



# SCHEDULE MIN-MAX PLANNING REPORT

INV

## QUICK REFERENCE GUIDE INV-51

### Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to Schedule a Min-Max Planning Report in the North Carolina Financial System (**NCFS**).

### Introduction and Overview

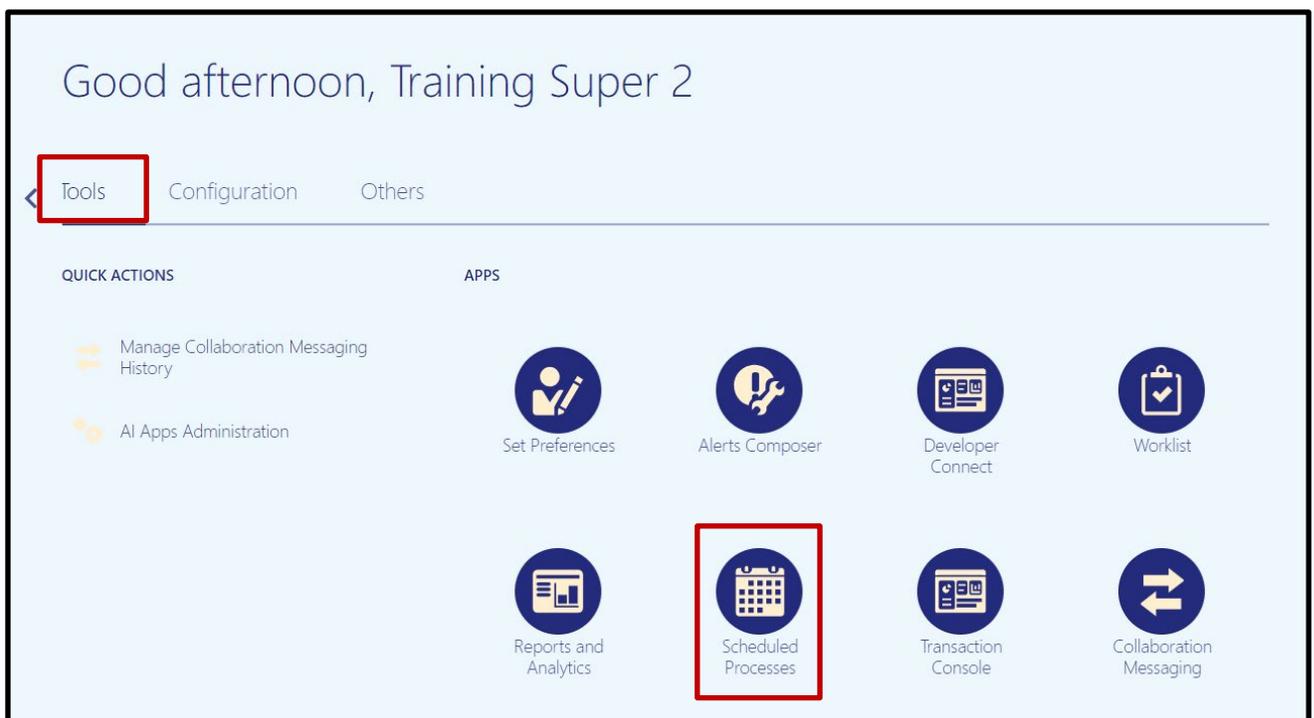
This QRG covers an explanation on how to schedule a min-max planning report in NCFS.

The Min-Max Planning report offers suggested replenishment order quantities based on current on-hand stock, min-max levels for the item, open orders out to a certain date, and incoming replenishment orders out to a certain date. Orders placed, changed, or cancelled, or orders which are outside of the defined dates, may cause suggested reorder quantity to be incorrect.

### Schedule Min-Max Planning Report

To schedule a pick slip report in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, under the **Tools** tab, click the **Scheduled Processes** app.



3. On the **Scheduled Processes** page, click **Scheduled New Process**.

The screenshot shows the 'Overview' section of the 'Scheduled Processes' page. It includes a search bar, search results, and a table of processes. The 'Schedule New Process' button is highlighted with a red box. Below the table, there are several action buttons: Resubmit, Put On Hold, Cancel Process, Release Process, and View Log.

Name
Rebuild Learning Item Stop Word Index
Rebuild Learning Item Stop Word Index
Rebuild Learning Item Stop Word Index
Provide Online Transaction Engine Functionality

4. Type *“Print Min-Max Planning Report”* in the **Name** field. Click **OK**.

Note: The dash (-) between Min and Max is required.

