

# Printing the Inventory Hits Report

## What It Does

A hits report shows you how many times an item has been placed on an order this year. The items with the most hits print first, so you can see which items are the most popular. You can also limit this report, so that you see only the top 2,000–5,000 items, for example.

**Note:** In addition to printing hits, this report lists the selling unit of measure and stock class for each item.

To limit to a particular location, specify the location number, such as 01. If you enter a single digit, press TAB.

- 4 In Sort 1, type **H** as shown below
- 5 In Break Page 1, press RETURN.
- 6 Tab to the Hits field, and type **Y** as shown below. This limits the report to items with at least one hit.

## How to Do It

- 1 Go to the (RR) screen, and select the [C] Cat function.
- 2 In Right Hand Columns, type **H** and press RETURN. This adds hits to this report. See the figure to the right.
- 3 In Location, you can limit to a single location, or include all locations.

To include all locations, press the SPACE BAR and then press TAB.

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15:56:12                (RR) Inventory Reports rev. (04/28/98)                11/15/99
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Type [C] A=Alias, B=Bom, C=Cat, Z=Serial, $=Dol., U=Usage, L=Low Stock, S=Labels
Right Hand Columns ?H ? ? A/D/R/P ? Sales ? L/O ?L S/P/B ?
A=Avg Cost P=Price %=Gross% S=Asort W=Weight M=Min/Max Weeks ?10 Sets ?
R=Rep Cost 1-5=Qty D=Max% B=Bin H=Hits O=O/O J=O/H K=Back L=Alloc Alignment ?
=====
=Sort | ==Break Page== | ===== Sort Codes =====
Location 1(H) | 1( ) Y/N/S/D | #=Nbr. C=Cost Q=Ytd Qty A=Asort H=Hits O=Page
(Tab=All) | 2(.) | 2(.) | N=Name P=List $=Ytd Sales S=Class V=Vendor
? | 3(.) | | D=Dept L=Bin M=Ytd Margin X=Prefix G=Gross %
=====
Y=Report With, N=Report Without Avg. Cost Gt Rep ? Serial ? Assm ? Net ?
O=Omit Alt. ? Qty Breaks ? Min/Max ? Max % On Order ? On Hand ? Back ?
Desc:..... To :..... Hits ?Y
Nbr. :..... To :..... Prefix :..... To :.....
Vendor1 :..... To :..... C/M ? Unit B/S ? .. To :..
Vendor2 :..... To :..... Dept :.. To :..
List $..... To $..... Class I/V ? .. To :.
Ytd Hit #.... To #.... Asort :.... To :....
Qty #..... To #..... Bin P.... S.... To P.... S....
Sales $..... To $..... Contract :.. To :..
Margin $..... %..... To $..... %..... Date O/S/U ? :././.. To :././..
Printer [P1] Copies [ 1] Records To Print [1000] Totals Only [N]
    
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- 7** If you want to set any additional limits (except for the number of records to include, which comes in a later step), go to **Step 8**.

If you do not want to set any additional limits, press RETURN until the cursor moves to the Printer field. Go to **Step 10**.

- 8** To set additional limits, tab to the first field you want to limit by. Enter the beginning of the range you want to include, and press TAB.

In the corresponding TO field, specify the end of the range you want to include.

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**Note:** You can set as many limits as you want; an item must meet all the limits you set to be included.

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Suppose you want to limit to stock classes A–C.

Tab to the Class field, and type I in the I/V field (to indicate that you want inventory stock classes, not vendor codes). Type A in the next field, and type C in the To field.

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**Note:** Some limiting fields, like the Class I/V field, require additional explanation. For full details, see “Section 5: Sorting and Limiting Selections” in **Chapter 14: Classic Inventory Reports** of *Book II: Inventory*.

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- 9** After setting as many limits as you need, press RETURN until the cursor moves to the Printer field.

**10** In Printer, accept the default printer by pressing TAB, or specify a different printer for this report.

**11** In Copies, print one copy by pressing TAB, or specify a higher number of copies.

**12** In Records to Print, indicate how many item records you want to include. To include the 1,000 items with the most hits, for example, type 1000. See the figure on the previous page.

To include every item record with at least one hit, leave this field blank.

**13** At Are You Sure, type **Y**