Using the Finished Inventory Statement by PO Report

What is the purpose of this setup step?

The purpose of this step is to show you how to use the Finished Inventory Statement by PO Report so that you can track all orders related to a Finished Inventory part.

This will involve:

A. Creating the Finished Inventory Statement by PO Report.

A. Creating a Finished Inventory Statement by PO report.

- 1) In this example, we will generate a report that will detail all orders related to a specific part placed in Finished Inventory. It is important that all orders for the Finished Inventory part you are tracking have the same PO number.
- 2) The Finished Inventory Statement by PO report can be found in the reports menu.
 - Click Reports. a)
 - b) Click Customers and Receivables.
 - Sales & Marl * 2 0. ogout Dashboard Explorer Activity Manage A/R Reports Default Home Payments (Re 🔿 Add Column 📔 👄 Remove Column 📔 Add Instrument 🖃 er Credits RTA Cut Vinyl Letters (Ready To Apply) Logout Closed /rite Offs Estimate 💑 Lock Screen . More Customer Analysis Report 친 Support and Training Employee Active Customer Listing Mounting A Change Password Activitie Production & Scheduli Parts & Inventory le Wraps - -Window Perf e Clock fr Vehicle Wraps - Quick Quote 😵 Products & Pricing Me (Sales Manager Selected User (non Shipping Vehicle Graphic Installation My R Clock In Cut Vinyl Signs (on Flat CYRIOUS Activity Manager 0000 Orden 40 13 Servic

c) Click Finished Inventory Statement by PO.

- 3) The report option screen will allow you to select the detail options needed for this report.
 - a) Click *Show Detail* under *Date* and fill in the date range.
 - b) Click *Show Detail* under *PO Number* and enter the PO number you are using for this part in Finished Inventory.
 - c) Review the other report options.
 - d) Click *Preview*.

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- 4) The Finished Inventory by PO report will show you all orders for the part you created for inventory.
 - a) In this case we are showing all orders for PO 1001.
 - b) The quantity remaining is 0 after shipping (3) orders out of Finished Inventory.
 - c) This report will show you all orders related to Finished Inventory by PO number.

ABC Signs 2.68 4321 Somewhere Your City, LA 70818 Ph: (123) 456-7880 Ph: (123) 456									ntory Staten Start Date: 8/18/ End Date: 8/18/ Printed at: 8/18/	nent by PO 2011 12:00:00AM 2011 11:59:59PM 2011 3:46:54PM
Company Name: Your Company a) PO Number: ,										umber: 1001
Invoic e	Invoice Date	D ue By	Description	Salesperson Name	Status	Quantity	Shipped	Backordered	T tal Price	Balance Due
1000	4		Screenprint Test	House Account	Built	D	Û	2,500	\$0.00	\$0.00
1001	08	08/18/2011	Finished Goods	House Account	Sale	500	500	2,000	\$484.88	\$484.88
1007	D8. C)	08/18/2011	Finished Goods	House Account	Sale	700	700	1,300	\$678.83	\$678.83
1010	08/18/2011	08/18/2011	Finished Goods	House Account	Sale	500	500	0	\$450.00	\$450.00
Payment	Terms: Balance (due upon recei	ipt.					b)	Balance Due	e of \$1,613.71

Be sure to review the training videos on the Basic Training webpage for additional information.