

Inventory Count

Report displays a list of items which show what quantity is on hand currently and a space where the person counting can indicate the quantity actually counted.

Generally, a count is done without giving what the quantity is on hand, however if you want to see the quantity on hand, remove the tick off the option called "Ignore system quantity"

Inventory module> Reports> Reports List

Inventory Count Criteria

Code From:

Warehouse:

All

Sort By:

Code

Priority Level:

All

Show Inactive:

☐

Group Selection:

All

Use Group Codes:

☐

Code To:

WIP:

On Shelf

Sub Sort By:

Description

Disable Bin Range:

☒

Bin Location From:

Bin Location To:

Ignore System:

☒

Decimal Places:

0

Ignore If Qty Zero:

☐

Available

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Displaying 1 -

Code	Description
ADMIN	Administration
BRICK	Bricks
CONS	Consulting
Con	Consumables
FIL	Filter
HWARE	Hardware
TAPE	Led Strip
LUB	Lubricants
MAC	Macacrons
MAKEUP	Makeup
PAPER	PAPER
PLIMPS	Pumps

Selected

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No data to display

Code	Description
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Show Barcode:

☐

Batch No:

☐

Expiry Date:

☐

Generate

Close

Code from / Code To	Select the from item in your list, this looks at the code in order to determine the from and to.
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Warehouse	If you select all warehouses the report will fetch data from all warehouses. If you want to search by a specific warehouse, select the warehouse from the menu.
WIP (Work in progress)	Run the count for working progress items, On Shelf, All, Invoice, Sales Orders, Jobs and Bill of Materials. Most counts are done on the on-shelf option
Sort by	Choose from the drop-down menu how you would like your report sorted, your options are by Description, Code, Description, Group Code or Bin Location.
Sub sort by	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, Warehouse or Bin location.
Priority level	Count based on the Priority level of marked items
Disable bin range	Disable bin range is on by default which means the order is by code. Enable this which allows you to print count by bin location from and to
Bin location from / To	Select which bin to print from and to
Show inactive	Show inactive items on printout (Default option is off)
Group selection	Print a selected group selection of your group codes This is defined in the group code setup which allows you to count for specific groups automatically
Ignore system Qty	This option is on by default to ignore the system quantity on report. if you want the system on hand value, remove the tick
Decimal places	It is advisable to set decimals to two places. You can View the report with any number of decimal places.
Ignore if quantity zero	Tick this box if you would like to exclude Inventory items with Zero Quantity.
Use group codes	Double click on the code from the list to move the group codes you wish to filter your report by to the selected window.
Available group codes	Displays a list of available group codes
Selected group codes	Shows the list of selected group codes for the report
Show barcode	Show the barcode on the printout

Inventory Count Listing

Report Date:	2023-08-01 13:18:46
Group Code:All	Warehouse:All
WIP:On Shelf	Priority Level :

No.	Item Code	Item Description:	Bin	Warehouse	Qty	Count	Validate
1	1-2610	Owned Assets - Computer Equipment: Cost		MAST	1		
2	C/GNO/040x025/LX	40mm x 25mm Gnomes Synthetic Permanent Preprinted Labels 2 across Duplicated numbers with clear laminate 2000L /Roll C-41		MAST	0		
3	C/MI/P/015x051/ENPH	15mm x 51mm Barcode Asset Label Enphase with number sequence	Dropship	MAST	0		
4	C/PY/080x030/LT/PRI	80mm x 30mm Polyester iron on preprinted labels		MAST	0		
5	CAB/PW/CORD	CABLE IEC POWER CORD 10A/250V C-13 1.8M	E6	MAST	5		
6	L/AL/P/040x020/ME/FE	40mm x 20mm Metalphoto Sub-Surface Anodised Aluminum Material Gauge/Finish: 0.08mm Satin, Adhesive: 3M 468 Adhesive, Trimming: Kisscut		MAST	0		
7	L/DT/C/080x025/G/SB	80mm x 25mm DT Gloss label C-38		MAST	0		
8	L/DT/P/030x015/M/SB	30mm x 15mm DT Matt Paper C-38 4000L /Roll	C2	MAST	0		
9	L/DT/P/030x015/M/SB	30mm x 15mm DT Matt Paper C-38 4000L /Roll	C2	JDL	0		
10	L/DT/P/038x018/M/SB	38mm x 18mm DT Permanent Matt Labels C-38 1000L /Roll	C2	MAST	4		
11	L/DT/P/038x018/M/SB	38mm x 18mm DT Permanent Matt Labels C-38 1000L /Roll		JDL	0		

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