



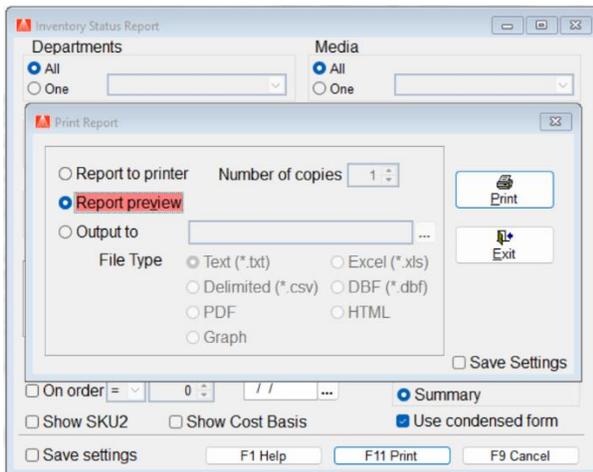
# Inventory Status Reporting

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 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

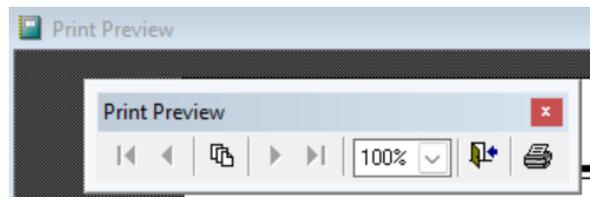


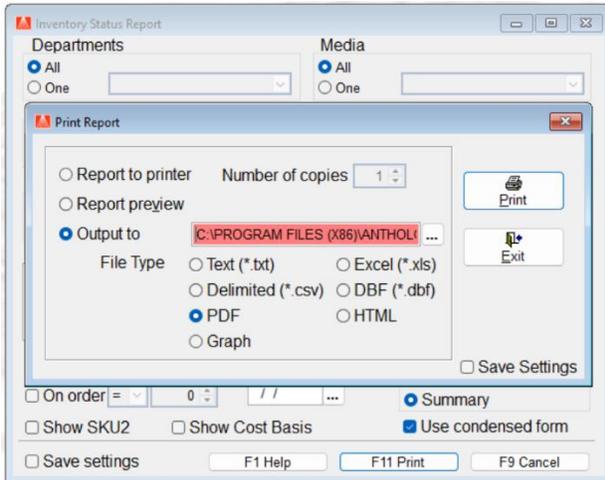
Check the “Use condensed form to make all columns to fit on the page.

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. 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.

- **Number of Titles:** is the number of unique (active) inventory records. Note the total # of copies is show in the middle, under the OH column.
- **Ext. List:** Extended List price is the value of the specific Inventory. ListPrice field multiplied by the onhand amount.
- **Ext. Retail:** Extended Retail price is the value of the specific Inventory. RetailPrice field multiplied by the onhand amount.
- **Cost Basis:** Cost basis is the calculated value of existing inventory using the receiving history and the LIFO (Last In First Out) method to find the value of the recently received inventory

SKU1	Description	Publisher Dept	Sect	Media	Author	OH	OO List Price	Retail Price	Ext List	Ext Retail	
0030650364-02	Unite d States : Change And	BOOK		HRD		1	0	21.25	10.63	21.25	10.63
0007133073-03	Rossl yn : Guardians O f The Secrets Element	BOOK	RELIG	PAP	Wallaoe-murphy,	1	0	16.95	8.48	16.95	8.48
9781594833069	Girl on the Train	BOOK	CHI11	HRD	Hawkins, Paula	1	0	26.95	26.95	26.95	26.95
9781684817597	The Boy from Mexico Becomes a	Ingram Pub	BOOK		Dennis, Edward	2	0	19.99	19.99	39.98	39.98
9781771476987	Gus Upstairs	Ingram Pub	BOOK		Sookocheff, Carey	3	0	18.95	18.95	56.85	56.85
9781771477772	Golden Threads	Ingram Pub	BOOK		Diel Rizzo, Suzanne	1	0	10.95	10.95	10.95	10.95
9781772783339	Secret Gardeners	Ingram Pub	BOOK		Hurme, Maija	1	0	14.95	14.95	14.95	14.95
9781772783829	The Setback	Ingram Pub	BOOK		Leitoh, Lynn	1	0	13.95	13.95	13.95	13.95
9781773067544	My Subway/Runs	Ingram Pub	BOOK		Gladstone, James	1	0	19.99	19.99	19.99	19.99
9781778403279	We All Love	Ingram Pub	BOOK		Flatt, Julie	2	0	18.95	18.95	37.90	37.90
9781778540585	Mirror (Graphic Novel)	Ingram Pub	BOOK		Poll, Willie	1	0	24.95	24.95	24.95	24.95
9781779461384	Planting Sunshine	Ingram Pub	BOOK		Poulin, Andree	1	0	19.99	19.99	19.99	19.99
9781953468896	You Are Loved	Ingram Pub	BOOK		Wu, Helen H.	2	0	9.99	9.99	19.98	19.98
9798992741346	Huh? Talking Insects	Ingram Pub	BOOK		Markovics, Joyce	1	0	17.99	17.99	17.99	17.99
<b>TOTAL: Number of Titles 1232</b>						8205	9	299181.82	299297.11		

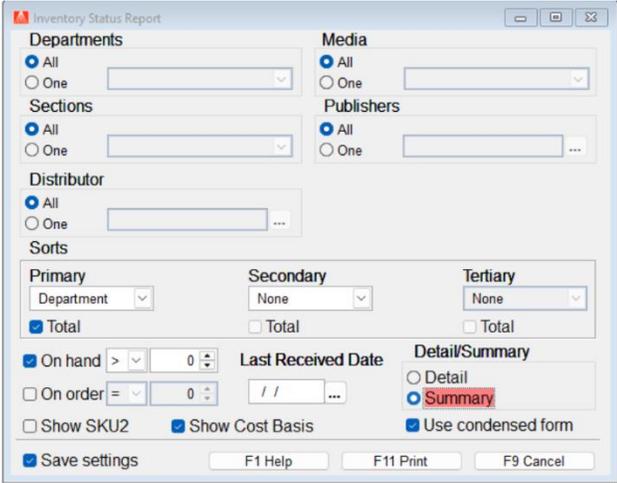
Sample Format #1

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

Inventory Status Report							
Totals By Department, Section							
On Hand > 0							
			OH	OO	Ext List	Ext Retail	Cost Basis
Totals for Section: ROMAN	Number of Titles	1	6	1	47.94	47.94	28.76
Totals for Section: SCIE2	Number of Titles	4	33	0	1276.95	1276.95	766.17
Totals for Section: SCIEN	Number of Titles	6	39	0	2115.15	2115.15	1289.09
Totals for Section: SELF-	Number of Titles	2	9	0	141.55	141.55	84.93
Totals for Section: SOCI2	Number of Titles	9	54	0	1944.05	1944.05	1162.84
Totals for Section: SPANI	Number of Titles	1	5	0	84.75	84.75	50.85
Totals for Section: TRAV2	Number of Titles	1	4	0	120.00	120.00	72.00
Totals for Section: WEBPR	Number of Titles	1	5	0	149.95	149.95	89.97
Totals for Section: WORDP	Number of Titles	4	40	0	1915.40	1915.40	1149.24
Totals for Department: BOOK	Number of Titles	1232	8205	9	299181.82	299297.11	176431.52
Totals for Section: DRINK	Number of Titles	4	387	0	531.00	1255.50	531.00
Totals for Section: FOOD	Number of Titles	7	697	0	995.50	2889.50	995.50
Totals for Department: CAFE	Number of Titles	11	1084	0	1526.50	4145.00	1526.50
Totals for Department: MAP	Number of Titles	47	233	0	16338.35	16338.35	15603.89
Totals for Section:	Number of Titles	338	3234	20	52081.57	52081.57	50385.59

Sample Format #2

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



Your Bookstore

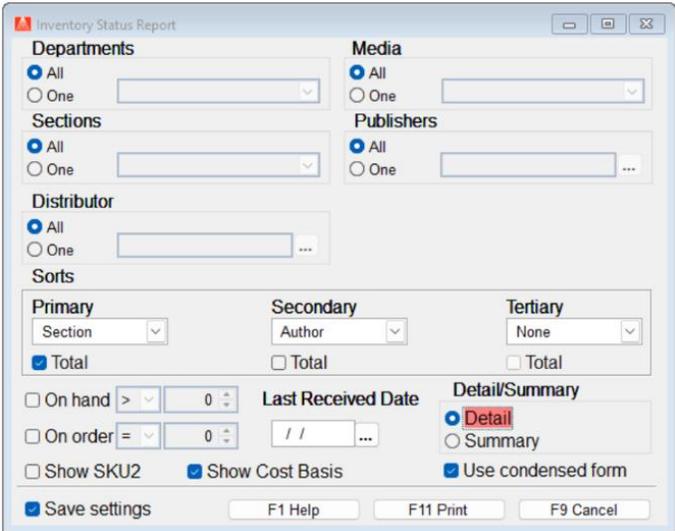
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**Inventory Status Report**  
Totals By Department  
On Hand > 0

