
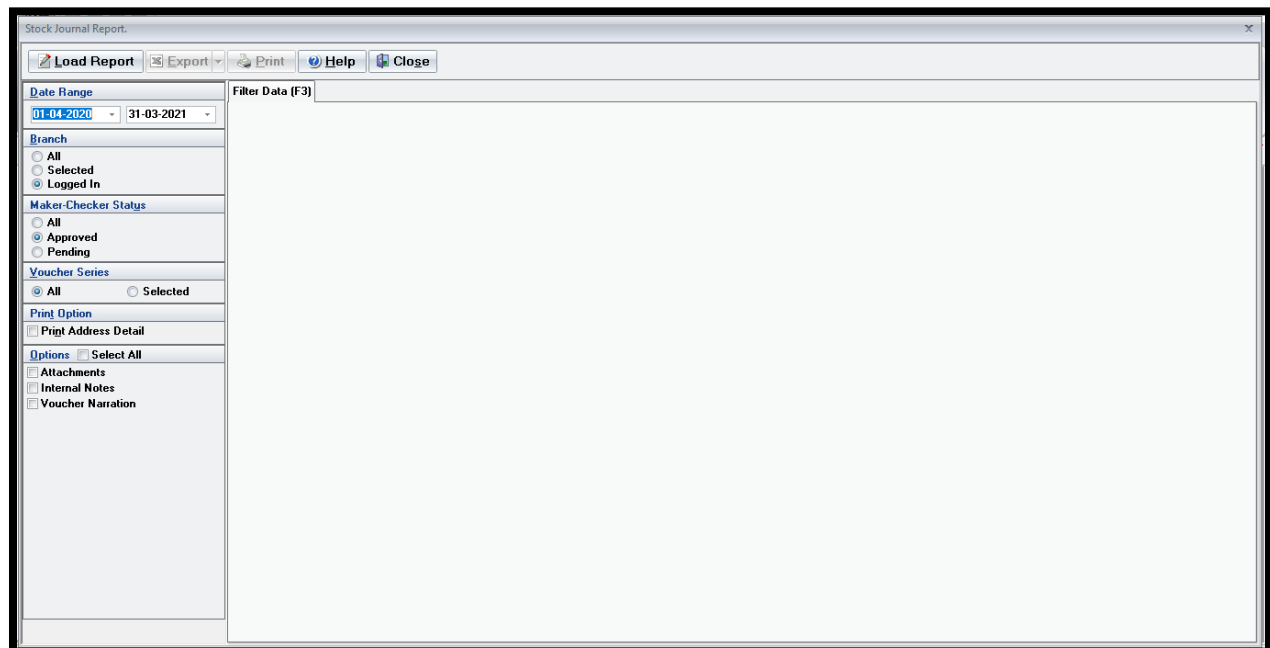




Stock Journal Report (Alt + N)

This report shows the detailed record of all the entries done under Stock Journal module.

On clicking the  Stock Journal option or on pressing the shortcut (Alt+ N), “Stock Journal Report” window will appear as below.



Now, we can retrieve/fetch the data as per our requirement and as per the specific condition by using the left task bar which states the date range, maker-checker status, voucher series, A/c name and optional viewability of attachments.

We can use below mentioned shortcuts for further extractions and functions.

Load Report (Alt + L)

User needs to click on Load Report (Alt + L) button to load the report after the filter action. The loaded Report will look as below:



Stock Journal Report.

[Load Report](#)
[Export](#)
[Print](#)
[Help](#)
[Close](#)
 <Press Enter / DBL click in grid for drill down to entry or to View attached documents (Logged-in branch only)>

Filter Data (F3) Report [01-04-2020 to 31-03-2021] (F4)

