

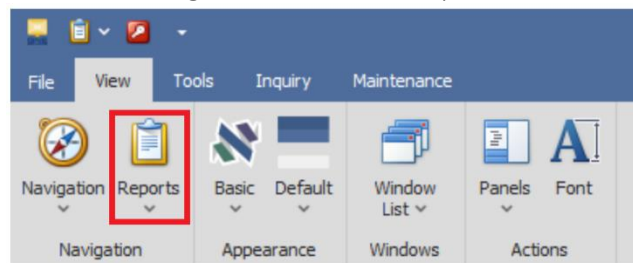


How to generate Stock Item Listing via Inquiry, Preview and Print

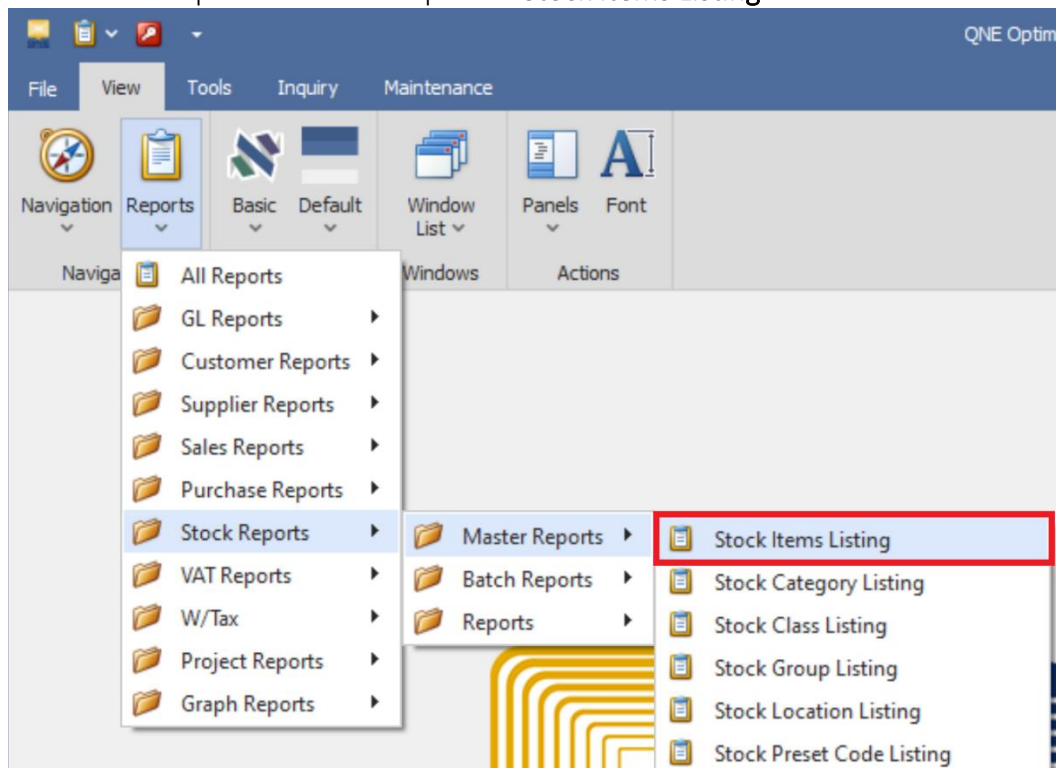
In cases that user needs to have a reference or a copy of all Stock List since s/he may not be familiar yet with the Stocks or to the new Stock Codes implemented, user can generate it in the system and have it printed so s/he can have a hard copy.

Procedure(s):

