Examples of Report in Excel

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Summary Report

	1	2	3	4	5	6	7	8
	Date	Inventory	Beg. Bal.	Recvd	Sold	Ajd	Transfers	End Bal.
	1/2/2019	INI12CL	0	25	0	0	0	25
	1/2/2019	INI12512	0	13	0	0	0	13
	1/2/2019	INI126	0	15	0	0	0	15
	1/2/2019	1663-20	0	15	0	0	0	15
	1/2/2019	1700B	0	0	1	0	0	-1
	1/2/2019	Q340A107	0	0	2	0	0	-2
	1/2/2019	1663-48	0	0	1	0	0	-1
	1/2/2019	P903	0	0	3	0	0	-3
	1/2/2019	F0	4	0	1	0	0	3
	1/2/2019	IGC34	3	0	1	-2	0	0
	1/2/2019	1701A	2	0	1	6	0	7

The Summary report displays the date of an inventory transaction and gives an overall count per type.

Detail Summary Report

	1	2	3	4	5	6	7	8	9
	Date	Inventory Item	Transacton	Recvd	Sold	Ajd	Transfers	Transfer From	Transfer To
	3/12/2020	JWF307TO	PO#: 9732 Vndr: 3 HIGHLAND TANK & MANUFACTURING Cost: 967.20	1	0	0	0		
	3/12/2020	915SA60100S21	PO#: 9732 Vndr: 3 HIGHLAND TANK & MANUFACTURING Cost: 1,230.00	1	0	0	0		
	3/12/2020	L4006E1067	Inv#: 64747 Cust: 13233 10 CARDINAL LANE Price: 256.70	0	1	0	0		
	3/12/2020	573-2	Inv#: 64747 Cust: 13233 10 CARDINAL LANE Price: 255.95	0	1	0	0		
	3/12/2020	GSR1	PO#: 9731 Vndr: 1 CAPITAL WINAIR Cost: 0.66	10	0	0	0		
	3/15/2020	L4006E1067	Inv#: 64748 Cust: 13233 10 CARDINAL LANE Price: 256.70	0	1	0	0		

The Detail report displays the detail for each inventory item listed. For example, if the Transaction Type is *Sold*, the report will display the inventory item, invoice number, and customer number associated with the transaction.