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## **Functional Overview**

Exception reporting is the feature that sets SMS apart. Fast and effective analysis results in a set of comprehensive databases that can be accessed by over 20 reports. These reports are grouped into three areas: <u>Performance Summaries</u>, <u>SMS Item Detail Listings</u> and <u>SMS Orders Reporting</u>. The results of the SMS Orders Reporting results in a file of calculated replenishment orders that can be sent back to the host in an automated fashion. SMS can usually reduce a week of analysis and order planning to a couple of hours of review at the start of each week.

Each report is shown on screen and can be reviewed in detail before printing. Extensive navigation controls enable the user to scroll to a specific page, print a specific page, select a range of pages to print and even exit without printing anything. Additionally, these reports can be reviewed and printed in a variety of "sort orders" as selected by the user. This makes SMS the most highly effective tool available today to apply exception reporting to the inventory ordering process.

SMS Reporting menus are shown below:

S	MS Reporti	ng Options
Perf	ormance Summa	aries
SMS	ltem Detail List	ings
SMS	Orders Reporti	ing
Auto	natic Reporting	ł.
Retu	rn to Main Me	nu

Report examples follow in order of the "sub menus" – <u>Performance Summaries</u>, <u>Item Detail Listings</u> and <u>SMS Orders Reporting</u>. Specific reports are in the order shown in each "sub menu".

Performance Summaries
"Forecast Model" Performance Summary
Performance by Location
Performance by <b>Product Group</b>
Performance by Supplier
"Total" Performance Summary - all items
Return to Main Menu

Forecast Adjustm	ent Listing
Item Distribution	Listing
Supersession Lis	ting
Bill-of-Material Li	sting
Global Change Li	isting
Safety Stock Adju	istments
EOQ Adjustments	5
Return to Main	Menu

Order Cod	e Lists
SMS Sugg	ested Pending Orders
Summarize	d & Centralized Orders
Already Pla	ced - Past Due Orders
Already Pla	ced - All Orders
tem Trans	fer Orders
Nove-In O	rders
Nove-Out	Orders
Return to	Main Menu

## Performance Summaries - Forecast Model Summary

This button has no "sub menu" – once clicked, the button produces the report.

ata Extra	ction Date	: 01-Mar-1	2 Print	Date: 18	-Apr-13								Page 1 of
						Forecas	ted Perf	ormance	•				
Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb		
75,268	95,439	52,588	60,894	111,298	113,388	77,637	65,233	72,689	119,779	69,435	75,147	Year 1	988,79
77,637	81,578	80,576	99,810	76,483	81,030	83,438	73,334	104,248	88,945	156,387	116,279	Year 2	1,117,74
87,692	87,230	88,131	91,468	90,573	90,574	89,924	90,982	93,379	93,052	96,203	96,471	Raw	1,095,67
87,692	87,230	88,131	91,468	90,573	90,574	89,924	90,982	93,379	93,052	96,203	96,471	Adjusted	1,095,67
					F	orecast	Model D	istributi	on				
Model	Forecas	ting Tech	nique Util	ized	15	Items		Cost	%%		Price	%%	
11	Moving A	verage (3 N	Ionth)			2		0	0		0	0	
12	Moving Average (6 Month)				133	124,908		22	249,212		22		
13	Moving Average (12 Month)				50	37,628		6	74,988		6		
	Moving Average Family				185	162,536		29	324,200		29		
21	Trend Average (3 Month)				21	103,796		18		207,492	18		
22	Trend Av	erage (6 Mo	onth)			13	10,943		1	21,828		1	
23	Trend Av	erage (12 N	Ionth)			5	7,201		1	14,388		1	
	Trend Av	verage F am	nily			39	121,940		22	243,708		22	
31	Seasona	I (No Trend)	)			16	3,887		0	7,726		0	
32	Seasona	I (3 Month T	rend)			2	11,210		2	22,412		2	
33	Seasona	I (6 Month T	rend)			6	6 7,053		1 14,080		1		
34	Seasona	l (Annual Tr	end)			20	18	3,802	3		37,532	3	
	Seasona	al Family				44	40	0,952	7		81,750	7	
41	Exponent	tial Smoothi	ng (A = .08)	)		7	-	1,181	0		2,336	0	
42	Exponential Smoothing (A = .25)				2	1,575		0	3,144		0		
43	Exponent	tial Smoothi	ng (A = .50)	)		7	4,403		0	8,772		0	
	Exponer	ntial Smoot	hing Family	y		16	7	7,159	1		14,252	1	
51	Linear Re	egression				116	216	6,157	39		431,769	39	
	Linear R	egression l	Family			116	216	6,157	39		431,769	39	
	Total of	All Selecter	ditems			400	548	3.744	100		1.095.679	100	

#### <u>Тор</u>

- <u>Data Extraction Date</u> Data extraction date (usually same day of processing)
- Print Date
- Page Number

Date the report was actually printed (usually same day of processing) Current page of total pages (i.e., 13 of 20)

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#### Forecasted Performance

•	<u>Month Headings</u>	Three character abbreviations of each month listed (Otys are @ cos	t)
---	-----------------------	--	----

- <u>Year 1</u> (left to right) Monthly history totals with annual total at right
- Year 2 (left to right) Monthly history totals with annual total at right
  - Raw (left to right) Monthly SMS forecasts with annual total at right
- <u>Adjusted</u> (left to right) Monthly user adjusted forecasts with annual total at right

#### Forecast Model Distribution

•	<u>Model</u> family)	Model number associated with respective technique (grouped by
•	Forecast Technique	Description of the model technique for easy reference
•	<u>ltems</u>	Count of items falling into this forecast technique category
•	<u>Cost</u>	Cost of forecast for this forecast technique
•	<u>% %</u>	Percentage estimate of number of items in this category (by cost)
•	<u>Price</u>	Price of forecast for this forecast technique
•	<u>% %</u>	Percentage estimate of number of items in this category (by price)

Models selected are models SMS will use for forecast projections. This may include "forced" models where the user has specified a specific model or model family. Whenever the user "forces" a model, the possibility exists that this "forced" model will not be the best choice. Statistically, SMS will optimize the entire forecasting process by itself. There may some extenuating circumstances that dictate model "forcing", but this should be carefully reviewed and controlled by the user. In most cases, a "forced" model is not the optimum model choice.

