



Run Agency Inventory Report – Enterprise Portal

Description

Use this task to run the *Agency Inventory* report in the Enterprise Portal.

Trigger

Perform this task when a need arises to view a snapshot of current inventory levels of items in an Agency.

Prerequisites

N/A

URL Address

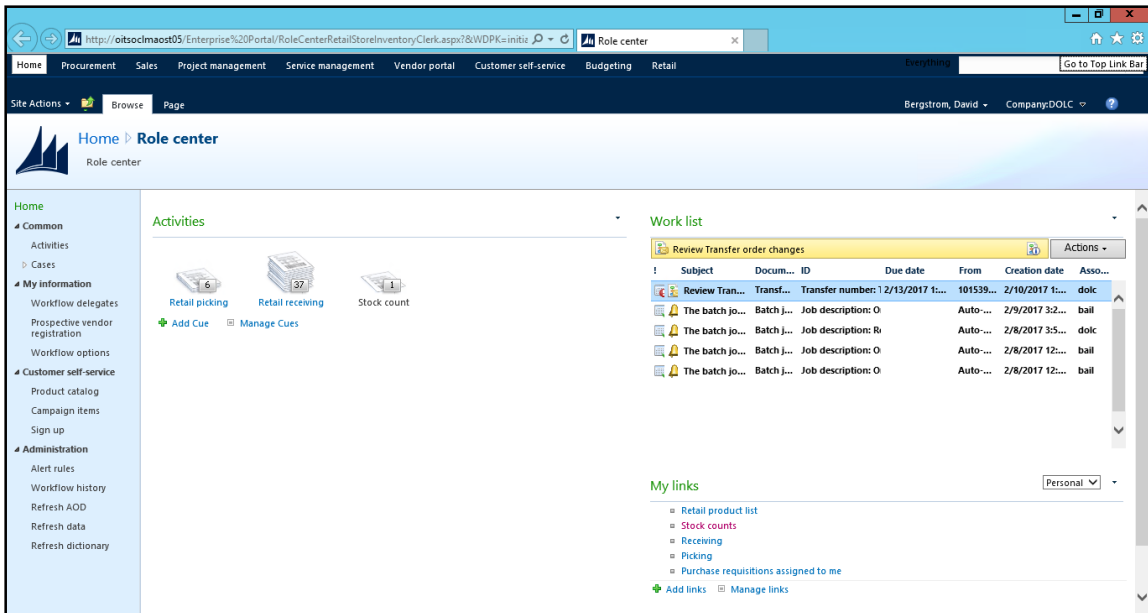
<https://Impaxportal.ohio.gov>

Helpful Hints

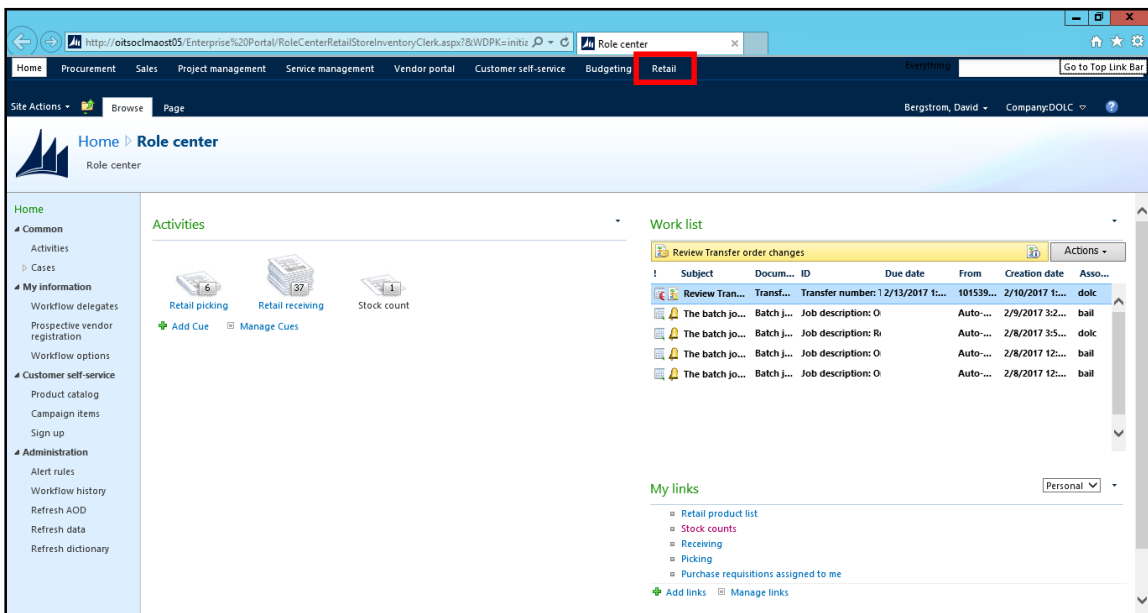
Based on your role, screens may differ in the system from the screens in this job aid.

