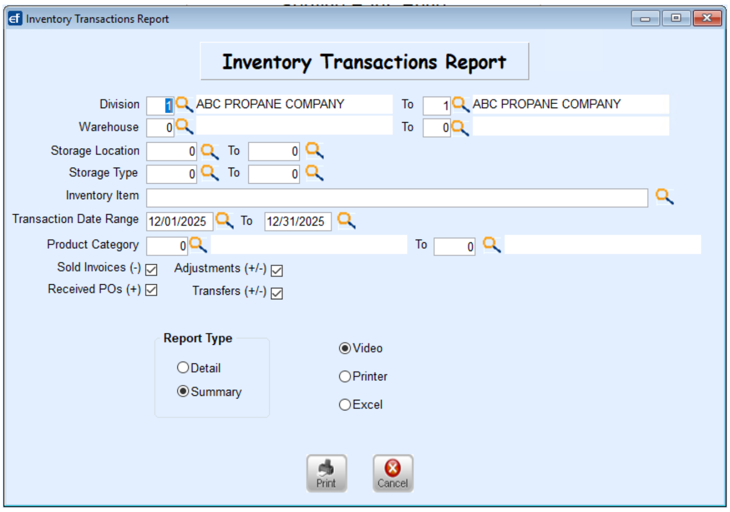
Process the Inventory Transactions Report

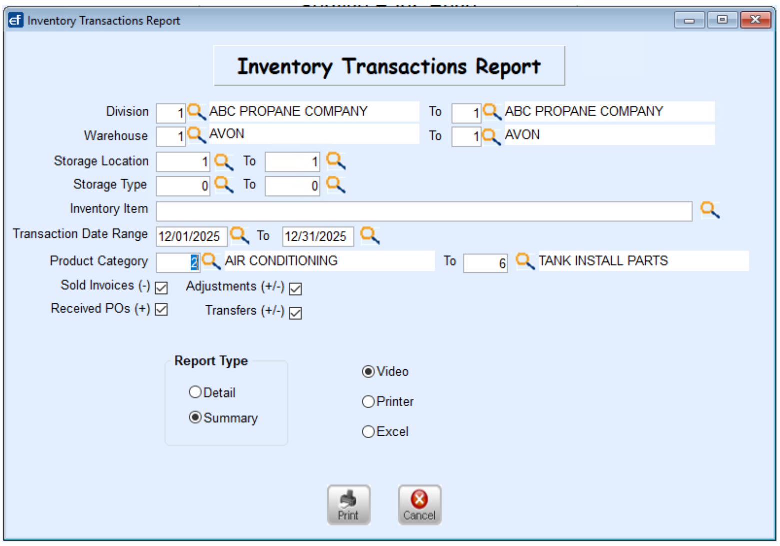
Last Modified on 01/14/2026 1:00 pm EST



To print the report for all items (Divisions, Warehouses, Locations, Products, Transaction Types):

1. Enter a *Division* range of *1* to *9999*. This will ensure all Warehouse Locations are included.
2. Leave all other parameters blank except for the desired *Transaction Date Range*.
3. Select *Detail* or *Summary* as the *Report Type.*
4. Choose the report output.
   - **Video** – Display only on the screen.
   - **Printer** – Send to a printer.
   - **Excel** – Send to Excel.
5. Select **Print**.
6. The report will automatically display when finished processing.

To print detailed information:



1. Enter the *Division* range. If only processing for one Division, enter the same number in the *From* and *To* fields.

2. Enter the *Warehouse* location range. If only processing for one warehouse, enter the same number in the *From* and *To* fields.
3. Enter a *Storage Location* range if desired.
4. If only specific Storage Types (Trucks, Shop) should display on the report, enter the *From* and *To* values.
5. To view only specific inventory items, select the **Search** icon by the *Inventory Item* field and select items from the list. If processing the report for all items, leave the *Inventory Item* field blank.
6. Enter the *Transaction Date Range*.
7. If Step 5 was left blank and a search by *Product Category* is desired (Copper, Regulators), enter the range. It is not required to select a Product Category if an Inventory Item was chosen.
8. Select the Transaction Types.
9. Choose a *Report Type* of *Summary* or *Detail*. If *Detail* is chosen, detailed line items will display indicating the source for the entry such as an Invoice, Purchase, or Inventory Adjustment.
10. The report will begin to process and will automatically display when finished.