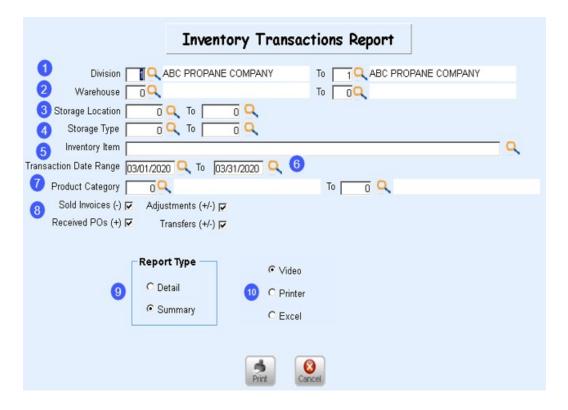
Inventory Transactions Report Parameters

Last Modified on 06/08/2022 12:35 pm ED



- 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

- $\circ \ \ \textbf{Video} \text{Display only on the screen}.$
- **Printer** Send to a printer.
- Excel Send to Excel.