



Reports

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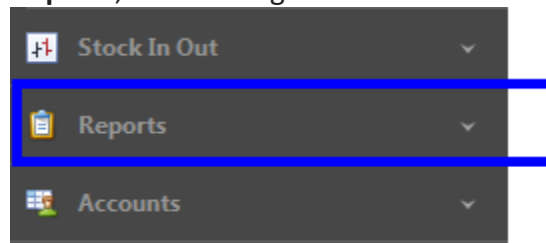
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1. Introduction

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

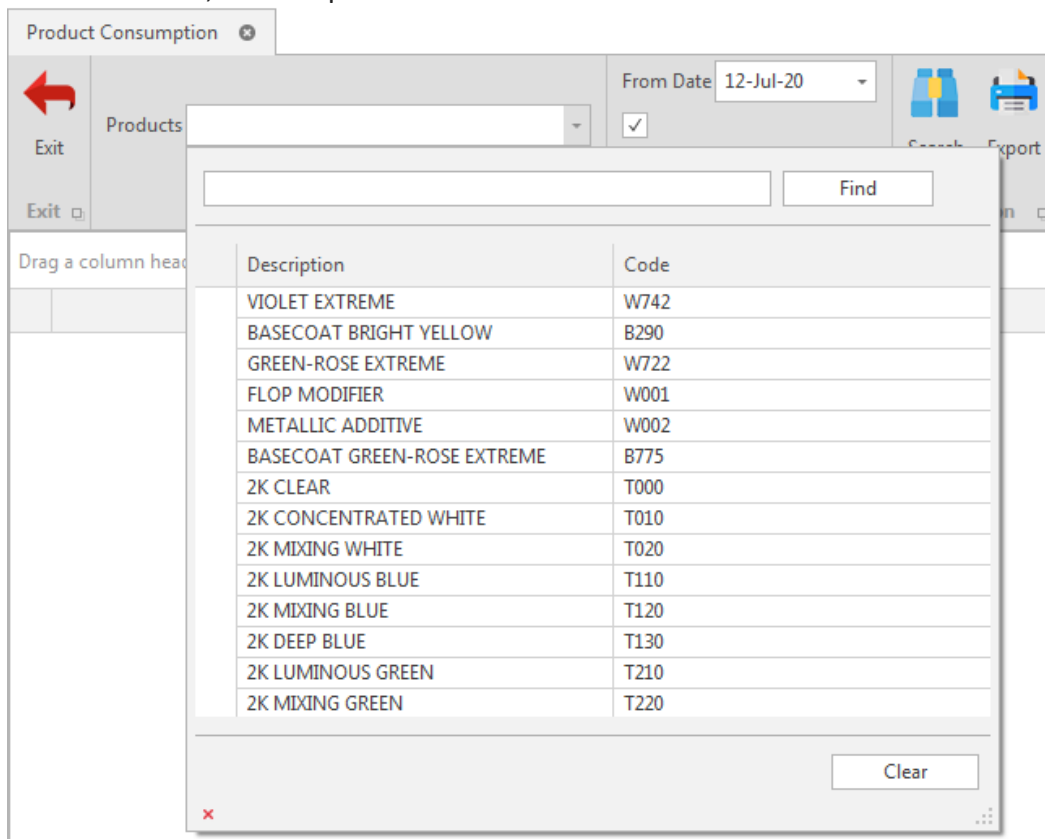
To access this feature, click on **Reports**, in the Navigation Bar.



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.

From Date 12-Jul-20
☒
To Date 11-Aug-20
Search Export

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

From Date 12-Jul-20
☒
To Date 11-Aug-20
Search Export

- iv. Click on Search.

From Date 12-Jul-20
☒
To Date 11-Aug-20
Search Export

- 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.

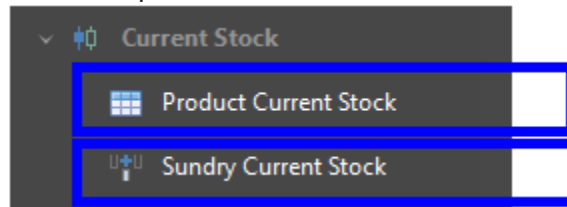
From Date 12-Jul-20
☒
To Date 11-Aug-20
Search Export



3. Current Stock

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

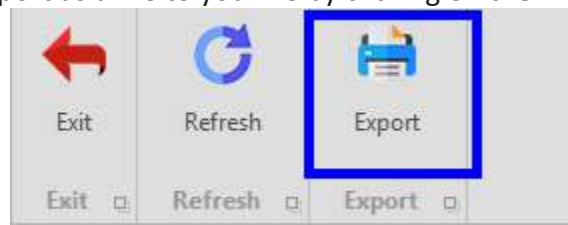
- a. Product or Sundry Current Stock
 - i. Click on one of these two options



- ii. The list of products or sundries will appear

- b. Export Report

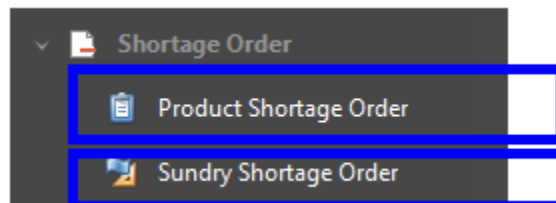
You can always export this report as a file to your PC by clicking on the Export button.



