

## 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**.

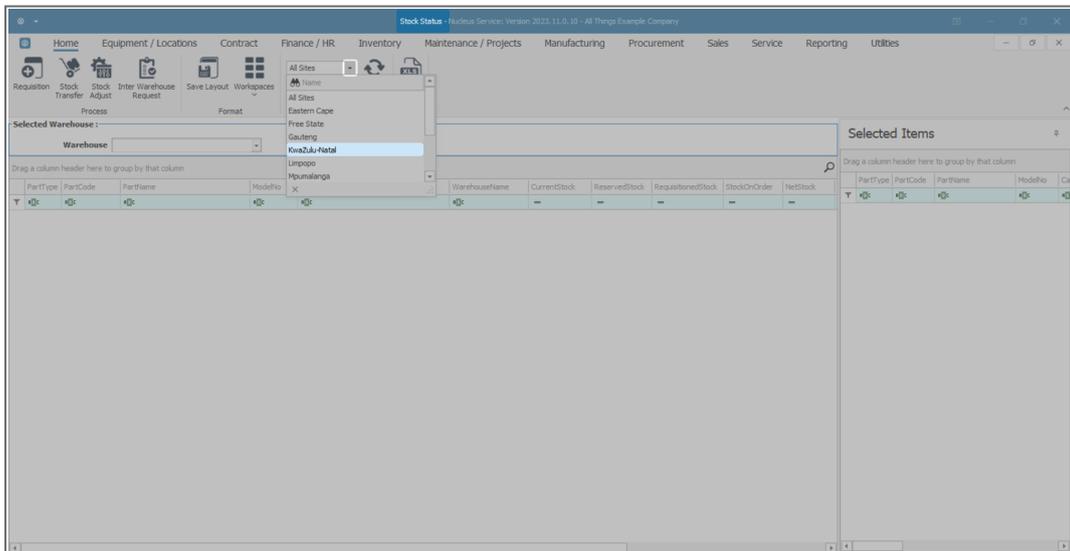
**Ribbon Select Inventory > Stock**



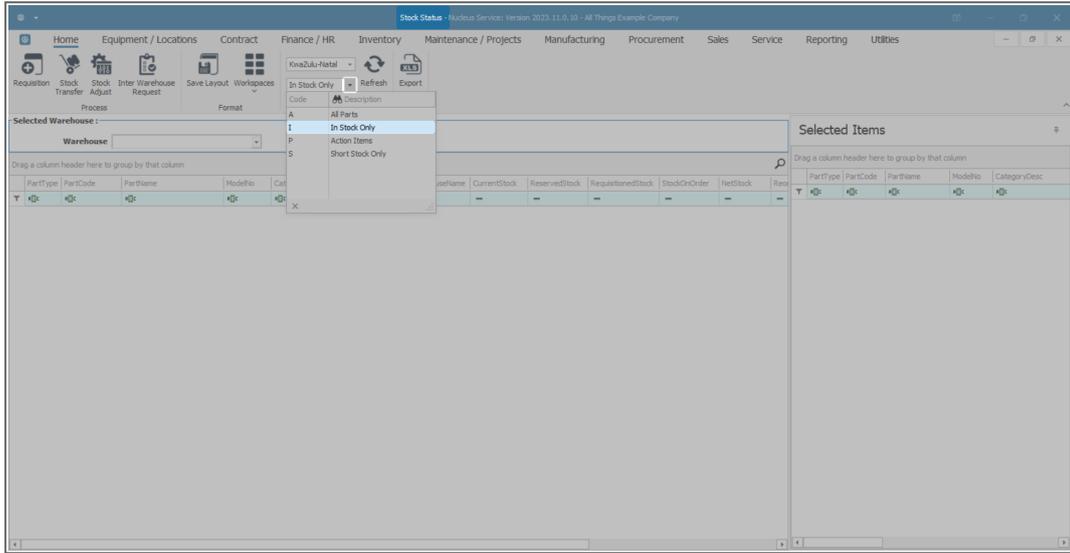
- The **Stock Status** screen will be displayed.

