



Run Agency Inventory Report (Generate Report in “DOLC” Company)

Description

Use this task to run the *Agency Inventory Report* in the Vendor Portal.

Trigger

Perform this task when there is a need to view inventory balances for an agency.

Prerequisites

N/A

URL Address

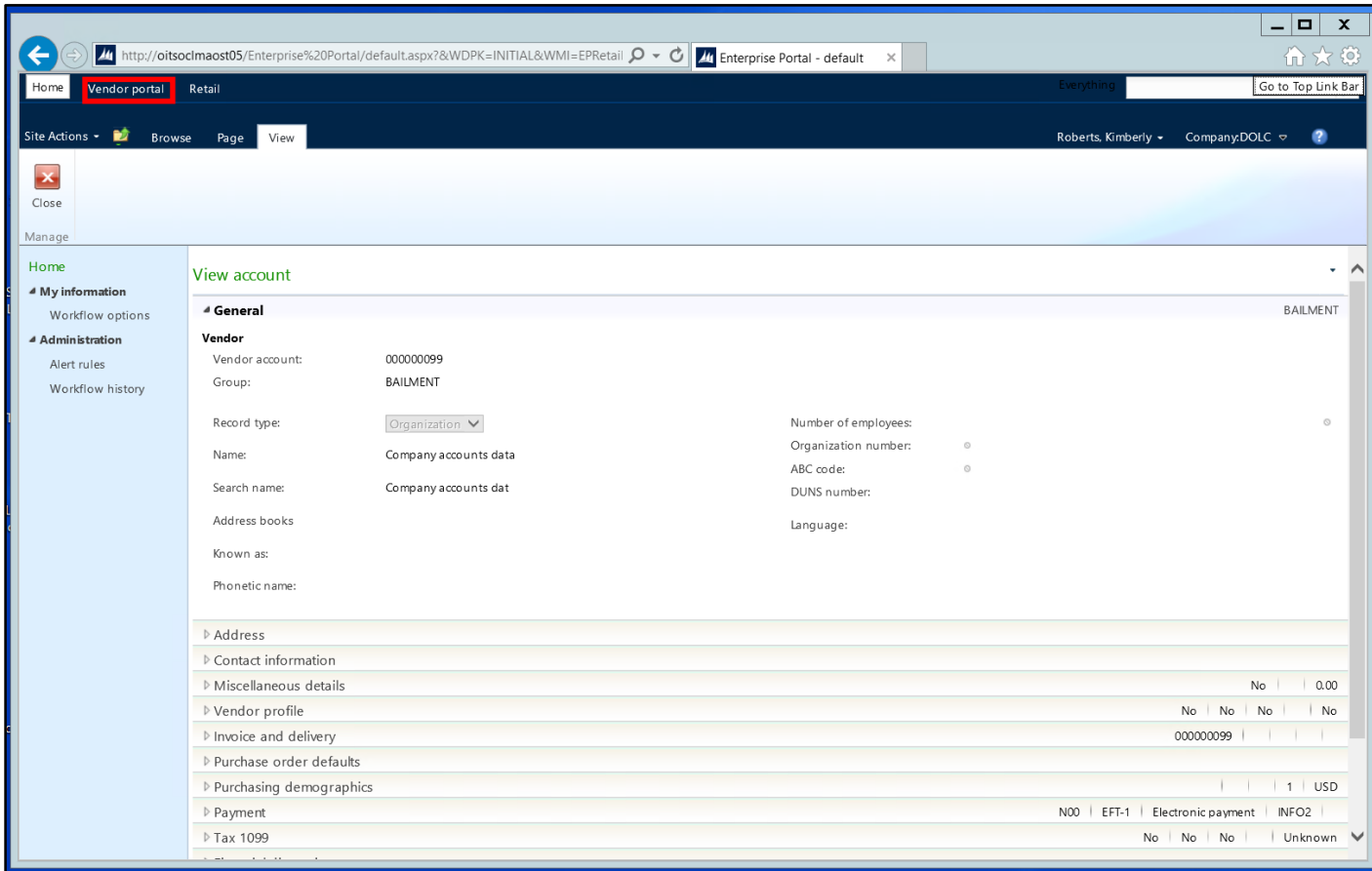
<https://impaxportal.ohio.gov>

Helpful Hints

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

Procedure

1. Begin this task by logging into the Enterprise portal.



2. Click **Vendor reports** on the Vendor portal panel.

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** <http://oitsocmaost05/VendorPortal/Enterprise%20Portal/default.aspx?WMI=VendProfileE>
- Page Title:** Profile - Vendor account: 00...
- Navigation Bar:** Home, Vendor portal, Retail. Search: Everything. Go to Top Link Bar.
- Site Actions:** Site Actions, Browse, Page. User: Roberts, Kimberly. Company: DOLC.
- Header:** Home > Vendor portal. Profile - Vendor account: 000000099, BACARDI USA INC.
- Left Sidebar (Vendor portal):**
 - Common
 - Profile
 - Contacts
 - Supplied products
 - Notifications
 - Price simulator
 - Transfer orders
 - Reports
 - Vendor reports** (highlighted with a red box)
- Main Content Area:**
 - Company information:** Name: BACARDI USA INC, Language: en-us, Currency: USD, Address: 2701 LE JEUNE RD, Miami, FL 33134. USD.
 - Contacts:** A table with columns: Name, E-mail, Telephone, Job title, Manager. The table is empty, with the text "This grid is empty." below the headers.

