User Guide

Inventory Reports
V21.1.0200

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EFI PrintStream | *V21.1.0200 Inventory Reports User Guide*

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Contact Information

EFI Support

US Phone:	855.334.4457 (first select option 3, then press option 8, then press option 1)
US Fax:	415.233.4157
US E-mail:	printstream.support@efi.com

Regular Service Desk hours are 8:00 AM to 7:00 PM Central Time, Monday – Friday. Outside of these hours, you may leave a voice mail message and an on-call support representative will be paged. Response time is based on the severity of the issue.

Note For problems involving infrastructure (i.e., computers, networks, operating systems, backup software, printers, third-party software, etc.), contact the appropriate vendor. EFI cannot support these types of issues.

EFI Professional Services

US Phone:	651.365.5321
US Fax:	651.365.5334
E-Mail:	ProfessionalServicesOperations@efi.com

EFI Professional Services can help you perform EFI software installations, upgrades, and updates. This group can also help you implement, customize, and optimize your EFI software plus offer a range of training options.

Introduction

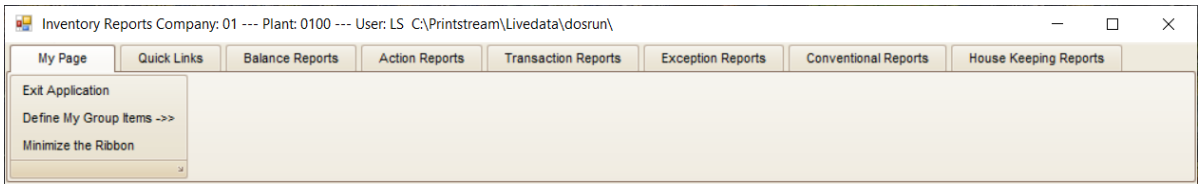
Introduction to .Net

PrintStream's inventory programs were the first to be rewritten into .net. The rewrite provides users with many functions that are not available in the VB programming. With .net, users are able to define reports, select the data that displays, and the order in which it displays. One tool that provides users this powerful flexibility is our Design Report tool which allows for report editing.

Streamline.Inventory.Reporting

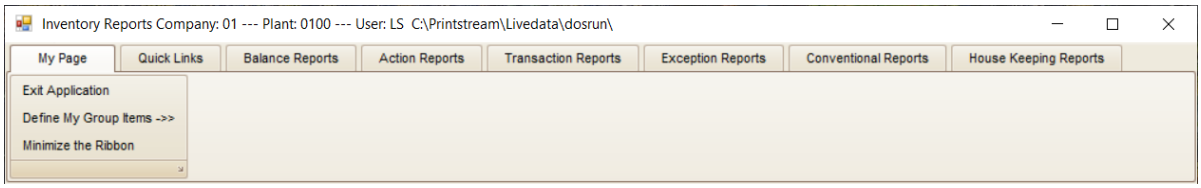
The Inventory Reports program holds all .net inventory reports in one set of program applications. There are six main tabs in this program: **Balance Reports**, **Action Reports**, **Exception Reports, Conventional Reports**, and **House Keeping Reports**. This document covers the functions for each of these areas of programming.

The **My Page** and **Quick Links** tabs are for utility functions such as Minimize/Maximize the display ribbon, creating My Group Items, and Settings to create default reports, etc.



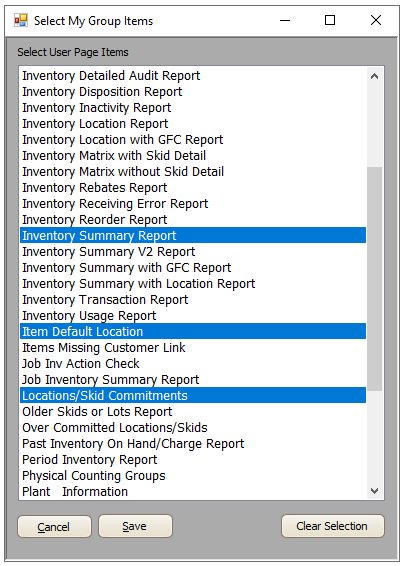
My Page

The My Page tab has three features.



Exit Application - allows user to close the Inventory Reports module

Define My Group Items - allows to create a list of frequently used reports. Select the reports, Save.

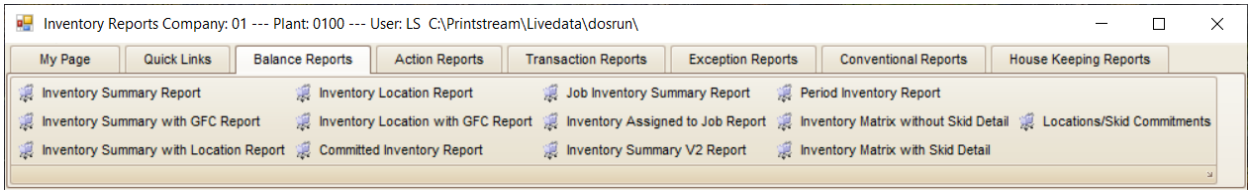


The selected reports will appear in My Group.

Minimize/Maximize the Ribbon - this will collapse or expand the tab menu listing.

Ribbon Minimized . . .

Ribbon Maximized . . .



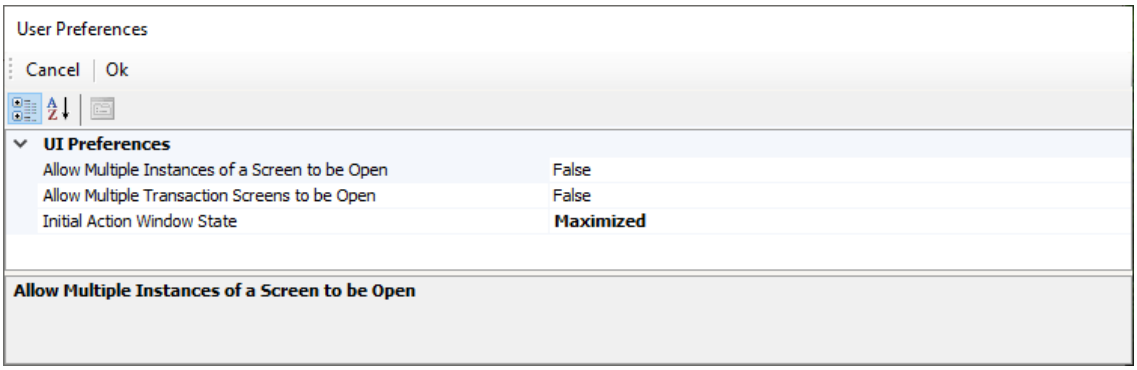
Quick Links

The Quick Links tabs has two menu features.

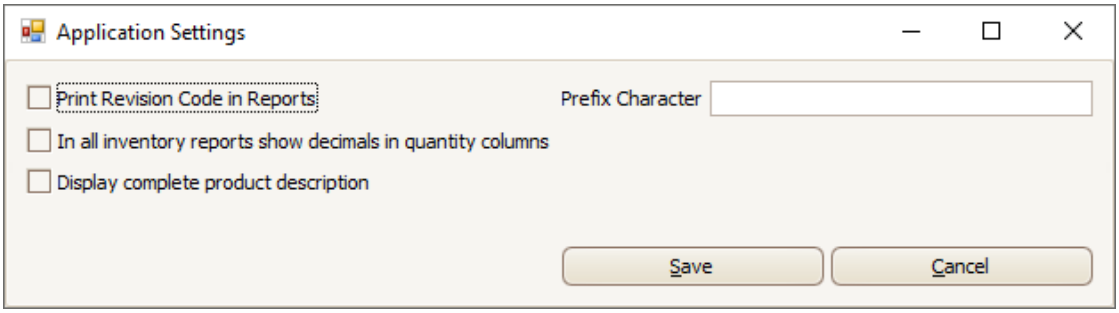
Settings

Create Defaults Reports - allow users to create default reports. This must be done when first using this module to initialize the reports before running reports.

User Settings - used for user specific settings.

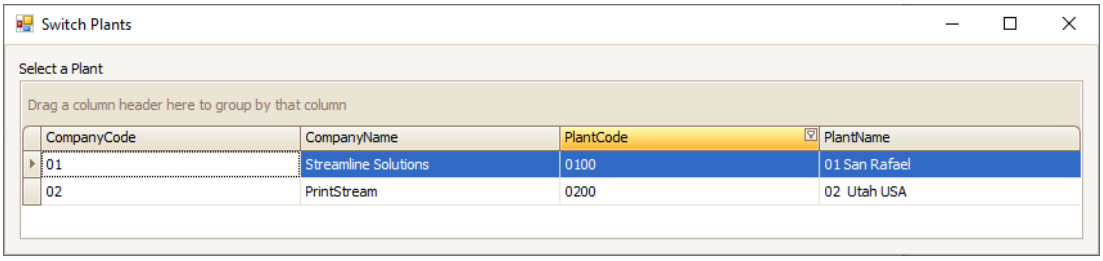


Configurations - report optional display settings.



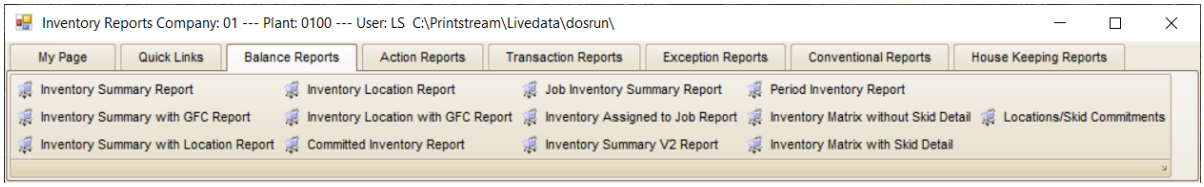
Tools

Switch Plants - if multi-plant allows user to switch between plants.



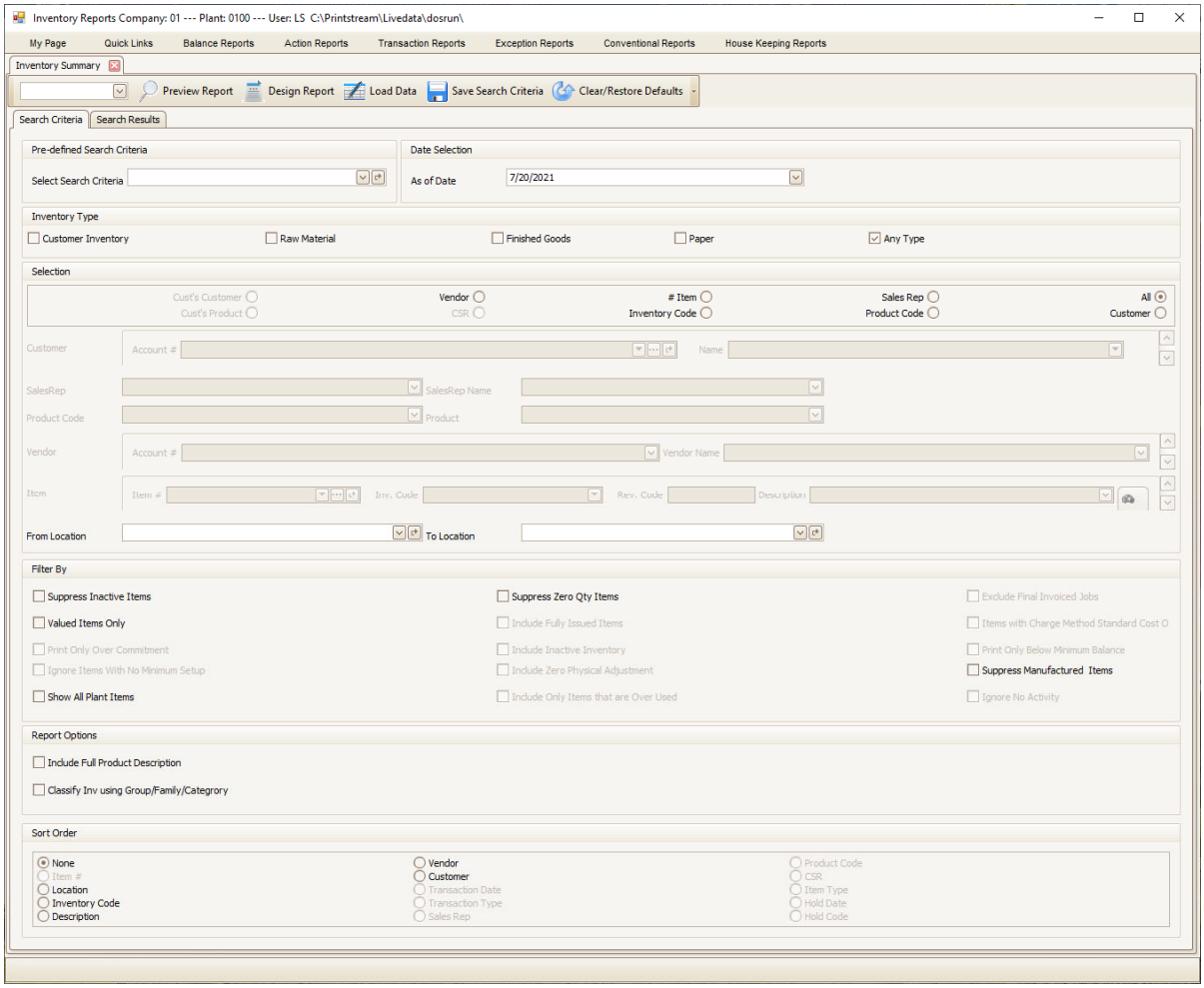
Balance Reports

Within the Balance Reports main menu are several inventory balance related reports. The individual reports will be covered in this section of the document.

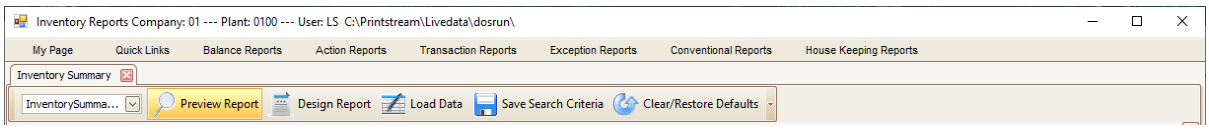


Inventory Summary Report

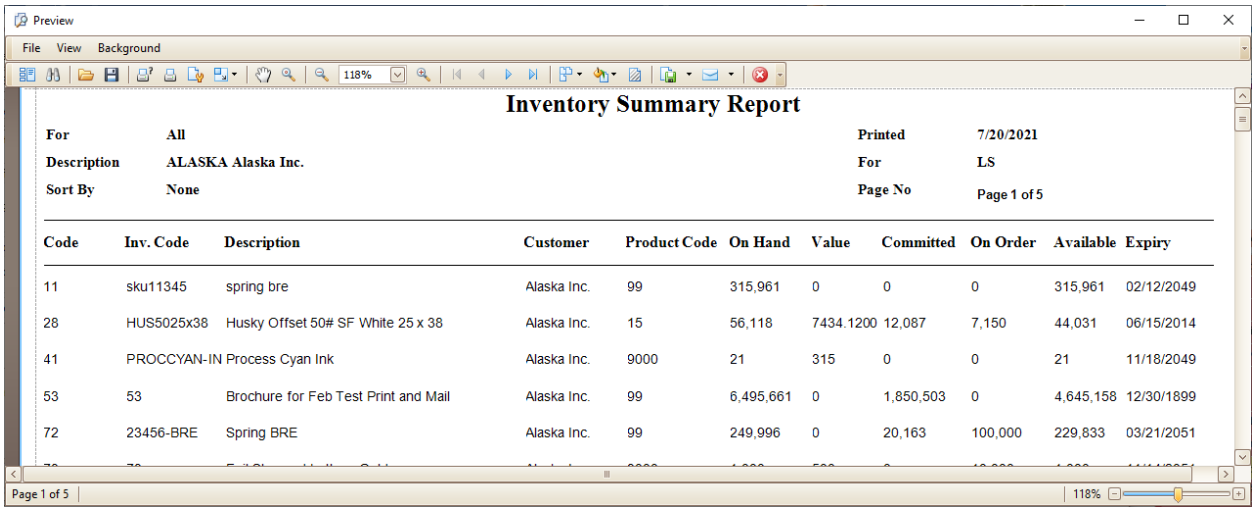
The Inventory Summary Report has several selections, filters, and options available. You can also **Save Search Criteria** and then use the **Pre-defined Search Criteria** to quickly re-populate frequently used report selections.



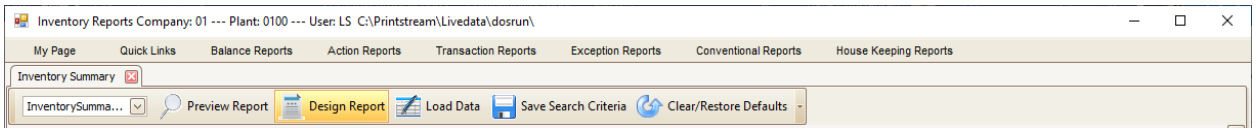
After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .



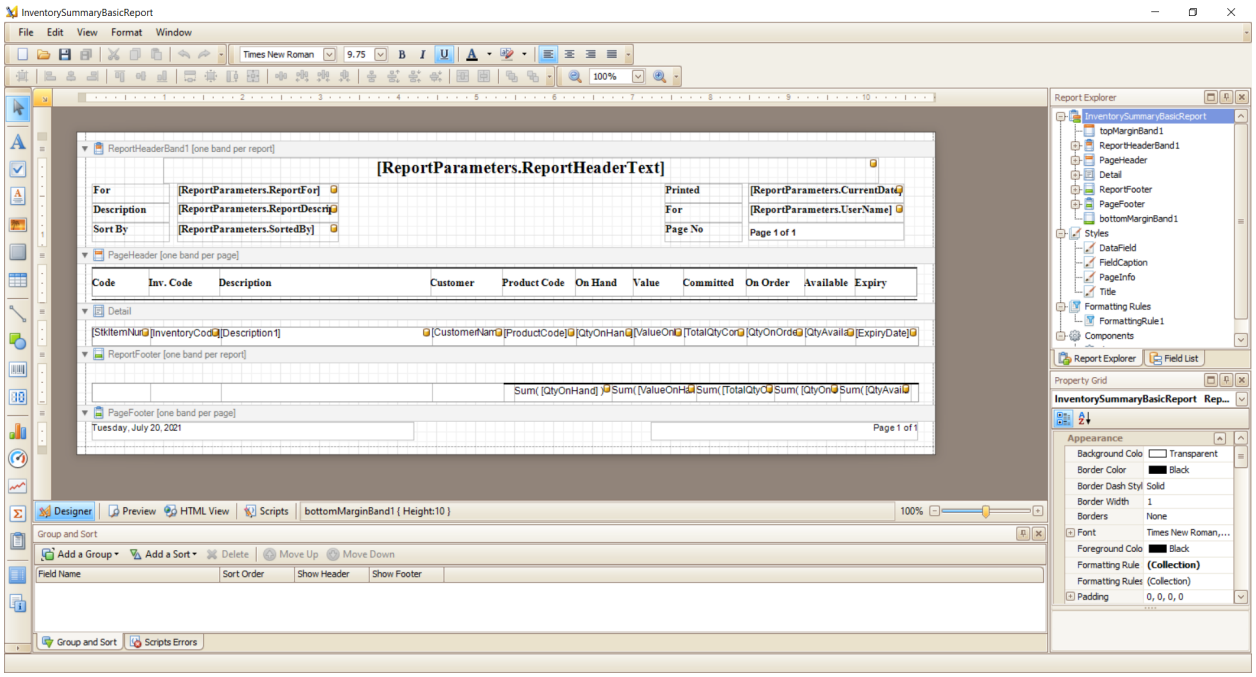
The Inventory Summary Report will display.



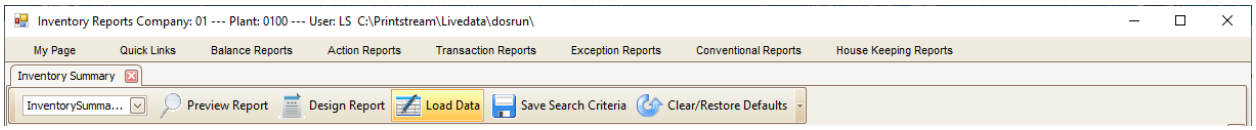
To edit the report, select **Design Report** to open the DevExpress reporting tool . . .



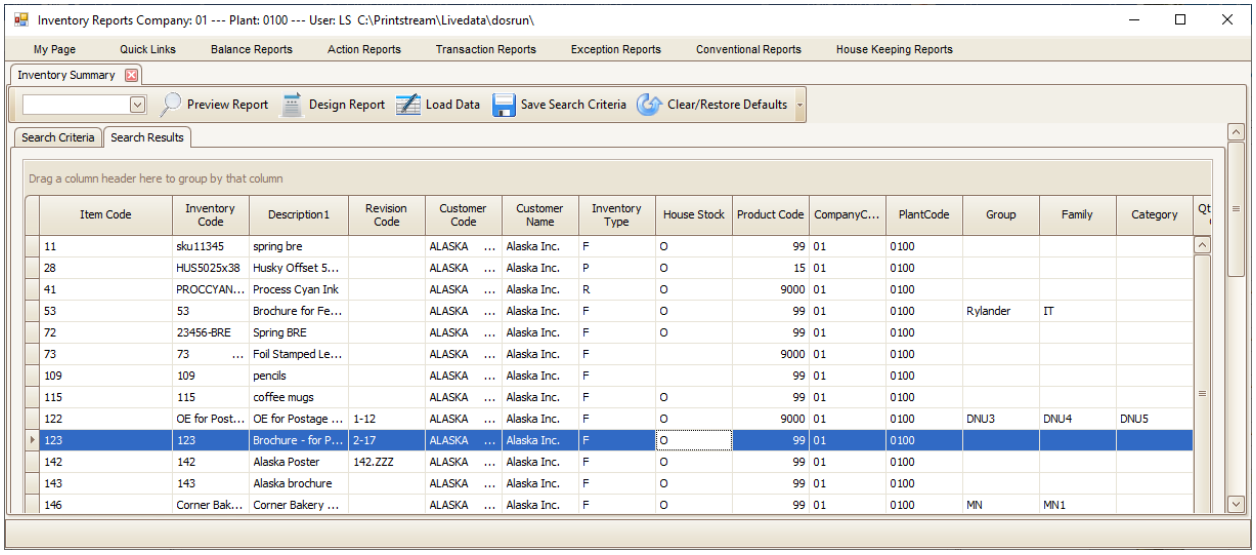
Reports can be edited and saved as needed.



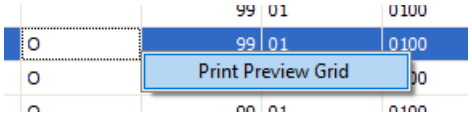
Select **Load Data** to view a grid of the report data.



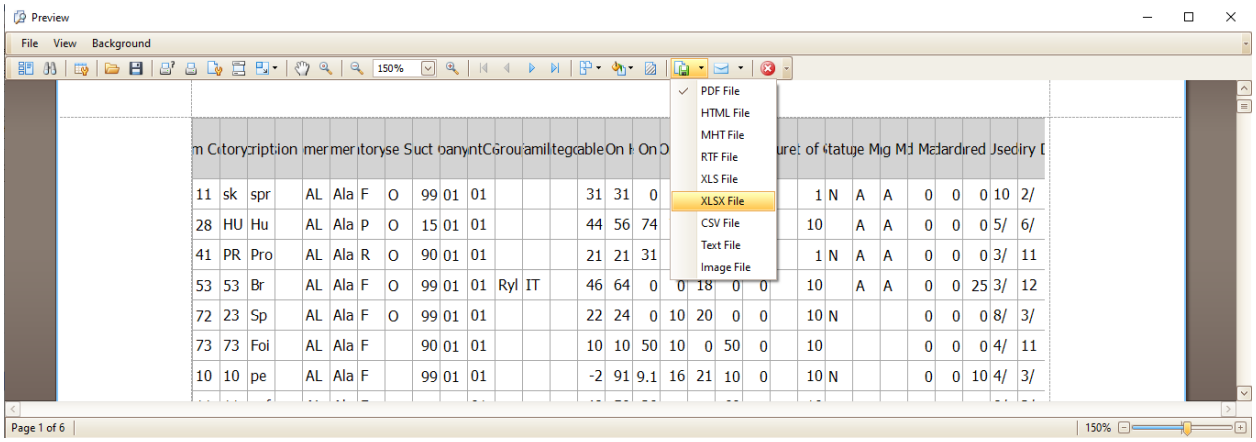
Report data will load the display grid.



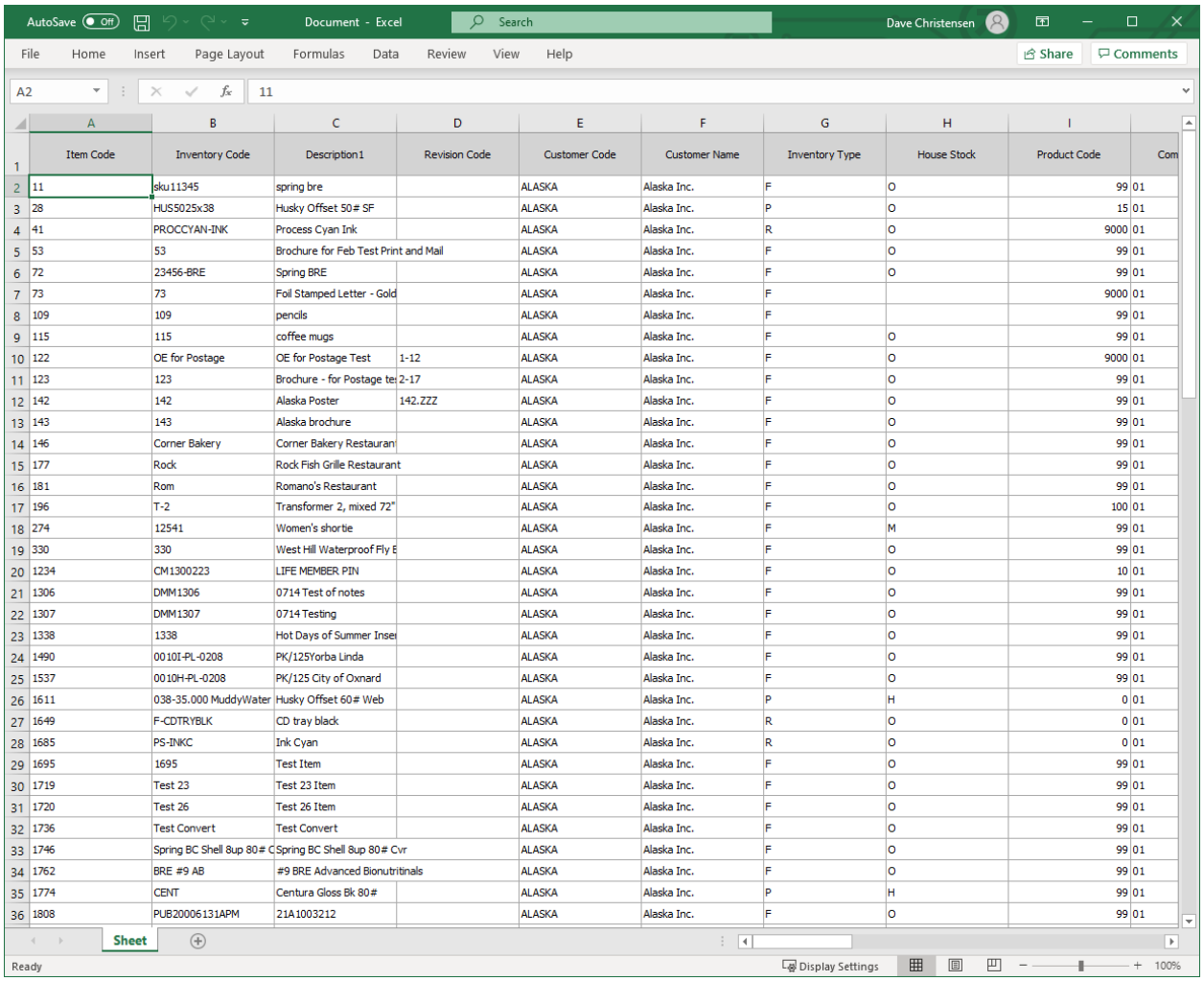
To export the grid view right-click in the grid display and select **Print Preview Grid** . . .



A report view of the grid will display. To export select the green export icon and chose the file format . . .



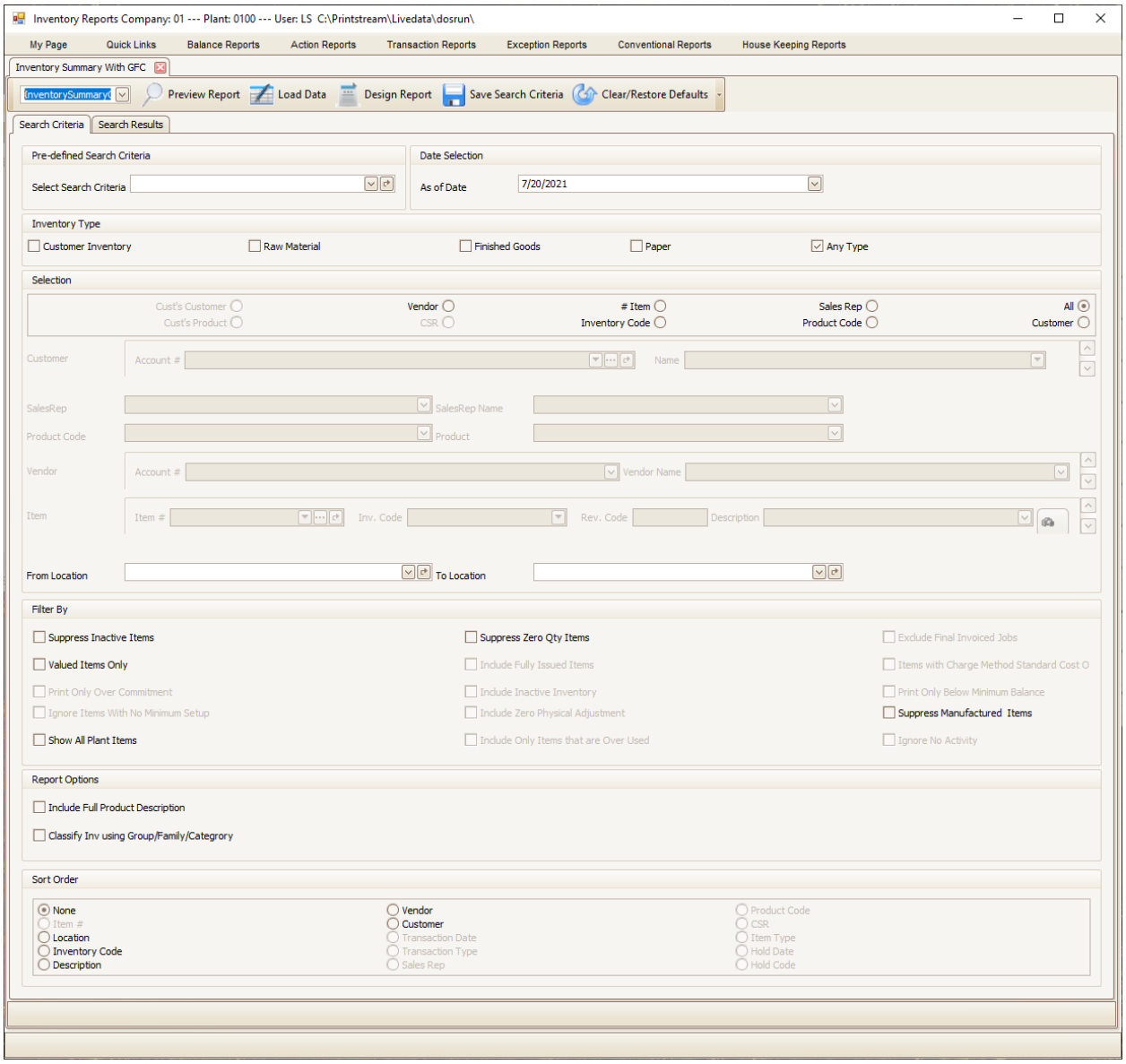
Export file of the Inventory Summary display grid.



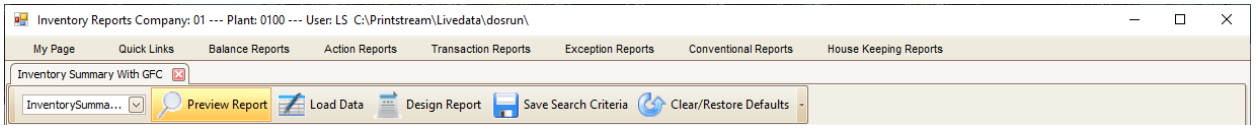
	Item Code	Inventory Code	Description1	Revision Code	Customer Code	Customer Name	Inventory Type	House Stock	Product Code	Com
2	11	sku11345	spring bre		ALASKA	Alaska Inc.	F	O	99	01
3	28	HUS5025x38	Husky Offset 50# SF		ALASKA	Alaska Inc.	P	O	15	01
4	41	PROCCYAN-INK	Process Cyan Ink		ALASKA	Alaska Inc.	R	O	9000	01
5	53	53	Brochure for Feb Test Print and Mail		ALASKA	Alaska Inc.	F	O	99	01
6	72	23456-BRE	Spring BRE		ALASKA	Alaska Inc.	F	O	99	01
7	73	73	Foil Stamped Letter - Gold		ALASKA	Alaska Inc.	F		9000	01
8	109	109	pencils		ALASKA	Alaska Inc.	F		99	01
9	115	115	coffee mugs		ALASKA	Alaska Inc.	F	O	99	01
10	122	OE for Postage	OE for Postage Test	1-12	ALASKA	Alaska Inc.	F	O	9000	01
11	123	123	Brochure - for Postage te	2-17	ALASKA	Alaska Inc.	F	O	99	01
12	142	142	Alaska Poster	142.ZZZ	ALASKA	Alaska Inc.	F	O	99	01
13	143	143	Alaska brochure		ALASKA	Alaska Inc.	F	O	99	01
14	146	Corner Bakery	Corner Bakery Restauran		ALASKA	Alaska Inc.	F	O	99	01
15	177	Rock	Rock Fish Grille Restaurant		ALASKA	Alaska Inc.	F	O	99	01
16	181	Rom	Romano's Restaurant		ALASKA	Alaska Inc.	F	O	99	01
17	196	T-2	Transformer 2, mixed 72"		ALASKA	Alaska Inc.	F	O	100	01
18	274	12541	Women's shortie		ALASKA	Alaska Inc.	F	M	99	01
19	330	330	West Hill Waterproof Fly E		ALASKA	Alaska Inc.	F	O	99	01
20	1234	CM1300223	LIFE MEMBER PIN		ALASKA	Alaska Inc.	F	O	10	01
21	1306	DMM1306	0714 Test of notes		ALASKA	Alaska Inc.	F	O	99	01
22	1307	DMM1307	0714 Testing		ALASKA	Alaska Inc.	F	O	99	01
23	1338	1338	Hot Days of Summer Inse		ALASKA	Alaska Inc.	F	O	99	01
24	1490	0010I-PL-0208	PK/125Yorba Linda		ALASKA	Alaska Inc.	F	O	99	01
25	1537	0010H-PL-0208	PK/125 City of Oxnard		ALASKA	Alaska Inc.	F	O	99	01
26	1611	038-35.000 MuddyWater	Husky Offset 60# Web		ALASKA	Alaska Inc.	P	H	0	01
27	1649	F-CDTRYBLK	CD tray black		ALASKA	Alaska Inc.	R	O	0	01
28	1685	PS-INKC	Ink Cyan		ALASKA	Alaska Inc.	R	O	0	01
29	1695	1695	Test Item		ALASKA	Alaska Inc.	F	O	99	01
30	1719	Test 23	Test 23 Item		ALASKA	Alaska Inc.	F	O	99	01
31	1720	Test 26	Test 26 Item		ALASKA	Alaska Inc.	F	O	99	01
32	1736	Test Convert	Test Convert		ALASKA	Alaska Inc.	F	O	99	01
33	1746	Spring BC Shell 8up 80# C	Spring BC Shell 8up 80# Cvr		ALASKA	Alaska Inc.	F	O	99	01
34	1762	BRE #9 AB	#9 BRE Advanced Bionutritinals		ALASKA	Alaska Inc.	F	O	99	01
35	1774	CENT	Centura Gloss Bk 80#		ALASKA	Alaska Inc.	P	H	99	01
36	1808	PUB20006131APM	21A1003212		ALASKA	Alaska Inc.	F	O	99	01

Inventory Summary with GFC Report

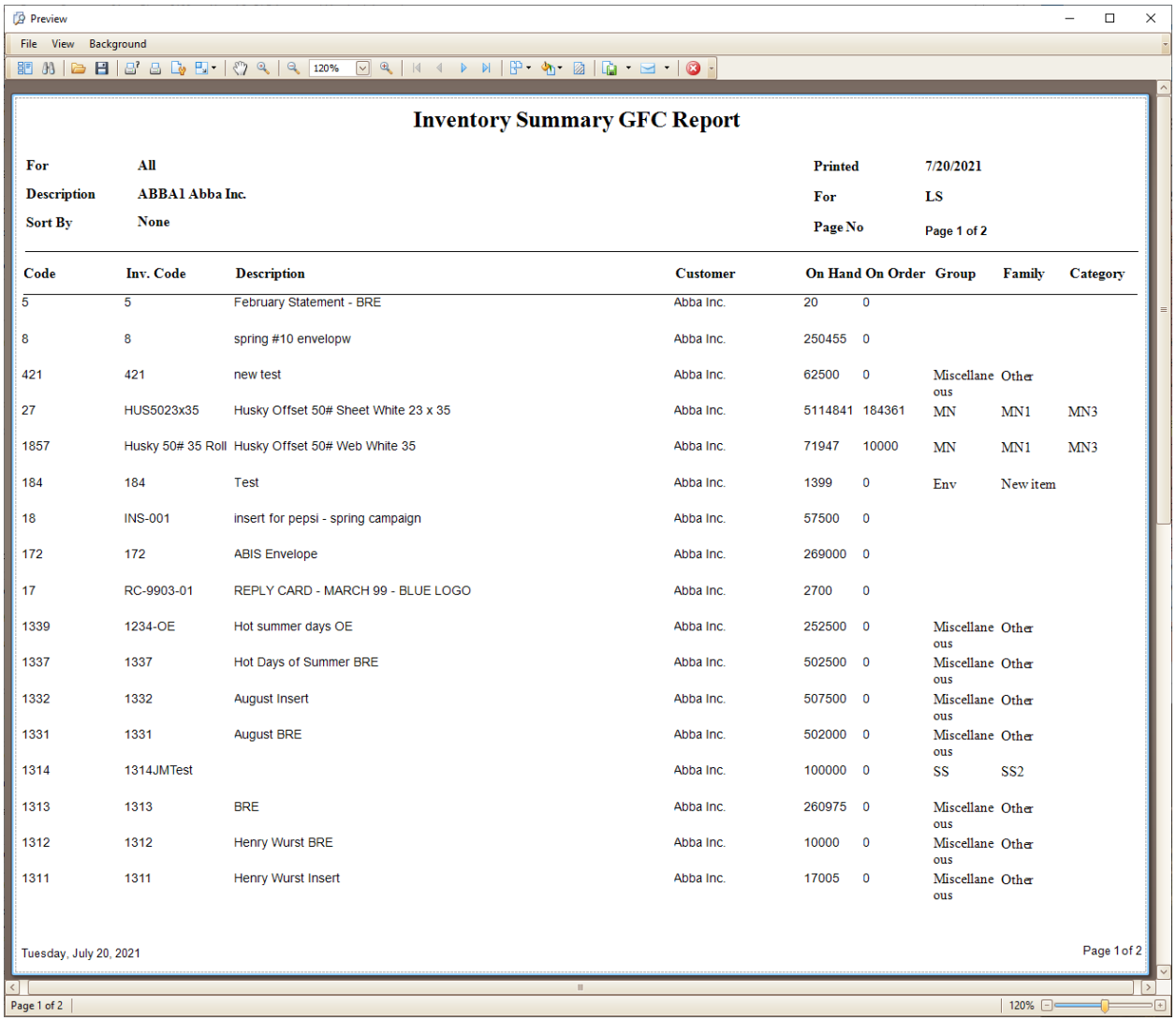
The Inventory Summary with GFC Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. The report has similar results but includes the item's Group, Family, and Category if populated.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .



The Inventory Summary GFC Report will display with the item's Group, Family, and Category if populated.



Inventory Summary GFC Report

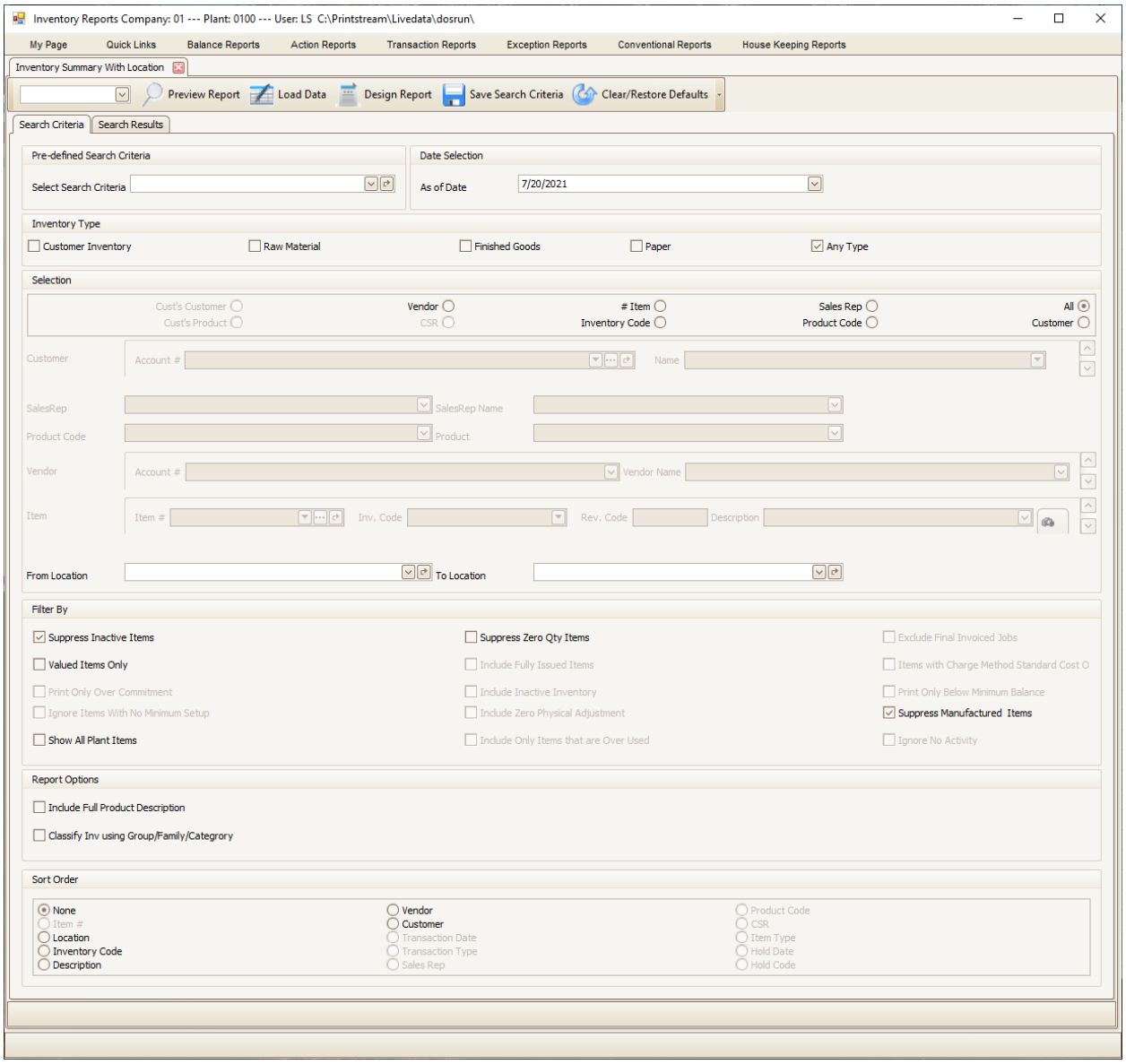
For	**All**	**Printed**	**7/20/2021**
Description	**ABBA1 Abba Inc.**	**For**	**LS**
Sort By	**None**	**Page No**	**Page 1 of 2**

Code	Inv. Code	Description	Customer	On Hand	On Order	Group	Family	Category
5	5	February Statement - BRE	Abba Inc.	20	0			
8	8	spring #10 envelopw	Abba Inc.	250455	0			
421	421	new test	Abba Inc.	62500	0	Miscellaneous	Other	
27	HUS5023x35	Husky Offset 50# Sheet White 23 x 35	Abba Inc.	5114841	184361	MN	MN1	MN3
1857	Husky 50# 35 Roll	Husky Offset 50# Web White 35	Abba Inc.	71947	10000	MN	MN1	MN3
184	184	Test	Abba Inc.	1399	0	Env	New item	
18	INS-001	insert for pepsi - spring campaign	Abba Inc.	57500	0			
172	172	ABIS Envelope	Abba Inc.	269000	0			
17	RC-9903-01	REPLY CARD - MARCH 99 - BLUE LOGO	Abba Inc.	2700	0			
1339	1234-OE	Hot summer days OE	Abba Inc.	252500	0	Miscellaneous	Other	
1337	1337	Hot Days of Summer BRE	Abba Inc.	502500	0	Miscellaneous	Other	
1332	1332	August Insert	Abba Inc.	507500	0	Miscellaneous	Other	
1331	1331	August BRE	Abba Inc.	502000	0	Miscellaneous	Other	
1314	1314JMTest		Abba Inc.	100000	0	SS	SS2	
1313	1313	BRE	Abba Inc.	260975	0	Miscellaneous	Other	
1312	1312	Henry Wurst BRE	Abba Inc.	10000	0	Miscellaneous	Other	
1311	1311	Henry Wurst Insert	Abba Inc.	17005	0	Miscellaneous	Other	

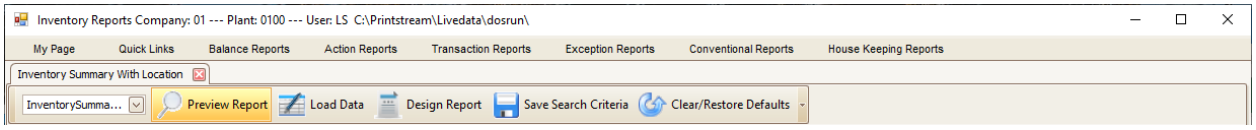
Tuesday, July 20, 2021 Page 1 of 2

Inventory Summary with Location Report

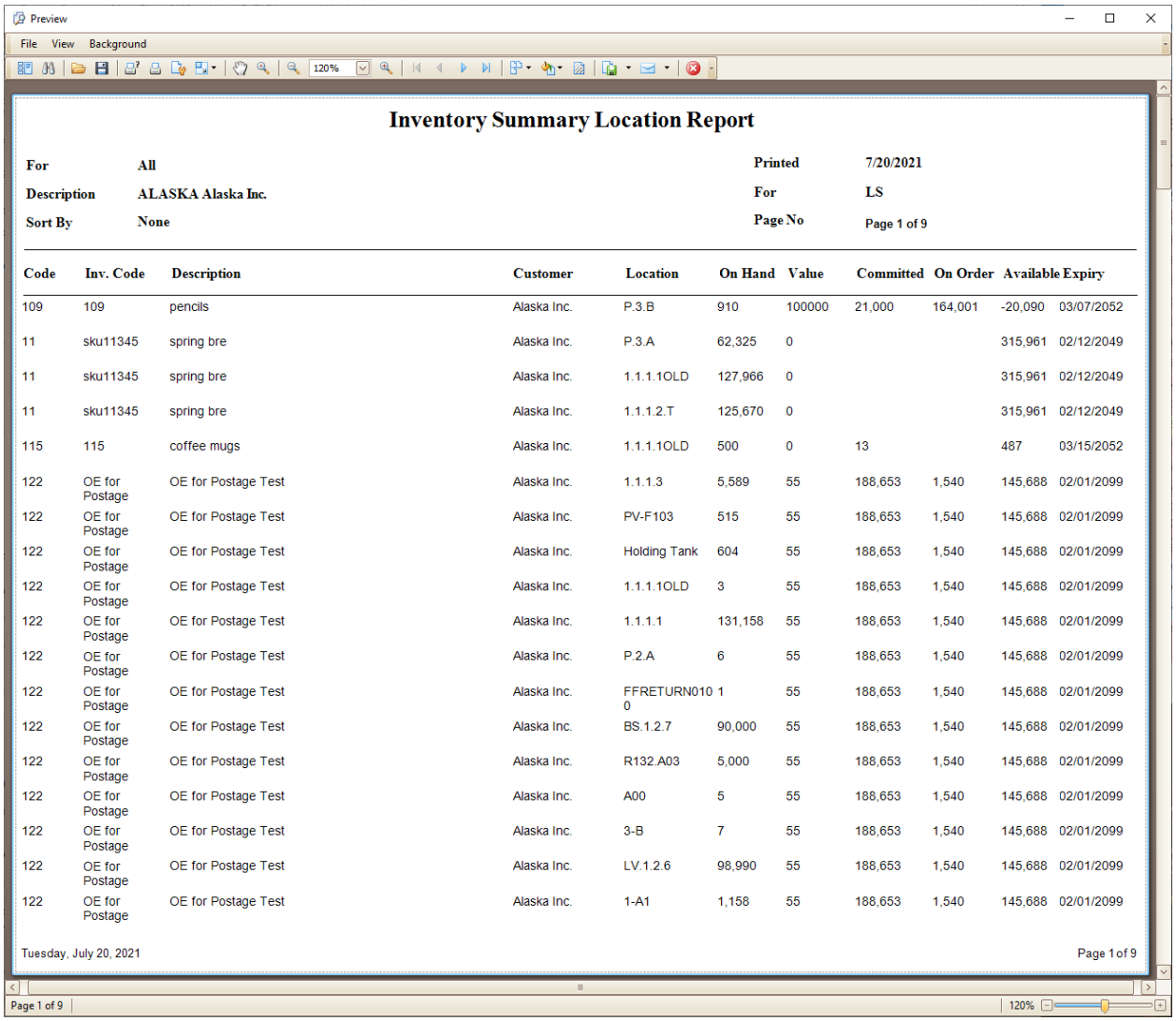
The Inventory Summary with Location Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. The report has similar results but includes the item's Location(s).



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .



The Inventory Summary Location Report will display with the item's Location(s).



