

# Inventory – Reports

In Inventory Reports view, user is able to generate general and analysis reports for stock inventory, products, and related warehouse. The user can generate and print the list of the inventory reports based on the selected Criteria. The following are the available reports:-

Report Description	Explanations
<b>General Reports</b>	
Inventory Document Listing	Shows Inventory Document List transacted in a given period of time
Product List Report	Displays the detail of all the products under a selected product group, product brand, product market category as of today
Bill of Materials Report	Displays detail of all Bill Of Materials under the given product group, product brand, product market category as of today
Locator Stock List Report	Displays current stock status report per locator with Batch Number and Expiry Date as of today
Product Movement Report	Display the detail of the product movement during a given period
Item Costing Report	Display Item Costing Details for the selected product group, product brand, product market category as of today
Product Stock Status Report	Display product stock status in the selected warehouse for the selected product group, product brand, product market category during a given period as on a selected day
Stock in Transit Summary Report	Display the summary of the In-Transit Stock for the selected warehouse, product group, product brand, product market category on a selected day
Stock Adjustment Summary Report	Shows the summary of the Stock Adjustment for the selected warehouse, product group, product brand, product market category during a given period
Stock Adjustment Detailed Report	Shows the detail of the Stock Adjustment for the selected warehouse, product group, product brand, product market category during a given period
Warehouse Register Report	Shows for the selected warehouse, the detail of the stock available for a selected product group, product brand, product market category as of today. It will display the On Hand Qty, Reserved Qty, Staging Qty, Unusable Qty and finally the Available Qty.
Inventory Cost Summary Report	Shows for the selected warehouse, the summary of the inventory value of stock available for a selected product group, product brand, product market category as on a selected date. It will display the Standard Cost, Standard Forex, Variance Cost, Variance Forex, Transport Cost, Standard Duty, Variance Duty, Total Cost in Inventory

Analysis Reports	
Inventory Turnover Report	Shows the Inventory Turnover, a measure of the number of times the Inventory is sold in the selected period. The equation for the Inventory Turnover is equal to the COGS divided by the Average Inventory
Month Days Inventory Outstanding Report	Shows the Monthly Days Inventory Outstanding, an efficiency ratio that measures the average number of days the company holds its inventory before selling it on the selected month.
Product Month on Hand (MOH) Analysis Report	Shows for the selected warehouse, the detail of the MOH for a selected product group, product brand, product market category for a selected period. It will display the On Hand Qty, Average Monthly Sales and the DOH (Days on Hand) Qty
Inventory Ageing Summary Report	Shows for the selected warehouse, the summary of the inventory ageing (either in value or in quantity) for a selected product group, product brand, product market category as on a selected date.
Product Ageing Summary Report	Shows for the selected warehouse, the detail of the product DOH (either in value or in quantity) for a selected product group, product brand, product market category as on a selected date. It will give the total Qty In and Qty Out during the period and display the DOH for the product
Product Expiry Summary Report	Shows product expiry summary showing Expired, 1-30, 31-60, 61-90, 91-180, > 180 days in quantity, value
12 Month Stock Status Report	Display a graphic representation of the 12 month rolling status for the selected warehouse, the detail of the product DOH (either in value or in quantity) for a selected product group, product brand, product market category as on a selected month
Inventory Balance by Last Sales	Shows for the selected warehouse, the detail of the inventory balance per product in 6 months range (based on last sales date from the selected month). The parameters that can be selected are product group, product brand, product market category as on a selected date
Inventory Accuracy Report	Shows for the selected warehouse, the stock take inventory accuracy (either in value or in quantity) for a selected product group, product brand, product market category during a given period

Below actions are available under ***“Inventory Reports”***:



View and search reports for Inventory module

The screenshot shows the 'Reports Navigator' window. On the left, a tree view lists various report categories. The 'Inventory Module' is expanded, and 'Inventory Documents Listing' is selected. The main area displays the 'Inventory Documents Listing' report, which shows a list of inventory documents. The 'Report Parameters' section on the right allows filtering the report by various criteria: Document Type (Stock Import), Branch (< Select All >), Warehouse (< Select All Warehouses >), Representative (< Select All >), Status (Posted), Year (Year 2015), and From/To dates (01/01/2015 to 31/12/2015). A 'Generate Report' button is located at the bottom of the parameters section.


