Product Reorder Report Instructions3

Report Installation

If you do not know how to install this report, download the Moneyworks report installation instructions here:
http://moneyworks.com.np/files/Moneyworks_report_installation_instructions.pdf

Choose Reports > Product Reorder Report

Report Settings

Getting Started : you will be shown a number of settings

1. Action

Set popup to "Report" to run the report and "Create POs" to create purchase orders automatically.

You will generally want to run the report first, and only when you are happy with the report results, then create purchase order(s)

2.Method.

2.1 Usage --calculates order quatity based on average usage over months required

2.2 Min_Max-- calculates order quatity based on reorder level and normal quantity .

3.Rep Period

Choose the period (month) that you want to run the report for. The report calculates product usage and product reorder quantity for three consecutive months, (i. e. the chosen period and the previous two periods).

Usually you will want to choose the current period. Note that the report will take the number of days that have elapsed in the current period into account when calculating usage).

4.Months Required

Enter the number months that you want to build your stock on hand up to. The report will calculate the required quantity based on this number, and subtract any stock on hand to arrive at a suggested order quantity.

5.Trans Type

This option chooses whether to use debtor invoices or sales orders to calculate the usage. Debtor invoices will base usage on what you supplied. Sales orders will base usage on what was ordered (even if you didn't have stock to supply)
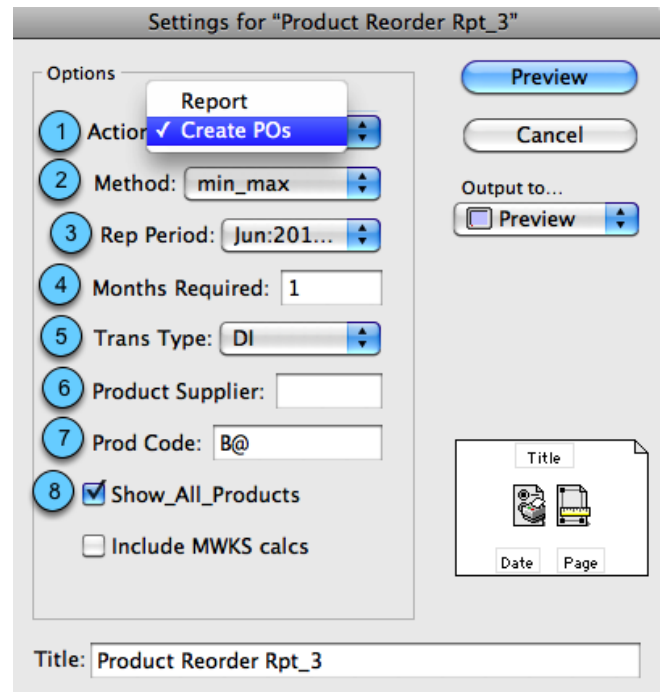
6.Product supplier

Enter the supplier code of the supplier to produce the report for a particular supplier. This is based on the preferred supplier entered for each product.

If you want to run the report for all suppliers , leave the field blank

7.Prod Code

To only order certain products, you can enter all or just the start of the product code followed by "@". Eg to just order products whose code starts with "B", enter "B@" (no quotes).

8.Show_All_Products

If this box is not checked, then only products with a suggested order quantity of greater than zero will be included in the report. If you check the box , it will produce a report for all products.

Report

To preview the report : Set the *Output to* popup to *Preview* and click the *Preview* button.

Report Columns:

1. Product Code: The product code.

2. Description: The name of the product.

3/ 4 / 5/. Usage periods: The three consecutive periods showing the usage for each product in that period. The third period is the one chosen when entering report settings above.

6. Average month sales : This is the average usage per month for the three periods.

7. Stock on hand : Current stock on hand for the product (Note this will always be current stock, even if you run the report for old periods).

8. Months Cover : How many months (given the average usage rate) that your current stock on hand will last.

9. Quantity needed: The quantity of this product that you will need to last for the required months number that you entered in the report settings window.

10. MWKs min/order : Minimum reorder level/ normal order quantity form moneyworks.

11. Quantity to order: This is the quantity of this product that you need to reorder to reach the quantity needed (column 10). If stock on hand is greater than quantity needed, this column will be zero.

Item Reorder Report
Months stock Requirement : 1
For Period 30/04/2010 to 30/06/2010

(1) Product Code	(2) Description	(3) 30/04/2010	(4) 31/05/2010	(5) 30/06/2010	(6) Avg Mth Sales	(7) Stock on Hand	(8) Months Cover	(9) Quantity Needed	(10) MWKs min/order	(11) Qty to Order
BA100	Bronze Widget Medium	54	86	0	46.667	20	0.43	47	2/6	27
BB200	Bronze Widget Bevelled Large	53	92	0	48.333	20	0.41	48	5/10	28
BC100	Bronze Taper Widget Small	27	32	0	19.667	0	0.00	20	5/10	20
BC200	Bronze Taper Widget Medium	50	63	0	37.667	20	0.53	38	4/10	18
CA100	Chrome Widget Small	17	6	10	11.000	0	0.00	11	1/2	11
CA200	Chrome Widget Medium	41	45	0	28.667	16	0.56	29	4/8	13
CB100	Chrome Bevelled Widget Large	9	21	2	10.667	5	0.47	11	6/12	6

Create POs

The above preview window will be shown when POs are imported.

1. Supplier Code : Purchase order has been imported in name of those suppliers.

2. # of lines: No of detail lines in each purchase order.
For example : PO created for supplier code BROWN has two detail lines (i.e. 2 products have been added to that purchase order).

The following purchase orders were created:

	Supplier Code	# of lines
(1)	BROWN	1
	SPRING	1 (2)

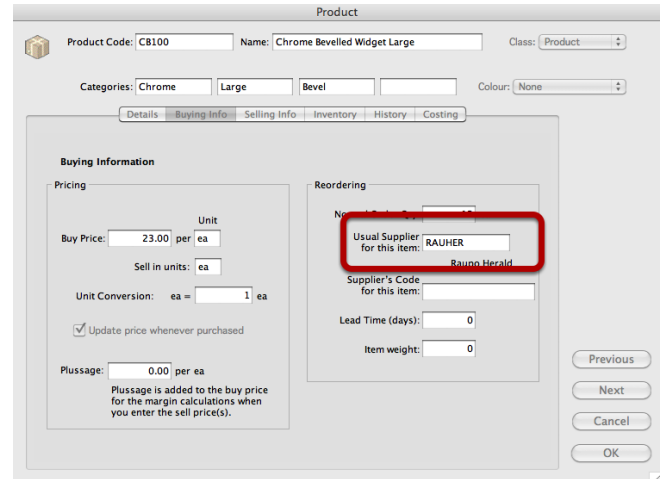Purchase orders were not created for the following prouducts as they did not have a supplier code entered.

(3)	AB100	ABronze Widget Large	10
	BC100	Bronze Taper Widget Small	15
	CB100	Chrome Bevelled Widget Large	13

3. The bottom section shows any products that don't have a supplier code entered, meaning a purchase order couldn't be created.

Entering supplier codes for a product

While choosing "Create POs" , remember that all the products must have Supplier code.

Enter it in the **Usual Supplier for this item** field on the **buying info** tab. Otherwise the item(s) without supplier codes will be listed in the import report (and no purchase order will be created for those items)