Inquiry Reports

User guidance

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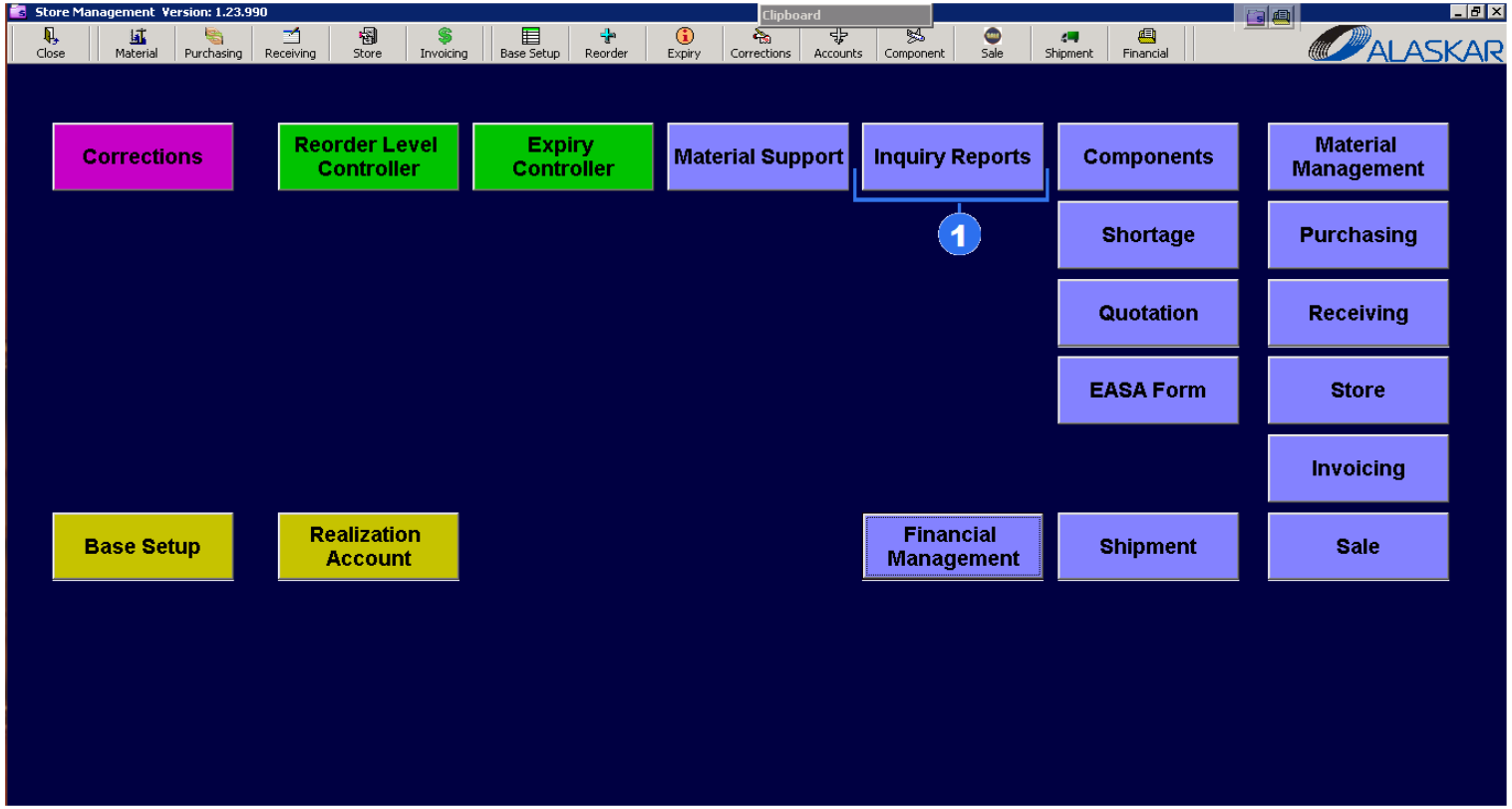
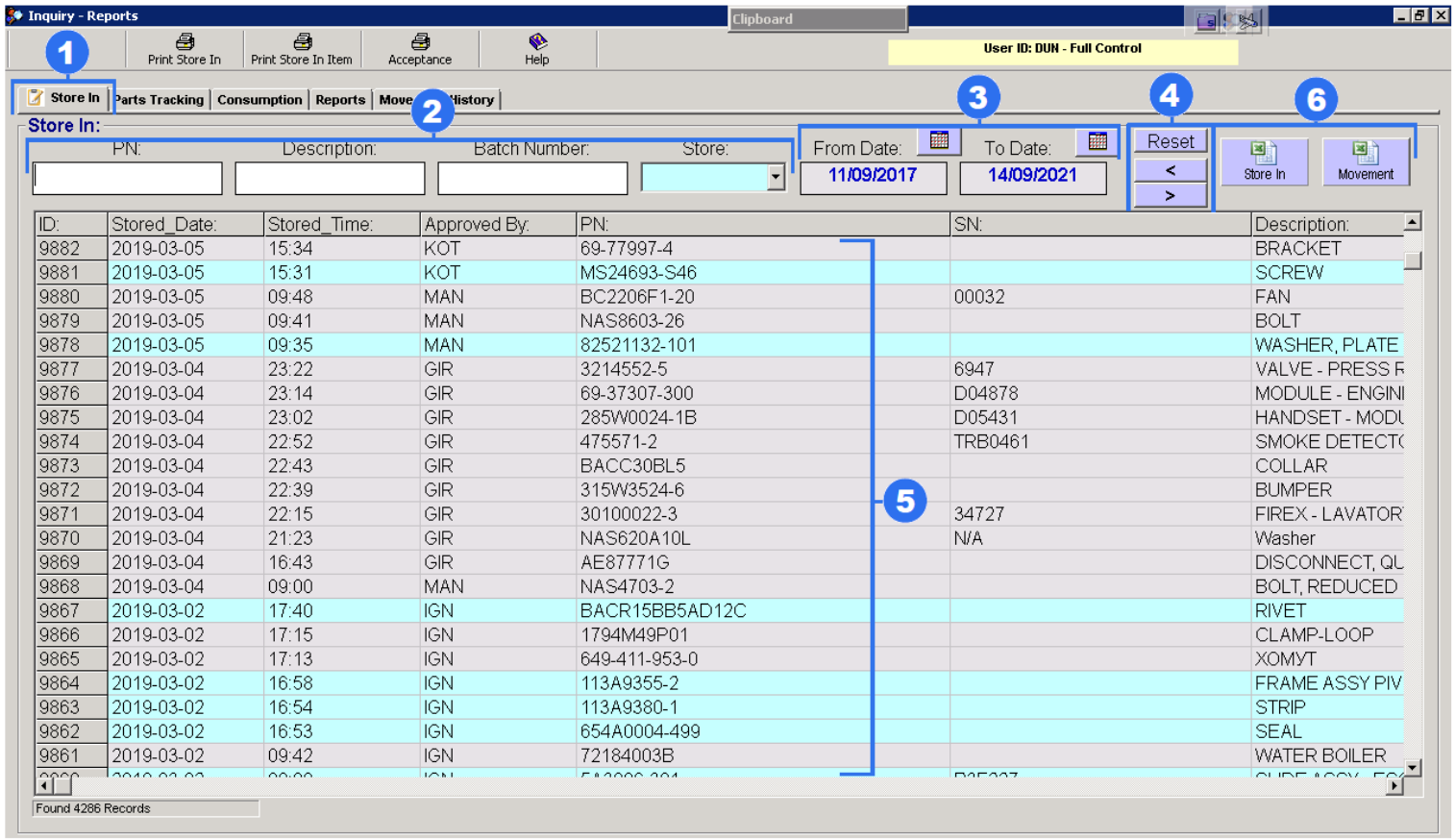
1. General



"Inquiry Reports" Sub-Module generates different reports and gets consolidated information on certain part number usage.

1. To begin to operate this sub – module click on the "Inquiry Reports" button.

2. Store In



1. In the "Store In" tab, you can get information about the receipt of a component at the stock.

2. For more accurate data use filters:

- PN – Part Number Filter
- Description filter
- Batch Number filter
- Store

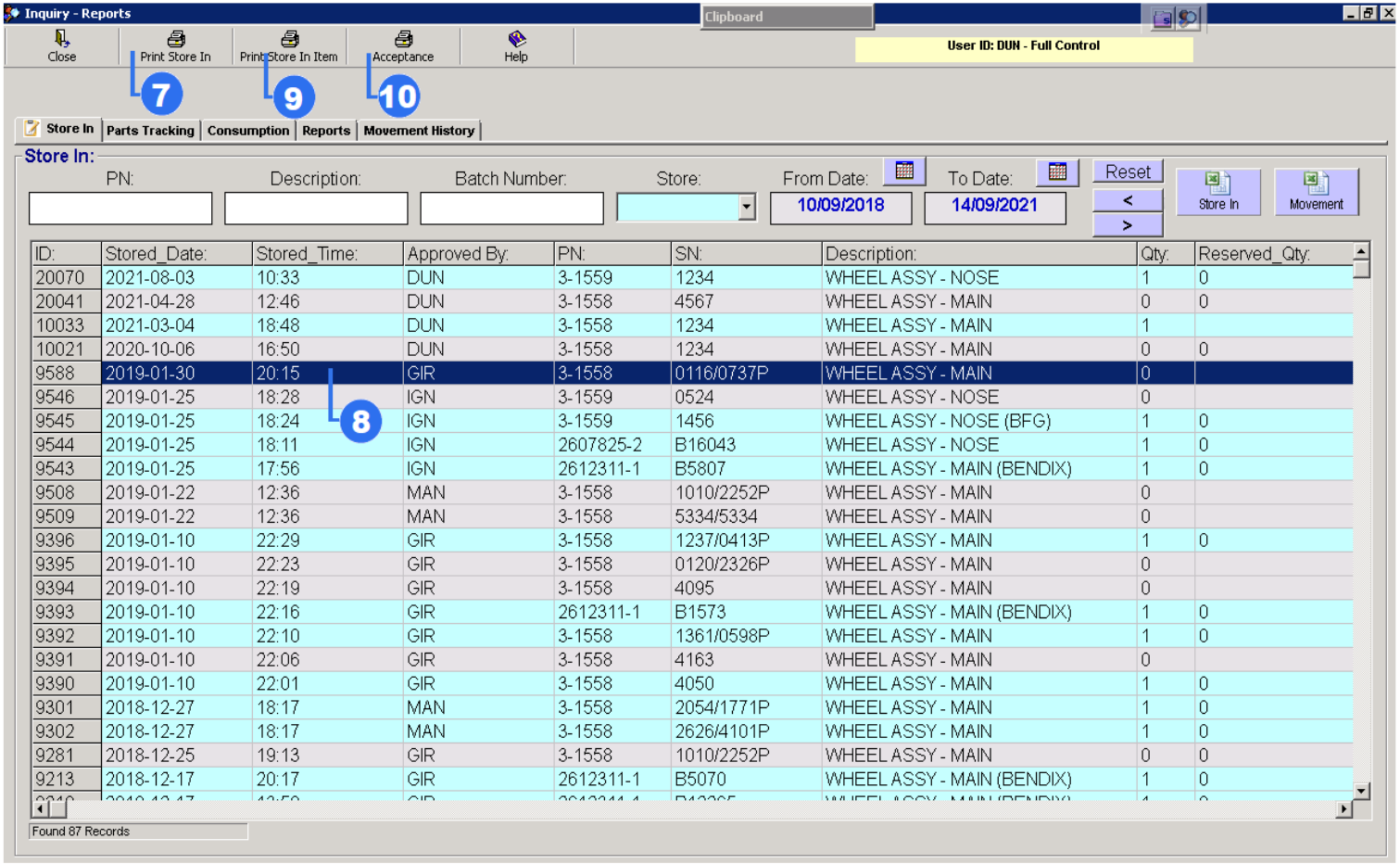
3. Also, you can use period filter.

4. To clean all Filters press “Reset” button. Use the checkmark buttons to switch periods.

5. The component list will have two colours:

- Grey – means out of stock
- Blue – means in stock.

6. To transfer component list to excel, push on the “Store In”. To get excel file with component movement information, use “Movement” button.



ID:	Stored_Date:	Stored_Time:	Approved By:	PN:	SN:	Description:	Qty:	Reserved_Qty:
20070	2021-08-03	10:33	DUN	3-1559	1234	WHEEL ASSY - NOSE	1	0
20041	2021-04-28	12:46	DUN	3-1558	4567	WHEEL ASSY - MAIN	0	0
10033	2021-03-04	18:48	DUN	3-1558	1234	WHEEL ASSY - MAIN	1	
10021	2020-10-06	16:50	DUN	3-1558	1234	WHEEL ASSY - MAIN	0	0
9588	2019-01-30	20:15	GIR	3-1558	0116/0737P	WHEEL ASSY - MAIN	0	
9546	2019-01-25	18:28	IGN	3-1559	0524	WHEEL ASSY - NOSE	0	
9545	2019-01-25	18:24	IGN	3-1559	1456	WHEEL ASSY - NOSE (BFG)	1	0
9544	2019-01-25	18:11	IGN	2607825-2	B16043	WHEEL ASSY - NOSE	1	0
9543	2019-01-25	17:56	IGN	2612311-1	B5807	WHEEL ASSY - MAIN (BENDIX)	1	0
9508	2019-01-22	12:36	MAN	3-1558	1010/2252P	WHEEL ASSY - MAIN	0	
9509	2019-01-22	12:36	MAN	3-1558	5334/5334	WHEEL ASSY - MAIN	0	
9396	2019-01-10	22:29	GIR	3-1558	1237/0413P	WHEEL ASSY - MAIN	1	0
9395	2019-01-10	22:23	GIR	3-1558	0120/2326P	WHEEL ASSY - MAIN	0	
9394	2019-01-10	22:19	GIR	3-1558	4095	WHEEL ASSY - MAIN	0	
9393	2019-01-10	22:16	GIR	2612311-1	B1573	WHEEL ASSY - MAIN (BENDIX)	1	0
9392	2019-01-10	22:10	GIR	3-1558	1361/0598P	WHEEL ASSY - MAIN	1	0
9391	2019-01-10	22:06	GIR	3-1558	4163	WHEEL ASSY - MAIN	0	
9390	2019-01-10	22:01	GIR	3-1558	4050	WHEEL ASSY - MAIN	1	0
9301	2018-12-27	18:17	MAN	3-1558	2054/1771P	WHEEL ASSY - MAIN	1	0
9302	2018-12-27	18:17	MAN	3-1558	2626/4101P	WHEEL ASSY - MAIN	1	0
9281	2018-12-25	19:13	GIR	3-1558	1010/2252P	WHEEL ASSY - MAIN	0	0
9213	2018-12-17	20:17	GIR	2612311-1	B5070	WHEEL ASSY - MAIN (BENDIX)	1	0

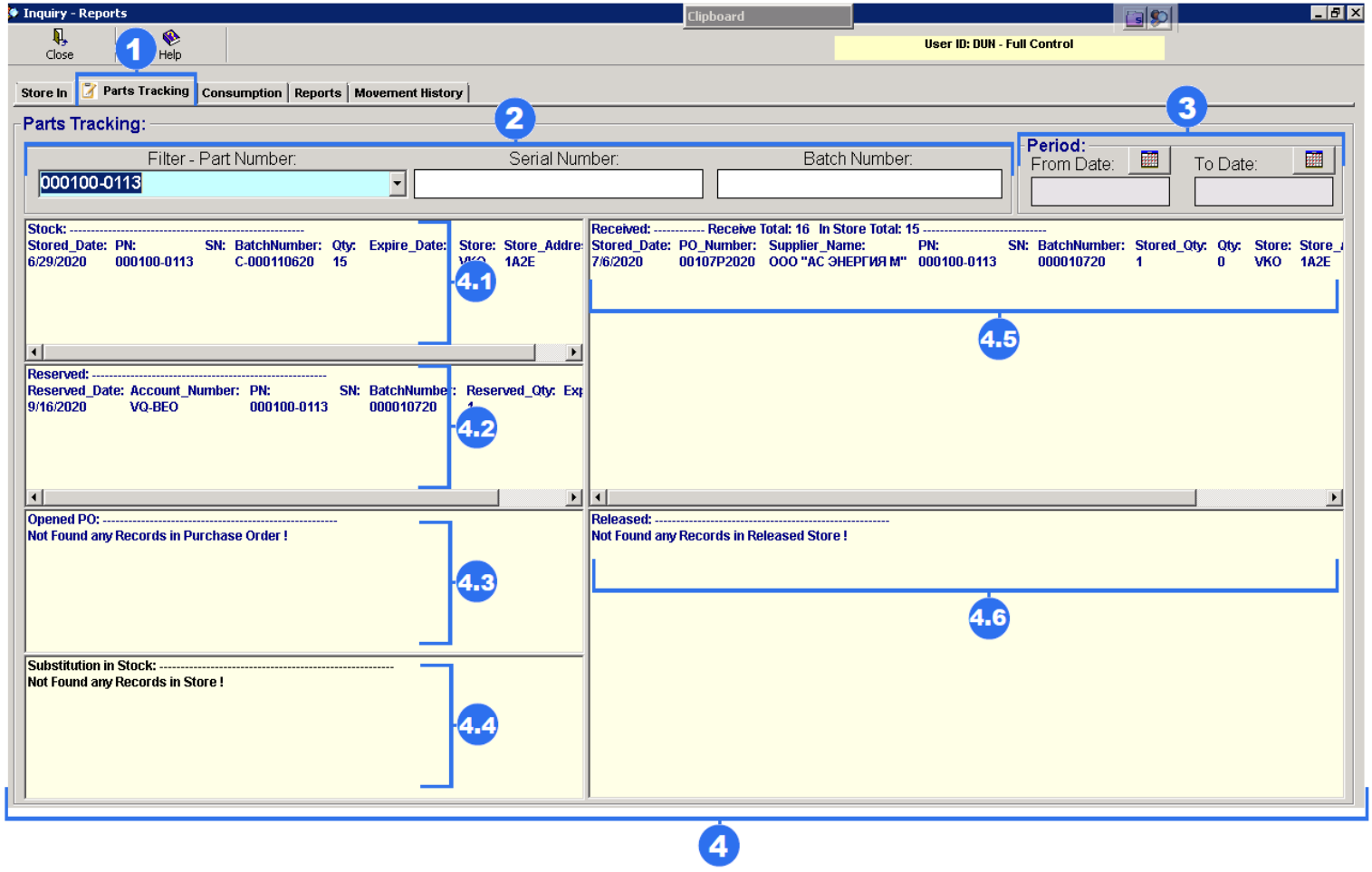
7. To get “Material Conformity Report (Store In)” click on the “Print Store In”.

8. Select any item from the whole list.

9. Push on the “Print Store In Item” and you can see Material Conformity Report for one item.

10. Also, you can get “Acceptance Report”. Click on the “Acceptance” button.

3. Parts Tracking



1. A “Parts Tracking” tab shows overall information on a specific part number, a realization account or a reserved account.

