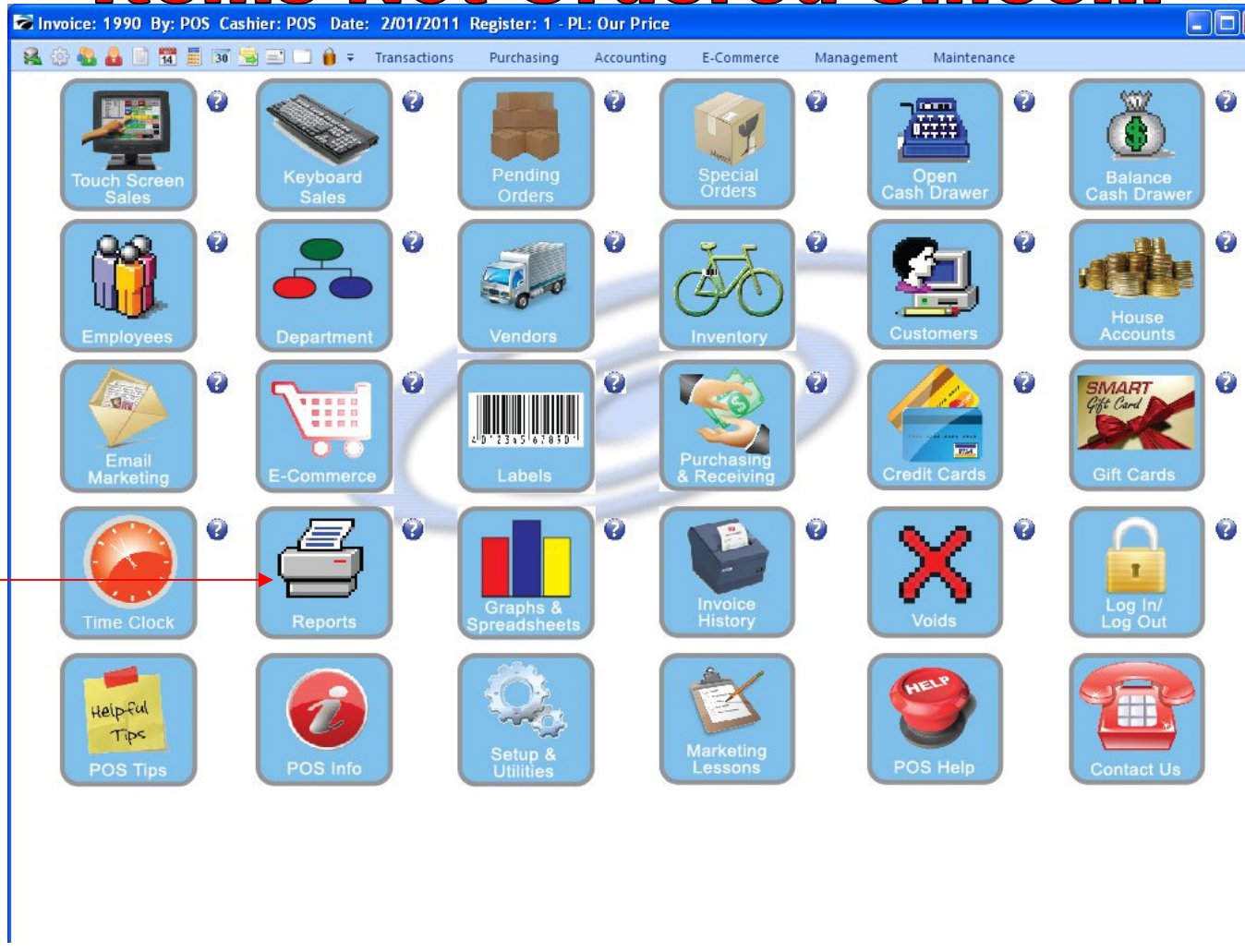


# Purchasing Reports

## Items Not Ordered Since...

1



IN MANAGER MODE:

Go to Reports

1. Select Reports Button

# Purchasing Reports

## Items Not Ordered Since...

2

Report Center

View

Reports

Actions

Receipt Layouts

Invoice/Reports Layouts

Inventory Labels

Customer Labels

User-Definable Reports

Report Type

Sales Reports

Inventory Reports

Management Reports

Purchasing Reports

RMA Reports

Customer Reports

AR Reports

AP Reports

GL Reports

Vendor Reports

Report

Items Not Ordered Since...

Items Not Sold Since

Items Ordered

Items Purchased

Items Returnable

PO History

Purchase Orders By Date

Purchase Order Summary

Items Purchased By Date

Freight Summary

Items Not Ordered Since... Report

Produces a Report of Items that have not been ordered since a specified date.

