



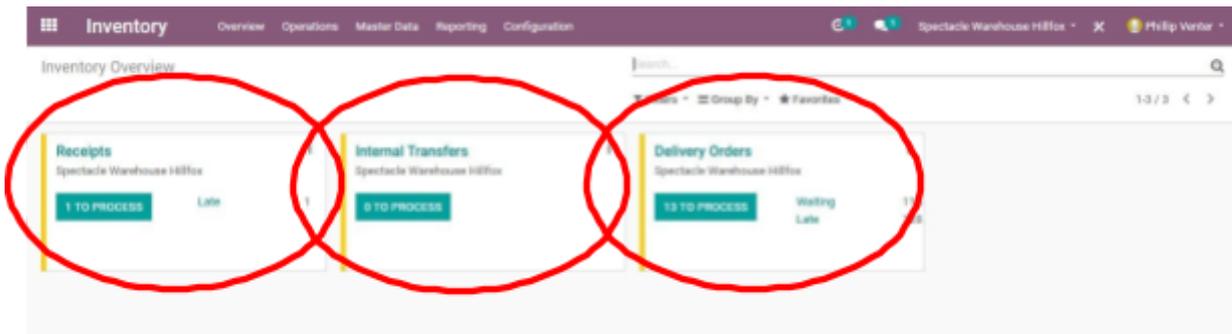
Training Manual

Humint O Lite
Version 16

Inventory

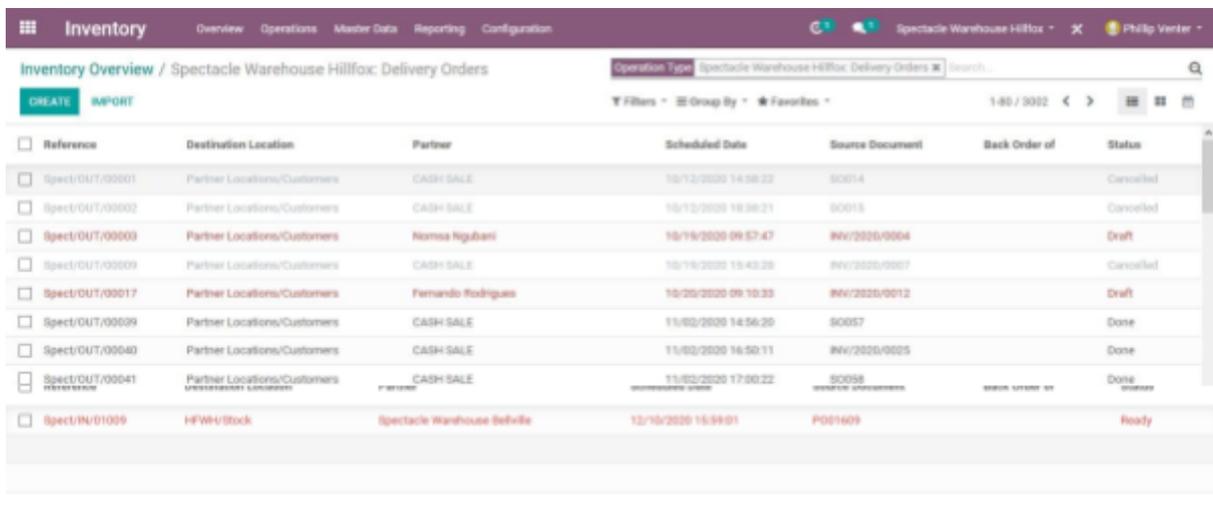


Overview



Receipts

Here you will be validating any receipts that have been created by the system; these receipts are the receipts you get when you are receiving stock from vendors.



Internal Transfer

Internal Transfers: It is stock being moved from one Internal location e.g., the stockroom, to a different internal location e.g. the show floor

Delivery Orders



Delivery Orders are automatically created when an invoice is made out. You need to validate these to remove the stock from the inventory.

Operations

- Operations
- Master Data
- Inventory Lines
- Stock Take
- Transfers
- Inventory Adjustments
- Scrap
- Run Scheduler

Inventory Lines

Date	Stock Name	Adjustment Reason	Product	Location	Orig Qty	Checked Quantity	Unit Value	Variance	Total Value	Status	By Who
01/28/2021 09:29:01			[00 49-18 BLACK] Moleskine MO3103	Physical Locations/KWWH /Stock	2.000	0.000	0.00	-2.00	0.00		Karen Bartes
01/27/2021 10:21:12			[02] b Realvision SV clear hardcoated	BVWH/Stock Room	14.000	0.000	0.00	-14.00	0.00		Sonja Moolman
01/27/2021 10:21:12			[03] c Realvision SV HMC low cyl	BVWH/Stock Room	28.000	0.000	0.00	-28.00	0.00		Sonja Moolman
01/27/2021 10:21:12			[07] g Realvision SV Photo HMC	BVWH/Stock Room	62.000	0.000	0.00	-62.00	0.00		Sonja Moolman
01/28/2021 15:47:08			[10055] Free Form FFA702 Bm 50/16-130	HPWH/Stock	1.000	0.000	0.00	-1.00	0.00		Candice Christians

Here you will find all of the stock adjustments that have been made. You can see when it was adjusted, the reason why it was adjusted, the products, and in which location it was, as well as by who it was adjusted.

When clicking on one of the lines, the following details come up

Stock Name	Date	01/28/2021 09:29:01
Adjustment Reason	Orig Qty	2.000
Product	Checked Quantity	0.000
Location	Unit Value	0.00
Variance		-2.00
Total Value		0.00
By Who		Karen Bartes

Stock Name: Last Stocktake

Adjustment Reason: The reason why the adjustment has been made.

Product: The Product that has been adjusted

Location: The location that the Product is stored at

Date: The date of the adjustment

Original QTY: The Quantity of the item was before the adjustment

Checked Quantity: Scanned in the last Stocktake

Unit Value: The value of the Product

Variance: It is by how much it has been changed.

