

IBM System/23 Datamaster  
Inventory Accounting Reports

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IBM System/23 Datamaster  
Inventory Accounting Reports

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**IBM**

## **Second edition (October 1981)**

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This is a minor revision of G280-0233-0 incorporating editorial changes.

Changes are periodically made to the information herein; any such changes will be reported in subsequent editions.

Use this publication only for the purpose of obtaining information about selected reports and screens produced by the IBM System/23 Inventory Accounting application.

The following document contains examples of data and reports used in daily business operations. To illustrate them as completely as possible, the examples contain the names of individuals, companies, brands, and products. All of these are fictitious and any similarity to the names and addresses used by an actual business enterprise is entirely coincidental.

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## Introduction

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The IBM System/23 Inventory Accounting application is one of six applications that compose the IBM System/23 Business Management Accounting System for Datamaster. The other five applications also have Reports brochures similar to this brochure:

- *IBM System/23 Datamaster Billing Reports*, G280-0229.
- *IBM System/23 Datamaster Accounts Receivable Reports*, G280-0230.
- *IBM System/23 Datamaster Accounts Payable Reports*, G280-0231.
- *IBM System/23 Datamaster General Ledger Reports*, G280-0232.
- *IBM System/23 Datamaster Payroll Reports*, G280-0234.

We encourage you to obtain and review all six Reports brochures.

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## Highlights

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Inventory is often the most valuable and costly asset in a business. Inventories are frequently difficult to maintain at levels that balance customer satisfaction against the costs of capital, warehousing, and taxes. The Inventory Accounting application offers management information that can help you maintain your inventory levels. Some of the features included in the Inventory Accounting application are:

- Provides interactive entry and edit of inventory transactions.
- Keeps quantity on-hand and warehouse location for up to three warehouses.
- Provides on-demand stock status reporting, with the flagging of exception items (for example, items having either a zero or negative quantity on-hand).
- Prints a comprehensive inventory analysis report.
- Maintains average and last cost for items.
- Supports inquiry into inventory files.
- Maintains period-to-date and year-to-date sales and cost of goods sold for all items.
- Supports inquiry into inventory files.
- Provides a Physical Inventory List to facilitate item recounts.
- Accepts data from the IBM System/23 Billing application, if installed.
- Allows you to use the Business Report/Application Development System III (BRADS III) so that you can produce additional tailored reports.

# IBM System/23 Datamaster requirements

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The Inventory Accounting application requires the following minimum System/23 Datamaster configuration:

- IBM 5322 Computer with 64K<sup>1</sup> bytes of storage
- Sort feature
- 2.2 million bytes of diskette storage (either integrated or the IBM 5246 Diskette Unit)
- IBM Printer (80 characters per second print speed)

**Note:** Larger diskette storage configurations and/or a faster printer (160 characters per second) may be required, depending on your company's business volumes.

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<sup>1</sup>K = 1,024 bytes; thus the total is 65,536 bytes of storage.

## Reports and screens

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- Inventory Analysis Report. Shows sales and profit figures for each item as well as the item's value amount.
- Item Price List. Shows the items you stock and their prices.
- Physical Inventory List. Prints item information to help you take a physical inventory of your stock.
- Reorder Report. Contains information you need when reordering items.
- Stock Status Report. Shows quantity on-hand, on-order, received, sold, and adjusted for the current period for items. It also highlights exception items.
- Transaction Register. Shows all transactions entered and the new on-hand and on-order quantities that will result from posting these transactions.

On the following pages, you will find samples of some of the reports and display screens provided by the Inventory Accounting application.



# Main menu

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4/30/82  
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Inventory Accounting  
Main menu

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Choose one of the following:

1. Enter and process transactions
2. Print reports
3. Erase item sales information
4. List or inquire into files
5. Update files
6. Copy or restore files
  
9. End Inventory Accounting

Choice

-

The Inventory Accounting application uses a menu approach. The operator keys in a number from a menu to select the desired job. The preceding page shows an Inventory Accounting main menu.

# Item inquiry screen

4/30/82

Inventory Accounting  
Inquire into item files

Inquire

3374b

<b>1</b>				
Item number	1410	Item status	Base price	82.080
Description	Tennis balls - yellow	Item type	Alt price 1	81.150
Vendor no.	A1011 U/M GR Alt U/M DOZ	Item Class	Alt price 2	80.330
Conversion:	12 DOZ per GR	Backorder	Alt price 3	79.510
Prices are per	GR		Alt price 4	78.690
			Fed Excise tax	0.00

Whse no.	Whse loc	Quantity on hand	Quantity brkn case	Date last sold	Quantity on order		
				4/14/82	Average sales	5	
				Lead time		2	
1	X-317	<b>3</b> {	<b>4</b> {		Period to date	Year to date	
2	0			0	Quantity sold <b>5</b>	1	2
3	0			0	Sales amount <b>6</b>	80.33	145.45
Total		9	3	Cost of goods sold <b>7</b>	62.16	122.93	

Cmd 8 Restart  
Cmd 9 End job

The item inquiry screen provides a quick method of looking up item information.

- 1** Item number. The number used to identify this item.
- 2** Prices. Shows a base price and up to four additional prices for this item.
- 3** Quantity on hand. Shows the quantity on-hand in standard units of measure for the item in each warehouse.
- 4** Quantity broken case. Shows the quantity on-hand in alternate units of measure for the item in each warehouse.
- 5** Quantity sold. Shows the number of sales for this item period-to-date and year-to-date.
- 6** Sales amount. Shows the sales amount for this item period-to-date and year-to-date.
- 7** Cost of goods sold. Shows the cost of goods sold for this item period-to-date and year-to-date.

# Stock status report

Northcreek Industries 1		Inventory Accounting				Time 12:02:32 Date 4/30/82 Page 1 3341								
Stock status report by item number		All items												
Item number	Item description	Item clas	Item type	Vend no	U/M	On hand	Whs	On order	Minimum/Maximum	----- Qty sold	Period to date received	----- adjusted	Stk out	Excp
A-74X14	Camper tires - radial	12	5	A1011	EA	3	1	0	1	2	2	0	1	0
A-74X14-W	Camper tires - white wall	12	5	A1011	EA	0	1	0	10	0	5	0	1	MS
1410	Tennis balls - yellow	13	5	A1011	GR	9	1	5	5	1	3	1-	0	
1430	Golf bag round leather rd	13	5	A1011	DOZ	2	1	0	3	2	0	0	0	M
1470	Golf club putter lefthand	13	5	A1011	DOZ	0	1	0	0	0	0	0	0	Q
2338	Transistor array	02	3	E8834	CS	370	1	100	225	2	50	3	0	
2340	Fixture plantlite 4ft	01	1	E8834	EA	9	1	0	500	3	0	0	0	
2350	Circuit breaker 200amp	01	1	E8834	BOX	12	1	0	4	3	6	0	1	M D
2360	Circuit brkr panel flush	01	1	E8834	EA	10	1	0	30	1	300	6-	0	
2370	Rectifier fast recovery	02	3	E8834	CS	90	1	160	323	1	25	0	0	M
2380	Cable alum 150amp 1000ft	01	1	E8834	RL	2	1	0	180	0	0	0	0	M
2390	Cable copper undrgrd 1500	01	1	E8834	RL	10	1	10	7	2	10	0	3	-

The Stock Status Report shows you information that will help you analyze item quantities. It also lists exception items, or items needing special attention.

You can request this report in either item or vendor number sequence. Also, it can either show all items or vendors, or a smaller range of items or vendors.

The last part of the stock status report shows item totals for each kind of exception item.

- 1** Item class. A code you chose to show that the item belongs to a certain group of items.
- 2** Item type. A code you chose to show that the item belongs to a certain group within an item class.
- 3** Vendor number. The number you assigned to the vendor who supplies you with this item.
- 4** Unit of measure. The standard unit for ordering, receiving, and stocking this item.
- 5** through **7** Quantities on-hand in warehouses 1, 2, and 3. The quantities of this item currently stocked in warehouses 1, 2, and 3.
- 8** through **10** Warehouse number. The number of the warehouse where you stock this item.
- 11** Quantity on-order. The total quantity of this item that has been ordered but not received.

- 12** Minimum/maximum balance. The lowest quantity of this item you want to have in stock; the highest quantity of this item you want to have in stock.
- 13** Quantity sold period-to-date. The number of these items that have been sold so far this period.
- 14** Quantity received period-to-date. The number of these items that have been received so far this period.
- 15** Quantity adjusted period-to-date. The net total of all changes made to the quantity on-hand for this item by adjustment transactions.
- 16** Number of stockouts period-to-date. The number of times this item has been out of stock this period.
- 17** Exception items. One of the following codes showing this as an exception item and the kind of exception it is:
  - Q: This item has either a zero or a negative quantity on-hand.
  - M: The balance on-hand for this item is either less than the minimum quantity allowed, or greater than the maximum quantity allowed.
  - S: This is a superseded item (one you plan to drop or replace with a similar item).
  - D: The cost for one standard unit (or list price unit if you are using it) of this item has either increased or decreased by more than a cost deviation percent that you specified.

# Stock status report exception totals

Northcreek Industries 1

Inventory Accounting  
Stock status report by item number  
All items

Time 12:02:32 Date 4/30/82 Page 2 3341

Exception items		Count
Code	Description	
1	Q Zero/negative on hand	2
2	M Below minimum/over maximum	5
3	S Superseded	1
4	D Cost deviations	1
Total number of items listed		5 12

10 Stock status report exception totals

The last page of the Stock Status Report shows totals for each kind of exception item.

- 1** Q exception number. The total number of items in the item file that have either a zero or a negative quantity on-hand.
- 2** M exception counter. The total number of items in the item file that either have on-hand balances below the minimum quantity allowed, or above the maximum quantity allowed.
- 3** S exception counter. The total number of superseded items in the item file. (Items you plan to drop or replace with similar items.)
- 4** D exception counter. The total number of items in the item file that have either increased or decreased in cost by more than a cost deviation percent that you specified.
- 5** Total item counter. The total number of items printed on this report.



# Reorder report

Northcreek Industries 1

Inventory Accounting  
Reorder report  
All vendors

Time 12:16:57 Date 4/30/82 Page 1 3343

Vendor number A1011 **1**

Item number	Item description	U/M	<b>2</b> On hand	<b>3</b> WHS	<b>4</b> On order	<b>5</b> Minimum/Maximum	Pack size	Vendor minimum	Avg sales	Stk out	Lead time	<b>12</b> Last cost	Order qty
A-74X14	Camper tires - radial	EA	3	1	0	1 10	<b>7</b> 1	<b>8</b> 0	<b>9</b> 3	<b>10</b> 1	45	<b>11</b> 51.230	<b>13</b> 0
A-74X14-W	Camper tires - white wall	EA	0	2	0	10 20	1	0	0	1	45	30.400	12*
1410	Tennis balls - yellow	GR	6	3	5	5	5	5	2	0	30	63.400	0
1430	Golf bag round leather rd	DDZ	2	1	0	3 5	1	0	3	0	30	353.820	3*
1470	Golf club putter lefthand	DDZ	0	1	0	0	1	0	0	0	30	55.210	0
Vendor totals			<b>14</b>		<b>15</b>		<b>16</b>						
Vendor number A1011			Items	5	Reorder items	2	Reorder amount	1,426.26					

The Reorder Report contains information you need when reordering items. It is printed in vendor sequence and includes each item's quantity on-hand and on-order, minimum vendor order quantity, average sales, lead time, and last cost. You can request that this report list all your vendors, or only a group of vendors. You can use the Reorder Report to help you decide what and how much of each item to order. It can also be used to analyze your company's purchasing and reordering practices.

- 1** Vendor number. The number you assigned to the vendor who supplies you with this item.
- 2** Unit of measure. The standard unit for ordering, receiving, and stocking this item.
- 3** Quantities on-hand in warehouses 1, 2, and 3. The quantities of this item currently stocked in warehouses 1, 2, and 3.
- 4** Warehouse number. The number of the warehouse where you stock this item.
- 5** Quantity on-order. The total quantity of this item that has been ordered but not received.
- 6** Minimum/maximum balance. The lowest quantity of this item you want to have in stock; the highest quantity of this item you want to have in stock.
- 7** Pack size. The multiple in which your supplier sells you this item.

