Stock/Inventory Analysis

- Stock/Inventory Count
- Stock/Inventory Movement
- Stock/Inventory Enquiry
- Stock/Inventory Report

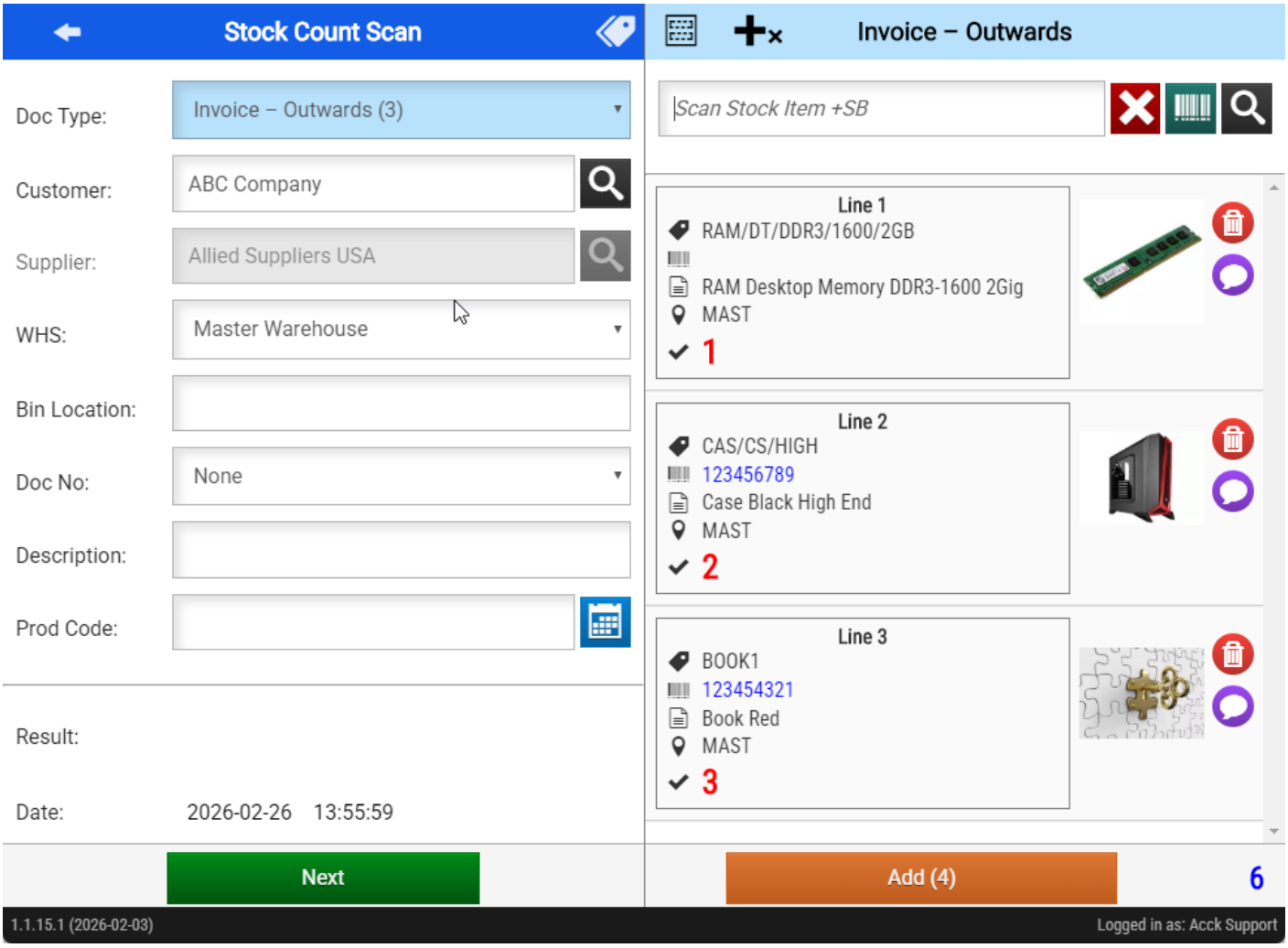
Stock/Inventory Count

Create a stock count for stock in and stock out

Video Training 202402 - [Stock_Count_InOut.mp4]

Create counts for

1. Stock Count
2. Stock Takes
3. Stock Receive - GRV incoming stock
4. Stock Return - Out going stock back to supplier
5. Invoice - Out going stock to a customer
6. Credit Note - Incoming stock from a customer

