Conversion

Report Module Guide: Conversion Report

Module Location

Inventory > Reports > Conversion

Module Objective

The **Conversion Report** module is used to generate a detailed report regarding inventory conversion or transformation activities that occurred on a specific date and shift. This report provides a specific view of rework or kitting processes run by the production or warehouse team.

1. Report Parameters (Filter)

The main page of this module is a simple form for defining the report filters.

Here is an explanation for each parameter:

- **Date**:
  - Select the specific date of the conversion activity for which you want to see the report.
- **Shift**:
  - Select the work shift (e.g., 1, 2, or 3) to focus the report on the activities of that shift.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select the **Date** and **Shift** you wish to review.

Step 2: Generate the Report

After the parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report is a list of every conversion transaction that occurred on the selected date and shift.

This report displays important details such as:

- The Conversion **Date** and **Shift**.
- **Conversion No.**: The conversion transaction document number.
- **Item Code** and **Item Name**: The items involved in the conversion process (both input and output).
- **Result Qty**: The resulting quantity from the conversion process.

Tips & Important Notes

- This report is a **more focused version** of the **Item/Service Conversion Report**, allowing you to see activity per shift.
- Use this report for **daily monitoring** of rework or other transformation activities on the production floor or in the warehouse.
- This is an important operational report for **Production Supervisors and Warehouse Heads**.

Revision #1
Created 15 October 2025 15:39:57 by Sayu
Updated 15 October 2025 15:42:26 by Sayu