How to Generate a Stock Status Report

1 Navigate to app.extensiv.com/3pl-warehouse-manager
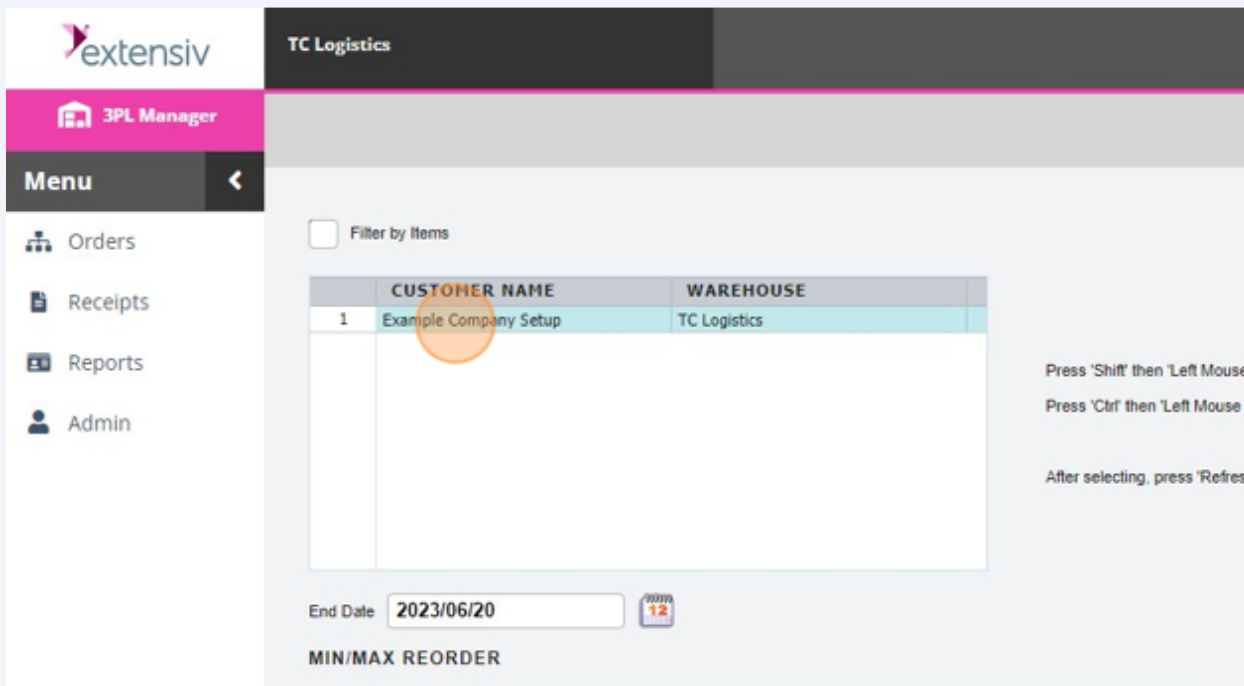
2 Click "Reports"
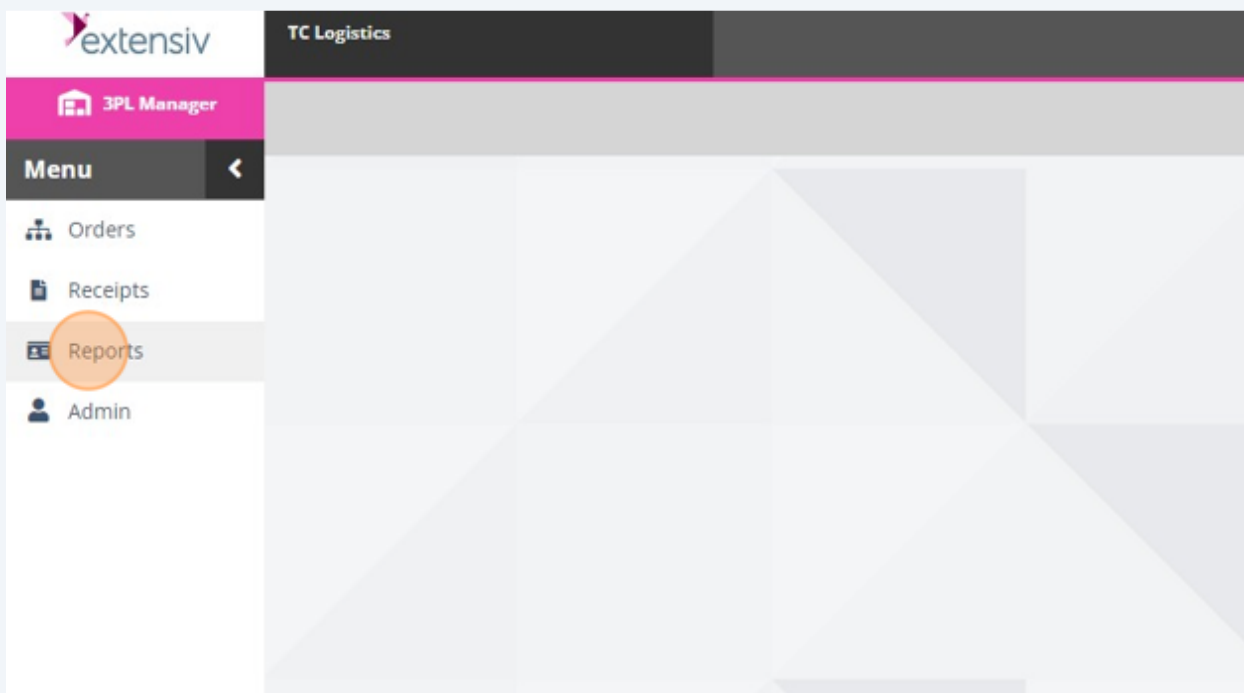
3 Click "Stock Status"
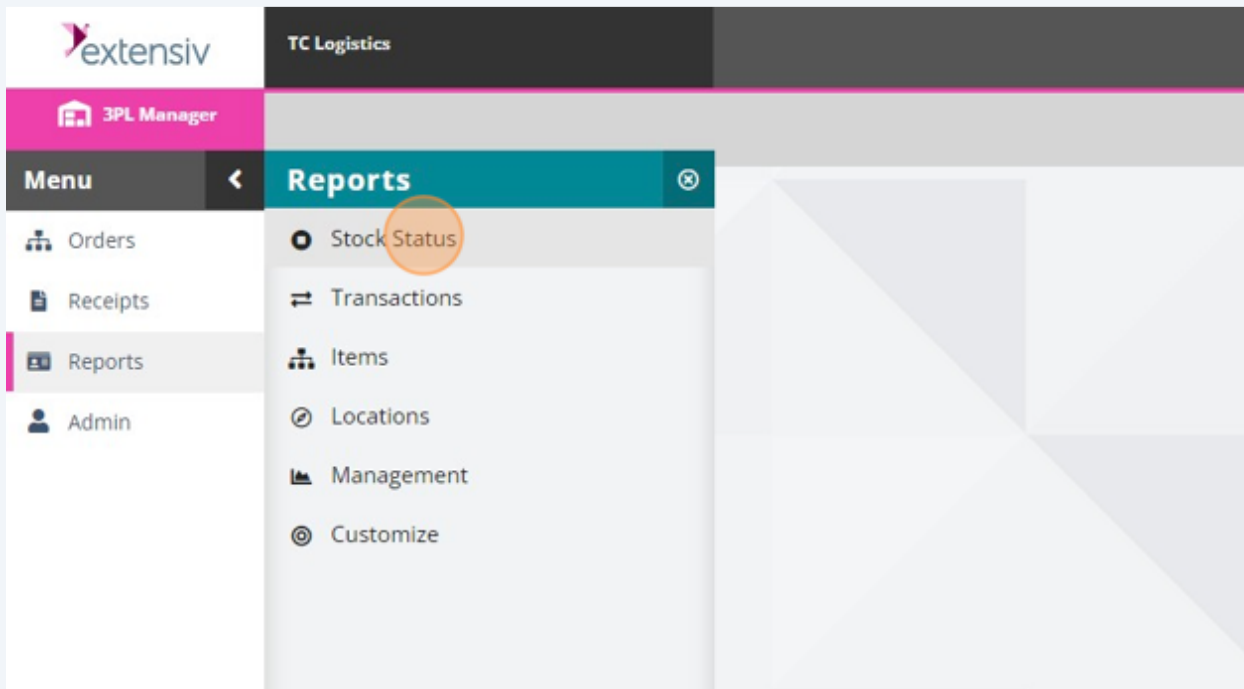
4 Click your "Company Name"