- 8** Vendor minimum. The lowest quantity of this item the vendor allows you to order.
- 9** Average sales. The average number of these items sold during a period.
- 10** Number of stockouts period-to-date. The number of times this item has been out of stock this period.
- 11** Lead time. The number of days it takes for you to order and receive this item into stock.
- 12** Last cost. The cost to your company of one standard unit of this item when it was last purchased.
- 13** Order quantity. The suggested number of these items you need to order, expressed in the standard unit of measure.
- 14** Item subtotal. The number of different items printed on this report that you carry from this vendor.
- 15** Reorder items subtotal. The total number of the items printed on this report, suggesting that you need to reorder from this vendor.
- 16** Reorder amount subtotal. The total dollar value of the suggested items printed on this report that you need to reorder from this vendor.

# Transaction register

Northcreek Industries 1  
 Register - 1 Batch - 1

Inventory Accounting  
 Transaction register

Time 12:24:49 Date 4/30/82 Page 1 3323

Item number	Item description	Ref number	T r a n s a c t i o n				8 date	Quantity on hand			Quantity on order										
			whs	cd	quantity	u/m		amount	9 whs-1	10 whs-2		11 whs-3									
A-74X14	Camper tires - radial	PO-90	3	1	0	4	5	12	EA	6	7	0.00	4/30/82	9	3	10	0	11	6	12	12
A-74X14-W	Camper tires - white wall			1	R		2	EA				0.00	4/30/82	10		0		0			0
1410	Tennis balls - yellow			1	S		7	GR				574.56	4/30/82	2		0		0			5
1430	Golf bag round leather rd			1	R		1	DOZ				332.27	4/30/82	3		0		0			0
1470	Golf club putter lefthand			1	S		1	DOZ				70.25	4/30/82								
1470	Golf club putter lefthand			1	R		15	DOZ				900.00	4/30/82	14		0		0			0
2338	Transistor array			1	I		3	CS				0.00	4/30/82	367		0		0			100
2350	Circuit breaker 200amp	PO-892		2	R		1	BOX				483.10	4/02/82								
2350	Circuit breaker 200amp	ADJ-33		1	A		2	BOX				0.00	4/30/82	10		8		4			0
2360	Circuit brkr panel flush			2	Y		20	EA				0.00	4/30/82	10		20		323			0
2370	Rectifier fast recovery			1	C		8	CS				287.36	4/30/82	90		0		16			160
2380	Cable alum 150amp 1000ft			1	A		500	FT				0.00	4/30/82	2		0		0			0
2390	Cable copper undrerd 1500			1	A		750	FT				0.00	4/30/82								
2390	Cable copper undrerd 1500			1	S		600	FT				216.00	4/30/82								
2390	Cable copper undrerd 1500			1	I		1	RL				0.00	4/30/82	8		0		0			10

The Transaction Register shows all the transactions you have entered in the batch, and the new on-hand and on-order quantities that will result from posting these transactions.

You can check the Transaction Register to see:

- The items that have had activity since the last register
- The transactions that have affected these items
- The latest on-hand quantities for these items
- The dollar amounts involved in each transaction (where appropriate)

The last page of the register shows quantity and amount (where appropriate) summary totals for each transaction type that has been entered in this batch.

- 1** Item number. The number you assigned to identify this item.
- 2** Reference number. A number you may have assigned to trace this transaction to its original document.
- 3** Warehouse number. The number of the warehouse where you stock the item involved in the transaction.

**4** Transaction code. One of the following codes showing the kind of inventory transaction that affected this item:

- A: adjustment
- C: cost change
- I: issue
- O: purchase order
- R: receipt
- S: sale, return, or allowance
- Y: recount

**5** Transaction quantity. The total number of these items involved in this transaction, expressed in the item's unit of measure.

**6** Unit of measure. The standard unit of measure for stocking and selling this item, or the alternate unit for broken cases.

