



Print Inventory Analysis Reports

Background: Inventory Analysis Reports involve comparisons of inventory levels at two times, to show how the inventory value changed over a particular time period. Purchasing Related reports summarize your purchase history based on the orders received.

To Do and Notice:

1. Navigate to **Reports** and select **Inventory Reports**.
2. Select **Inventory Analysis Reports**.
3. Check the box in front of the desired Report(s).

Notice: * commonly used report.

Purchasing-Related Reports

Notice: Account Code can be defined via Settings>Inventory Setting & Product Group.

- **Invoice Summary by Vendor with Account Code** – summary of selected received orders, with a separate section for each Vendor and Account Code
- **Purchase Group Summary** –summary of each unit’s purchase amount on the selected received orders, broken down by Purchase Group
- **Purchase Summary by Account Code** –summary of each unit’s purchase amount on the selected received orders, broken down by Account Code.
Notice: Account Code can be defined via Settings>Inventory Setting & Product Group.
- **Purchase Detail by Product Group*** –displays each item on each of the selected received orders with purchasing information, broken down by Product Group
- **Purchase Summary by Product Group*** - summary of each unit’s purchases on the selected received orders, broken down by Product Group
- **Purchase Summary by Rollup Product Group** - summarizes the selected received orders and provides an overall summary of purchases, organized by rollup product group
- **Purchase Summary by Vendor** – summary of each unit’s purchases on the selected received orders, broken down by Vendor
- **Purchase Summary by Vendor Category** – summary of each unit’s purchases on the selected received orders, broken down by vendor category

Cost of Goods Reports

- **Cost of Goods Detail*** – amount of usage and turnover of each selected inventory item for the unit (warehouse unit, production unit, or service unit) and the report period you selected
- **Cost of Goods Detail – Compressed** – same as Cost of Goods Details, without blank lines between items
- **Cost of Goods Summary*** – summarizes the usage of inventory items for the selected unit by Product Groups

Inventory Activity Reports

- **Comprehensive Inventory Analysis** – summary of all inventory transaction information by item, organized by Rollup Group and, within that, by Product Group
- **Detailed Issue Analysis** – detailed history of what has been issued from inventory during the specified report period
- **Inventory Activity** – helpful in reviewing detailed inventory activity for selected items

4. Click **Next**.

5. Enter the desired criteria in the **Query Inventory for Report** window:

- Unit
- End Date
- Start Date
- Click **Go**

6. Click **Print Selected**.

7. To print, click on the Printer icon.

8. Ensure that your Print selections are correct.

9. Click **Print**.

So What? These reports perform in-depth analysis of your inventory and evaluate the inventory and purchase costs of your operations.