

IN MANAGER MODE: Go to Reports

1. Select Reports Button

² Customizable Inventory Report

REPORT CENTER:

- 1. Under Report Type, Select Inventory Reports
- 2. Under Report, Select Customizable Inventory Report
- 3. Select Run Report (F7)

³ Customizable Inventory Report

 □ • ≠ Transactions Purchasing Account ○ • • • • • • • • • • • • • • • • • • •	nting E-Commerce Management Maintenance	0
		0
		(db)
	Run Report (F7)	
Report Type Custom Reports Sales Reports Report Description Inventory Reports INVENTORY STATUS BY VENDO Management Reports INVENTORY STATUS BY VENDO Management Reports Customer Reports Customer Reports AR Reports AR Reports GL Reports GL Reports Vendor Reports	Customizable Report New Copy Modify Rename Delete	o show on H, etc.
Columns Printed SKU, Description, Price1, Lastor Date Received, Last Date Sold: Sort Order Default sort order.	Select Close Dist, Purchase By, In stock, Last Number Sold: External Reports © PDSitive Report Writer	Add
	Properties	Edit
	Report Type Sales Reports Sales Reports Report Description Inventory Reports NVENTORY STATUS BY VENDO Management Reports AR Reports Customer Reports AR Reports AR Reports Columns Printed Vendor Reports SkU, Description, Price1, Lastor Date Received, Last Date Sold Soft Order Default sort order. Default sort order.	Report Type A Custom Reports Sales Reports Report Description Inventory Reports New Purcharding Report Copy Purcharding Reports Modify Custome Reports Modify Reports Modify Reports Modify Reports Delete GL Reports Delete Vendor Reports Select Vendor Reports Close Columns Printed SkU, Description, Price1, Lastcost, Purchase By. In stock, Last Date Received, Last Date Sold, Number Sold Orystal Reports Properties Properties

REPORT CENTER:

- 1. Highlight Inventory Status by Vendor
- 2. Click Select

⁴ Customizable Inventory Report

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View (*) Reports Actions (*) Receipt Layouts Invoice/Reports Layouts Inventory Labels Customer Labels User-Definable Reports	Report Type Sales Reports Inventory Reports Purchasing Reports RMA Reports Customer Reports AR Reports AP Reports GL Reports GL Reports Vendor Reports	Report Inventory Listing Inventory Valuation Inventory Valuation Inventory Options Please Select a Query Op Select a Previously Saved Create a New Query Create a New Query Cancel Without Continuing	Nion Query	External Reports Properties Run Report (F7) Lustomizable Report Lustomizable Report Lustomizable Report Lustomizable Report Lustomizable Report Lustomizable Reports Properties Properties	Add Edit Delete	3

REPORT CENTER:

Reports

- 1. To run report by Vendor or Less than 1, Click Select a Previously Save Query
- 2. To run report by all inventory items, select Do Not Apply a Query

⁵ Customizable Inventory Report



REPORT CENTER:

- 1. Highlight Vendor, Click Select or
- 2. To print Less than 1, Highlight Less than 1, Click Select, or
- 3. To print the full Inventory list, Select Close

