

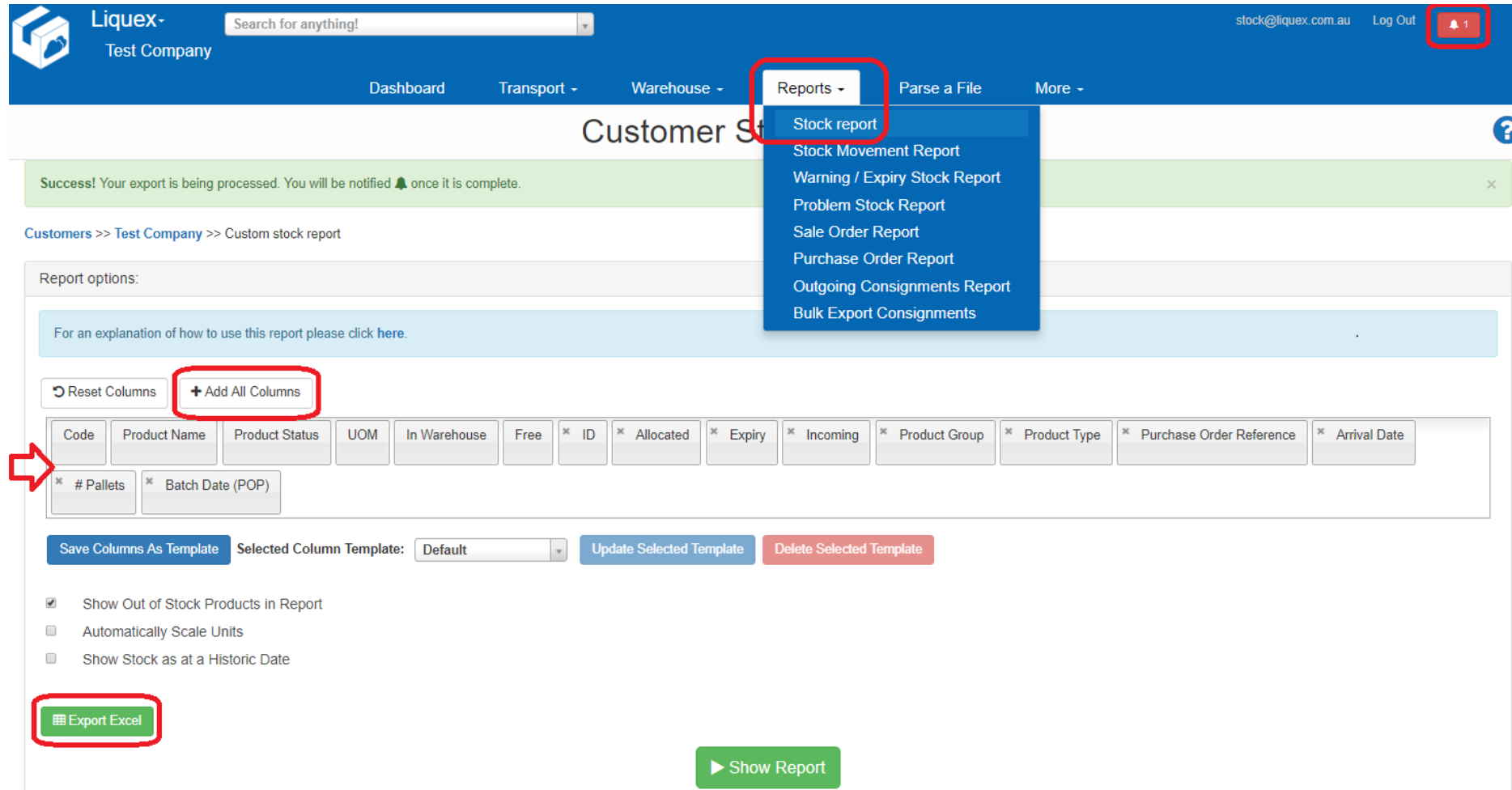
Stock Report

Go to **Reports** then click **Stock Report**

Click on **+Add all Columns** to add additional options to your report

Click **Show Report** (to view the report at the bottom of the page) or **Export to Excel**.