**7** Transaction amount. The total cost amount involved in this transaction.

**8** Transaction date. The date the transaction was entered into the computer.

**9** through **11** Quantities on-hand in warehouses 1, 2, and 3. The quantities of this item currently stocked in warehouses 1, 2, and 3.

**12** Quantity on-order. The total quantity of this item that has been ordered but not received.

# Transaction register totals

Northcreek Industries 1  
Register - 1 Batch - 1

Inventory Accounting  
Transaction register

Time 12:24:49 Date 4/30/82 Page 2 3323

<b>3</b> Trans code	<b>4</b> Summary totals Transaction description	<b>5</b> Count	<b>6</b> Quantity	<b>7</b> Amount
A	Adjustment	3	252-	
C	Cost adjustment	1	8	287.36
I	Issue	2	4	
O	Purchase order	1	12	
R	Receipt	4	19	1,715.37
S	Sale/ret/allow	3	608	860.81
Y	Recount	1	20	
		-----		
	Total	15		

The last page of the Transaction Register shows summary totals for each transaction type that was entered in the batch.

- 1** Register sequence number. A number assigned by the computer to each different transaction register printed.
- 2** Batch number. The number of the batch containing these transactions.
- 3** Transaction code. A code showing the kind of transactions.
- 4** Transaction description. A description of each of the transaction codes.
- 5** Total count. The total number of each type of transaction entered in this batch.
- 6** Total quantity. The sum of all transaction quantities for each kind of transaction entered in this batch.
- 7** Total amount. The total amount (where appropriate) for each kind of transaction entered in this batch.

# Physical inventory list

Northreek Industries 1 Inventory Accounting Date 4/30/82 Page 1  
 Warehouse number 1 1 Physical inventory list Time 12:29:25 3345  
 All items

2	3	Item	Item	Physical counts	Qty	6
Grp	Whs	number	description	---	mult	
loc				4	5	
5	X-110	A-74X14-W	Camper tires - white wall	-----_EA	-----	1
5	X-215	A-74X14	Camper tires - radial	-----_EA	-----	1
5	X-224	1430	Golf bag round leather rd	-----_DOZ	-----_EA	12
5	X-248	1470	Golf club putter lefthand	-----_DOZ	-----_EA	12
5	X-317	1410	Tennis balls - yellow	-----_GR	-----_DOZ	12
6	M-132	2338	Transistor array	-----_CS	-----_EA	24
6	M-134	2370	Rectifier fast recovery	-----_CS	-----_EA	24
7	E-101	2380	Cable alum 150amp 1000ft	-----_RL	-----_FT	1000
7	E-104	2390	Cable copper undrgrd 1500	-----_RL	-----_FT	1500
7	E-113	2350	Circuit breaker 200amp	-----_BOX	-----_EA	48
7	E-116	2360	Circuit brkr panel flush	-----_EA	-----	1
7	E-140	2340	Fixture plantlite 4ft	-----_EA	-----	1

Total number of items selected 12

The Physical Inventory List is used when you take a physical inventory of your stock. You can choose which warehouse to print it for. You can request that this report also show the computer's balances for each item to compare with your physical count.

- 1** Warehouse number. The number that identifies which warehouse the report is for.
- 2** Group code. A code, which is significant in your business, that you assign to your items. You can use this code to control which items are to be counted.
- 3** Warehouse location. The location in the warehouse for this item.
- 4** Standard unit physical count. The number of standard units on-hand. This is filled in by the people doing the physical counts.
- 5** Broken-case physical count. The number of alternate units of measure on-hand. This is filled in by the people doing the physical counts.
- 6** Quantity multiplier. The number of broken case units in one standard unit of this item.



