



# Process

# Documentation

*Department:*

Customer Support

*Last Updated:*

7/29/2025 8:53 AM

**NAME OF PROCESS**

## Maintaining Physical Inventory [RolePlay]

**Use Case / Objectives**

Whether you are tracking parts, merchandise, or equipment, it is important to regularly verify what is physically available at each branch of your organization. This process is used to generate count sheets, clear out previous inventory data, and enter new counts to ensure your records accurately reflect what is currently on the shelf or in the yard.

This article features the following processes:

1. [Printing Physical Count Sheets](#)
2. [Entering Physical Counts](#)
3. [Viewing Inventory Counts by Location](#)
4. [Adjusting Inventory Counts](#)

**Configuration, Training, and Reporting**

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

**Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.**

Menu options to access:

Purchasing Operations > Physical Inventory > Physical Count Sheets

Purchasing Operations > Physical Inventory > Count Entry

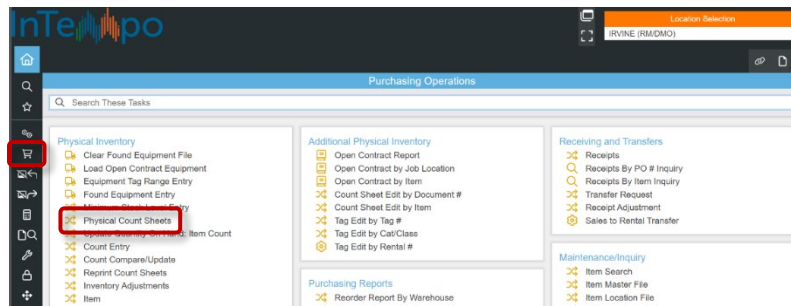
Main Operations > Inquiry > Parts/Merchandise Inquiry

Purchasing Operations > Physical Inventory > Inventory Adjustments

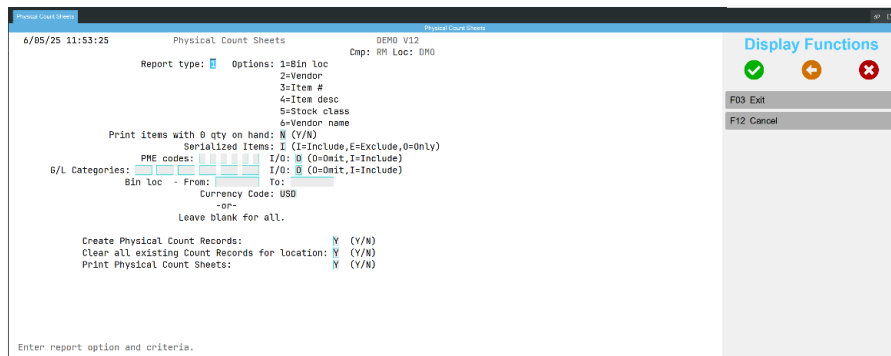
## Printing Physical Count Sheets

### Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. Click on the **Purchasing Operations** menu option.
3. Under the **Physical Inventory** section, click on **Physical Count Sheets**.

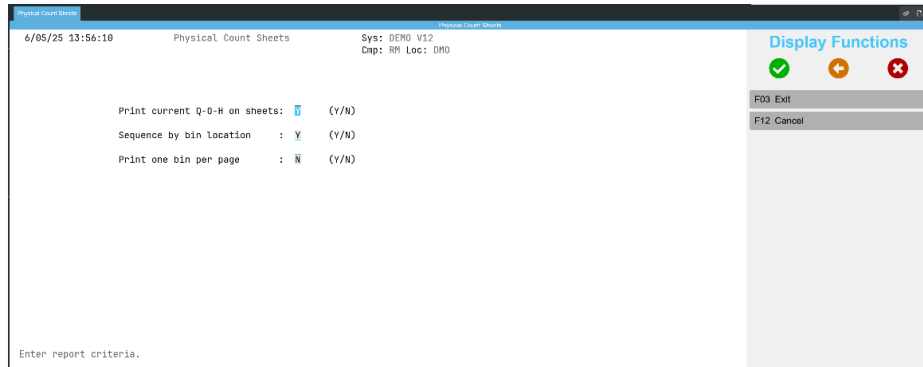


4. To generate physical count sheets for your inventory, fill out the parameters on the **Physical Count Sheets** screen. **NOTE:** Setting *Clear all existing Count Records for Location* to Y should be used when you want to remove existing inventory count records and save them to the **Count History File** with a Location code as well as a date and timestamp.



5. Press enter once all parameters are set.
6. If you chose Y to print the report, the **Physical Count Sheets - 2** screen will confirm more printing parameters. Select Y or N for each of the fields.

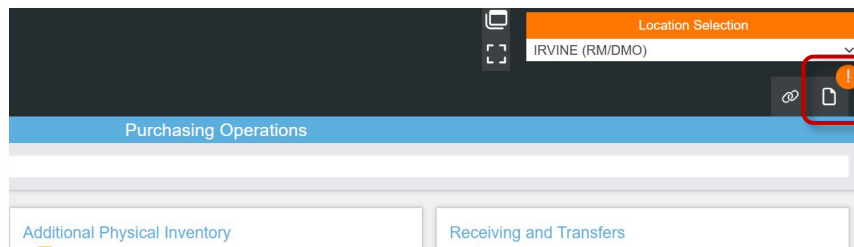
a. Press enter.



