



Reports

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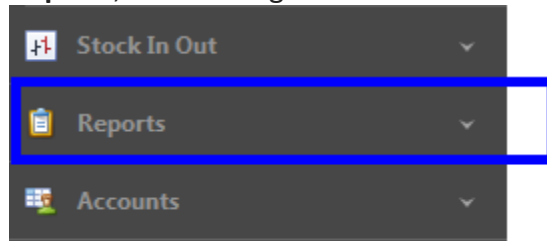
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1. Introduction

This guide describes the method to generate reports. These reports provide static information related to your inventory, prices, and other factors.

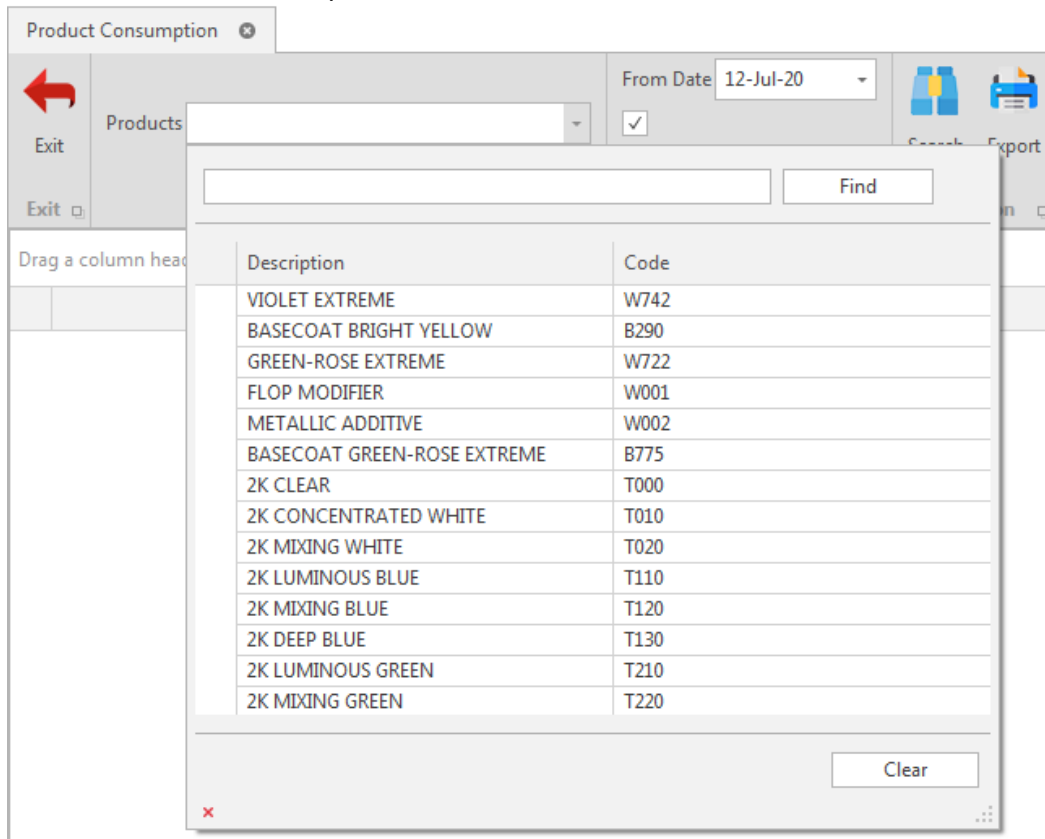
To access this feature, click on **Reports**, in the Navigation Bar.