Inventory Summary Location Report

For All
Description ALASKA Alaska Inc.
Sort By None
Printed 7/20/2021
For LS
Page No Page 1 of 9

Code	Inv. Code	Description	Customer	Location	On Hand	Value	Committed	On Order	Available	Expiry
109	109	pencils	Alaska Inc.	P.3.B	910	100000	21,000	164,001	-20,090	03/07/2052
11	sku11345	spring bre	Alaska Inc.	P.3.A	62,325	0			315,961	02/12/2049
11	sku11345	spring bre	Alaska Inc.	1.1.1.1OLD	127,966	0			315,961	02/12/2049
11	sku11345	spring bre	Alaska Inc.	1.1.1.2.T	125,670	0			315,961	02/12/2049
115	115	coffee mugs	Alaska Inc.	1.1.1.1OLD	500	0	13		487	03/15/2052
122	OE for Postage	OE for Postage Test	Alaska Inc.	1.1.1.3	5,589	55	188,653	1,540	145,688	02/01/2099
122	OE for Postage	OE for Postage Test	Alaska Inc.	PV-F103	515	55	188,653	1,540	145,688	02/01/2099
122	OE for Postage	OE for Postage Test	Alaska Inc.	Holding Tank	604	55	188,653	1,540	145,688	02/01/2099
122	OE for Postage	OE for Postage Test	Alaska Inc.	1.1.1.1OLD	3	55	188,653	1,540	145,688	02/01/2099
122	OE for Postage	OE for Postage Test	Alaska Inc.	1.1.1.1	131,158	55	188,653	1,540	145,688	02/01/2099
122	OE for Postage	OE for Postage Test	Alaska Inc.	P.2.A	6	55	188,653	1,540	145,688	02/01/2099
122	OE for Postage	OE for Postage Test	Alaska Inc.	FFRETURN0100	1	55	188,653	1,540	145,688	02/01/2099
122	OE for Postage	OE for Postage Test	Alaska Inc.	BS.1.2.7	90,000	55	188,653	1,540	145,688	02/01/2099
122	OE for Postage	OE for Postage Test	Alaska Inc.	R132.A03	5,000	55	188,653	1,540	145,688	02/01/2099
122	OE for Postage	OE for Postage Test	Alaska Inc.	A00	5	55	188,653	1,540	145,688	02/01/2099
122	OE for Postage	OE for Postage Test	Alaska Inc.	3-B	7	55	188,653	1,540	145,688	02/01/2099
122	OE for Postage	OE for Postage Test	Alaska Inc.	LV.1.2.6	98,990	55	188,653	1,540	145,688	02/01/2099
122	OE for Postage	OE for Postage Test	Alaska Inc.	1-A1	1,158	55	188,653	1,540	145,688	02/01/2099

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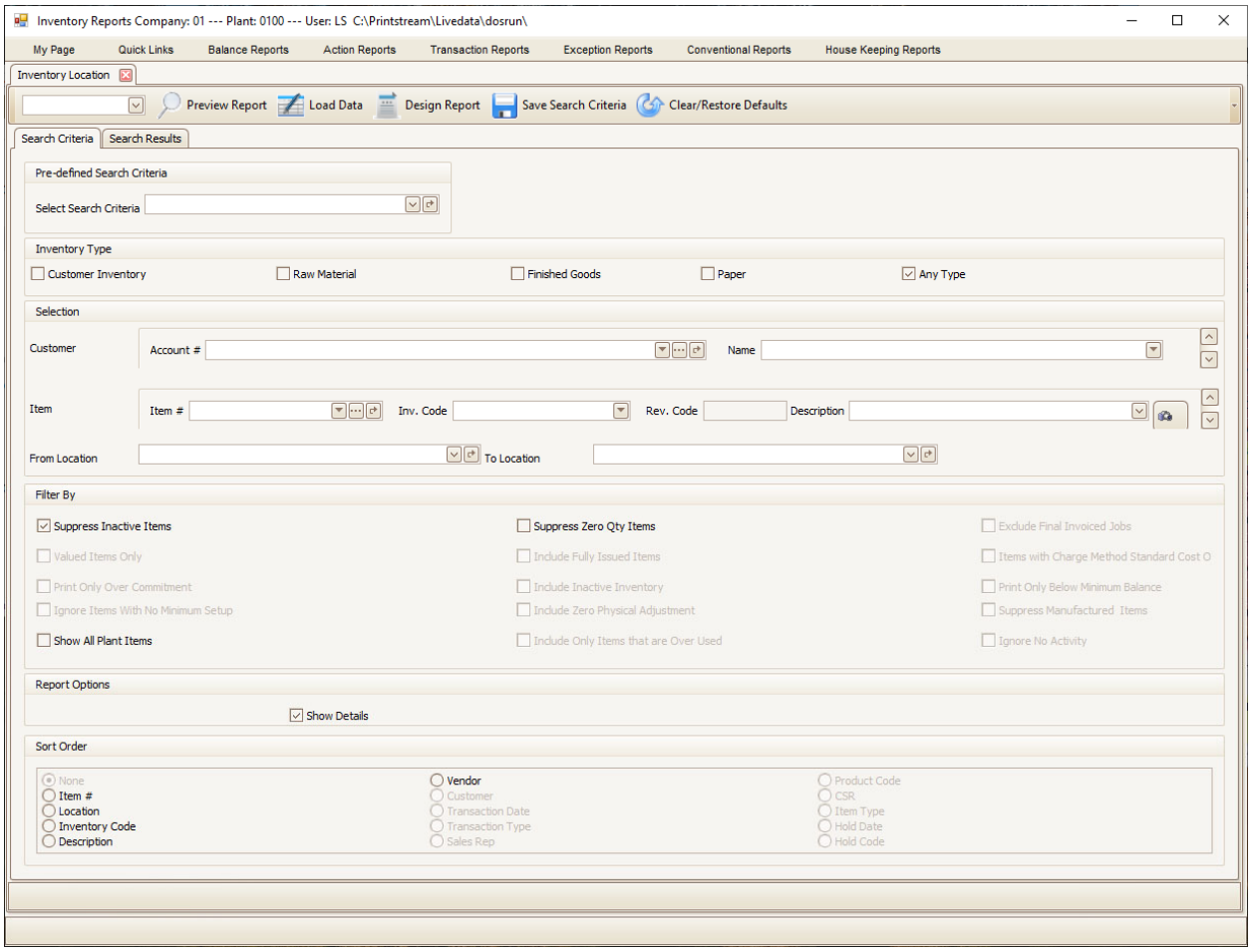
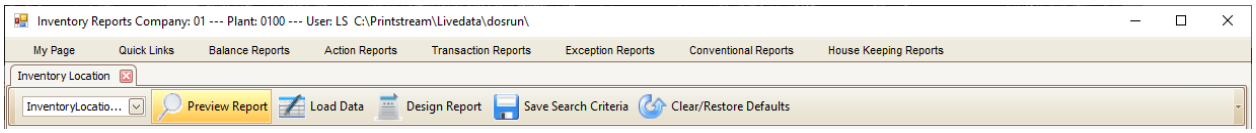
Inventory Location Report

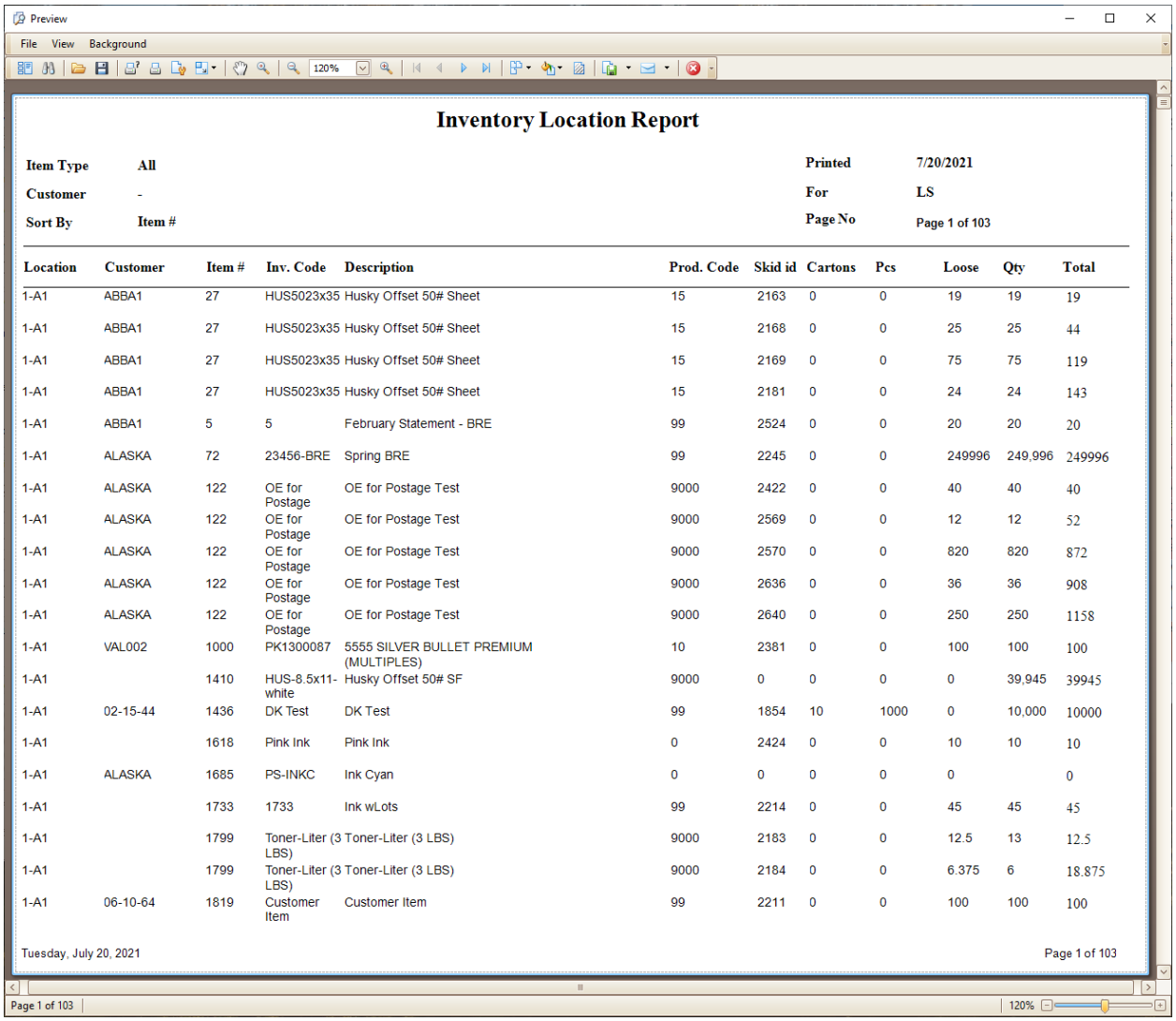
The Inventory Location Report has the some of the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to look at items in Locations and allows to filter by Location Range.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .



The Inventory Location Report will display with the items with Location detail.



Inventory Location Report

Item Type All
Customer -
Sort By Item #

Printed 7/20/2021
For LS
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Location	Customer	Item #	Inv. Code	Description	Prod. Code	Skid id	Cartons	Pcs	Loose	Qty	Total
1-A1	ABBA1	27	HUS5023x35	Husky Offset 50# Sheet	15	2163	0	0	19	19	19
1-A1	ABBA1	27	HUS5023x35	Husky Offset 50# Sheet	15	2168	0	0	25	25	44
1-A1	ABBA1	27	HUS5023x35	Husky Offset 50# Sheet	15	2169	0	0	75	75	119
1-A1	ABBA1	27	HUS5023x35	Husky Offset 50# Sheet	15	2181	0	0	24	24	143
1-A1	ABBA1	5	5	February Statement - BRE	99	2524	0	0	20	20	20
1-A1	ALASKA	72	23456-BRE	Spring BRE	99	2245	0	0	249996	249,996	249996
1-A1	ALASKA	122	OE for Postage	OE for Postage Test	9000	2422	0	0	40	40	40
1-A1	ALASKA	122	OE for Postage	OE for Postage Test	9000	2569	0	0	12	12	52
1-A1	ALASKA	122	OE for Postage	OE for Postage Test	9000	2570	0	0	820	820	872
1-A1	ALASKA	122	OE for Postage	OE for Postage Test	9000	2636	0	0	36	36	908
1-A1	ALASKA	122	OE for Postage	OE for Postage Test	9000	2640	0	0	250	250	1158
1-A1	VAL002	1000	PK1300087	5555 SILVER BULLET PREMIUM (MULTIPLES)	10	2381	0	0	100	100	100
1-A1		1410	HUS-8.5x11-white	Husky Offset 50# SF	9000	0	0	0	0	39,945	39945
1-A1	02-15-44	1436	DK Test	DK Test	99	1854	10	1000	0	10,000	10000
1-A1		1618	Pink Ink	Pink Ink	0	2424	0	0	10	10	10
1-A1	ALASKA	1685	PS-INKC	Ink Cyan	0	0	0	0	0		0
1-A1		1733	1733	Ink wLots	99	2214	0	0	45	45	45
1-A1		1799	Toner-Liter (3 LBS)	Toner-Liter (3 LBS)	9000	2183	0	0	12.5	13	12.5
1-A1		1799	Toner-Liter (3 LBS)	Toner-Liter (3 LBS)	9000	2184	0	0	6.375	6	18.875
1-A1	06-10-64	1819	Customer Item	Customer Item	99	2211	0	0	100	100	100

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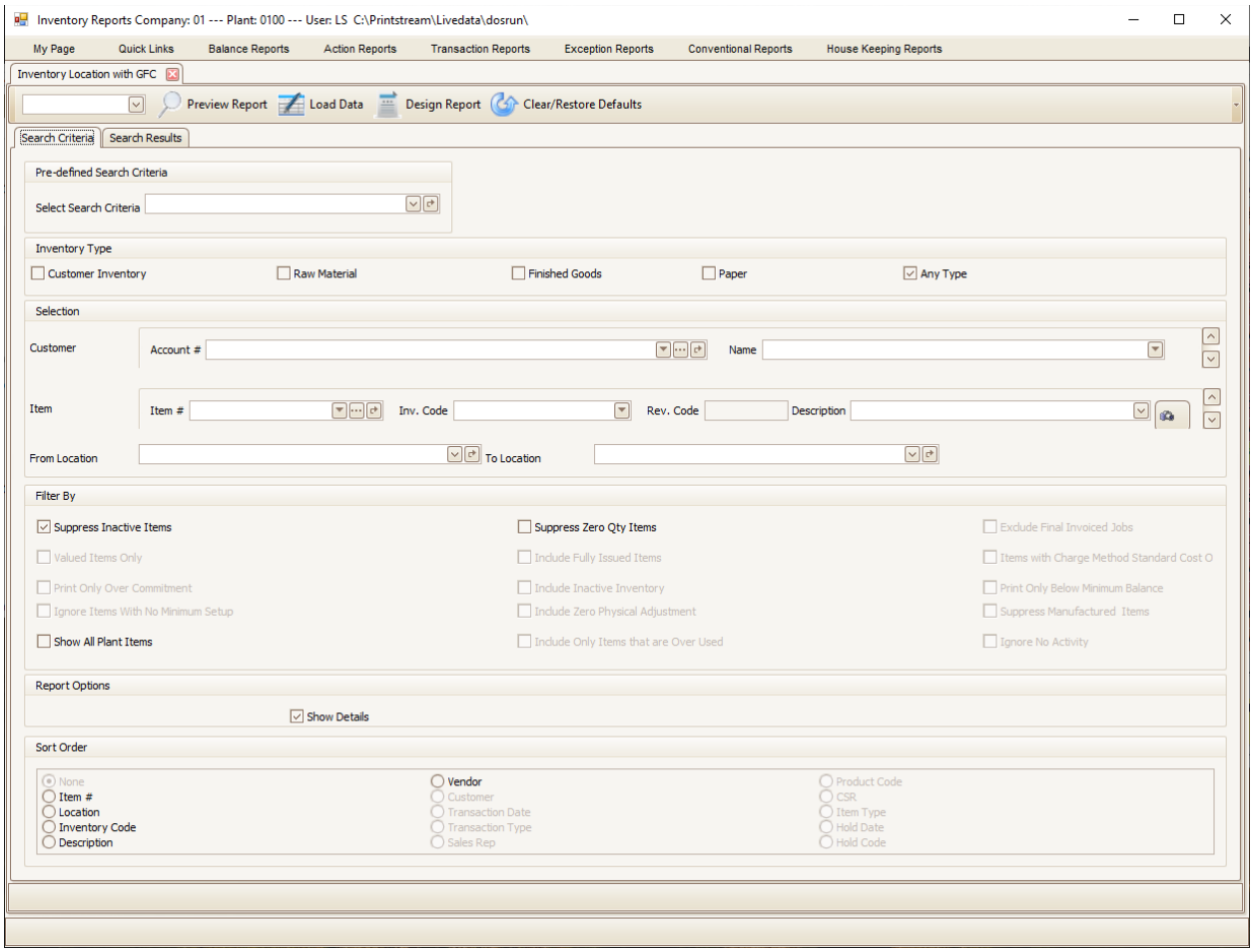
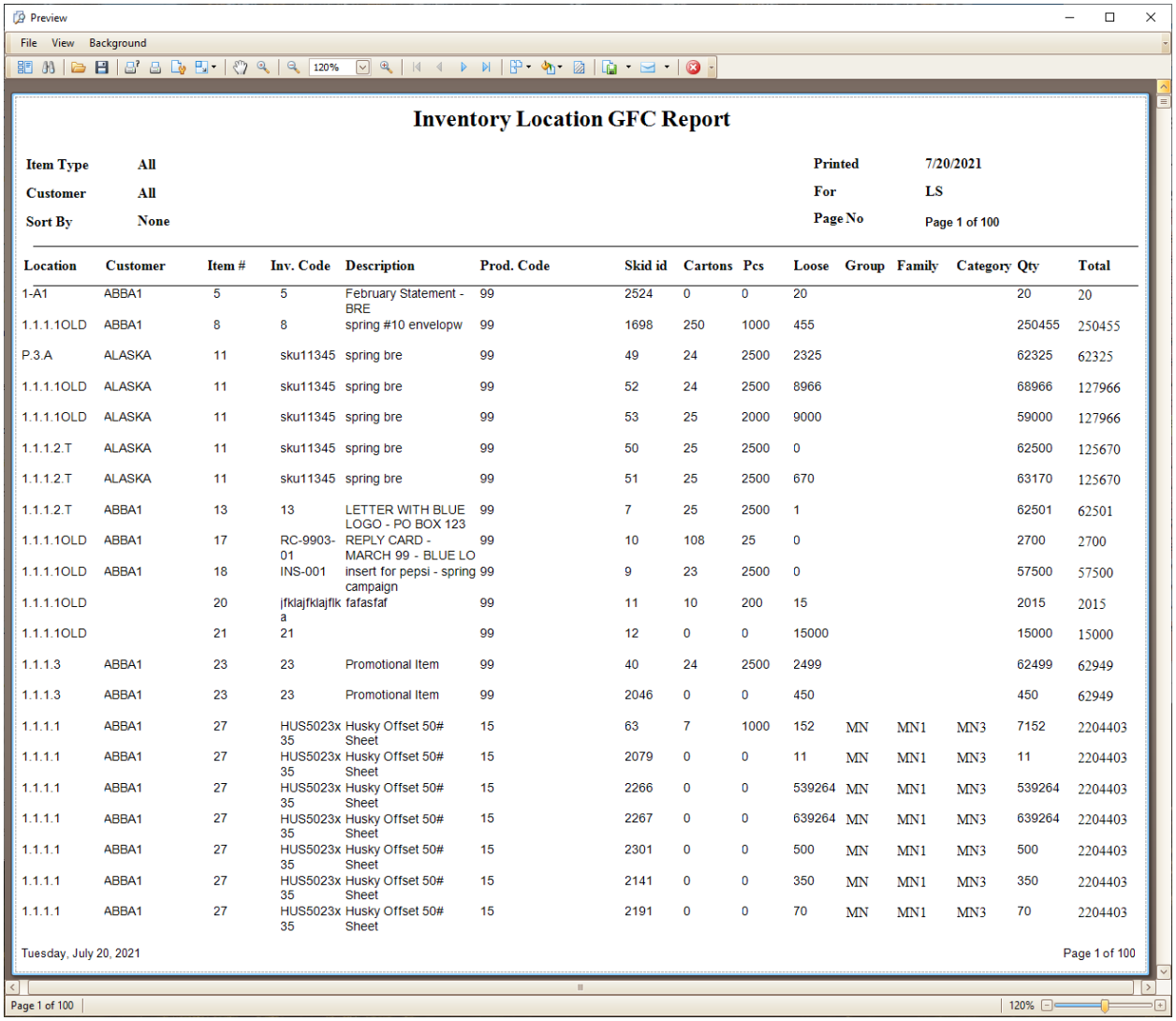
Inventory Location with GFC Report

The Inventory Location with GFC Report has the some of the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to look at items in Locations and allows to filter by Location Range and includes the item's Group, Family, and Category if populated.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .

The Inventory Location with GFC Report will display with the items with Location detail and includes the item's Group, Family, and Category if populated.



Inventory Location GFC Report

Item Type All
Customer All
Sort By None

Printed 7/20/2021
For LS
Page No Page 1 of 100

Location	Customer	Item #	Inv. Code	Description	Prod. Code	Skid id	Cartons	Pcs	Loose	Group	Family	Category	Qty	Total
1-A1	ABBA1	5	5	February Statement - BRE	99	2524	0	0	20				20	20
1.1.1.1OLD	ABBA1	8	8	spring #10 envelopw	99	1698	250	1000	455				250455	250455
P.3.A	ALASKA	11	sku11345	spring bre	99	49	24	2500	2325				62325	62325
1.1.1.1OLD	ALASKA	11	sku11345	spring bre	99	52	24	2500	8966				68966	127966
1.1.1.1OLD	ALASKA	11	sku11345	spring bre	99	53	25	2000	9000				59000	127966
1.1.1.2.T	ALASKA	11	sku11345	spring bre	99	50	25	2500	0				62500	125670
1.1.1.2.T	ALASKA	11	sku11345	spring bre	99	51	25	2500	670				63170	125670
1.1.1.2.T	ABBA1	13	13	LETTER WITH BLUE LOGO - PO BOX 123	99	7	25	2500	1				62501	62501
1.1.1.1OLD	ABBA1	17	RC-9903-01	REPLY CARD - MARCH 99 - BLUE LO	99	10	108	25	0				2700	2700
1.1.1.1OLD	ABBA1	18	INS-001	insert for pepsi - spring campaign	99	9	23	2500	0				57500	57500
1.1.1.1OLD		20	jfklajfklajflka	fafasfaf	99	11	10	200	15				2015	2015
1.1.1.1OLD		21	21		99	12	0	0	15000				15000	15000
1.1.1.3	ABBA1	23	23	Promotional Item	99	40	24	2500	2499				62499	62949
1.1.1.3	ABBA1	23	23	Promotional Item	99	2046	0	0	450				450	62949
1.1.1.1	ABBA1	27	HUS5023x35	Husky Offset 50# Sheet	15	63	7	1000	152	MN	MN1	MN3	7152	2204403
1.1.1.1	ABBA1	27	HUS5023x35	Husky Offset 50# Sheet	15	2079	0	0	11	MN	MN1	MN3	11	2204403
1.1.1.1	ABBA1	27	HUS5023x35	Husky Offset 50# Sheet	15	2266	0	0	539264	MN	MN1	MN3	539264	2204403
1.1.1.1	ABBA1	27	HUS5023x35	Husky Offset 50# Sheet	15	2267	0	0	639264	MN	MN1	MN3	639264	2204403
1.1.1.1	ABBA1	27	HUS5023x35	Husky Offset 50# Sheet	15	2301	0	0	500	MN	MN1	MN3	500	2204403
1.1.1.1	ABBA1	27	HUS5023x35	Husky Offset 50# Sheet	15	2141	0	0	350	MN	MN1	MN3	350	2204403
1.1.1.1	ABBA1	27	HUS5023x35	Husky Offset 50# Sheet	15	2191	0	0	70	MN	MN1	MN3	70	2204403

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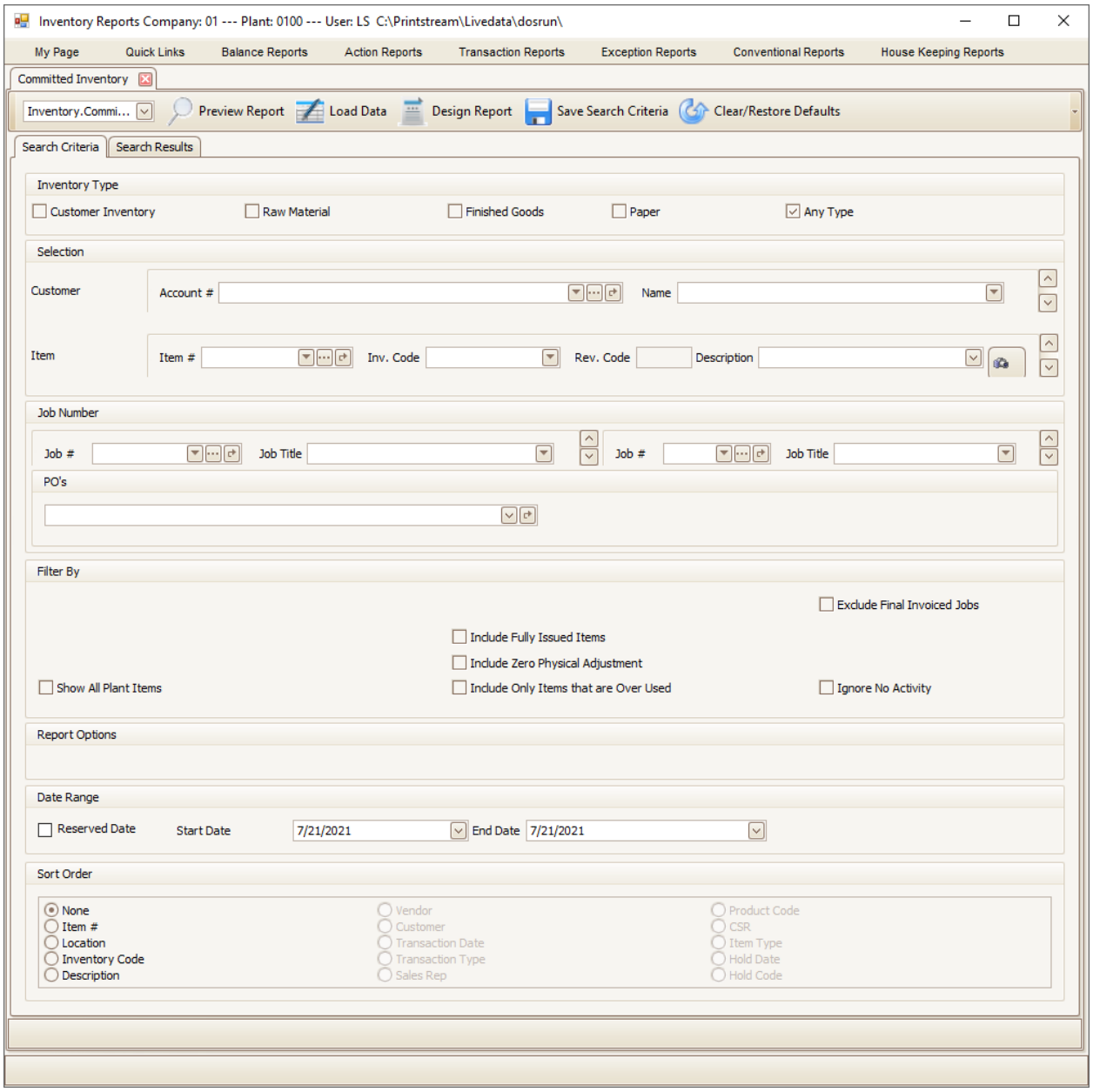
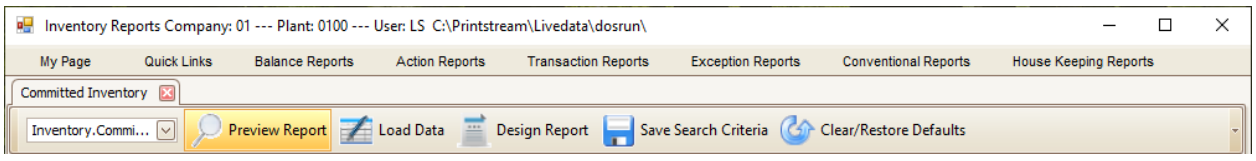
Committed Inventory Report

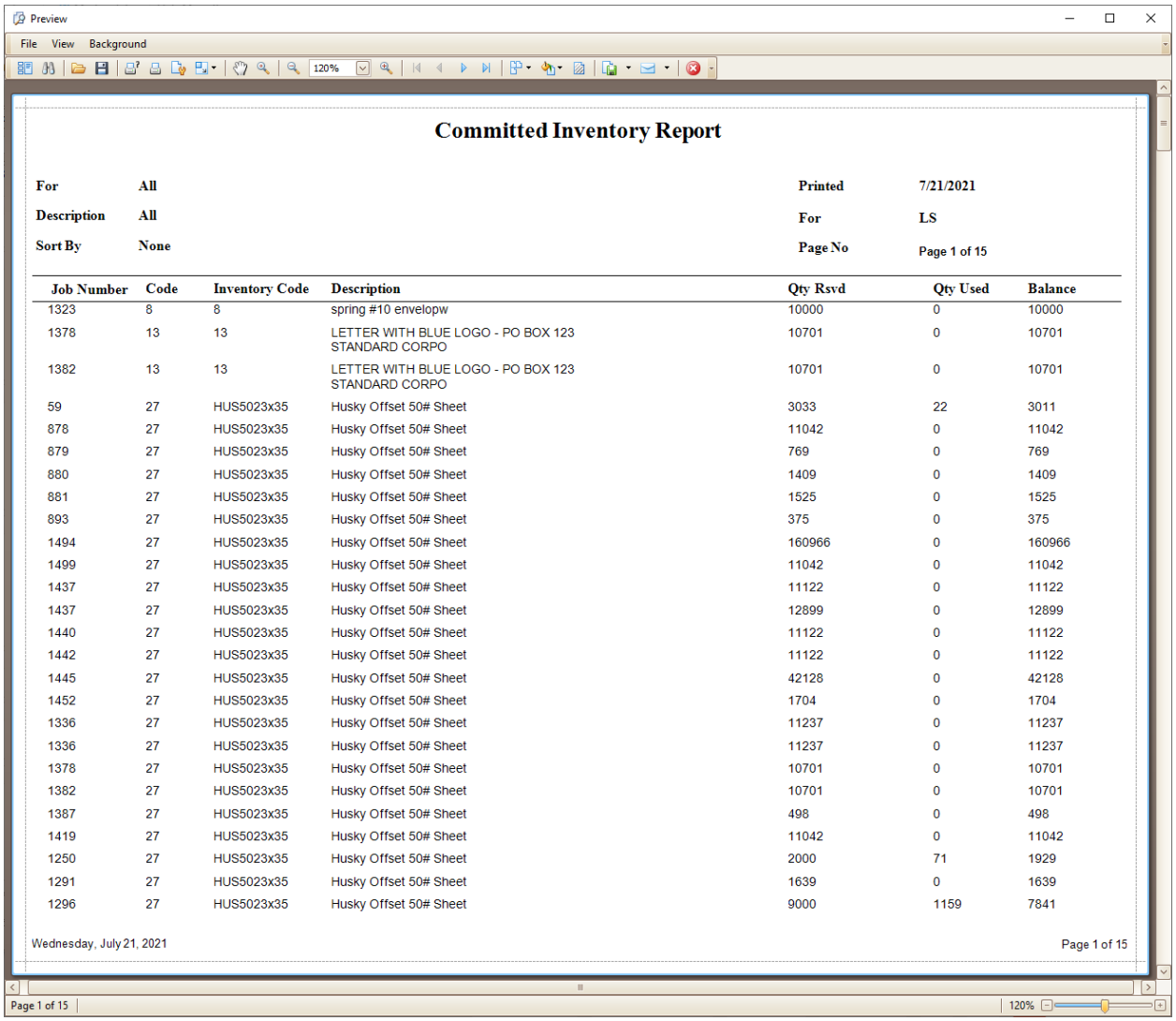
The Committed Inventory GFC Report has the some of the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to look at item commitments linked to jobs.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .



The Committed Inventory Report will display with the items with commitment detail for each job number.



Committed Inventory Report

For	**All**	**Printed**	**7/21/2021**
Description	**All**	**For**	**LS**
Sort By	**None**	**Page No**	Page 1 of 15

Job Number	Code	Inventory Code	Description	Qty Rsvd	Qty Used	Balance
1323	8	8	spring #10 envelopw	10000	0	10000
1378	13	13	LETTER WITH BLUE LOGO - PO BOX 123 STANDARD CORPO	10701	0	10701
1382	13	13	LETTER WITH BLUE LOGO - PO BOX 123 STANDARD CORPO	10701	0	10701
59	27	HUS5023x35	Husky Offset 50# Sheet	3033	22	3011
878	27	HUS5023x35	Husky Offset 50# Sheet	11042	0	11042
879	27	HUS5023x35	Husky Offset 50# Sheet	769	0	769
880	27	HUS5023x35	Husky Offset 50# Sheet	1409	0	1409
881	27	HUS5023x35	Husky Offset 50# Sheet	1525	0	1525
893	27	HUS5023x35	Husky Offset 50# Sheet	375	0	375
1494	27	HUS5023x35	Husky Offset 50# Sheet	160966	0	160966
1499	27	HUS5023x35	Husky Offset 50# Sheet	11042	0	11042
1437	27	HUS5023x35	Husky Offset 50# Sheet	11122	0	11122
1437	27	HUS5023x35	Husky Offset 50# Sheet	12899	0	12899
1440	27	HUS5023x35	Husky Offset 50# Sheet	11122	0	11122
1442	27	HUS5023x35	Husky Offset 50# Sheet	11122	0	11122
1445	27	HUS5023x35	Husky Offset 50# Sheet	42128	0	42128
1452	27	HUS5023x35	Husky Offset 50# Sheet	1704	0	1704
1336	27	HUS5023x35	Husky Offset 50# Sheet	11237	0	11237
1336	27	HUS5023x35	Husky Offset 50# Sheet	11237	0	11237
1378	27	HUS5023x35	Husky Offset 50# Sheet	10701	0	10701
1382	27	HUS5023x35	Husky Offset 50# Sheet	10701	0	10701
1387	27	HUS5023x35	Husky Offset 50# Sheet	498	0	498
1419	27	HUS5023x35	Husky Offset 50# Sheet	11042	0	11042
1250	27	HUS5023x35	Husky Offset 50# Sheet	2000	71	1929
1291	27	HUS5023x35	Husky Offset 50# Sheet	1639	0	1639
1296	27	HUS5023x35	Husky Offset 50# Sheet	9000	1159	7841

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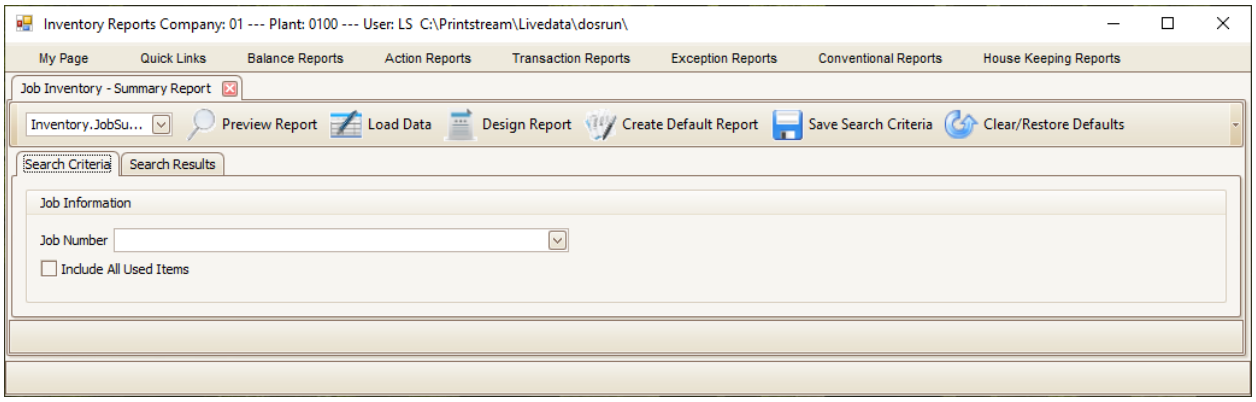
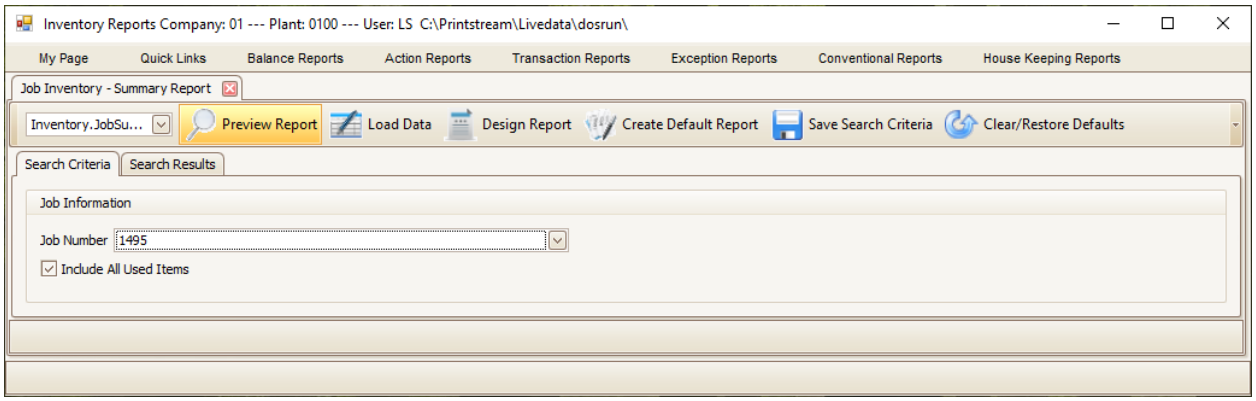
Job Inventory Summary Report

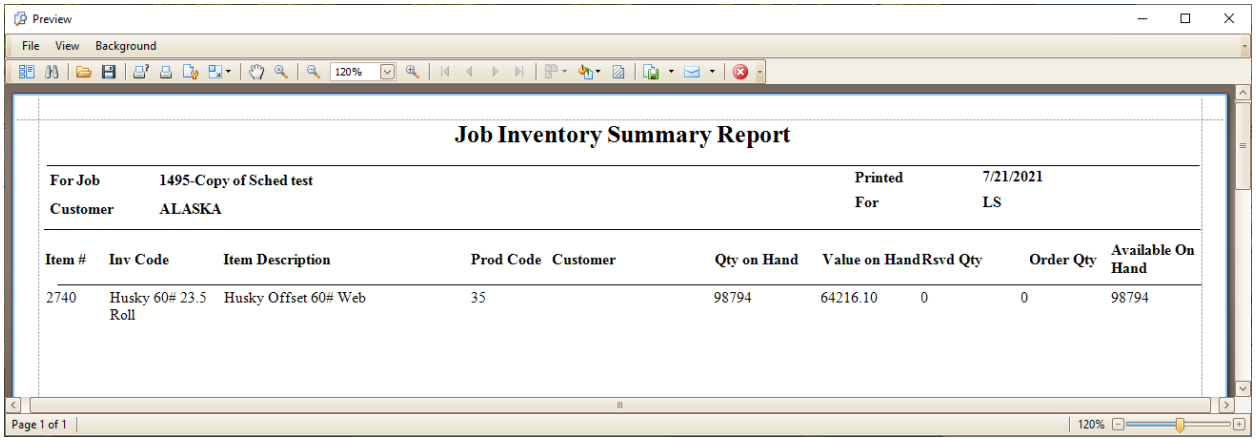
The Job Inventory Summary Report has the some of the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to look at item commitments linked to a specific job.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .

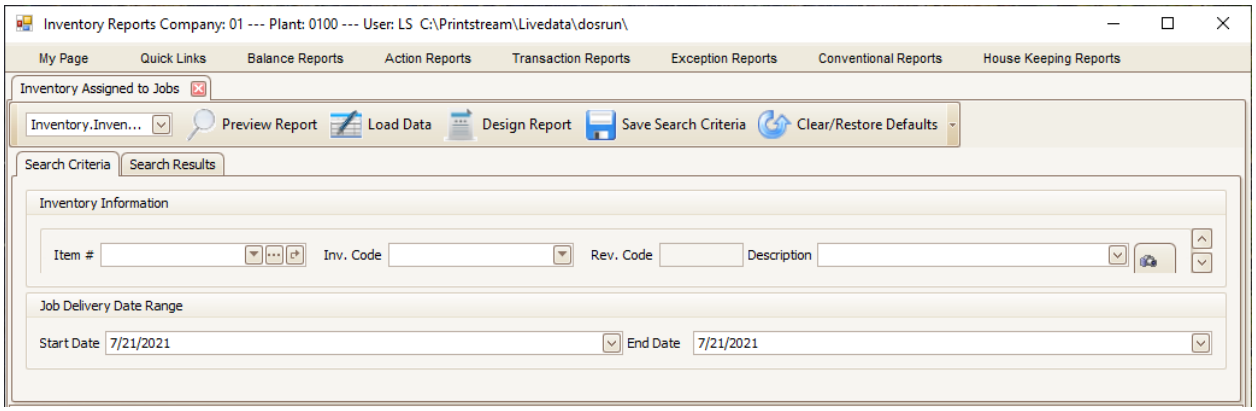


The Job Inventory Summary Report will display with the items with commitment detail for a specific job number.

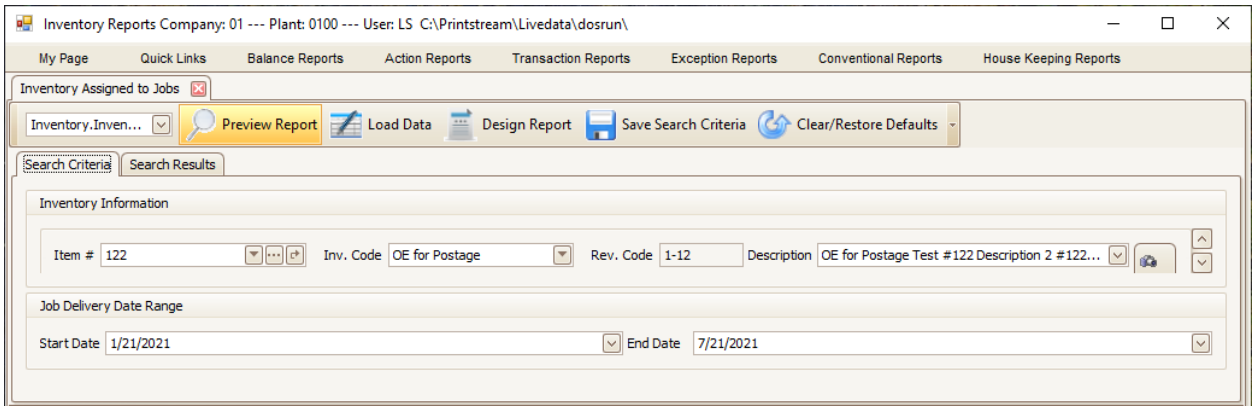


Inventory Assigned to Jobs Report

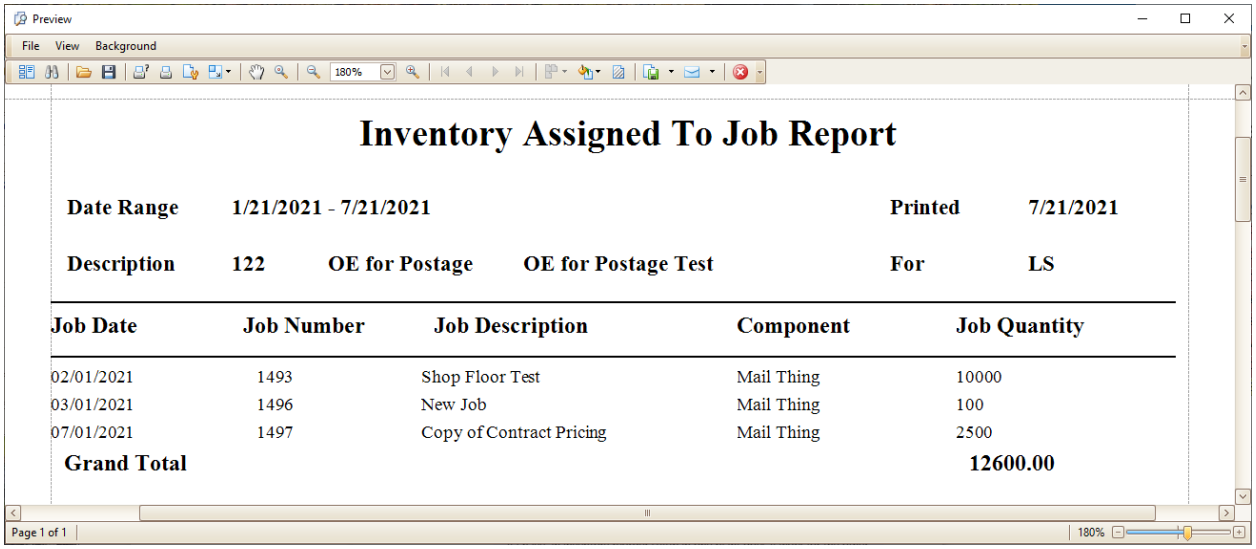
The Inventory Assigned to Jobs Report has the some of the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to look at items assigned to production jobs.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .

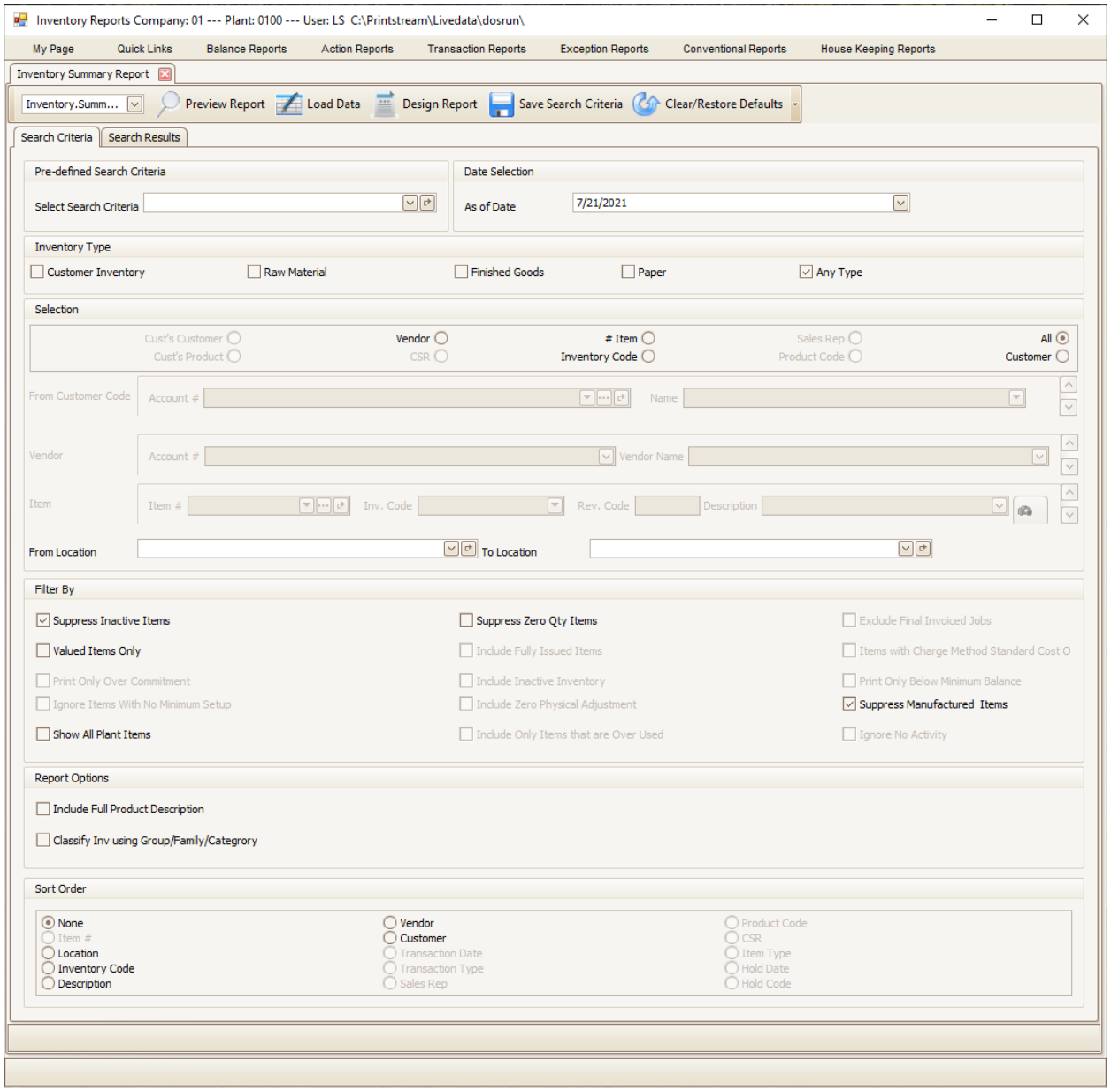


The Inventory Assigned to Jobs Report will display with the selected item assigned to production jobs.

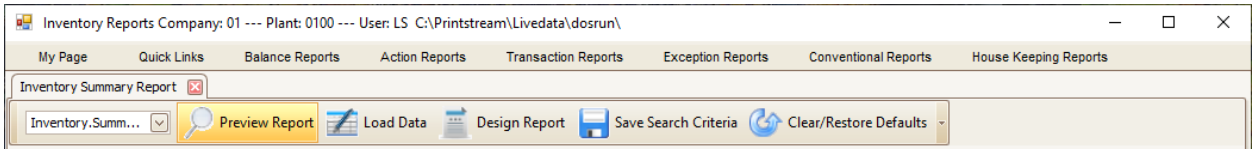


Inventory Summary V2 Report

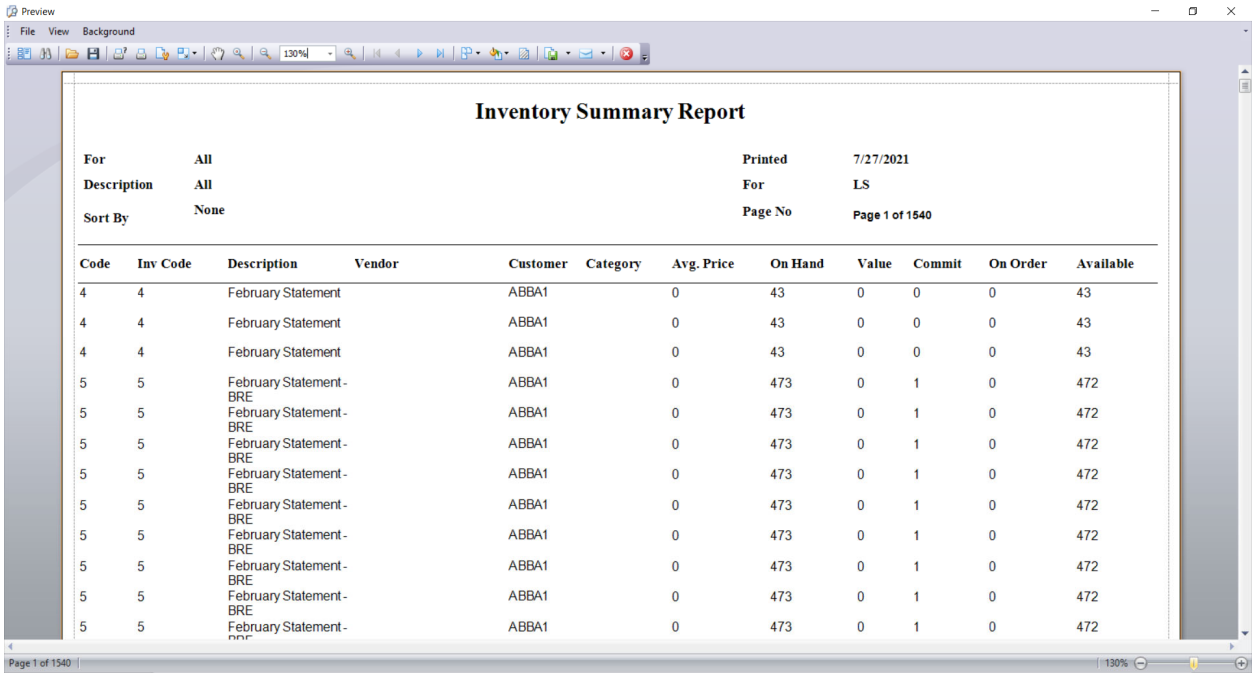
The Inventory Summary V2 Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. The report has similar results to the Inventory Summary Report but includes the item's Group, Family, and Category if populated.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .

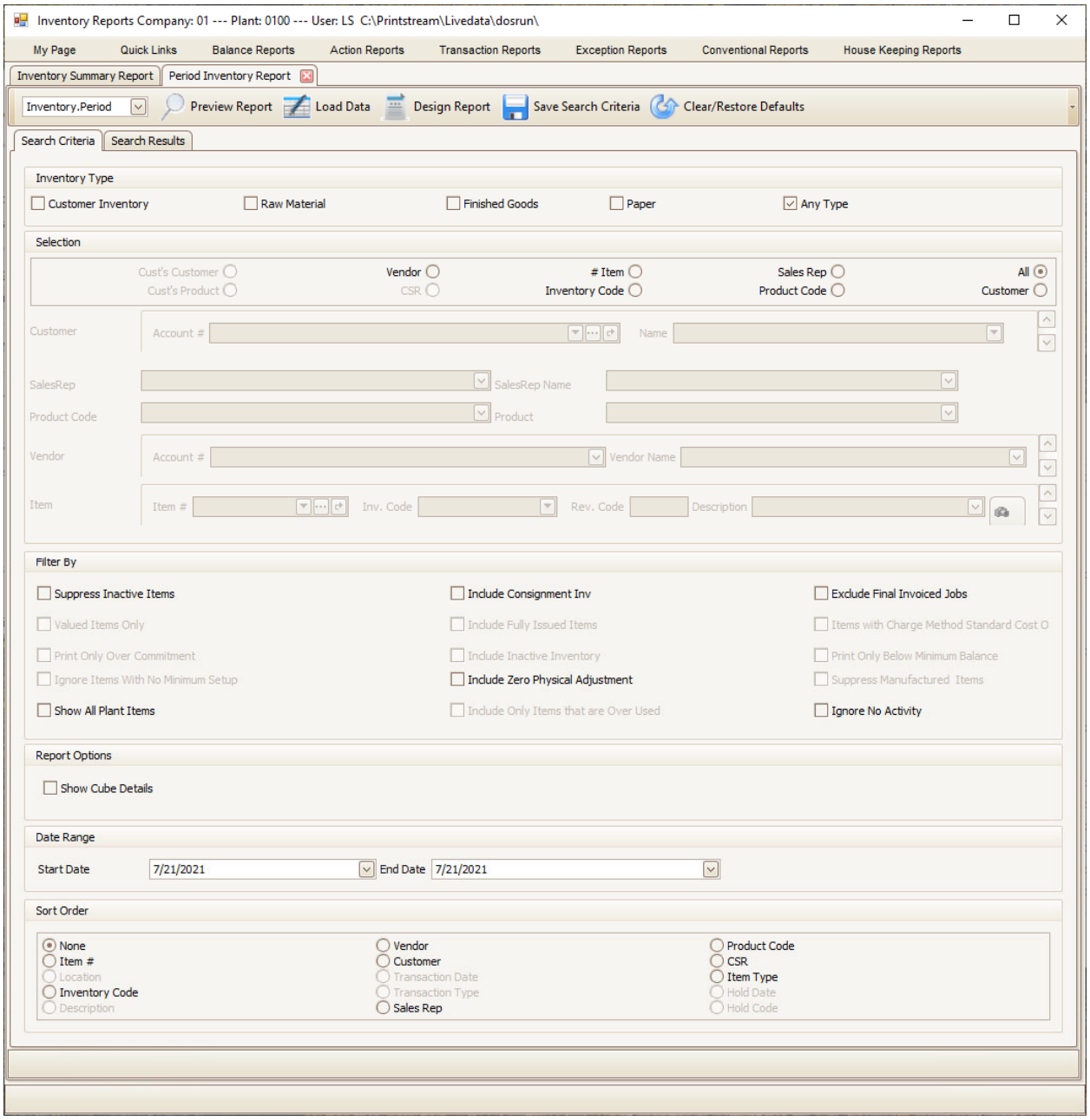


The Inventory Summary V2 Report will display similar results to the Inventory Summary Report but includes the item's Group, Family, and Category if populated.

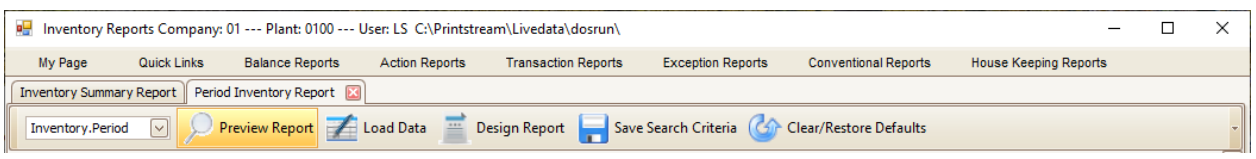


Period Inventory Report

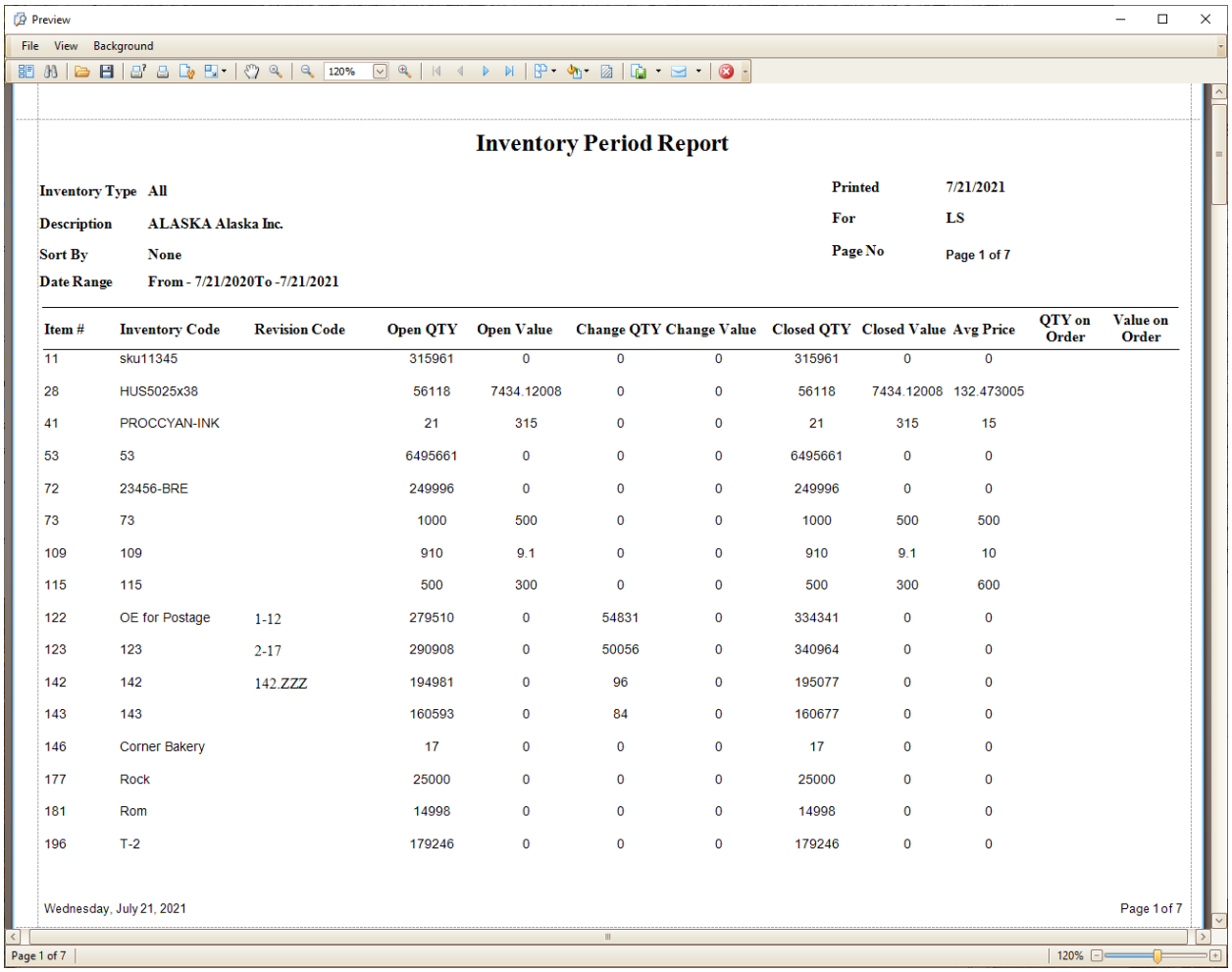
The Period Inventory Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to look at items' usage within a specified period.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .



The Period Inventory Report will display items' usage within a specified period.



Inventory Period Report

Inventory Type All
Description ALASKA Alaska Inc.
Sort By None
Date Range From - 7/21/2020To -7/21/2021

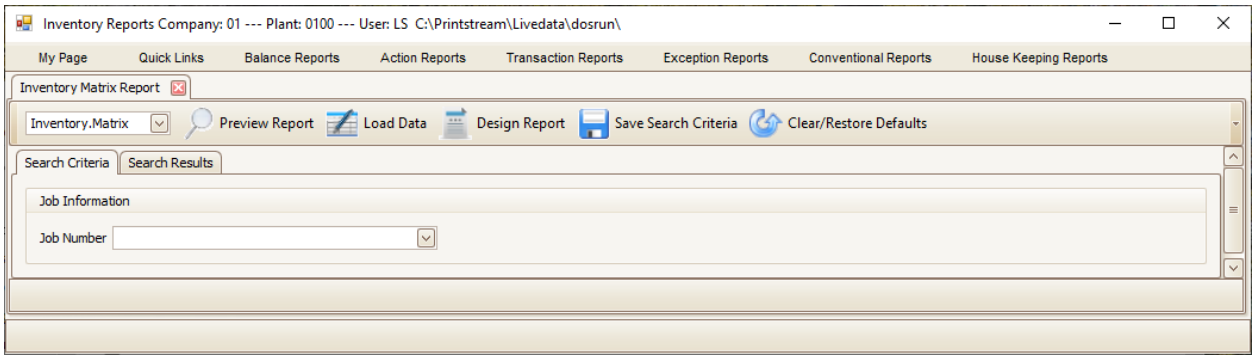
Printed 7/21/2021
For LS
Page No Page 1 of 7

Item #	Inventory Code	Revision Code	Open QTY	Open Value	Change QTY	Change Value	Closed QTY	Closed Value	Avg Price	QTY on Order	Value on Order
11	sku11345		315961	0	0	0	315961	0	0		
28	HUS5025x38		56118	7434.12008	0	0	56118	7434.12008	132.473005		
41	PROCCYAN-INK		21	315	0	0	21	315	15		
53	53		6495661	0	0	0	6495661	0	0		
72	23456-BRE		249996	0	0	0	249996	0	0		
73	73		1000	500	0	0	1000	500	500		
109	109		910	9.1	0	0	910	9.1	10		
115	115		500	300	0	0	500	300	600		
122	OE for Postage	1-12	279510	0	54831	0	334341	0	0		
123	123	2-17	290908	0	50056	0	340964	0	0		
142	142	142.ZZZ	194981	0	96	0	195077	0	0		
143	143		160593	0	84	0	160677	0	0		
146	Corner Bakery		17	0	0	0	17	0	0		
177	Rock		25000	0	0	0	25000	0	0		
181	Rom		14998	0	0	0	14998	0	0		
196	T-2		179246	0	0	0	179246	0	0		

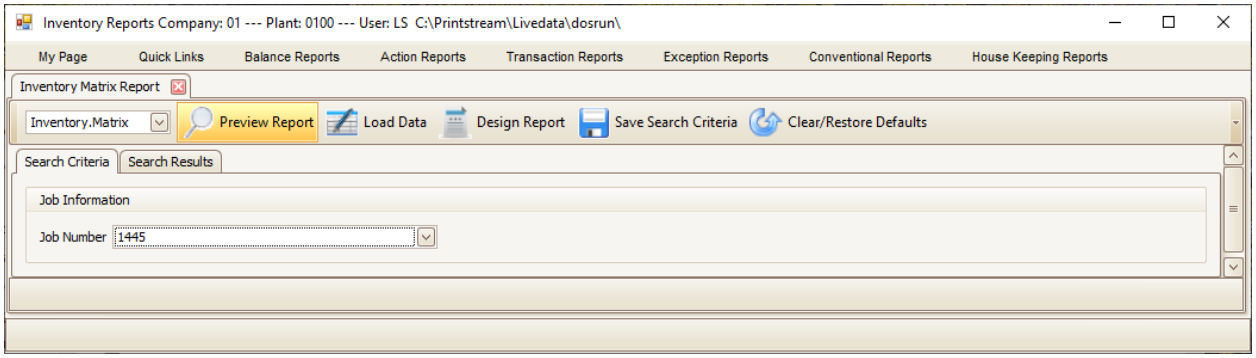
Wednesday, July 21, 2021 Page 1 of 7

Inventory Matrix without Skid Details Report

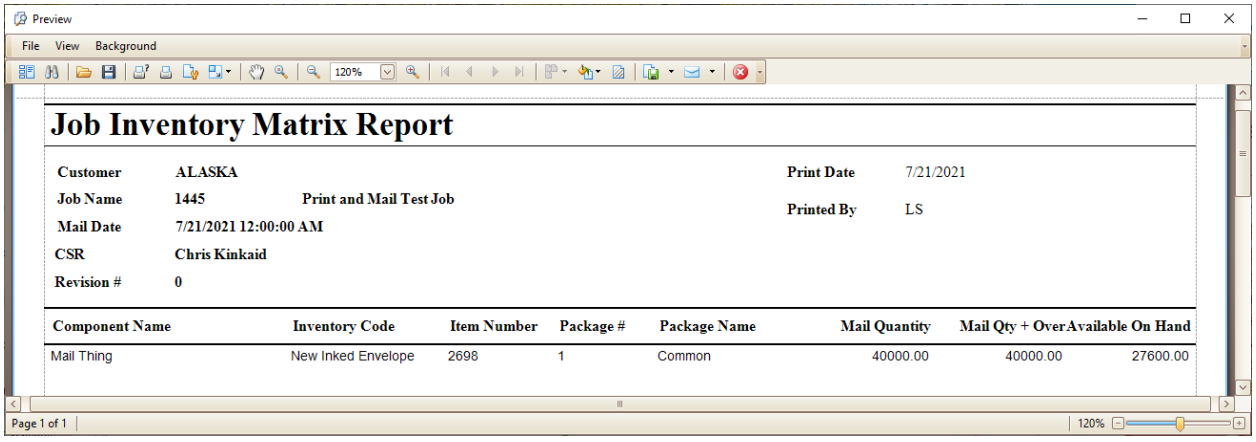
The Inventory Matrix without Skid Details Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to look at items linked to a production job.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .

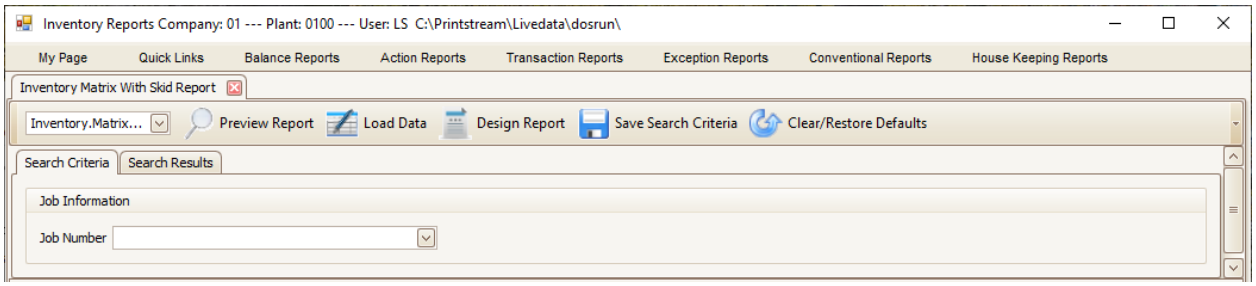


The Inventory Matrix without Skid Details Report will display items linked to a production job.

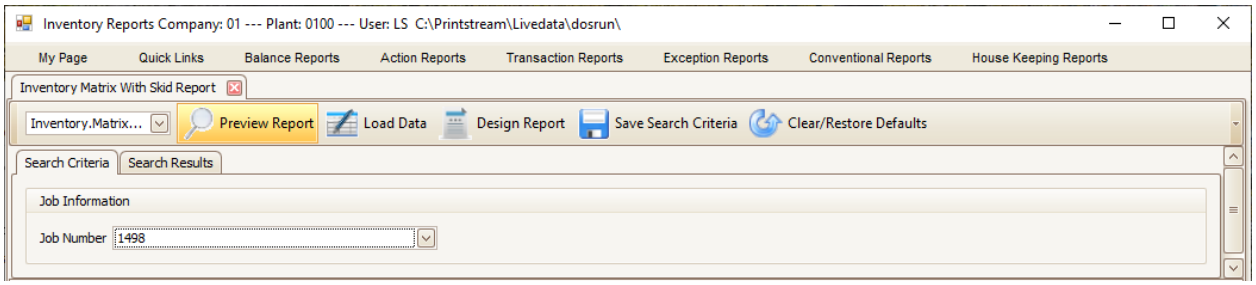


Inventory Matrix with Skid Details Report

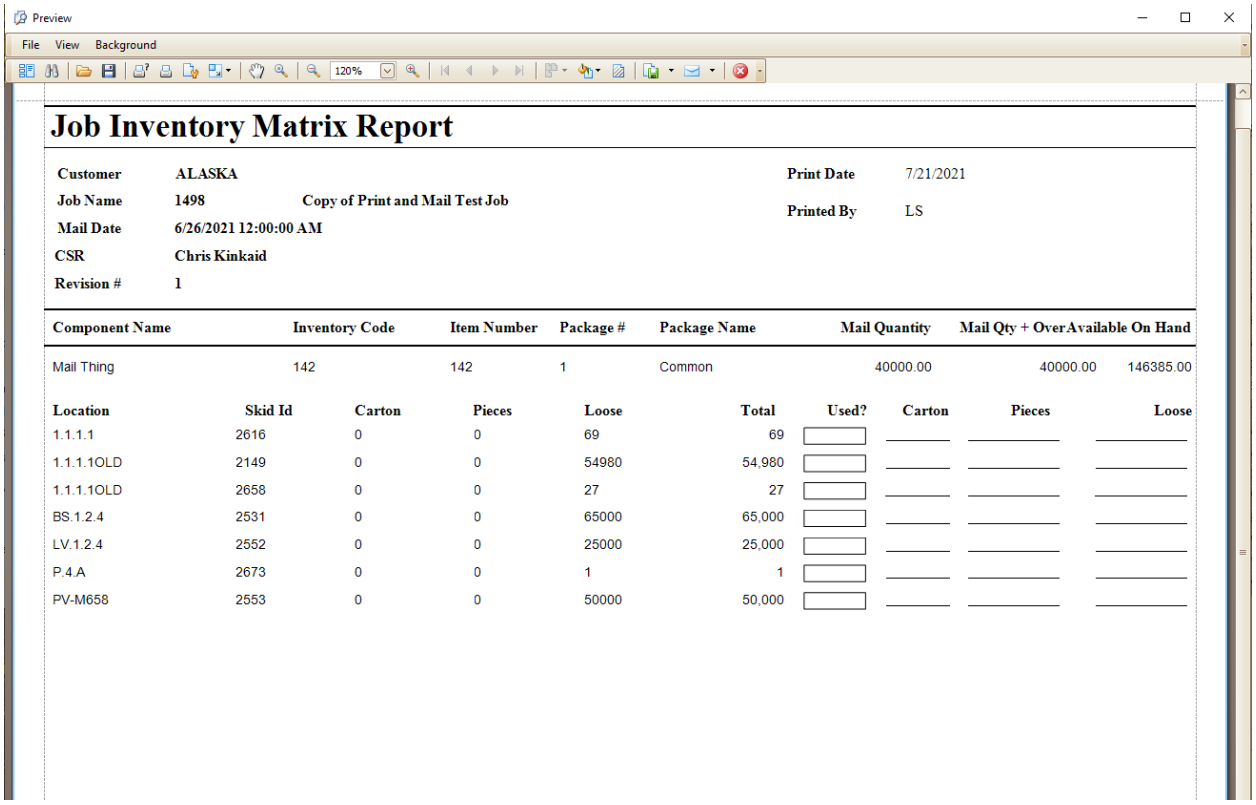
The Inventory Matrix with Skid Details Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to look at items linked to a production job show skid details.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .



The Inventory Matrix with Skid Details Report will display items linked to a production job with skid details.



Preview

File View Background

120%

Job Inventory Matrix Report

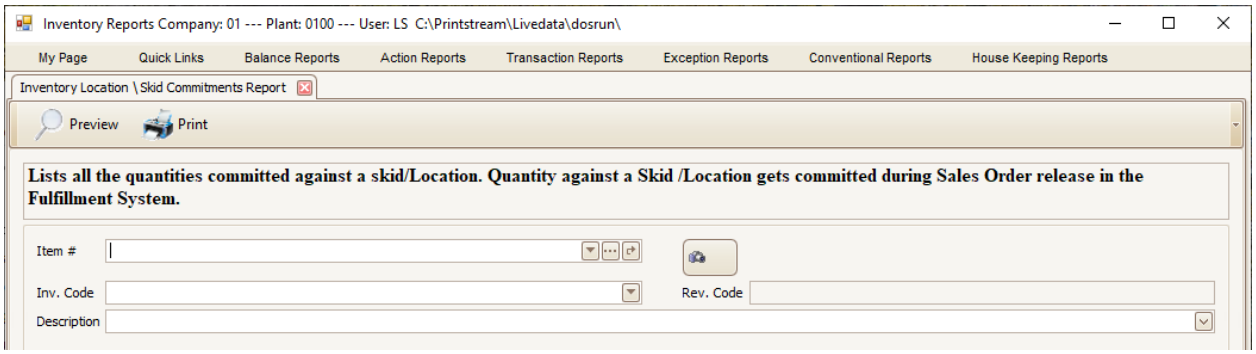
Customer	**ALASKA**		
Job Name	**1498**	**Copy of Print and Mail Test Job**	
Mail Date	**6/26/2021 12:00:00 AM**		
CSR	**Chris Kinkaid**		
Revision #	**1**		
Print Date	7/21/2021		
Printed By	LS		

Component Name	Inventory Code	Item Number	Package #	Package Name	Mail Quantity	Mail Qty + Over	Available On Hand
Mail Thing	142	142	1	Common	40000.00	40000.00	146385.00

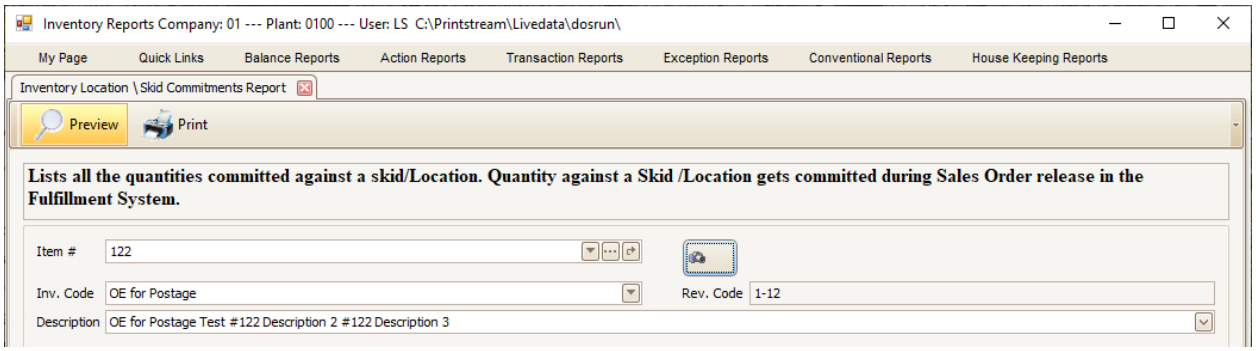
Location	Skid Id	Carton	Pieces	Loose	Total	Used?	Carton	Pieces	Loose
1.1.1.1	2616	0	0	69	69				
1.1.1.1OLD	2149	0	0	54980	54,980				
1.1.1.1OLD	2658	0	0	27	27				
BS.1.2.4	2531	0	0	65000	65,000				
LV.1.2.4	2552	0	0	25000	25,000				
P.4.A	2673	0	0	1	1				
PV-M658	2553	0	0	50000	50,000				

Inventory Location/Skid Commitments Report

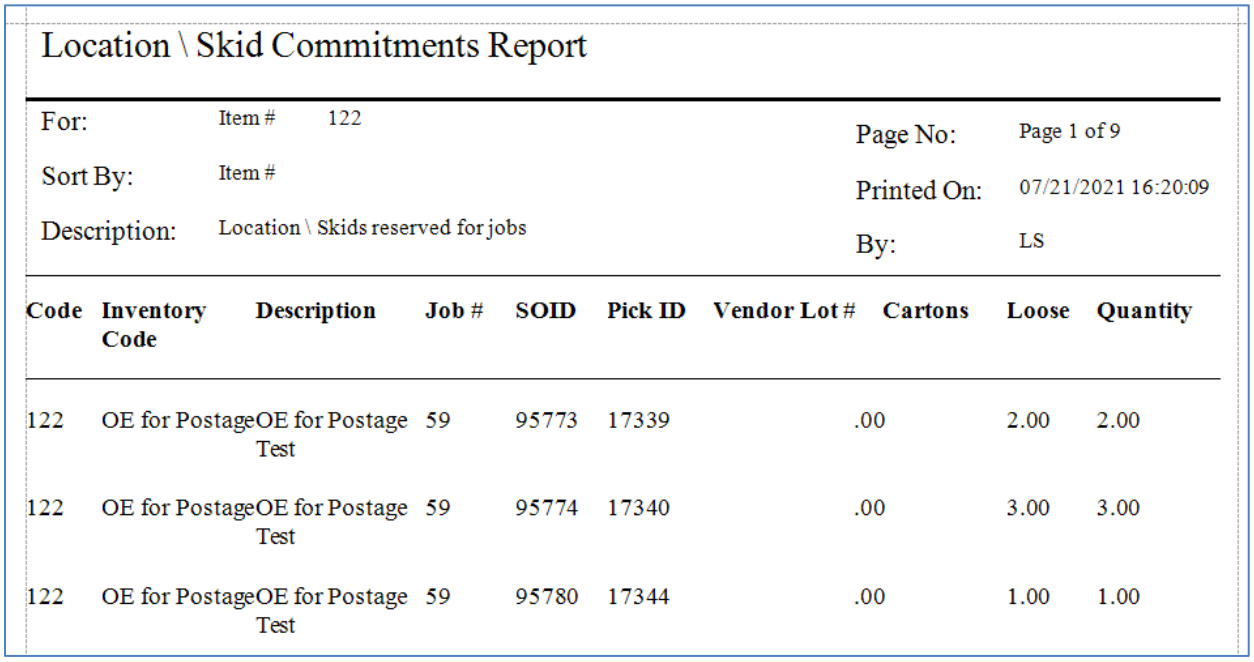
The Inventory Location/Skid Commitments Report lists all the quantities committed against a Skid/Location. Quantity against a Skid /Location gets committed during Sales Order release in the Fulfillment System.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .



The Inventory Location/Skid Commitments Report will display all the quantities committed against a Skid/Location for a specific item.



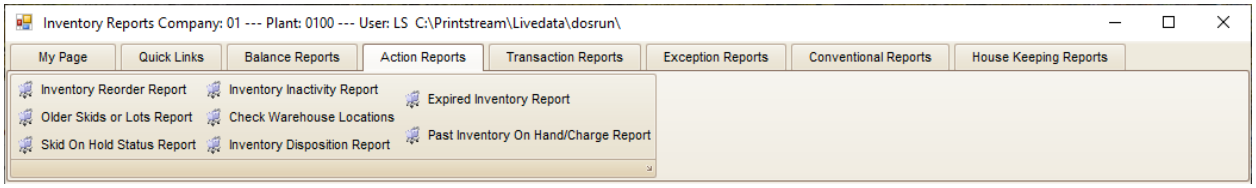
Location \ Skid Commitments Report

For: Item # 122
Sort By: Item #
Description: Location \ Skids reserved for jobs
Page No: Page 1 of 9
Printed On: 07/21/2021 16:20:09
By: LS

Code	Inventory Code	Description	Job #	SOID	Pick ID	Vendor Lot #	Cartons	Loose	Quantity
122	OE for Postage	OE for Postage Test	59	95773	17339		.00	2.00	2.00
122	OE for Postage	OE for Postage Test	59	95774	17340		.00	3.00	3.00
122	OE for Postage	OE for Postage Test	59	95780	17344		.00	1.00	1.00

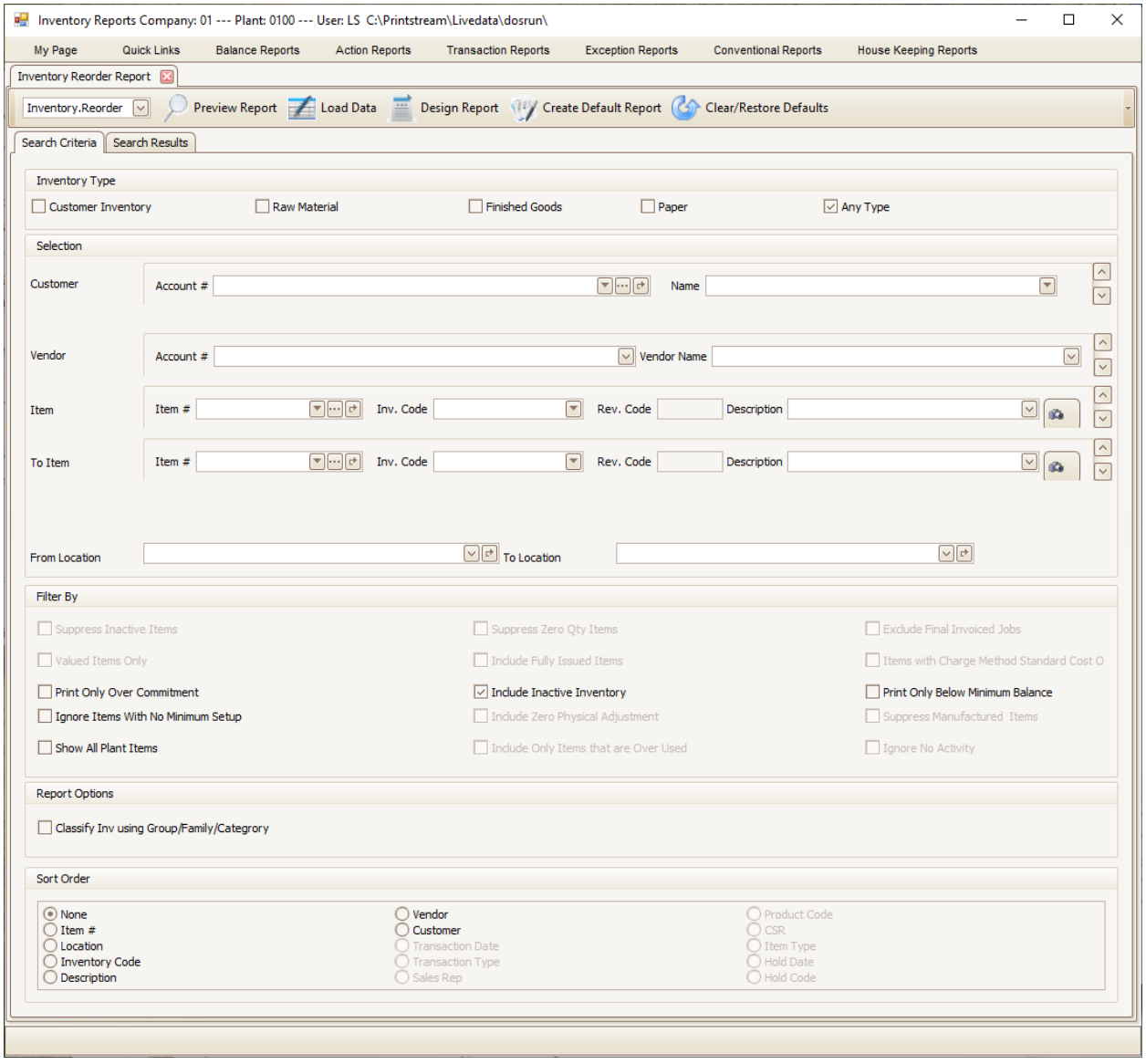
Action Reports

Within the Actions Reports main menu are several inventory action related reports. The individual reports will be covered in this section of the document.



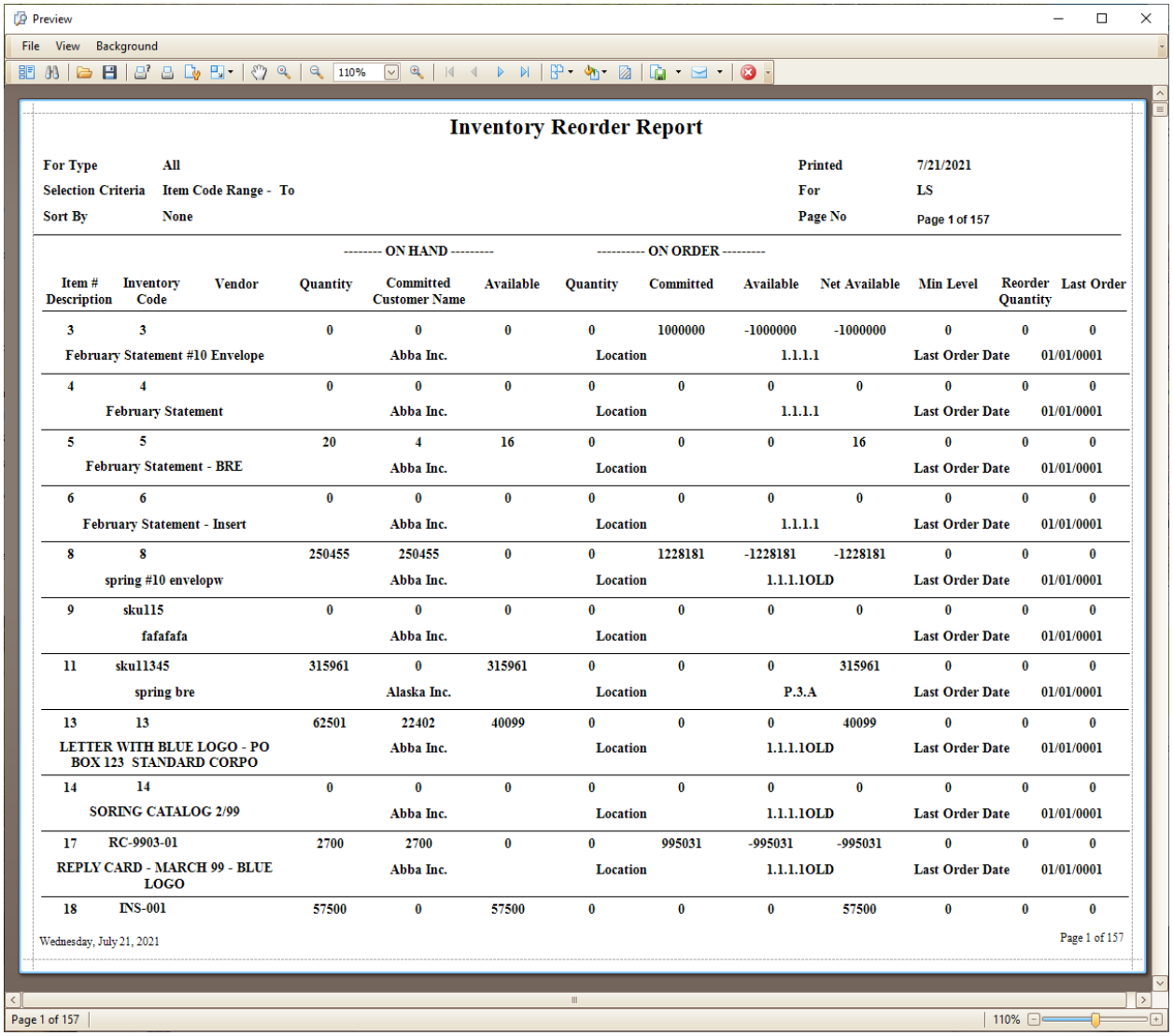
Inventory Reorder Report

The Inventory Reorder Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to look at items that need to be reordered based on over committed and/or below minimum balance.



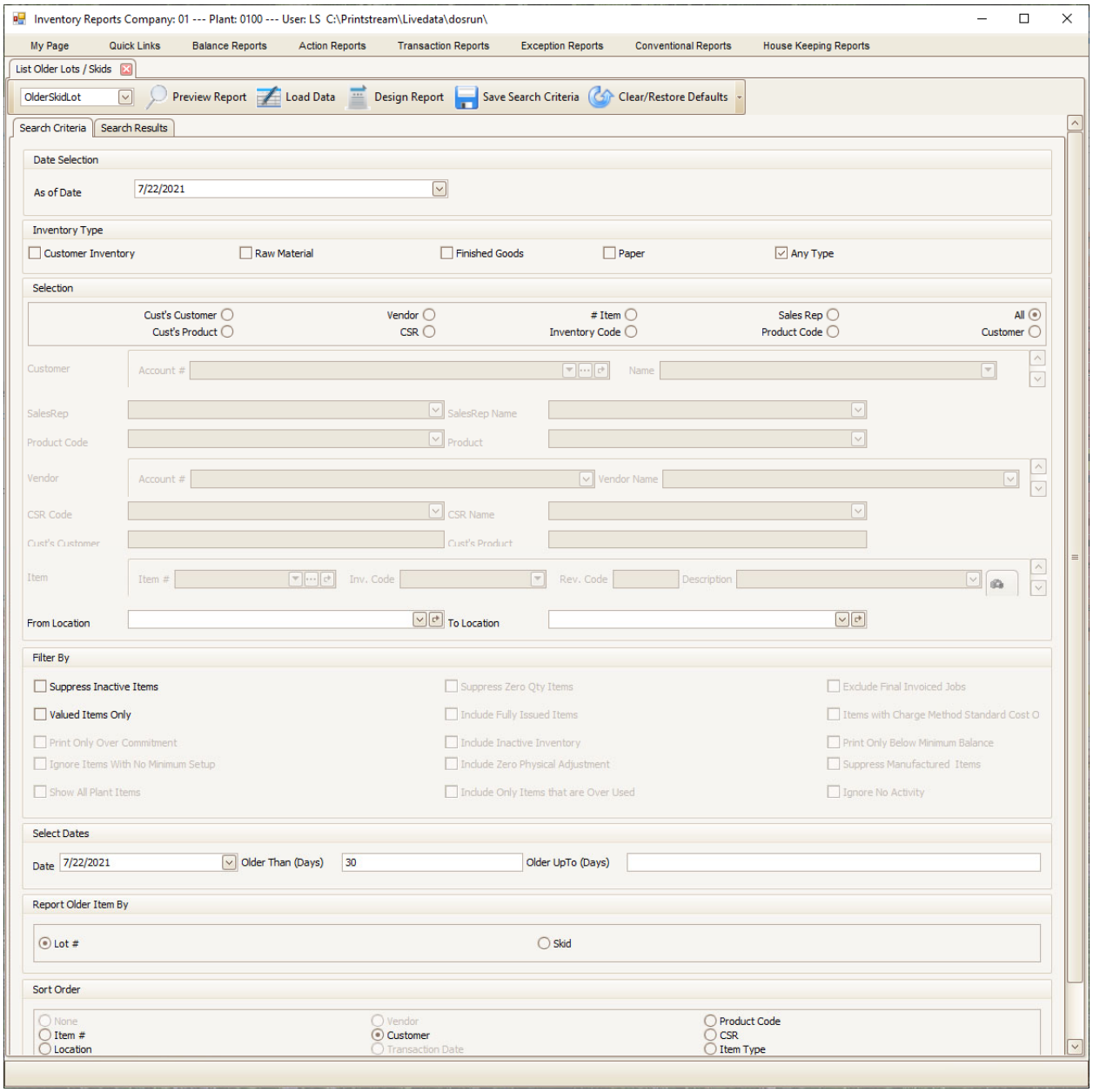
After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .

The Inventory Reorder Report will display items that need to be reordered based on over committed and/or below minimum balance.

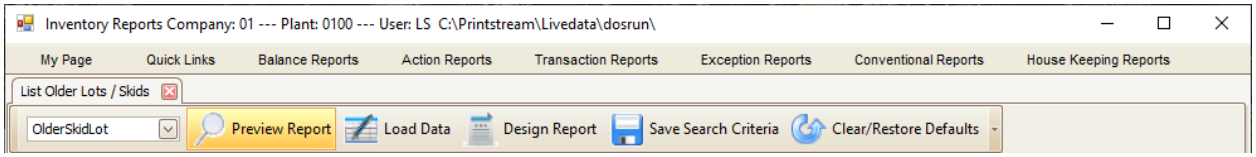


Older Skids or Lots Report

The Older Skids or Lots Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to look at Skids or Lots that have inactivity for a specified date range.

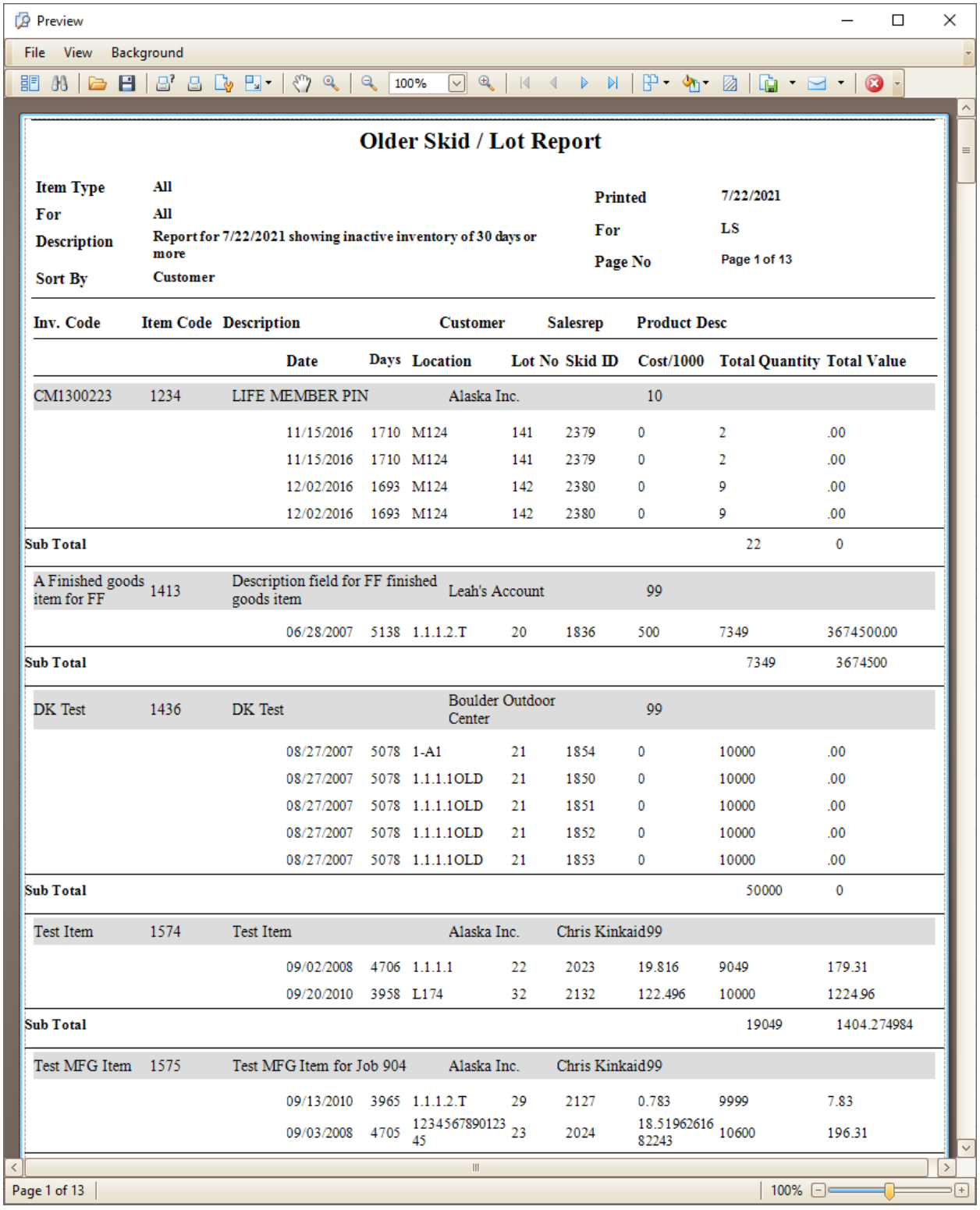


After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .



The Older Skids or Lots Report will display Skids or Lots that have inactivity for a specified date range.

Lot Report option . . .

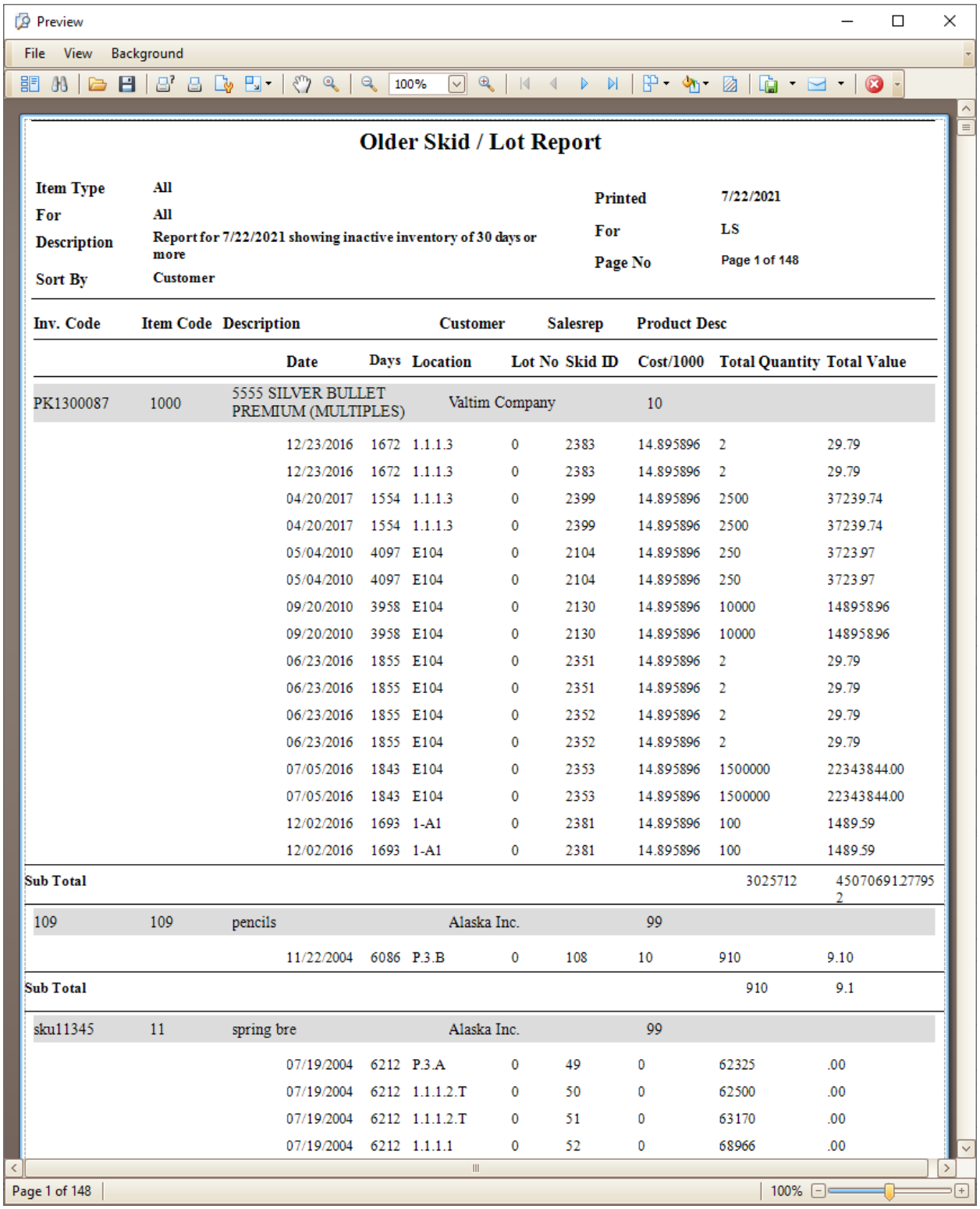


Older Skid / Lot Report

Item Type	**All**	**Printed**	**7/22/2021**
For	**All**	**For**	**LS**
Description	**Report for 7/22/2021 showing inactive inventory of 30 days or more**	**Page No**	**Page 1 of 13**
Sort By	**Customer**		

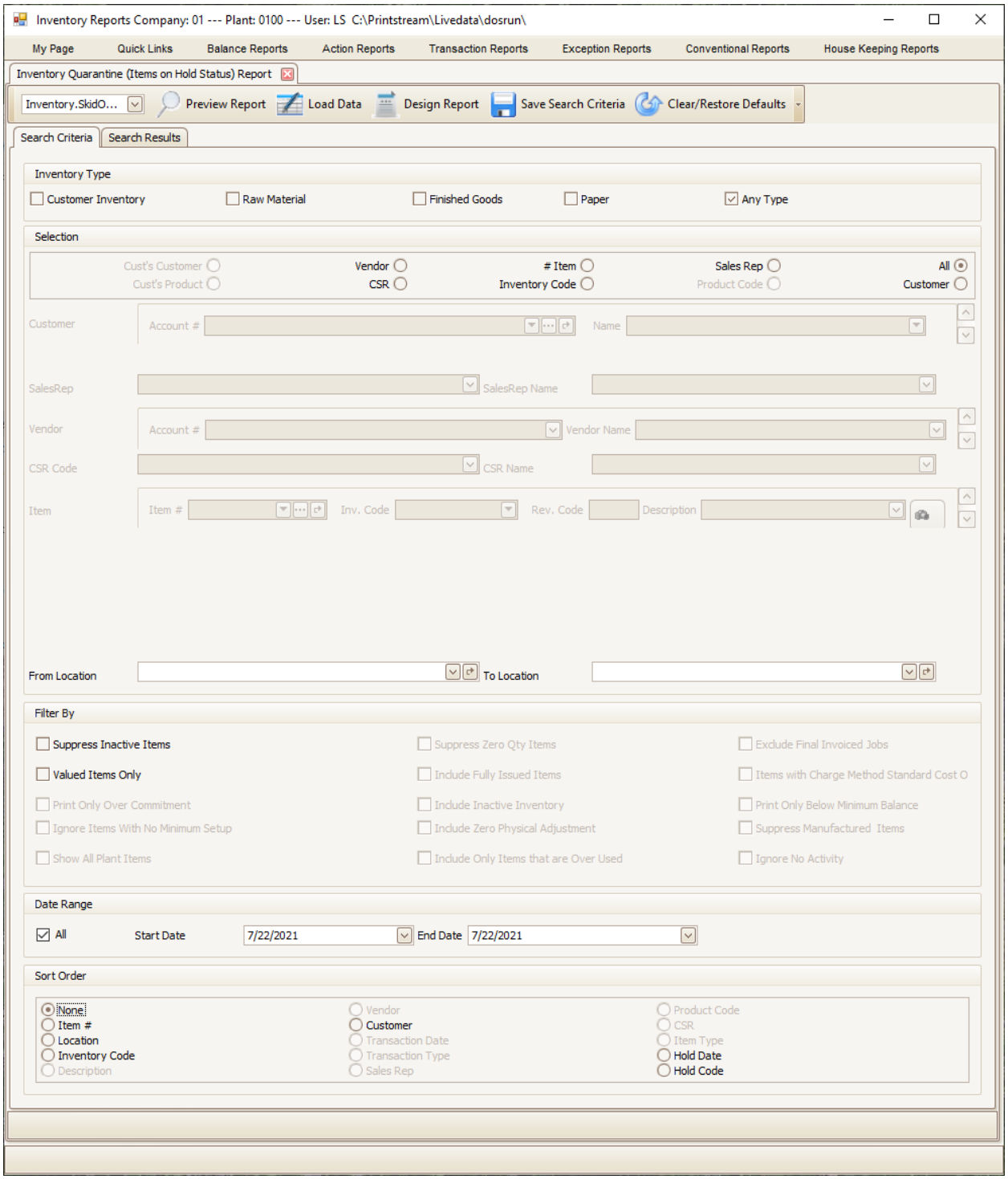
Inv. Code	Item Code	Description	Customer	Salesrep	Product Desc				
		Date	Days	Location	Lot No	Skid ID	Cost/1000	Total Quantity	Total Value
CM1300223	1234	LIFE MEMBER PIN	Alaska Inc.		10				
		11/15/2016	1710	M124	141	2379	0	2	.00
		11/15/2016	1710	M124	141	2379	0	2	.00
		12/02/2016	1693	M124	142	2380	0	9	.00
		12/02/2016	1693	M124	142	2380	0	9	.00
Sub Total								22	0
A Finished goods item for FF	1413	Description field for FF finished goods item	Leah's Account		99				
		06/28/2007	5138	1.1.1.2.T	20	1836	500	7349	3674500.00
Sub Total								7349	3674500
DK Test	1436	DK Test	Boulder Outdoor Center		99				
		08/27/2007	5078	1-A1	21	1854	0	10000	.00
		08/27/2007	5078	1.1.1.1OLD	21	1850	0	10000	.00
		08/27/2007	5078	1.1.1.1OLD	21	1851	0	10000	.00
		08/27/2007	5078	1.1.1.1OLD	21	1852	0	10000	.00
		08/27/2007	5078	1.1.1.1OLD	21	1853	0	10000	.00
Sub Total								50000	0
Test Item	1574	Test Item	Alaska Inc.	Chris Kinkaid	99				
		09/02/2008	4706	1.1.1.1	22	2023	19.816	9049	179.31
		09/20/2010	3958	L174	32	2132	122.496	10000	1224.96
Sub Total								19049	1404.274984
Test MFG Item	1575	Test MFG Item for Job 904	Alaska Inc.	Chris Kinkaid	99				
		09/13/2010	3965	1.1.1.2.T	29	2127	0.783	9999	7.83
		09/03/2008	4705	123456789012345	23	2024	18.5196261682243	10600	196.31

Skid Report option . . .