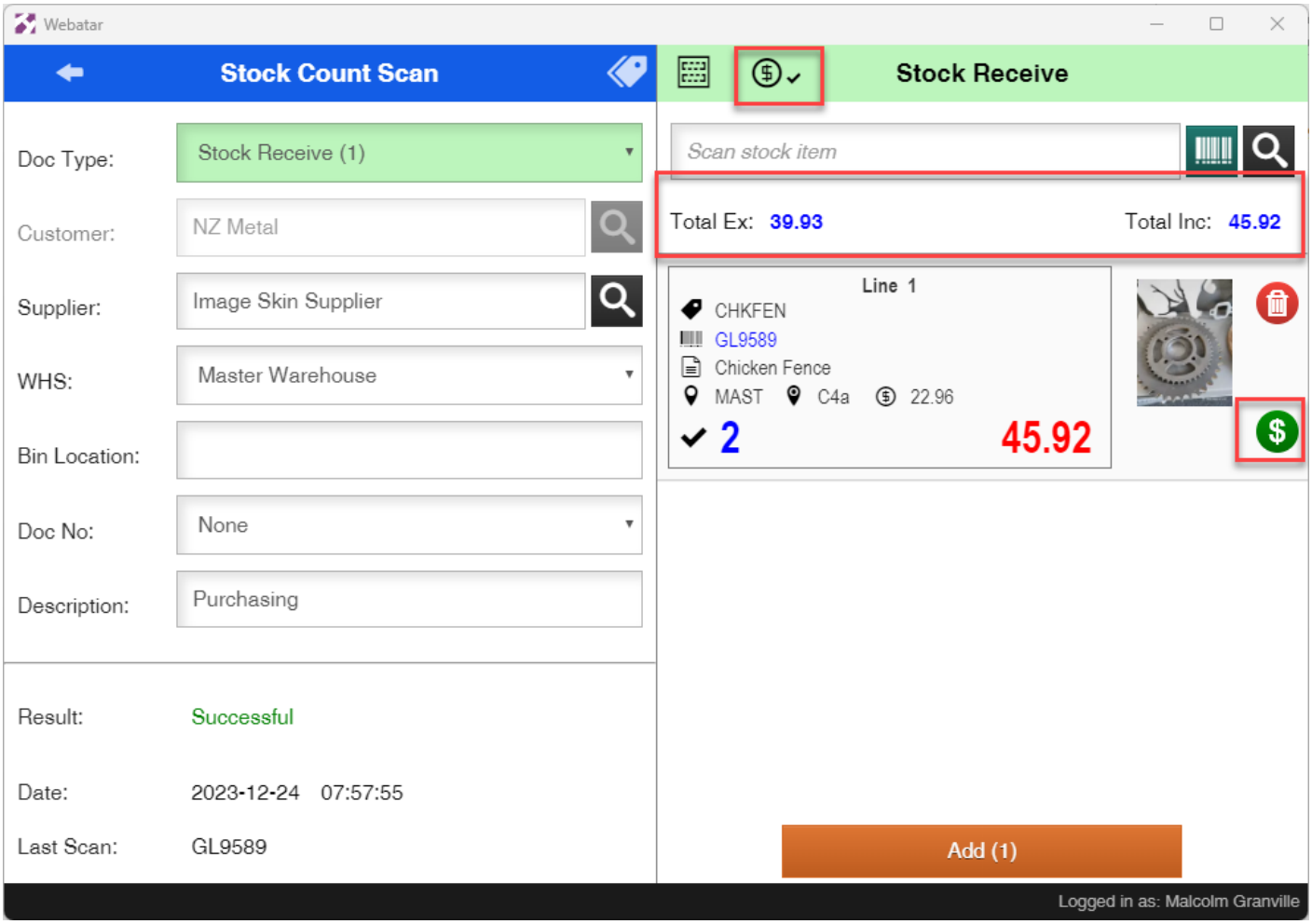


Stock count with pricing

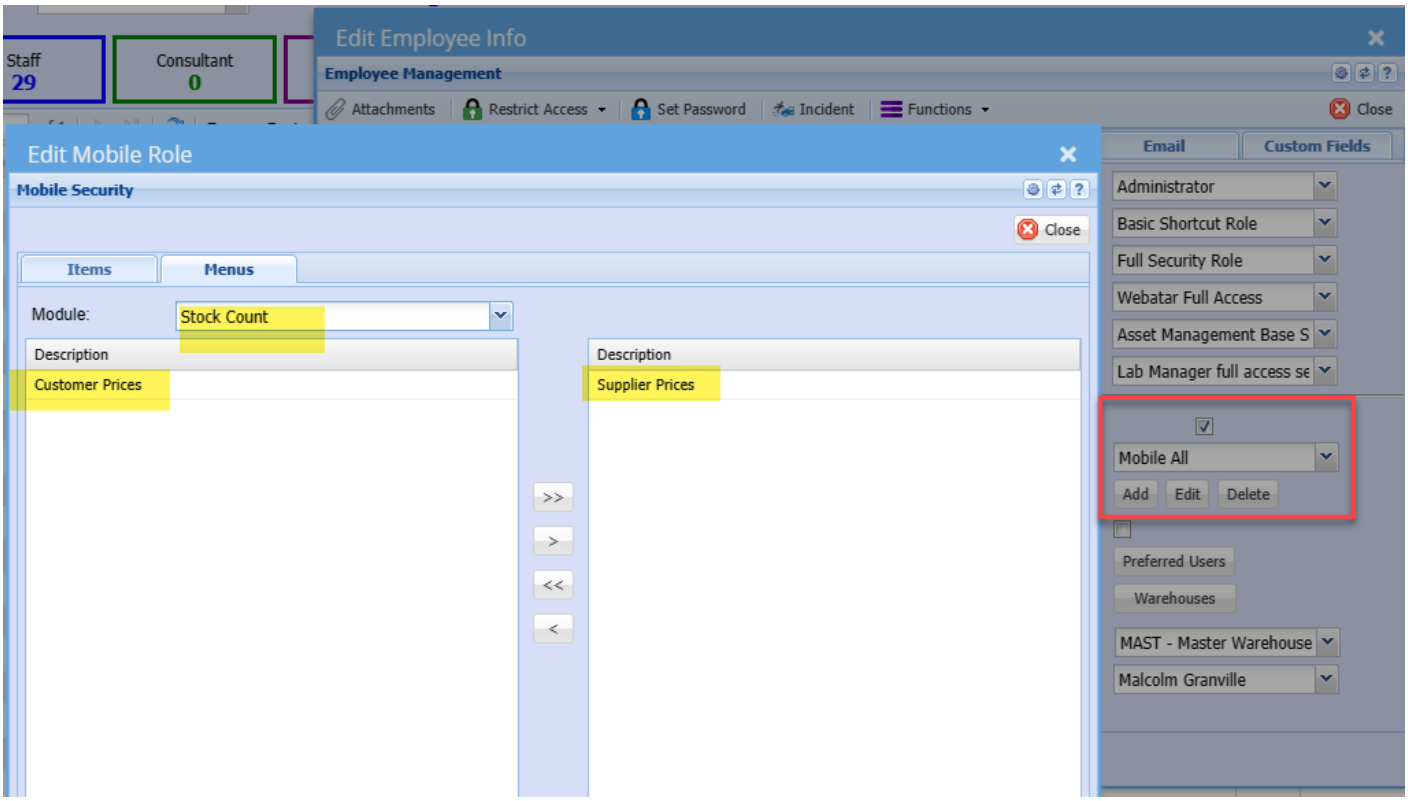
Stock count caters for pricing for

Video training 2023/12 - [Stock_Count_GRV_Pricing.mp4]

