Spare Part Usage Report

Report Module Guide: Spare Part Usage Report

Module Location

Fixed Asset > Reports > Spare Part Usage Report

Module Objective

The **Spare Part Usage Report** module is used to generate a detailed report of all spare parts that have been used during asset maintenance activities. This report is crucial for tracking maintenance costs, analyzing spare part consumption patterns, and assisting in the management of spare part inventory.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Date**:
  - Specify the maintenance date range in the **From** and **To** fields to see the spare part usage in that period.
- **Spare Part**:

- Select **All** to see all spare parts that were used, or select **Select Spare Part** to focus on a usage report for one or more specific items.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the date range and the spare part filter that you need.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the spare part usage report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report will be a detailed list of every instance of spare part usage within the selected period.

This report displays important details that link the spare part usage with its maintenance activity, such as:

- **Asset Name**: The asset that received the maintenance.
- **Maintenance Date**

- **Order Number**: The related Maintenance Work Order number.
- **Qty**: The quantity of spare parts used.
- **Cost**: The value of the spare parts used.

Tips & Important Notes

- This report is a recapitulation of the spare part data that was input in the **Asset Maintenance Order** module.
- Use this report to analyze **which assets most frequently require spare part replacement**, which can be an indicator for a major overhaul or even asset replacement.
- This is a very important report for the **Maintenance Manager** to control the budget and for the **Cost Accountant** for cost analysis.

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