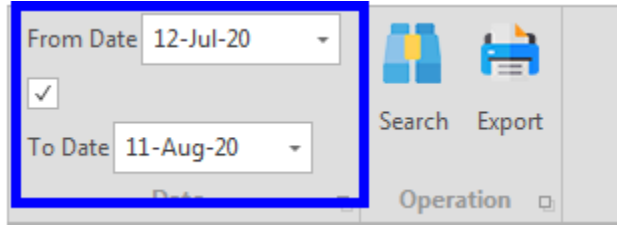
2. Product Consumption

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

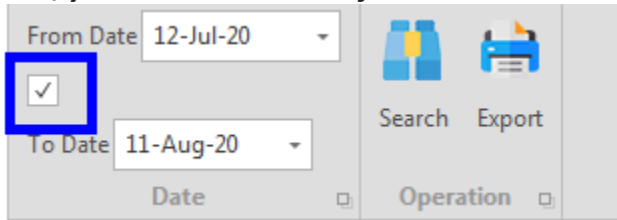
- a. Check the consumption of a product
 - i. Click on Product Consumption
 - ii. In the menu bar, select a product.



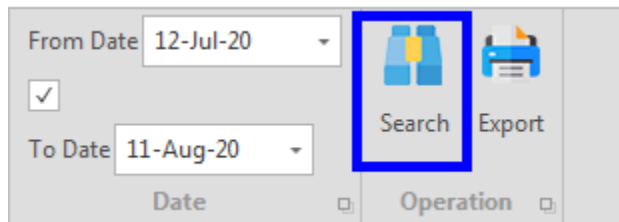
iii. Use the date filter to filter the result according to a specific period.



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.

Product Consumption

Exit Products: BASECOAT WHITE

From Date: 12-Jul-20

To Date: 11-Aug-20

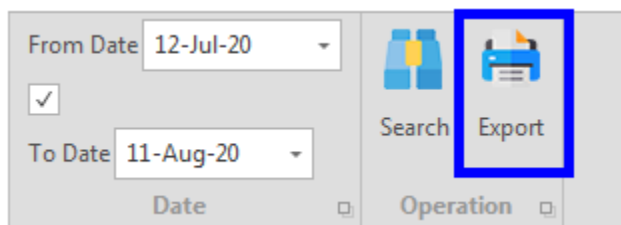
Search Export

Drag a column header here to group by that column

Products	Unit	Amount	Amount Base UOM	Date
BASECOAT WHITE	Liter	0.433419243986	0.4334192439860	11-Aug-20
BASECOAT WHITE	Liter	0.543556701031	0.5435567010310	11-Aug-20
BASECOAT WHITE	Liter	0.006529209622	0.0065292096220	11-Aug-20

b. Export Report

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

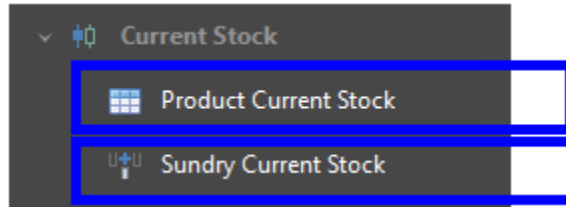




3. Current Stock

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

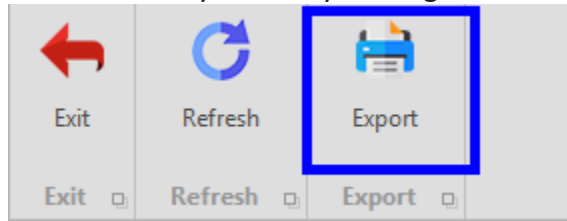
- a. Product or Sundry Current Stock
 - i. Click on one of these two options



- ii. The list of products or sundries will appear

b. Export Report

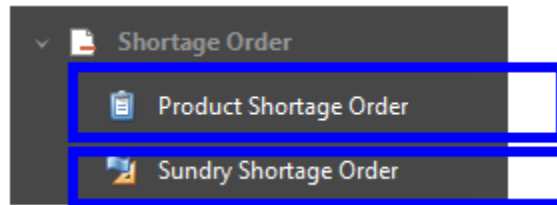
You can always export this report as a file to your PC by clicking on the Export button.



