

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**.

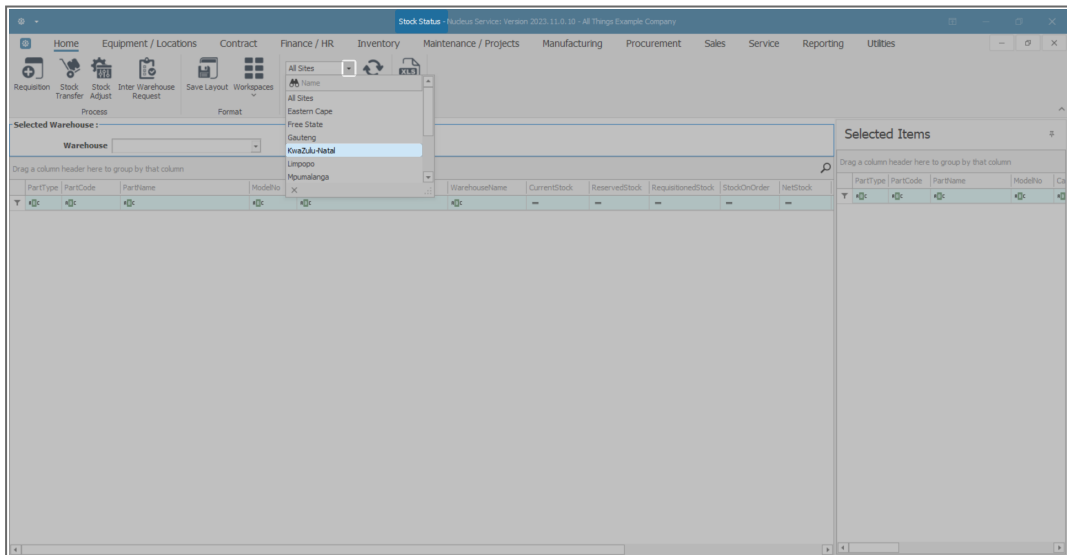
Ribbon Select Inventory > Stock



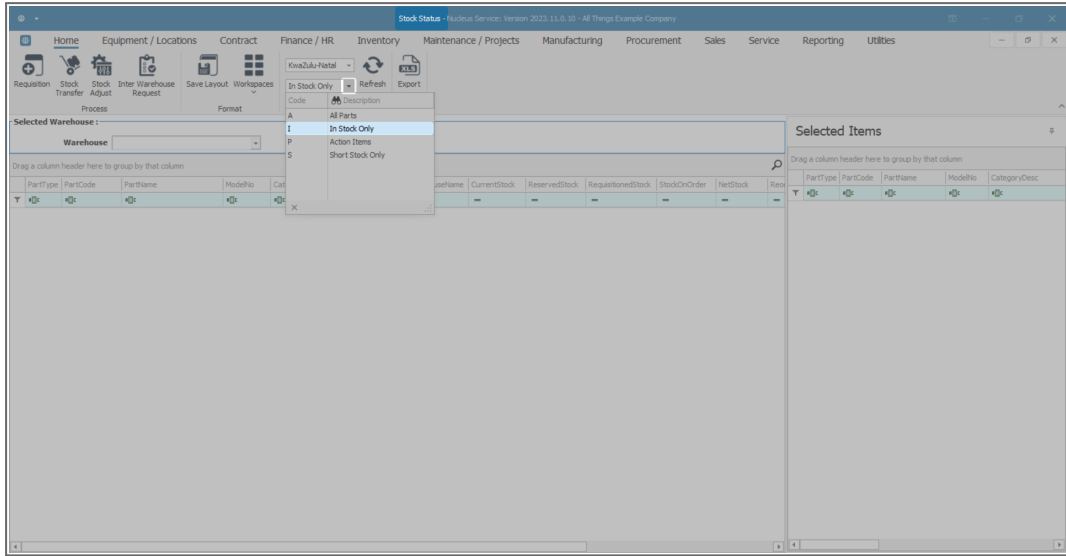
- The **Stock Status** screen will be displayed.

SELECT SITE AND STATUS

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

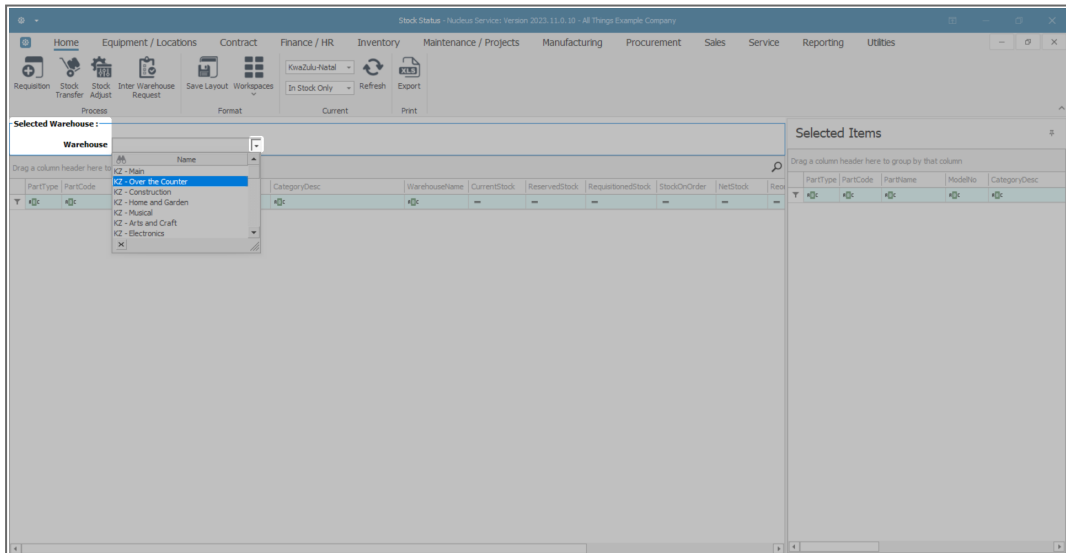


- This screen should default to the **In Stock Only** status.
- If not, click on the drop-down arrow to make the selection.



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	ReorderLevel	ReorderAmount
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	MX4051	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	M2540	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	M2540-003	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	EC0205	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	SP2020-2671	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	SP2020-3596	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



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