Pricebook:

Item History

And Analysis

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Overview of Pricebook Item History

The **Item Details** portion of the pricebook has several tools to view and analyze an item's history of sales, quantity on hand, purchases, and even price history. The Reporting module has options for looking at this information in a much broader scope; for instance, seeing the quantity on hand for all items at once instead of one at a time. However, this document will focus on the tools in Item Details for in-depth tracking of sales, purchasing and inventory for an individual item.

Quantity on Hand

After looking up any item in Director, you can immediately see a total quantity on hand for all stores by looking in the **On Hand** number in the **Other Information** section.

Note that this is a combined quantity for all stores currently selected for reporting. See below for instructions on selecting stores.

Clicking on the **On Hand** number will display Current on Hand Quantities for each selected store.

This window also shows retail and cost for the item at each store.

To control which stores are shown in this area, you will need to click the **X stores selected to Receive Changes/For Reporting** link at the very bottom of the window.

This will bring up the window pictured on the right. Just check the box for each store you want to see inventory for, then click **Done**

Inventory Tracking Tools

In the **Recent Sales History** section of Item Details, the item's last sale date and time can be seen as a blue hyperlink.

> This section also shows sales for yesterday, as well as Week-To-Date, Month-To Date and Year-To-Date sales.

Clicking this link will display the information from the most recent receipt for that item.

Note that this screen will also show a line item for any buydown that was active on the sale.

Xfer Analysis: This link will bring up a window that allows you to select a date range, and click **Refresh** to show Quantity on Hand, Sales, and the last sell date of the item. This can be used to determine if transferring inventory between stores is advisable.

Inventory History: This tool will show on hand quantities for each store, for each day in the selected range. It also shows the applicable **Retail** and **Cost** on those days.

Item Analysis

Item Analysis can be accessed by clicking on the Item Analysis link in Item Details in Director.

1. **Filters** – Settings for **Store, Start Date,** and **Stop Date**. After all the filters are set, clicking **Refresh** will show relevant inventory activity.
2. **Current Inventory** – Shows current on hand quantity for the selected item as well as inventory quantities for and **Purchase Unit** or **Subunits**.
3. **Inventory History** – Shows quantity on hand at the beginning of each day
4. **Adjustments** – Shows all adjustments made to inventory from **Transfers and Adjustments** to **Cycle Counts** and **Invoices**.
5. **Invoices** – Shows dates, times and invoice numbers for any invoices including this item.
6. **Sales** – Shows individual receipt numbers and related cashiers for all sales involving this item.
7. **Cycle Counts/Spot Checks** – These two sections show inventory counts that have been done with this item, and display the counted and expected quantities.

Item Detail Analysis

Item Detail Analysis gives several options for viewing inventory data for an item.

Inventory data can be viewed for an individual store or for all stores at once using the **Store** dropdown

The **Type** dropdown offers the following options for viewing your data:

- **Inventory Data** – shows non-sales-related inventory activity such as transfers, adjustments, invoices, and cycle counts.
- **Sales Grid** – (pictured) Shows sales activity for this item
- **Sales Bar Chart** – Groups sales by month and creates a bar graph to help visualize sales trends.
- **Sales Line Chart** - Groups sales by month and creates a line graph to help visualize sales trends.

The **Start/Stop** fields allow you to set the date range for the analysis.

Once all the above settings are set the way you want, click **Load Analysis**

Other Tools

View Chart: Clicking the link for View Chart will show a bar chart of the last nine months of sales (similar to the bar chart from **Item Detail Analysis**).
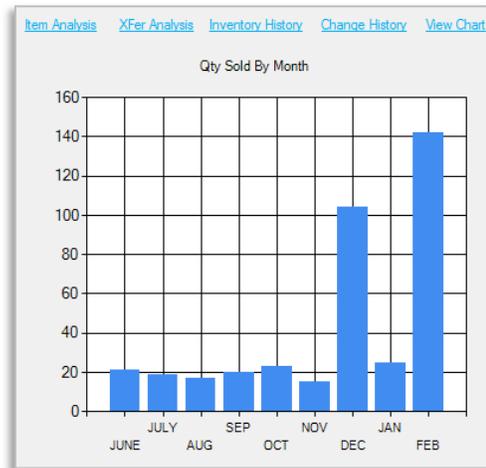
The last tool in the Item Details toolbox is the **Change History** link.

Clicking this link will bring up the **Item History** window

This window shows cost and price change history by date. It also shows where the changes were made (Item Details, Mass Updates, or from an invoice) as well as the login that was used to make the change.

For assistance with configurations, please contact Technical Support at Support@FasTraxPOS.com