Inventory Location

Report Module Guide: Inventory Location Report

Module Location

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Module Objective

The **Inventory Location Report** module is used to generate a report that shows the physical position or location of every item in the warehouse. This report provides detailed information regarding which warehouse and bin an item is stored in, along with its quantity at each location. It is a crucial report for warehouse operations.

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:

- **Warehouse Location / Bin Name**:
  - Filter the report for a specific warehouse location or bin.
- **Item/Service Category Type**:
  - Select the item category you wish to analyze, for example, RAW MATERIAL.

- **Item/Service Code**:
  - Select one or more specific items whose location you want to see.
- **Only Those with Inventory**:
  - Check **Yes** to only display items that have a stock balance (greater than zero).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, for example, select a **Warehouse Location** and **Category Type** to be checked.

Step 2: Generate the Report

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

- **[Display Report]**: To preview the inventory location 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 **Stock Position Analysis** list for the items you selected.

This report displays important details such as:

- **Item/Service Code** and **Item/Service Name**.
- **Warehouse and Bin Location**: Shows where the item is physically stored.
- **Available**: Consists of **Qty** (quantity) and **Amount** (value) columns for what is in that location.
- **Lot No.** and **Expiry**: Important information for items managed by lot or expiration date.

Tips & Important Notes

- Use this report to help warehouse operators in the goods **picking** process quickly.
- This report is very important for the **Stocktake** process, as it can be printed as a guide to know which items should be in each location.
- This is a crucial daily operational report for the **Warehouse team**.

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