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## 

There are four of these buttons – each selects the Performance Summary by specified criteria. In each case, the format of the report is identical. There is no "sub menu" – once clicked, the button brings up the report. There are three Key Fields which are sub-categories of items. These are typically location, product line, supplier or other meaningful groupings. These are specified by the user at implementation. The fourth selection would be the "total" summary which provides a summary for all items. This is the most commonly used selection and provides a quick look at the overall inventory status for top management.

Grand 1	Total									Axlete	ch Intern	ational	
Data Extra	ction Date	e: 01-Sep-15	Print D	ate: 09-Se	ep-15								Page 1 of
2						Forec	asting						(@ Cost
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug		Total
2,414,825	2,443,721	1,833,088	1,949,391	3,029,817	2,447,235	2,462,480	2,590,647	2,257,153	2,762,783	2,421,807	2,657,758	Year 1	29,270,70
3,944,642	2,176,253	1,992,699	1,769,738	3,063,622	3,119,566	3,228,904	2,454,583	2,278,938	2,382,690	2,701,451	2,685,953	Year 2	31,799,039
1,390,087	1,306,671	1,314,489	1,318,105	1,407,588	1,464,180	1,368,018	1,334,878	1,401,043	1,362,854	1,448,471	1,266,154	SM S	16,382,538
1,390,087	1,306,671	1,314,489	1,318,105	1,407,588	1,464,180	1,368,018	1,334,878	1,401,043	1,362,854	1,448,471	1,266,154	Adjusted	16,382,538
					Safety Ste	ock [ 1,1	147,096 <b>] +</b> 1	Fotal Requir	rement [	16,391,548]	-	TRO	17,538,644
						Inves	tment						(@ Cost
	Total	Curren	nt In	vestment						L)	Current In	ventory	16,645,926
_	Items	Positio	on	Range		1/2 EOQ [	5,266,277	] + Safety St	tock [	,147,096] =1	arget Inv	estment	6,413,373
	68,850	\$11,017,	828	\$9,740,751	Min					Inv	entory Im	balance	10,232,553
% Availab	le: 99%	%: 82	.49 \$	16,971,412	Max	Potential Sa	avings [or C	ost of Additio	nalInvest	ment] @ <u>10</u>	% Carry	ing Cost	1,023,255
					Or	der Coo	de Distri	bution					(# of Items)
(-4) Back Order [No Order]		(-3) Back Order [On Order]	Sho [Ex	-2) prtage pedite]	(-1) New On [On Sched	<b>der B</b> lule] [N	(0) Balanced Io Action]	(+1) Overste [No Acti	) ock ( on]	(+2) Overstock w / Orders]	(+3 Surp [+1 Ye	) Ius ear]	(+4) Obsolete [Inactive]
\$2,10	2,717	\$110,758	s \$1,	700,573	\$54	786	\$128,639	\$736	,165	\$1,661,323	\$1,150	,773	\$4,721,178
	90	30	7	711		10	64,074		286	282		171	2,919
Q	0%	0%		1%		0%	93%		0%	0%		0%	4%

#### <u>Top</u>

- **<u>Data Extraction Date</u>** *Data extraction date (usually same day of processing)*
- Print Date
- Date the report was actually printed (usually same day of processing) Current page of total pages (i.e., 13 of 20)
- Page Number

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This section shows standard Stock Management System reports. These reports include:

#### **Forecasting**

- Three character abbreviations of each month listed (Qtys are @ cost) Month Headings
- Year 1
- ago) Year 2

- (left to right) Monthly history totals with annual total at right (2 yrs (left to right) Monthly history totals - annual total at right (last year)
- Raw
- Adjusted
- (left to right) Monthly SMS forecasts with annual total at right (left to right) Monthly user adjusted forecasts - annual total at right
- Safety Stock Safety Stock valuation (@ cost)
- **Total Requirement** *Total requirement includes projections for item with only safety stock*
- TRQ
- Sum of Adjusted Forecast and Safety Stock for sporadic forecasts - this includes items with no forecast projection but possibly
- requiring a usage "hit" sometime in the future (i.e., Safety Stock)

#### Investment

- **Total Items** Items downloaded by user - and % of inventory available for use
- Active inventory(@cost) % of optimal inventory level Current Position
- Investment Range Minimum inventory needed – and maximum inventory to stock
  - Cost of inventory already on the shelf (pre-SMS optimization) Current Inventory
- SMS target inventory [1/2 EOQ + Safety Stock] (post-optimization) Target Investment
- **Inventory Imbalance** Excess investment (or investment shortage)

0

@ 10% Carrying Cost The excess (or shortage) at the user's carrying cost (here it is 10%)

#### Order Code Distribution

- Order Code Category Item count (and % distribution) for each Order Code status
  - **<u>Back-Orders</u>** Orders out-of-stock (needs replenishment) 0
  - **<u>Back-Orders</u>** Orders out-of-stock (orders already placed) 0
    - <u>Shortage</u> Not enough for lead time horizon
  - <u>New Order</u> Planning to run out on schedule 0
  - **Balanced** No additional orders projected (or needed) 0
  - More than 1 EOQ at the end of lead time <u>Overstock</u> 0
  - **Overstock w/Orders** More than 1 EOQ and still ordering 0
  - **Surplus Stock** More than one year's supply of excess 0
  - **Obsolete** On Hand inventory but no activity last 2 years 0
- **Current Turns**
- SMS optimized turns if SMS recommendations are followed
- **Target Turns**



Current inventory turns without SMS (user's Stock Status System)

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## Item Detail - Forecast Adjustments Report

Forecast Adjust	ments Report						
Data Extraction Date:	15-Apr-13	Print Date: 19-	Apr-13				Page 1 of 2
Item Group	Product Group	Supplier	Item	Туре	Date	Quantity	
<u>f</u>	CT CUR & NCUR &	21093	E4087754	SM	Sep - 13	94	
	CT CUR & NCUR &	22513	E4076042	SM	Apr - 13	18	
	CT CUR & NCUR &	22513	E4076042	SM	May - 13	18	
	CT CUR & NCUR &	22513	E4076042	SM	Jun - 13	18	
	CT CUR & NCUR &	22513	E4076042	SM	Jul - 13	18	
	CT CUR & NCUR &	22513	E4076042	SM	Aug - 13	18	
	CT CUR & NCUR &	22513	E4076042	SM	Sep - 13	18	
	CT CUR & NCUR &	22513	E4076042	SM	Oct - 13	18	
	CT CUR & NCUR &	22513	E4076042	SM	Nov - 13	18	
	CT CUR & NCUR &	22513	E4076042	SM	Dec - 13	18	
	CT CUR & NCUR &	22513	E4076042	SM	Jan - 14	18	

There is no "menu screen" - once clicked, the button prints the report.

