

Recommended Reorder

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Date: November 30, -0001

The Recommended Re-order report is used as a way to preemptively order items before they run out of stock. It is a forward looking report that only retrieves items that are below the re-order level. However if the item has already run out of stock, users can still include it by selecting the 'Include Products With Zero Re-order Level' option.

Note that some users mistake this report as a means to manage shortages throughout the system. This report was not designed to handle shortages and the actions that are involved with shortages. This report is simply a means to check on product stock value against the re-order level. Also note that this report only works with sales products and does not include rental products whatsoever.

The dialog box is titled "Recommended Re-order Report" and contains several sections for configuration:

- Scope:** Radio buttons for Group (selected), Category, and Product.
- Print to:** Radio buttons for Printer, Screen (selected), Word Processor, and CSV.
- Group Scope:** Radio buttons for All (selected) and Select, with an empty text field and a list icon.
- Region / Location Scope:** Radio buttons for All (selected) and Select Location. Below are dropdown menus for "Select Region" (0 - North) and "Select Location" (0 - Main Office).
- Using Pre-Printed Forms
- Include Products with Zero Re-order Level
- 12/25/2010 Date to Scan Ahead To (Default: End of Time)
- Buttons for OK and Cancel.

Here is an example output of the report.

The Report Display window shows the following data:

Period Ending : Recommended Re-order Report - Sales Stock Only Page No. : 1
Location : All Locations

Code	Description	Cn Hand	Allocated	Re-ord Le	Free Stock	Short Fall	Ord Unit
CBAG01	Gaffa FVC allowance	10	0	23	10	13	
DV124	DVCAM 124min Tape	10	0	12	10	2	
GENRICS	Generic Sales Item	0	0	0	0	0	
FVC-W	White FVC	10	0	25	10	15	
VHS90	VHS 90min Tape	10	0	11	10	1	

Report Legend

- Cn Hand - Inventory that is available in the warehouse at this moment.
- Allocated - Amount of the item that is booked for upcoming bookings.
- Re-Order Level - Threshold set before a product is flagged onto this report.
- Free Stock - Availability of product that is taking booking requests into consideration.
- Short Fall - The number of units you are short between freestock and threshold.
- Ord Unit - The suggested quantity of units to replenish stock.