Inventory Adjustment Report

Report Module Guide: Inventory Adjustment Report

Module Location

Inventory > Reports > Inventory Adjustment Report

Module Objective

The **Inventory Adjustment Report** module is used to generate a detailed report of all inventory adjustment documents that have been created. This report summarizes all stock correction activities, whether they originate from the **Stocktake** process or from the ad-hoc **Inventory Adjustment** module.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Type**:
  - Select the main category type you wish to display, for example, FINISHED GOODS.
- **Date**:

    - Specify the date range of the adjustment transactions in the **From** and **To** fields.

- **Sort by**:
    - Choose the sorting basis for the data in the report, whether by **Date** or **Inventory Adjustment Number**.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the item **Type** and the **Period** you wish to review.

Step 2: Generate the Report

After all 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 chronological list of all stock adjustment transactions that match your filters.

This report displays important details such as:

- **Date** and **Inventory Adjustment Number**.

- **Memo**: The reason for the adjustment.
- **Item/Service Code** and **Item/Service Name** that was adjusted.
- **Qty**: The adjustment quantity (can be positive for an increase or negative for a decrease).

Tips & Important Notes

- This report is a recapitulation of all documents created in the **Stocktake** and **Inventory Adjustment** modules.
- Use this report for **audit purposes** to review all stock adjustments that occurred in a period and to ensure that each adjustment has a valid reason.
- This is a crucial control report for **Inventory Accountants and Internal Audit**.

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