

# 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.

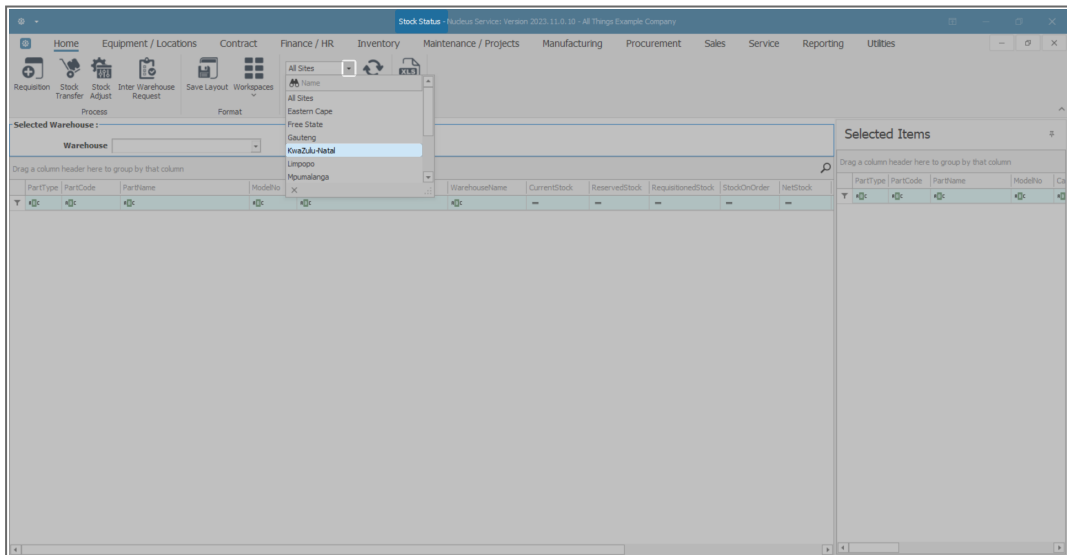
**Ribbon Select Inventory > Stock**



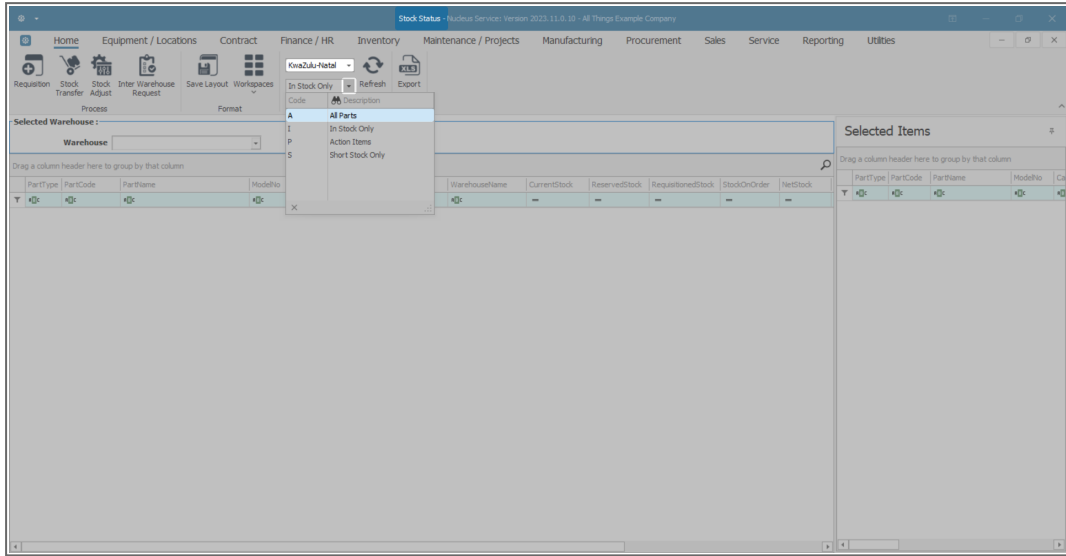
- The **Stock Status** screen will be displayed.

## SELECT SITE AND STATUS

- Select the **Site**.
  - In this image **KwaZulu-Natal** has been selected.