			OH	OO	Ext List	Ext Retail	Cost Basis
Totals for Department: AUDIO	Number of Titles	5	73	0	2082.55	2082.55	1207.88
Totals for Department: BOOK	Number of Titles	1232	8205	9	299181.82	299297.11	176431.52
Totals for Department: CAFE	Number of Titles	11	1084	0	1526.50	4145.00	1526.50
Totals for Department: MAP	Number of Titles	47	233	0	16338.35	16338.35	15603.89
Totals for Department: MUSIC	Number of Titles	364	3485	20	55652.25	55652.25	53817.83
Totals for Department: PERIO	Number of Titles	1	1002	0	501.00	1002.00	501.00
Totals for Department: VIDEO	Number of Titles	30	142	0	3785.88	3785.88	3094.89
<b>TOTAL:</b>	Number of Titles	1690	14224	29	379088.35	382303.14	252183.31

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.



# Your Bookstore

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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 List	Ext Retail	Cost Basis
9781338305814	The Bad Guys in The Big Bad Wolf		BOOK		Aaron Blabey	0	0	0.00	0.00	0.00	0.00
9781338329483	The Bad Guys in the Dawn of the		BOOK		Aaron Blabey	0	0	0.00	0.00	0.00	0.00
9781338329520	The Bad Guys Cut to the Chase		BOOK		Aaron Blabey	0	0	0.00	0.00	0.00	0.00
9781338329544	The Bad Guys in They're Bee-Hind		BOOK		Aaron Blabey	0	0	0.00	0.00	0.00	0.00
9781338669959	I Need a Hug " Neoesito un Abrazo		BOOK		Aaron Blabey	0	0	0.00	0.00	0.00	0.00
9781338667913	The Bad Guys in the Baddest Day		BOOK		Aaron Blabey	0	0	0.00	0.00	0.00	0.00
9781338813180	Bad Guys in Open Wide and Say		BOOK		Aaron Blabey	0	0	0.00	0.00	0.00	0.00
9781338892710	The Bad Guys in Let the Games		BOOK		Aaron Blabey	0	0	0.00	0.00	0.00	0.00
9786306079608	Nightline: Reagan Ships Military	B & t	VIDEO	VHS	Abc News	4	0	14.98	14.98	59.92	59.92
9781580628198	Los Angeles Jobbank		BOOK	PAP	Adams Media (edt)	10	0	16.95	16.95	169.50	169.50
9780531163801	Energy/Projects For Young		BOOK	PAP	Adams, Richard C./	8	0	9.95	9.95	79.60	79.60
9788306841769	Latino Lounge 2	B & t	MUSIC	CDMU	Aguilo, Johnny	10	0	16.98	16.98	169.80	169.80
9786306738782	18 Great Songs	B & t	MUSIC	CDMU	Alabama	10	0	12.99	12.99	129.90	129.90
9786306612956	Alabama Live	B & t	MUSIC	CDMU	Alabama	10	0	6.99	6.99	69.90	69.90
9786306613205	American Pride	B & t	MUSIC	CDMU	Alabama	5	0	6.99	6.99	34.95	34.95
9786306613007	Closer You Get	B & t	MUSIC	CDMU	Alabama	10	0	6.99	6.99	69.90	69.90
9786306612949	Feel So Right	B & t	MUSIC	CDMU	Alabama	10	0	6.99	6.99	69.90	69.90
9786306613557	Just US	B & t	MUSIC	CDMU	Alabama	10	0	6.98	6.98	69.80	69.80
9786306239801	When it all goes South	B & t	MUSIC	CDMU	Alabama	10	0	11.98	11.98	119.80	119.80
9781338323344	Ban This Book		BOOK		Alan Gratz	0	0	0.00	0.00	0.00	0.00
9781338233636	My First Soccer Game		BOOK		Alyssa Satin	0	0	0.00	0.00	0.00	0.00
9781338265248	My First Gymnastics Class		BOOK		Alyssa Satin	0	0	0.00	0.00	0.00	0.00
9780545387590	STAT Standing Tall and Talented:		BOOK		Amar'e Stoudemire	0	0	0.00	0.00	0.00	0.00

