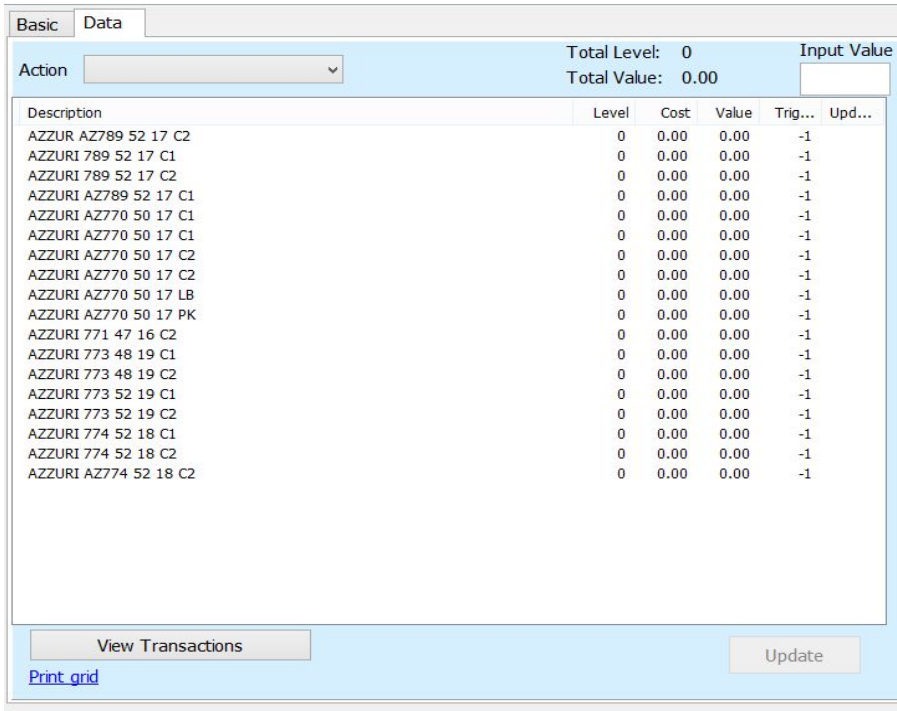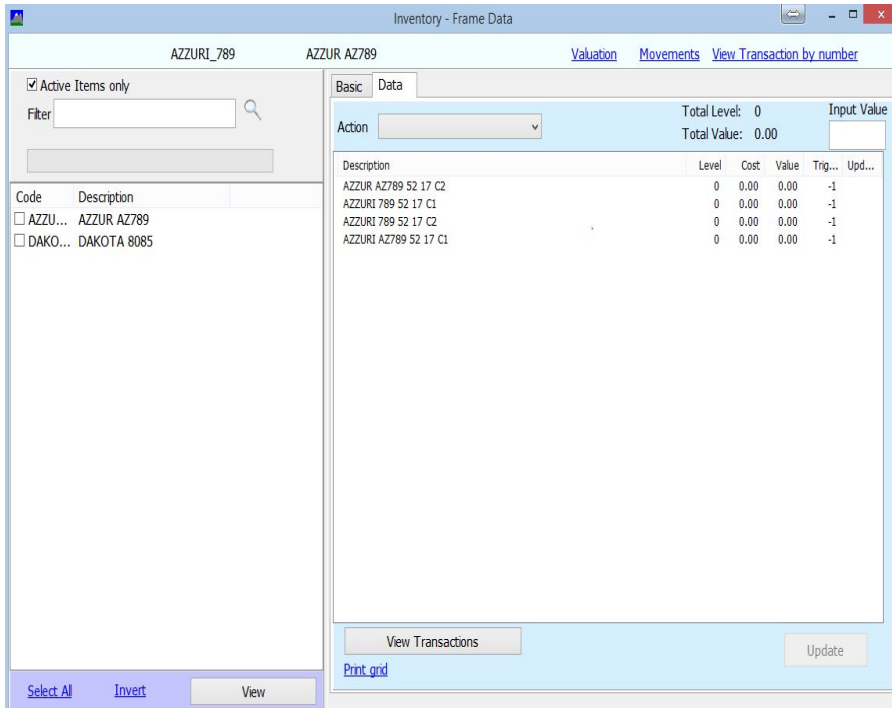# Frame Inventory Records

