

Inventory Report

Inventory refers to all the items, goods, merchandise, and materials held by a business for selling in the market to earn a profit.

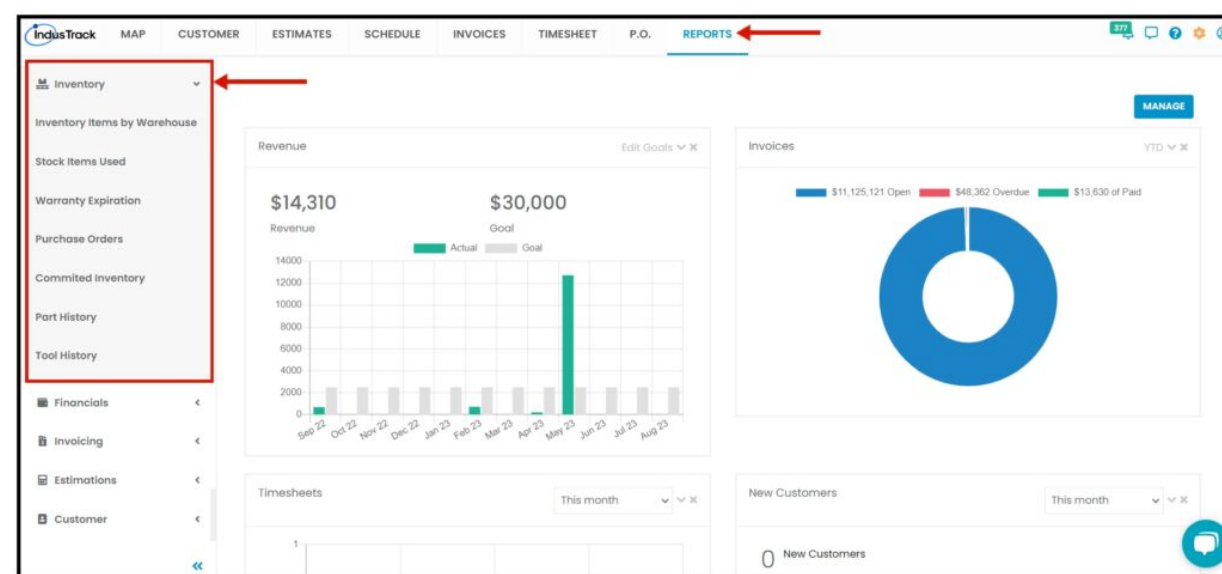
In this report, you can find a summary of all the inventory the business has on hand at a given time.

The inventory report is a physical or electronic document with numbers representing products you're able to sell now, inventory you are ordering, or inventory you need for internal business use.

To access Timesheet Report, click on the **REPORTS Module**> on the left-hand side and click on **Timesheet**.

A drop-down option will show its subcategories for the reports you want to see:

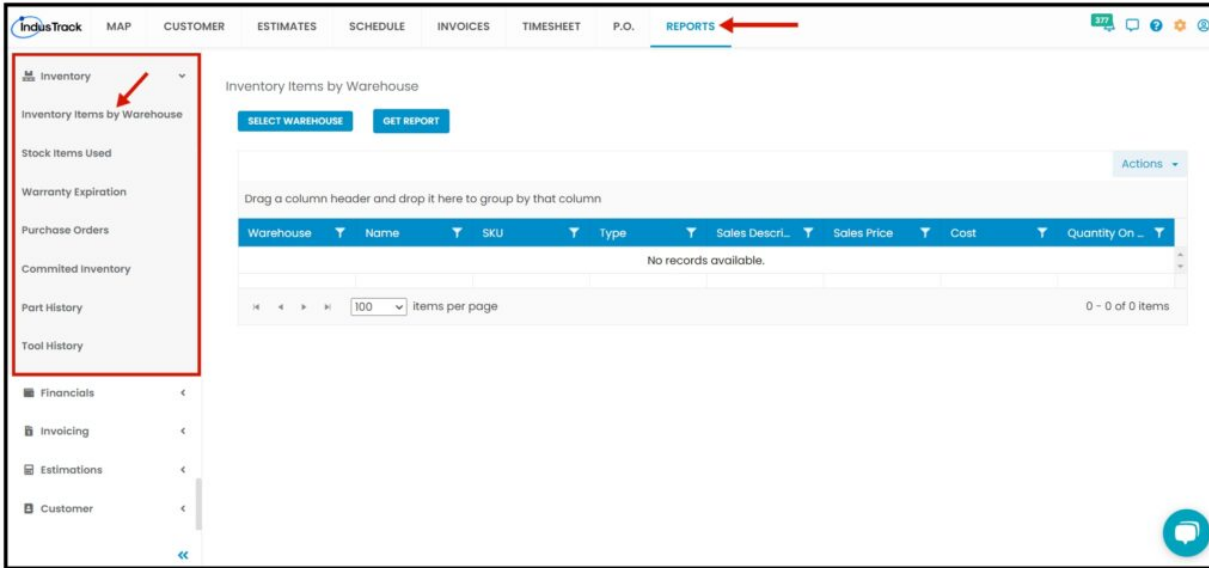
- Inventory Items by Warehouse
- Stock Items Used
- Warranty Expiration
- Purchase Orders
- Committed Inventory
- Part History
- Tool History