2. To view the information, use filters:

- Part Number Filter
- Serial Number Filter
- Batch Number Filter

3. Also, you can use period filter.

4. The “Parts Tracking” screen is divided into 6 small screens:

4.1. Stock Screen shows availability in stock.

4.2. Reserved Screen shows all reserved quantities and a reservation account.

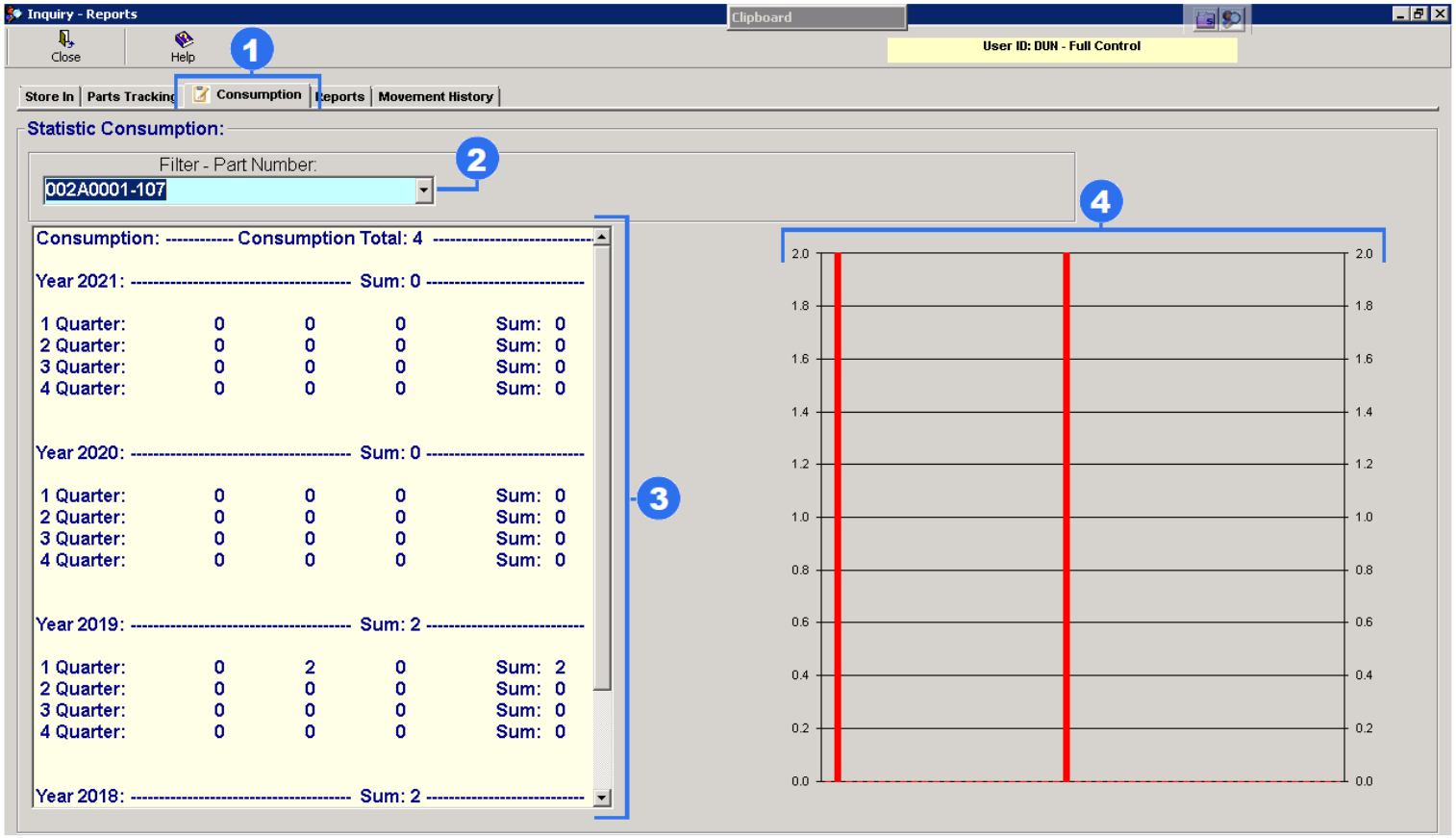
4.3. Opened Purchase Order Screen shows whether any outstanding orders are opened.

4.4. Substitution In Stock Screen shows substitutes available in stock.

4.5. Received Screen shows incoming statistics for a selected part number.

4.6. Released Screen shows released statistic for a selected part number.

4. Consumption



1. A “Consumption” tab shows consumption statistics of part numbers for last 4 years by each quarter.

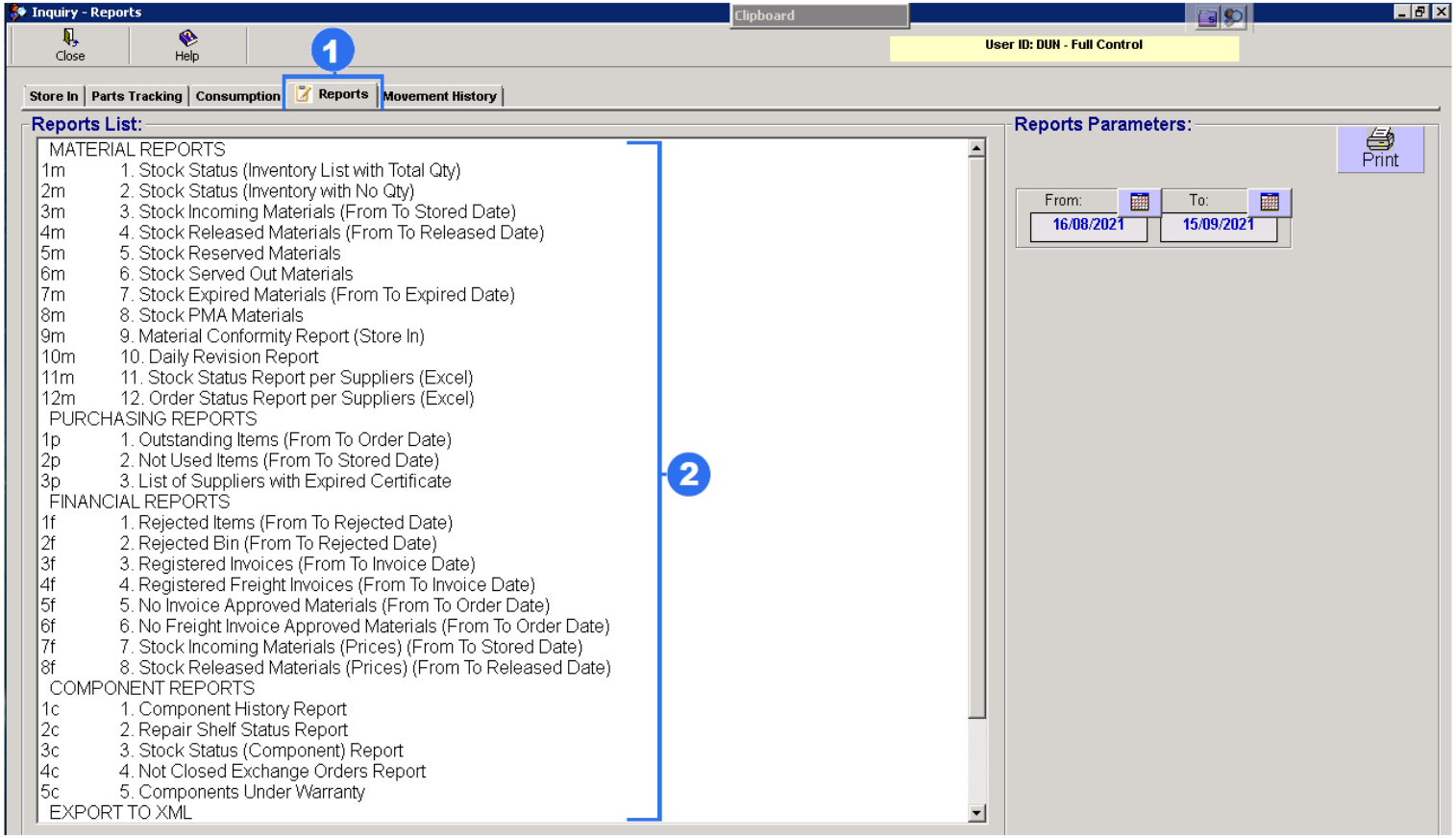
When switching Parts Tracking and Consumption tabs, a part number remains the same and information is shown according to the selected part number.

2. To view statistics of other part numbers, select a part number, using a Filter.

3. Here you can see statistics.

4. On the right side of the screen there is a consumption diagram.

5. Reports



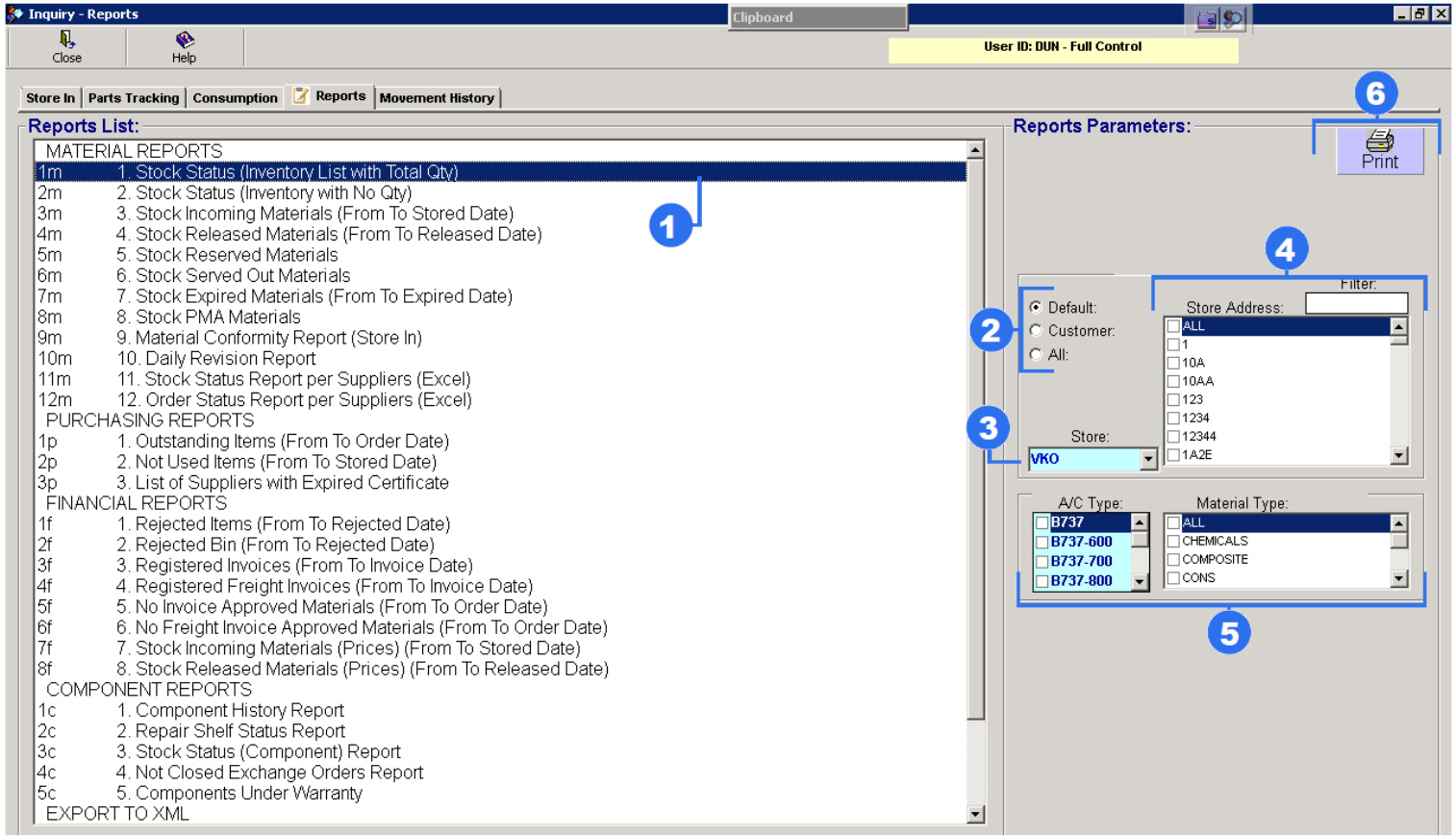
1. All reports can be found in “Reports” Tab.

2. A list of reports is divided into four groups:

- Material Reports
- Purchasing Reports
- Financial Reports
- Component Reports
- Export to xml

5.1. Material Reports

A. Stock Status (Inventory List with Total Quantity)



1. Highlight “Stock Status (Inventory List with Total Quantity)”.

2. Choose from three options:

- Default – Company’s Materials
- Customer – Customer’s Materials
- All – Company and Customer

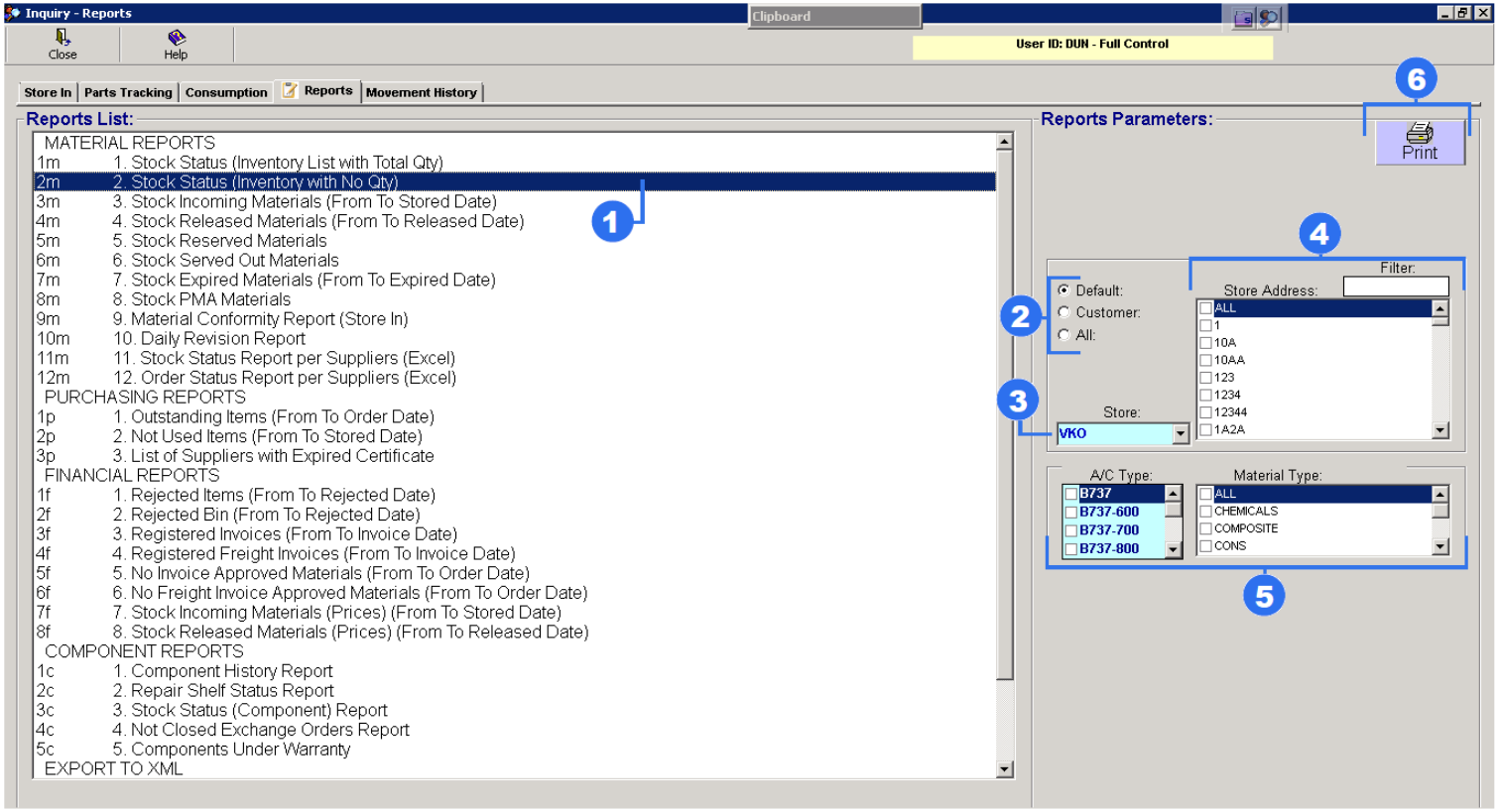
3. Select Store

4. Check box necessary Store Address, use Filter field to find corresponding store address.

5. Select Aircraft Type and Material type.

6. After all parameters are selected, click on the “Print” button.

B. Stock Status (Inventory with No Qty)



1. Highlight “Stock Status (Inventory with No Qty)”.

2. Choose from three options:

- Default – Company’s Materials
- Customer – Customer’s Materials
- All – Company and Customer

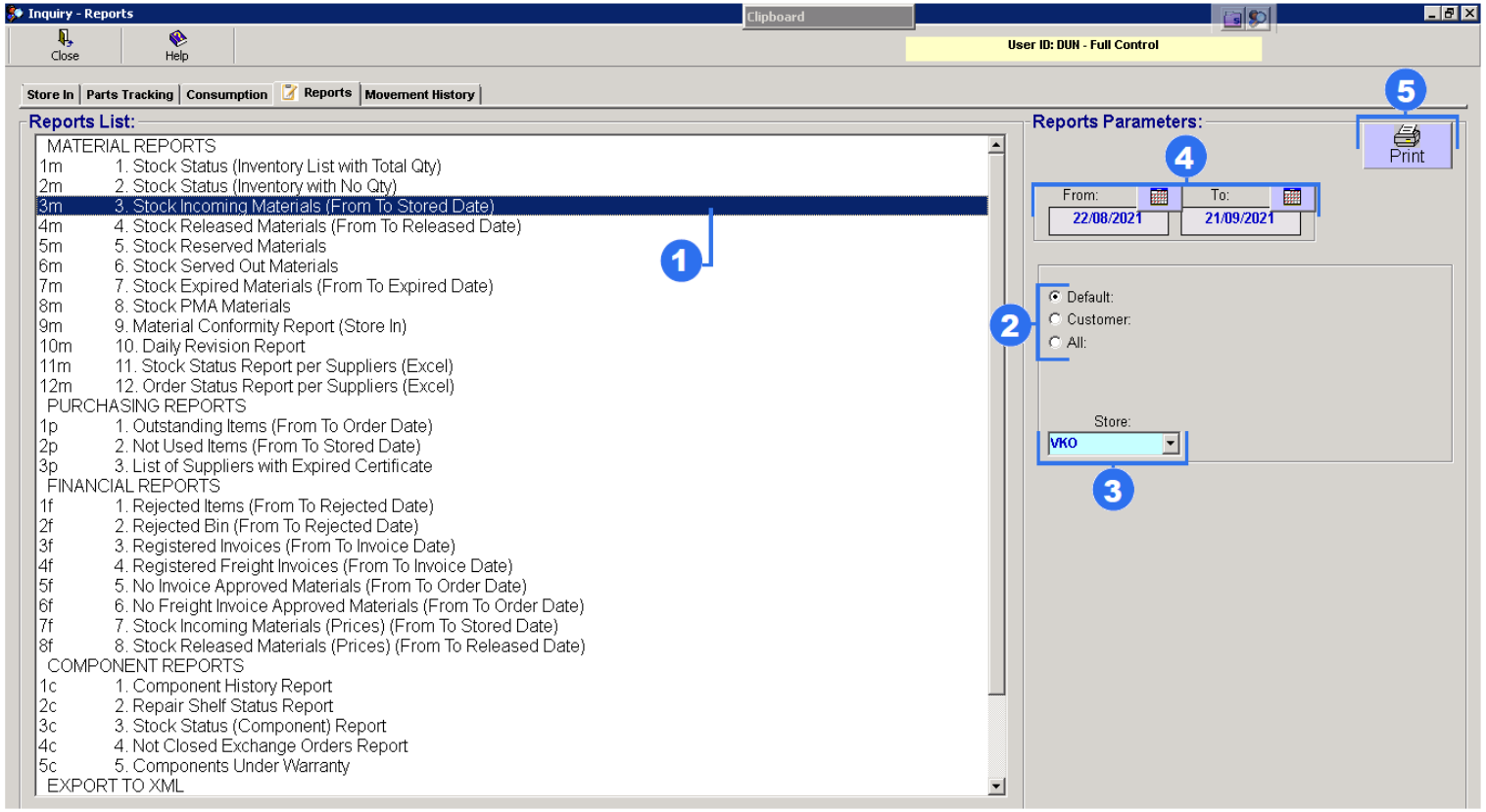
3. Select Store

4. Check box necessary Store Address, use Filter field to find corresponding store address.

5. Select Aircraft Type and Material type.

6. After all parameters are selected, click on the “Print” button.

C. Stock Incoming Materials (From To Stored Date)



1. Highlight “Stock Incoming (From To Stored Date)”

2. Choose from three options:

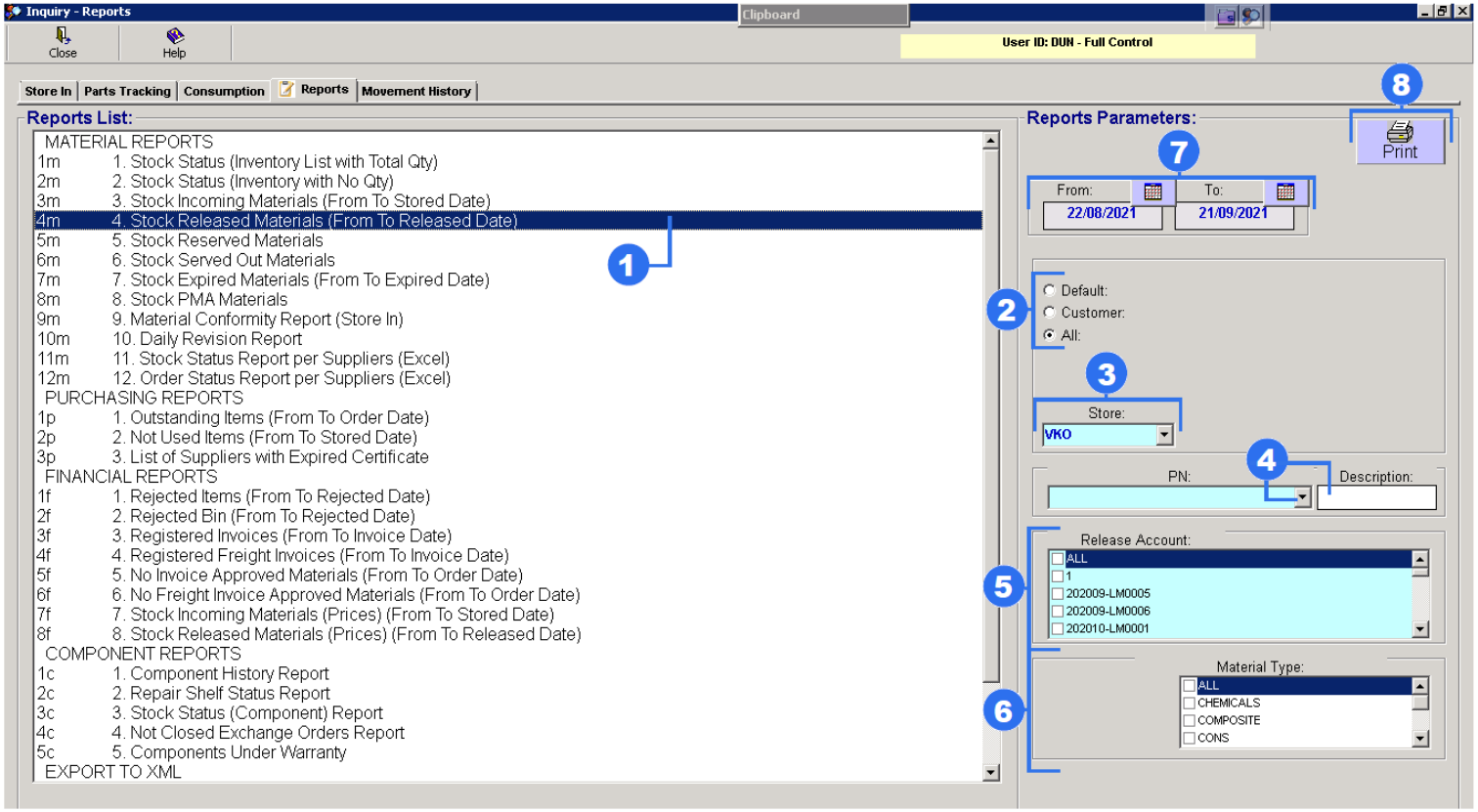
- Default – Company’s Materials
- Customer – Customer’s Materials
- All – Company and Customer

