Stock Reports

These reports will cover all of your stock holding, including stock movements, low stock and aged stock.

- FAQs
- Low Stock
- Stock Notify
- Stock History
- Stock Discrepancy
- Stock Holding
- Aged Stock
- Logistics

FAQs

Real Time Data

Are the reports up to date?

All reports show a snapshot of data at the instant that they were generated. As such, they are always up to date.

General

Are Reports sortable?

All reports are sortable - simply click on the headers.

Can a report be exported?

All reports are exportable as a CSV.

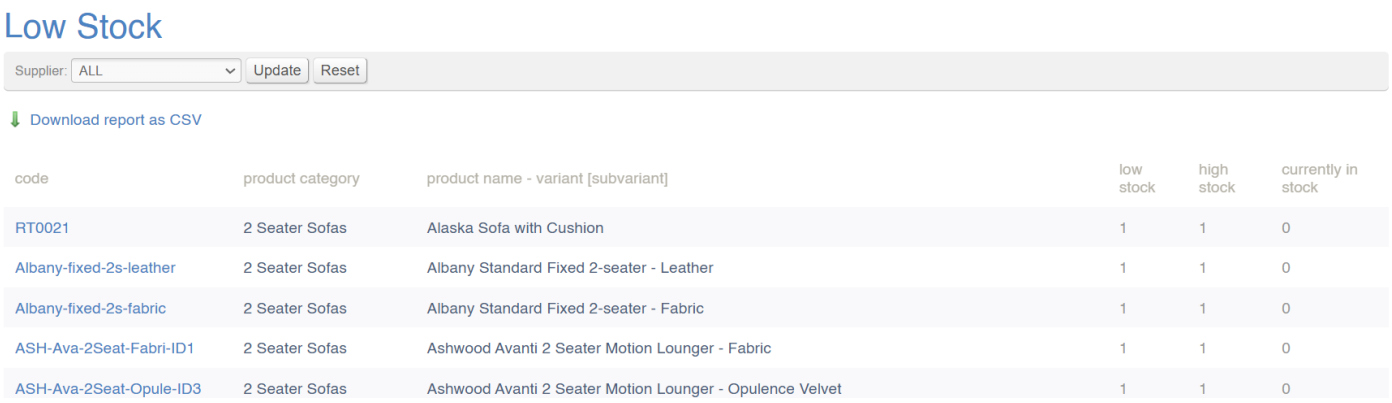
Why are some results 'N/A' or simply blank?

This will be due to missing information, e.g. products that are sold which have not been assigned to a Department, or to a Brand with a blank entry in the name.

Low Stock

This screen lists anything that is out of stock or is below the minimum threshold set for that product.

> To set a low stock threshold, edit the Product in the Inventory tab



Filters

This report may be filtered by:

- Supplier

Key to icons

⬇ = download report

FAQs

FAQs for Stock Reports may be viewed here.

Stock Notify

This report shows all Products about which customers have asked to be notified about when they come back in stock.

> Customers will be emailed automatically when stock is added to these products.

It is also possible to view the individual customers who have been notified about each product; conversions are logged and reported on here.



Filters

This report may be filtered by:

- Date of request for 'back in stock notification'

Key to icons

⬇ = download report

= view customers who have been sent a back in stock notification for this product

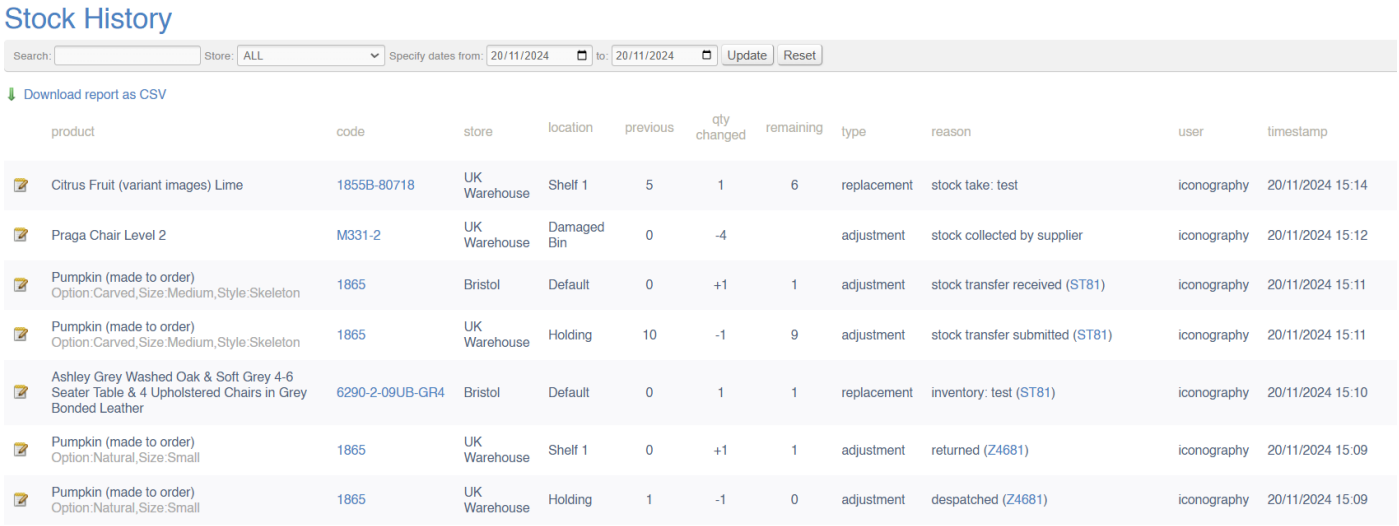
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Stock History

