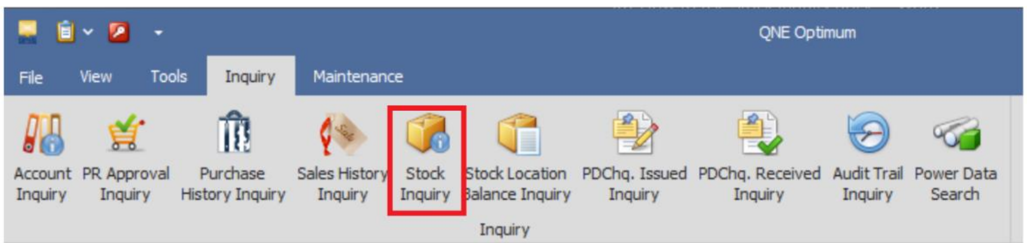
How to use Stock Inquiry

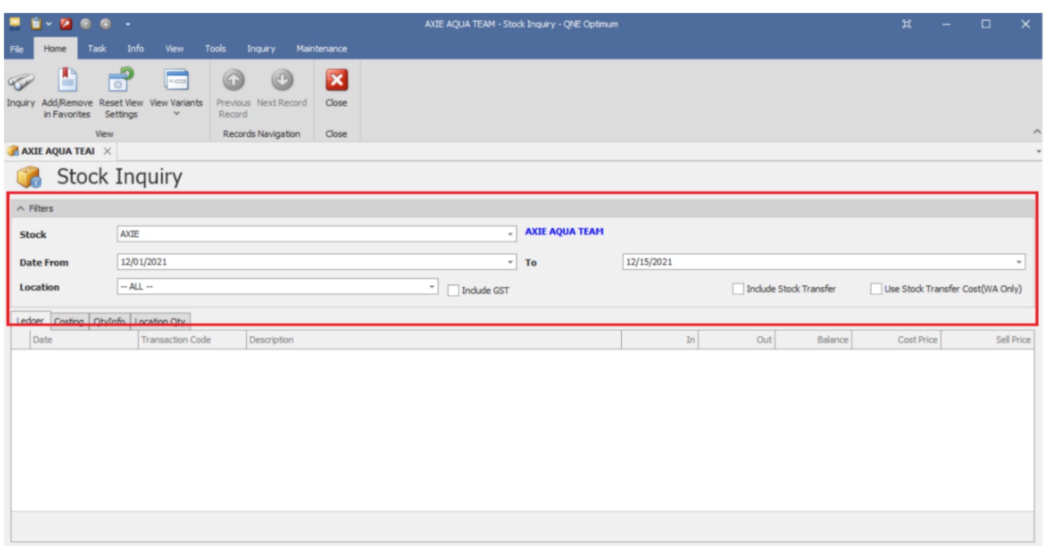
Overview:
Stock Inquiry is use to quickly check the current balance and movements of a specific Stock Item either on certain Location or for all Location. Instead of generating a report to view the Stock Ledger of an Item, Inquiry is use instead.

Procedure:

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

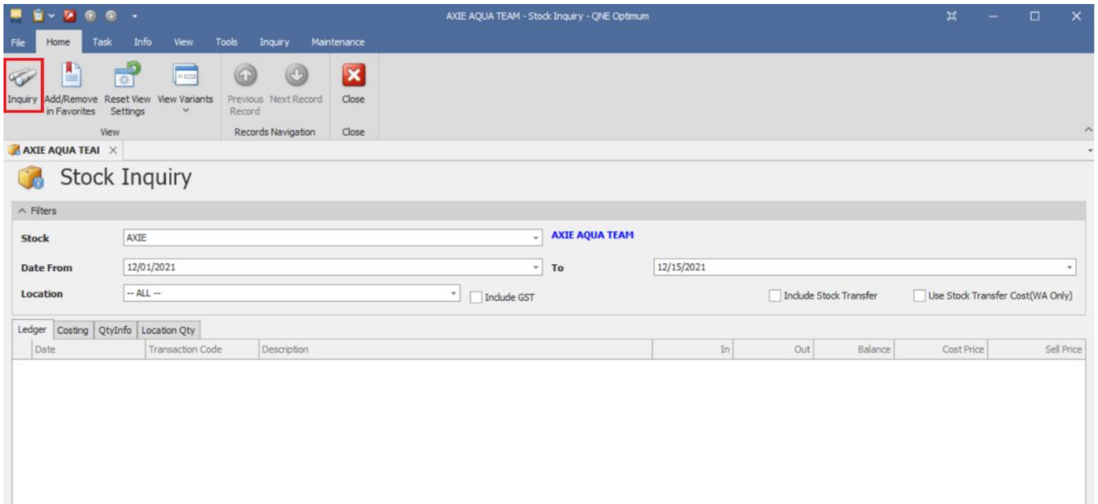


2. Fill-in the below available Filters:
   - Stocks
   - Date From and To
   - Location
   - Include Stock Transfer



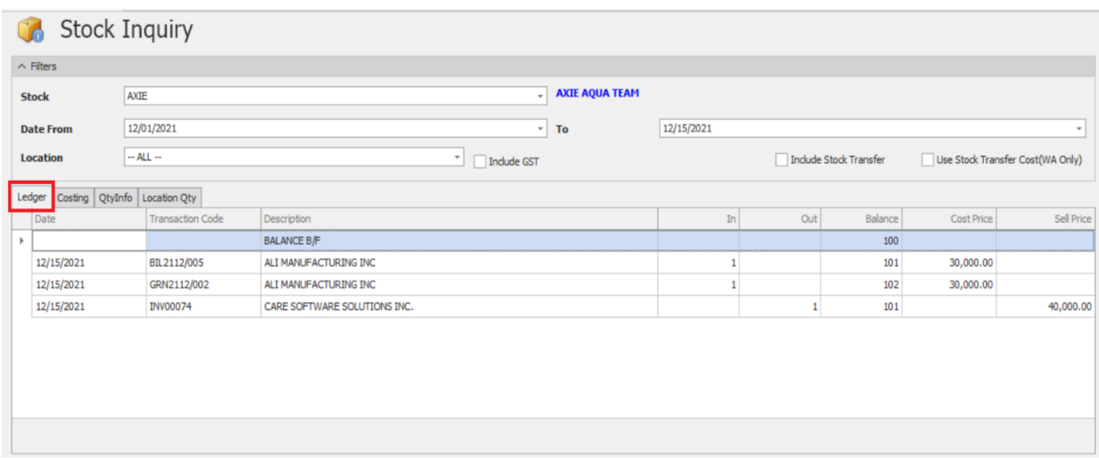
Unit 806 Pearl of the Orient Tower, 1240 Roxas Blvd., Ermita Manila, 1000 Philippines
Tel. No.: +63 2 567-4248, +63 2 567-4253 Fax No.: +63 2 567-4250
Website: www.qne.com.ph
Facebook: https://www.facebook.com/QnEPH
Follow our Twitter and Instagram account: @qnesoftwareph