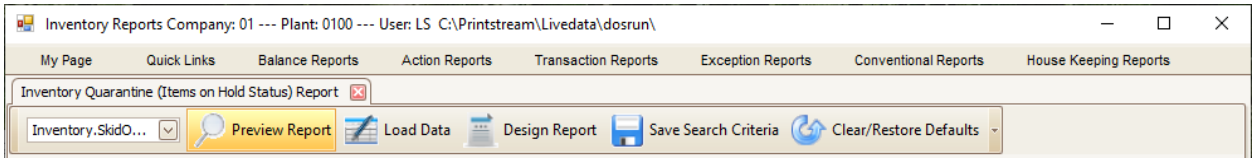


Skid on Hold Status Report

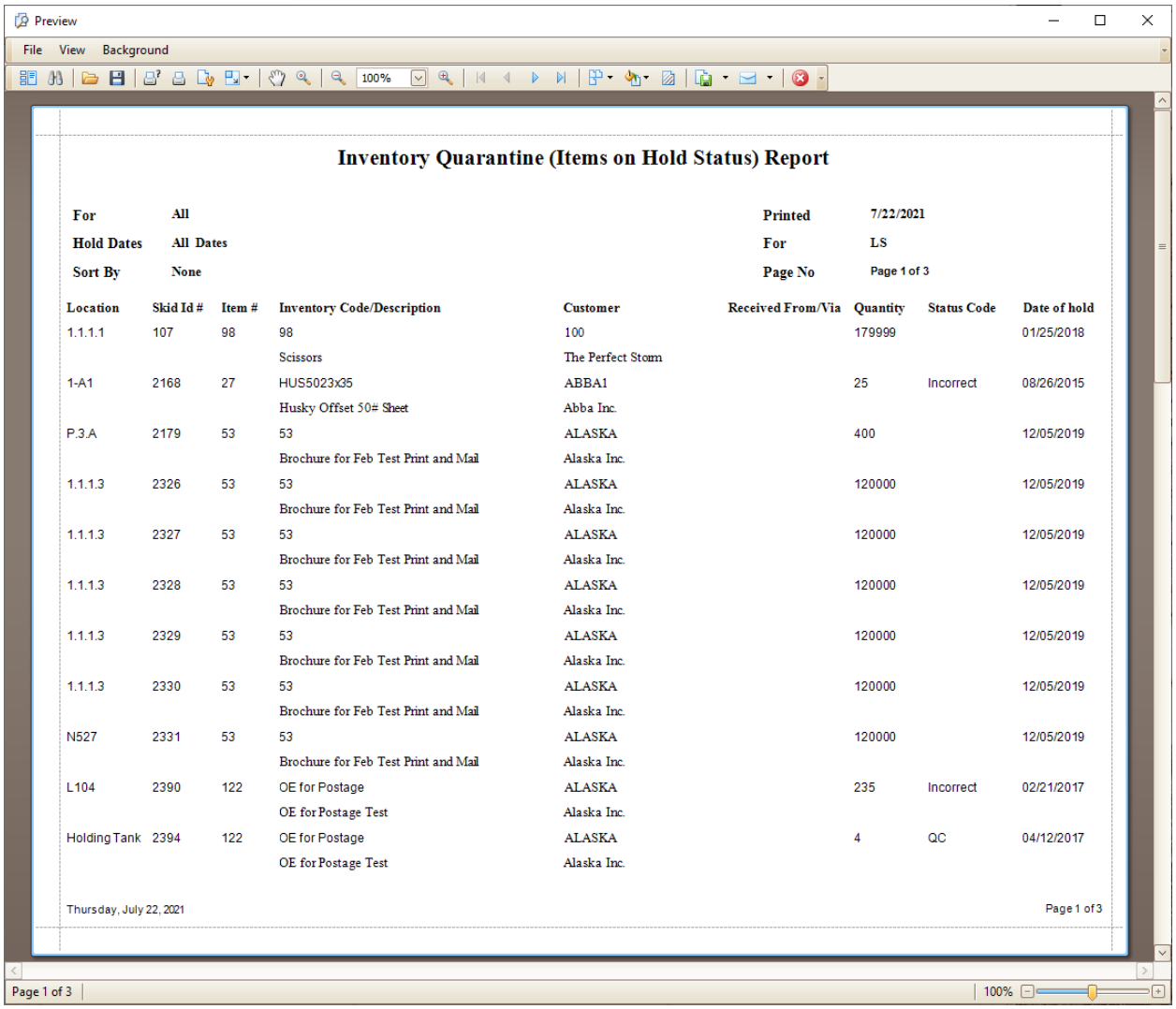
The Skid on Hold Status Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to look at Skids that have been placed on hold/quarantine.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .

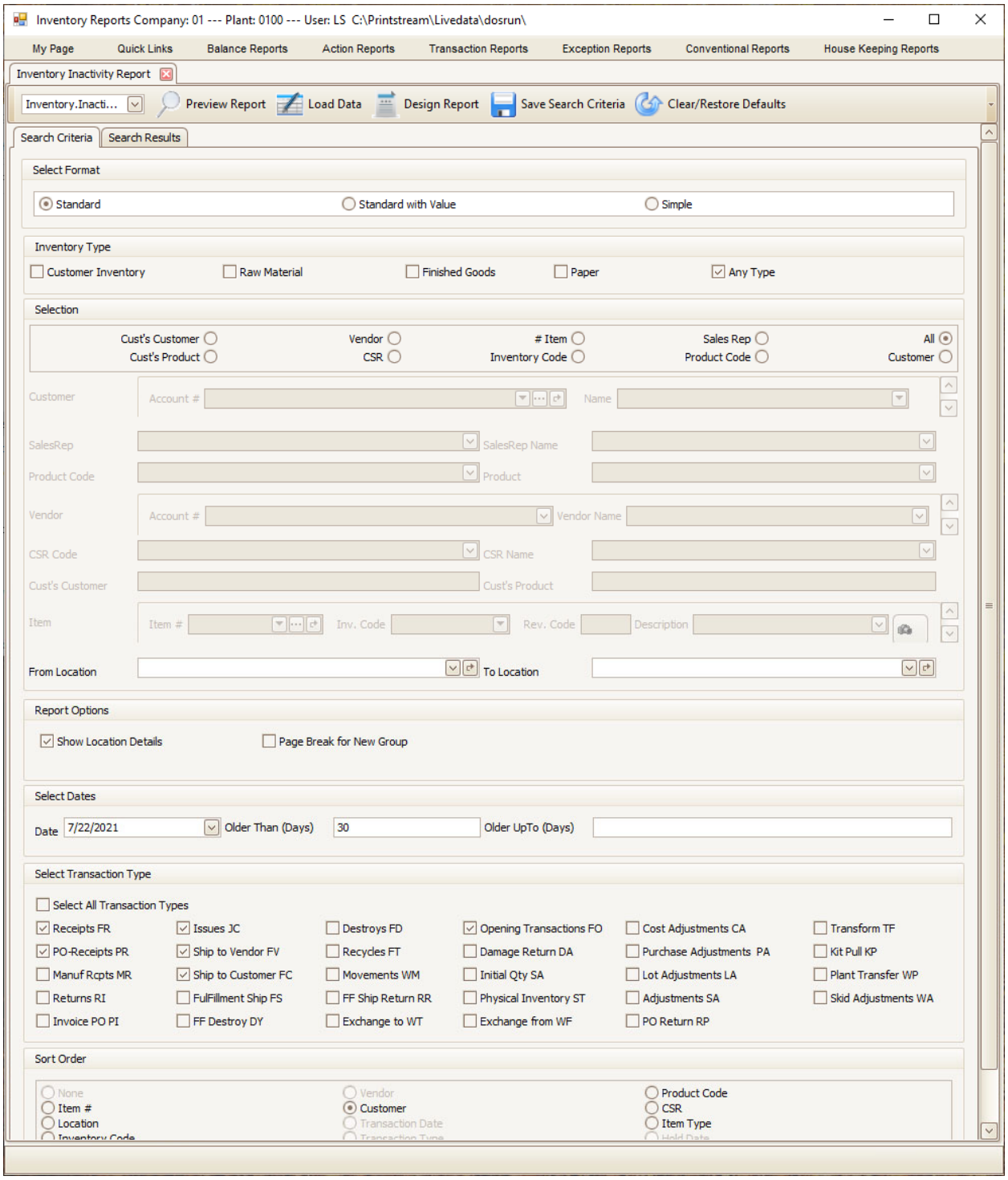


The Skid on Hold Status Report will display Skids that have been placed on hold/quarantine.

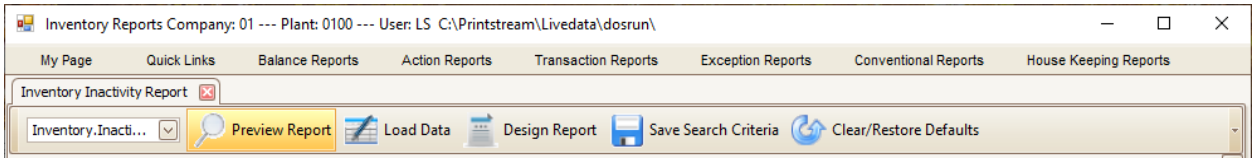


Inventory Inactivity Report

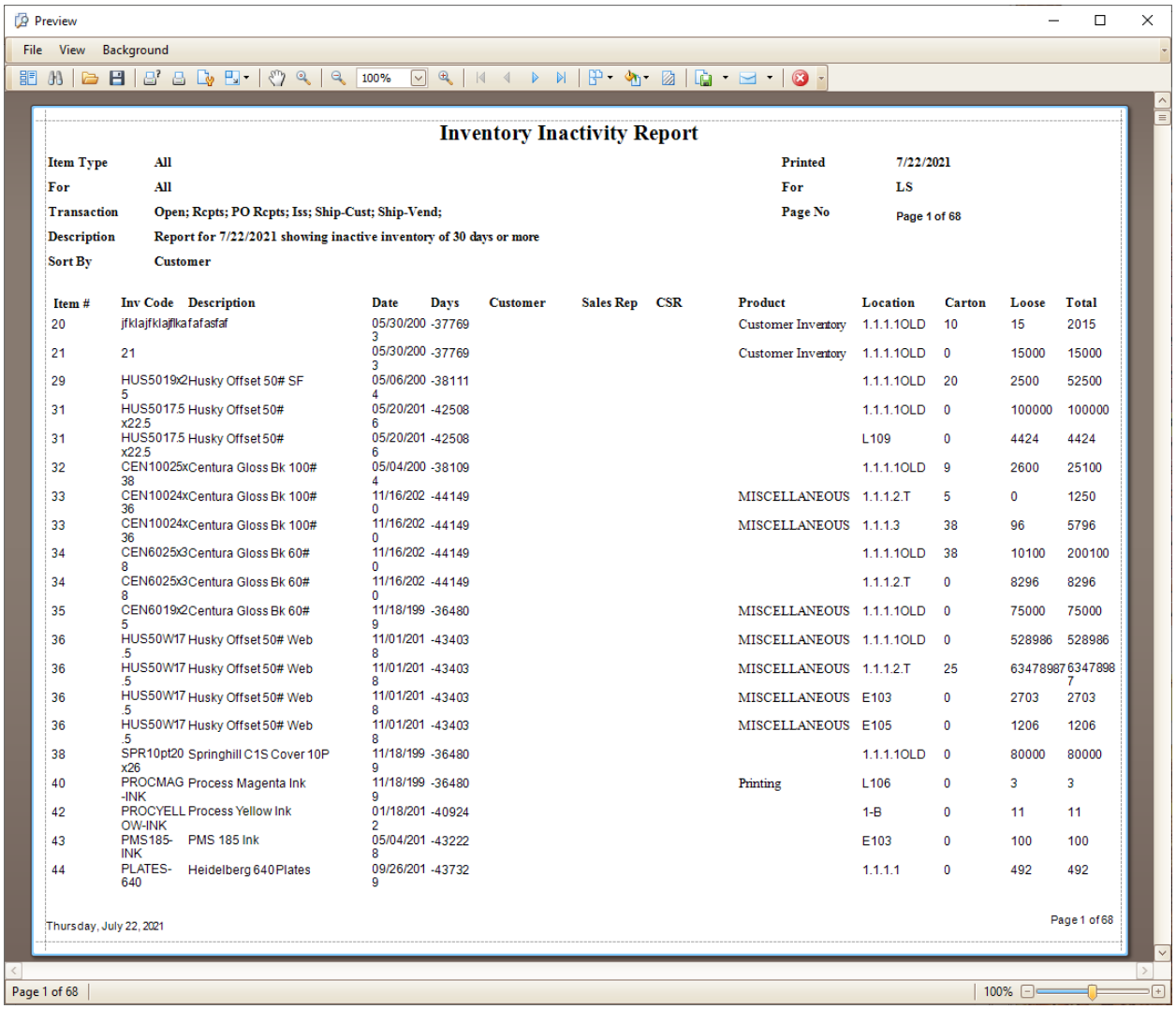
The Inventory Inactivity Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to look at items' inactivity based on date range and transaction type.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .

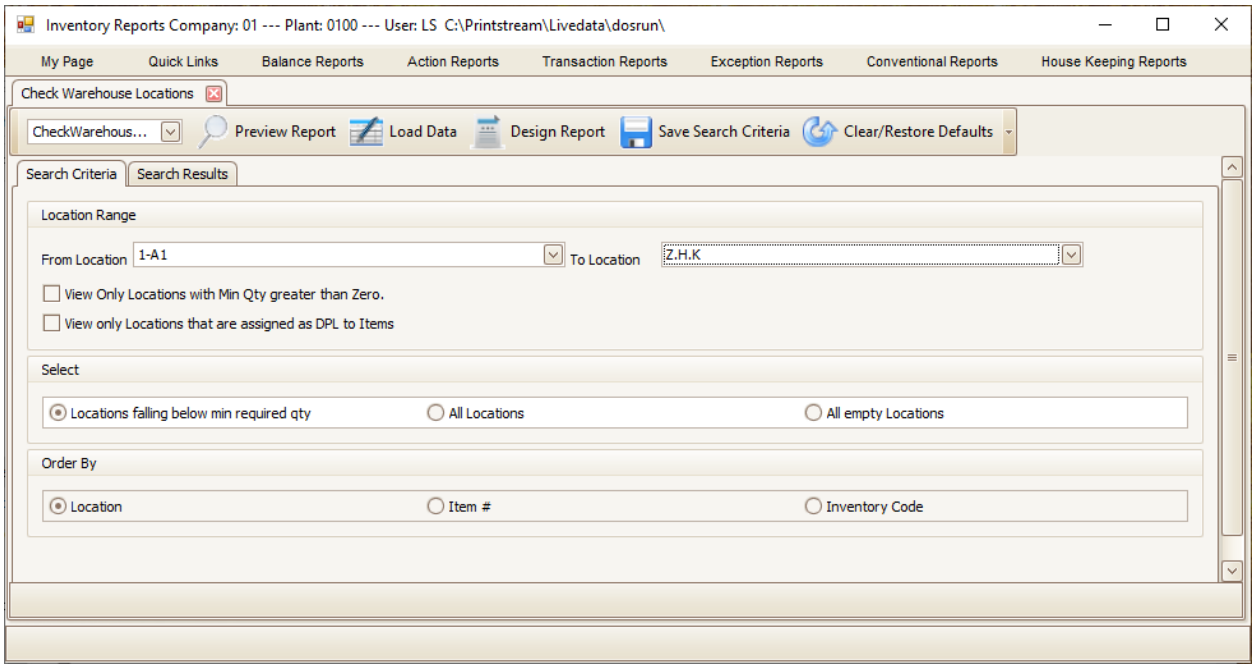


The Inventory Inactivity Report will display items' inactivity based on date range and transaction type.

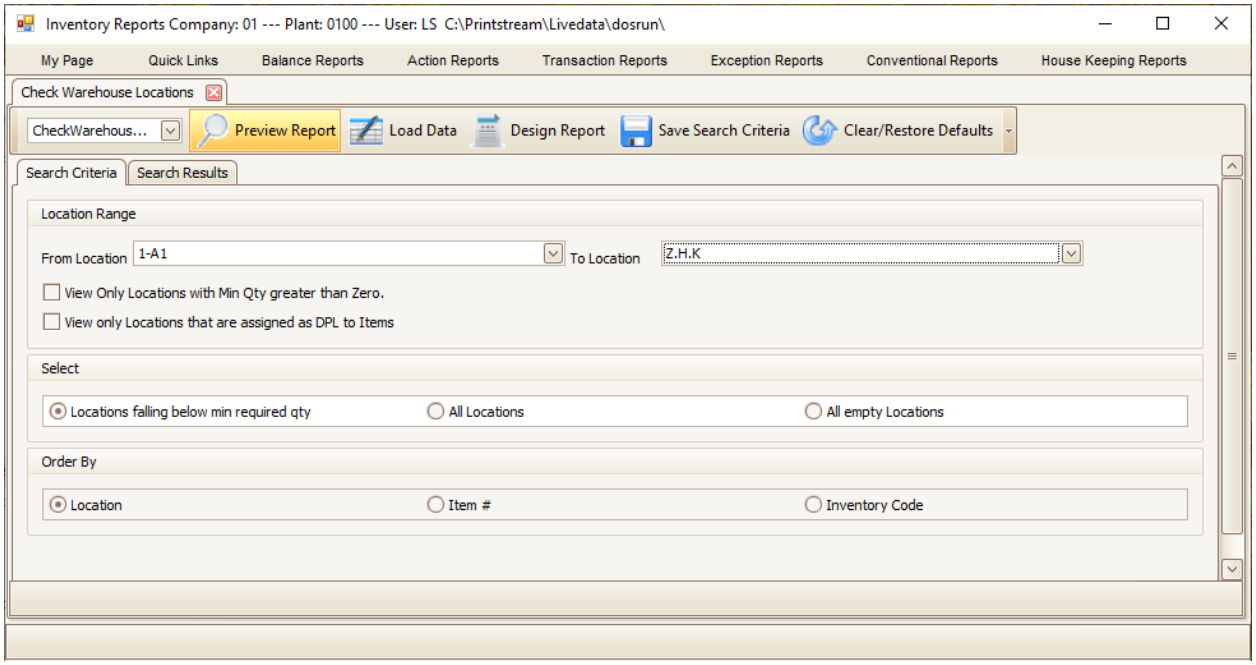


Check Warehouse Locations

The Check Warehouse Locations Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to look at warehouse locations that need attention such as falling below minimum required, empty locations, or all locations.

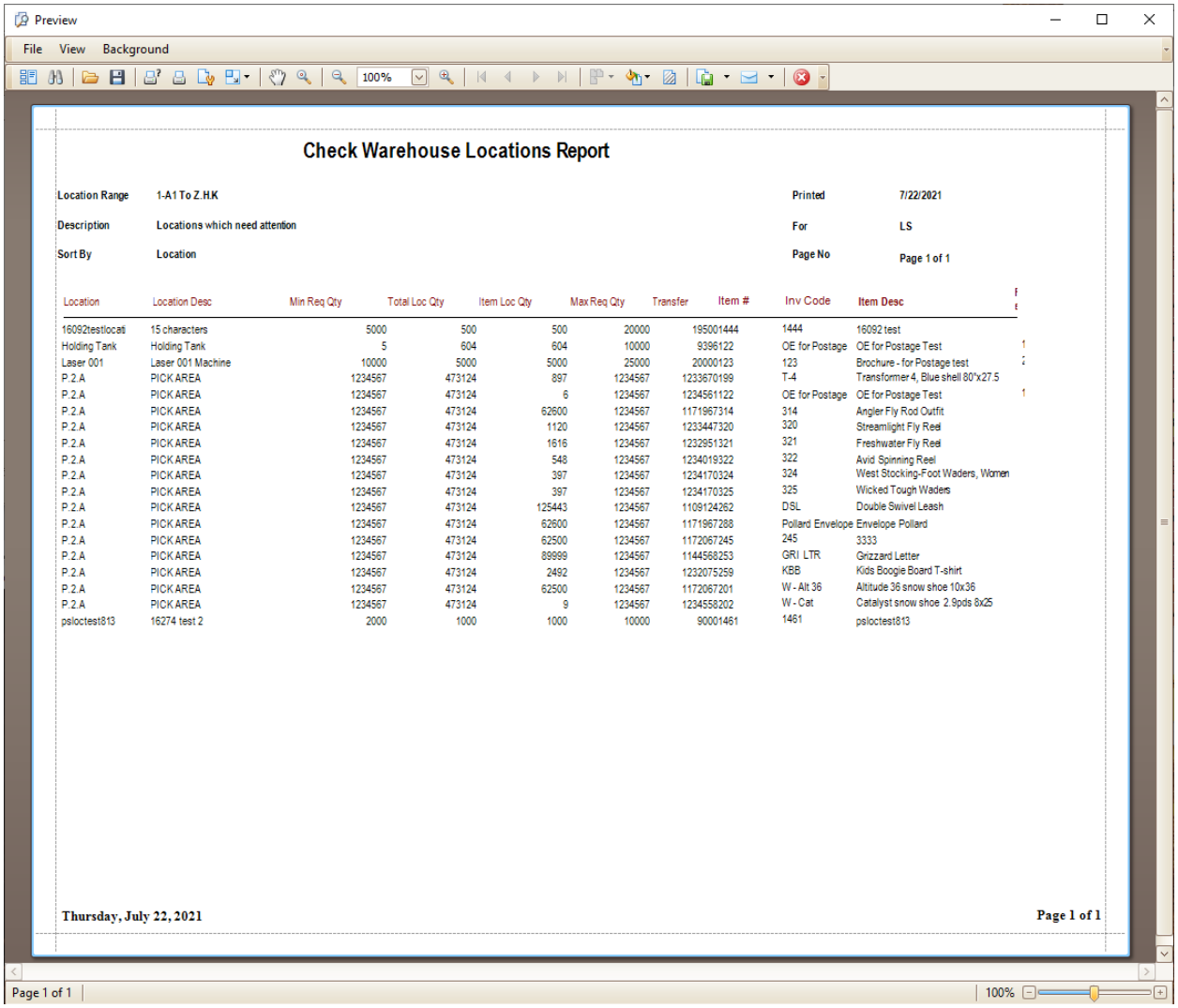


After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .

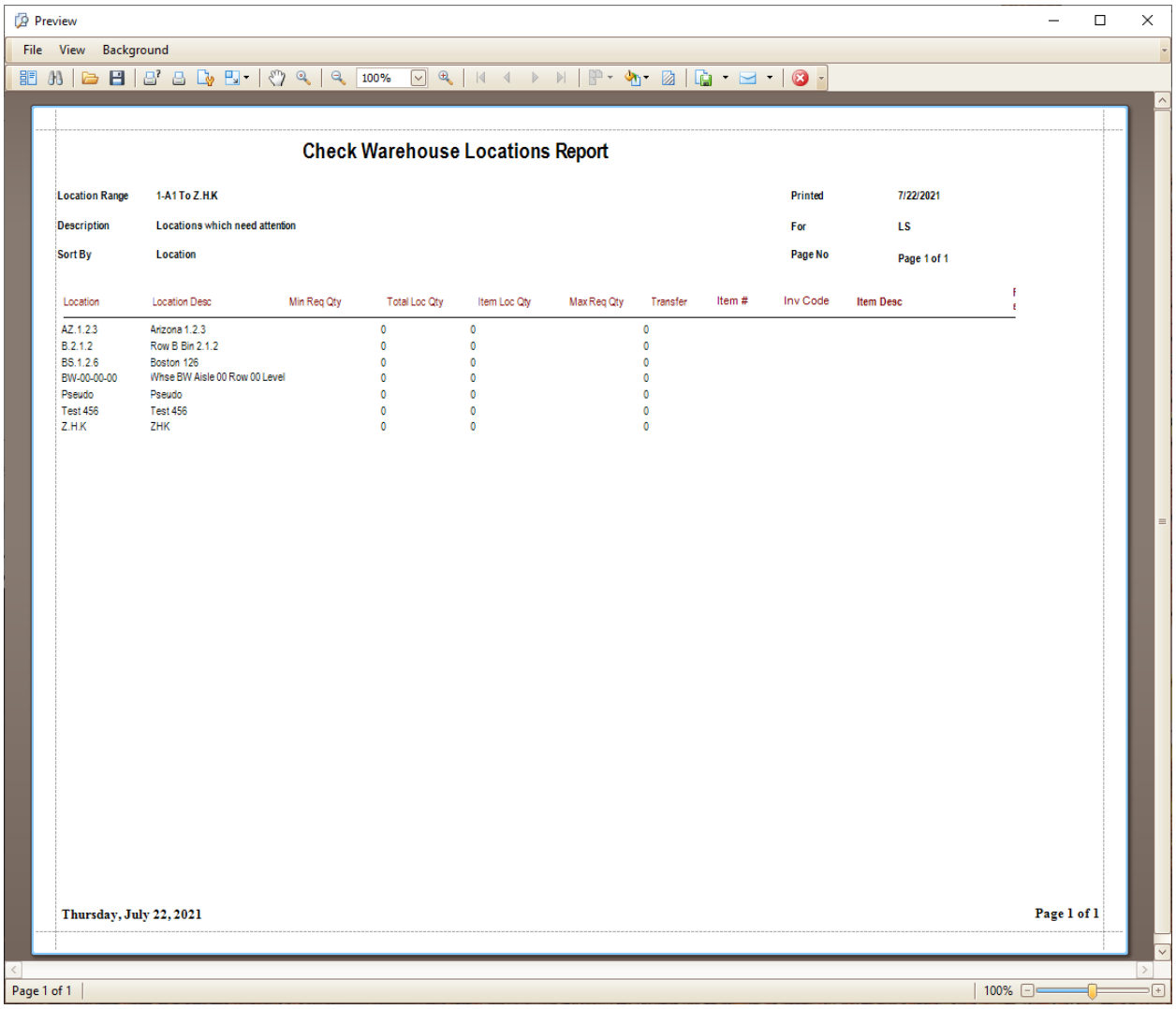


The Check Warehouse Locations Report will display warehouse locations that need attention such as falling below minimum required, empty locations, or all locations.

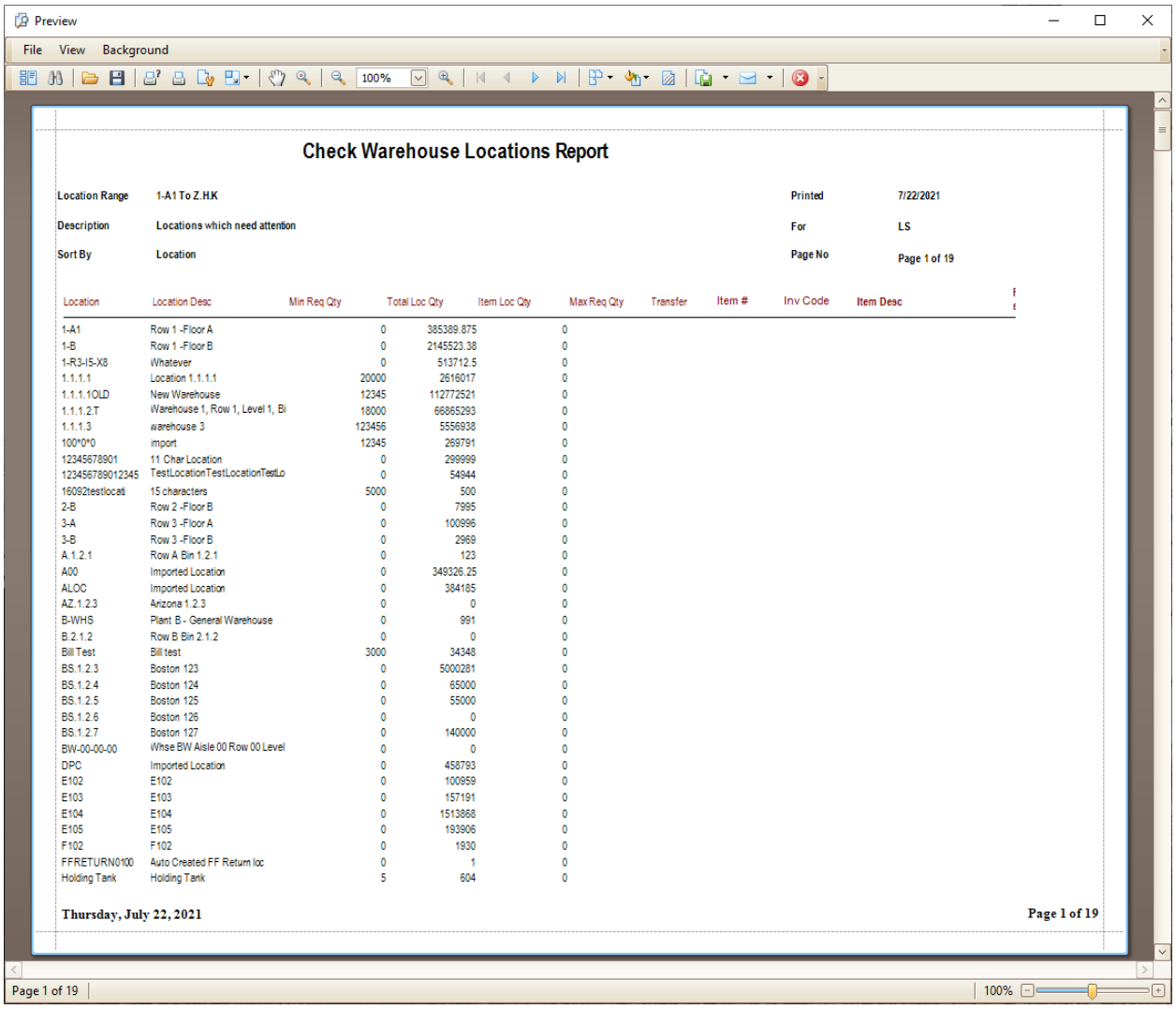
Below Minimum Required Qty option . . .



All Empty Locations option . . .

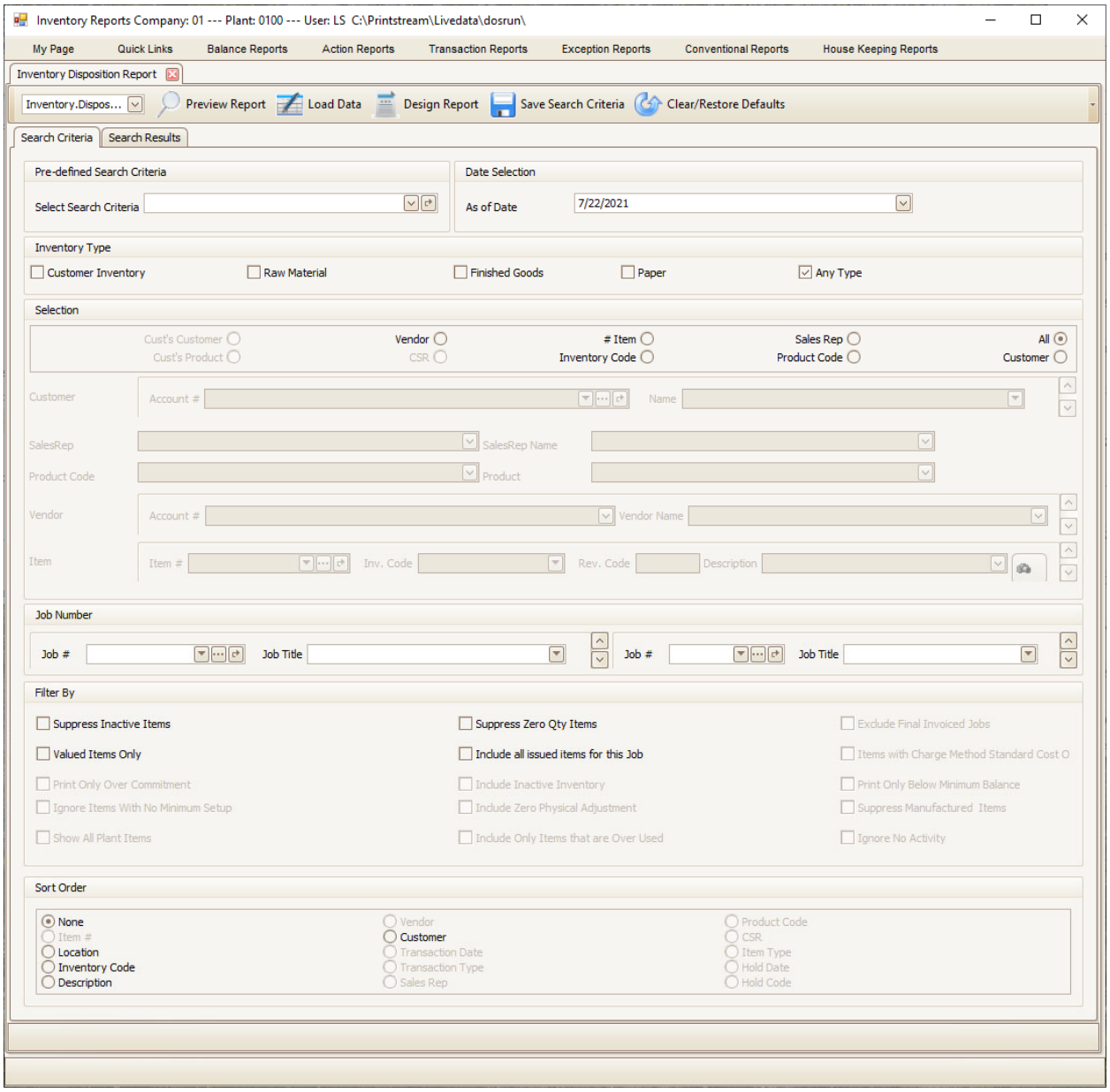


All Locations option . . .

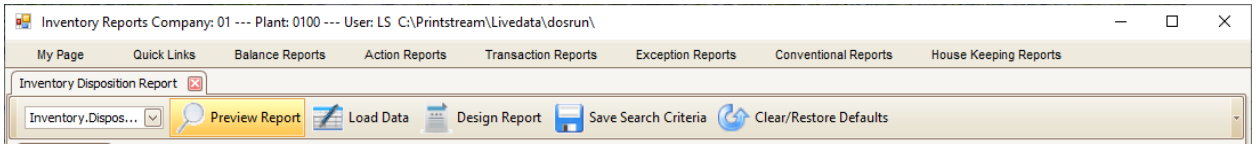


Inventory Disposition Report

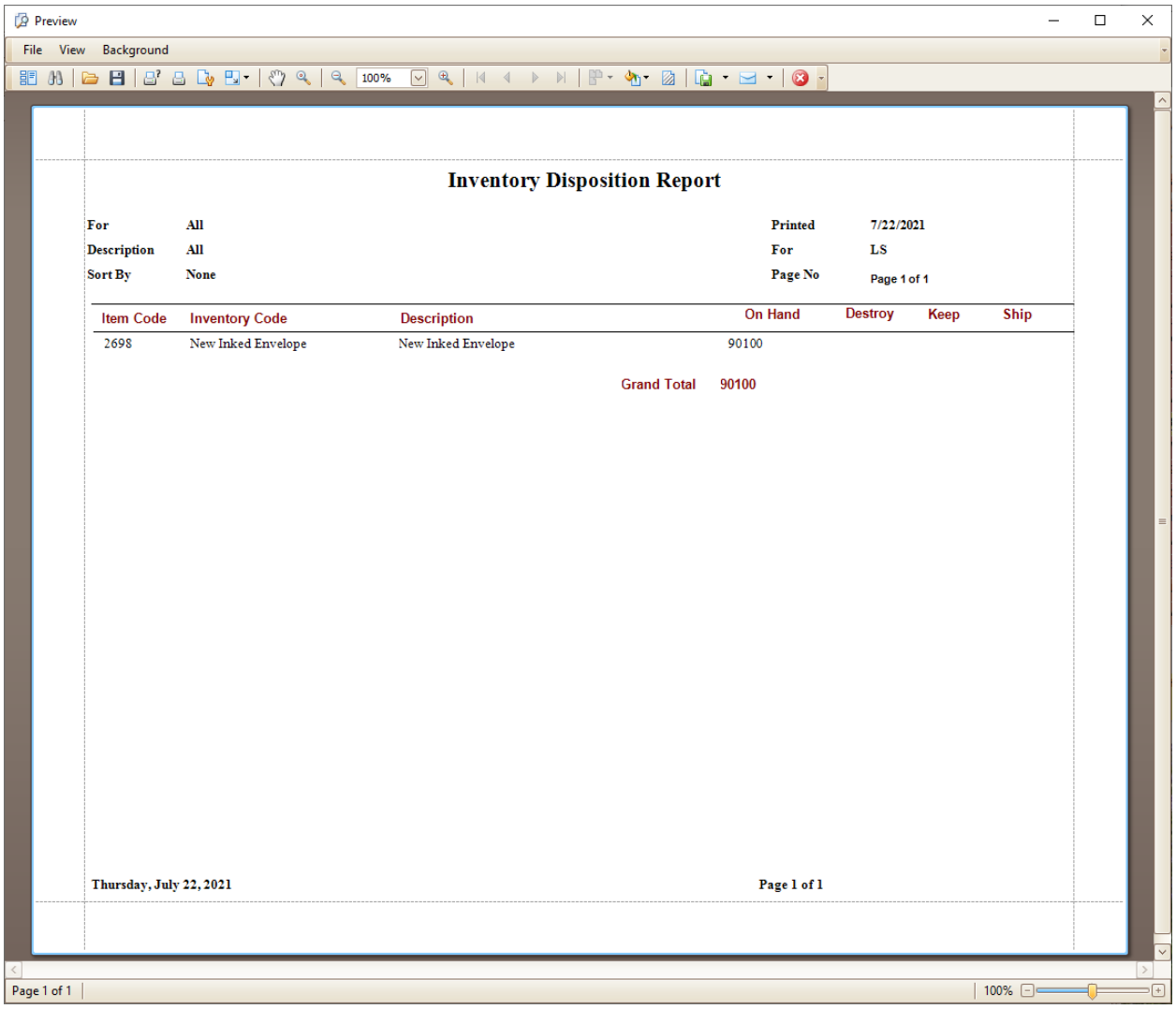
The Inventory Disposition Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to look at items linked to a production job.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .

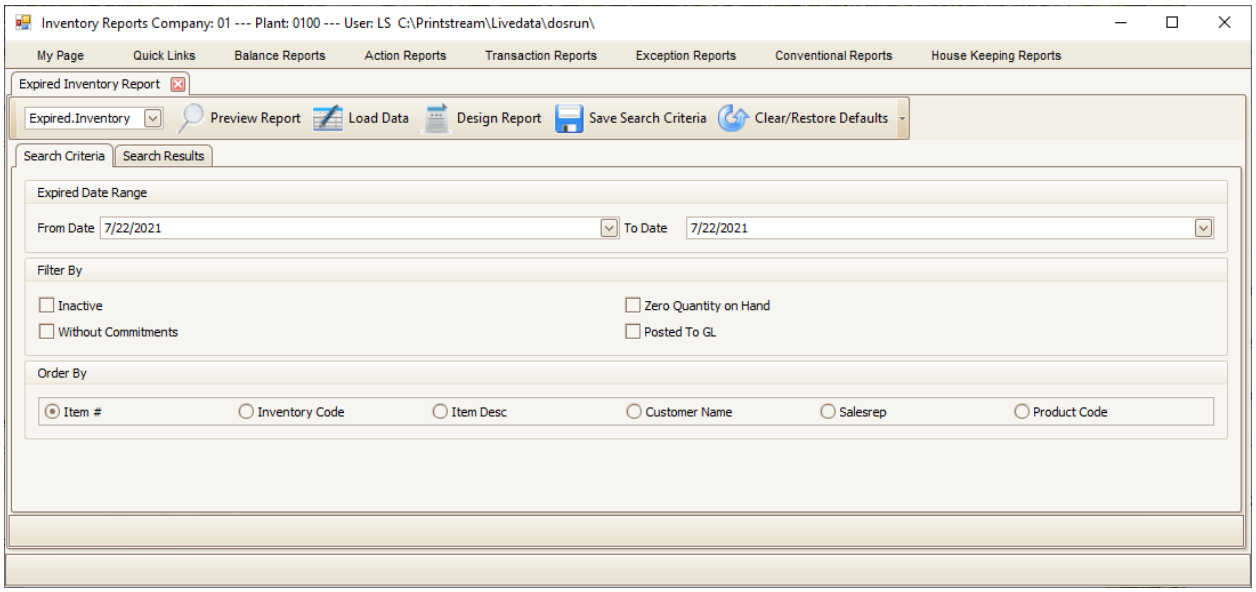


The Inventory Disposition Report will display items linked to a production job.

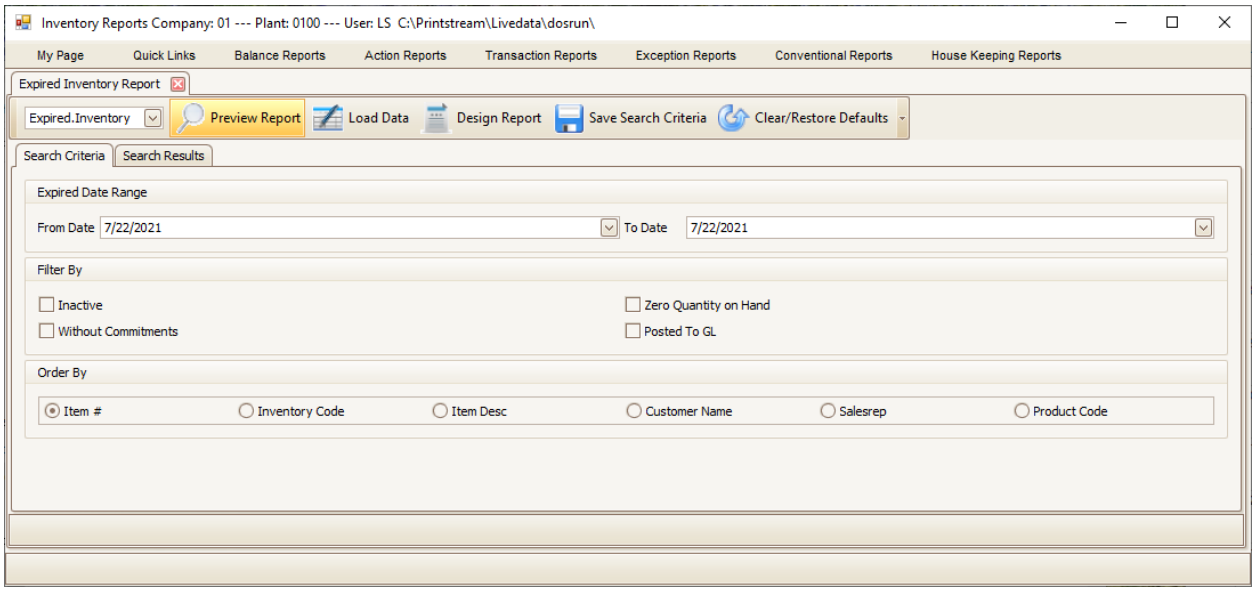


Expired Inventory Report

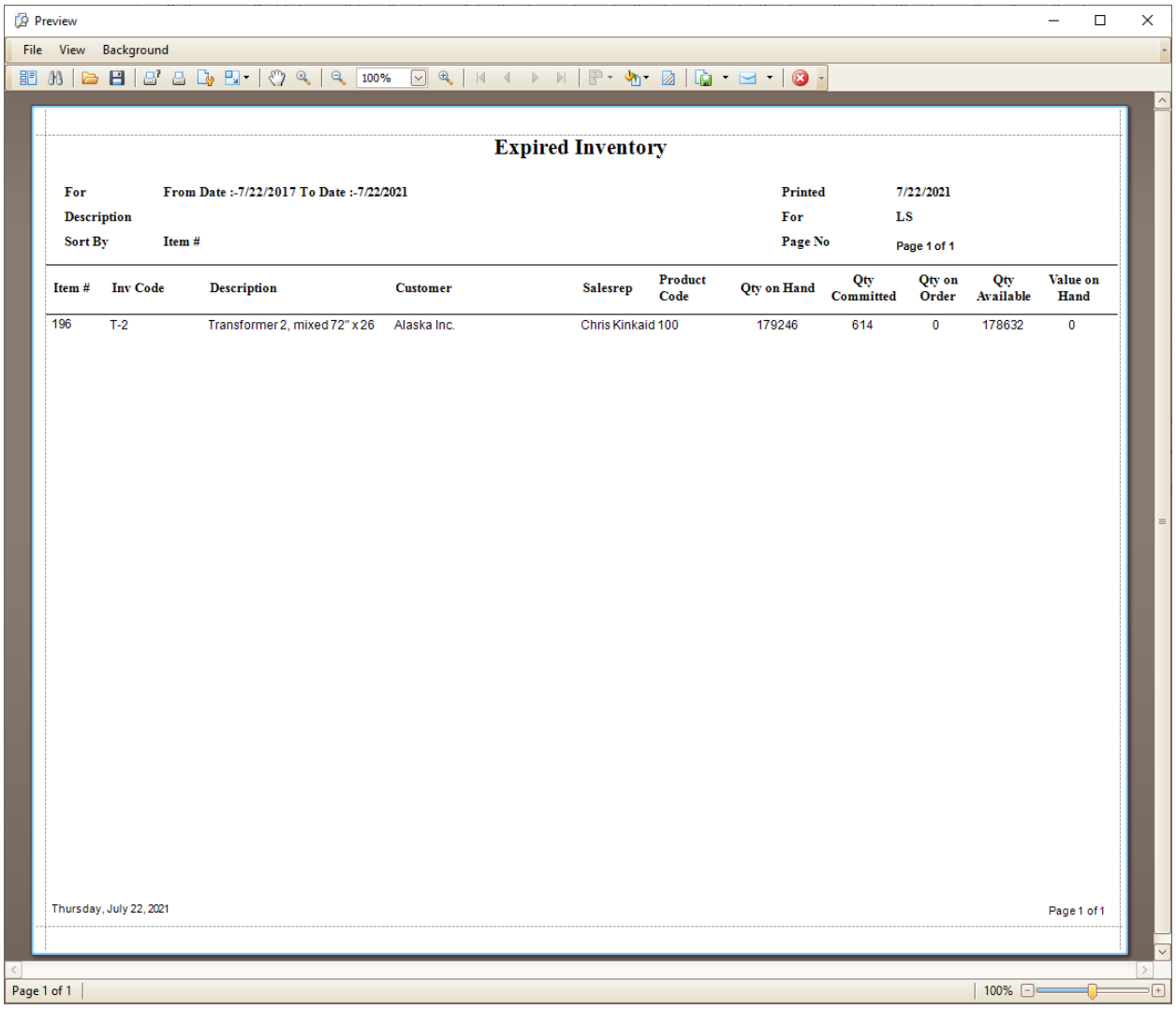
The Expired Inventory Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to look at items with expired dates.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .

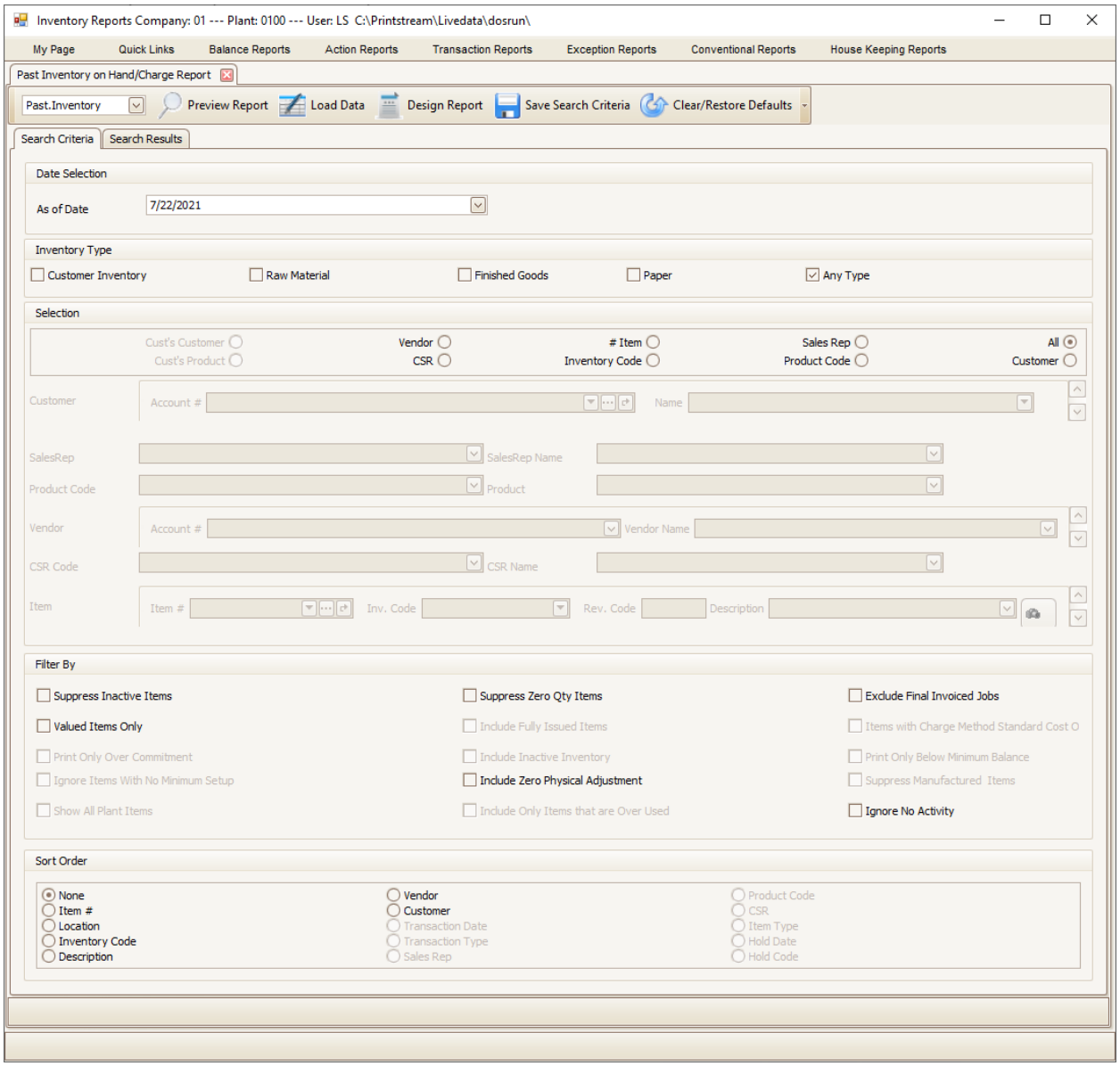


The Expired Inventory Report will display items with expired dates.

