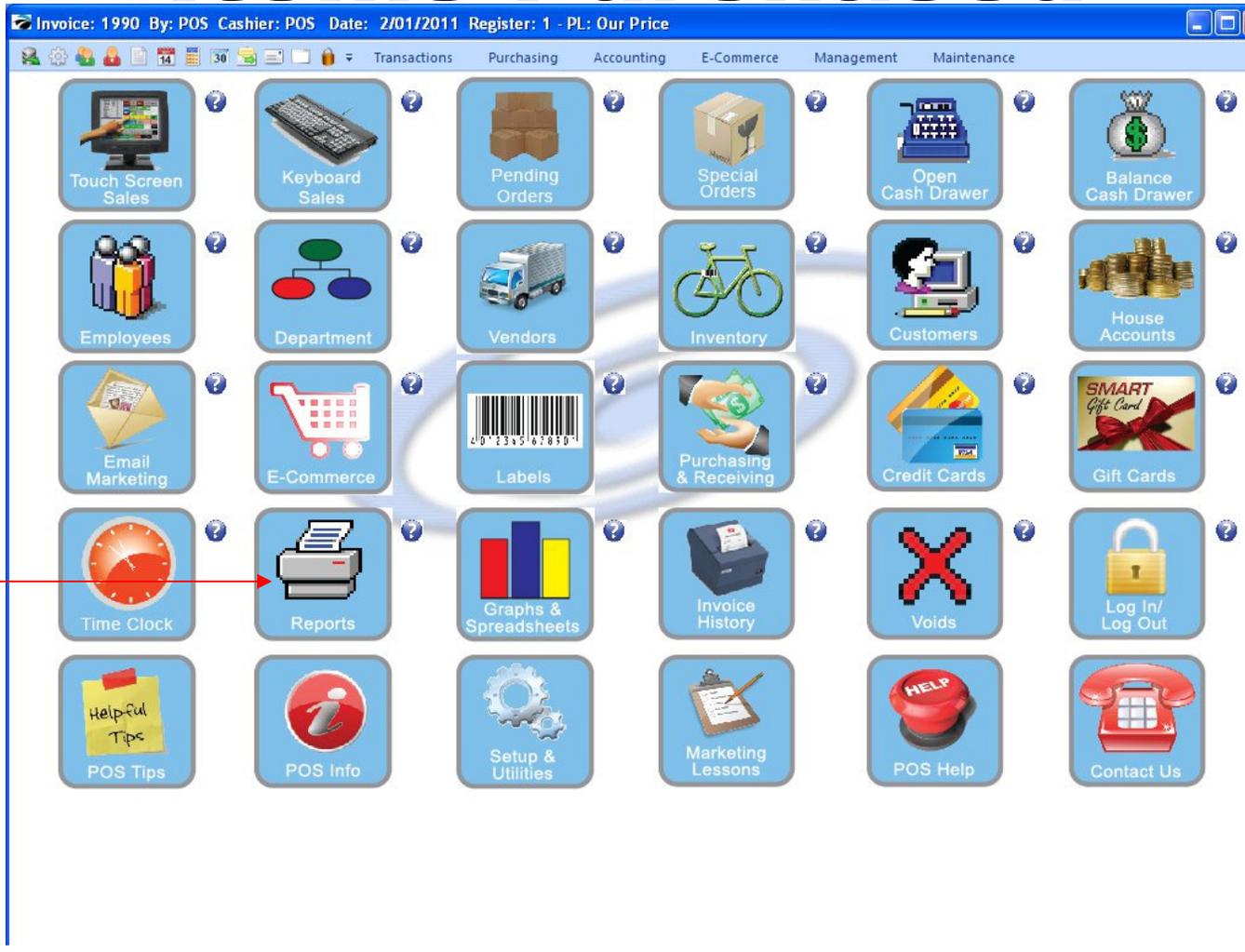


Purchasing Reports

Items Purchased

1



1

IN MANAGER MODE:

Go to Reports

1. Select Reports Button

Purchasing Reports

Items Purchased

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

Items Purchased Report

Produces a Report of Items Purchased within a specified date range.

External Reports

- POSitive Report Writer
- Crystal Reports

Run Report [F7] Close

Properties Delete



REPORT CENTER:

1. Under Report Type, Select Purchasing Reports
2. Under Report, Select Items Ordered
3. Select Run Report (F7)

Purchasing Reports

Items Purchased

3

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Report Center

Set a range of dates

From: 1/01/2011 To: 12/31/2011

Yesterday Today Tomorrow

Last Week This Week Next Week

Last Month This Month Next Month

Last Quarter This Quarter Next Quarter

Last Year This Year Next Year

Press the Home Key to enter today's date.

