

## How to Use the 'Stock Location Balance Inquiry'

## Overview:

**Stock Location Balance Inquiry** is used to quickly check the stock on-hand balance of item(s) in all locations.

## Procedure:

1. In the Ribbon Menu, go to Inquiry tab > Stock Location Balance Inquiry.

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Account Inquiry	PR Approval Inquiry	Purchase History Inquiry	Sales History Inquiry		Stock Location Balance Inquiry		PDChq. Received Inquiry	Audit Trail Inquiry	Bill Of Material Inquiry	Power Data Search

- 2. Fill in the below Filters:
  - As of Date
  - Stock(s) From and To

Stock Location Balance Inquiry								
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Filters More Filters								
Date	03/15/2022	-						
Stock	ASUS-EX	т То	ASUS-EX	-				
		• To	ASUS-EX					

To narrow down your inquiry, click on the **More Filters** tab for more filter options.

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	Stock Location	-	То						
	Stock Category	MB 👻	То	MB					
	Stock Class	•	То						
	Stock Group	•	То						

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3. Once done, click **Inquiry**. The system will show the on-hand balance of the item(s) in each location as well as the without location and the grand total.

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On Hand Qty	Location Code 🔺	No Location									
Stock Code 🔺		ALABANG	CALOOCAN	MAKATI		MEGAMALL		PASAY	PASIG	Grand Total	
ASUS-EX	2.00	0.00	100.00		1.00		0.00	0.00	0.00		103.00



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>