INVENTORY

VIEW STOCK ON HAND

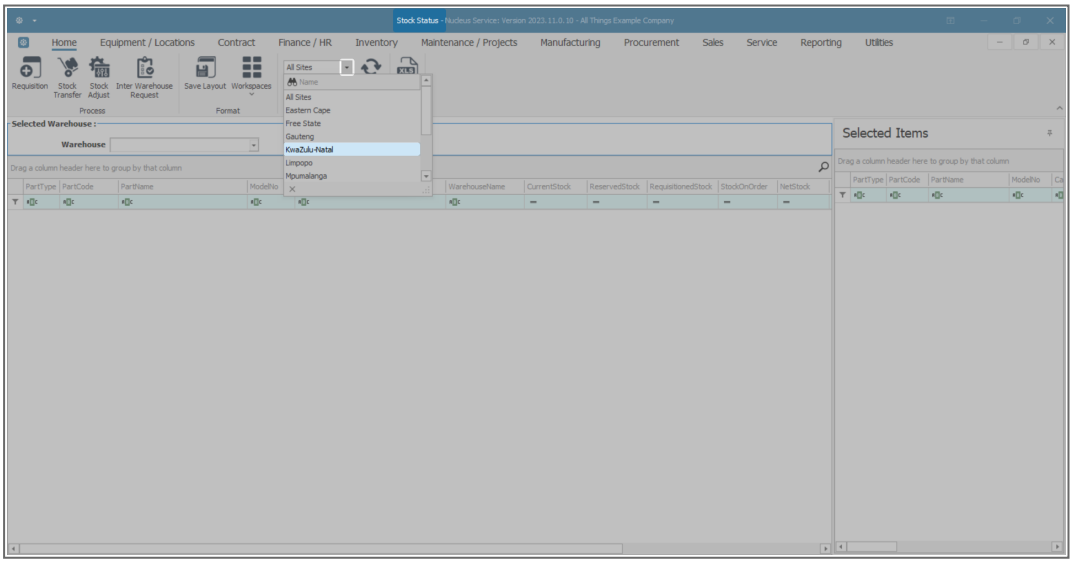
The **Stock on Hand** status will filter the **Stock Status** screen to give you a list of all the items currently on hand in the selected **Warehouse**.

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.



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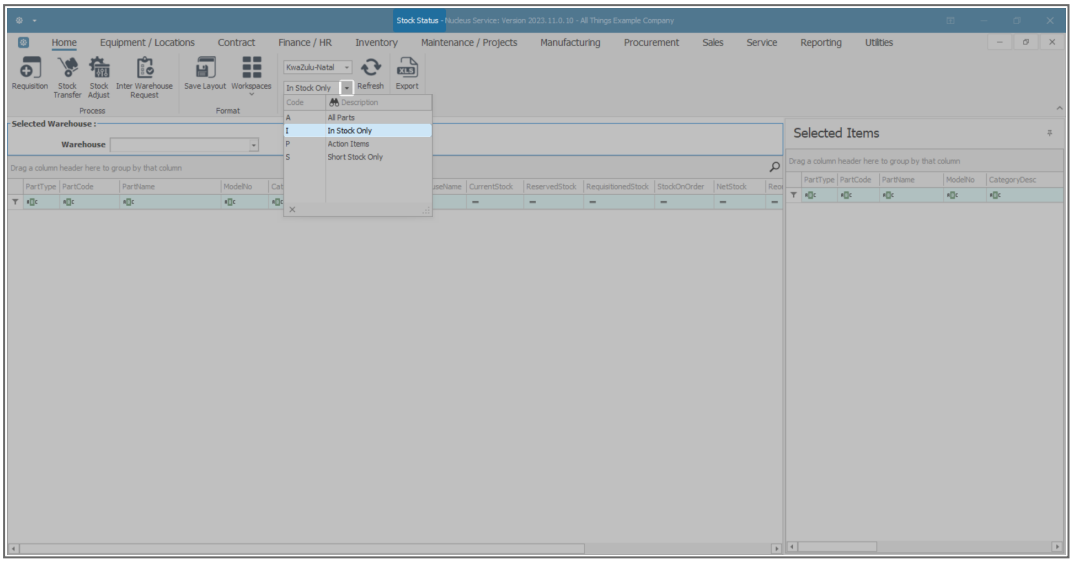
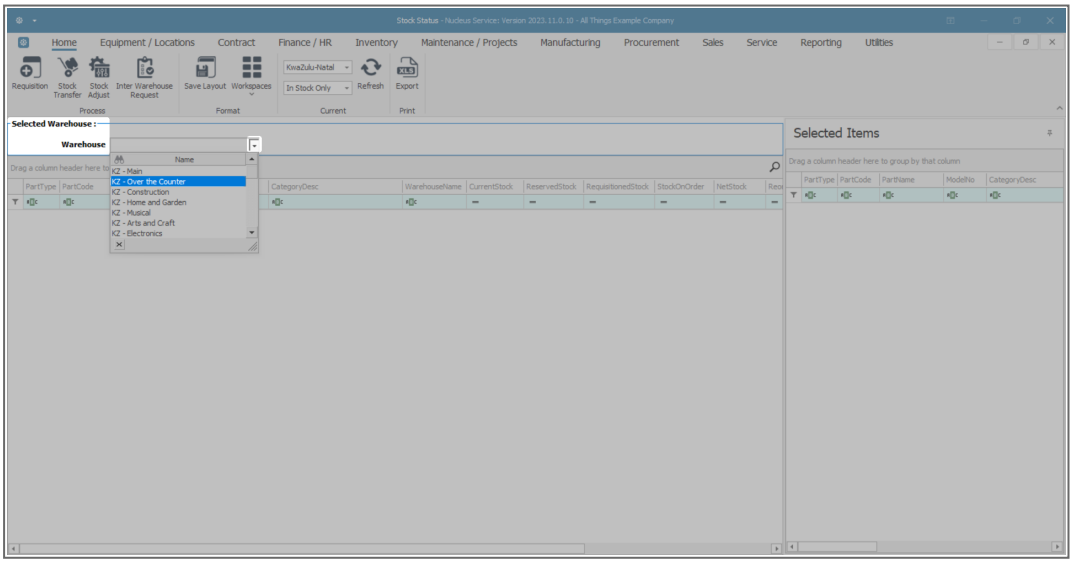
- This screen should default to the **In Stock Only** status.
- If not, click on the drop-down arrow to make the selection.



