

Process the Inventory Transactions Report

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The screenshot shows the 'Inventory Transactions Report' form with the following settings:

- Division: 1 ABC PROPANE COMPANY To: 9999
- Warehouse: 0 To: 0
- Storage Location: 0 To: 0
- Storage Type: 0 To: 0
- Inventory Item: (empty)
- Transaction Date Range: 01/01/2020 To: 01/31/2020
- Product Category: 0 To: 0
- Sold Invoices (-) Adjustments (+/-)
- Received POs (+) Transfers (+/-)
- Report Type: Summary (selected), Detail, Video, Printer, Excel
- File Name: JANINVTR
- Buttons: Print, Cancel

To print the report for all items (Divisions, Warehouses, Locations, Products, Transaction Types):

1. Enter a *Division* range of 1 to 9999. This will ensure all Warehouse Locations are included.
2. Leave all other parameters blank except for the desired *Transaction Date Range*.
3. Select *Detail* or *Summary* as the *Report Type*.
4. Choose the report output.
 - o **Video** – Display only on the screen.
 - o **Printer** – Send to a printer.
 - o **Excel** – Send to Excel.
5. Select **Print**.
6. The report will automatically display when finished processing.

To print detailed information:

The screenshot shows the 'Inventory Transactions Report' form with the following settings:

- Division: 1 ABC PROPANE COMPANY To: 1 ABC PROPANE COMPANY
- Warehouse: 3 BURNS OFFICE To: 3 BURNS OFFICE
- Storage Location: 1 To: 1
- Storage Type: 0 To: 0
- Inventory Item: (empty)
- Transaction Date Range: 03/01/2020 To: 03/31/2020
- Product Category: 12 PLUGS To: 13 CAPS
- Sold Invoices (-) Adjustments (+/-)
- Received POs (+) Transfers (+/-)
- Report Type: Summary (selected), Detail, Video, Printer, Excel
- Buttons: Print, Cancel

1. Enter the *Division* range. If only processing for one Division, enter the same number in the *From* and *To* fields.
2. Enter the *Warehouse* location range. If only processing for one warehouse, enter the same number in the *From*

and *To* fields.

3. Enter a *Storage Location* range if desired.
4. If only specific *Storage Types* (Trucks, Shop) should display on the report, enter the *From* and *To* values.
5. To view only specific inventory items, select the **Search** icon by the *Inventory Item* field and select items from the list. If processing the report for all items, leave the *Inventory Item* field blank.
6. Enter the *Transaction Date Range*.
7. If Step 5 was left blank and a search by *Product Category* is desired (Copper, Regulators), enter the range. It is not required to select a *Product Category* if an *Inventory Item* was chosen.
8. Select the *Transaction Types*.
9. Choose a *Report Type* of *Summary* or *Detail*. If *Detail* is chosen, detailed line items will display indicating the source for the entry such as an *Invoice*, *Purchase*, or *Inventory Adjustment*.
10. The report will begin to process and will automatically display when finished.