

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**.

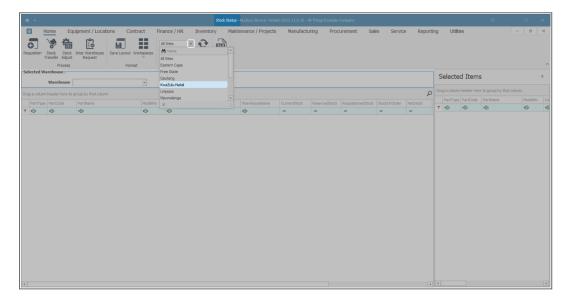
Ribbon Select Inventory > Stock



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

SELECT SITE AND STATUS

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



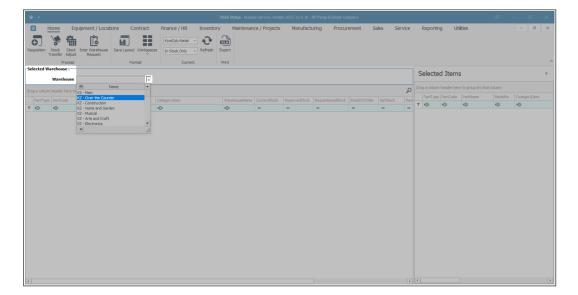


- This screen should default to the **In Stock Only** status.
- If not, click on the drop-down arrow to make the selection.

Equipment / Lo Stock Statut Stock Warehow Adjust Nouse le : Nouse le : Nouse Parthase Adjust	Save Layout W Format	Vorkspaces ht	Code A I P S	-	Export		Manufact ReservedStock	RequisitonedStock				fer here to group b Code PartName		CategoryC KDr	7 X
se : house here to group by that of de PartName	column Mod	jelNo Cat	I P S	All Parts In Stock Only Action Items		useName				P Drag	a column head PartType Part	fer here to group b	ModelNo		
de PartName	Mod	jelNo Cat	c	Short Stock Only		useName				Reor P	PartType Part	Code PartName	ModelNo		esc
			c			useName				Reol					

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.

٥	Но	me Equ	ipment / Locations	Contract	Finance / HR Inventory	Maintenan	ce / Projects	Manufactur	ing Procure	ement Sa	ales Servic	e Repo	rting Ut	tilties		- 0	
0_	on S Tra	Process		ut Workspace	All Parts - Refresh	print											
lecte	d War	ehouse :		ormot	Content												
		Warehouse R										Selec	ted Item	S			-
		warenouse	Z - Man	*													
ag a o	olumn h	eader here to g	roup by that column									5		e to group by th			
Part	Type	PartCode	PartName	ModelNo	CategoryDesc	WarehouseName	CurrentStock	ReservedStock	RequisitionedStock	StockOnOrder	NetStock R		ype PartCode		ModelNo	CategoryDes	sc
r ∎C		a[]c	A[]C	#[]c	A[]C	#[]c	-	-	-	-	-	▲ ▼ # <u> </u> C	e[]c	#[]c	#∐c	∎∐c	
Đ	A :	SP2020	Sprint Multi Functional Copier	SP2020	Retail - Office Supplies - Equipment	KZ - Main	40.00	0.00	0.00	0.00	40.00						
Œ	в :	SP2020-1992	Paper Tray		Retail - Office Supplies - Accessories	KZ - Main	18.00	0.00	0.00	0.00	18.00						
+	в	SP2020-3671	Staple Unit		Retail - Office Supplies - Accessories	KZ - Main	48.00	0.00	0.00	0.00	48.00						
Đ	в :	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						
Đ	C	SP2020-4933	Paper Pickup Roller		Retail - Office Supplies - Spares	KZ - Main	184.00	0.00	0.00	0.00	184.00						
Đ	C	SP2020-5084	Picker Finger		Retail - Office Supplies - Spares	KZ - Main	180.00	0.00	0.00	0.00	180.00						
Đ	C	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						
	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						
Đ	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						
Œ	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						
		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						
Đ	A	SP500	Sprint Multi Functional Copier	SP500	Retail - Office Supplies - Equipment	KZ - Main	49.00	1.00	0.00	0.00	48.00						
÷	в	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 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.



