



Run Agency Inventory Report – Enterprise Portal

Description

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

Trigger

Perform this task when a need arises to run the *Agency Inventory* report in the Enterprise Portal.

Prerequisites

N/A

URL Address

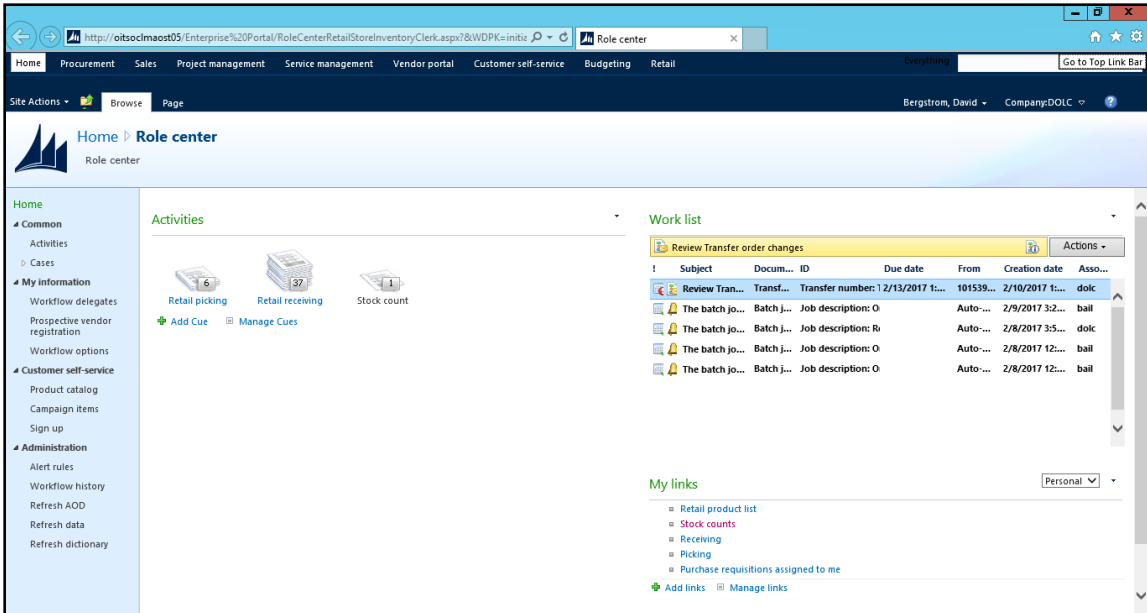
<https://impaxportal.ohio.gov>

Helpful Hints

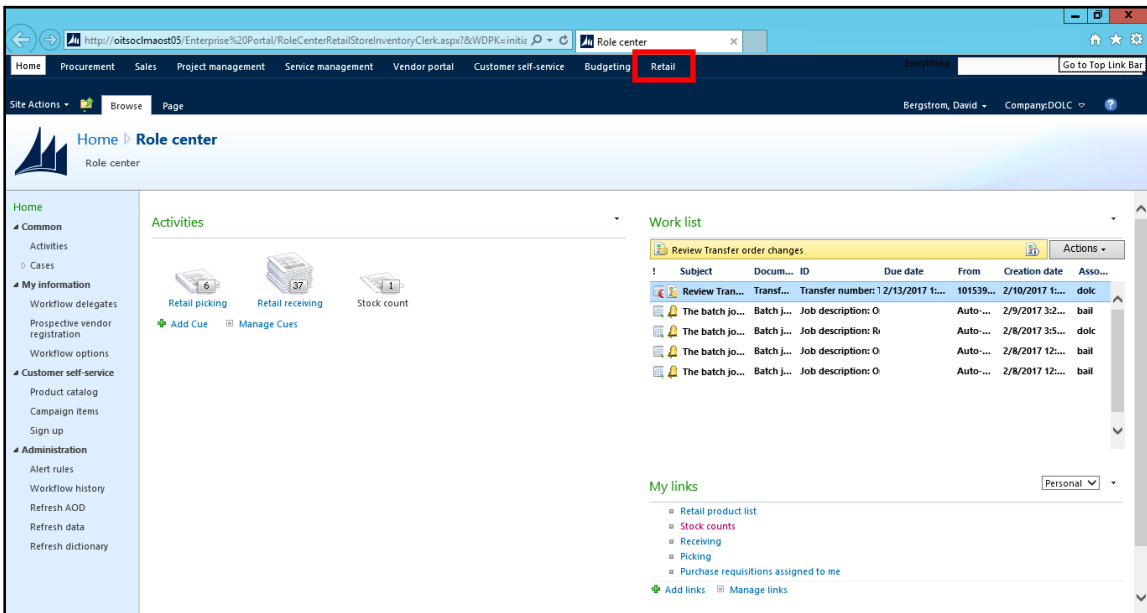
Based on your role, screens may differ in the system from the screens in this job aid.