This report shows all stock adjustments via the system for a particular date range.

It will show all stock amendments within a given period, which user amended the stock and when.



product	code	store	location	previous	qty changed	remaining	type	reason	user	timestamp
Citrus Fruit (variant images) Lime	1855B-80718	UK Warehouse	Shelf 1	5	1	6	replacement	stock take: test	iconography	20/11/2024 15:14
Praga Chair Level 2	M331-2	UK Warehouse	Damaged Bin	0	-4		adjustment	stock collected by supplier	iconography	20/11/2024 15:12
Pumpkin (made to order) Option:Carved,Size:Medium,Style:Skeleton	1865	Bristol	Default	0	+1	1	adjustment	stock transfer received (ST81)	iconography	20/11/2024 15:11
Pumpkin (made to order) Option:Carved,Size:Medium,Style:Skeleton	1865	UK Warehouse	Holding	10	-1	9	adjustment	stock transfer submitted (ST81)	iconography	20/11/2024 15:11
Ashley Grey Washed Oak & Soft Grey 4-6 Seater Table & 4 Upholstered Chairs in Grey Bonded Leather	6290-2-09UB-GR4	Bristol	Default	0	1	1	replacement	inventory: test (ST81)	iconography	20/11/2024 15:10
Pumpkin (made to order) Option:Natural,Size:Small	1865	UK Warehouse	Shelf 1	0	+1	1	adjustment	returned (Z4681)	iconography	20/11/2024 15:09
Pumpkin (made to order) Option:Natural,Size:Small	1865	UK Warehouse	Holding	1	-1	0	adjustment	despatched (Z4681)	iconography	20/11/2024 15:09

Adjustment or Replacement

All records are listed as one of these two:

- Adjustment - Stock has been amended by the action, e.g. '2 despatched to Customer' or '5 received at Goods In'
- Replacement - where a new figure has replaced an old one, e.g. 'manual adjustment' or 'stock take'

Reason

This provide a list of reasons, and one will be ascribed to each record in the report:

- Purchase Order received (with a link to the Purchase Order)
- Sales Order despatched (with a link to the Sales Order)
- Inventory Tab (Manual Adjustment)
- Stock Transfer (despatched or received with a link to the Stock Transfer)
- Stock Take
- Return to Supplier
- Return (with a link to the Sales Order)
- Auto-corrected for despatched {Sales Order Number} (this will show if an item is despatched without stock)

If a User has recorded a note, that will also be shown in the reason column

Filters

This report may be filtered by:

- Search (for a SKU)
- Store
- Date Range

Key to icons

⬇ = download report

FAQs

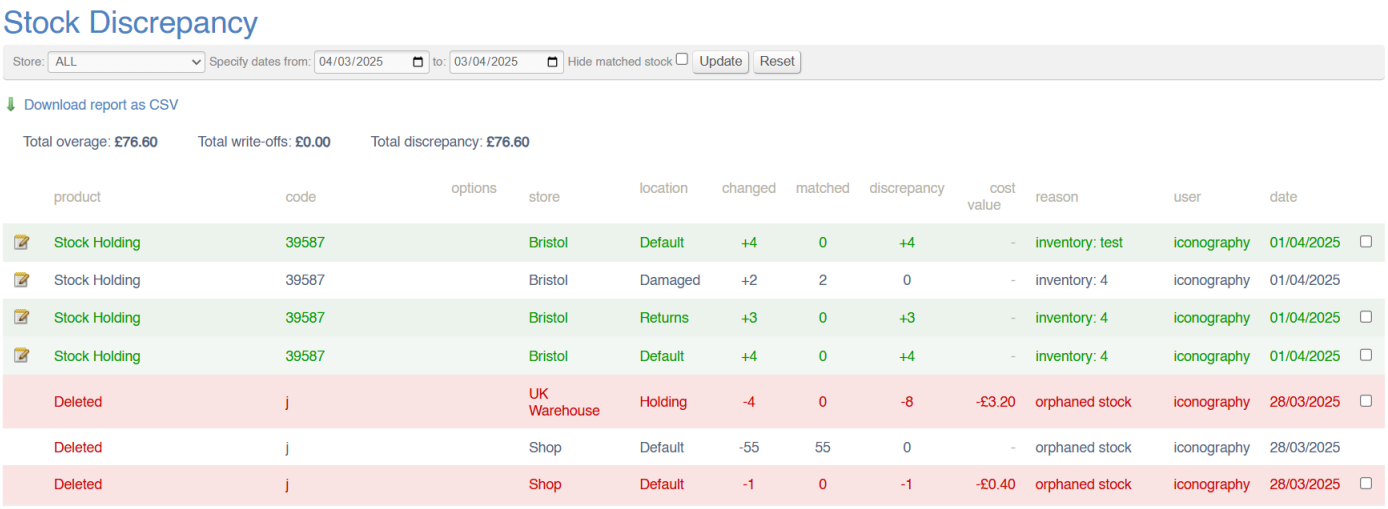
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Stock Discrepancy

