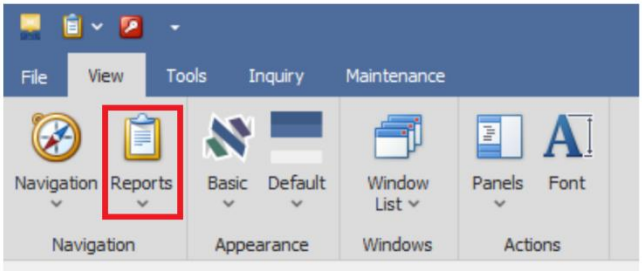
How to generate Stock Item Listing via Inquiry, Preview and Print

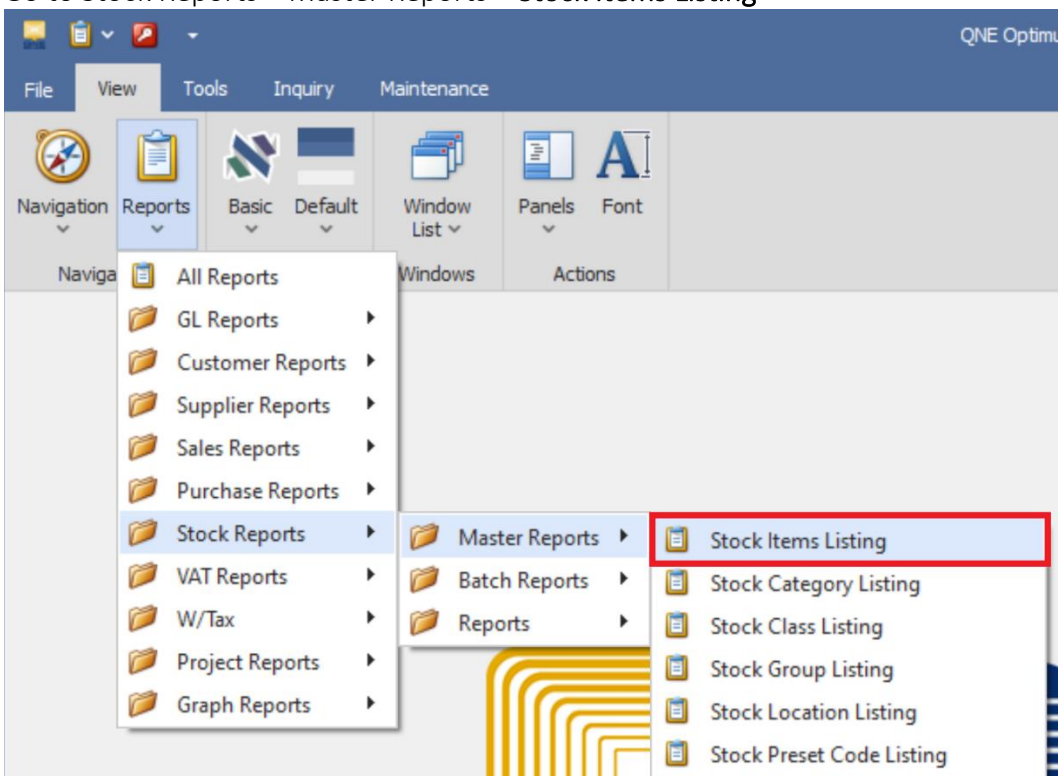
In cases that user needs to have a reference or a copy of all Stock List since s/he may not be familiar yet with the Stocks or to the new Stock Codes implemented, user can generate it in the system and have it printed so s/he can have a hard copy.

Procedure(s):

