Reports

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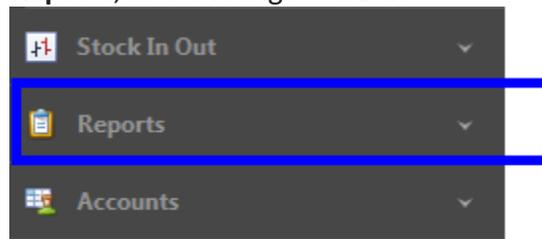## 1. Introduction

This guide describes the method to generate reports. These reports provide static information related to your inventory, prices, and other factors.
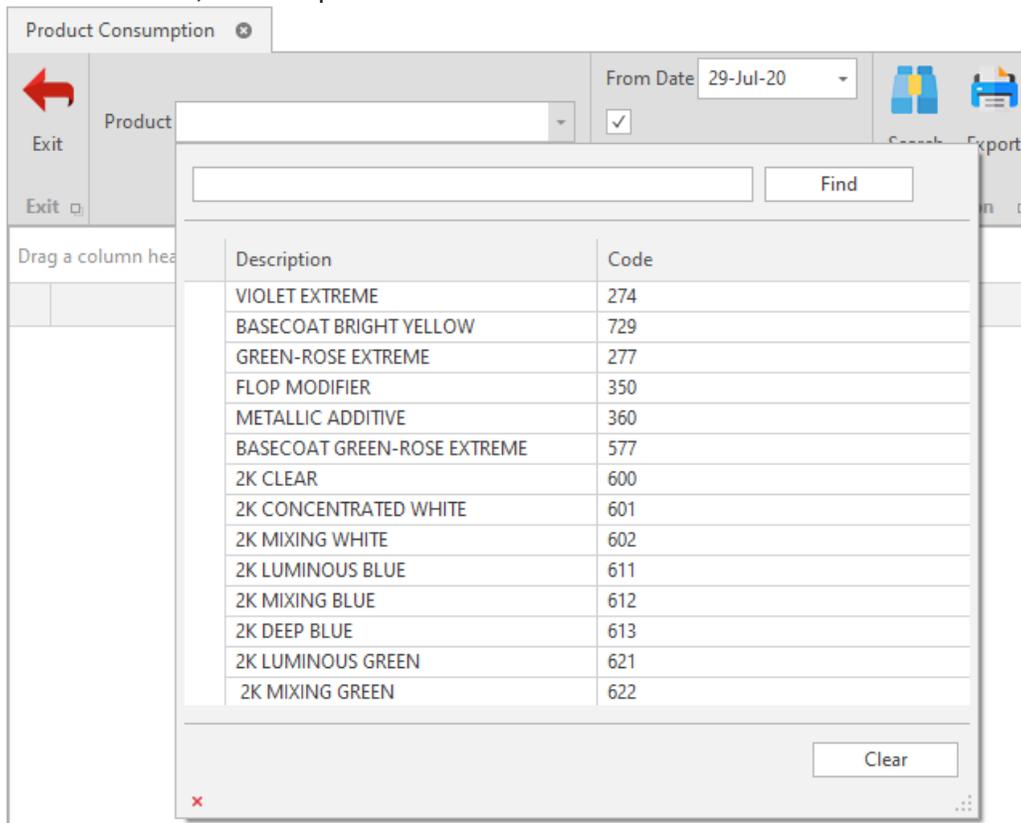
To access this feature, click on **Reports**, in the Navigation Bar.
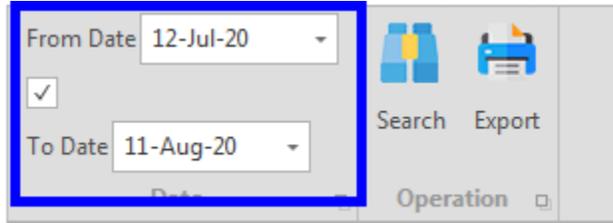

2. Product Consumption

This section displays a report on the consumption of a specific product.