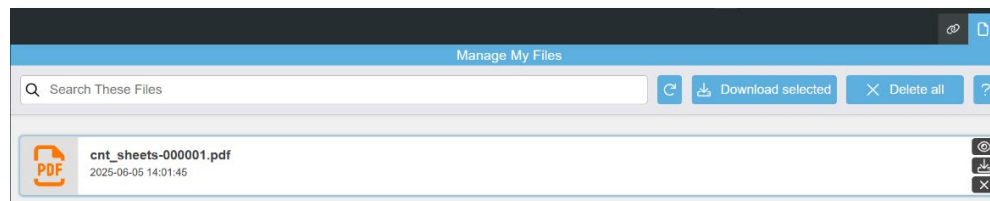
7. The print pop-up displays. Confirm how many copies need to be printed for this report.
8. Press enter to continue.



9. The report is ready when the orange icon appears over **Manage My Files**.
10. Click on **Manage My Files** to view the report.



11. Double click on the report to open it or click on the Eye icon.



- a. The report will open on another browser tab.

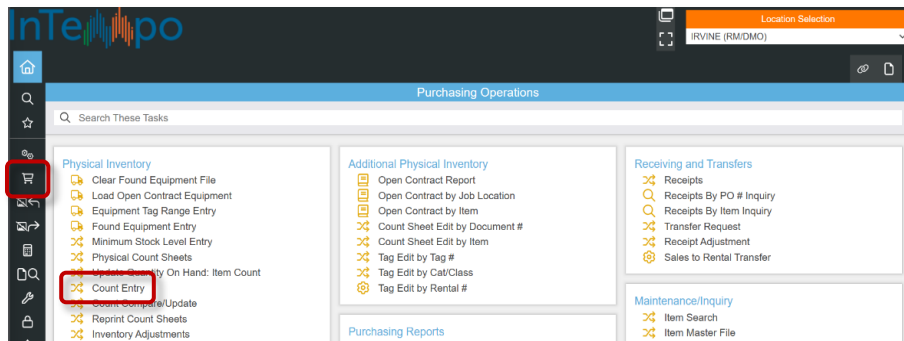
6/05/25 14:01:41		WYNNE SYSTEMS, LLC				Cmp: RM	
System: DEMO V12		MANUAL INVENTORY COUNT SHEETS				Loc:DMO	
Pgm Id: POPICR		Inventoried by: _____					
Document #: 38							
Item number	Manufact. #	Bin loc	UM Pgt	Counted	UM #2	UM #3	
Description		Stk/C	Vend #	Qty	Qty	Qty	
Serial #	Qty on Hand						
FAN, OIL	193 193		EA: 1	EA	BX	ICS	
		ACDEL P	147				
	10.00						
ABC12-111	ABC12-111		EA: 1	EA			
THIS IS A TEST		ASV P	50				
	6.00						
ABC123456	ABC123456		EA: 1	EA	BX	ICS	
OIL FILTER		MCI P	34				
	5.00						
AB123-123-123	AB123-123-123		EA: 1	EA	BX		
FILTER, AIR		ACDEL P	50				
	12.00						
AC499750	AC499750		EA: 1	EA			
FAN HOSE NW 100 X 280 PUR-AS 351	***	ACBAT P	147				
	1.00						
AC827911	AC827911		EA: 1	EA			
HEX. SHAFT F. CHAIN WHEEL 827934		AIRLE P	147				
	1.00						
AD600	AD600		EA: 1	EA			
DRILL, 1/2" ELECTRIC		BLACK M	34				
	29.00						
AF5500-5	AF5500-5		EA: 1	EA			
AIR FILTER, PRIMARY		FILTE P	86				
	94.00						
AG-20029101-10	AG-20029101-10		EA: 1	EA			
10" 3PLY MRT BALER F310		AIRLE P	147				
	1.00						
AIR FILTER	T01		EA: 96	EA	BX	ICS	
AIR FILTER		T01 M	3				
	7017.00						

## Entering Physical Counts

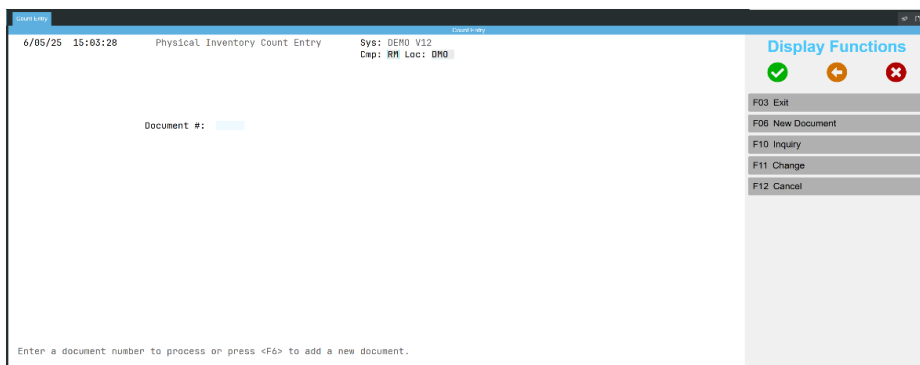
Once physical inventory has been conducted, the counts will need to be entered/updated.

