

2014

# ProTrac Order Requirement Report

Review Open Orders, Quotes, Purchase Orders, Submitted and Planned on One 4 column ProTrac report.

ProTrac has a complete Inventory Replenishment Software package that is part of our standard software installation. We track **Minimums, Maximums, and Order Point Guide Calculations.**

ProTrac will create a Purchase Order without walking the stacks or keying the PO into the system. With all of this reporting we still created a new report called an **Order Requirement Report.**

## **Why an Order Requirement Report?**

All of our distribution customers are small to mid-sized companies and often times there is precious little time to use any inventory calculations.

Our Order Requirement Report does something that most ERP reports do not do and that is to look at

- **Open Orders**
- **Quotes**
- **Purchase Orders** (Submitted and Planned)
- **Category Sales** (New concept)

**On One 4 column Report**

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6/1/2014





# ProTrac Order Requirement Report for Industrial Distributors

Most computer systems have the information that is on this report. Unfortunately that information cannot be accessed on just one report. We developed the Inventory Requirement Report to give the buyer every piece of pertinent information on one report. **If you are looking at a commitment that is a month away the Quantity on Hand has no value, you can leave that column off of a report.**

**With this report in hand both management and the buyer can stay up with customer needs.**

```
*** ProTrac TEST TEST TES          TST          08/03/10 - 08:24
ProTrac(R) 8.22.01                eod0031
Mel
```

```
Order Requirements                PAGE:          1
```

The Order Selection could have been by Product Line, Open Orders, or Quotes

```
Order Selection: By Category - ABC PLANT
Include Quotes: Yes
Include Transfers: No
Include Returns: Yes
Display Order Detail: No
Include Deposits: No
Include Labor: No
Include Non Real Items: No
PO Selection: By Category - ABC PLANT
Include Planned POs: No
Inventory Selection: All Inventory
Include Curr Inv in Need: Yes
```

P/L	Item Number	Description	Qty On Hand	Qty On PO	Cust Qty Ordered	Qty Needed	SPO
1.0	12-3037	Abrasive sand paper, Industrial	193		20	6	0
1.0	12-3050	3" X 50 YDS 50 GRIT SANDER ROL	74		0	5	0
1.0	9-0036	4" ALUM OX GRNDNG WHL 36 GR	9		0	20	11
AYM	110011	11001 1 BARRELL FAUCET"	10		50	1	0
BOS	SR1-4	STANDARD BEARINGS	14		10	30	6
CAE	05864E	2-7/16" 135 DEGREE SPLIT POINT	202		0	15	0
CAE	0586862E	2-1/8" 135 DEG SPLIT POINT	314		100	6	0
CAE	058877C	2-5/16" 135 DEG SPLIT POINT	201		0	1	0
HAH	53103	Drill Bit Regular-Point High-	51		0	5	0
HIT	HS12D	HITACHI NAILS 3-1/4"x131 4M/B	68000		0	3500	0
MLA	48-40-4505	COLD CUT TOOTH BLADE- 14"	6		10	20	4
MLT	0406-6	SC: MLT0602-22	25		0	1	0
MLT	0602-22	3/8" 12 VOLT CMPCT DRILL V28	27		0	2	0
MLT	0724-24	V28-HAMMER DRILL	3		0	1	0
MLT	0729-21	CORDLESS BAND SAW	21		0	1	0
MLT	2610-24	M18 18V XC High Capacity	33		0	1	0
TIM	02419	Spherical Plain Bearing	8		20	50	22
TIM	02420	Spherical Plain Bearing	52		0	5	0
TIM	02420A	STANDARD BEARING OPEN	5		0	2	2

**Why is the distributor running this report?** The distributor has a commitment to ABC Manufacturing for these items. The Customer expects shipment on August 20th. The order was put into ProTrac as a Category called ABC PLANT. Purchasing would run this report to ensure that they had product on the shelf or coming in to fill this order. **A Category can be tracked as an Open Order, Quote, Purchase Order or Planned Purchase Order.**

# ProTrac Order Requirement Report for Industrial Distributors

## Detail Inventory Requirement Report

There may be a problem with too many customers and not enough products for those customers. If you **“Check”** the **“Display Order Detail”** on the set up page you will get a listing of customers for every item on the report. This report shows the buyer who is buying the product on the **Requirement Report**. This would normally be run for an open Item report. **For a Demo Call Mel Carney at 800-711-7374**

```

*** ProTrac TEST TEST TES          TST          08/03/10 - 09:23
ProTrac(R) 8.22.01                eod0031
Mel
Order Requirements                  PAGE:          1
    
```

```

Order Selection: All Open
Include Quotes: No
Include Transfers: No
Include Returns: Yes
Display Order Detail: Yes - Sort By Acct No
Include Deposits: No
Include Labor: No
Include Non Real Items: No
PO Selection: All Open POs
Include Planned POs: No
Inventory Selection: All Inventory
Include Curr Inv in Need: Yes
    
```