#### <u>Тор</u>

- **<u>Data Extraction Date</u>** *Data extraction date (usually same day of processing)*
- Print DateDate the report was actually printed (usually same day of processing)
- <u>Page Number</u> Current page of total pages (i.e., 13 of 20)

#### From Left to Right

٠	Location	Highest Level grouping of items (Level 4 could be other grouping)
٠	Product Group	Secondary Level grouping of items (Level 3)
٠	<u>Supplier</u>	Tertiary Level grouping of items (Level 2)
٠	<u>ltem</u>	Designator for individual stock item or part (stock-keeping-unit)
•	<u>Type</u>	Forecast adjustment type – these are "SA" & "SM" for individual
	item	
		adjustments – "DA" & "DM" for Level 4 adjustments – "GA" & "GM'
		for Level 3 adjustments – "LA" & "LM" for Level 2 adjustments
•	Date	Month and year applicable to the adjustment type
•	<u>Quantity</u>	Actual quantity for the adjustment – this is a number for "SA" &
	"SM"	

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# Item Detail - Distribution Report for Item: "A1180"

Distribution Rep Description: A1470 A	Print Prev	× 6	1									
Data Extraction Date:	01-Mar-12		Print Date	e: 19-Apr-13							Pa	age 1 of 100
Distribution Location	Lead Time	On Hand	Back Orders	Leadtime Forecast	Safety Stock	Order QTY	Minimum QTY	Incr. QTY	Unit Excesses	Existing Orders	New Orders	Expedite Orders
00	18	173	20	87	17	56	12	7	0	0	0	0
10	18	44	20	107	76	64	23	8	0	0	192	128
11	18	21	20	8	2	12	2	6	0	0	12	12
12	18	0	20	0	0	1	1	0	0	0	20	20

There is no "menu screen" – once clicked, the button prints the report.

#### <u>Тор</u>

Description	Description of the item (30 characters)
• <u>Cost</u>	Unit cost of the item (each)
Data Extraction Date	Data extraction date (usually same day of processing)
<u>Print Date</u>	Date the report was actually printed (usually same day of processing)
Page Number	<i>Current page of total pages (i.e., 13 of 20)</i>
<u>From Left to Right</u>	
Distribution Location	Warehouse or Plant the item is stored (multiple locations on report)
Lead Time	<i>Total time (weeks) to replenish stock (includes administration) and/or production time)</i>
• <u>On Hand</u>	Quantity of stock available on the extraction date
Back Orders	Stock "not available" against customer demand against this item
Lead-time Forecast	Forecast consumption for the Lead Time weeks horizon
	- broken down to daily values – then summarized into weekly buckets
<u>Safety Stock</u>	Safety Stock buffer for forecast error and "criticality" of the item
Order Quantity	Economic Order Quantity (EOQ) calculated for this item
<u>Minimum Qty</u>	Minimum Order Quantity specified on user's Stock Status System
• Incr. Oty	Incremental Order Quantity specified on user's Stock Status System
<u>Unit Excesses</u>	Excess inventory (in units) available after allocating enough stock for
	<i>lead- time horizon at this location – available for transfer to other locations</i>
<u>Existing Orders</u>	<i>Outstanding replenishment orders placed – but not yet received</i>
<u>New Orders</u>	More Orders needed by SMS – place these in addition
<u>Expedite Orders</u>	Portion of New Orders to be expedited – needed before lead time

# Item Detail – Supersession Listing

This listing is activated upon request. Otherwise, users will already view this file on their existing host system. Only authorized user personnel can modify this file and individual supersession items.

## Item Detail – Bill-of-Material Listing

This button invokes a sub-menu screen. Bill-of-Material file listing can be shown in either component order or (parent) item order. Each button selection invokes a "spreadsheet style" listing that can only be viewed (not modified). The host Bill-of-Material file is sent to SMS weekly.

#### **Bill-of-Material File**

Print in Component Order

Print in Item Order

Return to Main Menu

The view window sample below has been selected to be shown in "Item Order". Selecting either "order" brings the same view window. The only difference would be the order of the "Comp" column or the "Item" column.

The view window format is simple. SMS applies the ratio as shown to the Item (parent) and generates the appropriate number of Comp (component) units needed. For example, E112641577 generates a unit for each of 7 Comp (components) as shown in the view. When forecasting the individual Comp (component), SMS forecasts that Comp (component) independently as a starting point. Remember, some Comp (components) can be sold or used individually. Then SMS generates a replenishment plan for that Comp (component). At that time SMS applies the Item (parent) demand to the weekly demand needed for the Comp (component). This means that the 7 Comp (components) on the right may have both independent demand (in their own right) as well as dependant demand (as part of a "kit" for the Item (parent) part number).

The ratio allows for 9999.00 times as many Comp (components), although this has never been seen thus far. The decimal portion of this ratio is significant since a component may be a fraction (i.e., chemical mixes, decal plates, etc.). These decimals make the SMS Bill-of-Material useful in the chemical industry or for chemical inventories in both manufacturing and/or distribution operations.

Bil	Sill-of-Material (Item Order)							
	Comp	ltem	Ratio					
	E12641576	E112641577	1.00					
	E12641578	E112641577	1.00					
	E12641579	E112641577	1.00					
	E13813526	E112641577	1.00					
	E13813799	E112641577	1.00					
	E13814123	E112641577	1.00					
	E4024829	E112641577	1.00					
	E12571626	E12571988	1.00					
	E12571628	E12571988	1.00					
	E12571629	E12571988	2.00					
22	E12571631	E12571988	1.00					
	E12571626	E12587771	1.00					
	E12571629	E12587771	1.00					
	E12571631	E12587771	1.00					
	E12626726	E12589457	1.00					
	E4088214	E12589457	1.00					
	E12584906	E12591283	1.00					
	E4016890	E12591283	1.00					
	E4019708	E12591283	1.00					
	E4019752	E12591283	1.00					
	E4200159	E12591283	1.00					
	E4200162	E12591283	2.00					
	E4200163	E12591283	2.00					
	E4200166	E12591283	2.00					
	E9141911	E12591283	1.00					
	E9228404	E12591283	1.00					

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## Item Detail – Global Change Listing



This button invokes a sub-menu screen. Global Change listings can be shown by any of the three "key" fields (in this case by Location, Product Group or Supplier). The "key" fields are set by the user and reflect the three key fields in the download file from the host system.