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

Supplier		Hymax		Expected Delivery		11-Aug-20		
Drag a column header here to group by that column								
	Sundry	Unit	Min. Order suggestion	Max. Order suggestion	Order Amount	Price	Total	
→	<input type="checkbox"/> 3M TAPE	BOX	50.0	50.0	50.0	20.0	1000.00	
	<input type="checkbox"/> SAND PAPER	BOX	50.0	300.0	300.0	4.0	1200.00	
	<input type="checkbox"/> GLOVES	BOX	50.0	300.0	300.0	0	0	
	<input type="checkbox"/> POLISH	LITER	5.0	50.0	50.0	0	0	



b. Order shortage Products or Sundries

i. Select the supplier from the dropdown.

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

	Sundry	Unit
<input checked="" type="checkbox"/>	3M TAPE	BOX
<input type="checkbox"/>	SAND PAPER	BOX
<input checked="" type="checkbox"/>	GLOVES	BOX
<input type="checkbox"/>	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

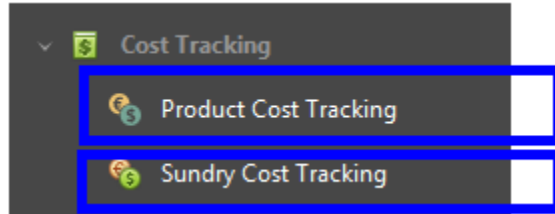
Min. Order suggestion	Max. Order suggestion	Order Amount	Price	Total
5.0	50.0	20	20.0	400.0
50.0	300.0	50	4.0	200.0
50.0	300.0	300	0	0
5.0	50.0	13	0	0

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

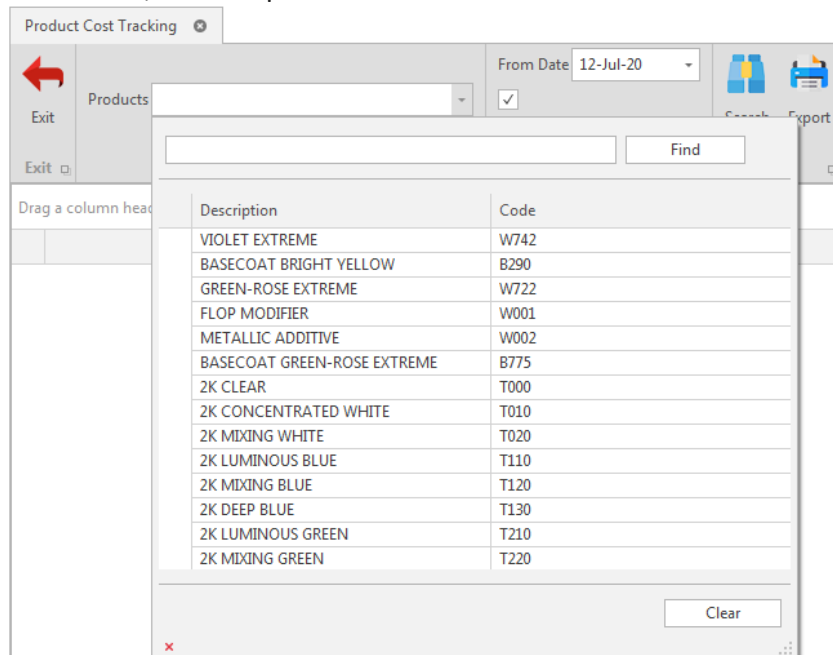
5. Cost Tracking

This section displays the price history of products or sundries.

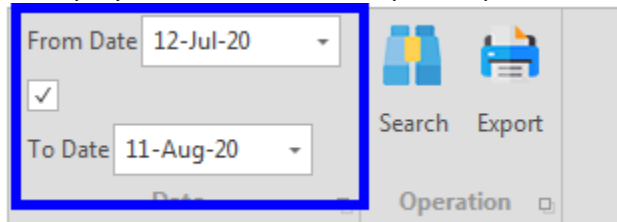
- a. View Cost Tracking
 - i. Click on one of these two options.