### SELECT SITE AND STATUS

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

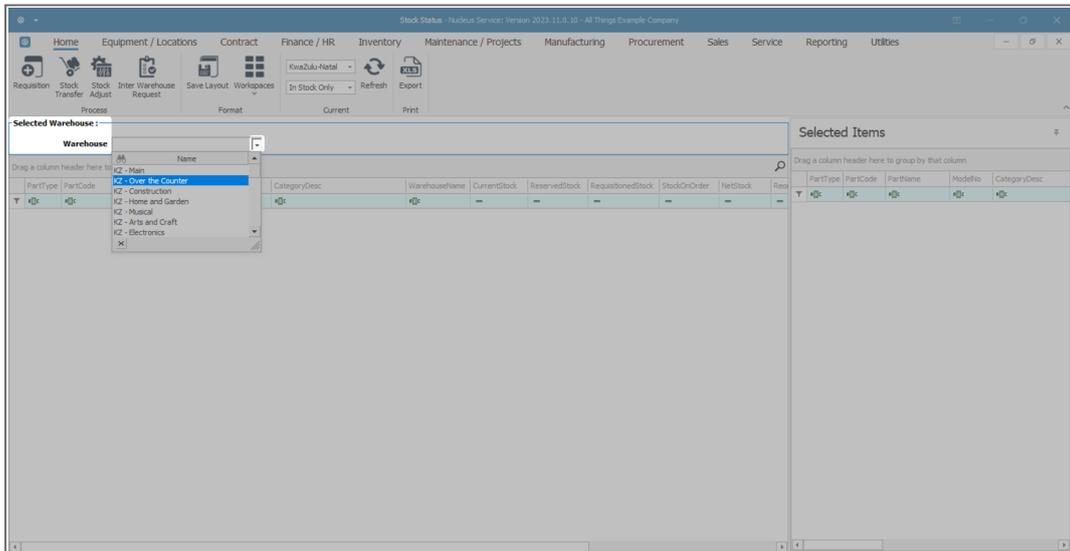


- This screen should default to the **In Stock Only** status.
- If not, click on the drop-down arrow to make the selection.



## 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.



## 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.

| PartType | PartCode    | PartName                       | ModelNo | Category/Desc                          | WarehouseName | CurrentStock | ReservedStock | RequestedStock | StockOnOrder | NetStock |
|----------|-------------|--------------------------------|---------|--|---------------|--------------|---------------|----------------|--------------|----------|
| A        | 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        | SP2020-7235 | 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        | SP2020-7852 | 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 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.

| PartType | PartCode    | PartName                       | ModelNo | Category/Desc                          | WarehouseName | CurrentStock | ReserveStock | RequisitionStock | StockOnOrder | NetStock |
|----------|-------------|--------------------------------|---------|--|---------------|--------------|--------------|------------------|--------------|----------|
| A        | SP2020      | Sprint Multi Functional Copier | SP2020  | Retail - Office Supplies - Equipment   | K2 - Main     | 49.00        | 0.00         | 0.00             | 0.00         | 49.00    |
| 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        | SP2020-5984 | Picker Finger                  |         | Retail - Office Supplies - Spares      | K2 - Main     | 180.00       | 0.00         | 0.00             | 0.00         | 180.00   |
| C        | SP2020-5996 | Wiper Blade                    |         | Retail - Office Supplies - Spares      | K2 - Main     | 5.00         | 0.00         | 0.00             | 0.00         | 5.00     |
| C        | SP2020-2382 | 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 | Fixing 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        | SP2020-2333 | 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    |

- 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.