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

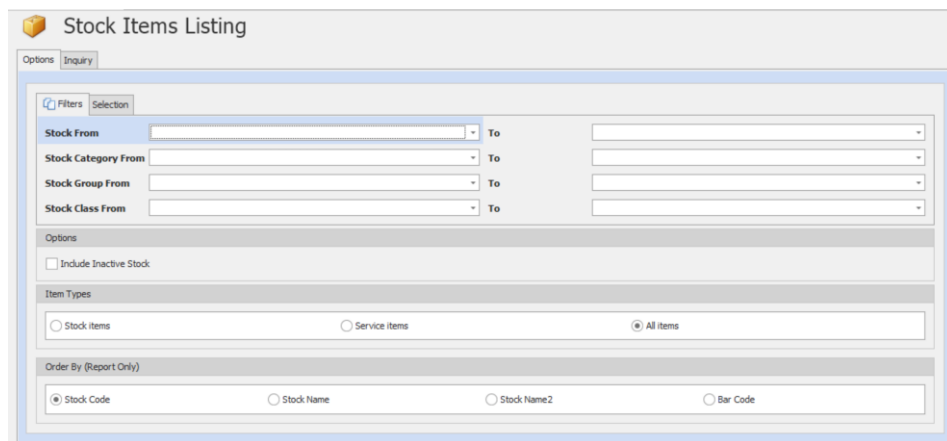


2. Go to Stock Reports > Master Reports > Stock Items Listing



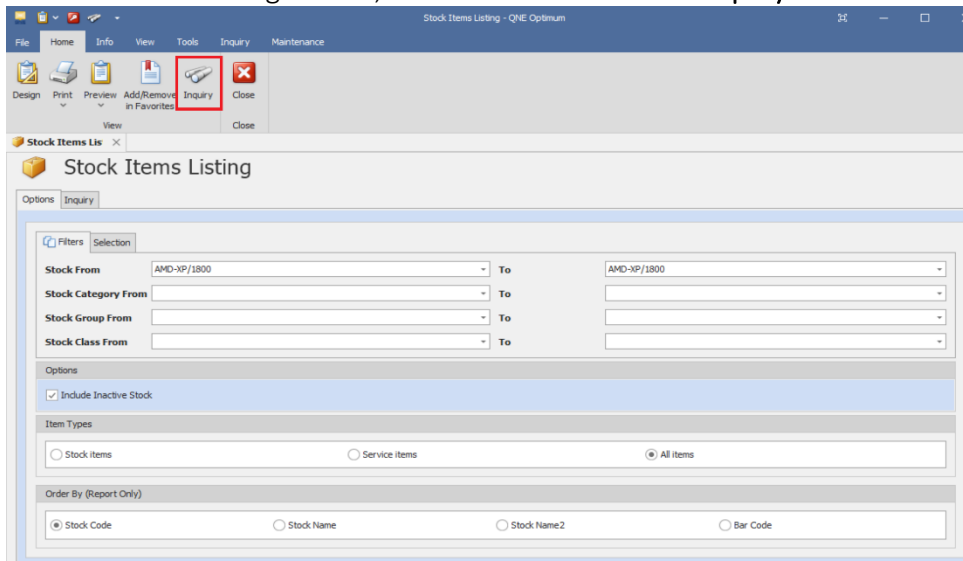
3. Fill-in the Filter Options: (Optional)

- 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

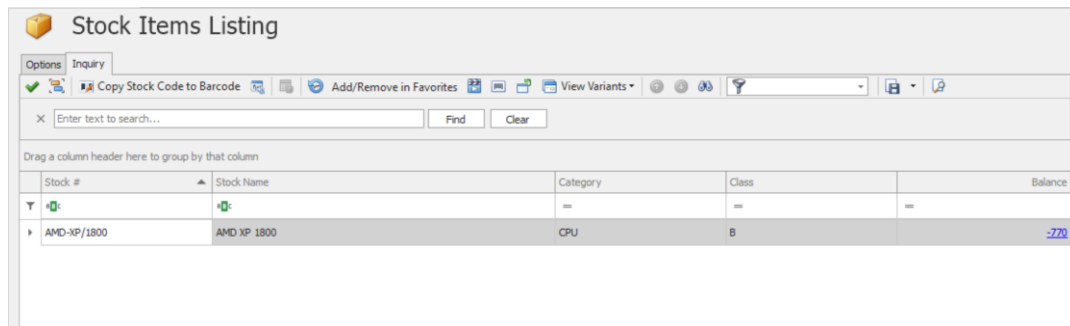


a. Stock Items Listing via Inquiry

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.



