

INVENTORY

VIEW ALL STOCK

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Ribbon Access: *Inventory > Stock*

Help v2.5.0.14 - Pg 1 - Printed: 25/06/2024

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The *Stock Status* screen will be displayed.



Select the Site and Status

- Select the *site* .
 - In this image *Durban* has been selected.



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- This screen should default to the *In Stock Only* status.
- Ensure that you change this to the *All Parts* status.

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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, the *Cari Warehouse* is selected.



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Hon	ne Equipment	t and Locations Contract	Finance and H	R Invento	ry Maint	tenance and Pro)	ects Man	ufacturing	Procurement	Sales Servic	e Reporting L	itites -	. 8	X
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PartType	PartTypeDes	C Off Site Warehouse George Warehouse			ModelNo	CategoryDesc	Categ	ory War	rehouseName	CurrentStock	ReservedStool	Requis	tonedSt	toc
7		Cari Warehouse												
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VIEW CURRENT STOCK

- The screen will now display a list of all the A-Class, B-Class and C-Class items that have been loaded onto the system, whether there is currently stock of these items or not
- View the *Current Stock* column to see the in stock amounts of each item.



Ноти	Equipment and Loc	ations Contra	ct Finance and HR In	ventory 1	Maintenance and Pro	jects Manu	facturing Procurem	ent Sales Ser	vice Reporting	Utilites - d ^a
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PartType	PartTypeDesc	PartCode	PartName	ModelNo	CategoryDesc	Category	WarehouseName	CurrentStock	ReservedStock	RequisitionedStock
O A D	Serialized Environment	(010,121466	SP19-12 Colour Copier	\$919-12	Hardware	MAMNGR	Carl Warehouse	0.00	0.00	0.0
E C	Non Serialised Parts		SP19-12 Black Toner	- 17 H	Toners	TOMNGR	Cari Warehouse	3.00	0.00	
C	Non Serialised Parts		SP2020 Clear Toner		Toners	TOMNER	Carl Warehouse	0.00	0.00	
30	Non Serialsed Parts		Network cable		Spare Parts	SPMNGR	Cari Warehouse	0.00	0.00	
A	Serialsed Equipment		SP204 Colour Copier	5P204	Hardware	MAMINGR	Cari Warehouse	0.00	0.00	
A	Serialsed Equipment		SP204 Black Toner		Toners	TOMNGR	Cari Warehouse	0.00	0.00	
c	Non Serialsed Parts		SP204 Cyan Toner		Toners	TOMNGR	Cari Warehouse	0.00	1.00	
C	Non Serialsed Parts		SP204 Yellow Toner		Toners	TOMNER	Cari Warehouse	0.00	0.00	
e c	Non Serialised Parts	204-147M	SP204 Magenta Toner		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.0
C	Non Serialised Parts	147258	Black Toner		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.0
c	Non Serialsed Parts	19-687	Drum		Spare Parts	SPMNGR	Cari Warehouse	0.00	0.00	0.0
AE	Serialised Equipment	TMACH	Test Machine		Hardware	MAMINGR	Carl Warehouse	0.00	0.00	0.0
A	Serialsed Equipment	MACH	New Machine		Hardware	MAMNGR	Cari Warehouse	0.00	0.00	0.0
C	Non Serialsed Parts	NPT	New part test		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.0
E C	Non Serialised Parts	CONV001	ACDC Convertor		Toners	TOMNGR	Carl Warehouse	0.00	0.00	0.0
BC	Non Serialsed Parts	ADAP001	Adaptor		Toners	TOMNGR	Carl Warehouse	0.00	0.00	0.0
e c	Non Serialised Parts	New1	New part 1		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.0
C	Non Serialised Parts	DRIVE01	Hard Drive		Toner Part Sit	TOMNGR	Cari Warehouse	0.00	0.00	0.0
C	Non Serialsed Parts	T00L01	Tools		Toner Part Sit	TOMNGR	Cari Warehouse	0.00	0.00	0.0
C	Non Serialsed Parts	WHEEL01	Wheels		Toner Part Sit	TOMNGR	Cari Warehouse	0.00	0.00	0.0
C	Non Serialised Parts	LADO2	ladder		Toner Part Sit	TOMNGR	Cari Warehouse	0.00	0.00	0.0
E C	Non Serialised Parts	CIR001	Ordp		Toner Part Sit	TOMNGR	Carl Warehouse	0.00	0.00	0.0
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VIEW STOCK QUANTITY AND LOCATION

 Click on any 'bold' expand button in a item line to view the quantity and location of the stock.

