Inventory Reports

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The following reports are found at *Accounting Reports / Inventory*. Below, find a brief description of each Inventory report along with use cases and links to additional information.

Products

- **Reference List –** This report lists Products and their Departments and provides additional details depending on the style selected (*Basic*, *Sales Tax Status*, *Blend Setup*, etc.).
- **Price List –** The Price List report groups Products by Department and provides the Price Level amount(s) selected as well as the Billing *Unit*. The *Amt on Hand* can optionally be included on this report.
- **Department Reference List –** This report lists all Departments for the selected Location (or all Locations) and provides additional information such as if discounts are allowed, the *Scale* used (if applicable) the *Category*, *General Ledger Accounts*, etc.
- **Manufactured Formula Reference List –** This report lists all finished Products set up with a Manufactured Formula and Products which are a raw ingredient in a Manufactured Formula. Quantities and costs are also indicated as well as if inventory is relieved at invoicing.
- **Bar Code/Price Labels** – The Bar Code/Price Labels report prints bar codes for selected Products on Avery 5160 or Perf. Card SL 12X3 labels.
- **Chemical Database Densities –** This report lists Products grouped by Department with *Agvance Information* on one side and *Agrian Information* on the other for a side-by-side comparison. Information includes the *ID*, *Name*, *Liquid/Dry*, and *Density*. The report can be filtered to *Only show products with conflicting densities.*
- **Chemical Database Link Report –** This report groups Products by Department and provides Agrian information with the option to *Print only the Products that have an invalid Chem DB Link* or *Print only the products that don't have a link*.
- **Product Profit Margin –** The Product Profit Margin report groups Products by Department and displays the Price Levels selected as well as the % Margin for each of those levels with the *Cost* and *Unit* displayed on the far right of the report. The *Cost to Use* for the Profit Margin can be selected on the *Report Criteria* screen.
- **Pricing Formulas –** This report lists Products with formulas used to calculate Price Levels. Specific Price Levels are chosen on the *Report Criteria* screen, then the report shows each Product's *Level*, *Source*, *Formula Type*, *Amount*, *Price*, and *Units* from the formula setup.
- **Product Classifications –** This report gives the ability to choose which Product Classifications should be included on the report, then indicates which Products are a part of that Classification.
- **Product Sales Account –** The Product Sales Account report groups Products by Department and shows the *Sales Account*, *Purchase Account*, *Freight Account*, and *Discount Account.*

  Note: This report only shows Products in non-inventoried Departments. Sales Accounts on inventoried departments are set on the Department instead of at the Product level.

- **Product Attributes** – This report gives the ability to choose which Product Attributes should be included on the report then displays the Attribute of that Product if one exists.
- **Technology Groups** – The Technology Groups report groups Products by Department and lists the *Technology Group* if the Product has been included in the Technology Group setup.
- **Department Change Log** – This report lists Department changes made on Products along with the User who made the change.
- **Sales Account Change Log** – The Sales Account Change Log lists changes made to Products' Sales Accounts along with the User who made the change.

Inventory Reports

Inventory Status

- **Inventory Statements** – The Inventory Statements report displays the amount in the *Amount On Hand* field on the Product Profile. The different *Styles* of the report can be run depending on what information is needed like *On Hand* vs. *Company-Owned*. There is also a style available for inventory counts.
- **Inventory Detail** – This report groups Products by Department and is used to see Product movement in the specified timeframe with the *Balance* in the far right column. This is specific to the Product level and shows all activity that affects the Product balance. The *Show Details* option on the *Report Criteria* screen includes the *Cust/Vendor/User* as well as the *Ref#* of the transaction that affected inventory.
- **Delivery Ticket Journal** – The Delivery Ticket Journal report lists Delivery Tickets within the indicated range with options such as *Include Processed*, *Unprocessed*, or *Not Loaded*, *Print Product Recap*, and *Include Back Order Tickets Only*.
- **Delivered Product Analysis** – This report can include Blend and/or Delivery Tickets and can be used to verify inventory balances shown on the Company-Owned Inventory Statement as well as unprocessed tickets needing to be invoiced.
- **Mini Bulk Journal** – This report summarizes all mini bulk transactions (when a Product has been repackaged to a Customer's mini bulk tank).
- **Manufactured Product Journal** – The Manufactured Product Journal report displays Products blended by fixed formula rather than those that are custom blended. The *Blended Products* (finished Products) are shown along with the *Raw Materials* (individual Products making up the finished Product).
- **Inventory Adjustments** – This report lists all Inventory Adjustments within the specified timeframe and includes information such as the *Ref #*, *Adjustment Type*, *Notes,* and *Void Reason*.
- **Inventory Book** – The Inventory Book report lists Products grouped by Department and provides the *On Hand*, *On Order*, *Booked*, *Unused Booked*, *Delivered Booked*, and *Undelivered* amounts which are used to provide the *Available* amount.

- **Undelivered Booked Product –** The Undelivered Booked Product report shows what Product was booked by which Customer and includes the *Booked*, *Unused Booked*, *Delivered Booked*, and *Undelivered* amounts.
- **Sales/Purchase Summary –** This report groups Products by Department and shows the totals (*Monthly* and *Yearly*) for *Units Sold*, *Dollars Sold*, *Units Purchased*, and *Dollars Purchased*.
- **Re-Order Report –** The Re-Order Report is used to determine which Products are below or close to the *Re-order Level* amount entered on the Product Profile to know when more of that Product needs to be ordered.
- **Applied Products –** The Applied Products report lists Products on Blend and/or Delivery Tickets that were marked as Custom Applied. Totals can be seen by Applicator, and checking *Show Detail* provides the Blend and/or Delivery Tickets on the report.
- **Repackaged Report –** This report lists Products included on Blend and Delivery Tickets that were marked as Repacked and Loaded. Information such as the *Ticket #*, *Pkg Size*, *Quantity*, and *EPA #* are included.
- **Product Cost Audit** – The Product Cost Audit report provides information on what caused changes in Costs from a purchasing transaction or if editing costs using the Edit Product Pricing utility.
  Note: Six months of transaction history are retained.
- **Dormant Products** – The Dormant Products report displays Products with no activity and/or no sales activity for a specific period of time.
- **Delivered Product Pricing –** This report shows Blend and/or Delivery Tickets and the Quantity of the Products on those transactions that have been delivered as well as pricing information such as the *Unit Price*, *Split %*, *Extension*, and *Price Level*.
- **Slow Moving Inventory** – The Slow Moving Inventory report displays Products that have sold less than the *Beginning Amount on Hand* quantity if the *Total Cost* of the current *Company Owned* quantity is higher than the amount entered in the *Total Cost Over* field.
- **Delivery Ticket Work Order –** The Delivery Ticket Work Order report gives the ability to choose *New Job* or *Reprint Job* then select *Delivery Tickets* and enter an *Order #* (and an *Order Comment* if *New Job* was selected as the *Type*). The report is then displayed with the *Order #* in the title and the Delivery Tickets selected displayed with information such as the *Dept ID/Prod ID*, *Quantity*, and *Load Amt*.
- **Product Price Audit** – This report displays price changes made using Edit Product Pricing, Edit Product Pricing Using Formulas, or on the Product's *Pricing* tab.
- **Product Price Audit Exception –** This report shows Products with *No price activity after* a specified date for the Price Levels selected.

Inventory Position

- **Inventory Detail Recap** – The Inventory Detail Recap report shows a high-level summary of product activity reflecting the movement of inventory.
- **Position Analysis** – This report helps determine the net inventory position on Products (approximates an amount available for sale) and values that inventory. It also assists in forecasting future seasons.

- **Pending Usage –** This report groups Products by Department and provides the *Amount on Hand*, *Pending Unloaded Deliveries*, and *Pending Unloaded Blends*, which is used to calculate the *Projected Amount on Hand* once those tickets have been loaded.
- **Gross Margin** – The Gross Margin report reviews sales, purchases, and margins for a specific fiscal month range.

Maximum/Average Daily Inventory

- **Maximum/Average Daily Inventory** – This report helps determine the maximum inventory of hazardous materials present onsite at any one time and is also used as an aid for completing the Sara Tier II report form.

