

# GETTING STARTED

## INVENTORY

Inventory in BPO is divided into 3 classes;

### A-Class Items:

- These items would be the main unit e.g. a copier machine.
- These are serialised single-line items

### B-Class Items:

- These are serialised single-line items.
- These are like C-Class items, in that a B-Class stock item can be issued out and not billed.
- These items would not be a main unit / machine but would be an accessory e.g. a drum for a copier machine.

### C-Class Items:

- These are (non-serialised) stock items.
- These are stored in the system with a weighted average unit cost per warehouse and bin.
- These items can be managed in batches if batch tracking is enabled.

**A / B / C-Class** items can further be classified as **stock** or **assets**.

### Stock:

- Stock is a store of A / B / C class items, ready for sale or servicing purposes.

### Assets:

- Assets are A / B-Class (serialised) non-stock items (e.g. a copier machine), which could require a maintenance schedule and traceability records.
- These items are stored as 'single-line' items. Each item will have it's own serial number, unit cost and history.

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