

# ODBC Reporting Suite Guide

## Part 2: Parts Reporting Suite



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This guide is part of the ODBC Reporting Suite Guide Series, which explains how to access and use the reports available within the ODBC Reporting Suite.

The series includes:

- Part 1 – Accounts Reporting Suite
- Part 2 – Parts Reporting Suite
- Part 3 – Workshop Reporting Suite
- Part 4 – Sales Reporting Suite

# 1. PARTS REPORTING SUITE

The Parts Reporting Suite provides a collection of reports designed to give Parts departments greater visibility into ordering activity, stock movement and operational workload.

These tools allow users to monitor supplier ordering trends, track outstanding orders, review inter-depot transfers and manage point of sale work in progress. By consolidating key operational data into structured reports, the suite helps teams improve purchasing decisions, reduce delays and maintain efficient parts operations.

The Parts Reporting Suite includes the following reports:

- Parts Order History
- Outstanding Inter Depot Transfers
- Outstanding Parts Orders
- POS WIP Report

## 1.1 Parts Order History

The Parts Order History report provides a structured overview of historical ordering activity.

1. Review purchasing trends by supplier across multiple years to identify ordering patterns and evaluate supplier performance.

Suppliers	2021	2022	2023	2024	2025	2026	Grand Total
Agco Limited	20,153.84	15,136.06	15,359.23	17,951.36	11,906.96	843.03	85,350.48
Albutt Limited	411.50	143.00	69.00	797.00	189.00		1,609.50
ALO UK LTD		28.63					28.63
Amazon.co.uk		72.39	545.29	2,104.67	1,786.59	125.37	4,634.31
Biepro UK Ltd	3,276.31	3,897.78	6,002.68	8,375.74	533.10		22,085.61
Bob Davies Transport Ltd		1,250.00	280.00		250.00		1,780.00
BOC					34.50		34.50
Bristol Auto Electrical Ltd	1,306.09	438.80	177.50	543.85	521.58		2,987.82
C & O Tractors Ltd			127.31	72.80			200.11
Chandlers (Farm Equipment) Ltd				-4.94			-4.94
djPerk Power Solutions	12.81						12.81
Hunt Forest Group		957.09	1,233.06		597.57		2,988.70
Hunton Legg Ltd		81.00		200.98	48.96		129.96
Kramp UK Ltd	295.81	144.60	115.22	137.67	284.62		977.92
Krone UK Ltd	2,481.45	868.30	2,016.39	41.66			5,407.80
Lynx Engineering	4,511.25	4,338.56	3,103.00	205.40	1,687.50	3,657.60	17,503.31
Martin Lishman	319.50			725.90			1,045.40
MX (Handling Equipment) UK Ltd		45.28	251.68		227.52		524.48
Parts Plus					243.06		243.06
Taylor Attachments			125.00	950.00			1,075.00
UTV Products Ltd		1,497.60	2,109.60	675.00	2,209.58	156.00	6,647.78
Sundry Account	5,360.79	4,127.46	5,803.81	7,101.13	5,352.52	139.72	27,885.43
Stewart Agricultural Limited	37.62	13.32	13.15	129.64	573.97		767.70
Halse South West		60.14		1,132.35			1,192.49
Peacock & Binnington					58.02		58.02
AS Communications (UK) Ltd					690.00		690.00
Amazone Ltd	5,212.37						5,212.37
S.de Gregorio	1,690.00	2,370.00	1,765.70	1,290.00	1,193.11		8,308.81
Granit Parts LLP	3,929.99	2,758.97	3,898.16	5,243.89	12,248.80	91.03	28,170.84
Isuzu (UK) Ltd		55.20					55.20
South West Tyre Services Ltd	9,806.41	27,729.70	10,467.56	7,436.34	9,016.95		64,456.96
Vapomatic UK Limited	502.01	159.85	78.56	188.24			928.66
Hawkins Agri Ltd	1,314.66	1,466.70	397.63	345.19	1,268.66		4,792.84

2. Analyse the information using the available report views, including **By Order** (order-level purchase order information) and **Part Order History** (detailed part-level ordering activity).

3. Use the report to review individual orders and analyse detailed part-level history to support purchasing oversight and more informed decision-making.

## 1.2 Outstanding Parts Orders

The Outstanding Parts Orders report enables users to monitor current parts orders and returns across the organisation.

1. Review outstanding orders by **Depot**, **Manufacturer** or **Order Age** to track the status of backorders.
2. Use the colour-coded indicators to quickly identify orders that require follow-up action.
3. **Refresh Data** or **Reset Filters** as needed to ensure the report reflects the latest operational information.

4. Open the **Customer Backorder** worksheet to view outstanding items by **Customer**, **Depot** or **Supplier**.

5. Use the colour-coded ageing, filtering and refresh functions in the worksheet to identify overdue items and manage backorders efficiently.

The screenshot displays a detailed view of an ERP system's order management module. It features a top navigation bar with tabs for 'Orders', 'Customer Backorders', 'Mapping', 'Order Comments', 'POCVs', 'All Parts Summary', 'Allocations', 'All Part', and 'List'. Below this, there are several filter panels for 'Age\_Status' (Chase, OK, Overdue) and 'Not Sent' (Not Sent, Sent). The main area is a large table with columns for 'ORD', 'PO\_NUMBER', 'Line', 'Expected', 'Exp. Days', 'Part Number', 'QTY', 'Part Desc', 'JOB/ADV', 'INT', 'Cust. Name', and 'Comments'. The table lists numerous orders from various suppliers like 'B O C LTD', 'BARCLAY CARD', and 'Blackwater Valley', with specific part numbers and quantities. A 'RESET FILTERS' and 'REFRESH DATA' button is visible in the top right corner.

