



WHERE MATCHLESS SERVICE MEETS
PRACTICAL ENGINEERING FOR
EXCEPTIONAL SOLUTIONS.

NexGen Office Reports Descriptions & Listings

Easy Automation, Inc. User Guide
Last Updated July 30, 2025

The purchase and use of Easy Automation products and services are subject to Easy Automation's current Terms and Conditions which can be found at www.easy-automation.com/terms.

TOTALLY INTEGRATED SOLUTION

TABLE OF CONTENTS (CTRL + click to go directly to item)

BARCODE REPORTS.....	3
BIN REPORTS	3
COMMODITY REPORTS	3
FORMULA REPORTS	4
GRAIN BANKS & CONTRACTS	4
GROUP PERFORMANCE	5
HISTORY	5
HISTORY - COST REPORTS	7
HISTORY - PRICE REPORTS.....	8
INVENTORY REPORTS	9
INVENTORY FORECASTING REPORTS	9
LISTS BY SITE REPORTS	10
LOT TRACKING REPORTS.....	10
MARGIN REPORTS.....	10
ORDERS REPORTS.....	11
PREORDER REPORTS	11
PRICE LIST REPORTS	11
PURCHASE ORDER REPORTS.....	11
RECALL REPORTS	12
RECEIPT REPORTS	12
VFD REPORTS.....	12

Barcode Reports

NOTE: Barcode Scanner Module Required

ITEM BARCODE	Item Barcode listing categorized by Site: Item Name, Description, Bar code
ITEM BARCODE PLACARD	Set to print single item barcode to zebra printer
ITEM LOT BARCODE	Item Lot Barcode listing categorized by Site, then Item, lot, barcode
ITEM LOT BARCODE PLACARD	Set to print single item Lot barcode to zebra printer

Bin Reports

BIN CLEANOUT	Bin Cleanout data listed by Site, Date, bin, Quantity, Cleanout Person, User, type of cleanout used
BIN INVENTORY COUNT	Physical count listing, Bin Name, Bin Inventory, Physical count, Unit of Measure, difference
BIN TRANSACTIONS	Bin adjustment listing; Bin, Transaction, Quantity of Item, Vendor, Comments

Commodity Reports

COMMODITY QUANTITY BY CUSTOMER DETAIL	Categorized by Customer; Historical report showing commodities prices by Contract, Grain Bank or Cash\Market price
COMMODITY QUANTITY BY CUSTOMER SUMMARY	Historical report Summary by customer with commodity prices by Contract, Grain Bank, Cash\Market Value and Total Quantity
COMMODITY QUANTITY BY GROUP DETAIL	Historical report by group, Order Number, Loaded Date, and commodity quantities by Contract, Grain Bank, Cash\Market, and totals
COMMODITY QUANTITY BY GROUP SUMMARY	Historical Summary report by group with commodity quantities by Contract, Grain Bank, Cash\Market, and totals
COMMODITY QUANTITY BY LOCATION DETAIL	Historical report by Location, Order Number, Loaded Date, and commodity quantities by Contract, Grain Bank, Cash\Market, and totals
COMMODITY QUANTITY BY LOCATION SUMMARY	Historical Summary report by Location with commodity quantities by Contract, Grain Bank, Cash\Market, and totals
COMMODITY QUANTITY BY SITE DETAIL	Historical report by Site\Mill, Order Number, Loaded Date, and commodity quantities by Contract, Grain Bank, Cash\Market, and totals
COMMODITY QUANTITY BY SITE SUMMARY	Historical Summary report by Site with commodity quantities by Contract, Grain Bank, Cash\Market, and totals