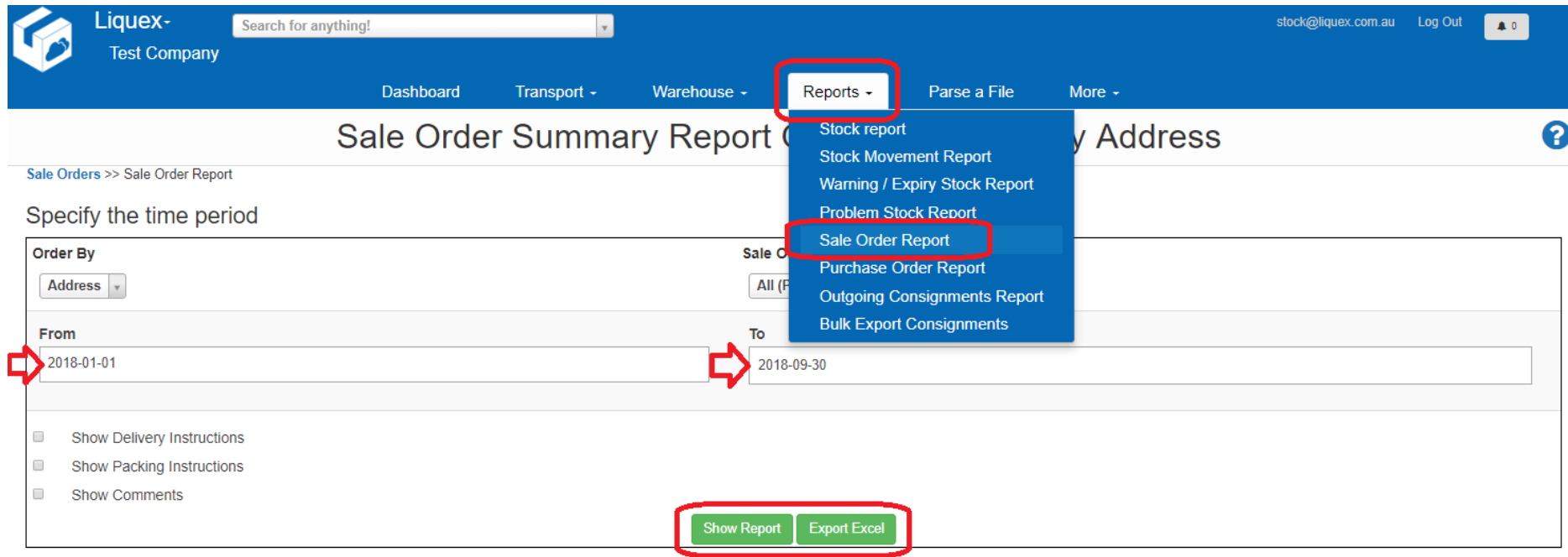
If you click on **Export to Excel** there is a notification bell on the top right hand corner of the page where you will be able to download the report.



The screenshot shows the Liquex web application interface for generating a Stock Report. The top navigation bar includes the Liquex logo, a search bar, and user information (stock@liquex.com.au, Log Out, and a notification bell icon). The main menu has options for Dashboard, Transport, Warehouse, Reports, Parse a File, and More. The 'Reports' dropdown menu is open, showing options like Stock report, Stock Movement Report, Warning / Expiry Stock Report, Problem Stock Report, Sale Order Report, Purchase Order Report, Outgoing Consignments Report, and Bulk Export Consignments. A success message states: "Success! Your export is being processed. You will be notified once it is complete." The breadcrumb trail is "Customers >> Test Company >> Custom stock report". Under "Report options:", there is a link for an explanation. The "Reset Columns" and "+ Add All Columns" buttons are highlighted. A table of columns is displayed, with a red arrow pointing to the "# Pallets" column. Below the table are buttons for "Save Columns As Template", "Update Selected Template", and "Delete Selected Template". Checkboxes for "Show Out of Stock Products in Report", "Automatically Scale Units", and "Show Stock as at a Historic Date" are present. The "Export Excel" button is highlighted in a red box. A green "Show Report" button is at the bottom.