Inventory Items By Warehouse Report

- You can search from which warehouse you want to get the inventory report.
 - Warehouse
 - Name
 - SKU
 - Type
 - Sales Description
 - Sales Price
 - Cost
 - Quantity on Hand

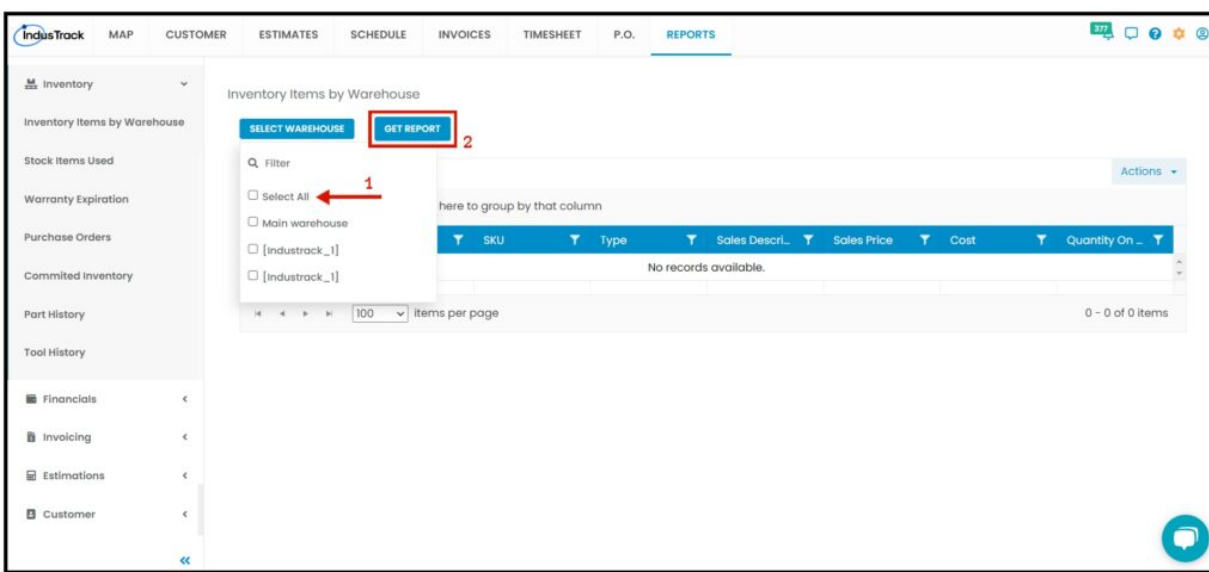
To view **Inventory Items By Warehouse Report**, go to **Reports** Menu on the top>Click **Inventory**> on the drop-down click **Inventory Items By Warehouse Report**.



Getting the Inventory Items by Warehouse Report:

You can filter the report by the following:

1. Warehouses
 - o Click on **Select Warehouse**
You have the option to either select one certain warehouse, multiple warehouses, or select all warehouses.
2. After you select the warehouse, click on **Get Report**.



After we click on Get Report, we can now export the **Inventory Items by Warehouse Report** into **Excel format** by clicking on the **Actions Button**.

Actions Button

- Export to Excel
- Configure Report Columns
- Add to Favorites

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES TIMESHEET P.O. **REPORTS**

Inventory Items by Warehouse

ALL SELECTED GET REPORT

Drag a column header and drop it here to group by that column

Warehouse	Name	SKU	Type	Sales Description	Sales Price	Cost	
Main warehouse	Sandpaper	noninvsp234435uh					
Main warehouse	Amana ASX16				2090	1900	-2
Main warehouse	Amana ASX16				2090	1900	1
Main warehouse	Fluorescent Ceiling Lighting						-1
Main warehouse	Fill valve	fv239480745			110	100	98
Main warehouse	Chrome Elbow 1/8"	225			13.2	12	-2
Main warehouse	Freon	f3249875			165	150	23
Main warehouse	Electrical Gloves	noninvveg234345987					-1
Main warehouse	O-ring	o9047234			2.02	2	500

1 - 100 of 145 items

Export to Excel
Configure Report Columns
Add to Favorites

Export Report

- Click on **Export to Excel** to download the report to your computer. Either way, you can completely see the details in the report.

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Main warehouse	O-ring	o9047234			2.02	2	500

1 - 100 of 145 items

Export to Excel
Configure Report Columns
Add to Favorites

Configure Report Columns

Enable or disable the columns on this report if you want to see them or not. When disabling the column/s, once you generate this report that specific column will be removed.