н	lome Equipment and	Locations (Contract Finance ar	nd HR In	ventory Main	ntenance and	Projects Manuf	acturing Pro	curement Sa	les Service F	Reporting Uti	lities —	Ð
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artType	e PartTypeDesc	PartCode	PartName	ModelNo	CategoryDesc	Category	WarehouseName	CurrentStock	ReservedStock	RequisitionedStock	StockOnOrder	NetStock	Reor
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A	Serialised Equipment	SP2020	SP2020 Sprint Colo	SP2020	Hardware	MAMNGR	Cari Warehouse	0.00	1.00	0.00	0.00	-1.00	
I C	Non Serialised Parts	2020-147K	Black toner SP2020		Toners	TOMNGR	Cari Warehouse	3.00	0.00	0.00	0.00	3.00	
A	Serialised Equipment	SP 19 19	SP1919 Sprint Colo	1919	Hardware	MAMNGR	Cari Warehouse	0.00	1.00	0.00	0.00	-1.00	
с	Non Serialised Parts	SP19-147K	Black Toner SP1919		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
B C	Non Serialised Parts	SP19-147C	Cyan Toner - SP 1919		Toners	TOMNGR	Cari Warehouse	8.00	3.00	0.00	0.00	5.00	
C	Non Serialised Parts	SP19-147Y	Yellow Toner - SP1		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
с	Non Serialised Parts	SP19-147M	Magenta toner - SP		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	- 1
C	Non Serialised Parts	2020-147M	Magenta toner SP2		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
C	Non Serialised Parts	2020-147C	Cyan toner SP2020		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
с	Non Serialised Parts	2020-147Y	Yellow toner SP2020		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
e c	Non Serialised Parts	CL-100-965	Cleaner		Stationery	STCOOT	Cari Warehouse	6.00	0.00	0.00	0.00	6.00	
A	Serialised Equipment	SP 18 18	Sprint copier		Hardware	MAMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
A	Serialised Equipment	1458-96523	K147 Kyocera Colo	K147	Kyocera Mul	MAKYMEC	Cari Warehouse	0.00	1.00	0.00	0.00	-1.00	
C	Non Serialised Parts	147-888544	K147 Black toner		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
A	Serialised Equipment	KZN-122TFB	Kruger ZN Fax Mac	ZN122	Hardware	MAMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
C	Non Serialised Parts	12345ZN	ZN Paper		Stationery	STCOOT	Cari Warehouse	0.00	2.00	0.00	0.00	-2.00	
C	Non Serialised Parts	147-888741	K147 Yellow Toner		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
с	Non Serialised Parts	K147-888123	K147 Magenta Toner		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
C	Non Serialised Parts	K147-888478	K147 Cyan Toner		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
A	Serialised Equipment	KM250MFP	Konica Minolta Colo		Hardware	MAMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
с	Non Serialised Parts	9855632	Air Freshner		Stationery	STCOOT	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
A	Serialised Equipment	SP19-123456	SP19-12 Colour Co	SP19-12	Hardware	MAMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
B C	Non Serialised Parts	12-098765	SP19-12 Black Toner		Toners	TOMNGR	Cari Warehouse	3.00	1.00	0.00	0.00	2.00	
C	Non Serialised Parts	2020-147L	SP2020 Clear Toner		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
C	Non Serialised Parts	102-7854	Network cable		Spare Parts	SPMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
	enter in a				0.0								

The *Stock* frame will be expanded and you can see which *bin* the item can be found in and the *quantity* of those items in the that bin. If there is a *serial number* (A or B-Class items) or *batch number*(s) linked to the item(s) (C-Class items if batch tracking is enabled) then these numbers can also be found in this frame.



Ho	me Equipment and	Locations (Contract Finance a	nd HR I	Inventory Main	ntenance and		facturing Pro	curement Sa	les Service F	leporting Uti	lities —	Ð
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arci ype	Parti ypebesc	FaitCode	Failuvanie	MUGERIO	CategoryDesc	category	warenousewanie	Currentistock	Reserveusioux	Requisitioneustock	Stockonorder	NELSLOCK P	REUI
A	Serialised Equipment	SP2020	SP2020 Sprint Colo	SP2020	Hardware	MAMNGR	Cari Warehouse	0.00	1.00	0.00	0.00	-1.00	-1
E C	Non Serialised Parts		Black toner SP2020	JF 2020	Toners	TOMNGR	Cari Warehouse	3.00	0.00	0.00	0.00	-1.00	
Sto				10									
		Name Ou	actitu										
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A	Serialised Equipment	SP1919	SP1919 Sprint Colo	1919	Hardware	MAMNGR	Cari Warehouse	0.00	1.00	0.00	0.00	-1.00	
С	Non Serialised Parts		Black Toner SP1919		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
EC	Non Serialised Parts	SP19-147C	Cyan Toner - SP 19 19		Toners	TOMNGR	Cari Warehouse	8.00	3.00	0.00	0.00	5.00	
C	Non Serialised Parts	SP19-147Y	Yellow Toner - SP1		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
C	Non Serialised Parts		Magenta toner - SP		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
C	Non Serialised Parts	2020-147M	Magenta toner SP2		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
C	Non Serialised Parts	2020-147C	Cyan toner SP2020		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
C	Non Serialised Parts	2020-147Y	Yellow toner SP2020		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
ÐC	Non Serialised Parts	CL-100-965	Cleaner		Stationery	STCOOT	Cari Warehouse	6.00	0.00	0.00	0.00	6.00	
A	Serialised Equipment	SP1818	Sprint copier		Hardware	MAMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
A	Serialised Equipment	1458-96523	K147 Kyocera Colo	K147	Kyocera Mul	MAKYMFC	Cari Warehouse	0.00	1.00	0.00	0.00	-1.00	
C	Non Serialised Parts	147-888544	K147 Black toner		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
A	Serialised Equipment		Kruger ZN Fax Mac	ZN122	Hardware	MAMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
C	Non Serialised Parts		ZN Paper		Stationery	STCOOT	Cari Warehouse	0.00	2.00	0.00	0.00	-2.00	
C	Non Serialised Parts	147-888741	K147 Yellow Toner		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
	Non Serialised Parts	K147-888123	K147 Magenta Toner		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
C	Non Serialised Parts	K147-888478	K147 Cyan Toner		Toners	TOMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
e c e c	and the second	KM250MFP	Konica Minolta Colo		Hardware	MAMNGR	Cari Warehouse	0.00	0.00	0.00	0.00	0.00	
	Serialised Equipment						Cari Warehouse	0.00	0.00	0.00	0.00		

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