

Inventory Book Report

Last Modified on 05/07/2024 11:34 am CDT

Options within the Inventory Book report, found at *Accounting / Accounting Reports / Inventory / Inventory Status*, allow additional information to be included or excluded to tailor the report to fit specific needs.

The screenshot shows the 'Inventory Status Reports' dialog box. On the left, a list of report types is shown, with 'Inventory Book' selected. The main area contains 'Report Criteria' with 'Sort By Product' set to 'Name' and 'Select Products' set to 3. The 'Sort By' section has 'Department/Product' selected. The 'Use Quantity Units' section has 'Inventory' selected. A list of checkboxes includes 'Include Over-received PO Quantities', 'Include Products Without Bookings', 'Consolidate across locations', 'Include Expired Bookings', 'Calculate Raw Ingredients', 'Show ReOrder Column', 'Include all Delivery and Blend Tickets', 'Exclude Zero Quantity Lines', and '100% to Grower'. The 'Exclude Customers' checkbox is checked. At the bottom, there are options for 'Print', 'Preview', 'PDF File', and 'Text File', along with 'File Name' input fields, 'Load Set', 'Save Set', 'OK', and 'Cancel' buttons.

- **Include Over-received PO Quantities** – Includes additional quantities received over the amount of the Purchase Order.
- **Include Products Without Bookings** – Includes Products regardless of whether or not a Booking exists.
- **Consolidate across locations** – Combines Products with matching Product IDs and Department Categories across Locations.
- **Include Expired Bookings** – By selecting this option, the report includes expired Bookings that still have quantities available. Otherwise, the Inventory Book report only includes Bookings that have valid dates.
- **Calculate Raw Ingredients** – Includes the raw materials that make up a Manufactured Product on the report.
- **Show ReOrder Column** – If there is a re-order quantity set on the Product, this option adds that column to the report.
- **Includes all Delivery and Blend Tickets** – Includes all Delivery and Blend Ticket amounts even if the amount delivered is over the original amount booked for the Customer.
- **Exclude Zero Quantity Lines** – Allows lines with zero quantities to be excluded.
- **100% to Grower** – Used if Bookings are split, but the Delivery Tickets are not entered with those splits.

- **Exclude Grower Order Bookings** – Allows for the exclusion of any Bookings that were created with the Grower Order tool at *Accounting / Inventory / Manage Seed Orders*.