I.  You must print all desired reports **before** running the Parts Inventory Update for the month.  The reports cover from the last update to the present.

**Month-End Analysis Report**
This is a capsule report of the Parts Department with several management reports combined.
To run this report,

1.  Click **Reports** on the Parts Inventory main menu.

2.  Click **Month-End Analysis** on the Inventory reports menu.

3.  Click **Generate & Print Report**.  When prompted to verify your printer is ready, select your print criteria.

**Performance Trends**
The Performance Trend is a report that serves as an extension of the month-end analysis.  It provides performance trends for the current month and previous 12 months for the selected inventory source so you can track and analyze the inventory trends.  To ensure the information on the report is accurate, you must generate the report every month before running the month-end update.

1.  Click **Performance Trends** on the Inventory reports menu.

2.  Click **Generate Report For Source #** (where # will be the number of the current inventory source).

3.  When prompted to verify your printer is ready, select your print criteria.

**Other Reports**
Many Parts managers wish to see more specific detail presented on some of the reports listed below. To print these reports, select the corresponding report option, and run the report you desire.  The following is a list of the most common reports.

- **Sales & Restock Reports**
  - ➢ **Sales For Counter Salesman**

- **Returns-Excess Movement**
  - ➢ **Parts To Be Purged**

- **Inventory Data Verification**

  - ➢ **Parts With Less Than ["0"] In Stock** (to get a negative On-Hand report)

  - ➢ **Parts Removed From R/O's**

  - ➢ **Manually Edited Audit Trails** (to audit any parts adjustments)

II. **After** you print all of the desired reports,

1. Click **Setup & Updates** on the Parts Inventory main menu.

2. Click **Monthly Inventory Update**.

3. Answer the two questions on the screen.

4. Make sure the **Month Ending** field displays the correct month.

5. Click **OK** to verify you want to update the month specified.

6. Click **OK** again to run the Parts Inventory Update.  You are finished until next month.

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**Remember:**  All Parts and Service machines must be out of the program when the program is performing the month-end update.