

# Configure Inventory

You must enable inventory at the location level before you can begin to associate products with inventory.



Note that changes to these settings may not immediately take effect when processing orders. It may take up to 15 minutes for updates to be reflected in the system while the cache refreshes.

## Enable Inventory

You must enable inventory support for one or more of your locations and then enable products for stock tracking before you can create inventory records and set quantities.

To enable inventory support for a location:

1. Go to **Main > Orders > Locations**.
2. Click a location to open its configuration details.
3. Under the **Location** section, enable **Location supports inventory**.

Location    Hours of Operation

☒ Location supports inventory

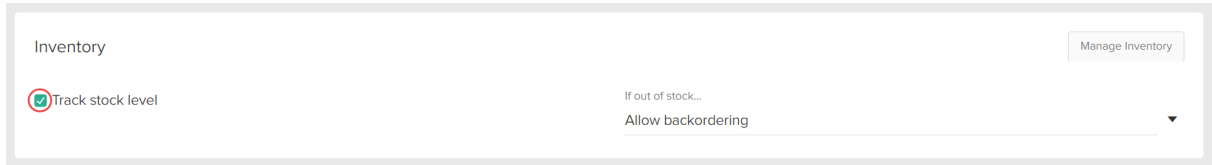
☐ Allow fulfillment without stock on hand

4. (**Optional**) Decide whether you want to **Allow fulfillment without stock on hand**.  
This allows you to fulfill orders without sufficient on-hand quantities. This is useful if you want to mark items as fulfilled before entering newly arriving stock quantities in Kibo eCommerce. Refer to [Fulfill Items Without Sufficient Stock](#) for more information.
5. Click **Save**.

To enable inventory for a product in the catalog:

1. Go to **Main > Catalog > Products**.
2. Click a product to open its configuration details.

3. Go to **Product Editor > Inventory** and enable **Track stock level**.



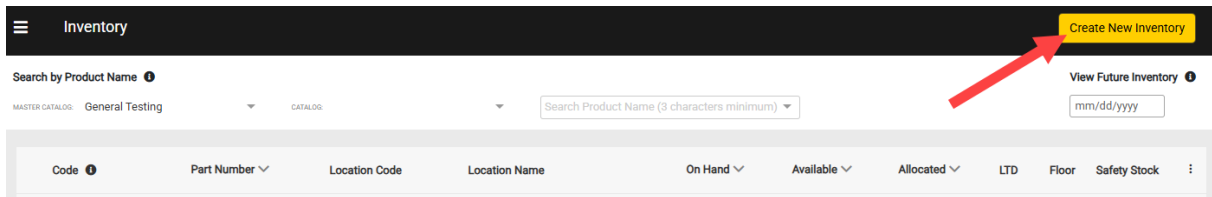
4. Click **Save**.

Note that if you click **Manage Inventory** in the product configurations shown above, you will be taken to the Inventory UI filtered to that product. If it's a configurable product with options, then the base product code will be used.

## Create Inventory Records

You can create inventory records and set quantities from the Inventory UI.

1. Go to **Main > Orders > Inventory**.
2. Click **Create New Inventory**. This will add an empty row to the table.



3. Enter a product code and select a location, then enter the On Hand and any other inventory values you want to include such as LTD, Floor, or Safety Stock. The below example shows a basic inventory record without additional [granular inventory fields](#) or [tags](#).

Safety Stock Rules.'" data-bbox="149 602 891 759"/>

4. Click **Save**.

## Adjust Inventory Quantities

You can adjust the On Hand, LTD, Floor, and Safety Stock quantity of existing inventory records at any time.

1. Go to **Main > Orders > Inventory**.
2. Either select the **Location Name** from the drop-down menu or enter a **Product Code** to view inventory levels.
3. Expand the actions menu on the far right of an inventory row and click **Edit**. This will make the fields editable for you to enter a new quantity.
  - Note that if the inventory record includes **granular fields** or **tagged inventory**, the On Hand total cannot be edited at the top level. You must update the quantity for a specific granular field or tag instead.

The screenshot shows an inventory management interface. At the top, there are input fields for Code, Part Number, SKU, Location Code (set to RWH), and Location Name (set to Redmond Ware...). Below this is a table with columns: Code, Part Number, SKU, Location Code, Location Name, On Hand, Available, Allocated, LTD, Floor, and Safety Stock. The first row of the table has the following values: BED01, RWH, Redmond Warehouse, 26, 25, 1, 0, 0, 0. A red arrow points to the actions menu icon (three vertical dots) on the right side of this row. Below the table, there is a section for Tags with columns On Hand, Available, and Allocated, showing values 26, 25, and 1 respectively. At the bottom, there is a Save button and a Cancel button, and a row for SOFA01 with values RWH, 25, 25, 0, 0, 0, 0.

4. Click **Save**.

Click **Delete** in the actions menu if you want to completely remove a record instead. If the inventory record includes granular fields or segmented tags, they will be removed as well.