

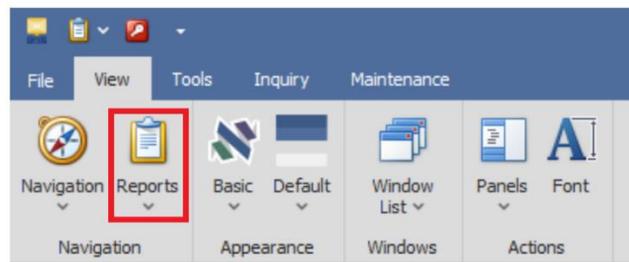


How to generate Stock Item Listing via Inquiry, Preview and Print

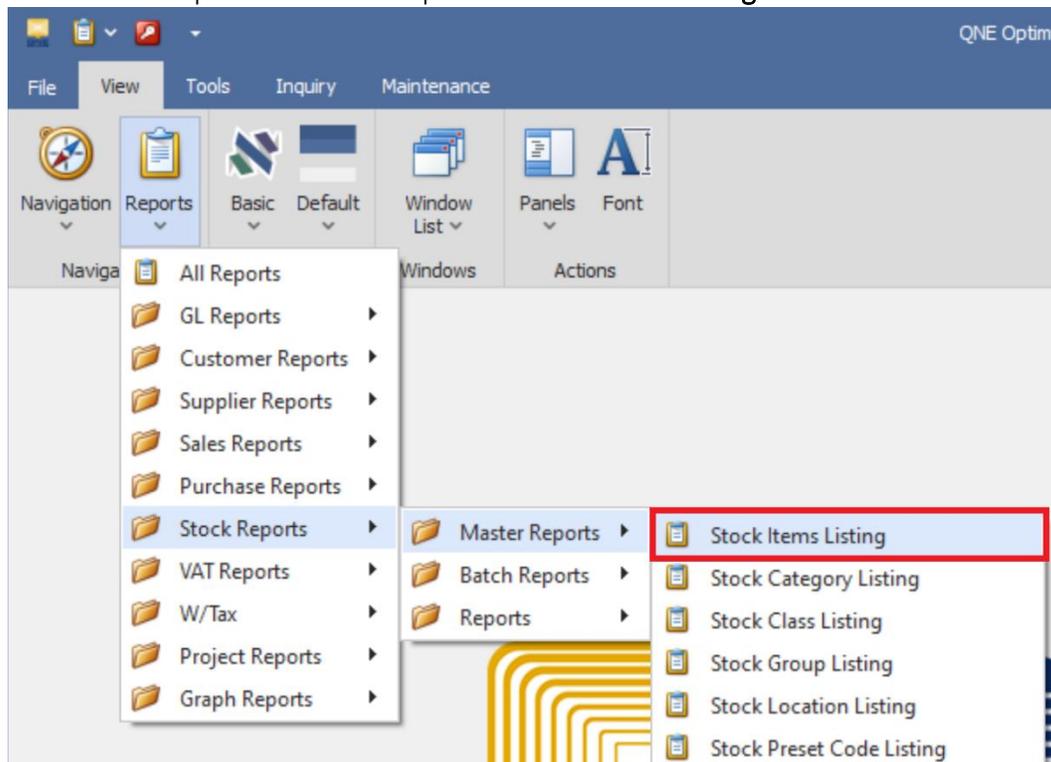
In cases that user needs to have a reference or a copy of all Stock List since s/he may not be familiar yet with the Stocks or to the new Stock Codes implemented, user can generate it in the system and have it printed so s/he can have a hard copy.