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

| PartType  | PartCode                  | PartName                       | ModelNo  | CategoryDesc                         | WarehouseName         | CurrentStock | ReservedStock | RequisitionedStock | StockOnOrder | NetStock |  |                |         |          |          |            |                          |      |          |      |                           |      |          |                 |                           |      |          |
|---|---------------------------|--------------------------------|----------|--------------------------------------|-----------------------|--------------|---------------|--------------------|--------------|----------|--|----------------|---------|----------|----------|------------|--------------------------|------|----------|------|---------------------------|------|----------|-----------------|---------------------------|------|----------|
| A   | SP2020                    | Sprint Multi Functional Copier | SP2020   | Retail - Office Supplies - Equipment | K2 - Over the Counter | 3.00         | 0.00          | 0.00               | 0.00         | 3.00     |  |                |         |          |          |            |                          |      |          |      |                           |      |          |                 |                           |      |          |
| <table border="1"> <thead> <tr> <th>Batch/SerialNo</th> <th>BinName</th> <th>Quantity</th> <th>UnitCost</th> </tr> </thead> <tbody> <tr> <td>SP2020A001</td> <td>K2 - Over the Counter Bn</td> <td>1.00</td> <td>3,500.00</td> </tr> <tr> <td>2000</td> <td>K2 - Over the Counter Bin</td> <td>1.00</td> <td>3,500.00</td> </tr> <tr> <td>SP2020-60378369</td> <td>K2 - Over the Counter Bin</td> <td>1.00</td> <td>3,500.00</td> </tr> </tbody> </table> |                           |                                |          |                                      |                       |              |               |                    |              |          |  | Batch/SerialNo | BinName | Quantity | UnitCost | SP2020A001 | K2 - Over the Counter Bn | 1.00 | 3,500.00 | 2000 | K2 - Over the Counter Bin | 1.00 | 3,500.00 | SP2020-60378369 | K2 - Over the Counter Bin | 1.00 | 3,500.00 |
| Batch/SerialNo  | BinName                   | Quantity                       | UnitCost |                                      |                       |              |               |                    |              |          |  |                |         |          |          |            |                          |      |          |      |                           |      |          |                 |                           |      |          |
| SP2020A001  | K2 - Over the Counter Bn  | 1.00                           | 3,500.00 |                                      |                       |              |               |                    |              |          |  |                |         |          |          |            |                          |      |          |      |                           |      |          |                 |                           |      |          |
| 2000  | K2 - Over the Counter Bin | 1.00                           | 3,500.00 |                                      |                       |              |               |                    |              |          |  |                |         |          |          |            |                          |      |          |      |                           |      |          |                 |                           |      |          |
| SP2020-60378369   | K2 - Over the Counter Bin | 1.00                           | 3,500.00 |                                      |                       |              |               |                    |              |          |  |                |         |          |          |            |                          |      |          |      |                           |      |          |                 |                           |      |          |

## 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.

| PartType | PartCode    | PartName                               | ModelNo | CategoryDesc                           | WarehouseName         | CurrentStock | ReservedStock | RequisitionedStock | StockOnOrder | NetStock | Reorder Level | Reorder Amount |
|----------|-------------|--|---------|--|-----------------------|--------------|---------------|--------------------|--------------|----------|---------------|----------------|
| A        | SP2020      | Sprint Multi Functional Copier         | SP2020  | Retail - Office Supplies - Equipment   | K2 - Over the Counter | 3.00         | 0.00          | 0.00               | 0.00         | 3.00     | 0.00          | 0.00           |
| B        | SP2020-1992 | Paper Tray                             |         | Retail - Office Supplies - Accessories | K2 - Over the Counter | 2.00         | 0.00          | 0.00               | 0.00         | 2.00     | 0.00          | 0.00           |
| B        | SP2020-3671 | Staple Unit                            |         | Retail - Office Supplies - Accessories | K2 - Over the Counter | 2.00         | 0.00          | 0.00               | 0.00         | 2.00     | 0.00          | 0.00           |
| B        | SP2020-7223 | Fuser Unit                             |         | Retail - Office Supplies - Accessories | K2 - Over the Counter | 15.00        | 0.00          | 0.00               | 0.00         | 15.00    | 0.00          | 0.00           |
| C        | SP2020-4933 | Paper Pickup Roller                    |         | Retail - Office Supplies - Spares      | K2 - Over the Counter | 1.00         | 0.00          | 0.00               | 0.00         | 1.00     | 0.00          | 0.00           |
| C        | SP2020-5598 | Wiper Blade                            |         | Retail - Office Supplies - Spares      | K2 - Over the Counter | 5.00         | 0.00          | 0.00               | 0.00         | 5.00     | 0.00          | 0.00           |
| C        | SP2020-7652 | Maintenance Kit                        |         | Retail - Office Supplies - Spares      | K2 - Over the Counter | 1.00         | 0.00          | 0.00               | 0.00         | 1.00     | 0.00          | 0.00           |
| C        | SP2020-2671 | Toner Black                            |         | Retail - Office Supplies - Consumables | K2 - Over the Counter | 5.00         | 0.00          | 0.00               | 0.00         | 5.00     | 0.00          | 0.00           |
| C        | SP2020-0102 | Toner Magenta                          |         | Retail - Office Supplies - Consumables | K2 - Over the Counter | 1.00         | 0.00          | 0.00               | 0.00         | 1.00     | 0.00          | 0.00           |
| A        | SP500       | Sprint Multi Functional Copier         | SP500   | Retail - Office Supplies - Equipment   | K2 - Over the Counter | 2.00         | 0.00          | 0.00               | 0.00         | 2.00     | 0.00          | 0.00           |
| C        | SP500-2671  | Toner Black                            |         | Retail - Office Supplies - Consumables | K2 - Over the Counter | 1.00         | 0.00          | 0.00               | 0.00         | 1.00     | 0.00          | 0.00           |
| A        | A990        | Sprint Multi Functional Copier         | A990    | Retail - Office Supplies - Equipment   | K2 - Over the Counter | 1.00         | 0.00          | 0.00               | 0.00         | 1.00     | 0.00          | 0.00           |
| B        | A990-1992   | Paper Tray                             |         | Retail - Office Supplies - Accessories | K2 - Over the Counter | 1.00         | 0.00          | 0.00               | 0.00         | 1.00     | 0.00          | 0.00           |
| C        | A990-4933   | Paper Pickup Roller                    |         | Retail - Office Supplies - Spares      | K2 - Over the Counter | 1.00         | 0.00          | 0.00               | 0.00         | 1.00     | 0.00          | 0.00           |
| A        | A300        | Sprint Multi Functional Copier         | A300    | Retail - Office Supplies - Equipment   | K2 - Over the Counter | 1.00         | 0.00          | 0.00               | 0.00         | 1.00     | 0.00          | 0.00           |
| A        | MX4051      | Sharp MX-4051 A3 color multifunctional |         | Retail - Electronics - Equipment       | K2 - Over the Counter | 2.00         | 0.00          | 0.00               | 0.00         | 2.00     | 0.00          | 0.00           |
| A        | M2540       | Copier Multi Function                  |         | Retail - Office Supplies - Electronics | K2 - Over the Counter | 2.00         | 0.00          | 0.00               | 0.00         | 2.00     | 0.00          | 0.00           |
| C        | M2540-003   | Toner Yellow                           |         | Retail - Office Supplies - Consumables | K2 - Over the Counter | 1.00         | 0.00          | 0.00               | 0.00         | 1.00     | 0.00          | 0.00           |
| A        | EC0205.M263 | Kyocera Digital Printer                |         | Retail - Electronics - Equipment       | K2 - Over the Counter | 3.00         | 0.00          | 0.00               | 0.00         | 3.00     | 0.00          | 0.00           |