The listing below has been selected by Location. The listing displays all item for this Location – even if one of the three fields has not been global changed.

This listing is in Item order (within the "key" selected). In this case the listing would be in Item order within the Location selected.

Global Ove	rrides by : Location			Process	ing Date :	1 - Mar	Page 1 of 3					
Location	:[ 10		]			500			10-00-00-00	<b>C</b> - <b>(</b>		
Item	Descr	Fore	ecast Family	Actual	Adjusted	Inc EOQ M	in EOQ Ma	x EOQ Wks	Actual	Adjusted	Min SS	Max SS Wks
A1180	A1470 AIR FILTER	13	10	64	0	8	23	0 52	76	0	0	0 52
A1760	A1447 WLJ5-13-Z40A	51	10	56	0	14	11	0 52	Print Pre	view		×
A1818	A360 FA3454 AIR	13	10	114	0	38	32	0 52	14 4		100%	
A6008	HDA5486 FA3101 AJR	32	10	42	0	21	18	0 52	342.4		100%	
A7623	FA3251 AIR FILTER MAIN	13	10	98	0	49	34	0 52	30	0	0	0 52
A8504	FA3032 AIR FILTER	21	10	90	0	45	37	0 52	62	0	0	0 52
A8505	FA3263 AIR FILTER MAIN	13	10	204	0	204	49	0 52	125	0	0	0 52
A8513	FA3039 AIR FILTER	12	10	81	0	27	18	0 52	41	0	0	0 52
A8599	AIR FILTER SAFETY	12	10	77	0	77	9	0 52	79	0	0	0 52
C1002	Z79A LUBE FILTER	51	10	112	0	16	24	0 52	85	0	0	0 52
C1004	Z162 PH4731 LUBE	51	10	51	0	17	15	0 52	10	0	0	0 52
C1007	Z371 L0329K LUBE	51	10	162	0	81	81	0 52	111	0	0	0 52

Тор

- Global Overrides by: "Key Field" selected to extract – here it is by Location
- Print Date

Date the report was actually printed

Page Number *Current page of total pages (i.e., 1 of 12)* 

#### From Left to Right

- Item Designator for individual stock item or SKU (stock-keeping-unit) **Item Description** Description of the item (30 characters) Forecast - Used SMS chosen forecast model selected **Forecast – Family** Family override (may be zero if no override – available for user
  - override)
- EOQ Actual
- SMS calculated EOQ EOQ – Adjusted User adjusted EOQ (may be zero if no override)
- <u>EOQ Inc EOQ</u> Incremental EOQ downloaded from host system
- Minimum EOQ downloaded from host system EOQ – Min EOQ
- EOQ Max EOQ Maximum EOQ downloaded from host system
- EOQ Wks EOQ weeks supply (available for global override by user)
- Safety Stock Actual SMS calculated safety stock
- Safety Stock Adjusted User adjusted safety stock (may be zero if no override)

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# Item Detail – Safety Stock Adjustments

This button has no "sub menu" – once clicked, it prints the report.

						Prin	t Preview			×				
Safety Stock Adjustment Report (SMS vs Adjusted)           Data Extraction Date:         1-Mar-12         Print Date: 19-Apr-13							4 B	• •	100% 🔻	] 🎙 🥭	Page 1 of 23			
Supplier	Item	Descr	Onhand	Backord	Svc L	ast Year	Forecast	L/T	L/T Fcst	SMS ss	Adj ss	Unit Cost	Total Cost	Pc
23207	E12642534	6115-SPIN(W)	0	5	94	6	0	24	0	0	2	39,194.45	78,388.90	99.
23207	E12642533	6115-SPIN(W)	0	7	94	7	0	24	0	0	2	37,654.08	75,308.16	99.
23775	E12977184	ARMATURE (E)	1	0	90	0	0	38	0	0	1	62,924.23	62,924.23	99.
23207	E12629033	6120-TRAI(I)	1	0	90	5	0	21	0	0	2	30,407.25	60,814.50	99.
23207	E12629034	6120-TRAI(I)	1	0	90	4	0	21	0	0	2	30,408.09	60,812.18	99.
23207	E12640500	SPL MACH (X)	1	0	97	0	0	48	0	0	1	44,005.42	44,005.42	99.
23207	E12661706	CAB ASSEM(W)	0	0	94	4	0	6	0	o	1	34,529.76	34,529.76	99.
23207	E12642122	SPINDLE M(X)	0	1	96	0	0	32	0	0	2	14,145.45	28,290.90	99.
26698	E12597989	FILTER (4)	1,188	0	98	1,547	969	12	248	209	800	42.23	24,957.93	61.
23207	E12639814	REAR AXLE(Z)	0	0	94	1	0	18	0	0	1	24,193.92	24,193.92	99.
23207	E12635769	4525-DRIV(B)	7	0	97	5	0	48	0	0	3	6,890.49	20,671.47	99.
26698	E4099538	FILTER EL(6)	744	0	98	789	573	12	148	39	500	43.84	20,210.24	80.
23278	E12666434	KIT-NON M(W)	0	6	97	86	23	12	10	6	10	4,550.04	18,200.16	17.

