



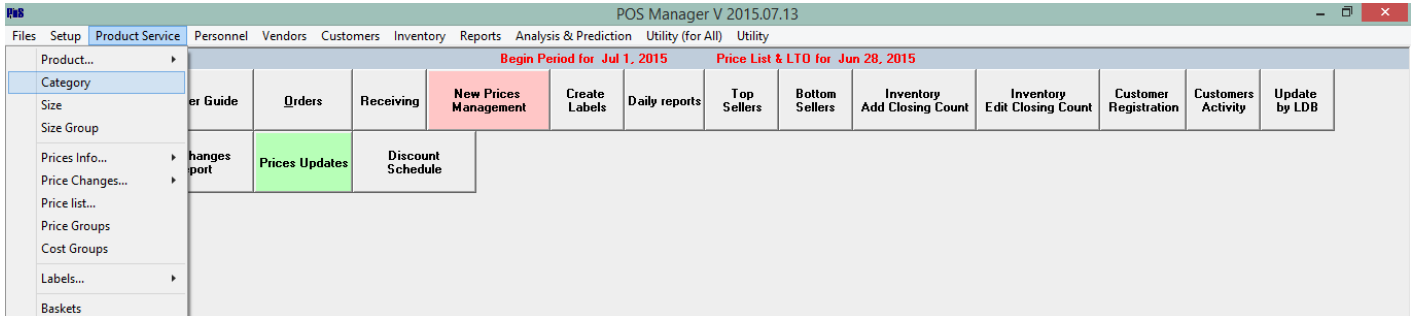
## SETTING ITEMS FOR SPECIAL REPORTING

The following outlines the process for “Showing” and/or “Hiding” certain items, typically non-tangible items, from appearing in Sales and Evaluation reporting. This is typically used for Non-retail and Service items and/or fees linked to a specific Category that may impact the overall Inventory EVALUATION or SALES REPORTS.

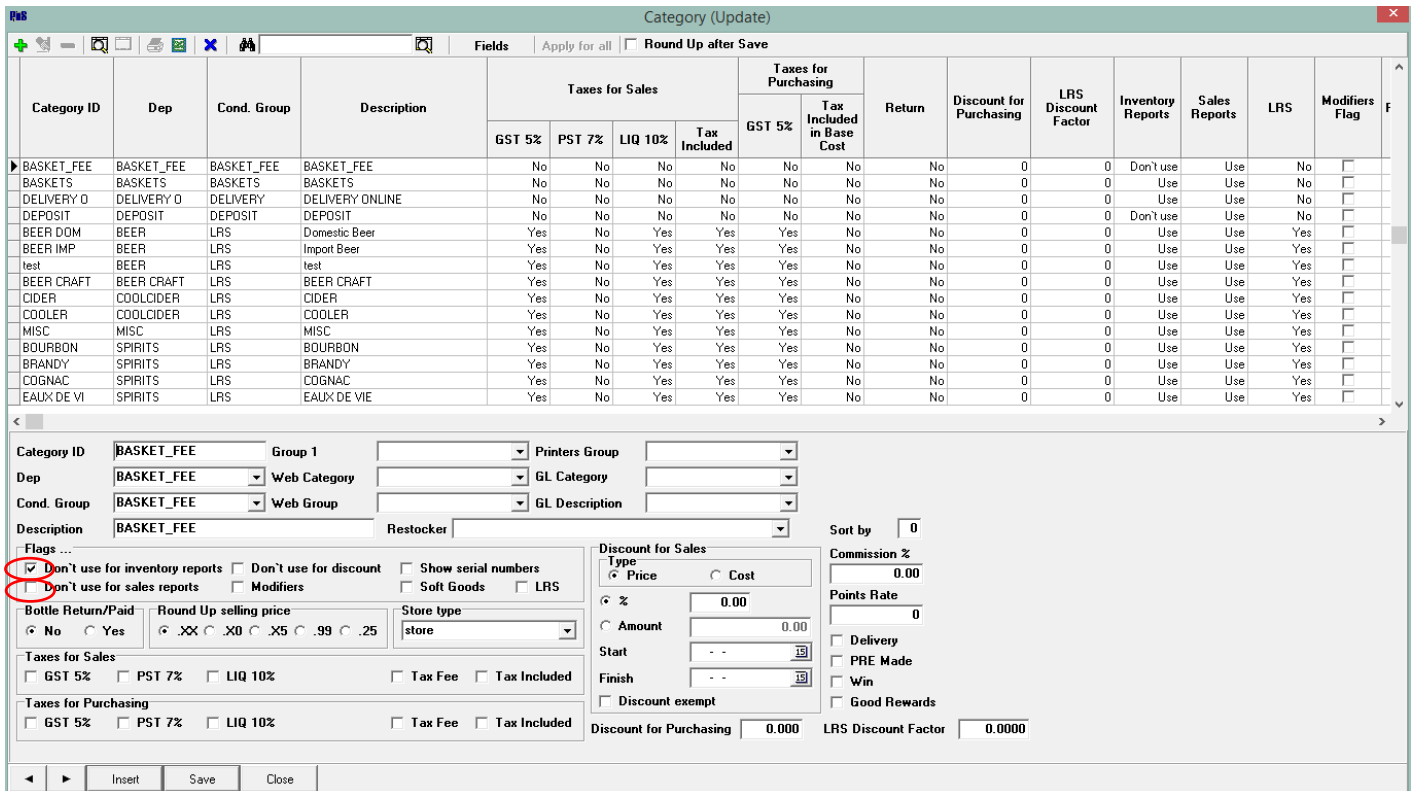
Go to:

>PRODUCT SERVICES

>CATEGORY



Select the desired category



>INVENTORY EVALUATION: To “Hide” items linked to this category from appearing in the Evaluation Report (the value of Inventory Onhand), under FLAGS, tick the “Don’t Use for Inventory Reports”.

>SALES REPORTS: To “hide” items from appearing in sales reports, under FLAGS, tick the “Don’t use for Sales Reports” box.

SAVE changes. These items will no longer appear in the selected reporting.