## Historical Inventory Reporting

If you do find yourself in a situation where you need to figure out your inventory value but the date has passed. As stated above the Inventory Status will not show you dates in the past. For stores that are on Anthology Versions 9.6.529 and above, we have the new Historical Inventory Report, where you can choose a date in the past.

For stores on earlier versions of Antrhology, the main formula you should follow is:

$$(\text{\_current\_InventoryStatus.ExtRetail} + \text{SalesRecAnalysis.SoldRetail}) - \text{SalesRecAnalysis.RecvdRetail}$$

- Run “Inventory Status” report for current day. Use settings shown above, including the Summary and Primary=Department and Total box checked. Also check the Show Cost basis and Use Condensed form. F11 Print and Save to File, excel XLS format good for most users.
- Run “Sales and Receiving Analysis”. Set date range to the dates you wish to go back for. Set it to Summary and Primary=Department and Total box checked. F11 Print and Save to File
- For example, on 2/15/19 I needed to get the value of my inventory as it was 1/1/19 am. Running the Sales and receiving analysis report I would set it for 1/1/19 to 2/15/19.
- Use the current InventoryStatus, most recent to ADD back in the value of inventory sold (SalesRec report, “SoldRetail”) done since the desired day. Next SUBTRACT the value of inventory received since that day, “RecvdRetail”. The resulting number approximates the inventory value for the original date. You could do similar for the Qty’s as well.
- NOTE! Things like editing Onhands, Physical Inventory, Shrinkage, Not receiving but editing and adding units to the OH’s of items, will impact those numbers. The forumula results will get a close approximation but it most likely will not be an exact amount. You can run an OnHand edit report for the date range to see what manual changes were done to impact inventory value. Ultimately the most accurate value of inventory (inventory status report) is best pulled on a monthly basis and saved off for safe keeping.

### For stores on 9.6.529 +

The Historical Inventory Status Report tool in Anthology is a great tool for stores to see the value of their inventory at the end of the day on a particular day. This differs from the Inventory Status Report in the fact that the Historical Report is a date in the past while the regular Inventory Status tells you where your inventory is at that moment.

To run a Historical Inventory Status Report, you'll go up to reports | Historical Inventory Status. From here you'll set the parameters for your report. For this example, we are going to run one for a day in October and limit it only to books.

If you only want to pull up on hand items, you'll need to check the on-hand box and set it to > 0. The totals at the end only refer to anything on hand that day.

To only view totals, you will want to select Summary under Detail/Summary.

Make sure to use the condensed form.

The condensed form will fit all the columns to the page, so make sure to check that box.

