Use the **"Inventory tracking template"** to track the movement of goods in the warehouse (purchase, sale, return), their prices, as well as warehouse stocks.

The template contains 3 tabs:

1. **"Settings"** - tab for setting up warehouse items;

2. **"Tracking"** - tab for fixing movements of warehouse stocks;

3. **"Current stock"** - a tab that displays the current stock of goods.

<div align="center">SETTINGS TAB</div>

Before you start working with the template and can record and track the movement of goods, you need to add them to the "base" of the template. To do this, go to the **"Settings"** tab and enter in the table those goods/ inventory, the movement of which you need to control. The table contains 3 columns:

Item code	Item description	UOM

- **"Item code"** - in this column, you must enter the codes that are assigned to each unique product;

- **"Item description"** - in this column, enter the full names or descriptions of your goods/ inventory;

- **"UOM"** - in this column, you must enter the designations of the units of measurement of goods (these can be pieces, packages, liters, kilograms, etc.).

An example of filling out this table looks like this:

Item code	Item description	UOM
NNNN-1	Description 1	uom 1
MMMM-2	Description 2	uom 2
AAAA-3	Description 3	uom 3
FFFF-4	Description 4	uom 4

After entering all possible products in this table, you can go to the next tab.

<div align="center">TRACKING TAB</div>

This tab is intended to mark all operations with goods/ inventory in the warehouse: purchase, sale, etc., and the prices of goods during these operations. This is the main working tab of the template. The table contains 14 columns:

Operation type	Vendor/ Customer name	Document No	Stock code	Operation quantity	Operation value	Item description	UOM	Previous quantity in stock	Current quantity in stock	Purchase price per unit	Usage price per unit	Sale price per unit

- **"Date of operation"** - in this column, record all operations performed with goods movements in chronological order in **mm/dd/yyyy** format.

- **"Operation type" -** in this column, select the appropriate value from the dropdown list:

    ➢ Select the **"Purchase"** value if the current operation is the purchase of goods to the warehouse;

    ➢ Select the **"Usage"** value if the current operation is the use of a product (for example, in production, internal work, etc.);

    ➢ Select the **"Sale"** value if the current operation is the sale of goods from the warehouse;

    ➢ Select the **"Return"** value if the current operation is the registration of the return of goods to the warehouse;

- **"Vendor/ Customer name"** - in this column, enter the name of the organization or the name of your counterparty for the current operation.

- **"Document No"** - in this column, enter the numbering of the documents on which the operations are performed (order number/ invoice number/ act number/ declaration number, etc.)

- **"Stock code"** - in this column, it is necessary from the drop-down list to select the unique product code that you "programmed" on the previous tab. If you have new products - do not forget to enter them into the table on the **"Settings"** tab.

- **"Operation quantity"** - in this column, you need to enter a number - the number of goods that you sold/ bought/ used in the current operation (for example, 10 units).

- **"Operation value"** - in this column, you must enter the amount of the transaction for this product (for example, $ 100.00). If you have a movement for several items in one operation, they need to be posted to separate lines.

- **"Item description"** - a formula is entered in this column; therefore, the value of the description/ name of the product will be automatically displayed (the value entered in the table on the **"Settings"** tab).

- **"UOM"** - a formula has been entered in this column; therefore, the value of the unit of measurement of the product will be automatically displayed (the value entered in the table on the "Settings" tab).
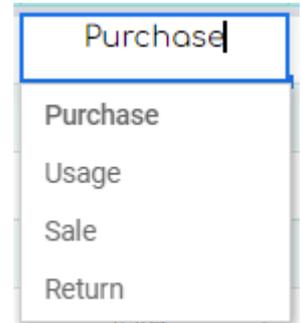
- **"Previous quantity in stock"** - for the first row in the table, the value must be entered manually (even if it is 0). Further values are calculated automatically using the formula. BUT if you start to keep records in the template with certain stocks in stock, then the first value for each unique item code must be entered manually by deleting the formula. (For example, if the value is greater than 0, you need to enter it).