This report provides you with a list of all stock discrepancies over time, both as a value (based on cost price) and stock quantity. These overages and write-offs are based on Stock Takes and manual inventory alterations.

The report provides a headline value of both overage and write offs. These are based on unexplained Stock Discrepancies; automated Stock Matching will automatically resolve Stock Discrepancies where possible.

> It is possible to manually mark Stock Discrepancies as resolved from this screen by using the tick boxes on the right hand side; doing so will not remove the record, but will exclude it from the totals at the top of the report.



product	code	options	store	location	changed	matched	discrepancy	cost value	reason	user	date
Stock Holding	39587		Bristol	Default	+4	0	+4	-	inventory: test	iconography	01/04/2025
Stock Holding	39587		Bristol	Damaged	+2	2	0	-	inventory: 4	iconography	01/04/2025
Stock Holding	39587		Bristol	Returns	+3	0	+3	-	inventory: 4	iconography	01/04/2025
Stock Holding	39587		Bristol	Default	+4	0	+4	-	inventory: 4	iconography	01/04/2025
Deleted	j		UK Warehouse	Holding	-4	0	-8	-£3.20	orphaned stock	iconography	28/03/2025
Deleted	j		Shop	Default	-55	55	0	-	orphaned stock	iconography	28/03/2025
Deleted	j		Shop	Default	-1	0	-1	-£0.40	orphaned stock	iconography	28/03/2025

Colour Coding

Overages are marked in green.

Write offs are marked in red.

Resolved Stock Discrepancies are not highlighted, and are shown in white.

Filters

This report may be filtered by:

- Store
- Date Range

Key to icons

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FAQs

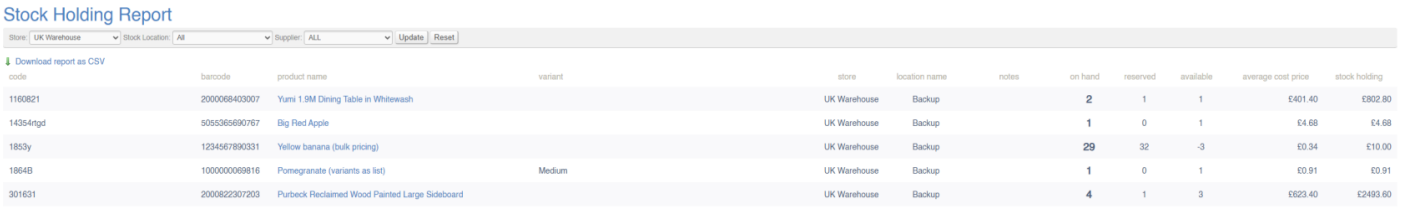
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Stock Holding

This report can be used to give you a full valuation of stock held at a specific location. Select your Store and Stock Location at the top of the screen.

> This gives a breakdown by Variant, and will not detail the Unique Stock Items, e.g. you have five Example Sofas in the same location; the report will not detail that one is red, one is blue and three are green.