3. Select Store

4. Set period. (From Date and To Date)

5. After all parameters are selected, click on the “Print” button.

D. Stock Released Materials (From To Released Date)



1. Highlight “Stock Released Materials (From To Released Date)”

2. Choose from three options:

- Default – Company’s Materials
- Customer – Customer’s Materials
- All – Company and Customer

3. Select Store.

4. Select from the whole list part number of component. Enter its description.

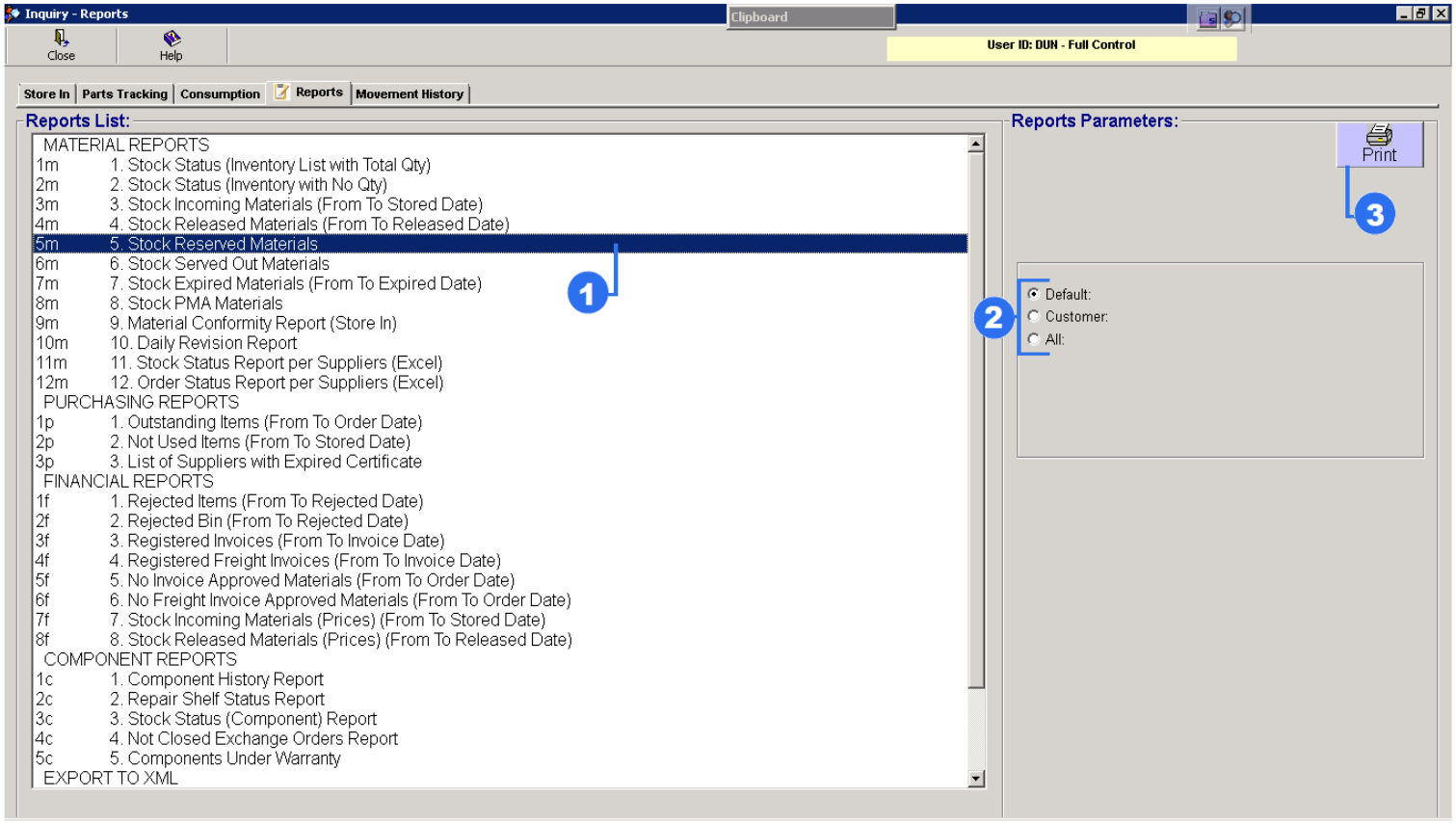
5. Set a tick in the “Released Account” field.

6. Set a tick in the “Material Type” field.

7. Set period. (From Date and To Date)

8. After all parameters are selected, click on the “Print” button.

E. Stock Reserved Materials



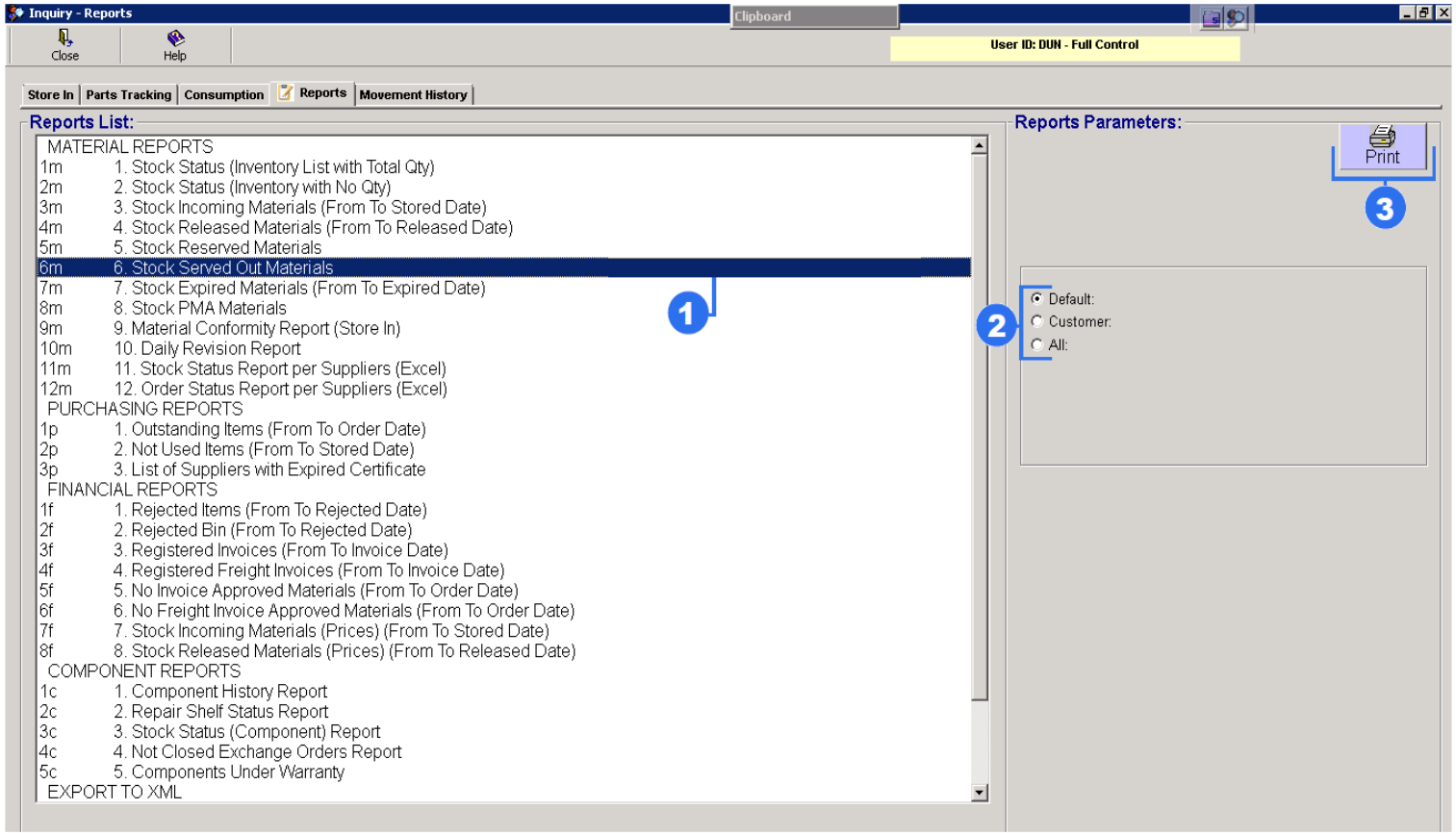
1. Highlight “Stock Reserved Materials”.

2. Choose from three options:

- Default – Company’s Materials
- Customer – Customer’s Materials
- All – Company and Customer

3. After all parameters are selected, click on the “Print” button.

F. Stock Reserved Out Materials



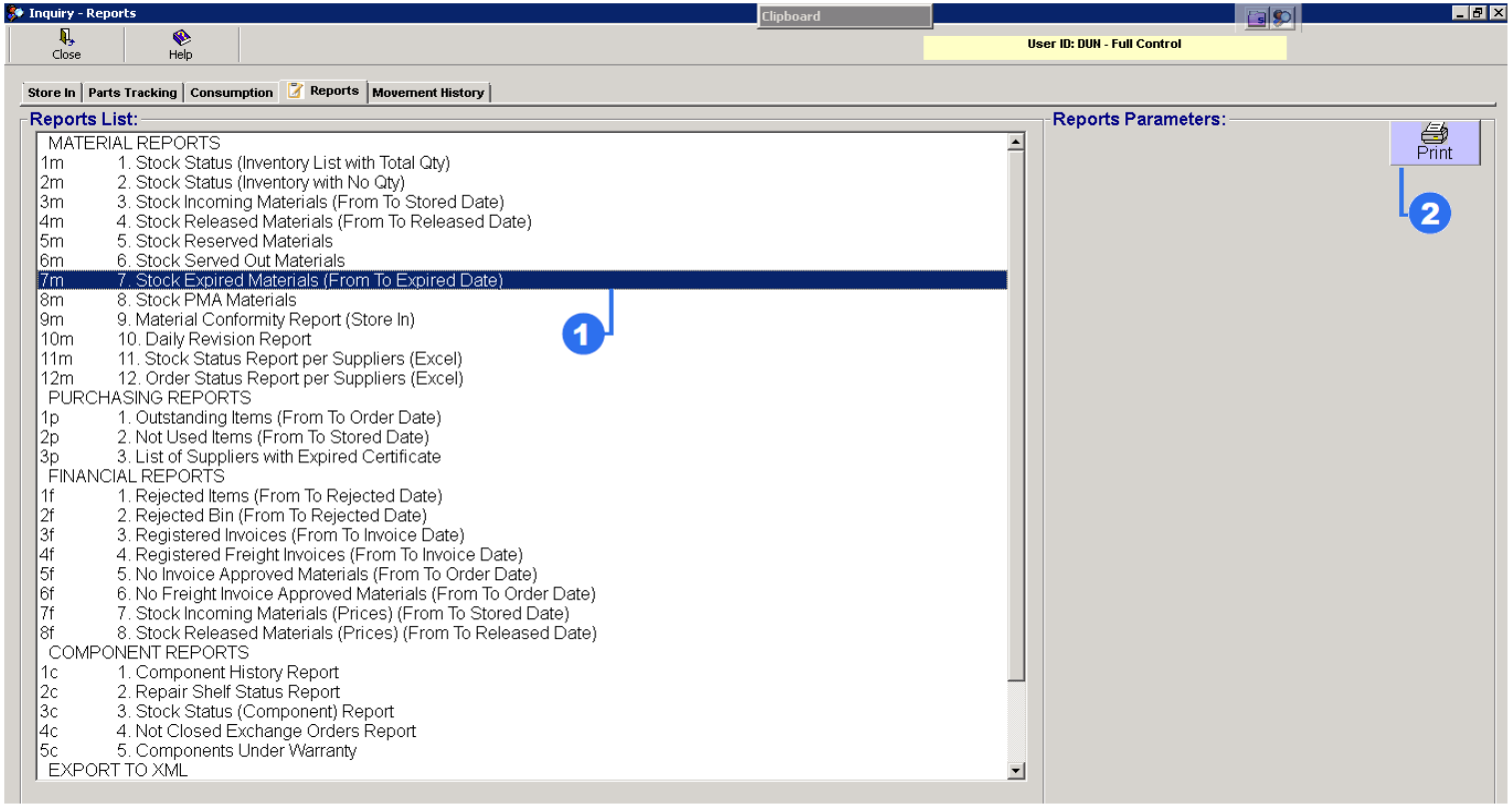
1. Highlight “Stock Reserved Out Materials”.

2. Choose from three options:

- Default – Company’s Materials
- Customer – Customer’s Materials
- All – Company and Customer

3. After all parameters are selected, click on the “Print” button.

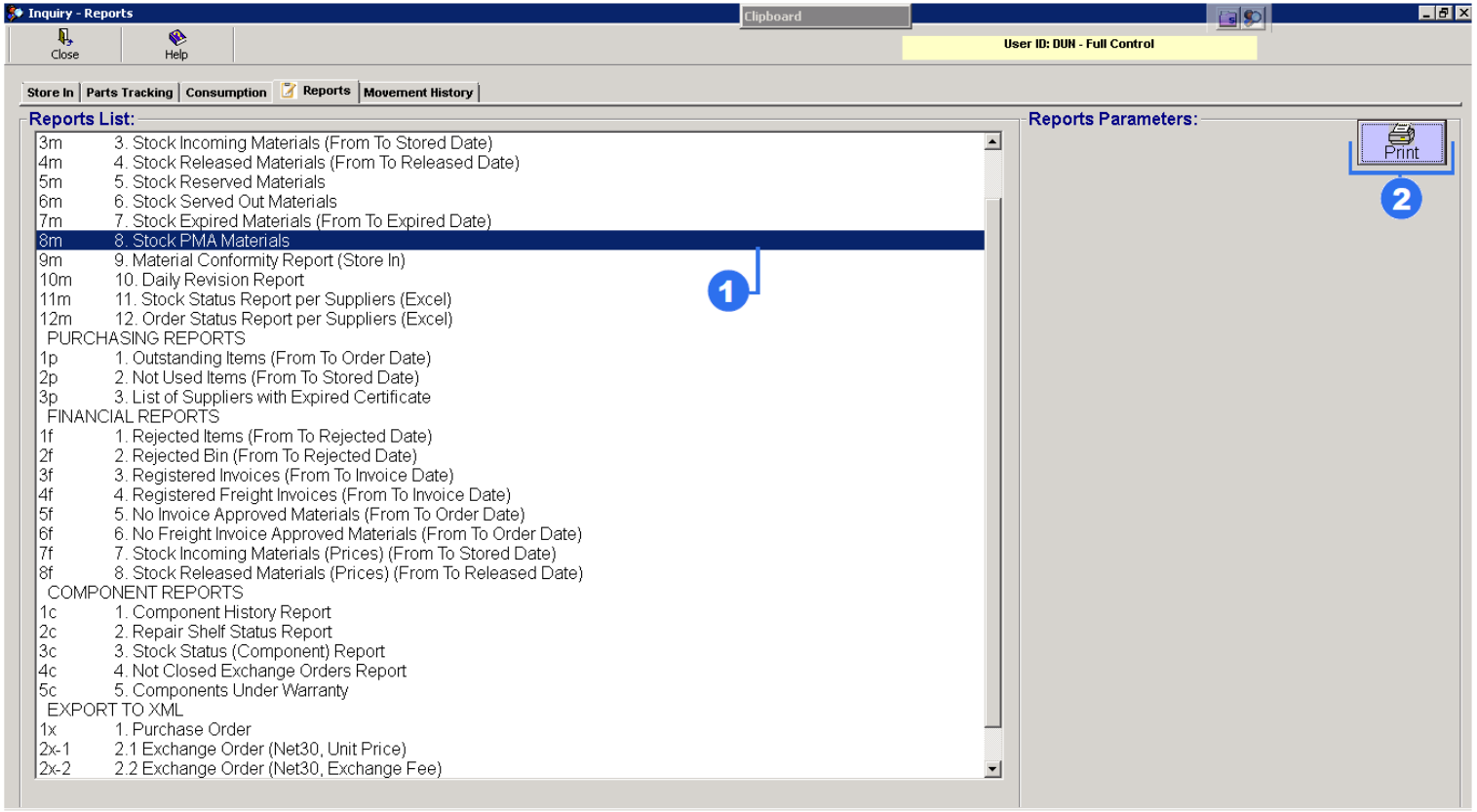
G. Stock Expired Materials (From To Expired Date)



