

Cylinder Inv Transaction

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The system uses Cylinder Inventory Transactions to track changes in cylinder usage. To track changes on a customer's account set up the tracking codes at *Supervisor Menu / Maintenance Menu / Maintenance Tables / Cyl Inv Transactions*.

Code	Description	Cyl Origin	Cyl Destination
CHU	Change of usage	Either	Either
DEL	Initial Delivery	Inventory	Customer
INH	Inventory to High	Inventory	Customer
INL	Inventory is too low	Inventory	Customer
LOS	Inventory Loss	Customer	NA

1. In the *Cyl Inv Transaction Maintenance* window, select **Create** to enter a new Cylinder Inventory Transaction code. To change a Code type, select the Code type, go into *Modify* mode, and make any necessary changes.
2. In the *Code* field, enter the Code of the type of Cylinder Transaction.
3. In the *Description* field, enter a Code description.
4. Use the *Cyl Origin* drop-down to select from where the cylinder is originating - *Customer, Inventory, Either*, or *N/A*. This tracks the inventory through the inventory system. It is important to understand that if the *Cyl Origin* is from *Inventory*, this will take the cylinders out of inventory. If set to *Customer*, it will take it out of the customer's inventory such as inventory loss. *Either* moves the inventory either way.
5. Use the *Cyl Destination* drop-down option to select where the cylinder will be going - *Customer, Inventory, Either*, or *N/A*. This tracks the inventory through the inventory system. It is important to understand that if the *Cyl Destination* is set to *Customer*, it will move it to the customer's inventory. If it is moving from the customer and going back into inventory than. Inventory too high than origin would be customer and destination would be inventory. *Either* is moving the inventory either way.
6. Choose **Save**.