

Reports

# Table of Contents:

1.	lr	ntroduction2
2.	Ρ	roduct Consumption2
a	۱.	Check the consumption of a product2
k	).	Export Report
3.	С	urrent Stock4
a	۱.	Product or Sundry Current Stock4
k	).	Export Report
4.	S	hortage Order4
a	۱.	Product or Sundry Shortage Order4
k	).	Order shortage Products or Sundries5
5.	С	ost Tracking6
a	۱.	View Cost Tracking
k	).	Export Report
6.	S	tatement7
a	۱.	View Statement7
k	).	Export Report
7.	S	tock Adjustment9
a	۱.	Adjust Stock9
8.	С	ontact information9



#### 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

GenMix Pro

GIMS

Reports

ii. In the menu bar, select a product.

Produc	t Consumpt	tion 🛛							
Exit	Product			Ŧ	From Date	29-Jul-20	•	Canada	rxport
Exit o							Find		n p
Drag a c	olumn hea	De	scription		Code				
		VIC	DLET EXTREME		274				
		BA	SECOAT BRIGHT YELLOW		729				
		GR	EEN-ROSE EXTREME		277				
		FL	OP MODIFIER		350				
		ME	ETALLIC ADDITIVE		360				
		BA	SECOAT GREEN-ROSE EXTREME		577				
		2K	CLEAR		600				
		2K	CONCENTRATED WHITE		601				
		2K	MIXING WHITE		602				
		2K	LUMINOUS BLUE		611				
		2K	MIXING BLUE		612				
		2K	DEEP BLUE		613				
		2K	LUMINOUS GREEN		621				
		2K	MIXING GREEN		622				
		×					(	lear	] 



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

From Date 12-Jul-20	•	
✓		
To Date 11-Aug-20 👻		Search Export
Date	Ę.	Operation

iv. Click on Search.

From Da	te 12-Jul-20		-			
$\checkmark$				Search	Evport	
To Date	11-Aug-20	-		Search	Export	
	Date		<b>D</b>	Орега	tion 🔉	

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

Exit	Product BASECOAT GREENISH BLUE	From Dat	29-Jul-20 ×	Search Export		
xit g	Product	0.	Date o	Operation a	3	
rag a (	column header here to group by that column					
ag a ( Pr	column header here to group by that column oduct	Unit	Amount		Amount Base UOM	Date
rag a Pr BA	column header here to group by that column oduct ISECOAT GREENISH BLUE	Unit Liter	Amount 0.1511434	151143	Amount Base UOM 0.1511434511430	Date 28-Aug-20
rag a Pr BA BA	olumn header here to group by that column oduct SECOAT GREENISH BLUE SECOAT GREENISH BLUE	Unit Liter Liter	Amount 0.1511434 0.0118503	451143 81185	Amount Base UOM 0.1511434511430 0.011850311850	Date 28-Aug-20 28-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

Pro	duct Sh	ortage Order 🛛 🕲							
4	, (	C 📜							
Ex	t R	efresh Send To PO							
Exi	t o	Operation 👳							
Su	oplier	General Paint Co.				✓ Expected Deliv	28-Aug-20		*
Drag	a colu	mn header here to group by that co	lumn						
		Toner	code	Unit	Suggestion Min Order	Suggestion Max Order	Order Amount	Price	Total
$\rightarrow$		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	$\sim$
	CBSM	
	General Paint Co.	

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

	Sundry	Unit
$\checkmark$	3M TAPE	BOX
	SAND PAPER	BOX
$\checkmark$	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.



## 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

Produc	t Cost Trac	ng 🛛		
Exit	Product		From Date 29-Jul-20 -	ort
Exit o				D
Drag a c	olumn hea	Description	Code	
		VIOLET EXTREME	274	
		BASECOAT BRIGHT YELLOW	V 729	
		GREEN-ROSE EXTREME	277	
		FLOP MODIFIER	350	
		METALLIC ADDITIVE	360	
		BASECOAT GREEN-ROSE EX	TREME 577	
		2K CLEAR	600	
		2K CONCENTRATED WHITE	601	
		2K MIXING WHITE	602	
		2K LUMINOUS BLUE	611	
		2K MIXING BLUE	612	
		2K DEEP BLUE	613	
		2K LUMINOUS GREEN	621	
		2K MIXING GREEN	622	
		×	Clear:	

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.

From Da	te 12-Jul-20		-			
$\checkmark$				Canrah	Evenent	
To Date	11-Aug-20	*		Search	Export	
	Date		<u>p</u>	Opera	ation 🛛	

## 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

Sundry		From Date 12-Jul-20 ▼
		Find
olumn he	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

From Date 12-Jul-20	-	
☑		Search Export
To Date 11-Aug-20	*	Scareir Export
Date	Ð	Operation

iv. Click on Search.

From Da	te 12-Jul-20		-		
✓			Search	Evport	
To Date	11-Aug-20	-		Search	Export
	Date		민	Орега	tion 🖪

#### b. Export Report

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

From Da	te 12-Jul-20		•			
✓			Carrel	Evport		
To Date	11-Aug-20	-		Search	Export	
	Date		D.	Opera	ation 🔉	

## 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 <u>support.it@generalpaint.biz</u>

Or by phone at +961 9 925 990

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