

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

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- 3. Fill-in the Filter Options: (Optional)
 - Location From and To (if not ALL Locations)
 - Order by

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Generate via Inquiry

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

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

a. Go to Home Tab > Click *Preview*

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

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Print the Report

a. Go to Home Tab > Click *Print*

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

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

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