SELECT THE WAREHOUSE

- Click on the drop-down arrow in the **Warehouse** field to display the **Warehouse Selection** menu.
- Click on the **Warehouse** you wish to view.
- In this image **KZ - Over the Counter** has been selected.



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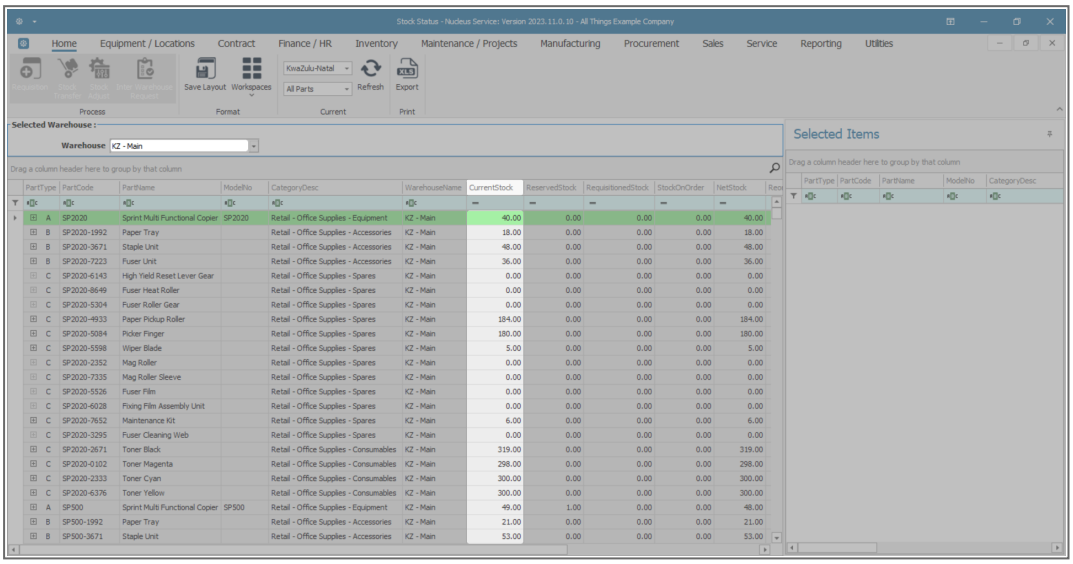
VIEW STOCK ON HAND FOR A OR B-CLASS ITEM

- The parts data grid will now display a list of all the stock item types available, on hand, in the **Current Stock** column.



VIEW QUANTITY AND LOCATION

- To view the **quantity** and **location** of an item type, click on the **expand** icon in the row of the item that you wish to view.
- In this image an **A-Class** item has been selected.

