INV-61 Pre Built Reports - Inventory

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide list of the Inventory (INV) pre-built reports and their descriptions available in the North Carolina Financial System (**NCFS**).

Process Area	Report Number	Report Name	Report Description
INV	NC-INV	NC INV Transfer Order Details Report	This report displays the inventory transfer order details keyed into NCFS.

Process Area	Report Number	Report Name	Report Description
INV	RPT-IN-001	RPT-IN-001 Shipment By Warehouse Report	As part of this specification, ‘Shipment by Warehouse’ report will be developed to list fully and/or partially shipped/returned and/or accepted and/or rejected items/orders from/to the Inventory Organization on daily basis. Warehouse managers/staff will be able to review the report output for the Inventory Organization(s) they have access to. Report Data Flow: • Orders and/or Returns are initiated either by Customers or by Warehouse managers/staff: ◦ Customers/end users create Internal Requisition orders (consumption orders) in Self Service Procurement. ◦ Customers request items over the counter and the issuing Inventory Org creates Misc. Transaction order (Transaction type –NC Direct Issue) or by creating Movement Request issue (similar to Misc. Transaction but with pick ticket). ◦ Warehouse managers/staff can request transfer of items from other Inventory Organizations by using Transfer Orders and can process

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INV	RPT-IN-002	RPT-IN-002_Quantity Backorder Report	As part of this specification, ‘Quantity Backorder Report’ will be developed to show the orders that do not have enough available quantity to fulfil the consumption requisitions or Transfer Orders. The warehouse manager/staff will review this report on daily basis. The report will include: Item Number, Item Description, UOM, Requisition Number, Requisition Line, Quantity available to transact, Transfer Order Number, Transfer Order Line, Transfer Order Line Quantity, Quantities Backordered, Requested Delivery Date, Source Organization, Destination Organization and Requester. Report Data Flow: • Orders are initiated either by customers or warehouse managers/staff: ◦ Customers create consumption requisitions in Self Service Procurement. ◦ Warehouse managers/staff can request transfer of items from other Inventory Organizations by using Transfer Orders in Oracle Cloud Inventory.

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INV	RPT-IN-003	RPT-IN-003_CycleCount_Variance_Report	As part of this specification, the Cycle Count Variance Report will be developed to show the variances in counted quantities and values in comparison with the quantities and values in Oracle Cloud system. Report data flow: • Warehouse Staff will count the quantities for the items on the Cycle Count Report then record the counted quantities in Oracle Cloud Inventory. • Warehouse Approver runs Cycle Count Variance Report. • Based on the results of the Cycle Count Variance Report, the Warehouse Approver may choose to request a Recount, Approve or Reject the cycle count in the system.

Process Area	Report Number	Report Name	Report Description
INV	RPT-IN-004	RPT-IN-004-Valued Transaction Register Report	As part of this specification, the Valued Transaction Register Report will be developed to generate list of all inventory transactions (Transfer Orders, Movement Request, Misc. Issue/Receipt et al) that are performed in the inventory organization and the valuation of such transactions along with the accounting posting of such transactions. Report data flow: • Warehouse Managers and Cost Accountants will generate Valued Transaction Register Report in Summary or Detail mode. • Warehouse Managers and Cost Accountants will review the generated report output.

Process Area	Report Number	Report Name	Report Description
INV	RPT-IN-005	RPT-IN-005 Daily Items Average Cost Changes Report	As part of this specification, the Daily Average Cost Changes Report will be developed to generate the Item(s) Average Cost Changes on a daily basis in specific Warehouse(s)/Inventory. The report will show the data for all the item(s) where cost changes had occurred. Report data flow: • All Cost Accounting related programs are scheduled to run on daily basis. • Warehouse Manager(s) runs Daily Average Cost Changes Report. • Warehouse Manager(s) will review the results.

Process Area	Report Number	Report Name	Report Description
INV	RPT-IN-006	RPT-IN-006 Open Orders Report	As part of this specification, the Open Orders Report will be developed to list Internal Requisitions by Customers/LEA and Transfer Orders by Inventory Organizations that are not yet fully shipped to them. Warehouse Manager(s) will be able to view the Open Orders Report for the Inventory Organization(s) that they have access to. Report data flow: • Customers/LEA will place Internal Requisitions using Oracle Cloud Self Service Procurement, Inventory Organization will request Transfer Orders using Oracle Cloud Inventory. • Warehouse Managers will run Open Orders Report on a daily/regular basis. • Warehouse Managers will review the list of Open Orders that are yet to be shipped out from their Inventory.

