

INVENTORY

STOCK - VIEW STOCK ITEM QUANTITY AND LOCATION

The **Stock Status** (or Stock Report) screen gives you the ability to see stock quantity and unit cost by **Site** and **Warehouse**.

You will see the following information for the selected part:

- Serialised Items: **A-Class** and **B-Class** serial numbers for stock on hand.
- Non-serialised Items: View **C-Class** stock batch numbers (where [batch tracking](#) is enforced).
- Quantity of stock on part requests (**Reserved Stock** - to be issued).
- Quantity of stock on **Purchase Requisition**.
- Quantity of stock on **Purchase order**.
- **Net Stock** (Current Stock - Reserved Stock).
- **Reorder** Amount.
- Whether **Reorder** and/or **Requisition** are required.

See the **Related Topics** below for additional functionality.

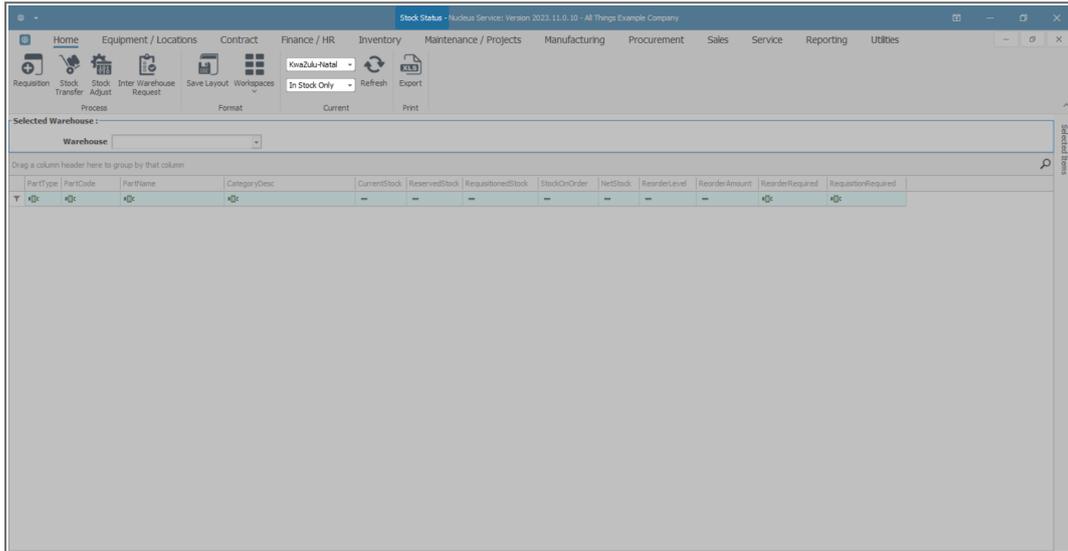
Ribbon Select **Inventory > Stock**



- The **Stock Status** screen will be displayed.