    a.   Check the consumption of a product

    i.   Click on Product Consumption

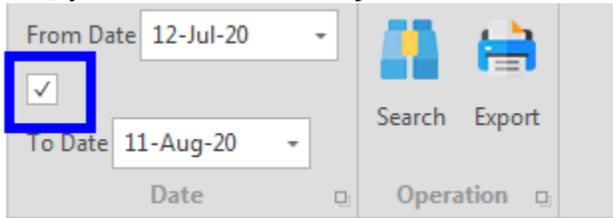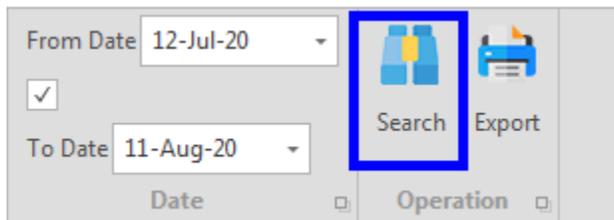   ii.   In the menu bar, select a product.

iii.   Use the date filter to filter the result according to a specific period.

N.B.: to disable the date filter, you should untick the filter checkbox

iv.   Click on Search.

v.   The consumed quantity will be displayed in the table.

b. **Export Report**

You can always export this report as a file by clicking on the Export button.

3. Current Stock

To check the current stock of all the products and the sundries, follow the below instructions:

    a.   Product or Sundry Current Stock

    i.   Click on one of these two options

    ii.   The list of products or sundries will appear

    b.   Export Report

You can always export this report as a file to your PC by clicking on the Export button.

4. Shortage Order

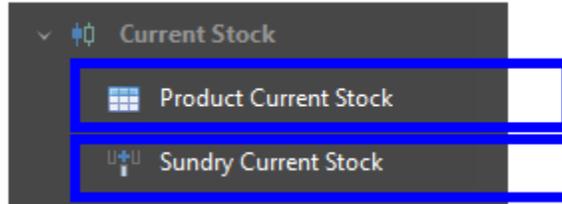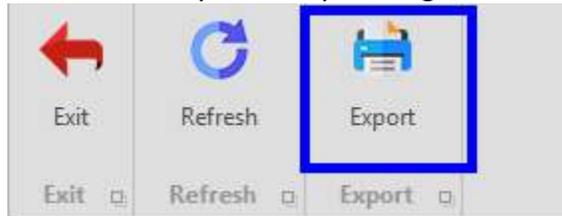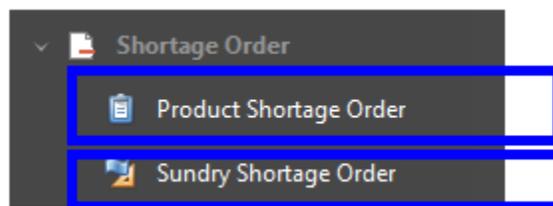This section describes how you can find all products or sundries that have a quantity less than the **Minimum Order Point**.

    a.   Product or Sundry Shortage Order

    i.   Click on one of these two options.

    ii.   The list of the shortage of products or sundries will appear

Toner	code	Unit	Suggestion Min Order	Suggestion Max Order	Order Amount	Price	Total
BASECOAT WHITE	702	Liter	5.433419243986	25.433419243986	25.433419243986	0	0
BASECOAT GREENISH BLUE	717	Liter	5.288149688149	15.288149688149	15.288149688149	0	0
BASECOAT CARBON BLACK	781	Liter	5.076526315789	55.076526315789	55.076526315789	0	0

b. Order shortage Products or Sundries

i. Select the supplier from the dropdown.

Supplier	CBSM	∨
	CBSM	
	General Paint Co.	

ii. Select the products or sundries that you want to order.

	Sundry	Unit
✓	3M TAPE	BOX
☐	SAND PAPER	BOX
✓	GLOVES	BOX
☐	POLISH	LITER

iii. The software displays the quantity that you should order, based on the Min. and Max. Order point that you have set in the products or sundries:

- Min. Order Suggestion
- Max. Order Suggestion

Sundry	Unit	Min. Order suggestion		Max. Order suggestion	
3M TAPE	BOX	5.0		50.0	
SAND PAPER	BOX	50.0		300.0	
GLOVES	BOX	50.0		300.0	
POLISH	LITER	5.0		50.0	

iv. Enter the quantity to order in the Order Amount

Min. Order suggestion	Max. Order suggestion	Order Amount	Price	Total
5.0	50.0	20	20.0	400.0
50.0	300.0	50	4.0	200.0
50.0	300.0	300	0	0
5.0	50.0	13	0	0

v. In the menu bar, click on Send to PO.

