GooDocs

Use the **"Product inventory template"** to manage your inventory, location, cost, and condition. The table consists of 3 tabs:

- **"Settings"** - a tab for customizing the work of the entire template;

- **"Worksheet"** - tab for fixing all products in warehouses and departments;

- **"Inventory Information"** - product summary tab.

SETTINGS TAB

This tab has 3 fields for customizing the data in the document.

- The column with the heading **"Conditions"** offers a set of characteristics of the state of products; you can leave it unchanged or add/ remove the necessary values.

- In the column **"Department/ Warehouse"** you must enter the names of all places where you can store your inventory (warehouses, retail outlets, offices, etc.)

- In the **"Category"** column, you must enter all types of inventory located in your warehouses and are subject to inventory (for example, Computer equipment, Furniture, Plumbing, Instruments, etc.).

You can work on the next one when you finish working on this tab.

WORKSHEET TAB

This tab is the main working tab of the document, and it is intended for fixing all products in warehouses and departments. The working area of the tab contains 14 columns:

Item ID	Name/ Description	Product category	Location		Purchase information				Quantity	Condition	Total value	Model	Notes
			Department/ Warehouse	Position	Acquisition Date	Provider	Unit price	Warranty expiration date					

- **"Item ID"** - a column in which you need to indicate the code or special designation of the required product;

- **"Name/ Description"** - in this column, you must indicate the name/ description of the product (for example, Laptop Asus);

- **"Product category"** - in this column, it is necessary to select from the drop-down list the required value of the product category that you "programmed" on the **"Settings"** tab;

- **"Department/ Warehouse"** - in this column, you must also select from the drop-down list the required value for the location of the product that you "programmed" on the **"Settings"** tab;

- **"Position"** - in this column, you need to indicate the specified location of the product (for example, Office # 1, *office # 25*);

- The **"Purchase information"** block represents data about the purchase of these goods:

- **"Acquisition Date"** - in this column, indicate the date of purchase of each specific product in the format **mm/dd/yy**;

- **"Provider"** - in this column indicate the place of purchase of the product or its supplier;

- **"Unit price"** - in this column, indicate the purchase price per unit of each product;

- **"Warranty expiration date"** - in this column, enter the product warranty expiration date (if any) in **mm/dd/yy** format. If the warranty period has expired at the time of using the document, the value will turn red.

- **"Quantity"** - in this column, enter the number of identical products purchased at the same time (**Important!** if the same products from one purchase are in a different condition, they need to be posted on separate lines);

- **"Condition"** - in this column, select the appropriate option for the current state of the product from the drop-down list;

- **"Total value"** - this column will automatically calculate the value of the total cost of the whole number of products for each specific row;

- **"Model"** - in this column, you can specify the clarifying information regarding the model or detailed characteristics of the products;

- **"Notes"** - in this column, you can leave other notes for yourself to identify inventory products (for example, the employee who uses this laptop).

New
New
Like **new**
Very good
Good
Acceptable
Renovated
Out of order
For parts
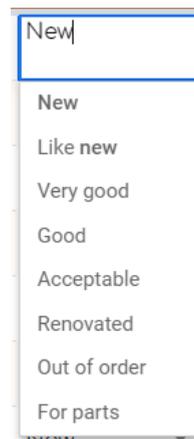
An example of a filled table looks like this:

Item ID	Name/ Description	Product category	Location		Purchase information				Quantity	Condition	Total value	Model	Notes
			Department/ Warehouse	Position	Acquisition Date	Provider	Unit price	Warranty expiration date					
AAA-1253483	Item 1	Computer equipment	Head office	Room 1	08/01/21	Walmart	$3,000.00	07/31/23	3	New	$9,000.00	HP Pavilion	For counting room
BBB-54654	Item 2	Furniture	Warehouse #1	Room 2	03/05/21	Ikea	$1,000	09/05/21	5	Like new	$5,000		
CCC-3645499	Item 3	Plumbing	Head office	Room 3	12/12/20	Kraus	$1,500	12/12/21	6	Very good	$9,000		
DDD-6569434	Item 4	Instruments	Sales point 1	Room 1	03/05/21	Amazon	$600	03/05/23	9	Like new	$5,400		
EEE-645444	Item 5	Furniture	Sales point 2	Room 2	08/10/21	Ikea	$1,500	08/10/22	3	Very good	$4,500		
FFF-1245644	Item 6	Appliances	Sales point 3	Room 3	04/20/20	Amazon	$680	10/20/20	5	Good	$3,400		
GGG-2456987	Item 7	Computer equipment	Warehouse #2	Room 1	10/01/21	Walmart	$350	10/01/23	3	New	$1,050	Asus	

INVENTORY INFORMATION TAB

Information on this tab is displayed automatically, do not change anything.

This tab contains a table and a chart. The table includes the following fields:

Department/ Warehouse	Amount of categories	Quantity of items	Total value

- **"Department/ Warehouse"** - this column will automatically display a list of all places, warehouses, and offices that you "programmed" in the **"Settings"** tab;

- **"Amount of categories"** - in this column, for the given locations, the number of product categories that are located/ stored there will be automatically calculated;

- **"Quantity of items"** - in this column, for the given locations, the total number of goods that are located/ stored there is automatically calculated;

- **"Total value"** - in this column, the total cost of all goods located/ stored there will be automatically calculated for the given locations.

An example of a filled table looks like this:

Department/ Warehouse	Amount of categories	Quantity of items	Total value
Head office	4	27	$31,738
Warehouse #1	3	26	$29,552
Warehouse #2	3	37	$25,049
Warehouse #3	2	14	$9,070
Warehouse #4	3	29	$28,804
Sales point 1	2	19	$14,710
Sales point 2	4	35	$29,771

On the chart below, you can visually see this information - it will display all your warehouses and the total cost of products on each of them.

An example chart looks like this: