

## Inventory Reports

What information is locked in your inventory data? Know more than just where items are. Know what is on hand and available to be shipped, what is on its way to your warehouse, or what is already placed in a Sales Order. How many items do you have from the same manufacturer or supplier in case of a recall?

There are many reports in your Magaya database that can show you all this information and more. You can view the inventory in your warehouse in different ways.

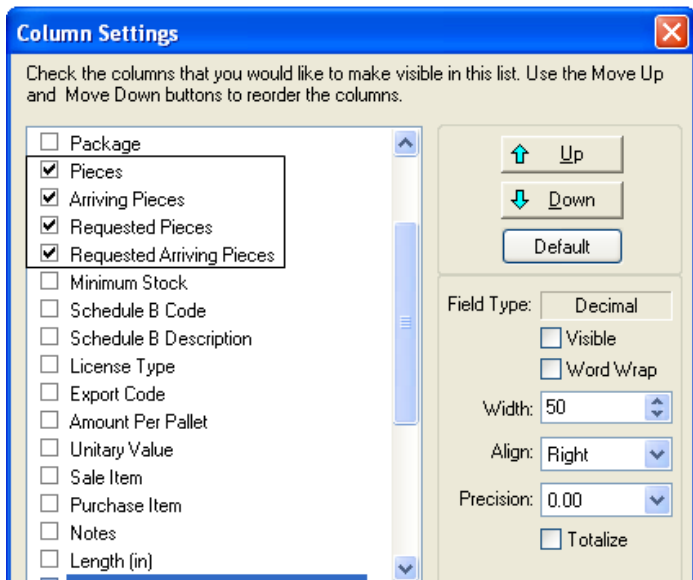
### Working with the Inventory Item Reports

#### 1. The List View

In the Inventory Item Definitions list, you can see the amount of pieces on hand, what is arriving, and what is sold. The list of inventory items in the Inventory Item Definitions list is dynamic; the details are updated as items are received in the warehouse or shipped out.

To view this information, make these columns visible by clicking on the Actions button and selecting "Choose Columns." In the dialog box that opens, place a checkmark in the following columns:

- Pieces,
- Arriving Pieces,
- Requested Pieces, and
- Requested Arriving Pieces



These columns will display the following information:

- **Pieces:** The quantity on hand
- **Arriving Pieces:** The quantity of items in Pickup Orders or Purchase Orders that are coming to the warehouse
- **Requested Pieces:** The quantity of on-hand items that are included in Sales Orders
- **Requested Arriving Pieces:** Of the arriving pieces, this is the quantity that is sold and included in Sales Orders

To calculate the total quantity of inventory you have available to sell, start with the number of pieces and add arriving pieces, subtract Requested Pieces and subtract Requested Arriving Pieces:

+ Pieces (On Hand)  
 + Arriving Pieces  
 – Requested Pieces  
 – Requested Arriving Pieces  
 = Total Pieces Available to Sell

In this example, there are a total of 55 Pieces on hand, 458 Arriving Pieces, 4 Requested Pieces, and 1 Requested Arriving Piece. The total pieces available to sell are 508:

$$55 + 458 - 4 - 1 = 508$$

Pieces	Arriving Pieces	Requested Pieces	Requested Arriving...
1	0	0	0
0	150	0	0
24	1	3	0
30	307	1	1

## 2. Inventory Views

To view the inventory for any individual item, select the item and right-click on it (or go to Actions > View Inventory). This shows what is on hand for this part number.

To view the details of inventory that is arriving, select the item and right-click on it (or go to Actions > View Arriving Items). This shows what is arriving for this part number.

This option is only active for items with quantities greater than zero. This will display the status of the item, a description, package type, dimensions and other information. Reports can also be made from this view also. The totals are dynamic; they reflect changes in quantities as the items are received or released. The total quantity of pieces in Inventory Item Definitions list should match the quantity of on-hand pieces.

