

Backlog Forecasting – v1.0

Summary:

The purpose of this tool is to provide a visualization for the forecasted revenue and GP of the current backlog.

1. What is it you want to know exactly?
 - a. I want to know, based on existing ETAs, what is an Account Managers anticipated Rev/GP based on backlog in these categories
 - i. Overdue
 - ii. Six-month rolling
 - iii. Future (anything forecast over 6 months out)
 - iv. In-stock – not included in v1.0
2. What is your hypothesis on this?
 - a. Account managers will be able to better identify what sales are needed to achieve sales goals.
3. What is a realistic outcome for you?
 - a. Account managers will be better informed to focus on current sales and pipeline needs.
4. What will you do with the outcome?
 - a. Share with AM and sales manager
5. Do we have the right data in place?
 - a. Yes.

Data Sources:

- Order Inquiry
- Sourcing Report – not used in v1.0

Notes:

The report will run based on AM AB # (like the backlog report in management mode)

- Pull the AM from the first line of the order Inquiry raw data to provide flexibility to a single reporting tool.
 - Any other AB#s will be ignored
- Prior to running the process, turn off the table in the report data worksheet and re-create the table when the process ends.
- Leverage the Sourcing data to identify Rev/GP available NOW with re-allocation of POs. – not used in v1.0
- Data fields required:
 - Order Date
 - ETA
 - Shipped Date
 - Cancelled Date
 - Order Number
 - Item Number
 - Line Number
 - Quantity
 - Trade Discount
 - Unit Price
 - Ext Rev
 - Ext GP
 - Order Type
 - Line Type
 - Available Stock – not used in v1.0
 - AB #
 - Row Number – created within the forecast tool & not pulled from the system
 - Report Name – 1 = “overdue”, 2 = “six-month”, 3 = “future”

Processing – Run:

- Validate worksheets
 - Inquiry – **required data**
 - Inventory – **not used in v1.0**
 - Source – **required repository for cleaned data**
- Capture & clean raw data
- Remove “ReportingTable” table
- Verify AM AB # within existing “Source” worksheet
 - If the AM AB # matches the current data collection
 - Remove items no longer backordered
 - If the AM AB # is different than the current “Source” Worksheet
 - Clear the “Source” worksheet
- Add the new data
 - Based on ETA add/update the “Report” field
 - ETA < today = 1 : “overdue”
 - ETA between today and next six months = 2 : “six-month”
 - ETA over six months out = 3 : “future”
- Re-create the “ReportingTable” table
- Refresh pivot cache
- Activate the “Dashboard” worksheet

Processing – Save:

- The file path will match that of the Backlog Forecast workbook
- The file name will be “Backlog Forecast – ” with the current date appended
- Verify file does not exist
 - If it exists as user if they want to over-write
- Export to pdf – **provided user accepted the over-write option**

Processing – Send:

- The file path will match that of the Backlog Forecast workbook
- The file name will be “Backlog Forecast – ” with the current date appended
- Verify file exists
 - Create email subject line & body
 - Build list of email addresses provided in the “Send To” section of the “Control Panel” worksheet
 - Attach the pdf doc
 - Open prepared email for sending

Version History:

- **Version 1.0 – 9/15/2022**