



INVENTORY

ACTION ITEMS

The Action Items status will filter the *Stock Status* screen to give you a list of all the parts that need to be 'actioned' e.g. the requisitions (and subsequent purchase orders) that need to be raised in order to fulfill the part requests that are on the system.

A requisition can be raised directly from this *Stock Status* screen

Ribbon Access: Inventory > Stock



The Stock Status screen will be displayed.



Select the Site and Status

- 1. Select the *site*.
- 2. Select the *status* this should be set to *Action Items*.

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SELECT THE WAREHOUSE

- Click on the drop-down arrow in the *Warehouse* field and select the warehouse.
 - In this image, *Main Warehouse* has been selected.



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- The *Parts* frame will now populate with all the parts that need a *pur-chase requisition* (and subsequent purchase order) to be raised to fulfill the requisitioned stock amount.
- 2. *Scroll right* in this screen until you can view the *Requisition Required* column.



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PartType	PartTypeDesc	PartCode	PartName	ModelNo	CategoryDesc	Category	WarehouseName	CurrentStock	ReservedStock	RequisitionedStock	StockOnOrder	NetStock	Re
ΗA	Serialised Equipment	SP1919	SP1919 Sprint Colo	1919	Hardware	MAMNGR	Main Warehouse	4.00	28.00	15.00	8.00	-16.00	1
• A	Serialised Equipment	SP1818	Sprint copier		Hardware	MAMNGR	Main Warehouse	0.00	11.00	0.00	0.00	-11.00	1
A 🗉	Serialised Equipment	1458-96523	K147 Kyocera Colo	K147	Kyocera Mul	MAKYMEC	Main Warehouse	6.00	6.00	0.00	0.00	0.00	1
A E	Serialised Equipment	KZN-122TFB	Kruger ZN Fax Mac	ZN122	Hardware	MAMNGR	Main Warehouse	5.00	5.00	0.00	0.00	0.00	
вc	Non Serialised Parts	12345ZN	ZN Paper		Stationery	STCOOT	Main Warehouse	5.00	102.00	0.00	0.00	-97.00	
⊞ C	Non Serialised Parts	K147-888123	K147 Magenta Toner		Toners	TOMNGR	Main Warehouse	3.00	3.00	0.00	0.00	0.00	
⊞ C	Non Serialised Parts	9855632	Air Freshner		Stationery	STCOOT	Main Warehouse	6.00	52.00	0.00	0.00	-46.00	
A 🗄	Serialised Equipment	SP19-123456	SP19-12 Colour Co	SP19-12	Hardware	MAMNGR	Main Warehouse	2.00	14.00	0.00	0.00	-12.00	1
E C	Non Serialised Parts	12-098765	SP 19-12 Black Toner		Toners	TOMNGR	Main Warehouse	36.00	36.00	0.00	0.00	0.00	1
⊞ C	Non Serialised Parts	2020-147L	SP2020 Clear Toner		Toners	TOMNGR	Main Warehouse	1.00	1.00	0.00	0.00	0.00	j .
⊞ C	Non Serialised Parts	102-7854	Network cable		Spare Parts	SPMNGR	Main Warehouse	6.00	8.00	0.00	1.00	-1.00	j
A 🗉	Serialised Equipment	SP204	SP204 Colour Copier	SP204	Hardware	MAMNGR	Main Warehouse	1.00	3.00	1.00	0.00	-2.00	1
A 🗉	Serialised Equipment	204-147K	SP204 Black Toner		Toners	TOMNGR	Main Warehouse	5.00	10.00	1.00	1.00	-4.00	
⊞ C	Non Serialised Parts	19-687	Drum		Spare Parts	SPMNGR	Main Warehouse	5.00	14.00	6.00	0.00	-9.00	J.
🗉 C	Non Serialised Parts	MOU001	Mouse		Toner Part	TOMNGR	Main Warehouse	0.00	0.00	0.00	<0.00	0.00	
⊞ A	Serialised Equipment	2020-998	Staple Unit		Accessories	ACMINGR	Main Warehouse	4.00	10.00	0.00	0.00	-6.00	1
A	Serialised Equipment	SP 1020	Copier	SP 1020	Hardware	MAMNGR	Main Warehouse	0.00	11.00	2.00	1.00	-10.00	J
⊞Β	Serialised Spares	1020-478	Staple Unit	1020-478	Accessories	ACMNGR	Main Warehouse	2.00	29.00	0.00	0.00	-27.00	1
⊞ C	Non Serialised Parts	1020-147M	Toner Magenta		Toners	TOMNGR	Main Warehouse	1.00	2.00	0.00	0.00	-1.00	1
🗄 C	Non Serialised Parts	20-753	SP2020 Fuser Unit		Spare Parts	SPMNGR	Main Warehouse	0.00	2.00	0.00	0.00	-2.00	1
± A	Serialised Equipment	X821932-002	Microsoft Mouse	1454	Accessories	ACMINGR	Main Warehouse	1.00	2.00	0.00	0.00	-1.00	1
E C	Non Serialised Parts	500-147K	SP500 Black Toner		Toners	TOMNGR	Main Warehouse	0.00	0.00	0.00	0.00	0.00	1
±Β	Serialised Spares	ACR-01	Acer copier outer s		Accessories	ACMNGR	Main Warehouse	11.00	17.00	0.00	0.00	-6.00	1
⊞ B	Serialised Spares	DR111111	Drum		Accessories	ACMINGR	Main Warehouse	1.00	2.00	0.00	0.00	-1.00	1
⊞ B	Serialised Spares	16-856	Drum for SP1616		Spare Parts	SPMINGR	Main Warehouse	1.00	3.00	0.00	0.00	-2.00	1