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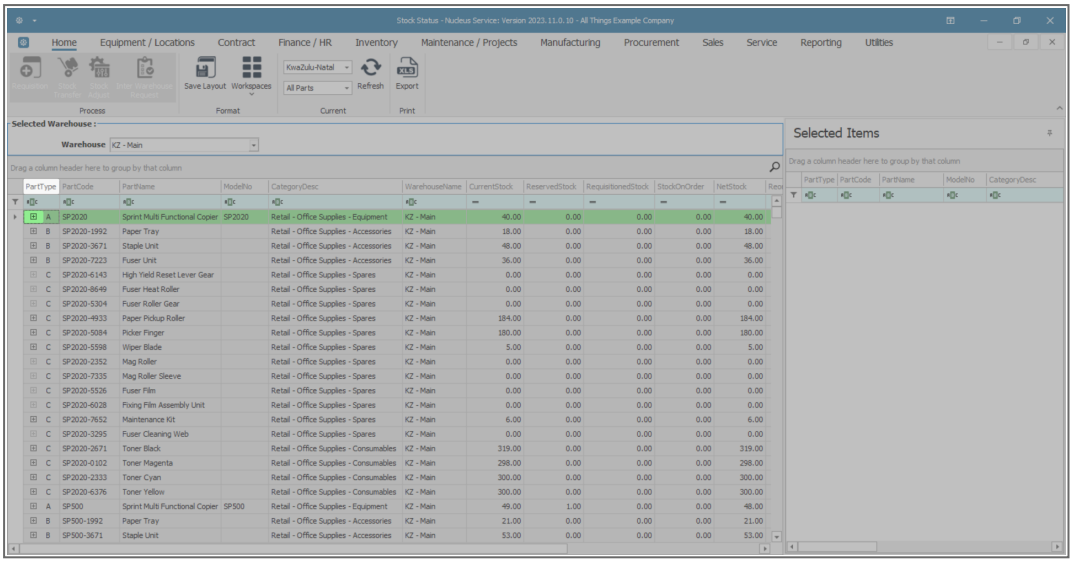

- The **Stock** frame of the selected item will be expanded.
- Here you can view:
    - **BatchSerialNo(s)** of the selected A-Class item(s).
    - **Bin Name(s)** where the selected A-Class item(s) are stored.
    - **Quantity** of each serial (batch) number in a Bin.
    - **Unit Cost** of each item in the Bin.
- In this image you can view the itemised details of the selected A-Class item:
    - Quantity **1** of SP2020 Sprint Multi Functional Copier, Batch (Serial) Number: SP2020A001.
    - Quantity **1** of SP2020 Sprint Multi Functional Copier, Batch (Serial) Number: 2000.
    - Quantity **1** of SP2020 Sprint Multi Functional Copier, Batch (Serial) Number: SP2020-60378369.
- **Collapse** the **Stock** frame when you have finished viewing the stock on hand details of the selected item.

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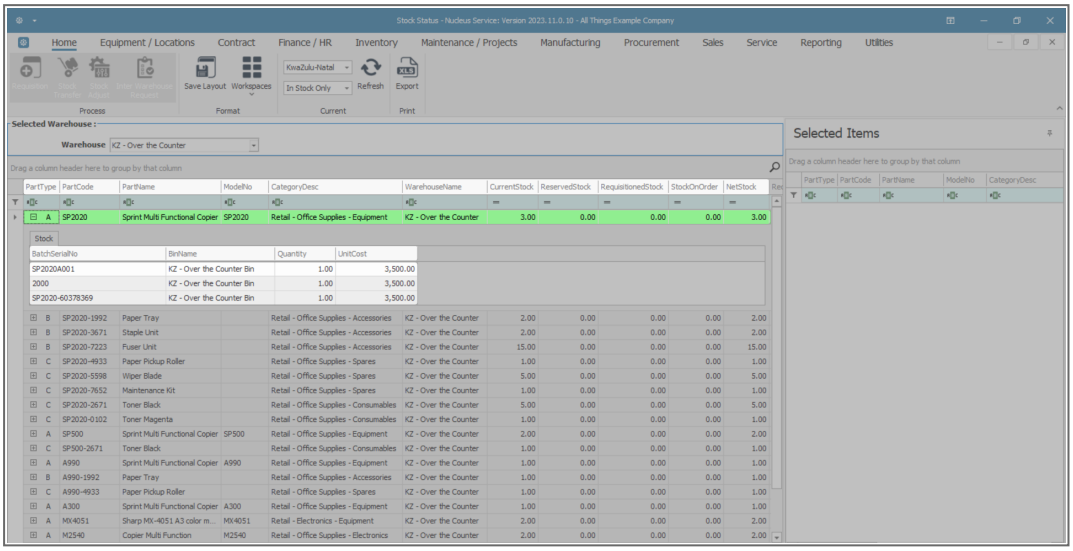
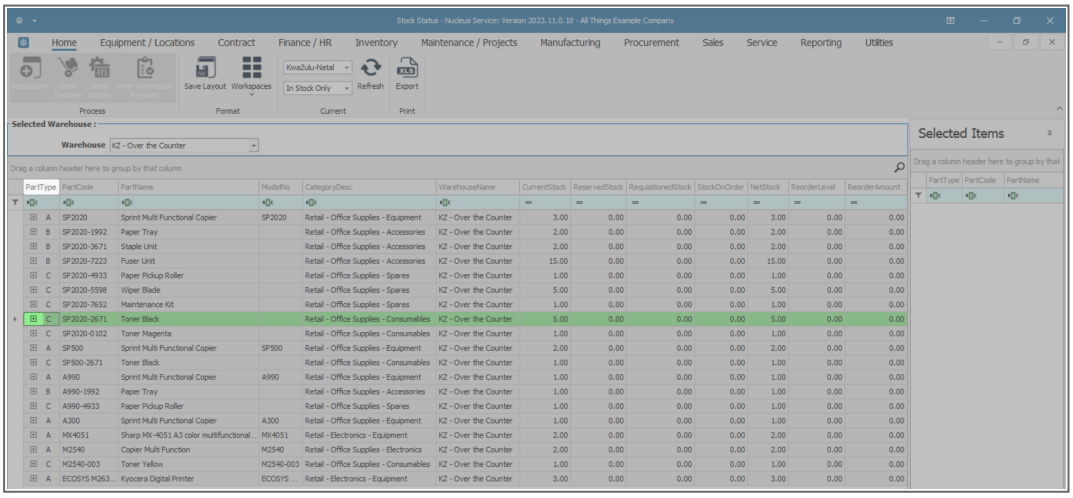
Note: With **A-Class** items, there can be only **one** item per batch/serial number.



