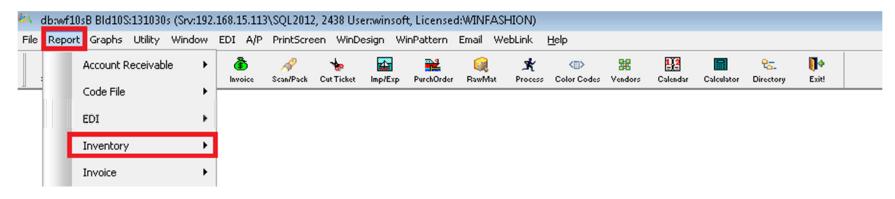
#### REPORT → INVENTORY

These reports generate **different inventory related reports** such as finished goods inventory reports and raw materials inventory reports.

- · Click **Report** on the Menu Bar
- · Choose **Inventory**



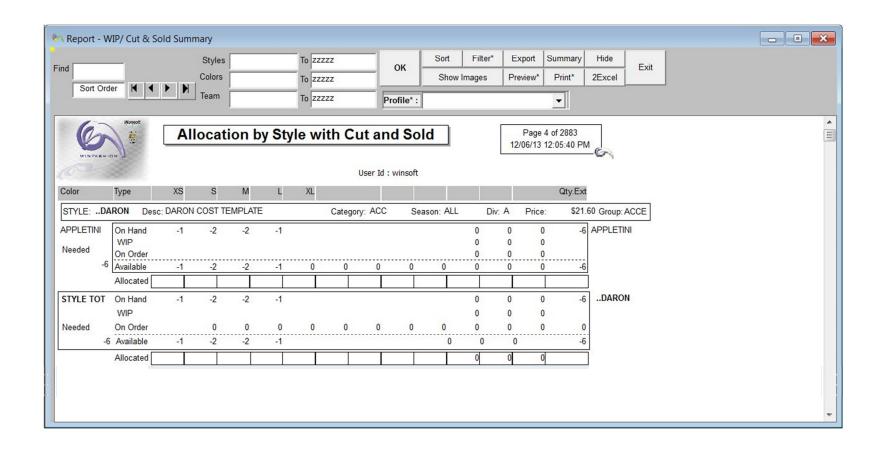
## Inventory → Allocation (by style with cut & sold)

Allocation (by Style with Cut & Sold)

This report is based on the styles' **cut & sold** information including **allocated amounts**. The reports main format shows the **available**, **on order**, **work in process, on hand**, and **allocated amounts by style**, **color** and **quantity**. At the end of the style and report are style totals and report totals.

- · Go to **Report** on the **Menu Bar**
- . Highlight **Inventory**
- · Click on Allocation (by Style with Cut& Sold)
- Enter a beginning style code in the box next to "Styles" and enter an ending style in the right- Handed box.
- Enter a beginning <u>color code</u> in the box next to **"Colors"** and enter an ending color in the right Handed box.
- · Click on the **OK button**
- To show the images, click on the **Show Images button**.

To print this report, click on the **Print button** 

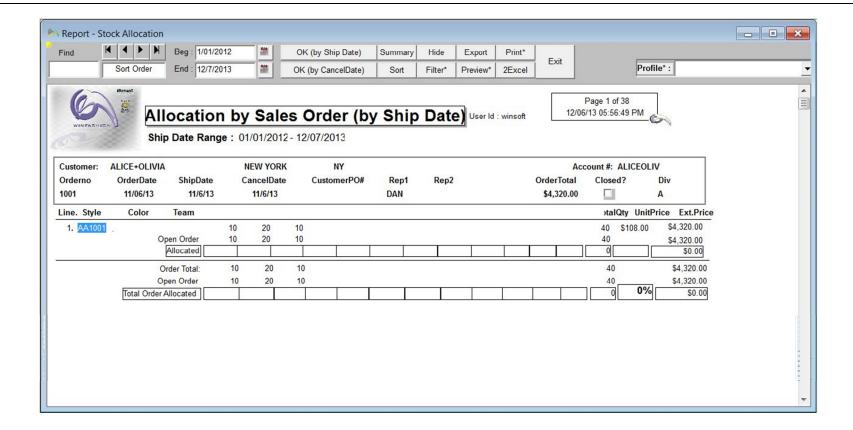


# Inventory → Allocation by Sales Order Allocation (by Sales Order)

This report lists the **sales orders by cancel dates** and allows you to see <u>allocated pieces</u> in inventory to specific sales orders based on style and color or by order.

