

Warehouse Levels

Inventory module> Reports> Reports List

Allows a selection of minimum, maximum, and reorder level quantities in the inventory warehouse setup. Gives the quantity needed at different levels.

The screenshot shows a software window titled "Warehouse Levels" with a close button (X) in the top right corner. The window contains several configuration fields:

- Levels:** A dropdown menu set to "Below Minimum Quantity".
- Warehouse:** A dropdown menu set to "Master Warehouse".
- Sort By:** A dropdown menu set to "Code".
- Sub Sort:** A dropdown menu set to "Code".
- Stock From:** An empty dropdown menu.
- Stock To:** An empty dropdown menu.
- Creditors:** An empty dropdown menu.
- Group Selection:** A dropdown menu set to "All".
- Show Zero Levels:** An unchecked checkbox.
- Show Month Sales:** An unchecked checkbox.
- Last Sales:** A dropdown menu set to "None".
- Purchase Qty:** A checked checkbox.
- Active:** A checked checkbox.
- Decimal:** A numeric input field set to "0".
- Group Code:** A label.
- Use Groups:** An unchecked checkbox.

Below the configuration fields are two list boxes:

- Available:** A list box with a scrollbar containing items: Administration, Bricks, Consulting, Consumables, Filter, Hardware, Led Strip, Lubricants, and Macacrons. It has a pagination bar showing "Page 1 of 1" and "Displaying 1 - 15".
- Selected:** An empty list box with a pagination bar showing "Page 0 of 0" and "No data to display".

Between the two list boxes are four arrow buttons: a right arrow, a right arrow with a plus sign, a left arrow with a minus sign, and a left arrow.

At the bottom of the window are three buttons: "Generate" (with a green play icon), "Export" (with a green Excel icon), and "Close" (with a red X icon).

To generate the report, select options from the following fields below.

Levels	Select the Inventory level option from the drop-down menu that describes the report you are after.
Sort By	Sort the report by selecting one option from the drop-down menu allows the user to pull a report that will be sorted by either, Code, Description or Supplier.

Stock From / Stock To	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 from and to the selected codes 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
Show Zero Levels	If you put the tick on, it will display all levels including levels with zero quantity If you don't the tick on the report will exclude all items with zero
Purchase Qty	Put a tick on if you want the report to display the purchase qty
Show Month Sales	Put a tick on if you want your report to display month sales
Active	This will pull out active warehouse levels only for this report when selected
Last Sales	If you want to see all warehouse levels, click leave selection to none Select a last sale from the drop down if you want to search by specific last sales
Decimal	It is advisable to set decimals to two places You can view the report with any number of decimal places.
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.
Sub Sort	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 Supplier.
Use Groups	Put a tick on if you want to pull a report by groups
Groups Selection	Select a group selection on the drop down and move group codes you wish to filter your report by to selected window
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 Excel

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