

Viewing Inventory Reports

Available in All Versions of Sage 50 Accounting

Quick Reference Guide

How do I access my inventory reports?

Go to the **Inventory & Services Navigation Center**. On the Inventory & Services tab, click the Reports button.



How do I view and filter my inventory reports?

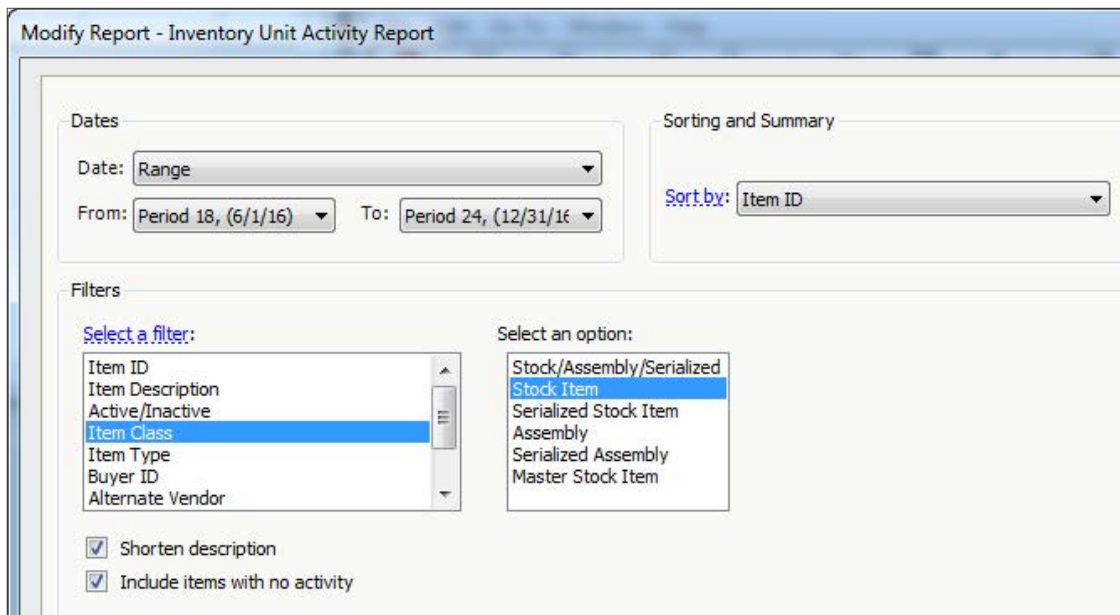
Viewing

- You can either highlight the report and click **Display**, or double-click the report to open it.



Filtering

- Click **Options** to modify the information on the report and how it appears.



Did you know?

- You can use the **Inventory Profitability Report** to see how much profit you have made on each item.

Item ID Item Description	Units Sold	Sales(\$)	Cost(\$)	Gross Profit(\$)	Gross Profit(%)	% of Total
AVRY-10050-LG-EFL Prefabricated Birdhouse	3.00	239.97	51.75	188.22	78.43	0.35
AVRY-10050-LG-HTL Prefabricated Birdhouse	6.00	479.94	103.50	376.44	78.43	0.69

- The **Inventory Valuation Report** shows the value of the items that you currently have in stock.

Item ID Item Class	Item Description	Stocking U/M	Cost Method	Qty on Hand	Item Value	Avg Cost	% of Inv Value
AVRY-10050- Substock ite	Prefabricated Bir	1	FIFO	2.00	25.00		0.09
AVRY-10050- Substock ite	Prefabricated Bir	1	FIFO	8.00	100.00		0.37

- You can see how many items you have on hand as of a certain date on the **Inventory Stock Status Report**.

Item ID Item Description	Item Class	Stocking U/M	Qty on Hand	Min Stock	Reorder Qty	Location
AVRY-10130 Bird Feeder-Plastic Hanging	Stock item	Each	12.00	6.00	6.00	AISLE 1
AVRY-10140 Thistle Bird Seed Mix-6 lb.	Stock item	Bag	29.00	6.00	12.00	AISLE 1

- The **Inventory Unit Activity Report** shows which items you have sold the most for a selected date range.

Item ID Item Description Item Class	Beg Qty	Units Sold	Units Purc	Adjust Qty	Assembly Qty	Qty on Hand
AVRY-10050-SM-EFL Prefabricated Birdhouse Substock item		6.00		8.00		2.00

For more info, visit: Sage.com
or contact us at 866-996-7243