Totals will display below the report for each column; these totals are the total value (based on cost price) of each unit in that column.



code	barcode	product name	variant	store	location name	notes	on hand	reserved	available	average cost price	stock holding
1160821	2000068403007	Yumi 1.9M Dining Table in Whitewash		UK Warehouse	Backup		2	1	1	£401.40	£802.80
14354rtgd	5055365690767	Big Red Apple		UK Warehouse	Backup		1	0	1	£4.68	£4.68
1853y	1234567890331	Yellow banana (bulk pricing)		UK Warehouse	Backup		29	32	-3	£0.34	£10.00
1864B	1000000069816	Pomegranate (variants as list)	Medium	UK Warehouse	Backup		1	0	1	£0.91	£0.91
301631	2000822307203	Purbeck Reclaimed Wood Painted Large Sideboard		UK Warehouse	Backup		4	1	3	£623.40	£2493.60

Filters

This report may be filtered by:

- Store/Location
- Supplier

Key to icons

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FAQs

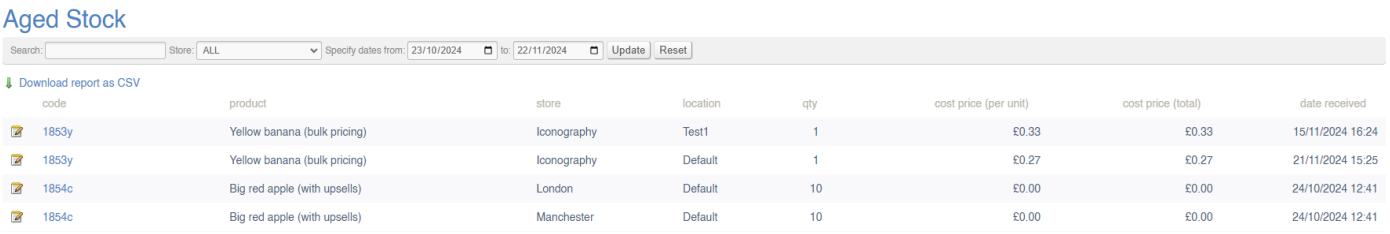
FAQs for Stock Reports may be viewed here.

Aged Stock

This report shows individual stock records, their cost price and the date they were added to the system.

It can also be used to view the individual unit prices of each unit of stock in the database.

> This gives a breakdown by Variant, and will not detail the Unique Stock Items, e.g. you have five 'Example Sofas' in the same location; the report will not detail that one is red, one is blue and three are green.



Filters

This report may be filtered by:

- Search (for a SKU/product name)
- Store
- Date Range (date stock was added to the database)

Key to icons

⬇ = download report

FAQs

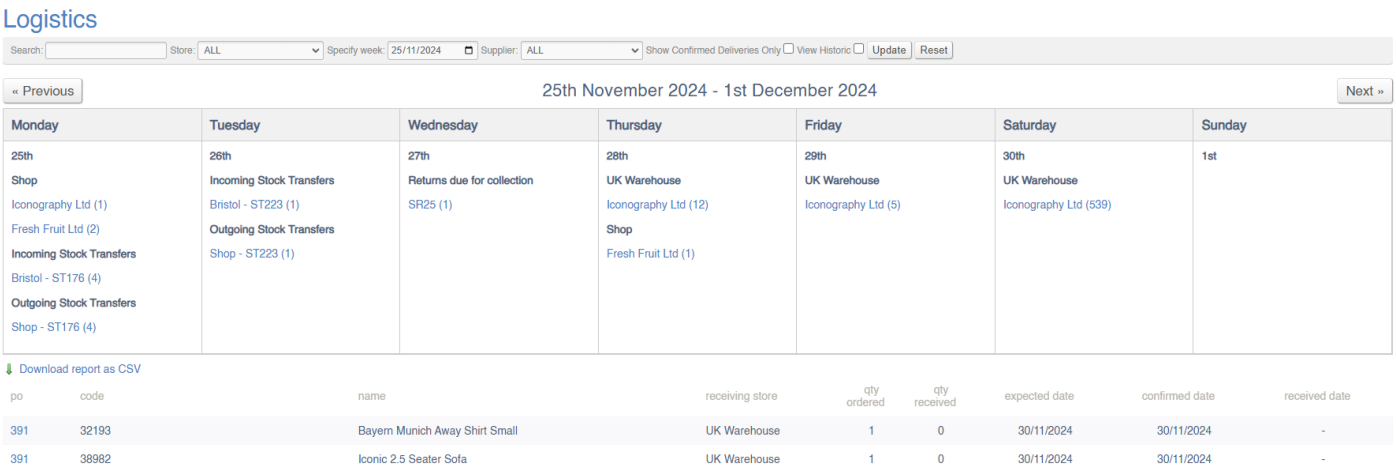
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Logistics

This report shows a calendar view of goods coming in and out of your Store(s). This will include:

- Purchase Orders coming into a Store
- Stock Transfers coming into a Store
- Stock Transfers leaving a Store
- Supplier Returns being collected from a Store

It also displays a breakdown of precisely which products are expected in via a Purchase Order.



Filters

This report may be filtered by:

- Product Search (limits the secondary report to that particular SKU)
- Purchase Order/Stock Transfer/
- Store
- Supplier
- Show Confirmed Deliveries Only (this will affect which Purchase Orders are shown)
- View Historic

Key to icons

⬇ = download product report

FAQs

FAQs for Stock Reports may be viewed here.