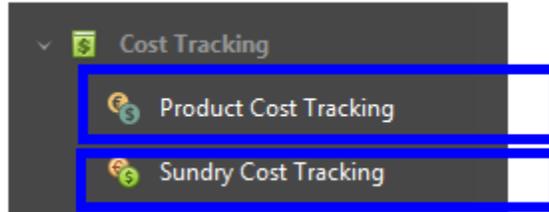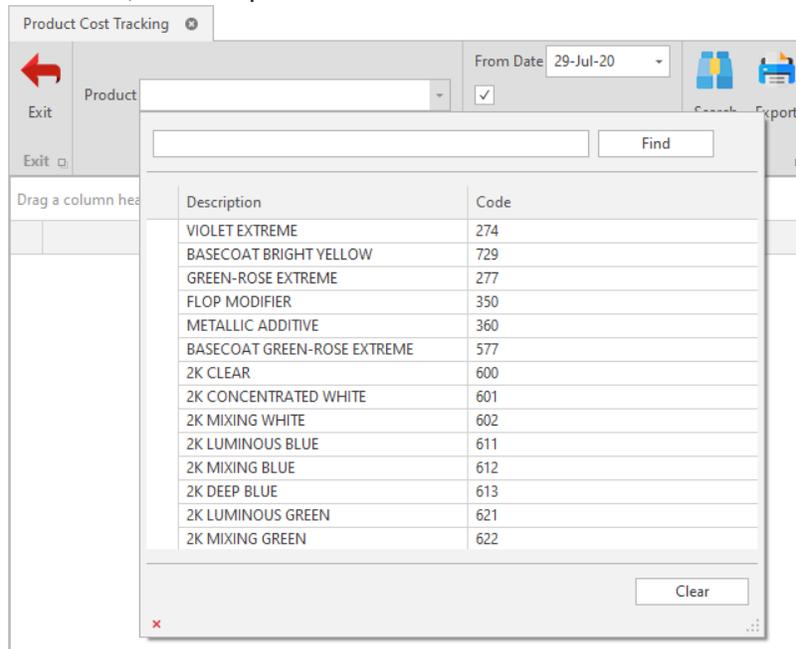| Sundry Shortage Order ⊗		
←	↻	🛒
Exit	Refresh	Send To PO
Exit ⧉	Operation ⧉	

5. Cost Tracking

This section displays the price history of products or sundries.
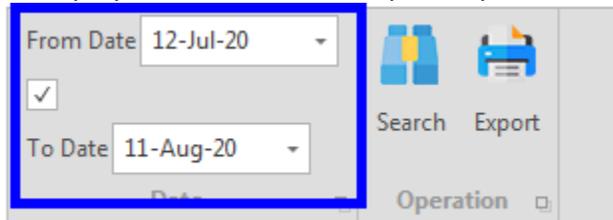
    a.   View Cost Tracking
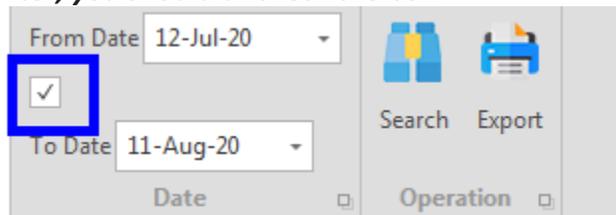
      i.   Click on one of these two options.

      ii.   From the menu bar, select a product

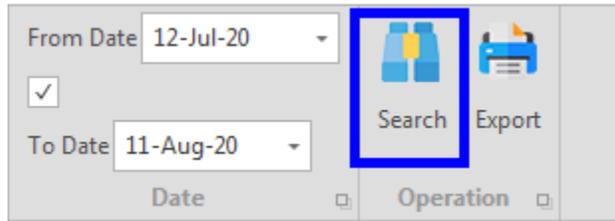   iii.   Use the date filter to display the result within a specific period.