1. Highlight “Stock Expired Materials (From To Expired Date)”.

2. Click on the “Print” button.

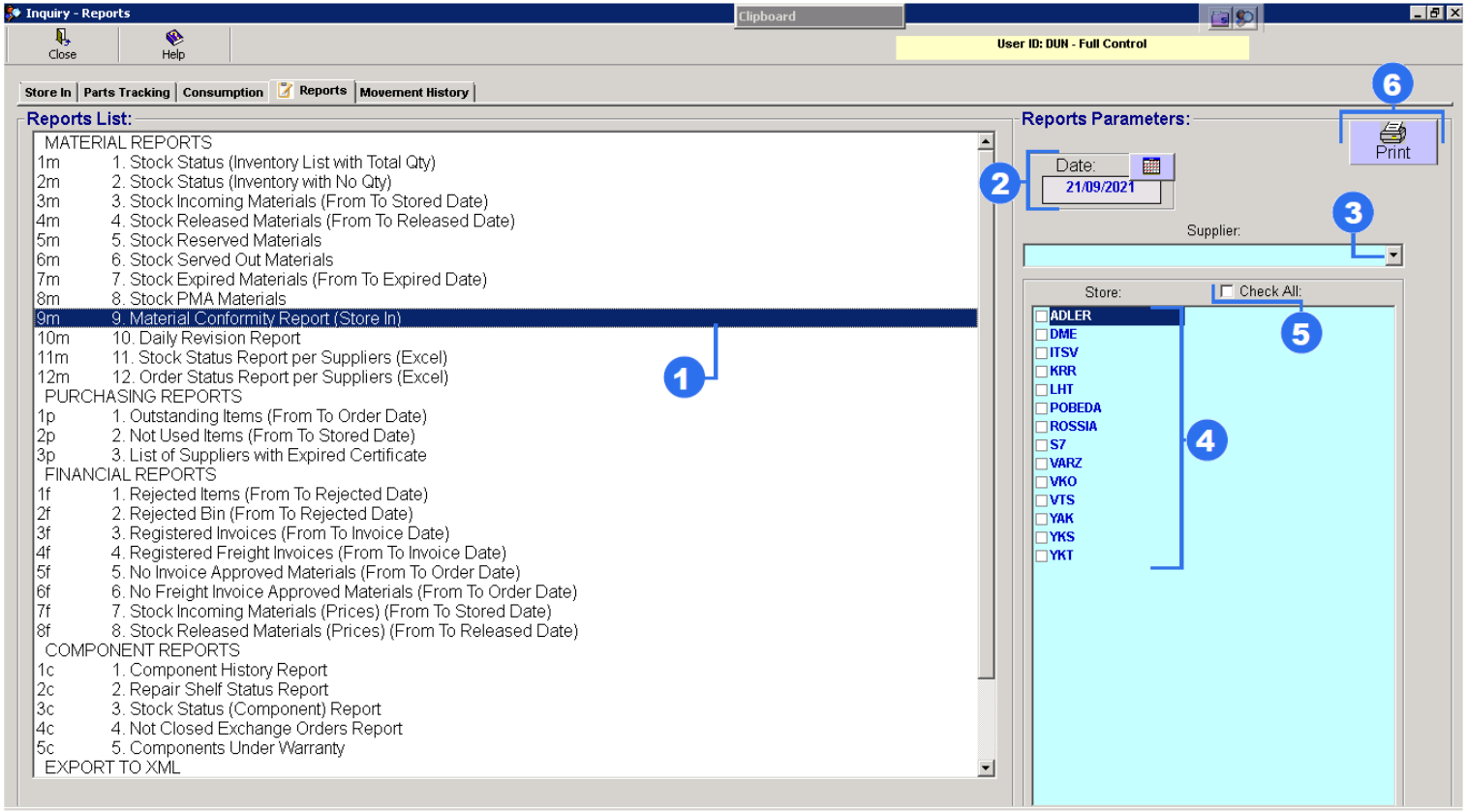
H. Stock PMA Materials



1. Highlight “Stock PMA Materials”.

2. Click on the “Print” button.

I. Material Conformity Report (Store In)



1. Highlight “Materials Conformity Report (Store In)”.

2. Select Date.

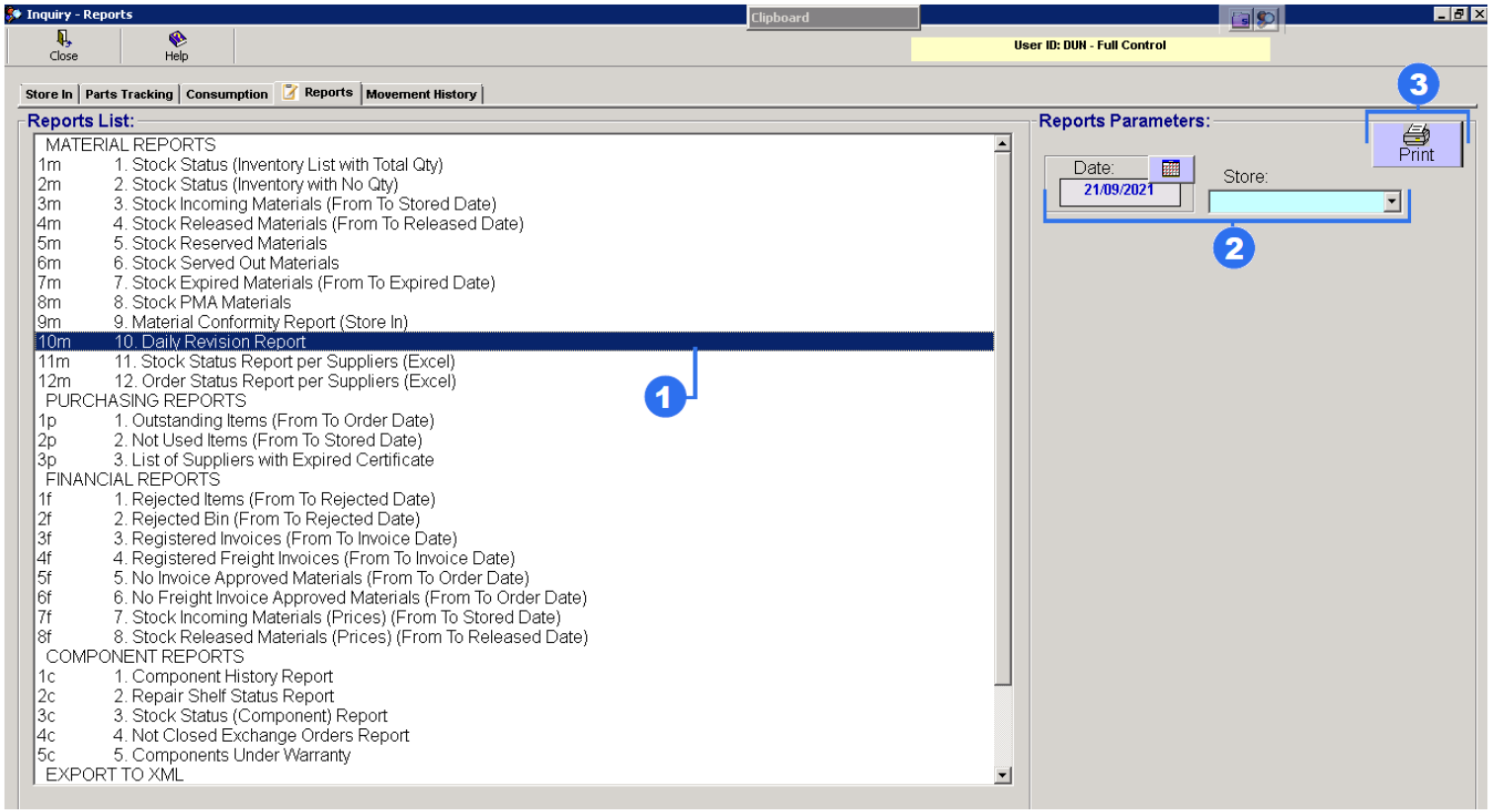
3. Choose from the whole list a Supplier.

4. Select necessary Store.

5. Check box “Check All” to select all stores.

6. After all parameters are selected, click on the “Print” button.

K. Daily Revision Report

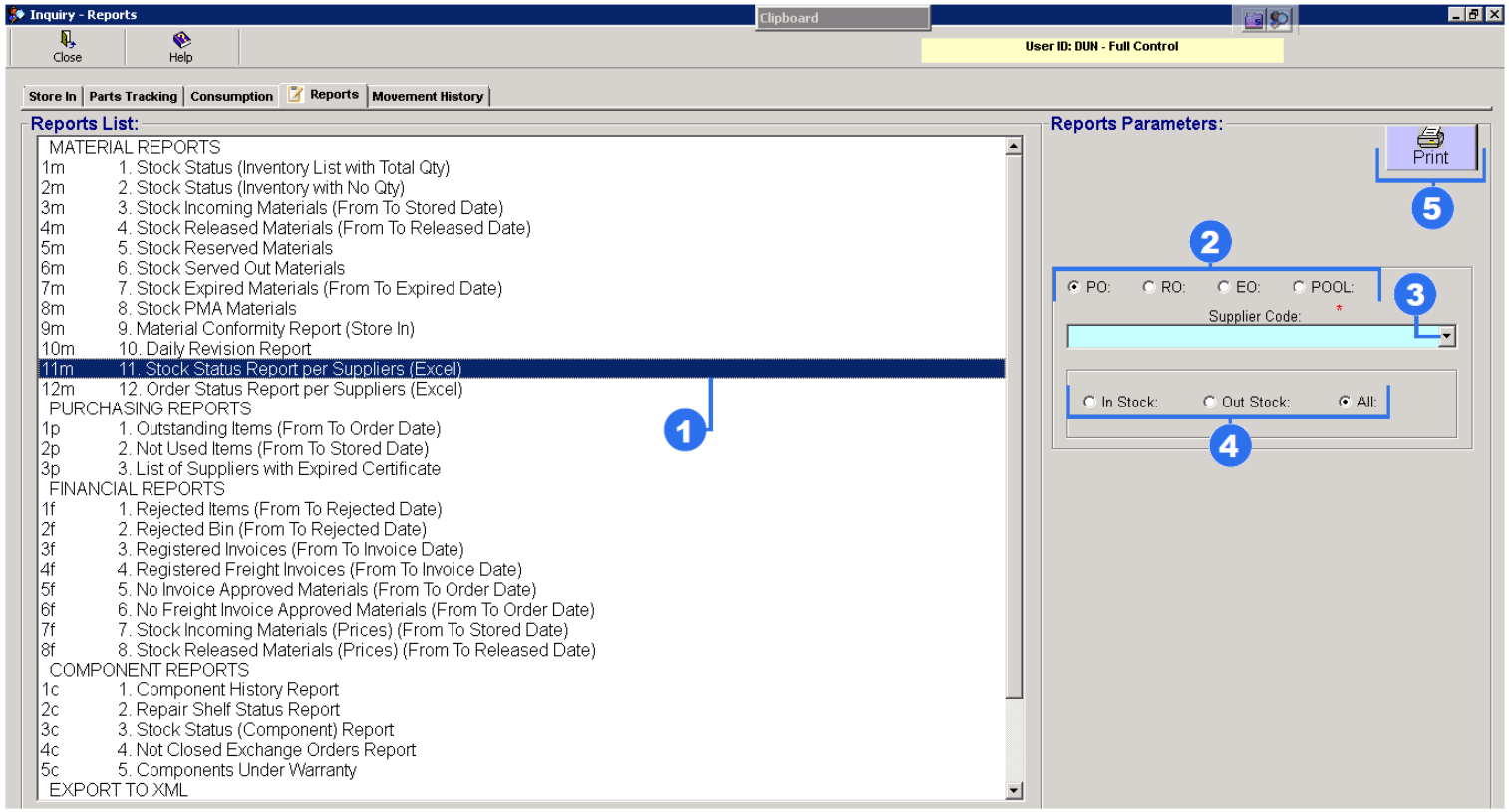


1. Highlight “Daily Revision Report”.

2. Select Date and necessary Store.

6. After all parameters are selected, click on the “Print” button.

L. Stock Status Report per Suppliers (Excel)



1. Highlight “Stock Status Report per Suppliers (Excel)”.

2. Select necessary order, where:

- PO – purchaser order
- RO – repair order
- EO – exchanger order
- POOL – pool order.

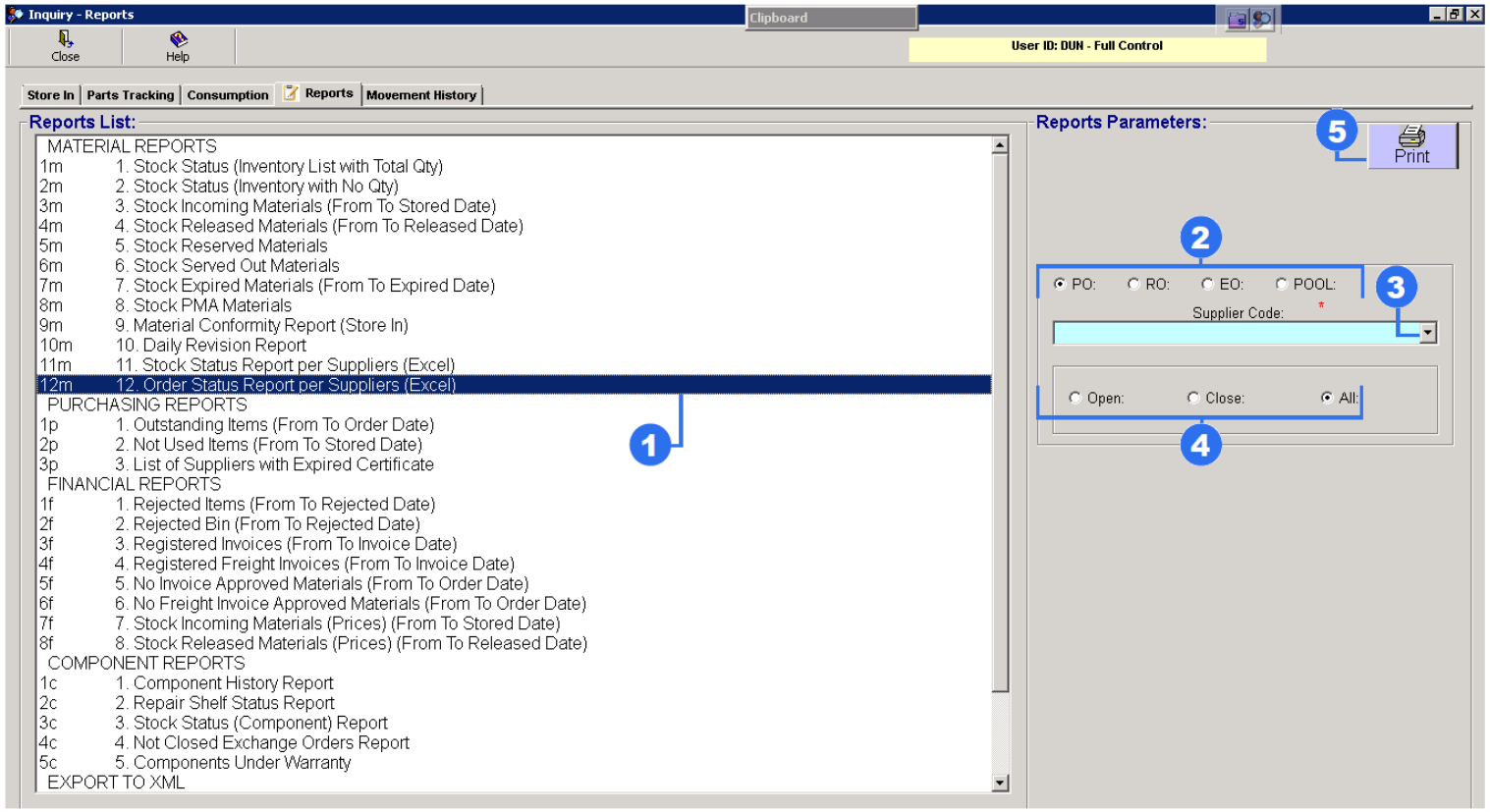
3. Choose from the whole list a Supplier.

4. Select necessary parameters:

- In Stock
- Out Stock
- All

5. After all parameters are selected, click on the “Print” button.

M.Order Status Report per Suppliers (Excel)



1. Highlight “Order Status Report per Suppliers (Excel)”.

2. Select necessary order, where:

- PO – purchaser order
- RO – repair order
- EO – exchanger order
- POOL – pool order.

3. Choose from the whole list a Supplier.

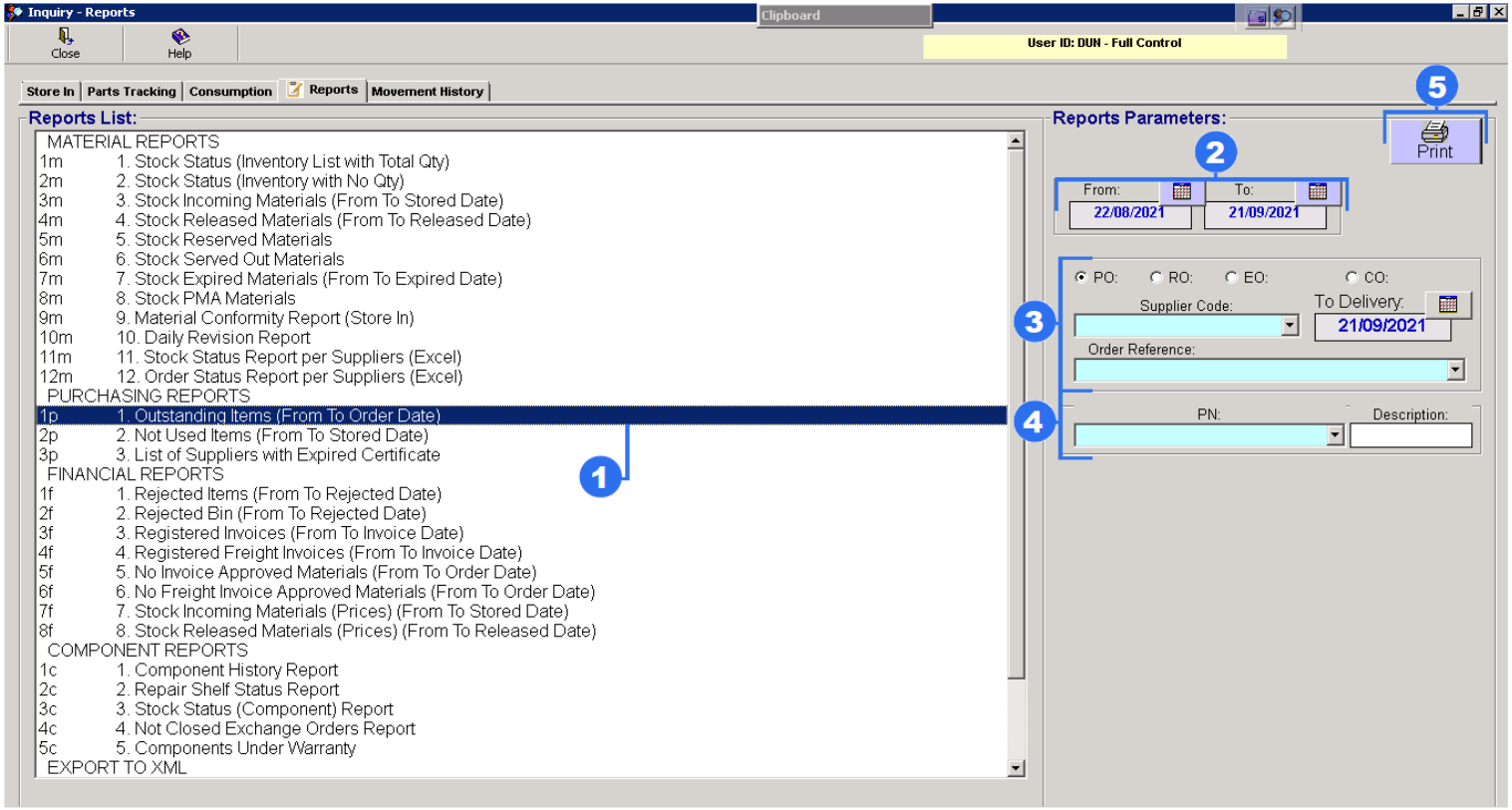
4. Select necessary parameters:

- In Stock
- Out Stock
- All

5. After all parameters are selected, click on the “Print” button.

5.2. Purchasing Reports

A. Outstanding Items (From To Order Date)



1. Highlight “Outstanding Items (From To Order Date)”.

2. Set period. (From Date and To Date)

3. Select necessary order, where:

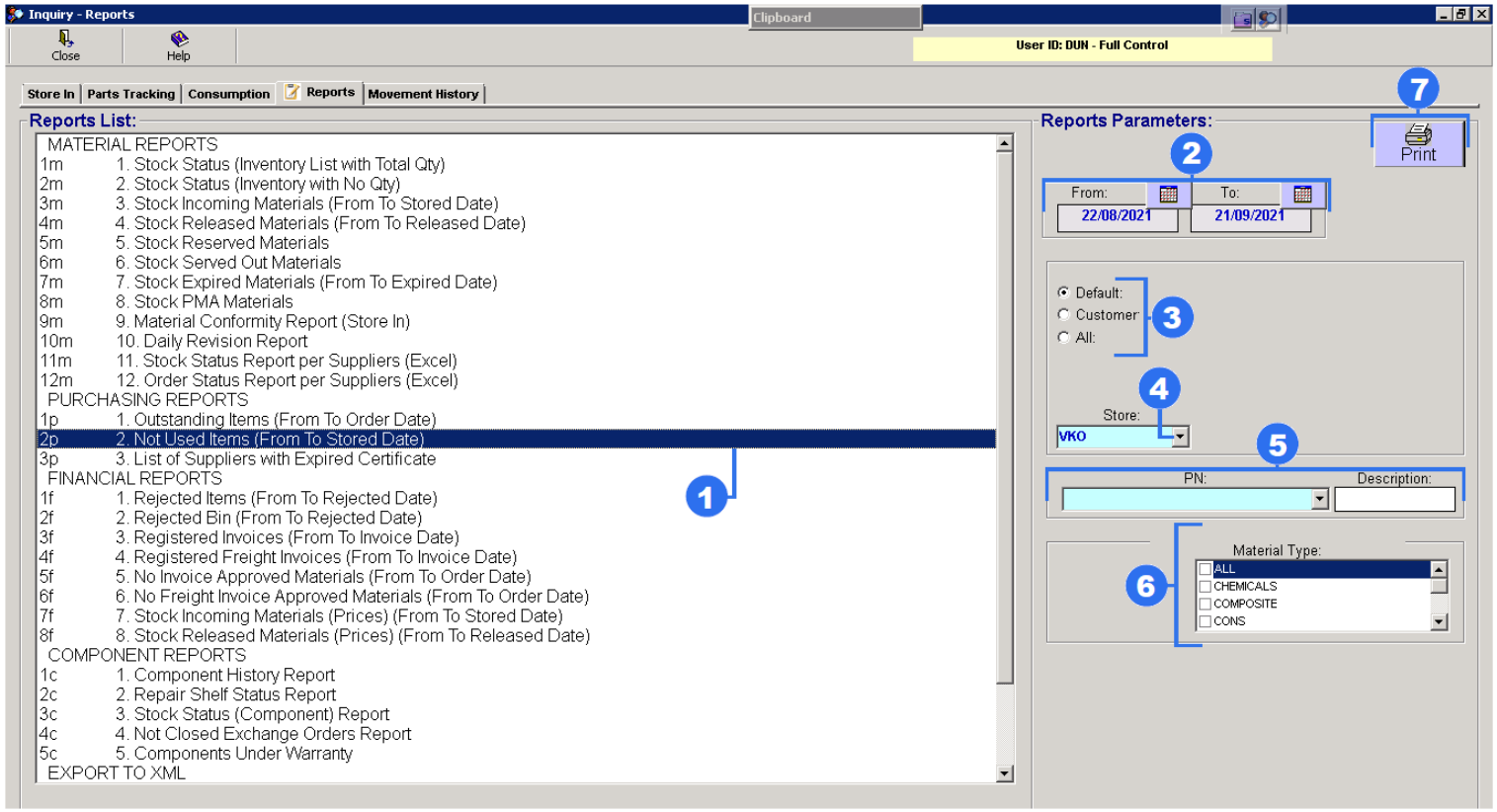
- PO – purchaser order
- RO – repair order
- EO – exchanger order
- CO – customer order number

Choose from the whole list a Supplier. Set “To Delivery date”. Choose a order reference.