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES TIMESHEET P.O. **REPORTS**

Inventory Items by Warehouse

ALL SELECTED GET REPORT

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Warehouse	Name	SKU	Type	Sales Description	Sales Price	Cost	
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Main warehouse	O-ring	o9047234			2.02	2	500

1 - 100 of 145 items

Export to Excel
Configure Report Columns
Add to Favorites

Uncheck columns you don't want to see in the Report. Click SAVE after configuring.

Edit Columns Settings



- Warehouse
- Name
- SKU
- Type
- Sales Description
- Sales Price
- Cost
- Quantity on Hand

CLOSE

SAVE

Add to Favorites

If you are frequently using this Report, you can select and Add it to Favorites.

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES TIMESHEET P.O. REPORTS

Inventory Items by Warehouse

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Warehouse	Name	SKU	Type	Sales Description	Sales Price	Cost	
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Main warehouse	Freon	f3249875			165	150	23
Main warehouse	Electrical Gloves	noninvveg234345987					-1
Main warehouse	O-ring	o9047234			2.02	2	500

1 - 100 of 145 Items

After you add a Report to **Favorites**, a **Favorite Tab** will be added at the top right of the left panel. All reports that are added to Favorite will be listed in the Top panel for easy access.

Inventory Items by Warehouse

ALL SELECTED GET REPORT

Drag a column header and drop it here to group by that column

Warehouse	Name	SKU	Type	Sales Descr.	Sales Price	Cost	Quantity On Hand
Main warehouse	Sandpaper	noninvsp234435uh					0
Main warehouse	Amana ASX16				2090	1900	-2
Main warehouse	Amana ASX16				2090	1900	1
Main warehouse	Fluorescent Ceiling Lighting						-1
Main warehouse	Fill valve	fv239480745			110	100	98
Main warehouse	Chrome Elbow 1/8"	225			13.2	12	-2
Main warehouse	Freon	f3249875			165	150	23
Main warehouse	Electrical Gloves	noninvveg234345987					-1
Main warehouse	O-ring	o9047234			2.02	2	500

1 - 100 of 145 items

Stock Items Used

You can find in this report a summary of all the items that were used in a job on a specific period; daily, weekly, or monthly

- Date
- SKU
- Name
- Description
- Quantity Used
- S/N #

To view the **Stock Items Used Report**, go to **Reports** Menu on the top>Click **Inventory**> on the drop-down click **Stock Items Used**.

Items Used

SELECT ITEM(S) Start Date 8/24/2023 End Date 8/24/2023 GET REPORT

Yesterday Today Last Week This Week Last Month This Month

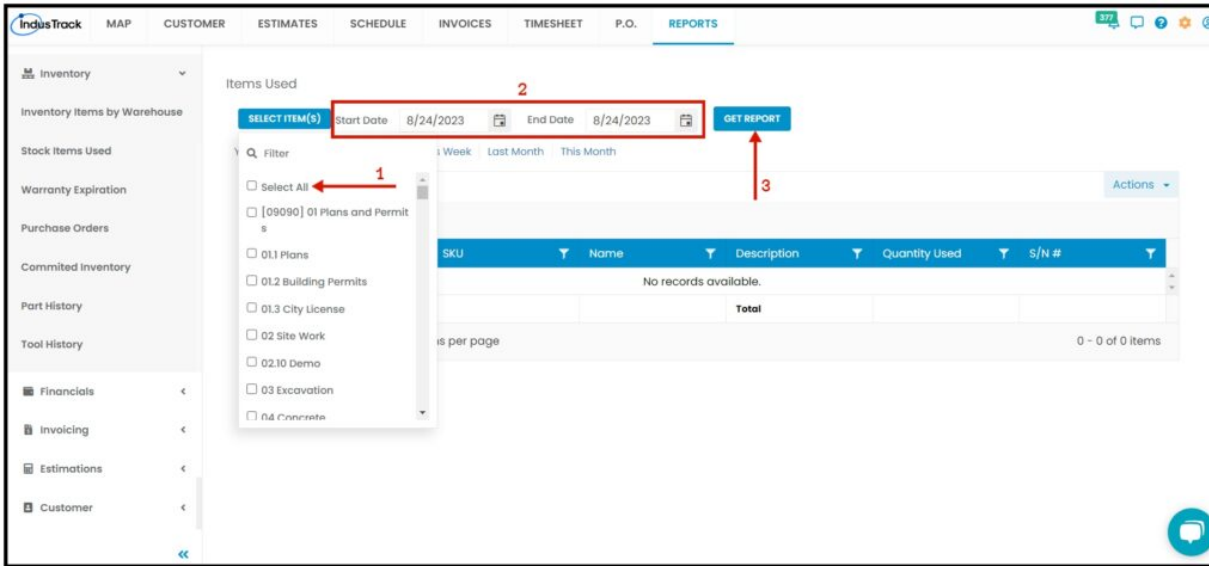
Date	SKU	Name	Description	Quantity Used	S/N #
No records available.					
					Total