Total Value: It is the value of the item after the adjustment
By Who: The person who has adjusted the stock item.

Stock Take

Name	Note	Inventory Batches	State
<input type="checkbox"/> Bellville Nov 2020		No records	Draft
<input type="checkbox"/> TEST		1 record	Draft
<input type="checkbox"/> Hillfox test		No records	In Progress
<input type="checkbox"/> Bellville Dec 2020		No records	Draft
<input type="checkbox"/> Inventory fix		1 record	Draft
<input type="checkbox"/> TEST 26/01		No records	Draft
<input type="checkbox"/> Monthly		1 record	Draft
<input type="checkbox"/> Monthly January		No records	Draft

Under Stocktake you can see what stocktakes are open and in a draft and which have been validated
 Please refer to the Stocktake Module as to how Stocktake works.

Transfers

Reference	Destination Location	Partner	Scheduled Date	Source Document	Back Order of	Status
<input type="checkbox"/> Spect/OUT/01160	Partner Locations/Customers		11/20/2020 16:22:21			Draft
<input type="checkbox"/> Spect/OUT/00001	Partner Locations/Customers	CASH SALE	10/12/2020 12:30:35	S0011		Cancelled
<input type="checkbox"/> Spect/OUT/00002	Partner Locations/Customers	CASH SALE	10/12/2020 12:36:10	S0012		Cancelled
<input type="checkbox"/> Spect/OUT/00003	Partner Locations/Customers	Maria Christina Hattingh	10/12/2020 12:34:31	S0013		Done
<input type="checkbox"/> Spect/IN/00001	ATTWH/Stock	Vision Corner	10/13/2020 14:38:56	P000004		Done
<input type="checkbox"/> Spect/OUT/00004	Partner Locations/Customers	Maria Christina Hattingh	10/13/2020 16:00:37	INV/2020/0008		Done
<input type="checkbox"/> Spect/IN/00002	ATTWH/Stock	Lenescape.	10/14/2020 09:13:50	BILL/2020/1864		Done

Transfers are where all the stock that has been received and been invoiced out gets moved in and out of the system.

Spect/OUT/00003

Partner	Maria Christina Hattingh	Scheduled Date	10/12/2020 12:54:31
Source Location	ATTWH/Stock	Effective Date	11/20/2020 13:07:06
Operation Type	Spectacle Warehouse Atterbury: Delivery Orders	Source Document	S0013
		Owner	

Operations
Additional Info
Note

Product	Initial Demand	Done Unit of Measure
[52706] Stepper STS30022 F550 52/14	1.000	1.000 Unit(s)

Spect/OUT/00003 is the number of the stock move
Partner: The Person the stock has been made out too
Source Location: The location of where the item originated from
Operation Type: this determines if the stock comes in or out
Scheduled Date: The date the order was made out

Effective Date: The date the order has been confirmed

Source Document: The place where the order has come from in this example it came from a sales order

Operations Tab

Product: Here it shows the products in the transfer

Initial Demand: the demand was for

Done: the amount that has been processed

Unit of Measure: The unit the item is measured in

Operations	Additional Info	Note
Shipping Policy	As soon as possible	Company: Spectacle Warehouse Atterbury Procurement Group: S0013 Priority: Normal

Additional Info Tab

Shipping Policy: How this Product will be shipped

Operations	Additional Info	Note
Add an internal note that will be printed on the Picking Operations sheet		
<hr/>		

Company: The Company the order has been made from

Procurement Group: The source document

Priority: the priority of the document

Note Tab

Here you can make a note that will be printed on the picking operations sheet.

Inventory Adjustments

Inventory Reference	Inventory Date	Inventoried Location	Status
<input type="checkbox"/> INV: [49095] ACS Comfort Drops Plus	01/28/2021 15:37:44	ATTWH/Stock	Validated
<input type="checkbox"/> INV: [27775] KRYPTIC KT43 BROWN 56-16	01/28/2021 12:43:12	ATTWH/Stock	Validated
<input type="checkbox"/> INV: [70000] Single Vision 1.50 UC Base	01/28/2021 12:21:08	ATTWH/Stock	Validated
<input type="checkbox"/> INV: [29209] TITAN PROJECT T1005-BRN-5118	01/28/2021 11:51:43	ATTWH/Stock	Validated
<input type="checkbox"/> INV: [29334] MOONSTONE MS2GB1 51 19	01/28/2021 10:11:09	ATTWH/Stock	Validated
<input type="checkbox"/> INV: [K152.63] Panda Plus 2BRV Pink 1 and 1/2 Lens Model K1-17	01/28/2021 00:28:40	ATTWH/Stock	Validated