**Who is buying the products on Open Order or Quotes?**  
**This Order Requirement Report is presented in detail.**  
**The item is listed on top and is followed with the**  
**On Hand, On PO, On Order, from the customer and how**  
**many are still needed to fill these orders.**

**Under the item, ProTrac displays the**  
**customer/customers who have purchased the item along**  
**with the sales person and how many each customer has**  
**purchased.**

P/L Item Number	Description	Qty On Hand	Qty On PO	Cust Qty Ordered	Qty Needed SPO
1.0 12-3037	Abrasive sand paper, Industrial	193	79	6	0

Account	Sls	Sls	Sls	Qty Ord	Qty BO	Qty Ship	SPO
Order No S Number	Rpl	Rp2	ID T				
4555 0 14THST01	Bud	JON	MDC S	1	0	1	
4687 0 14THST01	Bud	JON	MDC S	5	0	5	

P/L Item Number	Description	Qty On Hand	Qty On PO	Cust Qty Ordered	Qty Needed SPO
1.0 12-3050	3" X 50 YDS 50 GRIT SANDER ROL	74	0	15	0

Account	Sls	Sls	Sls	Qty Ord	Qty BO	Qty Ship	SPO
Order No S Number	Rpl	Rp2	ID T				
4628 0 14THST01	Bud	JON	MDC S	5	0	5	
4635 P 14THST01	Bud		Adm S	5	0	5	
4636 P 14THST01	Bud		Adm S	5	0	5	

**ProTrac is able to give this**  
**much information all from one**  
**ProTrac Report. Call for a**  
**demonstration**

# ProTrac Order Requirement Report for Industrial Distributors

It's Five O'clock and you need to know if all of your inventory commitments can be filled with:

- **Inventory on the Shelf**
- **Inventory coming in on a Purchase Order**

This Order Requirement report is a fast and effective way to ensure that you can head for home with all of your commitments covered.

This report was called by one of our customer's as being a Great "What If" Report. He was correct. This report does not update any file, it simply reports the position of every order and every item on those orders/quotes/purchase orders to management

The screenshot shows the 'Order Requirements' software window. It has a blue title bar and standard window controls. The main area is divided into several sections:

- Order Selection:** Includes radio buttons for 'All Open', 'By Date Entered' (selected), and 'By Date Required'. There are date fields for 'From Date' and 'To Date', both set to 06/02/2014. A checkbox for 'Category' is checked, with a text box containing '7THSTJOB'. A 'Sort By' section has radio buttons for 'By Order No', 'By Sales Rep1', 'By Sales Rep2', 'By Sales ID', and 'By Acct No'. A list of checkboxes includes 'Include Quotes', 'Include Transfers', 'Include Returns' (checked), 'Include Deposits', 'Include Labor', 'Include Non Real Items', and 'Display Line Notes'. A callout box says: "If you have open quotes for this job, check the Quotes box".
- PO Selection:** Includes radio buttons for 'All Open POs', 'By Date Entered' (selected), and 'By Date Required'. There are date fields for 'From Date' and 'To Date'. A checkbox for 'Category' is checked, with a text box containing '7THSTJOB'. A checkbox for 'Include Planned POs' is present. A callout box says: "If you have PO's submitted for a job you can instruct ProTrac to include those numbers on this report".
- Inventory Selection:** Includes radio buttons for 'All Inventory' (selected) and 'P/L Range'. A checkbox for 'Include current on hand to calculate requirement' is checked. A callout box says: "You can select the range of PO's by date or by job".

At the bottom, there are 'Process' and 'Exit' buttons. A status bar at the very bottom says 'Choose order selection method.' A final callout box at the bottom right says: "The Order Requirement Report does not update any files, it just shows management if they can cover all of their inventory commitments."

This report is a result of listening to our small to mid-sized distributors. ProTrac has all of the replenishment reports, but when you wear the number of hats that our customer's wear, there may not be time run those reports.

This report does not take the place of a good replenishment strategy. However, if it keeps you from missing a customer's drop dead deadline, then the report has done its job.

**Call Mel Carney for a demonstration  
800-711-7374**