VIEW STOCK ON HAND FOR C-CLASS ITEM

- To view the **quantity** and **location** of a **C-Class** item type, click on the **expand** icon in the row of the item that you wish to view.
- In this image, a **C-Class** item, SP2020-2671 Black Toner, has been selected.



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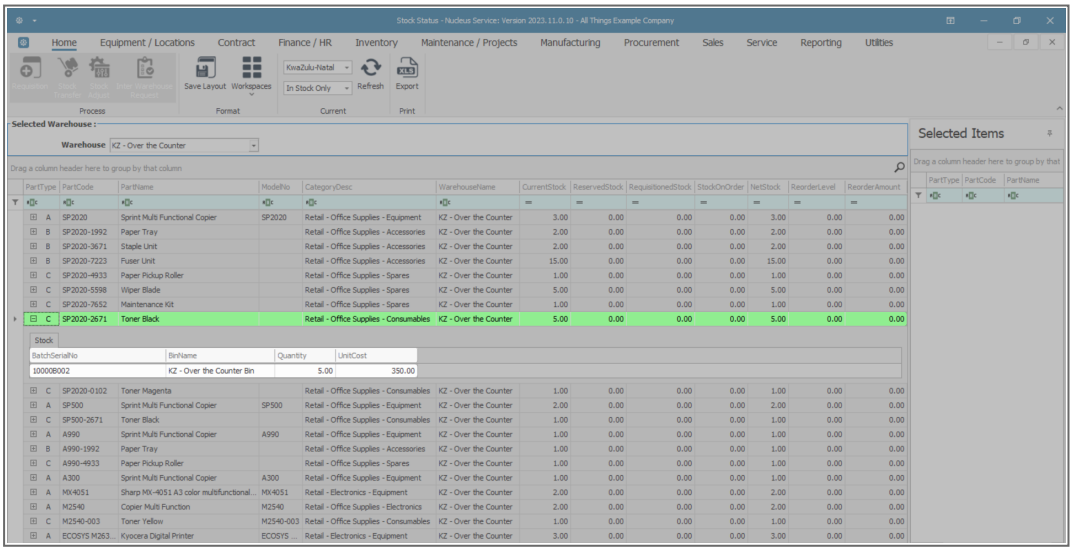
- The **Stock** frame will be expanded.
- This shows a list of:
    - **BatchNumber(s)** of the selected C-Class item, if batch tracking is enabled.
    - **Bin Name(s)** where the selected C-Class items are stored.
    - **Quantity** of each Batch number in a Bin.
    - **Unit Cost** of each item in the Batch.
    - **Close** the screen when you have finished viewing the stock on hand details.

- In this image you can view the itemised details of the selected C-Class item:
    - Quantity **5** of SP2020-2671 Black Toners, Batch Number: 10000B002 in the **KZ - Over the Counter Bin**.

- **Close** the screen when you have finished viewing the stock on hand details.

> **Note:** With **C-Class** items, there can be **more than one** item per batch number.



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