Here you can make big inventory adjustments

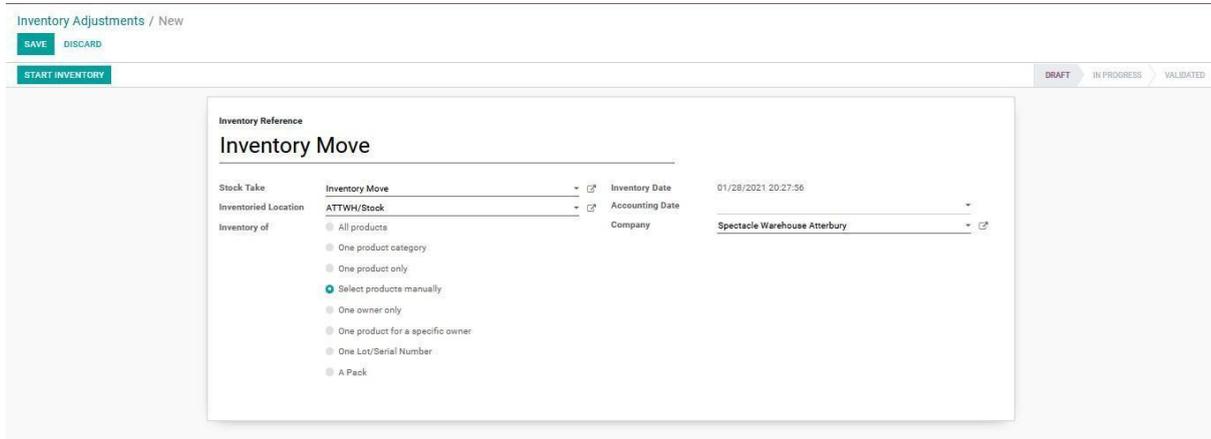
Inventory Adjustments

CREATE IMPORT

Inventory Reference

INV: [49095] ACS Comfort Drops P

Here you can create the Inventory Adjustments



Inventory Reference: What the reason for the move is

Stock take: to where it moved

Inventoried Location: Where the Inventory will be moved too

Inventory Of:

All Products: Sets all of the products to be scanned.

One Product Category: Only Frames, lenses, or Accessories, etc.

One Product Only: Take stock take of only one Product.

Select Products Manually: Select the products you will be using for stock take.

One Owner only: Only one owner

One Product for a specific owner: It is one Product for one owner

One Lot/Serial Number: One place, or location (Best if it's for multiple warehouses)

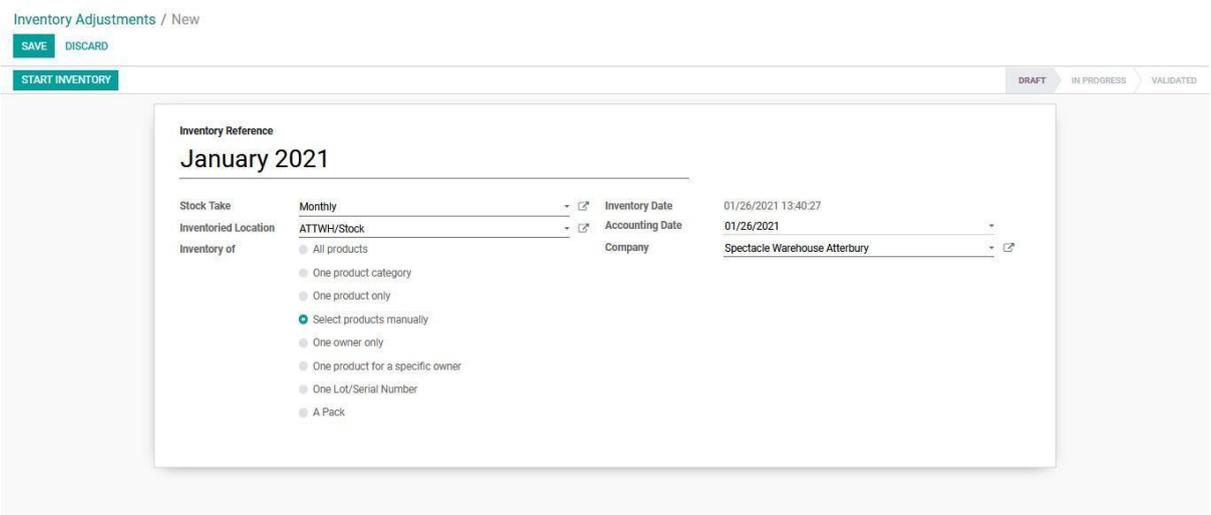
A Pack: One combined set of products

Inventory Date: This will be set automatically when the adjustment has been created

Accounting Date: This should be the date of the Actual stock take.

Company: Should be only your Company (e.g., Spectacle Warehouse Atterbury)

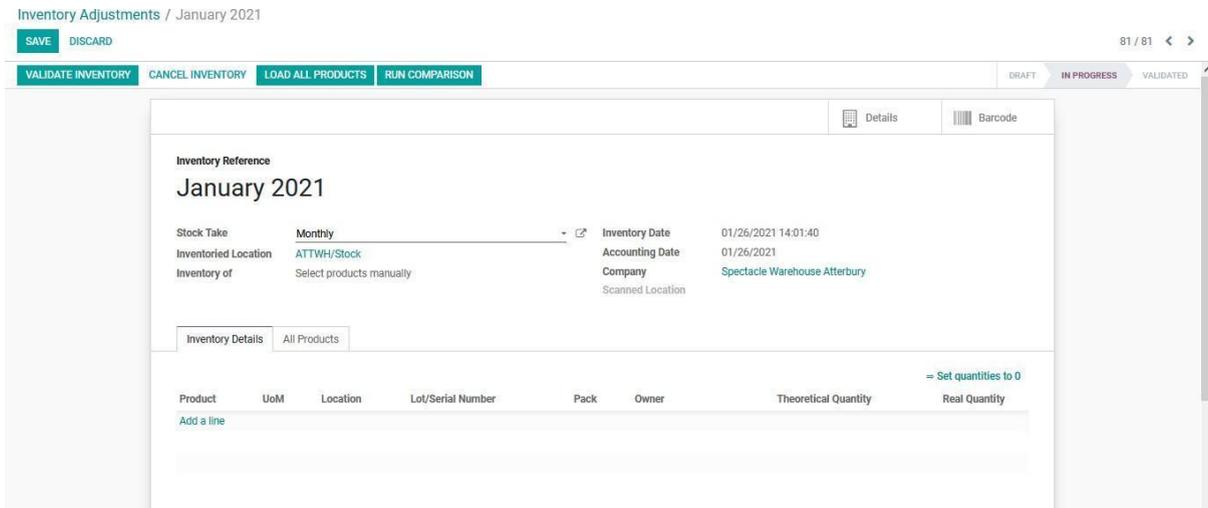
Please Refer to Example Below to ensure it is correctly configured.