Procedure(s):

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

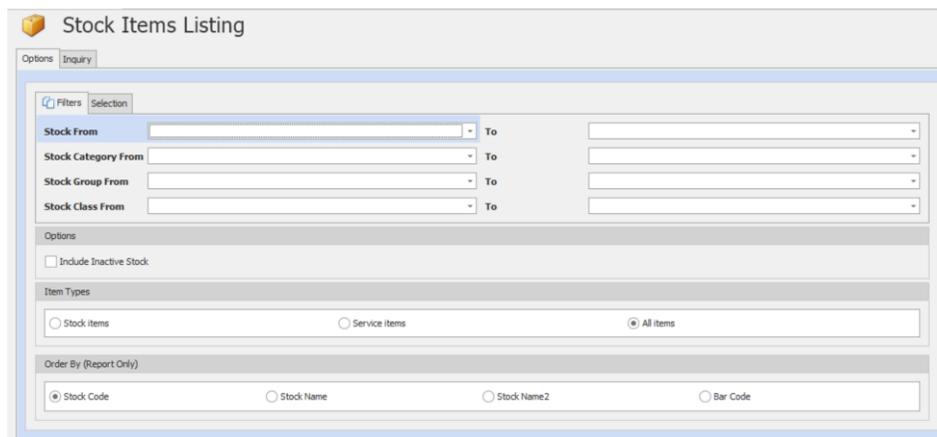


2. Go to Stock Reports > Master Reports > **Stock Items Listing**



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

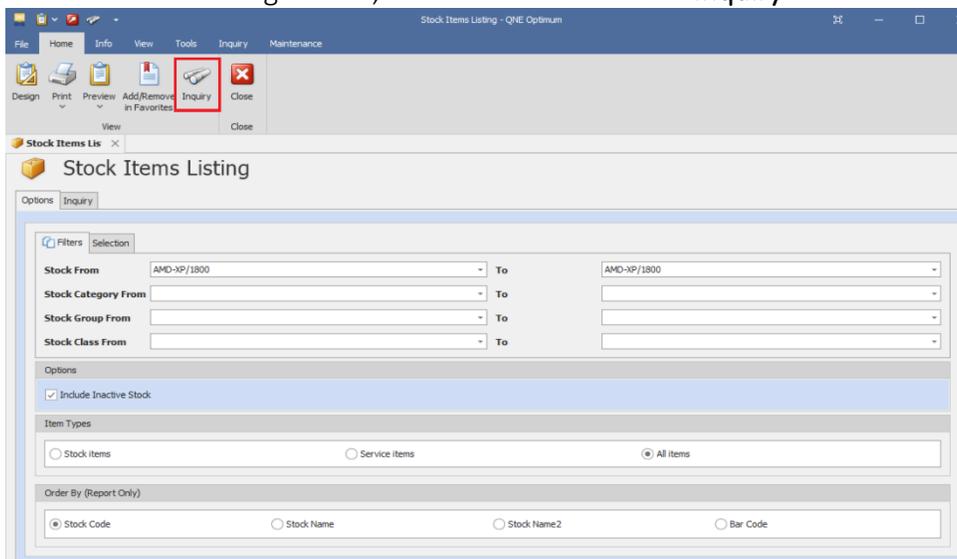
- Stock From & To – if there is a specific Items only
- Stock Category From & To – if there is a certain group of Category only
- Stock Group From & To – if there is specific Group of items only
- Stock Class From & To – if there is a certain Class Type of item only
- Include Inactive Stocks – All stocks 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



The screenshot shows the 'Stock Items Listing' application window. It has two tabs: 'Options' and 'Inquiry'. The 'Inquiry' tab is active. Under the 'Filters' section, there are four rows of dropdown menus for 'Stock From', 'Stock Category From', 'Stock Group From', and 'Stock Class From', each with a 'To' dropdown. Below this is an 'Options' section with a checkbox for 'Include Inactive Stock'. The 'Item Types' section has three radio buttons: 'Stock Items', 'Service Items', and 'All Items' (which is selected). The 'Order By (Report Only)' section has four radio buttons: 'Stock Code' (selected), 'Stock Name', 'Stock Name2', and 'Bar Code'.