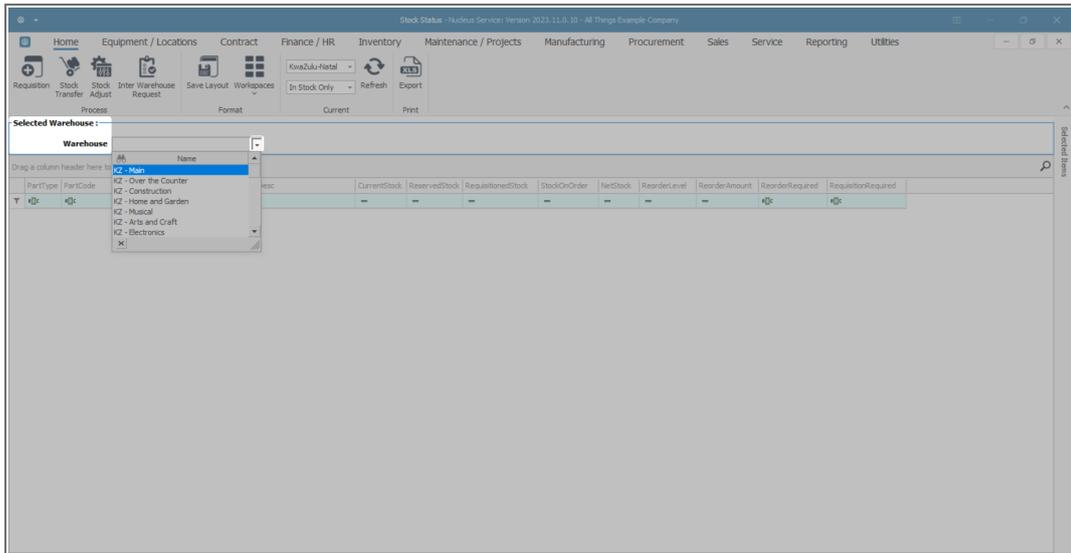
SELECT SITE AND STATUS

- Select the **Site**.
 - In this image, **KwaZulu-Natal** has been selected.
- Select the **status**.
 - This screen will default to **In Stock Only**, this will filter for all the items that are currently in stock.



SELECT THE WAREHOUSE

- Click on the drop-down arrow in the **Warehouse** field to display the **Warehouse Selection** menu.
- Click on the **Warehouse** that you wish to view.
 - In this image, **KZN Main** has been selected.



- The screen will now display a list of all of the **In Stock** items in the selected warehouse.
 - Here you can view **A-Class**, **B-Class** and **C-Class** items.

Part Type	Part Code	Part Name	Category Desc	Current Stock	Reserved Stock	Requisitioned Stock	Stock On Order	Net Stock	Reorder Level	Reorder Amount	Reorder Required	Requisition Required
A	SP500	Sprint Multi Functional Copier	Retail - Office Supplies - Equipment	49.00	1.00	0.00	0.00	48.00	40.00	0.00	No	No
B	SP500-1992	Paper Tray	Retail - Office Supplies - Accessories	21.00	0.00	0.00	0.00	21.00	10.00	0.00	No	No
B	SP500-3671	Staple Unit	Retail - Office Supplies - Accessories	53.00	0.00	0.00	0.00	53.00	40.00	0.00	No	No
B	SP500-7223	Fuser Unit	Retail - Office Supplies - Accessories	50.00	0.00	0.00	0.00	50.00	40.00	0.00	No	No
C	SP500-6143	High Yield Reset Lever Gear	Retail - Office Supplies - Spares	3.00	0.00	0.00	0.00	3.00	0.00	0.00	No	No
C	SP500-4933	Paper Pickup Roller	Retail - Office Supplies - Spares	183.00	0.00	0.00	0.00	183.00	120.00	0.00	No	No
C	SP500-5084	Picker Finger	Retail - Office Supplies - Spares	180.00	0.00	0.00	0.00	180.00	120.00	0.00	No	No
C	SP500-5598	Wiper Blade	Retail - Office Supplies - Spares	6.00	0.00	0.00	0.00	6.00	0.00	0.00	No	No
C	SP500-2671	Toner Black	Retail - Office Supplies - Consumables	302.00	3.00	0.00	0.00	299.00	200.00	0.00	No	No
C	SP500-0102	Toner Magenta	Retail - Office Supplies - Consumables	300.00	0.00	0.00	0.00	300.00	200.00	0.00	No	No
C	SP500-2333	Toner Cyan	Retail - Office Supplies - Consumables	300.00	0.00	0.00	0.00	300.00	200.00	0.00	No	No
C	SP500-6376	Toner Yellow	Retail - Office Supplies - Consumables	300.00	0.00	0.00	0.00	300.00	200.00	0.00	No	No
A	A990	Sprint Multi Functional Copier	Retail - Office Supplies - Equipment	51.00	0.00	0.00	0.00	51.00	40.00	0.00	No	No
B	A990-1992	Paper Tray	Retail - Office Supplies - Accessories	19.00	0.00	0.00	0.00	19.00	10.00	0.00	No	No
B	A990-3671	Staple Unit	Retail - Office Supplies - Accessories	50.00	0.00	0.00	0.00	50.00	40.00	0.00	No	No
B	A990-7223	Fuser Unit	Retail - Office Supplies - Accessories	50.00	0.00	0.00	0.00	50.00	40.00	0.00	No	No
C	A990-4933	Paper Pickup Roller	Retail - Office Supplies - Spares	179.00	0.00	0.00	0.00	179.00	120.00	0.00	No	No
C	A990-5084	Picker Finger	Retail - Office Supplies - Spares	180.00	0.00	0.00	0.00	180.00	120.00	0.00	No	No
C	A990-2671	Toner Black	Retail - Office Supplies - Consumables	300.00	0.00	0.00	0.00	300.00	200.00	0.00	No	No
C	A990-0102	Toner Magenta	Retail - Office Supplies - Consumables	300.00	0.00	0.00	0.00	300.00	200.00	0.00	No	No
C	A990-2333	Toner Cyan	Retail - Office Supplies - Consumables	300.00	0.00	0.00	0.00	300.00	200.00	0.00	No	No
C	A990-6376	Toner Yellow	Retail - Office Supplies - Consumables	300.00	0.00	0.00	0.00	300.00	200.00	0.00	No	No
A	TT5550	Sprint Multi Functional Copier	Retail - Office Supplies - Equipment	50.00	0.00	0.00	0.00	50.00	40.00	0.00	No	No
B	TT5550-1992	Paper Tray	Retail - Office Supplies - Accessories	20.00	0.00	0.00	0.00	20.00	10.00	0.00	No	No