- · Go to Report on the Menu Bar
- · Highlight Sales Order
- · Click on **Allocation**

- · If you want to see a range of **Styles**:
- . Enter a **Style code** next to "Style:" in the left box and enter another Style code in right box
- · If you want to see a range of **customers**:
- Enter a **Customer code** next to "Customer:" in the left box and enter another Customer code in the right box
- If you want to see a range of **Cancel Dates**:
- Enter a cancel date next to "Cancel Date:" in the left box and enter another cancel date in the right box
- There are 2 options on how to generate this report. You can have it **sort by Style** or you can have it **sort by Order** numbers.
- . To generate by **Style**:
- . Click on the "by Style" button
- . To generate **by Order**:
- . Click on the "by Order" button
- On the left side of the screen, you will see the **order information** including quantity.
- On the right side of the screen, you will see "Allocated Qty". In the shaded boxes, you can enter the quantity to allocate based on size break.
- At the end of each style, color, and order number, there is a summary of the open orders, allocated quantities and on hand quantities.



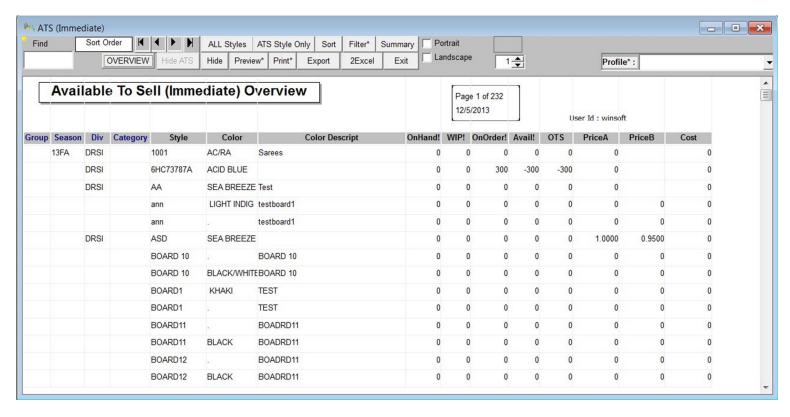
# Inventory → ATS (Immediate)

ATS (Immediate)

This report is the finished good's immediate **available to sell**. This report is listed by style and color. Also, the style's **on hand**, **WIP**, **On Order**, **and prices** among other information. Just click on the **OK button** to generate the report.

- · Go to Report on the  $Menu\ Bar$
- . Highlight **Inventory**
- · Click on ATS (Immediate)
- · Click on the **OK button** to retrieve the report information
- · If you want to see the report's summary, click on the Summary button. If you want to go back to the previous report,
- . Click on the same button

· If you want to print this report, click on the Print button



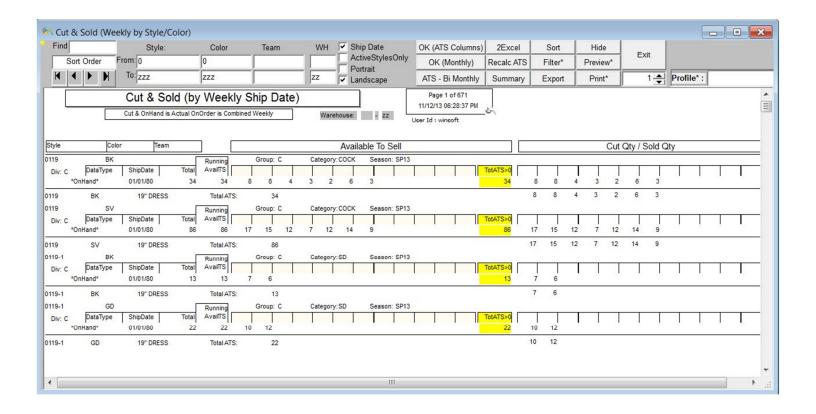
#### Inventory → Cut & Sold (weekly/monthly)

Cut & Sold (Weekly/Monthly)

This report can give you a **weekly cut and sold report** by style and color **based on cancel dates**. This report can also give you **monthly cut and sold** information.

- · Go to Report on the Menu Bar
- · Highlight **Inventory**
- · Click on Cut & Sold (Weekly/Monthly)
- Enter a beginning Style under "Style: "and next to "From: "and enter an ending style under "Style" and next to "To:"
- · Enter a beginning Color under "Color" in the top box and enter an ending color in the bottom box.