### Process Steps

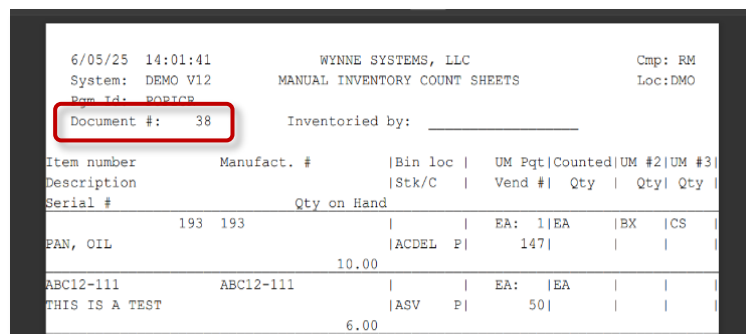
1. Log into the [Roleplay Environment](#) using your credentials.
2. Click on the **Purchasing Operations** menu.
3. In the **Physical Inventory** section, click on the **Count Entry** option.



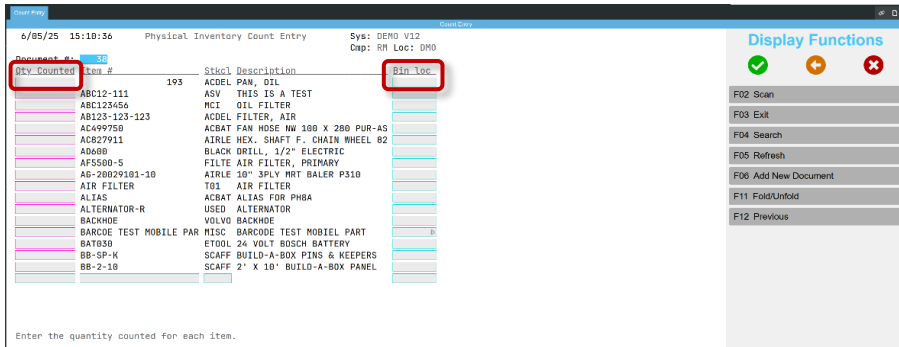
4. The **Physical Inventory Count Entry - Launch** screen opens.



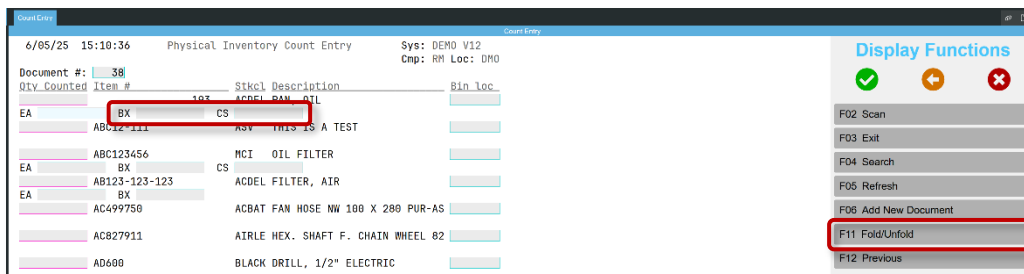
5. Type in the Document # and press Enter. **NOTE:** This number can be found on the printed sheets (screen shot below).



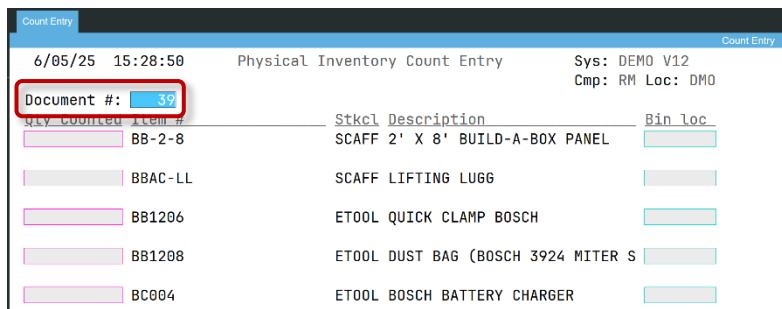
- a. The Physical Inventory Count Entry screen opens displaying all items for that count sheet will display.



6. Type the actual count in the *Qty Counted* column.
7. Update any *Bin Locations*.
8. If the counted quantity is per box or case, click or press F11 to Fold/Unfold the quantities.



9. Use Page Down or scroll to move to the next page (ex: page 39). You can also enter a specific value in the *Document #* field, then press enter to jump directly to that page.