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

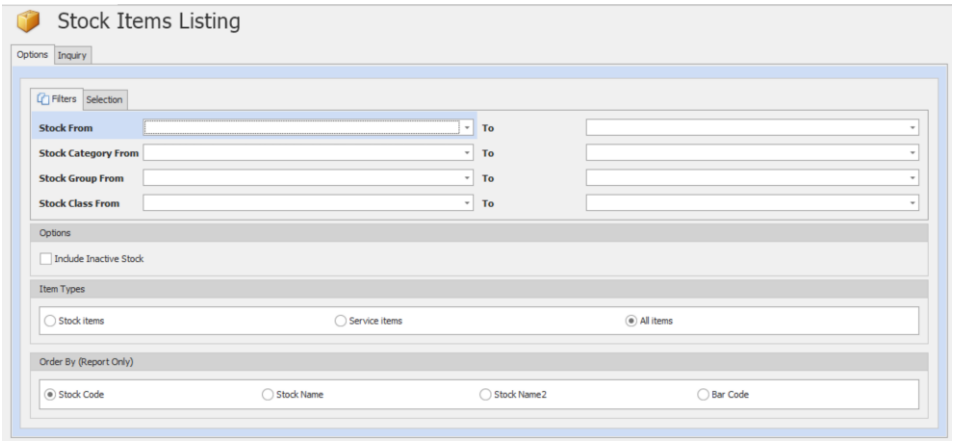


2. Go to Stock Reports > Master Reports > **Stock Items Listing**



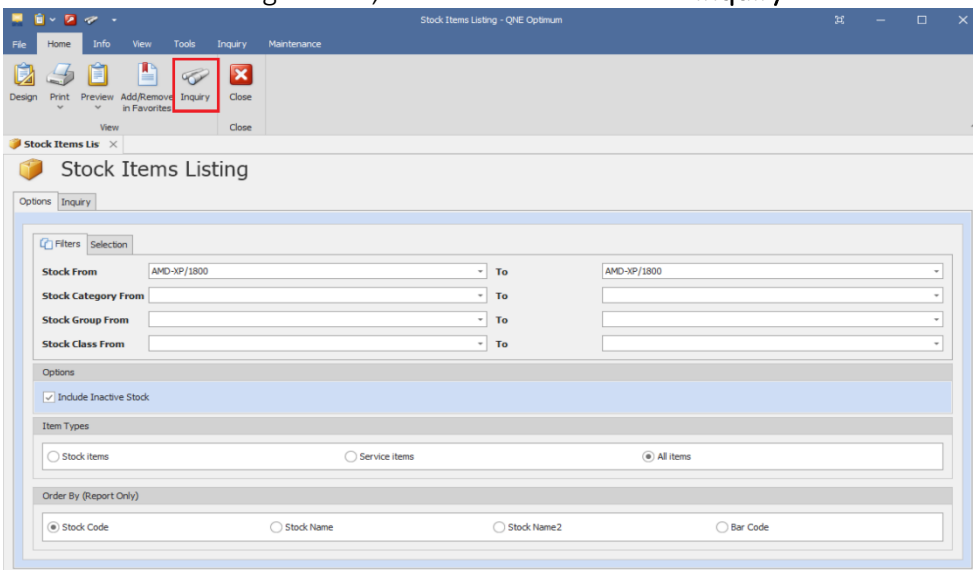
3. Fill-in the Filter Options: (Optional)

- Stock From & To – if there is a specific Items only
- Stock Category From & To – if there is a certain group of Category only
- Stock Group From & To – if there is specific Group of items only
- Stock Class From & To – if there is a certain Class Type of item only
- Include Inactive Stocks – All stocks will be generated including those set as inactive already
- Item Types – if Stock/Inventoriable Items or Service Items or both
- Order By – the report will be sorted by the selected order