5 Here you have two options for reports. The "Detailed Report" will show you a complete pallet breakdown per SKU.

6 Click the "Show All (include zero OnHand)." We recommend doing this so you can see what SKU's we have created in our system and what is out of stock.

7

This is the report definition drop down. Please use the "TC Stock Status Report" for a complete view of the stock. You can use the "Pallet Specifications Report" for a breakdown of weights and dimensions for your pallets.

MIN/MAX REORDER

☐ Show Reorder Categories

Reorder Category Colors	<= Min
	Near Min : When max is set then OnHand - min <= 10% of max-min. When max is not set OnHand <= 2 * min.
	OK
	Near Max : When min is set then max - OnHand <= 10% of max-min. When min is not set OnHand >= 90% of max.
	>= Max

○ Summary ● Detailed

FTP EXPORT DETA

☑ Show All (include zero OnHand) ☐ Show Inactive (include Inactivated Items)

Run Report ❓ Report Definition 1 - TC Stock Status Rep ⌄

Send Via FT

Default
1 - TCStockStatusReport (all customers)
~~Pallet Specifications (all customers)~~

8

Then Click "Run Report" and scroll down to view the report.

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Send V

9 We recommend exporting it to a PDF to view it in a bigger window. Select the form you would like to export to.

10 Click "Export"

11 You can also filter your stock by the item. Scroll to the top of the page and click filter by item.

12 Select your item(s) that you would like to run a report on, then click "Run Report." Hint: Hold Ctrl Key and select multiple lines to run stock on just a few SKU's.

13 You can also isolate your Stock on any given day.

	CUSTOMER NAME	WAREHOUSE
1	Example Company Setup	TC Logistics

Press 'Shift' then 'Left Mouse B

Press 'Ctrl' then 'Left Mouse B

After selecting, press 'Refresh'

End Date 2023/06/20

MIN/MA: << Tuesday, June 20, 2023 >>

June 2023							July 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3	25	26	27	28	29	30	1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	1	23	24	25	26	27	28	29
2	3	4	5	6	7	8	30	31	1	2	3	4	5

en max is not set OnHand <= 2 * min.

en min is not set OnHand >= 90% of max.

Reorde
Catego
Colors

Receipts

Reports

Admin

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14 If you are interested in using Reorder categories, please reach out to us via email and let us know the minimum quantity you would like the item to be set at. You can also fill this info out on the New Item Template.

Admin

Press 'Ctrl' then 'Left Mouse

After selecting, press 'Refres

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