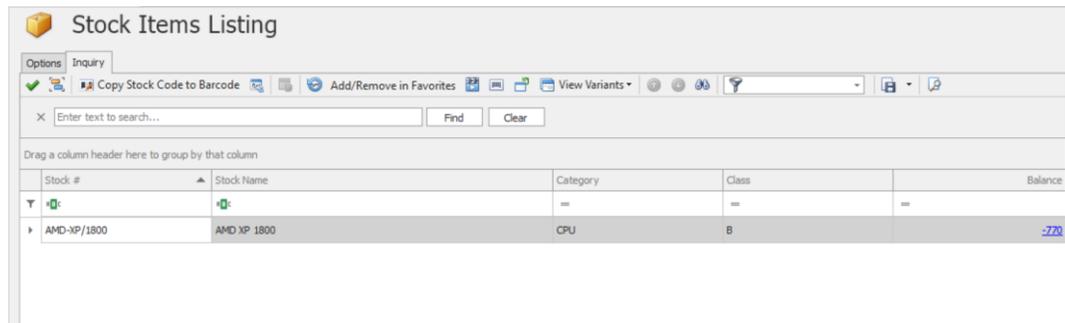
a. Stock Items Listing via Inquiry

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



The screenshot shows the 'Stock Items Listing' application window in a Windows environment. The 'Tools' menu is open, and the 'Inquiry' option is highlighted with a red box. The application window itself shows the 'Inquiry' tab selected. The 'Stock From' and 'To' dropdowns are filled with 'AMD-XP/1800'. The 'Include Inactive Stock' checkbox is checked. The 'All Items' radio button is selected under 'Item Types', and the 'Stock Code' radio button is selected under 'Order By (Report Only)'.

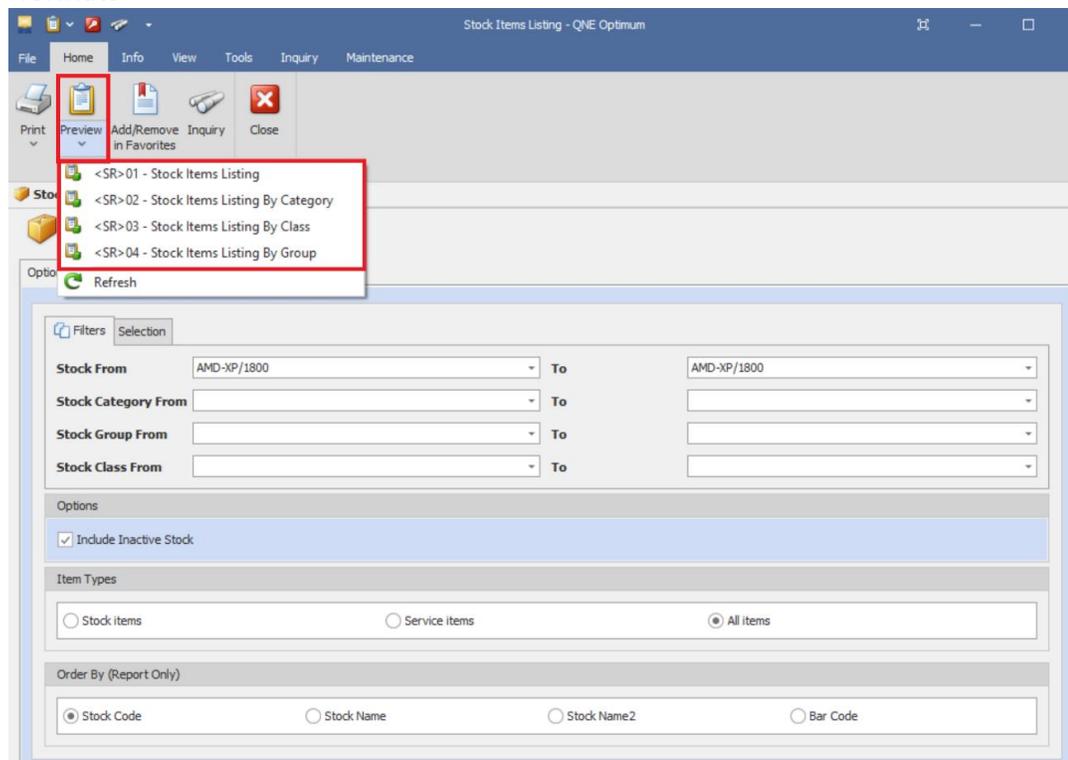
Upon inquiry, system will show you the details and current balance for the specific Stock Items.



