How to check Stock on Hand – (Stock Status Report)

1. Select "Reports" then stock status

2. Ensure the customer name is highlighted (blue) by clicking to select

3. Select a date by filling in End Date to see stock on hand as per a particular date. This field will default to today's date (American format) to display stock on hand as at today.
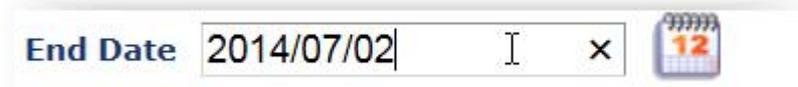
4. Select "Run Report"

5. The resulting stock status report displays stock on hand, date received and cubic configuration of each pallet in stock

Stock Status Report

Warehouse: Port Hills 2

From Date: 1/1/2000 12:00:00 AM

To Date: 11/17/2014 11:59:59 PM

CA

SKU	LOCATION	Description	SUMOFONHAND	SUMOFALLOCATED	SUMOFAVAILABLE
B0076	PH2-I-16-01		523.0000	0.0000	523.0000
B026	PH2-K-32-01		938.0000	0.0000	938.0000
B052	PH2-I-22-02		965.0000	0.0000	965.0000
B092	PH2-J-22-02		1458.0000	0.0000	1458.0000
B1063	PH2-K-22-09		1877.0000	0.0000	1877.0000
B1122			532.0000	26.0000	506.0000

6. The report is available to export in a variety of formats by selecting an option from the following drop down and hitting export (follow the prompts).

Select a format
XML file with report data
CSV (comma delimited)
Acrobat (PDF) file
MHTML (web archive)
Excel
TIFF file
Word
CSV v.2
CSV v.1

Export