



Activity: View warehouse inventory report

Generate report on full warehouse inventory by item number

1. Navigate to the Warehouse Catalog Report
 - Munis > Financials > Inventory Management > Inquiries and Reports > Warehouse Catalog Report**
 - a. Click **Define**
 - b. Leave the commodity ranges as the default
 - i. The first field is blank
 - ii. The second field is **zzzzzzzzzzzzzzzzzz**
 - c. Click the **Exclude inactive items** checkbox – this will remove items that are unavailable
 - d. Click **Accept** (the report may take some time to run)
 - e. Click **PDF** to view the warehouse catalog once the process is complete

View specific warehouse items or groups of warehouse items

1. Navigate to the Warehouse Inventory Items
 - Munis > Financials > Inventory Management > Inventory Processing > Inventory Items**
 - a. Click on **Search**
 - b. Fill in *only* the fields indicated below – leave all others as the default
 - i. Input an item code in the **Item** field
 1. Input the **exact** item code to search for a specific item
 2. Input the **prefix** letters (listed below) followed by the wildcard symbol (*) to search by category (e.g. WAS* to search for Art Supplies)
 - ii. Select **Active** in the **Status** field
 - iii. Select **GEN1 – General Warehouse Supplies** in the **Delivery Classification** field
 - c. Click **Accept**
 - i. The prompt ‘Continue with record set containing (quantity) records?’ may appear, depending on how broad the search is – click **Yes, continue** in the prompt box
 - d. Click **Browse** to generate a searchable list
 - i. Click **Accept** from the browse list to display the item’s detail view
 - ii. Click **Accept** on the item’s detail view to see the price in the **Average Cost** field



Alternate codes can be entered in the **Delivery Classification** field to search different kinds of items. For example, select **BEV1 – Beverage Products** instead of **GEN1 – General Warehouse Supplies** to view available beverage products.



Below are the item categories that can be used in conjunction with the wildcard symbol (*) in the **Item** field to narrow down the search criteria:

WAS – Art Supplies	WOS – Office Supplies
WFS – Food Service	WPP – Paper Products
WBP – Beverage Products	WCS – Classroom Supplies
WCF – Commodity Foods	WAE – Athletic Equipment
WCE – Classroom Equipment	WMIS – Forms
WHS – Health Supplies	WWF – Forms
WJS – Janitorial Supplies	WPF – Paper Forms
WRS – Recycle Supplies	