Stock #	Stock Name	Category	Class	Balance
AMD-XP/1800	AMD XP 1800	CPU	B	-720

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 Inquiry Close
in Favorites

- <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

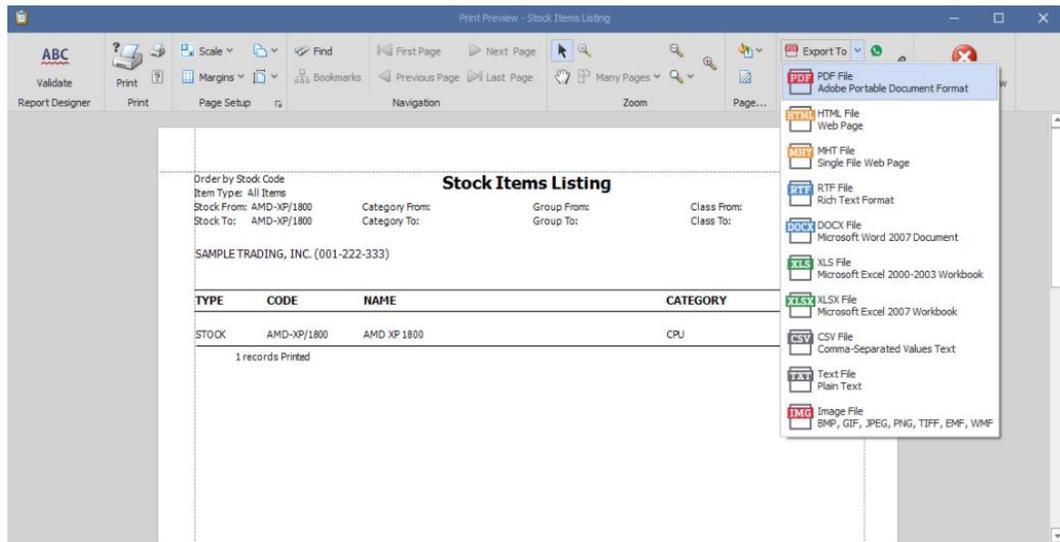
Item Types

Stock Items Service Items All Items

Order By (Report Only)