VIEW C-CLASS ITEMS QUANTITY AND LOCATION

- Click on the **expand** icon in the row of the **C-Class** item that you wish to view the stock quantity and location of.
 - In this image, the **C-Class** item, SP2020-7652 Maintenance Kit, has been selected.

Part Type	Part Code	Part Name	Category/Desc	Current Stock	Reserved Stock	Requisitioned Stock	Stock On Order	Net Stock	Reorder Level	Reorder Amount	Reorder Required	Requisition Required
A	SP2020	Sprint Multi Functional Copier	Retail - Office Supplies - Equipment	39.00	11.00	11.00	1.00	29.00	40.00	21.00	Yes	Yes
B	SP2020-1992	Paper Tray	Retail - Office Supplies - Accessories	18.00	0.00	0.00	0.00	18.00	5.00	0.00	No	No
B	SP2020-3671	Staple Unit	Retail - Office Supplies - Accessories	48.00	0.00	0.00	0.00	48.00	40.00	0.00	No	No
B	SP2020-7223	Fuser Unit	Retail - Office Supplies - Accessories	35.00	15.00	5.00	1.00	21.00	40.00	29.00	Yes	Yes
C	SP2020-4933	Paper Pickup Roller	Retail - Office Supplies - Spares	4.00	0.00	0.00	0.00	4.00	120.00	176.00	Yes	Yes
C	SP2020-5084	Picker Finger	Retail - Office Supplies - Spares	180.00	0.00	0.00	0.00	180.00	120.00	0.00	No	No
C	SP2020-5598	Wiper Blade	Retail - Office Supplies - Spares	5.00	15.00	0.00	0.00	-10.00	15.00	30.00	Yes	Yes
C	SP2020-7652	Maintenance Kit	Retail - Office Supplies - Spares	4.00	5.00	6.00	5.00	4.00	5.00	6.00	Yes	No
C	SP2020-2671	Toner Black	Retail - Office Supplies - Consumables	18.00	0.00	0.00	0.00	18.00	200.00	282.00	Yes	Yes
C	SP2020-0102	Toner Magenta	Retail - Office Supplies - Consumables	298.00	0.00	0.00	0.00	298.00	200.00	0.00	No	No
C	SP2020-2333	Toner Cyan	Retail - Office Supplies - Consumables	300.00	0.00	0.00	0.00	300.00	200.00	0.00	No	No
C	SP2020-6376	Toner Yellow	Retail - Office Supplies - Consumables	300.00	0.00	0.00	0.00	300.00	200.00	0.00	No	No
A	SP500	Sprint Multi Functional Copier	Retail - Office Supplies - Equipment	49.00	1.00	0.00	0.00	48.00	40.00	0.00	No	No
B	SP500-1992	Paper Tray	Retail - Office Supplies - Accessories	21.00	0.00	0.00	0.00	21.00	10.00	0.00	No	No
B	SP500-3671	Staple Unit	Retail - Office Supplies - Accessories	53.00	0.00	0.00	0.00	53.00	40.00	0.00	No	No
B	SP500-7223	Fuser Unit	Retail - Office Supplies - Accessories	50.00	0.00	0.00	0.00	50.00	40.00	0.00	No	No
C	SP500-6143	High Yield Reset Lever Gear	Retail - Office Supplies - Spares	3.00	0.00	0.00	0.00	3.00	0.00	0.00	No	No
C	SP500-4933	Paper Pickup Roller	Retail - Office Supplies - Spares	183.00	0.00	0.00	0.00	183.00	120.00	0.00	No	No
C	SP500-5084	Picker Finger	Retail - Office Supplies - Spares	180.00	0.00	0.00	0.00	180.00	120.00	0.00	No	No
C	SP500-5598	Wiper Blade	Retail - Office Supplies - Spares	6.00	0.00	0.00	0.00	6.00	0.00	0.00	No	No
C	SP500-2671	Toner Black	Retail - Office Supplies - Consumables	302.00	3.00	0.00	0.00	299.00	200.00	0.00	No	No
C	SP500-0102	Toner Magenta	Retail - Office Supplies - Consumables	300.00	0.00	0.00	0.00	300.00	200.00	0.00	No	No
C	SP500-2333	Toner Cyan	Retail - Office Supplies - Consumables	300.00	0.00	0.00	0.00	300.00	200.00	0.00	No	No
C	SP500-6376	Toner Yellow	Retail - Office Supplies - Consumables	300.00	0.00	0.00	0.00	300.00	200.00	0.00	No	No

