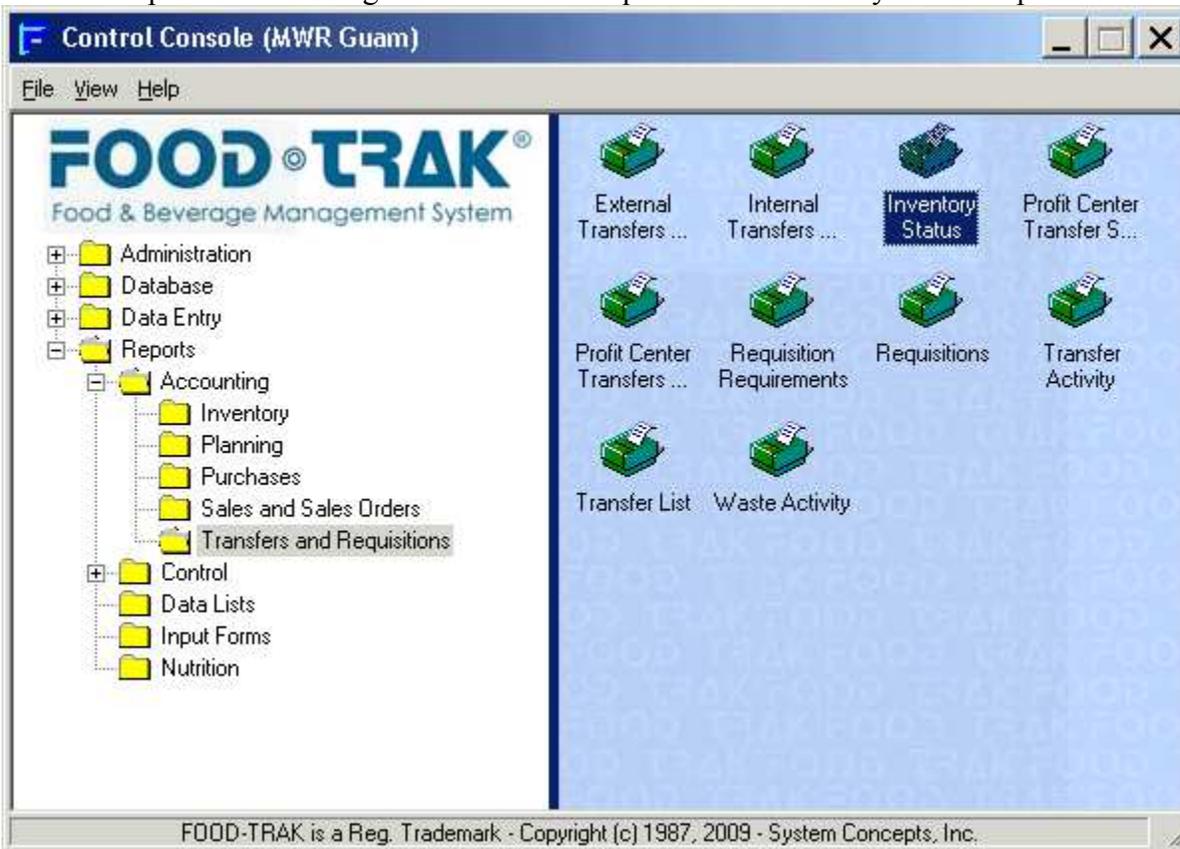


## How to run the inventory Status Report

1. Go to Reports>Accounting>Transfers and Requisitions> Inventory Status Report



2. Select your profit center and click next



### 3. Select "Print all inventory locations"

**Inventory Status Report - FOOD-TRAK® Reports** [X]



Select which inventory locations to include on report.

Print all inventory locations

Print selected inventory location

13689 Central Warehouse (\*)

Help Cancel < Back Next > Submit

### 4. Select "Detail and Summary"

**Inventory Status Report - FOOD-TRAK® Reports** [X]



Select report format to print.

Print Detail

Print Summary Format

Print Detail and Summary

---

Show Bin

Help Cancel < Back Next > Submit

5. Select either Name or Reference (Reference will show vendor item codes)



Inventory Status Report - FOOD-TRAK® Reports



The items on this report may be listed in one of the following sort orders.

Name

Reference

Help Cancel < Back Next > Submit

6. Next Click submit, this report may take 10 minutes to 60 minutes depending on the amount of information to be processed.



Inventory Status Report - FOOD-TRAK® Reports



The items on this report may be listed in one of the following sort orders.

Name

Reference

Help Cancel < Back Next > Submit