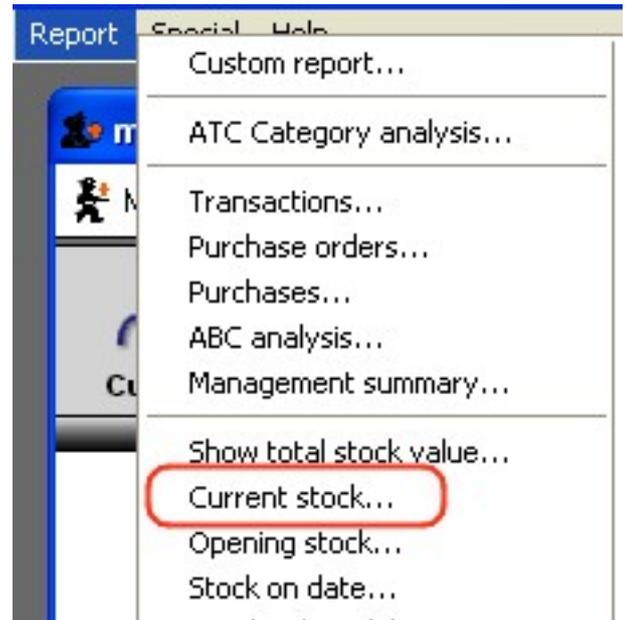


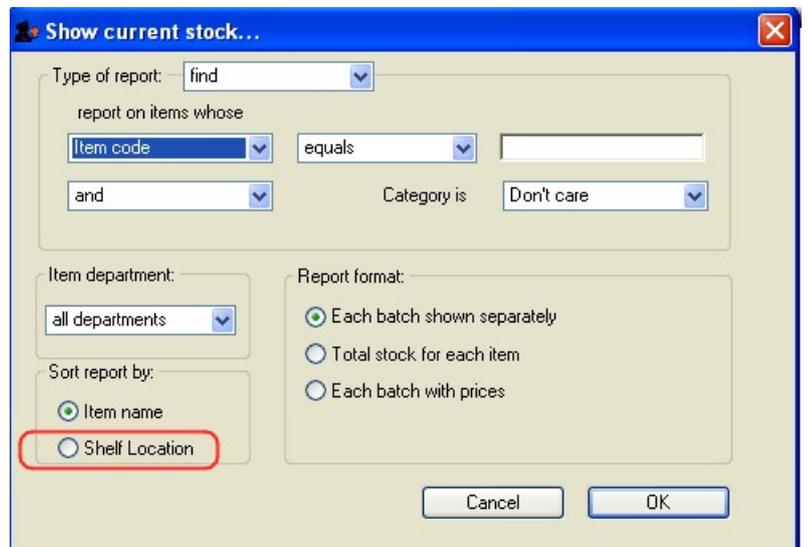
Producing stock take sheets

Choose Menu Reports > Current Stock



If you want all items:

Change the sort order (bottom left) to "shelf location"
Click OK.
Print or Export to Excel as you wish



If you want a report for a single location:

choose "Shelf location" from the drop-down list
choose "starts with" from the next drop-down list
enter the start of the shelf location (in this case the user has entered "A")
Click OK.
Print or Export to Excel as you wish

The screenshot shows a dialog box titled "Show current stock...". It contains several sections:

- Type of report:** A dropdown menu set to "find".
- report on items whose:** A dropdown menu set to "Shelf location". Below it, another dropdown menu is set to "starts with", and a text input field contains the letter "A".
- Category is:** A dropdown menu set to "Don't care".
- Sort report by:** Two radio buttons; "Item name" is selected, and "Shelf Location" is unselected.
- Report format:** Three radio buttons; "Each batch shown separately" is selected, "Total stock for each item" is unselected, and "Each batch with prices" is unselected.
- Buttons:** "Cancel" and "OK" buttons are at the bottom right.