

## How to create an Item Activity Report (report on certain item activity)

This report allows you to search the history on an item number.

1. Select 'Reports' then 'Item Activity'

**ITEM ACTIVITY REPORT** Customer: [Redacted]

Summary  Detailed Inventory Analysis

Choose a Customer [Redacted] x Warehouse: Port Hills 2

Choose which Items to display

SKU contains: BR Description contains: [Empty]

Items only  Kits only  Items and Kits  Show Inactives

2. Enter a SKU or partial SKU and then click on 'refresh grid'
3. Highlight the line you are enquiring after in the grid by clicking on it
4. Select date range
5. Click on 'run report'

	SKU	Description	UPC	Kit	Inactive
1	BR0300	John Deere Key Ring (25 O)	4.00E+12	no	no
2	BR10000	Consumer Brochure (100 BX)	1.00E+12	no	no
3	BR10010	Bruder Sales Catalogue	1.00F+12	no	no
4	BR10050	Bruder Logo Sticker	1.00F+12	no	no
5	BR10072	Fire Service Plinth	4.00F+12	no	no
6	BR10073	Excavator Plinth	4.00E+12	no	no
7	BR10075	Claas Fieldhopper Plinth	4.00E+12	no	no
8	BR10076	Caterpillar Plinth	4.00C+12	no	no
9	BR10080	Bruder Hanging Sign	4.00C+12	no	no
10	BR10090	Shelf Strip S/Adhesive (Pr Mtr)	4.00L+12	no	no
11	BR10111	Bruder Shopping Bag	4.00E+12	no	no
12	BR1020	Construction Helmet (8 O)	4.00E+12	no	no

Start Date: 2014/11/01

End Date: 2014/11/17

Report Definition: Default

6. The following report will display and is exportable in a variety of formats

**Item Activity Report**

Warehouse: **Auckland**

Item Activity 1/1/2015 12:00:00 to 1/28/2015 11:00:00  
From AM to PM

SKU	Qualifier	Item Description	Packed	Activity Date	Trans. #	Ref #	Qty in / Ctn	Qty out / Ctn	Balance	Ctn Balance
1020670		10 Quart Cooler = 4 per carton	1.0000						576	576
				Beginning Balance						
				1/6/2015	15764	80553511	24.0000 / 24		552	552
				1/6/2015	15769	80553516	12.0000 / 12		540	540
				1/6/2015	15772	80553519	24.0000 / 24		516	516
				1/6/2015	15773	80553520	12.0000 / 12		504	504

Select a format  
 XML file with report data  
 CSV (comma delimited)  
 Acrobat (PDF) file  
 MHTML (web archive)  
 Excel  
 TIFF file  
 Word