- You will note that this column has filtered for all the 'Yes' Requisition Required.
- 2. The *Process action buttons* in this screen are greyed out as they cannot be used yet.
- 3. Click on the *Selected Items* tab.



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	ModelNo	CategoryDesc	Category	WarehouseName	CurrentStock	ReservedStock	RequisitionedStock	StockOnOrder	NetStock	ReorderLevel	ReorderAmount	ReorderRequired	RequisitionRequi
	1919	Hardware	MAMNGR	Main Warehouse	4.00	28.00	15.00	8.00	-16.00	0.00	16.00	No	Yes
		Hardware	MAMNGR	Main Warehouse	0.00	11.00	0.00	0.00	-11.00	0.00	11.00	No	Yes
	K147	Kyocera Mul	MAKYMEC	Main Warehouse	6.00	6.00	0.00	0.00	0.00	0.00	0.00	No	Yes
	ZN122	Hardware	MAMNGR	Main Warehouse	5.00	5.00	0.00	0.00	0.00	0.00	0.00	No	Yes
		Stationery	STCOOT	Main Warehouse	5.00	102.00	0.00	0.00	-97.00	0.00	97.00	No	Yes
er		Toners	TOMNGR	Main Warehouse	3.00	3.00	0.00	0.00	0.00	0.00	0.00	No	Yes
		Stationery	STCOOT	Main Warehouse	6.00	52.00	0.00	0.00	-46.00	0.00	46.00	No	Yes
	SP 19-12	Hardware	MAMNGR	Main Warehouse	2.00	14.00	0.00	0.00	-12.00	0.00	12.00	No	Yes
er		Toners	TOMNGR	Main Warehouse	36.00	36.00	0.00	0.00	0.00	0.00	0.00	No	Yes
r		Toners	TOMNGR	Main Warehouse	1.00	1.00	0.00	0.00	0.00	0.00	0.00	No	Yes
		Spare Parts	SPMNGR	Main Warehouse	6.00	8.00	0.00	1.00	-1.00	0.00	1.00	No	Yes
er	SP204	Hardware	MAMNGR	Main Warehouse	1.00	3.00	1.00	0.00	-2.00	0.00	2.00	No	Yes
		Toners	TOMNGR	Main Warehouse	5.00	10.00	1.00	1.00	-4.00	0.00	4.00	No	Yes
		Spare Parts	SPMNGR	Main Warehouse	5.00	14.00	6.00	0.00	-9.00	0.00	9,00	No	Yes
		Toner Part	TOMNGR	Main Warehouse	0.00	0.00	0.00	0.00	0.00	5.00	10.00	No	Yes
		Accessories	ACMNGR	Main Warehouse	4.00	10.00	0.00	0.00	-6.00	0.00	6.00	No	Yes
	SP 1020	Hardware	MAMNGR	Main Warehouse	0.00	11.00	2.00	1.00	-10.00	0.00	10.00	No	Yes
	1020-478	Accessories	ACMNGR	Main Warehouse	2.00	29.00	0.00	0.00	-27.00	0.00	27.00	No	Yes
		Toners	TOMNGR	Main Warehouse	1.00	2.00	0.00	0.00	-1.00	0.00	1.00	No	Yes
		Spare Parts	SPMNGR	Main Warehouse	0.00	2.00	0.00	0.00	-2.00	0.00	2.00	No	Yes
	1454	Accessories	ACMNGR	Main Warehouse	1.00	2.00	0.00	0.00	-1.00	0.00	1.00	No	Yes
		Toners	TOMNGR	Main Warehouse	0.00	0.00	0.00	0.00	0.00	5.00	10.00	No	Yes
		Accessories	ACMNGR	Main Warehouse	11.00	17.00	0.00	0.00	-6.00	0.00	6.00	No	Yes
		Accessories	ACMNGR	Main Warehouse	1.00	2.00	0.00	0.00	-1.00	0.00	1.00	No	Yes
		Spare Parts	SPMNGR	Main Warehouse	1.00	3.00	0.00	0.00	-2.00	0.00	2.00	No	Yes