1. Invoice and credit note
2. GRV and stock return



In order to see pricing, set up the security in Webatar for customer pricing and supplier cost prices



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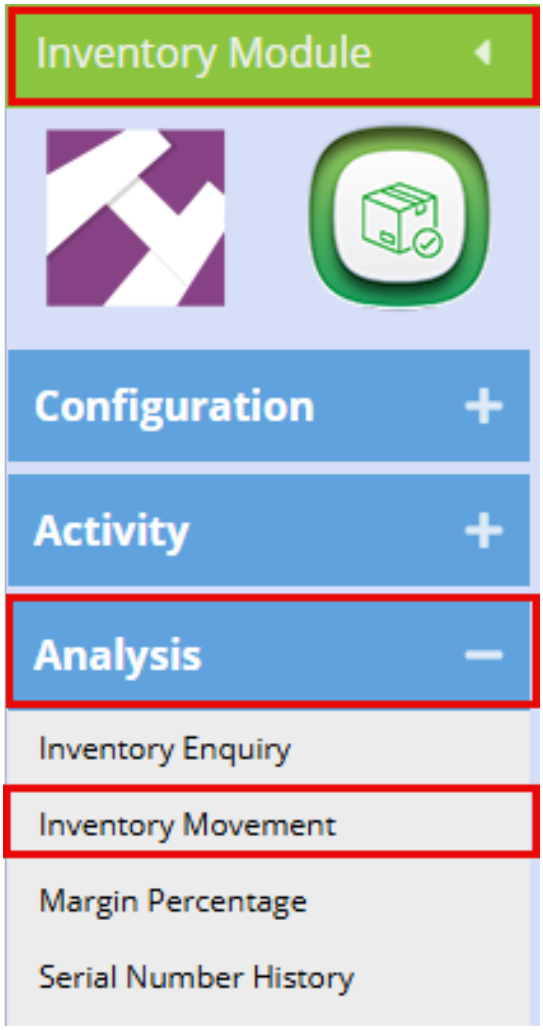
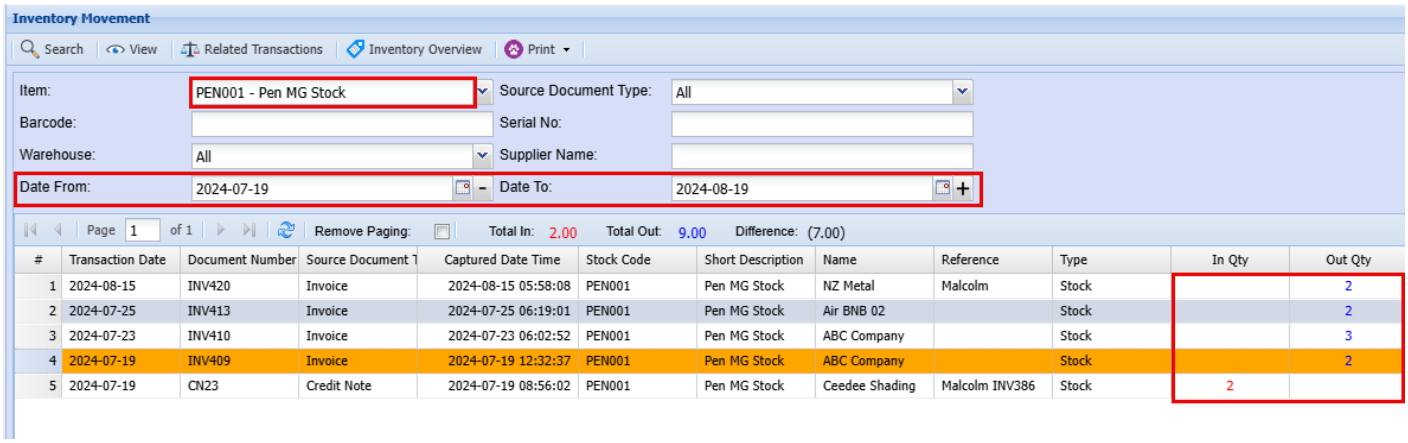
Stock/Inventory Movement

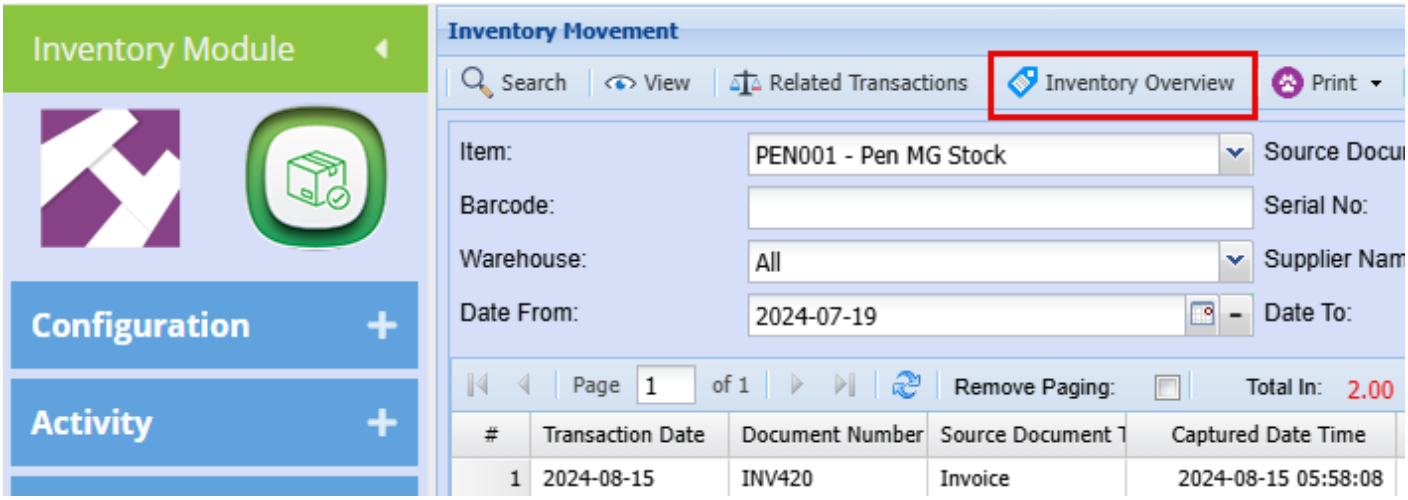
To track the movement of a specific item you would login to the Inventory Manual.



