

## 1. Batch Number Transactions Report

Path to access:

Inventory → Inventory Reports → Batch Number Transactions Report

Steps:

1. Open Batch Number Transactions Report from the path above.
2. In the selection window, enter the Item Code or leave it blank to search across all items.
3. Click the “Batch Number” field and enter the relevant batch (if known).
4. Set the Date Range if needed.
5. Click OK to generate the report.

This report will show all the document movements for that batch number (e.g., GRPO, Deliveries, Invoices, etc.).

**Batch Number Transactions Report - Selection Criteria**

Item Number from  To

Group

Properties

Batch	<input type="text" value="20230801-1"/>	To	<input type="text" value="20230801-1"/>
Batch Attribute 1	<input type="text"/>	To	<input type="text"/>
Batch Attribute 2	<input type="text"/>	To	<input type="text"/>

Status From  To


## 2. Inventory Posting List (Filtered by Batch Number)

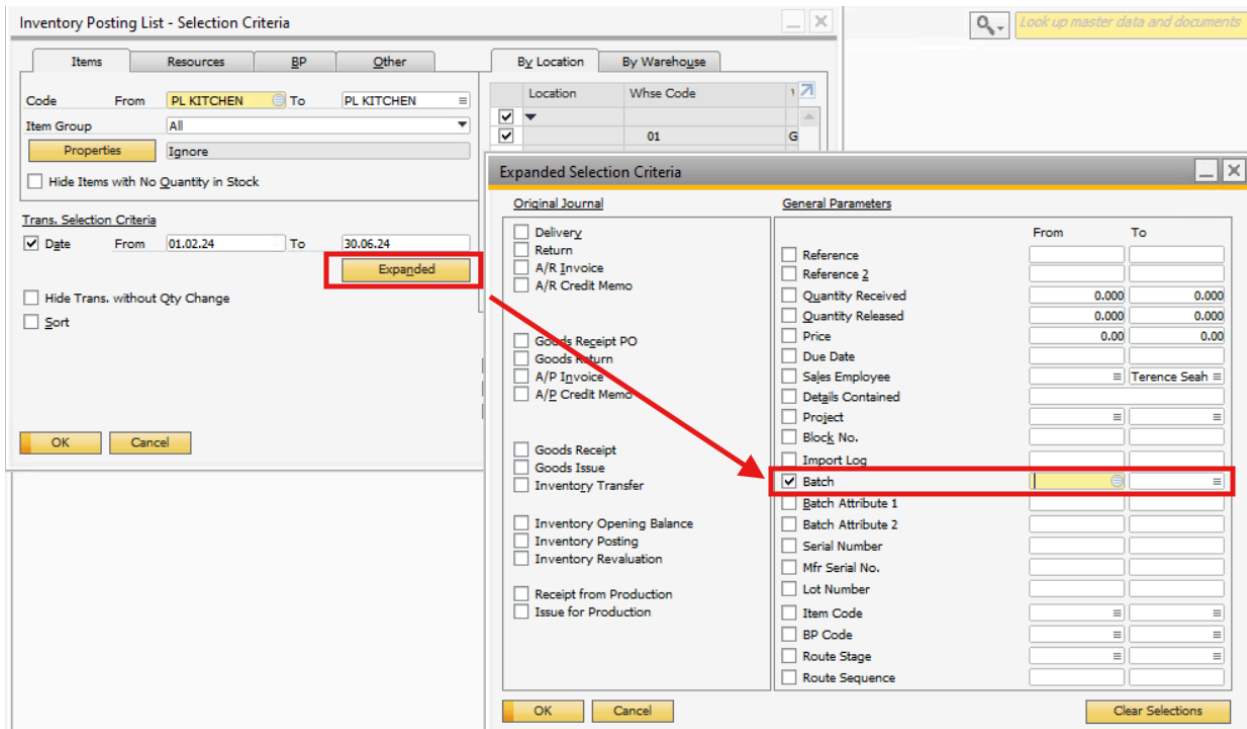
Path to access:

Inventory → Inventory Reports → Inventory Posting List

Steps:

1. Open the Inventory Posting List report.
2. In the selection window, click on “Expand Selection Criteria”.
3. From the available fields, add or check the box for “Batch Number”.
4. Enter the Item Code and relevant Batch Number.
5. Set your Date Range, then click OK to run the report.

 This report allows you to see how inventory (including specific batches) is posted in and out of stock.



The screenshot shows the 'Inventory Posting List - Selection Criteria' window. The 'Expanded Selection Criteria' sub-window is open, showing a list of fields under 'General Parameters'. The 'Batch' checkbox is checked, and a red box highlights it. A red arrow points from the 'Expanded' button in the main window to the 'Batch' checkbox. The main window also shows the 'Date' range set from '01.02.24' to '30.06.24'.

Field	From	To
Reference		
Reference 2		
Quantity Received	0.000	0.000
Quantity Released	0.000	0.000
Price	0.00	0.00
Due Date		
Sales Employee		Terence Seah
Details Contained		
Project		
Block No.		
Import Log		
<input checked="" type="checkbox"/> Batch		
Batch Attribute 1		
Batch Attribute 2		
Serial Number		
Mfr Serial No.		
Lot Number		
Item Code		
BP Code		
Route Stage		
Route Sequence		