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INV	RPT-IN-007	RPT-IN-007 DPI Items Catalog Report	As part of this specification, the DPI Item Catalog Report will be developed to generate the list of all publications/materials that are in Active Status. The report will list the items associated to DPI by either Grade, Category, Subject, Contract dates (Contract From Year and Contract To Year), Publication Type, Publisher, Catalog Price for DPI Inventory Organizations. Report data flow: • Items (publications/materials) associated with DPI are entered/maintained in Item Master Organization in Oracle Cloud Inventory. • DPI/LEAs will generate DPI Item Catalog Report. • DPI/LEAs will review the report output.

Process Area	Report Number	Report Name	Report Description
INV	RPT-IN-008	RPT-IN-008 Warehouse Activity Register Report	As part of this specification, Warehouse Activity Register Report will be developed to generate the consolidated list of Items in the Inventory Organization, its availability and movement for a given date range. Report data flow: • Warehouse Manager(s) will generate this Warehouse Activity Register Report. • Warehouse Manager(s) will review the generated report output.

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INV	RPT-IN-009	RPT-IN-009_Quantity Adjustment Details Report	As part of this specification, the Quantity Adjustment Details Report will be developed to show the daily adjustments and corrections made to items. Warehouse Manager runs Quantity Adjustment Details Report as needed. Warehouse Manager reviews the report output. Report data flow: • Adjustments and corrections to system quantities are performed in the Inventory due to loss, shelf-life expiration, inaccuracy in record keeping, etc. • Warehouse Manager will generate and review the Quantity Adjustment Details Report. • Finance team may review the results of the adjustments and corrections in the report as needed.

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INV	RPT-IN-010	RPT-IN-010_NC_Sub_Inventory_Item_Movement_Report	As part of this specification, Inventory Item Movement Report will be developed to generate list of items that are transferred from or to a specific Inventory and/or between Sub-inventories within an Inventory Organization for the given date range. Report data flow: • Items are moved between Inventories or within an Inventory (Sub-inventory Transfer) on regular basis. • Warehouse Manager/Staff will generate this Inventory Item Movement report for analysis and tracking. • Warehouse Manager/Staff will review the results.
INV	RPT-IN-013	RPT-IN-013_Negative Inventory Balance Report	As part of this specification, Negative On-hand Inventory Balance OTBI Report will be developed to list all the items having negative on-hand quantity in a warehouse. Report will list Inventory Organization, Item Category, Item Number, Item Description, UOM and the On-Hand Quantity.

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INV	RPT-IN-014	RPT-IN-014 Inventory Turns and_All_Items_Valuation_Report	As part of this specification, ‘Inventory Turns Report’ will be developed to list Cost Organization, Cost Book, Inventory Organization Code, Inventory Organization Name, Item Number, Item Description, Primary UOM, Beginning On-hand Qty, Beginning Value, Ending On-hand Qty, Ending Value , Cost of Goods Sold (COGS), Inventory Turns, Current On-hand Qty, Current On-hand value and Days Sale of Inventory based on the date range parameter provided. Warehouse managers/staff should be able to view the report output for the organization(s) which they have access to. Report Data Flow: • Customers/end users create Internal Requisition orders (consumption orders) in Self-Service Procurement. • Warehouse managers/staff can request transfer of items from other Inventory Organizations by using Transfer Orders and can process returns to other Inventory Organizations by using Transfer Order Returns (Issuing or Receiving warehouse). • Warehouse managers/staff can issue items over the counter using

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INV	RPT-IN-015	RPT-IN-015 Pick List Report	As part of this specification, Pick List Report will be developed to generate the list of items that are due to be picked and shipped for Inter-Org Transfers along with Consumer Orders/Self Service Procurement and Movement Request Report data flow: • Inventory (Warehouse) receives Inter-Org Transfers along with Consumer Orders/Self Service Procurement and Movement Request from Oracle Cloud Inventory. • Schedule Pick Wave ESS or Warehouse Manager/staff runs Create Pick Wave. This process prints Pick List Report. • Warehouse Staff pick the items from their inventory locations based on the Pick List Report. • Warehouse Manager/staff confirm the Pick Confirm (Post) the pick in Oracle and the items are then shipped (Post as Shipped) to requesting Inventories or consumers. • Receiving Warehouse Manager/staff or consumers receive the Items and signs the Pick List Report and send the signed document back to the Issuing Warehouse.