Save

Start Inventory – Starting the Transfer

After clicking on Start Inventory, you'll be greeted by the following screen.

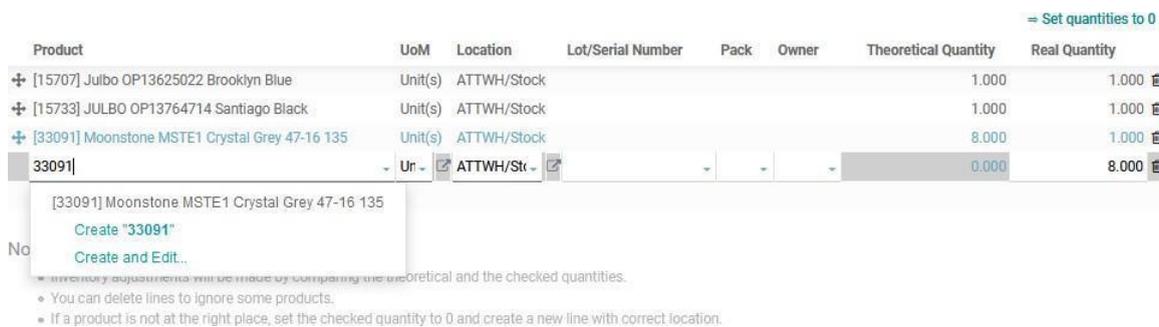


On this list, you will see all of the scanned items.

Theoretical Quantity is the amount that is currently in stock

Real Quantity is the amount that has been currently scanned.

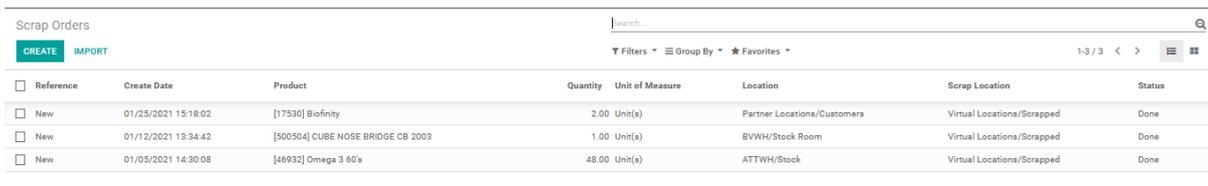
If a barcode is not picking up, wait until the loading has stopped and then add a line and put it in the barcode.



When all of the products have been entered, that needs to be moved.

You can press VALIDATE, and all of the items will be moved to the location specified.

Scrap



Here you can see a list of all of the items that have been scrapped

Scrap Orders



You can create a **Scrap Orders** to get rid of stock that has either expired or got broken or whatever reason you need to get rid of stock.

Product: The Product you want to scrap

Quantity: How much of the Product you want to scrap

Lot: Location which you can create Eg. Shelf 1 (Warehouse setup)

Package: If the Product is included In a package, you will include the package here

Owner: Who the stock belongs too

Location: Where the Product is

Scrap Orders / New

SAVE DISCARD

VALIDATE

New

Product	<input type="text"/>	Lot	<input type="text"/>
Quantity	1.00	Package	<input type="text"/>
		Owner	<input type="text"/>
		Location	ATTWH/Stock <input type="checkbox"/>
		Scrap Location	Virtual Locations/Scrapped <input type="checkbox"/>
		Source Document	<input type="text"/>
		Expected Date	01/28/2021 20:44:54

Scrap Location: Where the Product will be scrapped too

Source Document: Where the file originated from

Expected Date: The date it will be scrapped

Run Scheduler

To run the scheduler, a reordering rule will need to be set up on the Product.

Run Scheduler ✕

The stock will be reserved for operations waiting for availability and the reordering rules will be triggered.

RUN SCHEDULER CANCEL

Master Data

Master Data Reporting

- Products
- Product Variants
- Reordering Rules
- Lots/Serial Numbers
- Packages

Products

Products Products x Search

CREATE IMPORT Filters Group By Favorites 1-80 / 15278

(291681) MOONSTONE MSR33 5315 BURGUNDY Price: R 425.00	0060092841 Price: R 1.00	03/555 Safety Pls Green/Grey 53-15 (4842) Price: R 870.00 On hand: 1,000 Unit(s)	1.60 S/V ASPHERIC Price: R 1.00	1.60 S/V SPHERICAL Price: R 1.00
1.61 ASPHERIC SHMC Price: R 1.00	1062 Price: R 1.00	1088 Price: R 1.00	11/2008 Sport Band Silicone (4242) Price: R 25.00 On hand: 0,000 Unit(s)	110MS05 3G Sunglasses 110MS05 (4054) Price: R 499.00 On hand: 1,000 Unit(s)
1337 Price: R 1.00	13565451 Price: R 1.00	14-0842 Powerview 8x42 Roof prism MC (3647) Price: R 1,920.00 On hand: 1,000 Unit(s)	14159 Price: R 1.00	15436Sightique K127A C1 Mens Acetate Mat Black 53- Price: R 1.00
15453Sightique K127A C1 Mens Acetate Mat Black 53- Price: R 1.00	15734 Price: R 1.00	15767ASG Fr101000 Ergo Nose Pads Blk Price: R 1.00	15800 Price: R 1.00	15809 Price: R 1.00

Products

Under products, you can view all of the products that are on the system

You can create products

Products

Product Name: The description of the Products

Can be Sold: The item can be sold to customers

Can Be Purchased: The item can be purchased from vendors

General Information Tab

Products Type

Consumable – items that are not in stock

Service – fees that you charge for service provided

Storable Products – Stock that is usually counted during a stocktake

Product Category

Each product type can have its own product category, which will have its own set of accounting and inventory rules

Internal Reference – It is the reference of the Product

Barcode – This barcode is what gives the Product a unique identifier, the barcode can be used to invoice instead of the Product name