The following steps describe how to set frame inventory records within Annapurna. Before trying to process inventory records please ensure that all frames are listed in the frame library.
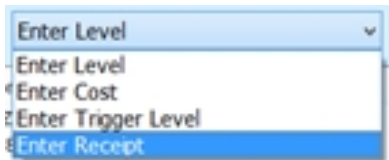
From the main menu of Annapurna select the 'Inventory' option. Three options will be displayed on screen. Select the 'Frame' menu. This window will be displayed. Please note if you have not processed any frames through Annapurna a list will not appear. To get the current list of frames from within Annapurna's frame library remove the tick form the 'Active Items Only' option. This will display a full list on screen. Once a stock value is placed against these frames then the item will become active.

Select the frame(s) required by double clicking on an item (only displays one frame option) or by placing a tick next to the item codes that you wish to display. Then click on 'View'. All the selected items will be displayed on the central part of the window.

The next task is to choose what needs to be amended/entered. At the top of the 'Data' tab is a drop down 'Action' menu. This has a list of possible actions that can be carried out.

Select the required option from the list that appears on screen. Once the required option is selected it is possible to start updating the records

Entering Value against a Frame record

Entering a value can be done in 2 different ways.

Option 1 is single record entry. For this select a record enter a value in the box and click on the update button.

Description	Level	Cost	Value	Trig...	Ente...
AZZUR AZ789 52 17 C2	20	0.00	0.00	-1	
AZZURI 789 52 17 C1	20	0.00	0.00	-1	
AZZURI 789 52 17 C2	20	0.00	0.00	-1	
AZZURI AZ789 52 17 C1	20	0.00	0.00	-1	
AZZURI AZ770 50 17 C1	0	0.00	0.00	-1	
AZZURI AZ770 50 17 C1	20	0.00	0.00	-1	
AZZURI AZ770 50 17 C2	20	0.00	0.00	-1	
AZZURI AZ770 50 17 C2	20	0.00	0.00	-1	
AZZURI AZ770 50 17 LB	0	0.00	0.00	-1	
AZZURI AZ770 50 17 PK	20	0.00	0.00	-1	
AZZURI 771 47 16 C2	20	0.00	0.00	-1	
AZZURI 773 48 19 C1	20	0.00	0.00	-1	
AZZURI 773 48 19 C2	20	0.00	0.00	-1	
AZZURI 773 52 19 C1	20	0.00	0.00	-1	
AZZURI 773 52 19 C2	20	0.00	0.00	-1	
AZZURI 774 52 18 C1	20	0.00	0.00	-1	
AZZURI 774 52 18 C2	20	0.00	0.00	-1	
AZZURI AZ774 52 18 C2	20	0.00	0.00	-1	

Option 2 is same value entry. This is where the same value can be applied to all records. For this options enter an amount in the 'Input Value' box. Double click on the first record to apply the value and press 'Update'. Click on the 'Set All to be as selected' and this will apply the figure in the selected record to the other records displayed.

Basic	Data						
Action	Enter Level	Set All to be as selected	Total Level: 170			Input Value	
			Total Value: 0.00			17	

Description	Level	Cost	Value	Trig...	Ente...
AZZURI 792 50 16 C1	17	0.00	0.00	-1	17
AZZURI 792 50 16 C2	17	0.00	0.00	-1	
AZZURI AZ792 50 16 C1	17	0.00	0.00	-1	
AZZURI AZ792 50 16 C2	17	0.00	0.00	-1	
AZZURI 800 51 17 C1	17	0.00	0.00	-1	
AZZURI 800 51 17 C2	17	0.00	0.00	-1	
AZZURI 802 52 16 C1	17	0.00	0.00	-1	
AZZURI 802 52 16 C2	17	0.00	0.00	-1	
AZZURI AZ802 52 16 C1	17	0.00	0.00	-1	
AZZURI AZ802 52 16 C2	17	0.00	0.00	-1	

View Transactions

Print grid

Update

Repeat these steps for each action. Once this has been done the system will start deducting stock and the 'Action' for adding receipts of stock can then be used.

Report Options

Once the information has been added to the system there are a number if reports that can be accessed from the frame inventory menu.

Valuation   -   This reports on the frame value for any given date

Movements   -   Displays the stock movements over a set period

View Transactions by Number   -   This displays inventory items for a given date range