Purchase Reports

Purchase

- **Purchase Order Summary** – The Purchase Order Summary report lists Purchase Orders entered within the specified timeframe and indicates how much Product was ordered with each Vendor and how much is left.
- **Purchase Receipts** – The Purchase Receipts report lists Purchase Receipts and shows how much Product was *Received* and how much was *Invoiced*.
- **Purchase Invoices** – This report gives Purchase Invoice and Vendor Purchase Invoice totals for a specified timeframe and includes information such as the *Total Cost*, *Freight/Add'l$*, *Discount*, and *Net Amount*. Checking *Show Detail* provides additional information such as the *Ticket #*, if it was *PrePaid*, the *DeptID*, *ProdID*, *Quantity*, and *UnitCost*.
- **Vendor Purchase History** – The Vendor Purchase History report groups Products by Vendor and shows the *Quantity*, *$/Unit*, *$ Total*, *Freight/Add'l$*, and *Total Cost/Unit*. Checking *Show Detail* lists the transaction information. This report shows how much Product each Vendor purchased.
- **Product Purchase History** – This report is similar to the Vendor Purchase History report except this report is grouped by Product. The report is used to see how much Product Vendors purchased. The *Grand Total* at the bottom shows the *$ Total* then in parentheses the *$ Total* and the *Freight/Add'l$* added together.
- **Unprocessed Purchase Receipts Valuation** – This report shows the value of unprocessed Purchase Receipts with a ticket *Date* within the specified timeframe.
- **Freight Reconciliation Summary** – This report can be used to verify the Estimated Freight Liability account balance and Purchase Add-on account balances.
- **Purchase Add-On Detail** – The Purchase Add-On Detail report lists Purchase Invoices by Vendor or Date for the timeframe specified and provides the *Freight/Add'l Total* amounts for each.
- **Purchase Order Detail Received** – This report provides detailed information for the original Purchase Order, any Purchase Receipts applied to the PO, the *Quantity* for both, and the remaining *Balance* on the PO. This report is helpful in reconciling Purchase Orders with Vendor Statements.

- **Purchase Order Detail Processed** – The Purchase Order Detail Processed report shows Purchase Orders, Purchase Invoices applied to the Purchase Order, the *Quantity*, and *$Unit* of invoiced items, as well as the *Balance* of the Purchase Order. This report is helpful in reconciling Purchase Orders with Vendor Statements.
- **Prepaid PO Reconciliation** – The Prepaid PO Reconciliation report lists Purchase Orders and provides *Ordered* information (*Quantity*, *Price*, *Prepay Addons*, *Amt Paid*), how much has been *Used* (*Quantity*, *Price*, *Prepay Addons*, *Total $ Used*), and the *Balance* (*Quantity*, *PO Value*, and *Prepay $*).
- **AP Bill Pymt History from Purchase Invoices** – This report lists the Purchase Invoice and includes information such as the *AP Bill Amount*, *AP Check Number*, *AP Check Date*, *Amt Paid*, and *Balance Due or Discount not Taken*.
  Note: The AP Bills shown are specifically those created from saving a Purchase Invoice. AP Bills added for non-inventoried goods and services are not included.
- **Intercompany Transfers** – This report lists Inter-Company Transfers created in the timeframe indicated sorted either by the *From Location* or *To Location*. Additional information is included such as the *Quantity*, *UOM*, and *User* who entered the ICT.
- **Purchase Order Request Summary** – The Purchase Order Request Summary lists Purchase Order Requests and provides details such as the *Submitter*, *Dept ID/Prod ID*, *Requested* amount, *Ordered* amount, and *Status*.
- **Purchase Order Change Log** – The Purchase Order Change Log report displays details of edits made to Purchase Orders.

Direct Shipments

- **Direct Ship Detail** – This report lists Direct Ship Inventory transactions (PO, PR, PI, DT) with additional details such as the *DeptID/Prod ID*, *Ordered Quantity*, *Received Quantity*, *Purchase Receipt Cost*, *Customer Price*, etc.

Warehouse

- **Received Products** – This report lists Products Vendors received through the Warehouse app within the timeframe specified.
- **Received Products Exception** – This report lists Products that have been entered on an inbound ticket in Warehouse but have not been set up in an Agvance Department.

Supplier eLink

- **EDN Reference List** – The EDN Reference List provides information such as the *EDN #*, *Ship Date*, *Dept ID/Prod ID*, *Qty*, and *Units*.

Sales Order

- **Sales Orders Journal –** The Sales Orders Journal report lists Sales Orders based on the specified range and provides details such as the *Status*, *Order Type*, *Product*, and *Quantity*.
- **Sales Orders Discount Summary** – This report generates a report summarizing the discounts on Sales Orders based upon the filter criteria selected.

Design Custom Product Pricing Labels

- **Custom Product Pricing Labels** – This report gives the ability to add custom layouts for Product pricing labels. Determine what information should be printed on the label, make edits to the design, then preview and print.