4. Select from the whole list component part number and enter description of component.

5. After all parameters are selected, click on the “Print” button.

B. Not Used Items (From To Stored Date)



1. Highlight “Not Used Items (From To Stored Date)”.

2. Set period (From Date and To Date).

3. Choose from three options:

- Default – Company’s Materials
- Customer – Customer’s Materials
- All – Company and Customer

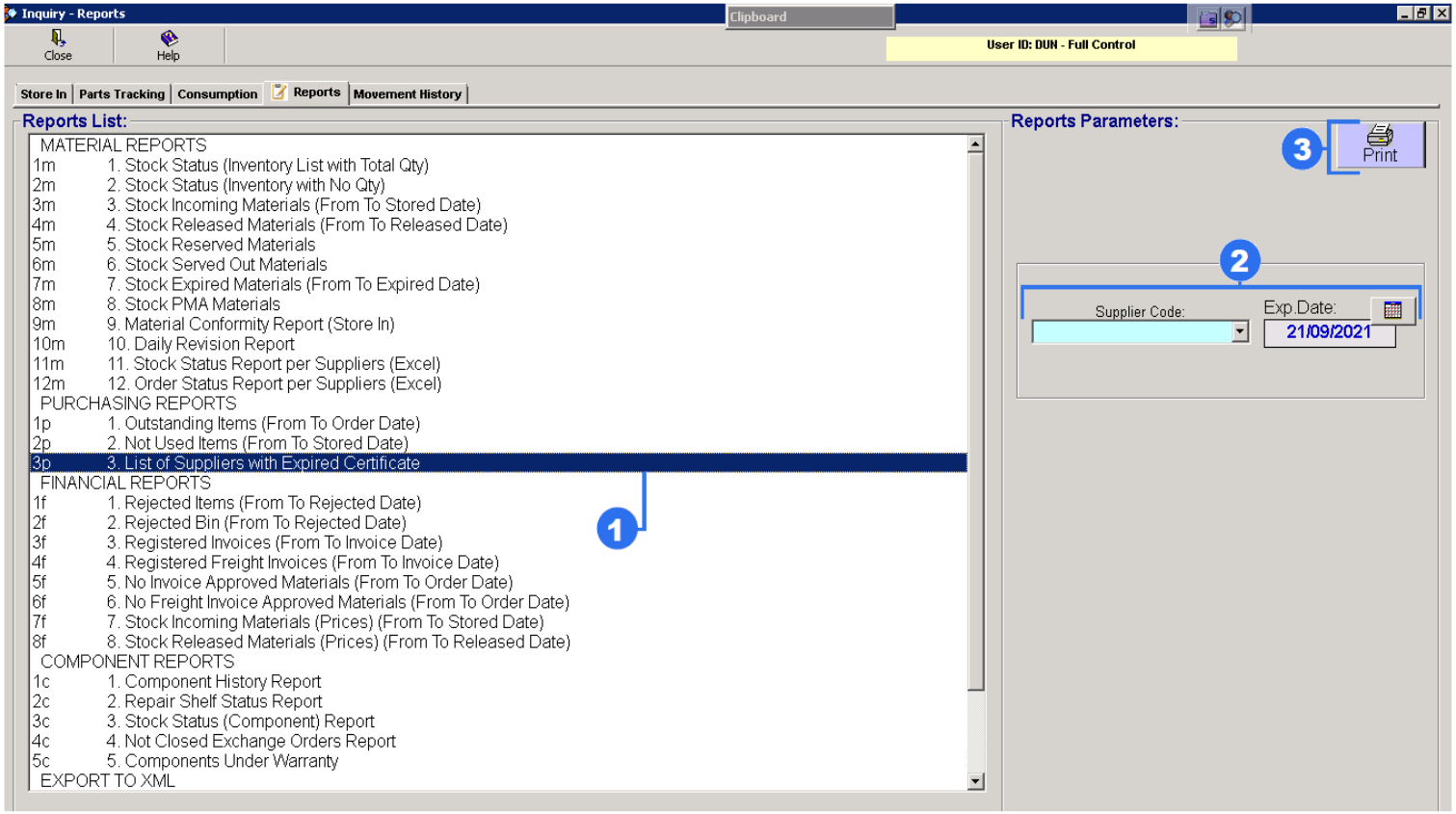
4. Select a Store.

5. Select from the whole list component part number and enter description of component.

6. Set a tick in the “Material Type” field

7. After all parameters are selected, click on the “Print” button.

C. List of Suppliers with Expired Certificate



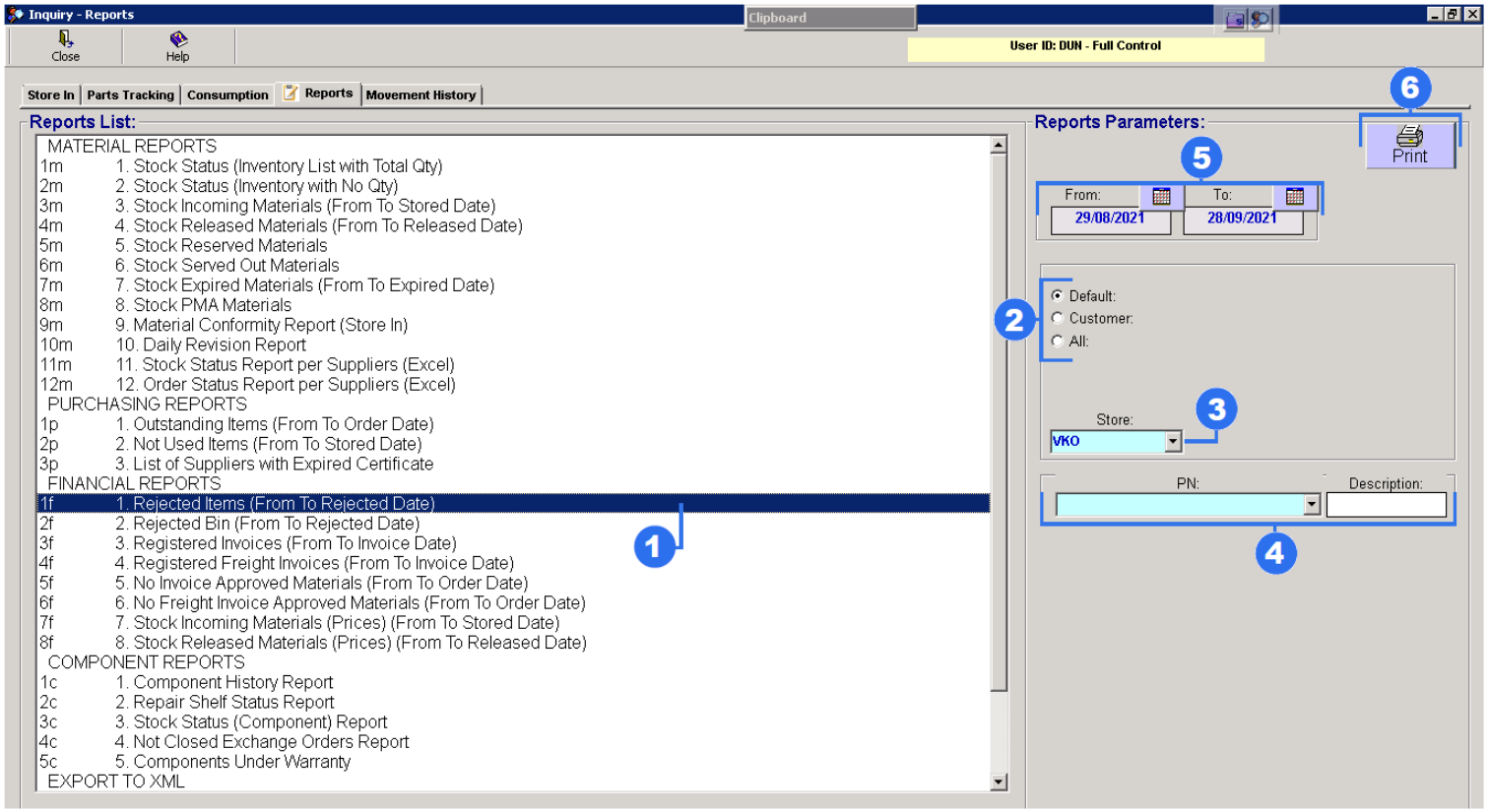
1. Highlight “List of Suppliers with “Expired Certificate”.

2. Select necessary Supplier and set Expire Date.

3. After all parameters are selected, click on the “Print” button.

5.3. Financial Reports

A. Rejected Items (From To Rejected Date)



1. Highlight “Rejected Items (From To Rejected Date”.

2. Choose from three options:

- Default – Company’s Materials
- Customer – Customer’s Materials
- All – Company and Customer

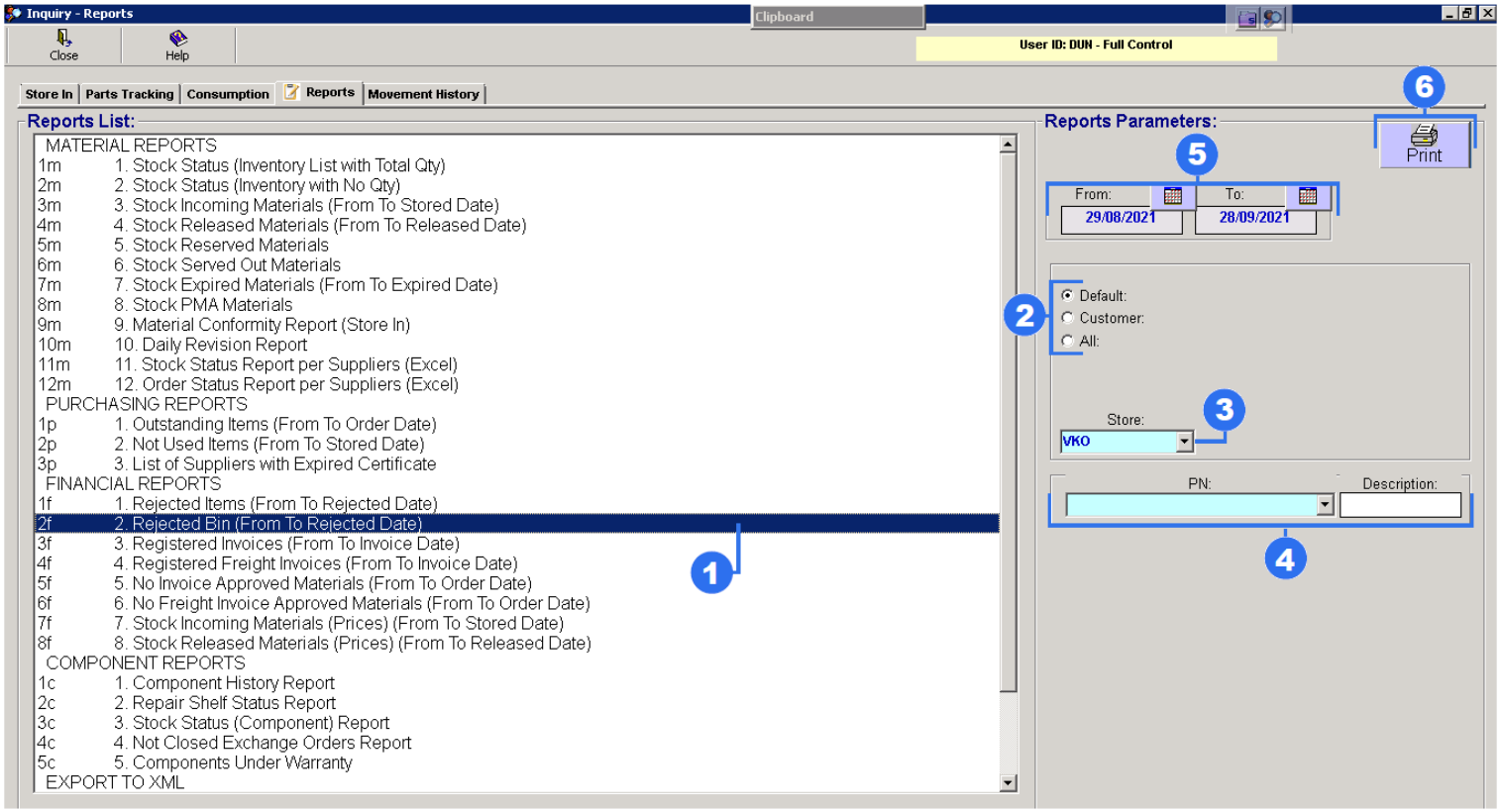
3. Select a Store.

4. Select from the whole list component part number and enter description of component.

5. Set period (From Date and To Date).

6. After all parameters are selected, click on the “Print” button.

B. Rejected Bin (From To Rejected Date)



1. Highlight “Rejected Bin (From To Rejected Date”.

2. Choose from three options:

- Default – Company’s Materials
- Customer – Customer’s Materials
- All – Company and Customer

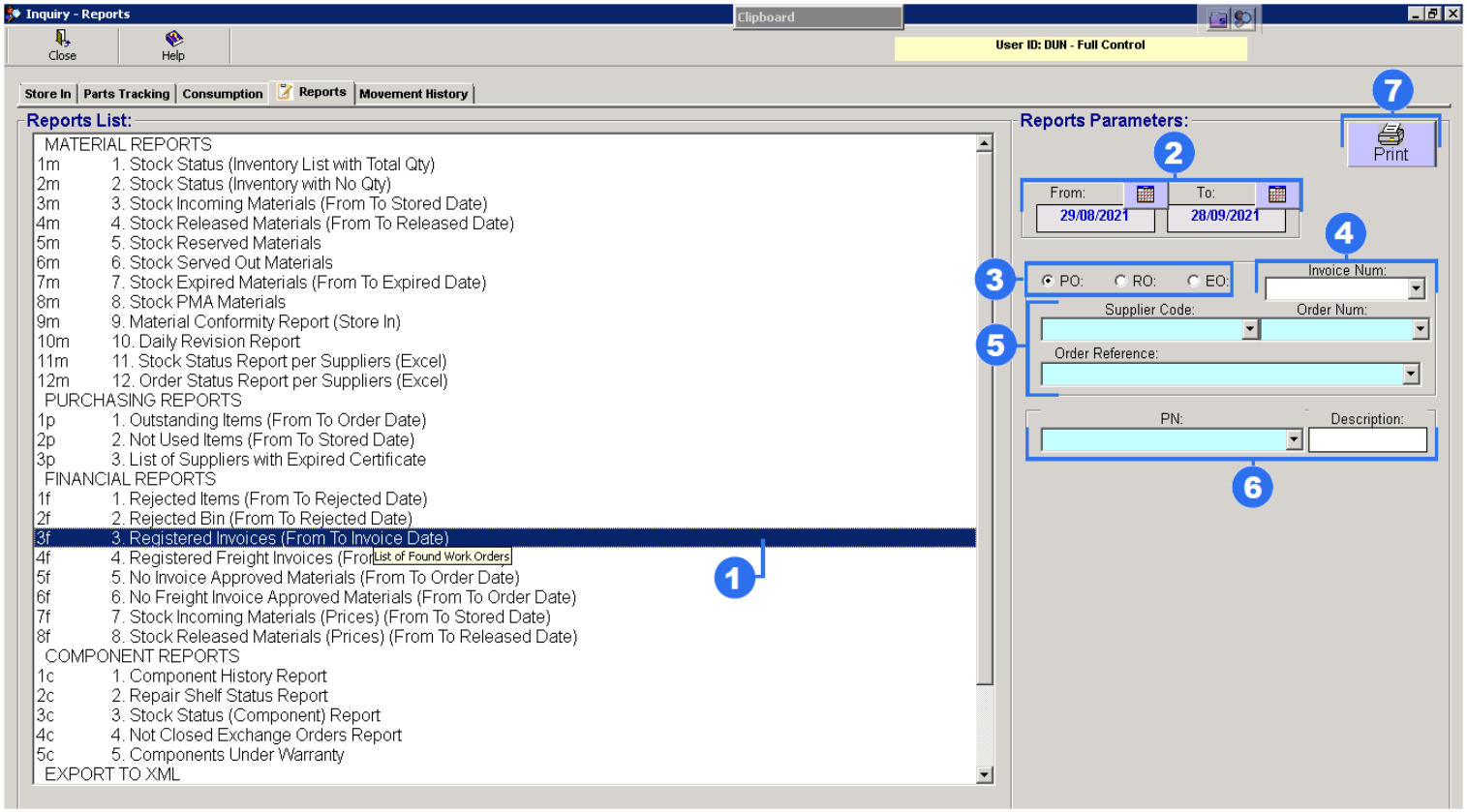
3. Select a Store.

4. Select from the whole list component part number and enter description of component.

5. Set period (From Date and To Date).

6. After all parameters are selected, click on the “Print” button.

C. Registered Invoices (From To Invoice Date)



1. Highlight “Registered Invoices (From To Invoice)”.

2. Set period (From Date and To Date).

3. Select necessary order, where:

- PO – purchaser order
- RO – repair order
- EO – exchanger order

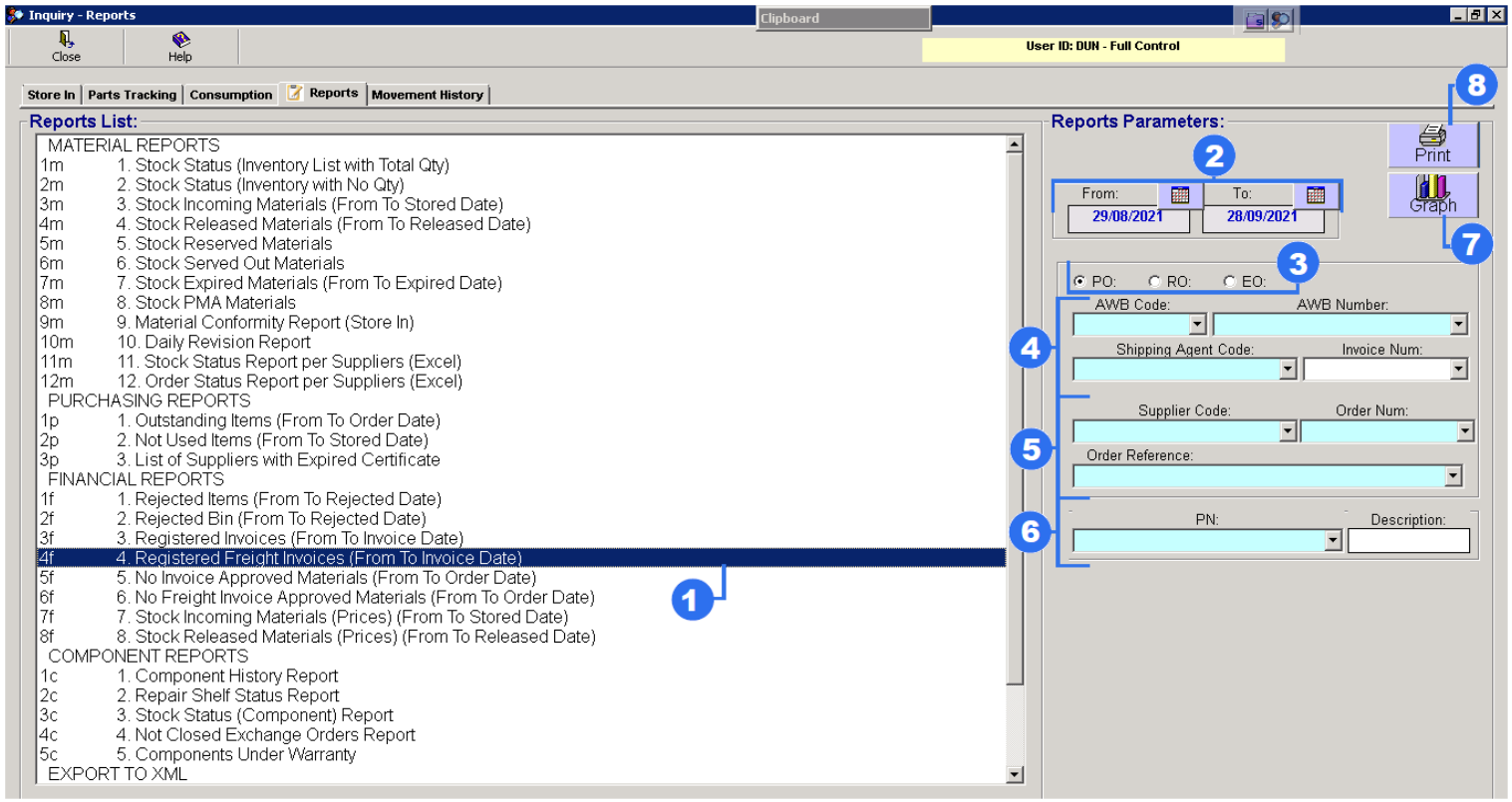
4. Select number of invoice.

