

### IN KEYBOARD SALES MODE:

To view your inventory valuation, you must go to Manager Mode.

- 1. Select Show More Options Button (F2)
- 2. Select Manager Mode Button(F9)

(NOTE: Only Teachers & Managers will have access to Manager Mode)

| SKU   | Description<br>Quantity I   | Price Disc.                  | Total |   | Foods Misc                | Coffee Small              | Coffee<br>Large       | Beverages<br>Misc       | Custome<br>List   |
|---|---|------------------------------|-------|---|---------------------------|---------------------------|-----------------------|-------------------------|-------------------|
|   |   |                              |       |   | Breeze<br>Freeze<br>Small | Breeze<br>Freeze<br>Large | Cinnamon<br>Bun       | Extra Cream<br>Cheese   | Suspend           |
|   |   |                              |       |   | $\bigcirc$                |                           |                       |                         | Retrieve          |
|   |   |                              |       |   | Reserve<br>Touch          | Everything<br>Bagel       | French<br>Toast Bagel | Cinnamon<br>Raisin Bage | Invoice<br>Prompt |
|   |   |                              |       |   | 1 Cookie                  | 2 Cookies                 | Choc. Chip<br>Muffin  | Blueberry<br>Muffin     | Coupor            |
|   |   |                              |       |   | 1 Arnold<br>Palmer        | 2-Arnold<br>Palmers       | Mini Melts<br>Small   | Mini Melts<br>Medium    | Delete Ite        |
|   |   |                              |       |   | Snapple<br>Apple          | Pink<br>Lemondade         | Kiwi<br>Strawberry    | Mini Melts<br>Large     |                   |
| Quick Sale  |   |                              |       |   | Adjust<br>Quantity        | 2                         | 3 GO<br>More          | Manager                 | Tender            |
| LineTotals:<br>Taxable:<br>SalesTax:<br>Item Count: | 0.00 SubTotal:<br>0.00 - Coupon:<br>0.00 - Deposit<br>0.00 Total: | 0.00<br>0.00<br>0.00<br>0.00 | •     | ٢ |                           |                           |                       | 0                       | .00               |

### IN TOUCH SCREEN SALES MODE:

To view your inventory valuation, you must go to Manager Mode.

1. Touch Manager Button

Touch



### ON MANAGER BUTTON SCREEN:

1. Select Manager Mode Button

(NOTE: Only Teachers & Managers will have access to Manager Mode)

### What is Inventory Valuation?

Valuation is the dollar value of your stock on hand. The \$ value of stock can be reported in various ways

By Individual Item or SKU
 By a Category
 By a Department
 For the Entire Store
 For merchandise from a particular Vendor

### Why is Inventory Valuation a Useful Tool?

### Valuation of your stock on hand is used in a number of ways:

- For Financial Statements
  - Inventory Valuation at cost is a key financial element of every Income Statement and Balance Sheet.
- For Purchasing Decision Making
  - Open-to-Buy Calculations
  - Allocating Funds per Item, Category, or by Department
  - Match Future Planned Sales.



In Manager Mode: To view your inventory valuation for a department...

1. Click on Report Center



#### In Report Center: From the Policy Statements Invoice screen.

- 1. Click on Inventory Reports
- 2. Select Inventory Valuation
- 3. Click Run Report (F7)



#### In Report Center:

1. Unclick the Print Detail

2. Select OK [ F10 ]



#### Saved Queries:

- 1. Your Departments should appear as Saved Queries.
- 2. Select a Department (i.e. Candy)
- 3. Click Select

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| Page Size       |              |                   | <u></u>                              |        | Α        | B            | C          |
| ✓ 2 10,382      |              | Inventor          | y Valuation I<br><u>Confidential</u> | Report | Ļ        | Ţ            | Ļ          |
|                 | SKU          | Description       |                                      | Type   | Stock    | Average Cost | Total Cost |
|                 | CANDY        |                   |                                      |        |          |              |            |
|                 | C1           | CHOCOLATE CHIP CO | okie                                 | Actv   | 36.00    | 0.28         | 10.00      |
|                 | C2           | PEANUT BUTTER CO  | okie 🚽                               | Actv   | 36.00    | 0.28         | 10.00      |
|                 | C3           | OATMEAL COOKIE    |                                      | Actv   | 36.00    | 0.28         | 10.00      |
|                 | C4           | OATMEAL RAISIN CO | OKIE                                 | Actv   | 36.00    | 0.28         | 10.00      |
|                 | CS           | SUGAR COOKIE      |                                      | Actv   | 36.00    | 0.28         | 10.00      |
|                 | C6           | SNICKERDOODLE COO | OKIE                                 | Actv   | 36.00    | 0.28         | 10.00      |
|                 | C7           | WHITE CHOCOLATE   | COOKIE                               | Actv   | 24.00    | 0.42         | 10.00      |
|                 | Baked Cookie | s 240.00          | 70.00                                |        |          |              |            |
|                 | 0145111      | BULK ITEM TEST    |                                      | Actv   | 48.00    | 0.25         | 12.00      |
|                 | Candy        | 48.00             | 12.00                                |        |          |              |            |
|                 | 145267       | OTIS COOKIES      |                                      | Actv   | 20.00    | 0.42         | 8.33       |
|                 |              |                   | Grand Totals                         |        | 308.0000 |              | 90.33      |
|                 |              |                   |                                      |        |          |              |            |

#### **Inventory Valuation Report**

- 1. **Details for Individual Items** (A = Total Quantity B = Avg. Cost and C. Total Cost)
- 3. Details for the Category (D. Total Quantity and E. Total Cost)

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### **Inventory Valuation Summary**

- 1. **Details for Categories will include** (A. Total Qty., B. % of Total Dept. Qty., C. Total Cost and D. % of the Total Department Valuation for each).
- 2. Details for the Department (E. Total Quantity and F. Total Cost) will appear.