#### <u>Тор</u>

- **<u>Data Extraction Date</u>** *Data extraction date (usually same day of processing)*
- <u>Print Date</u> Date the report was actually printed (usually same day of processing)
- <u>Page Number</u> Current page of total pages (i.e., 13 of 20)

#### From Left to Right

<u>Supplier</u> Item Item Description	<i>This is the secondary "key field" designator – here is it Supplier order This is the part number Description of the item (30 characters)</i>
<u>Onhand</u>	Quantity of stock available on the extraction date
Backord	Quantity of stock needed (sold) but not yet available
<u>Svc</u>	Target customer availability (i.e., in stock 94% of the time)
Last Year	Annual sales during the past 12 month period
<u>Forecast</u>	Projected annual sales for the coming 12 month period
<u>L/T</u>	Abbreviation for lead time (in weeks)
L/T Forecast	Projected sales for the coming lead time period (only for lead time)
SMS Safety Stock	The optimal safety stock based on forecast, error and service level
<u>Adj ss</u>	User override – if different then this value is not optimal!!!
<u>Unit Cost</u>	Cost for each item (downloaded from host system)
<u>Total Cost</u>	This is the difference between SMS vs Adjusted SS (times unit cost)
<u>Pct</u>	The percent change (SMS vs Adjusted values)
	Supplier Item Item Description Onhand Backord Svc Last Year Forecast L/T L/T Forecast SMS Safety Stock Adj ss Unit Cost Total Cost Pct

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## SMS Orders - Order Code Lists

This button invokes a sub-menu screen. Order Code listings can be shown by any of the three "key" fields (in this case by Location, Product Group or Supplier). The "key" fields are set by the user and reflect the three key fields in the download file from the host system.

Order Code	<u>Lists</u>					
Select and Print by L	Location					
Select and Print by	Line Type					
Select and Print by	Supplier					
Return to M	Return to Main Menu					
Order Code Lis	a <u>ts</u> oplier					
Sort by Item	Sort by Cost					
All Negative Codes	All Negative Codes					
(-4) Backorder - New	(-4) Backorder - New					
(-3) Backorder - Old	(-3) Backorder - Old					
(-2) Shortage	(-2) Shortage					
(-1) New Order	(-1) New Order					
(0) No Action Needed	(0) No Action Needed					
(+1) Overstock	(+1) Overstock					
(+2) Overstock Orders	(+2) Overstock Orders					
(+3) Surplus - 1 Year	(+3) Surplus - 1 Year					
(+4) Obsolete	(+4) Obsolete					
All Positive Codes	All Positive Codes					
Return to	Main Menu					

The screens below will be invoked by clicking the "Supplier" button on the menu shown at left. Any of these buttons invokes yet another sub-level menu that includes two "sort" orders and a "sub-selection" of order categories within each "sort" order. The Order Code List format is the same for any selection made.

This sub-menu has been selected by Supplier. The "key field" was named by the user at the initial implementation of SMS. Supplier is a common use of one of these "key fields" and many companies manage inventory via Supplier categories.

There are two columns – <u>Sort by Item</u> and <u>Sort by Cost</u>. The former has the advantage of cross checking reports to existing host reports/screens which are typically prepared in item order. The latter has the advantage of showing the most expensive "cost overruns" at the top of each list so that the user can focus on addressing the biggest problems first ("low hanging fruit" approach). We recommend the <u>Sort by Cost</u> approach to save time and focus cost savings to the greater excesses. Smaller overruns can be sustained (for example \$1.56 is important, but an item excess of \$10,437.45 should never be missed).

The button choices in either column are identical. They run from negative (need more orders) to positive (excess and cancel orders). Most users focus on the negative categories first. This keeps item availability higher and ensures that product is available. Positive categories show the result of a planner or buyer procuring too much (just to be sure they do not run out). This practice is costly and usually has a minimal

impact on availability. The positive category lists can help the user transfer stock or cancel orders to prevent further excess.

The sample listing on the next page was selected using the <u>Sort by Cost</u> criteria and the "<u>All Negative Codes</u>" button was clicked. This choice combines all negative codes (Backorders, Expedite Orders and Normal Orders) into one listing. This listing is grouped by Supplier.

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2	Z476 LO1213K OIL FILT	ER 18	12	6	272	77	0	0	-266	6.41	390	\$2,499	78	836	0
706	P3401 FS1280 FUEL FILT	TER 18	2	12	240	190	0	0	-250	5.18	480	\$2,486	80	539	0
1	Z9 FO1000 LUBE FILTE	R 18	1,124	25	2,002	217	0	0	-120	1.43	1,176	\$1,681	588	5,793	0
2	OIL FILTER	18	58	50	549	386	150	150	-393	2.06	800	\$1,648	200	1,235	0
9	R2391PK LUBE FILTER Z148A LUBE FILTER	18	47	16	282	90	144	144	-107	5.84	276	\$1,611	92	786	
3	Z143 LUBE FILTER	18	122	12	318	259	0	0	-208	2.72	500	\$1,360	100	652	. 0
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r <u>om</u> • • • • •	Page Number D Left to Riga Item Number Item Descripti L/T Weeks time On Hand Back Orders Lead-time For Safety Stock Lead-time Orders Net Balance Unit Cost New Orders Cost Criteria EOQ Quantity	<u>ht</u> ion recast		Design Design Descrij Total o Quant Stock Foreca - broke Safety Orders Orders On Ha + Futu Unit co Additio For ne For po The Fo	ne nur nt page nator fc ption c delivery ity of s "not av stock alread s alread s alread nd - Ba re Ord ost per onal re gative stive ( conom	mber – r of total of total of the ite of the of of the of the of of the of the of of the of the of of the of the of the of of the of the of the of of the of the of the of the of the of the of of the of the of the of the of the of the of of the of th	relate relate l page idual em (3 week ailabl m (3 week ailabl r aga on for ily va for for duled duled tor for duled ment Codes odes, c Qua	s to "  es (i.e. stock   o char s) - inc de on the ninst cu recast for de lout ne ead-tir s, Cost cost cost	Move to , 1 of 7 item or acters) cludes a cludes a store ead Tin then su error a clivery ot expe ne Fore s needo Criteria alculati	o Wk#" part (s admini- action o r dema nd crion before with before cted u ccast + ed - ro a is Net s Net ed by S	' on the stock-kee stration, date and for t eks horiz rized inte sticality' (or at) le ntil afte lead-tin unded t w Order Balance SMS (m)	right for eping-un . delivery this item ton o weekly o weekly o the it ead time r lead time r lead time r lead time to next Eu o next Eu o next Eu o next Eu	overst it) & & pro bucke em ne s DQ val Unit Co pverrio	ocks oductio ots ots st st les)	חס

#### Reporting Page 13 of 19

# SMS Orders – Suggested Pending Orders

This button invokes a sub-menu screen. <u>Suggested Pending Order</u> listings enable the user to review how much will be spent on each order. This listing is only shown by the top level "key field" (in this case Location). The user can specify what the top level "key field" is at initial implementation. The sub-menu is shown below.