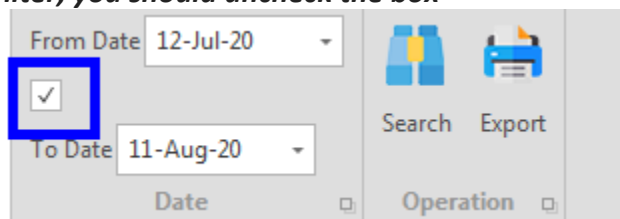
- ii. From the menu bar, select a product



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

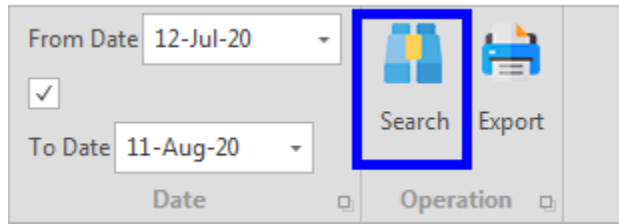


N.B.: to disable the date filter, you should uncheck the box



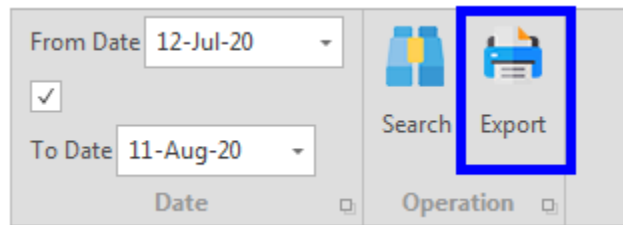


iv. Click on Search.



b. Export Report

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

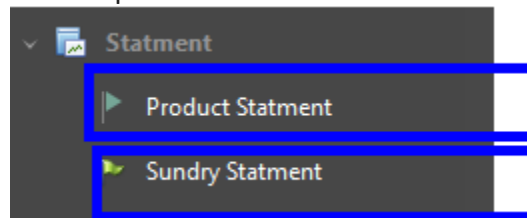


6. Statement

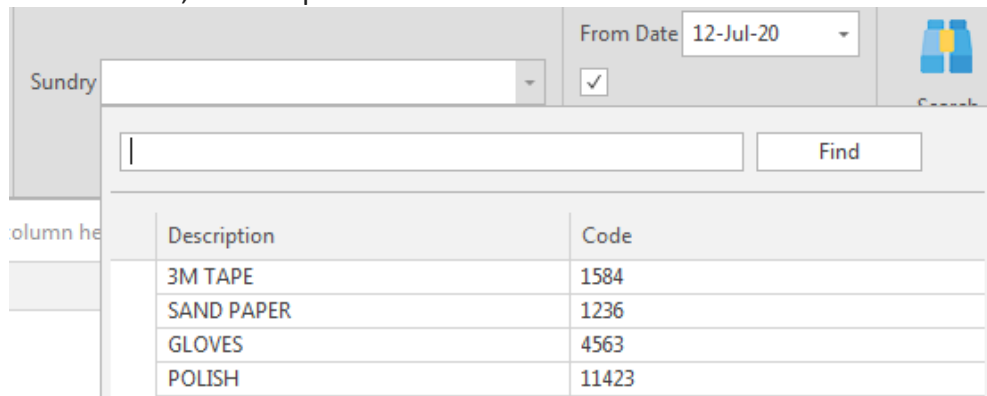
This section displays the transactions related to every product and sundry.