Here can search for a specific item and seen the movement over a selected time period.

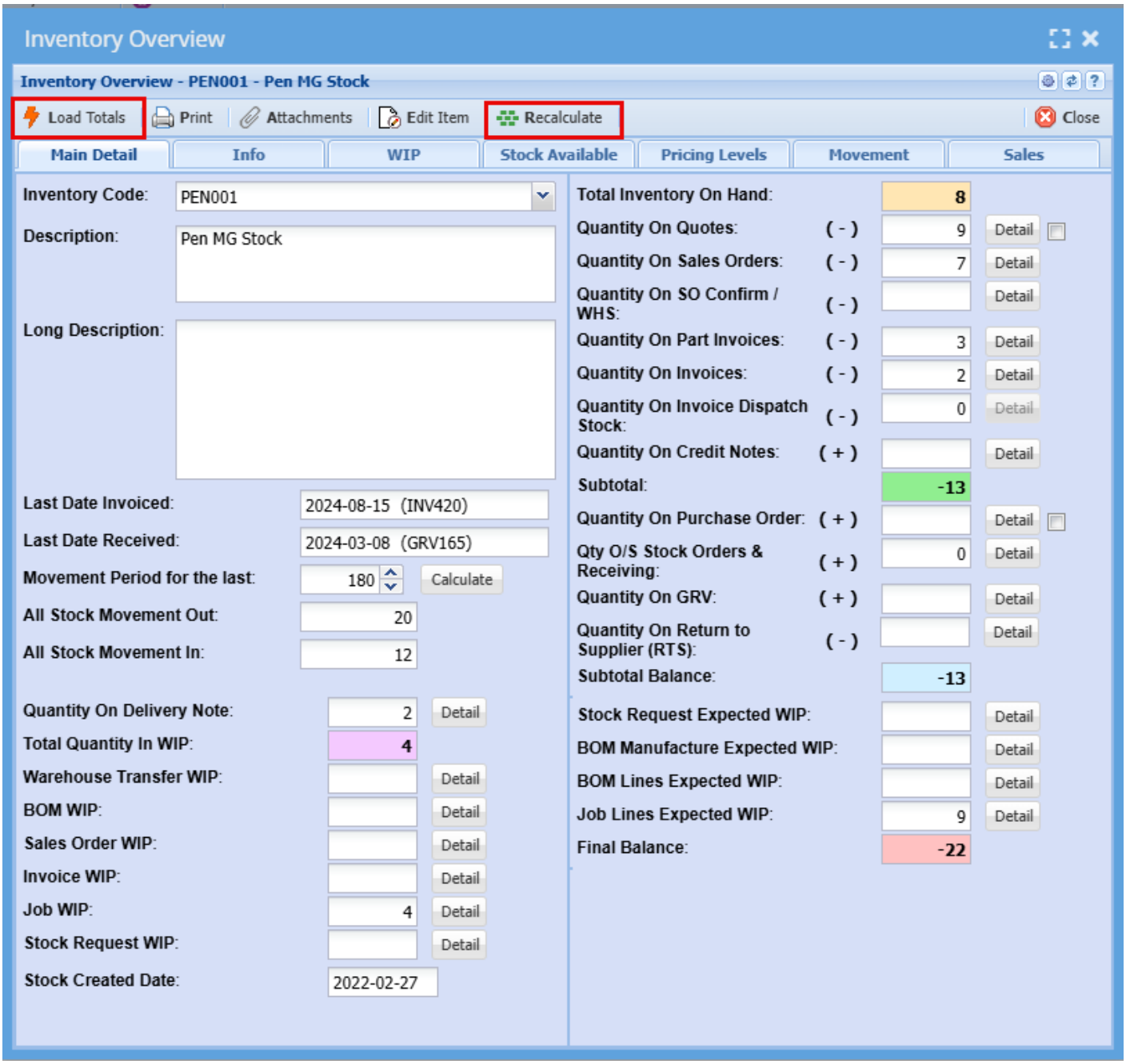


From here you can also check what stock you have on hand by click Inventory Overview at the top and then click on Load Totals.



This will give you a broad overview of your stock item including:

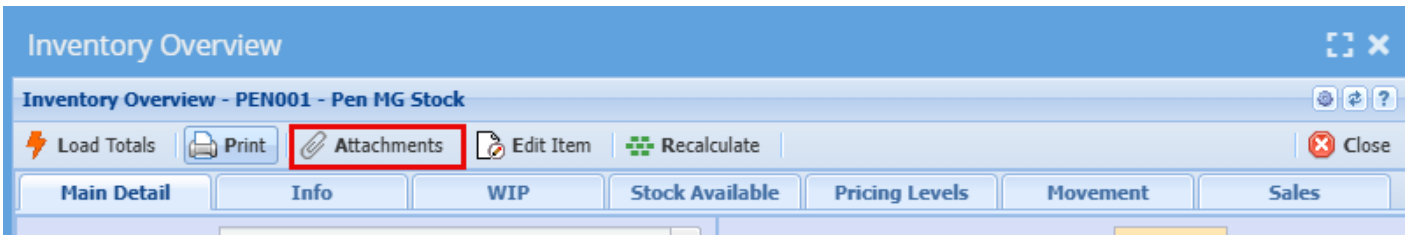
- How many of this specific item you currently have in stock.
- How many are on open Quotes, Sales Orders, Invoices etc.
- You can also come here to recalculate your stock should you need to.



You can follow through with the tabs on top of this screen, this will provide you with additional detail on this product.

- Work in progress
- Pricing levels
- Movement
- Sales

You can also add a picture of this item or any other external information you need.



