



Excel Inventory Template / Tracker

ABCAUS Inventory has been conceptualized for a small to mediocre trading firm. It has been designed with a user driven interface and help boxes at each section to assist the user.

It can deal with *three store locations* and generates the following reports:

1. Master Record of data
2. Inventory Transaction Reports
 - Store Location-wise
 - Inventory Item-wise
 - Vendor-wise
 - Inventory Valuation; and
 - Inventory Closing Balances and Values

ABCAUS Inventory has been conceptualised for small traders upto 100 items of inventory.

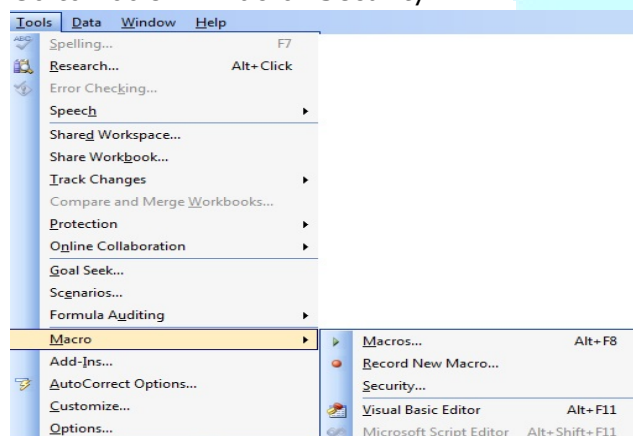
Configuration Settings:

Macro should be enabled

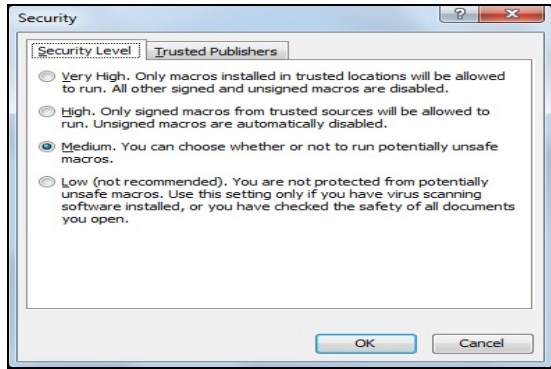
Macro must be enabled to use the ABCAUS. For this you will need the following steps:

In Excel 2003 or earlier versions

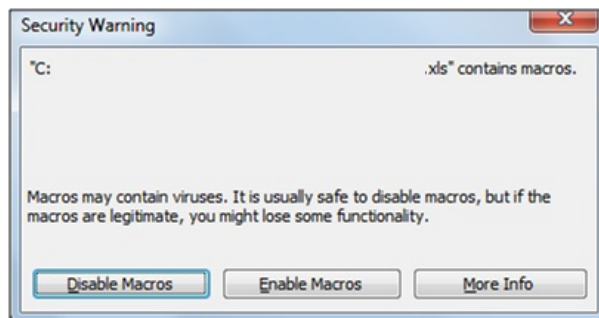
Go to Tools> >Macro>Security



Set macro Security to Medium



On File Opening you will be asked to enable macros, Choose Enable Macros



In Excel 2007 or later versions

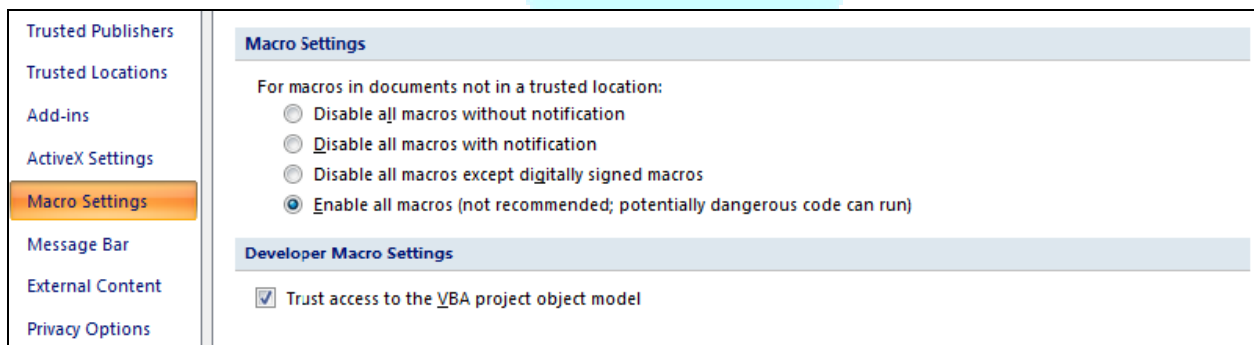
Run Excel2007 then click Office Button at the topmost left