- The **Stock** frame will be expanded.
- Here you can view a list of:
 - **Batch Number(s)** of the selected item if batch tracking is enabled.
 - **Bin Name(s)** where the selected items are stored.
 - **Quantity** of each batch number in a bin.
 - **Note:** With **C-Class** items, there can be **more than one** item in a batch.
- In this image, you can see that there is a Quantity of **4**, SP2020-7652 Maintenance Kits, of Batch Number: **7652A001**, in Bin Name: **KZ-Receiving Bin**.

- **Note:** If you are using stock batch tracking, you will see a list of stock batch numbers. For more details, refer to [Inventory: Stock Batches](#).

- **Collapse** the **Stock** frame when you have finished viewing the **C-Class** stock information.

Part Type	Part Code	Part Name	Category Desc	Current Stock	Reserved Stock	Requested Stock	Stock On Order	Net Stock	Reorder Level	Reorder Amount	Reorder Required	Requestion Required
A	SP2020	Sprint Multi Functional Copier	Retail - Office Supplies - Equipment	29.00	11.00	11.00	1.00	29.00	40.00	21.00	Yes	Yes
B	SP2020-1992	Paper Tray	Retail - Office Supplies - Accessories	18.00	0.00	0.00	0.00	18.00	5.00	0.00	No	No
B	SP2020-3671	Staple Unit	Retail - Office Supplies - Accessories	48.00	0.00	0.00	0.00	48.00	40.00	0.00	No	No
B	SP2020-7223	Fuser Unit	Retail - Office Supplies - Accessories	35.00	15.00	5.00	1.00	21.00	40.00	29.00	Yes	Yes
C	SP2020-4933	Paper Pickup Roller	Retail - Office Supplies - Spares	4.00	0.00	0.00	0.00	4.00	120.00	176.00	Yes	Yes
C	SP2020-5084	Picker Finger	Retail - Office Supplies - Spares	180.00	0.00	0.00	0.00	180.00	120.00	0.00	No	No
C	SP2020-5598	Wiper Blade	Retail - Office Supplies - Spares	5.00	15.00	0.00	0.00	-10.00	15.00	30.00	Yes	Yes
C	SP2020-7652	Maintenance Kit	Retail - Office Supplies - Spares	4.00	5.00	6.00	5.00	4.00	5.00	6.00	Yes	No

VIEW A AND B-CLASS ITEMS QUANTITY AND LOCATION

- Click on the **expand** icon in the row of the **A-Class** item that you wish to view the stock / quantity and location of.
 - In this image, the **A-Class** item - SP1001 Copier Sprint 1001 Series, has been selected.