1. Begin this task by going to the Enterprise Portal:

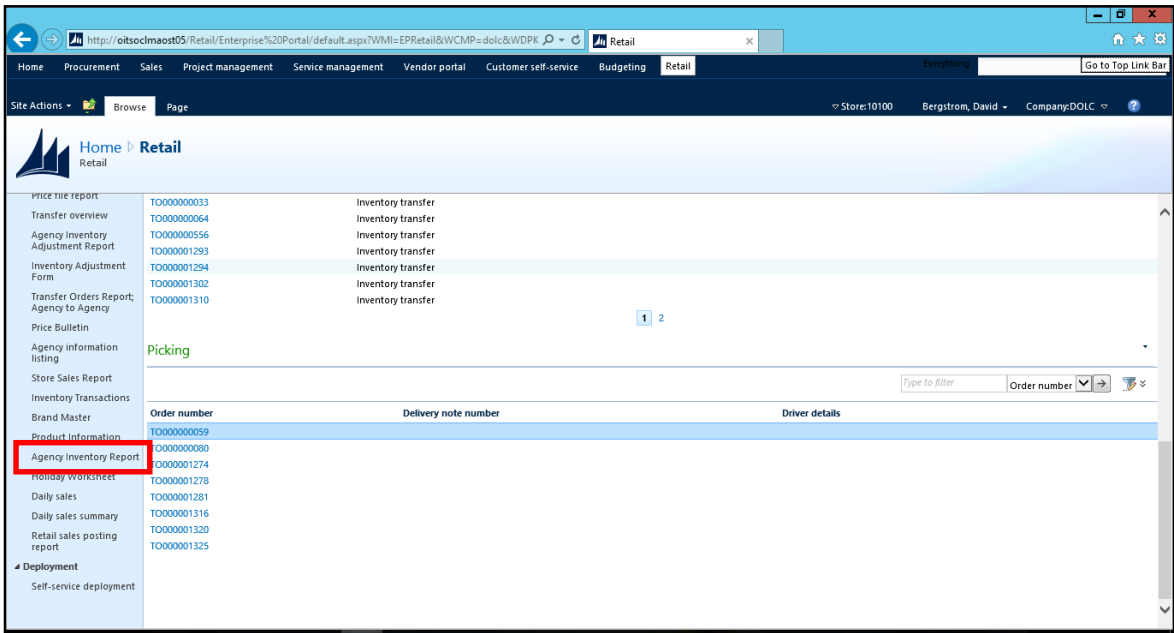
<https://Impaxportal.ohio.gov>



2. Click **Retail** on the menu bar.

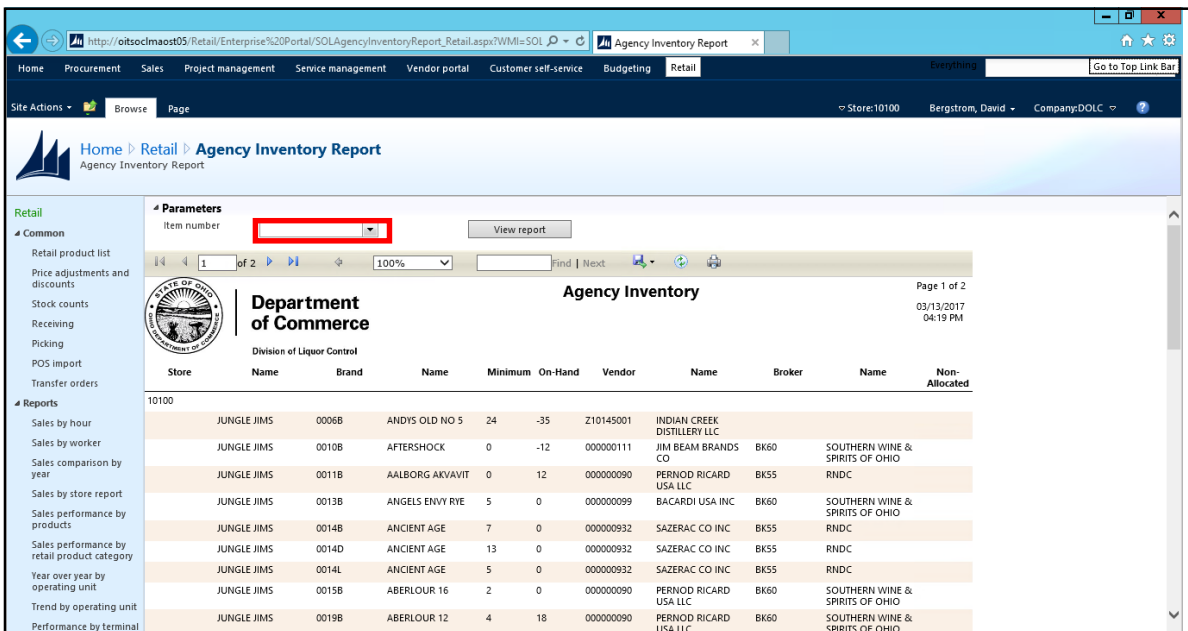


3. Scroll to the bottom of the **Retail** panel and select **Agency Inventory Report** on the left.



Selecting this report will generate a list of all inventory at the agency.

