Computer Based Training

Active Supply Chain Management
Customer's worldwide trust Prorizon's
Procurement and Warehousing Operations

ACTIVE SCM
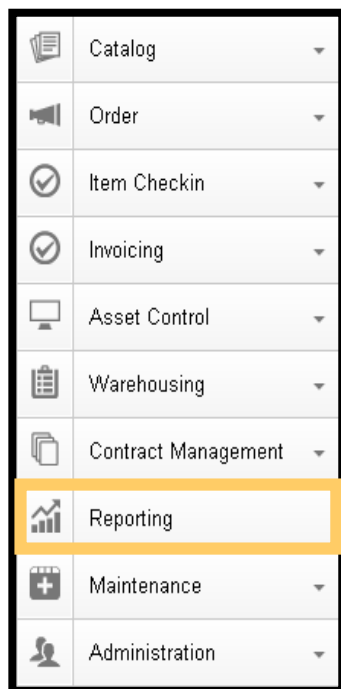
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ISO 9001
Registered
Quality
Management

Lesson 14: Objectives

❖ Requesting Reports from the system

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The Reporting menu contains links to all of the reports that you can request from the system.

Catalog	
Order	
Item Checkin	
Invoicing	
Asset Control	
Warehousing	
Contract Management	
Reporting	
Maintenance	
Administration	

Report Listing

Group	Name	Description
Administration	Entity Pending Action	Entity Pending an Action
Asset Reports	Tagged Asset Report	List of Asset Tagged within a selected date range
Purchasing	PO Approved Detail	Approved Purchase Orders detail lines within a selected date range
	PO Not Received Detail	List of Purchase Orders detail lines not completely received
	PO Received Detail	List of Purchase Orders detail lines received
	PO Received Detail with AT	List of Purchase Orders detail lines received with Asset Tag and Serial Number information
Warehousing	Asset History Review	Report of all Asset History
	Item Lookup	Item Lookup including inventory activity, master parts list, items to reorder, and stock with minimum quantity
	Item by Location	Detailed listing of warehouse items including location, asset tags and serial numbers as appropriate
	Item by Location Consolidated	Detailed listing of warehouse items including location, asset tags and serial numbers as appropriate for All Locations
	Items Returned	List of Items in a selected Returns location
	Peripherals in Pick Lane	List of Peripherals that have been picked as part of a Pick Order that have not been Picked Up from the warehouse. Can be selected by part number.
	Pick Order Closed Detail	Report of Pick Order that have been completely closed at the detail line level. Can be selected by part number and date range.
	Pick Order Detail	List of Pick Order Detail Lines. Can be selected by part number and date range.
	Pick Order Return Information	Report which gives information of Pick Orders which need to be returned.
	Pick Order Summary	List of Pick Orders for a selected date range
	Pick Order by Status Summary	List of Pick Orders for a selected status and date range
	Pick Orders Awaiting Pickup	Report of Pick Order that have been picked but are waiting to be Picked Up from the warehouse
	Pick Returns Detail	List of Pick Orders that have been Returned to the warehouse at the detail line level. Can be selected by date range.
	Pre Disposal Approval	List of Assets in a Returns location which need to be Disposed.
	Service Order Completed Detail	List of Completed Service Orders for a selected date range
	Warehouse Inventory	Nightly snap shot of warehouse inventory and values

Showing 1 to 25 of 25 entries

Select the desired report from the Reports screen and click on that report under the Name column.

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Complete the request by selecting the appropriate fields and click on the Run Report button. The desired report will be displayed.

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The Tagged Asset Report provides several display options:

- ❖ Columns may be hidden or displayed by clicking on the **Column Visibility** button.
- ❖ Report lists can be copied by clicking the **Copy** button.
- ❖ Users have the option to Show 10, 25, 50 or 100 report entries.
- ❖ Users also have the option to display the report in CSV or Excel formats.
- ❖ A Search field is provided for specific queries.
- ❖ The columns may be sorted in ascending or descending order by clicking on the arrows in the column header.

Tagged Asset Report

Column visibility	Copy	CSV	Excel	Show ▼ entries						Search:

Asset Tag ▲	Serial Number ⬍	Location ⬍	Asset Type ⬍	Material Group ⬍	Asset Pool ⬍	Mnfr Part No ⬍	Product Title ⬍	PO Number ⬍	Manuf-
0004F2F7CD47	0004F2F7CD47	ACSD - New York NY Network	VOIP Phone	VOIP Phone	New Stock Inventory	CP-7937G=	Cisco UC Conference Station 7937 Global	PO00091155-P001	CISCO
0004F2F7CF2E	0004F2F7CF2E	ACSD - New York NY Network	VOIP Phone	VOIP Phone	New Stock Inventory	CP-7937G=	Cisco UC Conference Station 7937 Global	PO00091155-P001	CISCO

Lesson 14: Reporting Complete!

❖ To continue with the next lesson, please press the Next button

❖ To review this lesson, please press the Back button

❖ To return to the CBT menu, please press the Menu button

❖ To end CBT Training, please press the End button

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Thank You For Your Viewing

The Prorizon Active SCM

CBT Training Module

USA

**If you have questions,
please give us a call at
001-770-579-1323
or contact us at
support@prorizon.com**

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