Inventory Stock Items
How to Find Stock Items by Location Query

August 2019
<table>
<thead>
<tr>
<th>Description</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening the Inventory Queries</td>
<td>3</td>
</tr>
<tr>
<td>Searching Stock Items</td>
<td>4</td>
</tr>
<tr>
<td>Inventory Query Details</td>
<td>5-6</td>
</tr>
<tr>
<td>Inventory Queries - Exporting a Query To Excel</td>
<td>7</td>
</tr>
</tbody>
</table>
Opening the Inventory Queries

To find details on an inventory stock item, queries have been provided in AssetWorks that will provide these details. Follow the steps below to learn how to find these queries.

In AssetWorks, Click on the portal named **Query**. A Query allows you to search the data by one or more fields.

Look for the folder named, **Inventory**. 2 Queries have been set up to provide information on parts in our inventory system.

- **Ames Whse Stock Items – 762000** provides you a list of stock items in the Ames Warehouse only. This includes keywords descriptions and categories along with the part number.

- **Stock Items by All Locations** provides you a list of the stock items in every location, you can filter for your location to see parts specific to your Cost Center.

To begin, click on the report titled “**Stock Items by All Locations**”.
Searching Stock Items

- Click the query report named **Stock Items by All Locations**.
- There are many options to search for your parts, to find a specific part, fill in the Part ID, in the Value(s) column for PartID.
- Click **Update Results**.
- You can look through the entire list of Parts but this list may get long. To see more than the 1st 100 parts, you will need to click on the **Results** drop down arrow, select **All**.

The Part ID will appear in all the locations that it is currently stocked in.
Inventory Query Details

The Inventory reports allow you to quickly and easily view data related to parts and inventory locations. We have provided several Field options you can select to find the parts and locations you are looking for.

Column Headings:
- The Filter Field column is the system field name. This name sometimes does not make sense, because it is the name from the system. We have added a name in the Description field to clarify what this field is.
- The Operator column explains the how the field is calculated, equals allows only that data listed in the Value(s) field. If you do not select any values, all parts, in all locations will appear. If you want to narrow your search, you may select 1 or more values listed. Keep in mind the more values you select may result in no parts being listed.
- The Description column indicates what the Filter Field AW description really means.
- Value(s) Fields will be explained on the next page.

Blue Ribbon Icons:
- The Report List will take you back to the Query homepage.
- The Results default is at 100 listed items. If you want to see more than 100, click the drop down arrow select the options listed. This default cannot be changed.
- The Update Results is used when you select value(s), you need to click the Update Results to update your filter search. When you add any Value(s) in that field, you must click Update Results for your new list of A#’s to appear. If you just open the query, it will pull data that is provided in those Value(s) field.

Export your data
If you want to export this list of data to an excel spreadsheet, click on the symbol. Additional information is provided on page 7. If you click on the previous green symbol with double image, this will create a CSV file type, which is not very user friendly.
Inventory Query Details

Value Fields:

Part ID – As mentioned in a previous page, this selection allows to search for parts stocked in each location.

Inventory Location ID – Searching by Inventory location allows you to see all the parts that are currently stocked in this location.

Keyword – Keywords help categorize similar parts together. Some examples would include Decals, Filters or Electronics.

Product Category ID – This refers to the first five digits of an NIGP code assigned to each part. A “-E” at the end of the category id indicates that it is purchasable by external customers.

Part Short Description – This is a more detailed description of a part and will tell you exactly what it is. Searching in this field will find any description that contains words that match what you type into the value(s) column.
Inventory Queries - Exporting a Query To Excel

If you want to export this list of data to an excel spreadsheet, Click on this symbol. Once you Click on this icon, the uploaded excel file will appear in the lower left of your screen, see in red box below.

If you click on the ^ arrow located to the far right, it allows you to open or save to a folder. Or you can click on the file name and it will Open. Once you open the file, this box will appear, click Yes.

This file will open in a protected view, Click the Enable Editing button at the top of the screen to allow you to make changes or save to a location you choose.