⁶ Customizable Inventory Report

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		INVENTO	ORY STATUS BY VENDC)R					
		SKU	Description	Pricel	Lastcost Purchase By	In stock Last Date	Received	Last Date Sold:	Number Sold:
		012	HOODIE MASCOT LOGO BLACK/L.	29.00	8.06 EACH	3.00 1	2/29/2010	1/06/11	8.000
		10GSNDOL	GYM SHORTS NAVY/XXL	19.50	14.00 EACH	0.00	11	1/03/11	4.0000
		10GSBXXL	GYM SHORTS BLUEXXL	25.00	13.50 EACH	5.00	2/08/2011	1/03/11	9.0000
		78548	SHORTS GREEN	17.99	10.00 EACH	7.00 1	2/29/2010	1/03/11	3.0000
		123456	GYM SHORTS GREEN/XXL	19.50	14.00 EACH	11.00	11	1/11/11	14.0000
-		05JHBXL	JANSPORT HOODIES BLUE/XLAR(20.00	10.00 EACH	15.00	1/03/2011	11	0.0000
		JAN-2000060-M	JANSPORT HOODIE M123-XS-Blue	14.99	10.00 EACH	9.00	1/03/2011	3/04/11	1.0000
-		JAN-2000061-M	JANSPORT HOODIE M123-XS-Red	14.99	10.00 EACH	2.00	1/03/2011	11	0.0000
		JAN-2000062-M	JANSPORT HOODIE M123-XS-White	14.99	10.00 EACH	10.00	1/03/2011	11	0.0000
		JAN-2000063-M	JANSPORT HOODIE M123-S-Bhie	14.99	10.00 EACH	3.00	1/03/2011	11	0.0000
		JAN-2000064-M	JANSPORT HOODIE M123-S-Red	14.99	10.00 EACH	2.00	1/03/2011	1/19/11	3.0000
		JAN-2000065-M	JANSPORT HOODIE M123-S-White	14.99	10.00 EACH	8.00	1/03/2011	11	0.0000
		JAN-2000066-M	JANSPORT HOODIE M123-M-Bhie	14.99	10.00 EACH	5.00	1/03/2011	11	0.0000
		JAN-2000067-M	JANSPORT HOODIE M123-M-Red	14.99	10.00 EACH	5.00	1/03/2011	11	0.0000
		JAN-2000068-M	JANSPORT HOODIE M123-M-White	14.99	10.00 EACH	1.00	1/03/2011	11	0.0000
		JAN-2000069-M	JANSPORT HOODIE M123-L-Bhie	14.99	10.00 EACH	10.00	1/03/2011	11	0.0000
		JAN-2000070-M	JANSPORT HOODIE M123-L-Red	14.99	10.00 EACH	3.00	1/03/2011	1/19/11	3.0000
		JAN-2000071-M	JANSPORT HOODIE M123-L-White	14.99	10.00 EACH	6.00	1/03/2011	11	0.0000
		JAN-2000072-M	JANSPORT HOODIE M123-XL-Blue	14.99	10.00 EACH	9.00	1/03/2011	1/19/11	1.0000
		JAN-2000073-M	JANSPORT HOODIE M123-XL-Red	14.99	10.00 EACH	1.00	11	3/04/11	2.0000
		JAN-2000074-M	JANSPORT HOODIE M123-XL-White	14.99	10.00 EACH	5.00	1/03/2011	11	0.0000
		JAN-2000075-M	JANSPORT HOODIE M123-XXL-Bhu	14.99	10.00 EACH	0.00	11	11	0.0000
		JAN-2000076-M	JANSPORT HOODIE M123-XXL-Red	14.99	10.00 EACH	6.00	1/03/2011	11	0.0000
		JAN-2000077-M	JANSPORT HOODIE M123-XXL-Wh	14.99	10.00 EACH	5.00	1/03/2011	11	0.0000
		78545	SHORTS GREEN XL	14.99	10.00 EACH	8.00	11	1/03/11	2.0000
		05JHGL	JANSPORT HOODIE GREEN/LARGI	24.50	14.00 EACH	9.00	1/27/2011	1/06/11	0.0000
		05JHGM	JANSPORT HOODIE GREEN MEDIC	20.00	0.00 EACH	9.00	11	1/06/11	2.0000
		SMLBL	SHORTS MASCOT LOGO BLUE/LA	14.99	10.00 EACH	5.00	11	11	0.0000
		CFJBS	FOOTBALL JERSEY BLUE SMALL	30.00	21.00 EACH	0.00	11	11	0.0000
		CFJBM	FOOTBALL JERSEY BLUE MEDIUM	30.00	21.00 EACH	0.00	11	11	0.0000
		CFJBL	FOOTBALL JERSEY BLUE LARGE	30.00	21.00 EACH	0.00	11	2/08/11	4.0000
		CFJBXL	FOOTBALL JERSEY BLUE XLARGI	30.00	21.00 EACH	0.00	11	11	0.0000
		CFJBXXL	FOOTBALL JERSEY BLUE XXLAR	30.00	21.00 EACH	1.00	3/04/2011	11	0.0000
		CNFB	CUSTOM NUMBER FRONT & BAC	6.00	4.00 EACH	0.00	11	2/08/11	4.0000
		CNAME	CUSTOM NAME BACK	6.00	4.00 EACH	0.00	11	2/08/11	4.0000
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REPORT CENTER:

