
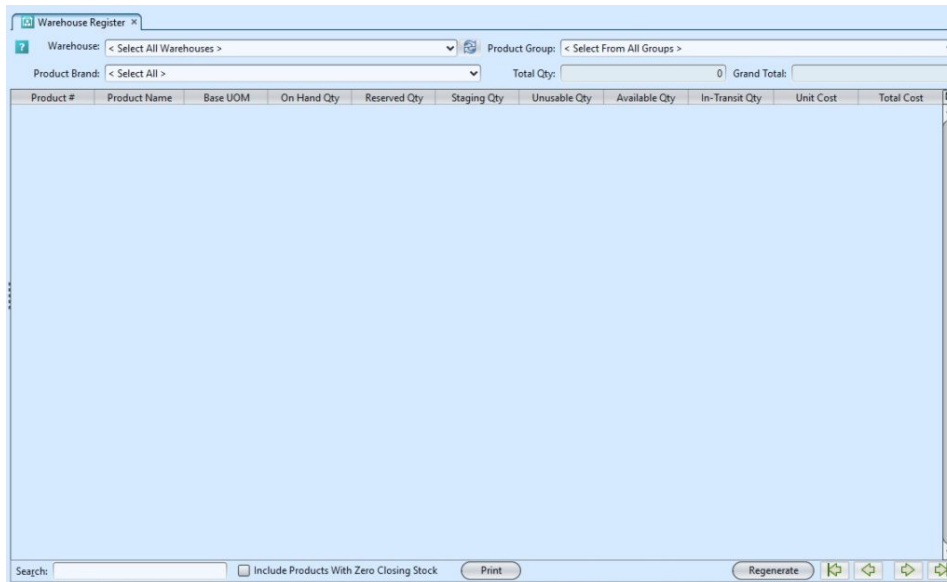


Warehouse Register

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

 Print warehouse inventory report

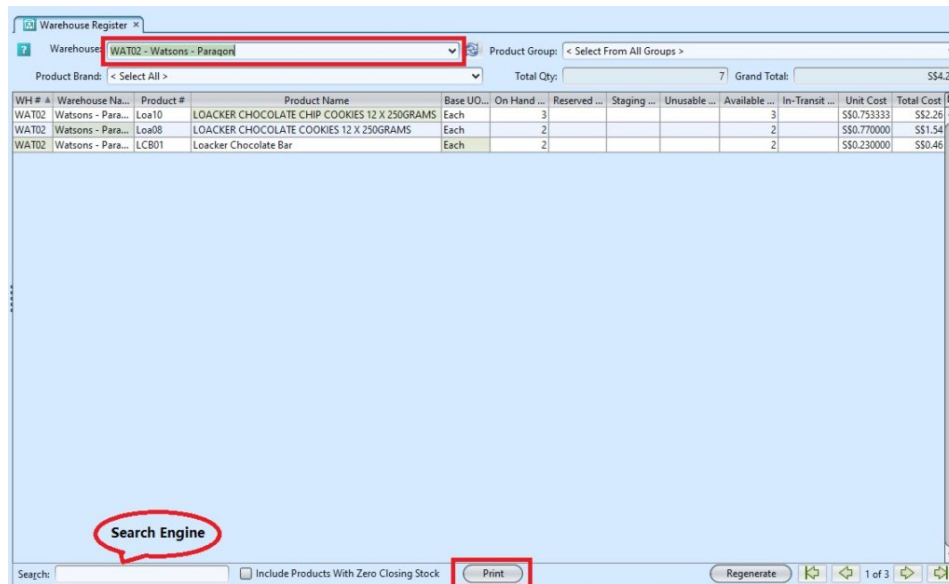


Field Name	Explanation	Mandatory Information
Warehouse	Select a warehouse to view	Y
Product Brand	The brand of the products	N
Product Group	The grouping for the product	N
Total Quantity	Self-Explanatory	Y
Grand Total	Self-Explanatory	Y
Product #	Product part number	Y
Product Name	Self-Explanatory	Y
On 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	Y
Total Cost	Self-Explanatory	Y

View and search for products inventory within a warehouse:

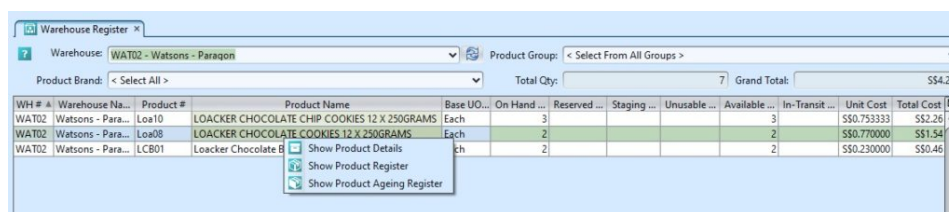
1. Select a warehouse from **“Warehouse”** drop-down list at the top of screen. It will pull up products data for the selected warehouse



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