In Manager Mode: To Determine Inventory Valuation for a particular Vendor..

1. Click on Report Center



In Report Center: To Determine Inventory Valuation for a particular Vendor..

1. Click on Vendor Reports

- 2. Select Vendor Stock Valuation Report
- 3. Select Run Report [ F7 ]



In Vendor Selection List: To Determine Inventory Valuation for a particular Vendor..

**1. Click Untag All** 

- 2. Select One Specific Vendor
- 3. Click Print Marked [F7]

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| 2 4,966   |  |   | Vendor Stock Valuation Rep<br>Confidential  | ort  | Ļ   | ↓   |
|           | Vendor SKU   | Item SKU  | Description   | Stock  | Average Cost  | TotalCost   |
|           | Jansport Apparel V   | endor   |   |  |   |   |
|           | 013<br>05JHBXL<br>05JHGL<br>10GSBXXL<br>78548<br>JAN-2000060-M<br>JAN-2000061-M<br>JAN-2000065-M<br>JAN-2000065-M<br>JAN-2000065-M<br>JAN-2000065-M<br>JAN-2000067-M<br>JAN-2000070-M<br>JAN-2000071-M<br>JAN-2000071-M<br>JAN-2000074-M<br>JAN-2000076-M<br>JAN-2000076-M | 013<br>05JHEXL<br>05JHEXL<br>10GSEXXL<br>78548<br>JAN-2000060-M<br>JAN-2000062-M<br>JAN-2000063-M<br>JAN-2000063-M<br>JAN-2000063-M<br>JAN-2000063-M<br>JAN-2000069-M<br>JAN-2000070-M<br>JAN-2000070-M<br>JAN-2000070-M<br>JAN-2000070-M<br>JAN-2000074-M<br>JAN-2000074-M<br>JAN-2000076-M<br>JAN-2000076-M | HOODIE MASCOT LOGO BLACK/XLAF<br>JANSPORT HOODIES BLUE/XLARGE<br>JANSPORT HOODIE GREEN/LARGE<br>GYM SHORTS BLUE/XXL<br>SHORTS GREEN<br>JANSPORT HOODIE M123-XS-Blue<br>JANSPORT HOODIE M123-XS-White<br>JANSPORT HOODIE M123-S-Blue<br>JANSPORT HOODIE M123-S-Blue<br>JANSPORT HOODIE M123-S-White<br>JANSPORT HOODIE M123-S-White<br>JANSPORT HOODIE M123-White<br>JANSPORT HOODIE M123-L-Blue<br>JANSPORT HOODIE M123-L-Blue<br>JANSPORT HOODIE M123-L-Blue<br>JANSPORT HOODIE M123-L-White<br>JANSPORT HOODIE M123-L-White<br>JANSPORT HOODIE M123-L-White<br>JANSPORT HOODIE M123-L-White<br>JANSPORT HOODIE M123-LWhite<br>JANSPORT HOODIE M123-LWhite<br>JANSPORT HOODIE M123-LWhite<br>JANSPORT HOODIE M123-LWhite<br>JANSPORT HOODIE M123-LWhite<br>JANSPORT HOODIE M123-XL-White<br>JANSPORT HOODIE M123-XXL-Red<br>JANSPORT HOODIE M123-XXL-White | 3 3.0000<br>10.0000<br>8.0000<br>5.0000<br>10.0000<br>2.0000<br>10.0000<br>2.0000<br>8.0000<br>5.0000<br>5.0000<br>5.0000<br>10.0000<br>3.0000<br>9.0000<br>5.0000<br>5.0000<br>5.0000<br>5.0000<br>5.0000<br>5.0000 | 7.0600 10.0000 13.5000 2.0000 10.0000 | 21.1800<br>100.0000<br>84.0000<br>67.5000<br>100.0000<br>20.0000<br>30.0000<br>30.0000<br>80.0000<br>50.0000<br>100.0000<br>100.0000<br>30.0000<br>30.0000<br>30.0000<br>30.0000<br>50.0000<br>50.0000<br>50.0000<br>50.0000<br>50.0000 |

Vendor Valuation Report:

**1. Details for each Individual Item** (A = Total Quantity B = Avg. Cost and C = Total Cost)

Reports

| Report Preview  |                         |                          |                                |            |
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| ✓ 2 4,966       |                         | Vendor Stock Valuation 1 | Report                         |            |
|                 |                         | Congratement             |                                |            |
|                 | Vendor SKU Item SKU     | Description              | Stock Average Cost Total C     | ost        |
|                 | Vendor Summary          |                          |                                |            |
|                 | Vendor Name             | Total Stock              | Total Cost Last Date Purchased |            |
|                 | Jansport Apparel Vendor | 121,0000                 | 1,182.6800 1/03/2011           | -2         |
|                 |                         | <b>†</b>                 |                                |            |
|                 |                         |                          |                                |            |
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Vendor Stock Valuation Report:

**1. Details will include** (A = Total Stock Quantity B = Total Valuation Cost and C = Last Date Stock was Purchased).

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