

Inventory Valuation 'At Date' Report

Last Modified on 11/10/2023 11:39 am EST

Overview

In this report you will be viewing a snapshot of your Inventory Values and Quantities as they were on a specific date.

Steps to Create

- Go to Reports
- Click on the tab for All Reports
- We are going to use the Inventory valuation report as a base for the new report and add a new parameter.

The screenshot displays the OrderTime web application interface. The top navigation bar includes Home, Sales, Purchasing, Production, Repairs, Warehouse, and Reports. The Reports section is active, showing a search bar and a 'New Report' button. The 'All Reports' sub-tab is highlighted. The main content area lists various reports under different categories: General, Activities, Inventory, Inventory Movement with Locations, Inventory Movement with Bins, Repairs, and Sales Orders & Quotes. The 'Inventory Valuation' report is highlighted with a red box. The left sidebar shows a list of recent records, including items like Bob Barker, 25, Salt, Pepper, Tomato, Onion, 12, Chicken, and Test Group # 1 - chicken soup.

Click on small pen and paper icon to customize the report

▶ Inventory Movement with Locations

- ▶ Inventory Ledger by Location - This Month  
- ▶ Inventory Movement  
- ▶ Inventory Valuation  

- Go to the **Filters** Tab
- Click on the Item **Transactions Table** to lower the drop down
- Drag over the **Date** Column

OrderTime

Search

compu-center Logout

Home Sales Purchasing Production Repairs Warehouse Reports

Reports > Customize Report

Customize Report Type Summary View Save As Cancel

Name Inventory Valuation

Tables

Item Transactions

Allocated

Committed

Created By

Created Date/Time

Customer PO

Date

Doc Price Or Cost

Doc Quantity

Id

In Production

In Repair

In Transit

Item Id

TABLE	COLUMN	FILTER	ACTION
Item Transactions	Posted	Posted equals true	<input type="radio"/>
Item Transactions	Quantity	Quantity is not equal 0	<input type="radio"/>
Item	Type	Type is in Part,Assembly	<input type="radio"/>
Item Transactions	Date		<input type="radio"/>

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- Click on the new filter you just added and choose **Between** in the drop-down that will appear on the bottom of the screen
- Only enter a date in the **second date field**. This will be your 'At Date'
- Click on **Save As** and save this report as **Inventory Valuation At Date**
- Click on **View** to see your new report representing Quantities and Values at that specific date

OrderTime

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Item Transactions	Date		<input type="radio"/>

Table Item Transactions

Column Date

Between

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Reproduce the steps to change and save a new date whenever you need to update the report.