

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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