



# Run and Print an Inventory Audit Report

## Description

Use this task to view various types of data regarding your agency's inventory transactions and on-hand inventory.

## Trigger

Perform this task when it is necessary to view monthly inventory.

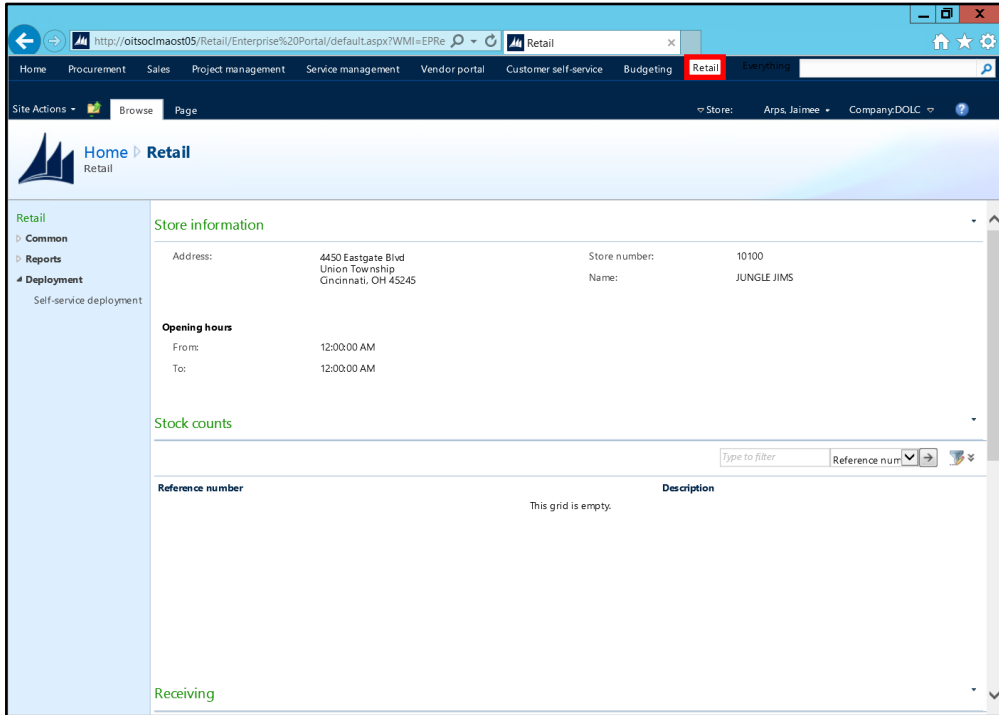
## Prerequisites

An inventory adjustment has been made.

## Helpful Hints

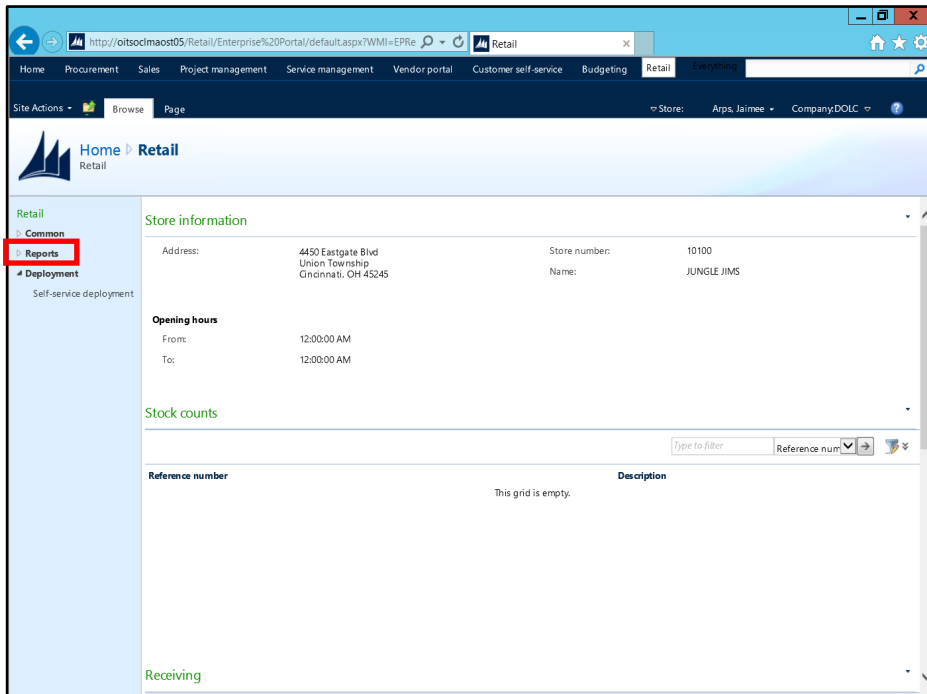
**Based on your role, screens may differ in the system from the screens in this job aid.**

