

## **Quick Start: Inventory Audit Report**

## Summary

In the course of business, you often times need to figure out how your inventory is moving. The Inventory Audit Report will provide you this information; it will show you where the item was moved to or received from as well as the document that cause that movement.

## Step-by-Step Guide

- 1. Go to Inventory->Inventory Reports->Inventory Audit Report
- 2. In this new window, you can select your search parameters
  - 1. You can choose to search by Date or Item Range.
  - 2. The Date Range can be filtered by System Date or Posting Date. The System Date correlates to the actual date when the transaction was entered into the system. The Posting Date is the date that you tell the system the related accounting transactions should be posted to.
  - 3. You can also search by Item Group and specific Warehouses
- 3. You have an option to display it by the item or G/L account in the Display section
- 4. Lastly, you can group by warehouse, choose to display items/account without transactions and hide them if they have no cumulative quantity

Posting	Date 🔻	From	01/01/2014	0	То	09/30/2014	
Items							
Code Item Group		From	PG1005	1	То	PG1010	
		All					
E	roperties	Ignore					
G/ <u>I</u> Wareh	Accounts						1114
	Location	W	nse Code	Wh	se Name	r)	
~			NBB-F02		- Ferm	enter 2	
-	▼ Main Brew	ery					
~		4	99	99 - Main Default A1 - Brewery #1 Bright Tank 1			
~			A1				
			B1				
V		-0	BZ	Brig	nt Tank	2	
				Exp	and	Collapse	
Display By Su Gri Dis Hic	, Items mmarize by Acc oup by Wareho play OB for Ite de Items with C	counts ouses ms/Accour umulative (	its with no Tra Quantity Zero	nsaction	15		



The report will show you when the item was posted, what document affect that movement, the quantity affected and the cost associated with it, as well as a lot of other information.

## Note:

- The Abbreviation Types will tell you what the 2-letter abbreviations for the document refers to
- Alternatively, if you only want the report for one item, you can run the inventory audit report from the item master data record:

en waster Data									
em No. Manual	* RM7777						🖌 Ir	iventory Item	
escription	Oatmeal						<u>S</u>	ales Item	
reign Name							P	urchase Item	
n Type	Items								
n Group	RM: Other		Pack Type	UoM - Pound	*				
1 Group	Manual	• 6	) Bar Code						
e List	Last Purchase Price	-	Unit Price	Primary Curre					
cess Type	None		Brand		<b>T</b>				
General Py	urchasing Data Sales Data		Inventory Data	Planning Data	Production Data	Properties	Batches	Remarks	Attachments
nufacturer ditional Identifier	- No Manufacturer -			Convert To					
ipping Type	Distributor Truck	-		Convert From					
rial and Batch Numbe	15			Name Andrews					
anage Item by	Batches			New Activity					
anagement Method	On Every Transaction	*		<u>B</u> usiness Part	ner Catalog Numbers				
				Bill of Materia	lls				
				Alternative Ite	ems				
				Polated Activi	tion				
				Related Activ	ues .				
				Inventory Pos	ting List				
				Inventory Au	dit Report				
Active	From			Bin Location	Content List	Remarks			
/ Inactive				Items List					
Auvanced	_			Batch Numbe	r Transactions Report	+			
B Group	•			laurates Co	a manaded on a report				
				inventory Sta	us				
				Available-to-	Dromice				
					romse				
			8		Tomise				
					Tomise				