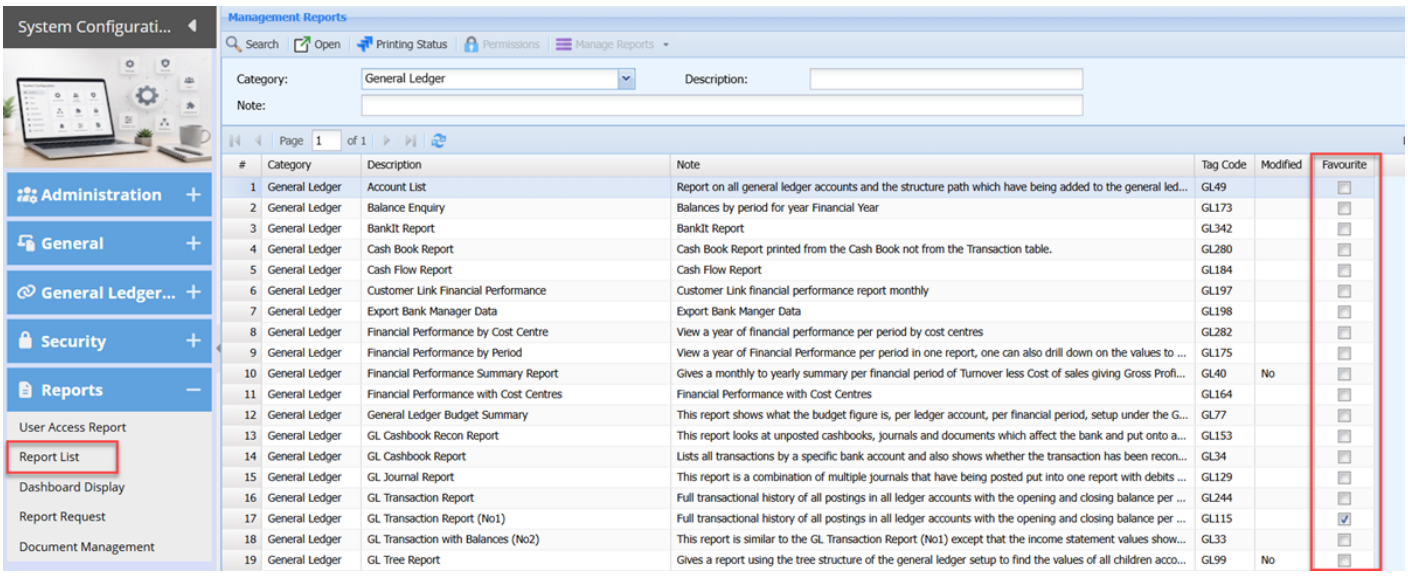
Stock/Inventory Enquiry

Stock/Inventory Report

Video training manual 2019 - Click Here

Check on the column with the tick box with the report that you'd like to add to your favourites list.

Go to the category and select favourites to view and filter all the selected reports that you have chosen.



Search	
Open	
Printing Status	
Permissions	
Manage Reports (Drop-down)	
Category	
Description	
Note	

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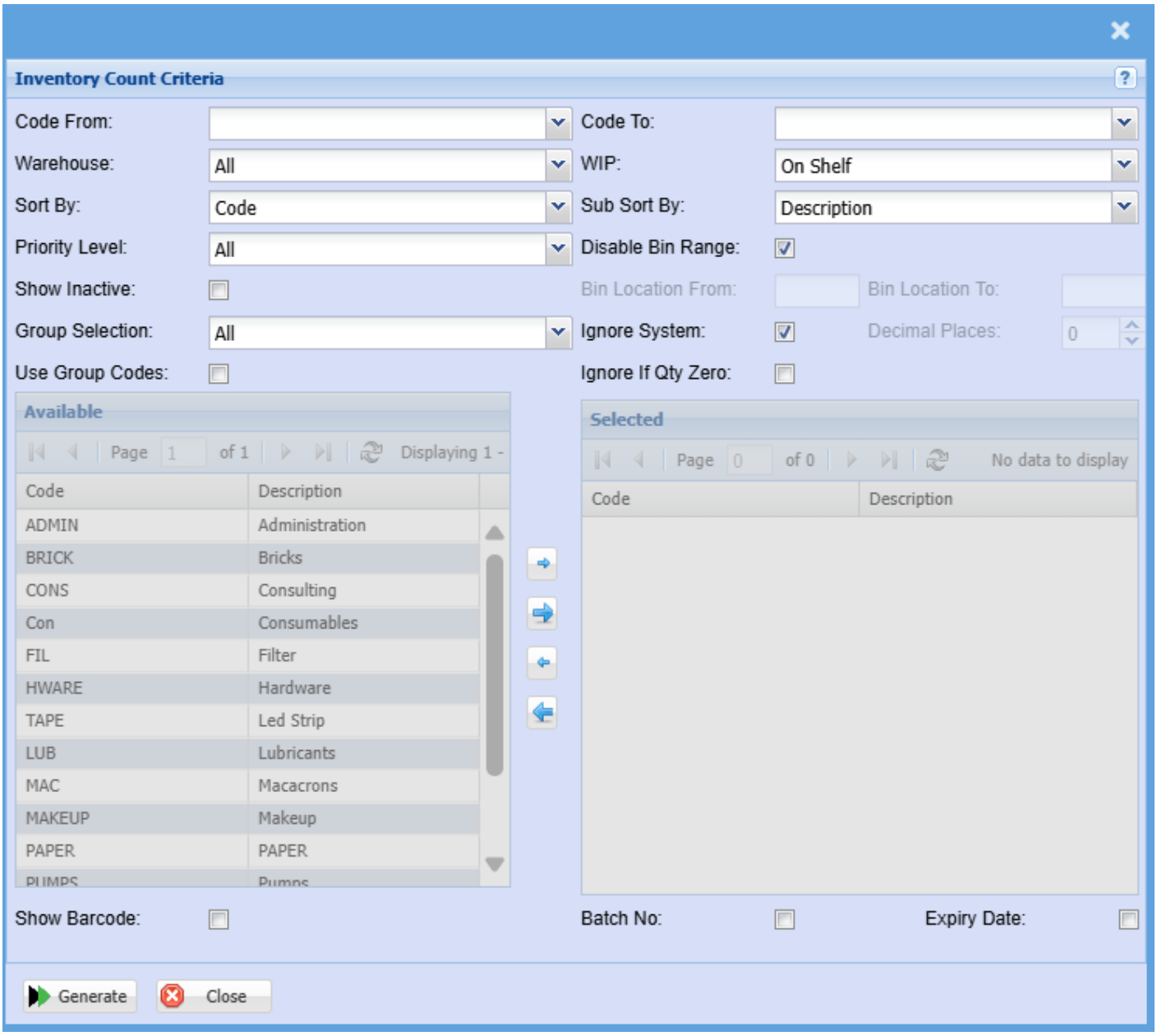
Inventory Count