- 1. The *Selected Items* panel will be expanded.
- 2. *Dock* this panel to make it easier to work in.
- 3. You will note that you still cannot use the Process action buttons



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A Serialesd Equipment SP1818 Sprint copier MardWare MardWare MardWare A Serialesd Equipment 1459-9552 K147 Kyyocera Colon K147 Kyocera Mul. MAMNGR A Serialesd Equipment 1459-9552 K147 Kyocera Colon K147 Kyocera Mul. MAMNGR C Non Serialesd Parts 12452M Z1P Aper Colon Stationery STCOT C Non Serialesd Parts St477-M88123 K147 Magenta Tomer Colon Stationery STCOT C Non Serialesd Parts 12-03670 SP112 Labactorer STCOT Tomers TOMNGR C Non Serialised Parts 12-03670 SP112 Labactorer Tomers TOMNGR C Non Serialised Parts 12-03750 SP12 Dalactorer SPare Parts SPMNGR C Non Serialised Parts 12-04770 Non Spare Parts SPMNGR C Non Serialised Parts 10-0170 Mard AmAMNGR Accessories ACMMGR A <t< td=""><td>• ⊞ A</td><td>Serialised Equipment</td><td>SP1919</td><td>SP1919 Sprint Colo</td><td>1919</td><td>Hardware</td><td>MAMNGR</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	• ⊞ A	Serialised Equipment	SP1919	SP1919 Sprint Colo	1919	Hardware	MAMNGR									
B Serialised Equipment 1458-96523 K147 Kyocera Colo K147 Kyocera Mul MAM/MCR B Serialised Equipment K2/H12ZTM Kuper Z/H Fax Mac ZH122 Hardware MAM/MCR C Non Serialised Patts 12432TN 21472N ZH Paper Stationery STCOT B Serialised Fayts K147-888122 K147-Magenta Toner Stationery STCOT B Serialised Equipment K191-23455 SP19-12 Colour Co SP19-12 Hardware MAM/MCR C Non Serialised Patts S19-12365 SP19-12 Colour Co SP19-12 Hardware MAM/MCR C Non Serialised Patts 120-99755 SP19-12 Black Toner Toners TOM/MCR G Non Serialised Patts 120-9755 SP10-2 Colour Copier SP204 Toners TOM/MCR G Non Serialised Patts 10-4775 Multon Accessories ADM/MCR G Non Serialised Patts 10-4776 Multon Accessories ADM/MCR G Non Serialised Patts 10-4777 Multon Accessories AD	🗉 A	Serialised Equipment	SP1818	Sprint copier		Hardware	MAMNGR									
B Serialized Equipment K2N+122TFF Kruger ZV Fax Mac ZN122 Hardware MAMRQR C Non Serialized Parts 123452N ZN Paper Tones Stationery STCOOT C Non Serialized Parts SS5532 K147-Magenta Toner Tones TOMNGR C Non Serialized Parts SS5532 SS5532 K147-Magenta Toner Toners TOMNGR C Non Serialized Parts SS25352 SS19-12 Zolour Co SS12 Hardware MAMNQR C Non Serialized Parts S12-05755 SP19-12 Zolour Co SP19-12 Hardware MAMNQR C Non Serialized Parts S2020 Clear Toner Toners TOMNGR C Non Serialized Parts S2020 Clear Toner Spare Parts SPMNQR A Serialized Equipment S20414 Spare Parts SPMNQR C Non Serialized Parts MOUD1 Mouze Toner S TOMNQR A Serialized Equipment S2047 Statoleurer Toner S TOMNQR<	🖽 🗚	Serialised Equipment	1458-96523	K147 Kyocera Colo	K147	Kyocera Mul	MAKYMEC									
