

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.

Inventory Status Report			
Departments	N	ledia	
• All		All	
C One I	C	One I	¥
Continue Statione	r.	uhliahara	~
M Fint hepot			
			\$=
 Report to print 	er Number of copi	es 1 🗧	Print <u>S</u> etup
Report preview	V		A
			Print
 Output to 	1		N •
File Type	C Text (* bd)	C Excel (* xis)	Exit
	C Delimited (* cev)		
		CLITAN	
	CPDF		
	C Graph		
		I	Save Settings
On order 😑 🔄	0 - 11 .	- 🔍 🖲 Summ	ary
Show SKU2	Show Cost Basis	🔽 Use c	ondensed form
Save settings	F1 Help	F11 Print	F9 Cancel

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.

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.

📲 🖁 Vis	sual A	nthol	ogy	User: BETH	Station:	Station ()ne	
<u>F</u> ile	E <u>d</u> it	<u>T</u> ools	<u>S</u> ales	Inventory Control	<u>M</u> aster Files	<u>R</u> eports	Actions	<u>W</u> ir
41	4	•		щ X С.	II 6 f	05	6	1
Pi	rint P	reviev	,					
	I	Print P	Proviow					
		14 -	(0)	0% 🔽 📭	6		
			SKU1	Desc	ription		Publishe	r D
			2		Totals for	Section: GE	NER	

Basic Tips

				_ [
Departments		Media		
All		 All 		
One I	<u>~</u>	C One		
Sections Sections		Dublichero		
C Deport to print	ar Number of co	nios 🖂		©≡ Drint Sotup
· Report to printe	a Number of co	pies I		
C Report pre⊻iev	/			Print
 Output to 	C:NNVSTATUS-EO)	(-2011.PDF		N +
File Type	C Text (*.bd)	C Excel	(*.xls)	<u>E</u> xit
	C Delimited (* cs)		* dbfì	
	© PDE	C HTML		
	C Craph	~ 111WL		
	овари			
				I Save Settings
i On order = 🔄	0 - //		Sumn	nary
Show SKU2	Show Cost Basis		I Use	condensed form
Covo cottinge	F1 Heln	E11	Print	E9 Cancel
Save settings	F1 Heln	E11	Print	E9 Cancel

Copyright 2011 Anthology Inc

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.

SKU1	Description	Publisher	Dept	Sect	Media	Author	он	00 Li	st Price Ret	ail Price	Ext Retail Co	st Basis
007 2226447	Html: A Beginner's Guide	Ingram Book	воок	WEBPR	PAP	Willard, Wendy	5	٥	29.99	29.99	149.95	89.97
	Totals for Section: WEBPR			Number o	f Titles 25		124	0			5723.46	343408
0619056738	Microsoft Mous Office		BOOK	WORDP	PAP		10	D	100.95	100.95	1009.50	605.70
076 45366 13	Teach Yourself Visually Flash Mx		BOOK	WORDP	PAP		10	0	29.99	29.99	299.90	179.94
94364119	En alish Time	Ingram Bool	(80 OK	WORDP	HRD	Rivers, Susan/Tovama,	10		0 55.0	1 55.	01 550.1	0 330.06
63814644	Microsoft Word 2002 · Emert		BOOK	WORDP	HRD	Rutko skor. Nita Hewitt	10		0 55.0	1 55 1	1 550 1	0 330.06
63816345	Corel Wordperfect LD		воок	WORDP	HRD	Rutkosky, Nita Hewitt/	10		D 55.D	1 55.1	01 550.1	0 330.06
6 19788 36	Using Word In The Classroom		воок	WORDP	HRD	Sequin, Armand/	10		0 39.9	5 39.	95 399.5	0 239.70
6 19788 44	Using Word In The Classroom		BOOK	WORDP	PAP	Seguin, Armand/	10		0 16.9	5 16.	95 169.5	0 101.70
	Totals for Section: WORDP			Number	of Titles 25		249		0		10797	79 6478.67
TOTAL:	Number of Titles 1768						11934	1	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.

-A Inventory Status Report			
Departments	M	edia	
	°		
One I		One I	
Sections	P	uplishers	
C One	E o	One	
Distributor			
• All			
C One			
Sorts			
Primary	Secondary		Tertiary
Department 💌	Section	•	None 💌
🔽 Total	🔽 Total		🗖 Total
Con hand > O	Last Receive	d Date 🔤 Deta	ail/Summary
		. O Def	tail
			a condensed form
	now Cost Basis	IN US	e condensed form
Save settings	F1 Help	F11 Print	F9 Cancel

