Renumbered Items Report

Introduction

A new **Inventory** report was added called the **Renumbered Item report** that was developed to make tracking recategorized Items easier than ever. Using the **same Item filter** with **Group/Sort By** options as other **Inventory** reports, you can now see a report of all your **recategorized Items** that **match** your desired criteria.

Due to the fact that only the **previous Item Number** is stored on the **Item Record**, this report can only show the last **Category** move per **Item**.

Running the Renumbered Items Report

As with other reports, you must make sure you have the appropriate **permission** set prior to running it otherwise Edge will alert you with a **pop-up** letting you know you do not have permission to run the report.

Visit the **Security** tab on the **Associate** record who should have permission to run this report, and either search or scroll until you find the **Renumbered Items Report** permission.
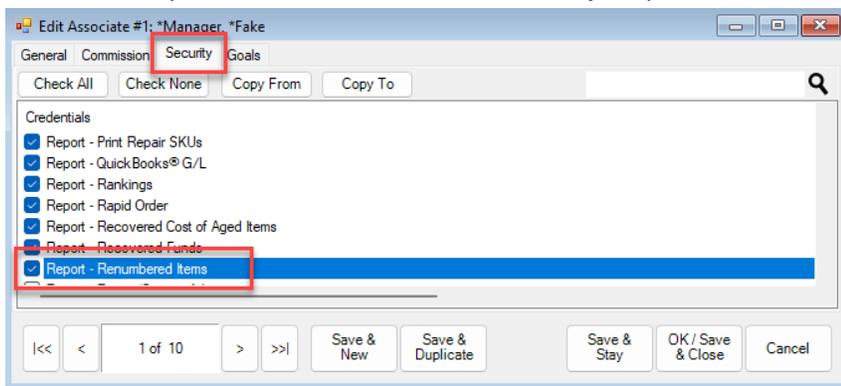
To run the **Renumbered Items Report:**

1. Navigate to **Reports > Inventory > Renumbered Items**. A pop-up message will appear, letting you know that the report will only show the **last Category move** per Item:
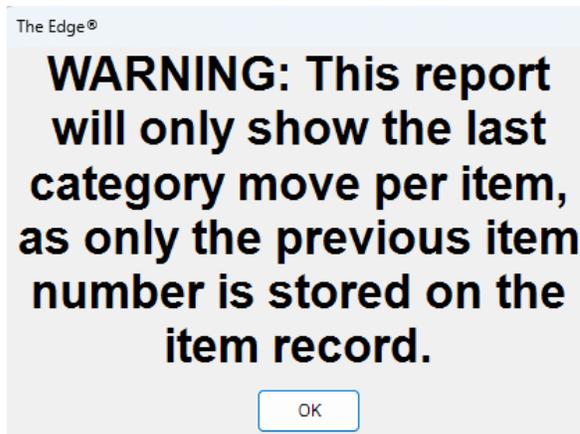
2. Clicking **OK** on the pop-up will allow the **Renumbered Items Report** window to open.

3. Enter any **report criteria** as desired, then select how you would like your results to be grouped by checking the desired boxes in the **Group/Sort By** field on the **Options** tab.

4. Click **OK** to generate your report.