

# Dynamic Reporting

## Creating a Bin Listing and Detail Report



Retail  
Management  
System



Reynolds  
& Reynolds®

# Dynamic Reporting

## How to Create a Bin Listing and Detail Report

- 1 In the *Search Dynamic Reporting* screen (Retail Management Intelligence > Dynamic Reporting), select **F9** to add a new report. Then select **Blank Report** and press **F12**.

**Add New Dynamic Report**

**New Report**

- Blank Report
- Copy from Existing Report
- Copy from Reynolds Sample Reports
- Import from Query Builder
- Import from Report Generator

**Create From**

Report#

Import From

Store  Branch

Delete File After Import

Add (F12) Cancel

- 2 In the *Basic Info* tab, enter a title, and select the **PROD-MASTER-PARTS** data set. Then, assign the appropriate store/branch for the store on which you are performing your physical inventory.

**Dynamic Reporting Editor**

Report # 1484 Report Title Bin Listing and Detail

Basic Info Criteria Output Sort/Total Advanced Additional Users

**Report**

Title Bin Listing and Detail

Data Set PROD-MASTER-PARTS PARTS

Secured to Owner TREADWBR

Access Private

**Store/Branch Selects**

REYNOLDS CHEVROLET STORE 1 Branch 01	
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**Last Run**

User	Timestamp
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- 3 On the *Criteria* tab, set up the report to display all bins with a valid bin entry (i.e. all bins that are not blank).

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Report # 1484 Report Title Bin Listing and Detail

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(	Field	Condition	Compare To	Value/Field	)	And/Or	Select All
	BIN	≠	Value				<input type="checkbox"/>
							<input type="checkbox"/>

- 4 On the *Output* tab, select whichever columns you'd like to display. Be sure to include the Bin fields and Part # detail.

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Field	Column Title	Width	Format	L/R	MV Option	SV Option	Group
BIN	BIN	6		L			<No Group>(BIN)
RECID	PART#	24		L			
DESC	DESC	20		L			
QOH	QOH	6	####	R			
BASE-COST	COST	7	###	R			
VALUE	EXT VALUE	8	###	R			

- 5 On the *Sort/Total* tab, set the report to display with the options below:

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**Display Options**

Display report according to UserID specific options in Dynamic Reporting Display

Always display report according to options below

**Row Options**

Do not repeat values

**Sort/Group By**

Sort By Field	Sort Direction	Group By
BIN	Ascending	<input checked="" type="checkbox"/>
		<input type="checkbox"/>

**Totals/Averages Options**

For Number format fields, display:

Group Averages  Group Totals

Report Averages  Report Totals

**Group Options**

Show all detail  Show summary view

- 6 In the *Additional Users* tab, assign access to any other users who need to run this report by entering their ERA UserID, and then assigning the appropriate level of access.

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Basic Info Criteria Output Sort/Total Advanced **Additional Users**

Owner TREADWBR

Report Options  
 Allow User IDs with Data Set access to Edit and Run this report

Limited Access Granted To

User ID	Edit Report	Run Report	View Completed
GRIFFIKA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Access to Edit/Run reports is based on:  
a) Edit/Run Report (in Security Access)  
b) Matching Data Set access (in Dynamic Reporting Data Set Security)  
Access to View Completed reports is based solely on the User ID being entered here.

For Software Education training assistance, contact 937.485.1700.