

Using the New Inventory Sheet

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Blank Inventory Sheet

- Print out blank sheet to keep hard copy of inventory

Welcome Baby Inventory Sheet											
ORDERED			RECEIVED			DISTRIBUTED					
DATE	ORDER NO.	VENDOR	QTY	DATE	QTY	BACKORDER	NAME/TITLE	DATE	QTY	BALANCE	COMMENTS

Using the Excel Inventory Sheet

- For the inventory tracking to work correctly, starting balances **MUST** be filled in the **received** and **distributed** sections under quantity
- Tabs located on the bottom separate each program material



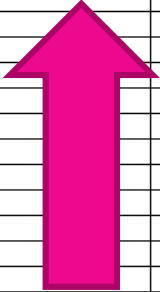

The screenshot displays an Excel spreadsheet titled "Welcome Baby Inventory Sheet". The sheet is divided into several sections:

- Header:** "Welcome Baby Inventory Sheet" (row 3).
- Item Information:** "ITEM" (row 6) with "This Emotional Life DVD" (row 7) and "SHEET NUMBER" (row 6) with "1" (row 7).
- Main Table:** A table with columns for "ORDERED" (DATE, ORDER NO, VENDOR, QTY), "RECEIVED" (DATE, QTY, BACKORDER), and "DISTRIBUTED" (NAME/TITLE, DATE, QTY, BALANCE, COMMENTS). The first row of data shows a transaction on 2/2/2015 with an order quantity of 100, received quantity of 100, and a balance of 100. A red arrow points to the "RECEIVED" section of the first row.
- Footer:** "CARRIED TO SHEET 2" (row 34).
- Bottom Tabs:** A row of tabs at the bottom includes "This Emotional Life DVD", "New Parent Kit - English", "New Parent Kit - Spanish", "Roppy Pillows", "Cabinet Latches (packs)", and "Plug Protectors (packs)". A red arrow points to the "This Emotional Life DVD" tab.

Using the Excel Inventory Sheet

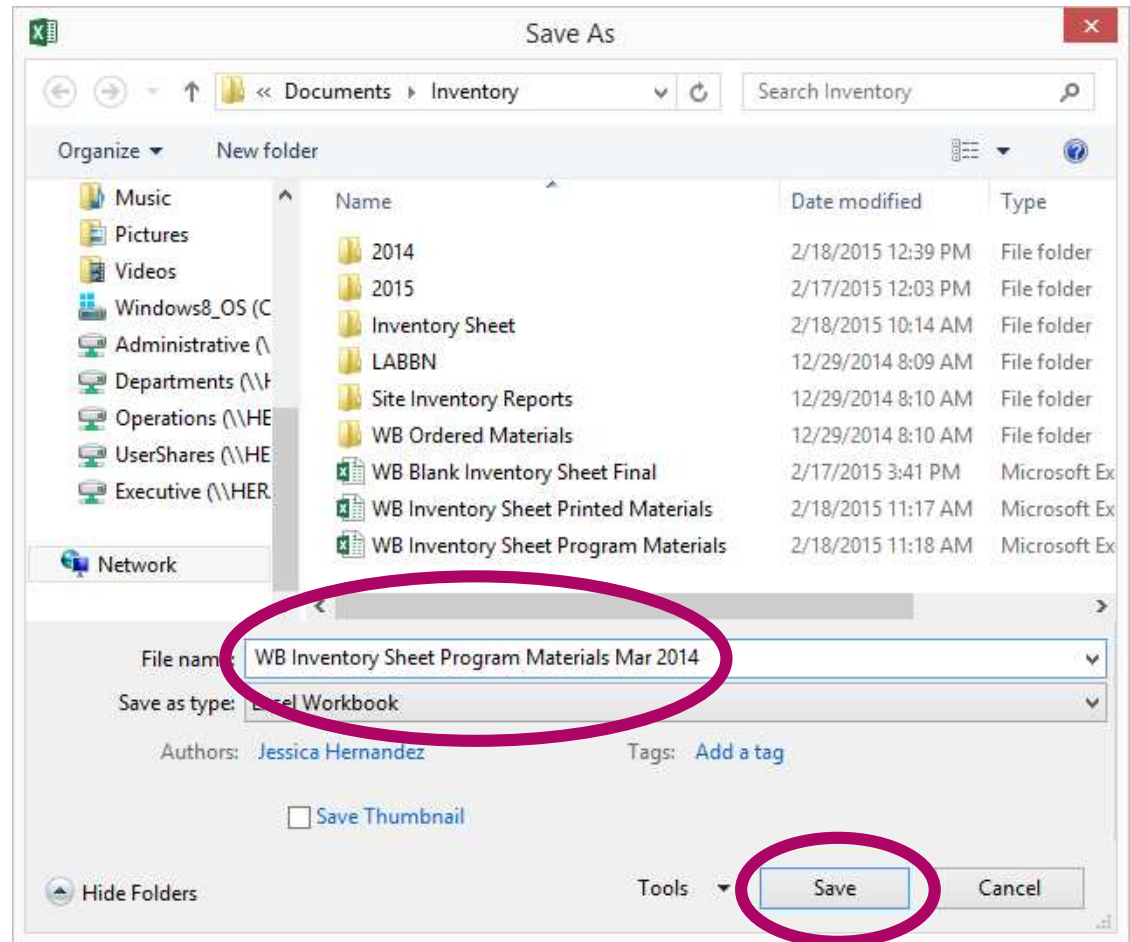
- Items being distributed **MUST** be accounted for
- Include Name/ Title, Date, Quantity and Comments
- Balance is **automatically** updated when an item is checked out
- Comment should indicate how the item was distributed
 - Ex) Visit Type

Inventory Sheet				
ITEM			SHEET NUMBER	
Infant Life DVD			1	
DISTRIBUTED				
NAME/TITLE	DATE	QTY	BALANCE	COMMENTS
		100	100	
Rachel Smith, Parent Coach	2/20/2015	5	95	Prenatal Visit
Gloria Allred, Parent Coach	2/24/2015	2	93	Prenatal Visit
Fiona Day, Parent Coach	2/24/2015	3	90	Prenatal Visit
CARRIED TO SHEET			2	

Saving the Excel Inventory Sheet

- Sheets should be saved for each month
- DO NOT record multiple months in one sheet
- Use Save As to create a new document for the new month
- Excel inventory sheets will be due with inventory form.



Questions?





Thank
You!

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— WELCOME BABY —