PURPOSE: DEACOM can run various Management reports in each area. The Management pre-filter is used to define the criteria you want.

PROCESS STEPS:

1. Navigate to Sales > Sales Order Management
2. Choose the Report Type you want (See detailed list below)
3. Complete the pre-filter as necessary
4. Click View

Report Descriptions:

A/R Distribution - Prices by part number and revenue account for each sales order. Customer information is available to display on the report.

Allocations - Fulfillment - This report calculates the Net of Parts after calculating daily Inventory in a specific date range. Once the report is run, the grid will load and be sorted by Part Number, then Due to Ship date, then Priority. The net is calculated as follows: (On-Hand + Staged + Reserved + Jobs) - SO Quantity

Allocations - Simple - This report will allow customers to understand in a cumulative fashion the relative status of all items on all Sales orders. The report includes the data from the sales order detail report plus these three fields, "onhand" (current onhand of the part in a status of "inventory"), "staged" (inventory that is staged to the sales orders), and finally "reserved" (inventory that is reserved to sales orders). Note that parts which do not have anything on hand will still be displayed on the report. If customers are not using linked jobs, then these columns will be blank.

Blanket Orders - Detailed report showing blanket order number, bill-to name, and both used and remaining quantities for individual part numbers.

Cost Summary - Costing report that displays the total sales order cost, based on item master costing fields for all parts as well as total revenue. Note that the matcost, totstanmat, labcost and totstanlab calculated fields on the Sales Cost Summary report only display values for sales orders linked to jobs.

Cost Summary by Project - Costing report by project showing labor and material costs together with revenue, profit and margin information.

Credit - Web version only report that returns all unshipped orders that fail credit check. The security setting, Sales - Credit Report, controls access to both see the report in the drop down selection and run the report. The report gathering logic is: Any sales orders that fail the credit check, credit hold orders that still fail, and credit hold orders that no longer fail. Buttons specific to this report are: Credit Hold, Approve, Select All, Select None, Select Passed, Select Failed, and Receivables. Note that the credit hold and approve buttons have permission checks just as in the rest of the system. Business Case - this report is useful in situations where customers want to see the credit status before processing orders via the shipment transaction where performing the credit check at time of shipment is not timely to rectify credit issues.

Credit Card Authorizations - This report shows orders with a value in the Credit card authorization (to_ccauth) field. Authorizations are cleared by clicking on the Clear CC Auth button on the report. This does not void payments, just an existing authorization, and clears the to_ccauth and to_authorize fields from the sales order. Note that two security items support users' ability to view and the report and clear credit card authorizations. These are "Sales orders -- view credit card authorizations" and "Sales orders -- clear credit card authorizations".

Customer Inventory - Detailed report showing original and remaining quantities of returnable items for each bill-to and ship-to customer. The item master flag "Track customer inventory" determines if items appear on this report. This report may be used in connection with the asset tracking feature.

Date Management - Summary report showing all date fields, total order amount and bill-to name for each sales order. Additional customer information is available to display on the report.

Linked Jobs - The report contains sales line, job header, and job line data for each job line that is linked to a sales order.

Lots Shipped - Detail level report showing all lots that were shipped, by part number, for each sales order. The report will display all lines/items that were shipped on the sales order unless the "Part Number" or "Part Starts With" fields on the pre-filter are used to filter the results by the part(s) specified in these fields. Lot date and expiration date are available to this report. Additional customer information and inventory notes (fi_notes) is also available to display on the report. Shipped quantities are displayed as positive quantities, Received(returned) quantities are displayed as negative quantities.

Lots Shipped Summary - Summary report by item number and location. Drill down to detail information is available. The lots shipped summary is grouped by item number, location, facility, account, attributes 1-3, masterlot and density. Shipped quantities are displayed as positive quantities, Received(returned) quantities are displayed as negative quantities.

Order Detail - Detailed report showing part numbers, quantities and pricing for all inventory sales order lines. Customer part number and description area also included. This report does not include taxes. The sales unit of measure (salesunit) is also available to this report. The basefactor variable is available to this report as well. Basefactor is the un_factor for the part's stock unit. A line for a part whose stock unit is a case of 25 will have a basefactor of 25. Note item master user-defined fields are available to this report.