QR Code – the code is used to generate a QR image that can be scanned by most smart devices

QR Code Image – The image that gets generated by the QR code

Sales Price – The price that will be displayed on the invoice

Customer Taxes – Taxes that will be added on the invoice

Cost – the cost of the Product for the Company

Company – The Company that this Product is assigned to

Units of Measure – The unit the Product is measured in

Purchase of Units of Measure – the unit the Product is purchased in

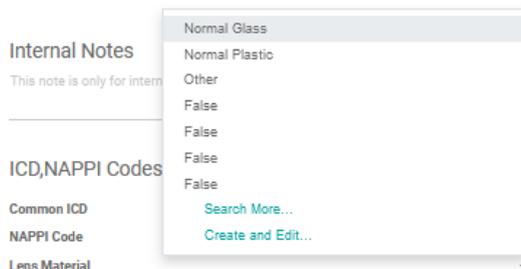
Internal Notes – Notes about the Product that only staff can see

ICD, NAPPI Codes & Properties

Common ICD – you can select the ICD code from the dropdown list

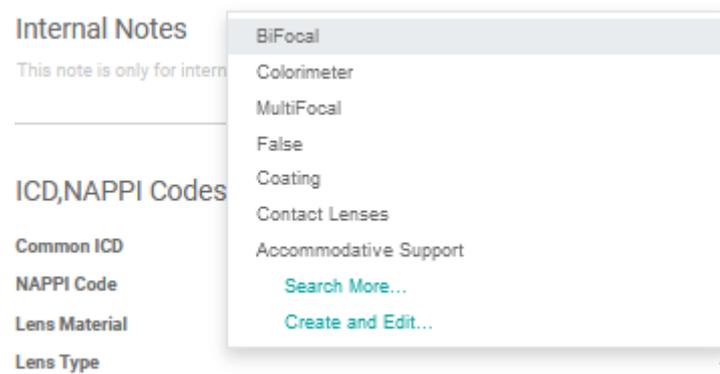
NAPPI Code – You can select the Nappi Code from the dropdown list

Lens Material



The Material of the lens can be chosen here; if it's not a lens, this can be left blank

Lens Type



The Lens Type can be chosen, but if it's not a lens, this can be left open

SAOA Code – you can select the SAOA code from the dropdown list

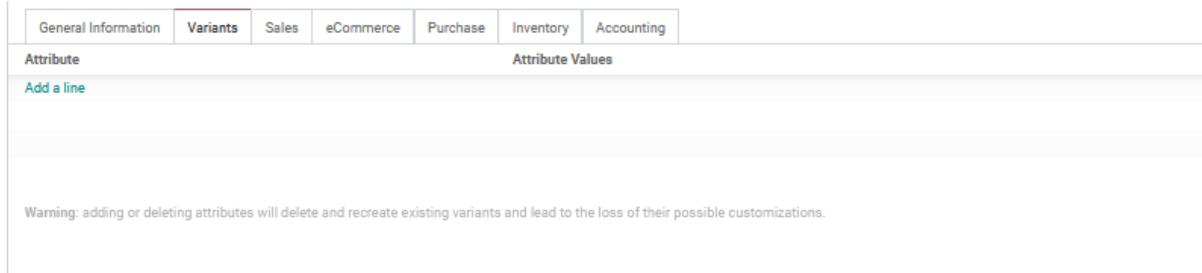
PPN1 - you can select the PPN code

from the dropdown list

Old Code - you can select the Old code from the dropdown list

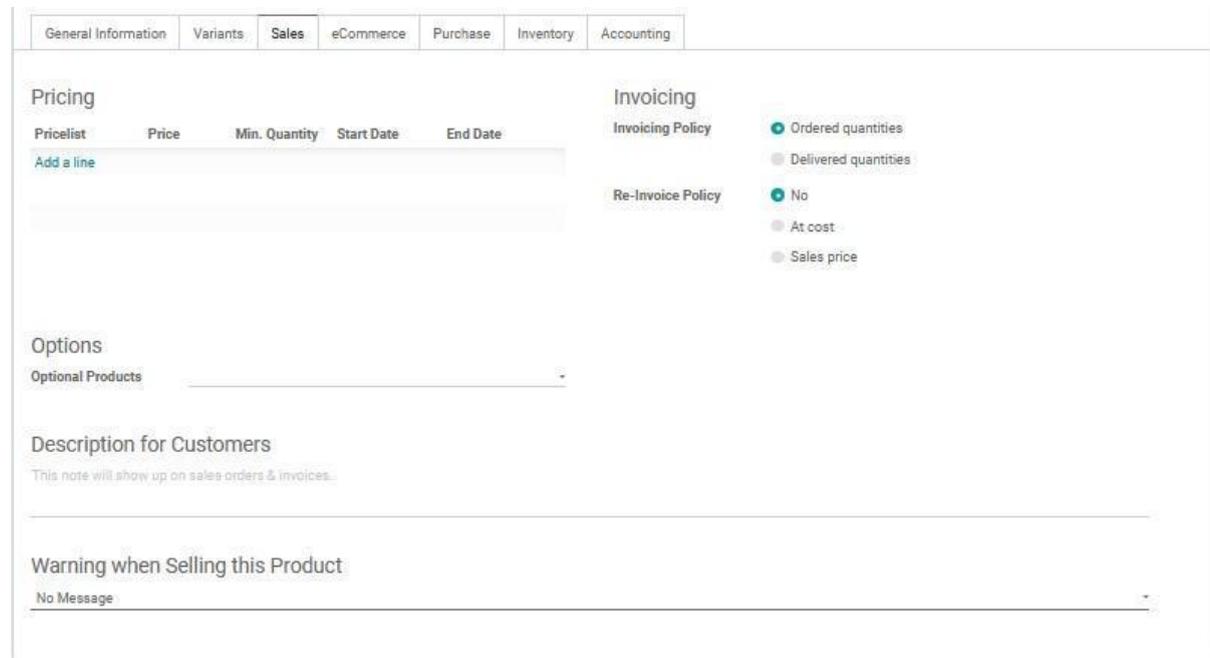
Variants Tab

Here you will be able to add variants to the current products



Sales Tab

Here you can set up the Pricelist for the Product by Clicking on ADD A LINE



Options – Products that can be used instead of the current products

Description for Customers – A description that will explain to the customer what the Product is