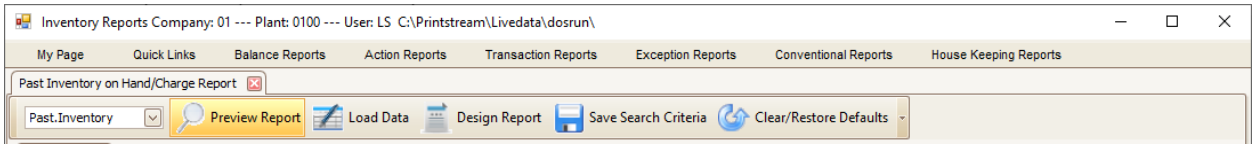


Past Inventory on Hand / Charge Report

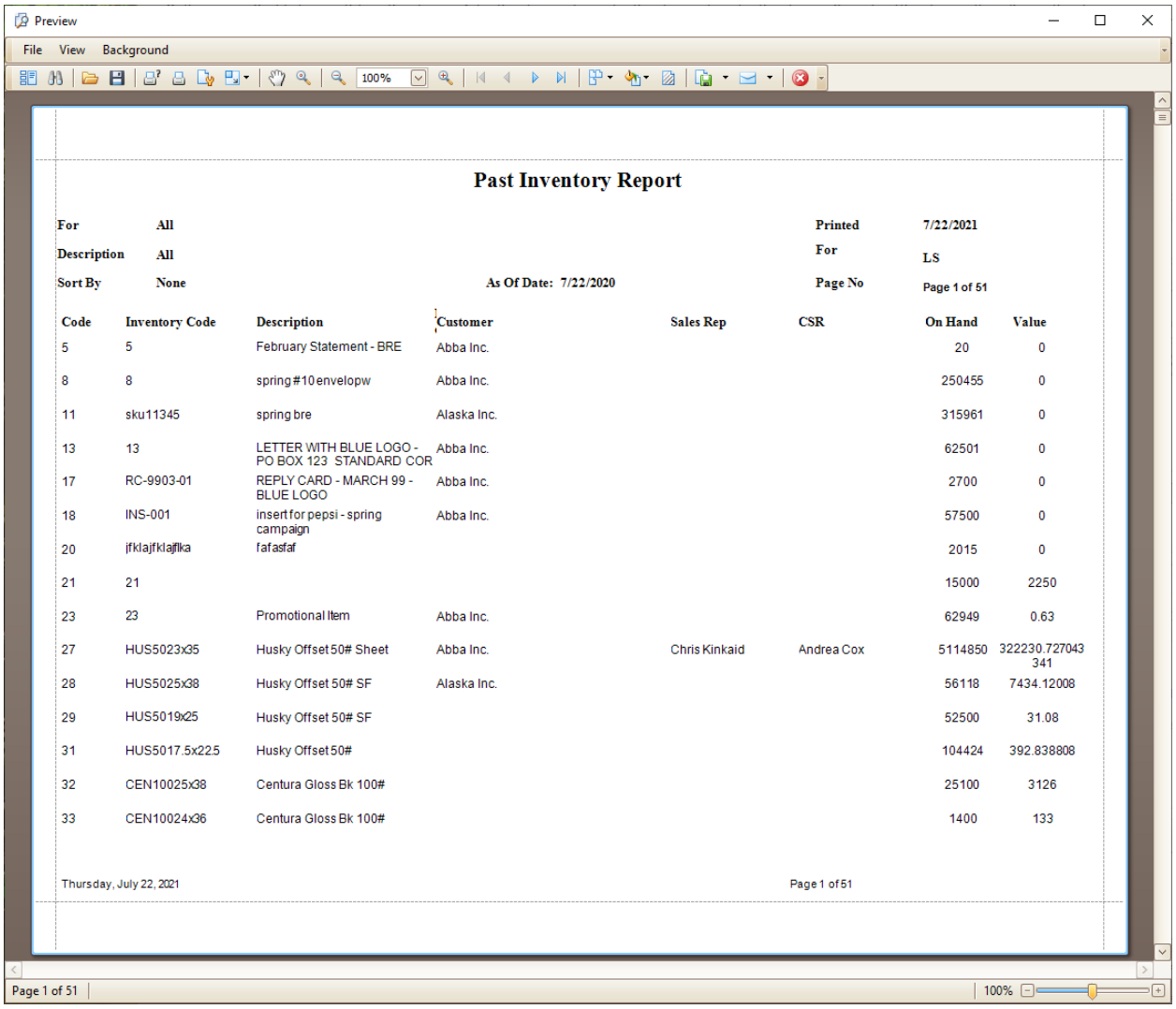
The Past Inventory on Hand / Charge Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to look at items qty and value based on a specific date.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .



The Past Inventory on Hand / Charge Report will display items qty and value based on a specific date.



Past Inventory Report

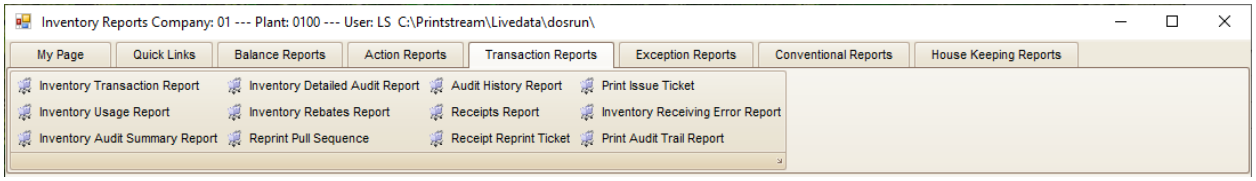
For All
Description All
Sort By None
As Of Date: 7/22/2020
Printed 7/22/2021
For LS
Page No Page 1 of 51

Code	Inventory Code	Description	Customer	Sales Rep	CSR	On Hand	Value
5	5	February Statement - BRE	Abba Inc.			20	0
8	8	spring #10 envelopw	Abba Inc.			250455	0
11	sku11345	spring bre	Alaska Inc.			315961	0
13	13	LETTER WITH BLUE LOGO - PO BOX 123 STANDARD COR	Abba Inc.			62501	0
17	RC-9903-01	REPLY CARD - MARCH 99 - BLUE LOGO	Abba Inc.			2700	0
18	INS-001	insert for pepsi - spring campaign	Abba Inc.			57500	0
20	jfklajfklajflka	fafasfaf				2015	0
21	21					15000	2250
23	23	Promotional Item	Abba Inc.			62949	0.63
27	HUS5023x35	Husky Offset 50# Sheet	Abba Inc.	Chris Kinkaid	Andrea Cox	5114850	322230.727043341
28	HUS5025x38	Husky Offset 50# SF	Alaska Inc.			56118	7434.12008
29	HUS5019x25	Husky Offset 50# SF				52500	31.08
31	HUS5017.5x22.5	Husky Offset 50#				104424	392.838808
32	CEN10025x38	Centura Gloss Bk 100#				25100	3126
33	CEN10024x36	Centura Gloss Bk 100#				1400	133

Thursday, July 22, 2021 Page 1 of 51

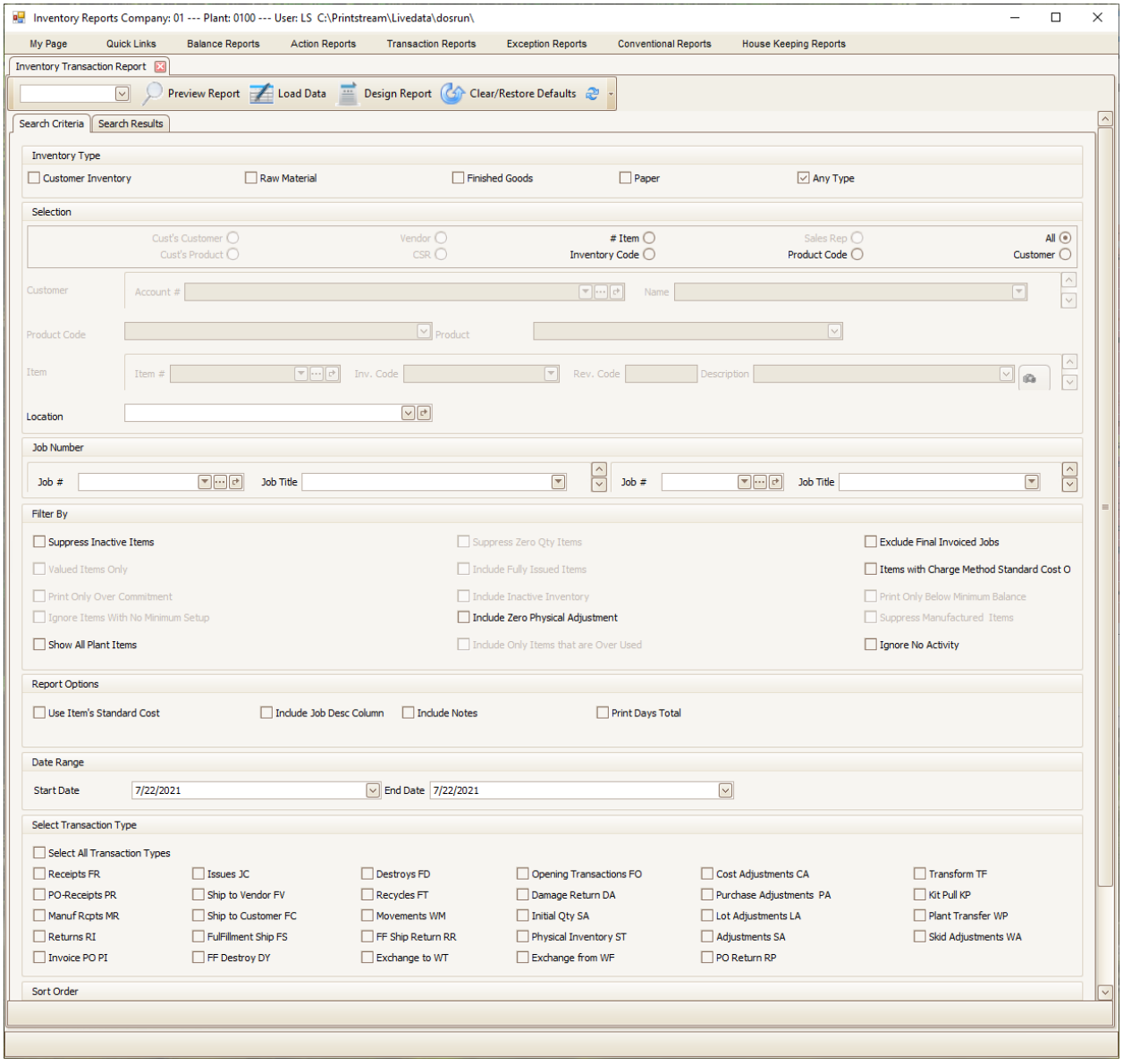
Transaction Reports

Within the Transaction Reports main menu are several inventory balance related reports. The individual reports will be covered in this section of the document.

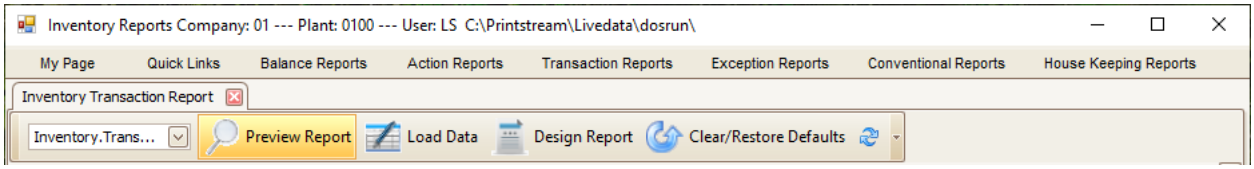


Inventory Transaction Report

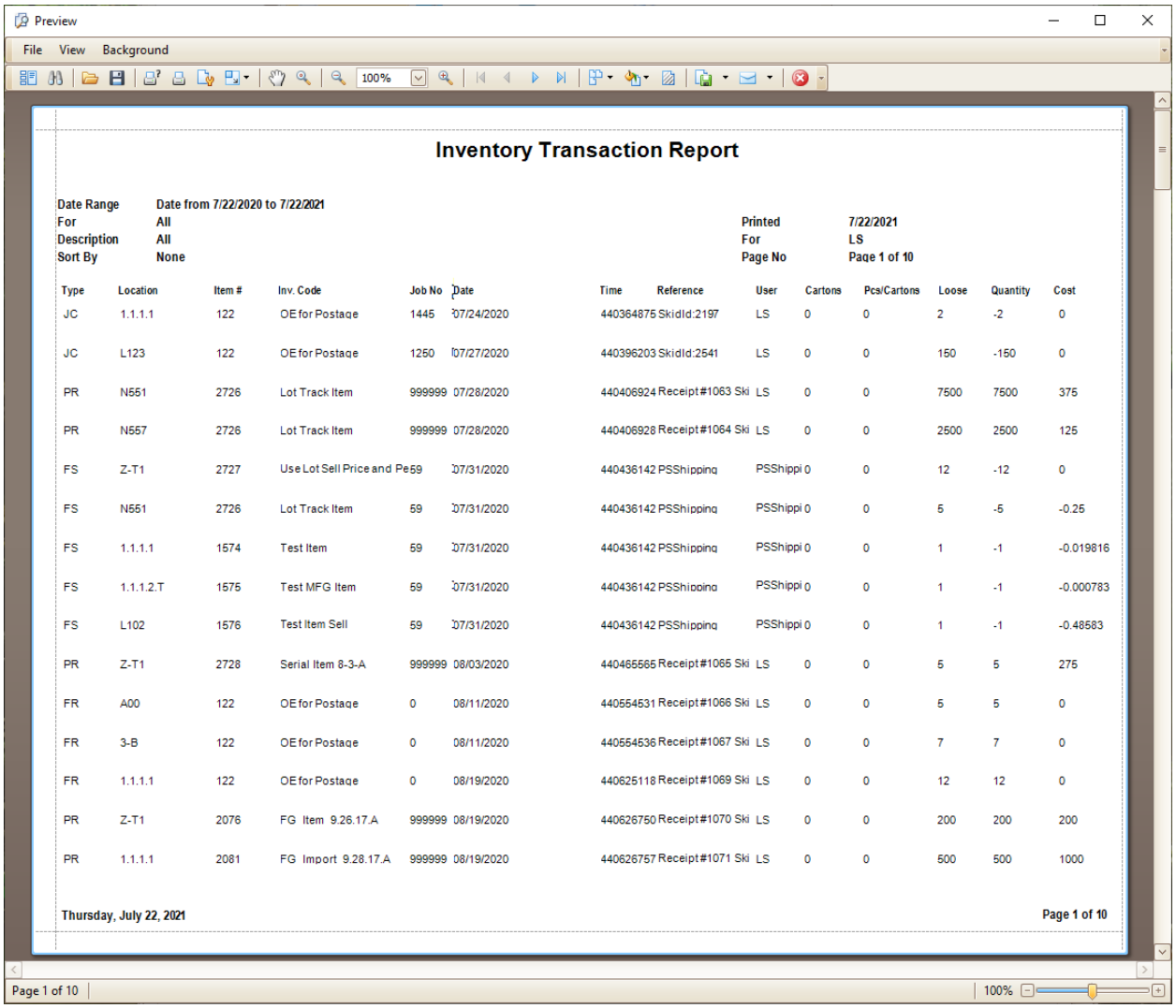
The Inventory Transaction Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to look at items based on transaction types and a date range.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .

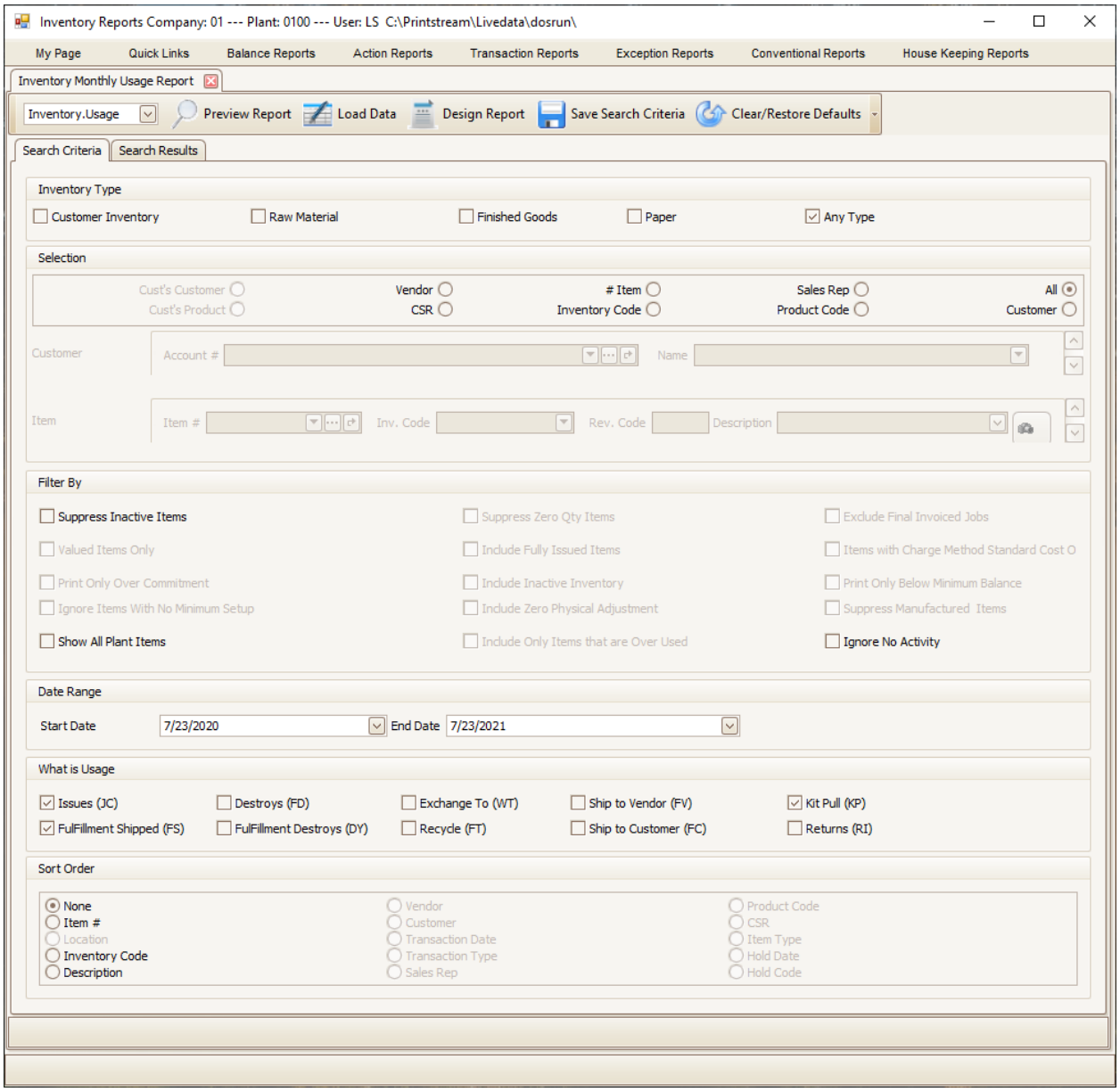


The Inventory Transaction Report will display items based on transaction types and a date range.

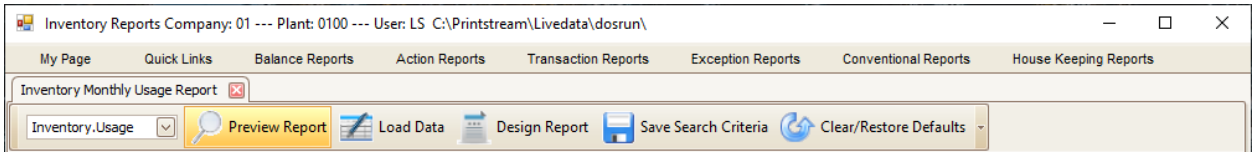


Inventory Usage Report

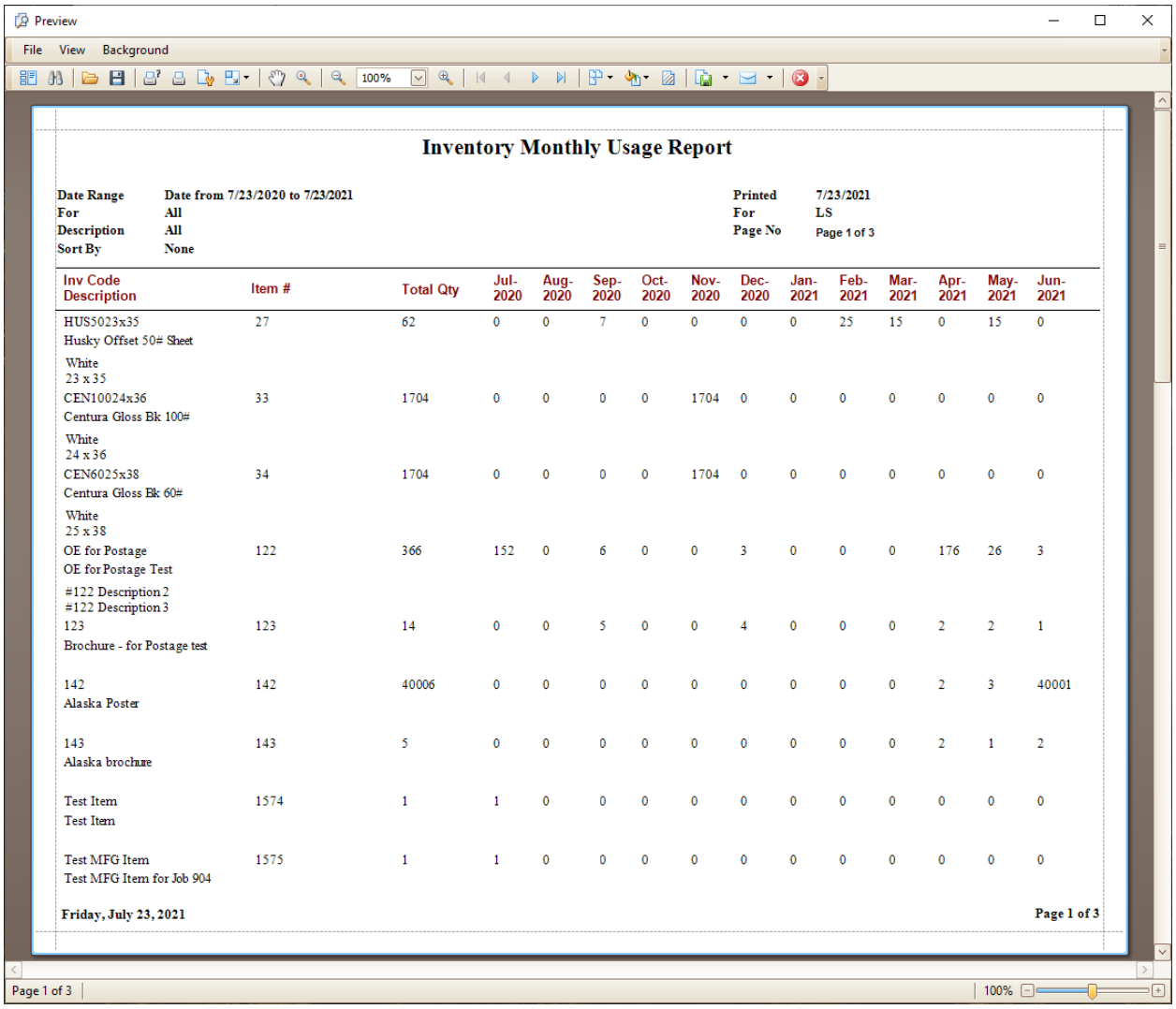
The Inventory Usage Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to look at items based on usage types and a date range.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .

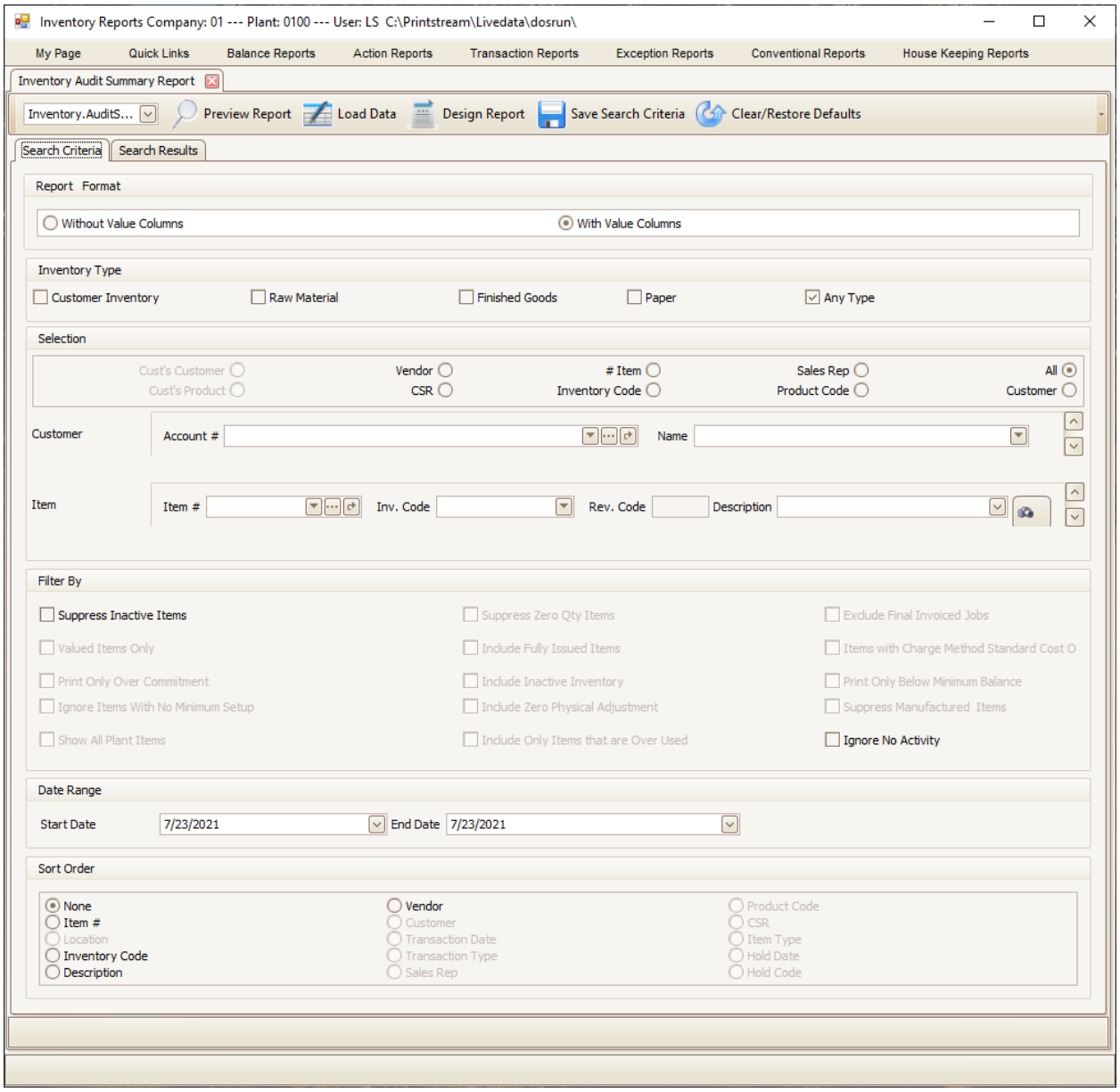


The Inventory Usage Report will display items based on usage types and a date range.

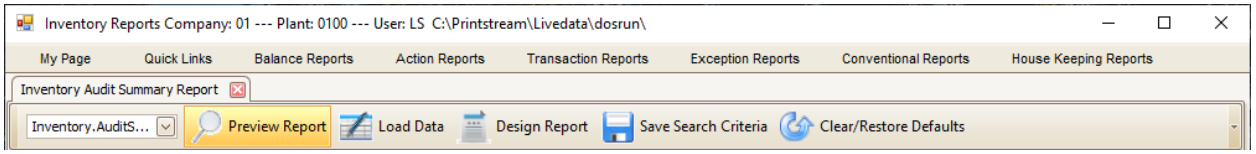


Inventory Audit Summary Report

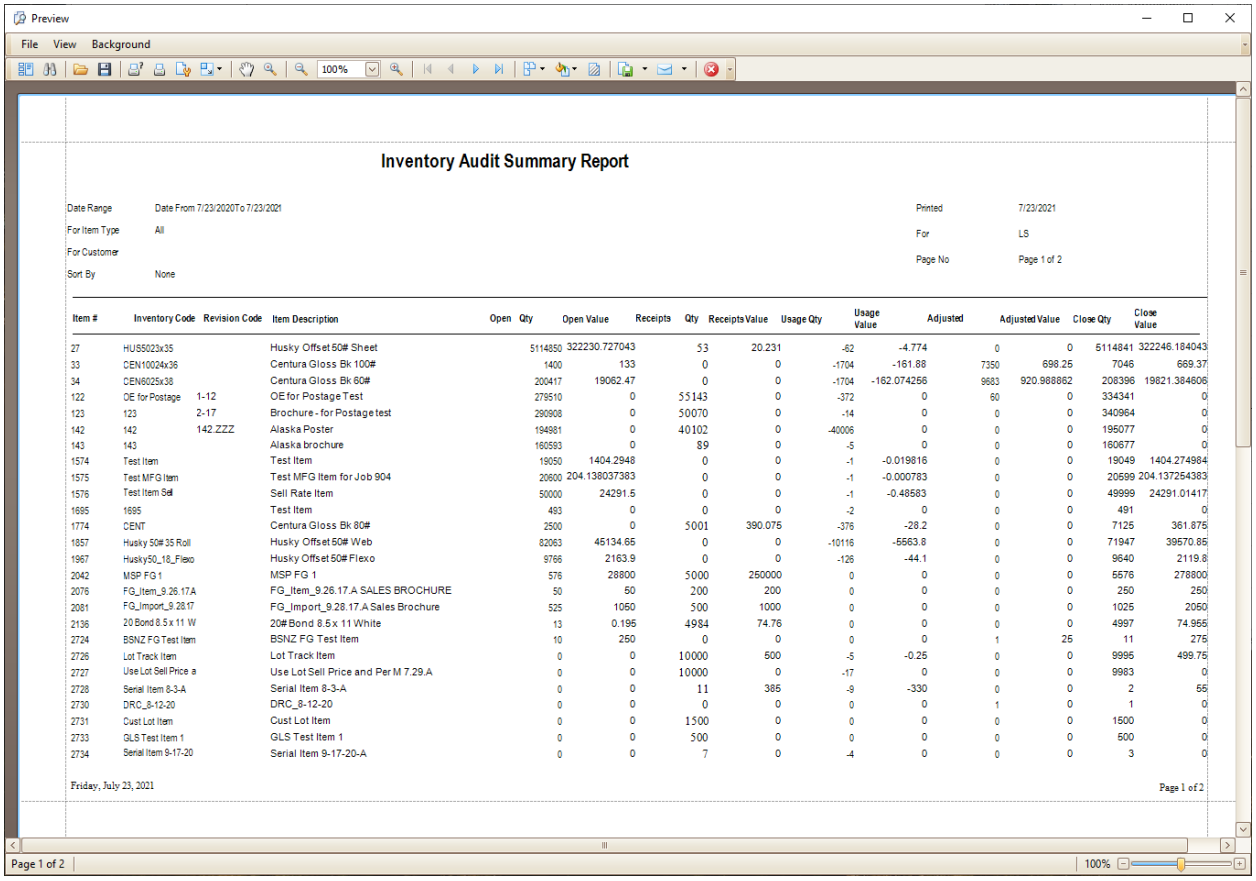
The Inventory Audit Summary Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to look at items based on qty, value, receipts, and usage types within a date range.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .



The Inventory Audit Summary Report will display items based on qty, value, receipts, and usage types within a date range.



Inventory Audit Summary Report

Date Range: Date From 7/23/2020To 7/23/2021
For Item Type: All
For Customer:
Sort By: None
Printed: 7/23/2021
For: LS
Page No: Page 1 of 2

Item #	Inventory Code	Revision Code	Item Description	Open Qty	Open Value	Receipts Qty	Receipts Value	Usage Qty	Usage Value	Adjusted	Adjusted Value	Close Qty	Close Value
27	HUS5023x35		Husky Offset 50# Sheet	5114850	322230.727043	53	20.231	-62	-4.774	0	0	5114841	322246.184043
33	CEN10024x36		Centura Gloss Bk 100#	1400	133	0	0	-1704	-161.88	7350	698.25	7046	669.37
34	CEN6025x38		Centura Gloss Bk 60#	200417	19062.47	0	0	-1704	-162.074256	9683	920.988882	208396	19821.384606
122	OE for Postage	1-12	OE for Postage Test	279510	0	55143	0	-372	0	60	0	334341	0
123	123	2-17	Brochure - for Postage test	290908	0	50070	0	-14	0	0	0	340964	0
142	142	142.ZZZ	Alaska Poster	194981	0	40102	0	-40006	0	0	0	195077	0
143	143		Alaska brochure	160593	0	89	0	-5	0	0	0	160677	0
1574	Test Item		Test Item	19050	1404.2948	0	0	-1	-0.019816	0	0	19049	1404.274984
1575	Test MFG Item		Test MFG Item for Job 904	20600	204.138037383	0	0	-1	-0.000783	0	0	20599	204.137254383
1576	Test Item Sell		Sell Rate Item	50000	24291.5	0	0	-1	-0.48583	0	0	49999	24291.01417
1695	1695		Test Item	493	0	0	0	-2	0	0	0	491	0
1774	CENT		Centura Gloss Bk 80#	2500	0	5001	390.075	-376	-28.2	0	0	7125	361.875
1857	Husky 50# 35 Roll		Husky Offset 50# Web	82063	45134.65	0	0	-10116	-5563.8	0	0	71947	39570.85
1967	Husky50_18_Flexo		Husky Offset 50# Flexo	9766	2163.9	0	0	-126	-44.1	0	0	9640	2119.8
2042	MSP FG 1		MSP FG 1	576	28800	5000	250000	0	0	0	0	5576	278800
2076	FG_Item_9.26.17.A		FG_Item_9.26.17.A SALES BROCHURE	50	50	200	200	0	0	0	0	250	250
2081	FG_Import_9.28.17		FG_Import_9.28.17.A Sales Brochure	525	1050	500	1000	0	0	0	0	1025	2050
2136	20 Bond 8.5 x 11 W		20# Bond 8.5x 11 White	13	0.195	4984	74.76	0	0	0	0	4997	74.955
2724	BSNZ FG Test Item		BSNZ FG Test Item	10	250	0	0	0	0	1	25	11	275
2726	Lot Track Item		Lot Track Item	0	0	10000	500	-5	-0.25	0	0	9995	499.75
2727	Use Lot Sell Price a		Use Lot Sell Price and Per M 7.29.A	0	0	10000	0	-17	0	0	0	9983	0
2728	Serial Item 8-3-A		Serial Item 8-3-A	0	0	11	385	-9	-330	0	0	2	55
2730	DRC_8-12-20		DRC_8-12-20	0	0	0	0	0	0	1	0	1	0
2731	Cust Lot Item		Cust Lot Item	0	0	1500	0	0	0	0	0	1500	0
2733	GLS Test Item 1		GLS Test Item 1	0	0	500	0	0	0	0	0	500	0
2734	Serial Item 9-17-20		Serial Item 9-17-20-A	0	0	7	0	-4	0	0	0	3	0

Friday, July 23, 2021 Page 1 of 2

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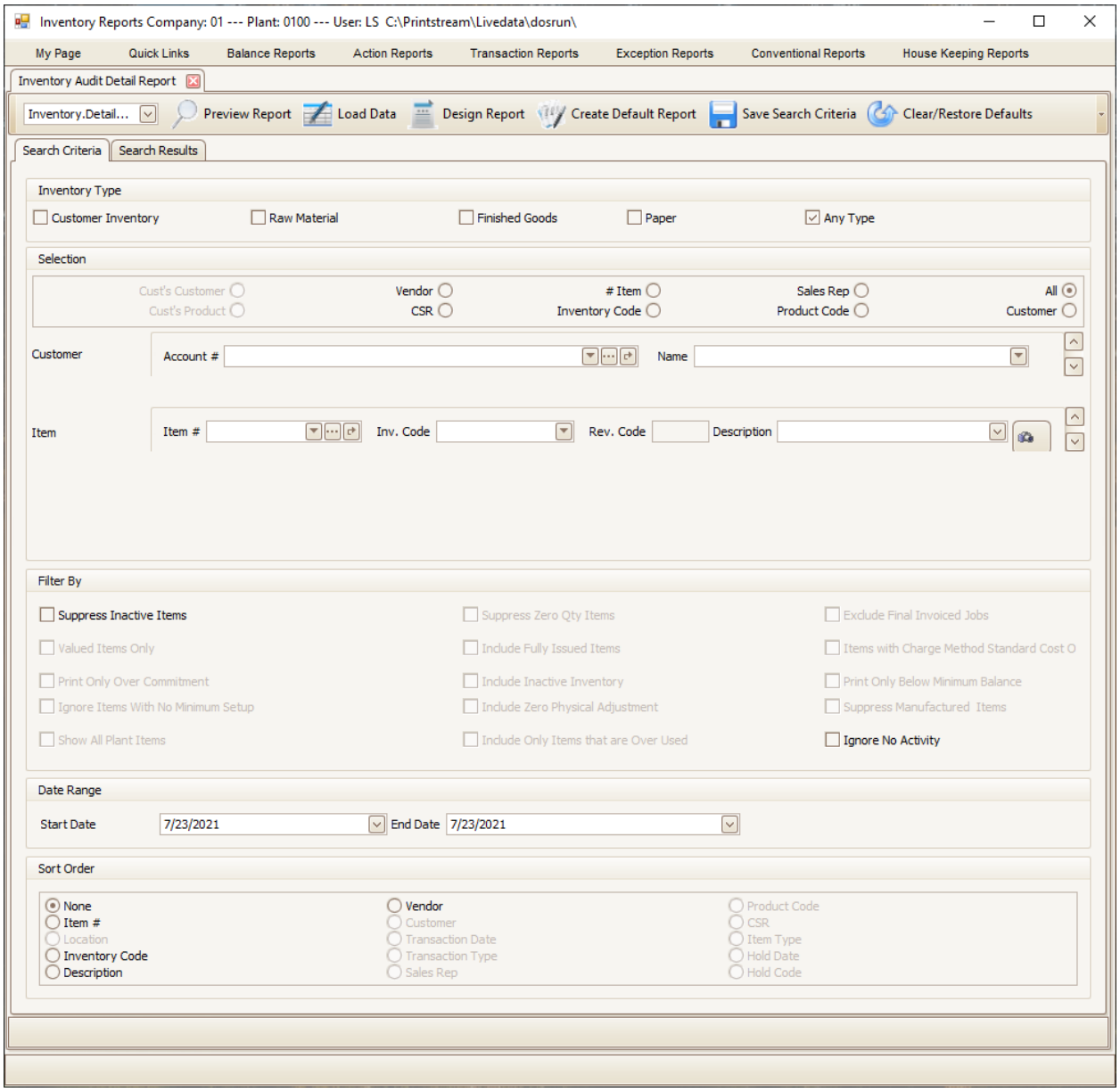
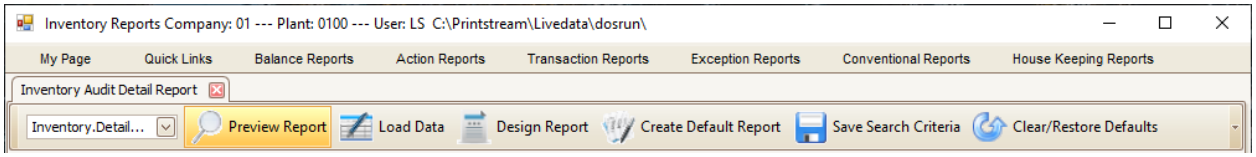
Inventory Audit Detail Report

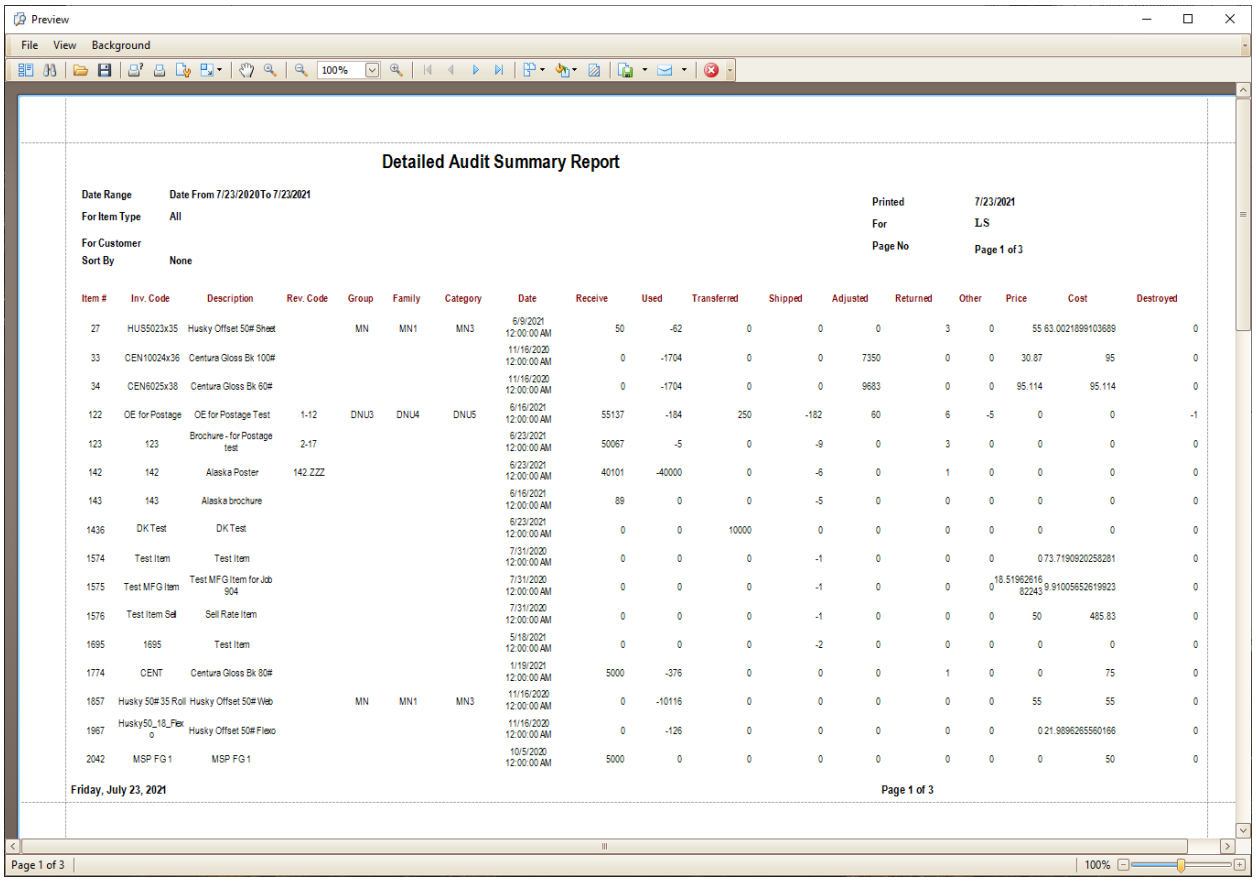
The Inventory Audit Detail Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to look at items based on transaction detail within a date range.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .



The Inventory Audit Detail Report will display items based on transaction detail within a date range.



Detailed Audit Summary Report

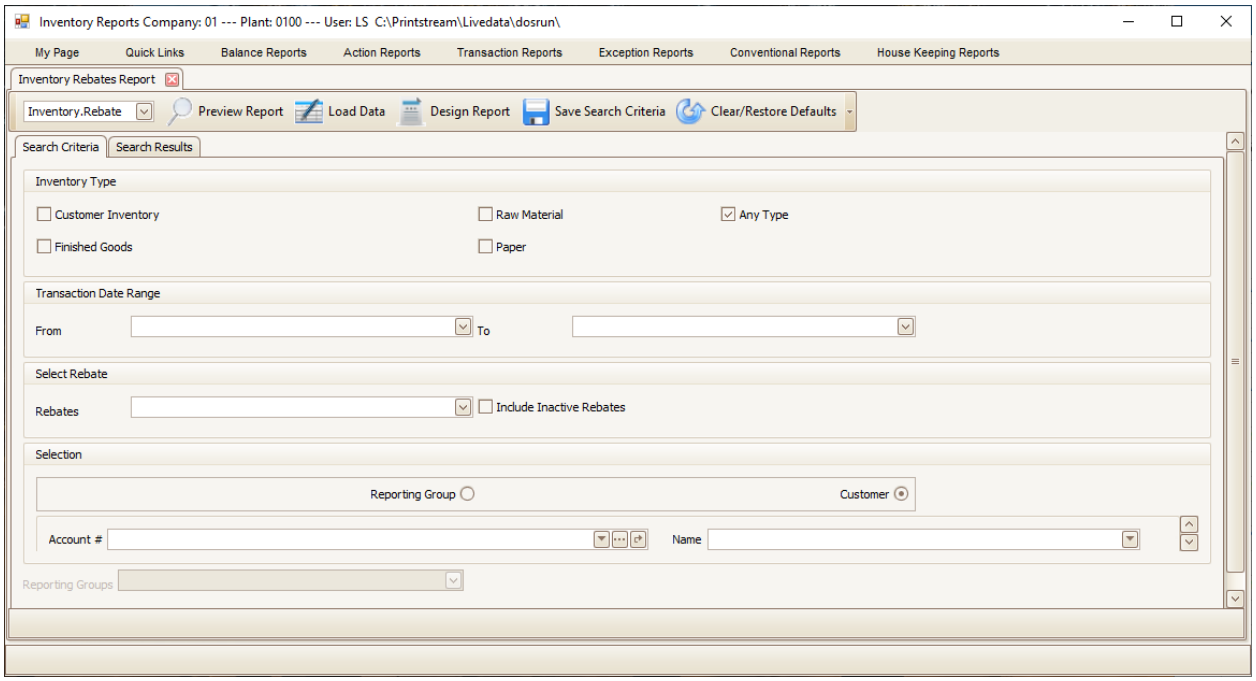
Date Range Date From 7/23/2020 To 7/23/2021
For Item Type All
For Customer
Sort By None

Printed 7/23/2021
For LS
Page No Page 1 of 3

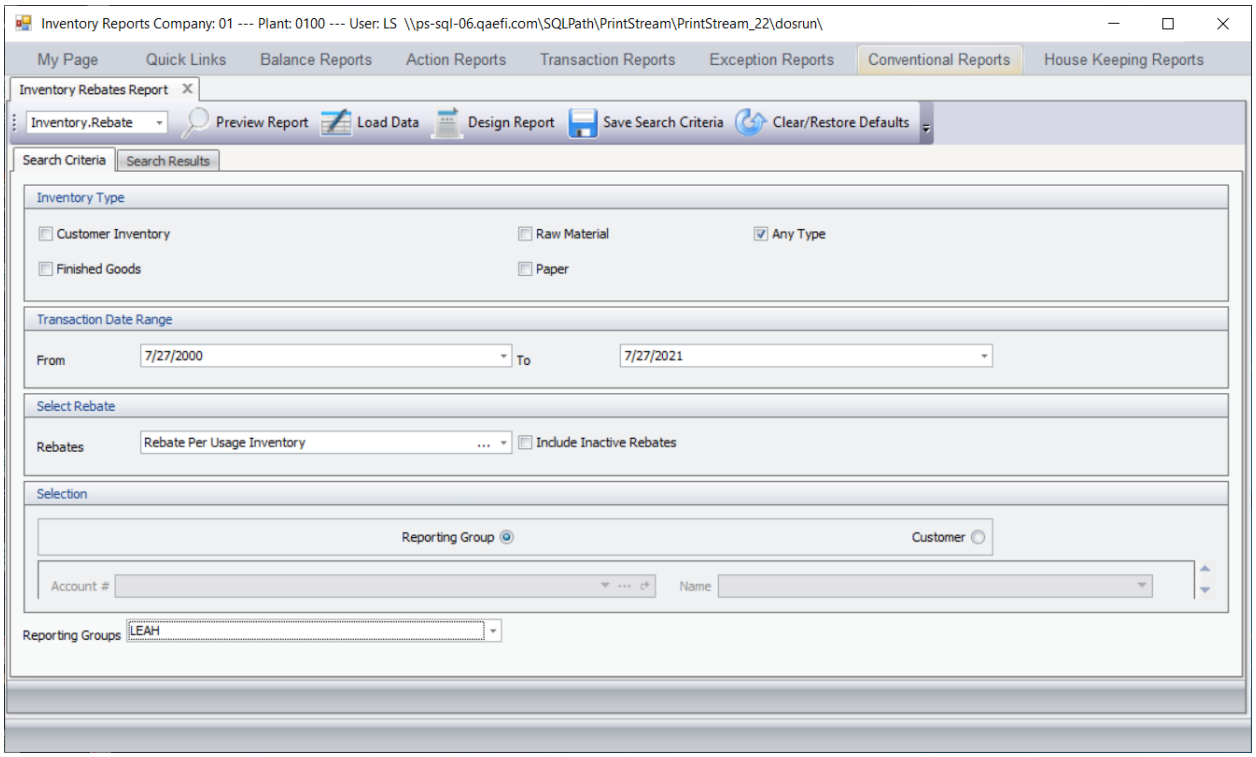
Item #	Inv. Code	Description	Rev. Code	Group	Family	Category	Date	Receive	Used	Transferred	Shipped	Adjusted	Returned	Other	Price	Cost	Destroyed
27	HUS5023x35	Husky Offset 50# Sheet		MN	MN1	MN3	6/9/2021 12:00:00 AM	50	-62	0	0	0	3	0	55	63.0021899103689	0
33	CEN10024x36	Centura Gloss Bk 100#					11/16/2020 12:00:00 AM	0	-1704	0	0	7350	0	0	30.87	95	0
34	CEN6025x38	Centura Gloss Bk 60#					11/16/2020 12:00:00 AM	0	-1704	0	0	9683	0	0	95.114	95.114	0
122	OE for Postage	OE for Postage Test	1-12	DNU3	DNU4	DNU5	6/16/2021 12:00:00 AM	55137	-184	250	-182	60	6	-5	0	0	-1
123	123	Brochure - for Postage test	2-17				6/23/2021 12:00:00 AM	50067	-5	0	-9	0	3	0	0	0	0
142	142	Alaska Poster	142.ZZZ				6/23/2021 12:00:00 AM	40101	-40000	0	-6	0	1	0	0	0	0
143	143	Alaska brochure					6/16/2021 12:00:00 AM	89	0	0	-5	0	0	0	0	0	0
1436	DK Test	DK Test					6/23/2021 12:00:00 AM	0	0	10000	0	0	0	0	0	0	0
1574	Test Item	Test Item					7/31/2020 12:00:00 AM	0	0	0	-1	0	0	0	0	73.7190920258281	0
1575	Test MFG Item	Test MFG Item for Job 904					7/31/2020 12:00:00 AM	0	0	0	-1	0	0	0	18.5196261682243	9.91005652619923	0
1576	Test Item Sell	Sell Rate Item					7/31/2020 12:00:00 AM	0	0	0	-1	0	0	0	50	485.83	0
1695	1695	Test Item					5/18/2021 12:00:00 AM	0	0	0	-2	0	0	0	0	0	0
1774	CENT	Centura Gloss Bk 80#					1/19/2021 12:00:00 AM	5000	-376	0	0	0	1	0	0	75	0
1857	Husky 50# 35 Roll	Husky Offset 50# Web		MN	MN1	MN3	11/16/2020 12:00:00 AM	0	-10116	0	0	0	0	0	55	55	0
1967	Husky50_18_Flexo	Husky Offset 50# Flexo					11/16/2020 12:00:00 AM	0	-126	0	0	0	0	0	0	21.9896265560166	0
2042	MSP FG 1	MSP FG 1					10/5/2020 12:00:00 AM	5000	0	0	0	0	0	0	0	50	0

Inventory Rebates Report

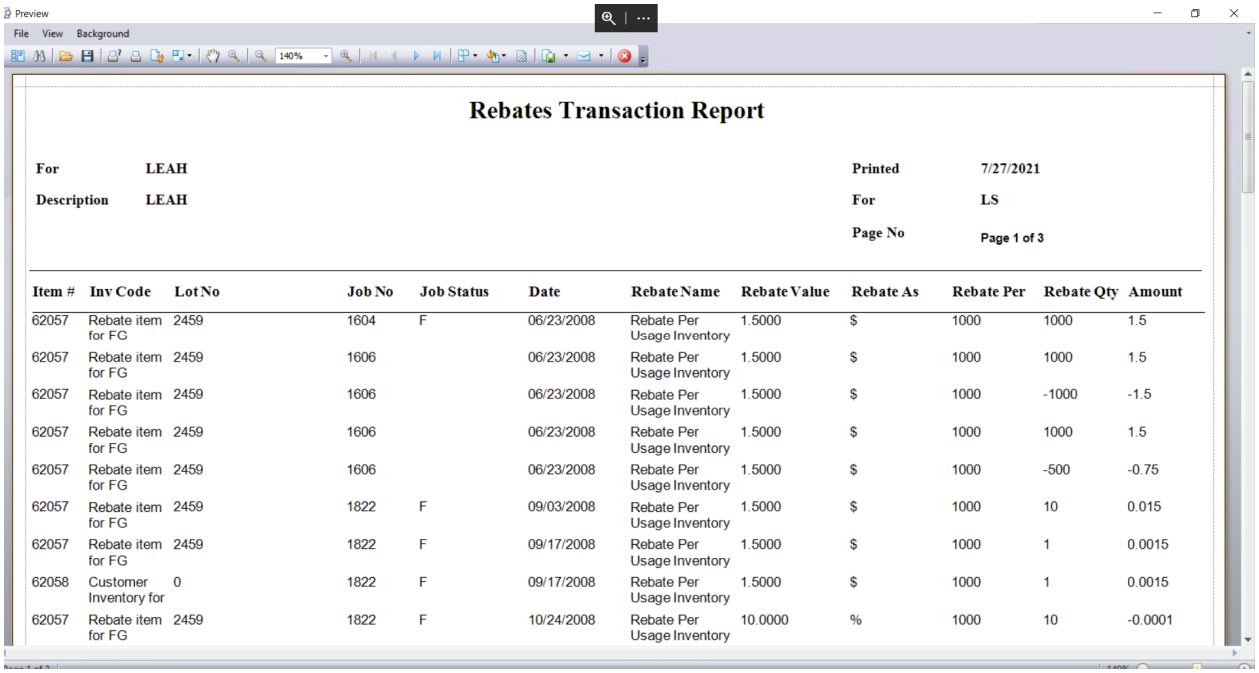
The Inventory Rebates Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to look at item rebate transactions within a date range.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .



The Inventory Rebates Report will display item rebate transactions within a date range.



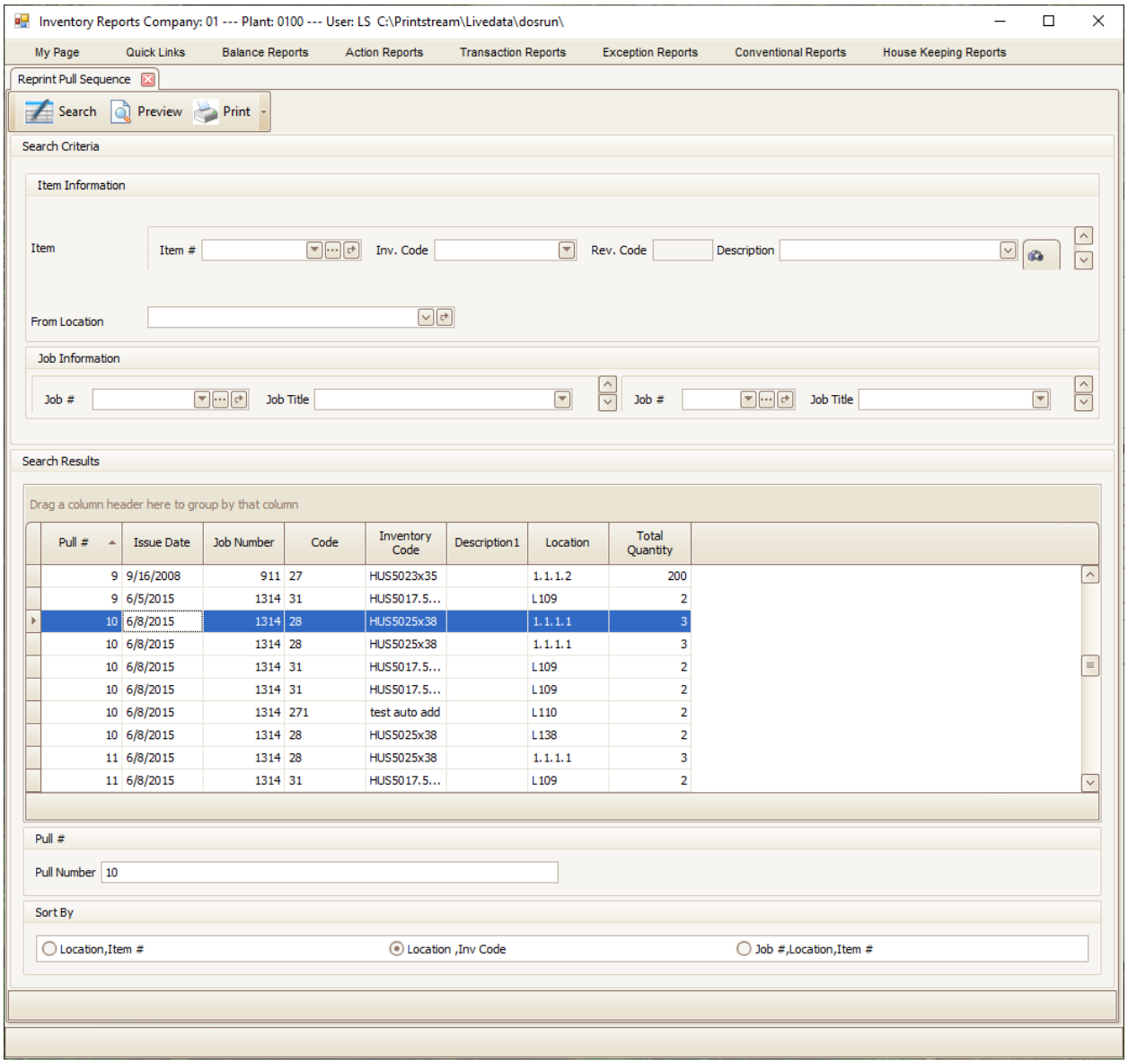
Rebates Transaction Report

For LEAH
Description LEAH
Printed 7/27/2021
For LS
Page No Page 1 of 3

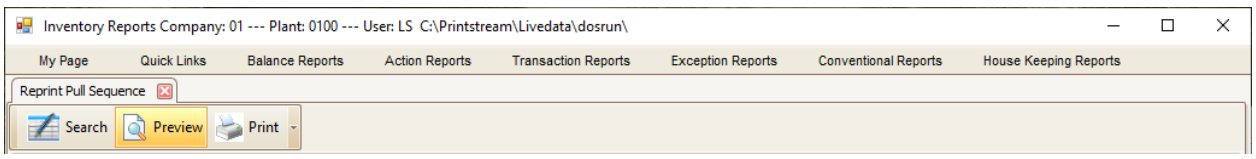
Item #	Inv Code	Lot No	Job No	Job Status	Date	Rebate Name	Rebate Value	Rebate As	Rebate Per	Rebate Qty	Amount
62057	Rebate item for FG	2459	1604	F	06/23/2008	Rebate Per Usage Inventory	1.5000	$	1000	1000	1.5
62057	Rebate item for FG	2459	1606		06/23/2008	Rebate Per Usage Inventory	1.5000	$	1000	1000	1.5
62057	Rebate item for FG	2459	1606		06/23/2008	Rebate Per Usage Inventory	1.5000	$	1000	-1000	-1.5
62057	Rebate item for FG	2459	1606		06/23/2008	Rebate Per Usage Inventory	1.5000	$	1000	1000	1.5
62057	Rebate item for FG	2459	1606		06/23/2008	Rebate Per Usage Inventory	1.5000	$	1000	-500	-0.75
62057	Rebate item for FG	2459	1822	F	09/03/2008	Rebate Per Usage Inventory	1.5000	$	1000	10	0.015
62057	Rebate item for FG	2459	1822	F	09/17/2008	Rebate Per Usage Inventory	1.5000	$	1000	1	0.0015
62058	Customer Inventory for	0	1822	F	09/17/2008	Rebate Per Usage Inventory	1.5000	$	1000	1	0.0015
62057	Rebate item for FG	2459	1822	F	10/24/2008	Rebate Per Usage Inventory	10.0000	%	1000	10	-0.0001

Reprint Pull Sequence

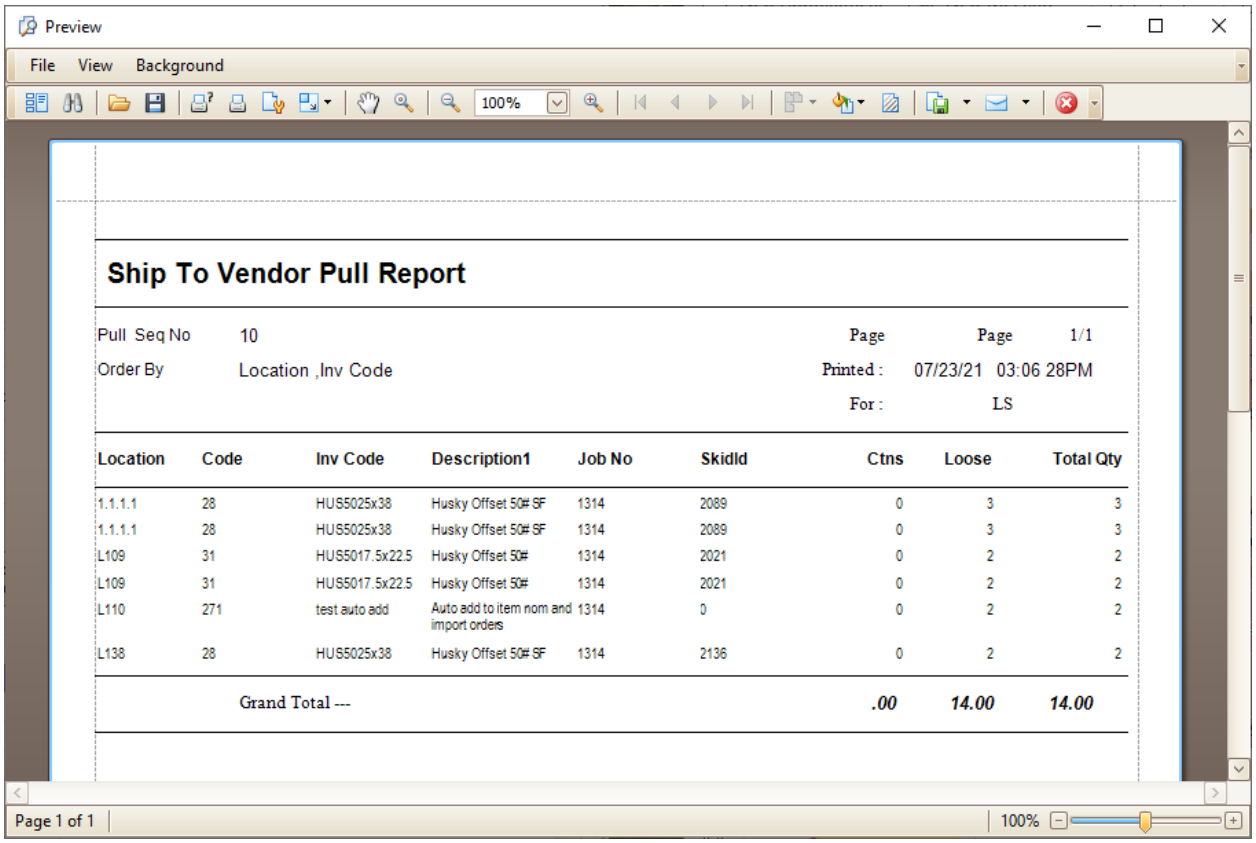
The Reprint Pull Sequence Report is designed to reprint previously created inventory issue pulls.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .

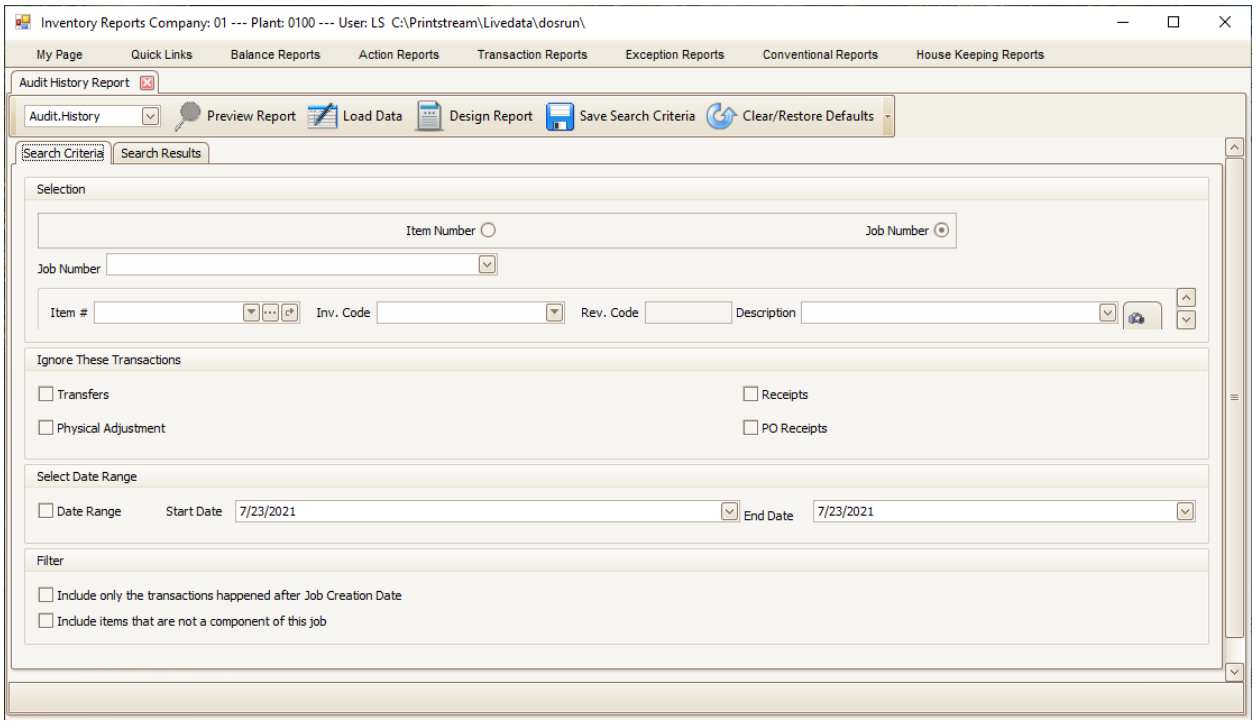


The Reprint Pull Sequence Report will display items listed the selected inventory issue pull.

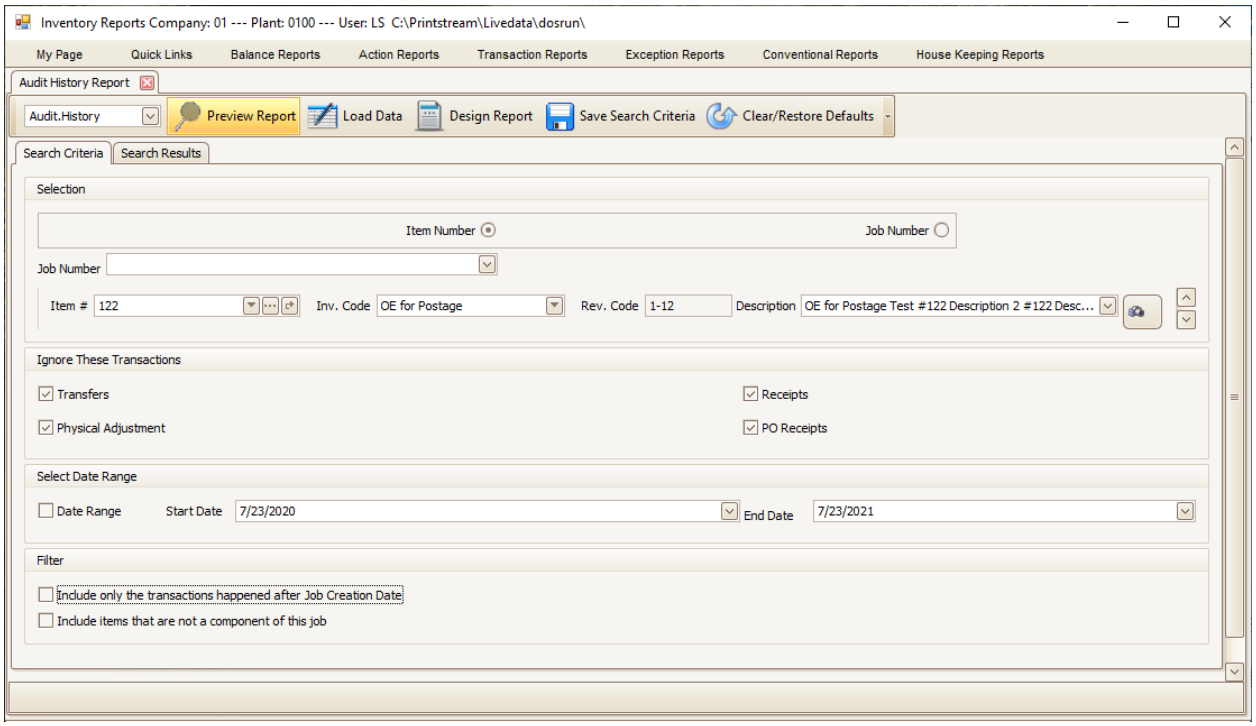


Audit History Report

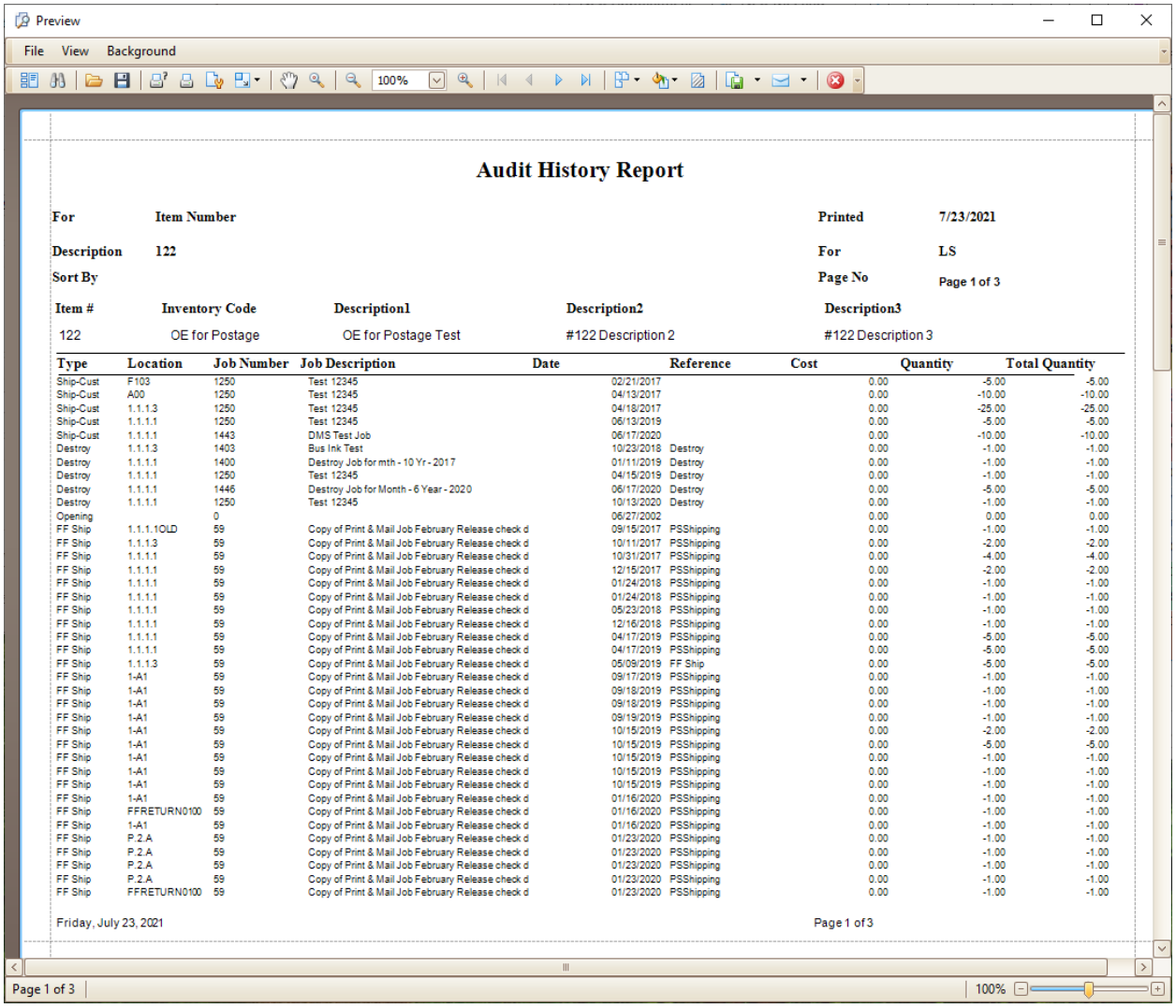
The Audit History Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to look at a specific item's audit trail history related to a production job within a date range.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .



The Audit History Report has will display a specific item's audit trail history related to a production job within a date range.



Audit History Report

For Item Number **Printed** 7/23/2021

Description 122 **For** LS

Sort By **Page No** Page 1 of 3

Item #	Inventory Code	Description1	Description2	Description3
122	OE for Postage	OE for Postage Test	#122 Description 2	#122 Description 3

Type	Location	Job Number	Job Description	Date	Reference	Cost	Quantity	Total Quantity
Ship-Cust	F103	1250	Test 12345	02/21/2017		0.00	-5.00	-5.00
Ship-Cust	A00	1250	Test 12345	04/13/2017		0.00	-10.00	-10.00
Ship-Cust	1.1.1.3	1250	Test 12345	04/18/2017		0.00	-25.00	-25.00
Ship-Cust	1.1.1.1	1250	Test 12345	06/13/2019		0.00	-5.00	-5.00
Ship-Cust	1.1.1.1	1443	DMS Test Job	06/17/2020		0.00	-10.00	-10.00
Destroy	1.1.1.3	1403	Bus Ink Test	10/23/2018	Destroy	0.00	-1.00	-1.00
Destroy	1.1.1.1	1400	Destroy Job for mth - 10 Yr - 2017	01/11/2019	Destroy	0.00	-1.00	-1.00
Destroy	1.1.1.1	1250	Test 12345	04/15/2019	Destroy	0.00	-1.00	-1.00
Destroy	1.1.1.1	1446	Destroy Job for Month - 6 Year - 2020	06/17/2020	Destroy	0.00	-5.00	-5.00
Destroy	1.1.1.1	1250	Test 12345	10/13/2020	Destroy	0.00	-1.00	-1.00
Opening		0		06/27/2002		0.00	0.00	0.00
FF Ship	1.1.1.1OLD	59	Copy of Print & Mail Job February Release check d	09/15/2017	PSShipping	0.00	-1.00	-1.00
FF Ship	1.1.1.3	59	Copy of Print & Mail Job February Release check d	10/11/2017	PSShipping	0.00	-2.00	-2.00
FF Ship	1.1.1.1	59	Copy of Print & Mail Job February Release check d	10/31/2017	PSShipping	0.00	-4.00	-4.00
FF Ship	1.1.1.1	59	Copy of Print & Mail Job February Release check d	12/15/2017	PSShipping	0.00	-2.00	-2.00
FF Ship	1.1.1.1	59	Copy of Print & Mail Job February Release check d	01/24/2018	PSShipping	0.00	-1.00	-1.00
FF Ship	1.1.1.1	59	Copy of Print & Mail Job February Release check d	01/24/2018	PSShipping	0.00	-1.00	-1.00
FF Ship	1.1.1.1	59	Copy of Print & Mail Job February Release check d	05/23/2018	PSShipping	0.00	-1.00	-1.00
FF Ship	1.1.1.1	59	Copy of Print & Mail Job February Release check d	12/16/2018	PSShipping	0.00	-1.00	-1.00
FF Ship	1.1.1.1	59	Copy of Print & Mail Job February Release check d	04/17/2019	PSShipping	0.00	-5.00	-5.00
FF Ship	1.1.1.1	59	Copy of Print & Mail Job February Release check d	04/17/2019	PSShipping	0.00	-5.00	-5.00
FF Ship	1.1.1.3	59	Copy of Print & Mail Job February Release check d	05/09/2019	FF Ship	0.00	-5.00	-5.00
FF Ship	1-A1	59	Copy of Print & Mail Job February Release check d	09/17/2019	PSShipping	0.00	-1.00	-1.00
FF Ship	1-A1	59	Copy of Print & Mail Job February Release check d	09/18/2019	PSShipping	0.00	-1.00	-1.00
FF Ship	1-A1	59	Copy of Print & Mail Job February Release check d	09/18/2019	PSShipping	0.00	-1.00	-1.00
FF Ship	1-A1	59	Copy of Print & Mail Job February Release check d	09/19/2019	PSShipping	0.00	-1.00	-1.00
FF Ship	1-A1	59	Copy of Print & Mail Job February Release check d	10/15/2019	PSShipping	0.00	-2.00	-2.00
FF Ship	1-A1	59	Copy of Print & Mail Job February Release check d	10/15/2019	PSShipping	0.00	-5.00	-5.00
FF Ship	1-A1	59	Copy of Print & Mail Job February Release check d	10/15/2019	PSShipping	0.00	-1.00	-1.00
FF Ship	1-A1	59	Copy of Print & Mail Job February Release check d	10/15/2019	PSShipping	0.00	-1.00	-1.00
FF Ship	1-A1	59	Copy of Print & Mail Job February Release check d	10/15/2019	PSShipping	0.00	-1.00	-1.00
FF Ship	1-A1	59	Copy of Print & Mail Job February Release check d	01/16/2020	PSShipping	0.00	-1.00	-1.00
FF Ship	FFRETURN0100	59	Copy of Print & Mail Job February Release check d	01/16/2020	PSShipping	0.00	-1.00	-1.00
FF Ship	1-A1	59	Copy of Print & Mail Job February Release check d	01/16/2020	PSShipping	0.00	-1.00	-1.00
FF Ship	P.2.A	59	Copy of Print & Mail Job February Release check d	01/23/2020	PSShipping	0.00	-1.00	-1.00
FF Ship	P.2.A	59	Copy of Print & Mail Job February Release check d	01/23/2020	PSShipping	0.00	-1.00	-1.00
FF Ship	P.2.A	59	Copy of Print & Mail Job February Release check d	01/23/2020	PSShipping	0.00	-1.00	-1.00
FF Ship	P.2.A	59	Copy of Print & Mail Job February Release check d	01/23/2020	PSShipping	0.00	-1.00	-1.00
FF Ship	FFRETURN0100	59	Copy of Print & Mail Job February Release check d	01/23/2020	PSShipping	0.00	-1.00	-1.00

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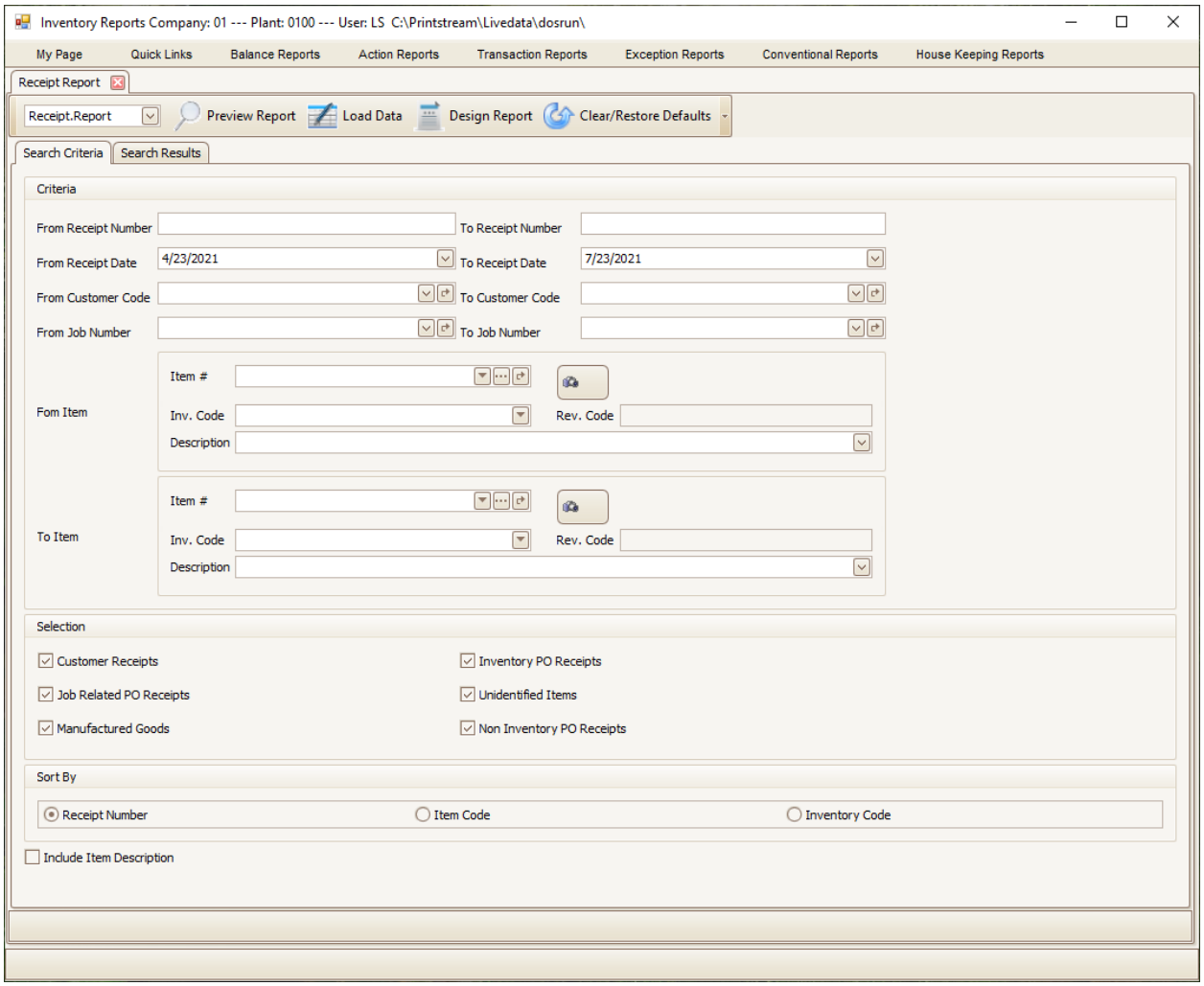
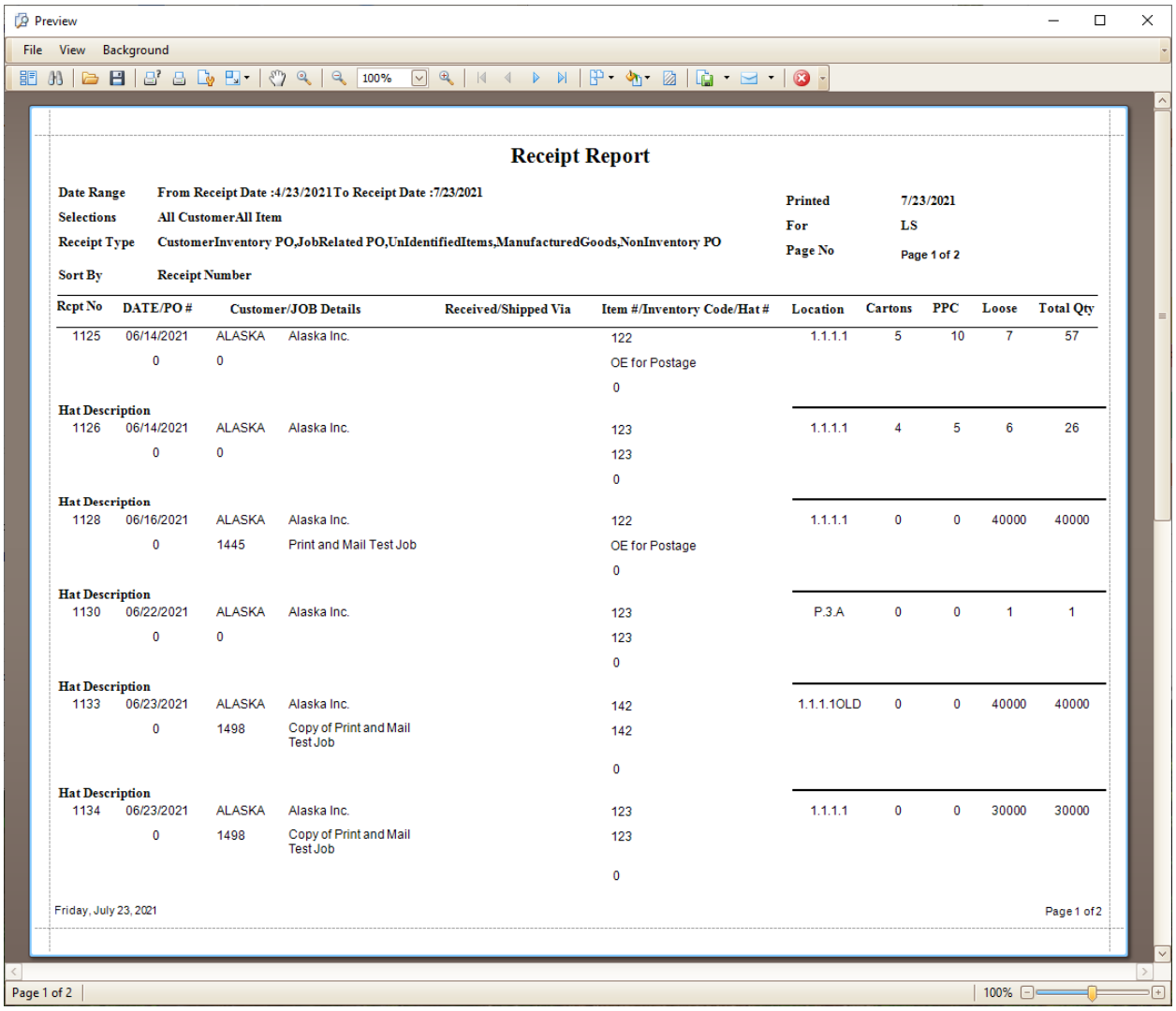
Receipt Report

The Receipt History Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to look at receipt transactions within a date range.



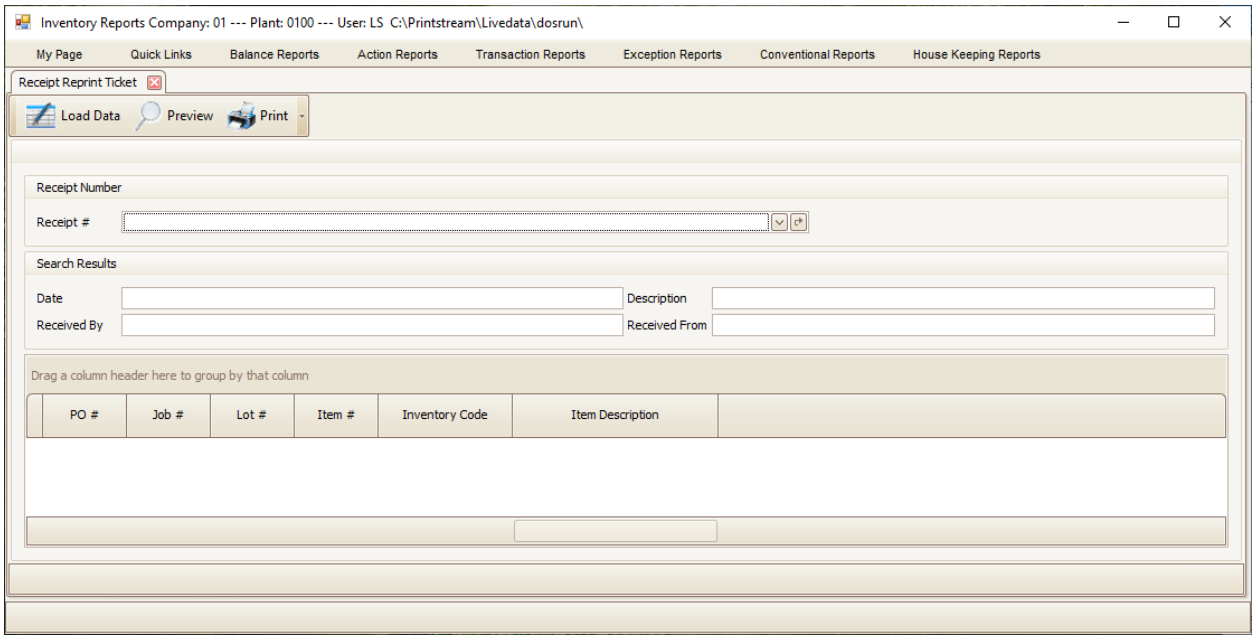
After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .

The Receipt History Report will display receipt transactions within a date range.

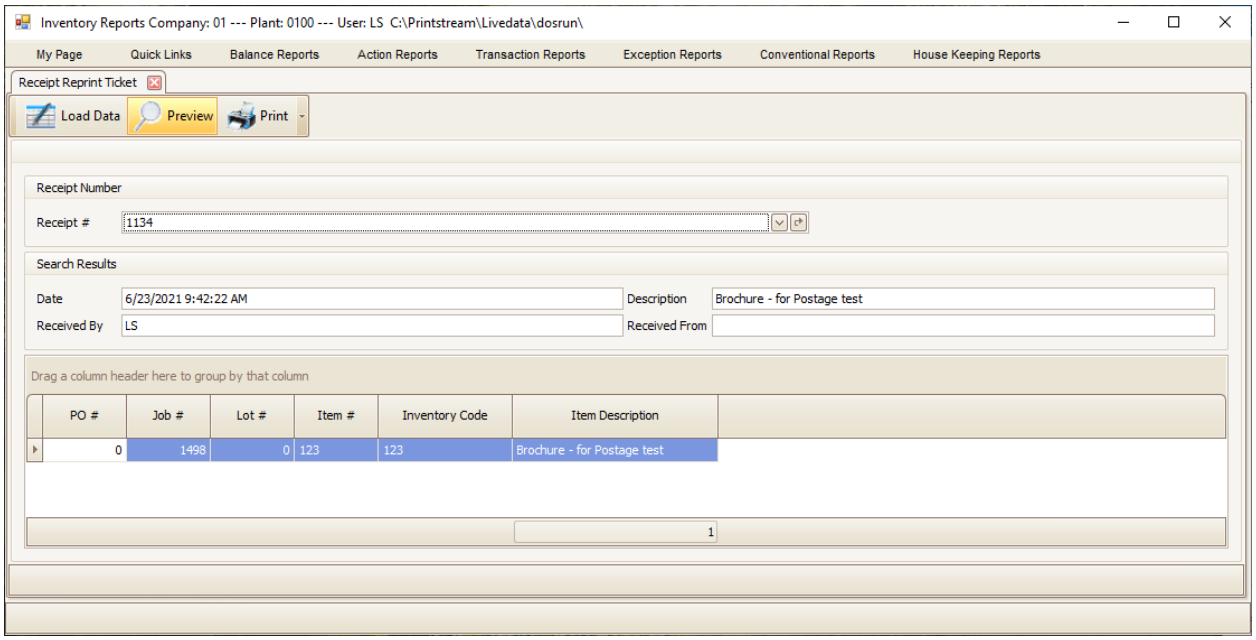


Receipt Reprint Ticket

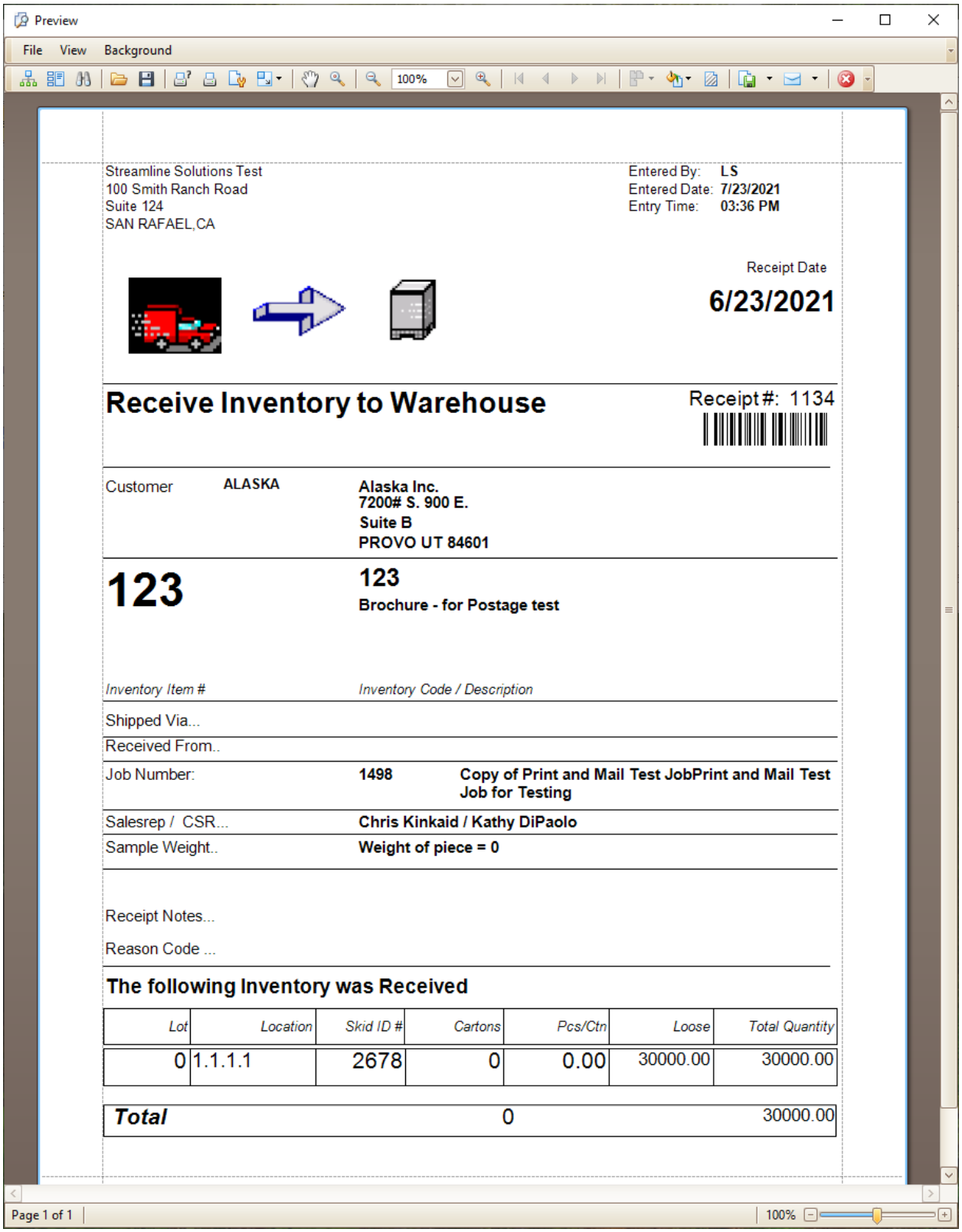
The Receipt Reprint Ticket Report is designed to reprint tickets previously created for receipts.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .

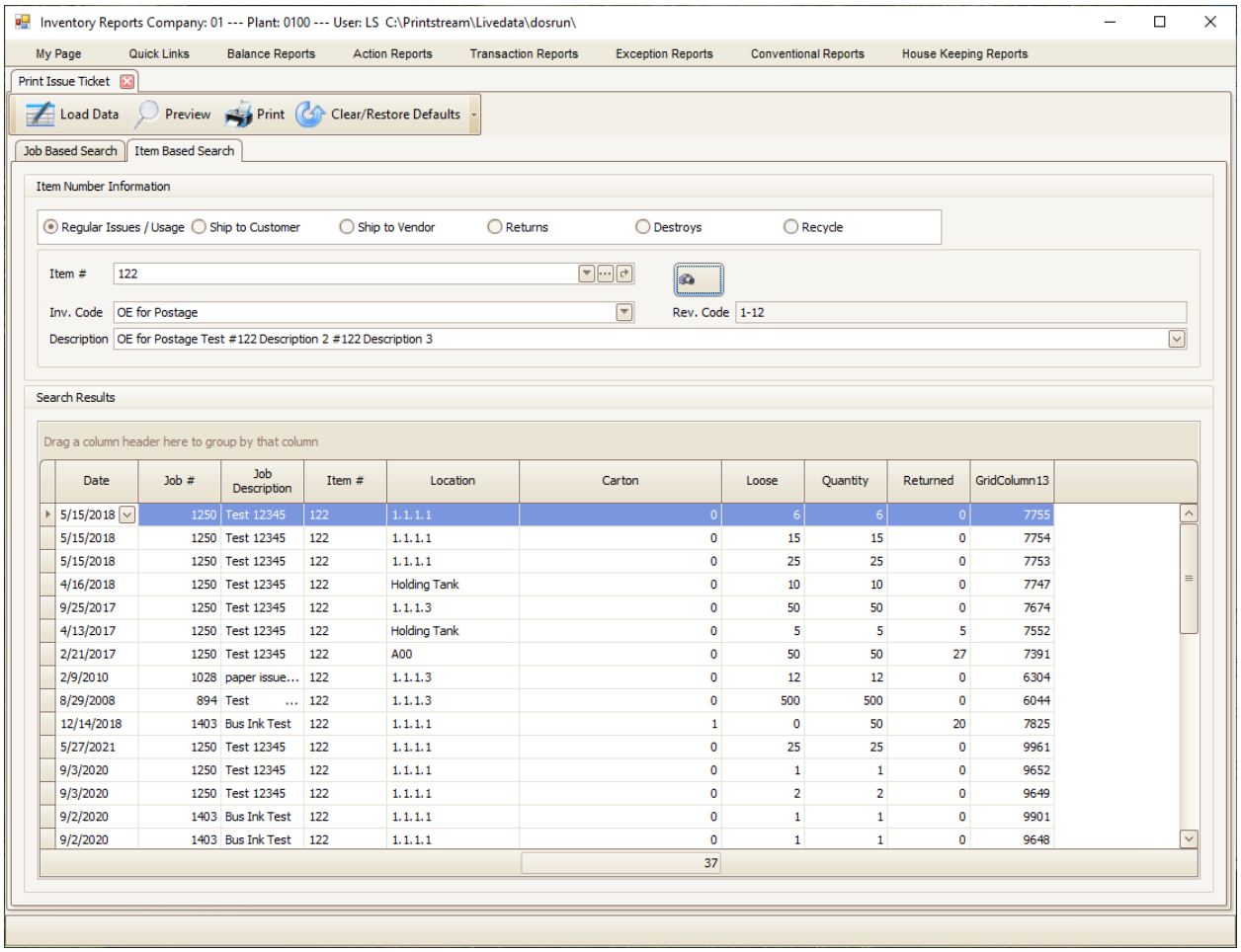


The Receipt Reprint Ticket Report will display tickets previously created for receipts.

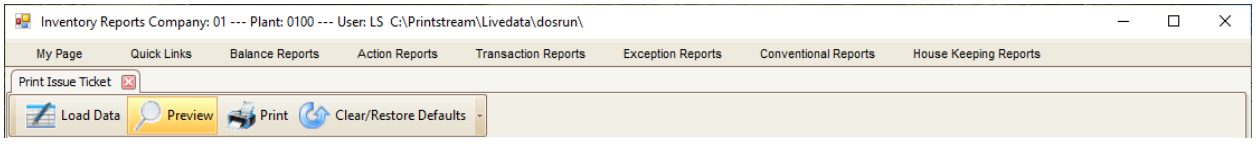


Print Issue Ticket

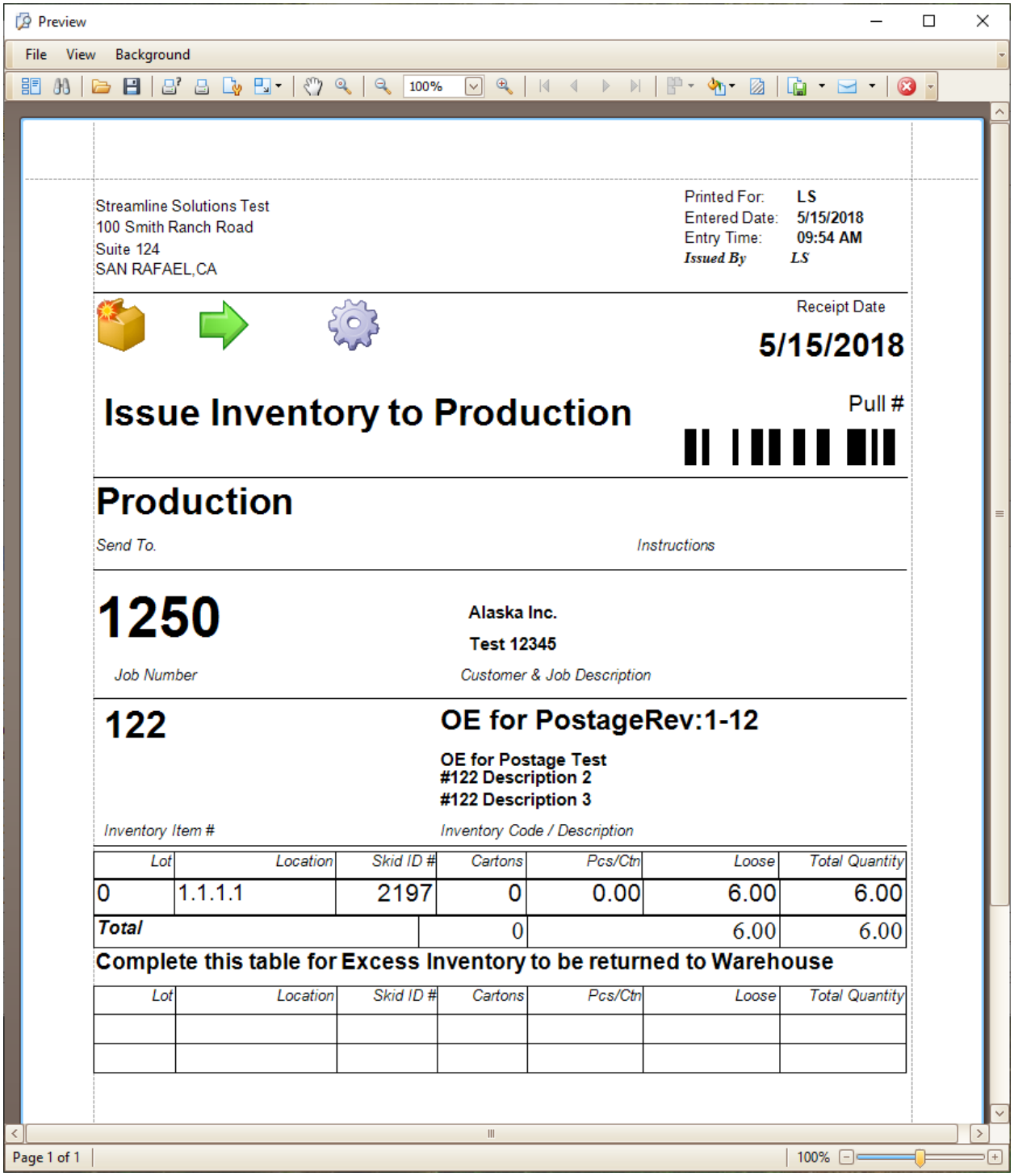
The Print Issue Ticket Report is designed to reprint tickets previously created for issues and can be based on production jobs or items.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .

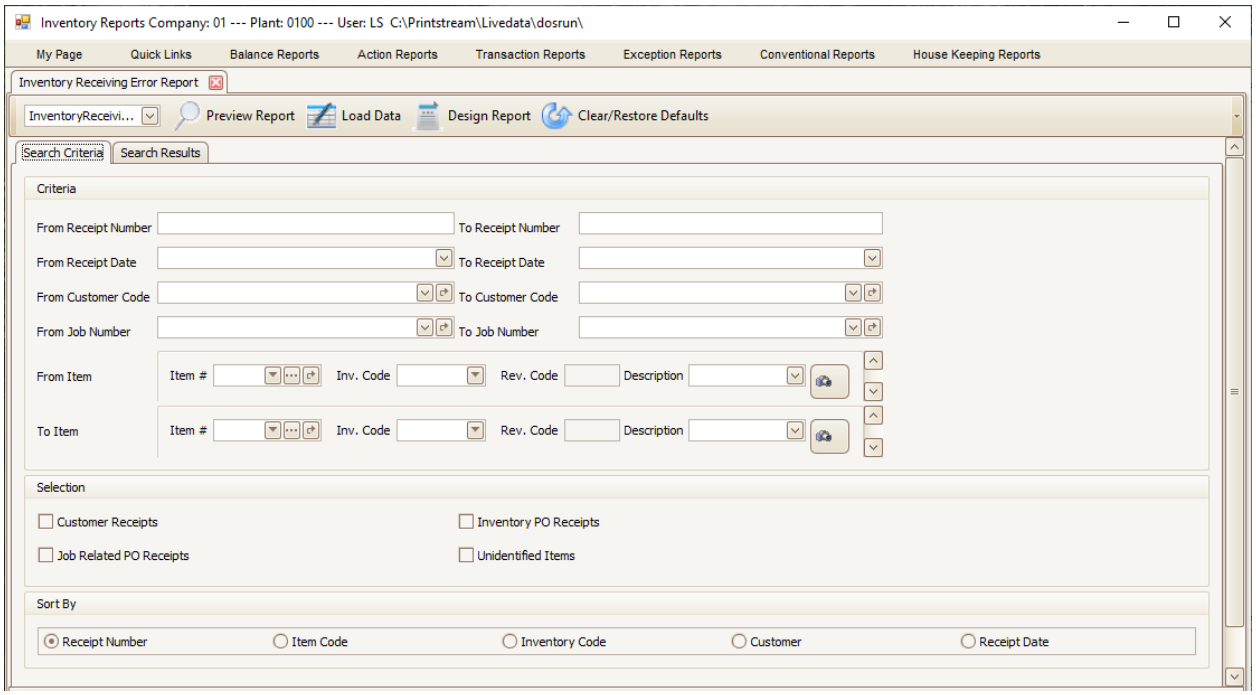


The Print Issue Ticket Report will display tickets previously created for issues and can be based on production jobs or items.

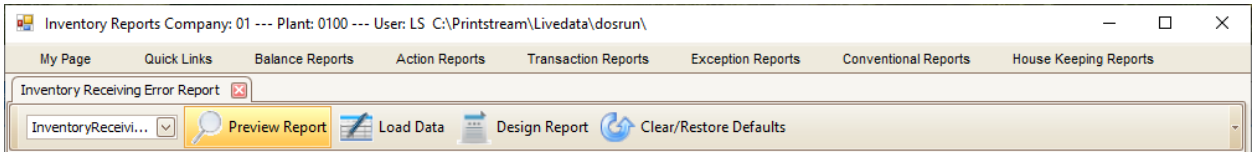


Inventory Receiving Error Report

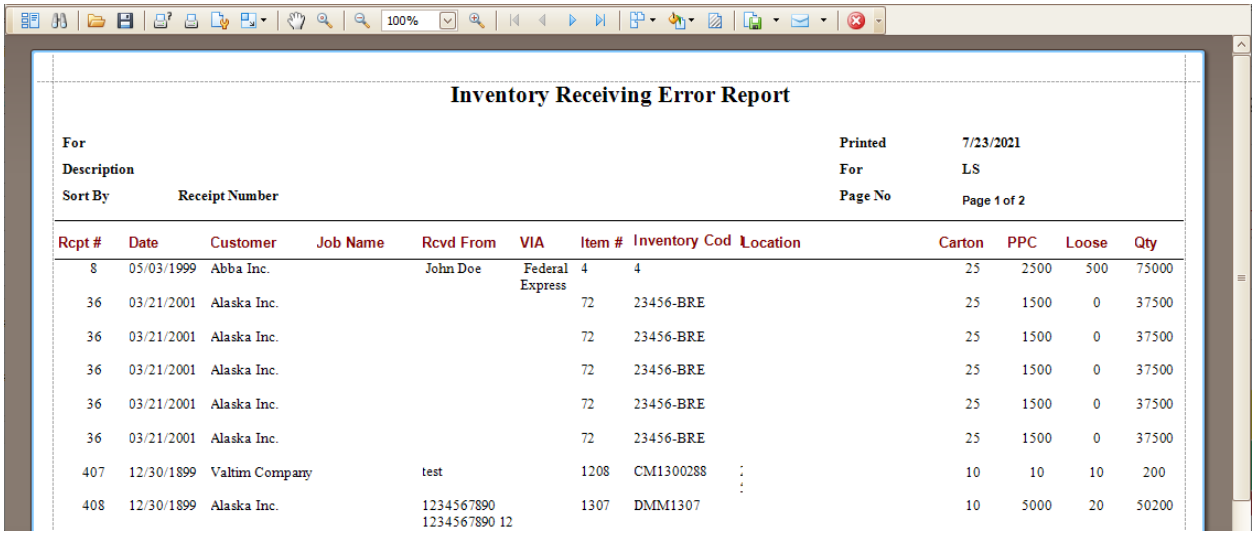
The Inventory Receiving Error Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to look at receipt transactions that may be unidentified.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .



The Inventory Receiving Error Report will display receipt transactions that may be unidentified.



Inventory Receiving Error Report

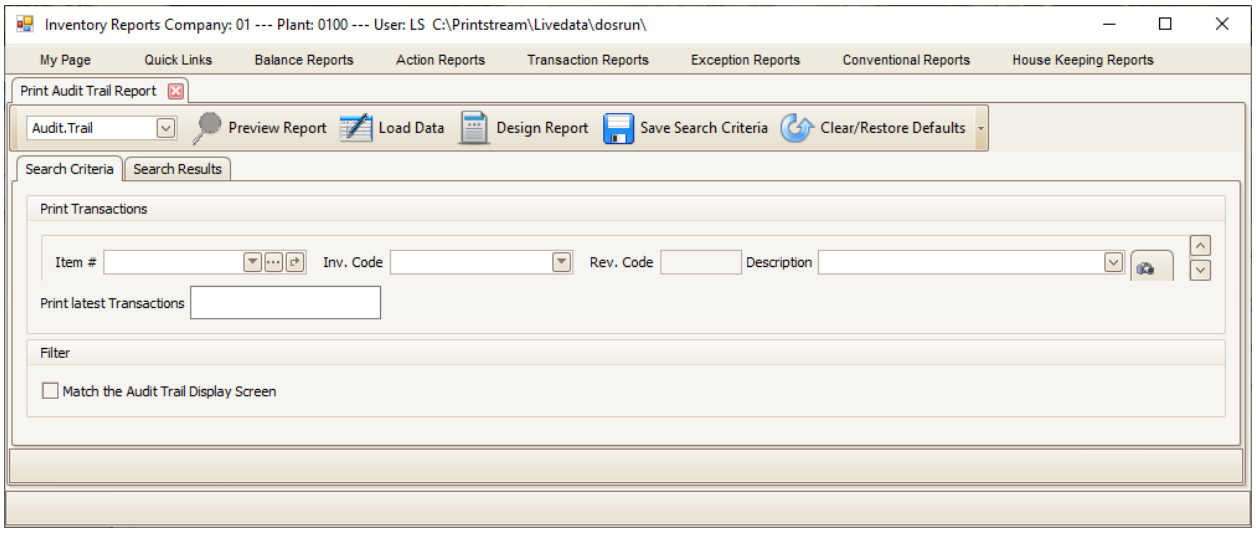
For
Description
Sort By **Receipt Number**

Printed **7/23/2021**
For **LS**
Page No **Page 1 of 2**

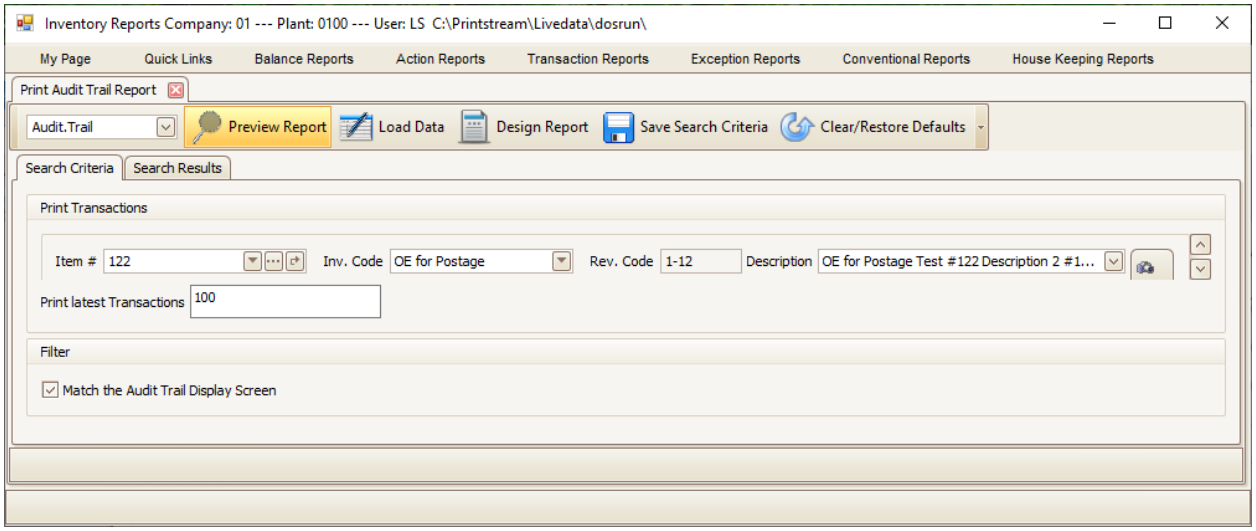
Rcpt #	Date	Customer	Job Name	Rcvd From	VIA	Item #	Inventory Cod	Location	Carton	PPC	Loose	Qty
8	05/03/1999	Abba Inc.		John Doe	Federal Express	4	4		25	2500	500	75000
36	03/21/2001	Alaska Inc.				72	23456-BRE		25	1500	0	37500
36	03/21/2001	Alaska Inc.				72	23456-BRE		25	1500	0	37500
36	03/21/2001	Alaska Inc.				72	23456-BRE		25	1500	0	37500
36	03/21/2001	Alaska Inc.				72	23456-BRE		25	1500	0	37500
36	03/21/2001	Alaska Inc.				72	23456-BRE		25	1500	0	37500
407	12/30/1899	Valtim Company		test		1208	CM1300288		10	10	10	200
408	12/30/1899	Alaska Inc.		1234567890 1234567890 12		1307	DMM1307		10	5000	20	50200

Print Audit Trail Report

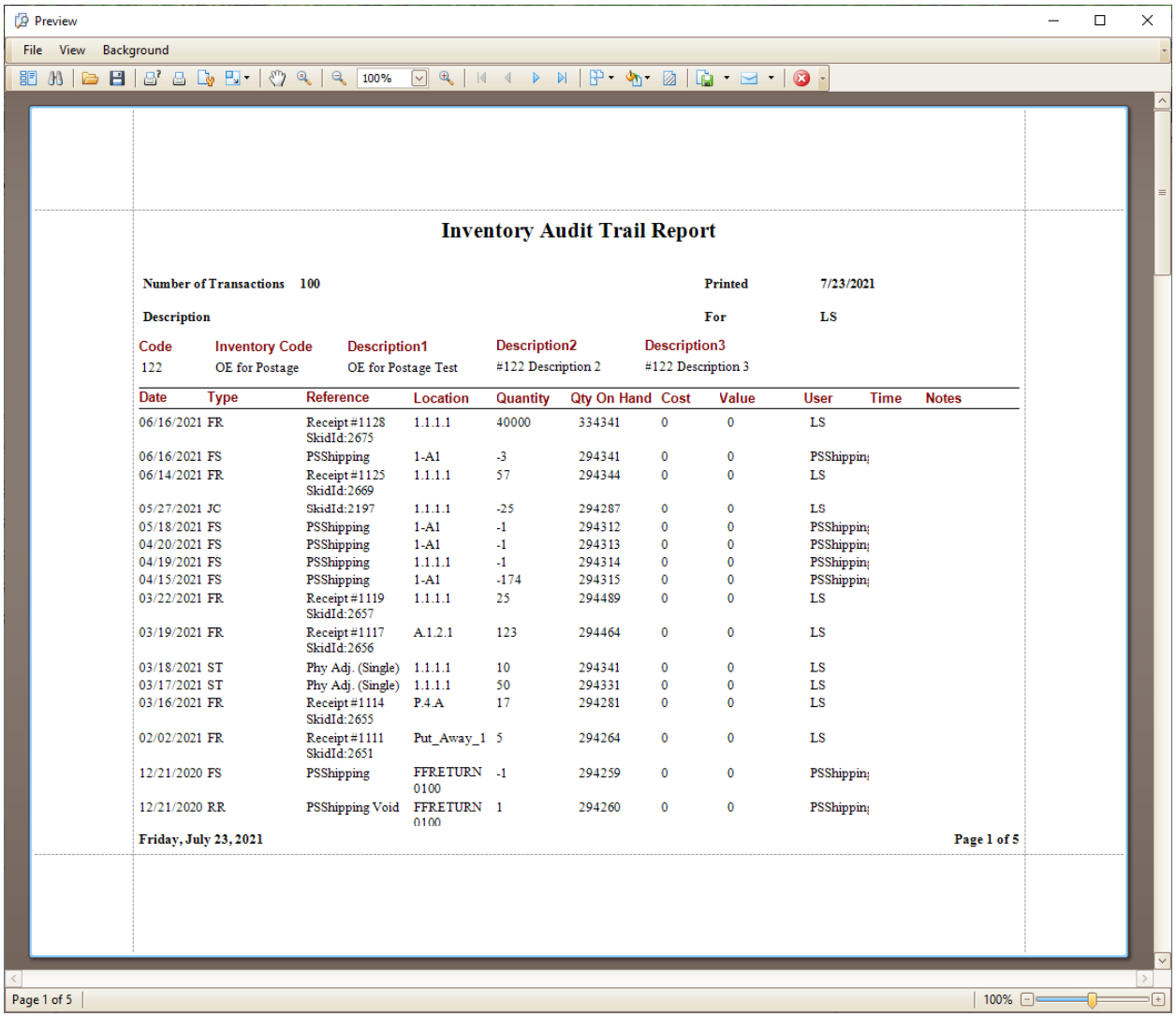
The Print Audit Trail Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to print the audit trail for a specific item based on number of last transactions.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .



The Print Audit Trail Report will display the audit trail for a specific item based on number of last transactions.

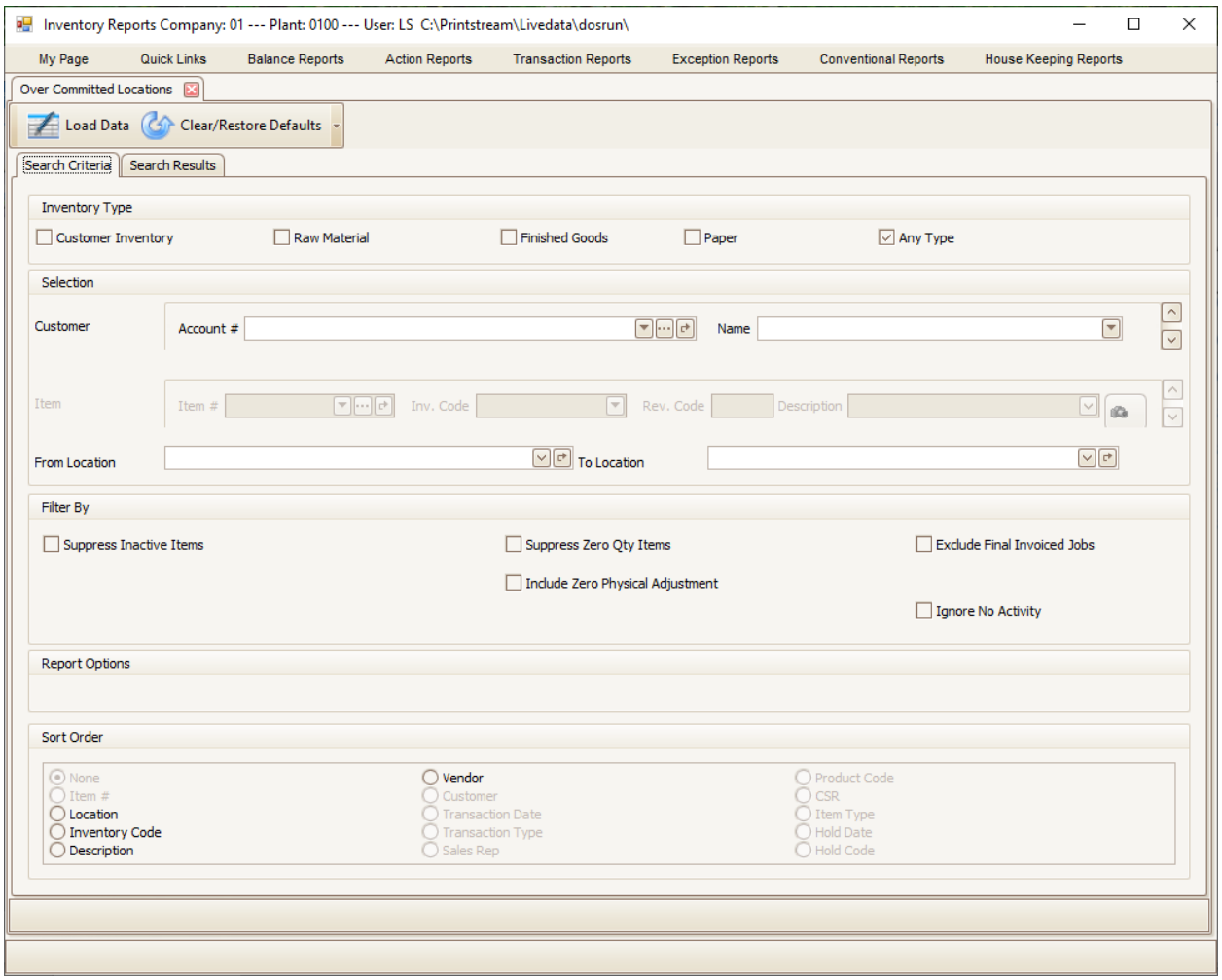


Exception Reports

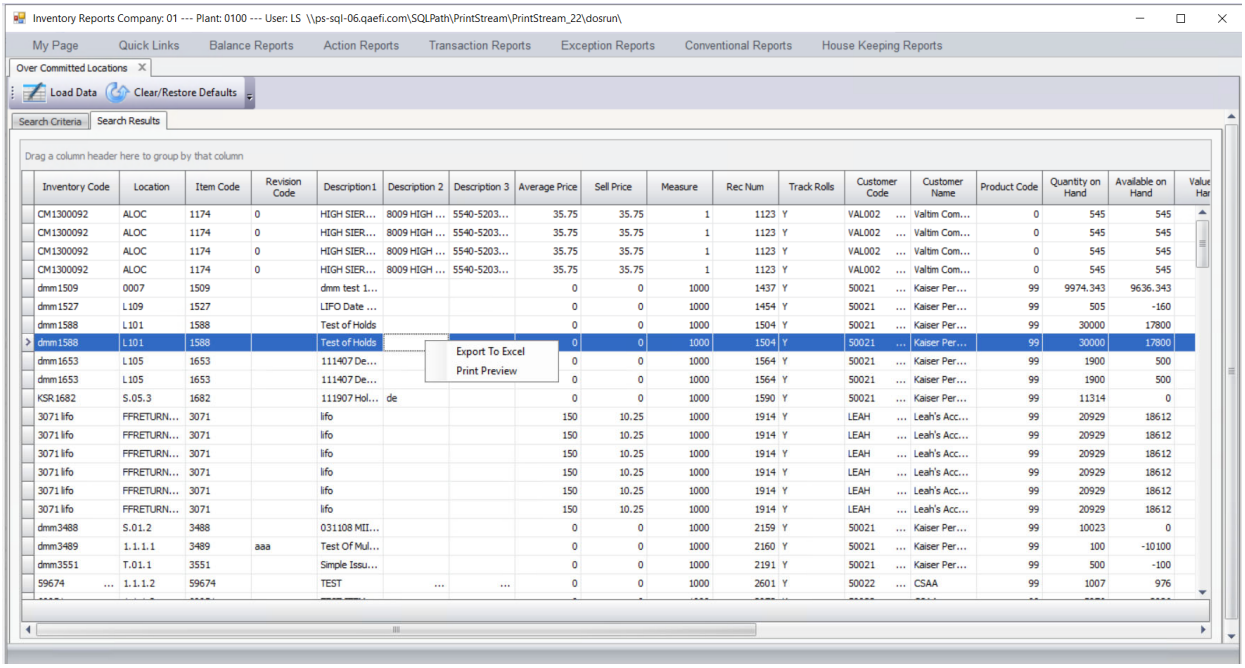
Within the Exception Reports main menu are several inventory exception related reports. The individual reports will be covered in this section of the document.

Over Committed Locations/Skids

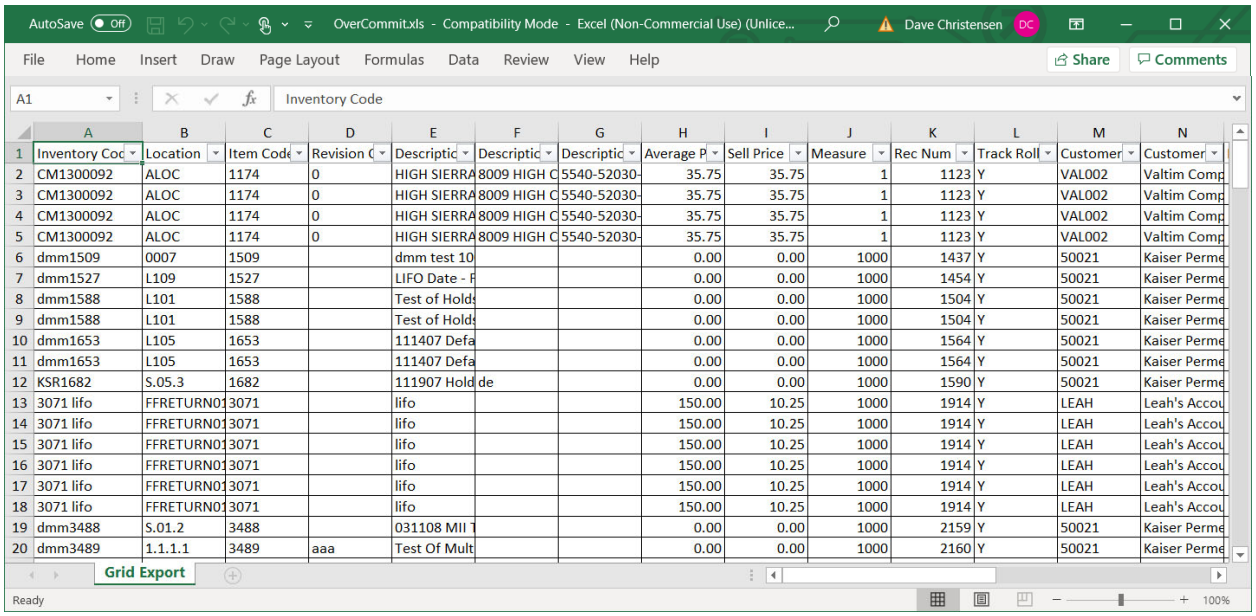
The Over Committed Locations/Skids Report is designed to print skids in locations with over commitments. Choose filter selections and Load Data . . .



Data is displayed, right-click in the grid to Export to Excel or Print Review . . .

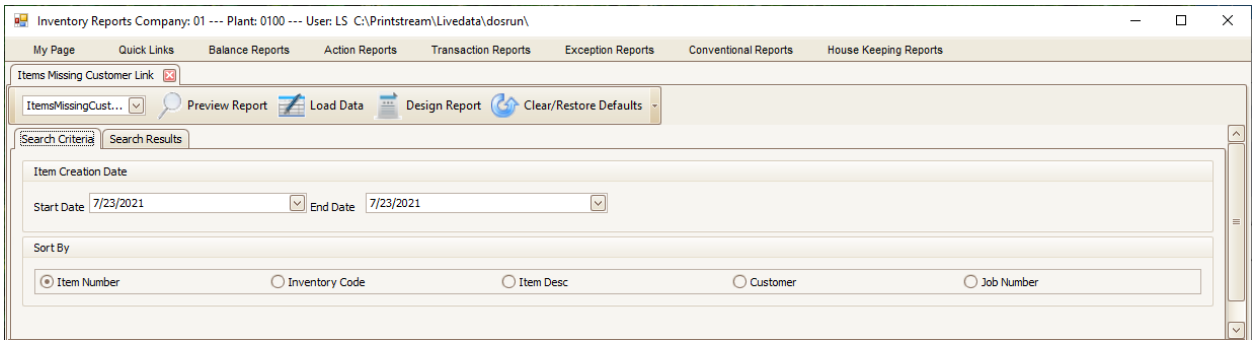


Exported to Excel.



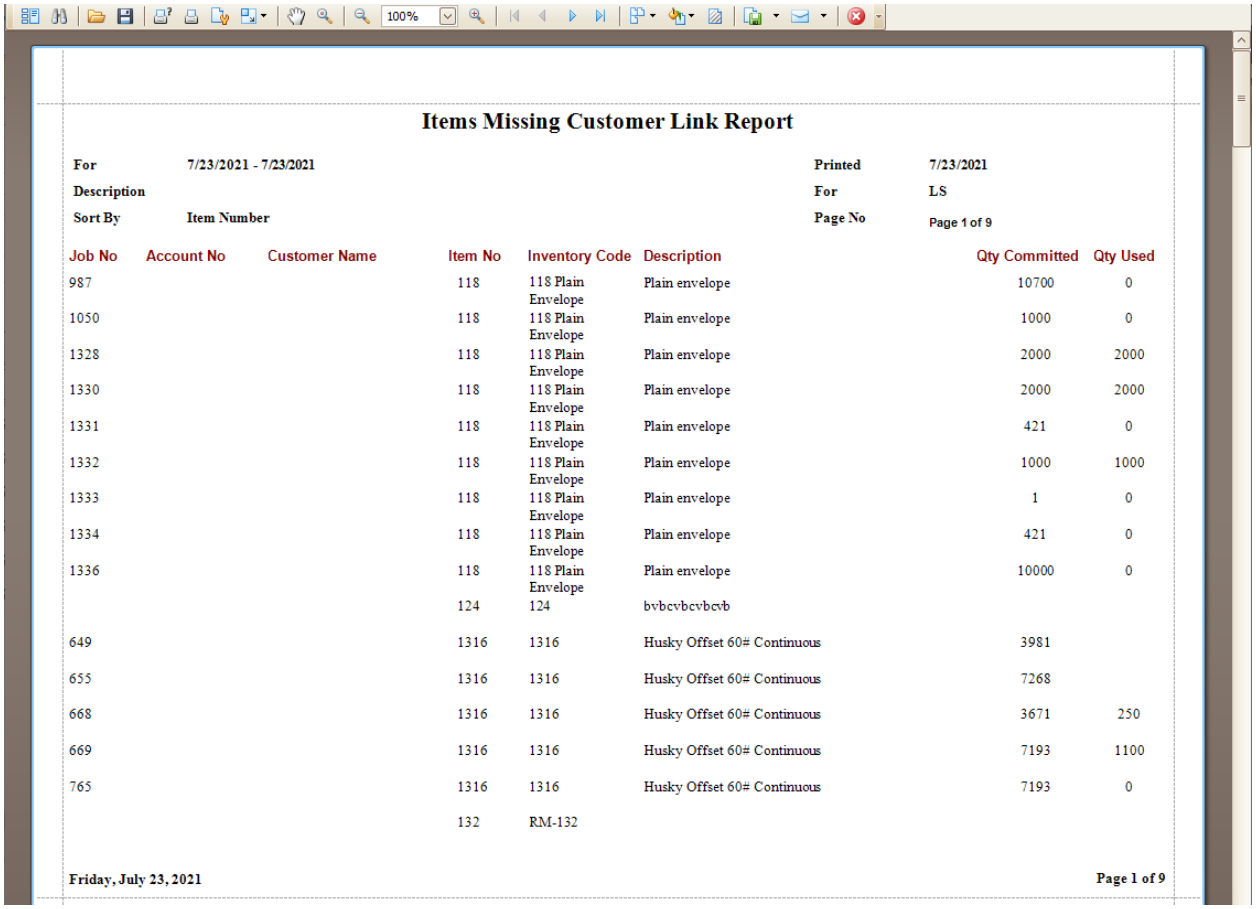
Items Missing Customer Link

The Items Missing Customer Link Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to list items that are not linked to customers.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .

The Items Missing Customer Link Report will display items that are not linked to customers.



Items Missing Customer Link Report

For 7/23/2021 - 7/23/2021 **Printed** 7/23/2021
Description **For** LS
Sort By Item Number **Page No** Page 1 of 9

Job No	Account No	Customer Name	Item No	Inventory Code	Description	Qty Committed	Qty Used
987			118	118 Plain Envelope	Plain envelope	10700	0
1050			118	118 Plain Envelope	Plain envelope	1000	0
1328			118	118 Plain Envelope	Plain envelope	2000	2000
1330			118	118 Plain Envelope	Plain envelope	2000	2000
1331			118	118 Plain Envelope	Plain envelope	421	0
1332			118	118 Plain Envelope	Plain envelope	1000	1000
1333			118	118 Plain Envelope	Plain envelope	1	0
1334			118	118 Plain Envelope	Plain envelope	421	0
1336			118	118 Plain Envelope	Plain envelope	10000	0
			124	124	bvbcvbcvbcvb		
649			1316	1316	Husky Offset 60# Continuous	3981	
655			1316	1316	Husky Offset 60# Continuous	7268	
668			1316	1316	Husky Offset 60# Continuous	3671	250
669			1316	1316	Husky Offset 60# Continuous	7193	1100
765			1316	1316	Husky Offset 60# Continuous	7193	0
			132	RM-132			

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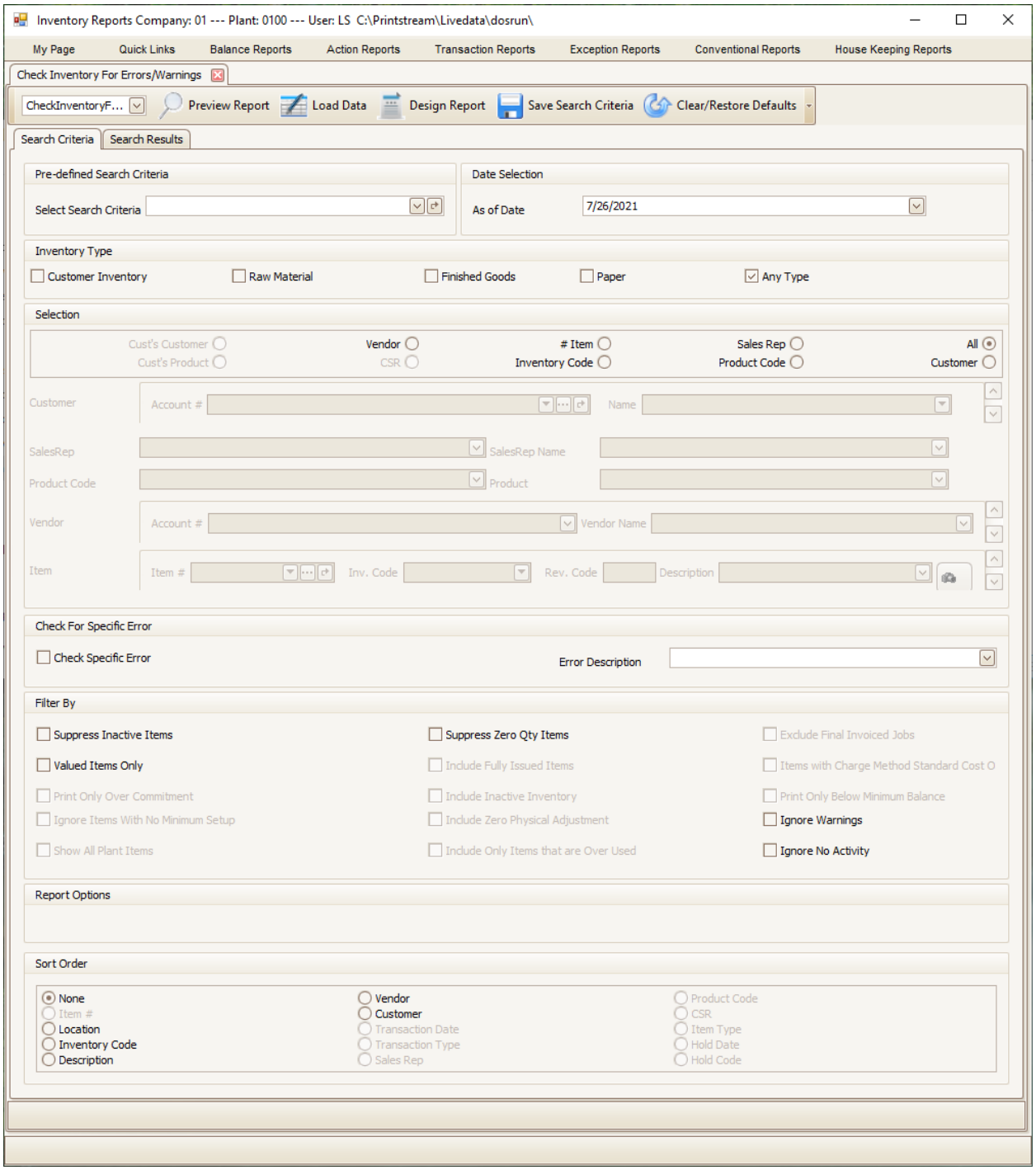
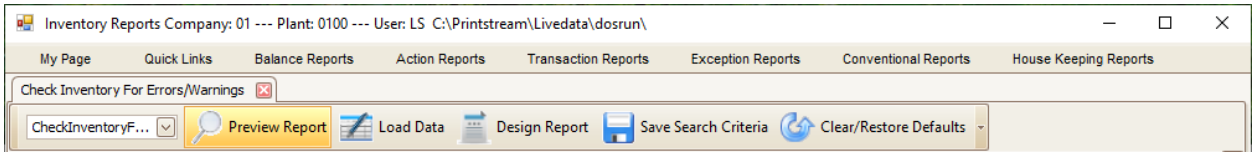
Check Items

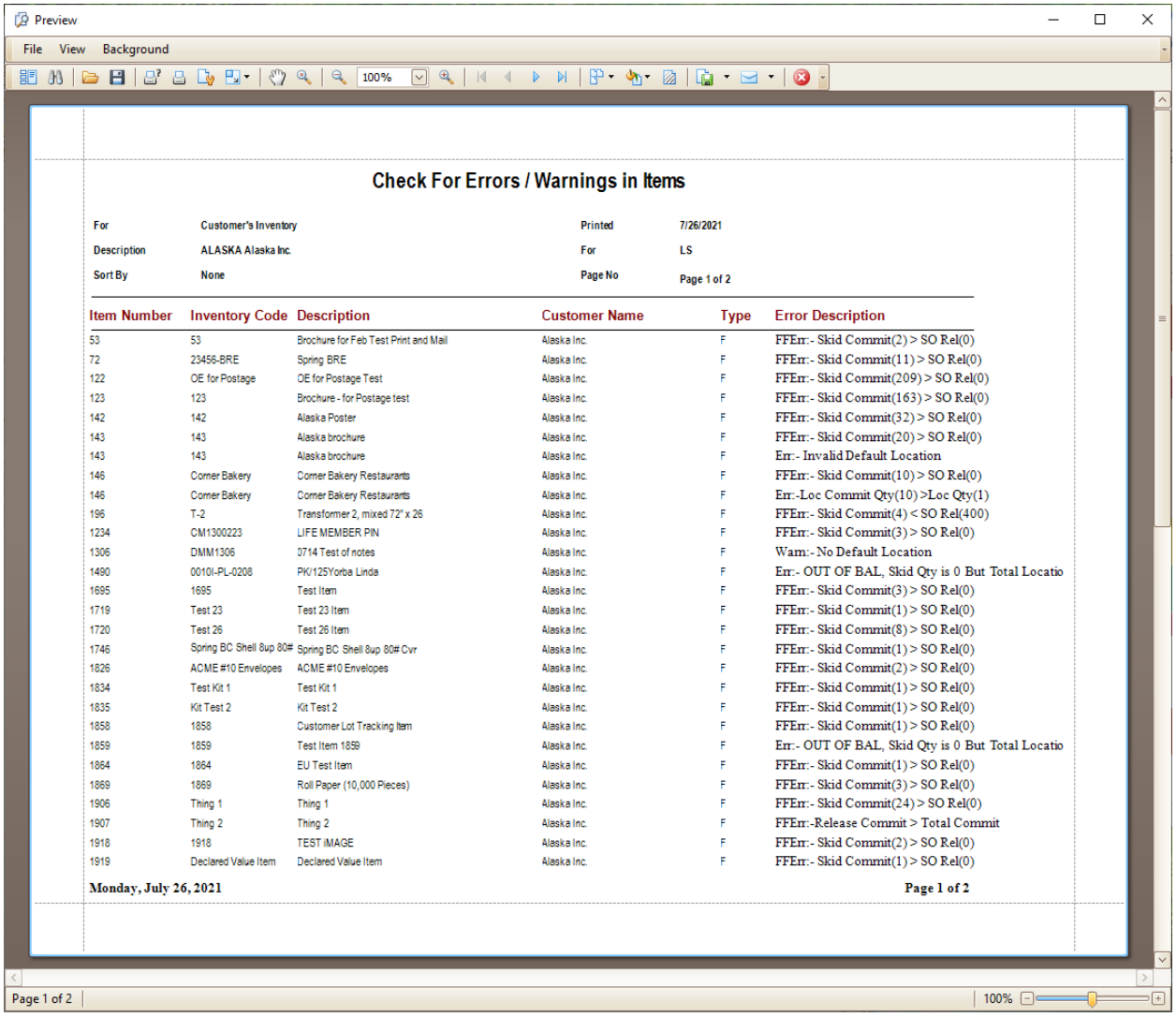
The Check Items Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to list items that have errors.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .

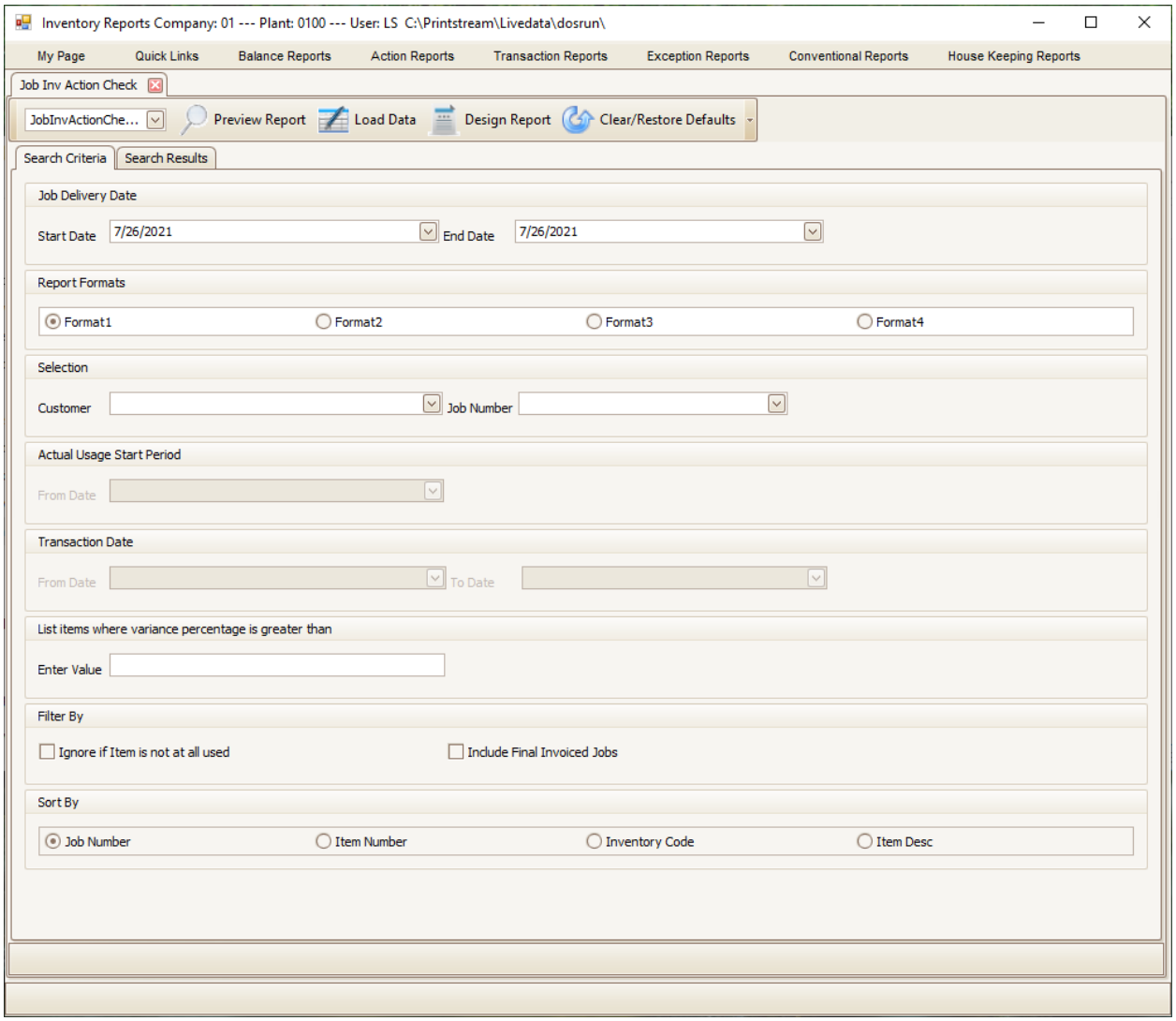


The Check Items Report will display items that have errors.

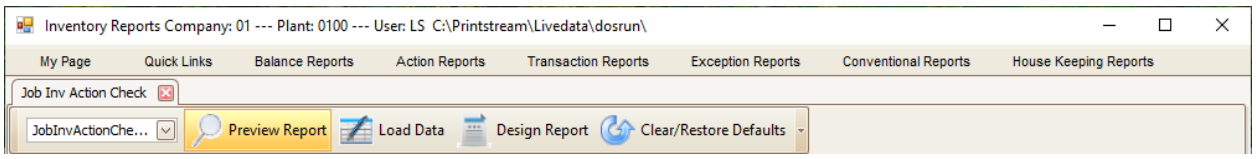


Job Inventory Action Check

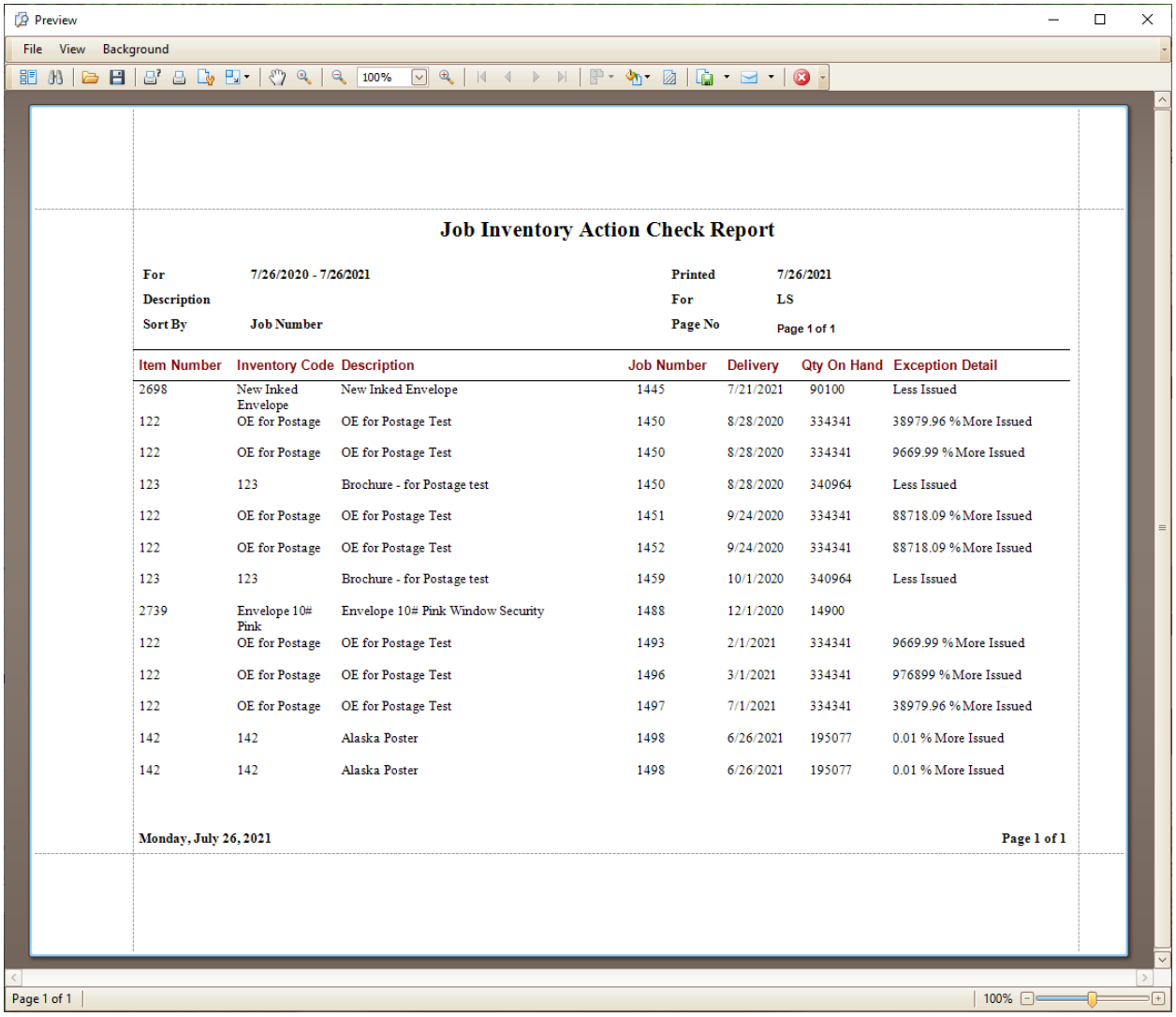
The Job Inventory Action Check Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to list items linked to production jobs with issue exceptions.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .



The Job Inventory Action Check Report will display items linked to production jobs with issue exceptions.

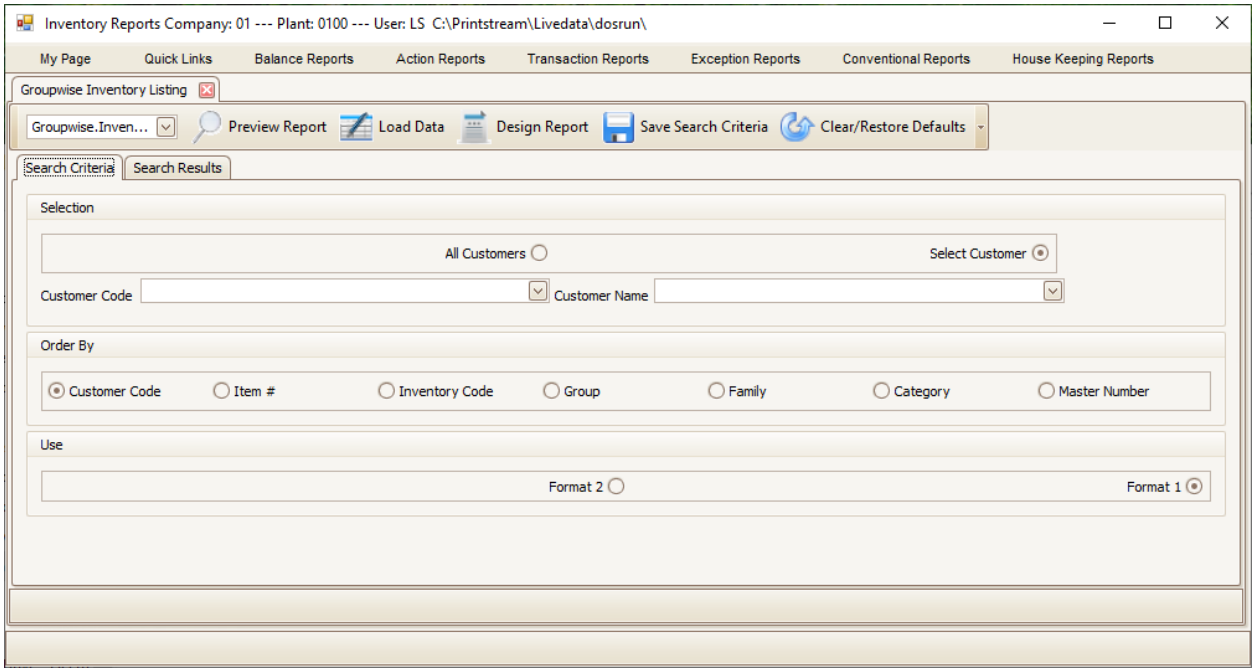


Conventional Reports

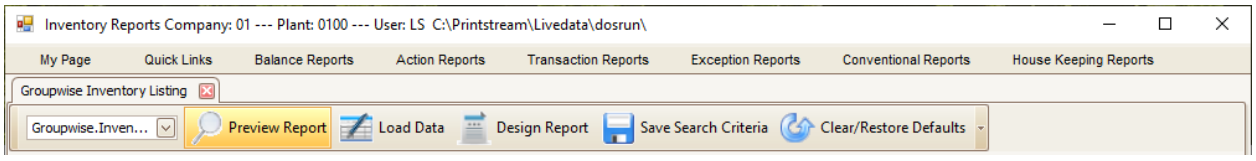
Within the Conventional Reports main menu are several inventory conventional related reports. The individual reports will be covered in this section of the document.

Groupwise Inventory Listing

The Groupwise Inventory Listing Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to list items linked to Group, Family, and Categories.