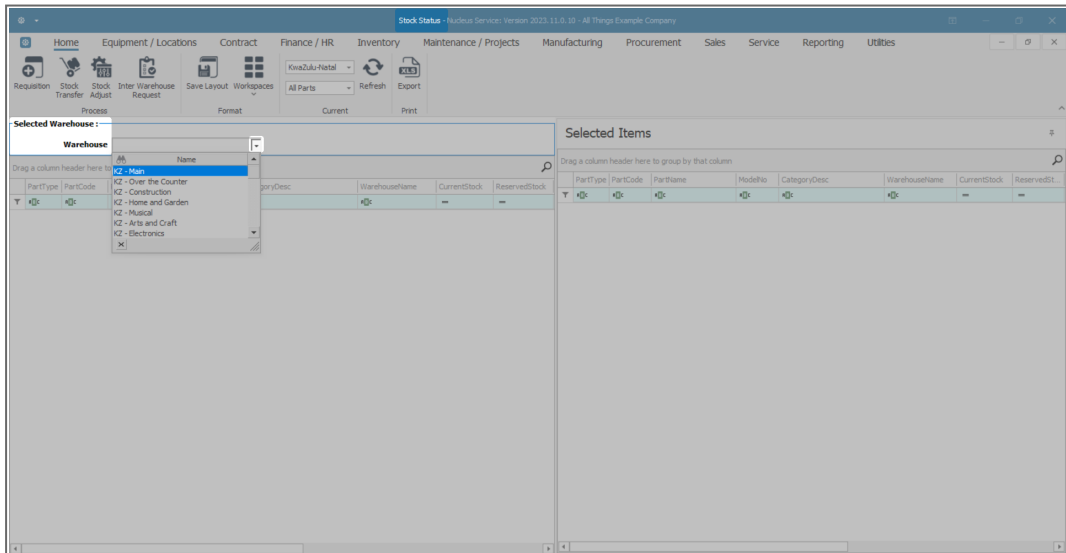


- This screen should default to the **In Stock Only** status.
- Ensure that you change this to the **All Parts** status.



## 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.

PartType	PartCode	PartName	ModelNo	CategoryDesc	WarehouseName	CurrentStock	ReservedStock	RequestedStock	StockOnOrder	NetStock	Res
<b>A</b>	SP2020	Sprint Multi Functional Copier	SP2020	Retail - Office Supplies - Equipment	K2 - Main	40.00	0.00	0.00	0.00	40.00	
B	SP2020-1992	Paper Tray		Retail - Office Supplies - Accessories	K2 - Main	18.00	0.00	0.00	0.00	18.00	
B	SP2020-3671	Staple Unit		Retail - Office Supplies - Accessories	K2 - Main	48.00	0.00	0.00	0.00	48.00	
B	SP2020-7223	Fuser Unit		Retail - Office Supplies - Accessories	K2 - Main	36.00	0.00	0.00	0.00	36.00	
C	SP2020-6143	High Yield Reset Lever Gear		Retail - Office Supplies - Spares	K2 - Main	0.00	0.00	0.00	0.00	0.00	
C	SP2020-8649	Fuser Heat Roller		Retail - Office Supplies - Spares	K2 - Main	0.00	0.00	0.00	0.00	0.00	
C	SP2020-5304	Fuser Roller Gear		Retail - Office Supplies - Spares	K2 - Main	0.00	0.00	0.00	0.00	0.00	
C	SP2020-4933	Paper Pickup Roller		Retail - Office Supplies - Spares	K2 - Main	184.00	0.00	0.00	0.00	184.00	
C	SP2020-5084	Picker Finger		Retail - Office Supplies - Spares	K2 - Main	180.00	0.00	0.00	0.00	180.00	
C	SP2020-5598	Wiper Blade		Retail - Office Supplies - Spares	K2 - Main	5.00	0.00	0.00	0.00	5.00	
C	SP2020-2352	Mag Roller		Retail - Office Supplies - Spares	K2 - Main	0.00	0.00	0.00	0.00	0.00	
C	SP2020-7335	Mag Roller Sleeve		Retail - Office Supplies - Spares	K2 - Main	0.00	0.00	0.00	0.00	0.00	
C	SP2020-5526	Fuser Film		Retail - Office Supplies - Spares	K2 - Main	0.00	0.00	0.00	0.00	0.00	
C	SP2020-6028	Fusing Film Assembly Unit		Retail - Office Supplies - Spares	K2 - Main	0.00	0.00	0.00	0.00	0.00	
C	SP2020-7652	Maintenance Kit		Retail - Office Supplies - Spares	K2 - Main	6.00	0.00	0.00	0.00	6.00	
C	SP2020-3295	Fuser Cleaning Web		Retail - Office Supplies - Spares	K2 - Main	0.00	0.00	0.00	0.00	0.00	
C	SP2020-2671	Toner Black		Retail - Office Supplies - Consumables	K2 - Main	319.00	0.00	0.00	0.00	319.00	
C	SP2020-0102	Toner Magenta		Retail - Office Supplies - Consumables	K2 - Main	298.00	0.00	0.00	0.00	298.00	
C	SP2020-2133	Toner Cyan		Retail - Office Supplies - Consumables	K2 - Main	300.00	0.00	0.00	0.00	300.00	
C	SP2020-6376	Toner Yellow		Retail - Office Supplies - Consumables	K2 - Main	300.00	0.00	0.00	0.00	300.00	
A	SP500	Sprint Multi Functional Copier	SP500	Retail - Office Supplies - Equipment	K2 - Main	49.00	1.00	0.00	0.00	48.00	
B	SP500-1992	Paper Tray		Retail - Office Supplies - Accessories	K2 - Main	21.00	0.00	0.00	0.00	21.00	
B	SP500-3671	Staple Unit		Retail - Office Supplies - Accessories	K2 - Main	53.00	0.00	0.00	0.00	53.00	

