

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.

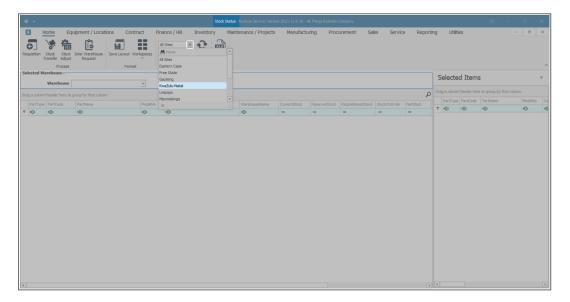
Ribbon Select Inventory > Stock



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

SELECT SITE AND STATUS

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



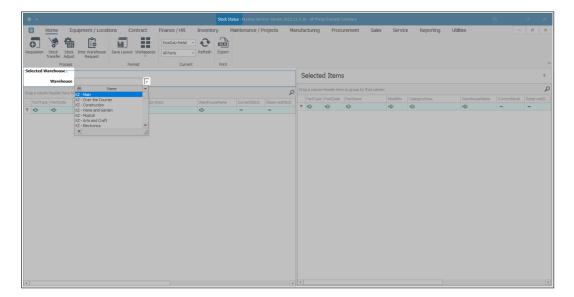


- This screen should default to the **In Stock Only** status.
- Ensure that you change this to the <u>All Parts</u> status.

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	•	*	S			KwaZulu-N	-												
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Sel	ected W	Process arehouse :		Format		A I	All Parts In Stock Only								Coloct	ed Item	<u>_</u>		#
		Warehouse			•	P	Action Items Short Stock Only												· ·
			group by that column			3	Short Stock Only							Q			PartName		No Ca
	PartType	PartCode	PartName		4odelNo ⊡c				WarehouseName	CurrentStock	ReservedStock	RequisitionedStock	StockOnOrder	NetStock	T ADC	*[]c	#[]c	#[]c	40
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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.

۲		Home Equ	ipment / Locations	Contract	Finance / HR Inventory	Maintenan	ce / Projects	Manufactu	ring Procur	ement Sa	les Service	Report	ting U	Itilities		- 0	
0		*	Save Layo	ut Workspace	KwaZulu-Natal	ixport											
		Process	,	Format	Current	Print											
Select	ted W	/arehouse :										Calaat	ed Item				
		Warehouse	(Z - Main									Select	ed Iten	15			
			roup by that column								Q						
Pa	srtTyp	e PartCode	PartName	ModelNo	CategoryDesc	WarehouseName	CurrentStock	ReservedStock	RequisitionedStock	StockOnOrder		T elle	#[]c	#[]c	#[]c	10c	
r 🗉]c	a∐c	e[]c	∎∐c	N():	#[]c	-	-	-	-		1 144	-0-	-8-	-94-	-10-	
		SP2020	Sprint Multi Functional Copier	SP2020	Retail - Office Supplies - Equipment	KZ - Main	40.00	0.00	0.00	0.00	40.00						
8	ΞB	SP2020-1992	Paper Tray		Retail - Office Supplies - Accessories	KZ - Main	18.00	0.00	0.00	0.00	18.00						
	Ð B	SP2020-3671	Staple Unit		Retail - Office Supplies - Accessories	KZ - Main	48.00	0.00	0.00	0.00	48.00						
B	ΞB	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						
	E 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						
B	ΞC	SP2020-4933	Paper Pickup Roller		Retail - Office Supplies - Spares	KZ - Main	184.00	0.00	0.00	0.00	184.00						
8	Ð C	SP2020-5084	Picker Finger		Retail - Office Supplies - Spares	KZ - Main	180.00	0.00	0.00	0.00	180.00						
Β	ΞC	SP2020-5598	Wiper Blade		Retail - Office Supplies - Spares	KZ - Main	5.00	0.00	0.00	0.00	5.00						
	EC	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						
	EC	SP2020-5526	Fuser Film		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00						
	E C	SP2020-6028	Fixing Film Assembly Unit		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00						
B	EC	SP2020-7652	Maintenance Kit		Retail - Office Supplies - Spares	KZ - Main	6.00	0.00	0.00	0.00	6.00						
	E C	SP2020-3295	Fuser Cleaning Web		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00						
8	EC	SP2020-2671	Toner Black		Retail - Office Supplies - Consumables	KZ - Main	319.00	0.00	0.00	0.00	319.00						
3	Ð C	SP2020-0102	Toner Magenta		Retail - Office Supplies - Consumables	KZ - Main	298.00	0.00	0.00	0.00	298.00						
B	EC	SP2020-2333	Toner Cyan		Retail - Office Supplies - Consumables	KZ - Main	300.00	0.00	0.00	0.00	300.00						
8	Ð C	SP2020-6376	Toner Yellow		Retail - Office Supplies - Consumables	KZ - Main	300.00	0.00	0.00	0.00	300.00						
B	ΞA	SP500	Sprint Multi Functional Copier	SP 500	Retail - Office Supplies - Equipment	KZ - Main	49.00	1.00	0.00	0.00	48.00						
8	ЭB	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 -						