PartType	PartCode	PartName	Category/Desc	CurrentStock	ReservedStock	RequisitionedStock	StockOnOrder	NetStock	ReorderLevel	Record Amount	ReorderRequired	RequisitionRequired
C	SL3917-4933	Paper Pickup Roller	Retail - Office Supplies - Spares	180.00	0.00	0.00	0.00	180.00	120.00	0.00	No	No
C	SL3917-5084	Picker Finger	Retail - Office Supplies - Spares	180.00	0.00	0.00	0.00	180.00	120.00	0.00	No	No
C	SL3917-4376	Toner Yellow	Retail - Office Supplies - Consumables	300.00	0.00	0.00	0.00	300.00	200.00	0.00	No	No
B	SL3917-7223	Fuser Unit	Retail - Office Supplies - Accessories	50.00	0.00	0.00	0.00	50.00	40.00	0.00	No	No
A	SP1001	Copier Sprint 1001 Series	Retail - Office Supplies - Equipment	4.00	0.00	0.00	4.00	0.00	0.00	0.00	No	No
A	SP2020	Sprint Multi Functional Copier	Retail - Office Supplies - Equipment	29.00	11.00	11.00	1.00	29.00	40.00	21.00	Yes	Yes
C	SP2020-0102	Toner Magenta	Retail - Office Supplies - Consumables	298.00	0.00	0.00	0.00	298.00	200.00	0.00	No	No
B	SP2020-1992	Paper Tray	Retail - Office Supplies - Accessories	18.00	0.00	0.00	0.00	18.00	5.00	0.00	No	No
C	SP2020-2333	Toner Cyan	Retail - Office Supplies - Consumables	300.00	0.00	0.00	0.00	300.00	200.00	0.00	No	No
C	SP2020-2671	Toner Black	Retail - Office Supplies - Consumables	18.00	0.00	0.00	0.00	18.00	200.00	282.00	Yes	Yes
B	SP2020-3671	Stadle Unit	Retail - Office Supplies - Accessories	48.00	0.00	0.00	0.00	48.00	40.00	0.00	No	No
C	SP2020-4933	Paper Pickup Roller	Retail - Office Supplies - Spares	4.00	0.00	0.00	0.00	4.00	120.00	176.00	Yes	Yes
C	SP2020-5084	Picker Finger	Retail - Office Supplies - Spares	180.00	0.00	0.00	0.00	180.00	120.00	0.00	No	No
C	SP2020-5598	Wiper Blade	Retail - Office Supplies - Spares	5.00	15.00	0.00	0.00	-10.00	15.00	30.00	Yes	Yes
C	SP2020-4376	Toner Yellow	Retail - Office Supplies - Consumables	300.00	0.00	0.00	0.00	300.00	200.00	0.00	No	No
B	SP2020-7223	Fuser Unit	Retail - Office Supplies - Accessories	35.00	15.00	5.00	1.00	21.00	40.00	29.00	Yes	Yes
C	SP2020-7652	Maintenance Kit	Retail - Office Supplies - Spares	4.00	5.00	6.00	5.00	4.00	5.00	6.00	Yes	No
A	SP500	Sprint Multi Functional Copier	Retail - Office Supplies - Equipment	49.00	1.00	0.00	0.00	48.00	40.00	0.00	No	No
C	SP500-0102	Toner Magenta	Retail - Office Supplies - Consumables	300.00	0.00	0.00	0.00	300.00	200.00	0.00	No	No
B	SP500-1992	Paper Tray	Retail - Office Supplies - Accessories	21.00	0.00	0.00	0.00	21.00	10.00	0.00	No	No
C	SP500-2333	Toner Cyan	Retail - Office Supplies - Consumables	300.00	0.00	0.00	0.00	300.00	200.00	0.00	No	No
C	SP500-2671	Toner Black	Retail - Office Supplies - Consumables	302.00	3.00	0.00	0.00	299.00	200.00	0.00	No	No
B	SP500-3671	Stadle Unit	Retail - Office Supplies - Accessories	53.00	0.00	0.00	0.00	53.00	40.00	0.00	No	No
C	SP500-4933	Paper Pickup Roller	Retail - Office Supplies - Spares	183.00	0.00	0.00	0.00	183.00	120.00	0.00	No	No

- The **Stock** frame will be expanded.
- This shows a list of:
 - **Batch (Serial) Number(s)** of the selected item.
 - **Bin Name(s)** where the selected items are stored.
 - **Quantity** of each serial (batch) number in a bin.
 - **Unit Cost** of each item in the bin.
- **Note:** With **A-Class** items, there can be only **one item** per BatchSerialNo, as seen in the following image.
- **Close** the screen when you are done.