Go to **Excel Option>Trust Centre>Trust Centre Settings>Macro Settings**, then check the following two settings

Enable All Macros

Trust Access to the VBA Project Object Model



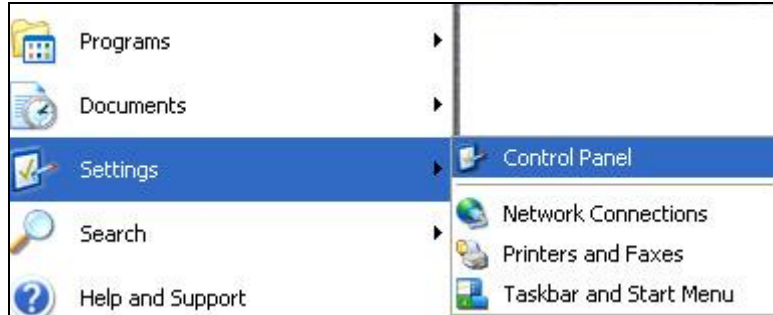
Regional Settings

The date format must be set to English (UK) in the user's computer

For this you will need the following steps:

In Excel 2003 or earlier versions

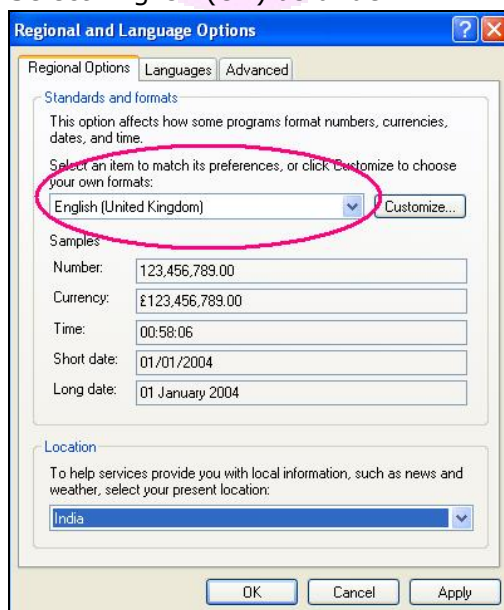
Go to **Start >Settings >Control Panel**



Select Regional and languages Settings:

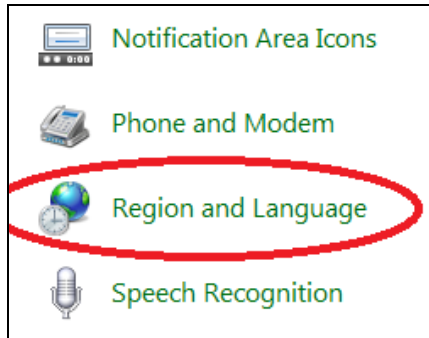


Select English (UK) as under

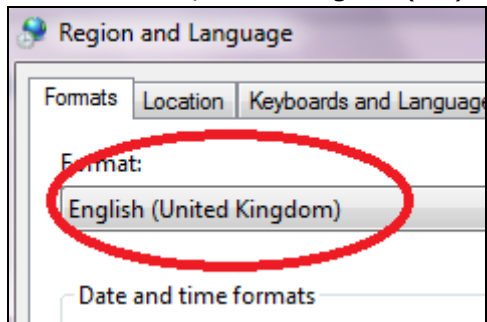


In Excel 2007 or later versions

Go to **Start >Control Panel> Region and language**



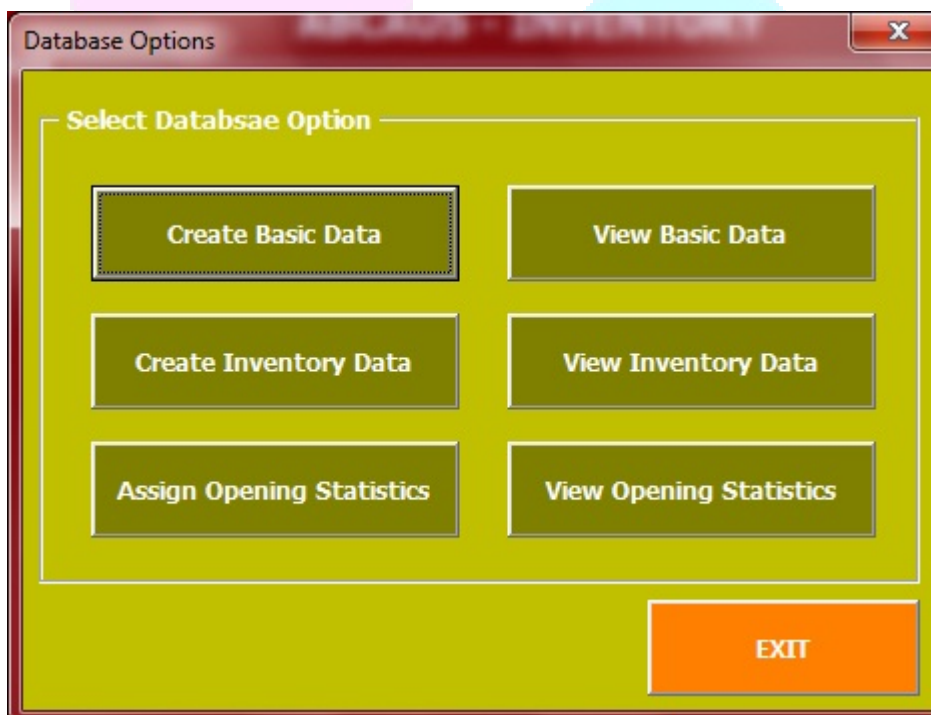
Under Format, select English (UK) click Apply and Apply



Database Creation

Before you should make any entry, database must be created. Go to **Create Database** from the gateway

It has following Database options:



1. Create basic data >

Here Create basic database like name , address of the firm, Name of Stores (up to three number of stores can be given).

The details created here can be seen from > **View Basic Data**

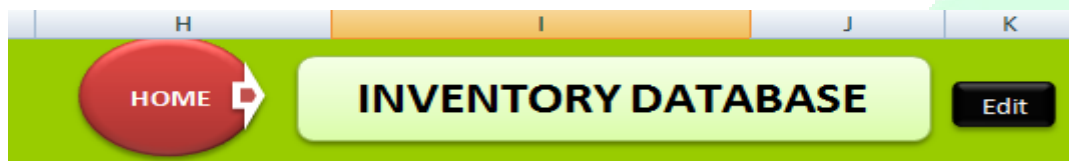
2. Create Inventory data >

Here create list of Inventory Items, their part numbers and re-order Levels.

The details created above can be seen from

> **View Inventory Data**

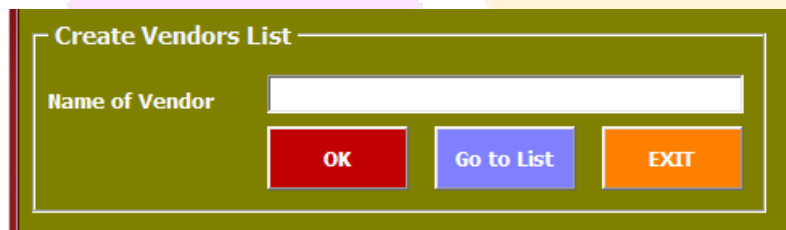
In case of wrong inputs while creating Inventory data, it can be modified from **Edit Button** from > **View Inventory Data**



2. Create Vendor data>

Vendor database can also be created at > **Create Inventory Data.**

Database of vendors created here can be seen and edited from > **Go to List**



3. Assign Opening Statistics >

After Creating Inventory database entries as above, Opening balances and cost should be assign from **Assign Opening Statistics > Assign** Menu.

In case of wrong inputs they can be modified from **Assign Opening Statistics > Modify** Menu



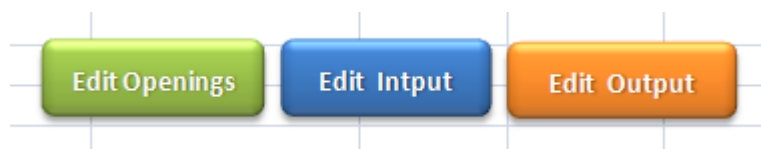
Recording Entries

Entries for Inventory IN and Inventory Out can be recorded from this menu.

Gateway > Record Entries

If modification is required in any Entries recorded for Inventory IN or Inventory Out then it can be done from Edit Buttons

Gateway > View Master record



Report Generations

Master Record of data feeds can be seen from

Gateway > View Master Record

Other Inventory Reports can be seen from

Gateway > View Inventory Reports



Note : Reports can take few seconds to load.

Navigation:



Use

Button to come to main menu from any sheet.

Pop-up Help Boxes

Popup Help Boxes have been added to assist ABCAUS users, read them carefully.

Exiting ABCAUS



Use Exit Button at the main menu to close ABCAUS.

If any user encounter any error or have any query feel free to write to me at info@abcaus.in

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