		_		_					Il Things Example Co			_					
۵	H	ome Equ	ipment / Locations	Contract	Finance / HR Inventory	Maintenan	ce / Projects	Manufactu	ring Procur	ement Sa	les Service	Repo	rting U	tilities			CP
0					KwaZulu-Natal -												
Ψ.				out Workspace	-	Export											
				÷													
		Process		Format	Current	Print											
elect	ed Wa	rehouse :										Selec	ted Item	IS			
		Warehouse 8	Z - Main	w													
											2	Drag a col	lumn header he	re to group by the	at column		
													ype PartCode	PartName			
_		PartCode	PartName		CategoryDesc				RequisitionedStock			T alle	*():	#[]c	#[]C	*[]c	
-0		4[]C	a∏c	4 🗌 C	4[]c	*():	-	-	-	-	-						
		SP2020	Sprint Multi Functional Copier		Retail - Office Supplies - Equipment	KZ - Main	40.00		0.00								
			Paper Tray			KZ - Main	18.00		0.00								
	B	SP2020-3671	Staple Unit			KZ - Main	48.00		0.00								
	B	SP2020-7223	Fuser Unit			KZ - Main	36.00		0.00								
	C C	SP2020-6143 SP2020-8649	High Yield Reset Lever Gear Fuser Heat Roller		Retail - Office Supplies - Spares Retail - Office Supplies - Spares	KZ - Main KZ - Main	0.00		0.00								
	C	SP2020-8649 SP2020-5304	Fuser Roller Gear		Retail - Office Supplies - Spares	KZ - Main	0.00		0.00								
		SP2020-5304 SP2020-4933	Paper Pickup Roller		Retail - Office Supplies - Spares												
						KZ - Main KZ - Main	184.00		0.00								
		SP2020-5084 SP2020-5598	Picker Finger Wiper Blade		Retail - Office Supplies - Spares Retail - Office Supplies - Spares	KZ - Main KZ - Main	180.00		0.00								
	C	SP2020-5598 SP2020-2352	Mag Roller		Retail - Office Supplies - Spares	KZ - Main	0.00		0.00								
	C	SP2020-2352 SP2020-7335	Mag Roller Sleeve		Retail - Office Supplies - Spares	KZ - Main	0.00		0.00								
	C	SP2020-7335 SP2020-5526	Fuser Film		Retail - Office Supplies - Spares	KZ - Main	0.00		0.00								
	C	SP2020-5528	Fixing Film Assembly Unit		Retail - Office Supplies - Spares	KZ - Main	0.00		0.00								
		SP2020-8028 SP2020-7652	Maintenance Kit		Retail - Office Supplies - Spares	KZ - Main	6.00		0.00								
	C	SP2020-7652 SP2020-3295	Fuser Cleaning Web		Retail - Office Supplies - Spares	KZ - Main	0.00		0.00								
	i c	SP2020-3255	Toner Black		Retail - Office Supplies - Onsumables		319.00		0.00								
) C	SP2020-2671 SP2020-0102	Toner Magenta		Retail - Office Supplies - Consumables		298.00		0.00								
		SP2020-0102 SP2020-2333	Toner Cyan		Retail - Office Supplies - Consumables		300.00		0.00								
	C C	SP2020-6376	Toner Yellow		Retail - Office Supplies - Consumables		300.00		0.00								
	A	SP500	Sprint Multi Functional Copier		Retail - Office Supplies - Equipment	KZ - Main	49.00		0.00								
	В	SP500-1992	Paper Tray		Retail - Office Supplies - Accessories		21.00		0.00								
		SP500-3671	Staple Unit		Retail - Office Supplies - Accessories		53.00		0.00								
					And a supplier Accessored							1					

- 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.