1. Report will Show all Inventory Items from a specific Vendor (Jansport)

Customizable Inventory Report

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		INVENT	ORY STATUS BY VENDC	R						
		SKU	Description	Pricel	Lastcost	Purchase By	In stock	Last Date Received	Last Date Sold:	Number So
		66	SNACKS MISC	0.00	0.00	EACH	0.00	11	3/04/11	7.00
		EE	GIFT & SPIRIT MISC	0.00	0.00	EACH	0.00	11	10/28/10	1.00
		FF	SCHOOL SUPPLY MISC	0.00	0.00	EACH	0.00	11	10/29/10	1.00
		cc	CANDY MISC	0.00	0.00	EACH	0.00	11	12/15/10	5.00
		AA	APPAREL MISC	0.00	0.00	EACH	0.00	11	3/04/11	26.00
_		GIFTCERT	GIFT CARD	0.00	0.00	EACH	0.00	11	11	-2.00
		1234567	SUPER WATER 120Z	1.00	6.00	CASE	0.00	10/11/2010	11	0.00
		10GSNXXL	GYM SHORTS NAVY/XXL	19.50	14.00	EACH	0.00	11	1/03/11	4.00
		145268	OTIS COOKIES	0.62	10.00	CASE	0.00	11	12/29/10	1.00
		5454547	AP BIOLOGY LAB NOTE BOOK	16.50	10.76	EACH	0.00	11	1/19/11	21.00
		789456	CHEEZE ITS 3 OZ	1.00	0.00	EACH	0.00	11	2/17/11	21.00
		JAN-2000075-M	JANSPORT HOODIE M123-XXL-Bh	14.99	10.00	EACH	0.00	11	11	0.00
		CS	COFFEE SMALL	1.50	0.00	EACH	0.00	11	1/14/11	1.00
		CL	COFFEE LARGE	2.00	0.00	EACH	0.00	11	3/04/11	1.00
		BFS	BREEZE FREEZE SMALL	2.00	0.00	EACH	0.00	11	1/19/11	1.00
		BFL	BREEZE FREEZE LARGE	3.00	0.00	EACH	0.00	11	3/04/11	6.00
		CB	CINNAMON BUN	1.00	0.00	EACH	0.00	11	11	0.00
		ECC	EXTRA CREAM CHEESE	0.50	0.00	EACH	0.00	11	3/04/11	1.00
		EB	EVERYTHING BAGEL	1.00	0.00	EACH	0.00	11	3/04/11	3.00
		FTB	FRENCH TOAST BAGEL	1.00	0.00	EACH	0.00	11	3/04/11	1.00
		CRB	CINNAMON RAISIN BAGEL	1.00	0.00	EACH	0.00	11	3/04/11	1.00
		10	1 COOKIE	0.50	0.00	EACH	0.00	11	11	0.00
		2C	2 COOKIES	0.75	0.00	EACH	0.00	11	3/04/11	1.00
		CCM	CHOCOLATE CHIP MUFFIN	1.00	0.00	EACH	0.00	11	3/04/11	1.00
		BM	BLUEBERRY MUFFIN	1.00	0.00	EACH	0.00	11	11	0.00
		015648524621	1 ARNOLD PALMER	1.50	0.85	EACH	0.00	11	2/07/11	2.00
		2AR	2 ARNOLD PALMER	1.75	0.00	EACH	0.00	11	11	0.00
		SA	SNAPPLE APPLE	1.00	0.00	EACH	0.00	11	11	0.00
		254311564458	PINK LEMONADE	1.00	0.00	EACH	0.00	11	11	0.00
		KS	KIWI STRAWBERRY	1.00	0.00	EACH	0.00	11	3/04/11	1.00
		CFJBS	FOOTBALL JERSEY BLUE SMALL	30.00	21.00	EACH	0.00	11	11	0.00
		CFJBM	FOOTBALL JERSEY BLUE MEDIUS	30.00	21.00	EACH	0.00	11	11	0.00
		CFJBL	FOOTBALL JERSEY BLUE LARGE	30.00	21.00	EACH	0.00		2/08/11	4.00
		CFIBXL	FOOTBALL JERSEY BLUE XI ARG	30.00	21.00	EACH	0.00		11	0.00
		CNFB	CUSTOM NUMBER FRONT & BAC	6.00	4.00	EACH	0.00		2/08/11	4 00
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REPORT CENTER:

Reports

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1. Report will Show all Inventory Items with a stock count of Less than 1