Formula Reports

FORMULA BY SITE	Listing of stored formula by Site; Formula Name, Formula Description, Version Name, Version Number, Batch size, Formula Quantity
FORMULA DETAIL	Stored formula details; Formula Name, Quantity, Last edit date & User, formulation details with Sequence, Item Name, Item Description, Quantity, and Ingredient Type
FORMULA DETAIL DATA	Stored formula details intended to export to Excel; Formula Name, Quantity, Last edit date & User, formulation details with Sequence, Item Name, Item Description, Quantity, and Ingredient Type
FORMULA DETAIL W/COST	Stored formula details; Formula Name, Quantity, Cost per Ton, formulation details with Sequence, Item Name, Item Description, Quantity, Average and Market Cost
FORMULA MARGIN DETAIL	Calculated Margin with Stored formulas categorized by Site\Mill; Formula Name, Pricelevel, Item Quantity Unit Cost, Unit Price, Ext Cost Ext Price, Margin
FORMULA MARGIN SUMMARY	Calculated Margin Formula Summary; Formula Name, Pricelevel, Price per Ton, Cost per Ton, Margin per Ton
FORMULA PRICING DETAIL	Stored Formula calculated price; Formula Name, Description, Version, Pricelevel, Ingredient, Quantity, Unit Price, Ext Price, Price Per Ton
FORMULA PRICING SUMMARY	Formula Pricing Summary; Formula Name, Description, Version, Price per Ton listed for each pricelevel
FORMULA SUMMARY W/COST	Formula Cost Summary; Formula Name, Description, Unit Cost, Cost per Ton

Grain Banks & Contracts

NOTE: Must have Grain Bank and/or Contracts Module

CONTRACT TRANSACTIONS	Contract detailed usage listing Transaction Number, Date, Customer, Item, Unit price, Quantity, and remaining balance
CONTRACTS	Contract Listing; Contact, Owner, Start & End Date, Price Item, Beginning Quantity, Remaining Quantity, Unit of Measure
CONTRACTS AS OF DATE	Contact Balance as of specific date; Contract Name, Quantity Remaining, Unit of Measure
GRAIN BANK TRANSACTIONS	Grain Bank Detail usage; Transaction number, Date, Customer Item, Quantity, remaining balance, Unit of Measure
GRAIN BANKS	Grain Bank list by Item; Grain Bank Name, Customer, Effective Date, Original Quantity, Remaining Quantity; Unit of Measure
GRAIN BANKS AS OF DATE	Grain Bank balance as of specific date;

Group Performance

GROUP PERFORMANCE W/COST	Historical report classified by group with each formula, ingredients and cost detailed
GROUP PERFORMANCE W/PRICE	Historical report classified by group with each formula, ingredients and price detailed
GROUP PHASE FEEDING DETAIL	Phase feeding by group information per phase; Group Name, Current Phase, Remaining Head count, Customer, Location, Order Numbers, Phase, Target & Loaded Quantities, Loaded Date and totals
GROUP TEMPLATE ESTIMATED COST	Estimated Cost for a specified Template by phase with Totals
GROUP TEMPLATE SUMMARY	Group Template Name, Species, Head Count, Starting weight
MOVEMENTS	Historical Movements Listing; Date, Location, Group, Number of head, Type of Movement, Reason

History

CUSTOMER INGREDIENT SUMMARY	Historical Report with ingredient usage per month by customer
CUSTOMER MONTHLY TOTALS (HISTORY)	Historical report with loaded quantity per month by customer
DRIVER DELIVERY HISTORY	Historical Report with Driver Delivery information; Loaded Date, Batched Date, Order Number, Location, Formula, Truck, Driver, Batched & Loaded Quantity
FARM BIN DELIVERIES	Historical Report of deliveries by Farm Bin
FORMULA HISTORY DETAIL	Historical Report listing each order categorized by formula; Formula, Order, Date, Version, Target, Batched & Loaded Quantities
FORMULA HISTORY INGREDIENT SUMMARY	Historical Report listing each Order grouped by Formula; Formula, Item, Target, Batched, Loaded Quantities & Variance
FORMULA HISTORY SUMMARY	Historical Report summing Target, Batched, Loaded Quantities by Formula
FORMULA MONTHLY LOADED	Historical Report showing Loaded Quantity by Formula per Month
FORMULA MONTHLY MANUFACTURED	Historical Report showing Manufactured (Batched) Quantity by Formula per Month
GROUP HISTORY DETAIL	Historical Report listing Order Numbers and Quantities delivered per Group and organized by Phase
GROUP HISTORY INGREDIENT SUMMARY	Historical Report listing Ingredient usage for a specific group per phase number with totals per phase and for the entire group
GROUP HISTORY SUMMARY	Historical Report with Formula Name, Description, and Quantities
INGREDIENT USAGE	Historical report for Ingredient Usage; Item Name, Target. Batched, Loaded Quantities, Variance and Shrink