0 - 0 of 0 items

Generate Stock Items Used Report

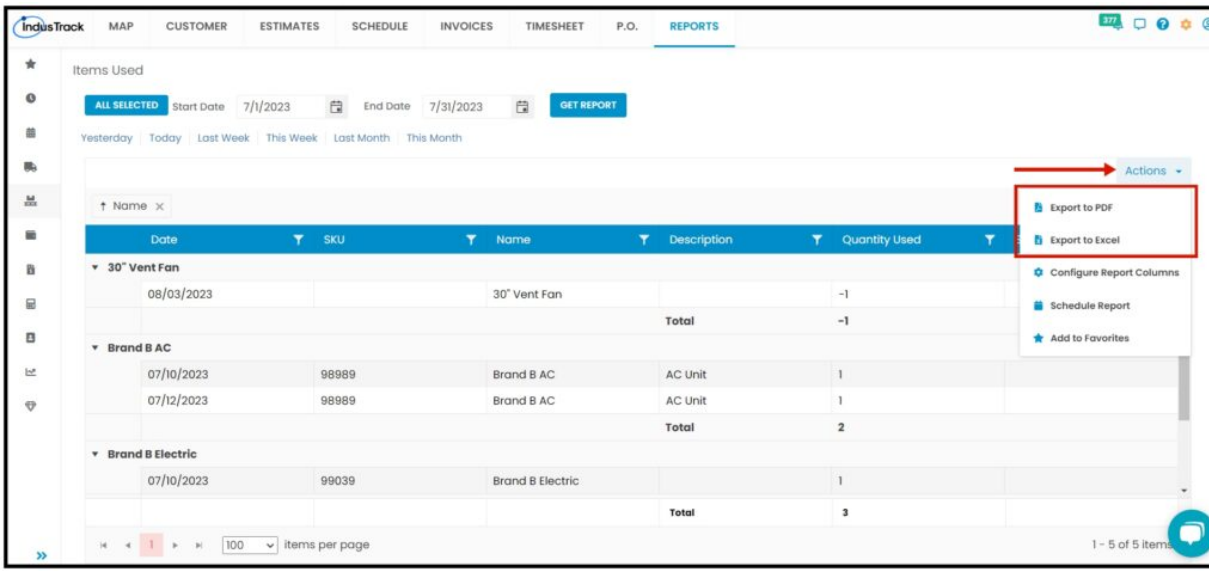
You can filter the report by the following:

1. Items –Name/s of the Item.
 - o Click on **Select Item/s**
 - o You have the option to either select one item, multiple items, or select all items.
2. Date/s – specific date of the report
 - o Select the **start date and end date**
3. After you select the item/s and the start and end date, click **Get Report**.



After we click on Get Report, we can now export the **Stock Items Used Report** into **Excel or PDF format** by clicking on the **Actions Button** and selecting **Export to PDF or Export to Excel**.

Click on **export to Excel** or **export to PDF** to download the report to your computer. Either way, you can completely see the details in the report.

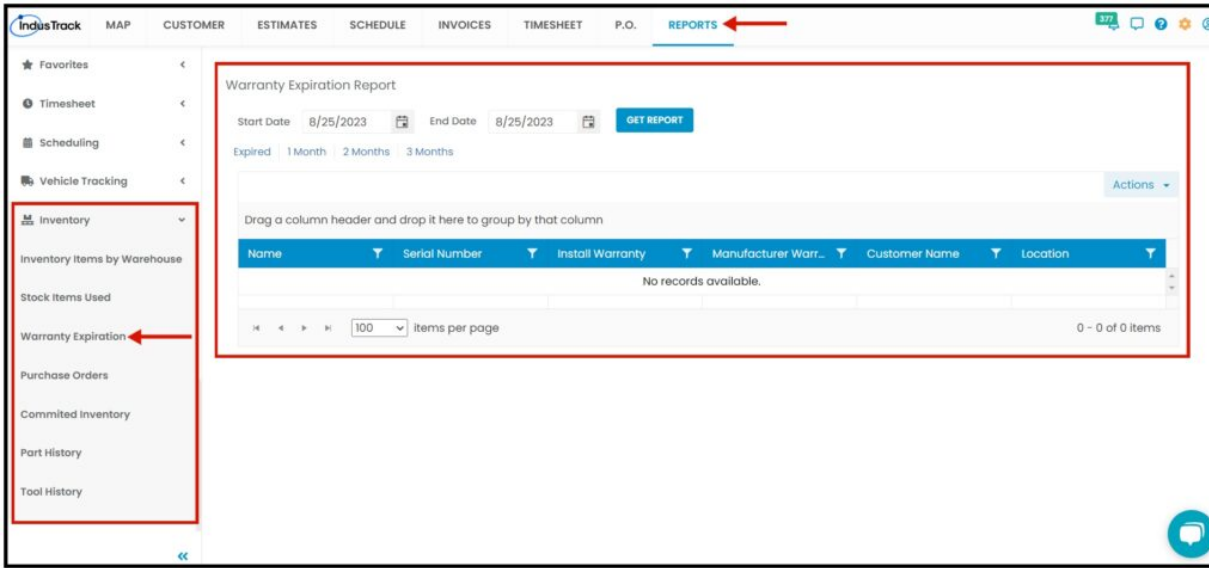


Warranty Expiration

In this report, you will be able to generate all the expired customer-owned equipment for a specific period.

