

Zoho final Report- Stock summary details- Sumayya salim work details

This report is a summary of the movement of items in and out of your organization and their quantities. It contains the stock which is on hand, committed and available for sale.

To view this report:

- Go to **Reports** > Stock report > **Stock Summary details** .

This report contains the following fields:

Item Name

Item for which you want to view the inventory.

Quantity In

The quantity of items which is moving into your organization through different purchases or sales transactions

Quantity Out

The quantity of items which is moving out of your organization due to the various sales transactions that you record in Finsys.

Available For Sale

The total quantity of an item available for sale to your customer. This value is calculated based on the stock moving in and out of your organization.

Stock available for sale = Quantity in - Quantity out

To customize this report:

- Go to **Reports** > **Inventory Summary** under the **Inventory** section.
- Click **Customize Report** in the top of the page.
- Select the criteria based on what you want to generate the report.
- Click **Run Report**.

Add Filter- From date & To date

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