



Run and Print an Inventory Audit Report

Description

Use this task to run the *Inventory Audit* report in the Enterprise Portal.

Trigger

Perform this task once an inventory count journal has been posted.

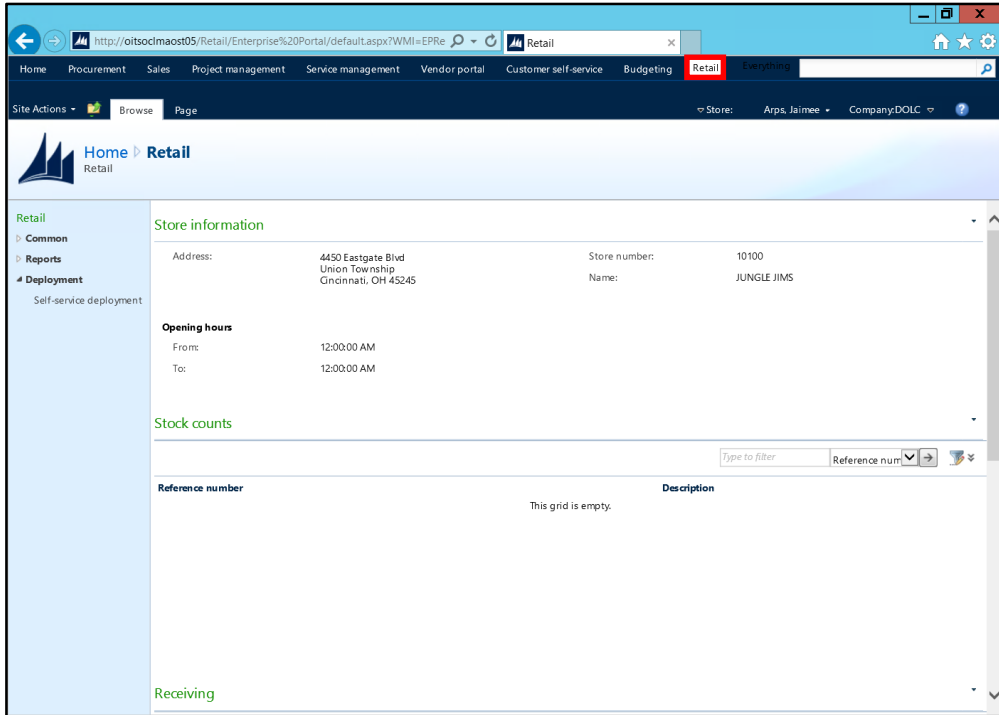
Prerequisites

An inventory cycle count has been completed and the count journal has been posted.

Helpful Hints

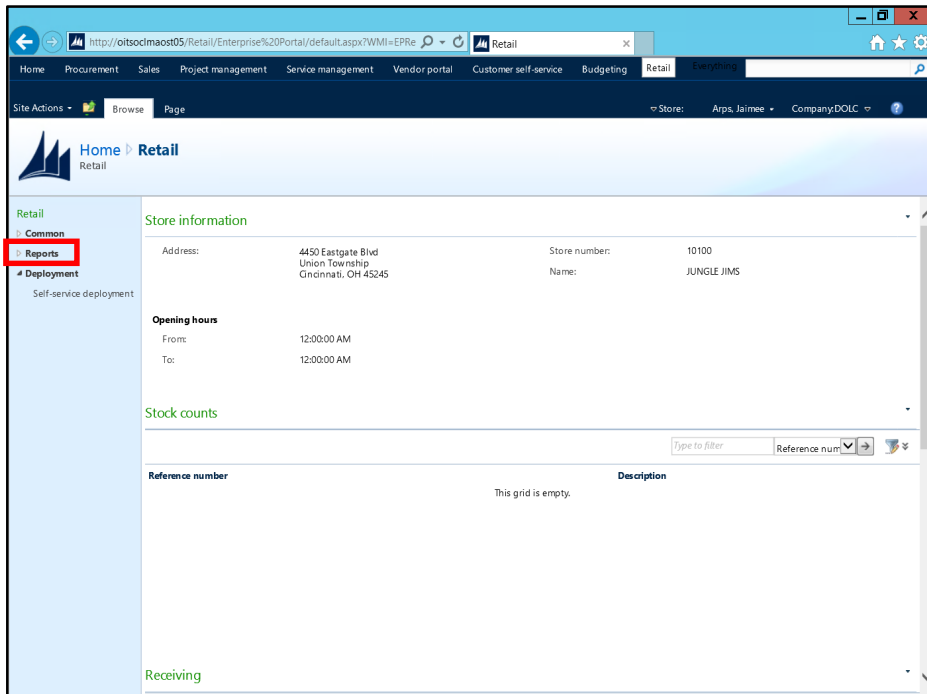
Based on your role, screens may differ in the system from the screens in this job aid.