1. Begin this task by logging into the Enterprise Portal.
2. Click **Retail** on the toolbar.

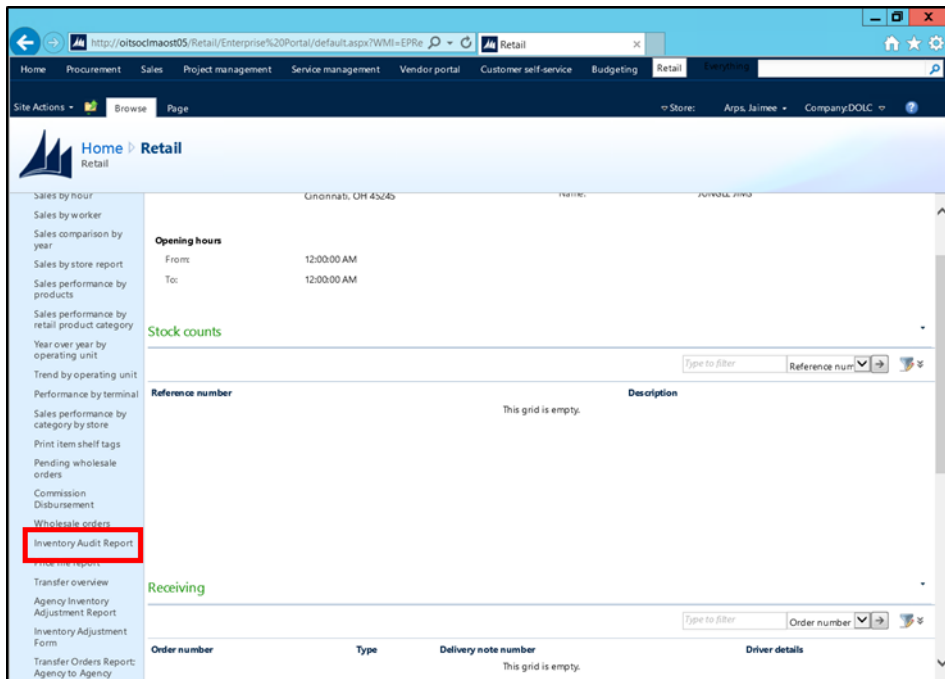


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3. Click  to the left of the **Reports** section to expand the area.