INGREDIENT USAGE DETAIL	Historical Report categorized by Ingredient with detail information for each order; Ingredient, Order, Order Type, Batch Date, Target & Batched Amounts, variance, Loaded Date
LOAD DIFFERENCE	Historical Report comparing Batched and Loaded Weights; Order Number, Location, Target, Batched, and Loaded weights with Difference weigh and Percentage
LOCATION HISTORY DETAIL	Historical Listing of orders by Location; Location, Order Number, Formula, Loaded Date, Loaded Quantity
LOCATION HISTORY INGREDIENT SUMMARY	Historical Report of Ingredient Usage by Formula per Location; Location, Formula, Ingredient, Batched & Loaded Quantities, Totals
LOCATION HISTORY SUMMARY	Historical Report of Ingredient Usage by Location; Location, Formula, Ingredient, Batched & Loaded Quantities, Totals
MONTHLY INGREDIENT USAGE	Historical Report showing the ingredient usage by month with totals
ORDER HISTORY DETAIL	Historical Report similar to a Delivery Ticket with Order Details including Order Number, Formula, Customer & Location Details, Ingredient details, totals
ORDER HISTORY SUMMARY	Historical listing of Order Numbers, Customer, Formula Batched & Loaded Dates, Batched, Target, Batched & Loaded Quantities
SCALE DIFFERENCE	Historical Report showing the difference between Batched and Loaded Quantities per order
SHORT SHIPPED ORDERS	Difference between Ordered and Loaded Quantities per Order Number
YIELD DIFFERENCE	Difference between Batched and Verified Quantities per Order Number

History - Cost Reports

FARM BIN HISTORY DETAIL W/COST	Historical Report of Farm Bin Orders; Order Number, Formula, Quantity, Cost
FARM BIN HISTORY INGREDIENT SUMMARY W/COST	Historical Report of Farm Bin Orders; Order Number, Ingredient, Quantity, Cost
FORMULA HISTORY INGREDIENT SUMMARY W/COST	Historical Report listing each Order grouped by Formula; Formula, Item, Target, Batched, Loaded Quantities & Variance, Cost
FORMULA HISTORY SUMMARY W/COST	Historical Report summing Target, Batched, Loaded Quantities by Formula with Cost
FORMULA MONTHLY LOADED COST	Historical Report showing Loaded Quantity and Cost by Formula per Month
FORMULA MONTHLY MANUFACTURED COST	Historical Report showing Manufactured (Batched) Quantity and Cost by Formula per Month
GROUP HISTORY DETAIL W/COST	Historical Report listing Order Numbers, Quantities, and Cost delivered per Group and organized by Phase
GROUP HISTORY INGREDIENT SUMMARY W/COST	Historical Report listing Ingredient usage for a specific group per phase number with totals per phase and for the entire group
GROUP HISTORY SUMMARY W/COST	Historical Report with Formula Name, Description, Quantities and Cost
INGREDIENT USAGE COST	Historical report for Ingredient Usage; Item Name, Target. Batched, Loaded Quantities, and Cost
INGREDIENT USAGE DETAIL W/COST	Historical Report categorized by Ingredient with detail information for each order; Ingredient, Order, Order Type, Batch Date, Target & Batched Amounts, Cost
LOACTION HISORY DETAIL W/COST	Historical Listing of orders by Location; Location, Order Number, Formula, Batched Quantity and Cost
LOCATION HISTORY INGREDIENT SUMMARY W/COST	Historical Report of Ingredient Usage by Formula per Location; Location, Formula, Ingredient, Batched Quantities, Cost
LOCATION HISTORY SUMMARY W/COST	Historical Report of Ingredient Usage by Location; Location, Formula, Ingredient, Batched Quantities, Cost, Totals
ORDER HISTORY DETAIL W/COST	Historical Report similar to a Delivery Ticket with Order Details including Order Number, Formula, Customer & Location Details, Ingredient details, Cost and totals
ORDER HISTORY SUMMARY W/COST	Historical listing of Order Numbers, Customer, Formula, Batched Quantities, Cost