## View and Search Reports for Inventory Module

1. Enter search parameter to filter the result, i.e. type in the report name in the search textfield box at the top of the screen

This screenshot shows the 'Reports Navigator' window with the 'Search' field at the top. The 'Search Engine' button is highlighted with a red box. The 'Inventory Documents Listing' report is selected in the left pane. The 'Report Parameters' section on the right is visible, showing the same filters as the previous screenshot.

2. Select a report from the list of reports available

3. Select the parameters to filter the report, i.e. by specific **"Product Brand"**, time period

4. Click  button next to drop-down list to select multiple items (i.e. certain product brands). On the pop-up window, tick the box(es) of items to be included in the report, then click **"OK"** button

## Report Parameters

### Inventory Cost Summary Report

Shows the inventory value per product as of a given date.

Show: Product Summary ▼

Group By: < No Grouping > ▼

Product Brand < Select All > ▼

Market Category < Select All > ▼

Product Group < Select From All Groups > ▼

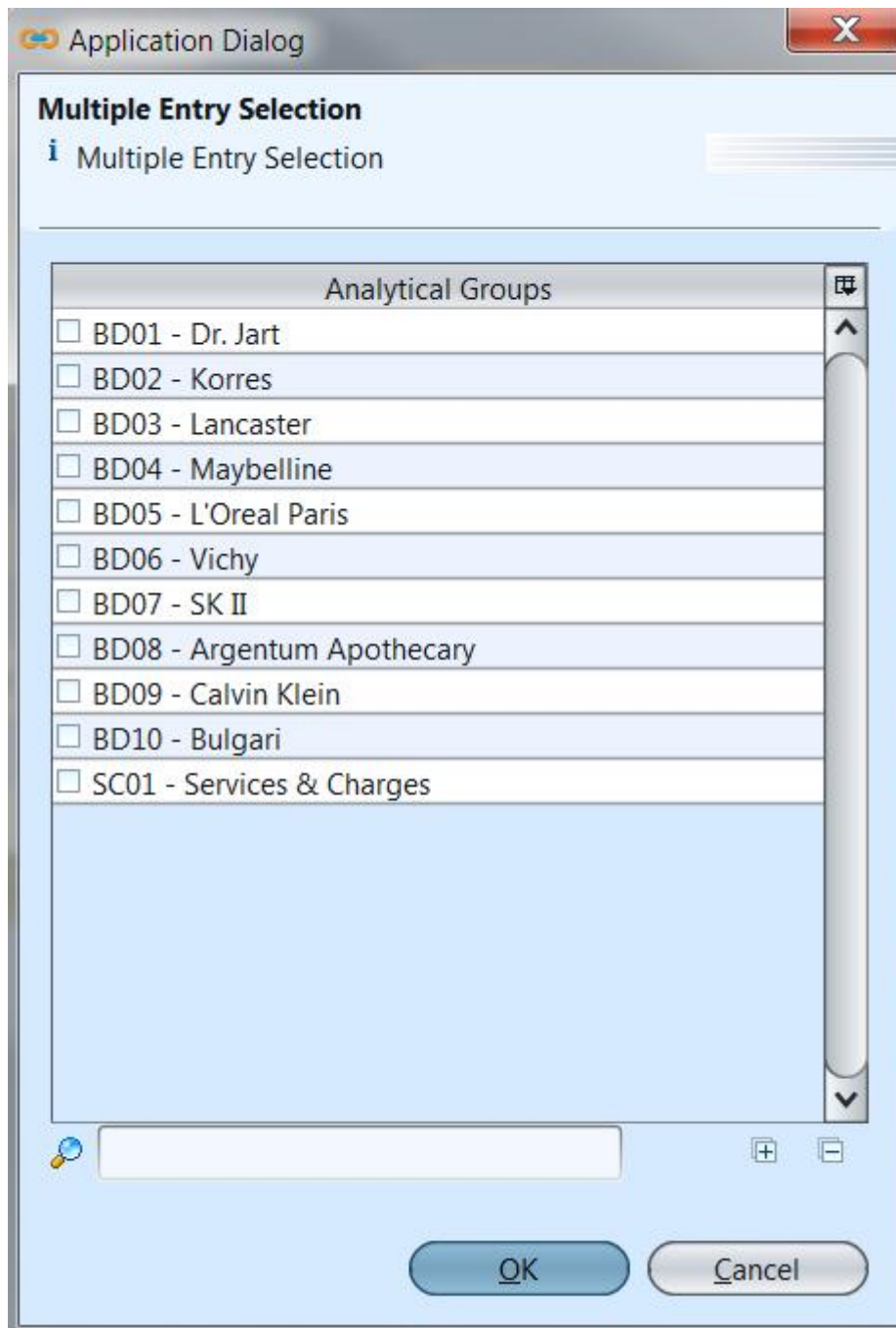
Warehouse < Select All Warehouses > ▼

Article Type < Select From All Categories > ▼

Show: All ▼

As On: 25/05/2015 ▼

Generate Report



5. Click ***"Generate Report"*** button at the bottom right of the screen to generate the report; it will open a new tab with the selected report

**Report Parameters**

**Inventory Cost Summary Report**

Shows the inventory value per product as of a given date.