Stock Journal Details				Item Details						
Date	No	Branch	Cancelled	Name	Unit	Type	Godown	Qty	Rate	Amount(Base)
30-12-2020	S/1/J	DEMO BRANCH	<input type="checkbox"/>	ITEM 2	NOS	Finished Goods	Godown 2	1.00	9,800.00	9,800.00
				NIL Rated	NOS	Material Consumed	Godown 2	1.00	9,800.00	9,800.00
19-02-2021	S/2/J	DEMO BRANCH	<input type="checkbox"/>	ITEM 2	NOS	Finished Goods	Godown 2	98.00	98.00	9,702.00
				NIL Rated	NOS	Material Consumed	Cygnnet Biztech Private ...	98.00	98.00	9,702.00
23-03-2021	123	DEMO BRANCH	<input type="checkbox"/>	ITEM 1	BAG	Finished Goods	Godown 2	12.00	120.00	1,440.00
				TEST	OTH	Material Consumed	Cygnnet Biztech Private ...	12.00	120.00	1,440.00
23-03-2021	S/3/J	DEMO BRANCH	<input type="checkbox"/>	ITEM 1	BAG	Finished Goods	Godown 2	10.00	100.00	1,000.00
				TEST	OTH	Material Consumed	Cygnnet Biztech Private ...	10.00	100.00	1,000.00
31-03-2021	S/4/J	DEMO BRANCH	<input type="checkbox"/>	ITEM 1	BAG	Material Consumed	Cygnnet Biztech Private ...	10.00	100.00	1,000.00
				TEST	OTH	Finished Goods	Cygnnet Biztech Private ...	5.00	200.00	1,000.00
Total								258.00	45,884.00	

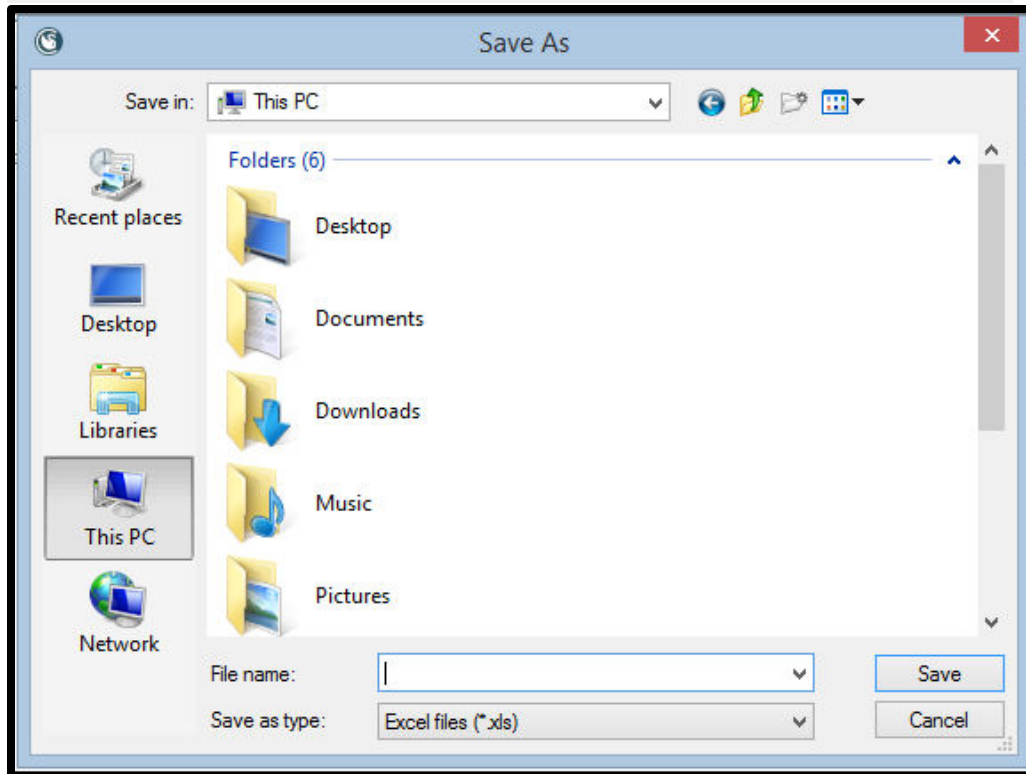
Drill down entry

To go to the voucher, user needs to double click on the record line. User will be redirected to the Stock Journal voucher.

Export (Alt + E)

User needs to click on Export (Alt + E) button to export the report.

User can export report as well as the attachments of each entry of the report from the drop-down list. On clicking Export button, user will be asked for the path to export the report as shown below:



User needs to specify the path and click on save button to export the list successfully. Export can be done in .xls and .csv file.

[Print \(Alt + P\)](#)

On clicking the Print (Alt + P) button, print preview window will appear.

[Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, Stock Journal Report tab will get closed.

[Help \(Alt + H\)](#)

On clicking the Help (Alt + H) button, user will be redirected to help manual of Stock Journal Report Tab.