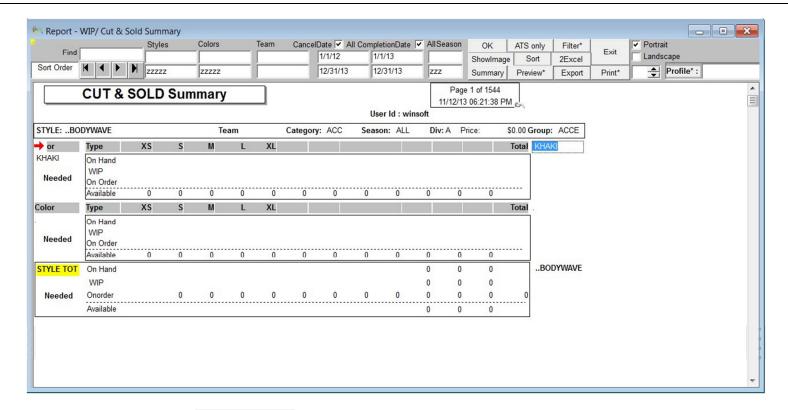
- · Click on the **OK button** to retrieve a weekly report
- · Click on the **OK (ATS Columns)** to view a report with the available to sell
- · Click on the ATS Bi Monthly to see a bi-monthly report
- · Click on the **OK (Monthly)** to see a monthly report instead of a weekly report
- · If there are more than one person entering cut ticket and sales order information ,it is a good idea to click on the **Recalc** Avail To Sell (recalculate the available to sell) button once in a while to refresh the report's information.
- · To print this report, click on the **Print button**



#### Inventory → Cut & Sold Summary

This report shows the **on hand, work in process, on order**, **and available quantities** for several styles and colors based on **cancel date or completion dates**. This report is different from the Cut & Sold Detail report by the amount of styles and colors you can see at one time. The Cut & Sold Detail report can show only one style and color at a time.

- . Go to **Report** on the Menu Bar
- . Highlight **Inventory**
- · Click on Cut & Sold Summary
- · Enter a beginning Style code in the left box next to "Styles" and enter an ending style in the right box.
- · Enter a beginning color code in the left box next to "Colors" and enter an ending color code in the right box.
- · Enter a beginning cancel date in the left box next to "Cancel Date" and enter an ending cancel date in the right box.
- · Enter a beginning cut ticket completion date in the left box next to "Completion Date" and enter an ending completion date in the right box.
- ·Click on the **OK button**
- · If you want to see a summary of the report, click on the **Summary button**. If you want to see the previous report, click on the same Button.
- · If you want to see the available to sell only, click on the **ATS only button**
- · If you want to see the style's picture, click on the **Show Images button**. If you want to learn more about entering a picture in the style master, click here.
- · If you want to print this report, click on the **Print button**

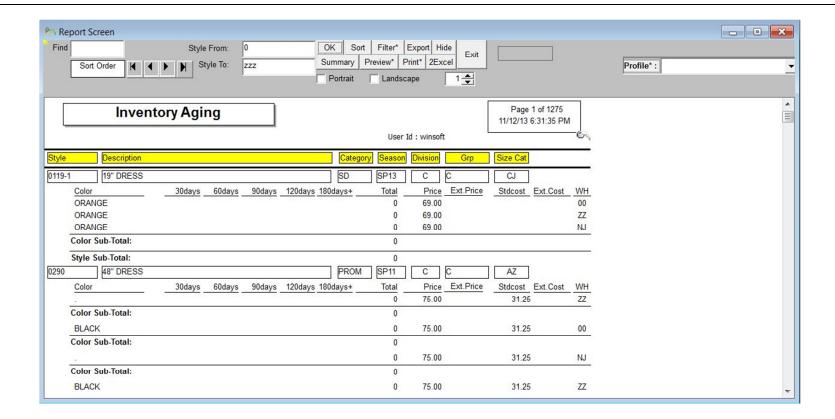


#### Inventory → Inventory Aging

Inventory Aging

The inventory aging report shows you styles/finished goods and the length of time that the inventory has been in-house/ in the warehouse. This report is sorted by style, color and aging of the styles. The aging days are broken down into 30, 60, 90,120,180+ days.

