates the total weight of the total number of products for each line;
- "Vendor | Store" - on this line, indicate the supplier or store of purchase of each product;
- "Serial No (if available)" - in this column, if possible, it is necessary to indicate the serial number of the product;
- "Purchase Date" - in this column, it is needed to indicate the date of purchase of the goods (or a batch of identical goods) in the mm/dd/yy format;
- "Delivery Date" - in this column, enter the date of delivery of the goods to your warehouse in the mm/dd/yy format;
- "Original Location" - in this column, indicate the address (or name) of the warehouse where the goods were initially or purposefully delivered (for example, if you delivered the goods directly to your customer at the warehouse);
- "Current Location" - in this column, indicate the changed current location of the product if you transported it to another location (for example, you rent out the product/equipment - indicate the name or address of its current user);

- “Storage conditions” - in this column, it is necessary to indicate the special storage conditions of the goods, if any (temperature, lighting, packaging, etc.)

An example of filling a table:

Name	Description	Unit price	Qty in Stock	Total Value	Unit Weight, kg	Total Weight, kg	Vendor / Store	Serial No (if available)	Purchase Date	Delivery Date	Original Location	Current Location	Storage conditions
Name 1	Description 1	\$16.00	13	\$208.00	0.32	4.20	Local	357-251-8282	05/28/21	06/24/21	Location 1, office 1	the same	Room temperature
Name 2	Description 2	\$35.00	1	\$35.00	0.86	0.86	National	239-346-6522	06/27/20	07/25/20	Location 1, office 2	Location 2, office 8	-
Name 3	Description 3	\$16.00	13	\$208.00	0.68	8.87	Foreign	998-752-2738	07/26/20	08/30/20	Location 1, office 3	the same	Room temperature
Name 4	Description 4	\$28.00	10	\$280.00	0.10	1.01	Local	893-197-3576	08/25/21	10/06/21	Location 1, office 4	the same	Room temperature
Name 5	Description 5	\$44.00	15	\$660.00	0.43	6.49	National	656-805-4791	11/22/21	12/04/21	Location 1, office 5	Location 1, office 5	-
Name 6	Description 6	\$8.00	12	\$96.00	0.36	4.29	Foreign	505-550-7652	09/19/21	11/04/21	Location 1, office 6	the same	Cool storage conditions
Name 7	Description 7	\$25.00	6	\$150.00	0.11	0.69	Local	731-597-9164	09/22/20	10/10/20	Location 1, office 7	the same	Cool storage conditions
Name 8	Description 8	\$39.00	9	\$351.00	0.95	8.57	Foreign	484-947-2272	03/11/21	04/14/21	Location 1, office 8	the same	Room temperature
Name 9	Description 9	\$25.00	10	\$250.00	0.21	2.09	National	918-493-0291	11/14/20	11/30/20	Location 2, office 1	Location 1, office 3	Room temperature
Name 10	Description 10	\$43.00	7	\$301.00	0.12	0.84	Foreign	605-617-9993	02/07/21	03/16/21	Location 2, office 2	the same	-

The right side of the table contains several summary fields:

<b>Date:</b>
01/22/22
<b>Total inventory value</b>
\$4,847.00
<b>Total number of items</b>
174
<b>Total weight</b>
77.71

- The “Date” field always displays the date of the current day (that is, the relevance of the information for today);

- In the “Total inventory value” field, the total cost of purchasing all items in the list is automatically calculated;

- The “Total number of items” field automatically sums up the total number of items in the warehouse;

- The “Total weight” field automatically sums up the total weight of all goods in the warehouse.