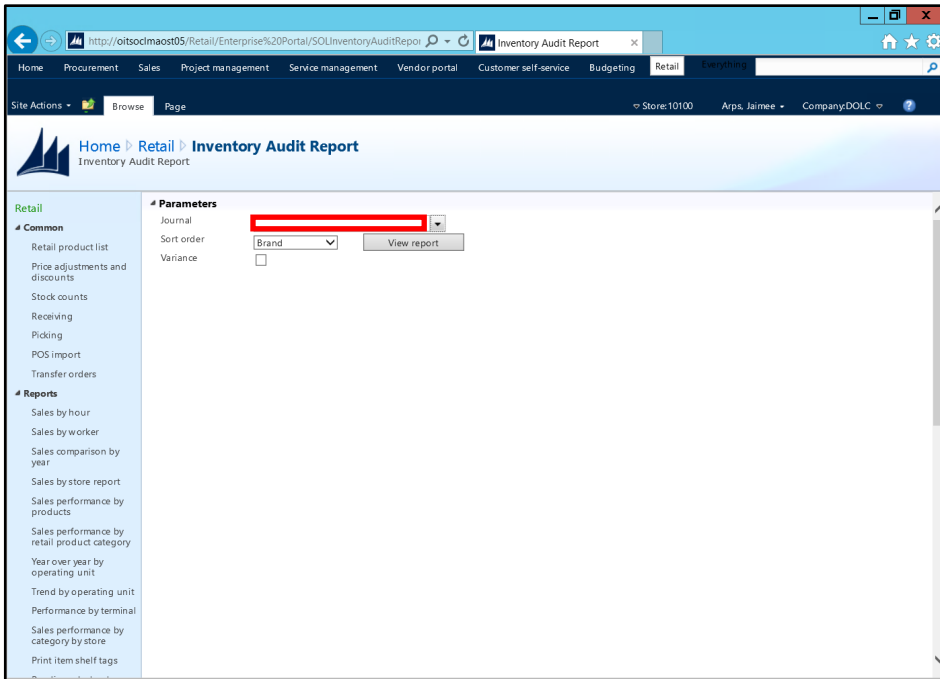


4. Click **Inventory Audit Report** in the **Retail** panel.

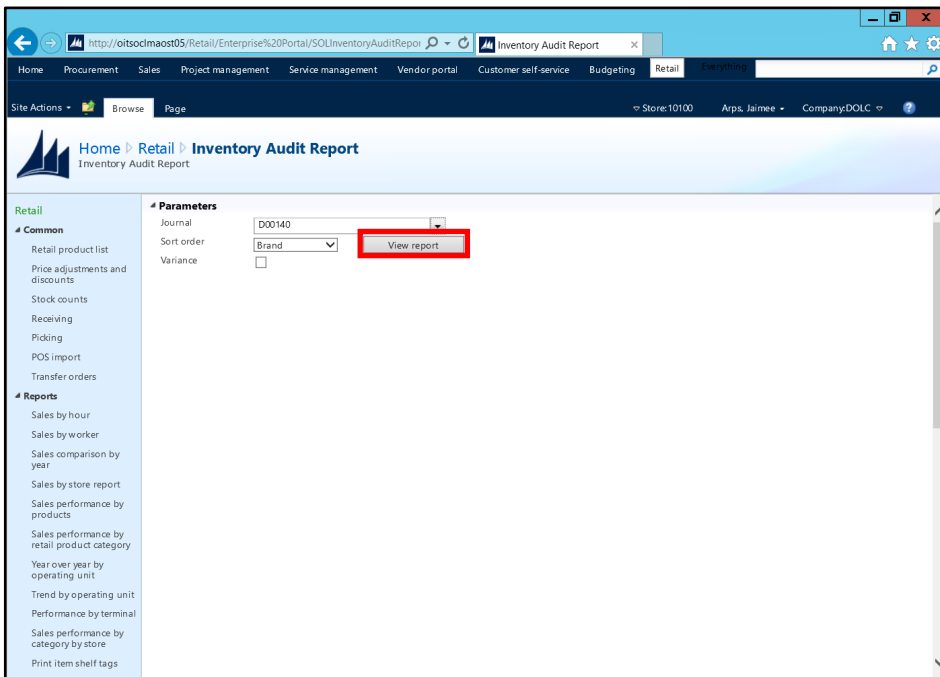



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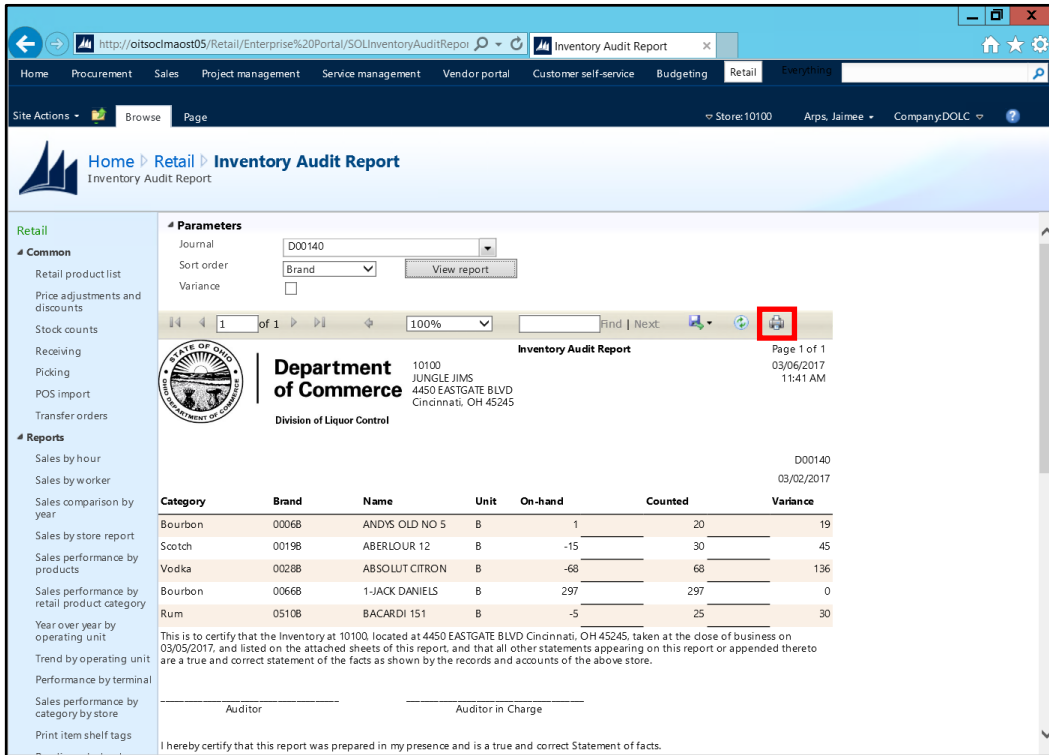
5. Enter the journal number of the appropriate counting journal in the **Journal** field. For this example enter “D00140.”



6. Click **View report** to display the *Inventory Audit* report.



