

Inventory Transactions

Gives a total movement per inventory item by quantity or value for a specified date range.

Inventory module> Reports> Reports List

Inventory Transactions			
Date From:	2023-12-01	Date To:	2023-12-31
Stock Type:	All	Document Type:	All
Warehouse:		Stock Selection:	☒ Quantity ☐ Value
Stock Code From:		Stock Code to:	
Group Type:	Posted Group	Date Type:	Stock Movement Date
Sort By:	Stock Code	Show Inactive Items:	☒
Group Selection:	All	Decimal Places:	0
Employee:			

Available	
Page 1 of 1 Displaying 1 - 15 of 1	
Code	Description
ADMIN	Administration
BRICK	Bricks
CONS	Consulting
Con	Consumables
FIL	Filter
HWARE	Hardware
TAPE	Led Strip
LUB	Lubricants
MAC	Macacrons
MAKEUP	Makeup
PAPER	PAPER

Selected	
Page 0 of 0 No data to disp	
Code	Description

Generate Close

To generate the report, please select from the following fields:

Date From / Date To	Choose the date range for which you want to view the report from Select a date range of when you want to see the report to
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Stock Type	Allows you to select a stock type from the drop-down Menu
Warehouse	If you select all warehouses the report will fetch data from all warehouses. If you want to search by a specific warehouse, select the warehouse from the menu.
Stock Code From / Stock Code 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 rather than description. Select a stock Item on the drop-down menu.
Group Type	Select the group type from the drop-down menu.
Sort By	Sort the report by selecting one option from the drop-down menu
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.
Employee	Select an employee you wish to filter the report by on the drop-down menu
Document Type	Select the document type from the drop-down menu
Stock Selection	Select either a quality or value option for the report
Date Type	Select a date type on the drop-down menu
Show Inactive Items	This option will show inactive items on the report if selected
Decimal Places	It is advisable to set decimals to two places You can view the report with any number of decimal places.
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, click copy on the report and past it into an Excel file

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Created 19 May 2023 22:30:03 by Paige

Updated 8 January 2025 01:53:15 by Pamela