History - Price Reports

CUSTOMER DAILY DETAILS W/PRICE	Historical Report by Customer of each Order with Price: Customer, Date, Order Number, Formula Name, Formula Description, Loaded Quantity, Unit Price, Extended Price, Markup, Delivery and Pricing Functions
CUSTOMER DAILY SUMMARY W/PRICE	Historical Report by Customer of by Date with Price: Customer Date, Loaded Quantity, Unit Price, Extended Price, Markup, Delivery and Pricing Functions
FORMULA HISTORY DETAIL W/PRICE	Historical Report by Formula with Price: Order Number, Date, Target Quantity, Loaded Quantity, Extended Price, Fees, Totals
FORMULA HISTORY INGREDIENT SUMMARY W/PRICE	Historical Report grouped by Formula and Order type; Formula, Ingredient, Target & Batched Quantity, Variance, Loaded Quantity, Price, Totals
GROUP HISTORY DETAIL W/PRICE	Historical Report for Group Phase Feeding with Price; Group, Phase Number, Order Number, Formula, Loaded Date, Loaded Quantity, Fees, Price, totals
GROUP HISTORY INGREDIENT SUMMARY W/PRICE	Historical Report for Group Phase Feeding with Price; Group, Formula, Loaded Quantity, Price, totals
GROUP HISTORY SUMMARY W/PRICE	Historical Report for Group with Price; Group, Formula, Loaded Quantity, Fees, Price, totals
INGREDIENT USAGE DETAIL W/PRICE	Historical Report of ingredient Usage by Order Number: Ingredient, Order Number, Target, Batched, Loaded Quantities, Price, Totals
INGREDIENT USAGE PRICE	Historical Report of ingredient Usage: Ingredient, Target, Batched, Loaded Quantities, Price, Totals
LOCATION HISTORY DETAIL W/PRICE	Historical Report of Orders organized by delivery Location; Location, Order Number, Formula, Loaded Date, Loaded Quantity, Fees, Price Totals
LOCATION HISTORY INGREDIENT SUMMARY W/PRICE	Historical Report by formula of Ingredients Usage; Location, Formula, Ingredient, Batched and Loaded amount, Price, Totals
LOCATION HISTORY SUMMARY W/PRICE	Historical Report by Location of Formula Quantities; Location, Formula, Loaded Quantity, Fees, Price, Totals
MARGIN SUMMARY BY FORMULA	Historical Report of average Margin for each Formula; Formula, Tons, Cost, Revenue, Margin calculations
ORDER HISTORY DETAIL W/PRICE	Historical Report showing the order details in a similar format to a delivery ticket, including price; Order Number, Target, Batched, Loaded Quantity & Times, Customer, Location, Farm Bins, Formula and Ingredient Details with Price, Totals
ORDER HISTORY SUMMARY W/PRICE	Historical Order listing with price; Order Number, Formula, Loaded Date, Target, Batched, Loaded Quantities, Unit Price, Fees, Totals
ORDERS NOT PRICED SUMMARY	Listing of Historical Orders that have not yet been priced; Order Number, Batch Date, Formula, Loaded Date, Target, Batched, Loaded Quantities
PRICING FUNCTION DETAIL	Historical listing of Orders utilizing Pricing functions; Pricing Function, Order Number, Date, Customer, Location, Price
PRICING FUNCTION SUMMARY	Historical Listing of Pricing functions and total Price associated with each one
REVENUE BY SOURCE	Historical Report of Revenue generated by Item; Source Type, Description, Base Quantity, Revenue, Revenue calculations by base unit of measure