- 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.

| PartType | PartCode    | PartName                       | ModelNo | CategoryDesc                           | WarehouseName         | CurrentStock | ReservedStock | RequisitionedStock | StockOnOrder | NetStock | ReorderLevel | ReorderAmount |
|----------|-------------|--------------------------------|---------|--|-----------------------|--------------|---------------|--------------------|--------------|----------|--------------|---------------|
| A        | SP2020      | Sprint Multi Functional Copier | SP2020  | Retail - Office Supplies - Equipment   | KZ - Over the Counter | 3.00         | 0.00          | 0.00               | 0.00         | 3.00     | 0.00         | 0.00          |
| B        | SP2020-1992 | Paper Tray                     |         | Retail - Office Supplies - Accessories | KZ - Over the Counter | 2.00         | 0.00          | 0.00               | 0.00         | 2.00     | 0.00         | 0.00          |
| B        | SP2020-3671 | Staple Unit                    |         | Retail - Office Supplies - Accessories | KZ - Over the Counter | 2.00         | 0.00          | 0.00               | 0.00         | 2.00     | 0.00         | 0.00          |
| B        | SP2020-7223 | Fuser Unit                     |         | Retail - Office Supplies - Accessories | KZ - Over the Counter | 15.00        | 0.00          | 0.00               | 0.00         | 15.00    | 0.00         | 0.00          |
| C        | SP2020-4933 | Paper Pickup Roller            |         | Retail - Office Supplies - Spares      | KZ - Over the Counter | 1.00         | 0.00          | 0.00               | 0.00         | 1.00     | 0.00         | 0.00          |
| C        | SP2020-5986 | Wiper Blade                    |         | Retail - Office Supplies - Spares      | KZ - Over the Counter | 5.00         | 0.00          | 0.00               | 0.00         | 5.00     | 0.00         | 0.00          |
| C        | SP2020-7832 | Maintenance Kit                |         | Retail - Office Supplies - Spares      | KZ - Over the Counter | 1.00         | 0.00          | 0.00               | 0.00         | 1.00     | 0.00         | 0.00          |
| C        | SP2020-2671 | Toner Black                    |         | Retail - Office Supplies - Consumables | KZ - Over the Counter | 5.00         | 0.00          | 0.00               | 0.00         | 5.00     | 0.00         | 0.00          |

| BatchSerialNo | BinName                   | Quantity | UnitCost |
|---------------|---------------------------|----------|----------|
| 10000B002     | KZ - Over the Counter Bin | 5.00     | 350.00   |



MNU.037.008