a. View Statement

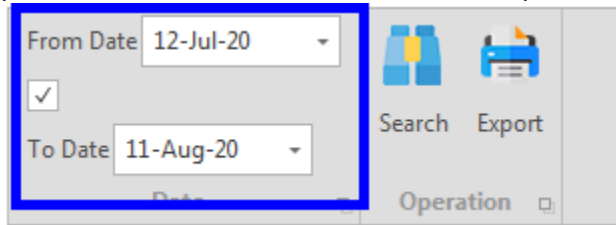
i. Click on one of these two options



ii. In the Menu bar, select a product

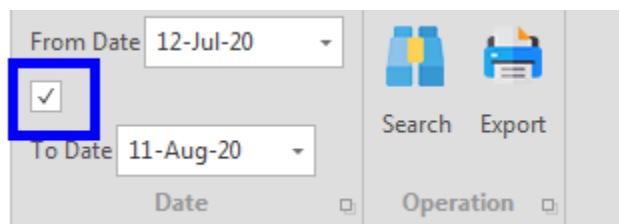


- iii. Use the date dropdowns filter the transactions within a specific range



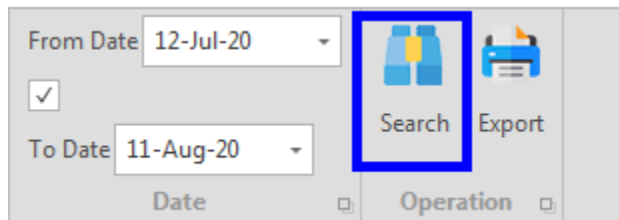
The screenshot shows a user interface for filtering transactions. It features two date dropdown menus: 'From Date' set to '12-Jul-20' and 'To Date' set to '11-Aug-20'. A checkbox is checked, indicating the filter is active. To the right, there are icons for 'Search' (magnifying glass) and 'Export' (document with arrow), and a label 'Operation' with a small square icon.

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



The screenshot shows the same date filter interface as above, but the checkbox is now unchecked, indicating the filter is disabled. The date dropdowns and other UI elements remain the same.

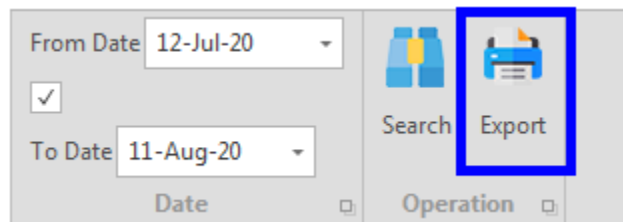
- iv. Click on Search.



The screenshot shows the date filter interface with the 'Search' button (magnifying glass icon) highlighted by a blue box. The checkbox remains checked.

- b. Export Report

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



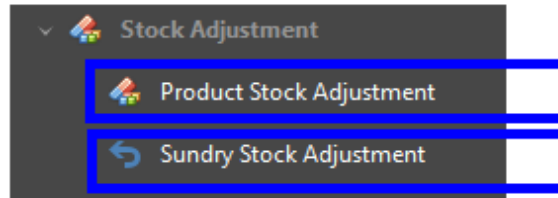
The screenshot shows the date filter interface with the 'Export' button (document with arrow icon) highlighted by a blue box. The checkbox remains checked.



7. Stock Adjustment

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

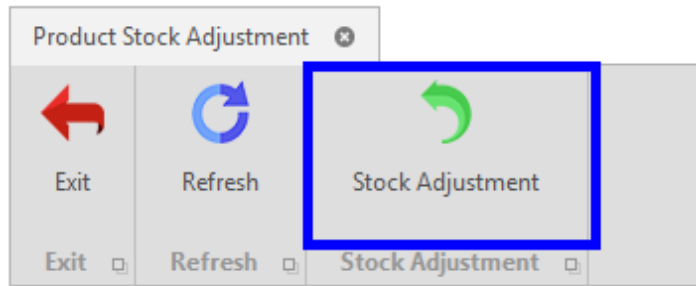
- a. Adjust Stock
 - i. Pick on one of these two options



- 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.

Products	Code	Amount In Liters	Actual Quantity
VIOLET EXTREME	W742	6.0	9

- iv. In the menu bar, click on Stock Adjustment.



- v. The actual quantity entered will updated in the software.

Products	Code	Amount In Liters	Actual Quantity
VIOLET EXTREME	W742	9.0	9.0

8. Contact information

For more information or comments, please do not hesitate to contact our Software support team by email at support.it@hymax.biz

Or by phone at +961 9 925 990

We are available from 8:00AM (GMT) to 8:00PM (GMT).