- · Go to **Report** on the **Menu Bar**
- · Highlight Inventory
- · Click on Inventory Aging
- · If you want to see a range of styles rather than the whole list, at the top, enter a style number in the "Style From" and "Style To"
- · Click on the **OK button**
- · If you need to print this report, click on the **print button**



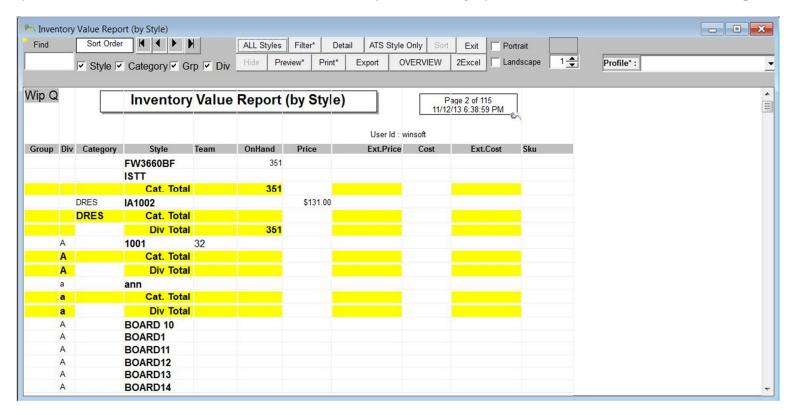
#### Inventory → Inventory Value

Inventory Value (Style)

The Inventory Value Report is a list of the finished goods, on hand quantity, price, extended price, cost and extended cost.

- . Go to **Report** on the Menu Bar
- . Highlight **Inventory**
- . Click on Inventory Value Report
- . Click on the **OK button**
- . If you want to see a **summary** of the report, click on the **Summary button**. If you want to see a detailed report, click on the same button.
- . If you want to <u>print</u> this report, click on the **Print button**

Note: If you want to see additional information, check the Style box, Category box, Div. (Division) box, and/or Group box.

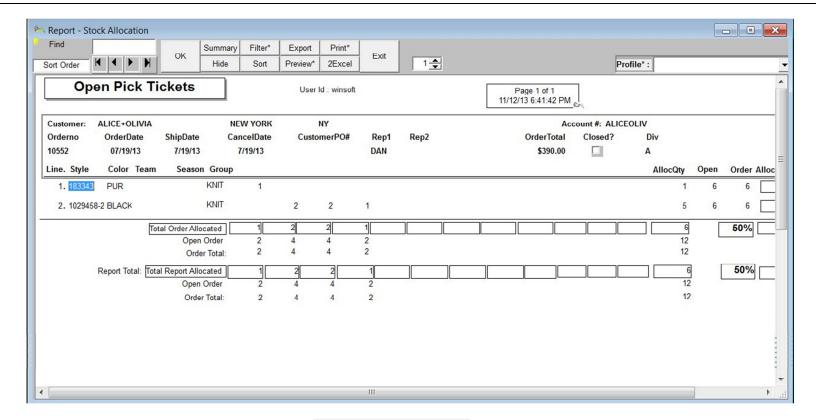


#### Inventory → Open Pick Tickets

Open Pick Ticket

This report shows you the **open pick tickets** (Open means the Pick Ticket has not been used to ship out / create invoices for ordered styles) that are associated with particular **sales orders**. Open pick tickets show the customer, order number, dates, style, color, orderamounts, order allocated quantity, orderquantity and allocated percentage by order among other information.

- . Go to **Report** on the Menu Bar
- · Highlight Inventory
- · Click on Open Pick Ticket
- · Click on the **OK button**
- · If you need to <u>print</u> this report, click on the **Print button**



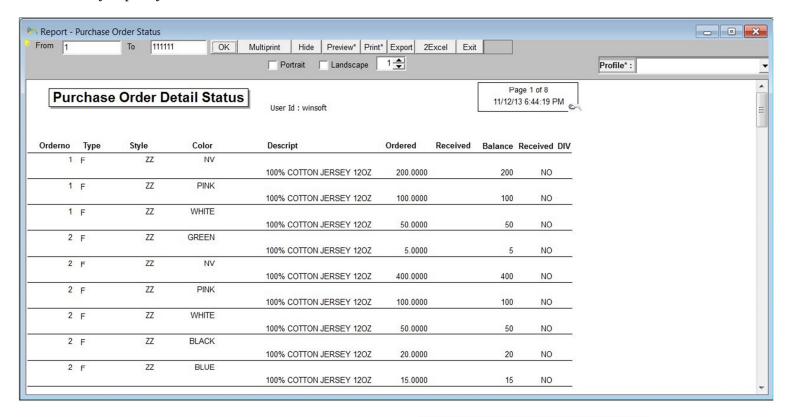
#### Inventory → Purchase Order Status Detail

Purchase Order Status Detail

The **PO Status Detail** report shows the raw material code, color, quantity on order, quantity received and balance on order. On this report, you can track the **purchase orders** by their order number. To see more about Purchase Orders, click here.

