Monthly Manufacturing & Operations Report

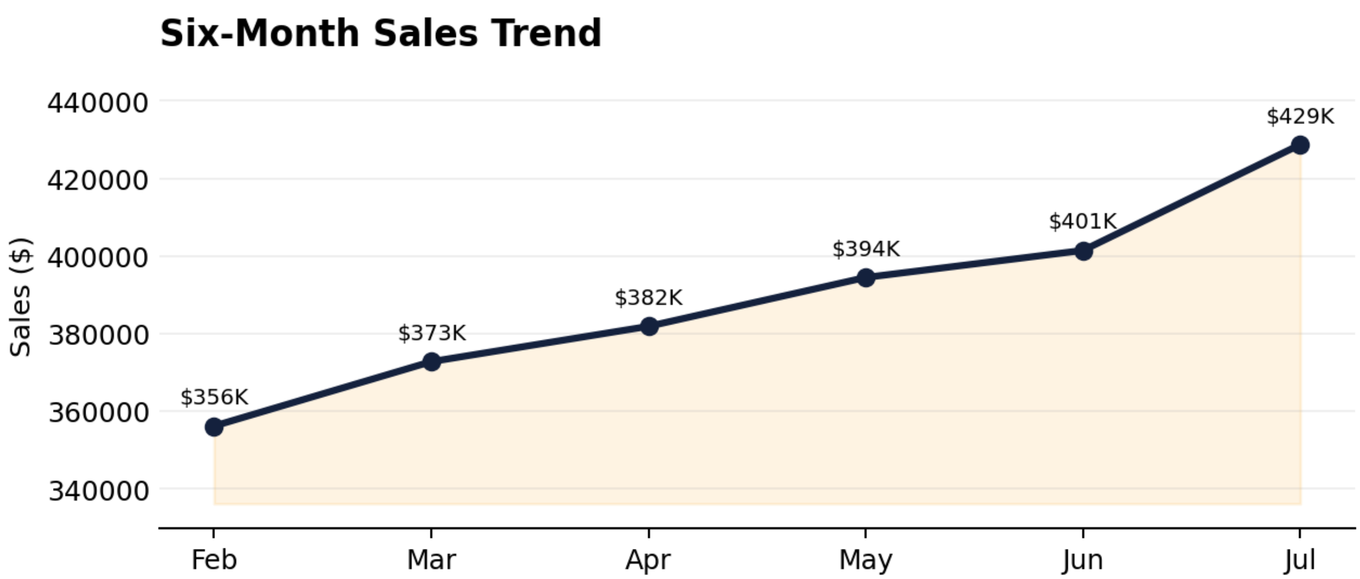
July 2026 | Executive Leadership Review | Prepared by Daniel Elisea

PORTFOLIO SAMPLE Fictional business data created to demonstrate reporting, analysis, and executive communication skills.

$428.8K	+6.8%	32.8%	14
JULY SALES	MONTH-OVER-MONTH	GROSS MARGIN	LOW-STOCK SKUs

Executive Summary

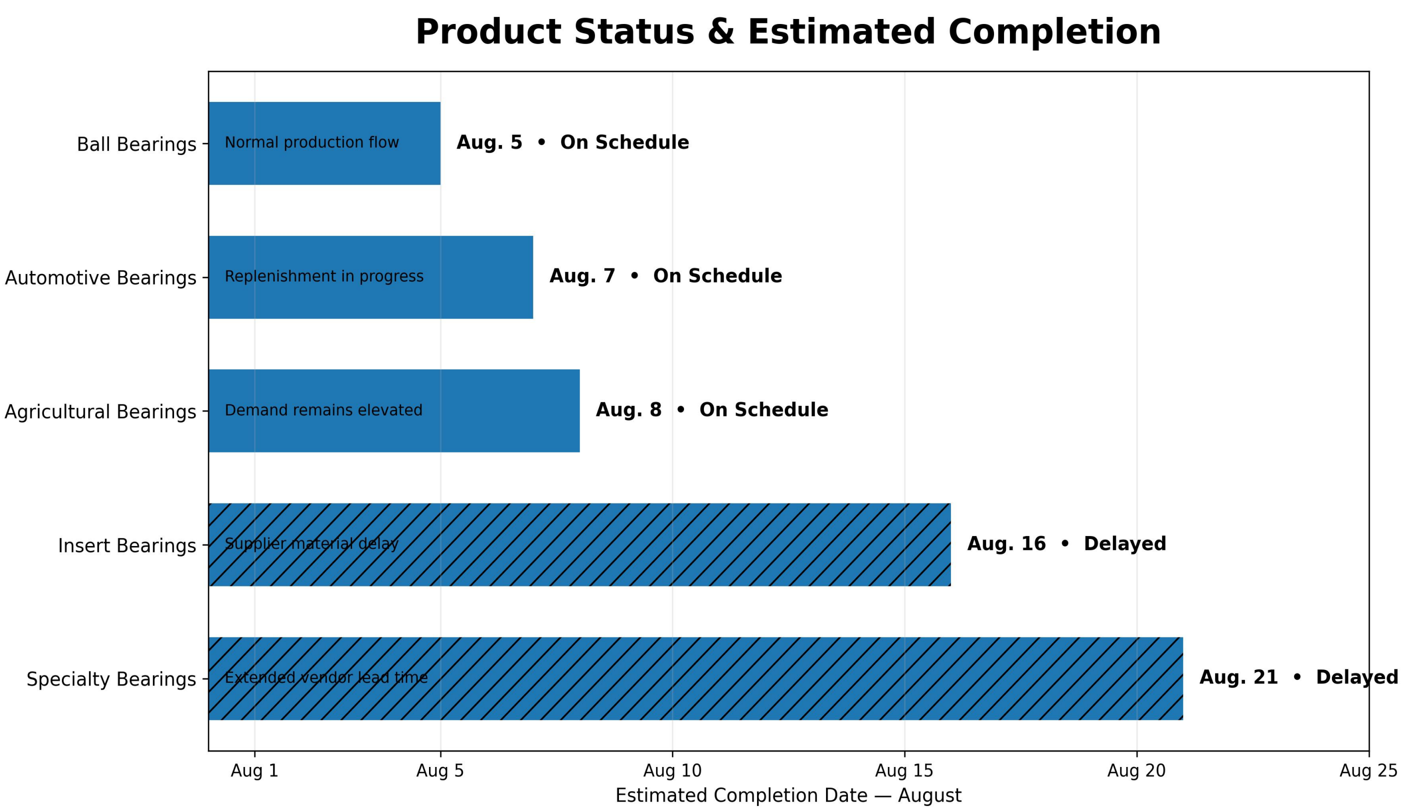
July operations remained stable, with sales reaching **$428,750**, a **6.8% increase** from June. Inventory availability improved across several high-volume categories, while selected insert and specialty products experienced extended supplier lead times. Product cost analysis identified higher freight and supplier pricing, reducing gross margin from **34.2% to 32.8%**. Purchasing recommendations prioritized high-demand products while limiting additional inventory exposure on slower-moving items.



Management takeaway: Revenue improved, but freight and vendor cost increases should be monitored closely to protect margin while maintaining availability of priority products.

Product Status & Inventory

Product Category	Status	Estimated Completion	Management Note
Ball Bearings	On Schedule	Aug. 5	Normal production flow
Agricultural Bearings	On Schedule	Aug. 8	Demand remains elevated
Insert Bearings	Delayed	Aug. 16	Supplier material delay
Automotive Bearings	On Schedule	Aug. 7	Replenishment in progress
Specialty Bearings	Delayed	Aug. 21	Extended vendor lead time



Hatched bars indicate delayed items.

Inventory Findings

• **14 high-volume SKUs** were identified as approaching minimum inventory levels.

