



Print Inventory Tally Reports

Background: Using the following reports allows you to evaluate your physical inventory, then adjust your Inventory accordingly.

To Do and Notice:

1. Navigate to **Reports** and select **Inventory Reports**.
2. Select **Inventory Tally Reports**
3. Check the box in front of the desired Report(s).
 - **Inventory Tally Worksheet** – a document for recording inventory counts quickly and easily
 - **Inventory Tally Worksheet with Par** – includes each item's par value(s) and reorder point(s)
 - **Physical Count \$o Extension Items – Storage Location / Bin** – gives a list of items with a cost of \$o
 - **Physical Count Extension Detail – Product Group** – full information on the value of the inventory for the unit of your facility and for the inventory date you select, with a separate section for each Product Group
 - **Physical Count Extension Detail – Storage Location / Bin** – full information on the value of the inventory for the unit of your facility and the inventory date you select, with a separate section for each storage area
 - **Physical Count Extension Summary by Product Group** – quick summary of the value of your inventory on the date you selected, summarized by Product Group
 - **Physical Count Extension Summary by Roll-up Group** – summarizes the value of your inventory on the date you selected, by showing the subtotal in each rollup product group
 - **Physical Count Extension Summary by Storage Location** – summarizes the value of your inventory on the date you selected, by showing the subtotal for each Storage Location
4. Click **Next**.

5. Enter the desired criteria in the **Query Tallies for Report** window:
 - Unit
 - Description
 - Dates
 - Click **Go**
6. Click the check box in front of the desired Tally(ies).
7. Click Print Selected.
Notice: If you wish to include all Tallies, click on the Print All button.
8. To print, click on the Printer icon.
9. Ensure that your Print selections are correct.
10. Click **Print**.

So What? Tallies can be printed and taken with you to the storeroom allowing you to take inventory efficiently and accurately.