#### Pending Orders - SMS Suggested New Orders

Include Backorders - Print in Item Order

Include Backorders - Print in Cost Order

Only New Orders - Print in Item Order

Only New Orders - Print in Cost Order

Return to Main Menu

In this case, we select the last button "<u>Only New Orders – Print in Cost Order</u>".

Any button selection brings the same listing format. Only the specific content and "sort" order vary with each button.

Donding Order	- Benert Crouned by Leastion	Print Pre	view		×	
Data Extraction Date	e: 01-Mar-12 Run Date: 19-Apr-13		5	Page 1 of 11		
ltem	Description	MM/DD/YY	QTY	Cost	Expedite	Order Code
Location: 00						
C1121	Z9 FO1000 LUBE FILTER	3/01/12	1,764	2,522	1,176	-2
C1562	Z476 LO1213K OIL FILTER	3/01/12	390	2,499	312	-2
C1112	Z334 PH5123 LUBE FILTER	3/01/12	670	1,989	0	-2
C1110	Z87A PH2834 LUBE FILTER	3/01/12	711	1,336	474	-2
C1561	Z475 LO1205K LUBE FILTER	3/01/12	144	1,277	96	-2
C1012	Z372 PH5529 LUBE FILTER	3/01/12	324	1,234	216	-2
01522	1-13240224-0 LUBE FILTER	3/01/12	192	1,153	144	-2
C1028	Z456 OIL FILTER	3/01/12	844	1,080	422	-2
C1120	Z101 PH2825 LUBE FILTER	3/01/12	696	1,057	522	-2
C5715	OIL FILTER SPIN ON EX C5701-2	3/01/12	168	1,019	112	-2
C1304	Z319 PH5135 LUBE FILTER	3/01/12	156	1,001	104	-3
FC1104	Z252X FUEL FILTER	3/01/12	342	964	0	-2

#### <u>Top</u>

- **<u>Data Extraction Date</u>** *Data extraction date (usually same day of processing)*
- Run Date
   Date the report was actually printed (usually same day of processing)
- Page Number
   Current page of total pages (i.e., 1 of 11)
- Location The is the top level "key field" here is set to Location

#### From Left to Right

٠	ltem	Designator for individual stock item or SKU (stock-keeping-unit)
٠	<b>Description</b>	Actual description of the item
٠	MM/DD/YY	The scheduled date of delivery (past current run date on this report)
٠	<u>Qty</u>	The amount of the needed order (the total order for each item)

- Cost Unit Cost times Quantity of the order (i.e., total cost of order)
- **Expedite** The portion of the needed order that should be expedited now
- Order Code SMS Code showing order category (Backorder, Expedite or Normal)

### Reporting Page 14 of 19

# SMS Orders – Summarized and Centralized Orders

This button invokes a sub-menu screen. <u>Summarized and Centralized Orders</u> listings provide a look – by item – into the coming 12 months. This listing summarizes how much will be spent on orders for each item for the next 12 months. This is different from the cost of the coming 12 month forecasts. The sub menu is shown below.



Button selection can be done for the three "key fields" (in this case Location, Product Group and Supplier). Within each grouping of buttons, the user can select reports by item or summaries by grouping. For example, "Total" Item Order – Sort by Cost" will create a listing for each Location showing each item within that Location with monthly totals for each of the next 12 months. Those monthly totals will be the cost of orders for each month.

The Monthly Summary buttons create a lists of monthly inventory "spend" by each Location (for example) rather than individual items. This button is seldom used, but can be useful to gauge the projected cost of inventory in each inventory location.

These listings are utilized for budgetary planning and accounting projections. Weekly ordering and expediting requires more use of the other SMS "working" reports.

The <u>*"Total" Item Order – Sort by Cost* for *Location* has been selected in the example below.</u>

Data Extraction D	Print Date: 19-Apr-13									Page	e 1 of 12			
ltem	Description Ann	ual Spend	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Location: 00														
C1112	Z334 PH5123 LUBE	18.304	582	479	583	478	484	583	478	484	597	465	591	294
C1125	Z388 LUBE FILTER	12,381	936	769	938	767	748	937	768	746	960	748	949	472
C1121	Z9 FO1000 LUBE	8,750	538	448	555	461	454	578	480	471	616	485	625	314
FC1104	Z252X FUEL FILTER	8,657	290	238	291	238	231	290	238	231	298	231	294	147
C1032	Z142A / Z79X PH3950 OIL	8,158	571	469	572	469	455	572	468	458	585	455	580	288
C1835	Z416 PH5126 PH9069	5,971	196	161	197	162	157	197	162	158	204	158	201	100
FC1803	Z332 PS5138 FUEL	5,447	174	146	180	148	147	187	156	153	198	157	201	102
C1562	Z478 LO1213K OIL	5,416	72	61	78	63	63	79	67	65	87	67	88	44
C1830	Z436 PH6607 LUBE	5,410	409	336	410	335	326	410	335	327	419	326	415	205
C1028	Z458 OIL FILTER	5,064	374	307	375	306	298	375	306	299	383	298	379	188
C1123	Z418 PH3614 LUBE	4,146	291	244	301	250	245	314	260	255	334	263	339	170
C1012	Z372 PH5529 LUBE	3,741	92	77	93	78	74	93	78	74	96	74	94	46

<u>Тор</u>

- Data Extract Date
- Print Date
- Page Number

Data extraction date (usually same day of processing) Date the report was actually printed (usually same day) Current page of total pages (i.e., 1 of 12)

#### <u>From Left to Right</u>

ltem

*Designator for individual stock item or part (stock-keeping-unit) Description of the item* 

- Description
   Annual Spend
- Annual SpendHow much will be spent on this item for the coming 12 monthsMonthsThe coming 12 monthly amount projected to be needed
- Months The coming i

#### Reporting Page 15 of 19

## SMS Orders - Already Placed Past Due Orders Listing

#### Past Due Orders (From Suppliers)

Location Print in Date Order Print in Cost Order Print in Item Order

#### Product Group

Print in Date Order Print in Cost Order Print in Item Order

Supplier

Print in Date Order Print in Cost Order Print in Item Order

Return to Main Menu

This button invokes a sub-menu screen. These listings identify existing orders that are scheduled to be received into inventory. Frequently these incoming orders are overlooked or simply not recorded as received. This listing is frquently used for cleaning these orders from the host system.

