



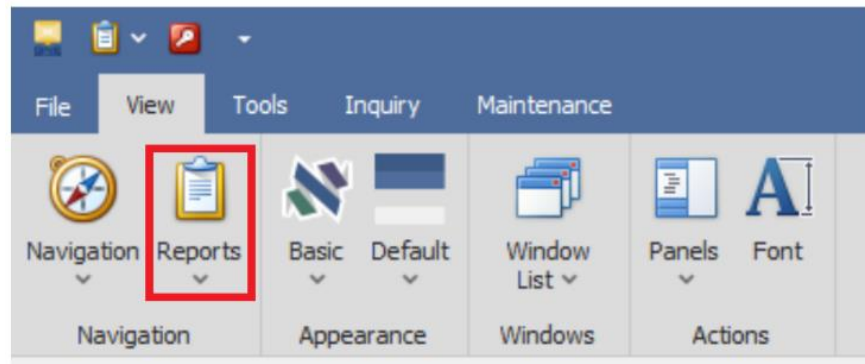
How to generate Stock Location Listing Report via Inquiry, Preview and Print

Scenario:

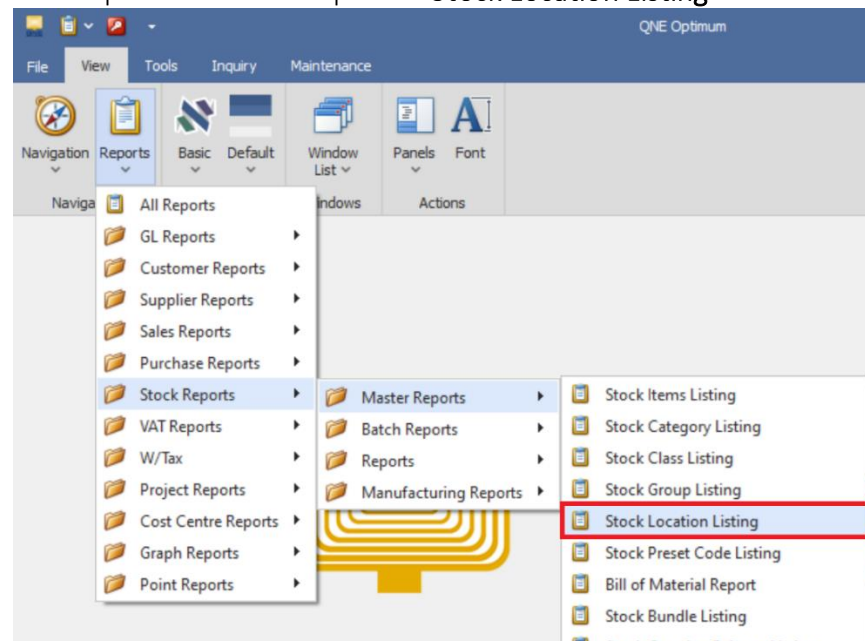
In cases that user needs to have a reference or a copy of all Stock Locations/Warehouses created in the system, s/he can generate the list thru an Inquiry or produce a hard copy by having it printed.

Procedure(s):

