

Summary

The following article will go over how to view and print the batch number report.

Guide to Viewing and Printing a Batch Number Report

 To view a report to see a specific item's batch number or a range of items (such as finished goods), open Inventory -> Inventory Reports -> Batch Number Transaction Report -> Fill in the desired Selection Criteria -> Ok

If you wish to print a paper statement here is the method to follow:

When the report is opened, click the Print Preview Icon -> Select With or Without Transactions -> Print