

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.

System Configurati...

Administration +

General +

General Ledger... +

Security +

Reports -

User Access Report

Report List

Dashboard Display

Report Request

Document Management

Management Reports

Search Open Printing Status Permissions Manage Reports

Category: General Ledger Description: Note:

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#	Category	Description	Note	Tag Code	Modified	Favourite
1	General Ledger	Account List	Report on all general ledger accounts and the structure path which have being added to the general led...	GL49		☐
2	General Ledger	Balance Enquiry	Balances by period for year Financial Year	GL173		☐
3	General Ledger	BankIt Report	BankIt Report	GL342		☐
4	General Ledger	Cash Book Report	Cash Book Report printed from the Cash Book not from the Transaction table.	GL280		☐
5	General Ledger	Cash Flow Report	Cash Flow Report	GL184		☐
6	General Ledger	Customer Link Financial Performance	Customer Link financial performance report monthly	GL197		☐
7	General Ledger	Export Bank Manager Data	Export Bank Manger Data	GL198		☐
8	General Ledger	Financial Performance by Cost Centre	View a year of financial performance per period by cost centres	GL282		☐
9	General Ledger	Financial Performance by Period	View a year of Financial Performance per period in one report, one can also drill down on the values to ...	GL175		☐
10	General Ledger	Financial Performance Summary Report	Gives a monthly to yearly summary per financial period of Turnover less Cost of sales giving Gross Profi...	GL40	No	☐
11	General Ledger	Financial Performance with Cost Centres	Financial Performance with Cost Centres	GL164		☐
12	General Ledger	General Ledger Budget Summary	This report shows what the budget figure is, per ledger account, per financial period, setup under the G...	GL77		☐
13	General Ledger	GL Cashbook Recon Report	This report looks at unposted cashbooks, journals and documents which affect the bank and put onto a...	GL153		☐
14	General Ledger	GL Cashbook Report	Lists all transactions by a specific bank account and also shows whether the transaction has been recon...	GL34		☐
15	General Ledger	GL Journal Report	This report is a combination of multiple journals that have being posted put into one report with debits ...	GL129		☐
16	General Ledger	GL Transaction Report	Full transactional history of all postings in all ledger accounts with the opening and closing balance per ...	GL244		☐
17	General Ledger	GL Transaction Report (No1)	Full transactional history of all postings in all ledger accounts with the opening and closing balance per ...	GL115		☒
18	General Ledger	GL Transaction with Balances (No2)	This report is similar to the GL Transaction Report (No1) except that the income statement values show...	GL33		☐
19	General Ledger	GL Tree Report	Gives a report using the tree structure of the general ledger setup to find the values of all children acco...	GL99	No	☐

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

Inventory Count Criteria

Code From:

Warehouse:

All

Sort By:

Code

Priority Level:

All

Show Inactive:

☐

Group Selection:

All

Use Group Codes:

☐

Code To:

WIP:

On Shelf

Sub Sort By:

Description

Disable Bin Range:

☒

Bin Location From:

Bin Location To:

Ignore System:

☒

Decimal Places:

0

Ignore If Qty Zero:

☐

Available

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Displaying 1 -

Code	Description
ADMIN	Administration
BRICK	Bricks
CONS	Consulting
Con	Consumables
FIL	Filter
HWARE	Hardware
TAPE	Led Strip
LUB	Lubricants
MAC	Macacrons
MAKEUP	Makeup
PAPER	PAPER
PLUMPS	Pumps

Selected

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No data to display

Code	Description
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Show Barcode:

☐

Batch No:

☐

Expiry Date:

☐

Generate

Close

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

Inventory Count Listing

Report Date:	2023-08-01 13:18:46
Group Code:All	Warehouse:All
WIP:On Shelf	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

Inventory Transactions			
Date From:	2023-12-01	Date To:	2023-12-31
Stock Type:	All	Document Type:	All
Warehouse:		Stock Selection:	☒ Quantity ☐ Value
Stock Code From:		Stock Code to:	
Group Type:	Posted Group	Date Type:	Stock Movement Date
Sort By:	Stock Code	Show Inactive Items:	☒
Group Selection:	All	Decimal Places:	0
Employee:			

Available	
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Code	Description
ADMIN	Administration
BRICK	Bricks
CONS	Consulting
Con	Consumables
FIL	Filter
HWARE	Hardware
TAPE	Led Strip
LUB	Lubricants
MAC	Macacrons
MAKEUP	Makeup
PAPER	PAPER

Selected	
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Code	Description

Generate Close

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](#)

Stock Count Sales Analysis

Customer:

Sales Rep.:

Count Date:

Last Count Date:

Sort By:

Group Selection:

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

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

Stock Movement Per Month

From Year:

FY 2024

To Year:

FY 2024

From Period:

2023-12-01

To Period:

2023-12-31

Invoice:

☐

Credit Note:

☐

GRV:

☐

Return To Supplier (RTS):

☐

Stock Level Adjustment:

☐

Stock Take:

☐

Other:

☐

Generate

Close

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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