1. To generate Stock Location Listing, Go View Tab > Reports

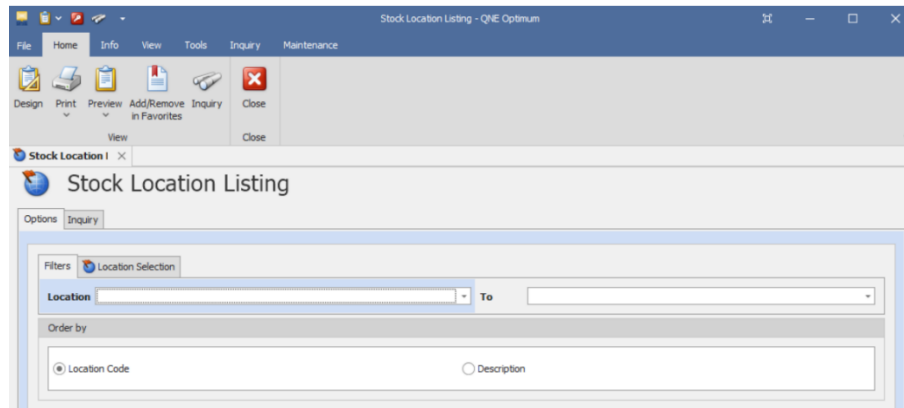
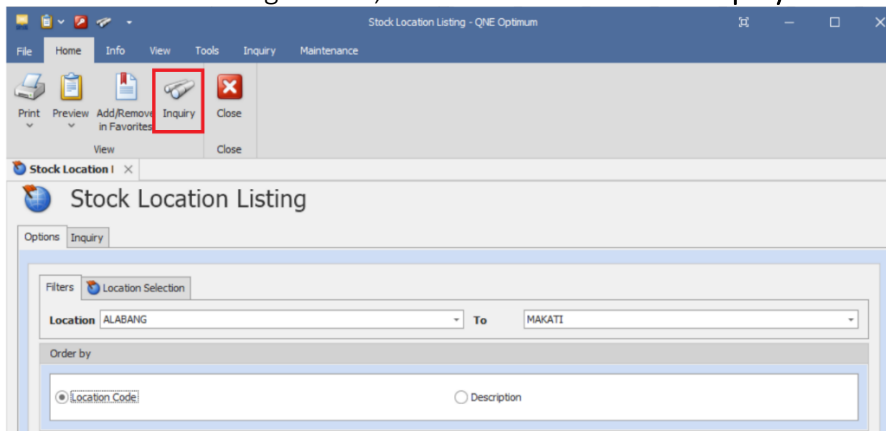


2. Go to Stock Reports > Master Reports > Stock Location Listing

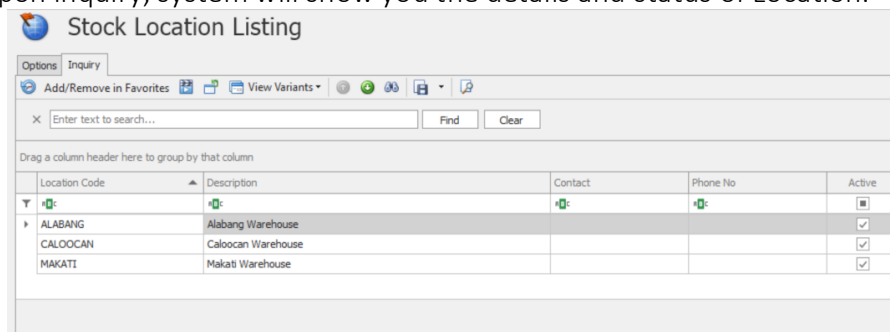


3. Fill-in the Filter Options: (Optional)

- Location From and To (if not ALL Locations)
- Order by

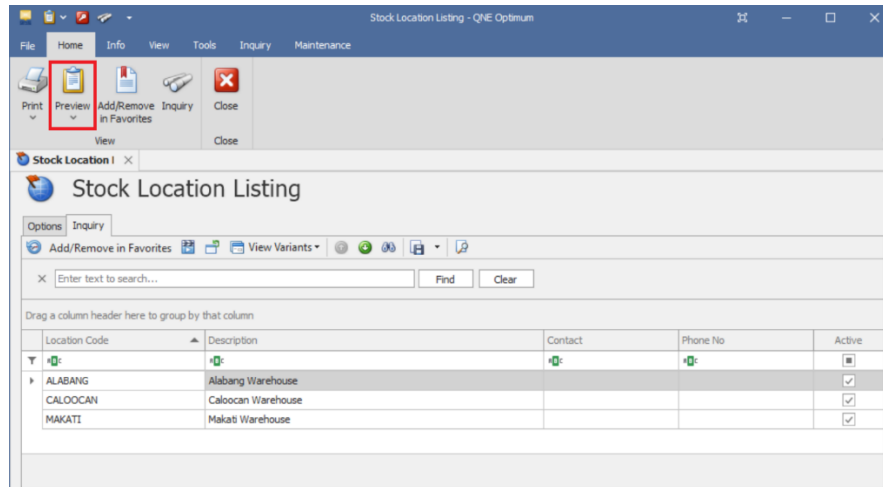
**Generate via Inquiry**a. In Stock Location Listing Screen, Go to Home Tab > Click **Inquiry**

b. Upon inquiry, system will show you the details and status of Location.