	3	Home Equ	ipment / Locations	Contract	Finance / HR Invento	y Maintenance /	Projects	Manufacturin	g Procurem	ent Sales	Service	Report	ting l	Jtilities		- 0	
	•	Stock Stock Transfer Process		out Workspac	KwaZulu-Natal - En Stock Only - Refresh Current	Export Print											
k	ected V	Warehouse :										1					
		Warehouse D	Z - Over the Counter									Select	ed Iten	ns			ŝ
		warehouse [8	2 - Over the Counter	·													
	g a colun	nn header here to g	roup by that column								Q			ere to group by th			
ľ	PartTyp	e PartCode	PartName	ModelNo	CategoryDesc	WarehouseName	CurrentStock	ReservedStock	RequisitionedStock	StockOnOrder	NetStock Re			e PartName		CategoryDe	SC
	∎∐c	A[]C	a[]c	a 🛛 c	#[]c	* 🗆 c	-	-	-	-		T NDC	#∐c	4[]c	#[]c	¥∐c	
		SP2020	Sprint Multi Functional Copie	er SP2020	Retail - Office Supplies - Equipment	KZ - Over the Counter	3.00	0.00	0.00	0.00	3.00						
	Stoc																
	_	SerialNo	BinName		Quantity UnitCost	_											
		20A001	KZ - Over the	Country Die		500.00											
	2000		KZ - Over the			500.00											
		20-60378369	KZ - Over the			500.00											
	E B	SP2020-1992	Paper Tray		Retail - Office Supplies - Accessories	K7 - Over the Counter	2.00	0.00	0.00	0.00	2.00						
	E B		Staple Unit		Retail - Office Supplies - Accessories		2.00										
	E B		Fuser Unit		Retail - Office Supplies - Accessories		15.00										
	± c		Paper Pickup Roller		Retail - Office Supplies - Spares	KZ - Over the Counter	1.00										
	⊕ C	SP2020-5598	Wiper Blade		Retail - Office Supplies - Spares	KZ - Over the Counter	5.00	0.00	0.00	0.00	5.00						
	⊞ C	SP2020-7652	Maintenance Kit		Retail - Office Supplies - Spares	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00						
	± c	SP2020-2671	Toner Black		Retail - Office Supplies - Consumable	KZ - Over the Counter	5.00	0.00	0.00	0.00	5.00						
	± c	SP2020-0102	Toner Magenta		Retail - Office Supplies - Consumable	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00						
	± A	SP500	Sprint Multi Functional Copie	er SP500	Retail - Office Supplies - Equipment	KZ - Over the Counter	2.00	0.00	0.00	0.00	2.00						
	⊞ C	SP500-2671	Toner Black		Retail - Office Supplies - Consumable	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00						
	± A	A990	Sprint Multi Functional Copie	er A990	Retail - Office Supplies - Equipment	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00						
	⊞ B	A990-1992	Paper Tray		Retail - Office Supplies - Accessories	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00						
	± C	A990-4933	Paper Pickup Roller		Retail - Office Supplies - Spares	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00						
	± A	A300	Sprint Multi Functional Copie	er A300	Retail - Office Supplies - Equipment	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00						
	⊕ A	MX4051	Sharp MX-4051 A3 color m	MX4051	Retail - Electronics - Equipment	KZ - Over the Counter	2.00	0.00	0.00	0.00	2.00						
	± A	M2540	Copier Multi Function	M2540	Retail - Office Supplies - Electronics	KZ - Over the Counter	2.00	0.00	0.00	0.00	2.00 🖵						

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.

۲		H	ome Equ	ipment / Locations Contract	Finan	ice / HR Inventory Ma	intenance / Projects	Manufa	acturing I	Procurement	Sales	Service	Reporting	Utilities			-	0	>
C			Process	Save Layout Worksp	Kwa	IZulu-Natal Itock Only Current													
elec	ted	i Wa	rehouse :												1 .				
			waarkaana D												Sele	ected	Items		
			warehouse	Z - Over the Counter															
rag a	i coli	lumn	header here to g	roup by that column										Q			ader here t		
P	artT	ype	PartCode	PartName	ModelNo	CategoryDesc	WarehouseName	CurrentStock	ReservedStock	RequisitionedStock	StockOnOrder	NetStock	ReorderLevel	ReorderAmount			artCode		ė.
r 1	c		N]]C	<[]c	#∐c	#[]c	∎⊡c	-	-	-	-	-	-	-	Ψ # <u></u>]c	•□	¢.	∎C	
	Ŧ	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					
	+	в	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					
	Ŧ	в	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					
	+	в	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					
	Ŧ	С	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					
	+	С	SP2020-5598	Wiper Blade		Retail - Office Supplies - Spares	KZ - Over the Counter	5.00	0.00	0.00	0.00	5.00	0.00	0.00					
	Ŧ	С	SP2020-7652	Maintenance Kit		Retail - Office Supplies - Spares	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00	0.00	0.00					
۰ [÷		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					
	Ŧ	С	SP2020-0102	Toner Magenta		Retail - Office Supplies - Consumables	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00	0.00	0.00					
	÷	А	SP500	Sprint Multi Functional Copier	SP500	Retail - Office Supplies - Equipment	KZ - Over the Counter	2.00	0.00	0.00	0.00	2.00	0.00	0.00					
	Ŧ	С	SP500-2671	Toner Black		Retail - Office Supplies - Consumables	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00	0.00	0.00					
	+	Α	A990	Sprint Multi Functional Copier	A990	Retail - Office Supplies - Equipment	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00	0.00	0.00					
	Ŧ	В	A990-1992	Paper Tray		Retail - Office Supplies - Accessories	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00	0.00	0.00					
1	Ŧ	С	A990-4933	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					
1	Ŧ	A	A300	Sprint Multi Functional Copier	A300	Retail - Office Supplies - Equipment	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00	0.00	0.00					
	Ŧ	A	MX4051	Sharp MX-4051 A3 color multifunctional	MX4051	Retail - Electronics - Equipment	KZ - Over the Counter	2.00	0.00	0.00	0.00	2.00	0.00	0.00					
	Ŧ	A	M2540	Copier Multi Function	M2540	Retail - Office Supplies - Electronics	KZ - Over the Counter	2.00	0.00	0.00	0.00	2.00	0.00	0.00					
1	Ŧ	С	M2540-003	Toner Yellow	M2540-003	Retail - Office Supplies - Consumables	KZ - Over the Counter	1.00	0.00	0.00	0.00	1.00	0.00	0.00					
	Ŧ	A	ECOSYS M263	Kyocera Digital Printer	ECOSYS	Retail - Electronics - Equipment	KZ - Over the Counter	3.00	0.00	0.00	0.00	3.00	0.00	0.00					

Help v2024.5.0.7/1.0 - Pg 5 - Printed: 17/07/2024



- 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.