External Reports

POSitive Report Writer

Crystal Reports

Add

Edit

Properties

Delete

Run Report [F7]

Close



### REPORT CENTER:

1. Under Report Type, Select Purchasing Reports
2. Under Report, Select Items Not Ordered Since...
3. Select Run Report (F7)

# Purchasing Reports

3

## Items Not Ordered Since...

The screenshot displays the POSitive Retail Manager software interface. The main window is titled "Report Center" and shows a list of report types on the left. The "Purchasing Report" category is expanded, and the "Items Not Ordered Since..." report is selected. An "Options" dialog box is open over the report, showing the date set to 8/01/2010 and "SKU" selected for sorting. Red arrows point to the date field (1), the "SKU" radio button (2), and the "OK" button (3). The "Run Report [F7]" button is visible at the top right of the report center window.



### REPORT CENTER:

1. Select the Date you want to search from
2. Sort by either SKU or Description
3. Select OK (F10)

# Purchasing Reports

## Items Not Ordered Since...

4

The screenshot shows the POSitive Retail Manager interface. The 'Report Center' window is open, displaying a list of reports under 'Purchasing Reports'. The 'Items Not Ordered Since...' report is selected. A 'Query Options' dialog box is open, prompting the user to select a query option. The 'Do Not Apply a Query' option is highlighted with a red arrow and the number '1'. The dialog box also includes options for 'Select a Previously Saved Query', 'Create a New Query', and 'Cancel Without Continuing'. The 'Items Not Ordered Since... Report' description is visible on the right side of the Report Center window.



### REPORT CENTER:

1. Select Do Not Apply A Query

# Purchasing Reports

## Items Not Ordered Since...

5

Report Preview

File

Page: 1 of 2 Step: 20

Pages To Print: Search: Copies: 1

Page	Size	Items Not Ordered Since 8/01/2010					
1	66,156	Confidential					
2	29,250	SKU	Description	Stock	Held	Available	Last Ordered
		BB	BEVERAGE MSC.....	13.00	0.00	13.00	//
		GG	SNACKS MSC .....	0.00	0.00	0.00	//
		EE	GIFT & SPIRIT MSC.....	0.00	0.00	0.00	//
		FF	SCHOOL SUPPLY MSC .....	0.00	0.00	0.00	//
		CC	CANDY MSC.....	0.00	0.00	0.00	//
		AA	APPAREL MSC.....	0.00	1.00	-1.00	//
		012	HOODIE MASCOT LOGO BLACK/LARG	3.00	0.00	3.00	//
		251554545	PAPER MATE MECHANICAL PENCIL	142.00	0.00	142.00	//
		10GSNXXL	GYM SHORTS NAVY/XXL	0.00	0.00	0.00	//
		10GSBXXL	GYM SHORTS BLUE/XXL	5.00	0.00	5.00	//
		145267	OTIS COOKIES	20.00	0.00	20.00	//
		45785412	SUPER WATER 24 OZ	17.00	0.00	17.00	//
		78548	SHORTS GREEN	7.00	0.00	7.00	//
		5454547	AP BIOLOGY LAB NOTE BOOK	0.00	1.00	-1.00	//
		123456	GYM SHORTS GREEN/XXL	11.00	0.00	11.00	//
		12345	CHEERRY SLUSHIE	1.00	0.00	1.00	//
		789456	CHEEZE ITS 3 OZ	0.00	1.00	-1.00	//
		JAN-2000073-M	JANSPORT HOODIE M123-XL-Red	1.00	0.00	1.00	//
		JAN-2000075-M	JANSPORT HOODIE M123-XXL-Blue	0.00	0.00	0.00	//
		78545	SHORTS GREEN XL	8.00	2.00	6.00	//
		05HG1	JANSPORT HOODIE GREEN/LARGE	9.00	0.00	9.00	//
		05HG1M	JANSPORT HOODIE GREEN MEDIUM	9.00	1.00	8.00	//
		CS	COFFEE SMALL	0.00	0.00	0.00	//
		CL	COFFEE LARGE	0.00	0.00	0.00	//
		BFS	BREEZE FREEZE SMALL	0.00	0.00	0.00	//
		BFL	BREEZE FREEZE LARGE	0.00	0.00	0.00	//
		CB	CINNAMON BUN	0.00	0.00	0.00	//
		ECC	EXTRA CREAM CHEESE	0.00	0.00	0.00	//
		EB	EVERYTHING BAGEL	0.00	0.00	0.00	//
		FTB	FRENCH TOAST BAGEL	0.00	0.00	0.00	//
		CRB	CINNAMON RAISIN BAGEL	0.00	0.00	0.00	//
		1C	1 COOKIE	0.00	0.00	0.00	//
		2C	2 COOKIES	0.00	0.00	0.00	//
		CCM	CHOCOLATE CHIP MUFFIN	0.00	0.00	0.00	//
		BM	BLUEBERRY MUFFIN	0.00	0.00	0.00	//

Zoom: 80% 2 pages, 93.2Kb

1



### REPORT CENTER:

1. Report will print of all items not ordered since date Selected (8/1/10)