7. Click  to print the *Inventory Audit* report.



**Inventory Audit Report**


Page 1 of 1  
03/06/2017  
11:41 AM

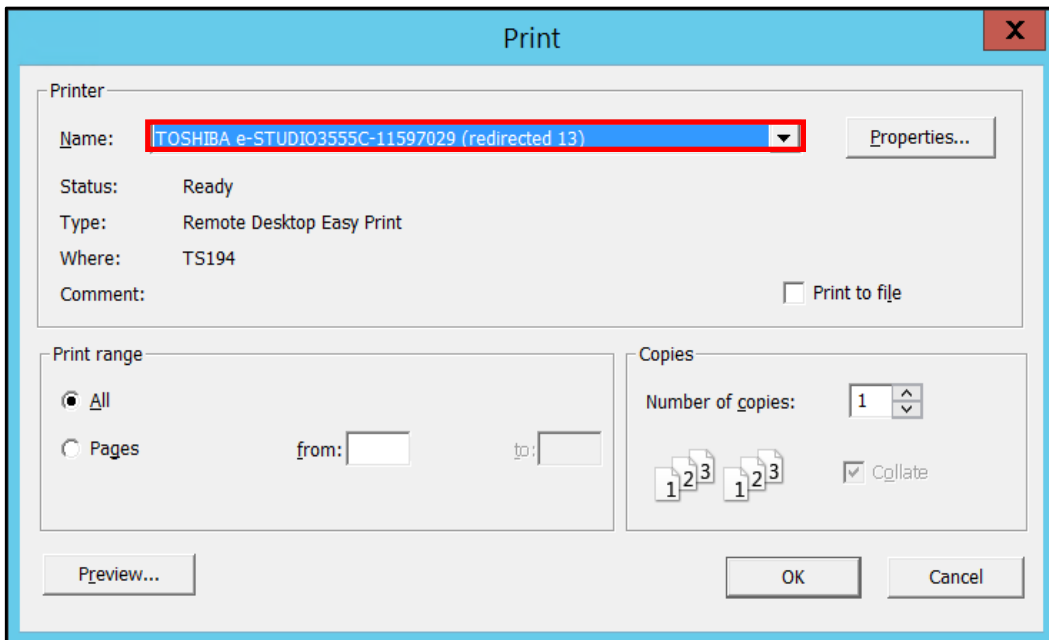
Category	Brand	Name	Unit	On-hand	Counted	Variance
Bourbon	00668	ANDYS OLD NO 5	B	1	20	19
Scotch	00198	ABERLOUR 12	B	-15	30	45
Vodka	00288	ABSOLUT CITRON	B	-68	68	136
Bourbon	00668	1-JACK DANIELS	B	297	297	0
Rum	05108	BACARDI 151	B	-5	25	30