Show: Product Summary

Group By: < No Grouping >

Product Brand < Select All >

Market Category < Select All >

Product Group < Select From All Groups >


Warehouse < Select All Warehouses >

Article Type < Select From All Categories >

Show: All

As On: 25/05/2015

Generate Report

6. On the selected report tab, some records are clickable – in this case the mouse pointer will change to a hand pointer  – it is possible to click on these hyperlink records to open another report for that particular record or show transaction details of the record (see pictures below for an example of inventory reports' hyperlinks)

Reports Navigator | Inventory Cost Summary Report

### Gumi Inventory Cost Summary(By Product)

To Date : 25-May-2015    Currency : SGD    All

Part Number	Product	Quantity	Standard Cost	Std Forex	Variance Cost	Var Forex	Transport Cost	Std Duty
BD01-003145	Crt-A Beauty Balm 40ml	13	170.89	0.00	0.00	0.00	0.00	0.00
BD01-003146	Black Label Nourishing Beauty Balm SPF 25 (50ml)	18	258.84	0.00	0.00	0.00	0.00	0.00
BD01-003147	Ceramidin Light Cream 90g	13	223.47	0.00	0.00	0.00	0.00	0.00
BD01-003148	Doctor's Label Red Improve Purifying Mas	284	2,308.92	0.00	0.00	0.00	0.00	0.00
BD01-003149	Crt-A Soothing Moisturizer 50g	52	585.00	0.00	0.00	0.00	0.00	0.00
BD01-003150	Crt-A Sensitive Sun Protector 40ml			0.00	0.00	0.00	0.00	0.00
BD02-002130	Jasmine Shower Gel 250ml			0.00	0.00	0.00	0.00	0.00
BD02-002131	Mint Tea Shower Gel 250ml			0.00	0.00	0.00	0.00	0.00
BD02-002132	Japanese Rose Shower gel 250ml			0.00	0.00	0.00	0.00	0.00
BD02-002133	Lip Butter 6g - Jasmine			0.00	0.00	0.00	0.00	0.00
BD02-002134	Lip Butter 6g - Wild Rose			0.00	0.00	0.00	0.00	0.00
BD03-002454	Sun Control Sensitive SPF50 Face Emulsion 50ml	25	314.25	0.00	185.75	0.00	0.00	0.00

Move To Another Report ?  
Clicking on hyper link will take you to an another report.Would you like to continue ?  
Yes No

Reports Navigator | Product Ageing Summary Report | Inventory Cost Summary Report

### Gumi Products Ageing Summary

As On : 25-May-2015    Type : Value    Currency : SGD    Days In Stock : All Records    Currency : SGD    Product : BD01-003146 - Black Label Nourishing Beauty Balm SPF 25 (50ml)

Date	Doc No	Ref Num	Expiry Date	Unit Cost	Value In	Value Out	Balance	Day Stock
06-Apr-2015	GRN-0005	PI-0005		14.38	920.32	661.48	258.84	49
<b>Total :</b>					920.32	661.48	258.84	

Move To Another Report ?  
Clicking on hyper link will take you to an another report.Would you like to continue ?  
Yes No

Goods Receipt

Document Date: 06/04/2015    Document Number: GRN-0005    Reference Number: PI-0005    Branch: HQ - Head Office

Vendor: 6002.001/LU001 - Luxasia    Currency: SGD    Warehouse: TE01 - Main Warehouse    Staging Locator: W01-Staging

Vendor Location: Luxasia Building    Contact Person: Pamela Tan    Inco Terms: EXW - Ex Works    Receive Via:

Posted

7. At the bottom of the report tab, the following options are available:

Page 1 of 3    125 %    Parameters

Scroll to beginning, previous, next, or last page of the report    Zoom in / zoom out    Export / Open as PDF    Print    Change report's parameters

Export / Open as Excel