Historical Inventory Status Report

Totals By None

Inventory as of 10/14/2025, On Hand > 0, Department = Book

SKU1	Description	Publisher	Dept	Sect	Media	Author	OH	OO List Price	Retail Price	Ext List	Ext Retail	
0786800772	Lobster Chronicles : Life on a Very	Ballantine	BOOK	BIOGR	HRD	Greenlaw, Linda	9	0	30.95	30.95	278.55	278.55
0385492707	Love of My Own : A Novel	Doubleday	BOOK	ROMA2	HRD	Harris, E. Lynn	9	0	24.95	24.95	224.55	224.55
0842332278	Remnant : On the Brink of	Tyndale	BOOK	FICT4	HRD	Lahaye, Tim F./	15	0	24.99	24.99	374.85	374.85
0785300176	Shadow Puppets	St Martins Pr	BOOK	SCE2	HRD	Card, Orson Scott/	15	0	25.95	25.95	389.25	389.25
0679420159	Standing In The Rainbow	Random	BOOK	HRD	HRD	Flagg, Fannie	9	0	25.95	25.95	233.55	233.55
0385501876	You Are Not A Stranger Here	Doubleday	BOOK	FICT1	HRD	Haslet, Adam	15	0	21.95	21.95	329.25	329.25
0318989680	Beach House	Little Brown	BOOK	MYST2	HRD	Patterson, James/	15	0	32.00	32.00	480.00	480.00
0375413634	Emperor of Ocean Park	Random	BOOK	MYST2	HRD	Carr, Stephen L.	15	0	26.95	26.95	404.25	404.25
0375431891	Sunset In St. Tropez	Random	BOOK	HRD	HRD	Steel, Danielle	14	0	19.95	19.95	279.30	279.30
0375815171	Boss Of Lunch	Stepping	BOOK	HRD	HRD	Park, Barbara	15	0	11.95	11.95	179.25	179.25
0345447859	Apprentice	Ballantine	BOOK	HRD	HRD	Gerritsen, Tess	15	0	24.95	24.95	374.25	374.25
0743202228	Mind at a Time	Simon &	BOOK	EDUCA	HRD	Levine, Melvin D.	15	0	26.00	26.00	390.00	390.00
0375431748	Shelters Of Stone	Random	BOOK	HRD	HRD	Auel, Jean M.	15	0	28.95	28.95	434.25	434.25
0312278586	Nanny Diaries : A Novel	St. Martin's	BOOK	HRD	HRD	M'Laughlin, Emma/	15	0	24.95	24.95	374.25	374.25
0060352452	Stupid White Men : And Other Sorry	BOOK	HRD	HRD	HRD	Moore, Michael	15	0	25.95	25.95	389.25	389.25
0517703920	Sacred Contracts : Awakening Your	BOOK	HRD	HRD	HRD	Mjys, Caroline	15	0	25.00	25.00	375.00	375.00
0989902522	Dark Horse	Bantam	BOOK	HRD	HRD	Lennox, Marjel	15	0	28.95	28.95	424.25	424.25
0066620596	Good to Great : Why Some	Harpercollins	BOOK	BUSI	HRD	Collins, James C.	15	1	29.99	29.99	449.85	449.85
0439138399	Harry Potter and the Prisoner of	Lveins/Scola	BOOK	CHIL7	PAP	Rowling, J. K./	11	0	8.99	8.99	98.89	98.89
0679889163	Page	Random	BOOK	CHIL7	PAP	Pierce, Tamora	15	0	6.50	6.50	97.50	97.50
0788229748	Bad Beginning	Harper	BOOK	HRD	HRD	Snicket, Lamony/	15	0	22.95	22.95	344.25	344.25
0439139597	Harry Potter and the Goblet of Fire	Lveins/Scola	BOOK	CHIL7	HRD	Rowling, J. K./	7	0	29.99	29.99	209.93	209.93
0064407883	Wide Window	Harper	BOOK	CHIL7	HRD	Snicket, Lamony/	15	0	12.99	12.99	194.85	194.85
1551922444	Harry Potter And The Chamber Of	Lveins/Scola	BOOK	FICT2	HRD	Rowling, J. K.	13	0	19.95	19.95	259.35	259.35
0064407875	Reptile Room	Harper	BOOK	CHIL7	HRD	Snicket, Lamony/	15	0	12.99	12.99	194.85	194.85
0440206154	Red Dragon	Bantam	BOOK	MYST2	PAP	Harris, Thomas	15	0	7.99	7.99	119.85	119.85
0553292447	Reap The Wind	BOOK	FICT1	HRD	HRD	Johansen, Iris	15	0	6.99	6.99	104.85	104.85
MESSAGE1	Welcome To Our Demonstration	BOOK	ANTIQ				1	0	0.00	0.00	0.00	0.00
MESSAGE2	Features Description (music)	BOOK	ANTIQ				1	0	0.00	0.00	0.00	0.00
MESSAGE3	Feature Descrip(tn (extra Picture)	BOOK	ANTIQ				1	0	0.00	0.00	0.00	0.00
MESSAGE4	Feature (atlas Page)	BOOK	ANTIQ				1	0	0.00	0.00	0.00	0.00
1685173598	Deadly Kin	Bantam	BOOK	HRD	HRD	Eslick, Tom	2	0	23.95	23.95	47.90	47.90
1594633695	Girl on the Train	BOOK	CHI11	HRD	HRD	Hawkins, Paula	1	0	26.95	26.95	26.95	26.95
<b>TOTAL: Number of Titles 1083</b>							8928	7	311591.90	311736.90		

Totals will show up on the last page after all item listings.