3. Once done, Click Inquiry.

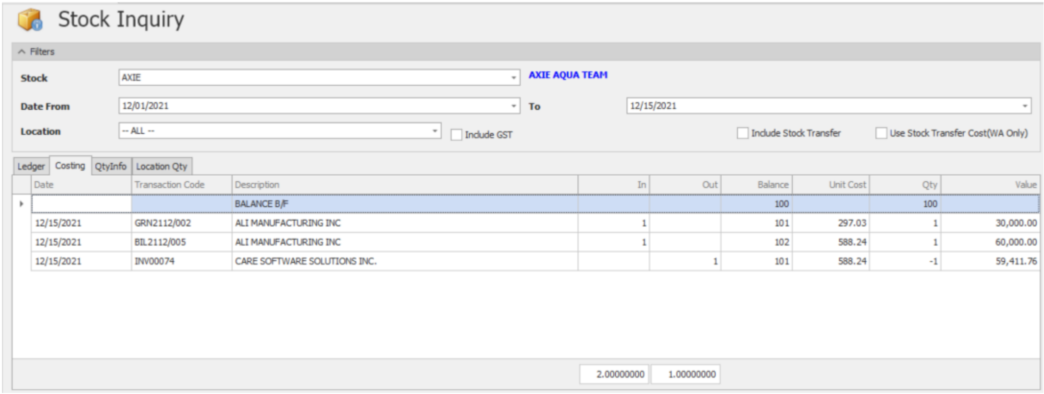


There are 4 Tabs to view from:

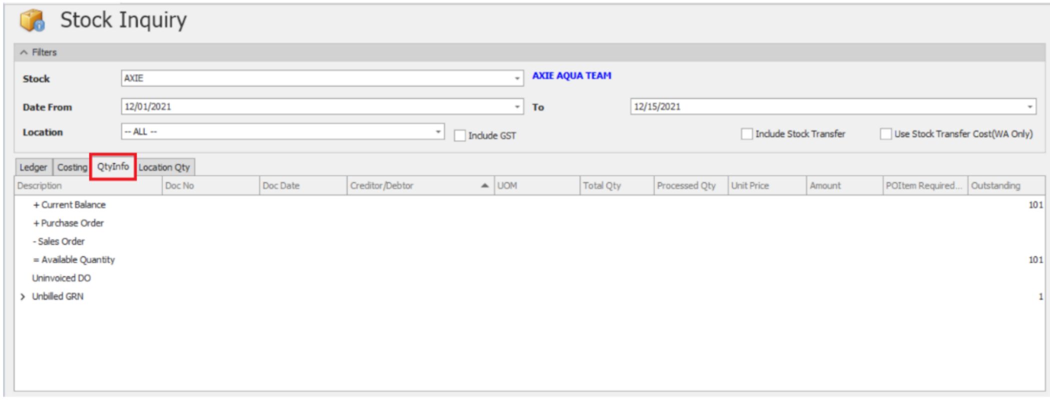
a. By default, ***Ledger*** Tab is displayed. It will show you all the created transactions with Inventory movement with either the Cost Price or Selling Price. It also shows the Item’s Running Balance.



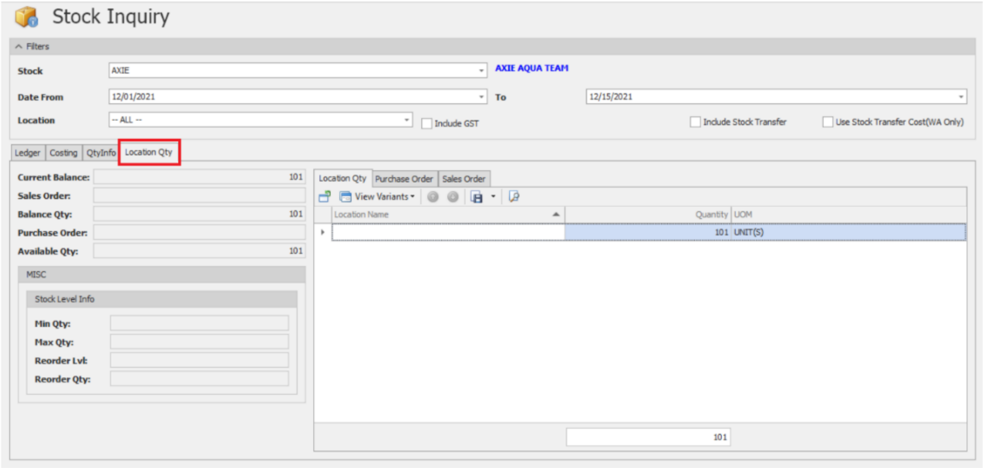
b. When ***Costing*** Tab is clicked, it will show the list of transactions with stocks movement and its corresponding Unit Cost and Current Value



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.



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



NOTE:

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