- Name
- Serial Number
- Install Warranty
- Manufacturer Warranty
- Customer Name
- Location

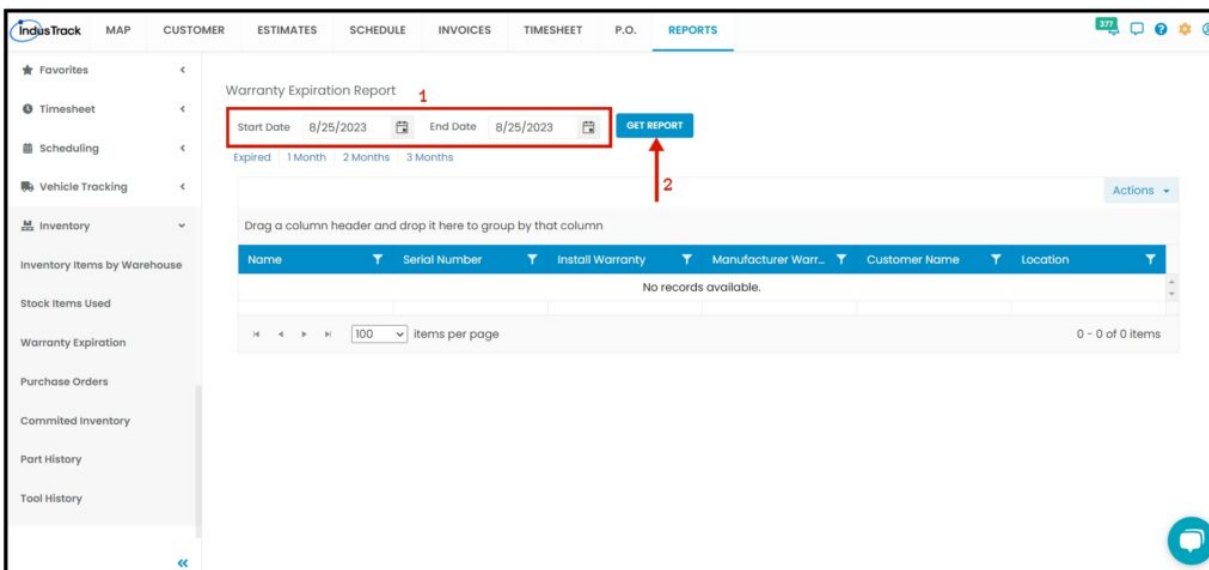
To view the **Warranty Expiration Report**, go to **Reports** Menu on the top>Click **Inventory**> on the drop-down click **Warranty Expiration Report**.



Generate Warranty Expiration Report

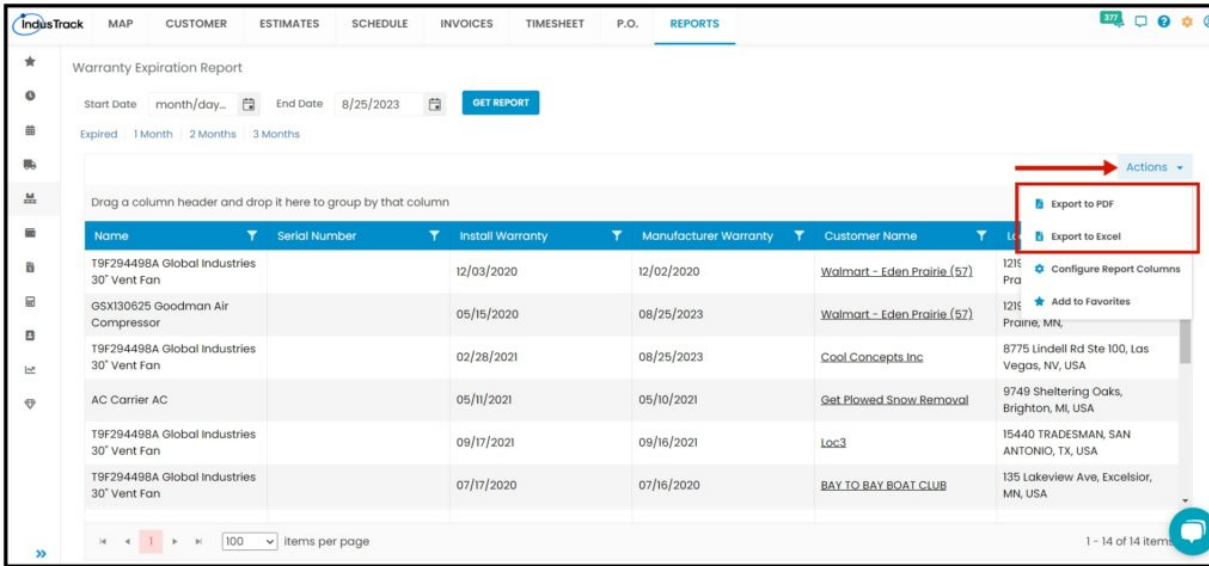
You can filter the report by the following:

1. Dates – specific date of the report
 - Select the **start date** and **end date**
2. After you select the start and end date, click on **Get Report**.



