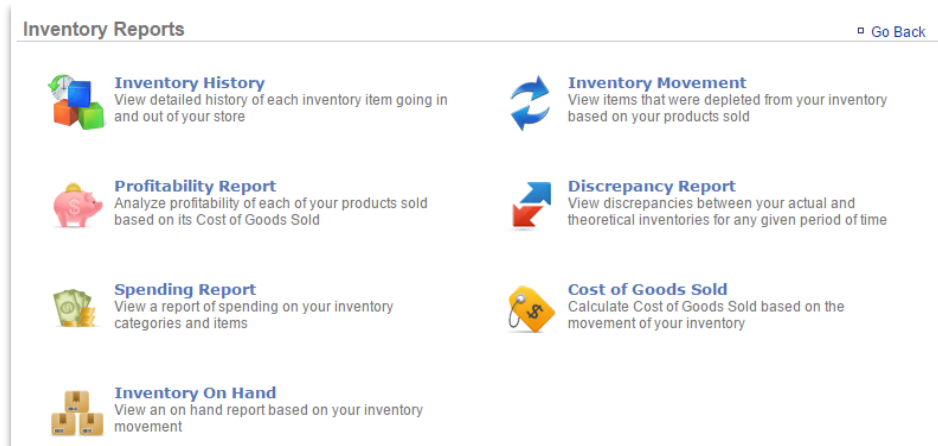## INVENTORY REPORTS

You will have the ability to view sales data in a variety of ways within the Inventory Management module of NCR Console. Report features include the ability to add chart data, drill down for more detailed information and export reports to excel. To view reports:

1. Move your mouse over to the **Reports** tab and click **Inventory.**

2. You can also click the reports tab then click inventory reports.

Inventory History: Allows you to view a detailed history of each inventory item going in or out of your location

- o You must use the inventory management features for this report to generate (see **Add Inventory and Take Inventory**)

Inventory Movement*:* Allows you to view items that are depleted from inventory based off of products sold

- o You must have created recipes that are tied to your Point of Sale for this report to generate (see **Inventory-Recipe Creation**)

Profitability Report*:* Allows you to track the profitability of products sold based on its cost of goods sold

- o You must have created recipes that are tied to your Point of Sale for this report to generate (see the **Inventory-Recipe Creation**)

Discrepancy Report: Allows you to compare your actual inventory versus your theoretical inventory for any given period of time

Spending Report: Allows you to view spending on the raw ingredients

- o You must utilize the Add Inventory feature for this report to generate (see **Add Inventory**)

Cost of Goods Sold*:* Allows you to view the cost of goods sold based off of your inventory movement

- o You must use the inventory management features for this report to generate (see **Add Inventory and Take Inventory**)

Inventory on Hand*:* Allows you view on hand inventory as of the date you generate the report

- o You must use the inventory management features for this report to generate (see the **Add Inventory and Take Inventory training modules**)

Par Level Report (accessible via the *Inventory on Hand* report): View those items for which set par levels have been exceeded or not met.

- o Reorder points can only be calculated if an ordering lead time is entered for raw ingredients, if recipes are created using those raw ingredients and if those recipes are tied to a POS Key (see **Suggested Reorder Point**)

- o This feature is recommended for businesses that utilize recipe management for auto-depletion purposes

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