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	5.0	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.

Supplier 

Hymax
CBSM

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.

Sundry Shortage Order 

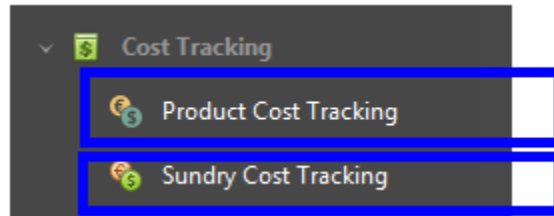
 Exit  Refresh  Send To PO

Exit ☐ Operation ☐

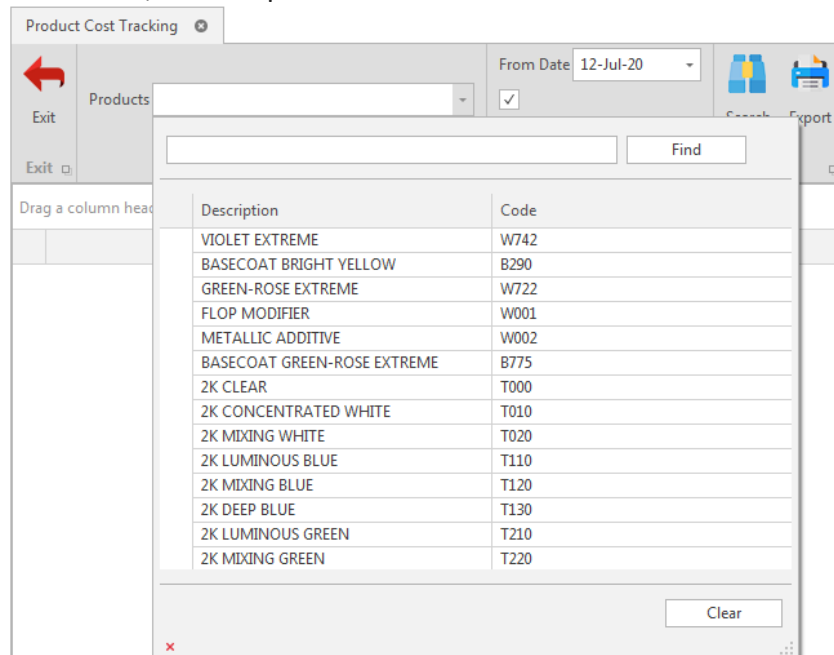
5. Cost Tracking

This section displays the price history of products or sundries.

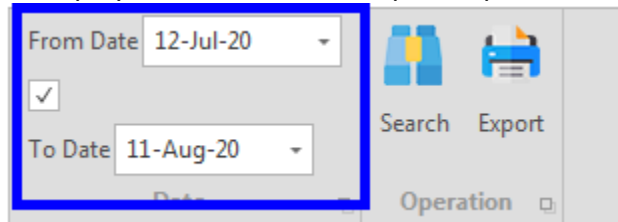
- a. View Cost Tracking
 - i. Click on one of these two options.



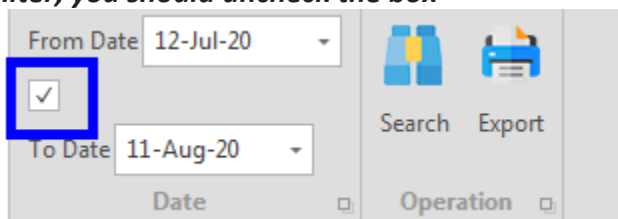
- ii. From the menu bar, select a product



- 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.

From Date 12-Jul-20
To Date 11-Aug-20
Date
Operation

Search Export

- b. Export Report

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

From Date 12-Jul-20
To Date 11-Aug-20
Date
Operation

Search Export

6. Statement

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

- a. View Statement

- i. Click on one of these two options

Statement

Product Statment

Sundry Statment

- ii. In the Menu bar, select a product

Sundry

From Date 12-Jul-20

Find

Description	Code
3M TAPE	1584
SAND PAPER	1236
GLOVES	4563
POLISH	11423



- 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

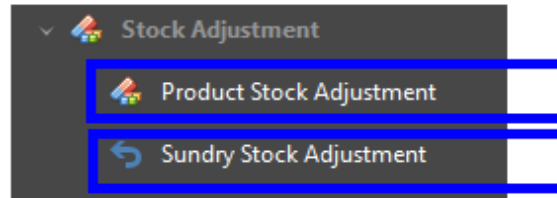
You can always export this report as a file by clicking on the Export button.



7. Stock Adjustment

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

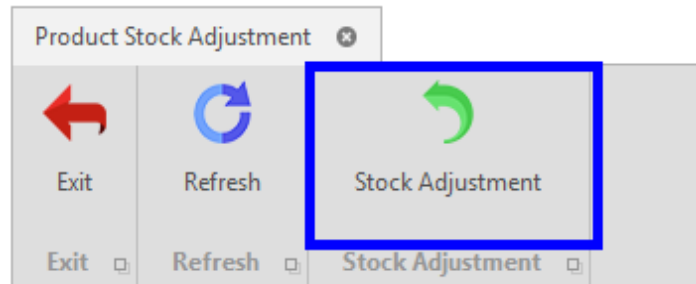
- a. Adjust Stock
- i. Pick on one of these two options



- 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.

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).