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|--------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Type</b>  | Type allows you to refine your report to only show Item BOM, Stock or you can select to show both.                   |
| <b>Brand</b> | When working with multiple branches this drop-down allows the user to select a specific branch to pull a report for. |
| <b>Make</b>  | Select the Make from the drop-down menu to refine your search for your report.                                       |
| <b>Model</b> | Select the Model from the drop-down menu to refine your search for your report.                                      |

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|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item From /Items To</b>              | <p>Select an item you would like to view the report from and To, from the stock item where the report should start and end.</p> <p>If you leave the stock item fields blank, all stock items will be displayed on the report.</p> <p>If you choose specific stock items, the report will sort information by stock item code rather than description.</p> |
| <b>Sort By</b>                          | Choose from the drop-down menu how you would like your report sorted, your options are by Code, Description or Group.                                                                                                                                                                                                                                     |
| <b>Priority Level</b>                   | Select priority level of the report from the drop-down menu                                                                                                                                                                                                                                                                                               |
| <b>Stock Category</b>                   | To generate the report, the user has to select the stock category from the drop-down menu eg: Fixed assets, Hardware, stationary. These categories will need to have been setup.                                                                                                                                                                          |
| <b>Warehouse</b>                        | <p>If you select all warehouses the report will fetch data from all warehouses</p> <p>If you want to search by a specific report, select the report on the warehouse selection</p>                                                                                                                                                                        |
| <b>Min Max</b>                          | Select Min/Max on you want to run your report by or leave it on none if you do not wish to filter the report by min/max                                                                                                                                                                                                                                   |
| <b>Sub Sort By</b>                      | Sub Sort the report by selecting one option from the drop-down menu allows the user to pull a report with a secondary criteria that will be sorted by either, Code, Description or group.                                                                                                                                                                 |
| <b>Quotes / Sales Orders / Invoices</b> | Put a tick on a document(s) you wish to run the report by                                                                                                                                                                                                                                                                                                 |
| <b>Use Groups</b>                       | Put a tick on if you want to pull a report with selected group codes from the grid.                                                                                                                                                                                                                                                                       |
| <b>Group Selection</b>                  | Select group from the drop-down menu                                                                                                                                                                                                                                                                                                                      |
| <b>Generate Button</b>                  | <p>Click the "Generate" button to open the report</p> <p>You will have options to copy, email, or print the report</p> <p>To view the report in an Excel document, copy the report and paste it into an Excel file</p>                                                                                                                                    |

Revision #8

Created 19 May 2023 22:09:55 by Paige

Updated 15 December 2024 19:37:01 by Pamela