

# 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

## Low Stock

Supplier: ALL Update Reset

 Download report as CSV


code	product category	product name - variant [subvariant]	low stock	high stock	currently in stock
RT0021	2 Seater Sofas	Alaska Sofa with Cushion	1	1	0
<a href="#">Albany-fixed-2s-leather</a>	2 Seater Sofas	Albany Standard Fixed 2-seater - Leather	1	1	0
<a href="#">Albany-fixed-2s-fabric</a>	2 Seater Sofas	Albany Standard Fixed 2-seater - Fabric	1	1	0
<a href="#">ASH-Ava-2Seat-Fabri-ID1</a>	2 Seater Sofas	Ashwood Avanti 2 Seater Motion Lounger - Fabric	1	1	0
<a href="#">ASH-Ava-2Seat-Opule-ID3</a>	2 Seater Sofas	Ashwood Avanti 2 Seater Motion Lounger - Opulence Velvet	1	1	0

## 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.

## Stock Notify

Specify dates from: 21/10/2020 to: 20/11/2024 Update Reset

Average back in stock time is 31 days.  
Total requests: 18. Number of "back in stock" alerts sent: 6. Number of conversions: 6.

no. customers	product	first requested
 2	Cricket Helmet	14/07/2021
 1	Bundle of Balls	27/09/2022
 1	Christy Ashbury Blue Towel	27/09/2022
 1	Christy Spa Towel Paprika Hand	26/09/2022

## 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

## FAQs

FAQs for Stock Reports may be viewed [here](#).

# 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.

## Stock History

Search:








Store: ALL

Specify dates from: 20/11/2024 to: 20/11/2024

Update

Reset

[Download report as CSV](#)

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)

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

FAQs for Stock Reports may be viewed [here](#).

# 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.

## Stock Discrepancy

Store: ALL

Specify dates from: 04/03/2025 to: 03/04/2025

Hide matched stock

Update

Reset

[Download report as CSV](#)

Total overage: £76.60

Total write-offs: £0.00

Total discrepancy: £76.60

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	<input type="checkbox"/>
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	<input type="checkbox"/>
Stock Holding	39587		Bristol	Default	+4	0	+4	-	inventory: 4	iconography	01/04/2025	<input type="checkbox"/>
Deleted	j		UK Warehouse	Holding	-4	0	-8	-£3.20	orphaned stock	iconography	28/03/2025	<input type="checkbox"/>
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	<input type="checkbox"/>

## 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

↓ = download report

## FAQs

FAQs for Stock Reports may be viewed [here](#).



# 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.

## Stock Holding Report

Store: UK Warehouse

Stock Location: Shelf 3 (available)

Supplier: ALL

Stock: All

Update

Reset

Download report as CSV

code	barcode	product name	variant	store	location name	notes	quantity	reserved	available	average cost price	stock holding
1855B-80718		Citrus Fruit (variant images)	Lime	UK Warehouse	Shelf 3		10	0	10	£2099.00	£20990.00
705628		Orla Kiely Linden Chair	Grade A	UK Warehouse	Shelf 3		4	4	0	£360.00	£1440.00
705630		Orla Kiely Mimosa Large Sofa	Grade A	UK Warehouse	Shelf 3		2	2	0	£750.00	£1500.00

Stock holding total: £23930.00

## Filters

This report may be filtered by:

- Store/Location
- Supplier
- Stock Type (all/free only/reserved only)

## Key to icons

↓ = download report

## 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.

## Aged Stock

Search:





Store: ALL

Specify dates from: 23/10/2024 to 22/11/2024

Update

Reset

Download report as CSV

code	product	store	location	qty	cost price (per unit)	cost price (total)	date received
 1853y	Yellow banana (bulk pricing)	Iconography	Test1	1	£0.33	£0.33	15/11/2024 16:24
 1853y	Yellow banana (bulk pricing)	Iconography	Default	1	£0.27	£0.27	21/11/2024 15:25
 1854c	Big red apple (with upsells)	London	Default	10	£0.00	£0.00	24/10/2024 12:41
 1854c	Big red apple (with upsells)	Manchester	Default	10	£0.00	£0.00	24/10/2024 12:41

## 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

FAQs for Stock Reports may be viewed [here](#).

# 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.

## Logistics

Search:

Store: ALL

Specify week: 25/11/2024

Supplier: ALL

Show Confirmed Deliveries Only ☐

View Historic ☐

Update

Reset

« Previous

25th November 2024 - 1st December 2024

Next »

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
25th Shop Iconography Ltd (1) Fresh Fruit Ltd (2) Incoming Stock Transfers Bristol - ST176 (4) Outgoing Stock Transfers Shop - ST176 (4)	26th Incoming Stock Transfers Bristol - ST223 (1) Outgoing Stock Transfers Shop - ST223 (1)	27th Returns due for collection SR25 (1)	28th UK Warehouse Iconography Ltd (12) Shop Fresh Fruit Ltd (1)	29th UK Warehouse Iconography Ltd (5)	30th UK Warehouse Iconography Ltd (539)	1st

Download report as CSV

po	code	name	receiving store	qty ordered	qty received	expected date	confirmed date	received date
391	32193	Bayern Munich Away Shirt Small	UK Warehouse	1	0	30/11/2024	30/11/2024	-
391	38982	Iconic 2.5 Seater Sofa	UK Warehouse	1	0	30/11/2024	30/11/2024	-

## 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](#).