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

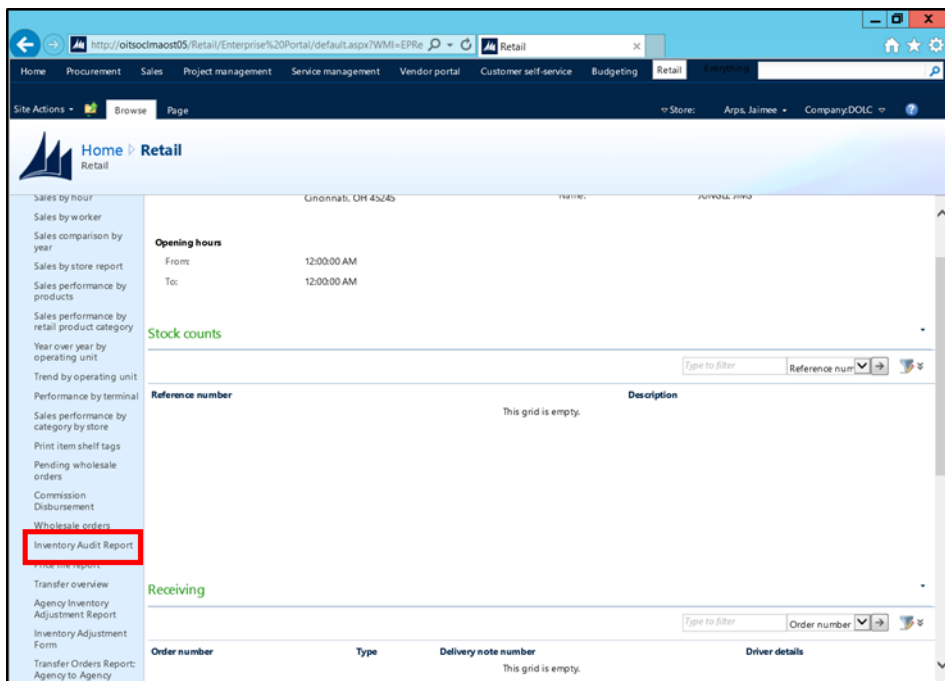


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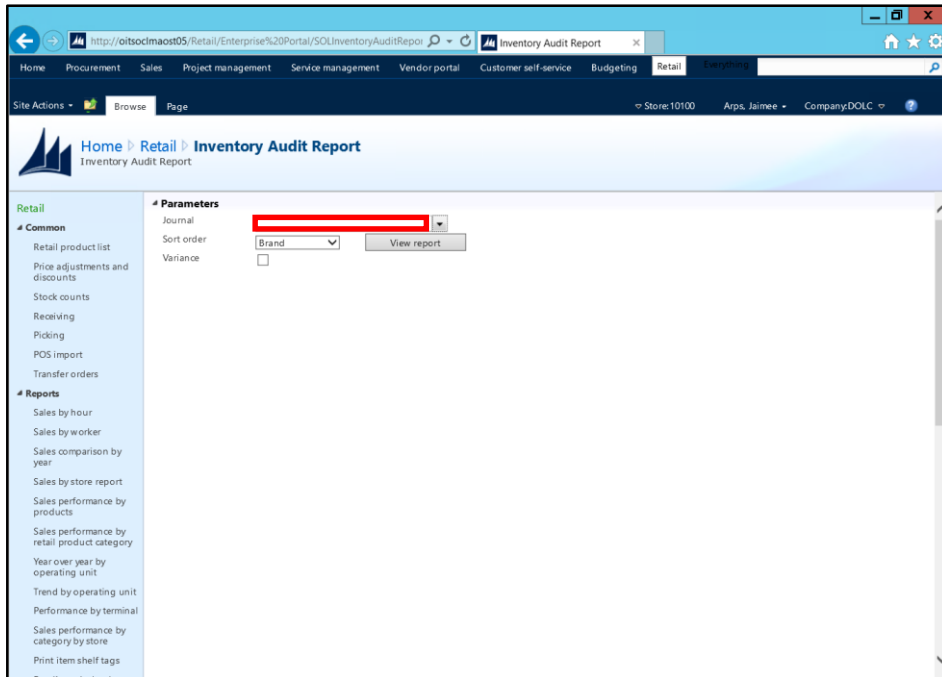
3. Click  to the left of the **Reports** section to expand the area.