After we click on Get Report, we can now export the **Warranty Expiration Report** into **Excel** or **PDF** format by clicking on the **Actions** Button and selecting **Export to PDF** or **Export to Excel**.

Click on **export to Excel** or **export to PDF** to download the report to your computer. Either way, you can completely see the details in the report.

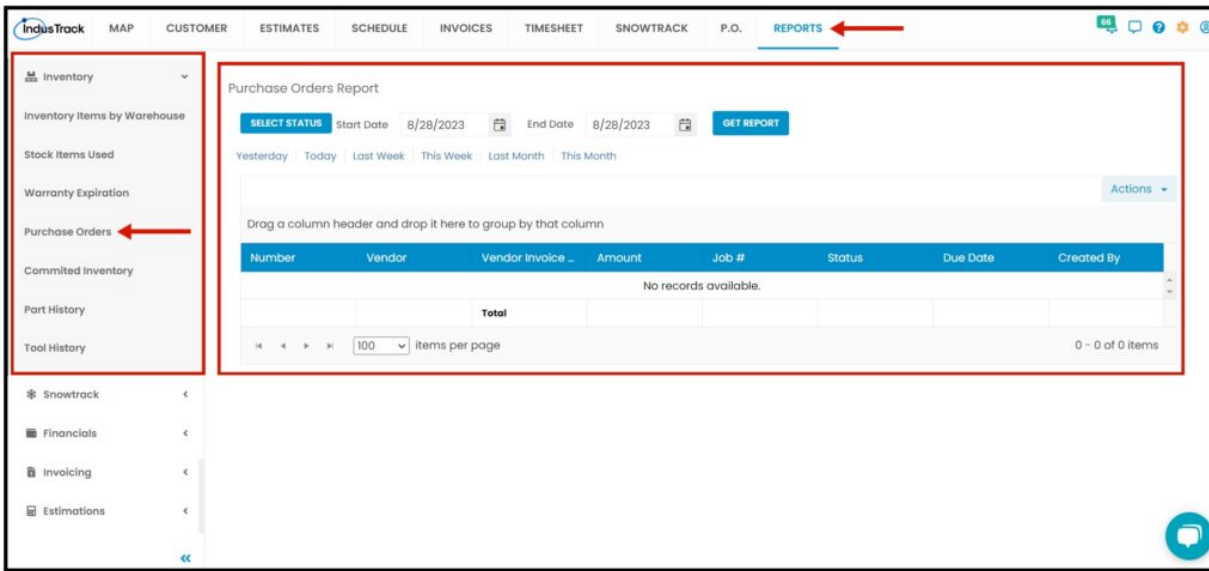


Purchase Orders Report

In this report, you will be able to generate all the Purchase Orders created with all information like the job the Purchase Order is associated with, the Purchase Order Status, etc.

- Number
- Vendor
- Vendor Invoice Number
- Amount
- Job #
- Status
- Due Date
- Created By

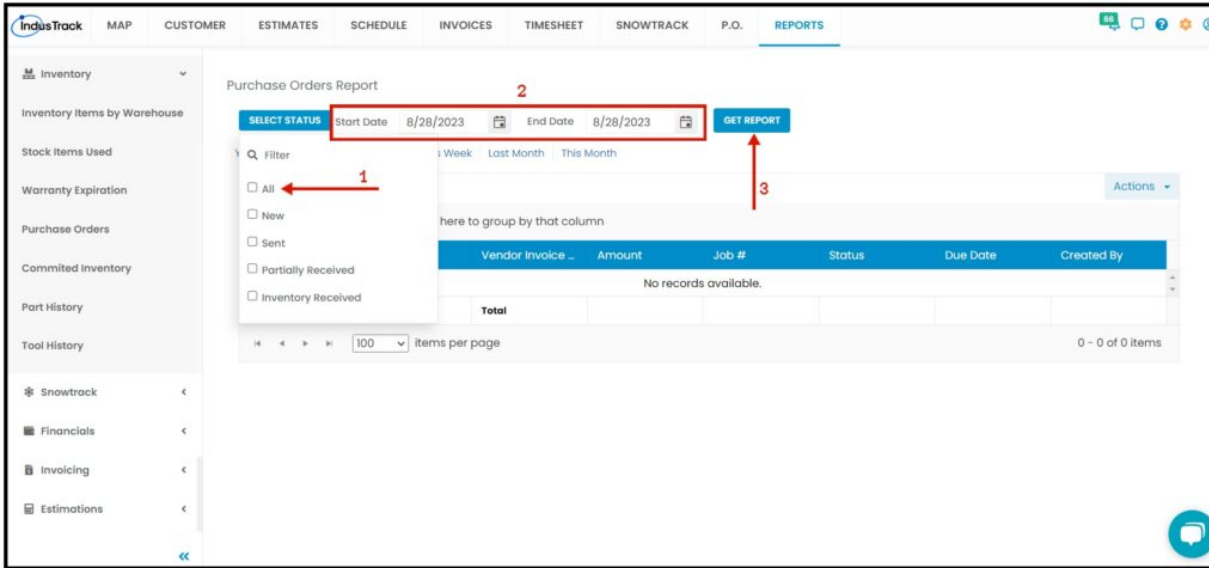
To view the **Purchase Orders Report**, go to **Reports** Menu on the top>Click **Inventory**> on the drop-down click **Purchase Orders Report**.



