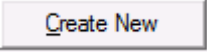
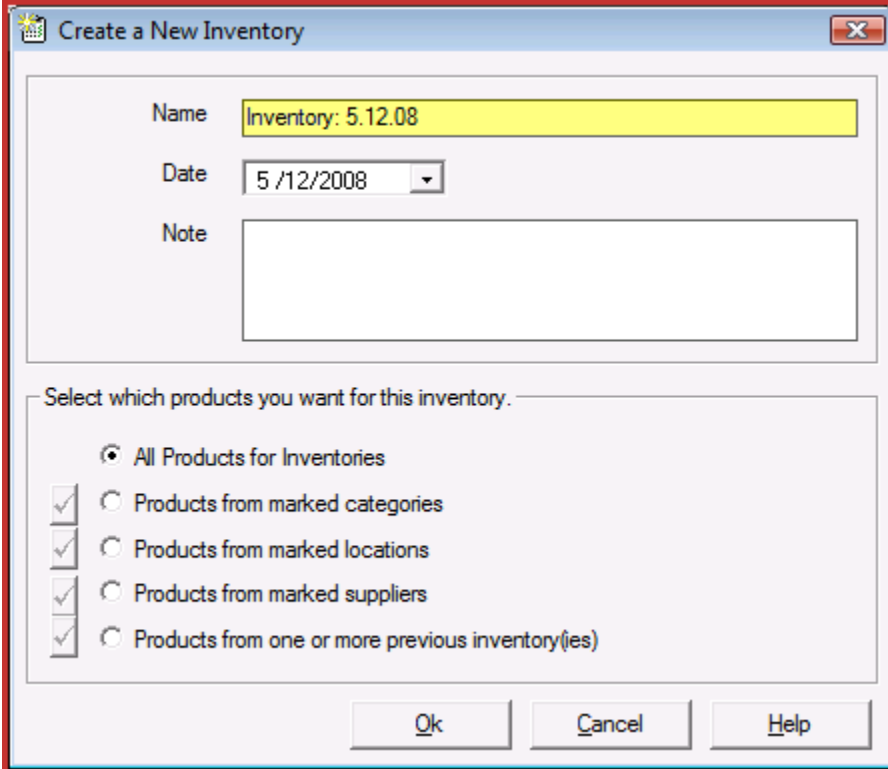


## HOW to CREATE a NEW INVENTORY in F&B CONTROL

To create a new inventory in F&B Control, do the following:

1. On the Main Menu, click *Stock > Inventory*. The **Currently Opened Inventories** dialog box will appear.
2. On the **Currently Opened Inventories** dialog box, click the **Create New** button . The **Create a New Inventory** dialog box will appear.
3. On the **Create a New Inventory** dialog box, type the name of the inventory on the **Name** text box. Select the type of products you want to include in the inventory.



**Create a New Inventory**

Name

Date

Note

Select which products you want for this inventory.

All Products for Inventories

Products from marked categories

Products from marked locations

Products from marked suppliers

Products from one or more previous inventory(ies)

**Important:** For a product to be included in an inventory you must first make sure that its **Inventory** check box is selected in the **Products** window.

4. Click **Ok**.

To add items to the inventory, see **How to Add Products in an Inventory** for details.