- · Go to **Report** on the **Menu Bar**
- · Highlight **Inventory**
- · Click on PO Status Detail
- Enter a purchase order number range by entering a number in the "From" box and enter another number in the "TO" box.
- · Click on the **OK button**
- If you need to print more than one PO Status Detail Report, click on the Multiprint button

Enter how many copies you want in the box below the **Print button** then click on the **Print button** 



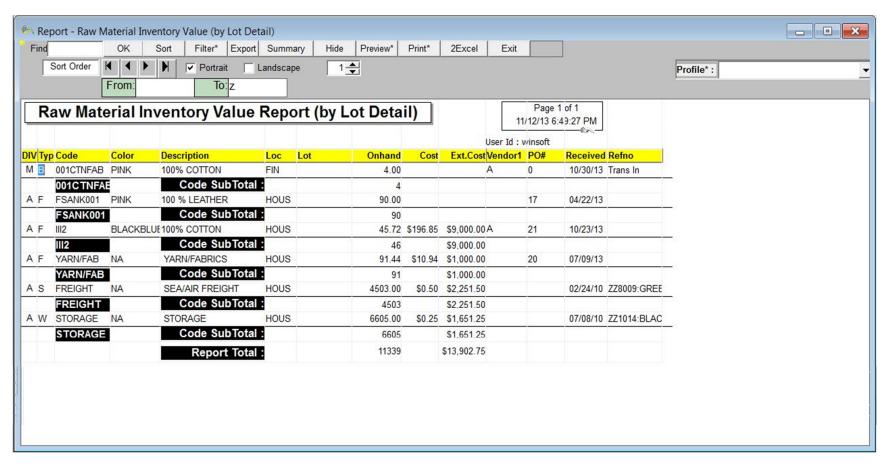
#### Inventory → Raw Material Inventory Value (by Lot Detail)

Raw Material Inventory Value (by Lot Detail)

This report shows you the **raw material inventory**, the lot number (if applicable), the **cost** and the **value** of the raw material inventory. The information is based on **Raw Materials** on the tool bar.

- · Click **Report** on the **Menu Bar**
- · Choose **Inventory**
- · Choose Raw Inventory Value
- · Click on the **OK button** to retrieve the inventory of the raw materials.
- If you want to see a **summary** of the report, click on the **Summary button**

· If you need to **print** this report, click on the **Print button** 



### Inventory → W.I.P. Cut & Sold Summary

WIP (Cut and Sold Summary)

The **Cut & Sold Summary** report displays cut ticket information as well as Sales Order information in a summary format. The check boxes allow—you to include or exclude certain information.

- · Click **Report** on the **Menu Bar**
- · Choose Inventory
- · Select W.I.P. (Cut & Sold Summary)
- · Enter a **Style** in the top left-most field and enter another **Style** in the top right-most field.

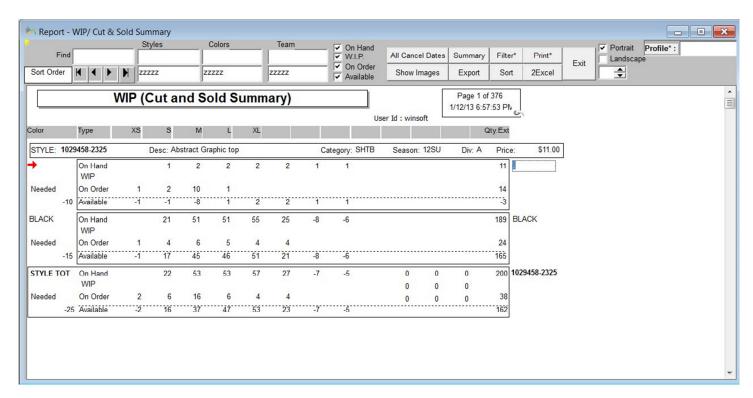
- Enter a **Color** in the middle left-most field and enter another **Color** in the middle right-most field.
- Enter a **Cancel Date** in the bottom left-most field and enter another **Cancel Date** in the bottom right-most field.
- · Click either on All Cancel Dates or on the Cancel Dates button(s) to retrieve the Inventory Status Report.
- · If you want to see more information, you can click on the On Hand, W.I.P., On Order, or Available boxes.
- · If you want to see a summary of the report, click on the **Summary button**. If you want to go back to the previous report, click on the same button.
- . If you want to see the style's picture, click on the **Show Images button**. If you want to learn more about putting pictures in the style master, click here.