The sub menu is shown on the left.

The listing below has been selected by clicking (within the "Supplier" grouping) the <u>Print in Date Order</u> button. This approach has the advantage of seeing the oldest orders at the top of the list. Clearing these old orders becomes much easier in this fashion.

Bonding Ordon	a Bonart Crouned by Location	Print Pre	view		×	
Data Extraction Date	e: 01-Mar-12 Run Date: 19-Apr-13	14 4	<b>3</b>	Page 1 of 11		
Item	Description	MM/DD/YY	QTY	Cost	Expedite	Order Code
Location: 00						
C1121	Z9 F01000 LUBE FILTER	3/01/12	1,764	2,522	1,176	-2
C1562	Z476 LO1213K OIL FILTER	3/01/12	390	2,499	312	-2
C1112	Z334 PH5123 LUBE FILTER	3/01/12	670	1,989	0	-2
C1110	Z87A PH2834 LUBE FILTER	3/01/12	711	1,336	474	-2
C1561	Z475 LO1205K LUBE FILTER	3/01/12	144	1,277	96	-2
C1012	Z372 PH5529 LUBE FILTER	3/01/12	324	1,234	216	-2
01522	1-13240224-0 LUBE FILTER	3/01/12	192	1,153	144	-2
C1028	Z456 OIL FILTER	3/01/12	844	1,080	422	-2
C1120	Z101 PH2825 LUBE FILTER	3/01/12	696	1,057	522	-2
C5715	OIL FILTER SPIN ON EX C5701-2	3/01/12	168	1,019	112	-2
C1304	Z319 PH5135 LUBE FILTER	3/01/12	156	1,001	104	-3
FC1104	Z252X FUEL FILTER	3/01/12	342	964	0	-2

#### <u>Тор</u>

• <u>Data Extract Date</u> Data extraction date (usually same day of processing)

Print Date

Date the report was actually printed (usually same day) Current page of total pages (i.e., 1 of 12)

<u>Page Number</u> Current page of total page

#### From Left to Right

- Item Designator for individual stock item or part (stock-keeping-unit)
   Description Description of the item
   Annual Spend How much will be spent on this item for the coming 12 months
- <u>Months</u> The coming 12 monthly amount projected to be needed

## Reporting Page 16 of 19

# SMS Orders – All Open Orders

#### All Open Orders - not yet received

Print in Date Order
Print in Cost Order
Print in Item Order
Print in "P.O. Number" Order

Return to Main Menu

This button invokes a sub-menu screen. These listings identify existing orders that are scheduled to be received into inventory. In this case, all incoming orders are shown on the listing. This would include current orders which may not be scheduled until a few weeks ahead.

The listing below was selected by clicking the *"Print in "P.O. Number" Order* button.

Open Repl Data Extractio	In Date: 01-Mar-12 Print Date	uped by Location e: 20-Apr-13	Print Preview	100% 💽 📭 (	<b>×</b>	Page 1 of 4
ltem	Location	Description	Date	Quantity Ext	ended Cost	Order Number
Location: 00	)					
	C5722 00	LF3000 LUBE FILTER	09-Jan-12	24	196.32	C 15390
	C1835 00	Z416 PH5126 PH906	UBE 09-Jan-12	250	715.00	C 15722
	C1835 00	Z416 PH5126 PH906	UBE 09-Jan-12	450	1,287.00	C 15994
	C5101 00	Z38 2654403 LUBE F	ILTER 30-Jan-12	25	59.50	C 164 56
	C1007 00	Z371 LO329K LUBE	FILTER 30-Jan-12	48	299.04	C 164 56
	O1805 00	R2377P C4706 LUBE	FILTER 30-Jan-12	48	120.00	C 164 56
	C6102 00	Z433 LO222K LUBE	FILTER 30-Jan-12	24	109.44	C 164 56
	F1507 00	R2607P FUEL FILTER	30-Jan-12	50	70.00	C 164 56
	FC5501 00	Z51 FUEL FILTER	30-Jan-12	60	174.00	C 164 56
	C1125 00	Z386 LUBE FILTER	26-Jan-12	1,000	1,250.00	C16801
	C1112 00	Z334 PH5123 LUBE	FILTER 26-Jan-12	750	2,227.50	C 16801
	FC1803 00	Z332 PS5138 FUELI	FILTER 26-Jan-12	100	275.00	C16801
	C1007 00	Z371 LO329K LUBE	FILTER 26-Jan-12	96	598.08	C16801
	C1123 00	Z418 PH3614 LUBE	FILTER 26-Jan-12	250	312.50	C16801

#### Тор

- <u>Data Extract Date</u> Data extraction date (usually same day of processing)
  - <u>Print Date</u> Date the report was actually printed (usually same day)
- <u>Page Number</u> Current page of total pages (i.e., 1 of 12)

#### From Left to Right

•	<u>ltem</u>	Designator for individual stock item or part (stock-keeping-unit)
•	Location	Location (the top "key field")
•	<b>Description</b>	Item Description
•	<u>Date</u>	Expected delivery date
٠	<u>Quantity</u>	The amount of the order that is coming in
•	Extended Cost	This is the quantity times unit cost
•	<u>Order Number</u>	The purchase order number

## Reporting Page 17 of 19

# SMS Orders - Item Transfer Orders

#### Inventory Stock Transfer

 Transfer Cost Threshhold:
 0

 Print All Available Transfers

 Print only "Backordered" Transfers

 Return to Main Menu

This button invokes a sub-menu screen. These buttons allow the user to include (or exclude) all orders rather than just transferring only "Backordered" items. Users usually only transfer items that are 'Backordered". This is to avoid transferring too much from a balanced location – only to throw that location into a shortage.

The listing below was selected by clicking the <u>"Print only "Backordered" Transfers</u> button.