1. Begin this task by going to the Enterprise Portal:

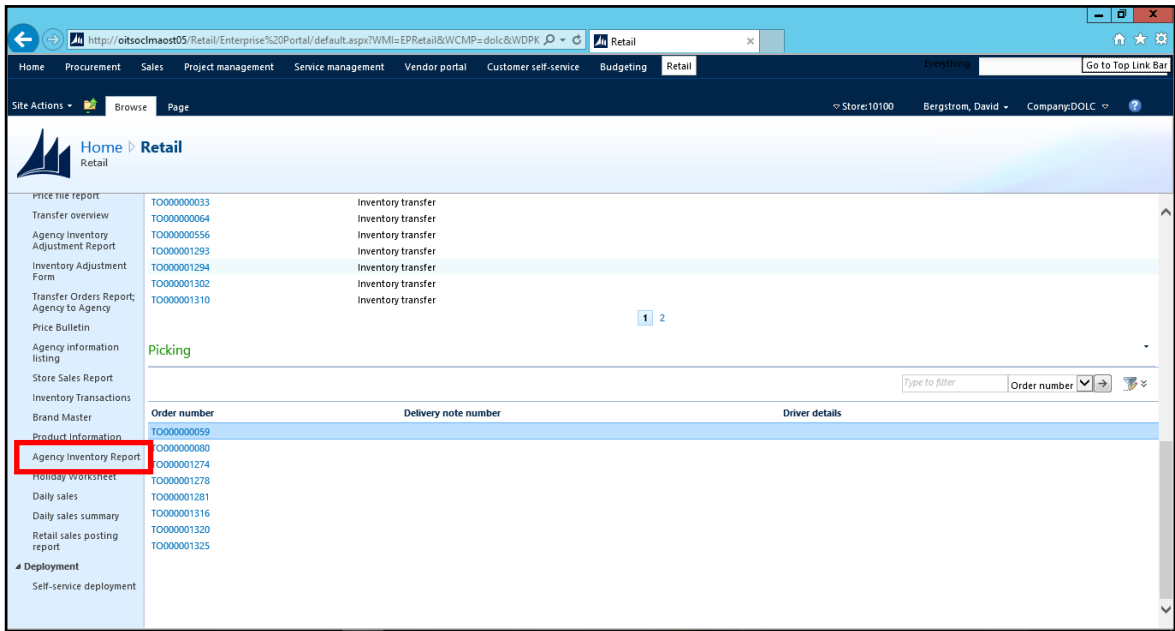
<https://Impaxportal.ohio.gov>



2. Click **Retail** on the menu bar.

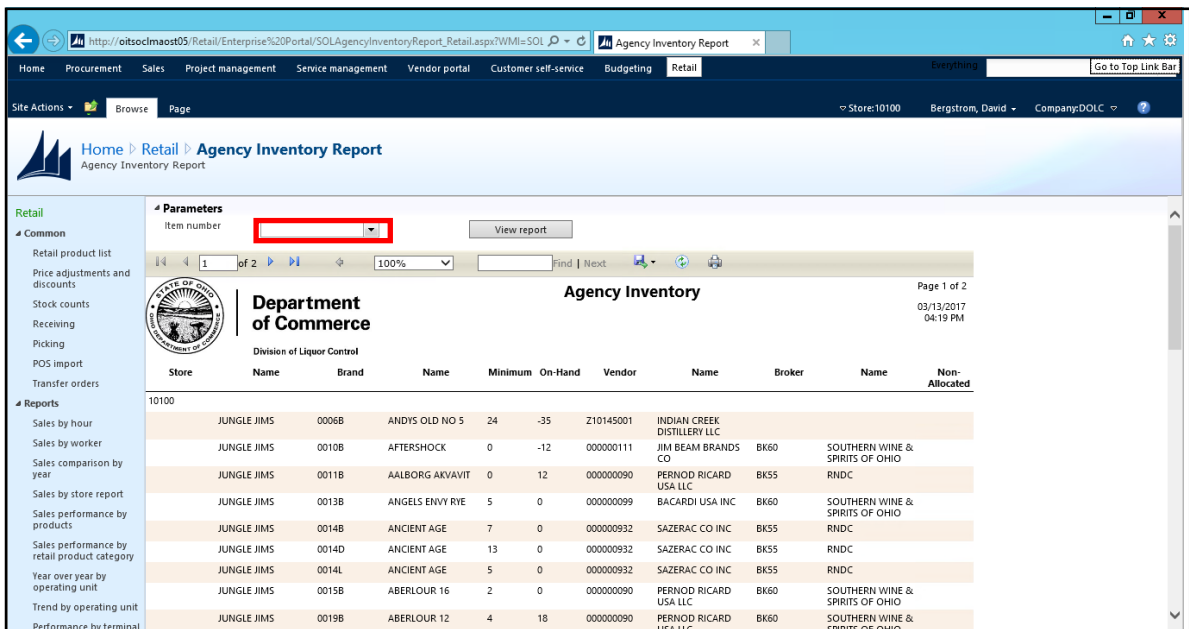


3. Scroll to the bottom of the **Retail** panel and select **Agency Inventory Report** on the left.



Selecting this report will generate a list of all inventory at the agency.

4. Enter an item number in the **Item Number** field on the top of the report to narrow the search to a single item.



5. Click **View report**. In this example, enter "0057B" and press the "Enter" key.

The screenshot shows the 'Agency Inventory Report' page in a web browser. The 'Parameters' section has 'Item number' set to '1'. A red box highlights the 'View report' button. The table below shows a list of inventory items for store 10100.

Store	Name	Brand	Name	Minimum	On-Hand	Vendor	Name	Broker	Name	Non-Allocated
10100	JUNGLE JIMS	0006B	ANDYS OLD NO 5	24	-35	Z10145001	INDIAN CREEK DISTILLERY LLC			
	JUNGLE JIMS	0010B	AFTERSHOCK	0	-12	000000111	JIM BEAM BRANDS USA LLC	BK60	SOUTHERN WINE & SPIRITS OF OHIO	
	JUNGLE JIMS	0011B	AALBORG AKVAVIT	0	12	000000090	PERNOD RICARD USA LLC	BK55	RNDC	
	JUNGLE JIMS	0013B	ANGELS ENVY RYE	5	0	000000099	BACARDI USA INC	BK60	SOUTHERN WINE & SPIRITS OF OHIO	
