

Stock Purchasing Forecast Report

Inventory> Reports> Report List

Stock Purchasing Forecast Report

Document Dates: All

Sort By: Code

Stock Type: Stock

Item From:

Creditors:

Incl Lead Time:

Filter By Group Codes:

Decimal: 0

Only Show Negative Values:

Warehouse: All

Item To:

Type: Summary

Min / Max: None

Group Selection: All

Available

#	Group Code
1	Administration
2	Bricks
3	Consulting
4	Consumables
5	Filter
6	Hardware
7	Led Strip
8	Lubricants
9	Macacrons
10	Makeup

Selected

#	Group Code
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Generate

Export

Close

Document Dates	Select document days on the drop-down menu Leave document selection on all if you want the report to show all document dates
Sort By	Sort the report by selecting one option from the drop-down menu
Stock Type	Select stock type on the drop-down menu

Item From	If you leave the stock item fields blank, all stock items will be displayed on the report If you choose specific stock items, the report will sort information by stock item code rather than description
Supplier	Filter report by the supplier if you want to pull report by a specific supplier Leave this section black if you want to pull the report on all customers
Incl Lead Time	Put a tick on if you wish to include lead time on the report
Filter By Group Codes	Put a tick on if you want to filter the report by group code
Decimal	It is advisable to set decimals to two places You can view the report with any number of decimal places.
Only Show Negative Values	Put a tick on if you only want to show negative values on the report
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.
Item To	Select the stock item to
Type	Type allows you to refine your report to only show Item Quantity of sales, Sales Value, Cost of Sales or Quantity and Sales together.
Min / Max	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
Group Selection	Select a group selection on the drop down
Generate Button	Click the "Generate" button to open the report You will have options to copy, email, or print the report To view the report in an Excel document, copy the report and paste it into an Excel file
Export Button	This allows you to export the report to an Excel file

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