This document walks you through generating reports that help you obtain the information you need for your ADMI reports.

RO Off Shelf Fill Report

1. Click **Reports** on the Parts Inventory main menu.

2. Click **Miscellaneous Reports**.

3. Click **ADMI Reports**. The ADMI Reports menu appears.

4. Click **Generate Reports** on the ADMI Reports menu.

5. Type the beginning and ending dates for the report.

6. Click **Yes** when prompted to verify you want to generate the report.

7. Click **Edit Fill Rate Summary**. Edit the information as needed.

8. When you are finished editing the summary, click **Print Fill Rate Summary**.

9. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**.

Important: This report must be edited each time the report is generated. The report does not retain the edits.

Idle Capital Report

1. Click **Reports** on the Parts Inventory main menu.

2. Click **Inventory Analysis** on the Inventory Reports menu.

3. Click **Age Analysis**.

4. Click **OK** when prompted to verify you want to compile the report.

5. The analysis is displayed on your screen.

6. Scroll to the bottom of the report, and find the total of parts over 365 days.

7. Make note of the number, or click **Print** to print the report as needed.

8. Click **Back** to close the report.

Negative On Hand

1. Click **Reports** on the Parts Inventory main menu.

2. Click **Inventory Data Verification** on the Inventory Reports menu.

3. Click **Less Than (Quantity) In Stock**.

4. In **Quantity Less Than**, type "**0**."

5. When prompted to verify your printer is ready, select your print criteria.

Parts No Bin

1. Click **Reports** on the Parts Inventory main menu.

2. Click **Inventory Data Verification** on the Inventory Reports menu.

3. Click **Missing Bin/Cost/List**.

4. When prompted to verify your printer is ready, select your print criteria.

At this point, you must review the report and count the total parts with no bin. To repair this condition,

1. Return to the Parts Inventory main menu.

2. Click **Setup & Updates**.

3. Click **Miscellaneous Maintenance**.

4. Click **Move Data Within/Between Sources**.

5. Click **Change Bin Location**.

6. Leave the **From Bin** field *blank*.

7. In **To Bin**, type **SPO**. This will assign all part numbers with no bin location to the SPO bin.

8. Click **OK** when prompted to verify you want to make the change.

9. Click **Exit** until you return to the Parts Inventory main menu.

Parts No Cost

1. Click **Reports** on the Parts Inventory main menu.

2. Click **Inventory Data Verification** on the Inventory Reports menu.

3. Click **Missing Bin/Cost/List**.

4. When prompted to verify your printer is ready, select your print criteria.

5. At this point, you must review the report and count the total number of parts with no cost.

Monthly Inventory Closing Value

1. Click **Reports** on the Parts Inventory main menu.

2. Click **Inventory Value Reports** on the Inventory Report menu.

3. Click **Inventory FasTrial**.

4. Click **OK** when prompted to verify you want to generate the FasTrial.

5. Look at the **Value** field. This is the figure you need.

6. Click **OK**.

7. Click **Cancel**.

Lost Sales

1. Click **Reports** on the Parts Inventory main menu.

2. Click **Sales & Restock Reports** on the Inventory Reports menu.

3. Click **Print Lost Sales**.

4. In **For Lost Sales More Than**, type "**0**" to include all.

5. When prompted to verify your printer is ready, select your print criteria.

6. The totals are listed on the bottom of the report.

Month-End Analysis

Much of this data can be obtained from the Month-End Analysis Report.

1. Click **Reports** on the Parts Inventory main menu.

2. Click **Month-End Analysis** on the Inventory Reports menu.

3. Click **Generate And Print Report**.

4. When prompted to verify your printer is ready, select your print criteria.

5. Once you print the report, you will find most of the data you need is available without running the individual reports listed in this document.

Important:	It is imperative that you run the Month-End Analysis just prior to performing the Monthly Inventory Update.