5. Choose from the whole list a Supplier. Select number of order and choose a order reference.

6. Select from the whole list component part number and enter description of component.

7. After all parameters are selected, click on the “Print” button.

D. Registered Invoices (From To Invoice Date)



1. Highlight “Registered Freight Invoices (From To Invoice)”.

2. Set period (From Date and To Date).

3. Select necessary order, where:

- PO – purchaser order
- RO – repair order
- EO – exchanger order

4. Select AWB code and number of invoices.

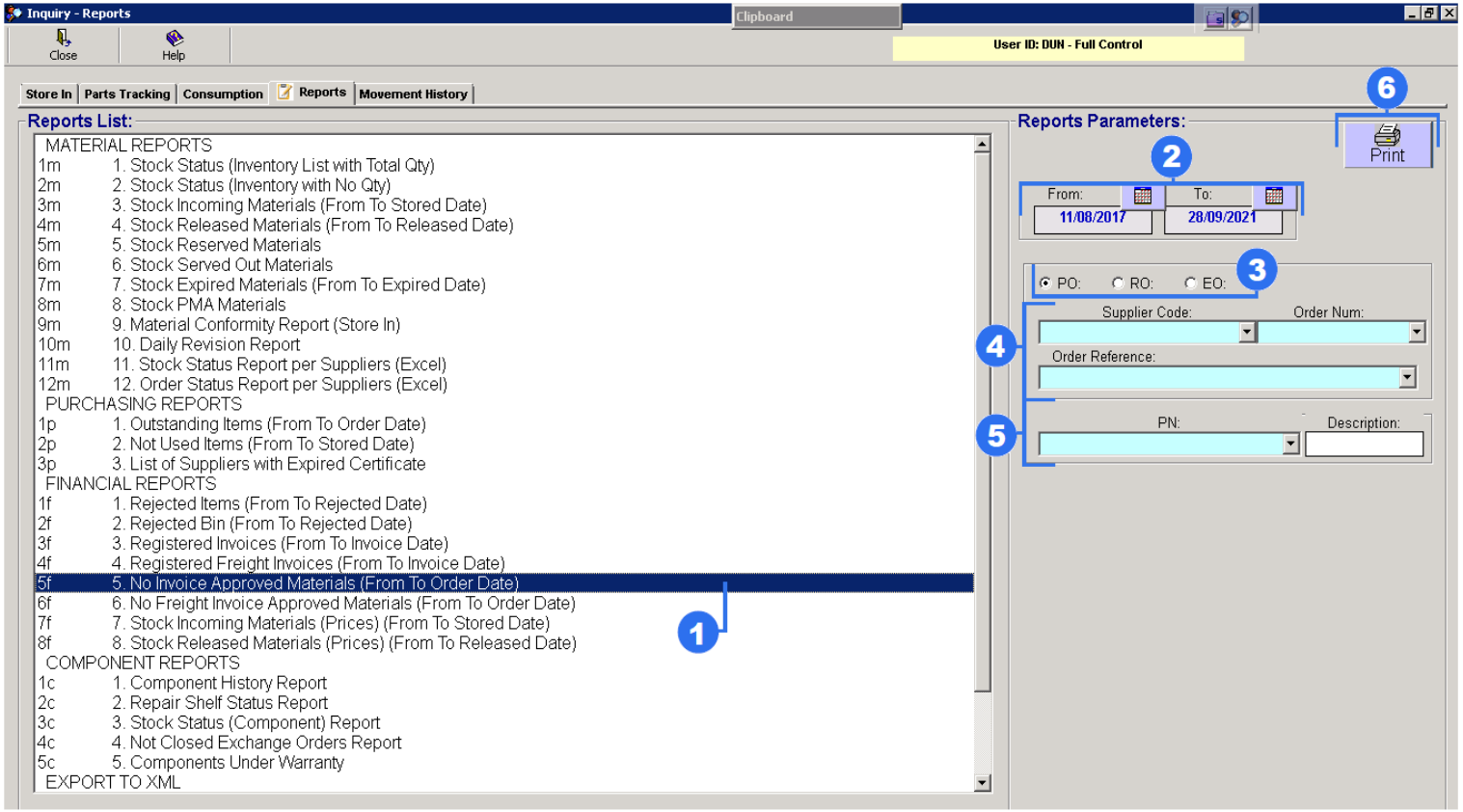
5. Choose from the whole list a Supplier. Select number of order and choose a order reference.

6. Select from the whole list component part number and enter description of component.

7. To get a graph “Freight Invoice in Total (Default Value) per Shipping Agent Code” press “Graph” button.

8. After all parameters are selected, click on the “Print” button.

E. No Invoice Approved Materials (From To Order Date)



1. Highlight “No Invoice Approved Materials (From To Order Date)”

2. Set period (From Date and To Date).

3. Select necessary order, where:

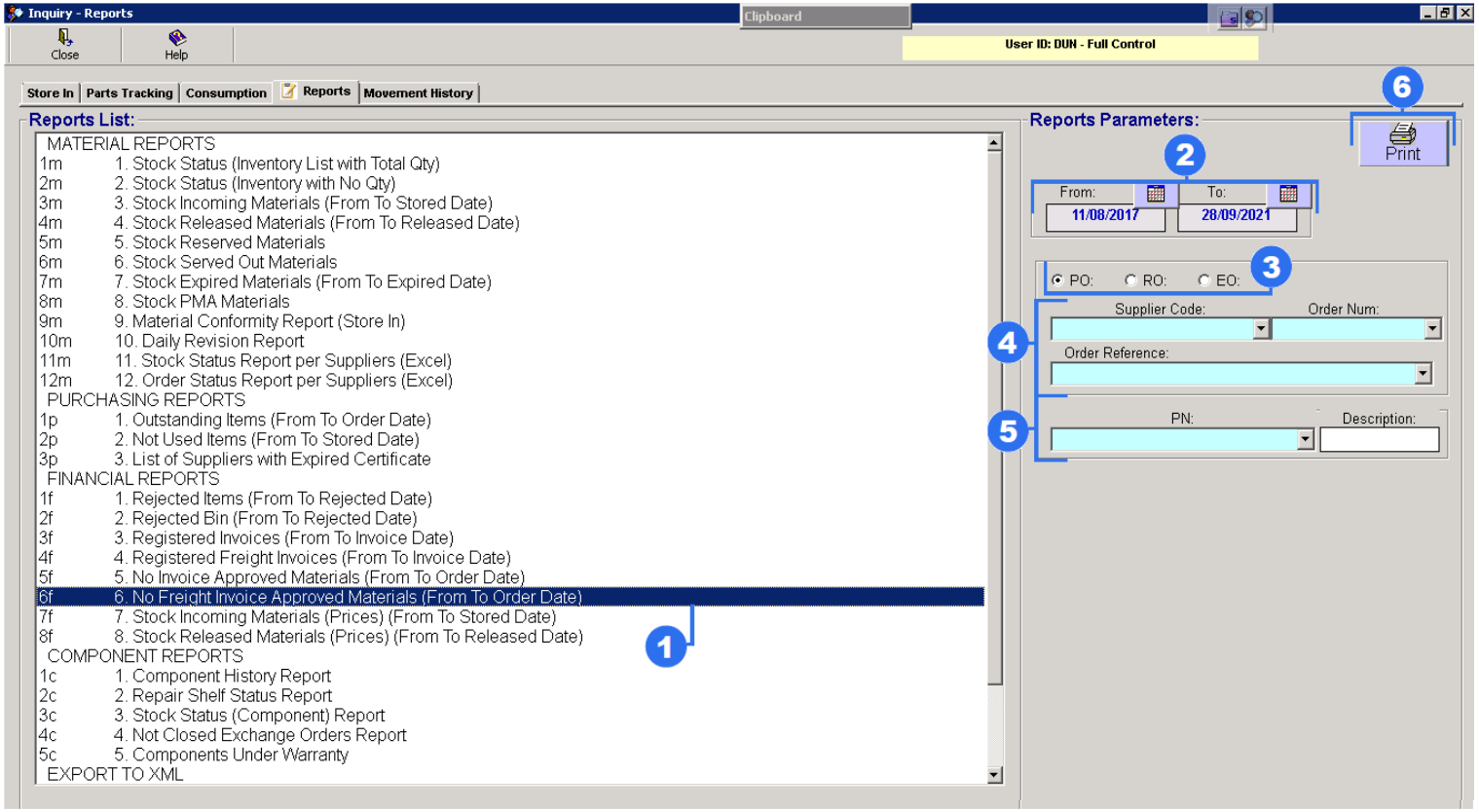
- PO – purchaser order
- RO – repair order
- EO – exchanger order

4. Choose from the whole list a Supplier. Select number of order and choose a order reference.

5. Select from the whole list component part number and enter description of component.

6. After all parameters are selected, click on the “Print” button.

F. No Freight Invoice Approved Materials (From To Order Date)



1. Highlight “No Freight Invoice Approved Materials (From To Order Date)”

2. Set period (From Date and To Date).

3. Select necessary order, where:

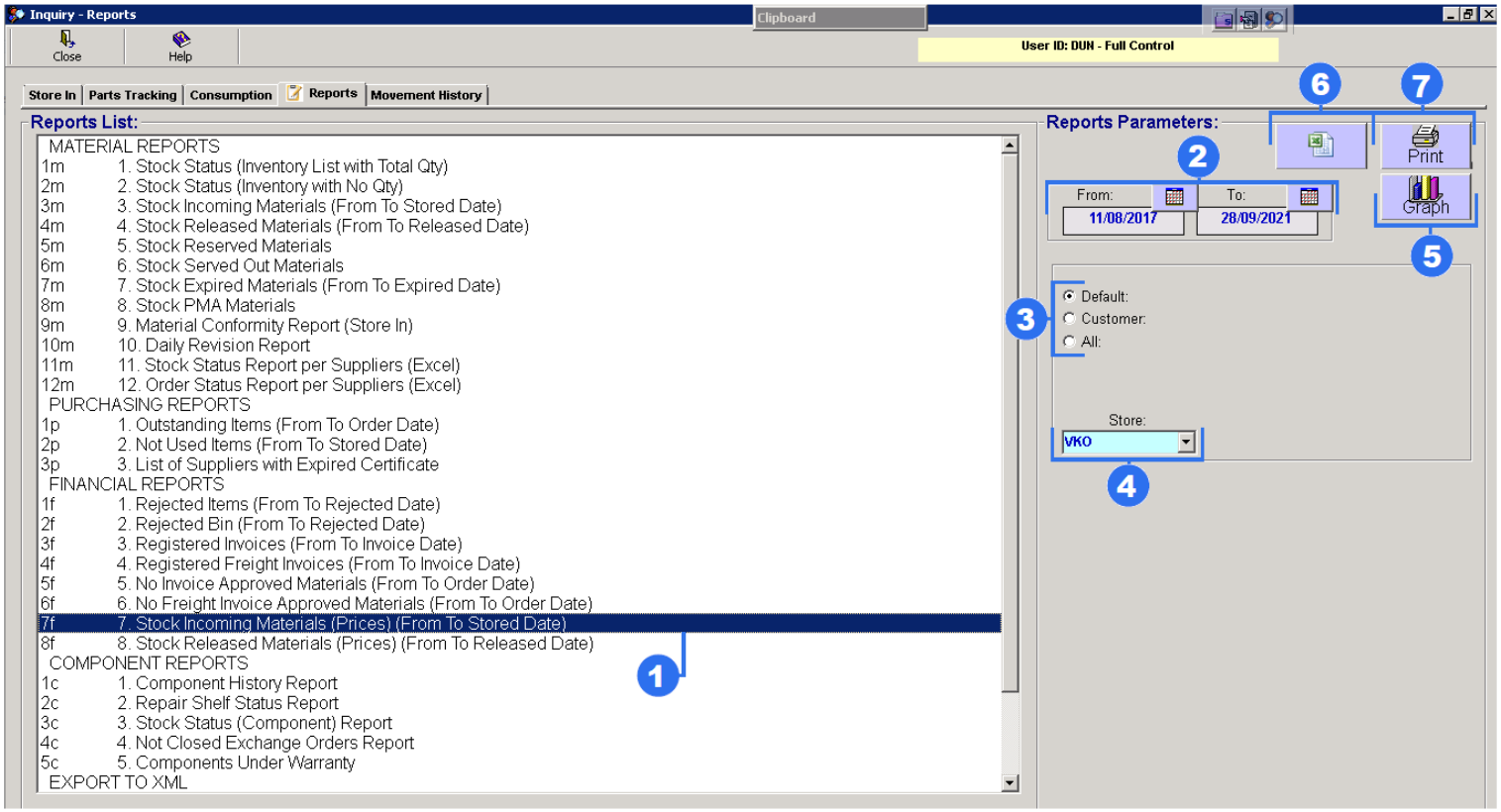
- PO – purchaser order
- RO – repair order
- EO – exchanger order

4. Choose from the whole list a Supplier. Select number of order and choose a order reference.

5. Select from the whole list component part number and enter description of component.

6. After all parameters are selected, click on the “Print” button.

G. Stock Incoming Materials (Prices) (From To Order Date)



1. Highlight “Stock Incoming Materials”

2. Set period (From Date and To Date).

3 Choose from three options:

- Default – Company’s Materials
- Customer – Customer’s Materials
- All – Company and Customer

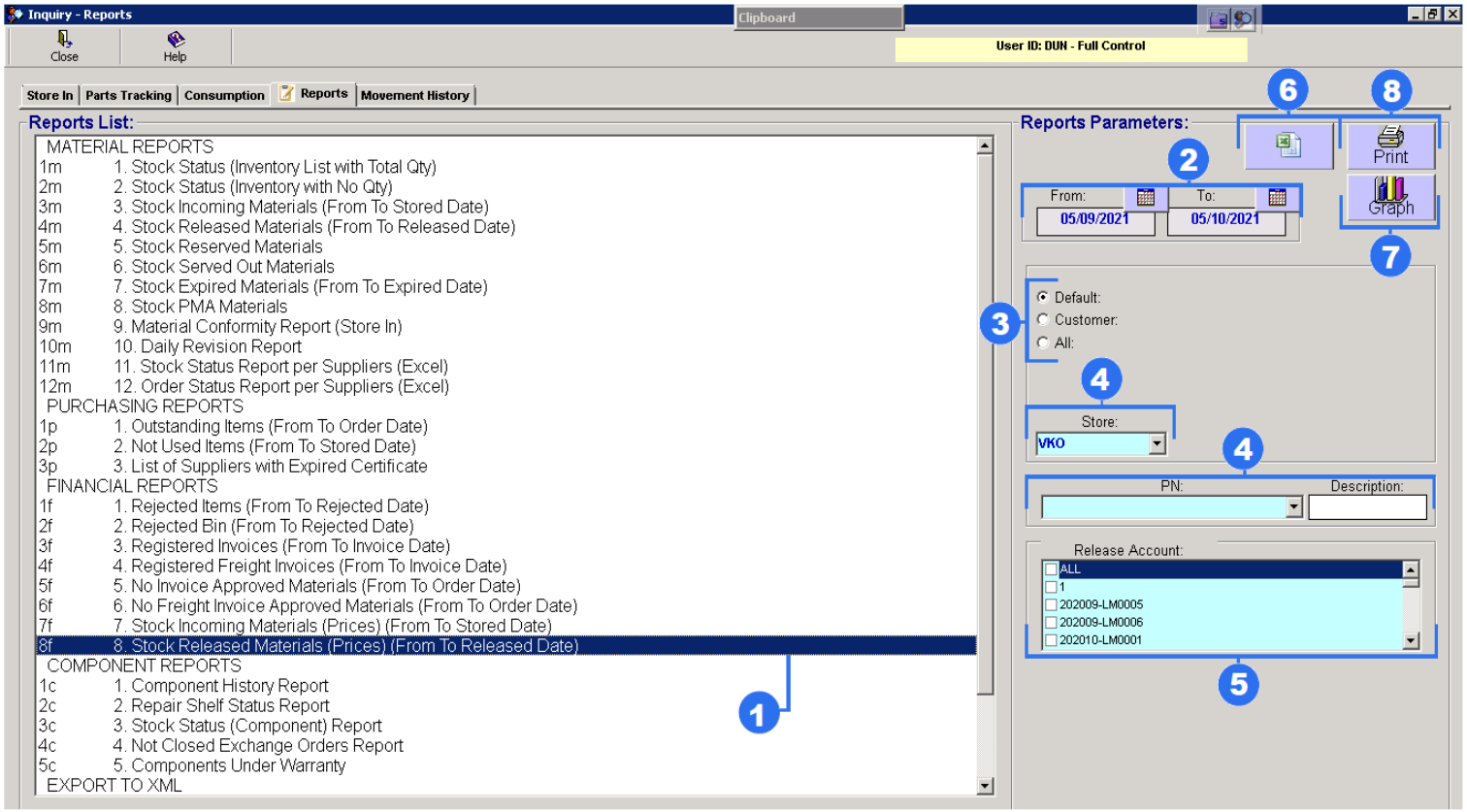
4. Select a Store.

5. To get a graph “Stock Incoming in Total (Default Value) per Supplier” press “Graph” button.

6. To get this data in excel press “Excel” button.

7. After all parameters are selected, click on the “Print” button.

H. Stock Released Materials (Prices) (From To Released Date)



1. Highlight “Stock Released Materials”

2. Set period (From Date and To Date).

3 Choose from three options:

- Default – Company’s Materials
- Customer – Customer’s Materials
- All – Company and Customer

4. Select a Store. Choose from the whole list apart number. Enter a description.

5. Check box a Release Account.

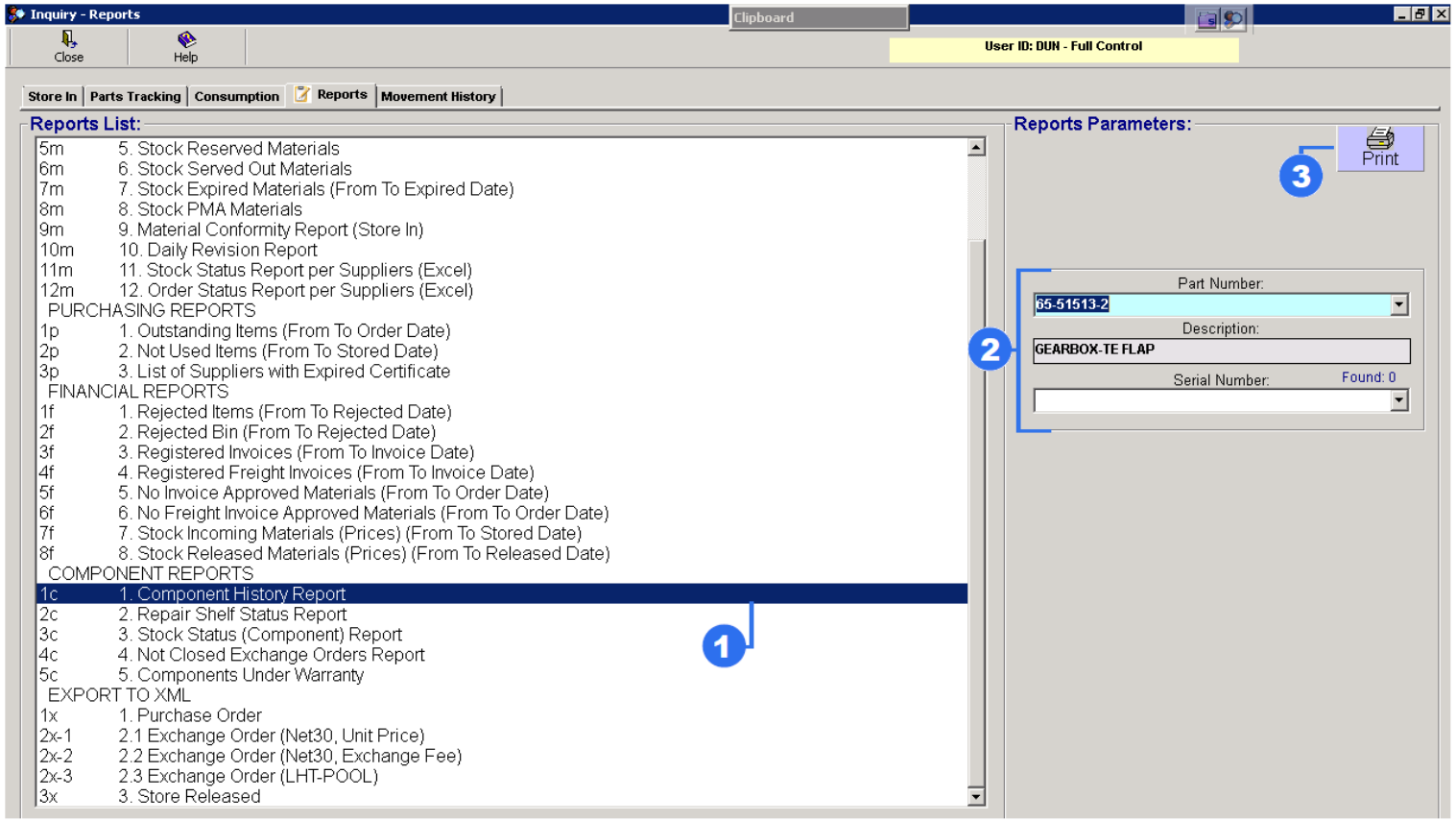
6. To get this data in excel press “Excel” button.