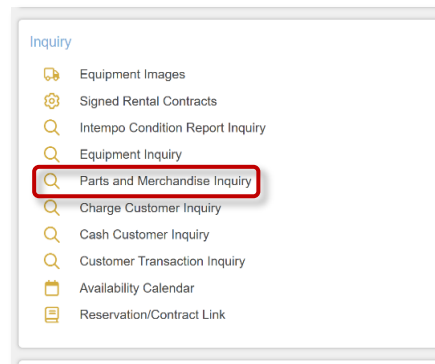
10. Once all entries have been updated to their current value, press enter twice to verify all counts.
11. The inventory file will be updated.

## Viewing Inventory Counts by Location

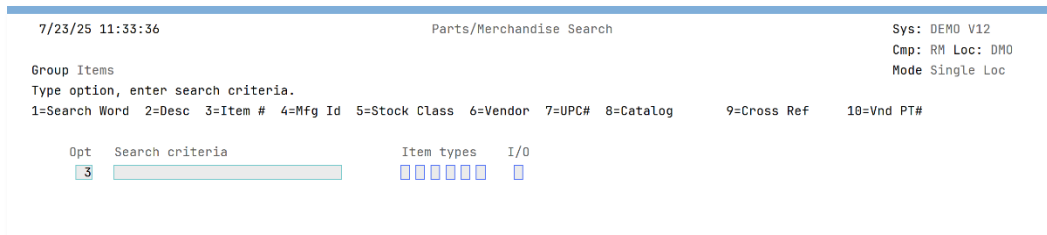
In some cases, you may have inventory for an item at multiple locations. Follow the steps below to see available items by location.

### Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. Click on the **Main Operations** menu option.
3. In the **Inquiry** section, click on **Parts and Merchandise Inquiry**.



- a. The **Parts/Merchandise Search - Launch** screen opens.



4. In the **Opt** field, type in the desired search option and press Enter to open a list of all items in the system. **NOTE:** If you want to condense the list of items returned, you can also type a value in the **Search Criteria** field.

- a. The **Parts/Merchandise Search** screen refreshes to display items based on the search values entered.

7/23/25 12:14:30 Parts/Merchandise Search Sys: DEMO V12  
 Cmp: RM Loc: DMO  
 Mode Single Loc

Group Items  
 Type option, enter search criteria  
 1=Select 2=Available/Loc 3=Sales history 4=PO history 5=Item inquiry...

Opt	Item number	Stk/C	Description	Available
<input type="checkbox"/>	193		ACDEL PAN, OIL	10
<input type="checkbox"/>	201		ACDEL CLAMP, WIRE TIE	0
<input type="checkbox"/>	60104		NAPA STRAIGHT ADAPTER	0
<input type="checkbox"/>	ABC12-111		ASV THIS IS A TEST	2
<input type="checkbox"/>	ABC12345		CASE CASE COMPRESSOR	0
<input type="checkbox"/>	ABC123456		MCI OIL FILTER	12
<input type="checkbox"/>	AB123-123-123		ACDEL FILTER, AIR	4
<input type="checkbox"/>	AC-1000-K		MOTOR RADIO, BATTERY CHARGER	4
<input type="checkbox"/>	AC1438		ACBAT BATTERY AC-1438	126
<input type="checkbox"/>	AC499750		ACBAT FAN HOSE NW 100 X 200 PUR-AS 351 ***	8-
<input type="checkbox"/>	AC827911		AIRLE HEX. SHAFT F. CHAIN WHEEL 827934	1
<input type="checkbox"/>	AD600		BLACK DRILL, 1/2" ELECTRIC	28
<input type="checkbox"/>	AF5500-5		FILTE AIR FILTER, PRIMARY	90
<input type="checkbox"/>	AG-20029101-10		AIRLE 10" 3PLY MRT BALER P310	1

More...

- 5. Find the desired item in the list, type 1 in the **Opt** column to select, and press Enter.  
**NOTE:** Depending on the item selected, the **Cross-Reference: Alternative** screen may display.
  - a. Type 1 in the **Opt** column to select, and press Enter to continue, if necessary.
  - b. The **Parts/Merchandise Search - Availability by Location** screen displays for the selected item. **NOTE:** On this screen, you will see the **Locations** and the **Quantities** at each for the item selected.

7/23/25 12:24:04 Parts/Merchandise Search Sys: DEMO V12  
 Currency: USD Cmp: RM Loc: DMO

Item/part #: AC-1000-K RADIO, BATTERY CHARGER  
 Stock class: MOTOR MOTOROLA MFG ID #: AC-1000-K Qty breaks

List price: 37.000 Last cost update: 11/21/24  
 Sell price: 45.000  
 Unit/meas: EA  
 Usual vend: 34 LINCOLN ELECTRIC COMPANY