**NOTE:** The **On Hand** information is obtained from **inventory** 

The WIP (Work in Process) is obtained from the cut ticket

The On Order is obtained from the Sales Order

The Available is On Hand minus WIP minus On Order

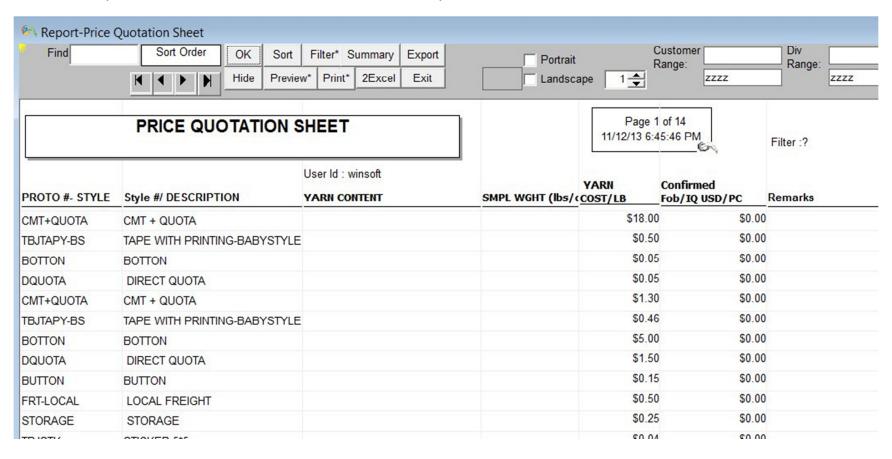


#### Inventory → Price Quotation Sheet

Price Quotation Sheet

The Price Quotation Sheet report displays quotation which we received from different vendor

- · Click Report on the Menu Bar
- · Choose **Inventory**
- · Select Price Quotation Sheet
- Enter a **Style** in the top left-most field and enter another **Style** in the top right-most field.

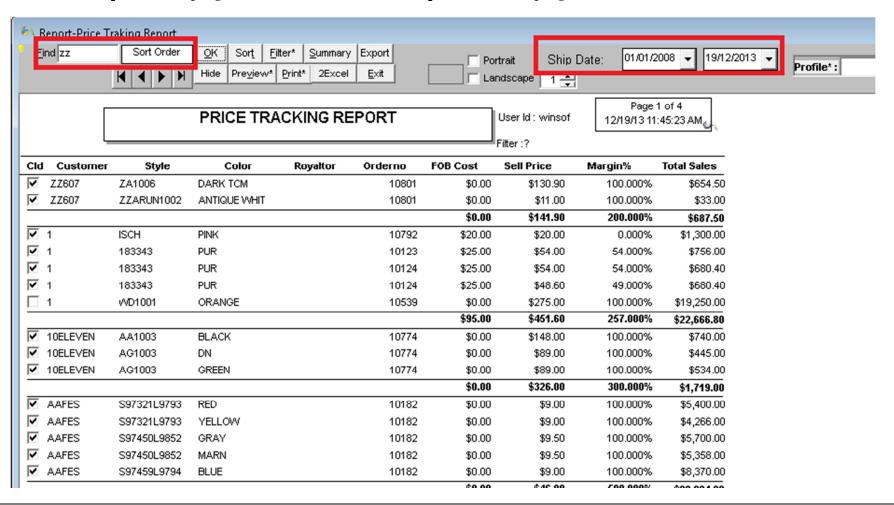


#### Inventory → Price Tracking Report

Price Tracking

The Price Tracking report displays Customer, Style price information of FOB, Selling Price and Margin details.

- · Click Report on the Menu Bar
- · Choose **Inventory**
- · Select Price Tracking Report
- Enter a **Style** in the top left-most field and enter another **Style** in the top right-most field.
- Enter a **Ship Date** in top right-most and enter another **Ship Date** in the top right-most field.



#### Inventory → Product Tracking

Product Tracking

The **Product Tracking** report displays Customer, Style price information of FOB, Selling Price and Margin details.

- · Click Report on the Menu Bar
- · Choose **Inventory**
- · Select Product Tracking
- Enter a **Style** in the top left-most field and enter another **Style** in the top right-most field.