Sale Order Report

Go to **Reports** then click **Sale Order Report**
 Select the Date Range that you want to review.
 Click **Show Report** (to view the report at the bottom of the page) or **Export to Excel**.



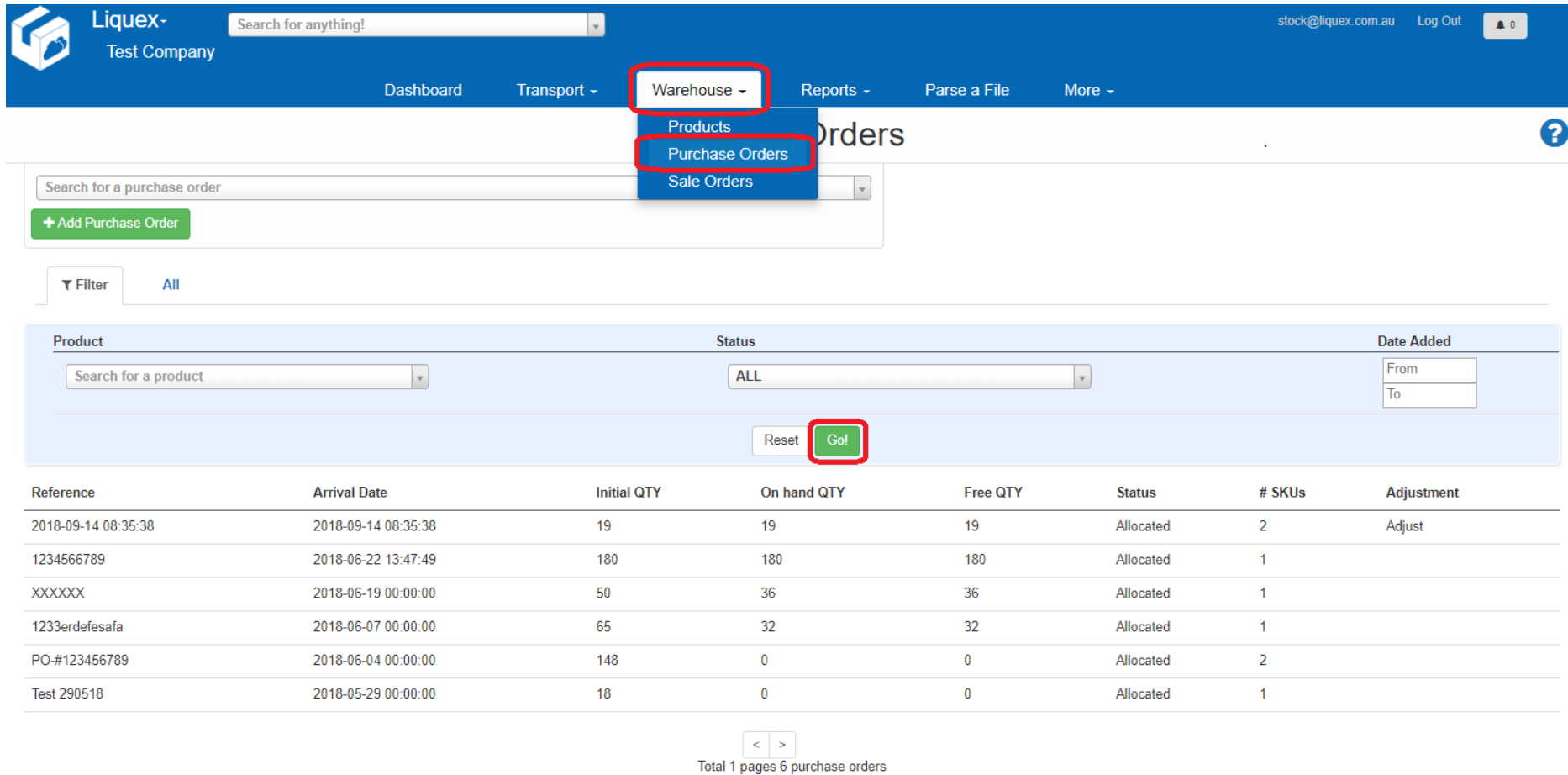
The screenshot shows the Liquex web application interface. At the top, there is a navigation bar with 'Liquex- Test Company' and a search bar. The 'Reports' menu is open, showing options like 'Stock report', 'Stock Movement Report', 'Warning / Expiry Stock Report', 'Problem Stock Report', 'Sale Order Report' (highlighted), 'Purchase Order Report', 'Outgoing Consignments Report', and 'Bulk Export Consignments'. Below the navigation bar, the 'Sale Order Summary Report' page is visible. The 'Specify the time period' section has 'Order By' set to 'Address'. The 'From' date is 2018-01-01 and the 'To' date is 2018-09-30. At the bottom of this section, there are two buttons: 'Show Report' and 'Export Excel', both highlighted with red boxes.

