

Spotlight on *Inventory*

Inventory and Maintenance

- In the event of a natural disaster, a physical inventory proves to insurers your contents and values
- Provides a dollar value of contents
- Record maintenance schedules, condition of equipment, serial numbers, maintenance policies and warranties
- Track insurance policies and costs and expirations
- Track gifts of items that have been given in honor or others
- Record the cost and date of acquisition of items
- Track items borrowed or disposed of
- Record loans and loan information
- Know when items are missing
- Print barcode labels with descriptions and locations
- Take inventory with scanner, then update the database



An inexpensive scanner reads barcodes on inventory items to update your inventory database.

R1101 - Inventory Item Maintenance

General Memorial Insurance Debt Maintenance Dates/Quantities

Acquired: 75 Counted: 75 Borrowed: 0 Disposed: 0

New/Mod

Unique Item ID: CHAIRS Desc: UPHOLSTERED CHAIRS FOR FELLOWSHIP HALL Acquired: 7/01/2011 1:23 AM RMW

Type of Item: CHAIR Char User: Fellowship Hall

Date Item(s) Acquired: 7/01/2011
Number of Item(s) Acquired: 75
Cost of each Item: 55.00

Model Number: 2056
Purchased From: Walmart
Serial Number:

OK Delete Cancel Apply