



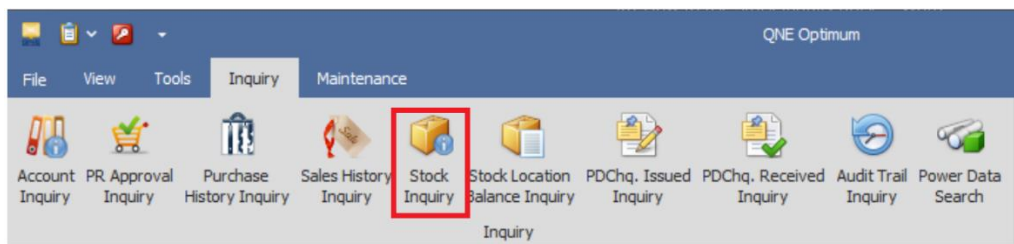
## How to use Stock Inquiry

### Overview:

Stock Inquiry is use to quickly check the current balance and movements of a specific Stock Item either on certain Location or for all Location. Instead of generating a report to view the Stock Ledger of an Item, Inquiry is use instead.

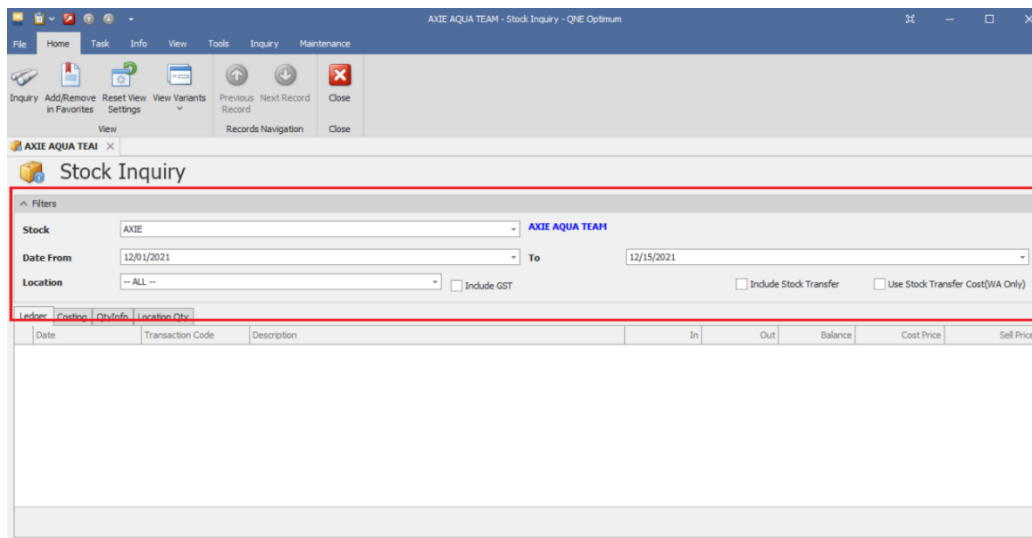
### Procedure:

1. In Menu Ribbon, go to *Inquiry Tab > Stock Inquiry*



2. Fill-in the below available Filters:

- Stocks
- Date From and To
- Location
- Include Stock Transfer



AXIE AQUA TEAM - Stock Inquiry - QNE Optimum

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Inquiry Add/Remove in Favorites Reset View View Variants Settings Previous Next Record Records Navigation Close

AXIE AQUA TEAM

**Stock Inquiry**

Filters

Stock: AXIE (AXIE AQUA TEAM)