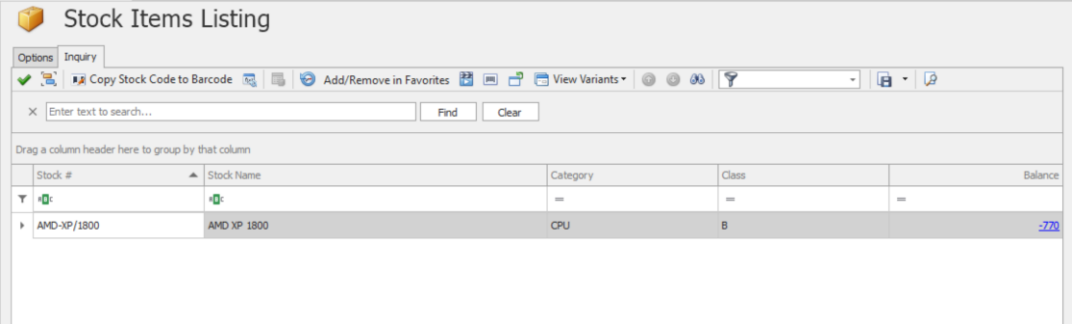


a. Stock Items Listing via Inquiry

In Stock Items Listing Screen, Go to Home Tab > Click **Inquiry**

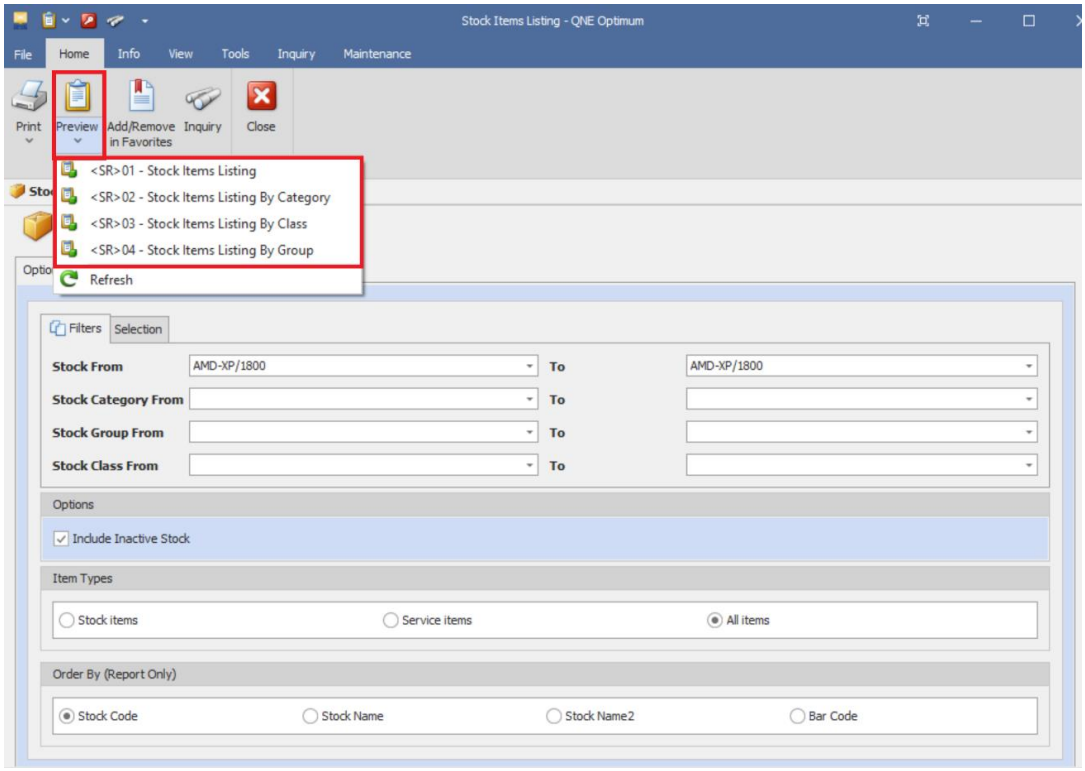


Upon inquiry, system will show you the details and current balance for the specific Stock Items.

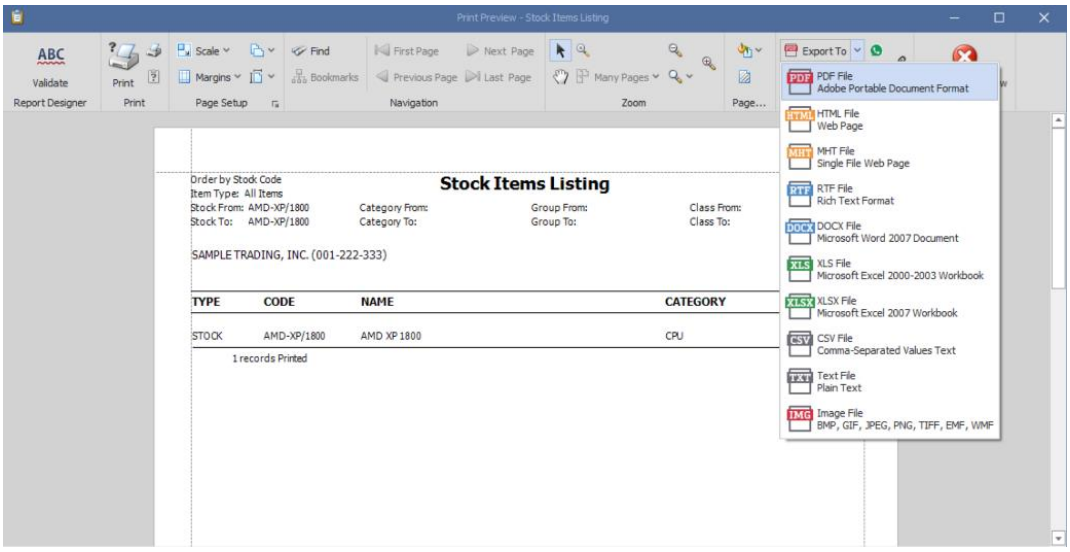


b. Preview Stock Items Listing

Go to Home Tab > Click *Preview or Preview arrow* down to list down all existing formats