Inventory Item Definitions List					
Part Number	Description	Model	Pieces	Customer	
TEVA-776	Teva Beach Sandal	Beach Comber	40		
S-1	Baseball gloves	Sosa	0		
RS-100	Sand	River Stone	15	Tropical Landscaping	
PS125	#5 rebar	Grade 60	37	SteelWorks Fabricators	
DLY-W-01	New Balance running ...	Womens Oly...	0		
NB200	New Balance 200 run...	New Balance...	0		
LC233	Chihuly Glass Magnets	GL55	0		

On Hand Inventory for PS125					
Status	Description	Package	Pieces	Length	
On Hand	#5 rebar	Bundle	25	140.00	48.00
On Hand	rebar	Bundle	8	144.00	48.00
On Hand	rebar	Bundle	4	144.00	48.00

These totals match for this part number

### 3. In and Out Reports

The “In and Out” reports show how much cargo is on hand, or was delivered. These reports can be used to forecast quantities that you need to buy to fulfill demand during certain time periods. If you are providing distribution for a customer, you can email the report to them from your Magaya system.

For each part number in the “In and Out” report, you will see the inventory you have at the beginning of the time period selected, the quantity that arrived in a Warehouse Receipt (WR) during that time, the quantity released for that time period, and inventory remaining at the end of that time period. This report shows item quantities as of the date you select in the date range. You can create reports for a past time period also.

To create an “In and Out” report, go to the Inventory Item Definitions list, click on the Actions button, select Reports, and “In and Out” reports (detailed or summary):



The **Summary** view of the “In and Out” report shows one line per part number, initial inventory (Start), items in, items out, and ending inventory quantity:

In and Out by Part Number Summary									
HWC Cargo Company									
In and Out by Part Number Summary									
January 1 through June 2, 2010									
Part Number	Description	Customer	Manufacturer	Start	In	Out	End		
4-MTN	Trek 4 Series M...			0	5	0	5		
45-1237	Potting soil	Tropical Landsc...		0	25	10	15		
455	Liners for juice ...	Florida Natural ...		0	1	0	1		
6145692	52 inch Rebar ...	Deco Truss Co.	HK Porter	1	0	0	1		
715-441	747 jet engine		Honeywell Aviati...	0	0	0	0		
7W5389	Air Filter		Caterpillar Equi...	10	0	10	0		
AM-441	Nike AirMax run			0	0	0	0		
BIK-ZZ	Adidas soccer s ...			0	0	0	0		
CERVELO53	Cervelo 53		Cervelo Bicycles	0	0	0	0		
CH41	Chihuly Post Ca...		Lyon Crafters	0	0	0	0		
CT301	Pruning shears	Tropical Landsc...		0	45	0	45		
DT203	#5 rebar	Deco Truss Co.	Pittsburgh Steel ...	6	0	0	6		
FL-150	Pipe flanges AN ...			0	0	0	0		
KDS-TEVA	Teva sandals			0	0	0	0		

In the **Detailed** report view, the transactions are visible for each part number, such as WRs that brought items in, and CRs or shipments that sent items out. Total in and out inventory will also display:

In and Out by Part Number Detailed									
HWC Cargo Company									
In and Out by Part Number Detailed									
January 1 through June 2, 2010									
Status	Description	Part Number	Pieces	Location	Warehouse Rec...	Arrival Date	Out Date	Location Descr	
<b>PS125 #5 rebar SteelWorks Fabricators</b>									
Inventory beginning balance 12									
In	On Hand	#5 rebar	PS125	25	G4	WH-60		Quadrant 4 - all	
				25					
				0					
Inventory ending balance 37									
<b>RS-100 Sand Tropical Landscaping</b>									
Inventory beginning balance 0									
In	On Hand	Sand	RS-100	15	A1RB	WH-56		Zone A Row 1 R	
	In Transit	Sand	RS-100	10		WH-56	03/11/2010	03/19/2010	
	In Transit	Sand	RS-100	5		WH-56	03/11/2010	03/19/2010	
				30					
Out	In Transit	Sand	RS-100	10		WH-56	03/11/2010	03/19/2010	
	In Transit	Sand	RS-100	5		WH-56	03/11/2010	03/19/2010	

You can select columns in these reports to show other information such as location in the warehouse.

Other reports can be generated in the “Other Reports” option in the Actions list such as reports by manufacturer, for example, so you can see how many items you have from the same manufacturer. All the information used to define an inventory item is available for a report.

With the inventory reports in your Magaya database, you can gain valuable visibility into your data.