Stock Items Listing

Options Inquiry

Copy Stock Code to Barcode Add/Remove in Favorites View Variants

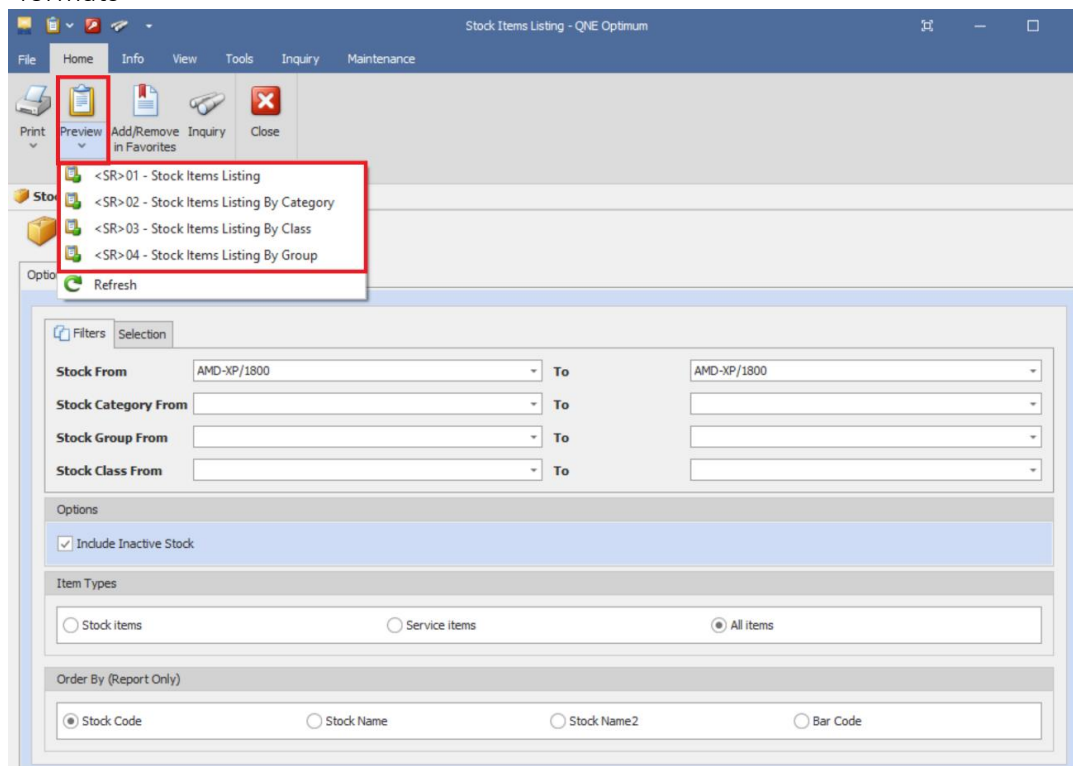
Enter text to search... Find Clear

Drag a column header here to group by that column

Stock #	Stock Name	Category	Class	Balance
AMD-XP/1800	AMD XP 1800	CPU	B	-770

b. Preview Stock Items Listing

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



Stock Items Listing - QNE Optimum

File Home Info View Tools Inquiry Maintenance

Print Preview Add/Remove in Favorites Inquiry Close

<SR>01 - Stock Items Listing
 <SR>02 - Stock Items Listing By Category
 <SR>03 - Stock Items Listing By Class
 <SR>04 - Stock Items Listing By Group
 Refresh

Filters Selection

Stock From: AMD-XP/1800 To: AMD-XP/1800
 Stock Category From: To:
 Stock Group From: To:
 Stock Class From: To:

Options

☒ Include Inactive Stock

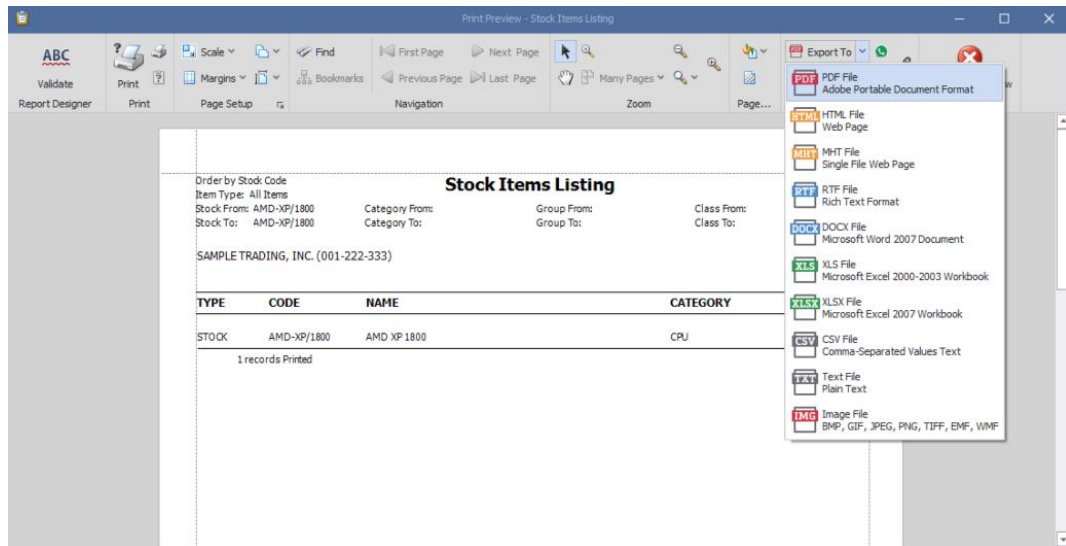
Item Types

☐ Stock Items ☐ Service Items ☒ All Items

Order By (Report Only)