Address ID	Address	Consignment Ref	SaleOrder Ref	Date added	Pack date	Ship date	Status	Product Code	Description	Type	Batch Date	EXP DATEUOM	Ship Qty
2	Liquex Logistics Pty Ltd, 45-49 Vella Drive, SUNSHINE WEST,	today130618	today130618	2018-06-13	2018-06-13	2018-06-13	Dispatched	TC24PK	Test Customer 330ml x 24pk	General		07-06-2018 Carton	1.000
2	Liquex Logistics Pty Ltd, 45-49 Vella Drive, SUNSHINE WEST,	78//*-96	78//*-96	2018-06-13	2018-06-13	2018-06-13	Dispatched	TC24PK	Test Customer 330ml x 24pk	General		07-06-2018 Carton	4.000
2	Liquex Logistics Pty Ltd, 45-49 Vella Drive, SUNSHINE WEST,	XXXXXX	XXXXXX	2018-06-19	2018-06-19	2018-06-19	Dispatched	TC24PK	Test Customer 330ml x 24pk	General		07-06-2018 Carton	1.000
2	Liquex Logistics Pty Ltd, 45-49 Vella Drive, SUNSHINE WEST,	999999	999999	2018-06-20	2018-06-20	2018-06-20	Dispatched	test50k	Test 50 L Keg	General		15-06-2019 Keg	1.000
2	Liquex Logistics Pty Ltd, 45-49 Vella Drive, SUNSHINE WEST,	122 xxx	122 xxx	2018-06-20	2018-06-20	2018-06-20	Dispatched	test50k	Test 50 L Keg	General		15-06-2019 Keg	1.000

Purchase Orders | Inbound Stock

Go to **Warehouse** then click **Purchase Orders**
Click on **GO**

You can click into the Purchase Orders listed and view the quantities of items received in each.



The screenshot shows the Liquex- Test Company dashboard. The top navigation bar includes 'Dashboard', 'Transport', 'Warehouse', 'Reports', 'Parse a File', and 'More'. The 'Warehouse' menu is open, showing 'Products', 'Purchase Orders', and 'Sale Orders'. Below the navigation bar, there is a search bar for purchase orders and a '+ Add Purchase Order' button. A filter section shows 'Filter' set to 'All'. The main content area features a table with columns for Reference, Arrival Date, Initial QTY, On hand QTY, Free QTY, Status, # SKUs, and Adjustment. The table contains six rows of data. Below the table, there are navigation arrows and the text 'Total 1 pages 6 purchase orders'.

Reference	Arrival Date	Initial QTY	On hand QTY	Free QTY	Status	# SKUs	Adjustment
2018-09-14 08:35:38	2018-09-14 08:35:38	19	19	19	Allocated	2	Adjust
1234566789	2018-06-22 13:47:49	180	180	180	Allocated	1	
XXXXXX	2018-06-19 00:00:00	50	36	36	Allocated	1	
1233erdefesafa	2018-06-07 00:00:00	65	32	32	Allocated	1	
PO-#123456789	2018-06-04 00:00:00	148	0	0	Allocated	2	
Test 290518	2018-05-29 00:00:00	18	0	0	Allocated	1	