VIEW STOCK QUANTITY AND LOCATION

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



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٥	H	lome Equ	ipment / Locations	Contract	Finance / HR Inventory	Maintenan	ce / Projects	Manufactu	ring Procure	ement Sa	iles Servio	e Repo	rting U	tilities		- 0	
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			Save Layo	ut Workspaces	All Parts - Refresh E	xport											
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elect	ted Wa	arehouse :										Color	ted Item				
		Warehouse	(7 - Main	v								Selec	ted item	IS			
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ag a	column	header here to g	roup by that column								,	5					
Pa	srtType	PartCode	PartName	ModelNo	CategoryDesc	WarehouseName	CurrentStock	ReservedStock	RequisitionedStock	StockOnOrder	NetStock R		spe Parcooe	#Dc	ADC .	#[]c	
-0]c	n[]c	a∏c	∎C .	a[]c	s∐c	-	-	-	-	-	A 1 NUC	110	11-	-1.6	10.	
Œ	A E	SP2020	Sprint Multi Functional Copier	SP2020	Retail - Office Supplies - Equipment	KZ - Main	40.00	0.00	0.00	0.00	40.00						
Œ	ΞB	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	ΞB	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						
Œ	ΞC	SP2020-4933	Paper Pickup Roller		Retail - Office Supplies - Spares	KZ - Main	184.00	0.00	0.00	0.00	184.00						
Œ	ΞC	SP2020-5084	Picker Finger		Retail - Office Supplies - Spares	KZ - Main	180.00	0.00	0.00	0.00	180.00						
Œ	ΞC	SP2020-5598	Wiper Blade		Retail - Office Supplies - Spares	KZ - Main	5.00	0.00	0.00	0.00	5.00						
	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						
	E C	SP2020-5526	Fuser Film		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00						
	E C	SP2020-6028	Fixing Film Assembly Unit		Retail - Office Supplies - Spares	KZ - Main	0.00	0.00	0.00	0.00	0.00						
Œ	ΞC	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						
Œ	ΞC	SP2020-2671	Toner Black		Retail - Office Supplies - Consumables	KZ - Main	319.00	0.00	0.00	0.00	319.00						
E	∃ C	SP2020-0102	Toner Magenta		Retail - Office Supplies - Consumables	KZ - Main	298.00	0.00	0.00	0.00	298.00						
Œ	E C	SP2020-2333	Toner Cyan		Retail - Office Supplies - Consumables	KZ - Main	300.00	0.00	0.00	0.00	300.00						
Œ	∃ C	SP2020-6376	Toner Yellow		Retail - Office Supplies - Consumables	KZ - Main	300.00	0.00	0.00	0.00	300.00						
Œ	A E	SP500	Sprint Multi Functional Copier	SP500	Retail - Office Supplies - Equipment	KZ - Main	49.00	1.00	0.00	0.00	48.00						
ŧ	∃ B	SP500-1992	Paper Tray		Retail - Office Supplies - Accessories	KZ - Main	21.00	0.00	0.00	0.00	21.00						
Œ	ΞB	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.

						9	itock Status - Nucle	us Service: Versio	n 2023.11.0.10 -	All Things Example Co	mpany							- a	×
3	Home	Equipment	/ Locations	Contract	Finance / HR	Inventory	Maintenar	ce / Projects	Manufacti	uring Procu	rement	Sales	Service	Report	ting U	tilities		- [0 >
•	Stock Transfer	Kess		ayout Workspac			xport Print												
ected	l Warehouse													Select	ed Item	s			4
		Nuse KZ - Main		*															
		ere to group by t											Q						
PartTy	ype PartCode	e PartNa	ne	ModelNo	CategoryDesc		WarehouseName	CurrentStock	ReservedStock	RequisitionedStock	StockOnOrde	r NetSto	dk Res		PartCode	Parovame #©c	Modervo	r Category	
∎∐c	A [] C	a 🛛 c		#∏c	e[]c		#[]c	-	-	-	-	-	-	T NUC	All c	4Dc	All c	All c	
Ξ	A SP2020	Sprint P	lulti Functional Cop	pier SP2020	Retail - Office Supp	lies - Equipment	KZ - Main	40.00	0.00	0.00) 0	.00	40.00						
Sto																			
	chSerialNo		BinName		Quantity	UnitCost	_												
	020-18294128		KZ - Receivi	0	Quantity 1.00	3,50	0.000												
	020-18294128		KZ - Receivi	-	1.00	3,50													
	020-89608084		KZ - Receivi		1.00	3,50													
	020-36798567		KZ - Receivi		1.00	3,50													
	020-38199664		KZ - Receivi		1.00	3,50													
	020-43044144		KZ - Receivi		1.00	3,50													
	020-10917052		KZ - Receivi		1.00	3,50													
	020-82352587		KZ - Receivi		1.00	3.50													
	020-14493572		KZ - Receivi		1.00	3,50													
	020-86990138		KZ - Receivi		1.00	3,50													
SP2	020-99079189	9	KZ - Receivi		1.00	3,50													
SP2	020-62359484	4	KZ - Receivi	ng Bin	1.00	3,50	0.00												
SP2	020-84052626	6	KZ - Receivi	ng Bin	1.00	3,50	0.00												
SP2	020-36844426	6	KZ - Receivi	ng Bin	1.00	3,50	0.00												
SP2	020-62037893	3	KZ - Receivi	ng Bin	1.00	3,50	0.00												
SP2	020-76693822	2	KZ - Receivi	ng Bin	1.00	3,50	0.00												
SP2	020-64508146	6	KZ - Receivi	ng Bin	1.00	3,50	0.00												
92	020-88303099	9	KZ - Receivi	ng Bin	1.00	3,50	0.00												

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