March, 2011 April, 2011

S	M	T	W	T	F	S	S	M	T	W	T	F	S
27	28	1	2	3	4	5							1 2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

May, 2011 June, 2011

S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7							1 2 3 4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

July, 2011 August, 2011

S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1 2							1 2 3 4 5 6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31	1	2	3
31							4	5	6	7	8	9	10

Today

OK (F10) Cancel

1

2



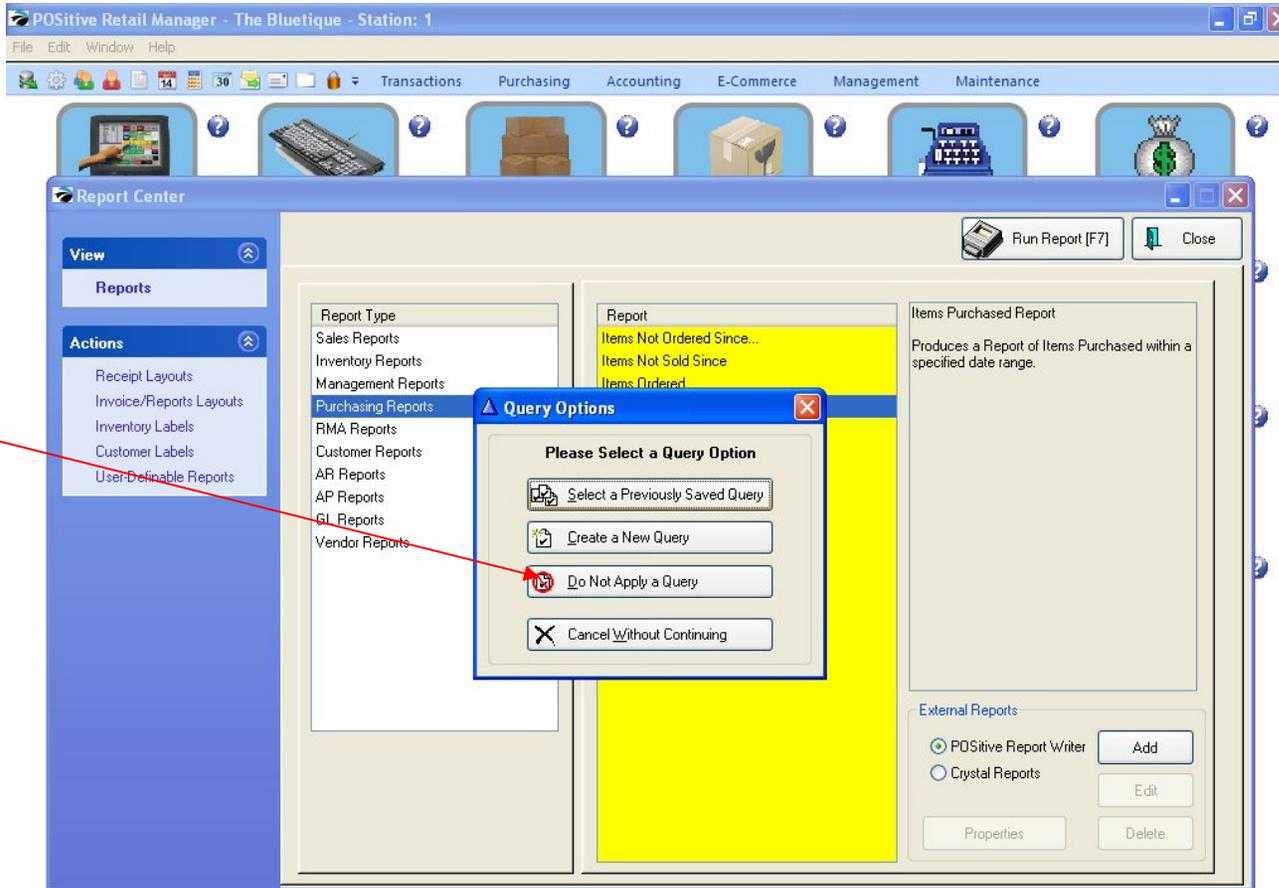
REPORT CENTER:

1. Select a Date Range
2. Select OK (F10)

Purchasing Reports

Items Purchased

4



REPORT CENTER:

1. Select Do Not Apply a Query

Purchasing Reports

Items Purchased

5

Report Preview

File

Page: 1 of 3 Step: 20

Pages To Print: Search: Copies: 1

Page	Size
1	37,240
2	36,616
3	21,438

Items Purchased Report
Confidential

From: 1/01/2011
To: 12/31/2011

Date Received	PO Number	Vendor Name	Received	Cost	Total
013 HOODIE MASCOT LOGO BLACK/XXLARGE					
1/03/2011	9	Jansport Apparel Vendor	3.00	7.06	21.18
Totals:			3.00		21.18
Average Cost:			7.06		
05JH6XL JANSPOUT HOODIES BLUE/XXLARGE					
1/03/2011	9	Jansport Apparel Vendor	10.00	10.00	100.00
Totals:			10.00		100.00
Average Cost:			10.00		
05JHGL JANSPOUT HOODIE GREEN/LARGE					
1/27/2011	13	Jansport Apparel Vendor	4.00	10.00	40.00
1/27/2011	14	Jansport Apparel Vendor	4.00	11.00	44.00
Totals:			8.00		84.00
Average Cost:			10.50		
10GSBXXL GYM SHORTS BLUE/XXL					
2/08/2011	15	Jansport Apparel Vendor	5.00	13.50	67.50
Totals:			5.00		67.50
Average Cost:			13.50		
5454545 AP CHEMISTRY LAB NOTE BOOK					
1/03/2011	7	School Supply Vendor	18.00	11.76	211.68
Totals:			18.00		211.68
Average Cost:			11.76		
CFJ6XXL FOOTBALL JERSEY BLUE XXLARGE					

Zoom: 100% 3 pages, 93.1Kb

1



REPORT CENTER:

1. Items Purchased Report will Print for the Date Range Selected. (This year)