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



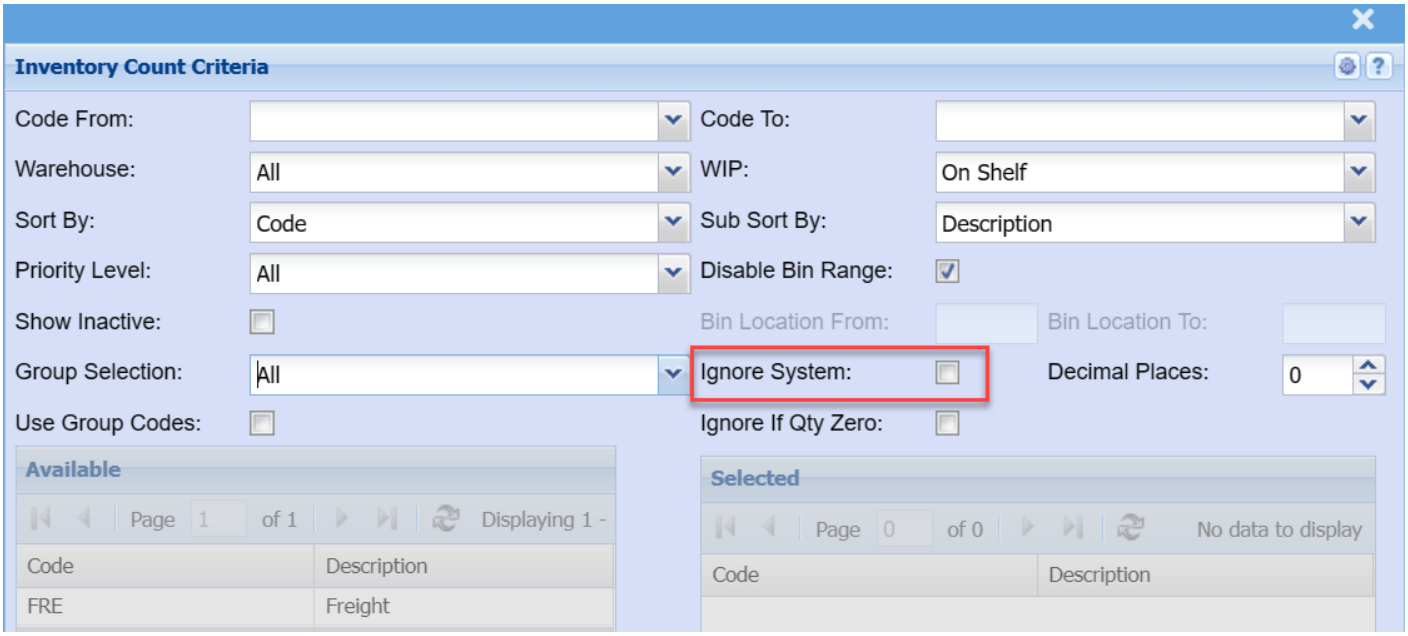
Code from / Code To	Select the from item in your list, this looks at the code in order to determine the from and to.

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

Batch number	Display the batch number of the stock item
Expiry Date	Display the default expiry date of the item

Print count with on hand quantity

To print the report with the displayed on-hand quantity, remove the tick for "Ignore system quantity" on the criteria



