



## After you are competed reviewing your inventory using the inventory reports page, you need to process or lock your inventory.

**Inventory Reports** 

1. This is found under Inventory  $\rightarrow$  Inventory Reporting

SynergySuite			
Cash - Dashboards - Financial - HRM -	Inventory - Location Daily Summ	ary Operations - Purchasing	<ul> <li>Reporting </li> </ul>
Shortcuts	Hourly Movement Report Inv Inventory Counts Inventory Reporting Inventory Reporting Main Inventory Summary Main Live Inventory PAA Margin Analysis Rec Prep Prediction Sto Product Management	Intory Tools Toty Import Ter Product Un/Link Setup Per Moort age Area Management Er	Schedule Approval dit Shortcuts
Location 20001- Agawam 👻	Product Waste Recipe Book		

2. From here, you can see the various inventory reports.

Synergy <mark>Suite</mark>							
Cash - Dashboard	s - Financial -	HRM ~	Inventory ~	Location Daily Summary	Operations ~	Purchasing ~	Reporting ~
Home > Inventory R	eporting						
Inventory Rep Inventory Reports Select an Inventory type	Oorting Live Inventory	Inventory On	Date Cour	nt Type Comparison			
Weekly				Ŧ			
Select an location				¥			

3. This will default to the most recent dates once you pick weekly and your location.

Select an Opening and Closing Count			
Movement Reports	Gross Profit Reports		
Opening Inventory Count			
Date: Feb 26, 2024 -	Counter: Deyder Verdejo (BEFORE OPENING)	Ŧ	
Closing Stock Count			
Date: Mar 4, 2024 - 0	Counter: Deyder Verdejo (BEFORE OPENING)	*	
	Cubmit		
	Submit		





4. Once you are down checking and editing your inventory, you will use process report to lock your inventory.

<b>F</b> SynergySuite	Q Search	습 🎟 모 ᄰ 🕥
Cash 🗸 Dashboards 🗸 Financial 🗸 HRM 🗸 Inventory 🗸 Location Daily Summary Operations 🗸 Purchasing 🗸 Reporting 🧸		
Home > Inventory Reporting > Inventory Count Reports		
Inventory Count Reports 20790- Greenfield Feb 26, 2024 (100 Green) 10 Mar 4, 2024 (100 Green		
	Process Report Overall Summary	Download whole report
MOVEMENT REPORTS COST VALUE REPORT VALUATION REPORT USAGE REPORT TOP VARIANCE ITEMS REPORT MESSAGES		
Top overused items		
+ -		۹. ۲

 If you unlock inventory to make a change after you process, you MUST re-process so that your reports are accurate. There will be a warning message, but please click Process.

Warning
Processing this report will cause period overlapping with this to get overwritten. From: Feb 26, 2024 To: Mar 4, 2024
Close Process