Order Summary - Summary report showing pricing and date information for each sales order. The Order Summary report pulls the dollar amounts from the header information and will include taxes. Information regarding the user that entered and/or shipped orders may also be added to the grid in this report.

Period - Summary report showing total orders, total order amounts as well as profit and revenue information for each period as defined in the fiscal year section of DEACOM. The report also sums total weight for orders that have had inventory reserved. For sales orders, the catch weight is summed for catch weight parts and the unit weight is summed for all other parts.

POS Reconciliation - Point of Sale report that displays sales amounts, returns, deposit and gain/loss information for each store, location or facility as defined in the facility setup section of DEACOM.

Pricing - Displays a list of sales prices for a specific bill-to, ship-to customer or specific parts based on the selections made in the pre-filter. Customer Part Pricing, Deal Pricing, Facility List Price, Item Master List Prices, Pricing Orders, and Quantity Pricing Breaks are also displayed.

Profit Detail - Detailed report showing revenue, cost, profit and margin information for each sales order line on shipped sales orders.

Profit Summary - Summary report showing revenue, cost, profit and margin information for each shipped sales order. When calculating Cost for the Profit Summary, only stocked parts will be factored into the total.

Project Detail - Detailed report showing pricing, quantity and order vs. shipped balance information for all sales orders associated with projects.

Quote Performance - Summary report that displays won, lost and pending quotes by bill-to customer. Users may drill down for further details. Note that when selecting this report type, the contact person linked to the sales order may be selected in the "Rank By" field on the pre-filter.

Ranking - Summary report that ranks the report results from highest to lowest based on the "rank by" selection on the pre-filter form. **Notes:** 1. The "Unit Of Measure" field on the Page 2 tab of the pre-filter is available for use when running ranking reports. 2. When ranking by "Part Number", the part description will also be added to the end of the name field on the grid. Likewise, when ranking by "Part Description", the part number will be added to the end of the name field on the grid. 3. The "Rank By" combobox on this report contains a "Customer Part" option. When selected works the same as selecting Part Number except only customer parts are shown and taken into account. In addition the customer part name and description are shown instead of the default items name and description.

Ranking 2 - Summary report that ranks the report results from highest to lowest based on the "rank by" selection on the pre-filter form compared to prior year. The "Rank By" combobox on this report contains a "Customer Part" option. When selected works the same as selecting Part Number except only customer parts are shown and taken into account. In addition the customer part name and description are shown instead of the default items name and description.

Short Ship - Detailed report showing quantity and part information for sales orders where the shipped quantity was different then the ordered quantity.

Special Order - Detailed report showing all sales order lines containing special order parts.

Tally Items Detail - Detailed report showing all sales order lines containing tally parts.

Transfer Variance - Detailed report showing cost variances for inter-company transfers.

Trend - Dollars - Summary report showing sales order dollar totals, ranked highest to lowest based on the "rank by" selection on the pre-filter form. Trend reports can also be used to perform year over year analysis. Additional information is available in the "Trend Reports And Year Over Year Analysis" section further down on this page.

Trend - Units - Summary report showing sales order unit totals, ranked highest to lowest based on the "rank by" selection on the pre-filter form. Note that the quantities displayed on the report will vary depending on the selection chosen in the "Date Based On" field on the pre-filter. As an example, if the date based on selection is "Shipped", then the report will display the shipped quantities instead of ordered quantities.

Sales User detail 1-5 - Customizable sales order detail reports. Additional item, customer and sales order line fields are available to display on the reports. Note also that the customer part number (cu_codenum) and customer part description (cu_descrip) fields are also available to these reports. In addition, Bill-To and Ship-To user fields are available to these reports.

Sales User summary 1-5 - Customizable sales order summary reports. Additional customer and sales order header fields are available to display on the reports. In addition, Bill-To and Ship-To user fields are available to these reports.

Work Flow - Detailed report showing all work flow sequences for all sales order lines.

REVISIONS

Rev	Date	Change
I/R	10/23/17	New
A	3/20/18	Formatting & rearrange order