# Item price list

Northcreek Industries 1

Inventory Accounting  
Item price list

Time 12:31:17 Date 4/30/82 Page 1 3344

Item number	Item description	Item class	Vendor number	List u/m	Base price	Price 1	Price 2	Price 3	Price 4	U/M	Qty mult	Alt u/m
A-74X14	Camper tires - radial	12	A1011		63.840	63.110	62.240	61.840	59.360	EA	1	
A-74X14-W	Camper tires - white wall	12	A1011		37.780	37.370	36.520	35.120	34.060	EA	1	
1410	Tennis balls - yellow	13	A1011		82.080	81.150	80.330	79.510	78.690	GR	12	DOZ
1430	Golf bag round leather rd	13	A1011	EA	39.501	39.532	38.663	38.264	37.875	DOZ	12	EA
1470	Golf club putter lefthand	13	A1011		72.500	71.680	70.950	70.230	69.500	DOZ	12	EA
2338	Transistor array	02	E8834		93.600	92.640	91.700	90.770	89.830	CS	24	EA
2340	Fixture plantlite 4ft	01	E8834		28.000	27.710	27.430	27.150	26.870	EA	1	
2350	Circuit breaker 200amp	01	E8834		782.720	755.010	747.380	739.780	732.130	BOX	48	EA
2360	Circuit brkr panel flush	01	E8834		59.870	59.260	58.660	58.060	57.460	EA	1	
2370	Rectifier fast recovery	02	E8834		2.350	2.329	2.302	2.279	2.255	CS	24	EA
2380	Cable alum 150amp 1000ft	01	E8834	KLB	1,266.661	1,253.872	1,241.203	1,228.530	1,215.874	RL	1000	FT
2390	Cable copper undrgrd 1500	01	E8834		540.000	534.540	529.140	523.740	518.340	RL	1500	FT

The Item Price List shows the items you stock and their prices—up to five prices for each item. For items that can be sold in broken-case quantities, it shows the unit of measure for broken cases. It also shows whether or not the item's prices are based on a unit of measure other than the stocking unit of measure. The items are in sequence by item number, from lowest to highest. The report can show all your stocked items or only those within a range of item numbers.

Using this report, sales people can quote accurate prices to customers. You can also use it to answer questions such as:

- Do I sell a particular item?
- Is the item description correct?
- Which vendor supplies the item?

You can request this report at any time.

- 1** Item number. The number you assigned to identify this item.
- 2** Item description. Your name for this item.

- 3** Item class. A code you chose to show that the item belongs to a certain group of items.
- 4** Vendor number. The number that you assigned to the vendor who supplies you with this item.
- 5** List price unit of measure. The unit in which the list prices for the item are expressed, if different from the stocking unit of measure.
- 6** Base price. The list price for one unit of this item. A unit is the list price unit if the item has one; otherwise, it is the stocking unit.
- 7** through **10** Price 1, 2, 3, and 4. Four prices for one unit of this item. A unit is the same as that for the base price.
- 11** Unit of measure. The standard unit for stocking and selling this item.
- 12** Quantity multiplier. The number of broken-case units in one standard unit.
- 13** Alternate unit of measure. The unit for broken-case quantities of this item.

