

## Creating A View/Set Report For Available Inventory

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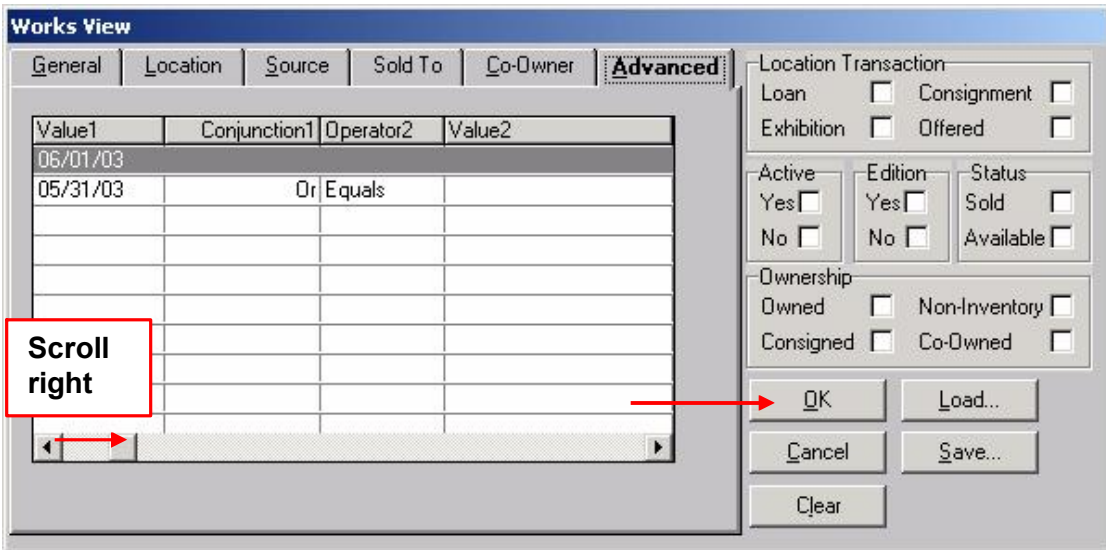
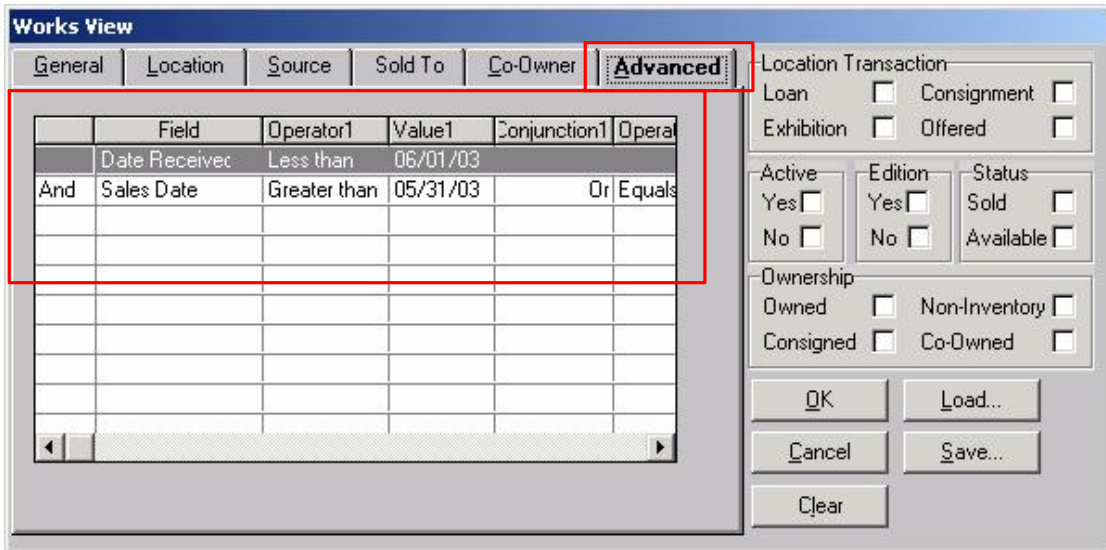
### FISCAL YEAR END INVENTORY REPORT

#### FINDING AVAILABLE INVENTORY

When Works are entered into the database, it is important to enter the **Receive Date** field for all works (except Non-Inventory). Carefully entering this data field assures an easy method of obtaining an available inventory report for any specified period. If this field has been overlooked you may filter the records by Date Added using the same steps; however, this may only provide a summary report and not an accurate inventory count. **Note:** Do not select '**Available**' or '**Sold**' on the first page of the View Set.

#### THIS EXAMPLE COVERS A FISCAL YEAR BEGINNING 01/01/2003 – 05/31/2003.

1. In **Works**, click the **Set** button to open the Works View set window.
2. Click the **Advanced** tab.
3. In the first field column select '**Date Received**'.
4. In the Operator 1 column select '**Less Than**'.
5. In the Value 1 column select the '**end**' date of your search (i.e. – 06/01/2003).
6. On the Next line in the first column (no heading) select '**And**'.
7. In the Field column select '**Sales Date**'.
8. In the Operator 1 column select '**Greater Than**'.
9. In the Value 1 column select the **specific date that marks the end of the fiscal year** – (05/31/2003). Everything with a Sales Date greater than 05/31/2003 will show as Available.
10. In the Conjunction 1 column select '**Or**'. (Scroll to the right).
11. In the Operator 2 column select '**Equals**'.
12. In the Value 2 – leave **blank** (to include all items not sold). Everything without a Sales date is considered available.
13. Click **OK** to run the set.
14. To process a report showing **Net/Cost** and **Retail Value**, select **Works by Artist**.
15. To process a report showing **Insurance Value**, select **Works by Location**.



**If further assistance is needed, please contact Artsystems Support.**  
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