Warning when Selling this Product – You can set up a warning when this Product is sold

Invoicing

Invoicing Policy:

- Ordered Quantities – Quantities that have been invoiced will be ordered
- Delivered Quantities - Quantities that have been ordered will be invoiced

Re-invoice Policy

- No – Cannot re-invoice it
- At Cost – gets re-invoiced at cost
- Sales Price – gets re-invoiced at sales price

eCommerce Tab

General Information	Variants	Sales	eCommerce	Purchase	Inventory	Accounting
Shop						
Website						-
Categories						-
Availability	Show inventory on website and prevent sales if not enough st					-
Alternative Products						-
Accessory Products						-
Styles						-
Extra Images						
ADD						

Shop

Website – The website URL should be hosted

Categories – The category it belongs to

Availability – can set to show even if the stock is finished so it can be ordered, or it can get hidden when there is not enough stock

Alternative Products – Products that are similar to this Product

Accessory Products – products that work with this Product

Styles – Different styles of the products

Extra Images

ADD – you can put on additional pictures that will show on the website

Purchase Tab

General Information	Variants	Sales	eCommerce	Purchase	Inventory	Accounting
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Vendors

Vendor	Product Variant	Minimal Quantity	Unit of Measure	Price	Currency	Start Date	End Date
Add a line							

Vendor Bills

Vendor Taxes: Purchases Tax 15.00% Input

Control Policy: On ordered quantities On received quantities

Description for Vendors
This note will show up on purchase orders.

Warning when Purchasing this Product
No Message

Here, you will be able to add your vendors by clicking on ADD A LINE

Vendor Bills

Vendor Taxes - Taxes your Company pays on purchases

Control Policy - On ordered Quantities

- On Received Quantities

Description for Vendors - Description that will appear on your purchase order

Warning when purchasing this Product - can set a warning when this is purchased at the vendor

Inventory Tab

General Information	Variants	Sales	eCommerce	Purchase	Inventory	Accounting
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Operations

Routes: Buy Make To Order

Customer Lead Time: 0.00 days

Logistics

Weight: 0.00

Volume: 0.00 m³

Responsible: Phillip Venter

Traceability

Tracking: By Unique Serial Number By Lots No Tracking

Packaging

Packaging	Contained Quantity	Unit of Measure
Add a line		

Description for Delivery Orders
This note will show up on delivery orders.

Description for Receipts
This note will show up on receipt orders (e.g. where to store the product in the warehouse).

Description for Internal Transfers
This note will show up on internal transfer orders (e.g. where to pick the product in the warehouse).

Operations

Routes:

Buy – the customer walks out of the store with the item

Make to Order – the customer will need to wait a few days for the item

Customer lead time – how long the customer will wait

Logistics

Weight – how much it weighs

Volume – how big it is

Responsible – the person responsible for the logistics

Traceability

Tracking – By Unique Numbers – gets tracked by unique numbers given the package

-By Lots – Serial numbers given to a range of packages

-No Tracking - doesn't get tracked/delivered

Packaging

ADD A LINE – defines the packaging materials

Accounting Tab

The accounting tab will be managed by the product category; if data is filled in here, it will not use the data filled in by the product category

General Information	Variants	Sales	eCommerce	Purchase	Inventory	Accounting
Receivables Income Account <input type="text"/> - Deferred Revenue <input type="text"/> - Type <input type="text"/>		Payables Expense Account <input type="text"/> - Price Difference <input type="text"/> - Account <input type="text"/> - Asset Type <input type="text"/>				
Stock Valuation Stock Input Account <input type="text"/> - Stock Output Account <input type="text"/> -						

Receivables

Income account - Account where the Money comes in

Deferred Revenue

Type

Payables

Expense Account – Account where Money goes out

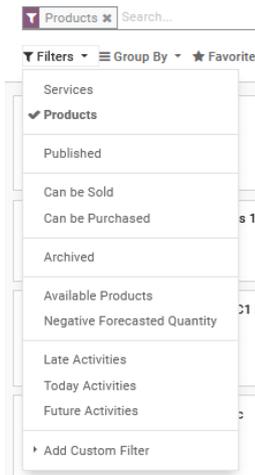
Price Difference Account

Asset Type

Stock Valuation

Stock Input Account – account where stock gets added

Stock Output Account – account where stock gets removed



Services – Every Product that has been marked as a service will show
 Products – (default filter) Every Product that has been marked as a product or consumable will show under this filter

Published – All the products that have been published on the website will show here

Can Be Sold – if the Product can be sold

Can Be Purchased – if the Product can be purchased

Archived – All the dormant or unused items will show under this filter

Available Products – Products with a positive quantity

Negative Forecasted Quantity – Products that the forecasted Quantity is a

negative amount

Late Activities – if the Product has an activity on, and its past due

Today Activities – if the Product has an activity on, and it's due today

Future Activities – if the Product has an activity on, but it's for tomorrow or after that

Add Custom Filter – Adding a filter that you have the needs for

Group By **Favorites**

To **Group By** is to group by a certain attribute for example, by product type

1-80 / 15278 < > [Grid View] [List View]

