Anthology, Inc. Inventory

Status Report

Occasionally your insurance company, accountant, or even local tax authority may need to know the value of your existing inventory. The "Inventory Status" report helps provide this information in a variety of formats. Many experienced stores choose to run this report at the end of each month and save off a copy.

NOTE: Out of all the reports, Inventory Status is the only report that *cannot be run at a later date*. If you will want the value of your inventory as of December 31st, you must run the report on December 31st. It is not possible on Tax day to run the Inventory Status report retroactively for December 31st values.

Exactly what your accountant, etc. needs will dictate the options you choose on the report setup screen. Following are tips on using the report tool, along with 3 common examples of output and the report settings used by most stores.

Basic Tips
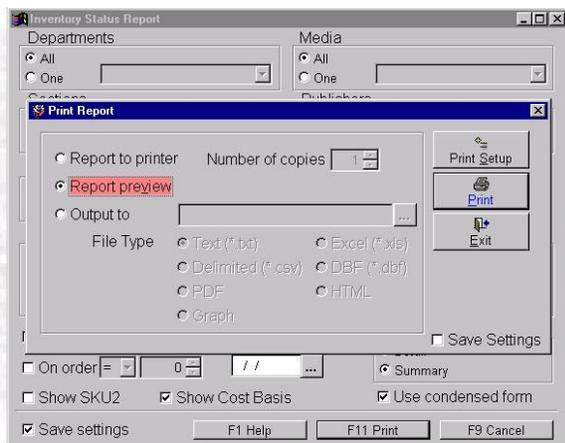
We recommend choosing the settings, F11 Print, and "Report Preview" before sending the report to the printer. It's entirely possible your report could be thousands of pages long.

Use the "Save Settings" checkbox on the report screen to preserve your options for next time.

While in Report Preview mode you can use the Print Preview toolbar to move back and forward one page, or jump to the very first or very last page. The icon with the stacked pages shows you which page # you are looking at. Use the door icon to back out of the preview.
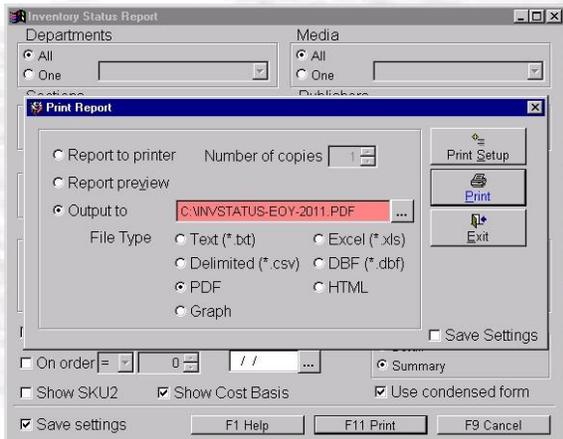
Once you have decided on your preferred format, you can either send the report to a printer, or you can output the report to a file. In this example we have chosen to export to a PDF file. Use the […] button to choose what you will name the report file, and where you wish to save it.

The last page of any report format you choose will contain the grand total. The "Number of Titles" is the number of unique (active) inventory records. The total # of copies is show in the middle, under the OH column. The Cost Basis is the calculated cost of your inventory. If some of those values do not look correct, please watch the Customer Zone Training Video called "COST Modify COGS" to learn how to correct costing issues.

Inventory Status Report
Totals By Section, Author

SKU1	Description	Publisher	Dept	Sect	Media	Author	OH	OO	List Price	Retail Price	Ext Retail	Cost Basis
0072226447	Html : A Beginner's Guide	Ingram Book	BOOK	WEBPR	PAP	Willard, Wendy	5	0	29.99	29.99	149.95	89.97
	Totals for Section: WEBPR			Number of Titles 25			124	0			5723.46	3434.08
0619056738	Microsoft Mous Office		BOOK	WORDP	PAP		10	0	100.95	100.95	1009.50	605.70
0764536613	Teach Yourself Visually Flash Mx		BOOK	WORDP	PAP		10	0	29.99	29.99	299.90	179.94
0194364119	English Time	Ingram Book	BOOK	WORDP	HRD	Rivers, Susan/ Toyama,	10	0	55.01	55.01	550.10	330.06
0763814644	Microsoft Word 2002 : Expert		BOOK	WORDP	HRD	Rutkosky, Nita Hewitt	10	0	55.01	55.01	550.10	330.06
0763816345	Corel Wordperfect L0		BOOK	WORDP	HRD	Rutkosky, Nita Hewitt/	10	0	55.01	55.01	550.10	330.06
0761978836	Using Word In The Classroom		BOOK	WORDP	HRD	Seguin, Armand/	10	0	39.95	39.95	399.50	239.70
0761978844	Using Word In The Classroom		BOOK	WORDP	PAP	Seguin, Armand/	10	0	16.95	16.95	169.50	101.70
	Totals for Section: WORDP			Number of Titles 25			249	0			10797.79	6478.67
TOTAL:	Number of Titles 1768						11934	0			339860.16	237038.28

Sample Format # 1

This setup will give you sub-totals by Department, then Section, with an ending grand total. This is the most commonly used format.