Generate Purchase Orders Report

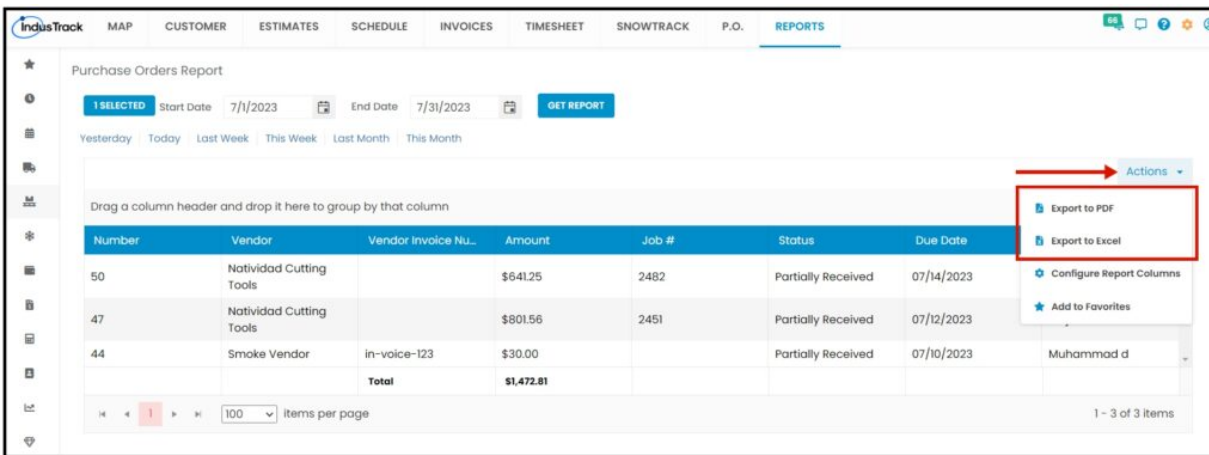
You can filter the report by the following:

1. Status- All, New, Sent, Partially Received, and Inventory Received.
 - Select each of the statuses or you can select All.
2. Dates – specific date of the report
 - Select the **start date** and **end date**
3. After you select the start and end date, click on **Get Report**.



After we click on Get Report, we can now export the **Purchase Orders Report** into **Excel or PDF format** by clicking on the **Actions Button** and selecting **Export to PDF or Export to Excel**.

Click on **export to Excel** or **export to PDF** to download the report to your computer. Either way, you can completely see the details in the report.

