

Cost Book Report

Hints and Tips

- ✓ The report groups all items by department, sub-department and range, and sorts products alphabetically.
- ✓ The report is useful to:
 - view a range report for a supplier; set a large **High Margin** and a large negative **Low Margin** to ensure the report includes all products, and **Stocked** to 'A'.
 - identify items which have a negative margin; set **High Margin** to [0] and **Low Margin** to [-100].

The Cost Book allows inspection on items, as it will show you all details involved with an item such as costs, retails, GST indicators, margin, and supplier(s).

| 1. | From the BOS Reports menu, select Stock , then Cost Book report. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|--|---|-------|--------|-------------------|-------|---|---------------------|--|--------------------|--|--|-------------------|--|--|--------------|-------|---|----------------|---------------------------------------|-----------------|-------|---------------------------|---|---------------------------|--------------------------|---|------------------------------|---|----------------------------------|---|----------------------|-------------------|-------|-----------------------------|--------------|----------------------------------|-----------------------|-------|---|------------------|--|----------------------|-------|--------------------|-----------------|---|--|
| 2. | Select the required parameters: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Parameter</th> <th style="text-align: left;">Value</th> <th style="text-align: left;">Result</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Department</td> <td>Blank</td> <td>Data returns at department level for all departments.</td> </tr> <tr> <td>A department number</td> <td>Will only return data for this department.</td> </tr> <tr> <td>High Margin</td> <td colspan="2">An upper margin amount, to return products with a margin that's the same or less than entered.</td> </tr> <tr> <td>Low Margin</td> <td colspan="2">A lower margin amount, to return products with a margin that's the same or greater than entered. Use a [-] to include products with negative margin.</td> </tr> <tr> <td rowspan="2">Range</td> <td>Blank</td> <td>Data returns at department level for all departments.</td> </tr> <tr> <td>A range number</td> <td>Will only return data for this range.</td> </tr> <tr> <td rowspan="2">Show EAN</td> <td>Blank</td> <td>The report hides the EAN.</td> </tr> <tr> <td>Y</td> <td>The report shows the EAN.</td> </tr> <tr> <td rowspan="3">Show Stocked Only</td> <td>S</td> <td>Report on all stocked items.</td> </tr> <tr> <td>N</td> <td>Report on all non-stocked items.</td> </tr> <tr> <td>A</td> <td>Report on all items.</td> </tr> <tr> <td rowspan="2">Stock Code</td> <td>Blank</td> <td>Data returns for all items.</td> </tr> <tr> <td>A stock code</td> <td>Data only returns for this item.</td> </tr> <tr> <td rowspan="2">Sub Department</td> <td>Blank</td> <td>Data returns at department level for all departments.</td> </tr> <tr> <td>A subdept number</td> <td>Will only return items in this sub-department.</td> </tr> <tr> <td rowspan="2">Supplier Code</td> <td>Blank</td> <td>Show all products.</td> </tr> <tr> <td>A supplier code</td> <td>Will only return items supplied by this supplier.</td> </tr> </tbody> </table> | Parameter | Value | Result | Department | Blank | Data returns at department level for all departments. | A department number | Will only return data for this department. | High Margin | An upper margin amount, to return products with a margin that's the same or less than entered. | | Low Margin | A lower margin amount, to return products with a margin that's the same or greater than entered. Use a [-] to include products with negative margin. | | Range | Blank | Data returns at department level for all departments. | A range number | Will only return data for this range. | Show EAN | Blank | The report hides the EAN. | Y | The report shows the EAN. | Show Stocked Only | S | Report on all stocked items. | N | Report on all non-stocked items. | A | Report on all items. | Stock Code | Blank | Data returns for all items. | A stock code | Data only returns for this item. | Sub Department | Blank | Data returns at department level for all departments. | A subdept number | Will only return items in this sub-department. | Supplier Code | Blank | Show all products. | A supplier code | Will only return items supplied by this supplier. | |
| Parameter | Value | Result | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Department | Blank | Data returns at department level for all departments. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | A department number | Will only return data for this department. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| High Margin | An upper margin amount, to return products with a margin that's the same or less than entered. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Low Margin | A lower margin amount, to return products with a margin that's the same or greater than entered. Use a [-] to include products with negative margin. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Range | Blank | Data returns at department level for all departments. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | A range number | Will only return data for this range. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Show EAN | Blank | The report hides the EAN. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Y | The report shows the EAN. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Show Stocked Only | S | Report on all stocked items. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | N | Report on all non-stocked items. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | A | Report on all items. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Stock Code | Blank | Data returns for all items. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | A stock code | Data only returns for this item. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sub Department | Blank | Data returns at department level for all departments. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | A subdept number | Will only return items in this sub-department. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supplier Code | Blank | Show all products. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | A supplier code | Will only return items supplied by this supplier. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Hints and Tips

- ✓ Deleted indicates whether the item has been deleted (Y) or not (N).
- ✓ Stk indicates whether the item is stocked (Y) or not (N).
- ✓ Margin (Excl) is the difference between the current retail and cost price, including GST.
- ✓ Supplier displays the code of the supplier. [*] indicates that this is the default supplier of the item.