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B C Non Serialised Parts K147-888123 K147-Magenta Toner Toners TOMNGR B C Non Serialised Parts 9855632 Air Freshner Stationery STOCOT B Serialised Equipment SP19-122600 SP19-122600 SP19-122600 MAMNGR B Non Serialised Parts 12/09765 SP19-122600 Toners TOMNGR B Non Serialised Parts 12/09765 SP19-122600 Spare Parts SPMNGR B Serialised Equipment 20-1474 SP204 Colour Copier Spare Parts SPMNGR B Serialised Equipment 20-1475 D204 Hardware MAMNGR B Serialised Equipment 20-4175 Drum Spare Parts SPMNGR C Non Serialised Parts MOU01 Mause Accessories ACMNGR A Serialised Equipment S20-753 Sp202 Diser Unit Accessories ACMNGR C Non Serialised Parts Sp0-147X SP2020 Mardware MAMNGR <	E C	Non Serialised Parts	12345ZN	ZN Paper		Stationery	STCOOT									
B C Non Serailed Patra 9855632 AF Freehner Stationery STCOOT B Serailed Patra 5191-122 diakt Courco SP19-122	⊞ C	Non Serialised Parts	K147-888123	K147 Magenta Toner		Toners	TOMNGR									
B A Serialed Equipment SP19-123456 SP19-122466 SP19-12 Hardware MAMNGR C Non Serialed Parts 12-098765 SP19-12 Tomers TOMNGR C Non Serialed Parts 12-098765 SP19-12 Tomers TOMNGR C Non Serialed Parts 12-098765 SP19-12 Tomers TOMNGR C Non Serialed Parts 12-09876 SP2020 Clear Tomers TOMNGR C Non Serialed Parts 12-09876 SP204 Clear Tomers TOMNGR B Serialed Equipment SP204 SP204 Cloar Copier SP204 Hardware MAMNGR C Non Serialed Parts 120-147X SP204 Blok Tomer Tomers TOMNGR C Non Serialed Parts MOUD1 Mouse Tomers TOMNGR A Serialed Parts 120-147X Staple Unit Accessories ACMNGR B Serialed Spares 120-147X Tome Martum Tomers TOMNGR C Non Serialed Parts 120-147X Tome Martum Tomers TOMNGR </td <td>⊞ C</td> <td>Non Serialised Parts</td> <td>9855632</td> <td>Air Freshner</td> <td></td> <td>Stationery</td> <td>STCOOT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	⊞ C	Non Serialised Parts	9855632	Air Freshner		Stationery	STCOOT									
B C Non Serialised Parts 12-098755 SP19-12 Black Toner Toners TOMNGR B Non Serialised Parts 1202-147, SP2002 Clear Toner Toners TOMNGR B C Non Serialised Parts 1202-7854 Network cable Spare Parts SPMNGR B A Serialised Equipment 201-147, SP204 Clobur Copier SP204 Hardware MMARGR B Serialised Equipment 201-147, SP204 Clobur Copier SP204 Hardware MMARGR B Serialised Equipment 201-147, SP204 Black Toner Toners TOMNGR B Serialised Equipment 2020-198 Staple Unit Cocessories ACMNGR C Non Serialised Equipment 2020-98 Staple Unit 102-478 Accessories ACMNGR B Serialised Equipment 2020-478 Staple Unit 102-478 Accessories ACMNGR C Non Serialised Parts 102-478 Staple Unit 102-478 Accessories ACMNGR C Non Serialised Parts 102-478 SP2020 Floare Unit	🗄 A	Serialised Equipment	SP19-123456	SP19-12 Colour Co	SP19-12	Hardware	MAMNGR									
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ACTION PART REQUEST

- 1. Select an *item line* in the *Selected Warehouse* frame.
- 2. *Drag* and *drop* this item line into the *Selected Items* panel.



Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procument Sales Service Reporting Utilities — Requisition Stock Stock Inter Warehouse Save Layout Workspaces Format Current Print Export Expo	₽ × ₽
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E A Serialised Equipment 1458-96523 K147 Kyocera Colo K147 Kyocera Mul MAKYMFC	
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E C Non Serialised Parts 12345ZN ZN Paper Stationery STCOOT	
E C Non Serialised Parts K147-888123 K147 Magenta Toner Toners TOMINGR	
E C Non Serialised Parts 9855532 Air Freshner Stationery STCOOT	
E A Serialised Equipment SP19-123456 SP19-12 Colour Co SP19-12 Hardware MAMINGR	
H C Non Serialised Parts 12-098765 SP19-12 Black Toner Toners TOMINGR	
H C Non Serialised Parts 2020-147L SP2020 Clear Toners TOMINGR	
E C Non Serialised Parts 102-7854 Network cable Spare Parts SPMNGR	
E A Serialised Equipment SP204 SP204 Colour Copier SP204 Hardware MAMNGR	
E A Serialised Equipment 204-147K SP204 Black Toner Toners TOMNGR	
E C Non Serialised Parts 19-687 Drum Spare Parts SPMNGR	
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E A Serialised Equipment 2020-998 Staple Unit Accessories ACMINGR	
A Serialised Equipment SP1020 Copier SP1020 Hardware MAMNGR	
🗄 B Serialised Spares 1020-478 Staple Unit 1020-478 Accessories ACMINGR	
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A Serialised Equipment X821932-002 Microsoft Mouse 1454 Accessories ACMNGR	
E C Non Serialised Parts 500-147K SP500 Black Toner TOMNGR	
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Open Windows + 01Nev 2018	

- 1. As the item line is *dropped* in the *Selected Items* frame.
- The Process action buttons will become *'live'* and you will now be able to

CREATE A REQUISITION

• Create a Requisition

TRANSFER STOCK

• Transfer Stock

ADJUST STOCK

• Adjust Stock or



CREATE AN INTER WAREHOUSE REQUEST

Create an Inter Warehouse Request

in order to fulfill a request for any of the stock items as listed in the *Action Report*.

	Ŧ			Sto	ock Status - BPC	0: Version 2	.1.0	0.66 - Exam	ple Company					- 0	>	K
Ho Ho	me Equipment and	Locations (Contract Finance ar	nd HR In	ventory Main	ntenance ar	d P	rojects	Manufacturing	Procuremen	t Sales Ser	vice R	eporting Util	ties —	Ð	×
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• 🗄 A	Serialised Equipment	SP1919	SP1919 Sprint Colo	1919	Hardware	MAMNGR			4							
ΞA	Serialised Equipment	SP1818	Sprint copier		Hardware	MAMNGR			1							
E A	Serialised Equipment	1458-96523	K147 Kyocera Colo	K147	Kyocera Mul	MAKYMEC										
⊞ A	Serialised Equipment	KZN-122TFB	Kruger ZN Fax Mac	ZN122	Hardware	MAMNGR			1							
€C	Non Serialised Parts	12345ZN	ZN Paper		Stationery	STCOOT										
⊞ C	Non Serialised Parts	K147-888123	K147 Magenta Toner		Toners	TOMNGR										
€C	Non Serialised Parts	9855632	Air Freshner		Stationery	STCOOT										
⊕ A	Serialised Equipment	SP19-123456	SP19-12 Colour Co	SP19-12	Hardware	MAMNGR										
⊞ C	Non Serialised Parts	12-098765	SP19-12 Black Toner		Toners	TOMNGR										
⊞ C	Non Serialised Parts	2020-147L	SP2020 Clear Toner		Toners	TOMNGR										
⊞ C	Non Serialised Parts	102-7854	Network cable		Spare Parts	SPMNGR										
⊞ A	Serialised Equipment	SP204	SP204 Colour Copier	SP204	Hardware	MAMNGR										
⊞ A	Serialised Equipment	204-147K	SP204 Black Toner		Toners	TOMNGR										
⊞ C	Non Serialised Parts	19-687	Drum		Spare Parts	SPMNGR										
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🗄 A	Serialised Equipment	SP1020	Copier	SP 1020	Hardware	MAMNGR										
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⊞ C	Non Serialised Parts	1020-147M	Toner Magenta		Toners	TOMNGR										
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⊞ A	Serialised Equipment	X821932-002	Microsoft Mouse	1454	Accessories	ACMINGR										
🗄 C	Non Serialised Parts	500-147K	SP500 Black Toner		Toners	TOMNGR										
⊞ B	Serialised Spares	ACR-01	Acer copier outer s		Accessories	ACMNGR										
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