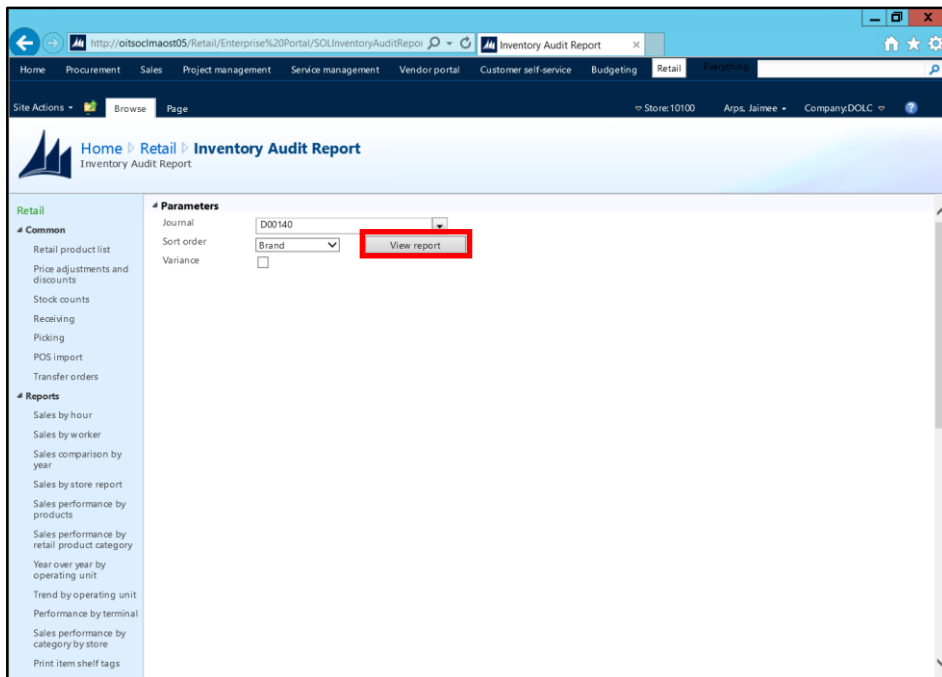
4. Click **Inventory Audit Report** in the **Retail** panel.




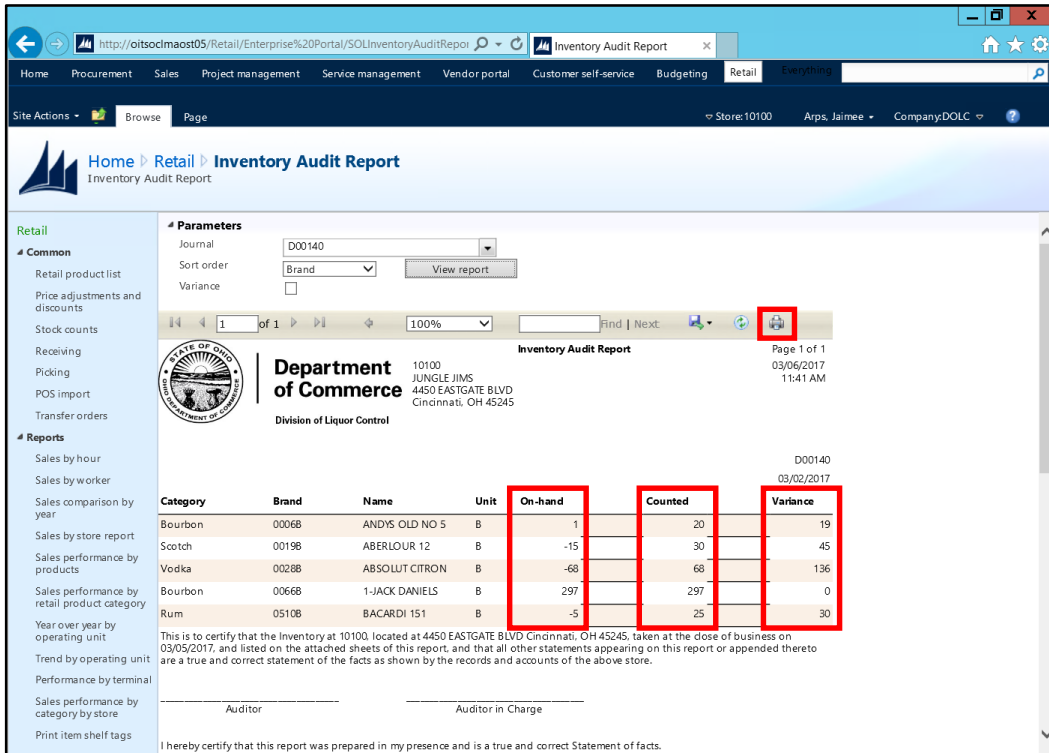
5. Enter the journal number for the appropriate posted counting journal in the **Journal** field. For this example enter “D00140.”



