

Stock Used

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The Stock Used Report is designed to print a listing parts issued from or returned to warehouses for a specific period of time. This report prints the number of parts issued.

Once the desired options have been selected on the report options form, click the OK button to display the report in Print Preview mode.

Report Selections

Warehouse - The default is to display data for all Warehouses. If the data for only certain warehouses is desired, you may highlight the first warehouse, then depress the CTRL key and highlight additional warehouses within the list.

- *Hide Inactive Warehouses* - This option is not selected by default. If inactive warehouses are not to be included in the report, select this option.
- *Show Each Warehouse* - This option is not selected by default. If this option is selected, a new page will print for each Warehouse selected.

Parts Issue (Date) - Enter the date range for transactions that will print on the report.

Issue Type - By default all three issue types are selected. you may select one or multiple issue types to be included on the report.

- *Service*
- *Jobs*
- *Other Invoice*

Options - One or both options may be selected to be included on the report.

- **Show Summary Report** - Selecting this option will print the total number of parts issued for each warehouse. If the Detail Report is also selected, the Detail report will print first, followed by the Summary report.
- **Show Detail Report** - Selecting this option will print each parts issue transaction for the date range selected.

Sort By - The default is to print in Site (name) order. The other sorting options are Part Code (Number) and Issue Date.

The screenshot shows a window titled "Stock Used" with a close button (X) in the top right corner. The window contains several sections for configuring the report:

- Selections:**
 - Warehouse:** A list box containing: M100-Mark Taylor, M101, M103 Mack, M105, Madrid Spain, Main-Michigan, Main-Ohio, Marshall Watson, Meeka. Below the list are two checked checkboxes: "Hide Inactive Warehouses" and "Show Each Warehouse".
 - Parts Issue:** Two date pickers labeled "From Date" and "Thru Date". The "From Date" is set to 4/1/2018 and the "Thru Date" is set to 4/30/2018.
 - Issue Type:** Three checked checkboxes: "Service", "Jobs", and "Other Invoice".
 - Options:** Two checked checkboxes: "Show Summary Report" and "Show Detail Report".
 - Sort By:** A dropdown menu with "Part Code" selected. The dropdown list shows "Part Code", "Issue Date", "Part Code", and "Site".
- Buttons:** "Ok" and "Close" buttons at the bottom right.