7. To get a graph “Stock Release in Total (Default Value) per Supplier” press “Graph” button.

8. After all parameters are selected, click on the “Print” button.

5.4. Components Reports

A. Component History Report

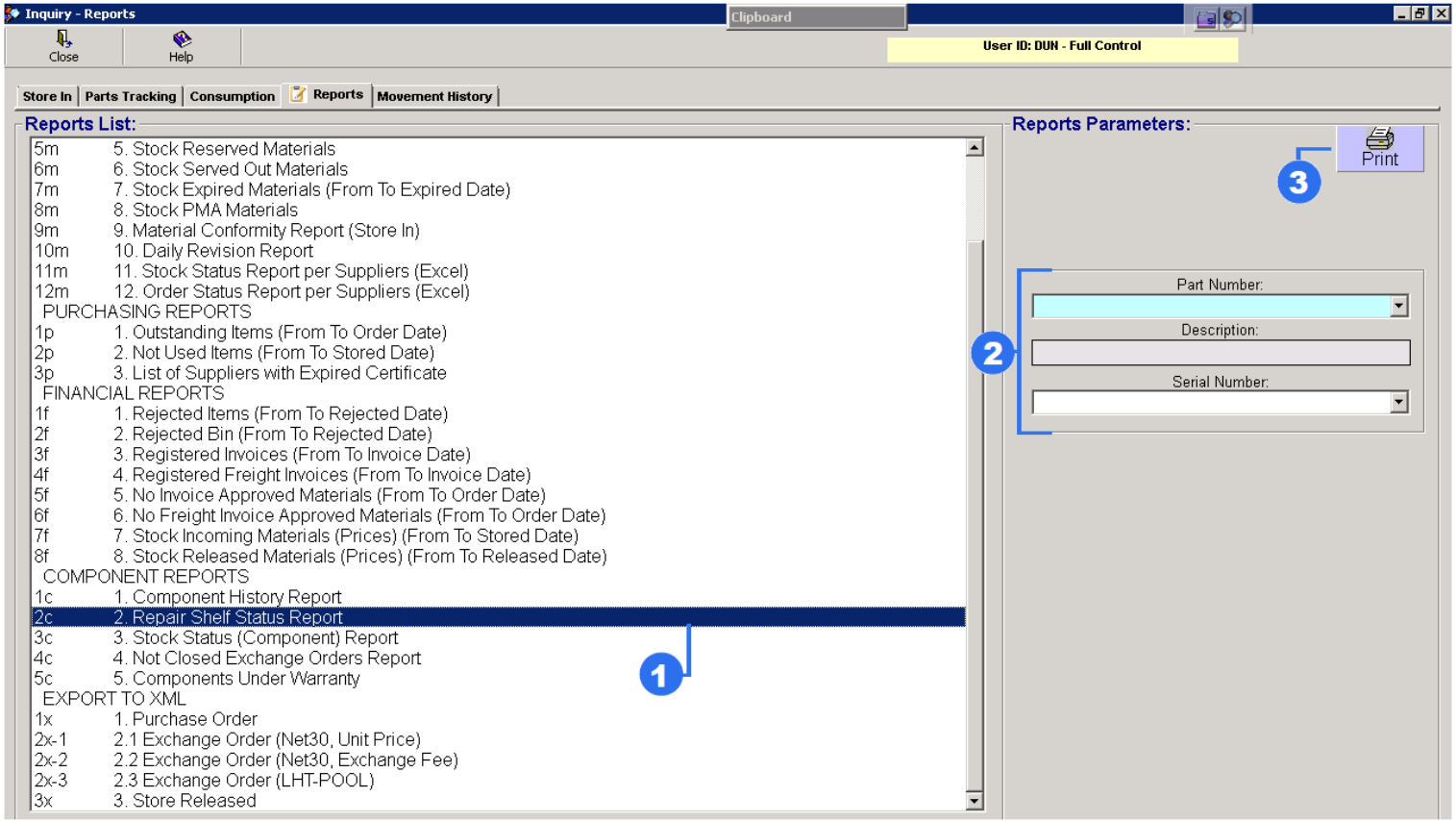


1. Highlight “Component History Report”

2. Select from the whole list necessary part number. Description will be appeared automatically. Select a serial number.

3. After all parameters are selected, click on the “Print” button.

B. Component History Report

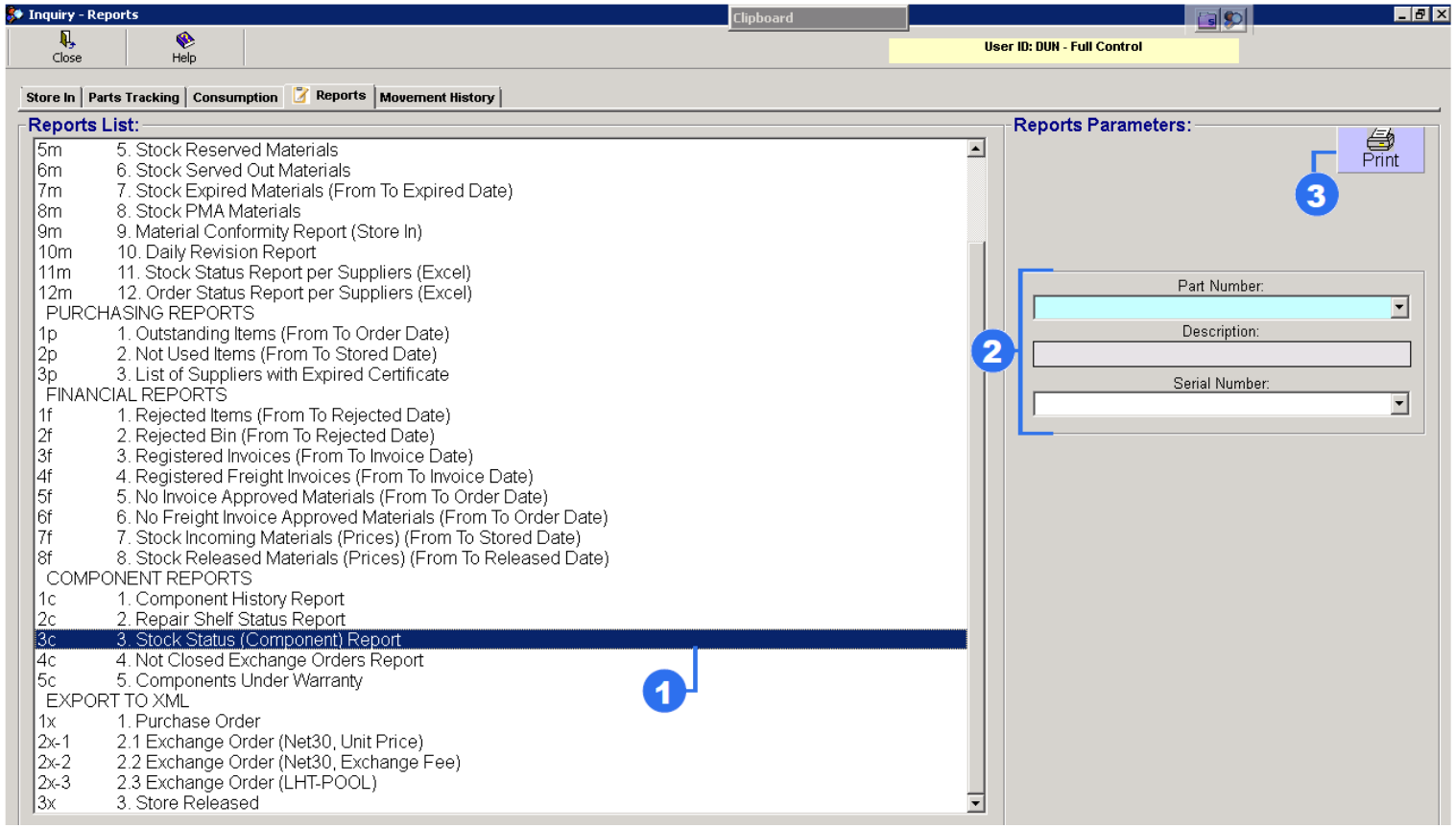


1. Highlight “Repair Shelf Status Report”

2. Select from the whole list necessary part number. Description will be appeared automatically. Select a serial number.

3. After all parameters are selected, click on the “Print” button.

C. Stock Status (Component) Report

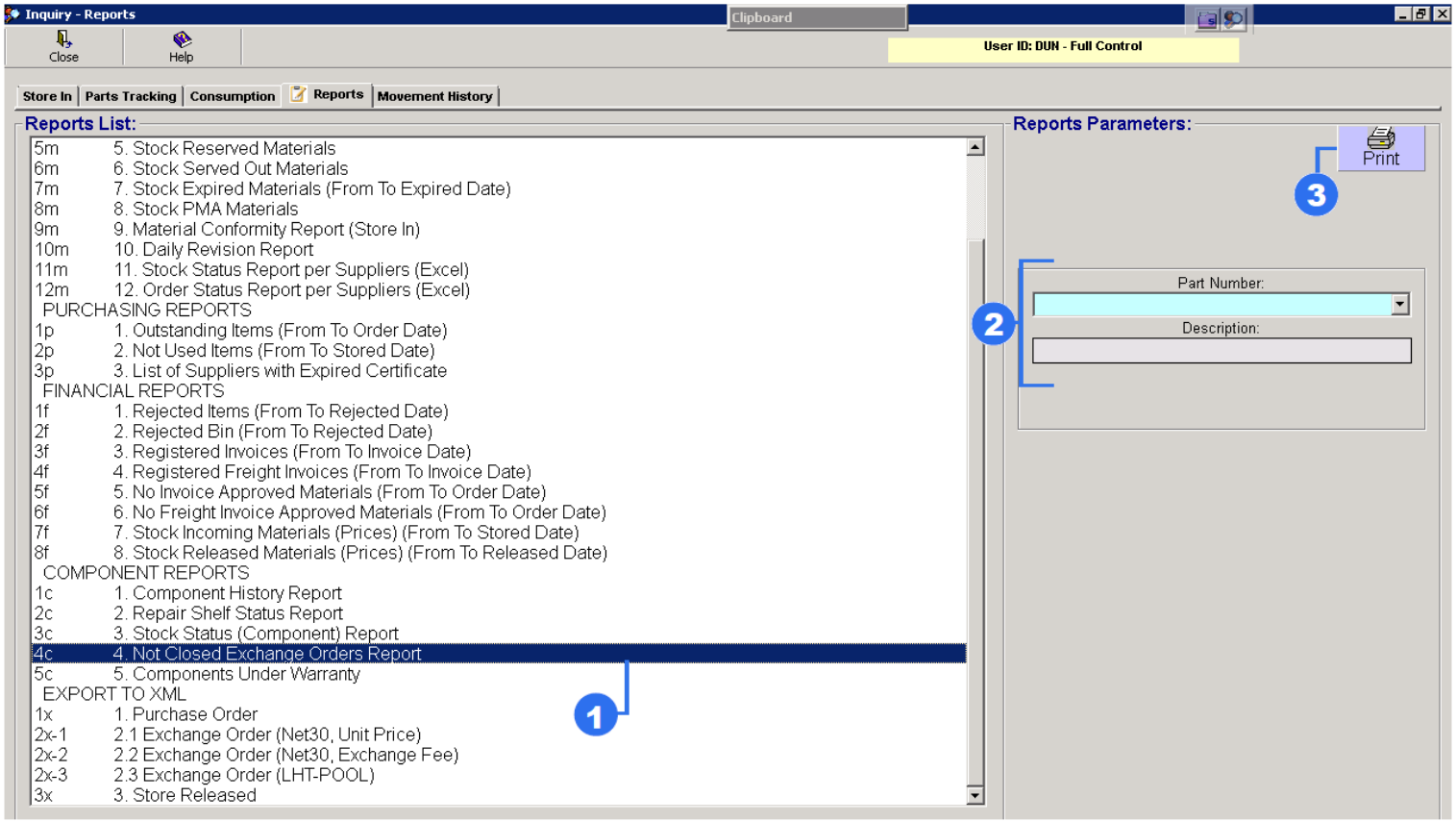


1. Highlight “Stock Status (Component) Report”.

2. Select from the whole list necessary part number. Description will be appeared automatically. Select a serial number.

3. After all parameters are selected, click on the “Print” button.

D. Not Closed Exchanger Orders Report

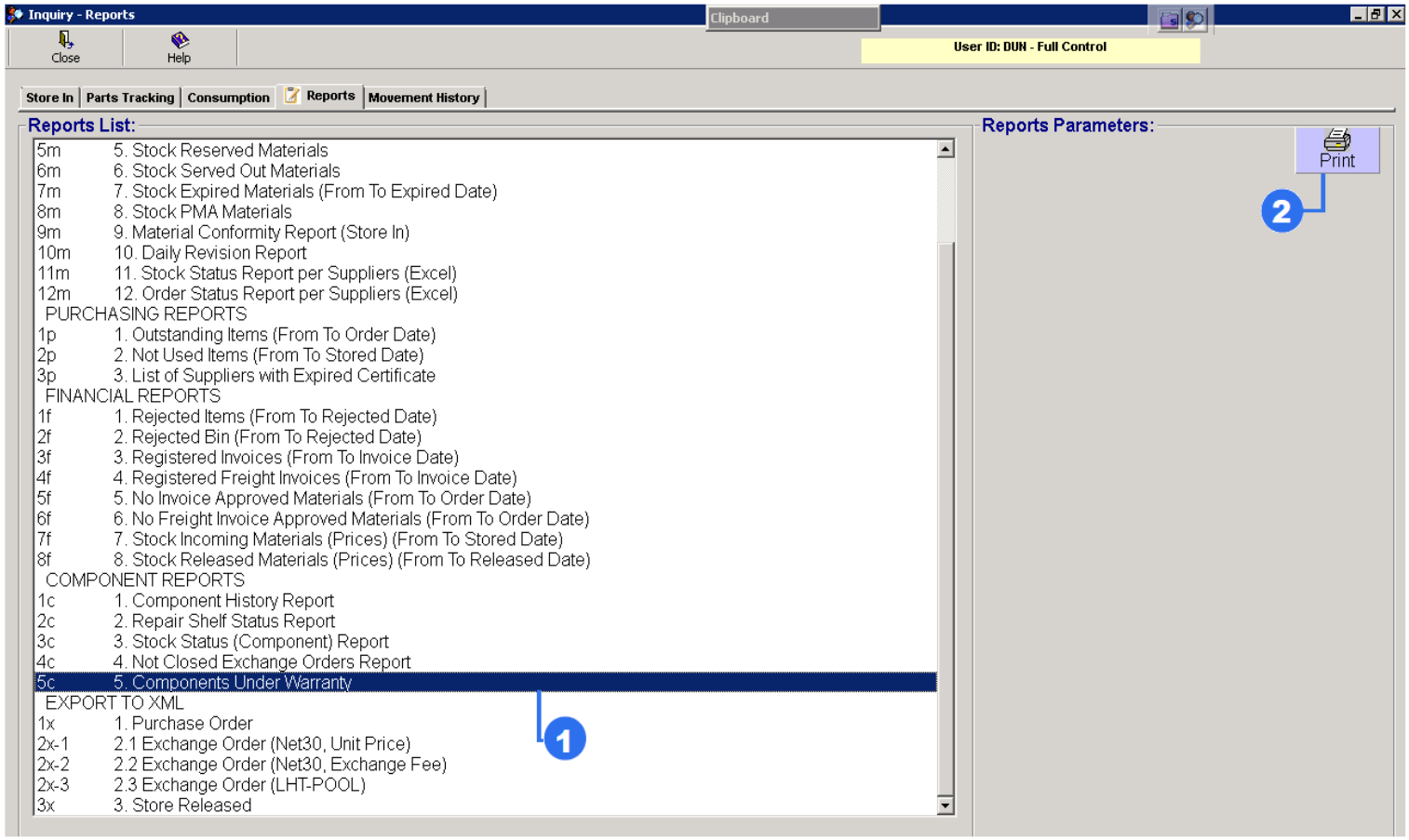


1. Highlight “Not Closed Exchanger Orders Report”.

2. Select from the whole list necessary part number. Description will be appeared automatically.

3. After all parameters are selected, click on the “Print” button.

E. Component Under Warranty

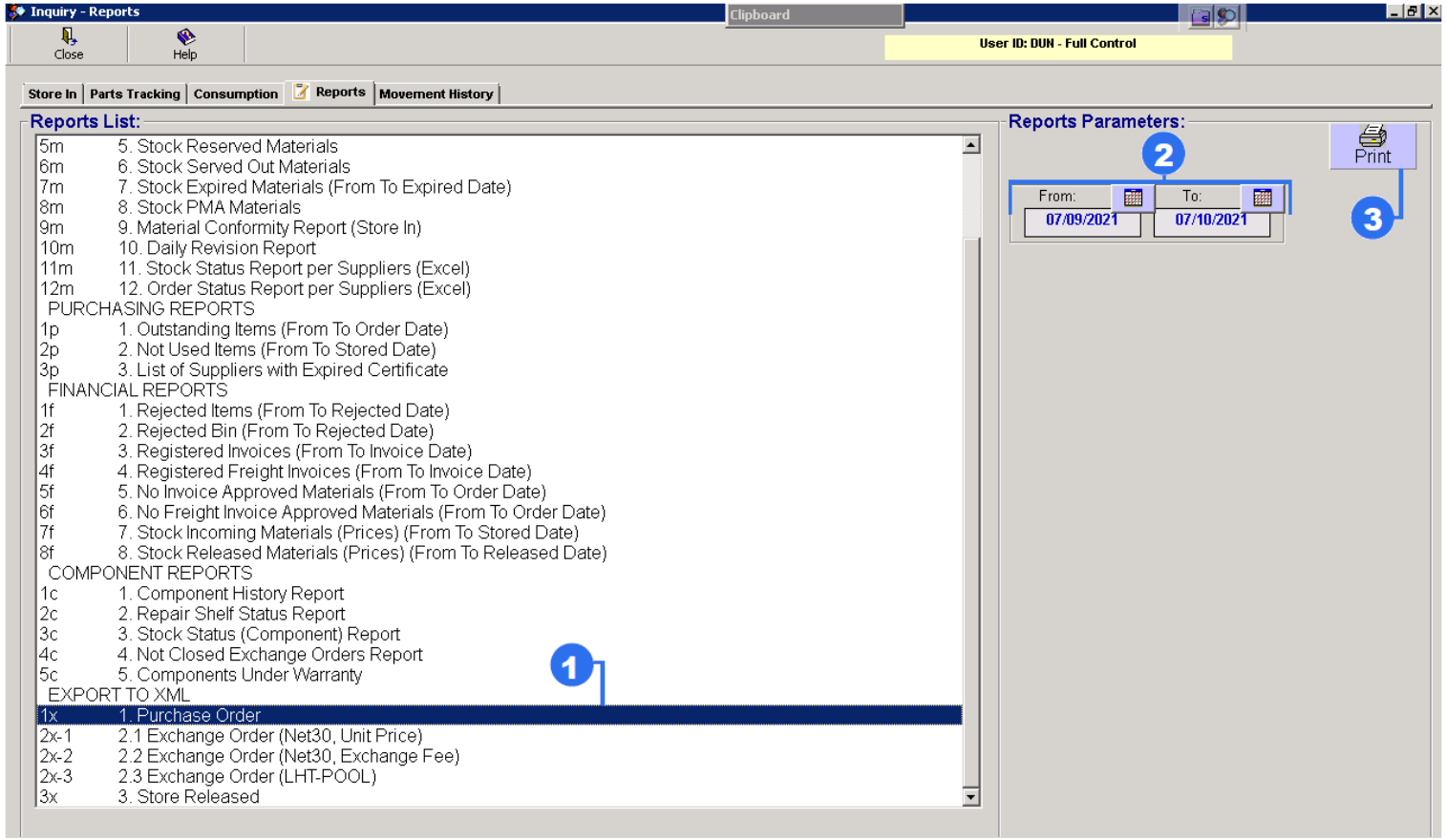


1. Highlight “Components Under Warranty”.

2. Press “Print” button.

5.5. Export to XML

A. Purchaser Order