Options: 1=Select 2=Location maintenance 9=Truck stock detail

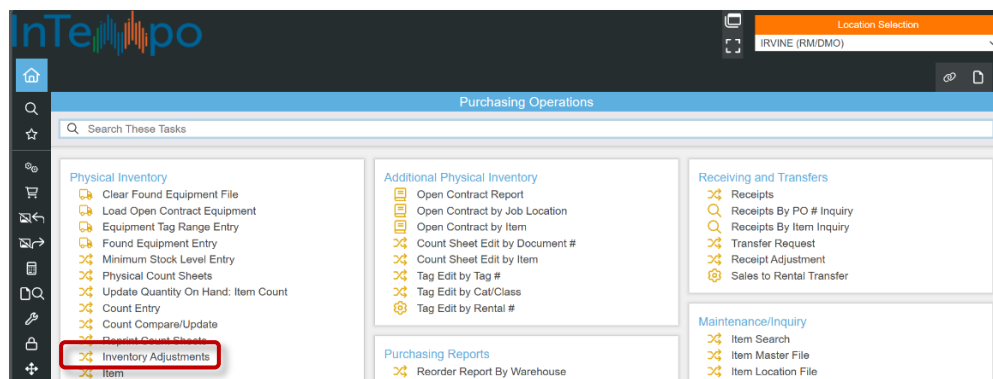
0 Loc	Available	Inv/Ordr	Open PO	Cus B/O	Tran in	Tran out	On truck	Open rnt	Open W/O	Order Dt	Y-T-D	Sold	Sold
<input type="checkbox"/> DMO	9.00	2.00	111.00	1.00					3.00	11/21/24	698	21	
<input type="checkbox"/> HTB	1.00		10.00							10/08/12			
<input type="checkbox"/> LGB	7.00									8/07/24	3		
<input type="checkbox"/> RAM	2.00												
***	19.00	2.00	121.00	1.00					3.00		701	21	

## Adjusting Inventory Counts

In some cases, you may need to increase or decrease inventory for an item, and you will need to do this by location.

### Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. Click on the **Purchasing Operations** menu option.
3. Under the **Physical Inventory** section, click on the **Inventory Adjustments** option.



- a. The **Inter-Company Expense Invoice - Launch** screen opens.



4. Type in the *To location* field.
5. The *Order date* and *Time* fields default to the current date and time. You can type in a new date and time, or press Enter to accept the current values.

- a. The **Location Information** screen opens for the entered location.

7/23/25 13:16:48      Location Information      Sys: DEMO V12  
 Cmp: RM Loc: DMO

Expense To Loc: DMO

Expense To Location

Name: IRVINE      Expense G/L:  
 Addr 1: 1234 MAIN STREET  
 Addr 2:  
 City: IRVINE      State: CA  
 Zip/Ph: 92614      949-224-6300

Expense code:

Reference #:   
 Job Lc:   
 Authorized by:   
 Taxable (Y/N): Tax Dist: 050596330  
 Vendor No.:   
 Invoice No.:   
 P.O. No.:

6. With your cursor in the **Expense code** field, type in the desired code or press F4 to open the **Inter-Company expense Code Look-up** window.

Inter-Company Expense Code Look-up

Opt: 1=Select  
 Position to:

0	Code	Description	W	SD	DP
<input type="checkbox"/>	ICSH	INTER COMPANY SHOP EXPENSE			02
<input type="checkbox"/>	PMSV	PREV. MANIT. SERVICE TRKS			02
<input type="checkbox"/>	VHSV	SERVICE VEHICLE EXPENSE			02
<input type="checkbox"/>	VTO	VIDEO TEST EXP CODE	N	20	02
<input type="checkbox"/>	BLDG	BUILDING REPAIR			10
<input type="checkbox"/>	DAMW	DAMAGE WAIVER CLAIMS		D	10
<input type="checkbox"/>	EM	REGULAR MAINTENANCE		N	10
<input type="checkbox"/>	IN	INVENTORY ADJUSTMENT			10
<input type="checkbox"/>	IR	INTERNAL REPAIR		N	10

More...

7. Type 1 in the **0** column next to the desired **Code** and press Enter.

- a. The Inter-Company Expense Code Look-up window closes and the selected code displays in the *Expense code* field.

7/23/25 13:16:48 Location Information Sys: DEMO V12  
 Exp: RM Loc: DMO

Expense To Loc: DMO

Expense To Location \_\_\_\_\_

Name: IRVINE Expense G/L: 5201-0000-0000-00  
 Addr 1: 1234 MAIN STREET  
 Addr 2:  
 City: IRVINE State: CA  
 Zip/Ph: 92614 949-224-6300

Expense code: **IN** INVENTORY ADJUSTMENT

INVENTORY LOSS Using G/L # from expense code

Reference #: \_\_\_\_\_  
 Job Lc: \_\_\_\_\_  
 Authorized by: \_\_\_\_\_  
 Taxable (Y/N): Y Tax Dist: 050596330  
 Vendor No.: \_\_\_\_\_  
 Invoice No.: \_\_\_\_\_  
 P.O. No.: \_\_\_\_\_

- 8. Press Enter to continue.
  - a. The Item Information screen opens.

7/23/25 13:34:24 Item Information Sys: DEMO V12  
 Exp: RM Loc: DMO

Type option, press Enter.  
 1=Search 2=Detail 3=History 4=Qty 6=Sales Msgs 7=Suggested items ....