Inventory Reports

INGREDIENT USAGE SUMMARY	Ingredient Inventory displays Item, End Inventory, Quantity Used, Received, Decreases, Cost, and Used Cost with Totals
INVENTORY 'AS OF'	Ingredient Inventory Levels as of a specific date\time
INVENTORY ACTIVITY SUMMARY	Beginning and ending inventory Quantity with Usage and Received Quantity adjustments
INVENTORY TRANSACTIONS	Categorized by ingredient, displays each Inventory Transaction, Type, Date, Inventory Level and Quantity adjusted
INVENTORY WORKSHEET	Physical Count Worksheet
ITEM INVENTORY BY SITE	Item Inventory List by Site\Mill, Ingredient Name, Description, Inventory Level, Reorder Point
PENDING INVOICE	Displays inventory balances that have not yet been Invoiced (to a linked accounting package) and the resulting projected inventory in the accounting package. *Modules Required
PURCHASES HISTORY DETAIL W/COST	Historical Purchase Transactions; Transaction Number, Item, Date, Vendor, Quantity, Unit of Measure, Cost, Notes, totals
PURCHASES HISOTRY SUMMARY W/COST	Historical Purchase Transactions listed by ingredient total; Item, Quantity, Cost, totals

Inventory Forecasting Reports

INVENTORY FORECAST	Ingredient Current Inventory, Estimated Usage on order, Amount on Saved POs
INVENTORY FORECAST – MONTHLY	Ingredient Current Inventory, Last Month's Usage Estimated Usage on order, Amount on Saved POs for the Month
INVENTORY FORECAST – WEEKLY	Ingredient Current Inventory, Last Week's Usage Estimated Usage on order, Amount on Saved POs for the Week

Lists by Site Reports

CUSTOMER BY SITE	Lists all Customers associated with a Site\Mill
CUSTOMER LOCATION	Lists all Locations assigned to a Customer(s)
FARM BINS BY LOCATION	Lists all Farm Bins assigned to a Location
FARM BINS BY SITE	Lists all Farm Bins assigned to a Site\Mill
INGREDIENT BY SITE	Lists all ingredients by Site\Mill; Can filter by active
ITEM BY SITE	Lists all Items by Site\Mill; Can filter by active
LOCATION BY SITE	List all Locations by Site\Mill; Can filter by active
LOCATION DETAIL REPORT	Locations by Mill with additional fields; Address, Contact, Misc
SITE DETAIL REPORT	Lists Mills\Sites; Address, Phone, Days of Operation

Lot Tracking Reports

LOT PHYSICAL INVENTORY	Physical Count Worksheet for Ingredient Lots
LOT TRANSACTIONS	Categorized by Item, then Lot; Lot Number, Transaction Type, Transaction ID, Quantity, Balance Remaining
LOT USAGE	Historical Lot usage details; Ingredient, Lot Name, Ticket Number, Date, Quantity, Unit of Measure, Comments
LOT RECONCILE	Stored Lot information; Lot Name, Item description, Receipt Data, Expiration, Quantity, Balance Remaining