3. Click 2 to go to the next page.

The screenshot shows a web browser window with the URL <http://oitsocmaost05/VendorPortal/Enterprise%20Portal/VendProfileReportList.aspx?web>. The page title is "Vendor reports". The breadcrumb navigation is "Home > Vendor portal > Vendor reports". The left sidebar contains a "Vendor portal" menu with sections for "Common" and "Reports". Under "Reports", "Vendor reports" is selected. The main content area displays a table of reports with the following data:

Title	Description
Supply performance	Print supply capacity
DC Receiving	Report the DC purchase order receipts that were completed within a given date range
DC inventory	Print DC on-hand inventory
Transfer overview	Generate report on existing transfer orders
Vendor Inventory Adjustment Report	View the inventory adjustment report
Bailment PO and Invoice	Bailment PO and Invoice report
Price Bulletin	View the price bulletin report
Agency information listing	Generate report with information about the agencies
Product Information	View product information
Price List	View price list

At the bottom of the table, there are pagination controls showing "1" and "2". The number "2" is highlighted with a red box, indicating the current page or the next page to click.

4. Click **Agency Inventory Report** to display the *Agency Inventory Report*. The report runs for all items and all agencies.

The screenshot shows a web browser window with the URL <http://oitsocmaost05/VendorPortal/Enterprise%20Portal/VendProfileReportList.aspx?web>. The page title is "Vendor reports". The breadcrumb navigation shows "Home > Vendor portal > Vendor reports". The left sidebar contains a "Vendor portal" section with "Common" and "Reports" sub-sections. The "Reports" sub-section is expanded, showing "Vendor reports". The main content area displays a table of reports with the following data:

Title	Description
Agency Inventory Report	Get the on-hand and minimum inventory for items
Annual sales summary	Agency sales summary
Annual sales summary by wholesale account	Agency sales summary by wholesale account
Sales comparison year-to-year by vendor	Report of sales comparison, Year-to-Year.

At the bottom of the table, there are two page numbers: 1 and 2, with 2 being the active page.

5. Enter an item number in the **Item number** field to narrow the search to a single item. In this example, enter “0078B.”

6. Click to re-run the report.

Agency Inventory Report

Parameters

Item number: 0078B

1 of 1 100%

Department of Commerce
Division of Liquor Control

Agency Inventory

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Store	Name	Brand	Name	Minimum	On-Hand	Vendor	Name	Broker	Name	Non-Allocated
10100	JUNGLE JIMS	0013B	ANGELS ENVY RYE	5	0	000000099	BACARDI USA INC	BK60	SOUTHERN GLAZERS WINE AND SPIRITS	
	JUNGLE JIMS	0031B	ABERFELDY 12	2	5	000000099	BACARDI USA INC	BK60	SOUTHERN GLAZERS WINE AND SPIRITS	
	JUNGLE JIMS	0032B	ABERFELDY 21	0	1	000000099	BACARDI USA INC	BK60	SOUTHERN GLAZERS WINE AND SPIRITS	
	JUNGLE JIMS	0078B	ANGELS ENVY	10	5	000000099	BACARDI USA INC	BK60	SOUTHERN GLAZERS WINE AND SPIRITS	
	JUNGLE JIMS	0202B	DEWAR'S	5	9	000000099	BACARDI USA INC	BK60	SOUTHERN GLAZERS WINE AND SPIRITS	
	JUNGLE JIMS	0202D	DEWAR'S	6	4	000000099	BACARDI USA INC	BK60	SOUTHERN GLAZERS WINE AND SPIRITS	
	JUNGLE JIMS	0202E	DEWAR'S	0	10	000000099	BACARDI USA INC	BK60	SOUTHERN GLAZERS WINE AND SPIRITS	
	JUNGLE JIMS	0202L	DEWAR'S	8	9	000000099	BACARDI USA INC	BK60	SOUTHERN GLAZERS WINE AND SPIRITS	
	JUNGLE JIMS	0202M	DEWAR'S	7	11	000000099	BACARDI USA INC	BK60	SOUTHERN GLAZERS WINE AND SPIRITS	
	JUNGLE JIMS	0322B	BOMBAY	6	14	000000099	BACARDI USA INC	BK60	SOUTHERN GLAZERS WINE AND SPIRITS	
	JUNGLE JIMS	0322D	BOMBAY	2	1	000000099	BACARDI USA INC	BK60	SOUTHERN GLAZERS	

7. Review the displayed information.

The screenshot shows a web browser window displaying the 'Agency Inventory Report' page. The browser's address bar shows the URL: `http://oitsocmaost05/VendorPortal/Enterprise%20Portal/SOLAgencyInventoryReport_Ven`. The page title is 'Agency Inventory Report'. The navigation menu includes 'Home', 'Vendor portal', and 'Retail'. The user is logged in as 'Roberts, Kimberly' from 'CompanyDOLC'. The main content area is titled 'Department of Commerce' and 'Division of Liquor Control'. It features a 'Parameters' section with an 'Item number' dropdown set to '0078B' and a 'View report' button. Below this is a table with the following data:

Store	Name	Brand	Name	Minimum	On-Hand	Vendor	Name	Broker	Name	Non-Allocated
10100	JUNGLE JIMS	0078B	ANGELS ENVY	10	5	000000099	BACARDI USA INC	BK60	SOUTHERN GLAZERS WINE AND SPIRITS	

8. Click any link on the Vendor portal panel to perform another task.

Results

You have run the *Agency Inventory Report*.