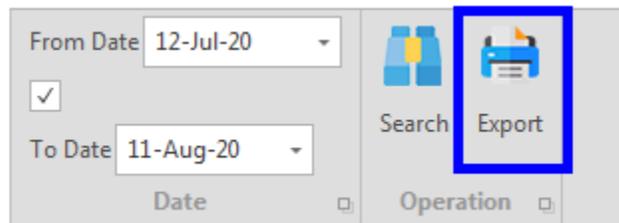***N.B.: to disable the date filter, you should uncheck the box***

iv.   Click on Search.

b. Export Report

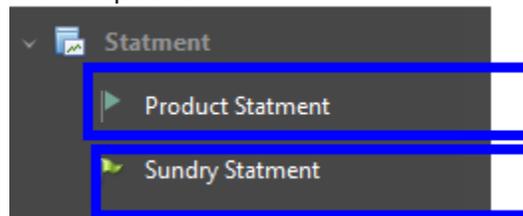You can always export this report as a file by clicking on the Export button.
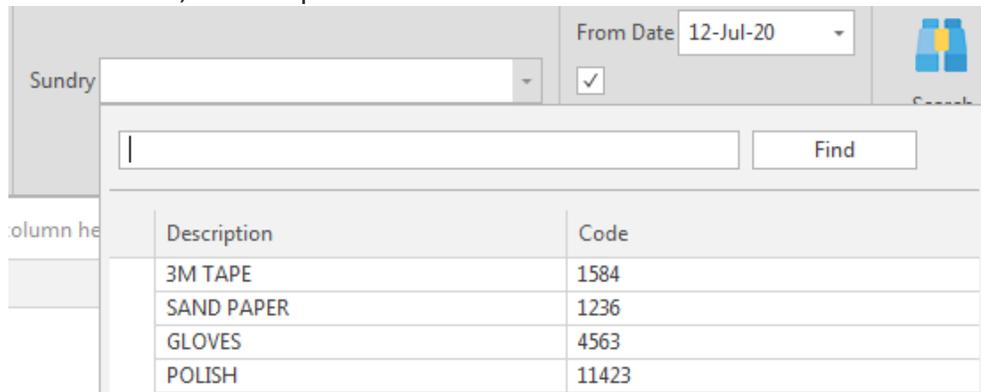

6. Statement

This section displays the transactions related to every product and sundry.

a. View Statement

i.   Click on one of these two options

ii.   In the Menu bar, select a product

iii. Use the date dropdowns filter the transactions within a specific range

N.B.: to disable the date filter, you should untick the filter checkbox
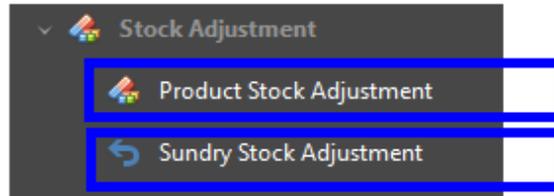

iv. Click on Search.

b. Export Report

You can always export this report as a file by clicking on the Export button.

7. Stock Adjustment

To reset the available quantity for products or sundries access the Stock Adjustment Section

   a.   Adjust Stock
   i.   Pick on one of these two options

   ii.   In the list, the column entitled "Actual Quantity", indicates the real quantity in your stock
   iii.   Update this column if there is a difference between the actual quantity in your stock and the quantity entered in the software.

Product	Code	Amount In Liter	Actual Quantity
VIOLET EXTREME	274	6.0	9

   iv.   In the menu bar, click on Stock Adjustment.
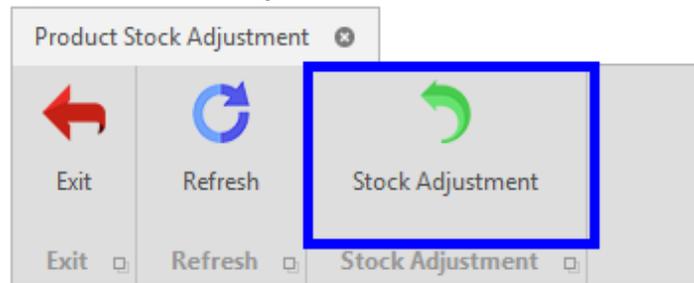
   v.   The actual quantity entered will updated in the software.

Product	Code	Amount In Liter	Actual Quantity
VIOLET EXTREME	274	9.0	9.0

8. Contact information

For more information or comments, please do not hesitate to contact the General Paint Software support team by email at support.it@generalpaint.biz
Or by phone at +961 9 925 990
We are available from 8:00AM (GMT) to 8:00PM (GMT).