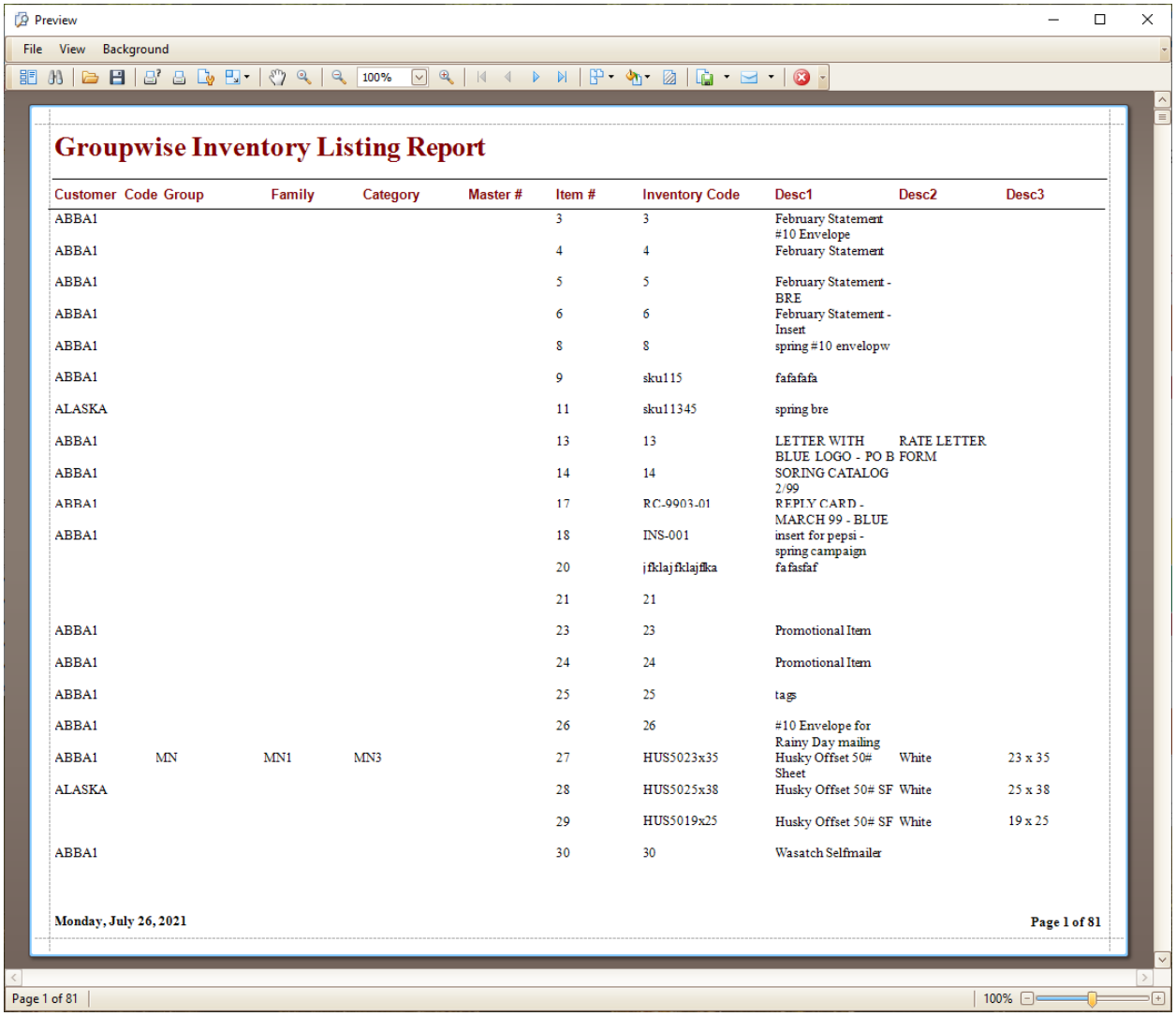


After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .



The Groupwise Inventory Listing Report will display items linked to Group, Family, and Categories.

Format 1 . . .



Groupwise Inventory Listing Report

Customer Code	Group	Family	Category	Master #	Item #	Inventory Code	Desc1	Desc2	Desc3
ABBA1					3	3	February Statement #10 Envelope		
ABBA1					4	4	February Statement		
ABBA1					5	5	February Statement - BRE		
ABBA1					6	6	February Statement - Insert		
ABBA1					8	8	spring #10 envelopw		
ABBA1					9	sku115	fafafafa		
ALASKA					11	sku11345	spring bre		
ABBA1					13	13	LETTER WITH BLUE LOGO - PO B	RATE LETTER FORM	
ABBA1					14	14	SORING CATALOG 2/99		
ABBA1					17	RC-9903-01	REPLY CARD - MARCH 99 - BLUE		
ABBA1					18	INS-001	insert for pepsi - spring campaign		
					20	jfklajfklajflka	fafasfaf		
					21	21			
ABBA1					23	23	Promotional Item		
ABBA1					24	24	Promotional Item		
ABBA1					25	25	tags		
ABBA1					26	26	#10 Envelope for Rainy Day mailing		
ABBA1	MN	MN1	MN3		27	HUS5023x35	Husky Offset 50# Sheet	White	23 x 35
ALASKA					28	HUS5025x38	Husky Offset 50# SF	White	25 x 38
					29	HUS5019x25	Husky Offset 50# SF	White	19 x 25
ABBA1					30	30	Wasatch Selfmailer		

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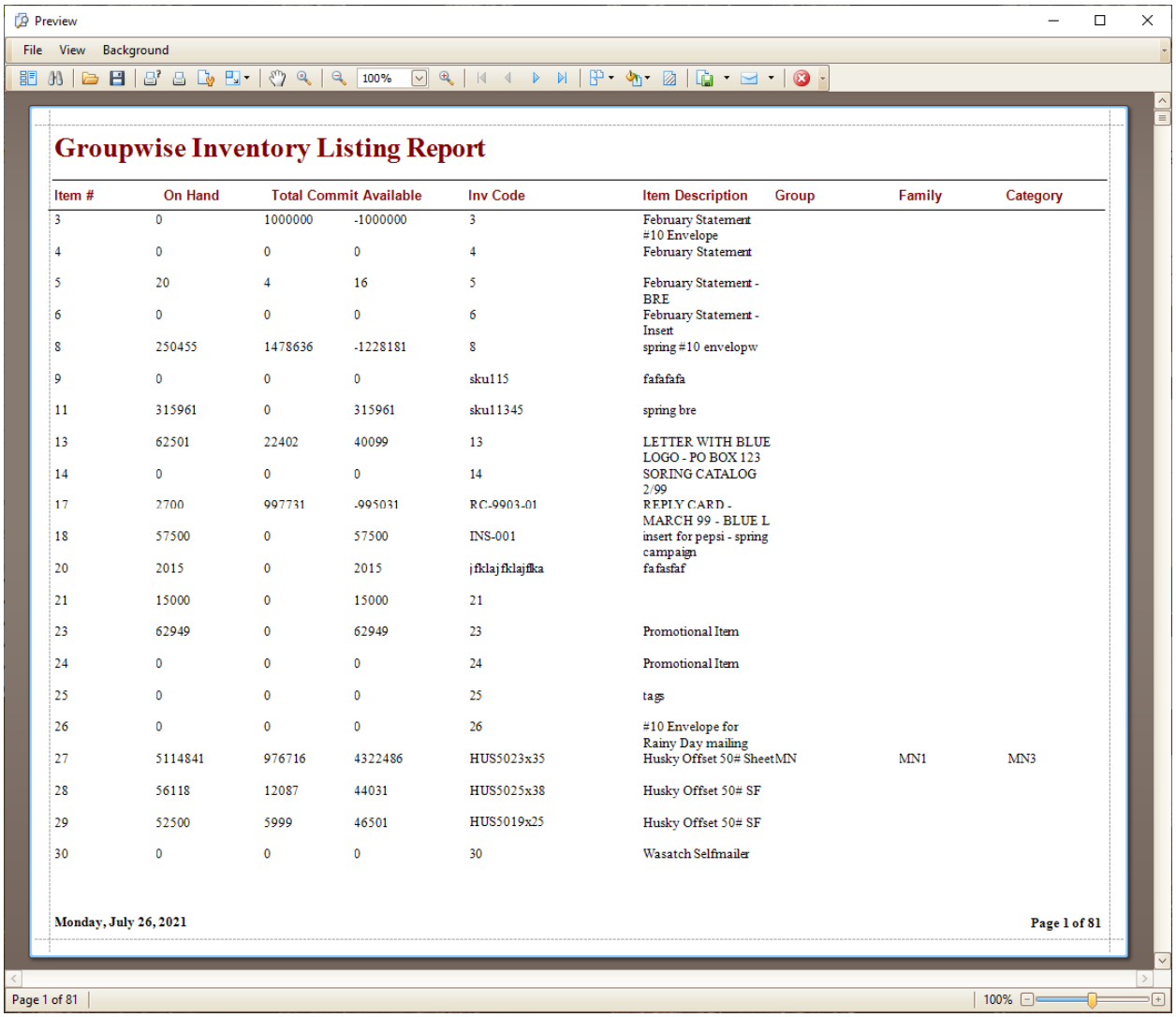
Format 2 . . .


Preview
File View Background
100%
Groupwise Inventory Listing Report
Item # On Hand Total Commit Available Inv Code Item Description Group Family Category
3 0 1000000 -1000000 3 February Statement #10 Envelope
4 0 0 0 4 February Statement
5 20 4 16 5 February Statement - BRE
6 0 0 0 6 February Statement - Insert
8 250455 1478636 -1228181 8 spring #10 envelopw
9 0 0 0 sku115 fafafafa
11 315961 0 315961 sku11345 spring bre
13 62501 22402 40099 13 LETTER WITH BLUE LOGO - PO BOX 123
14 0 0 0 14 SORING CATALOG 2/99
17 2700 997731 -995031 RC-9903-01 REPLY CARD - MARCH 99 - BLUE L
18 57500 0 57500 INS-001 insert for pepsi - spring campaign
20 2015 0 2015 jfklajfklajfka fafasfaf
21 15000 0 15000 21
23 62949 0 62949 23 Promotional Item
24 0 0 0 24 Promotional Item
25 0 0 0 25 tags
26 0 0 0 26 #10 Envelope for Rainy Day mailing
27 5114841 976716 4322486 HUS5023x35 Husky Offset 50# SheetMN MN1 MN3
28 56118 12087 44031 HUS5025x38 Husky Offset 50# SF
29 52500 5999 46501 HUS5019x25 Husky Offset 50# SF
30 0 0 0 30 Wasatch Selfmailer
Monday, July 26, 2021
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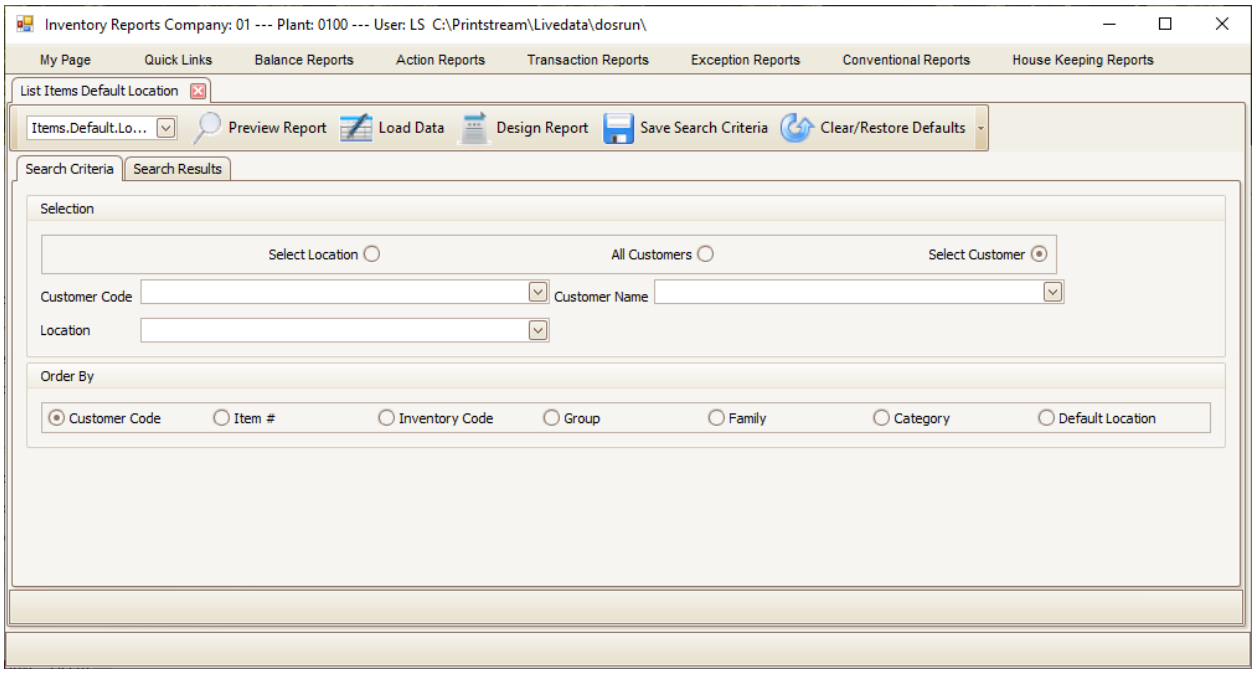
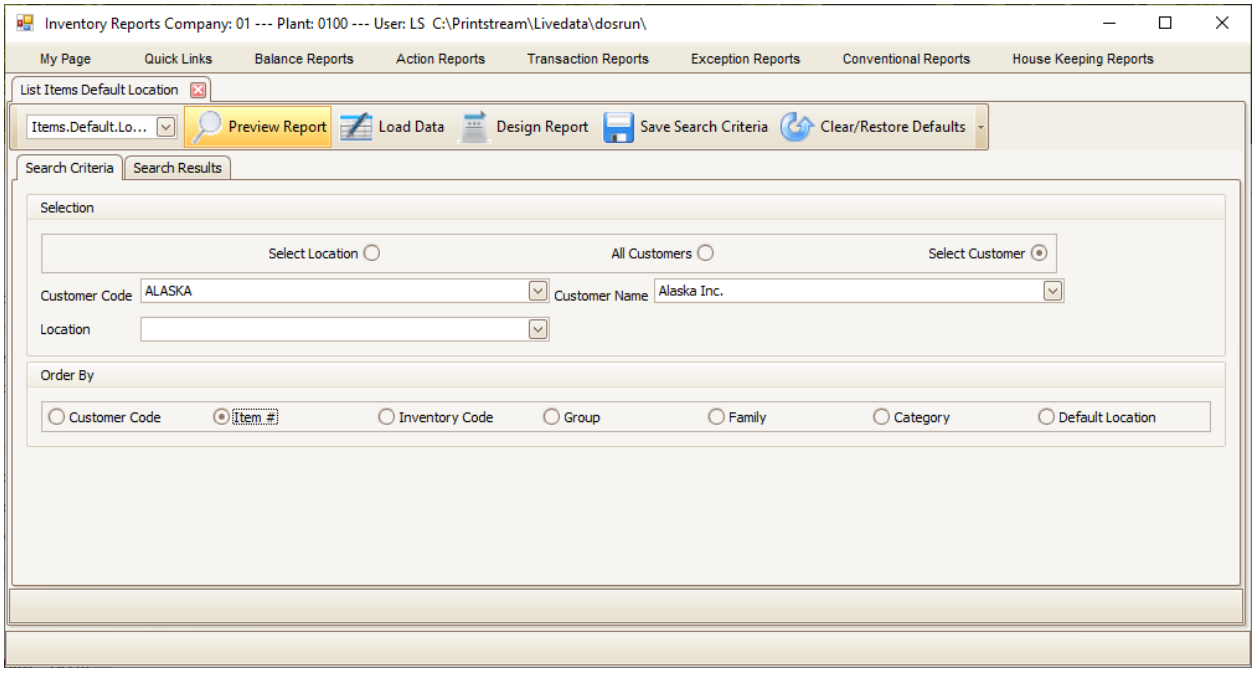
100%

List Items Default Location

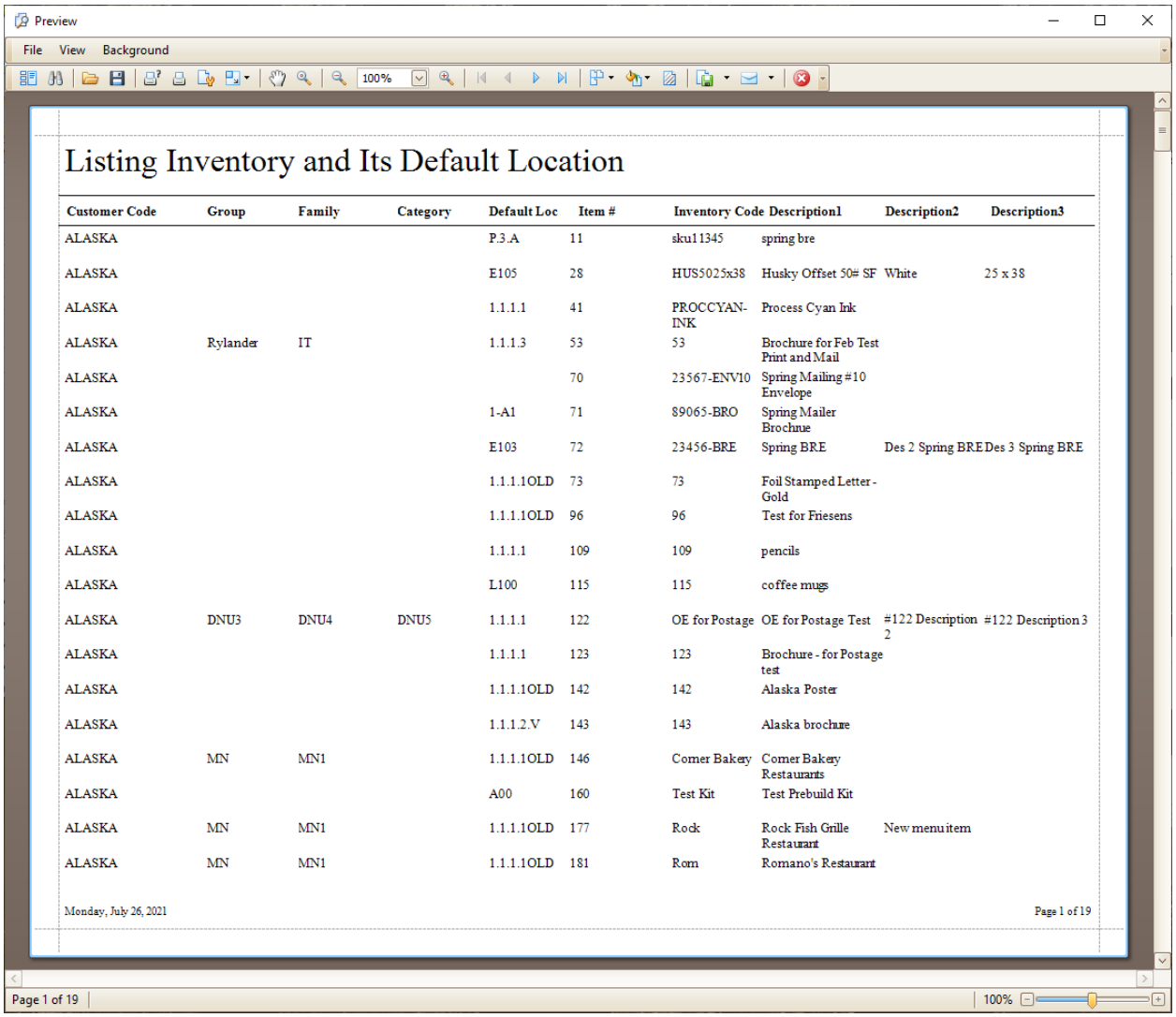
The List Items Default Location Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to list items linked to its default location.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .

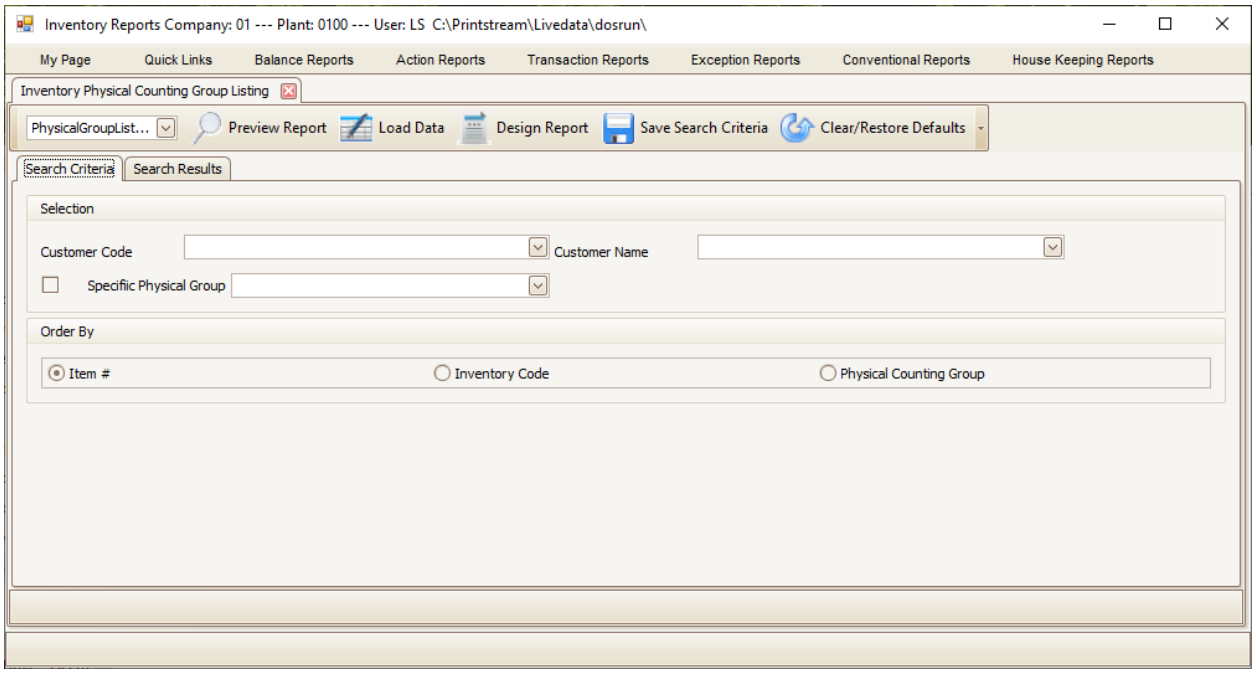


The List Items Default Location Report will display items linked to its default location.

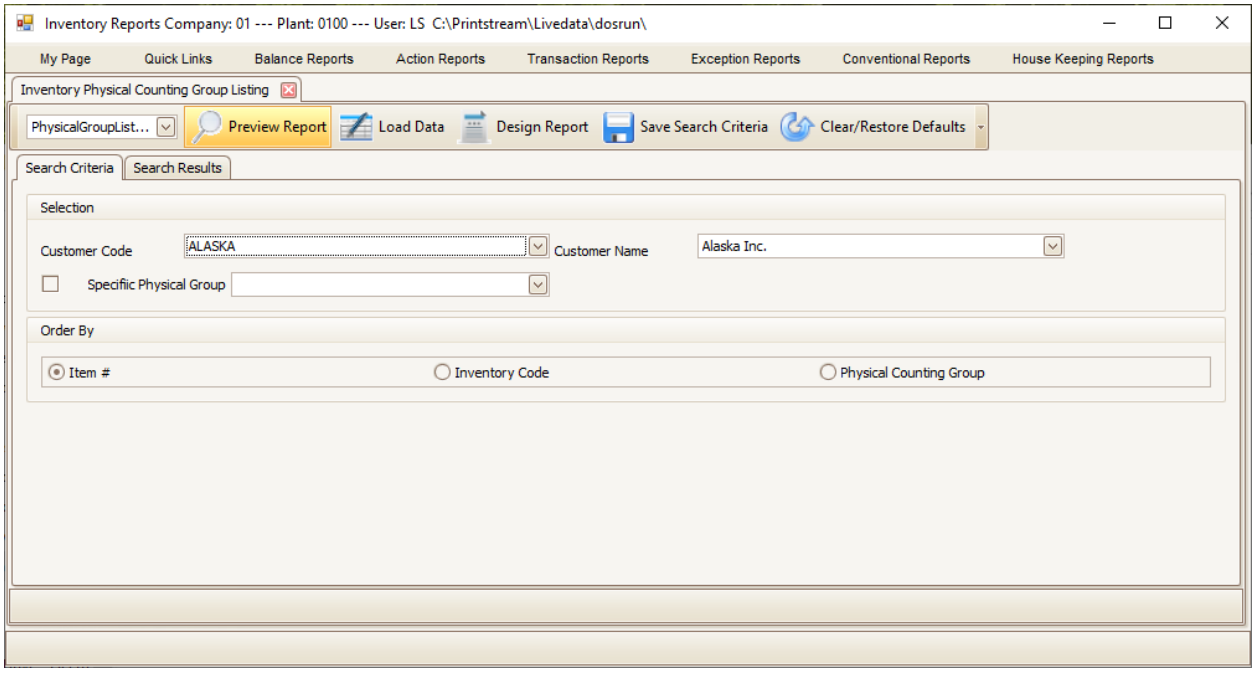


Physical Counting Groups

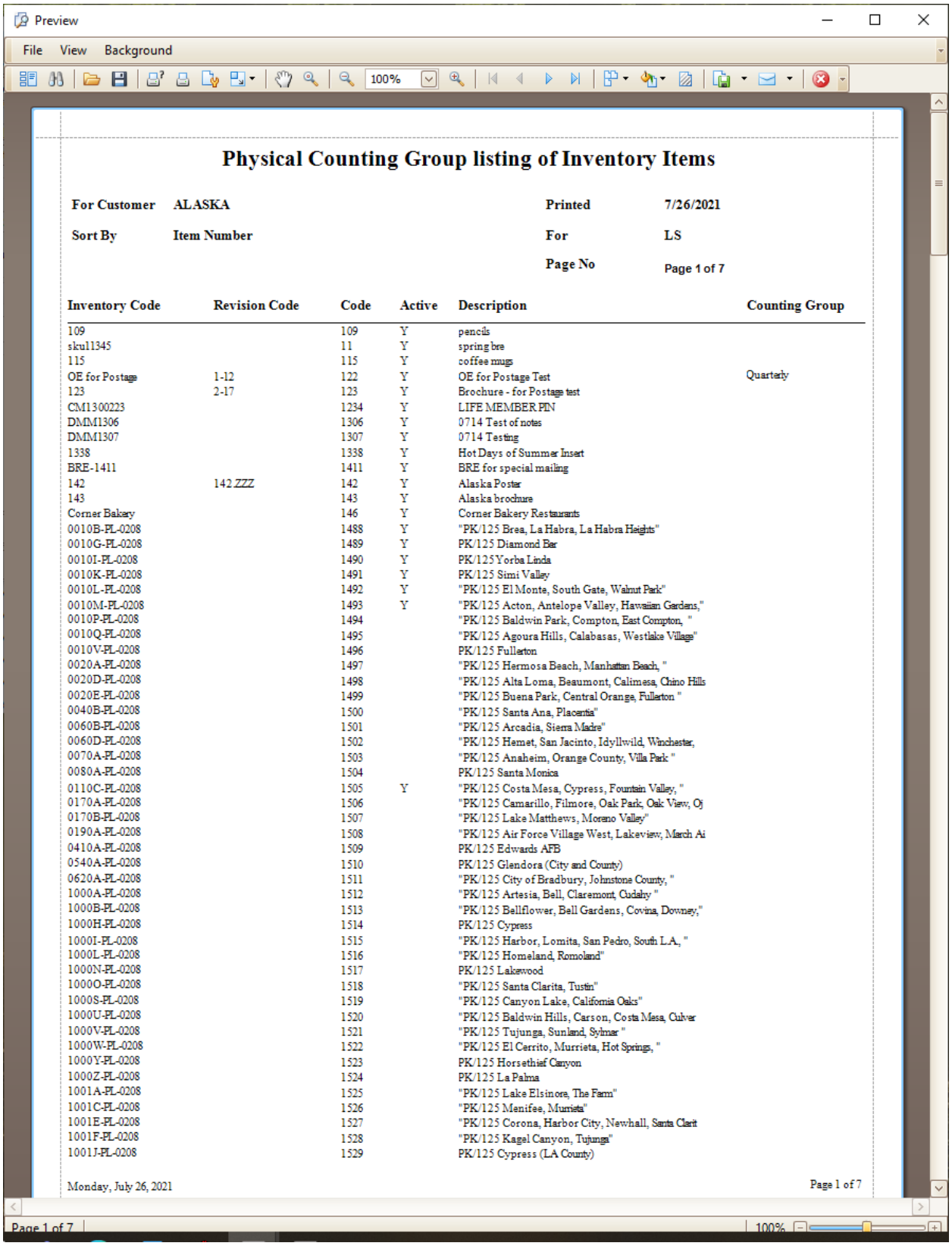
The Physical Counting Groups Report has the same features and controls as the Inventory Summary Report such as Preview Report, Load Data, Design Report, Save Search Criteria, and Clear/Restore Defaults. It is designed to list items linked to a physical counting group.



After report selections have been made choose the desired report format from the drop-down and select **Preview Report** . . .



The Physical Counting Groups Report will display items linked to a physical counting group.



Physical Counting Group listing of Inventory Items

For Customer ALASKA — **Printed** 7/26/2021

Sort By Item Number — **For** LS

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Inventory Code	Revision Code	Code	Active	Description	Counting Group
109		109	Y	pencils	
skul1345		11	Y	spring bre	
115		115	Y	coffee mugs	
OE for Postage	1-12	122	Y	OE for Postage Test	Quarterly
123	2-17	123	Y	Brochure - for Postage test	
CM1300223		1234	Y	LIFE MEMBER PIN	
DMM1306		1306	Y	0714 Test of notes	
DMM1307		1307	Y	0714 Testing	
1338		1338	Y	Hot Days of Summer Insert	
BRE-1411		1411	Y	BRE for special mailing	
142	142.ZZZ	142	Y	Alaska Poster	
143		143	Y	Alaska brochure	
Corner Bakery		146	Y	Corner Bakery Restaurants	
0010B-PL-0208		1488	Y	"PK/125 Brea, La Habra, La Habra Heights"	
0010G-PL-0208		1489	Y	PK/125 Diamond Bar	
0010I-PL-0208		1490	Y	PK/125Yorba Linda	
0010K-PL-0208		1491	Y	PK/125 Simi Valley	
0010L-PL-0208		1492	Y	"PK/125 El Monte, South Gate, Walnut Park"	
0010M-PL-0208		1493	Y	"PK/125 Acton, Antelope Valley, Hawaiian Gardens,"	
0010P-PL-0208		1494		"PK/125 Baldwin Park, Compton, East Compton, "	
0010Q-PL-0208		1495		"PK/125 Agoura Hills, Calabasas, Westlake Village"	
0010V-PL-0208		1496		PK/125 Fullerton	
0020A-PL-0208		1497		"PK/125 Hermosa Beach, Manhattan Beach, "	
0020D-PL-0208		1498		"PK/125 Alta Loma, Beaumont, Calimesa, Chino Hills	
0020E-PL-0208		1499		"PK/125 Buena Park, Central Orange, Fullerton "	
0040B-PL-0208		1500		"PK/125 Santa Ana, Placentia"	
0060B-PL-0208		1501		"PK/125 Arcadia, Sierra Madre"	
0060D-PL-0208		1502		"PK/125 Hemet, San Jacinto, Idyllwild, Winchester,	
0070A-PL-0208		1503		"PK/125 Anaheim, Orange County, Villa Park "	
0080A-PL-0208		1504		PK/125 Santa Monica	
0110C-PL-0208		1505	Y	"PK/125 Costa Mesa, Cypress, Fountain Valley, "	
0170A-PL-0208		1506		"PK/125 Camarillo, Filmore, Oak Park, Oak View, Oj	
0170B-PL-0208		1507		"PK/125 Lake Matthews, Moreno Valley"	
0190A-PL-0208		1508		"PK/125 Air Force Village West, Lakeview, March Ai	
0410A-PL-0208		1509		PK/125 Edwards AFB	
0540A-PL-0208		1510		PK/125 Glendora (City and County)	
0620A-PL-0208		1511		"PK/125 City of Bradbury, Johnstone County, "	
1000A-PL-0208		1512		"PK/125 Artesia, Bell, Claremont, Cudahy "	
1000B-PL-0208		1513		"PK/125 Bellflower, Bell Gardens, Covina, Downey,"	
1000H-PL-0208		1514		PK/125 Cypress	
1000I-PL-0208		1515		"PK/125 Harbor, Lomita, San Pedro, South L.A., "	
1000L-PL-0208		1516		"PK/125 Homeland, Romoland"	
1000N-PL-0208		1517		PK/125 Lakewood	
1000O-PL-0208		1518		"PK/125 Santa Clarita, Tustin"	
1000S-PL-0208		1519		"PK/125 Canyon Lake, California Oaks"	
1000U-PL-0208		1520		"PK/125 Baldwin Hills, Carson, Costa Mesa, Culver	
1000V-PL-0208		1521		"PK/125 Tujunga, Sunland, Sylmar "	
1000W-PL-0208		1522		"PK/125 El Cerrito, Murrieta, Hot Springs, "	
1000Y-PL-0208		1523		PK/125 Horsethief Canyon	
1000Z-PL-0208		1524		PK/125 La Palma	
1001A-PL-0208		1525		"PK/125 Lake Elsinore, The Farm"	
1001C-PL-0208		1526		"PK/125 Menifee, Murrieta"	
1001E-PL-0208		1527		"PK/125 Corona, Harbor City, Newhall, Santa Clarit	
1001F-PL-0208		1528		"PK/125 Kagel Canyon, Tujunga"	
1001J-PL-0208		1529		PK/125 Cypress (LA County)	

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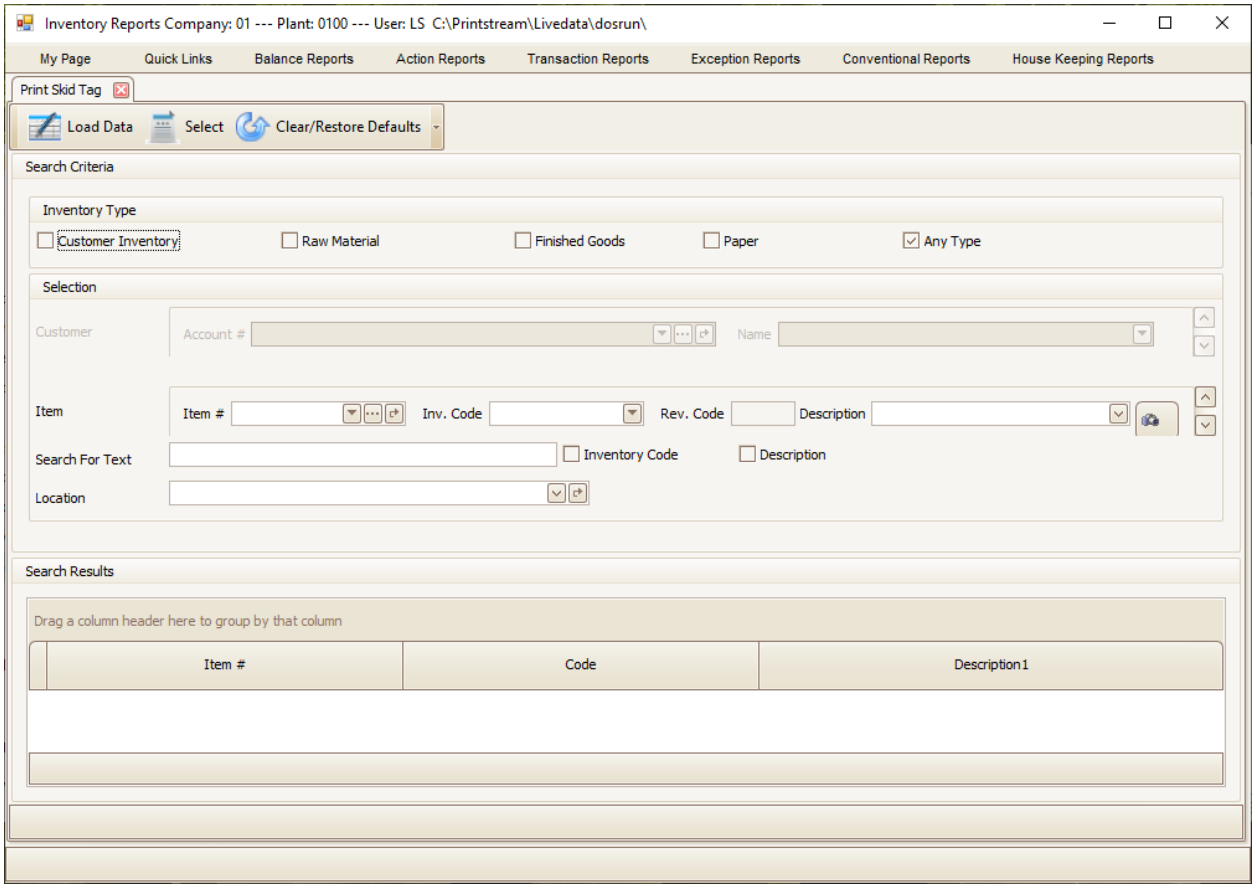
House Keeping Reports

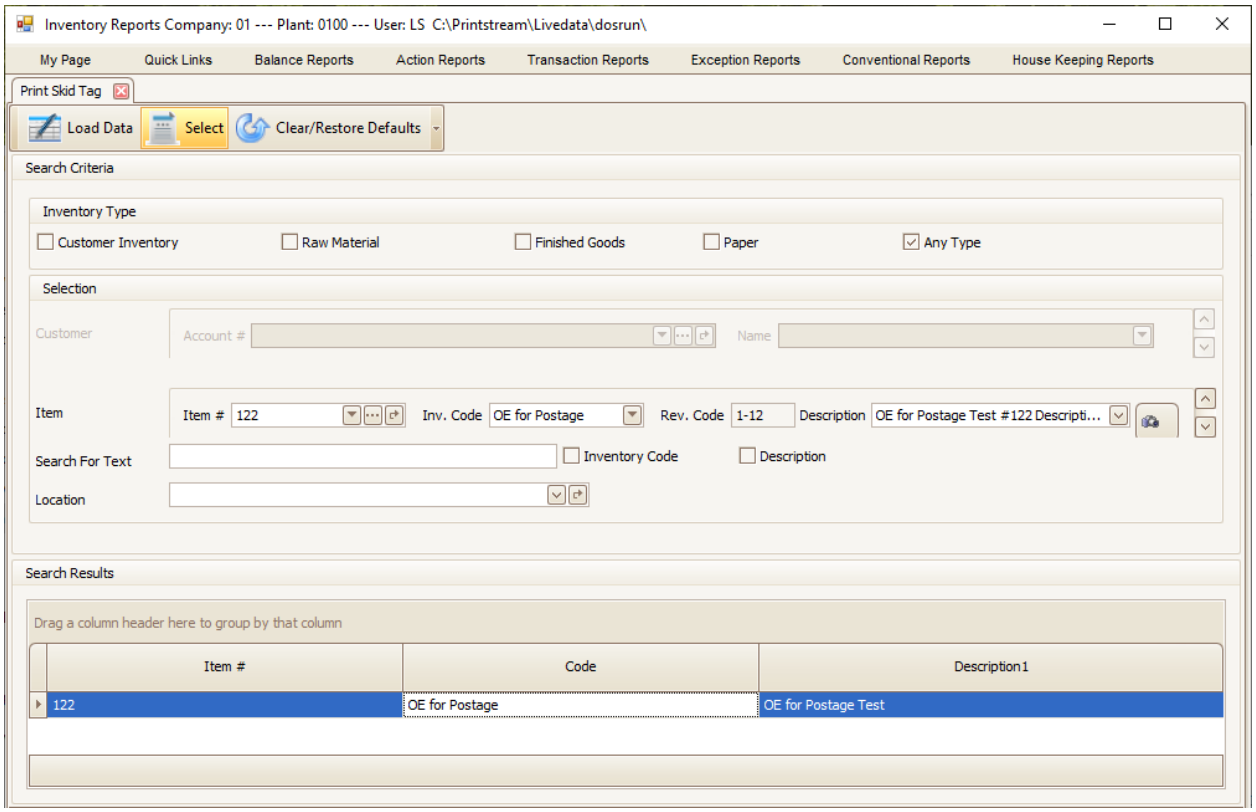
Within the House Keeping Reports main menu is one house keeping related report. This report will be covered in this section of the document.

Print Skid Ticket/Tag

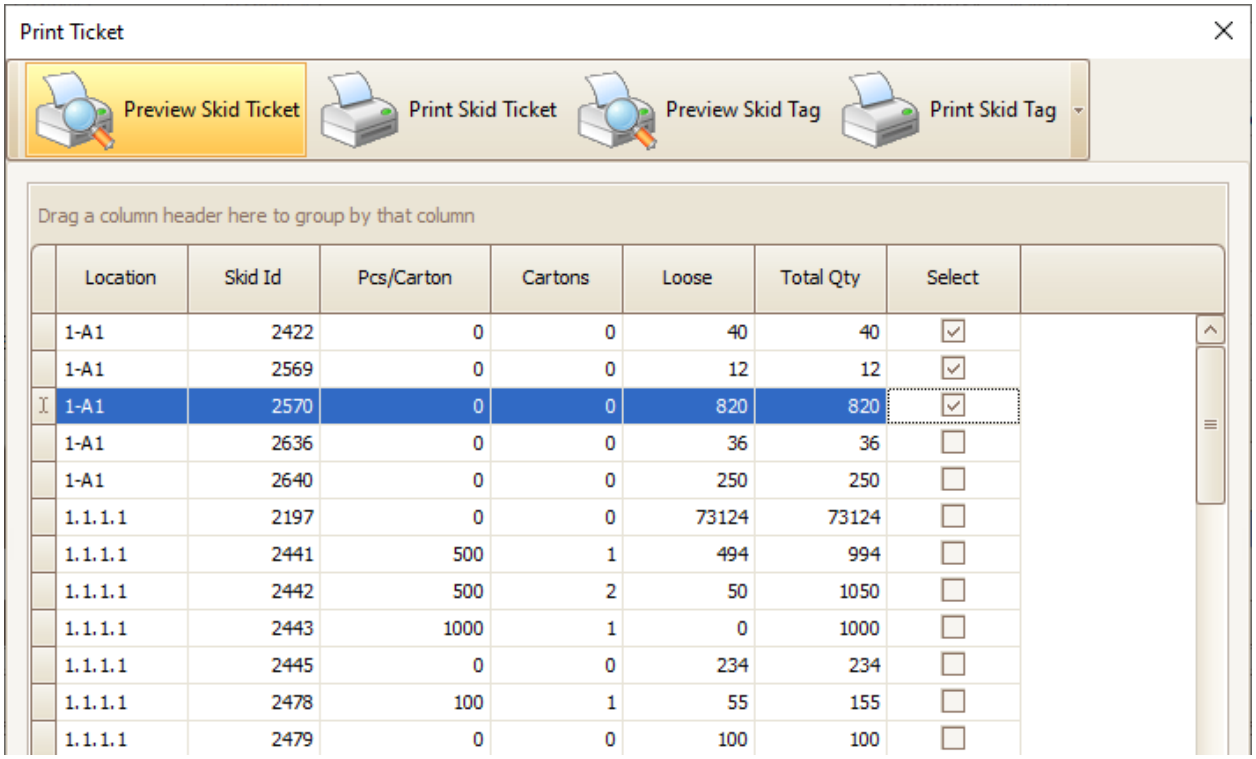
The Print Skid Ticket/Tag Report is designed to reprint Skid Tickets or Skid Tags.



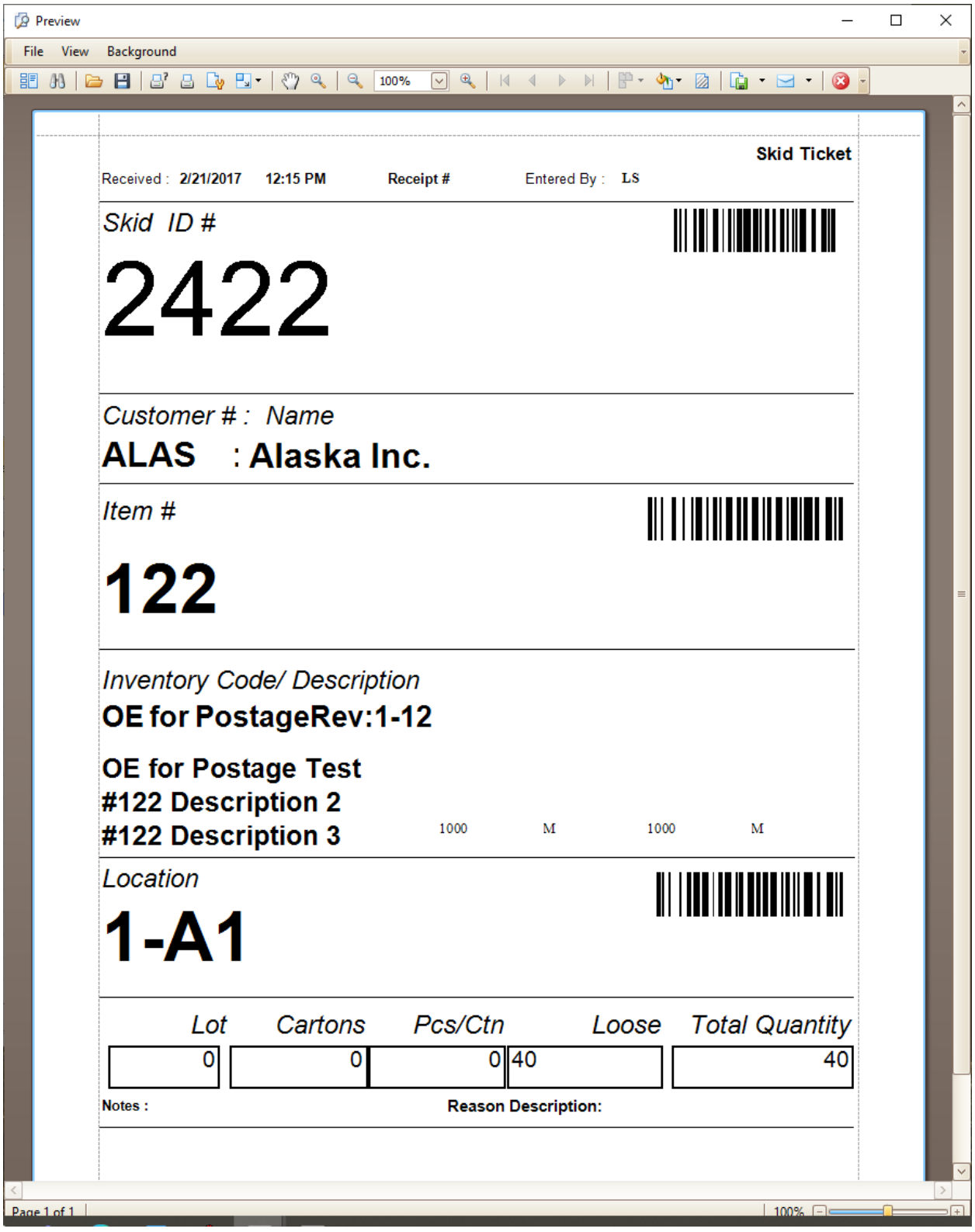
After report selections have been made choose the **Select** icon to display the skid selection skid screen . . .



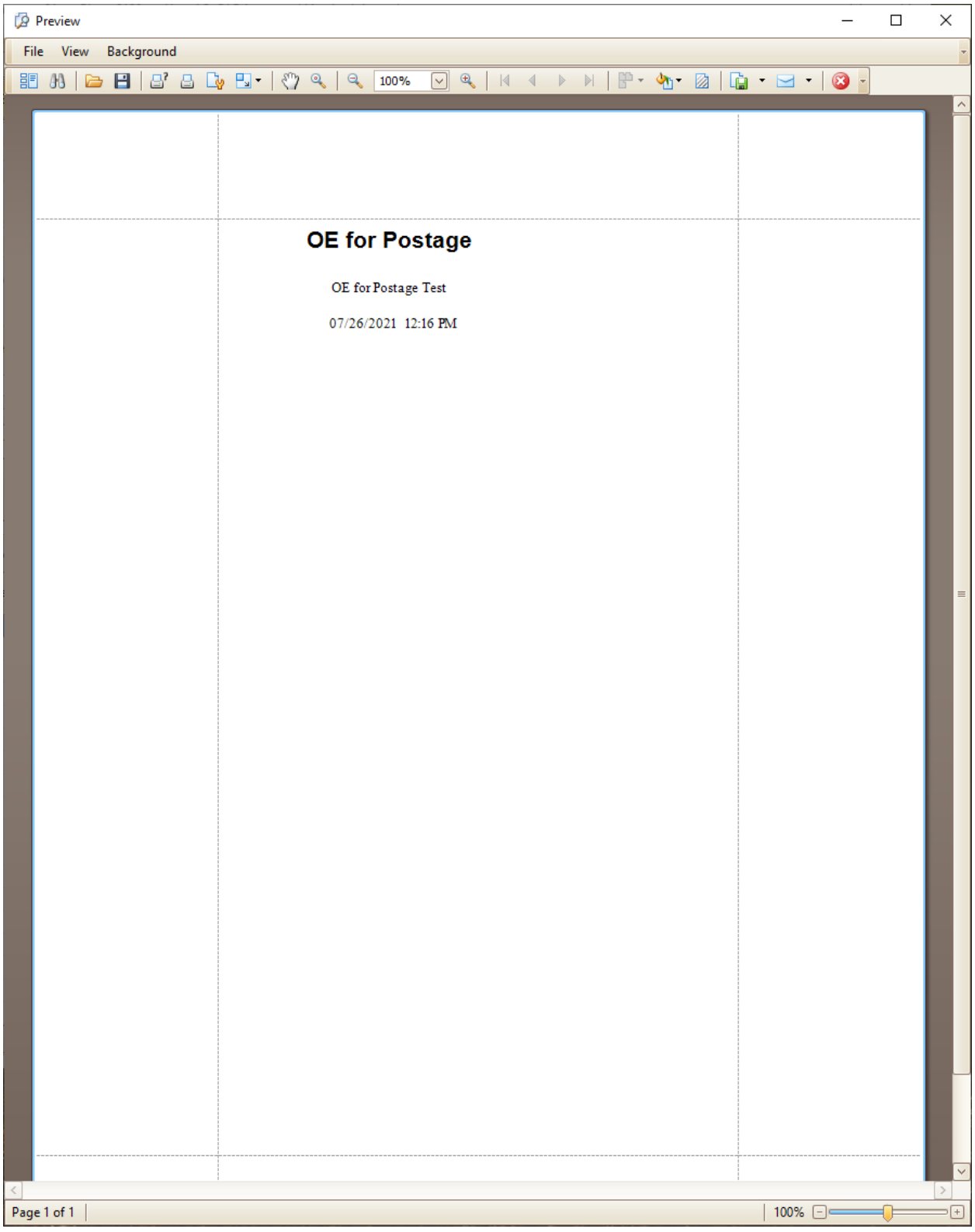
Select/check the desired Skid(s) then select **Preview Skid Ticket** . . .



Skid Ticket . . .


Preview
File View Background
100%
Skid Ticket
Received : 2/21/2017 12:15 PM Receipt # Entered By : LS
Skid ID #
2422
Customer # : Name
ALAS : Alaska Inc.
Item #
122
Inventory Code/ Description
OE for PostageRev:1-12
OE for Postage Test
#122 Description 2
#122 Description 3
1000 M 1000 M
Location
1-A1
Lot Cartons Pcs/Ctn Loose Total Quantity
0 0 0 40 40
Notes :
Reason Description:
Page 1 of 1
100%

Skid Tag . . .


Preview
File
View
Background
100%
OE for Postage
OE for Postage Test
07/26/2021 12:16 PM
Page 1 of 1
100%