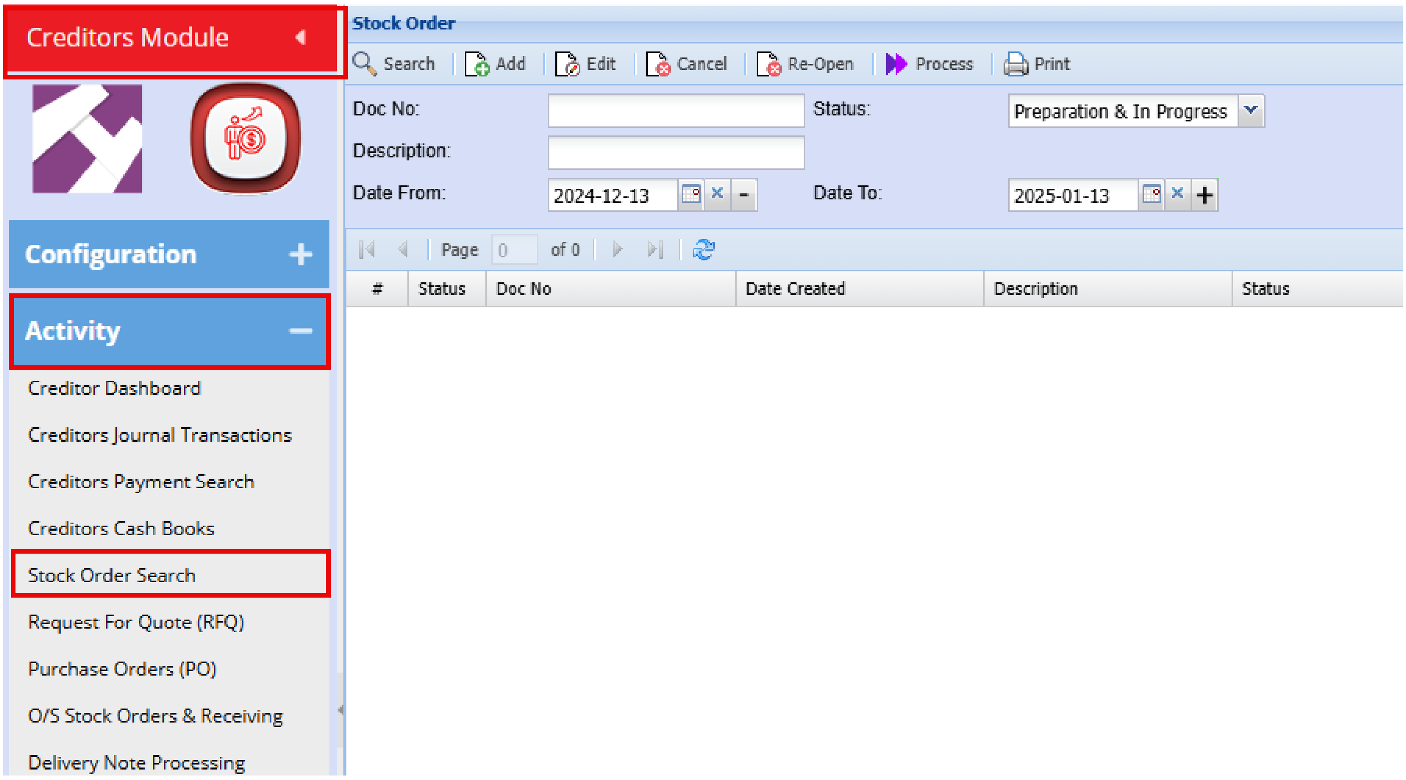
Add Stock Order

The stock order function enables the automatic creation of one or multiple supplier purchase orders. This means you don't have to generate purchase orders for each supplier or add items individually.

This feature does require a few setups to be in place for optimum use:

Default supplier setup on each item	This is so that the system knows which supplier to create the Purchase order against
Min / Max quantity levels on each item	Used on some of the options to determine order quantities.

