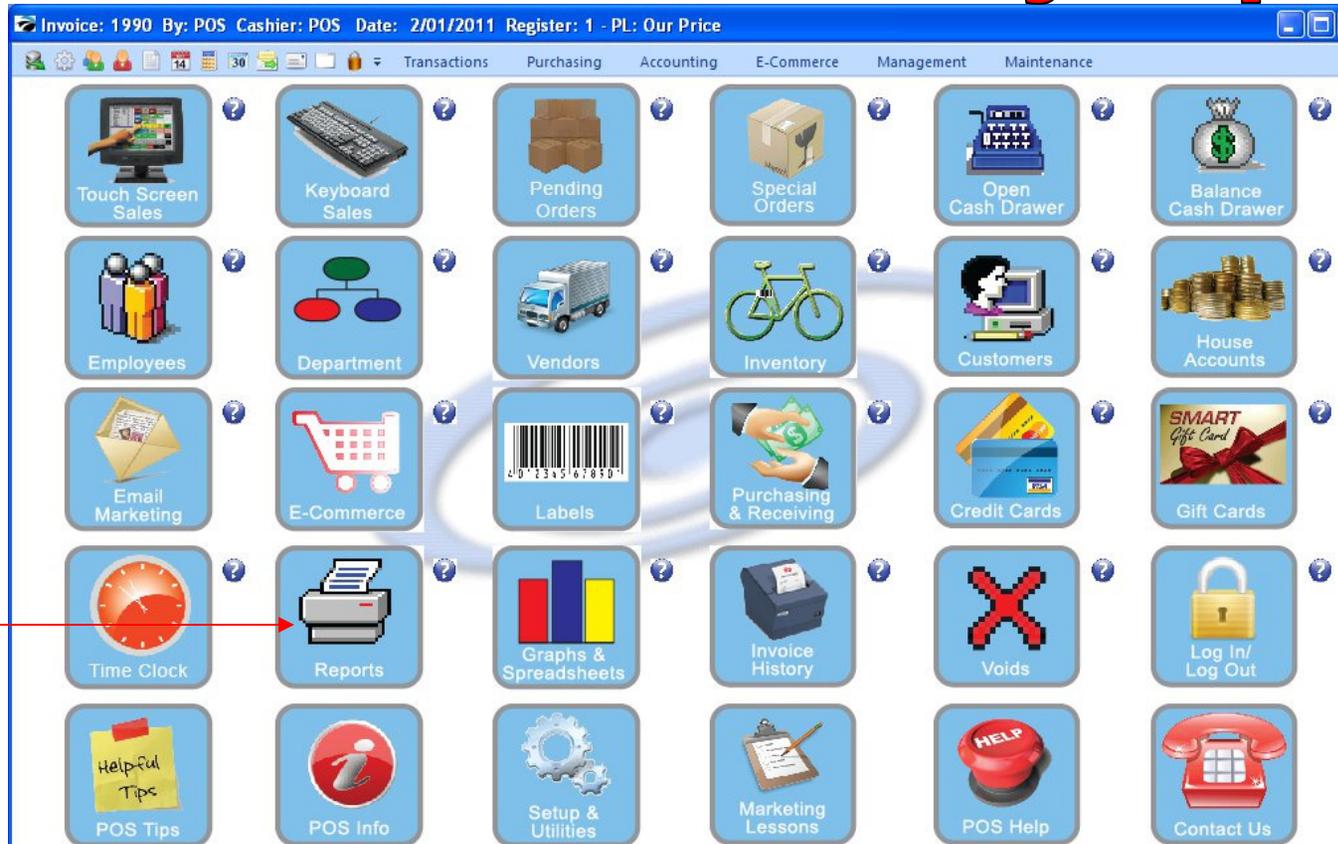


Inventory Reports

1

Customizable Inventory Report



1



IN MANAGER MODE:

Go to Reports

1. Select Reports Button

Inventory Reports

2

Customizable Inventory Report

1

2

3

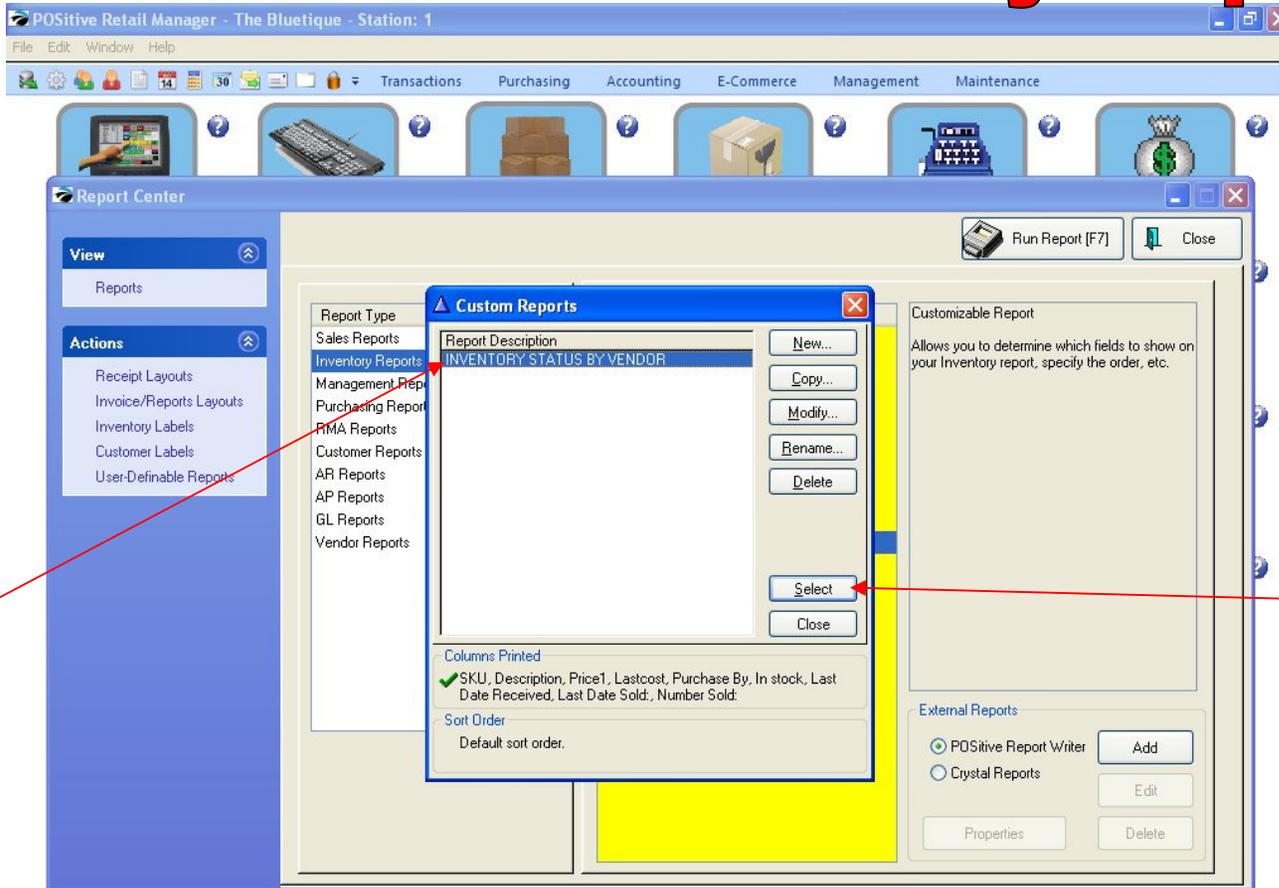
REPORT CENTER:

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

Inventory Reports

3

Customizable Inventory Report



1

1



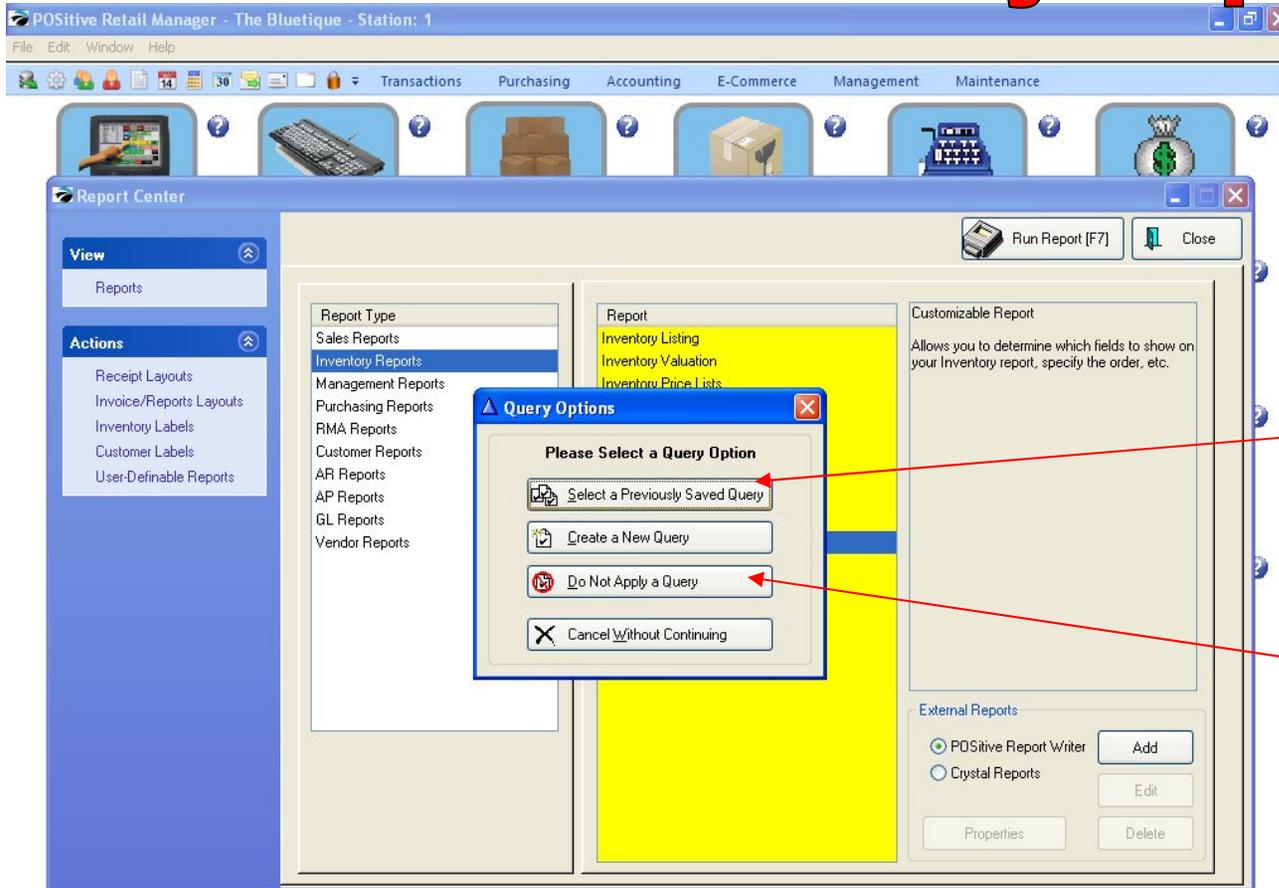
REPORT CENTER:

1. Highlight Inventory Status by Vendor
2. Click Select

Inventory Reports

4

Customizable Inventory Report



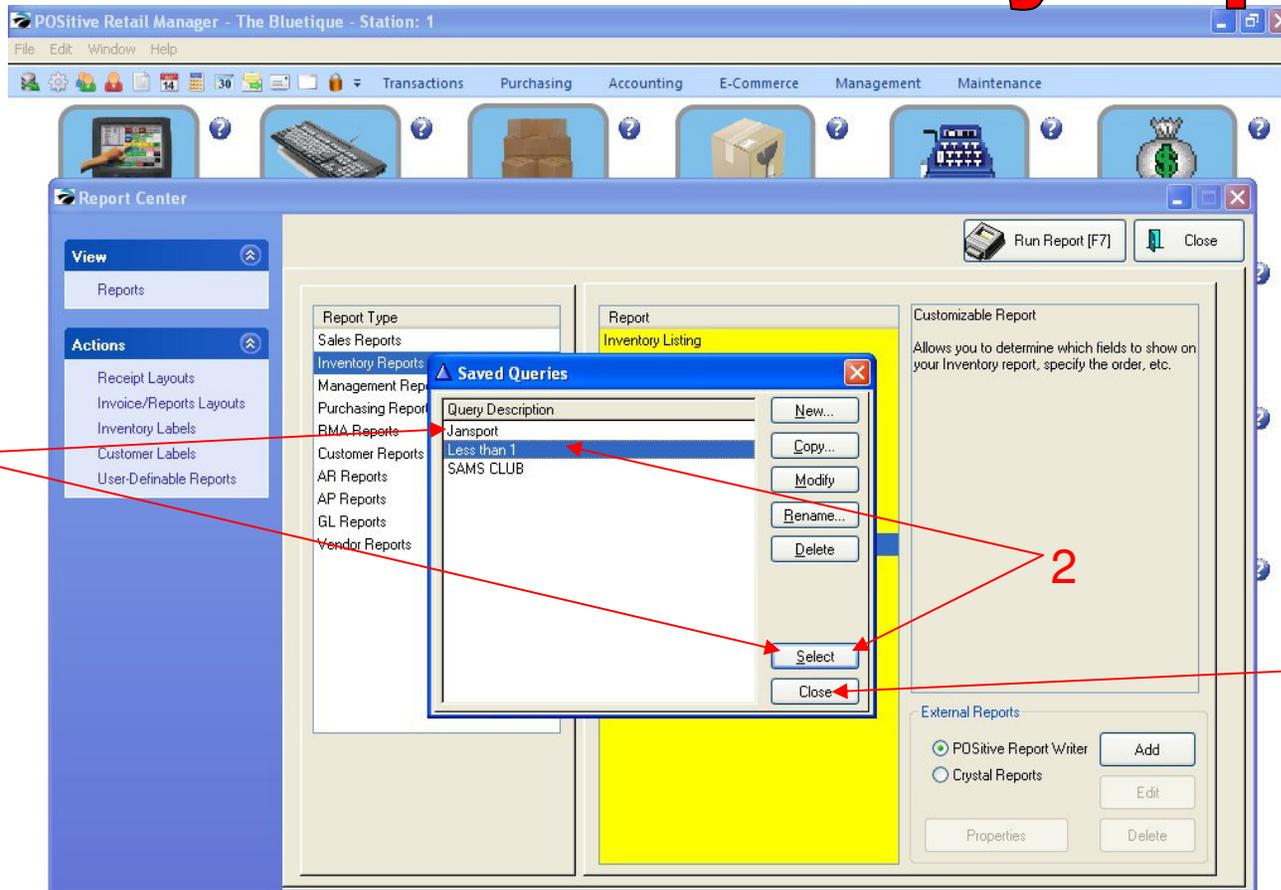
REPORT CENTER:

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

Inventory Reports

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

Inventory Reports

6 Customizable Inventory Report

Report Preview

File

Page: 1 of 1 Step: 20

Pages To Print: Search: Copies: 1

| Page | Size |
|------|--------|
| 1 | 68,068 |

| SKU | Description | Price1 | Lastcost | Purchase By | In stock | Last Date Received | Last Date Sold: | Number Sold: |
|---------------|--------------------------------|--------|----------|-------------|----------|--------------------|-----------------|--------------|
| 012 | HOODIE MASCOT LOGO BLACK/L | 29.00 | 8.0c | EACH | 3.00 | 12/29/2010 | 1/06/11 | 8.0000 |
| 10GSDXXL | GYM SHORTS NAVY/XXL | 19.50 | 14.00 | EACH | 0.00 | // | 1/03/11 | 4.0000 |
| 10GSEXXL | GYM SHORTS BLUE/XXL | 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 | 12/29/2010 | 1/03/11 | 3.0000 |
| 123456 | GYM SHORTS GREEN/XXL | 19.50 | 14.00 | EACH | 11.00 | // | 1/11/11 | 14.0000 |
| 05JHBXL | JANSPORT HOODIES BLUE/XLARC | 20.00 | 10.00 | EACH | 15.00 | 1/03/2011 | // | 0.0000 |
| JAN-2000060-M | JANSPORT HOODIE M123-XS-Ehse | 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 | // | 0.0000 |
| JAN-2000062-M | JANSPORT HOODIE M123-XS-White | 14.99 | 10.00 | EACH | 10.00 | 1/03/2011 | // | 0.0000 |
| JAN-2000063-M | JANSPORT HOODIE M123-S-Ehse | 14.99 | 10.00 | EACH | 3.00 | 1/03/2011 | // | 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 | // | 0.0000 |
| JAN-2000066-M | JANSPORT HOODIE M123-M-Ehse | 14.99 | 10.00 | EACH | 5.00 | 1/03/2011 | // | 0.0000 |
| JAN-2000067-M | JANSPORT HOODIE M123-M-Red | 14.99 | 10.00 | EACH | 5.00 | 1/03/2011 | // | 0.0000 |
| JAN-2000068-M | JANSPORT HOODIE M123-M-White | 14.99 | 10.00 | EACH | 1.00 | 1/03/2011 | // | 0.0000 |
| JAN-2000069-M | JANSPORT HOODIE M123-L-Ehse | 14.99 | 10.00 | EACH | 10.00 | 1/03/2011 | // | 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 | // | 0.0000 |
| JAN-2000072-M | JANSPORT HOODIE M123-XL-Ehse | 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 | // | 3/04/11 | 2.0000 |
| JAN-2000074-M | JANSPORT HOODIE M123-XL-White | 14.99 | 10.00 | EACH | 5.00 | 1/03/2011 | // | 0.0000 |
| JAN-2000075-M | JANSPORT HOODIE M123-XXL-Ehse | 14.99 | 10.00 | EACH | 0.00 | // | // | 0.0000 |
| JAN-2000076-M | JANSPORT HOODIE M123-XXL-Red | 14.99 | 10.00 | EACH | 6.00 | 1/03/2011 | // | 0.0000 |
| JAN-2000077-M | JANSPORT HOODIE M123-XXL-White | 14.99 | 10.00 | EACH | 5.00 | 1/03/2011 | // | 0.0000 |
| 78545 | SHORTS GREEN XL | 14.99 | 10.00 | EACH | 8.00 | // | 1/03/11 | 2.0000 |
| 05JHGL | JANSPORT HOODIE GREEN/LARGE | 24.50 | 14.00 | EACH | 9.00 | 1/27/2011 | 1/06/11 | 0.0000 |
| 05JHGM | JANSPORT HOODIE GREEN/MEDIUM | 20.00 | 0.0c | EACH | 9.00 | // | 1/06/11 | 2.0000 |
| SMLBL | SHORTS MASCOT LOGO BLUE/LA | 14.99 | 10.00 | EACH | 5.00 | // | // | 0.0000 |
| CFJBS | FOOTBALL JERSEY BLUE SMALL | 30.00 | 21.00 | EACH | 0.00 | // | // | 0.0000 |
| CFJBM | FOOTBALL JERSEY BLUE MEDIUM | 30.00 | 21.00 | EACH | 0.00 | // | // | 0.0000 |
| CFJBL | FOOTBALL JERSEY BLUE LARGE | 30.00 | 21.00 | EACH | 0.00 | // | 2/08/11 | 4.0000 |
| CFJBXL | FOOTBALL JERSEY BLUE XLARGE | 30.00 | 21.00 | EACH | 0.00 | // | // | 0.0000 |
| CFJBXXL | FOOTBALL JERSEY BLUE XXLARGE | 30.00 | 21.00 | EACH | 1.00 | 3/04/2011 | // | 0.0000 |
| CNFB | CUSTOM NUMBER FRONT & BAC | 6.00 | 4.0c | EACH | 0.00 | // | 2/08/11 | 4.0000 |
| CNAME | CUSTOM NAME BACK | 6.00 | 4.0c | EACH | 0.00 | // | 2/08/11 | 4.0000 |