- **"Current quantity in stock"** - in this column, the value is calculated automatically by the formula, taking into account the previous value of availability and the number of goods in the current operation (displays the number of goods after the operation)

- **"Purchase price per unit"** - in this column, the value is calculated automatically if the value **"Purchase"** was selected in the **"Operation type"** column. The value will display the unit cost of the item in the purchase. An empty cell will remain in the column if a different value is determined.

- **"Usage price per unit"** - in this column, the value is calculated automatically if **"Usage"** was selected in the **"Operation type"** column. The value will reflect the cost of a unit of goods used for production or other internal work (for example, the cost of a unit of goods in the cost of production). An empty cell will remain in the column if a different value is determined.

- **"Sale price per unit"** - in this column, the value is calculated automatically if the value **"Sale"** was selected in the **"Operation type"** column. The value will display the unit cost of the item in the sale. An empty cell will remain in the column if a different value is determined.

An example of filling out this table looks like this:

Date of operation	Operation type	Vendor/ Customer name	Document No	Stock code	Operation quantity	Operation value	Item description	UOM	Previous quantity in stock	Current quantity in stock	Purchase price per unit	Usage price per unit	Sale price per unit
01/09/2021	Purchase	Walmart	653-3053	NNNN-1	10,00	$100,00	Description 1	uom 1	0,00	10,00	$10,00		
01/09/2021	Purchase	Bakery	857-5484	MMMM-2	15,00	$55,00	Description 2	uom 2	0,00	15,00	$3,67		
01/09/2021	Purchase	Metro	346-8673	AAAA-3	3,00	$68,00	Description 3	uom 3	0,00	3,00	$22,67		
02/09/2021	Usage	Restaurant	None	NNNN-1	2,00	$25,00	Description 1	uom 1	10,00	8,00		$12,50	
02/09/2021	Sale	Bistro	643-3434	MMMM-2	3,00	$15,00	Description 2	uom 2	15,00	12,00			$5,00

CURRENT STOCK TAB

On this tab, the table displays the current warehouse stocks for each of the goods, operations on which were recorded on the previous tab. The table contains 7 columns, the values of which are calculated automatically. Do not change anything on this tab!

Item code	Item description	UOM	Current value	Average purchase price	Average usage price	Average sale price

- **Item code** - all unique product codes used in the **"Tracking"** tab will automatically appear in this column.

- **Item description** - this column will automatically display the name/ description of the product by the unique product code.

- **UOM** - this column will automatically display the unit of measurement for the item by the unique item code.

- **Current value** - this column will automatically calculate the current value for each product so that you do not have to scroll through the entire table with operations on the **"Tracking"** tab to find the last record for the product.

- **Average purchase price** - in this column, the average value for which you purchased this product will be automatically calculated.

- **Average usage price** - this column will automatically calculate the average value for using this product.

- **Average sale price** - this column will automatically calculate the average value you sold this product.

An example of a filled table looks like this:

Item code		Item description	UOM	Current value	Average purchase price	Average usage price	Average sale price
NNNN-1	▾	Description 1	uom 1	5	13,41	17,70	-
MMMM-2	▾	Description 2	uom 2	40	18,98	4,74	27,31
AAAA-3	▾	Description 3	uom 3	37	12,06	6,23	30,00
FFFF-4	▾	Description 4	uom 4	40	12,38	-	-
TTTT-5	▾	Description 5	uom 5	46	8,14	-	-
SSSS-6	▾	Description 6	uom 6	36	4,66	-	-
OOOO-7	▾	Description 7	uom 7	58	9,37	30,67	-
PPPP-8	▾	Description 8	uom 8	1	58,93	14,36	4,25
CCCC-9	▾	Description 9	uom 9	55	71,01	-	-
BBBB-0	▾	Description 10	uom 10	-	-	-	-