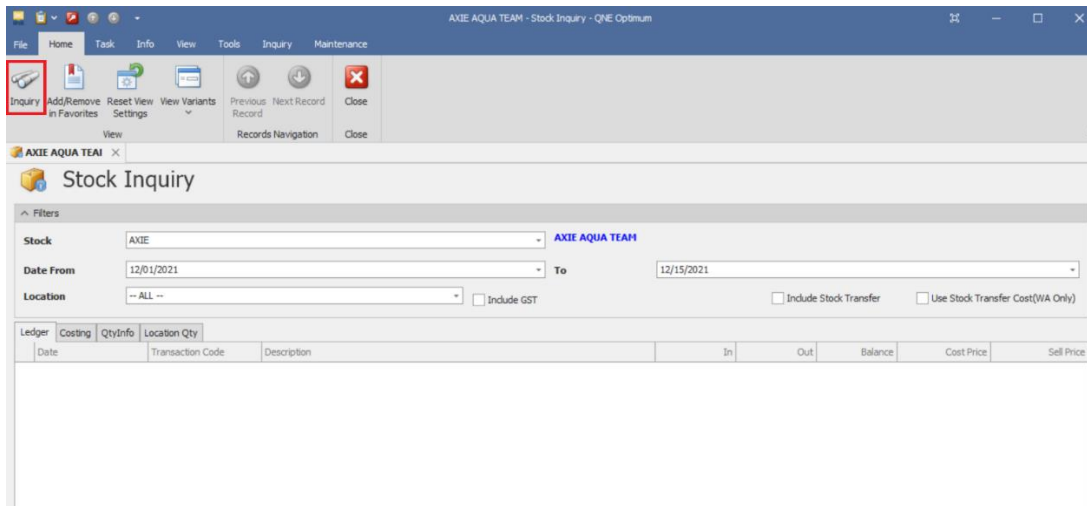
Date From: 12/01/2021 To: 12/15/2021

Location: -- ALL -- ☐ Include GST ☐ Include Stock Transfer ☐ Use Stock Transfer Cost(WA Only)

Ledger Costing QtyInfo Location Qty

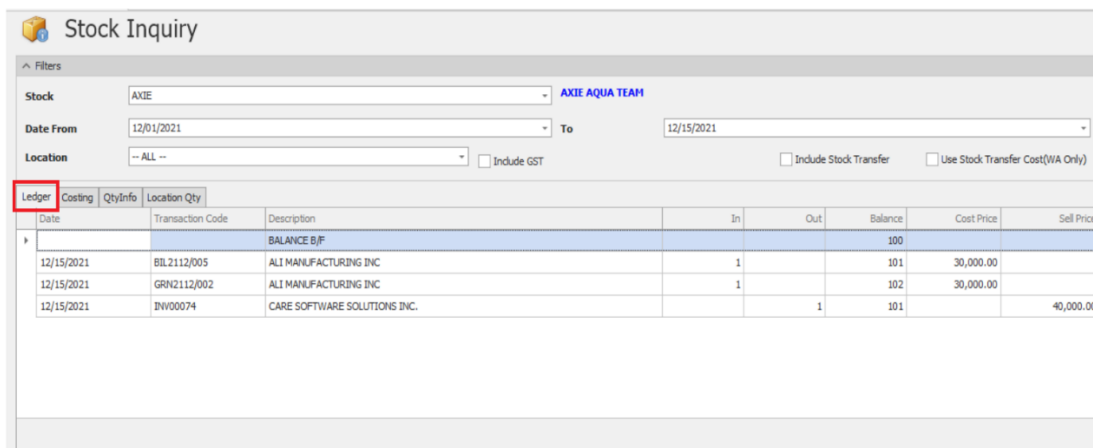
Date	Transaction Code	Description	In	Out	Balance	Cost Price	Sell Price
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3. Once done, Click Inquiry.



There are 4 Tabs to view from:

- a. By default, **Ledger** Tab is displayed. It will show you all the created transactions with Inventory movement with either the Cost Price or Selling Price. It also shows the Item's Running Balance.



Date	Transaction Code	Description	In	Out	Balance	Cost Price	Sell Price
		BALANCE B/F			100		
12/15/2021	BLI2112/005	ALI MANUFACTURING INC	1		101	30,000.00	
12/15/2021	GRN2112/002	ALI MANUFACTURING INC	1		102	30,000.00	
12/15/2021	INV00074	CARE SOFTWARE SOLUTIONS INC.		1	101		40,000.00

- b. When **Costing** Tab is clicked, it will show the list of transactions with stocks movement and its corresponding Unit Cost and Current Value

**Stock Inquiry**

Filters

Stock: AXIE AXIE AQUA TEAM

Date From: 12/01/2021 To: 12/15/2021

Location: -- ALL -- ☐ Include GST ☐ Include Stock Transfer ☐ Use Stock Transfer Cost(WA Only)

