

# Large Inventory

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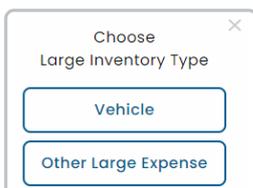
Use this section to track vehicles and other large purchases for tax purposes

To manage all **Large Inventory**:

1. From the menu to the left click **Accounting**, then **Expenses**.
2. The **Expenses** screen opens.
3. Click the **Large Inventory** tab towards the top right of the page.
4. The Large Inventory screen opens.
5. From here you can search or filter through your current list of Large Inventory items.
  - **Search:** Start entering in any data found on the invoice(s) you're looking for to automatically filter the search results.
  - **Filters:**
    - Date or Date Range the item was added
    - Item: A drop down of all added items
    - Purchase Price: The amount the item was purchased for
  - **Export:** Export data to an Excel or CSV File. Only the data currently being populated based on the selected filters and columns will be exported

## Add Large Inventory Item

1. From the menu to the left click **Accounting**, then **Expenses**.
2. The **Expenses** screen opens.
3. Click the **Large Inventory** tab towards the top right of the page.
4. The Large Inventory screen opens.
5. Click **+ Add Large Inventory** in the top right corner.
6. Select the type of Large Inventory the new item is.



The image shows a modal dialog box with the title "Choose Large Inventory Type" and a close button (X) in the top right corner. Below the title, there are two buttons: "Vehicle" and "Other Large Expense".

7. If you select **Vehicle**, complete the fields in the **Add Vehicle** screen. If you selected **Other Large Expense**, skip to **Step 9**.

- **Date:** Date you purchased the vehicle.
- **Vehicle Name:** Nickname to identify vehicle.
- **Make/Model:** What kind of vehicle is it.
- **Purchase Price:** The price you purchased the vehicle for.
- **Fair Market Value:** The price the market would value the vehicle at.
- **Mileage History:**
  - Odometer Start Date: The date you start driving the vehicle for work.
  - Odometer Reading at Start:: The odometer reading when you start driving vehicle for work.
  - Odometer End Date: The date you stop driving the vehicle for work.
  - Odometer Reading at End: The odometer reading when you stop driving the vehicle for work.

8. Click **Save** and return to the **Expenses** screen, or click **Save & Add New Vehicle** to save this vehicle and add another one.

9. If you select **Other Large Expense**, complete the fields in the **Add Large Expense** screen.

- **Date:** Date item was purchased.
- **Item Name:** Nickname to easily identify item.
- **Item:** What type of item is it.
- **Purchase Price:** Price item was purchased at.
- **Fair Market Value:** The price the market would value the item at.

10. If you have more than one Large Inventory item to enter, click **+ Add Line Item** to add multiple items at one time.

11. Click **Save** and return to the **Expenses** screen, or click **Save & Add New Large Expense** to save this vehicle and add another one.