Warehouse Register

In the warehouse register the user able to view and track products availability and movements within a warehouse. User can view their stock inventory different status: On Hand Quantity, Reserved Quantity, Staging Quantity, Unusable Qty, Available Qty, In-Transit Qty, as well as Unit Cost and Total Cost. Below are available actions for the user from "Warehouse Register" :

CO View and search for products inventory within a warehouse

😔 Print warehouse inventory report

Warehouse Re	gister ×												
Warehouse:	< Select All Wareh	nouses >			V 🕄 Prod	uct Group: < Select	From All Groups >		~				
Product Brand:	< Select All >				Total Qty:			0 Grand Tota	0 Grand Total:				
Product #	Product Name	Base UOM	On Hand Qty	Reserved Qty	Staging Qty	Unusable Qty	Available Qty	In-Transit Qty	Unit Cost	Total Cost			
Search:			lude Products With	Zero Closing Stock	Print			Regene	rate K				
Seaferr			adder roudets with	Leto crossing stock	C Pink			Megen		Y Y Y			

Field Name	Explanation	Mandatory Information
Warehouse	Select a warehouse to view	Υ
Product Brand	The brand of the products	Ν
Product Group	The grouping for the product	Ν
Total Quantity	Self-Explanatory	Υ
Grand Total	Self-Explanatory	Υ
Product #	Product part number	Y
Product Name	Self-Explanatory	Υ
On Hand Quantity	Quantity In Stock	Ν
Reserved Quantity	Self-Explanatory	Ν
Staging Quantity	Quarantine stock at staging area	Ν
Unusable Qty	Self-Explanatory	Ν
Available Qty	Physical quantity available	Ν

In-Transit Qty	Not in stock	Ν
Unit Cost	Self-Explanatory	Υ
Total Cost	Self-Explanatory	Υ

View and search for products inventory within a warehouse:

1. Select a warehouse from "Warehouse" drop-down list at the top of screen. It will pull up products data for the selected warehouse

Pro	duct Brand:	Select All >	s relation	-	Total Qt	ty:	THUIT AIL OIL	iups >	7 Grand To	tal:		S\$4
H#A	Warehouse	a Product #	Product Name	Base UO.	. On Hand	Reserved	Staging	Unusable	Available	In-Transit	Unit Cost	Total Cost
AT02	Watsons - Pa	a Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Each	3				3		\$\$0,753333	\$\$2.26
T02	Watsons - Pa	a Loa08	LOACKER CHOCOLATE COOKIES 12 X 250GRAMS	Each	2				2		\$\$0.770000	S\$1.54
T02	Watsons - Pa	a LCB01	Loacker Chocolate Bar	Each	2				2		\$\$0.230000	S\$0.46

2. Enter search parameter to filter the result, i.e. type in the product name in the search textfield box at the bottom of the screen.

3. Right-click on a product row, a small pop-up pane will appear with the following options:

- Show Product Details
- Show Product Register
- Show Product Ageing Register

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?	Warehouse: WA	T02 - Watsons	- Paragon		- 2	Product Grou	p: < Select	From All Gro	oups >					*
Pr	oduct Brand: < S	elect All >			*	Total Q	ty:			7 Grand Tot	tal:		S\$4.	26
WH#	Warehouse Na.	Product #	P	roduct Name	Base UO.	On Hand	Reserved	Staging	Unusable	Available	In-Transit	Unit Cost	Total Cost	(Ę
WAT02	Watsons - Para.	Loa10	LOACKER CHOCOLAT	E CHIP COOKIES 12 X 250GRAMS	Each	3				3		\$\$0.753333	\$\$2.26	^
WAT02	Watsons - Para.	Loa08	LOACKER CHOCOLAT	E COOKIES 12 X 250GRAMS	Each	2				2		\$\$0.770000	S\$1.54	ſ
WAT02	Watsons - Para.	LCB01	Loacker Chocolate B	Show Product Details	ch	2				2		\$\$0.230000	S\$0.46	
				Show Product Register	a									

4. User can view the status of their stock at the

warehouse from the following columns:

- On Hand Qty: total stock on hand in the selected warehouse
- Reserved Qty: total stock reserved by transactions in the selected warehouse (i.e. reserved by Sales Order, Stock Adjustment, Stock Transfer, etc)
- Staging Qty: total stock in processing in the selected warehouse (i.e. Picking, Packing, Putaway, etc)
- Unusable Qty: total stock unusable in the selected warehouse (stock located in Expired/Damage, Frozen, and Storage locator types, not available for reservation / picking)
- <u>Available Qty</u>: total stock available in the selected warehouse (Available Qty = On Hand - Reserved - Staging - Unusable)
- In-Transit Qty: total stock inbound / incoming to the selected warehouse (i.e. Purchase Invoices or Credit Notes posted, but stock have not been received)

Print warehouse inventory report:

1. Select a warehouse from "Warehouse" drop-down list at the top of screen. It will pull up products data for the selected warehouse

2. Click on "**Print**" button at bottom of screen, a window will come up showing print report options.

3. User can print report, export the report as pdf or excel, or preview the report

🕫 Report Options	×
Report Options i Print/export/preview the generated report.	
Print Export V Preview	<u>Cancel</u>