



# Management Reporting Guide

## Keeping an Eye on Your Business ♦ Quick, Efficient, Helpful Business Data

To help you get the information you need from TrulinX on a regular basis, without going into unnecessary details, the following reports will be invaluable to you. These reports give you a clear picture of areas that need immediate attention and are recommended best practices.

### Daily

#### Sales Order Expedite Report by Customer

As a result of running our automated PO Vendor Recap Expedite Report, then updating the New Promise and Required Dates for those expedited PO's, will provide you this Customer Expedite Report. It will allow you to be proactive, instead of re-active, when it comes to servicing the customer, which is a differentiator.

#### Allocation Hold Report

List of all orders not released due to constraints such as credit hold or BOM.

#### Item List

List of new items entered, on the fly, to be reviewed daily to ensure description and specs are vendor compliant.

#### Purchase Order Variance Report

Lists PO's where there was a cost discrepancy between the purchase order and the invoice.

#### Purchase Order Vendor Recap Expedite Report

Generates a document that can be automatically delivered to your vendors, by particular vendor purchase-from locations, based on promise dates and/or expected dates that are getting close to be late, and have a direct impact on your outstanding customer sales order. It summarizes outstanding purchase orders and submits them to your vendor electronically as part of the expediting process.

#### Inventory Adjustment Report

Lists inventory on-hand quantity adjustments made, including reason for change.

#### Pick Ticket Not Shipped Report

Identifies all pick ticket lines that have not been shipped or invoiced yet. This helps prevent lost billings due to pick / pack lists getting lost, instances when the pick ticket is accidentally sent to the customer, etc.

#### Held Invoice Report

Check for invoices that have been placed on hold for pickup/delivery/customer PO that might have been missed.

#### Negative on Hand Inventory Report

Lists all items that have a negative on-hand quantity.

#### Invoice Register Report

View the invoices that were created during the day, along with their total price, total A/R amount, total cost, and total adjusted cost, prior to the automated delivery of the custom invoice.

### Weekly

#### A/R Aging Report

A report that can sort by the dollar amount past due to determine which accounts require the most attention.

#### A/P Aged Trial Balance Report

Print a listing of current Accounts Payable transactions, separating voucher amounts into columns based on the aging date range parameters that you select (for example, 0-30 days, 31-60 days, 61-90 days, or over 90 days)

#### Held Invoice Report

It reflects all the open and outstanding customer invoices that were being held for such examples as: waiting on inbound freight charges, Federal Tax Exempt Certificates, etc., prior to being sent electronically or via US Mail.

#### Purchase Order Pending Invoice Report

Print a listing of purchase orders for a specific location that have been received but not yet invoiced

#### Customer Service Level Report

Lists the number and percentage of orders shipped on time or late.

### On Demand

#### Purchase Order Audit Log Inquiry

Report that details activity of purchase orders.

#### Sales Order Audit Log Inquiry

Report that details activity of sales orders.

#### Sales Order Allocation Audit Inquiry

Report that indicates why a pick ticket was printed.

#### Inventory Transaction History Inquiry

Determine transactions that affected the cost or quantity of an item.

#### Work Order Status Report

Snapshot of all the details that make up your internal fabrication process.

### Monthly

#### Inventory Valuation Monthly

Print a listing of inventory valuation by sales product category (SPC) and location

#### Customer Sales Report

Lists current sales figures for new customers added after a specific date.

#### Vendor Service Level Report

Lists the number and percentage of orders shipped on time or late.

#### Clear Check Process

Checking account balance to produce a list of outstanding checks.

#### Sales Tax by State Report

Print a listing of sales tax amounts, sorted by state.

#### Sales Tax by Authority Report

Print a listing of sales tax amounts, sorted by state and tax authority.

Don't forget to add these important processes to your daily business review.

- ✓ **Job Message Inquiry**  
Check all jobs for start/end times.
- ✓ **Email Notification Messages Inquiry**  
Email invoices job at noon each day.
- ✓ **Customer Credit Rating Change**  
Review and verify which clients have been added or removed from Temporary Restricted Credit.
- ✓ **Business Activity Display**  
See a snapshot of your daily business activity.

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