Opt	Item #	Ship Qty	UM	Description	Reg price	Sold price
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Bottom

- 9. If you know the *Item #*, type in the field and press Enter; otherwise, type 1 in the *Opt* field and press Enter to Search.
  - a. The Item Information screen refreshes to display the item information for the item you entered or selected.

7/23/25 13:39:28 Item Information Sys: DEMO V12  
 Exp: RM Loc: DMO

Type option, press Enter.  
 1=Search 2=Detail 3=History 4=Qty 6=Sales Msgs 7=Suggested items ....

Opt	Item #	Ship Qty	UM	Description	Reg price	Sold price
<input checked="" type="checkbox"/>	AC1438		EA	BATTERY AC-1438		
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Bottom

This is a test for sales items messages.

10. In the *Ship Qty* field, type in the number to increase or decrease the inventory for this item. **NOTE:** When you use the negative quantity, it will **increase** the inventory for the item at the location selected. **NOTE 2:** You will need to enter the negative (-) *after* the number.

7/23/25 13:47:30 Item Information

Type option, press Enter.  
 1=Search 2=Detail 3=History 4=Qty 6=Sales Msgs 7=Suggested items ....

Opt	Item #	Ship Qty	UM	Description
<input type="checkbox"/> D	AC1438	3.00-	EA	BATTERY AC-1438
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

11. Press Enter.

- a. The **Sales Item Detail** screen displays, and the quantity entered displays in the *Order qty* and *Ship qty* fields. **NOTE:** In this example, we are increasing the quantity by 3.

7/23/25 13:49:03 Sales Item Detail Sys: DEMO V12  
Cmp: RM Loc: DMO

Item #: AC1438  
 Stock class: ACBAT BATTERY  
 MFG #: AC1438 UPC #: Cd: UP  
 Description: BATTERY AC-1438

Order qty: 3.00- Available: 126.00 EA 2.52 BX 1.26 CS  
 Ship qty: 3.00-  
 Sell price: Unit: EA Discount %: Cost: 33.170  
 Extended amt: Tax: Y  
 Truck #: Bundle Item: N

This is a test for sales items messages.

Line item comments

12. Type in the *Sell price* field or enter 0 to no charge the item and press Enter.

- a. If you entered a value in the *Sell price* field, the *Extended amt* field will populate; otherwise, the *Sell price* and *Extended amt* fields will be blank.

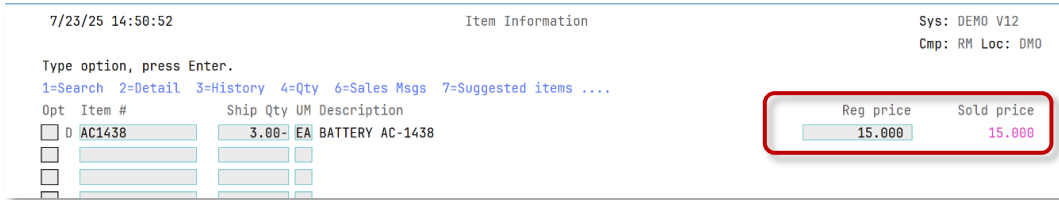
7/23/25 14:46:27 Sales Item Detail Sys: DEMO V12  
Cmp: RM Loc: DMO

Item #: AC1438  
 Stock class: ACBAT BATTERY  
 MFG #: AC1438 UPC #: Cd: UP  
 Description: BATTERY AC-1438

Order qty: 3.00- Available: 126.00 EA 2.52 BX 1.26 CS  
 Ship qty: 3.00-  
 Sell price: 15.000 Unit: EA Discount %: Cost: 33.170  
 Extended amt: 45.00- Tax: Y  
 Truck #: Bundle Item: N

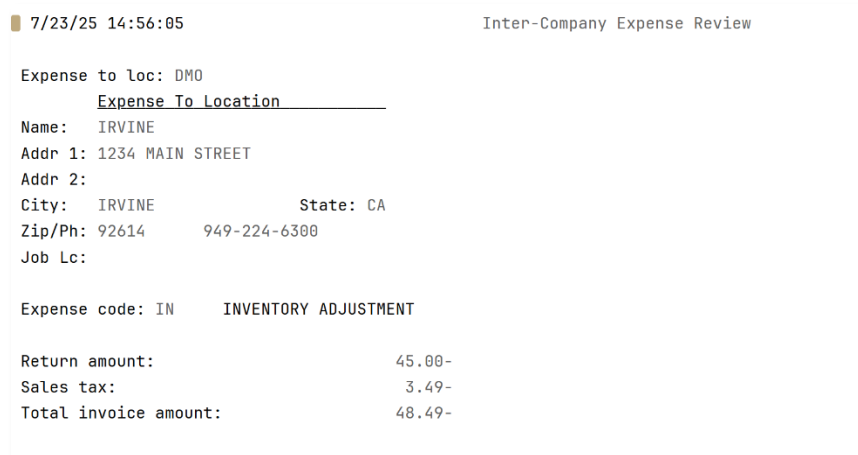
13. Review the information and press Enter.

- a. The **Item Information** screen displays and the *Reg price* and *Sold price* columns are populated.