SKU1	Description	Publisher	Dept	Sect	Media	Author	OH	OO	List Price	Retail Price	Ext Retail	Cost Basis
	Totals for Section: ATLAS		Number of Titles 1				1	0			0.00	0.00
	Totals for Section: FICTI		Number of Titles 5				73	0			2082.55	2082.55
Totals for Department: AUDIO			Number of Titles 6				74	0			2082.55	2082.55
	Totals for Section: GENE2		Number of Titles 1				5	0			550.00	550.00
	Totals for Section: GRAD6		Number of Titles 1				10	0			550.10	550.10
	Totals for Section: HIST2		Number of Titles 1				5	0			300.00	300.00
	Totals for Section: LANGU		Number of Titles 1				5	0			250.00	250.00
Totals for Department: BESTS			Number of Titles 4				25	0			1650.10	1650.10
	Totals for Section:		Number of Titles 84				159	0			2890.92	1692.04
	Totals for Section: ANTIQ		Number of Titles 29				243	0			9014.20	5408.52
	Totals for Section: ARCHI		Number of Titles 25				242	0			11974.40	7184.64
	Totals for Section: BABIE		Number of Titles 25				231	0			3276.25	1965.75
	Totals for Section: BUSIN		Number of Titles 25				242	0			14274.22	8564.53

This setup will give you sub-totals by Department only, usually only a 1-2 page report; Great for monthly reporting.

Sample Format # 2

Inventory Status Report

Departments
- ⦿ All
- ○ One

Media
- ⦿ All
- ○ One

Sections
- ⦿ All
- ○ One

Publishers
- ⦿ All
- ○ One

Distributor
- ⦿ All
- ○ One

Sorts

Primary	Secondary	Tertiary
Department	None	None
☑ Total	☐ Total	☐ Total

- ☑ On hand `>` `0`
- ☐ On order `=` `0`
- ☐ Show SKU2
- ☑ Show Cost Basis

Last Received Date `/ /`

Detail/Summary
- ○ Detail
- ⦿ Summary
- ☑ Use condensed form

☑ Save settings   F1 Help   F11 Print   F9 Cancel

Preview   100%

Inventory Status Report
Totals By Department
On Hand > 0

SKU1	Description	Publisher	Dept	Sect	Media	Author	OH	OO	List Price	Retail Price	Ext Retail	Cost Basis
	Totals for Department: AUDIO			Number of Titles 6			74	0			2082.55	2082.55
	Totals for Department: BESTS			Number of Titles 4			25	0			1650.10	1650.10
	Totals for Department: BOOK			Number of Titles 1183			7974	0			258609.33	155852.22
	Totals for Department: BOOKC			Number of Titles 3			25	0			359.50	359.50
	Totals for Department: CALEN			Number of Titles 7			69	0			1572.91	1572.91
	Totals for Department: MAP			Number of Titles 47			233	0			16338.35	16338.35
	Totals for Department: MUSIC			Number of Titles 352			3385	0			55719.88	55662.78
	Totals for Department: USEDB			Number of Titles 4			9	0			86.46	78.79
	Totals for Department: VIDEO			Number of Titles 30			140	0			3441.08	3441.08
TOTAL:	Number of Titles 1636						11934	0			339860.16	237038.28

Sample Format # 3

This setup will give a detailed listing of your individual items, sorted first by Section (with sub-totals), then by Author. This report can be 1,000 of pages long, best to preview first and then save to a file.

Test Store

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Inventory Status Report
Totals By Section, Author

SKU1	Description	Publisher	Dept	Sect	Media	Author	OH	OO	List Price	Retail Price	Ext Retail	Cost Basis
063123277X	Learning By Design : Building		BOOK	CAREE	PAP	Shani, Abraham B./	10	0	22.01	22.01	220.10	132.06
0805843841	Organizational Surveys : The		BOOK	CAREE	HRD	Smith, Frank J.	10	0	0.00	0.00	0.00	0.00
0071408843	Fearless Interviewing : How To Win	Ingram Book	BOOK	CAREE	PAP	Stein, Marky	10	0	12.95	12.95	129.50	77.70
0766833003	How To Start A Travel Agency		BOOK	CAREE	PAP	Todd, Ginger/ Rice ,	7	0	19.95	19.95	139.65	83.79
1563708914	Resume Magic		BOOK	CAREE	PAP	Whitcomb, Susan	10	0	18.95	18.95	189.50	113.70
013089334X	Illustration : Basics For Careers		BOOK	CAREE	HRD	Williams, Robert A.	10	0	55.01	55.01	550.10	330.06
	Totals for Section: CAREE			Number of Titles 25			232	0			5969.33	3581.59
0312281315	Midlife Motherhood	Ingram Book	BOOK	CHILD	PAP	Blackstone-ford, Jann	9	0	15.95	15.95	143.55	86.13
157071973X	Sunny Day, Rainy Day Book Of		BOOK	CHILD	PAP	Clark, Silvana	5	0	12.95	12.95	64.75	38.85
0195129237	Raising Musical Kids : A Parent's	Ingram Book	BOOK	CHILD	PAP	Cutietta, Robert A./	10	0	15.95	15.95	159.50	95.70
0071390090X	Godparents : A Celebration Of	Ingram Book	BOOK	CHILD	PAP	Deliso, Michelle	10	0	12.95	12.95	129.50	77.70
0766830772	Practical Guide To Solving		BOOK	CHILD	HRD	Essa, Eva	10	0	55.01	55.01	550.10	330.06
0609808567	Mom, I Hate You : Children's		BOOK	CHILD	PAP	Fleming, Don / Ritts,	7	0	0.00	0.00	0.00	0.00
156924555X	Good Parenting Through Your		BOOK	CHILD	PAP	Hannibal, Mary Ellen/	10	0	15.95	15.95	159.50	95.70