

INVENTORY

VIEW ALL STOCK

The **All Stock** status will return the **Stock Status** screen to give you a list of all the parts, whether in stock or not.

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.





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

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Requisition Stock Stock Inter Warehou Transfer Adjust Request Process	se Save Layout Workspaces	NaZulu-Natal	ixport											^
Selected Warehouse :	A I	All Parts In Stock Only	_							Selecte	d Item	5		7
Warehouse	* P	Action Items Short Stock Only												
Drag a column header here to group by that co	lumn	and country							þ					able Los
PartType PartCode PartName	ModelNo		Wa	arehouseName	CurrentStock Re	servedStock	RequisitionedStock	StockOnOrder	NetStock	T ADC	#[]c	#@c	MODE #[]C	1100 Ca
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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 **KZN Main** is selected.





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.

		Stock Status - Nucleus Service: Version 2023. 11.0. 10 - All Things Example Company																	
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	artType	PartCode	PartName	ModelNo	CategoryDesc	WarehouseName	CurrentStock	ReservedStock	RequisitionedStock	StockOnOrder	NetStock R	COI T	ellic e	(I)c	elle	ellic	elle		
Τ.	□c	4[]c	v⊡c	∎∐c	e[]c	∎C .	-	-	-	-	-	_ <u></u>		-					
×	ΞA	SP2020	Sprint Multi Functional Copier	SP2020	Retail - Office Supplies - Equipment	KZ - Main	40.00	0.00	0.00	0.00	40.00								
	⊞ B	SP2020-1992	Paper Tray		Retail - Office Supplies - Accessories	KZ - Main	18.00	0.00	0.00	0.00	18.00								
	± B	SP2020-3671	Staple Unit		Retail - Office Supplies - Accessories	KZ - Main	48.00	0.00	0.00	0.00	48.00								
	⊞ B	SP2020-7223	Fuser Unit		Retail - Office Supplies - Accessories	KZ - Main	36.00	0.00	0.00	0.00	36.00								
	⊕ C	SP2020-6143	High Yield Reset Lever Gear		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00								
	🗄 C	SP2020-8649	Fuser Heat Roller		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00								
	⊕ C	SP2020-5304	Fuser Roller Gear		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00								
	⊞ C	SP2020-4933	Paper Pickup Roller		Retail - Office Supplies - Spares	KZ - Main	184.00	0.00	0.00	0.00	184.00								
	⊕ C	SP2020-5084	Picker Finger		Retail - Office Supplies - Spares	KZ - Main	180.00	0.00	0.00	0.00	180.00								
	⊞ C	SP2020-5598	Wiper Blade		Retail - Office Supplies - Spares	KZ - Main	5.00	0.00	0.00	0.00	5.00								
	E C	SP2020-2352	Mag Roller		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00								
	e c	SP2020-7335	Mag Roller Sleeve		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00								
	🕀 C	SP2020-5526	Fuser Film		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00								
	🗄 C	SP2020-6028	Fixing Film Assembly Unit		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00								
	⊞ C	SP2020-7652	Maintenance Kit		Retail - Office Supplies - Spares	KZ - Main	6.00	0.00	0.00	0.00	6.00								
	± C	SP2020-3295	Fuser Cleaning Web		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00								
	⊞ C	SP2020-2671	Toner Black		Retail - Office Supplies - Consumables	KZ - Main	319.00	0.00	0.00	0.00	319.00								
	⊕ C	SP2020-0102	Toner Magenta		Retail - Office Supplies - Consumables	KZ - Main	298.00	0.00	0.00	0.00	298.00								
	E C	SP2020-2333	Toner Cyan		Retail - Office Supplies - Consumables	KZ - Main	300.00	0.00	0.00	0.00	300.00								
	± C	SP2020-6376	Toner Yellow		Retail - Office Supplies - Consumables	KZ - Main	300.00	0.00	0.00	0.00	300.00								
	A E	SP500	Sprint Multi Functional Copier	SP500	Retail - Office Supplies - Equipment	KZ - Main	49.00	1.00	0.00	0.00	48.00								
	± B	SP500-1992	Paper Tray		Retail - Office Supplies - Accessories	KZ - Main	21.00	0.00	0.00	0.00	21.00								
	E B	SP500-3671	Staple Unit		Retail - Office Supplies - Accessories	KZ - Main	53.00	0.00	0.00	0.00	53.00	Ŧ							