Margin Reports

CUSTOMER MARGIN DETAIL	Customer Margin per Order; Order Number, Loaded Date, Loaded Quantity, Cost, Price, Margins
CUSTOMER MARGIN SUMMARY	Customer Margin (Average); Order Number, Loaded Date, Loaded Quantity, Cost, Price, Margins
ORDER MARGIN SUMMARY	Margin per Order; Order Number, Loaded Date, Loaded Quantity, Cost, Price, Margins
PRICE LEVEL MARGIN SUMMARY	Margin per item per price level; Ingredient, Cost, Price, Margins
SPECIES MARGIN SUMMARY	Margin per Species; Species, Quantity, Cost, Price Margins

Orders Reports

COMPRESSION SUMMARY	Report listing Orders by Compression grouping *Requires Order Compression Module
FARM BIN INTEGRITY	Ordered, Loaded, and Delivered quantity of formula per bin per Order Number
LAST ORDER BY LOCATION	Listing of last Order date per location: Location, Customer, Farm Bin, Formula, Loaded Date, Quantity
ORDER LINE INTEGRITY BY SITE	Historical Edits made by order and user
ORDERLINE STATUS BY SITE	Displays all non-historical orders and current Status by Site\Mill; Order Number, Customer, Location, Group, Group, Item, Quantity, Delivery Dates and Status

Preorder Reports

PREORDER EXPORTS	PreOrder export listing *Requires PreOrder Module
------------------	---

Price List Reports

CUSTOMER FORMULA PRICING	Price per Ton for each formula organized by Customer
PRICE BY CUSTOMER	Price of each ingredient organized by Customer
PRICE LIST	Price listing for all items and price levels
PRICE LIST BY ITEM CLASS	Price listing for all items and price levels can be filtered by Item Class
PRICE LIST BY ITEM CLASS NO COST	Price listing for all items and price levels can be filtered by Item Class - Cost Columns removed
PRICE LIST NO COST	Price listing for all items and price levels - Cost Columns removed

Purchase Order Reports

PURCHASE ORDER	Detailed information of Purchase orders; PO Number, Vendor, Ship to, Item Name, Description, Status, Due Date, Load Number, Quantity Order Received, Cost
----------------	---

Recall Reports

INGREDIENT RECALL	Lists all Orders that contain a specific ingredient; Ingredient, Order Number, Loaded Date, Batched Date, Vehicle, Customer, Location, Group, Target\Loaded Quantity
LOT RECALL	Lists all Lot Transactions by ingredient, then Lot Number; Item, Lot, Order Number, Batch Date, Loaded Date, Customer, Location, Group, Formula, Usage Quantity

Receipt Reports

RECEIPT DETAIL	Lists Details for each receipt; Receipt Number, Vendor, Carrier, Received Date, BoL, FSMA, Item, Received Quantity, Bin
RECEIPT DETAIL COST	Lists Details for each receipt with Cost; Receipt Number, Vendor, Carrier, Received Date, BoL, FSMA, Item, Unit Cost, Landed Cost, Extended Cost, Received Quantity, Bin
RECEIPT ITEM SUMMARY	List each receipt per ingredient; Receipt Number, Received Date, Vendor, PO, Quantity
RECEIPT ITEM SUMMARY COST	List each receipt per ingredient; Receipt Number, Received Date, Vendor, PO, Quantity, Cost
RECEIPT SEQUENCE	Receipts listed in date received order; Received Date, Receipt Number, Item, Quantity, Drive, Truck, Cleanout, Operator, Trailer, Flush
SCALE RECEIPT BY ITEM	Scale weight information for Receipts organized by Item; Receipt Number, Received Date, Gross, Tare, Net weights, Inventory, Shipped Weights

VFD Reports

VFD ITEM USAGE	VFD usage listed by order; Item, VFD, Dose, Order Number, Customer, Location, Group, Concentration, Totals
VFD ITEM USAGE SUMMARY	VFD usage; Item, VFD, Dose, Customer, Location, Group, Quantity, Totals
VFD USAGE DETAIL	VFD usage; VFD, Order Number, Customer, Location, Group, Concentration, Totals
VFD USAGE SUMMARY	VFD usage; VFD, Customer, Location, Group, Concentration, Totals