3. Click OK

Cost Book

Store: 0001 SuperStore Report Date: 19/08/2014 Time: 8:07am

Selection Parameters: Department: All Supplier Code: All High Margin: 0.00%
 Sub-Department: All Stock Code: All Low Margin: -100.00%
 Range: All Stocked Items Only: S (Stocked Items Only) Show EAN: Y

| Stock Code | EAN | Description | Deleted ? | Size | Case Qty | Units / Pack | Stk | Case Cost | Normal Retail | Current Retail | Margin (Excl) | GST Incl. (Cost) | GST Incl. (Retail) | Supplier (* = Default) |
|--|----------------|-------------------------------|-----------|-------|----------|--------------|-----|-----------|---------------|----------------|---------------|------------------|--------------------|------------------------|
| Department: 1 | | | | | | | | | | | | | | |
| Sub-Department: 1101 | | | | | | | | | | | | | | |
| Range: 11012 | | | | | | | | | | | | | | |
| Characteristics: Dog Downers | | | | | | | | | | | | | | |
| CAD204 | 191312250595 | CADZEL Lithium 70.0kg 4PK | N | 45K | 1 | 0 | Y | \$10.07 | \$0.00 | \$0.00 | -100.00% | 0 | 0 | 00032 * |
| CAD252 | 191312250599 | CADZEL Lithium 70.0kg 2PK | N | 25K | 1 | 0 | Y | \$21.05 | \$0.00 | \$0.00 | -100.00% | 0 | 0 | 00032 * |
| PXL321 | 191312250504 | Pink Paw Womax Paw 2.5kg | N | 2.5kg | 1 | 10 | Y | \$10.65 | \$0.00 | \$0.00 | -100.00% | 0 | 0 | 00032 * |
| Sub-Department: 1102 | | | | | | | | | | | | | | |
| Range: 11020 | | | | | | | | | | | | | | |
| Characteristics: Dog Feed Non-Premium | | | | | | | | | | | | | | |
| BLS-0 | 191402200029 | Lushog R&M Dog Puppy 2.7kg | N | 2.7kg | 4 | 4 | Y | \$10.30 | \$0.00 | \$0.00 | -100.00% | 0 | 0 | 00117 * |
| 0357 | 19140214023728 | My Dog Puppy 2kg | N | 2kg | 4 | 4 | Y | \$45.00 | \$0.00 | \$0.00 | -100.00% | 0 | 0 | 00033 * |
| MGR620 | 19140214023728 | My Dog Puppy 2kg | N | 2kg | 4 | 4 | Y | \$49.00 | \$0.00 | \$0.00 | -100.00% | 0 | 0 | 00107 * |
| 1969A | 19140214023728 | Optimum Puppy 2kg 1kg 6000g | N | 6000g | 6 | 6 | Y | \$19.62 | \$0.00 | \$0.00 | -100.00% | 0 | 0 | 00033 * |
| MZ12420 | 19140214023728 | Optimum Puppy 2kg 1kg 6000g | N | 6000g | 6 | 6 | Y | \$16.17 | \$0.00 | \$0.00 | -100.00% | 0 | 0 | 00107 * |
| 00016 | 19100602000021 | Digestion Care Beef 1.1kg | N | 1.1kg | 6 | 6 | Y | \$22.97 | \$0.00 | \$0.00 | -100.00% | 0 | 0 | 00033 * |
| 00015 | 19100602000062 | Digestion Care Lamb 1.1kg | N | 1.1kg | 6 | 6 | Y | \$22.97 | \$0.00 | \$0.00 | -100.00% | 0 | 0 | 00033 * |
| 00017 | 19100602000029 | Digestion Care Kangaroo 1.1kg | N | 1.1kg | 6 | 6 | Y | \$22.97 | \$0.00 | \$0.00 | -100.00% | 0 | 0 | 00033 * |
| 00014 | 19100602000039 | Digestion Care Lamb 1.1kg | N | 1.1kg | 6 | 6 | Y | \$22.97 | \$0.00 | \$0.00 | -100.00% | 0 | 0 | 00033 * |
| 71125 | 19100602075655 | Digestion Dog Adult 1.5kg | N | 1.5kg | 4 | 4 | Y | \$48.25 | \$0.00 | \$0.00 | -100.00% | 0 | 0 | 00033 * |
| MZ1565 | 19100602075655 | Digestion Dog Adult 1.5kg | N | 1.5kg | 4 | 4 | Y | \$12.65 | \$0.00 | \$0.00 | -100.00% | 0 | 0 | 00107 * |
| Range: 11021 | | | | | | | | | | | | | | |
| Characteristics: Dog Feed Cree Adult | | | | | | | | | | | | | | |
| 14017 | 19110022310406 | *D11kg 10.0kg/1kg Adult 400g | Y | 400g | 12 | 12 | Y | \$14.80 | \$14.52 | \$14.52 | -2.20% | 0 | 0 | 00033 * |