VIEW STOCK QUANTITY AND LOCATION

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



<u> </u>						Stock Status - Nucle	us Service: versio	n 2023. 11.0. 10 - A	I Things Example Con	ipany					ш.	- L	
۲	Н	ome Equ	ipment / Locations	Contract	Finance / HR Inventory	Maintenan	ce / Projects	Manufactu	ring Procure	ement Sa	les Service	Reporti	ng U	tilties			0
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			Request Save Layor	ut Workspace	S All Parts - Refresh B	Export											
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elect	ed Wa	rehouse :											1.71				
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Pa	tType	PartCode	PartName	ModelNo	CategoryDesc	WarehouseName	CurrentStock	ReservedStock	RequisitionedStock	StockOnOrder	NetStock Res	PartType	e PartCode	PartName	ModelNo	Categor	
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E	A	SP2020	Sprint Multi Functional Copier	SP2020	Retail - Office Supplies - Equipment	KZ - Main	40.00	0.00	0.00	0.00	40.00						
E	В	SP2020-1992	Paper Tray		Retail - Office Supplies - Accessories	KZ - Main	18.00	0.00	0.00	0.00	18.00						
Œ	В	SP2020-3671	Staple Unit		Retail - Office Supplies - Accessories	KZ - Main	48.00	0.00	0.00	0.00	48.00						
Œ	В	SP2020-7223	Fuser Unit		Retail - Office Supplies - Accessories	KZ - Main	36.00	0.00	0.00	0.00	36.00						
	С	SP2020-6143	High Yield Reset Lever Gear		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00						
	С	SP2020-8649	Fuser Heat Roller		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00						
	С	SP2020-5304	Fuser Roller Gear		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00						
Œ	C	SP2020-4933	Paper Pickup Roller		Retail - Office Supplies - Spares	KZ - Main	184.00	0.00	0.00	0.00	184.00						
Œ	С	SP2020-5084	Picker Finger		Retail - Office Supplies - Spares	KZ - Main	180.00	0.00	0.00	0.00	180.00						
Œ	C	SP2020-5598	Wiper Blade		Retail - Office Supplies - Spares	KZ - Main	5.00	0.00	0.00	0.00	5.00						
	С	SP2020-2352	Mag Roller		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00						
	C	SP2020-7335	Mag Roller Sleeve		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00						
	C	SP2020-5526	Fuser Film		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00						
	C	SP2020-6028	Hoong Him Assembly Unit		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00						
	C	5#2020-7652	Maintenance Kit		Retail - Office Supplies - Spares	Kz - Main	6.00	0.00	0.00	0.00	6.00						
		SP2020-3295	Fuser Cleaning Web		Retail - Office Supplies - Spares	NZ - Main	210.00	0.00	0.00	0.00	0.00						
		SP2020-2671	Toner black		Retail - Office Supplies - Consumables	NZ - Mala	319.00	0.00	0.00	0.00	319.00						
1		SP2020-0102	Toner magenta		Retail - Office Supplies - Consumables	NZ - Main	298.00	0.00	0.00	0.00	298.00						
1		SP2020-2333	Toper Vallau		Retail - Office Supplies - Consumables	KZ - Main	300.00	0.00	0.00	0.00	300.00						
		SP 2020-0370	Sovint MultiExectional Coolar	CD 500	Retail - Office Supplies - Consumables	KZ - Main	49.00	1.00	0.00	0.00	49.00						
1		CD500-1007	Danar Trav		Patal - Office Supplies - Equipment	V7 - Main	31.00	1.00	0.00	0.00	31.00						
F	1 8	SP500-1992 SP500-3671	Stanla Linit		Retail - Office Supplies - Accessories	KZ - Main	53.00	0.00	0.00	0.00	53.00						
		3 303-3071	Staphe of its		Accessories	The Tread I	55.00	0.00	0.00	0.00	33.00	1					

- 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.
- You will be able to view if there is a **serial number** for A and B-Class items and the **batch number** linked to C-Class items, if batch tracking is enabled.

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2	3	Home	Equipment / L	ocations	Contract	Finance / HR	Invento	ry Maintenan	ce / Projects	Manufacti	uring Procu	urement	Sales	Servio	e Repo	orting	Utilities		-	ø	×
-	>]	Stock Transfer		Suse Save La	yout Workspace	KwaZulu-Nati	el 🔹 🔁 Refresh	Export													
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- Sel	ected	Warehouse Wareho	e : ouse KZ - Main		*										Sele	cted Ite	ems				\$
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-	Parti y	pe PartCod	e Partivame		ModelNo	CategoryDesc		Warehouseivame							109	¥∐c	¥∐c	#[]C	¥∐c		
- T		SP3030	Societ Mult	Euroctional Cool	ier SP2020	Patal - Office Sur	nier - For inment	KZ - Main	- 40.00	- 0.00	- 0(- 0	0.00	40.00							
1	_		Sprint Han	r ancionar cop	0 01 2020	The last office boy	pres equipment	The Property	10100	0.00		~	0.00	10.00							
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	SP20	20-1829412	8	KZ - Receivin	ig Bin	1.0	3	,500.00													
	SP20	20-8114313	5	KZ - Receivin	ig Bin	1.0	3	,500.00													
	SP20	20-8960808	4	KZ - Receivin	ig Bin	1.0	3	,500.00													
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	5920	20-1001705	2	K7 - Receivin	ia Rin	1.0	, , 1 3	500.00													
	SP20	20-8235258	7	KZ - Receivin	a Bin	1.0	3	.500.00													
	SP20	20-1449357	2	KZ - Receivin	a Bin	1.0) 3	.500.00													
	SP20	20-8699013	8	KZ - Receivin	g Bin	1.0	3	,500.00													
	SP20	20-9907918	9	KZ - Receivin	ig Bin	1.0	3	,500.00													
	SP20	20-6235948	4	KZ - Receivin	ig Bin	1.0	3	,500.00													
	SP20	20-8405262	6	KZ - Receivin	ig Bin	1.0	3	,500.00													
	SP20	20-3684442	6	KZ - Receivin	ig Bin	1.0	3	,500.00													
	SP20	20-6203789	3	KZ - Receivin	ig Bin	1.0	3	,500.00													
	SP20	20-7669382	2	KZ - Receivin	ıg Bin	1.0	3	,500.00													
	SP20	20-6450814	6	KZ - Receivin	ig Bin	1.0	3 3	,500.00													
	SP20	20-8830309	9	KZ - Receivin	ig Bin	1.0	3	,500.00													
	SP20	20-7233861	3	KZ - Receivin	ig Bin	1.0	3 3	,500.00													

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