Product Planning – Activity A – Defining Your Product

(This can be an individual or group activity to be completed in the Training Mode)

Having knowledge of your inventory will be very useful when planning future purchases (orders). In this activity we will look at **4 basic inventory reports**. Remember when printing any report, we recommend previewing the report first to make sure it is what you want, then printing. All inventory reports generally will offer a **Query Option** to print a specific department rather than the entire inventory.   For your reporting, your should use the Query Wizard to select **one specific Department**, rather than the whole store to preview and print.

1. The first basic report - **Inventory Listing.** To run the report:

   Mgr. Console / Report Center [^R] / Inventory Reports / Inventory Listing / Run Report [F7] / Sorting Screen – OK / Preview / Select Query Option – Choose 1 Department / Print

2. The second basic report – **Inventory Price List**

   Mgr. Console / Report Center [^R] / Inventory Reports / Inventory Price List / Run Report [F7] / Sorting Screen – OK / Preview / Select Query Option / Print

3. The third basic report - **Vendor Inventory** – for a specific vendor

   Mgr. Console / Vendors [^F9] / Select a Vendor (tag it) / Vendor Inventory [F3] / Print / Vendor Reorder Report / Include Inactive – no / Preview & Print

4. The fourth basic report – **Inventory Valuation**

   Mgr. Console / Report Center [^R] / Inventory Reports / Inventory Valuation / Run Report [F7] / Sorting Screen – OK / Preview / Select Query Option / Print

Once the reports have been run, be prepared to use the data in defining what your inventory (department) currently consists of and possible adjustments (additions or deletions) in the future. On a separate sheet, **provide a brief explanation** of what inventory data is produced from each of the **4 reports** above. Also use the report data to help define the lesson's vocabulary terms and additional activities to follow.