The screenshot displays the 'Stock Status' application interface. At the top, there is a navigation menu with options like Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below this is a toolbar with icons for Save Layout, Workspaces, In Stock Only, Refresh, and Print. The main area shows a 'Selected Warehouse' dropdown set to 'K2 - Main'. A table lists various stock items with columns for Part Type, Part Code, Part Name, Category/Desc, Current Stock, Reserved Stock, Requisitioned Stock, Stock On Order, Net Stock, Reorder Level, Reorder Amount, Reorder Required, and Requisition Required. A 'Stock' popup window is open, showing a detailed view of a stock item with columns for Stock Serial No, Bin Name, Quantity, and Unit Cost. The table below the popup lists several items, including Paper Pickup Roller, Paper Finger, Toner Yellow, Fuser Unit, Copier Sprint 1001 Series, Toner Magenta, Paper Tray, Toner Cyan, Toner Black, Staple Unit, Paper Pickup Roller, Paper Finger, Water Blade, Toner Yellow, Fuser Unit, and Maintenance Kit.

Part Type	Part Code	Part Name	Category/Desc	Current Stock	Reserved Stock	Requisitioned Stock	Stock On Order	Net Stock	Reorder Level	Reorder Amount	Reorder Required	Requisition Required
C	SL3917-4933	Paper Pickup Roller	Retail - Office Supplies - Spares	180.00	0.00	0.00	0.00	180.00	120.00	0.00	No	No
C	SL3917-5084	Picker Finger	Retail - Office Supplies - Spares	180.00	0.00	0.00	0.00	180.00	120.00	0.00	No	No
C	SL3917-4376	Toner Yellow	Retail - Office Supplies - Consumables	300.00	0.00	0.00	0.00	300.00	200.00	0.00	No	No
B	SL3917-7223	Fuser Unit	Retail - Office Supplies - Accessories	50.00	0.00	0.00	0.00	50.00	40.00	0.00	No	No
A	SP1001	Copier Sprint 1001 Series	Retail - Office Supplies - Equipment	4.00	0.00	0.00	0.00	4.00	0.00	0.00	No	No

Stock Serial No	Bin Name	Quantity	Unit Cost
1001SP011	K201	1.00	4,500.00
1001SP012	K201	1.00	4,500.00
1001SP013	K201	1.00	4,500.00
1001SP014	K201	1.00	4,500.00

A	SP2020	Sprint Multi Functional Copier	Retail - Office Supplies - Equipment	39.00	11.00	11.00	1.00	29.00	40.00	21.00	Yes	Yes
C	SP2020-0102	Toner Magenta	Retail - Office Supplies - Consumables	298.00	0.00	0.00	0.00	298.00	200.00	0.00	No	No
B	SP2020-1992	Paper Tray	Retail - Office Supplies - Accessories	18.00	0.00	0.00	0.00	18.00	5.00	0.00	No	No
C	SP2020-2333	Toner Cyan	Retail - Office Supplies - Consumables	300.00	0.00	0.00	0.00	300.00	200.00	0.00	No	No
C	SP2020-2671	Toner Black	Retail - Office Supplies - Consumables	18.00	0.00	0.00	0.00	18.00	200.00	282.00	Yes	Yes
B	SP2020-3671	Staple Unit	Retail - Office Supplies - Accessories	48.00	0.00	0.00	0.00	48.00	40.00	0.00	No	No
C	SP2020-4933	Paper Pickup Roller	Retail - Office Supplies - Spares	4.00	0.00	0.00	0.00	4.00	120.00	176.00	Yes	Yes
C	SP2020-3684	Picker Finger	Retail - Office Supplies - Spares	180.00	0.00	0.00	0.00	180.00	120.00	0.00	No	No
C	SP2020-5598	Water Blade	Retail - Office Supplies - Spares	5.00	15.00	0.00	0.00	-10.00	15.00	20.00	Yes	Yes
C	SP2020-4376	Toner Yellow	Retail - Office Supplies - Consumables	300.00	0.00	0.00	0.00	300.00	200.00	0.00	No	No
B	SP2020-7223	Fuser Unit	Retail - Office Supplies - Accessories	35.00	15.00	5.00	1.00	21.00	40.00	29.00	Yes	Yes
C	SP2020-7652	Maintenance Kit	Retail - Office Supplies - Spares	4.00	5.00	6.00	5.00	4.00	5.00	6.00	Yes	No

Related Topics

- [Stock Status: View Short Stock](#)
- [Stock Status: View All Stock](#)
- [Stock Status: View Stock on Hand](#)
- [Stock Status: View Action Items](#)
- [Stock Status: Transfer Stock](#)
- [Stock Status: Adjust Stock In](#)
- [Stock Status: Adjust Stock Out](#)
- [Stock Status: Inter-warehouse Transfer Request](#)
- [Stock Status: Requisition Stock](#)

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