

How to make a list of old inventory

The field report can be used a useful tool to print a list of old inventory. The inventory master file has a field named weighted age in days that is updated once each month for all inventory items that have stock on hand. The weighted age is a mathematical weighting of on hand stock based on the receive date.

To print a list do the following:

Go to PD and select FR

Enter values on the screen as follows:

1. Data File SDNAME (INPROFLE)
2. Print Filed Numbers(3) (8) (45) (84) () ()
3. Print by Index number ()
4. Conditional Filed number ... (84)
5. Conditional Operator(>)
6. Conditional Value(365) * see note 1 below
7. Printer(\$SYSPRTR) * see note 2

Press enter and the report will print

You will see a list on the screen of the records read (the total number of records in the inventory file), and the number reported (the number that meet the conditions entered).

Note 1 – The example is a report of stock with a weighted age days over 365 days.

Note 2 – Your default printer will appear in item 7 above and if the list is long you might wish to send it to the main printer that is \$SYSPRTR