Inventory Transactions Report Parameters

Last Modified on 01/14/2026 12:55 pm EST

This report can be found at *Main Menu / Energy Service / Reports / Inventory Transactions.*

1. **Division Range** – This is the Division of the Inventory Warehouses.

2. **Warehouse** – Warehouse Location numbers can be processed for one warehouse or a range of warehouses.

3. **Storage Locations** – Storage locations assigned to the warehouses can be processed for one location or a range of locations.

4. **Storage Type** – Each Storage Location is defined with Storage Types such as Shop, Truck, Locker, etc. This report can be processed for one type or a range of types.

5. **Inventory Item** – If left blank, the system will process the report for all Inventory Items.
    - If specific Inventory Items are needed, utilize the **Search** icon to select from the list.
    - To search by a category of Inventory Items (regulators, copper tubing), leave this field blank.

6. **Transaction Date Range** – The report can be processed for a single date (enter the same date in each field) or a date range.

7. **Product Category** – If the *Inventory Item* field is left blank, enter the desired Product Category or category range to search by product category (Copper, Regulators, Pigtails).

8. **Transaction Types** – Transaction Types will automatically be selected for all categories but can be modified.
    - **Sold** – These are items posted on an Invoice against a customer account. Sold items deduct from the beginning inventory value on the report.

- **Received POs** – These are Inventory Items received into inventory from the Purchase Order program. Received items add to the beginning inventory.
- **Adjustments** – These include Inventory items that have had the *Qty on Hand* adjusted. These items can be *+/-* on the report.
- **Transfers** – Inventory items that have been transferred from one location warehouse to another should not have an effect on the ending balance as the item is subtracted from one inventory location and added to another.

9. **Report Type** – Display the report by *Summary* or *Detail*.

10. **Print Options**
   - **Video** – Display only on the screen.
   - **Printer** – Send to a printer.
   - **Excel** – Send to Excel.