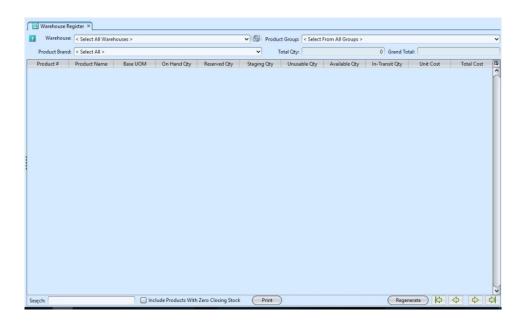
## Warehouse Register

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":

♥ View and search for products inventory within a warehouse



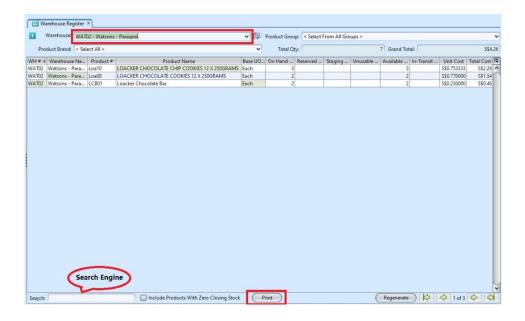


Field Name	Explanation	Mandatory Information
Warehouse	Select a warehouse to view	Υ
Product Brand	The brand of the products	N
Product Group	The grouping for the product	N
Total Quantity	Self-Explanatory	Υ
Grand Total	Self-Explanatory	Υ
Product #	Product part number	Υ
Product Name	Self-Explanatory	Υ
On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

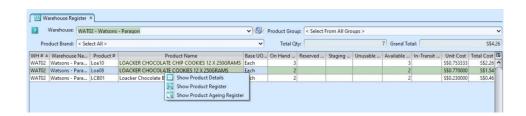
In-Transit Qty	Not in stock	N
Unit Cost	Self-Explanatory	Υ
Total Cost	Self-Explanatory	Υ

## 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



- 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



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)
- Available Qty: 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