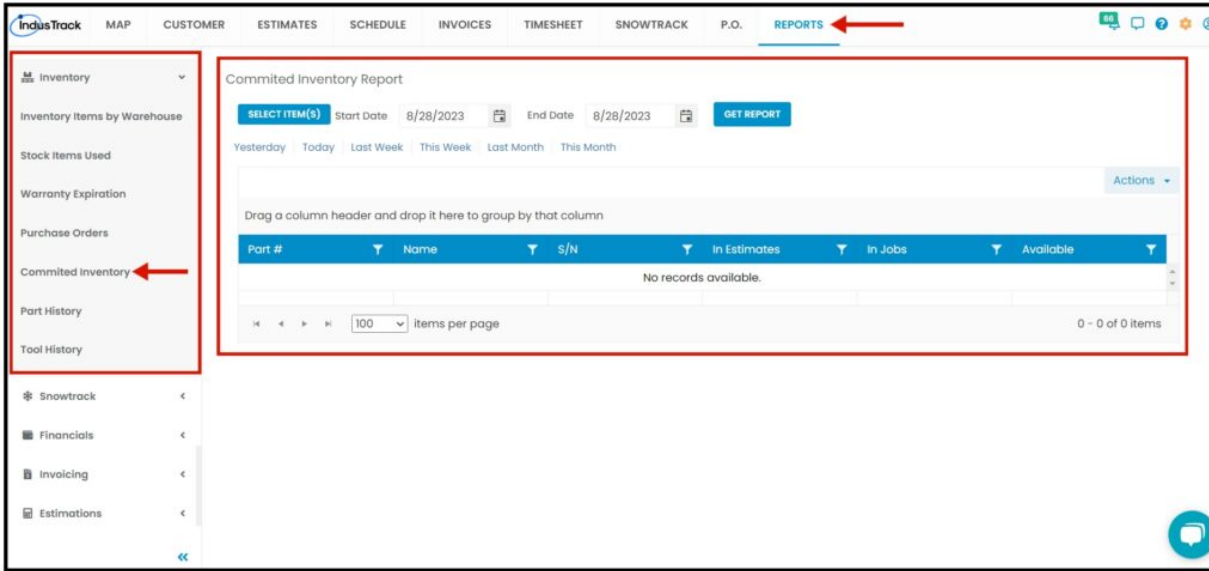


Committed Inventory Report

In this report, you will be able to generate all inventory items that have been committed for jobs and estimates and the quantity used with all of the detailed info for a specific period.

- Part #
- Name
- S/N
- In Estimates
- In Jobs
- Available

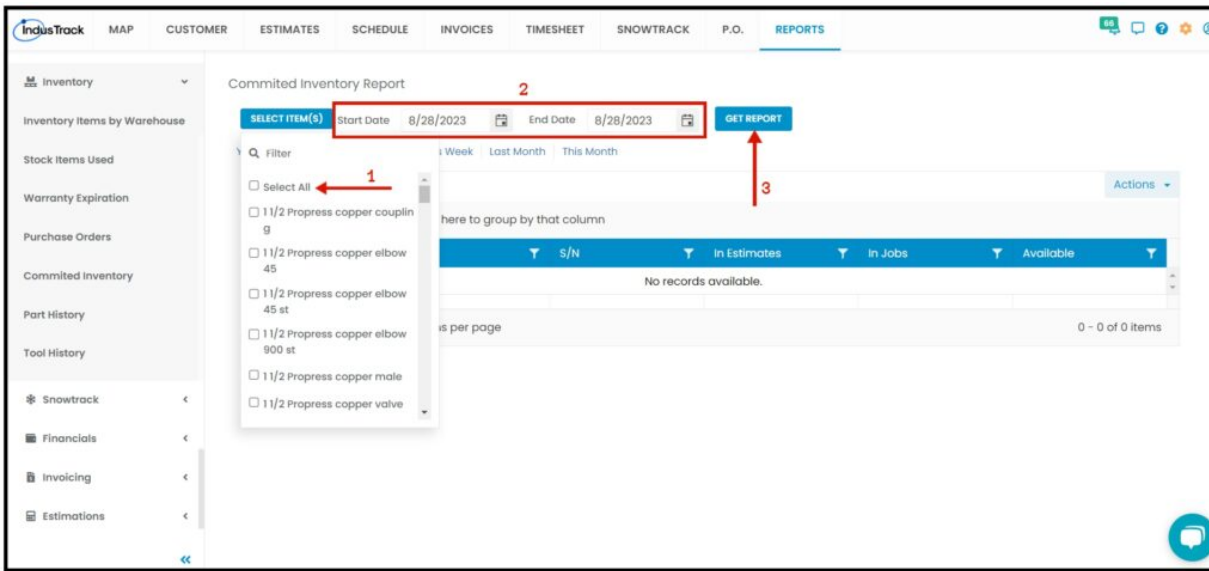
To view the **Committed Inventory Report**, go to **Reports** Menu on the top>Click **Inventory**> on the drop-down click **Committed Inventory Report**.



Generate Committed Inventory Report

You can filter the report by the following:

1. Items- Name of the Inventory Item/s.
 - o Select one, multiple, or select all items.
2. Dates – specific date of the report
 - o Select the **start date** and **end date**
3. After you select the start and end date, click on **Get Report**.



After we click on Get Report, we can now export the **Committed Inventory Report** into **Excel** or **PDF** format by clicking on the **Actions Button** and selecting **Export to PDF** or **Export to Excel**.

Click on **export to Excel** or **export to PDF** to download the report to your computer. Either way, you can completely see the details in the report.

Committed Inventory Report

ALL SELECTED Start Date 8/1/2023 End Date 8/31/2023 GET REPORT

Yesterday Today Last Week This Week Last Month This Month

Drag a column header and drop it here to group by that column

Part #	Name	S/N	In Estimates	In Jobs	A
	1 1/2 Propress copper coupling	4454		1	0
	1 1/2 Propress copper coupling		1	3	35
	1 1/2 Propress copper elbow 45		1	2	13
	1 1/2 Propress copper elbow 45 st		2		6
	1 1/4 Propress copper valve			1	1
	1 1/2 x 3/4 Propress copper reducer			1	3
	1 1/2 x 1 x 1 1/2 Propress copper T			5	15

Actions

- Export to PDF
- Export to Excel
- Configure Report Columns
- Add to Favorites

100 items per page

1 - 7 of 7 items