

Inventory Listing Report

Reports on all inventory items which have being added to the inventory Setup. Custom Fields can also be used to sort inventory items for this report.

Inventory module> Reports> Reports List

Listing Criteria

Stock Type:

All

Sort By:

Code

Sub Sort By:

Code

Price:

Selling

System Cost

Both

Take On Date:

Date From:

2024-12-16

Use Group Codes:

Show Inactive:

Ignore if 0 on hand:

Show QTY On Hand:

Decimal:

0

Date To:

2025-03-16

Group Selection:

Available

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Displaying

Description

Administration

Bricks

Consulting

Consumables

Filter

Hardware

Led Strip

Lubricants

Macacrons

Makeup

Selected

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No data to

Description

Generate

Close

Stock Type	Select a stock type from the drop-down menu selection, the types would be Custom, Stock service, or you could pull a report for all three.
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Sort By	Choose from the drop-down menu how you would like your report sorted, your options are by Code, Description or Category.
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 or Category.
Price	Select either the selling or system option for this report
Take On Date	Put a tick on if you want to filter the report by take on dates
Date From / Date To	Choose the date range for which you want to view the report from. Select a date range of when you want to see the report to.
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.
Show Inactive	The report will include inactive items when this option is selected
Ignore if 0 on hand	The report will ignore zero quantities when selected
Show QTY On Hand	The report will show the quantity on hand if this option is selected
Decimal	It is advisable to set decimals to two places. You can View the report with any number of decimal places.
Group Selection	Select group selection from the drop-down menu

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