Report with count, showing on hand quantity

Inventory Count Listing

Report Date: 2023-08-01 13:18:46

Group Code: All
WIP: On Shelf

Warehouse: All
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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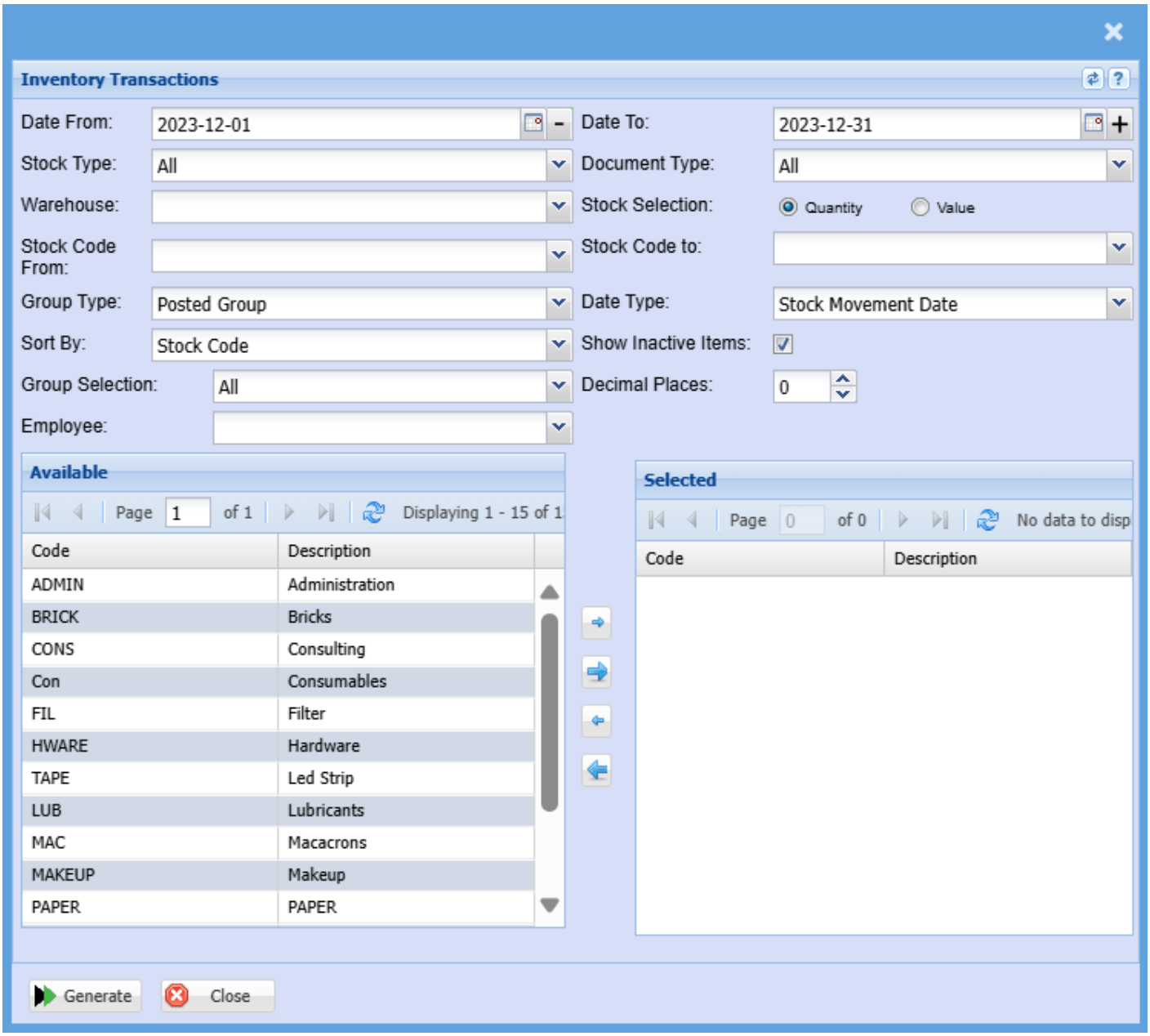
Inventory Transactions

Gives a total movement per inventory item by quantity or value for a specified date range.

Inventory module> Reports> Reports List



To generate the report, please select from the following fields:

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
Stock Type	Allows you to select a stock type from the drop-down Menu
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.
Stock Code From / Stock Code 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 rather than description. Select a stock Item on the drop-down menu.

Group Type	Select the group type from the drop-down menu.
Sort By	Sort the report by selecting one option from the drop-down menu
Group Selection	Double click on the code from the list to move the group codes you wish to filter your report by to the selected window.
Employee	Select an employee you wish to filter the report by on the drop-down menu
Document Type	Select the document type from the drop-down menu
Stock Selection	Select either a quality or value option for the report
Date Type	Select a date type on the drop-down menu
Show Inactive Items	This option will show inactive items on the report if selected
Decimal Places	It is advisable to set decimals to two places You can view the report with any number of decimal places.
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, click copy on the report and past it into an Excel file

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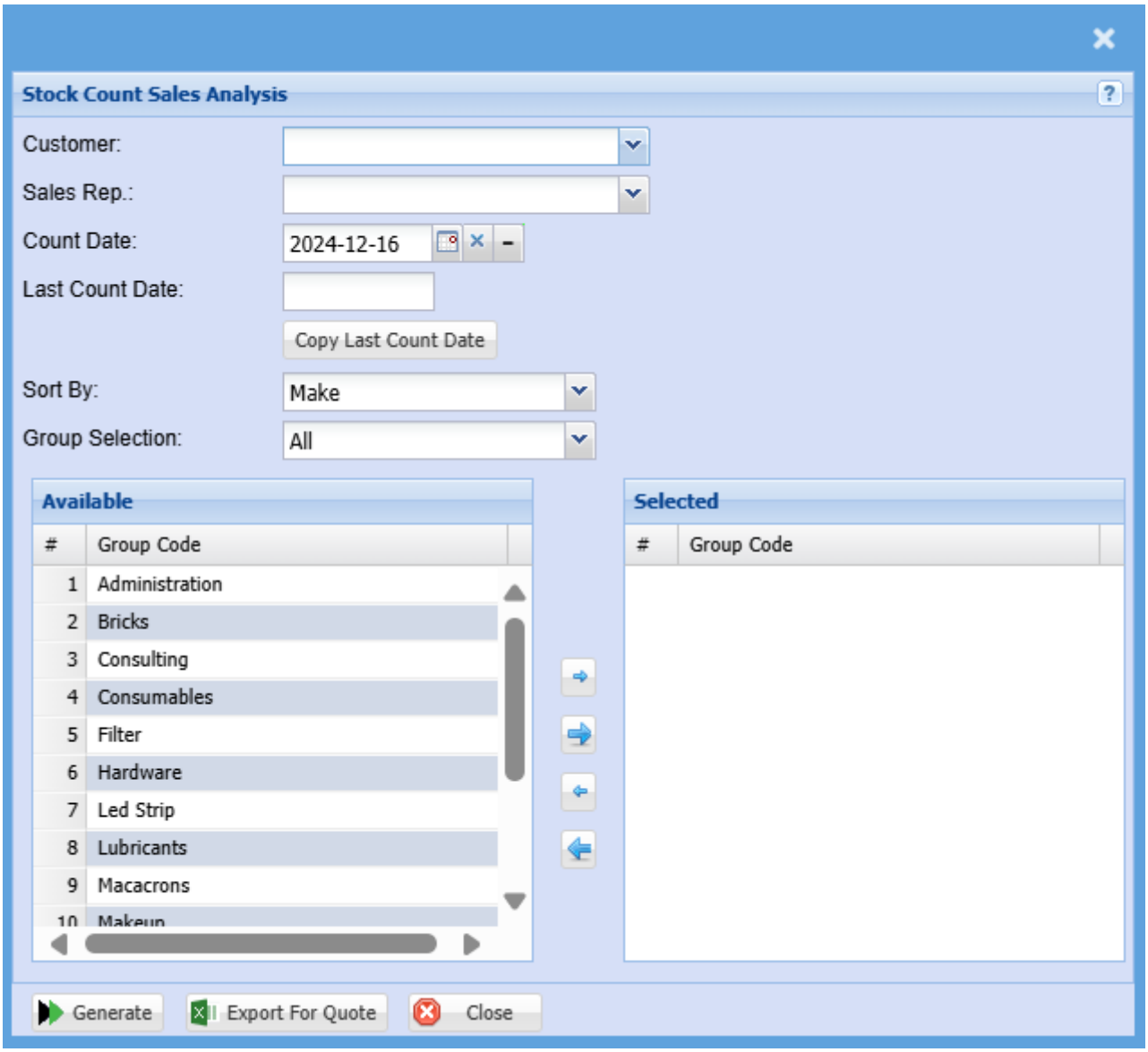
Inventory Transactions

