

Inventory Summary Report

Shows the value or quantity sold per month of inventory items in a table form.

Inventory module> Reports> Reports List

Inventory Summary Report
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Periods:

From Year: FY 2024 ▼

From Period: 2023-12-01 ▼

Custom Periods: ☐

To Year: FY 2024 ▼

To Period: 2023-12-31 ▼

Inventory Details:

From Inventory: ▼

Type: Quantity ▼

Stock Type: All ▼

To Inventory: ▼

Branch: All ▼

Use Group Codes: ☐

Group Selection: All ▼

Available

#	Group Codes
1	Administration
2	Bricks
3	Consulting
4	Consumables
5	Filter
6	Hardware
7	Led Strip
8	Lubricants
9	Macacrons
10	Makeun

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Selected

#	Group Codes
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Generate
 Export
 Close

Year From / Year To	Select the year From and Year To Dates from the drop-down menus will show results specific to the period you have selected.
Period From / Period To	Select the period From and the Period To from the drop-down menus

Inventory From / Inventory To	If you leave the stock item fields blank, all stock items will be displayed on the report. If you choose specific stock items, the report will sort information by stock item code from and to the selected codes rather than description.
Use Group Codes	Double click on the code from the list to move the group codes you wish to filter your report by to the selected window.
Group Selection	Double click on the code from the list to move the group codes you wish to filter your report by to the selected window.
Type	Type allows you to refine your report to only show Item Quantity of sales, Sales Value, Cost of Sales or Quantity and Sales together.
Stock Type	Select from All, Stock, Service or Custom from the drop-down menu if you want to refine your Inventory report.
Branch	When working with multiple branches this drop-down allows the user to select a specific branch to pull a report for.
Generate Button	Click the "Generate" button to open the report You will have options to copy, email, or print the report To view the report in an Excel document, copy the report and paste it into an Excel file
Export	This allows you to export your report to an excel spreadsheet

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