### 1.3 Outstanding Inter Depot Transfers

The Outstanding Inter Depot Transfers (IDTs) report provides clear visibility of parts being transferred between depots.

1. Review transfer activity across all locations to monitor the progress of each transfer.

2. Analyse information by **Depot**, **Manufacturer**, **Age of Transfer** or **Shipment Status** to gain detailed insight.

3. Check the status of each transfer to determine whether it has been **Dispatched**, **Received** or **Remains In Transit**.

4. Use the consolidated view to support operational oversight, reduce delays between depots and ensure outstanding transfers are actioned promptly.

The screenshot shows the 'IDTs' report interface. It includes a filter panel for 'Age\_Status' (Chase, OK, Overdue) and 'Not Sent' (Not Sent, Sent). The main table has columns for 'ORD', 'PO\_NUMBER', 'Ph', 'SUPPLIER\_NAME', 'ORDER\_DATE', 'REQUIRED\_DATE', 'Req. Day', 'D\_LINE', and 'Part Number'. The table lists several inter-depot transfers, such as 'IDT To Depot 2 From D' and 'IDT To Depot 3 From D', with associated dates and quantities. A 'RESET FILTERS' and 'REFRESH DATA' button is visible in the top right corner.

### 1.4 POS WIP Report

The POS WIP (Point of Sale Work in Progress) Report provides a comprehensive overview of all POS transactions that are currently in progress.

1. Review data by individual depot or switch to a consolidated group view to assess activity across the organisation.

2. Analyse key information, including the age of each WIP item, its current status and the operator responsible for the transaction.

3. Use filtering tools to narrow results by operator or depot and **Refresh** or **Reset** the report to ensure the data remains accurate and up to date.

4. Use the report to maintain visibility of work queues, supporting better operational management and more efficient processing of POS activity.

DC	Name	Adv Date	Adv Age	Advice No	Type	Advice Status	Line Created	Use Age	IV	Part Number
9	XXXXXXXX	18/12/2025	58	241887	Invoice	Inv Held	18/12/2025	58	02	JA-102808KR
10		19/12/2025	59	241916	Invoice	Inv Held	19/12/2025	59	02	SP-162710
11		05/01/2026	30	242074	Invoice	Inv Held	05/01/2026	30	02	HA-119-3121
12		05/01/2026	32	242074	Invoice	Inv Held	05/01/2026	32	02	HA-106-2178
13		05/01/2026	32	242074	Invoice	Inv Held	05/01/2026	32	02	HA-132-9420
14		05/01/2026	32	242074	Invoice	Inv Held	05/01/2026	32	02	KU-436154330
15		14/01/2026	23	242468	Invoice	Inv Held	14/01/2026	23	02	SL-AK2099
16		14/01/2026	23	242468	Invoice	Inv Held	14/01/2026	23	02	SL-AK7139
17		15/01/2026	22	242608	Invoice	Inv Held	15/01/2026	22	02	ST-1137791101
18		15/01/2026	22	242608	Invoice	Inv Held	15/01/2026	22	02	ST-0000303522
19		15/01/2026	22	242608	Invoice	Inv Held	15/01/2026	22	02	ST-00004007011
20		15/01/2026	22	242608	Invoice	Inv Held	15/01/2026	22	02	ST-00004007011
21		15/01/2026	22	242608	Invoice	Inv Held	15/01/2026	22	02	ST-11451404804
22		15/01/2026	22	242608	Invoice	Inv Held	15/01/2026	22	02	ST-0000505513
23		15/01/2026	22	242608	Invoice	Inv Held	15/01/2026	22	02	ST-11461404802
24		15/01/2026	22	242608	Invoice	Inv Held	15/01/2026	22	02	ST-1139074100
25		15/01/2026	22	242608	Invoice	Inv Held	15/01/2026	22	02	ST-0000303522
26		15/01/2026	22	242608	Invoice	Inv Held	16/01/2026	21	02	ST-11451404804
27		15/01/2026	22	242608	Invoice	Inv Held	16/01/2026	21	02	ST-1139074100
28		15/01/2026	22	242608	Invoice	Inv Held	16/01/2026	21	02	ST-3670000056
29		15/01/2026	22	242608	Invoice	Inv Held	16/01/2026	21	02	ST-1128007000
30		15/01/2026	22	242608	Invoice	Inv Held	16/01/2026	21	02	ST-95129332380
31		15/01/2026	22	242608	Invoice	Inv Held	16/01/2026	21	02	ST-11218010010
32		15/01/2026	22	242608	Invoice	Inv Held	16/01/2026	21	02	ST-11451404904
33		15/01/2026	22	242608	Invoice	Inv Held	16/01/2026	21	02	JA-161002H9W21
34		15/01/2026	22	242608	Invoice	Inv Held	16/01/2026	21	02	TY-A5084-106
35		09/01/2026	28	242285	Invoice	Inv Held	09/01/2026	28	02	ST-41801218601
36		09/01/2026	28	242285	Invoice	Inv Held	09/01/2026	28	02	ST-41801218601

## 2. USEFUL INFORMATION



**Support Number:**  
+44 (0) 1202 714200  
Press Option 1



**Support Email:**  
admin@ibcos.co.uk



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