## VIEW STOCK QUANTITY AND LOCATION

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

The screenshot shows the 'View All Stock' application interface. The main window displays a list of items in a warehouse. The 'Selected Warehouse' is 'KZ - Main'. The table below shows the items and their stock details.

PartType	PartCode	PartName	ModelNo	Category/Desc	WarehouseName	CurrentStock	ReservedStock	RequestedStock	StockOnOrder	NetStock
A	SP2020	Sprint Multi Functional Copier	SP2020	Retail - Office Supplies - Equipment	KZ - Main	49.00	0.00	0.00	0.00	49.00
B	SP2020-1992	Paper Tray		Retail - Office Supplies - Accessories	KZ - Main	18.00	0.00	0.00	0.00	18.00
B	SP2020-7671	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	SP2020-5996	Wiper Blade		Retail - Office Supplies - Spares	KZ - Main	5.00	0.00	0.00	0.00	5.00
C	SP2020-2382	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	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
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	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
B	SP500-3671	Staple Unit		Retail - Office Supplies - Accessories	KZ - Main	53.00	0.00	0.00	0.00	53.00

- 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.

The screenshot shows the 'View All Stock' application interface with a detailed view of a specific item's stock. The 'Selected Warehouse' is 'KZ - Main'. The table below shows the stock details for the selected item.

PartType	PartCode	PartName	ModelNo	Category/Desc	WarehouseName	CurrentStock	ReservedStock	RequestedStock	StockOnOrder	NetStock
A	SP2020	Sprint Multi Functional Copier	SP2020	Retail - Office Supplies - Equipment	KZ - Main	49.00	0.00	0.00	0.00	49.00

Batch/SerialNo	BinName	Quantity	UnitCost
SP2020-18294128	KZ - Receiving Bin	1.00	3,500.00
SP2020-81143135	KZ - Receiving Bin	1.00	3,500.00
SP2020-89608084	KZ - Receiving Bin	1.00	3,500.00
SP2020-36798567	KZ - Receiving Bin	1.00	3,500.00
SP2020-38199664	KZ - Receiving Bin	1.00	3,500.00
SP2020-43044144	KZ - Receiving Bin	1.00	3,500.00
SP2020-10917052	KZ - Receiving Bin	1.00	3,500.00
SP2020-82352587	KZ - Receiving Bin	1.00	3,500.00
SP2020-14493572	KZ - Receiving Bin	1.00	3,500.00
SP2020-86990138	KZ - Receiving Bin	1.00	3,500.00
SP2020-99079189	KZ - Receiving Bin	1.00	3,500.00
SP2020-62359484	KZ - Receiving Bin	1.00	3,500.00
SP2020-84652626	KZ - Receiving Bin	1.00	3,500.00
SP2020-56844426	KZ - Receiving Bin	1.00	3,500.00
SP2020-42037893	KZ - Receiving Bin	1.00	3,500.00
SP2020-76693822	KZ - Receiving Bin	1.00	3,500.00
SP2020-64508146	KZ - Receiving Bin	1.00	3,500.00
SP2020-88303099	KZ - Receiving Bin	1.00	3,500.00
SP2020-7238613	KZ - Receiving Bin	1.00	3,500.00

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