Zoom: 96% 1 pages, 66.5Kb

1



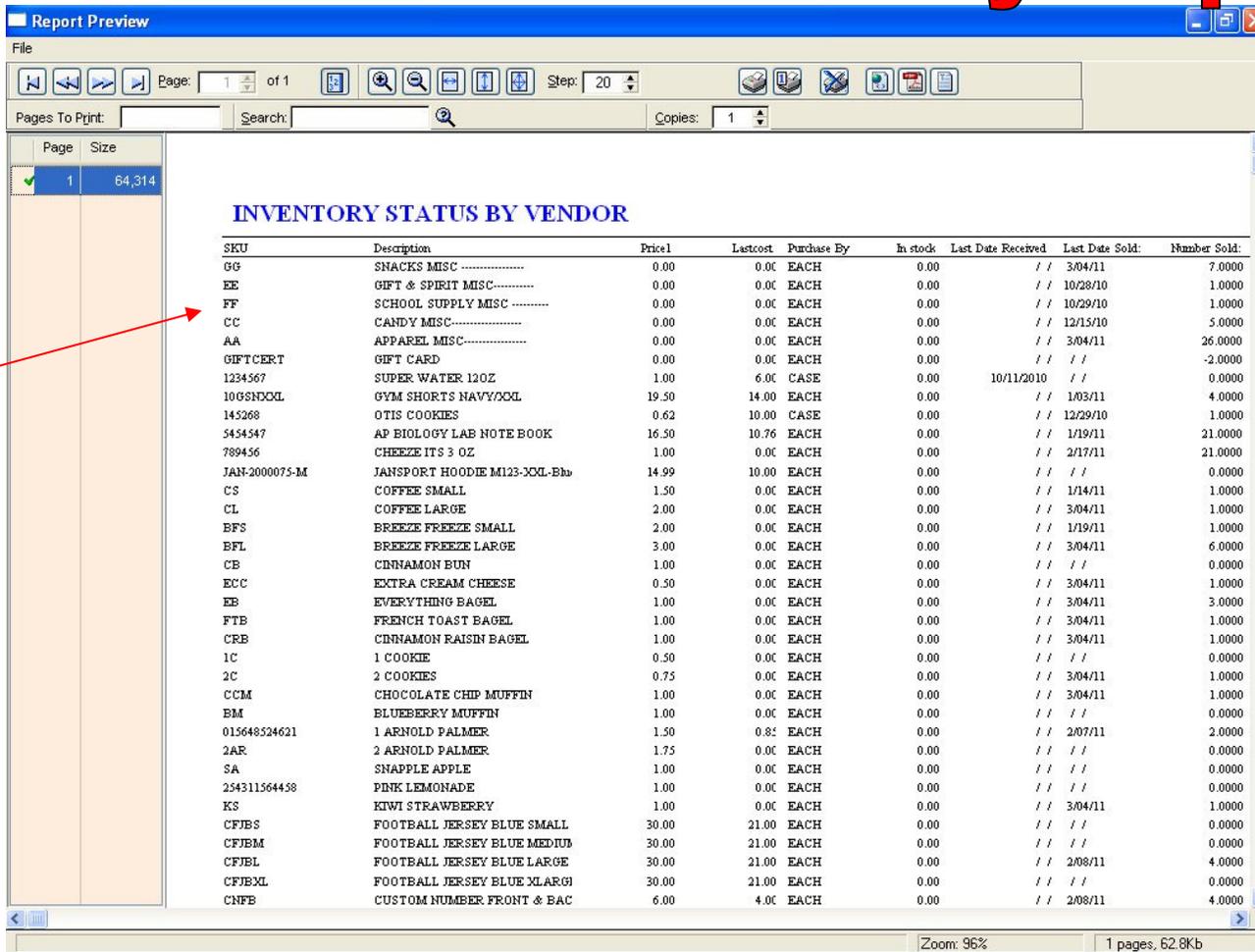
REPORT CENTER:

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

Inventory Reports

7

Customizable Inventory Report



The screenshot shows a 'Report Preview' window with a toolbar and a table of inventory items. The table is titled 'INVENTORY STATUS BY VENDOR' and has columns for SKU, Description, Price1, Lastcost, Purchase By, In stock, Last Date Received, Last Date Sold, and Number Sold. A red arrow points to the first row of the table, which has a stock count of 0.00.