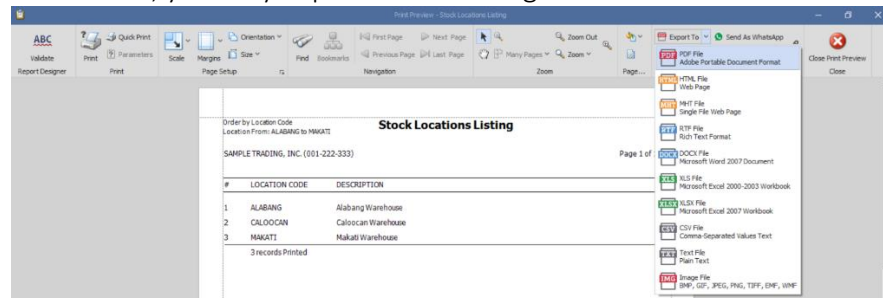


Generate via Preview

- a. Go to Home Tab > Click *Preview*

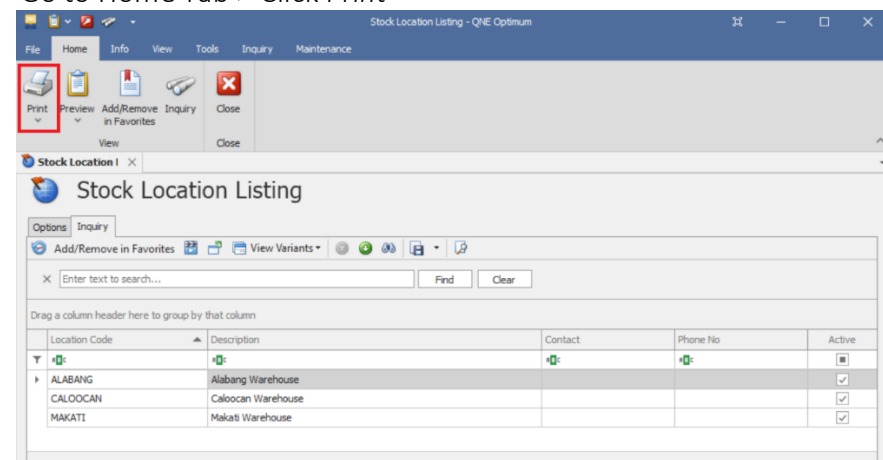


- b. Upon Preview, you may export the file using different file formats.

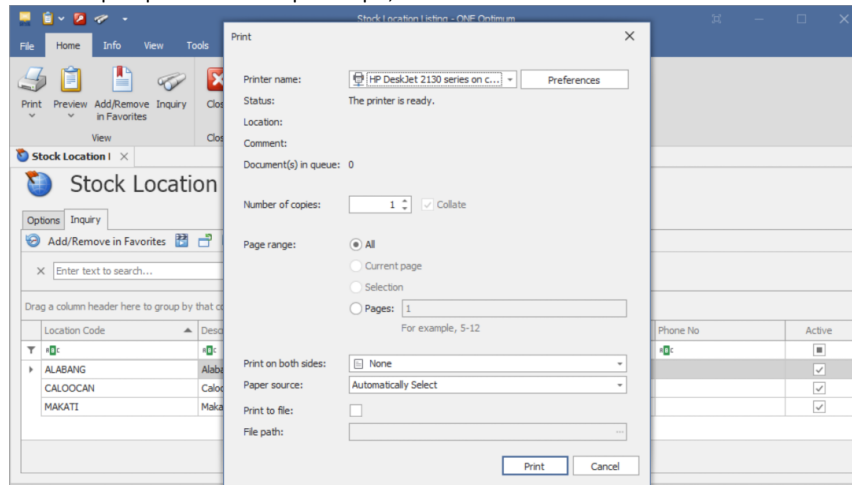


Print the Report

- a. Go to Home Tab > Click *Print*



- b. Printer properties will prompt, select the Printer Name then click **Print**



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