Ledger Costing QtyInfo Location Qty

Date	Transaction Code	Description	In	Out	Balance	Unit Cost	Qty	Value
		BALANCE B/F			100		100	
12/15/2021	GRN2112/002	ALI MANUFACTURING INC	1		101	297.03	1	30,000.00
12/15/2021	BL2112/005	ALI MANUFACTURING INC		1	102	588.24	1	60,000.00
12/15/2021	INV00074	CARE SOFTWARE SOLUTIONS INC.		1	101	588.24	-1	59,411.76

2.000000000 1.000000000

- c. While if **QtyInfo** is clicked, Current and future Available Quantity will be displayed; considering the item's quantity in Purchase Order and Sales Order transactions. Outstanding DO and Un-transferred GRN will be seen too.

**Stock Inquiry**

Filters

Stock: AXIE AXIE AQUA TEAM

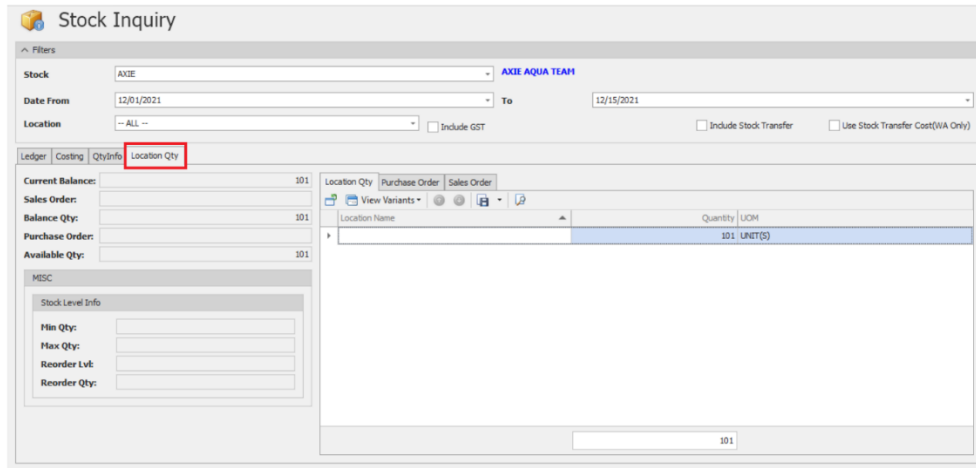
Date From: 12/01/2021 To: 12/15/2021

Location: -- ALL -- ☐ Include GST ☐ Include Stock Transfer ☐ Use Stock Transfer Cost(WA Only)

Ledger Costing QtyInfo Location Qty

Description	Doc No	Doc Date	Creditor/Debtor	UOM	Total Qty	Processed Qty	Unit Price	Amount	POItem Required...	Outstanding
+ Current Balance										101
+ Purchase Order										
- Sales Order										
= Available Quantity										101
Uninvoiced DO										
> Unbilled GRN										1

- d. Lastly is the **Location Qty** Tab where it will show the balances per Stock Location.



The screenshot displays the 'Stock Inquiry' window. At the top, there are filter fields for 'Stock' (set to 'AXIE'), 'Date From' (12/01/2021), 'Date To' (12/15/2021), and 'Location' (set to 'ALL'). Below these are checkboxes for 'Include GST', 'Include Stock Transfer', and 'Use Stock Transfer Cost(WA Only)'. The main area has tabs for 'Ledger', 'Costing', 'Qty/Info', and 'Location Qty', with 'Location Qty' being the active tab. On the left, there are summary fields for 'Current Balance', 'Sales Order', 'Balance Qty', 'Purchase Order', and 'Available Qty', each with a value of 101. Below these is a 'MSC' section with 'Stock Level Info' fields for 'Min Qty', 'Max Qty', 'Reorder Lvl', and 'Reorder Qty'. The main table shows a single row with 'Location Name' and 'Quantity UOM', with the value '101 UNIT(S)' displayed. At the bottom right, there is a small box containing the value '101'.

**NOTE:**

For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://qnesupportph.freshdesk.com>