How to review inventory reports

In this guide: Use inventory reports to review itemized balances, serialized devices, costs, and discrepancies.

Steps

1. Open **Reports**.
2. Select the relevant inventory or product report.
3. Choose the location and date range when available.
4. Filter by product, category, status, or inventory type.
5. Review itemized quantities and serialized records separately.
6. Open a linked product, purchase, serial item, or transfer to investigate a result.
7. Export or print the report when you need a working copy.

Useful checks

- Compare report totals with the selected location, not the entire organization unless intended.
- For serialized discrepancies, inspect individual IMEI/serial history.
- For itemized discrepancies, check recent purchases, sales, returns, transfers, and stock counts.

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