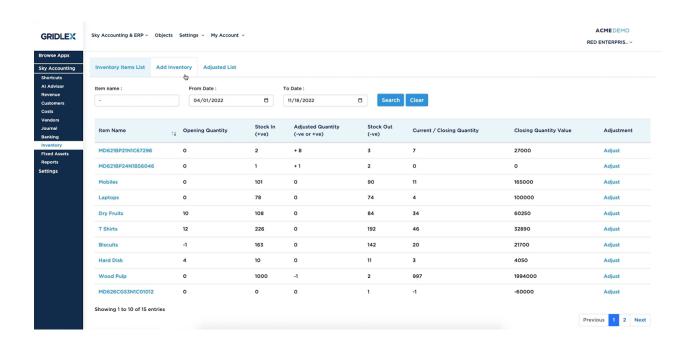
Inventory management is the process of recording, tracking, and controlling inventory within a business. An inventory management system can help to keep track of inventory levels, reorder information, adjust items, etc. With Gridlex Sky, users can store their stock information, track their items, get detailed inventory reports and more.

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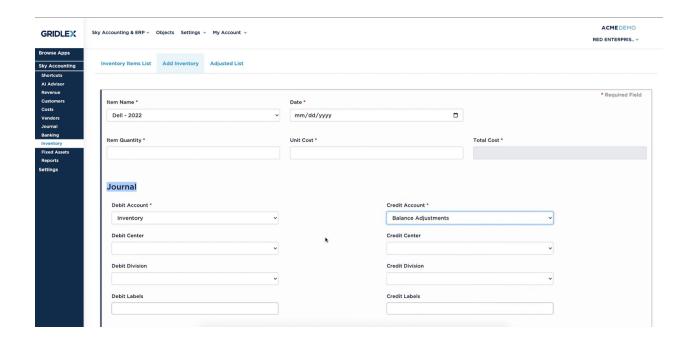
If you need any help with any feature, data migration of your old accounting data, questions on Chart of Accounts (COA) or anything at all, just email ap ps@gridlex.com, and our team of expert accountants will be here to help you. Remember, that one of Gridlex's core values is Customer Success. We want you to be successful.

Inventory Management in Gridlex Sky

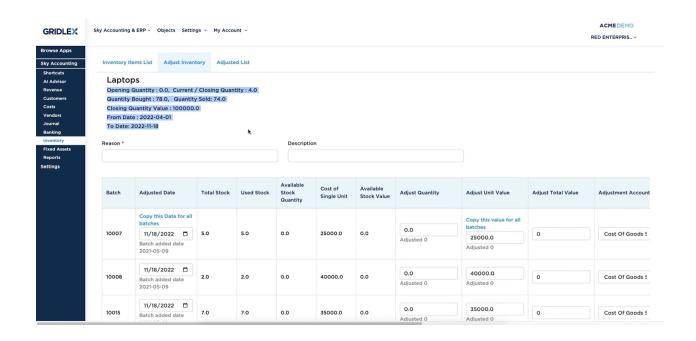
Step 1: Login into your Gridlex App Suite Account and choose the entity of your choice. Go to the "Inventory" tab and click "Add Inventory."



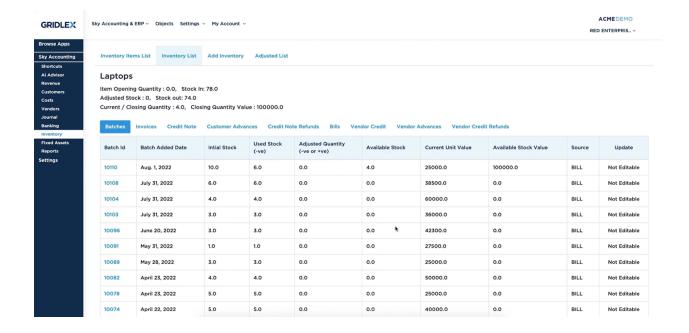
Step 2: Next, add your products to the system by creating product listings for each item you want to track. You can input the item's name, quantity, price, etc. Select the debit and credit accounts and click the "Save" button. Opening inventory will be added.



Step 3: Go to Inventory Items List and click "Adjust." Users are required to provide the date, adjusted quantity, and unit value to which the inventory item needs to be adjusted. Mention the Reason for Adjustment.



Step 4: To view a complete list of inventory items, click on "Inventory List."



Use Gridlex Sky Inventory Management to track the movement of your inventory, including sales, returns, and restocks. This will help you keep track of your stock levels and ensure that you always have the products your customers need.



Quick Tip

Gridlex Sky offers a list of shortcuts for common tasks. With the help of these quick shortcuts, users can easily navigate to this different page without having to scroll through other sections. Click on "Manage **Inventory**" to directly visit the Inventory Items List.