	JUNGLE JIMS	0014B	ANCIENT AGE	7	0	000000932	SAZERAC CO INC	BK55	RNDC	
	JUNGLE JIMS	0014D	ANCIENT AGE	13	0	000000932	SAZERAC CO INC	BK55	RNDC	
	JUNGLE JIMS	0014L	ANCIENT AGE	5	0	000000932	SAZERAC CO INC	BK55	RNDC	
	JUNGLE JIMS	0015B	ABERLOUR 16	2	0	000000090	PERNOD RICARD USA LLC	BK60	SOUTHERN WINE & SPIRITS OF OHIO	
	JUNGLE JIMS	0019B	ABERLOUR 12	4	18	000000090	PERNOD RICARD USA LLC	BK60	SOUTHERN WINE & SPIRITS OF OHIO	

6. Review the displayed information.

The screenshot shows the 'Agency Inventory Report' page with 'Item number' set to '0057B'. The 'View report' button is now disabled. The table below shows the specific inventory item for store 10100.

Store	Name	Brand	Name	Minimum	On-Hand	Vendor	Name	Broker	Name	Non-Allocated
10100	JUNGLE JIMS	0057B	ABSOLUT	45	24	000000090	PERNOD RICARD USA LLC	BK60	SOUTHERN WINE & SPIRITS OF OHIO	

7. Click any link in the **Retail** panel to perform another task.

Parameters
Item number: 0057B View report

Department of Commerce
Division of Liquor Control

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Store	Name	Brand	Name	Minimum	On-Hand	Vendor	Name	Broker	Name	Non-Allocated
10100	JUNGLE JIMS	0057B	ABSOLUT	45	24	00000090	PERNOD RICARD USA LLC	BK60	SOUTHERN WINE & SPIRITS OF OHIO	

Results

You have run the *Agency Inventory* report.