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



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



Inventory Audit Report

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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

Auditor _____ Auditor in Charge _____

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

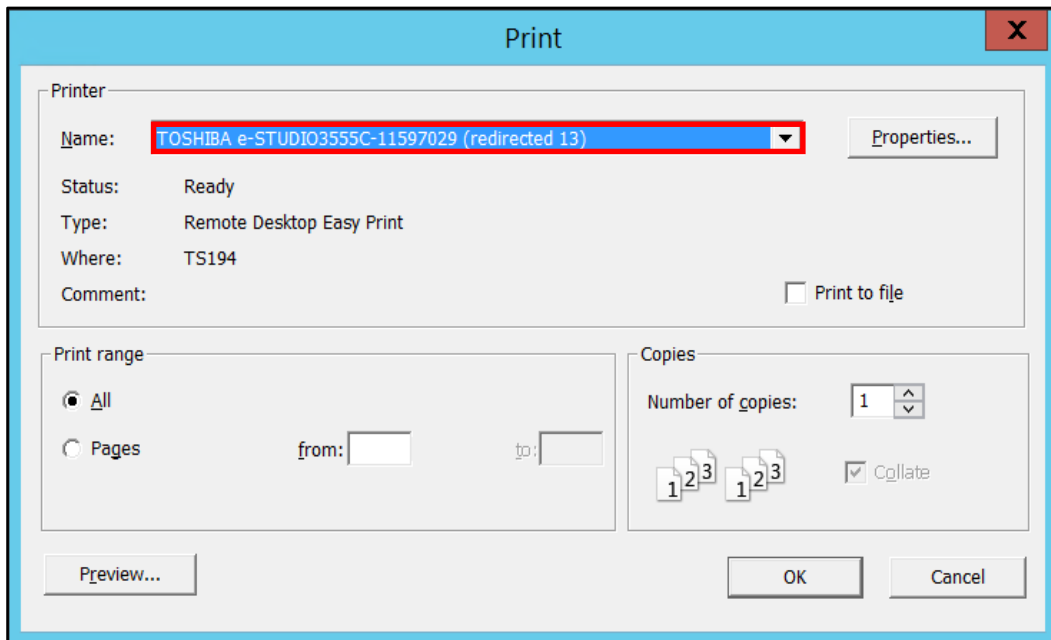


The **On-hand** field shows the quantity in inventory when the cycle count was started.

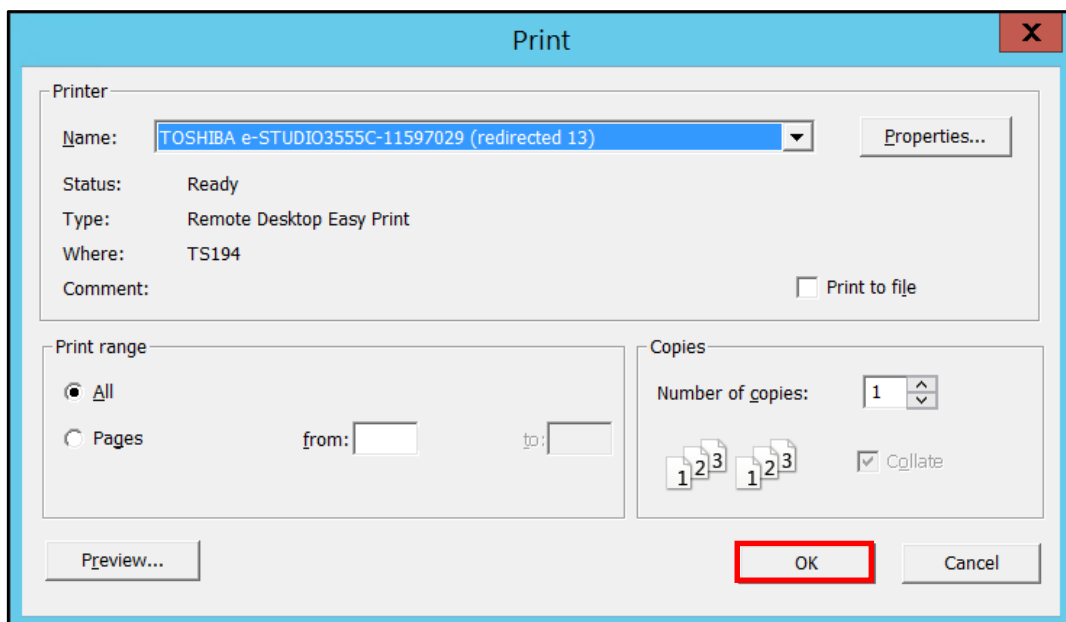
The **Counted** field shows the total inventory counted during the cycle count. Posting the cycle count journal updates the on-hand number to the counted quantity.

The **Variance** field is the difference between what the system showed in inventory and the quantity counted for each item.

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.



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



Results

You have run and printed an Inventory Audit report.