The screenshot shows the 'Schedule New Process' dialog box. It has a 'Type' section with radio buttons for 'Job' (selected) and 'Job Set'. The 'Name' field contains 'Print Min-Max Planning Report' and is highlighted with a red box. The 'Description' field contains 'Calculates min-max planning replenishment levels for items.' At the bottom right, the 'OK' button is highlighted with a red box.

5. Notable fields and their descriptions are listed below.

In this example, Organization was set to 4210451, Sort by was set to Inventory Item, Planning Level was set to Organization, Item Selection was set to Items under minimum quantity, Demand Cutoff Date Offset was set to 15 days, Supply Cutoff Date Offset was set to 15 days, and all other fields were kept as the default.

- a. **\*Organization** – Drop-Down List; Field to select the inventory organization
- b. **\*Sort By** – Drop-Down List; Field to select report item sorting method
- c. **\*Planning Level** – Drop-Down List; Field to select planning level

**Note:** Inventory Organizations are currently planned at the Organization level. Running the report with Subinventory set may not return any results.

- d. **\*Item Selection** – Drop-Down List; Field to select which items to view

Supply and Demand Cutoff date fields let you choose a future date to base the report on. NCFS will use predicted stock levels at that future date to suggest reorder quantities. For example, today is 10/20, my item is below the minimum threshold but an already placed reorder quantity is due to arrive on 10/25. If I set my **Supply Cutoff Date** to 10/24, the Min-Max Planning Report will suggest I reorder more quantity, even though enough quantity has already been ordered. Note that the further in the future you set these dates, the more likely an order will be cancelled or changed, and results will be incorrect.

- e. **Demand Cutoff Date** – Choice List; Field to select a specific date of predicted stock levels based on demand orders.
- f. **Demand Cutoff Date Offset** - Editable Field; Field to enter a number of days in the future to set the Demand Cutoff Date. If today is 10/20, and the Demand Cutoff Date Offset is set to 5, the report will set the Demand Cutoff Date to 10/25.
- g. **Supply Cutoff Date** – Choice List; Field to select a specific date of predicted stock levels based on incoming replenishment orders.
- h. **Supply Cutoff Date Offset** – Editable Field; Field to enter a number of dates in the future to set the Supply Cutoff Date.
- i. **\*Restock** – Drop-Down List; **Set this field to No.** If you choose yes, incorrect and incomplete orders will be placed as NCFS does not support reordering by replenishment report causing incorrect stock levels in NCFS.
- j. **\*Net Unreserved Orders** – Drop-Down List; Field to choose if report runs with stock levels based on unreserved orders.
- k. **\*Include Interface Supply** – Drop-Down List; Field to choose if report runs with stock levels based on orders placed in interfaces (like eProcurement/Ariba).
- l. **\*Net Reserved Orders** – Drop-Down List; Field to choose if report runs with stock levels based on reserved orders.
- m. **\*Display Format** – Drop-Down List; Field to select the amount of information to be displayed.
- n. **\*Display Item Description** – Drop-Down List; Field to add or remove item description from report.

- o. **\*Include PO Supply** – Drop-Down List; Field to include or remove incoming replenishment from Purchase Orders from reporting calculations.

Note: Agencies DHHS and DAC do not use NCFS Purchase Orders for inventory ordering at this time.

- p. **\*Include Movement Request Supply** - Drop-Down List; Field to include or remove Movement Request from reporting calculations.

### Process Details ✕

i This process will be queued up for submission at position 1

Process Options Advanced Submit Cancel

**Name** Print Min-Max Planning Report  Print output ▼

**Description** Calculates min-max planning replenishment level...  Notify me when this process ends

**Schedule** As soon as possible **Submission Notes**

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### Basic Options

Parameters

**A** \* Organization 4210451 ▼

**B** \* Sort By Inventory item ▼

From Item ▼

To Item ▼

**C** \* Planning Level Organization ▼

**D** \* Item Selection Items under minimum quantity ▼

Subinventory

Batch Prefix

Lot Control Include both lot and not lot controlled items ▼

**E** Demand Cutoff Date m/d/yy 📅

**F** Demand Cutoff Date Offset 15

	Demand Cutoff Date Offset	15
G	Supply Cutoff Date	m/d/yy
H	Supply Cutoff Date Offset	15
I	* Restock	No
	Ship-to Location	
J	* Net Unreserved Orders	Yes
K	* Include Interface Supply	Yes
L	* Net Reserved Orders	Yes
	Include Nonnettable Subinventories	Yes
M	* Display Format	Display all information
N	* Display Item Description	Yes
O	* Include PO Supply	Yes

	* Include PO Supply	Yes
	From Category	
	To Category	
	From Buyer	
	To Buyer	
	From Planner	
	To Planner	
	Purchasing by Revision	No
P	* Include Movement Request Supply	Yes
	Net WIP Demand	Yes
	Include WIP Supply	Yes
	Include Subinventories Without On-Hand Quantities	Yes



6. Switch to the Advanced view by clicking **Advanced**.

Note: for scheduled Min-Max Planning Reports, use the Demand Cutoff Date Offset and Supply Cutoff Date Offset fields.

