

"Cost of Inventory" Report

"Cost of Inventory" [**CostInv**] is a reporting utility that generates a summary of the *estimated* cost of inventory on hand, on order, and sold for a particular month.

CostInv uses either the last price paid for an item, or a pre-set discount-from-retail.

CostInv processes a report in one of two ways, depending on whether you choose to calculate costs based on **Price1** or **Price2** of WordStock's *Inventory* file.

To calculate **CostInv** based on **Price1** (selling price), WordStock adds the total of costs calculated by the *Product* file and reports the breakdown of total costs calculated for *OnHand*, *OnOrder* and *Sales* for the requested month, per *Product* category.

Gross Margin percentage and dollars are calculated for every *Product*; the report lists totals for all non-book ISBNs, all Book ISBNs (10 digit ISBNs) and all ISBNs.

To calculate **CostInv** based on **Price2**, WordStock calculates the cost of each inventory record, adds the total of costs calculated by *Product* and report the breakdown of total costs calculated for *OnHand*, *OnOrder* and *Sales* for the requested month, per *Product* category.

Please note that you can use this method only if you *maintain the Price2 field with the wholesale price per unit you were charged for that item*. You can do this manually, or set a WordStock option to automatically insert the cost recorded in the receiving process into **Price2** whenever you receive an item.

If you want to use **CostInv** but don't currently have cost data in the **Price2** field, we have a program that we can use to insert data automatically; *please contact Sales for details*.

You may select which price field you wish to use to calculate a Cost of Inventory summary. The default is to use **Price1**; if you want to use **Price2**, this option must be changed by WordStock Support prior to processing a cost of inventory report.

Use Price1 x DISC fields : Y/N

If you want to use **Price1**, this option should be set to **Y**; if you want to use **Price2**, this option should be set to **N**.

Please call WordStock Support prior to using the Cost of Inventory Report program if you need assistance to change this option.

You should not use any other WordStock program(s) while the CostInv report is being processed.

Using WordStock's Cost of Inventory Report

Here's where WordStock's *Cost of Inventory Report* is located:

Reports —> WS Reports - all records —> Cost of Inventory Report

When the program is loaded, the screen displays:

PROGRAM TO CALCULATE A COSTING SUMMARY OF THE INVENTORY FILE

Enter the month to calculate (0 for current month, Q to quit):

Press the number of the month you'd like to calculate — press **<0>** for the current month. Press **<Enter>**. You will be asked:

Use default discount percentage of 42.50%? Y

Press **<Enter>** to accept this discount, or press **<n>** to designate a different discount percentage.

As WordStock creates the report, you'll see:

Processing record# 60

The number of records processed will increment by ten as each inventory record is calculated, until all inventory records are processed.

When all records have been processed, the total number of records in your Inventory File will be displayed:

Processed 10027 inventory records.

Ready to print the summary report? <y>

Press **<Enter>**.

If you cannot print the report, press **<n>** for **no**.

If you'd like to proceed, press **<y>** for **yes** when you are sure the printer is on line. Then you will see:

Ready to print the summary report? <y>

Press **<Enter>**.

Printing...

Make sure that the report printed OK.

Do you want to print the report again? <n>

If the report printed correctly, press **<n>** for **no**.