14. Press Enter.

- a. The **Inter-Company Expense Review** screen opens, displaying details of the inventory adjustment.



15. If you need to update any of the details, click on F12 Previous in the **Display Functions** menu to return to the screen needing updates, or if everything looks correct, press Enter.

16. The inventory file will be updated and the **Purchasing Operations** screen displays.

## Reference Glossary

### Field Definitions for Tasks

#### Physical Count Sheets

- **Report Type:** Choose how the count sheets should be sorted (by bin location, vendor, item number, etc.) This dictates how items are grouped and labeled for the report.
- **Print Items with 0 Quantity on Hand (Y/N):** Choose Y if you want to include items that currently show zero quantity in the system. This is useful to confirm if items are truly out of stock.
- **Serialized Items (I/E/O):** I - Include serialized items, E - exclude serialized items, O - Only show serialized items.
- **PME Codes (Parts, Merchandise, Equipment):** Enter specific PME codes to filter the report. For each code, use the adjacent field to specify: I - Include, O - Omit, Leave blank to include all types.
- **G/L Categories:** Similar to PME, enter up to three G/L categories with corresponding I/O flags to narrow down the list based on general ledger classification.
- **From/To (Bin Loc or Range Code):** Define the range of records to include. The field labels (ex. bin location, vendor) will depend on the Report Type selected.
- **Currency Code:** Enter the Currency Code if monetary values should be included on the sheet. Leave blank to default to all currencies.
- **Create Physical Count Records (Y/N):** Select Y to generate a new set of count records for this inventory cycle. This is essential for capturing current counts.
- **Clear All Existing Count Records for Location (Y/N):** Use Y only on the first run of the process to remove any previous count data. Use N for following runs if you are generating multiple reports using PME/G/L filters.
- **Print Physical Count Sheets (Y/N):** Select Y to print the count sheets as soon as the report is run.

#### Physical Count Sheets - 2

- **Print Current Quantity on Hand on Sheets** - Indicate whether the current quantity on hand in the system should be printed on the count sheets.
- **Sequence by Bin Location** - Indicate whether to print the count sheets in bin location sequence order.
- **Print One Bin per Page** - If you entered Y for the Sequence by Bin Location field, indicate whether to print only one bin per count sheet page.

#### Count Entry - Launch

- **Document Number** - Enter the number of the count sheet for which you want to enter physical counts.

## Physical Inventory Count Entry

- **Document Number** - Enter the number of the count sheet for which you want to enter physical counts. If you are in ADD mode, the system assigns a document number.
- **Quantity Counted** - Enter the physical count for the item. If an item has no quantity on hand, you must enter a zero (0) in this field to ensure that the system updates that item. If you do not enter a zero, the item is skipped during updating. If the physical count consists of different units of measure, press F11 to reveal the item's associated units of measure. Enter the counts as appropriate (for example, 1 box and 5 eaches), and when you press Enter, the system calculates the total count in the item's stocking unit of measure and displays that amount in this Quantity Counted field.
- **Item Number** - Displays the number of the item from the count sheet. Press F11 to display the item's serial number, if applicable. Review the item number, stock class, and description carefully to ensure you are entering the correct count. If you are in ADD mode, enter the item number for which you are entering a count.
- **Stock Class** - Displays the stock class for the item. Review the item number, stock class, and description carefully to ensure you are entering the correct count. If you are in ADD mode, enter the stock class for the item for which you are entering a count.
- **Description** - Displays the description of the item on the count sheet or the item you entered in ADD mode. Review the item number, stock class, and description carefully to ensure you are entering the correct count.
- **Bin Location** - If applicable, enter the ID of the bin location where the items were physically counted.

## Parts/Merchandise Search - Availability by Location

- **Item/part number** - Displays the item number for which you are checking location availability.
- **Stock class** - Displays the stock class associated with the item number.
- **Manufacturer's ID number** - Displays the number assigned to this item by the manufacturer.
- **List price** - Displays the manufacturer's suggested list price for the item. This amount is not used for invoicing; it may be used for calculation of cost or selling price based on the codes assigned for auto calculations.
- **Sell price** - Displays the retail price normally charged for this item. In the event there are no discounts or other pricing codes assigned for the transaction, this is the price the system uses when this item is being sold.
- **Unit of measure** - Displays the code that represents the smallest unit of measure in which this item is sold, purchased, or stocked.
- **2<sup>nd</sup> unit of measure/quantity** - Displays the code that represents the second unit of measure in which this item is sold, purchased, or stocked. This field also displays the quantity of items in the first unit of measure that is equivalent to one unit in this second unit of measure.

