

1.1 Auto Pick Report

The Auto Pick report was created for management to analyze their current inventory situation and to make decisions based on sales history, restocking levels and minimum quantity levels. It allows a breakdown by Cost Center, Department and Item. It also allows analysis by Quantities Sold, Dollars Sold, or Gross Margin. Overall the Auto Pick Report can help managers identify where inventory levels are low/high so that decisions can be made to optimize inventory levels and to increase inventory turnover.

Select Si Business Central menu path *Datafile/Inventory/Report/Auto Pick* to begin:

The screenshot shows the 'Inventory Pick List Setup' screen with the following fields and callouts:

- #1: Cost Center: 999 ADMINISTRATION
- #2: Department: One All, Enter Dept: DRG, Item Detail: Y
- #3: Items to Pick for: Top 'X', One Item, All Items
- #4: Enter '# of items: 50
- #5: Base Top 'X' items on: Quantity, Sales (<\$), Gross Margin
- #6: Report Order: Part, Dept, Shelf, Vendor

Following is a description of the options seen in the above figure that the user is given to create the report by:

1. Cost Center: When you first start the Auto Pick Report it will prompt the user to enter the Cost Center for which they would like to report on. By entering the Cost Center '000', all Cost Centers will be included in the result set. Once the Cost Center is selected the Cost Center number and description will show at the top of the setup screen.
2. Department: Here the user can select to report on either a specific Department or all departments. If the report is set-up to report on a specific Cost Center, the program will ask if 'Item Detail' is to be included or not. If Item Detail is set to 'Y' for 'Yes', then each inventory item that belongs to a specific department will print, otherwise a departmental summary is all that will be printed.
3. Items to Pick: The user can select to report based on all items, one item, or a specific number of top selling items. If the user selects One Item, they are able to enter in a specific inventory item to report on. If the user selects All Items, then the report will contain information on all items specific to the Department selected.

4. Top 'X': If the user has selected the Top 'X' option, then additional information is required. The user will be prompted to specify the Number of items that will fall in the Top 'X' for the report. Also, the user will be prompted to select what to base the Top 'X' items on, either Quantity, Sales \$, or Gross Margin.
5. Stock Details: The report requires certain information from the user to correctly calculate inventory pick values. These include the number of days of sales history, the restocking period, and the minimum qty desired to have on hand, of which all are identified in terms of days.
- Number of Days of Sales History
- This option determines how many days of sales history to use in order to calculate the amount of inventory that is being sold. For example, 'I want to calculate my daily average sales based on the last 90 days of sales transactions.'
- Restocking Period
- How many days of inventory you want to have on the truck based on the average daily amount of inventory sold. For example, 'I want to have 14 days of stock on my truck.'
- Minimum Qty on Hand
- How many days of inventory should be on hand at all times, the minimum amount you should be stocked with. This describes a minimum level of inventory that should be associated with the Cost Center at all times in case of busy periods or delays in shipping. For example, 'I want to make sure there is always a minimum amount of 2 days worth of inventory on my truck.'
6. Report Order: This allows the user to print the report results by Part, Department, Shelf or Vendor order.

1.1.1 Auto Pick Report

Availability: Individually Configured for each Workstation.

Menu Path: Datafile/Inventory/Report/Auto Pick.

Page: 1 Date: Aug 25/04

Solid Innovation Demo
Inventory Pick Sheet for Cost Center 999
Top 50 selling items based on Quantity
For a 14 day restocking period based on the previous 90 days of sales.
With a Minimum 2 days of stock.

CC	Part	Description	Barcode	Dept	Shelf	Vendor	Sales/Period		Average	Qty	Pick	
							Qty	(\$)	GM	Qty/Day	On Hand	Qty
999	DRG ADVIL	***ADVIL		DRG		LILD	24	5.28	0.00	0	24	-24
999	DRG MINI TH PK	MINI THINS 25/50 3C		0	DRG	BDI	0	0.00	0.00	0	-1963	1963
999	DRG STACK 20BT	STACKER 2 20C BTL		3	DRG	CBDIST	0	0.00	0.00	0	-902	902
999	DRG STACK 3 BTL	STACKER 3 20C BTL		3	DRG	CBDIST	72	360.00	32.00	1	-308	324
999	DRG STACKER 3	STACKER 3 4C BLS		3	DRG	CBDIST	0	0.00	0.00	0	1821	-1821
999	DRG TRUCKRS RIP	TRUCKERS 4C IT RIP		0	DRG	CBDIST	0	0.00	0.00	0	-3930	3930
Summary for Cost Center 999:							96	365.28	31.53	1	-5258	5274

The Auto Pick report provides management a tool with which to analyze inventory levels and make informed decisions about inventory management. This report helps management discover where inventory levels are low/high in order to make changes based on sales history for particular items and departments. Management is further aided by the ability to incorporate restocking periods and minimum quantity on hand levels into the inventory calculations. The following numbered list corresponds with the respective label in the above figure for further detailed explanation:

1. Report Header

- a) The first line of the Auto Pick report header will display your company's name.
- b) The second line of the Auto Pick report header will display the name of the report and for which Cost Center the report is for.
- c) The third line of the Auto Pick report header will display what items are being reported on. This could be a Top 'X', where 'X' is the number of top items entered by the user. This could be a single item, or it could be all items. If Top 'X' was selected, it will also indicate if the Top 'X' items are based on Quantity Sold, Dollars sold, or Gross Margins.
- d) The fourth line of the Auto Pick Report header will display the Restocking period for this report as well as the Number of Days of Sales History used for calculations.
- e) The fifth line of the Auto Pick Report header will display the Minimum Quantity on Hand by number of days.

2. Details Header

The details header indicates what information will be printing in the column below it. This report can be ordered by Part, Department, Shelf, or Vendor.

3. Pick Qty

The Pick Qty is a calculated field indicating the amount of stock that needs to be increased/decreased for the Cost Center in question. This calculation is based on the following:

A = Average Quantity Sold

B = Quantity Currently On Hand

X = Restocking period

Y = Minimum Quantity On Hand (the level of Quantity measured in # of days)

$$\text{Pick Qty} = (X * A) + (Y * A) - B$$

Average Quantity Sold

This is an average quantity of a specific product that is sold on a daily basis. This number is derived from the previous number of sales history days reflected in the Report header.

Quantity Currently On Hand

This is the current inventory level for a specific product for the Cost Center that is being reported on.

Restocking Period

This is the number of days that a Cost Center is required to have all times. So if a particular Cost Center is required to have 14 days of stock, and the Average Quantity Sold is 6 a day, you would then need to have $14 * 6 = 84$ units to cover this Restocking Period.

Minimum Quantity On Hand

This is the minimum level of inventory on hand that a Cost Center is to have measured in days. This can include additional days to take into consideration the restocking period, lead times, shipping times, or cover for spikes in buying trends.

From this information the optimal inventory level for a particular part in a particular Cost Center is calculated. Management can then Transfer, Return, or Order stock in order to provide for better inventory management and increase inventory turns.

4. Cost Center Summary

This provides summary information for each Cost Center reported on.