[®] Customizable Inventory Report

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		SKU	Description	Price1	Lastcost Purchase E	/ In stock	Last Date Received	Last Date Sold:	Number Sold
		BB	BEVERAGE MISC	0.00	0.00 EACH	13.00		11/05/10	9.000
		66	SNACKS MISC	0.00	0.00 EACH	0.00		3/04/11	7.000
			GIFT & SPIRIT MISC	0.00	U.U. EACH	0.00		10/28/10	1.000
		FF	SCHOOL SOPPLY MISC	0.00	U.U. EACH	0.00		10/29/10	1.0000
		00	CANDY MISC	0.00	U.U. EACH	0.00		12/15/10	5.000
		AA	APPAREL MISC	0.00	U.UL EACH	0.00		3/04/11	26.000
-		GIFICERI	GIFT CARD	0.00	0.00 EACH	0.00	10000010	11	-2.000
		012	HUDDLE MASCOT LUGO BLACK/L.	29.00	SOC RACH	3.00	12/29/2010	1/06/11	8.000
		1254307	DOPER WATER 1202	1.00	0.0L CASE	0.00	10/11/2010	100000	0.000
		201004040	CALCUODEC MAINARI	10.75	41.70 GR055	142.00		10/29/10	2.000
		IUGSNAAL	OTM SHORTS NAVI/XXL	19.30	14.00 EACH	0.00		1/05/11	4.000
		IUGSBAAL	GYM SHORTS BLOEDARL	25.00	13.50 EACH	5.00	2/08/2011	1/03/11	9.000
		0404040	AP CHEMISTRY LAB NOTE BOOK	18.50	11.76 EACH	22.00	1/03/2011	1/19/11	11.000
		145207	OTIS COOKIES	0.62	IU.UU CASE	20.00		12/17/10	4.000
		45785412	SUPER WATER 240Z	1.00	8.0L CASE	17.00	11	1/03/11	3.000
		78548	SHORTS GREEN	17.99	10.00 EACH	7.00	12/29/2010	1/03/11	3.000
		145208	OTIS COOKIES	0.62	10.00 CASE	0.00		12/29/10	1.000
		3434347	AP BIOLOGY LAB NOTE BOOK	10.50	10.76 EACH	0.00		1/19/11	21.000
		125450	GYM SHORTS GREEN/XXL	19.50	14.00 EACH	11.00		1/11/11	14.000
		12540	CHERRY SLOSHE	1.00	0.00 EACH	1.00		2/01/11	8.000
		/89430	UNCONFINACION LOCO DI ACTURI	1.00	0.00 EACH	0.00	1020011	2/1//11	21.000
		013	HOODIE MASCOT LOGO BLACKYX	25.00	7.00 EACH	3.00	1/03/2011	1)03/11	9.000
		UDJHB XL	JANSPORT HOODIES BLODXLARU	20.00	10.00 EACH	15.00	1/03/2011	204/11	0.000
		JAN-200000-M	IAMODORT HOODIE M125-XS-BRE	14.99	10.00 EACH	9.00	1/05/2011	5/04/11	1.000
		TUN-2000001-IM	JANSPORT HOODIE M125-XS-Red	14.99	10.00 EACH	2.00	1/05/2011	11	0.000
		JAN-200002-M	IAMSPORT HOODIE M125-XS-WID	14.99	10.00 EACH	10.00	1/05/2011		0.000
		10M2000005-00	INNEDET BOODE MI22-2-BR	14.99	10.00 EACH	3.00	1/05/2011	1/10/01	2 000
		JAN-2000004-00	INNEDET BOODE MI25-5-KE	14.99	10.00 EACH	2.00	1/05/2011	1/19/11	5.000
		TAN.200005-M	IANSDORT HOODIE MI23.M.Phys	14 00	10.00 FACH	5.00	103/2011		0.000
		TAN.2000007 M	IANSDORT HOODIE MI23-M.D.A	14 00	10.00 FACH	5.00	103/2011		0.000
		TUNE 2000007-101	IANCHORT MOODIE MI22-M-RM	14.99	10.00 EACH	1.00	1/03/2011	11	0.000
		TAN. 2000008-M	IANSDORT HOODIE M123-II- WHILE	14.99	10.00 FACH	1.00	1/03/2011	11	0.000
		TOM 2000009-00	INNEROPT BOODE MI221 P.4	14.00	10.00 EACH	20.00	1/05/2011	1/10/11	2 000
		JAN-2000070-M	INNEDET BOODE MISS-L-Kel	14.99	10.00 EACH	3.00	1/05/2011	1/19/11	0.0000
		JAN-2000071-00	SENSFORT HOODIE MIZS-L-WRIE	14.99	10.00 EACH	6.00	1/05/2011	11	0.0000
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REPORT CENTER:

1. Report will Show all Inventory Items