

# Reports

## List of Reports

### **(Full Version or Reports Add On only)**

ezFramer includes many different printable report features that allow you to keep track of your customers, inventory, sales, etc. To view a given report, select Reports from the Menu Bar, and then select the report you wish to view. You may be prompted to enter in a start date and end date for the selected report, and ezFramer will ask if you want to Preview the report on the screen before printing it out.

### **Moulding Inventory Report**

View all moulding inventory that has fallen below the set reorder level. Displays Moulding Number, Reorder Level, Quantity On Hand, and Quantity On Order.

### **Moulding Usage Report**

Lists the total amount of footage used on selected moulding numbers. A good report for determining which mouldings are most frequently sold and which mouldings are not selling well.

### **Mats to Order Report**

Lists all mats that need to be ordered, based on the Work Orders taken within a specified date range. If you keep a supply of mat board scraps on hand, be sure to check your supply before ordering a mat you might already have.

### **Moulding Order Report**

View which mouldings need to be ordered, based on the Work Orders taken within a specified date range. The report includes Work Order Number, Work Order Date, Item Description, Quantity, Moulding Number, Chop Sizes and Footage Required.

### **In Stock Moulding COG**

Gives you the Cost of Goods for the amount of moulding you have on hand.

### **Retail Items Reorder Report**

View any items in the Retail Items Database that have quantities that have fallen below the designated reorder level. Also lists any quantity that has already been placed on order for listed items.

### **Retail Items List**

View all items in the Retail Items Database. Includes Vendor, Artist Name, Title, Quantity On Hand, Wholesale Amount and Retail Amount.

### **Retail Inventory COG**

Gives you the Cost of Goods for the retail items you have on hand.

### **Open Work Orders Report**

Lists all Work Orders within a specified date range that are not yet marked Completed. Displays Image Description, Dimensions, Mats Used and Moulding Used. The report displays multiple orders on a page.

### **Statements - All Orders**

View a statement for every customer who has placed an order during a specified date range. Each customer statement will print out on a different page.

### **Statements - Completed**

Displays a statement for every customer who has placed an order and whose order has been marked Completed during a specified date range. Each customer statement will print out on a different page.