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## **SYLLABUS – REPORT ANALYSIS - INVENTORY**

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### **FOR WHOM**

This course is intended for administrative personnel and business managers wanting to better understand and analyze sales and costs reports in order to improve business performance.

### **COURSE DESCRIPTION**

Learn to understand and analyze your invoicing, sales and inventory reports in order to better manage your sales and purchases thus to meet all your needs for inventory control.

- Keep a close monitoring on the orders and bids
- Simplify your purchases from suppliers
- Do indepth sales analysis
- Keep your inventory up to date

### **INVOICING REPORTS**

#### **INVOICES**

#### **ORDERS**

- Order Journal and Printing Orders
- Shipping Orders
- Customers on Hold

#### **OPEN ORDERS**

- Open Order Journal
- Print Open Orders

#### **BIDS**

- Bid Journal
- Print Bids



### **PURCHASES**

- Purchase Journal
- Print Purchases
- Back Orders
- Goods to Be Purchased

### **SALES REPORTS**

- Product
- Cost Price
- Sales Rep. Statement and Analysis
- Territories
- Daily Sales
- Best-Selling Product
- Statistics/Hours

### **INVENTORY REPORTS**

- Inventory List
- Inventory Change
- Inventory Value and Posting of the Inventory Change
- List of Supplier Products
- Specific Inventory List
- Serial Numbers

### **REPORT GENERATION TOOLS**