Inventory Report by Transaction

Report Module Guide: Inventory Report by Transaction

Module Location

Inventory > Reports > Inventory

Module Objective

The **Inventory Report by Transaction** module is used to generate a highly detailed stock mutation report, where each stock movement (in and out) is displayed in separate columns based on its transaction type. This report provides an in-depth analysis of where stock is coming from and where it is being used.

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.

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

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially the **Category Type** and the **Period**.

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 matrix that details all stock movements per item.

- **Rows**: Each row represents one **Item/Service Name**.
- **Columns**:
    - **Beginning Balance**: The stock quantity at the start of the period.

    - **Stock Movement Columns**: The middle section of the report displays many columns that represent the various types of transactions that cause stock to move, such as **RCV** (Receive), **WTA** (Warehouse Transfer), **ENT, INC,** etc. The number in these columns shows the total quantity that moved due to that transaction type.

- **How to Read**: By reading a single row, you can see an item's beginning balance, plus all inflows from various sources, minus all outflows for various purposes, which results in the ending balance.

Tips & Important Notes

- This report is a **more detailed version of the Stock Card**, which breaks down the 'In' and 'Out' columns into their specific causes.

- Use this report for in-depth analysis of the sources of your stock inflows and the destinations of your stock outflows (for example, how much stock came in from purchases vs. from warehouse transfers).

- This is a very useful analysis report for **Inventory Analysts and Controllers**.

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