

## Item Allocations with Unknown Inventory Location

This article explains why Aspire sometimes shows the inventory location as “Unknown” for an allocation of items to inventory.

Aspire allows you to view the items that have been allocated to a job by drilling into a work ticket, then into its items, and finally expand the item to see the individual allocations from purchase receipts or inventory as depicted in the diagram below. In this diagram, you can see that the inventory location from which the item is being allocated is “Unknown.”<sup>a</sup>

The screenshot shows a 'Work Ticket' for '#9514 - Trash Patrol Removal (14 of 365)'. It includes details for Property (Delmar Gardens Corporate), Job (#1059 - Trash Patrol / Removal), Status (Scheduled), Crew Leader (Bob CrewleaderMaint), and Scheduled Date (03/29/2018). Below this is a table for 'Work Ticket Costs' with columns for Item, Show, Est Qty, Com Qty, Inventory, Act Qty, Remaining, Est \$, and Act \$. The first row is 'Crusher Run - Cubic Yards [Material]' with 0 estimated and 1 actual quantity, and a cost of \$35.00. A second, expanded table shows an allocation for 'Crusher Run - Cubic Yards [Material]' on 03/29/2018 with 1 actual quantity and a cost of \$35.00. A red callout box labeled 'a' highlights the 'Unknown' value in the 'Inventory' column of this allocation table.

Aspire allows crew leaders to specify in mTime the items that have been applied to a job from inventory<sup>b</sup>. If the crew leader allocates items to the job, but the branch associated with the property does not have a default inventory location, Aspire sets the inventory location for the allocation to “Unknown.”

When office staff accepts the time and items<sup>c</sup> for the job on the *Time Entry* screen as shown below, the “Unknown” is replaced with the inventory location<sup>d</sup> selected.

The screenshot shows the 'Materials' screen with a table of items. The first row is 'Fc - Roundup Oz (Oz) [Material]' with 1.00 estimated and 0.00 installed. The second row is 'Hardwood Mulch (Cubic Yards) [Material]' with 0.00 estimated and 1.00 installed. A red callout box labeled 'b' highlights the 'Inventory' location selected in the 'Inventory' column for the second row.

Time Entry - 3/30/2018 - Mnt Crew North (Bob)

Inventory Location: Columbia Warehouse

	Start	End	Hours	Lunch	Completed	Labor Rate	Code	Billy Labor	Bob Crewleader/Mgr
Clock 1	08:00	09:00	1.00	0.5				0	0.50
Clock 1								0.00	0.50
Edward Jones Eric - Weekly Site Service - 8366	08:00	09:00	1.00				Select One. v	0	1.00
Hardwood Mulch		1	Cubic Yards						
IncrediScape - ma - Equipment Maintenanc - 15125							Select One. v	0	0
IncrediScape - ma - Holiday - 15126							Select One. v	0	0

If the crew leader using mTime allocates the items after the fact on a day for which he has not logged any time on the job, then the item allocation cannot be accepted in *Time Entry* and thus will not be assigned to an inventory location. In this case, it will be necessary to go to the *Work Ticket* screen, drill into the item allocation, and set the actual quantity for the unknown item to zero (0). This will delete the item allocation. Then add it back manually by clicking the *Item Allocation* icon at the top of the *Work Ticket Costs* screen to provide the inventory location.

This problem can be avoided by assigning a default inventory location for each branch. You can set an inventory location as the default on the *Inventory Location* screen in *Admin* as shown in the [Aspire User Guide](#).