			Test St	tore			Printed 12/30/2011 4:02 PM
		In	ventory Status	Report			
		Tota	ls By Departme	nt, Section			
			On Hand >0				
SKU1	Description Publisher Dept	Sect Media	Author	он	00 List Price Retail Price	Ext Retail	Cost Basis
	Totals for Section: ATLAS	Number of Title	es 1	1	0	0.00	0.00
	Totals for Section: FICTI	Number of Title	es 5	73	D	2082.55	3 2082.55
	Totals for Department: AUDIO	Number of Titles 6		74	D	2082.55	5 2082.55
	Totals for Section: GENE2	Number of Title	es 1	5	0	550 DD	550 00
	Totals for Section: GRA D6	Number of Title	es 1	10	D	550.10	550.10
	Totals for Section: HIST2	Number of Title	es 1	5	D	300 00	300.00
	Totals for Section: LANGU	Number of Title	is 1	5	0	250 DO	250 DD
	Totals for Department: BESTS	Number of Titles 4		25	D	1650.10) 1650.10
	Totals for Section:	Number of Title	is 84	159	0	2890.92	1692.04
	Totals for Section: ANTIQ	Number of Title	es 29	2.43	D	901420	5408.52
	Totals for Section: ARCHI	Number of Title	is 25	2 42	D	11974.40) 7184.64
	Totals for Section: BABIE	Number of Title	is 25	231	D	3276.25	j 1965.75
	Totals for Section: BUSIN	Number of Title	es 25	2 4 2	0	14274.22	2 8564.53
				0.00500	19296 21 - 15		

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

Sample Format # 2

r					R Inventory Status Reg	oort						_ 🗆 ×
					Departments				Media			
					• All				• All	30		
					C One			7	C One			-
					Sections				Publishers	;		
					• All				• All			
					C One			~	C One	Į		
					Distributor							
					© All							
					C One							
					Sorts							
					Primary			Seconda	ry	Т	ertiary	
					Department 💌			None	•	Γ	None	
					I Total			Total		Г	Total	
							<u>.</u>		ived Dete	Detail/S	ummary	
			9 朝朝	8						C Detail		
view					🗆 On order = 🔄		0 🚊	11		Summa	ry l	
40					□ Show SKU2	v	Show C	Cost Basis		I Use co	ndensed f	orm
					Save settings			F1 Help	F11	Print	F9 Car	ncel
				_				1000				1
					Totals By Department							
					On Hand > 0							
SKU1	Description	Publisher Dept	Sect	Media	Author	ОН	00 List P	rice Retail Pric	e ExtRetail (Cost Basis		
	Totals for Department: A UDIO		Number o	f Titles 6		74	0		2082.55	2082.55	5	
	Totals for Department: BESTS		Number o	f Titles 4		25	D		1650.10	1650.10		
	Totals for Department: BOOK		Number o	f Titles 11	83	7974	0		258609.33	155852.22		
	Totals for Department: BOOKC		Number o	f Titles 3		25	D		359.50	359.50		
	Totals for Department: CALEN		Number o	f Titles 7		69	D		1572.91	1572.91		
	Totals for Department: MAP		Number o	f Titles 47		233	D		16338.35	16338.35		
	Totals for Department: MUSIC		Number o	f Titles 35	2	3385	0		557 19.88	55662.78		
	Totals for Department: USEDB		Number o	f Titles 4		9	D		86.46	78.79		
	Totals for Department: VIDEO		Number o	f Titles 30		140	D		344108	3441.08		

11934 0

339860.16 237038.28

TOTAL: Number of Titles 1636

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.

Inventory Status Report		
Departments	Media	
		Ţ.
Soctions	Oute 	
		15
C One	C One	
Distributor		
• All		
© One		
Sorts		
Primary	Secondary	Tertiary
Section 💌	Author 💌	None 💌
🔽 Total	Total	🗖 Total
🗆 On hand = 🔄 🛛 🖸	Last Received Date	Detail/Summary
🗆 On order 😑 🔽 🖸) ; //	 Detail Summary
Show SKU2	Show Cost Basis	Use condensed form
Save settings	F1 Help F1	1 Print F9 Cancel

🖣 🖪 🕨 🔰 100% 🔽 👫 🎒 Printed 12/30/2011 **Test Store** 4:13 PM Inventory Status Report Totals By Section, Author SKU1 Description Media Author OH OO List Price Retail Price Ext Retail Cost Basis Publisher Dept Sect 063 12327 7X Learning By Design : Building BOOK CAREE PAP Shani, Abraham B./ 10 0 22.01 22.01 220.10 132.06 080 58438 41 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 D 19.95 19.95 139.65 83.79 1563708914 Resume Magic воок CAREE PAP Whitcomb, Susan 10 D 18.95 18.95 189.50 113.70 013089334% Illustration : Basics For Careers BOOK CAREE HRD Williams, Robert A. 10 0 55.D1 55.01 550.10 330 D 6 Totals for Section: CAREE Number of Titles 25 232 D 5969.33 3581.59 0312281315 Midlife Motherhood Ingram Book BOOK CHILD PAP Blackstone-ford, Jann 9 D 15.95 15.95 143.55 86.13 157071973X Sunny Day, Rainy Day Book Of BOOK CHILD PAP Clark, Silvania 5 D 12.95 12.95 64.75 38.85 0195129237 Raising Musical Kids : A Parent's Ingram Book BOOK CHILD PAP Cutietta, Robert A/ 10 15.95 15.95 159.50 95.70 D Deliso, Michelle 007 13900 9X Godparents : A Celebration Of Ingram Book BOOK CHILD PAP 10 D 12.95 12.95 129.50 77.70 10 10 0 CHILD HRD 55.01 65.01 650.10 0766830772 Practical Guide To Solving воок Essa, Eva D 330.06 609808567 Morn, I Hate You : Children's BOOK CHILD PAP Fleming, Don/Ritts, 0.00 0.00 0.00 0.00 156924555X Good Parenting Through Your BOOK CHILD PAP Hannibal, Mary Ellen/ 10 15.95 15.95 159.50 95.70 D