Φ	-				Stoci	Status - Nucleus Service:	/ersion 2023.11.0.	10 - All Things Ex	ample Company					Œ	-	o ک
۲		Home Equ	ipment / Locations Contract	Finar	ice / HR Inventory	Maintenance / Proje	cts Manuf	acturing	Procurement	Sales	Service	Reporting	Utilities		-	0
C	Silion	Process	Save Layout Worksp		IZulu-Natal Current	t										
ieleo	ted W	arehouse : Warehouse	C2 - Over the Counter											Selected	l Items	ą
rag a	colum	n header here to ç	roup by that column										Q	Drag a column l	neader here to	group by t
		PartCode													PartCode P	
r 1		N[]C	+Clc	a∏c	*[]<	1 🗆 c	=	=	=	=	-	=	-	▼ # <u></u>]c	∎c •	[]¢
	E A	SP2020	Sprint Multi Functional Copier	SP2020	Retail - Office Supplies - Equipme		ter 3.00	0.0	0.00	0.00	3.00	0.00	0.00			
	Ð B	SP2020-1992	Paper Tray		Retail - Office Supplies - Accesso	ies KZ - Over the Court	ter 2.00	0.0	0.00	0.00	2.00	0.00	0.00			
	ΞB	SP2020-3671	Staple Unit		Retail - Office Supplies - Accesso	ies KZ - Over the Court	ter 2.00	0.0	0.00	0.00	2.00	0.00	0.00			
	ЭB	SP2020-7223	Fuser Unit		Retail - Office Supplies - Accesso	ies KZ - Over the Court	ter 15.00	0.0	0.00	0.00	15.00	0.00	0.00			
	ΞC	SP2020-4933	Paper Pickup Roller		Retail - Office Supplies - Spares	KZ - Over the Court	ter 1.00	0.0	0.00	0.00	1.00	0.00	0.00			
	Ð C	SP2020-5598	Wiper Blade		Retail - Office Supplies - Spares	KZ - Over the Court	ter 5.00	0.0	0.00	0.00	5.00	0.00	0.00			
	EC	SP2020-7652	Maintenance Kit		Retail - Office Supplies - Spares	KZ - Over the Court	ter 1.00	0.0	0.00	0.00	1.00	0.00	0.00			
. []	ЭС	SP2020-2671	Toner Black		Retail - Office Supplies - Consum	bles KZ - Over the Court	ter 5.00	0.0	0.00	0.00	5.00	0.00	0.00			
	Stock															
		eriaNo	BinName	Quant	ty UnitCost											
	10000		KZ - Over the Counter Bin	120010	5.00 350.00											
	E C	SP2020-0102	Toner Magenta		Retail - Office Supplies - Consum	blac V7 - Ouer the Cour	ter 1.00	0.0	0.00	0.00	1.00	0.00	0.00			
	Π Δ	SP500	Sprint Multi Functional Copier	SP500	Retail - Office Supplies - Equipme											
	E C	SP500-2671	Toner Black		Retail - Office Supplies - Equipme											
	E A	A990	Sprint Multi Functional Copier	A990	Retail - Office Supplies - Equipme											
	Ð R	A990-1992	Paper Tray		Retail - Office Supplies - Accesso											
	E C		Paper Pickup Roller		Retail - Office Supplies - Spares	KZ - Over the Court										
	E A	A300	Sprint Multi Functional Copier	A300	Retail - Office Supplies - Equipme											
	E A		Sharp MX-4051 A3 color multifunctional		Retail - Electronics - Equipment	KZ - Over the Court										
	Ð A		Copier Multi Function	M2540	Retail - Office Supplies - Electron											
	EC		Toner Yellow		Retail - Office Supplies - Consum											
	E A	ECOSYS M263	Kyocera Digital Printer		Retail - Electronics - Equipment	KZ - Over the Court		0.0	0.00	0.00	3.00	0.00	0.00			



MNU.037.008

Help v2024.5.0.7/1.0 - Pg 7 - Printed: 17/07/2024

CO3 Technologies (Pty) Ltd © Company Confidential