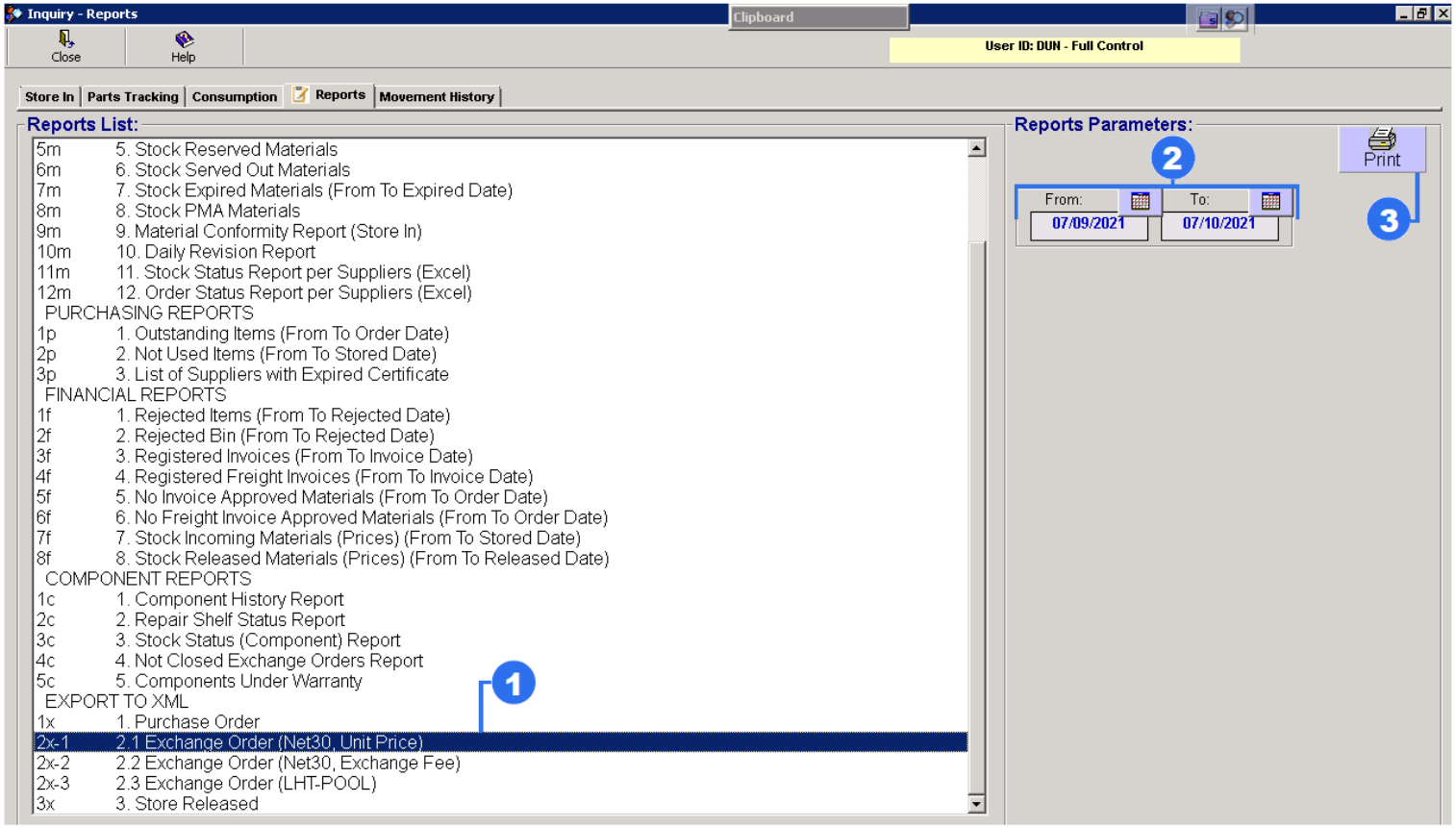


1. Highlight “Purchaser Order”.

2. Set period (From Date and To Date).

2. Press “Print” button.

B. Exchange Order (Net30, Unit Price)

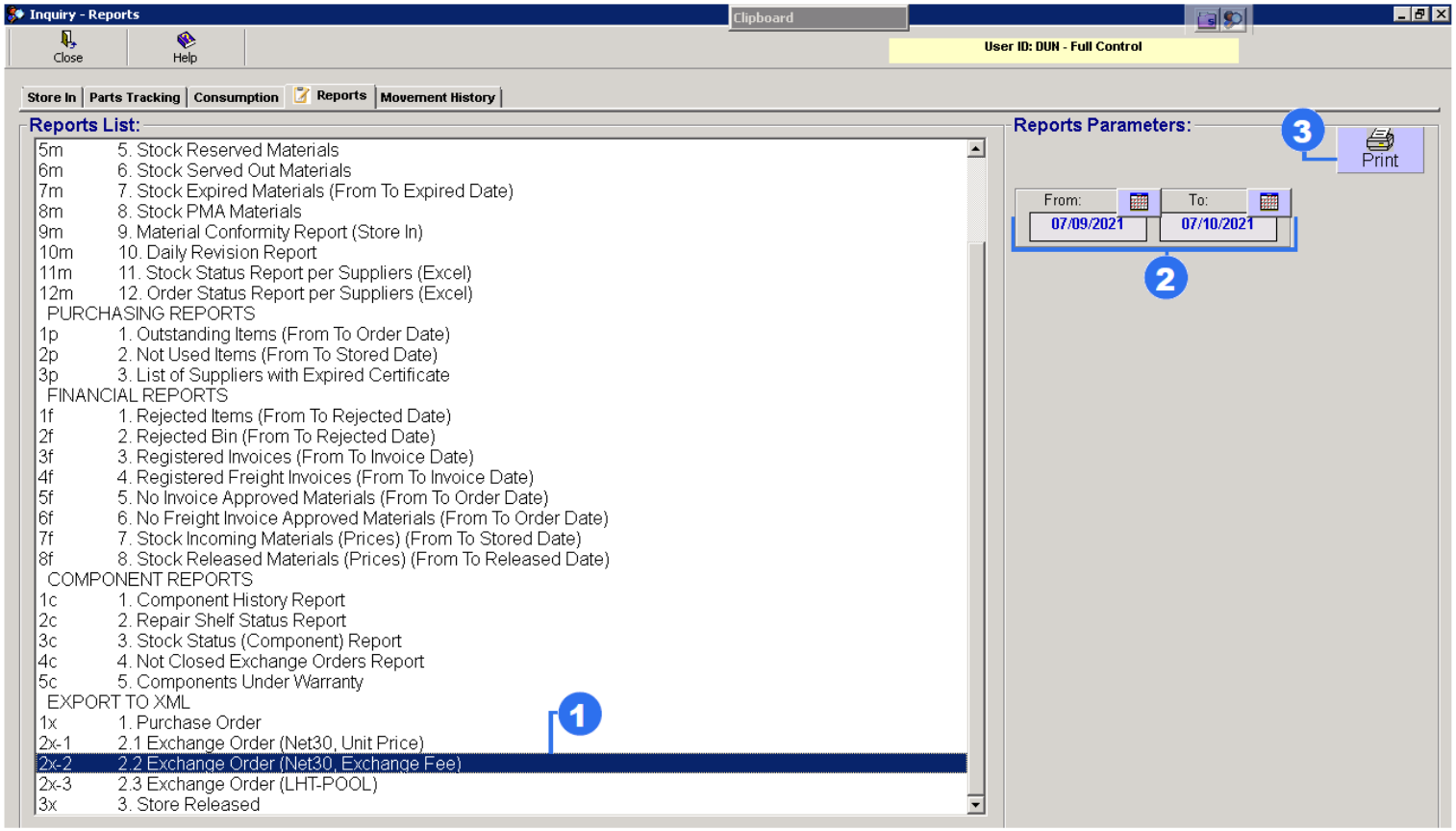


1. Highlight “Exchange Order (Net30, Unit Price)”.

2. Set period (From Date and To Date).

2. Press “Print” button.

C. Exchange Order (Net30, Exchange Fee)

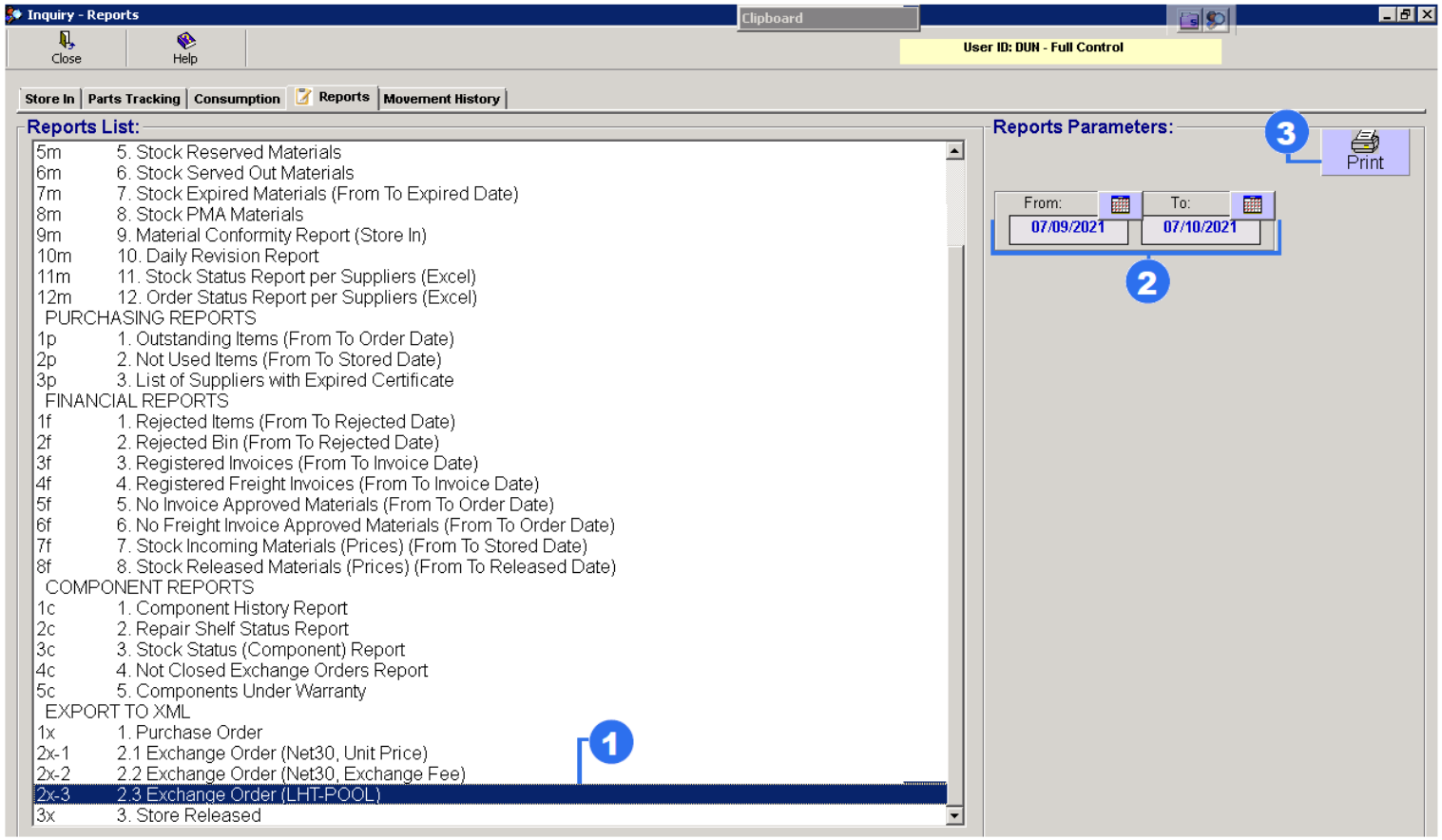


1. Highlight “Exchange Order (Net30, Exchange Fee)”.

2. Set period (From Date and To Date).

2. Press “Print” button.

D. Exchange Order (LHT - POOL)

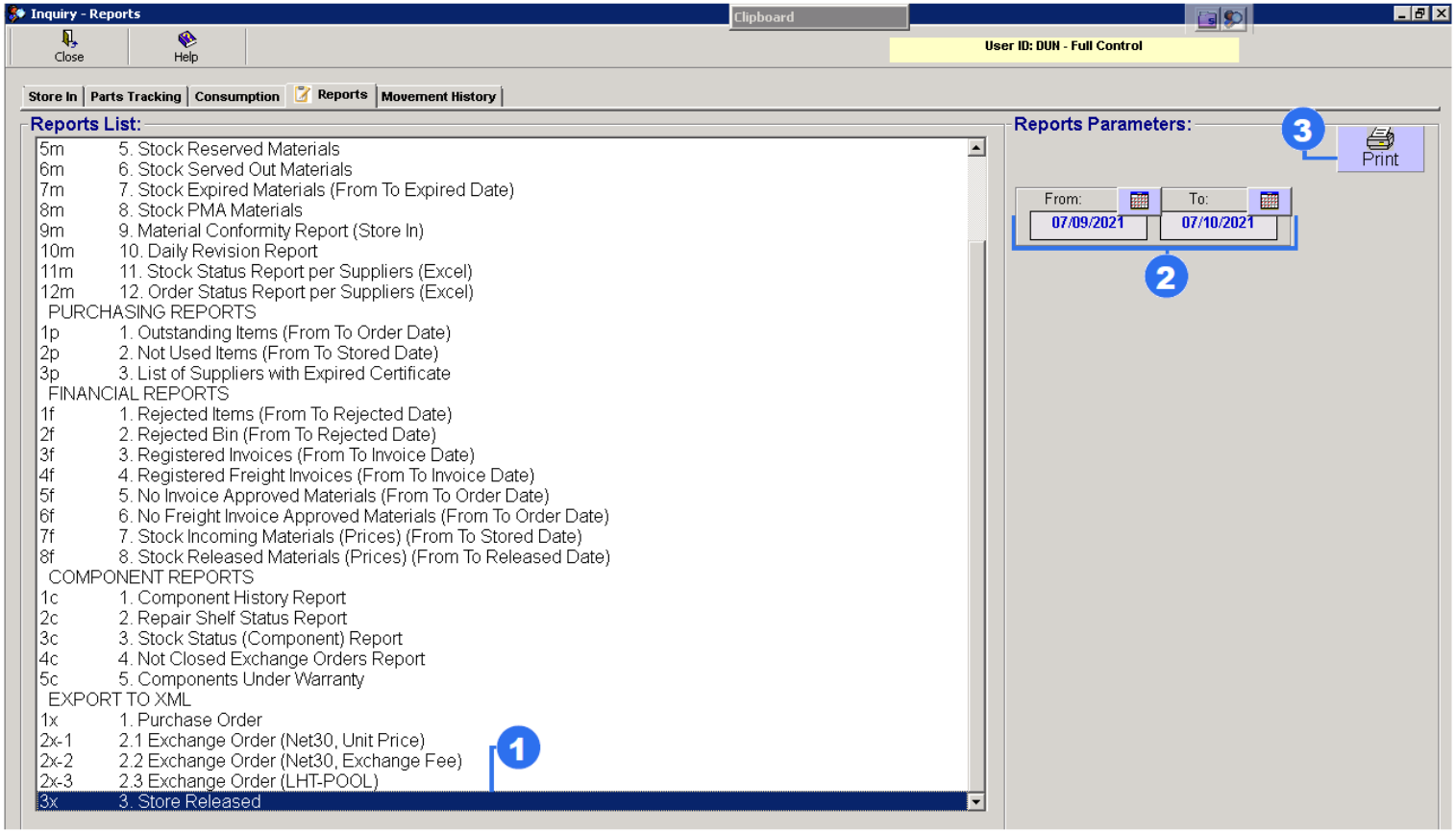


1. Highlight “Exchange Order (LHT - POOL)”.

2. Set period (From Date and To Date).

2. Press “Print” button.

F. Exchange Order (LHT - POOL)

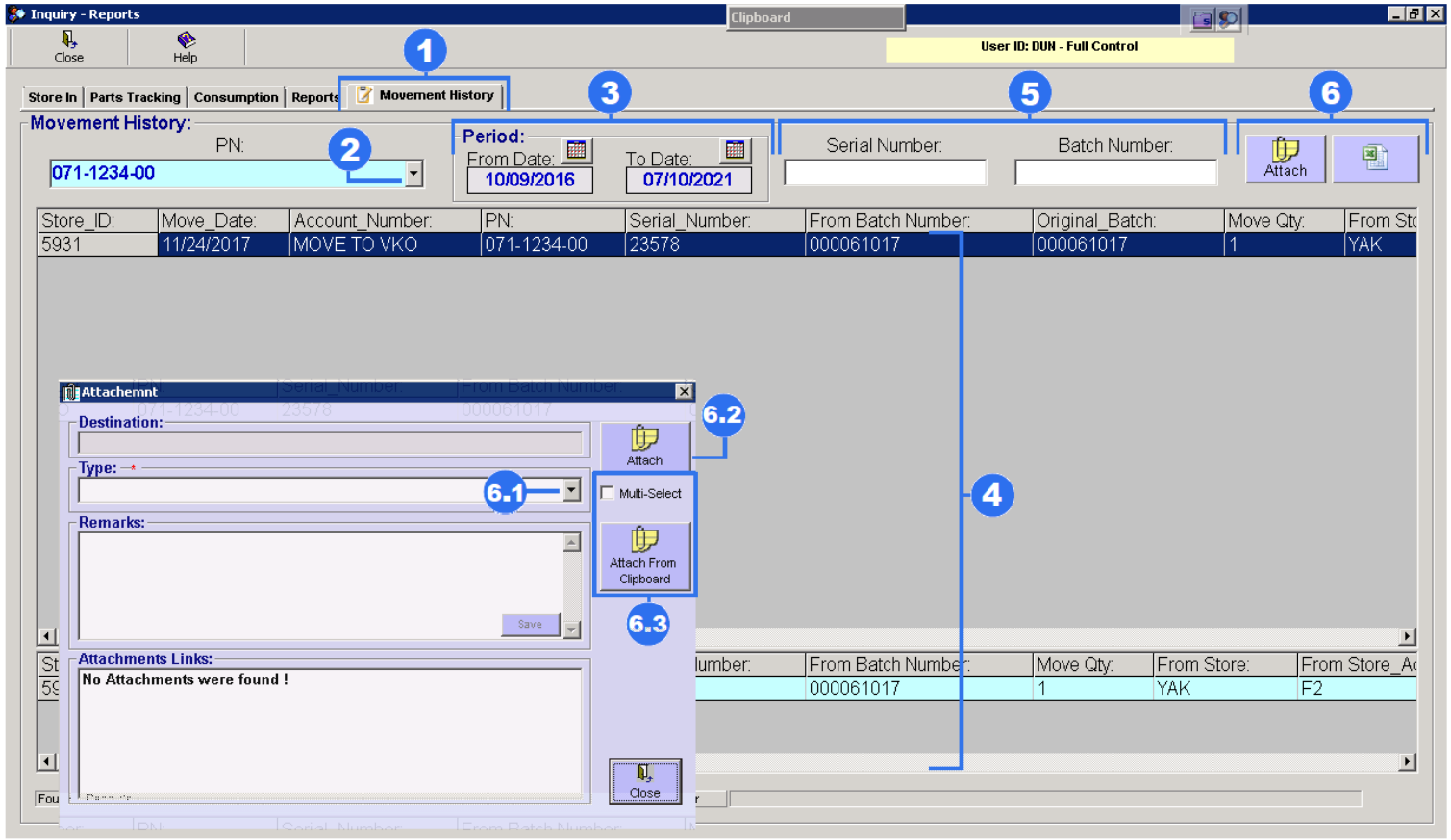


1. Highlight “Store Released”.

2. Set period (From Date and To Date).

2. Press “Print” button.

6. Movement History



1. Push on the “Movement History” to monitor history of movement of specific component part number.

2. Select from the whole list part number.

3. Set a period (From date – To Date)

Press “Enter” button.

4. Now you can see component history.

5. For a more precise search, use “Serial Number” and “Batch Number” filters.

6. To transfer data to Excel, push on the” Excel” button.

To attach any document, press “Attach” button.

6.1 Select type of attachment document.

6.2 Push on the “Attach” button. Find an attachment in your computer.

6.3 To attach multiple documents, check box “Multi - Select”. “Attach From Clipboard” allows you to attach any documents from clipboard.