Inventory Mutation

Report Module Guide: Inventory Mutation Report

Module Location

Inventory > Reports > Inventory Mutation

Module Objective

The **Inventory Mutation Report** module is used to generate a report that details all stock movement transactions (mutations) within a specific time period. Unlike a Stock Card which usually focuses on one item, this report can display all transactions for **various items at once**, thus providing a general overview of goods in-out activity.

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:

- **Item/Service Category Type**:
  - Filter the report for a specific item category.
- **Period**:

- Specify the transaction date range in the **From** and **To** fields.

- **Inventory Detail**:
  - Select **Summary** to see total movements, or **Detail** to see each individual transaction.

- **CostCenter**:
  - Filter transactions that are only related to a specific department or cost center.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially the **Period** and the **Inventory Detail** level.

Step 2: Generate the Report

After all parameters are set, click the **[Display]** button.

3. Reading the Report (Report Content)

The generated report is a chronological list of all stock movement transactions that match your filters.

This report displays details for each transaction, including:

- Date and Transaction Number.

- The Item/Service Code and Item/Service Name that moved.

- **Qty**: The quantity that moved. A **negative number** indicates goods out, and a **positive number** indicates goods in.

- Price and Total: The value of the movement transaction.

Report Features: This report is interactive, allowing you to search for specific data or export it to other formats like Excel or PDF using the buttons in the top-right corner.

Tips & Important Notes

- Use this report to get a general overview of warehouse activity in a single period.

- This report is very useful for tracking **all types of movements**, including sales, purchases, transfers, and adjustments, in a single view.

- This is a report that is frequently used by **Warehouse Managers and Inventory Accountants** for monthly analysis and reconciliation.

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