Data Extraction Date	e: 01-Mar-12 Print	Date: 20-Apr-1	3		6	Page 1 of
ltem	Description	Location	From	Amount	Total Cost	Order Code
Location: 11						
C1002	Z79A LUBE FILTER	11	00	60	87.00	-3
C1210	Z125 PH2954 LUBE	11	00	36	50.40	-3
C5704	SPIN ON OIL FILTER	11	00	24	81.12	-3
C8032	Z88A PH46 LUBE	11	00	84	145.32	-3
FC1203	Z262 FUEL FILTER	11	00	54	192.78	-3
Location: 12						
C1002	Z79A LUBE FILTER	12	00	27	39.15	-3
C1004	Z162 PH4731 LUBE	12	10	20	47.20	-3
C1112	Z334 PH5123 LUBE	12	11	207	614.79	-3

#### <u>Тор</u>

- **<u>Data Extraction Date</u>** *Data extraction date (usually same day of processing)*
- <u>Print Date</u> Date the report was actually printed (usually same day of processing)
  - Page NumberCurrent page of total pages (i.e., 1 of 1)

#### From Left to Right

- ItemDesignator for individual stock item or part (stock-keeping-unit)DescriptionDescription of the item (30 characters)LocationLocation to transfer excess stock to (i.e., where it is needed)FromLocation that has the available excess stockAmountThe quantity to be transferred
- <u>Total Cost</u> Unit Cost times Quantity of the transfer (i.e., total cost of transfer)
- <u>Order Code</u> Order Code status (for judging how critical the transfer may be)

**Note:** Transfers can be done for "All Orders". However, this may introduce an extra cost (of expediting) for items which may only need more stock in a normal manner. If "Back Orders" are selected, then this approach would focus transfer reporting on more critical items needing expedite action to get the stock delivered faster than a supplier.

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## SMS Orders – "Move-In" Orders

This button has no sub-menu and evokes the listing directly. The "Move-In" Orders Report provides a guide for the user to expedite orders and attempt to move them in closer. This means no additional orders since these items have enough on order – just not scheduled to arrive in time.

"Move-	In" Orders Report		Print Preview	▶ ▶I 100	1% <b>- P</b> (	SMS I	Run Date: <u>1</u> -	Mar-1	12
Supplie	r: 41					<u> </u>	Page	1 of 1	
Item Number	Description	On Hand	Back Order	L/T Fcst	Required	Order #	Quantity	From	To Wk#
A6006	HDA5486 FA3101 AIR FILTER	14	4	115	119	A18289	40	13	10
C8014	Z10 FO1025 LUBE FILTER	89	50	689	739	A18289	200	13	10
F1111	R2619P FUEL FILTER	27	50	121	171	A18289	100	13	9
01522	1-13240224-0 LUBE FILTER	3	10	222	232	A18289	100	13	9
FC1104	Z252X FUEL FILTER	123	25	1,125	1,150	A18289	425	13	10
FC5501	Z51 FUEL FILTER	27	12	311	323	A18289	108	13	9
SFC1904	FUEL FILTER	2	12	313	325	A18289	108	13	9

#### <u>Тор</u>

•	SMS Run Date	Data extraction date (this should be the date SMS was run)
•	<u>Supplier</u>	This report is printed by the level 3 "key field" – usually Supplier
•	<u>Page Number</u>	Current page of total pages (i.e., 1 of 1)

#### From Left to Right

•	<u>Item Number</u>	Designator for i	ndividual stock	item or part	(stock-keeping-unit)
---	--------------------	------------------	-----------------	--------------	----------------------

- Description
   Description of the item (30 characters)
- On Hand
   The quantity of stock available
- <u>Back Order</u>
   The quantity of stock a customer need, but is not available
- L/T Fcst
   The projected forecast needed over the coming lead time
- <u>Required</u>
   *The quantity of additional stock needed*
- Order # Purchase Order number
- <u>Quantity</u>
   Specific portion of total requirement that should be moved in
- From Which week the quantity is actually in
- <u>To Wk#</u> The week the quantity should be moved up to

## Reporting Page 19 of 19

## SMS Orders – "Move-Out" Orders

This button has no sub-menu and evokes the listing directly. The "Move-Out" Orders Report provides a guide for the user to push orders and attempt to move them out into the future. This means slowing unnecessary inventory growth since these items have enough on hand – just not scheduled to arrive too soon.

"Move-	Out" Orders Report		Print Preview	▶ <b>▶</b>   100	0% 🕶 📭 é	SMS F	Run Date: <u>1-N</u>	<u>1ar-1</u>	2
Supplie	r: 41						Page 1	1 of 3	
Item Number	Description	On Hand	Back Order	L/T Fcst	Required	Order #	Quantity F	rom	To Wk#
A6006	HDA5486 FA3101 AIR FILTER	14	4	115	119	A17199	32	2	10
A6006	HDA5486 FA3101 AIR FILTER	14	4	115	119	A17578	52	4	10
A6006	HDA5486 FA3101 AIR FILTER	14	4	115	119	A17930	16	8	10
A7623	FA3251 AIR FILTER MAIN	35	9	59	68	C16801	9	4	17
A7623	FA3251 AIR FILTER MAIN	75	9	247	256	A17578	81	4	13
A7623	FA3251 AIR FILTER MAIN	75	9	247	256	A17930	108	8	13
A8505	FA3263 AIR FILTER MAIN	407	25	388	413	A17578	300	4	26
A8513	FA3039 AIR FILTER R/SEAL	180	25	227	252	A17578	75	4	21
C1007	Z371 LO329K LUBE FILTER	42	6	148	154	C 164 56	48	5	13
C1007	Z371 LO329K LUBE FILTER	42	6	148	154	C16801	96	4	13
C1007	Z371 LO329K LUBE FILTER	170	6	611	617	A17199	90	2	14
C1007	Z371 LO329K LUBE FILTER	170	6	611	617	A17578	300	4	14

#### <u>Top</u>

- SMS Run Date Data extraction date (this should be the date SMS was run)
- <u>Supplier</u>

Page Number

This report is printed by the level 3 "key field" – usually Supplier Current page of total pages (i.e., 1 of 3)

#### From Left to Right

- <u>Item Number</u> Designator for individual stock item or part (stock-keeping-unit)
  - **Description** Description of the item (30 characters)
- On Hand
   The quantity of stock available
- <u>Back Order</u> The quantity of stock a customer need, but is not available
  - <u>L/T Fcst</u> The projected forecast needed over the coming lead time
- <u>Required</u>
   The quantity of additional stock needed
- Order # Purchase Order number
- <u>Quantity</u>
   Specific portion of total requirement that should be moved in

The week the quantity should be moved up to

- From Which week the quantity is actually in
- <u>To Wk#</u>