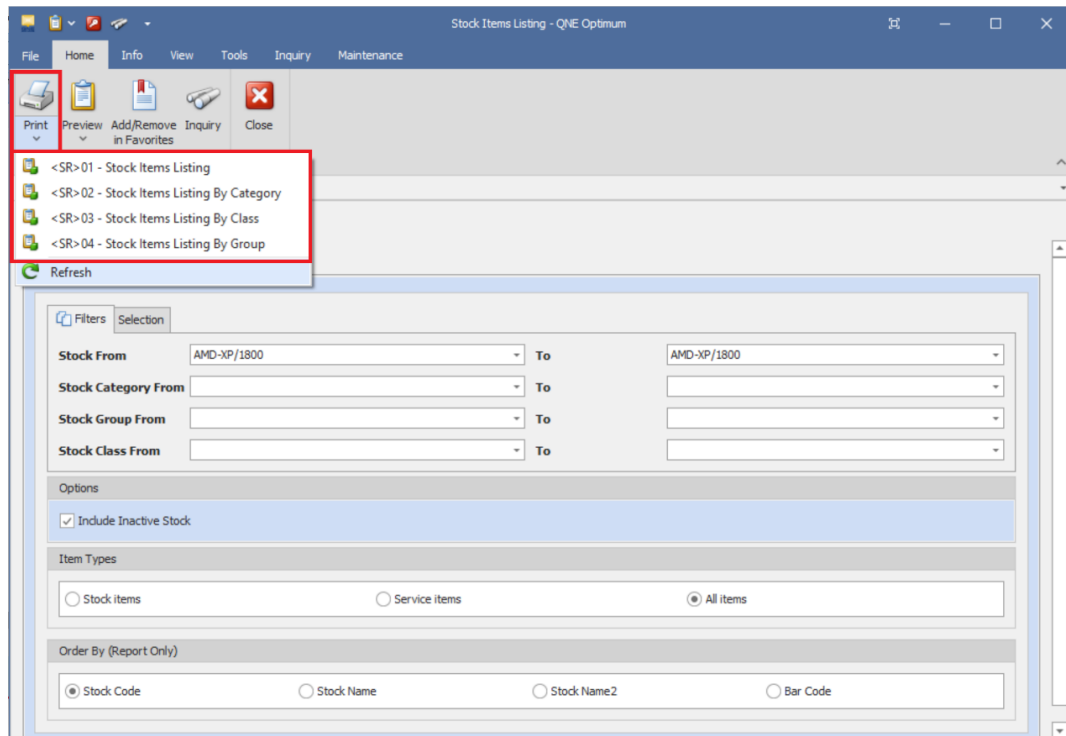
☒ Stock Code ☐ Stock Name ☐ Stock Name2 ☐ Bar Code

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

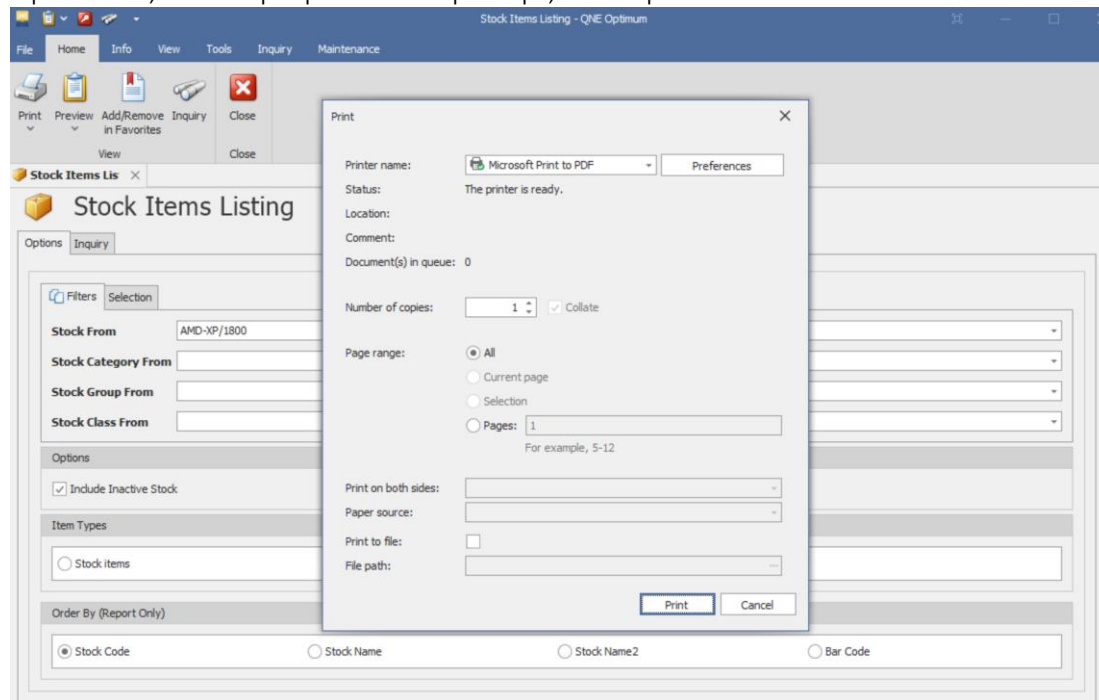


c. Print Stock Items listing

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>