This is to certify that the inventory at 10100, located at 4450 EASTGATE BLVD Cincinnati, OH 45245, taken at the close of business on 03/05/2017, and listed on the attached sheets of this report, and that all other statements appearing on this report or appended thereto are a true and correct statement of the facts as shown by the records and accounts of the above store.

Auditor \_\_\_\_\_ Auditor in Charge \_\_\_\_\_

I hereby certify that this report was prepared in my presence and is a true and correct Statement of facts.

8. Click  in the **Name** field to display the drop-down list and select the appropriate printer, if it does not default to the correct printer.



**Print**

Printer

Name: **TOSHIBA e-STUDIO3555C-11597029 (redirected 13)** Properties...

Status: Ready

Type: Remote Desktop Easy Print

Where: TS194

Comment:  Print to file

Print range

All

Pages from:  to:

Copies

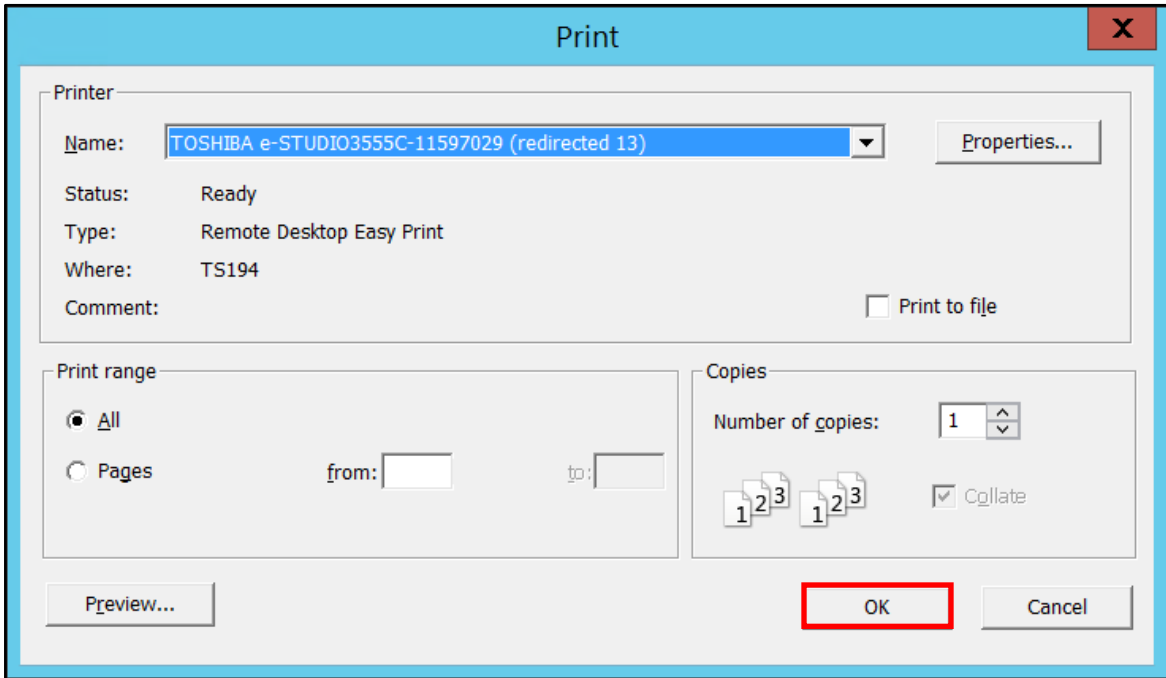
Number of copies: 1

Collate

Preview... OK Cancel

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9. Click **OK** to print the form and complete this task.



## Results

You have run and printed an Inventory Audit report.