You can select Kanban view (4 Square block) (default View)

select list view to see more details of the products

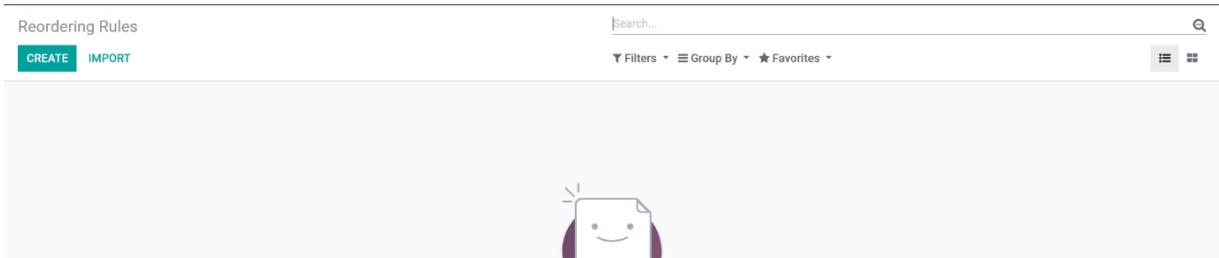
Internal Reference	Name	Website	Sales Price	Cost	Product Category	Product Type	Customer Taxes	Quantity On Hand	Forecasted Quantity	Unit of Measure	QR Code
(291581)	MOONSTONE MSRH3 5315 BURGUNDY(425.00	0.00	All	Consumable	No records			Unit(s)	
0060092841			1.00	0.00	All	Consumable	No records			Unit(s)	
48342	03/555 Safety PIs Green/Grey 53-15		870.00	378.00	Frames	Storable Product	1 record	1.000	1.000	Unit(s)	
1.60 S/V ASPHERIC			1.00	0.00	All	Consumable	No records			Unit(s)	
1.60 S/V SPHERICAL			1.00	0.00	All	Consumable	No records			Unit(s)	
1.61 ASPHERIC SHMC			1.00	0.00	All	Consumable	No records			Unit(s)	
1062			1.00	0.00	All	Consumable	1 record			Unit(s)	
1088			1.00	0.00	All	Consumable	1 record			Unit(s)	
44342	11/2008 sport Band Silicone		25.00	18.89	Accessories	Storable Product	1 record	0.000	0.000	Unit(s)	

Product Variants

Internal Reference	Name	Website	Attribute Values	Sale Price	Cost	Quantity On Hand	Forecast Quantity	Unit of Measure	Barcode	QR Code
00 49-18 BLACK	Moleskine MO3103			1,990.00	0.00	0.000	0.000	Unit(s)	61547	
0027E C2 52-17	CUBE CB0027E C2 52-17 GLITTER GOLD			1,250.00	0.00	0.000	0.000	Unit(s)	61553	
02	b Realvision SV clear hardcoated			20.00	0.00	0.000	-4.000	Unit(s)		
03	c Realvision SV HMC low cyl			50.00	0.00	0.000	0.000	Unit(s)	700003	
07	g Realvision SV Photo HMC			105.00	0.00	0.000	0.000	Unit(s)		
10019	Rudy Magster Polycarbonate lenses SN661006 Smoke Black			550.00	0.00	0.000	0.000	Unit(s)	10019	
10055	Free Form FFA702 Brn 50/16-130			1,710.00	0.00	0.000	0.000	Unit(s)	10055	
10080	INDIGO EDDY 5218 LT BROWN BARGAIN BOX			200.00	0.00	0.000	0.000	Unit(s)	10080	

Exactly the same as products but shows a list view of all of the products with the variant as a separate product

Reordering Rules



A reordering rule is to automatically order in an item if the stock is either finished or has low quantity left

Reordering Rules

You can click on create, to create your own rule

CREATE IMPORT

Active

Run the scheduler manually to trigger the reordering rules right now.

Name	<input type="text"/>	Warehouse	Spectacle Warehouse Atterbury
Product	<input type="text"/>	Product Unit of Measure	<input type="text"/>
		Location	ATTWH/Stock
		Procurement Group	<input type="text"/>
		Company	Spectacle Warehouse Atterbury

Rules	Misc
Minimum Quantity	Lead Time
Maximum Quantity	1
Quantity Multiple	Day(s) to purchase
0.000	
0.000	
1.000	

Name – Name of the re-ordering rule

Product – Product that needs to be re-ordered

Rules

Minimum Quantity – Minimum it should be before ordering new ones

Maximum Quantity – May not order if there is more that

Quantity Multiple – The procurement qty will be rounded up to this multiple. If it is 0, the exact quantity will be used

Warehouse – Location of the warehouse where stock is stored

Product unit of measure – the way they measure certain items

Location – Location of the stock

Procurement Group – Moves created through this order point will be put in this procurement group

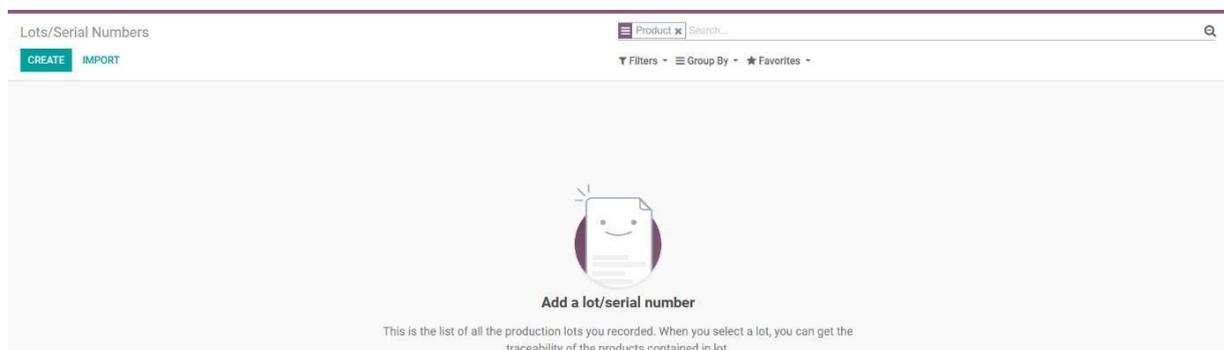
Company – a current Company you are working in