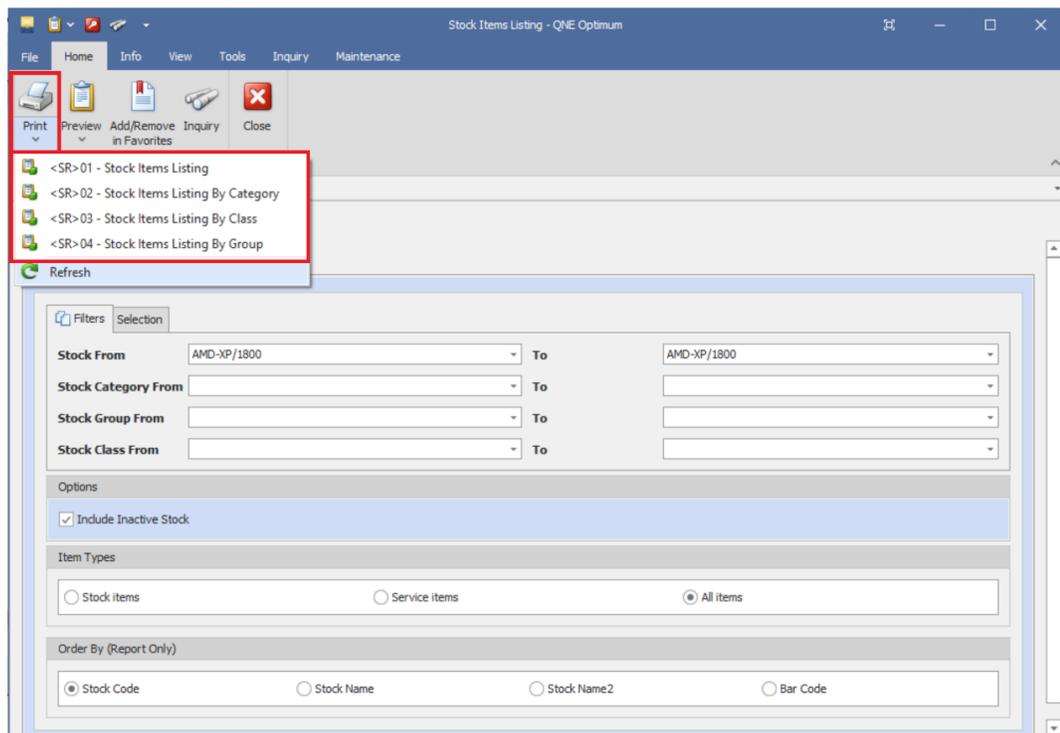
Stock Code Stock Name Stock Name2 Bar Code

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

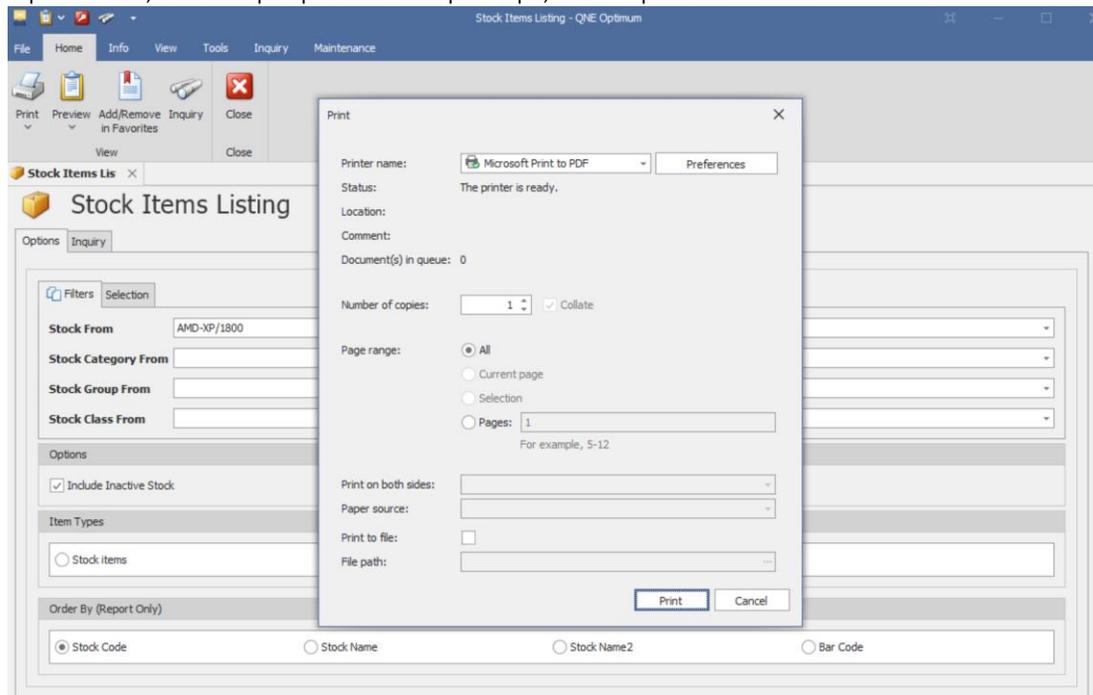


c. Print Stock Items listing

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>