Process Area	Report Number	Report Name	Report Description
INV	RPT-IN-017	RPT-IN-017 NC_Print_Cycle_Count_Listing_Report	As part of this specification, NC Print cycle count listing report’ will be developed to generate list of items that will be physically counted in the given warehouse as part of scheduled cycle counting. Report data flow: • Warehouse Manager runs the ‘NC Print Cycle Count Listing Report’ and prints it. • Warehouse Staff counts and enters the quantities for the items in above report • Warehouse Manager records counted quantities in Oracle system. • Warehouse Approver compares the actual physical quantities counted with the on-hand quantities and decides either to approve, recount or reject the cycle count entries.

Process Area	Report Number	Report Name	Report Description
INV	RPT-IN-018	RPT-IN-018 DAC_Food-Warehouses_Issues&Returns-Report	The report will show either items issued (NC Direct Issue and NC Deduct Inventory Adjustment) or returned (NC Direct Return and NC Add Inventory Adjustment) data for the date range and warehouse(s) parameters selected. Report data flow: • Warehouse Manager issues items (over the counter issue to customers/warehouses) or does negative adjustment (reduce on-hand quantity due to damage or loss of item) in Food Warehouses (423010F through 424905F). • Warehouse Manager runs DAC Food Warehouse Issues and Returns Report for specific or all Food Warehouses and for a given date range. • Warehouse Manager will review the results.

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INV	RPT-IN-019	RPT-IN-019 DAC_Produce-Warehouse_Issues&Returns-Report.docx	The report will show either items issued (NC Direct Issue and NC Deduct Inventory Adjustment) or returned (NC Direct Receipt and NC Add Inventory Adjustment) data for the date range parameters selected. Report data flow: • Warehouse Manager issues items (over the counter issue to customers/warehouses) or does negative adjustment (reduce on-hand quantity due to damage or loss of item) in Produce Distribution Warehouse (428330R). • Warehouse Manager runs DAC Produce Distribution Warehouse Issues and Returns Report for specific or all Food Warehouses and for a given date range. • Warehouse Manager will review the results.
INV	RPT-IN-020	RPT-IN-020 Pre-pick Item Availability Report	This report displays items by Inventory Org, Preferred Stock Location and Transfer Order line details to assist with preparing to pick orders to ship out.

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INV	RPT-IN-021	RPT-IN-021 NC Expense Transactions and Exceptions Report	This report was designed to assist Inventory Agencies Accounting Divisions with reconciling accounting segment data keyed during Inventory Transactions.
INV	RPT-IN-022	RPT-IN-022 Warehouse and Ship to Location Report	This report displays Inventory Organization and Ship to Locations and addresses for each facility.
INV	RPT-IN-024	RPT-IN-024 NC INV Inventory Item Details Report	This report was designed to display inventory item details such as item attributes, category codes, accounting segment mapping, etc...
INV	RPT-IN-026	RPT-IN-026-Warehouse Picking Document Report	This report displays Transfer Orders/SSP Orders by item and Preferred Stock Location. This assists the warehouse with picking the same item for multiple orders from one location in the warehouse.
INV	RPT-IN-027	RPT-IN-027 NC SSP Open-Back Orders Report	As part of this specification, the NC SSP Open Orders Report will be developed to list Internal Requisitions by Customers that are not yet fully shipped and Backorder details. Requester (User) will be able to view the SSP Open Orders Report for the Inventory Organization(s) and Backorder details based on the delivery to location selected.

Process Area	Report Number	Report Name	Report Description
INV	RPT-IN-029	RPT-IN-029 - NC Inventory Item subinventory and Transaction Defaults	A BIP report will be created as part of this specification to deliver information concerning all sub-inventory items related to inventory. This report aims to assist agencies in identifying sub-inventory items and transaction defaults. It will include most of the columns found in the Manage Subinventory and Locators, as well as the Manage Item Transaction Defaults Area.

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