4. Enter an item number in the **Item Number** field on the top of the report to narrow the search to a single item.



5. Click **View report**. In this example, enter "0057B" and press the "Enter" key.

The screenshot shows the 'Agency Inventory Report' page in a web browser. The 'Parameters' section has 'Item number' set to '0057B'. The 'View report' button is highlighted with a red box. The main content area displays the 'Department of Commerce' logo and a table of inventory items for store 10100.

Store	Name	Brand	Name	Minimum	On-Hand	Vendor	Name	Broker	Name	Non-Allocated
10100	JUNGLE JIMS	0006B	ANDYS OLD NO 5	24	-35	Z10145001	INDIAN CREEK DISTILLERY LLC			
	JUNGLE JIMS	0010B	AFTERSHOCK	0	-12	000000111	JIM BEAM BRANDS CO	BK60	SOUTHERN WINE & SPIRITS OF OHIO	
	JUNGLE JIMS	0011B	AALBORG AKVAVIT	0	12	000000090	PERNOD RICARD USA LLC	BK55	RNDC	
	JUNGLE JIMS	0013B	ANGELS ENVY RYE	5	0	000000099	BACARDI USA INC	BK60	SOUTHERN WINE & SPIRITS OF OHIO	
	JUNGLE JIMS	0014B	ANCIENT AGE	7	0	000000932	SAZERAC CO INC	BK55	RNDC	
	JUNGLE JIMS	0014D	ANCIENT AGE	13	0	000000932	SAZERAC CO INC	BK55	RNDC	
	JUNGLE JIMS	0014L	ANCIENT AGE	5	0	000000932	SAZERAC CO INC	BK55	RNDC	
	JUNGLE JIMS	0015B	ABERLOUR 16	2	0	000000090	PERNOD RICARD USA LLC	BK60	SOUTHERN WINE & SPIRITS OF OHIO	
	JUNGLE JIMS	0019B	ABERLOUR 12	4	18	000000090	PERNOD RICARD USA LLC	BK60	SOUTHERN WINE & SPIRITS OF OHIO	

6. Review the displayed information.

The screenshot shows the 'Agency Inventory Report' page after clicking 'View report'. The 'Item number' is now '0057B'. The 'View report' button is no longer highlighted. The table now displays only one row of inventory data for item 0057B.

Store	Name	Brand	Name	Minimum	On-Hand	Vendor	Name	Broker	Name	Non-Allocated
10100	JUNGLE JIMS	0057B	ABSOLUT	45	24	000000090	PERNOD RICARD USA LLC	BK60	SOUTHERN WINE & SPIRITS OF OHIO	

7. Click any link in the **Retail** panel to perform another task.

The screenshot shows a web application interface for an Agency Inventory Report. The browser address bar indicates the URL is http://oitsoicmaost05/Retail/Enterprise%20Portal/SOLAgencyInventoryReport_Retail.aspx?WMI=SQL. The application has a dark blue header with navigation links: Home, Procurement, Sales, Project management, Service management, Vendor portal, Customer self-service, Budgeting, and Retail. Below the header is a breadcrumb trail: Home > Retail > Agency Inventory Report. A left-hand navigation menu is highlighted with a red box, containing sections for 'Retail' (with sub-items like 'Common', 'Retail product list', 'Price adjustments and discounts', 'Stock counts', 'Receiving', 'Picking', 'POS import', 'Transfer orders') and 'Reports' (with sub-items like 'Sales by hour', 'Sales by worker', 'Sales comparison by year', 'Sales by store report', 'Sales performance by products', 'Sales performance by retail product category', 'Year over year by operating unit', 'Trend by operating unit', 'Performance by terminal'). The main content area features a 'Parameters' section with 'Item number' set to '0057B' and a 'View report' button. Below this is a search bar and a table titled 'Department of Commerce Agency Inventory'. The table header includes columns for Store, Name, Brand, Name, Minimum, On-Hand, Vendor, Name, Broker, Name, and Non-Allocated. A single data row is visible for store 10100, listing 'JUNGLE JIMS' with brand '0057B' and product 'ABSOLUT', showing 45 minimum and 24 on-hand units, supplied by 'PERNOD RICARD USA LLC' through broker 'BK60'.

Store	Name	Brand	Name	Minimum	On-Hand	Vendor	Name	Broker	Name	Non-Allocated
10100	JUNGLE JIMS	0057B	ABSOLUT	45	24	000000090	PERNOD RICARD USA LLC	BK60	SOUTHERN WINE & SPIRITS OF OHIO	

Results

You have run the *Agency Inventory* report.