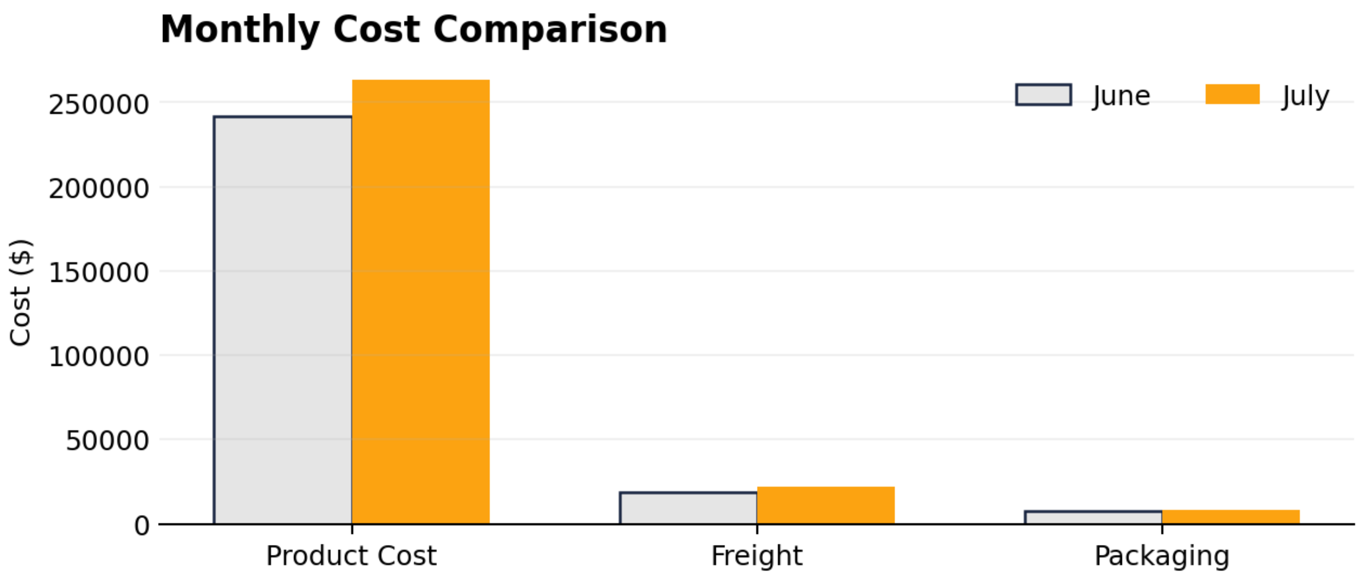
• **9 SKUs** were recommended for expedited replenishment based on recent sales activity and available stock.

• **6 slower-moving items** were placed on temporary purchasing hold to avoid excess inventory.

• Inventory recommendations were communicated to Purchasing and Sales for planning and customer follow-up.

• Incoming supplier shipments are expected to restore targeted stock levels for most priority products by mid-August.

Cost, Margin & Purchasing Analysis



Cost Category	June	July	Change
Product Cost	$241,800	$263,100	+8.8%
Freight	$18,450	$21,900	+18.7%
Packaging	$7,820	$8,160	+4.3%
Total	$268,070	$293,160	+9.4%

Analysis

The largest monthly variance occurred in freight expense, which increased **18.7%**. Product cost also increased faster than sales, contributing to a 1.4-point reduction in gross margin. Products with the greatest margin impact were flagged for pricing review and purchasing follow-up.

Purchasing Recommendations

Priority	Recommendation	Reason
High	Increase quantities for five high-volume product groups	Protect availability on fast-moving SKUs
High	Request updated quotes from vendors with >5% increases	Validate cost changes before next PO cycle
Medium	Review alternate suppliers for two delayed product groups	Reduce lead-time exposure
Medium	Consolidate selected purchase orders	Reduce freight cost per unit
Low	Pause added purchases on slower-moving items	Limit excess inventory exposure

Product Data Review & Management Recommendations

Product information in the Order Management System was reviewed against technical drawings, supplier documentation, part numbers, dimensions, and current cost records. The objective was to improve reporting accuracy and reduce downstream sales, purchasing, and catalog discrepancies.

Activity	Volume	Result
Product records reviewed	126	Validated key specifications and pricing fields
Dimensional discrepancies	18	Corrected against technical drawings
Descriptions updated	11	Standardized product naming and attributes
Supplier cost records revised	7	Updated for current purchasing information

Management Recommendations

• **Protect gross margin:** continue monthly monitoring of vendor and freight cost increases and flag products requiring pricing review.

• **Prioritize inventory:** replenish high-volume items ahead of anticipated demand while restricting purchases on slower-moving stock.

• **Manage customer expectations:** track delayed products and communicate revised estimated completion dates to Sales.

• **Improve sourcing resilience:** review alternative suppliers for products with recurring lead-time or pricing concerns.

• **Maintain data integrity:** continue monthly validation of product specifications, costs, dimensions, and item records in the OMS.