# Inventory analysis report

Northcreek Industries

1

Inventory Accounting

Time 12:19:39 Date 4/30/82 Page 1 3342

1 Inventory analysis report by YTD sales amount

2 All items

3 Rank	4 Cum-% items	5 Item number	6 Item description	7 Item class	8 Item type	9 Vendor no.	10 Item U/M status	Inventory valuation				
quantity	Year to date amount	sales cum amount	cum %	Year to date amount	date profit cum amount	cum %	on hand	avg cost	item value	cum value	cum %	
1	8.3	2338	Transistor array	02	3	E8834	CS	22				
11	246	23,025.60	23,025.60	49.5	14	1,918.80	20.3	370	85.600	31,746.00	51.3	
2	16.7	2350	Circuit breaker 200amp	01	15	4,775.69	70.9	17	18	19	20	21
13	10,722.20	33,747.80	72.5	4,775.69	16	8,694.49	70.9	24	461.190	11,231.90	89.4	
3	25.0	1430	Golf bag round leather rd	13	5	1,943.76	91.5	2	329.268	878.05	70.8	
14	6,636.17	40,383.97	86.8	1,943.76	5	8,638.25	91.5	2	329.268	878.05	70.8	
4	33.3	2390	Cable copper undrerd	1500	01	323.29	94.9	10	441.000	4,410.00	77.9	
10	4,545.19	44,929.16	96.5	323.29	1	8,961.54	94.9	10	441.000	4,410.00	77.9	
5	41.7	A-74X14	Camper tires - radial	12	5	190.71	97.0	9	50.470	454.23	78.7	
12	727.28	45,656.44	98.1	190.71	5	9,152.25	97.0	9	50.470	454.23	78.7	
6	50.0	2340	Fixture plantlite 4ft	01	1	135.33	98.4	9	18.230	164.07	78.9	
16	418.10	46,074.54	99.0	135.33	1	9,287.58	98.4	9	18.230	164.07	78.9	
7	58.3	2360	Circuit brkr panel flush	01	1	119.86	99.7	349	34.080	11,893.92	96.1	
5	293.30	46,367.84	99.6	119.86	1	9,407.44	99.7	349	34.080	11,893.92	96.1	
8	66.7	1410	Tennis balls - yellow	13	5	22.52	99.9	9	62.160	574.98	99.1	
2	145.45	46,513.29	99.9	22.52	5	9,429.96	99.9	9	62.160	574.98	99.1	

The Inventory Analysis Report may help you identify your most profitable and least profitable items. You can also use this report to help you calculate the value of your inventory.

The report lists three kinds of information for each item. It shows year-to-date sales and profit figures, as well as each item's value amount. When you request this report, you choose whether you want the inventory value calculations to be based on the average cost or the last cost of the items in your inventory.

The computer also ranks your items from highest to lowest when compared with all other items in terms of sales, profit, or value amount.

- 1** Report content. This line tells you how the report is arranged. It can be arranged in one of the following four ways, depending on how it was requested:
  - By item number
  - By value of on-hand inventory
  - By year-to-date sales amount
  - By year-to-date profit amount
- 2** Report range. Once the content of the report is chosen, the report can either list all items or amounts, or just some of them. This line tells you whether all items or amounts are included on this report, or a smaller range.

- 3** Item rank. The rank of this item, when compared with your entire inventory, based on the report contents. For example, if you requested the report by year-to-date profit amount, the computer will print your most profitable item with a rank of 1, and so forth.
- 4** Cumulative percent of items. The rank of this item, divided by the total number of different items in your inventory.
- 5** Item number. The number you assigned to identify this item.
- 6** Item description. Your name for this item.
- 7** Item class. A code you chose to show that the item belongs to a certain group of items.
- 8** Item type. A code you chose to show that the item belongs to a certain group within an item class.
- 9** Vendor number. The number you assigned to the vendor who supplies you with this item.
- 10** Unit of measure. The standard unit for ordering, receiving, and stocking this item.
- 11** Quantity sold year-to-date. The number of these items that have been sold so far this year.
- 12** Sales amount year-to-date. The total dollar amount of sales of this item so far this year.

- 13** Year-to-date sales cumulative amount. The total amount of year-to-date sales for this item and all items above this item in rank.
- 14** Year-to-date sales cumulative percent. The cumulative sales amount for this item divided by the total year-to-date sales amount for all your inventory items.
- 15** Year-to-date profit amount. The total amount of profit you've earned through sales of this item so far this year.
- 16** Year-to-date profit cumulative amount. The total amount of year-to-date profit for this item and all items above this item in rank.
- 17** Quantity on-hand. The count of these items in warehouses 1, 2, and 3 using the standard unit of measure.
- 18** Cost. The cost to your company of one standard unit (or list price unit if you are using it) of the item. When you request this report, you choose whether you want this figure to be the average cost or the last cost of the item.
- 19** Item value. The on-hand quantity of this item in all warehouses, multiplied by the cost of the item. The computer uses the average or the last cost of the item to calculate this field, based on your choice when you requested this report.
- 20** Cumulative value. The total value amount for this item and all items above this item in rank.
- 21** Cumulative value percent. The cumulative value for this item, divided by the total value amount for all your inventory.
- 22** Basis for inventory value. Will either say "Avg" (for average) or "last" depending on whether you chose to base the value of your company's inventory on the average cost or the last cost of this item.



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