The screenshot shows a 'Process Details' dialog box with a close button (X) in the top right corner. Below the title bar, there is an information icon (i) and the text 'This process will be queued up for submission at position 1'. A row of buttons includes 'Process Options', 'Advanced' (highlighted with a red box), 'Submit', and 'Cancel'. The main content area contains the following fields: 'Name' (Print Min-Max Planning Report), 'Description' (Calculates min-max planning replenishment level...), 'Schedule' (As soon as possible), and 'Submission Notes' (a text input field). There are two checkboxes: 'Print output' (unchecked) and 'Notify me when this process ends' (unchecked). Below this is a section titled 'Basic Options' with a 'Parameters' sub-section. At the bottom, there is a dropdown menu for '\* Organization' with the value '4210451' selected.

7. Click the **Schedule** tab.

The screenshot shows the same 'Process Details' dialog box, but now the 'Basic' tab is selected. The 'Advanced Options' section is expanded, showing four sub-tabs: 'Parameters', 'Schedule' (highlighted with a red box), 'Output', and 'Notification'. The rest of the dialog box, including the buttons and the 'Organization' dropdown, remains the same as in the previous screenshot.

- Click the **Using a schedule** radio button. Choose the frequency from the **Frequency** drop-down list.

In this example, Daily was chosen.

The screenshot shows the 'Advanced Options' configuration page with the 'Schedule' tab selected. The 'Run' section has two radio buttons: 'As soon as possible' (unselected) and 'Using a schedule' (selected). The 'Frequency' dropdown menu is open, showing options: 'Once', 'Hourly/Minute', 'Daily' (highlighted), 'Weekly', 'Monthly', 'Yearly', 'User-Defined', and 'Use a Saved Schedule'. The '\* Start Date' field is empty. The time zone is set to '(UTC-05:00) New York - Eastern Time (ET)'.

9. Enter your Start and End Dates.

In this example, an end date of 2099 was chosen.

### Advanced Options

Parameters **Schedule** Output Notification

Run  As soon as possible  
 Using a schedule

Frequency

Days Between Runs

\* Start Date  (UTC-05:00) New York - Eastern Time (ET)

\* End Date  (UTC-05:00) New York - Eastern Time (ET)

10. Click the **Output** tab to determine output location. Click **Add Output Document**.

**Process Details** ✕

ℹ This process will be queued up for submission at position 1

**Process Options** | **Basic** | **Submit** | **Cancel**

**Name** Print Min-Max Planning Report  Print output ▾

**Description** Calculates min-max planning replenishment level...  Notify me when this process ends

**Schedule** Using a schedule **Submission Notes**

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**Advanced Options**

Parameters | Schedule | **Output** | Notification

View ▾ + ✕ ?

Name	Layout	Format
No document defined		

- Use **Name** field to name your output. Click **Add Destination** to choose a destination and complete relevant fields.

**Advanced Options**

Parameters Schedule **Output** Notification

View ▾ + ✖ ?

Name	Layout	Format
Example Min-Max Planning Report	Min-Max Repc ▾	HTML ▾

InvMinMaxPlanningReportJob Document1: Destinations +

- HTML
- PDF
- RTF
- Excel (\*.xlsx)**
- PowerPoint (\*.pptx)
- Data

- Click **Submit** to schedule your Min-Max Planning report.

**Process Details** [X]

*i* This process will be queued up for submission at position 1

Process Options Basic **Submit** Cancel

Name Print Min-Max Planning Report  Print output ▾

Description Calculates min-max planning replenishment level...  Notify me when this process ends

Schedule Using a schedule Submission Notes

## Wrap-Up

Schedule Min-Max Planning report using the steps above in NCFS.

## Additional Resources

### Virtual Instructor-Led Training (vILT)

- INV 105: Warehouse Management (ILT)
- INV 106: Warehouse Transaction Support (ILT)