

Balance to Buy™ Pro Tip – Inventory Search

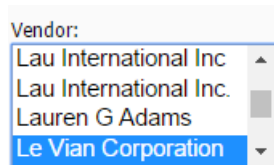
Objective: A vendor is showing me a new piece and I need to know if we have ever had this piece before.

Solution: **Inventory Search**

Step 1: Select **Inventory Search** from the drop down menu under the **Micro View** tab



Step 2: Select the **Specific Vendor or ALL** from your filters



Step 3: Adjust your **Sales** dates

Sales Start Date:
9/19/2013

Sales End Date:
9/17/2016

Step 4: Under the filter boxes, you will see a **Find** box. Enter the vendor's style # in that box.

Vendor:
Lau International Inc
Lau International Inc.
Lauren G Adams
Le Vian Corporation

Transaction Type:
All
Assembled
Inventory
Special Order

Show Layaway

Find:

Select the Apply Filter Box.



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You will now see a report that shows that Vendors Style #, status of the piece, how many times you have had the piece, and its performance for you.

Categories: All, Vendors: Levian, Store Number: All, Level: All, TranType: All, Ownership: All																	
Vendor	Status	Date Purch	Stock No	Alt Stk 1	Category	Vendor Style	Level	Description	Qty	MSRP	Unit Cost	Unit Retail	Date Sold	Dept	Own	Lwy	Store #
Levian	Sold	12/20/2016	1073539	LEVIAN	Ladys Dia Ring	YQJH 16	Ladys Ring	14KR LEVIAN CHOCOLATIER RING	1	\$2,885	\$730	\$1,721	11/25/2016	C	Asset	FALSE	2
Levian	Sold	12/20/2016	1073539	LEVIAN	Ladys Dia Ring	YQJH 16	Ladys Ring	14KR LEVIAN CHOCOLATIER RING	1	\$2,885	\$730	\$1,845	10/28/2016	C	Asset	FALSE	5
Levian	Sold	12/20/2016	1073539	LEVIAN	Ladys Dia Ring	YQJH 16	Ladys Ring	14KR LEVIAN CHOCOLATIER RING	1	\$2,885	\$730	\$1,858	10/15/2016	C	Asset	FALSE	2
Levian	InStock	2/15/2017	1073539	LEVIAN	Ladys Dia Ring	YQJH 16	Ladys Ring		1		\$730	\$2,885		C	Asset	FALSE	3
Levian	InStock	2/15/2017	1073539	LEVIAN	Ladys Dia Ring	YQJH 16	Ladys Ring		1		\$730	\$2,885		C	Asset	FALSE	4

BONUS

The inventory search function is versatile, you can also use it to find the history of a stock # or find a piece with just a partial description by using the **Find Box**.

Find:

or

Find:

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