

Stock Request Report

Gives a report on all stock request completed in various statuses

Inventory module> Reports> Reports List

Stock Request Report

Date From:

2023-12-01

Date To:

2023-12-31

Status:

All

Action Status:

All Excluding Closed & Completed

Requested By:

All

Storeman:

All

Job No:

Show completed lines:

☐

Report Type:

Summary

Sort By:

Job No

Generate

Close

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
Status	If you select all the report will pull all statuses If you want to view the report by status, select the status on the drop-down menu
Requested By	Select one option from the drop-down menu
Job No	Select one option from the drop-down menu
Report Type	Select the type of the report from the drop-down menu
Action Status	Select action status on the drop-down menu
Storman	Select a Storman from the drop-down menu If you want the report to show all Storman click on all
Show completed lines	Put a tick on to show all completed lines on the report
Sort By	sort the report by selecting one from the drop-down menu

Revision #8

Created 19 May 2023 22:37:47 by Paige

Updated 16 December 2024 00:40:05 by Pamela