

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:

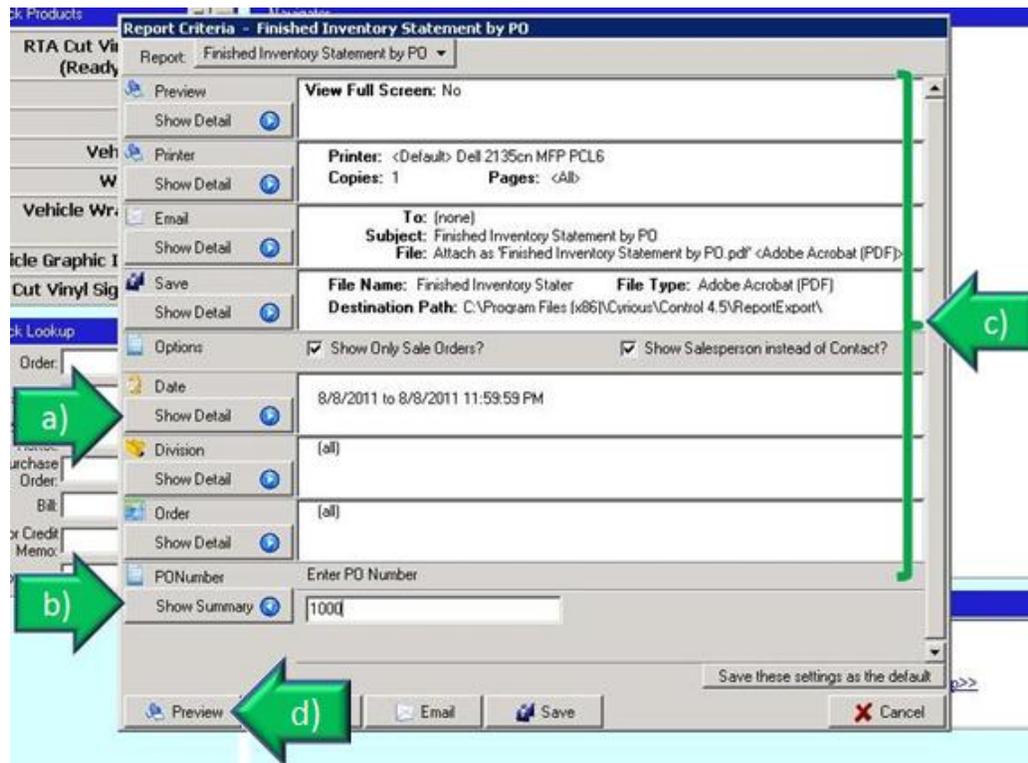
- A. Creating the Finished Inventory Statement by PO Report.

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- 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.
 - a) Click **Reports**.
 - b) Click **Customers and Receivables**.
 - 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**.



- 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.



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Finished Inventory Statement by PO

Start Date: 8/18/2011 12:00:00 AM
 End Date: 8/18/2011 11:59:59 PM
 Printed at: 8/18/2011 3:46:54 PM

Company Name: Your Company										PO Number: 1001
Invoice	Invoice Date	Due By	Description	Salesperson Name	Status	Quantity	Shipped	Backordered	Total Price	Balance Due
1000			Screenprint Test	House Account	Built	0	0	2,500	\$0.00	\$0.00
1001	08/18/2011	08/18/2011	Finished Goods	House Account	Sale	500	500	2,000	\$484.88	\$484.88
1007	08/18/2011	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 receipt.										Balance Due of \$1,613.71

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