| SKU | Description | Price1 | Lastcost | Purchase By | In stock | Last Date Received | Last Date Sold | Number Sold |
|---------------|------------------------------|--------|----------|-------------|----------|--------------------|----------------|-------------|
| GG | SNACKS MISC | 0.00 | 0.00 | EACH | 0.00 | // | 3/04/11 | 7.0000 |
| EE | GIFT & SPIRIT MISC..... | 0.00 | 0.00 | EACH | 0.00 | // | 10/28/10 | 1.0000 |
| FF | SCHOOL SUPPLY MISC | 0.00 | 0.00 | EACH | 0.00 | // | 10/29/10 | 1.0000 |
| CC | CANDY MISC..... | 0.00 | 0.00 | EACH | 0.00 | // | 12/15/10 | 5.0000 |
| AA | APPAREL MISC..... | 0.00 | 0.00 | EACH | 0.00 | // | 3/04/11 | 26.0000 |
| GIFTCERT | GIFT CARD | 0.00 | 0.00 | EACH | 0.00 | // | // | -2.0000 |
| 1234567 | SUPER WATER 12OZ | 1.00 | 6.00 | CASE | 0.00 | 10/11/2010 | // | 0.0000 |
| 1065NDXL | GYM SHORTS NAVYXXL | 19.50 | 14.00 | EACH | 0.00 | // | 1/03/11 | 4.0000 |
| 145268 | OTIS COOKIES | 0.62 | 10.00 | CASE | 0.00 | // | 12/29/10 | 1.0000 |
| 5454547 | AP BIOLOGY LAB NOTE BOOK | 16.50 | 10.76 | EACH | 0.00 | // | 1/19/11 | 21.0000 |
| 789456 | CHEEZE ITS 3 OZ | 1.00 | 0.00 | EACH | 0.00 | // | 2/17/11 | 21.0000 |
| JAN-2000075-M | JANSPORT HOODIE M123-XXL-Bbb | 14.99 | 10.00 | EACH | 0.00 | // | // | 0.0000 |
| CS | COFFEE SMALL | 1.50 | 0.00 | EACH | 0.00 | // | 1/14/11 | 1.0000 |
| CL | COFFEE LARGE | 2.00 | 0.00 | EACH | 0.00 | // | 3/04/11 | 1.0000 |
| BFS | BREEZE FREEZE SMALL | 2.00 | 0.00 | EACH | 0.00 | // | 1/19/11 | 1.0000 |
| BFL | BREEZE FREEZE LARGE | 3.00 | 0.00 | EACH | 0.00 | // | 3/04/11 | 6.0000 |
| CB | CINNAMON BUN | 1.00 | 0.00 | EACH | 0.00 | // | // | 0.0000 |
| ECC | EXTRA CREAM CHEESE | 0.50 | 0.00 | EACH | 0.00 | // | 3/04/11 | 1.0000 |
| EB | EVERYTHING BAGEL | 1.00 | 0.00 | EACH | 0.00 | // | 3/04/11 | 3.0000 |
| FTB | FRENCH TOAST BAGEL | 1.00 | 0.00 | EACH | 0.00 | // | 3/04/11 | 1.0000 |
| CRB | CINNAMON RAISIN BAGEL | 1.00 | 0.00 | EACH | 0.00 | // | 3/04/11 | 1.0000 |
| 1C | 1 COOKIE | 0.50 | 0.00 | EACH | 0.00 | // | // | 0.0000 |
| 2C | 2 COOKIES | 0.75 | 0.00 | EACH | 0.00 | // | 3/04/11 | 1.0000 |
| CCM | CHOCOLATE CHIP MUFFIN | 1.00 | 0.00 | EACH | 0.00 | // | 3/04/11 | 1.0000 |
| BM | BLUEBERRY MUFFIN | 1.00 | 0.00 | EACH | 0.00 | // | // | 0.0000 |
| 015648524621 | 1 ARNOLD PALMER | 1.50 | 0.85 | EACH | 0.00 | // | 2/07/11 | 2.0000 |
| 2AR | 2 ARNOLD PALMER | 1.75 | 0.00 | EACH | 0.00 | // | // | 0.0000 |
| SA | SNAPPLE APPLE | 1.00 | 0.00 | EACH | 0.00 | // | // | 0.0000 |
| 254311564458 | PINK LEMONADE | 1.00 | 0.00 | EACH | 0.00 | // | // | 0.0000 |
| KS | KIWI STRAWBERRY | 1.00 | 0.00 | EACH | 0.00 | // | 3/04/11 | 1.0000 |
| CFJBS | FOOTBALL JERSEY BLUE SMALL | 30.00 | 21.00 | EACH | 0.00 | // | // | 0.0000 |
| CFJBM | FOOTBALL JERSEY BLUE MEDIUM | 30.00 | 21.00 | EACH | 0.00 | // | // | 0.0000 |
| CFJBL | FOOTBALL JERSEY BLUE LARGE | 30.00 | 21.00 | EACH | 0.00 | // | 2/08/11 | 4.0000 |
| CFJEXL | FOOTBALL JERSEY BLUE XLARGE | 30.00 | 21.00 | EACH | 0.00 | // | // | 0.0000 |
| CNFB | CUSTOM NUMBER FRONT & BAC | 6.00 | 4.00 | EACH | 0.00 | // | 2/08/11 | 4.0000 |



REPORT CENTER:

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

Inventory Reports

8

Customizable Inventory Report

Report Preview

File

Page: 1 of 3 Step: 20

Pages To Print: Search: Copies: 1

| Page | Size |
|------|--------|
| 1 | 69,700 |
| 2 | 69,222 |
| 3 | 13,436 |

INVENTORY STATUS BY VENDOR

| SKU | Description | Price1 | Lastcost | Purchase By | In stock | Last Date Received | Last Date Sold | Number Sold |
|---------------|-------------------------------|--------|----------|-------------|----------|--------------------|----------------|-------------|
| BB | BEVERAGE MISC..... | 0.00 | 0.00 | EACH | 13.00 | // | 11/03/10 | 9.0000 |
| GG | SNACKS MISC | 0.00 | 0.00 | EACH | 0.00 | // | 3/04/11 | 7.0000 |
| EE | GIFT & SPIRIT MISC..... | 0.00 | 0.00 | EACH | 0.00 | // | 10/28/10 | 1.0000 |
| FF | SCHOOL SUPPLY MISC | 0.00 | 0.00 | EACH | 0.00 | // | 10/29/10 | 1.0000 |
| CC | CANDY MISC..... | 0.00 | 0.00 | EACH | 0.00 | // | 12/15/10 | 5.0000 |
| AA | APPAREL MISC..... | 0.00 | 0.00 | EACH | 0.00 | // | 3/04/11 | 26.0000 |
| GIFTCERT | GIFT CARD | 0.00 | 0.00 | EACH | 0.00 | // | // | -2.0000 |
| 012 | HOODIE MASCOT LOGO BLACK/L | 29.00 | 8.00 | EACH | 3.00 | 12/29/2010 | 1/06/11 | 8.0000 |
| 1234567 | SUPER WATER 12OZ | 1.00 | 6.00 | CASE | 0.00 | 10/11/2010 | // | 0.0000 |
| 25154545 | PAPER MATE MECHANICAL PENC | 0.75 | 41.76 | GROSS | 142.00 | // | 10/29/10 | 2.0000 |
| 10G5NXXL | GYM SHORTS NAVY/XXL | 19.50 | 14.00 | EACH | 0.00 | // | 1/03/11 | 4.0000 |
| 10G5BXXL | GYM SHORTS BLUE/XXL | 25.00 | 13.50 | EACH | 5.00 | 2/08/2011 | 1/03/11 | 9.0000 |
| 5454545 | AP CHEMISTRY LAB NOTE BOOK | 18.50 | 11.76 | EACH | 22.00 | 1/03/2011 | 1/19/11 | 11.0000 |
| 145267 | OTIS COOKIES | 0.62 | 10.00 | CASE | 20.00 | // | 12/17/10 | 4.0000 |
| 45785412 | SUPER WATER 24OZ | 1.00 | 8.00 | CASE | 17.00 | // | 1/03/11 | 3.0000 |
| 78548 | SHORTS GREEN | 17.99 | 10.00 | EACH | 7.00 | 12/29/2010 | 1/03/11 | 3.0000 |
| 145268 | OTIS COOKIES | 0.62 | 10.00 | CASE | 0.00 | // | 12/29/10 | 1.0000 |
| 5454547 | AP BIOLOGY LAB NOTE BOOK | 16.50 | 10.76 | EACH | 0.00 | // | 1/19/11 | 21.0000 |
| 123456 | GYM SHORTS GREEN/XXL | 19.50 | 14.00 | EACH | 11.00 | // | 1/11/11 | 14.0000 |
| 12345 | CHEERY SLUSHIE | 1.00 | 0.00 | EACH | 1.00 | // | 2/01/11 | 8.0000 |
| 789456 | CHEEZE ITS 3 OZ | 1.00 | 0.00 | EACH | 0.00 | // | 2/17/11 | 21.0000 |
| 013 | HOODIE MASCOT LOGO BLACK/X | 25.00 | 7.00 | EACH | 3.00 | 1/03/2011 | 1/03/11 | 9.0000 |
| 05JHEXL | JANSPORT HOODIES BLUE/XLAR | 20.00 | 10.00 | EACH | 15.00 | 1/03/2011 | // | 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 | // | 0.0000 |
| JAN-2000062-M | JANSPORT HOODIE M123-XS-White | 14.99 | 10.00 | EACH | 10.00 | 1/03/2011 | // | 0.0000 |
| JAN-2000063-M | JANSPORT HOODIE M123-S-Blue | 14.99 | 10.00 | EACH | 3.00 | 1/03/2011 | // | 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 | // | 0.0000 |
| JAN-2000066-M | JANSPORT HOODIE M123-M-Blue | 14.99 | 10.00 | EACH | 5.00 | 1/03/2011 | // | 0.0000 |
| JAN-2000067-M | JANSPORT HOODIE M123-M-Red | 14.99 | 10.00 | EACH | 5.00 | 1/03/2011 | // | 0.0000 |
| JAN-2000068-M | JANSPORT HOODIE M123-M-White | 14.99 | 10.00 | EACH | 1.00 | 1/03/2011 | // | 0.0000 |
| JAN-2000069-M | JANSPORT HOODIE M123-L-Blue | 14.99 | 10.00 | EACH | 10.00 | 1/03/2011 | // | 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 | // | 0.0000 |

Zoom: 96% 3 pages, 148.8Kb

1



REPORT CENTER:

1. Report will Show all Inventory Items