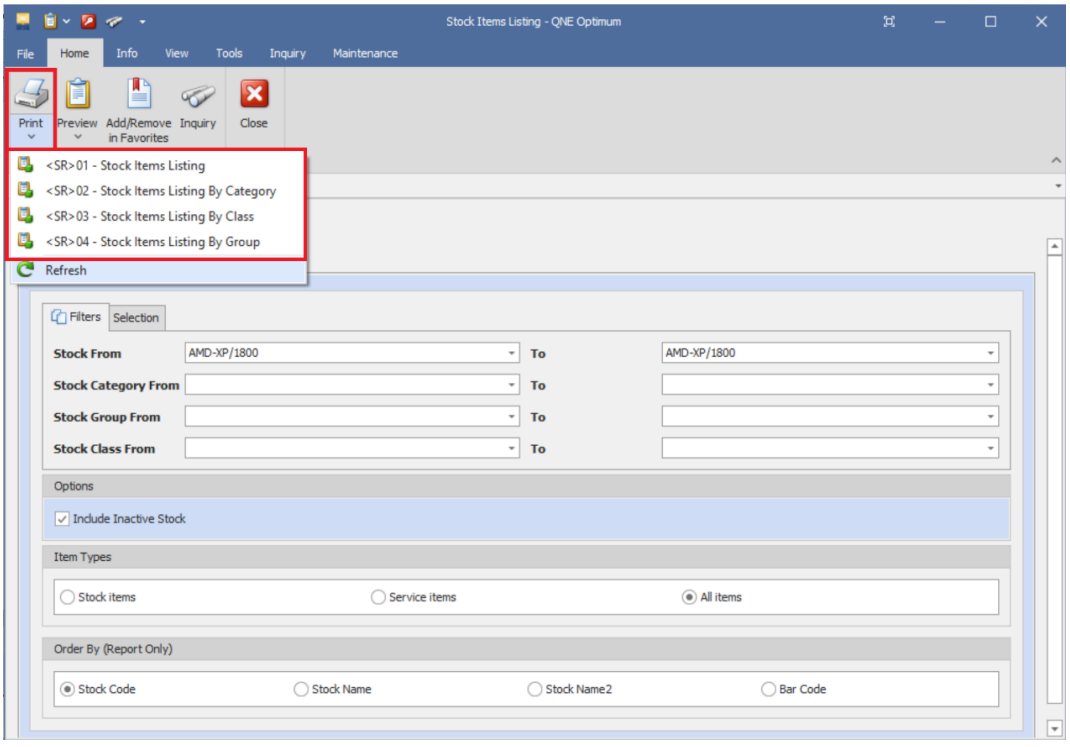


Upon Preview, you may export the file using different file formats.

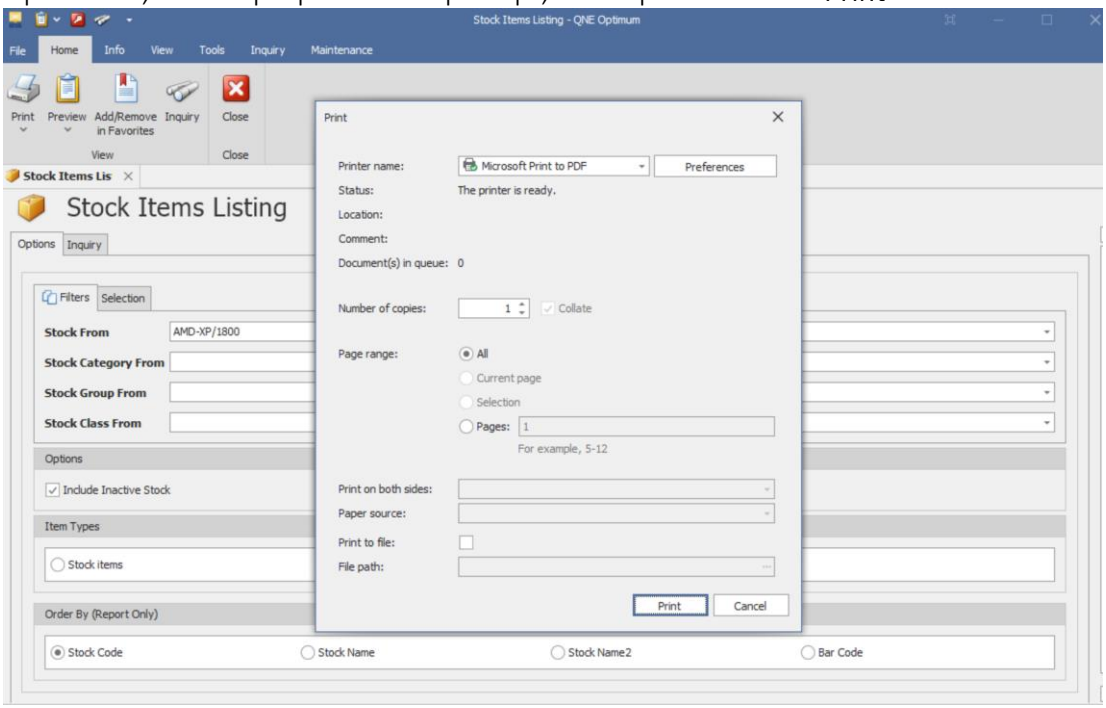


c. Print Stock Items listing

Go to Home Tab > Click *Print or Print arrow down* to choose different formats



Upon Print, Printer properties will prompt, select printer > Click **Print**



NOTE:

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