Miscellaneous:

Customer lead times – Number of days after the order point is triggered to receive the products or to order to the vendor

Lots/Serial Numbers

Here you will be able to add a lot/serial number



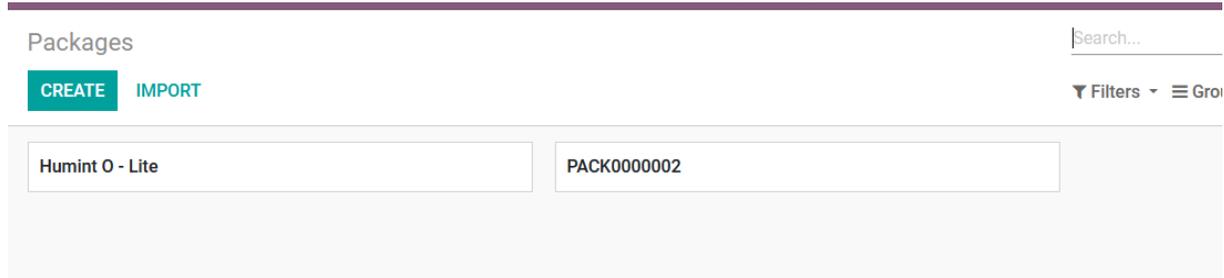
When creating

Here you will be able to create a serial number

You will be able to assign it to the Company itself

Packages

In packages, you can combine certain items to sell them as a package



Reporting



Inventory Report

You will be able to draw a report of your stock's current quantities

Warehouse Dashboard / Inventory

Internal Locations Search

Filters Group By Favorites

Product	Location	Lot/Serial Number	Package	Owner	Reserved	On Hand	Unit of Measure	Company
[10346] Ace User Readers(Copy) (1)					0.00	15.00		
[10646] Cases (1)					0.00	4.00		
[11174] Adidas Lenses per pair (1)					0.00	1.00		
[11494] Intra 11/064 Clip On Intra Polarized Flip Up Brown (1)					0.00	-0.00		
[11547] Valmax 6582 677 5317 (1)					0.00	1.00		
[12096] Old Complete Revolvers 240ml (1)					0.00	-0.00		
[13494] Multigravite 1 1.8 Surface Ultra (1)					0.00	4.00		
[13726] TOTAL CARE 120ML(Copy) (1)					0.00	-0.00		
[13726] Total Care 120ml (1)					0.00	39.00		
[13786] Seven Street 5050 08M Agric Yellow 51-16 135 (1)					0.00	1.00		
[13786] Classic Line Satin Brown 47-20 140 (1)					0.00	-1.00		
[13796] Valmax 6588 535 51-17 135 (1)					0.00	1.00		

Here you'll see your stock quantities

You can filter it by the following:

Internal locations – The locations inside the shop

Transit Locations – The locations outside the shop

Negative Stock – Stock that the total is less than 0

Positive stock – Stock That the total is more than 0

Reservations – Stock that has been reserved for customers that haven't been invoiced yet



Inventory Valuations

Here you can view the value of your stock

You can add your own filters and groups to view only the stock you want to view

Click on retrieve the inventory valuation. Then you will see this screen:

Make sure that all the products are listed by changing the qty 1-590/590 in the right-hand corner.
Your total inventory will show at the bottom right corner of the screen.

Inventory Overview Operations Master Data Reporting Configuration Administrator

Inventory Adjustments / Junio 2021_2 / Inventory Valuation / Inventory Valuation

Search

Filters Group By Favorites 1-590 / 590

Display Name	Quantity	Unit of Measure	Value
<input type="checkbox"/> [6817] LA17-3675A C4 51 18 140	1.00	Unit(s)	R 196.66
<input type="checkbox"/> [6818] Jeep JAB1593 C2 54 15 135	1.00	Unit(s)	R 699.00
<input type="checkbox"/> [6819] Jeep JAB1594 C2 60 15 140	1.00	Unit(s)	R 699.00
<input type="checkbox"/> [6820] Jeep JAB1595 C2 60 17 140	1.00	Unit(s)	R 699.00
<input type="checkbox"/> [6821] Jeep JAB1596 C2 58 15 150	1.00	Unit(s)	R 699.00
<input type="checkbox"/> [6822] Jeep JCS1811 C2 51 18 140	1.00	Unit(s)	R 655.00
<input type="checkbox"/> [6823] Jeep JEA3944 C3 56 18 140	1.00	Unit(s)	R 196.66
<input type="checkbox"/> [6824] David Green PLANET 51/17 Navy Metal	1.00	Unit(s)	R 599.00
<input type="checkbox"/> [6825] Moonstone Diamond MOD4 52/15 Par Crystal	1.00	Unit(s)	R 314.10
<input type="checkbox"/> [774] Ethix Design AJ4806 49-17 col 1594	1.00	Unit(s)	R 238.50
<input type="checkbox"/> [775] Ethix Design AJ4806 49-17 col 1593	1.00	Unit(s)	R 238.50
<input type="checkbox"/> [840] Readers	4.00	Unit(s)	R 100.00
<input type="checkbox"/> [841] Readers Fumby	2.00	Unit(s)	R 100.00
<input type="checkbox"/> [866] Moscon Smitty Panop MWna 51/17 135	1.00	Unit(s)	R 20.00
<input type="checkbox"/> [873] Ethix Chica 1450 52/16 135	1.00	Unit(s)	R 20.00
<input type="checkbox"/> [943] Camera CA7513 Edk 01 53/19 140	1.00	Unit(s)	R 257.00
			369,164.80

You can export this sheet by selecting all the products in the tick box far right at the top, then action and Export, or you can print this report CTRL + P.