- *3rd unit of measure/quantity* - Display the code that represents the third unit of measure in which this item is sold, purchased, or stocked. This field also displays the quantity of items in the first unit of measure that is equivalent to one unit in this third unit of measure.
- *Usual vendor* - Displays the number of the vendor from whom you usually purchase this item. This is the vendor used on reorder and analysis reports for this item.
- **Display Costs (F19)**
  - *Cost* - Displays the last or most current cost of this item. This field is automatically updated when the item is received against a purchase order in the system.
  - *Average* - Displays the average cost of the item, which is calculated as the total cost of all items received divided by the quantity of items received.
  - *Last cost update* - Displays the date of the last time the Cost field was updated by the system.
  - *Quantity Breaks* - Displays quantity breaks that were set up for this item in Sales Item Discount Maintenance.
- **Quantities List**
  - *Location* - Displays the code for the location where the available quantities are found.
  - *Available* - The total quantity available for the item.
  - *Reserved/Sales Order* - The quantity on reservations or sales orders.
  - *Open PO* - The quantity of the item on open purchase orders.
  - *Customer back order* - The quantity that is on back order to the customer because it was not available at the time it was ordered.
  - *Transfer in* - The quantity on incoming transfers to this location. This field is updated via Create, Update, or Receive Transfers.
  - *Transfer out* - The quantity transferred out but not yet received in the destination location.
  - *On truck* - The quantity located on service trucks. Use option 9-Truck Stock to determine which trucks the equipment is on.
  - *Open rent* - The quantity on rental contracts. This field is updated via Create Rental, Update Rental, Partial Return, Full Return, or Exchange Equipment.
  - *Open work order* - The quantity on open work orders as repair parts or items to sell.
  - *Order date* - The most current sales order date for this item.
  - *Sold YTD* - The quantity of this item that has been sold year-to-date.
  - *Sold last year* - The quantity of this item that was sold in the last year.

#### Inter-Company Expense Invoice - Launch

- *To location* - Enter the location to charge for the expense related to this transaction.
- *Reverse invoice (F8)* - Enter the number of the existing inter-company expense that you want to reverse.

- *Order date* - Enter or accept the date of the expense transaction.
- *Time* - Enter or accept the time of the expense transaction.

### Location Information

- *Expense to Location* - Displays the location that was entered on the launch screen. This location incurs the expense of the transaction.
- *Name* - Displays the full name of the location.
- *Expense G/L account* - Displays the general ledger expense account associated with the Expense code that you enter.
- *Address 1* - Displays the first line of the location's address.
- *Address 2* - Displays the second line of the location's address.
- *City* - Displays the city for that location.
- *State* - Displays the state for that location.
- *Zip code/Phone number* - Displays the postal code and phone number for the location.
- *Expense code* - Enter the code that represents the reason for the expense transaction. These codes are set up in the Inter-Company Expense Code program, and they determine the offsetting general ledger expense account number and whether the expense transaction is taxable.
- *Equipment number* - This field only displays if you enter an Expense code that requires the entry of an equipment number. Enter the number of the equipment associated with the transaction.
- *Reference number* - Enter a user-defined number that you can use as a reference for this transaction. For example, enter a number from an inventory sign-out sheet.
- *Job location* - If applicable, enter job location information for the transaction. Your entry is not validated against the customer job file.
- *Authorized by* - Enter the name of the person who authorized the expense transaction.
- *Taxable* - Indicate whether the expense transaction is taxable.
- *Tax district* - Enter or accept the tax district for this transaction.
- *Vendor number* - If applicable, enter a valid vendor number associated with this transaction.
- *Invoice number* - If applicable, enter a valid accounts payable invoice number associated with this transaction.
- *Purchase order number* - If applicable, enter a valid purchase order number associated with this transaction.

### Item Information

- *Item number* - Enter the unique number assigned to the item that came out of inventory. If you do not know the number, enter a 1 in the Opt (Option) field to the left of the Item number field and press Enter to access Parts/Merchandise Search.
- *Ship quantity* - Enter the quantity that came out of inventory. If the item is serialized, this quantity must be 1.

- *Unit of measure* - Enter or accept the unit of measure for the item.
- *Description* - Displays the description of the item from the master file.
- *Regular price* - Displays the retail price of the item.
- *Sold price* - Displays the price at the which the item is being expensed.

### Sales Item Details

- *Item number* - Displays the unique number assigned to the item.
- *Stock class* - Displays the stock class in which the sales item falls.
- *Manufacturer's number* - Displays the manufacturer's number assigned to the item.
- *UPC number* - If applicable, this field displays the UPC number assigned to the item.
- *Code* - Displays the code associated with the UPC number. Two codes are supported, and the default code is UP.
- *Description* - Displays the description of the sales or miscellaneous charge item.
- *Order quantity* - Enter or accept the quantity for the item on the inter-company expense transaction.
- *Available* - Displays the quantity available for this item in its standard unit of measure.
- *Ship quantity* - Enter or accept the quantity of the item that came out of inventory.
- *Sell price* - Displays the selling price for the item on this transaction.
- *Unit of Measure* - Enter or accept the unit of measure for the item on this transaction.
- *Cost* - Displays the item's cost so that you can compare the selling price to it.
- *Extended amount* - Displays the extended amount for this item on this transaction. This amount is calculated by multiplying the quantity times the price.
- *Tax* - Indicates if the item is taxable on the transaction.
- *Truck number* - If applicable, enter the number of the truck that is delivering the items for this transaction.
- *Line item comments* - Enter comments that print on the invoice under the item number. These comments are an effective way to record information about the inter-company expense.