Inventory module> Reports> Reports List



Customer	Select a customer you wish to filter the report by on the drop-down menu. If the customer/ debtor doesn't have any stock count under their name for the selected count date the generate and export for quote buttons will be greyed out
Sales Rep	If you want to run a report by a specific sales rep, then you will need to select the sales rep on the drop-down menu. If you leave the sales rep on all the report will run by all sales rep.
Count Date	Select the count date you would like to pull the report for
Last Count Date	Select the last count date
Copy Last Count Date	Copy last count date automatically fills the last stock count date for the selected customer/ debtor
Group By	The report can be grouped by selecting one option from the drop-down menu
Group Selection	Select a group selection on the drop down and move group codes you wish to filter your report by to selected window

Generate	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 for Quote	Export for quote allows you to export the stock count to excel and to import as a quote without having to make any edits to the document

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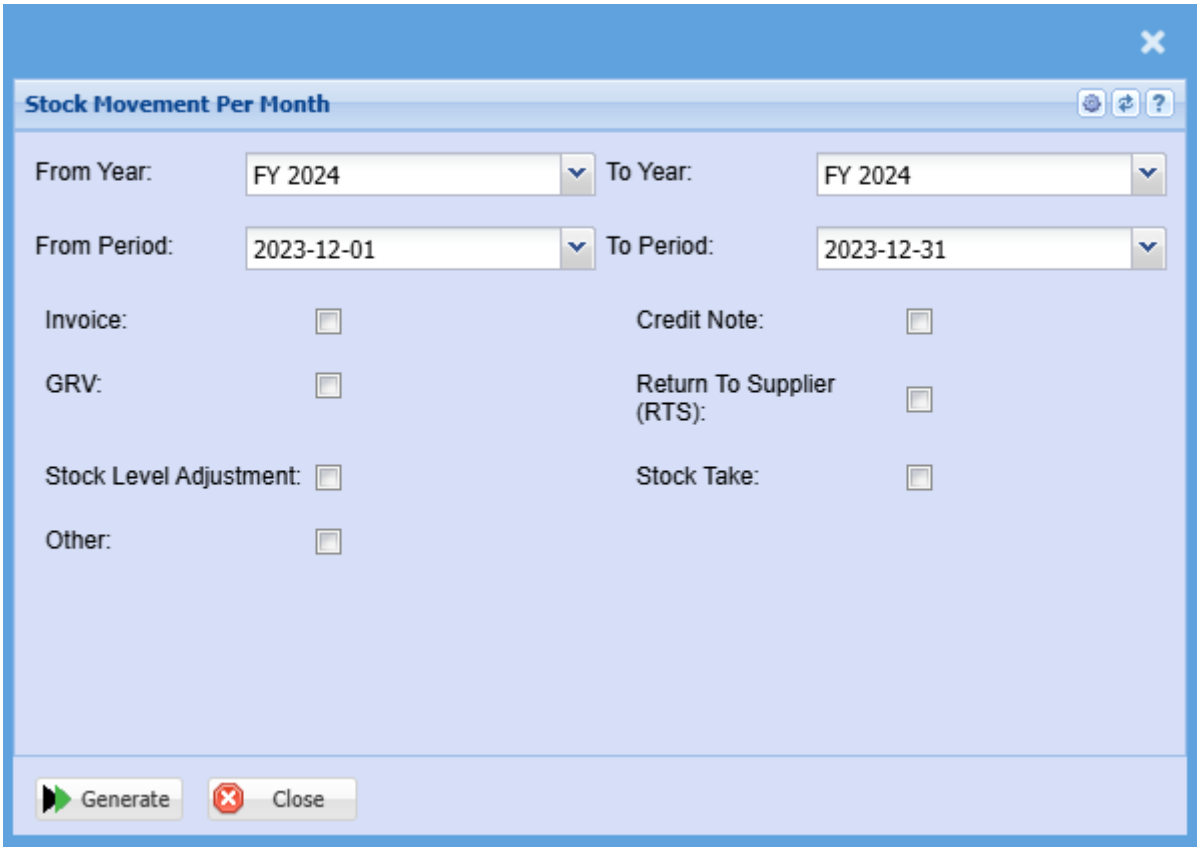
Stock Movement Per Month

Inventory> Reports> Report List



From Year / To Year	Select the year From and Year To Dates from the drop-down menus will show results specific to the period you have selected.
From Period / To Period	Select the period From and The Period To from the drop-down menus
Invoice	Put a tick if you would like to view the value of invoices for a period you have selected
GRV	Put a tick if you would like to view the value of Goods received vouchers -GRV for a period you have selected

Stock Level Adjustment	Put a tick if you would like to view the value of stock level adjustments for a period you have selected
Other	Put a tick if you would like to view the value of other transactions for a period you have selected
Credit Note	Put a tick if you would like to view the value of credit notes for a period you have selected
Return to Supplier (RTS)	Put a tick if you would like to view the value of return to the supplier (RTS) for a period you have selected
Stock Take	Put a tick if you would like to view the value of stock takes for a period you have selected

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