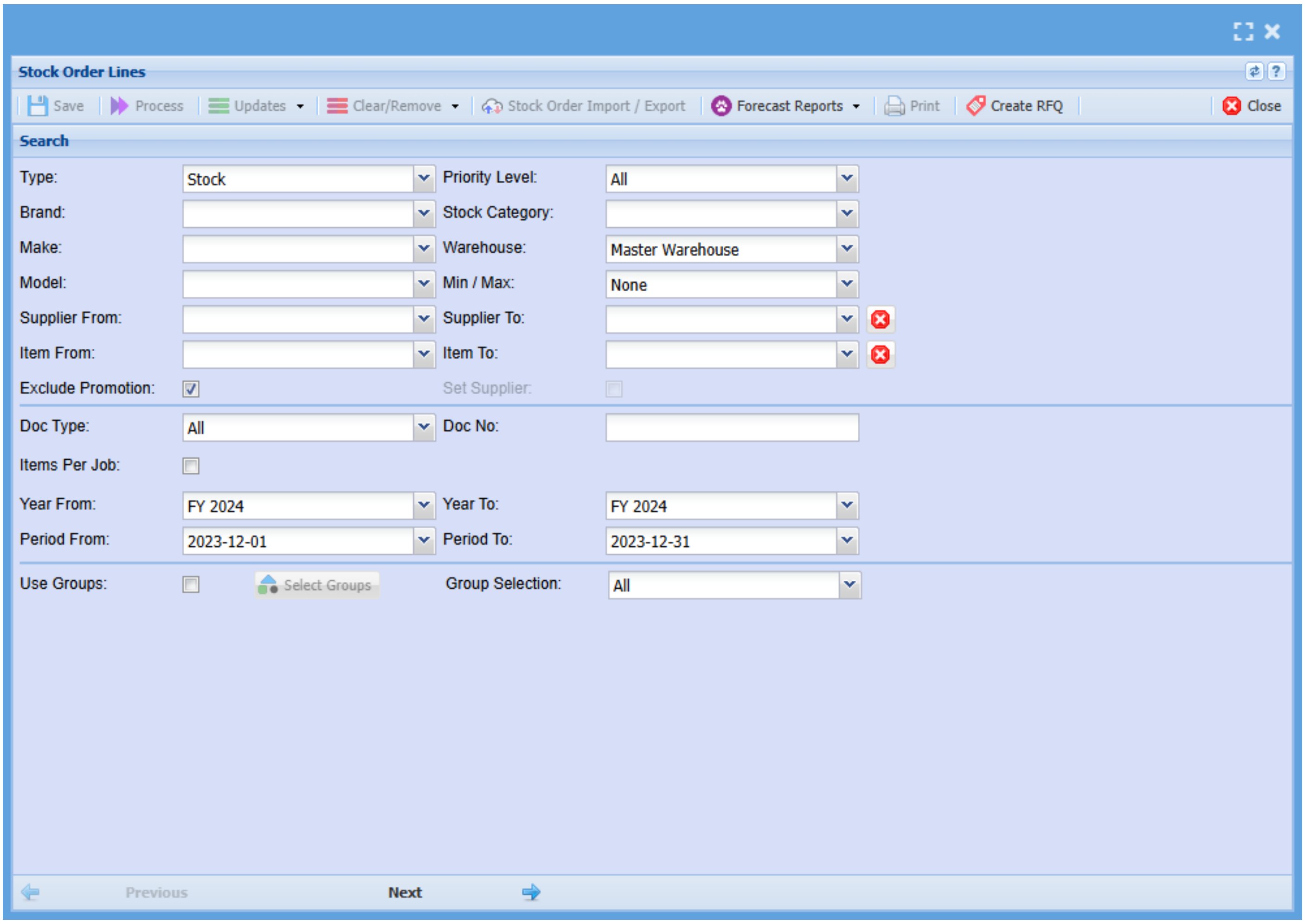
To Create a new stock order, go to **Creditors Module > Activity > Stock Order Search**



Search	Allows you to search for an existing Stock Order.
Add	Allows you to create a new Stock Order.
Edit	Allows you to edit an existing Stock Order.
Cancel	Allows you to cancel/Delete an existing Stock Order
Process	Allows you process a Stock Order once you are happy with it.

Print	Allows you to Print Out the Stock order into an excel format.

Click Add to create a new Stock Order batch.



Type	Select the type of Item you are wanting to process a Stock order for, normally this would stay as Stock.
Brand	Select the brand from the drop-down menu to refine your selection for your Order
Make	Select the Make from the drop-down menu to refine your selection for your Order.
Model	Select the Model from the drop-down menu to refine your selection for your Order.
Supplier From / Supplier To	Select a Suppliers/ you wish to create an Order for.
Item From / Item To	If you leave the stock item fields blank, all stock items will be displayed. If you choose specific stock items, the Stock Order will include only those items.
Exclude Promotions	If you tick this box, it will exclude items that are currently on Promotion.

Priority Level	Priority levels are setup at the Item Setup stage, if you use Priority Levels you can refine your Order here by filtering for the desired items.
Stock Category	Stock Categories are setup at the Item Setup stage, if you use Categories, you can refine your Order here by filtering for the desired Stock Category.
Warehouse	If you have multiple warehouses, you can select all warehouses the system will fetch stock items from all warehouses. If you want to filter by a specific warehouse, select the warehouse from the drop-down menu.
Min / Max	Select Min/Max if you want to filter your inventory items by stock level, leave it on none if you do not wish to filter by min/max.
Doc Type	Select the document type from the drop-down menu.
Doc Number	Add the document number to filter for items that are associated with that specific document.
Items per Job	If you are ordering stock for specific jobs, by ticking this box it will separate the order by job.
Year From / Year To	Select the year From and Year To Dates from the drop-down menu
Period From / Period To	Select the period From and the Period To from the drop-down menu
Use Groups	If you would like to create a Stock order using groups tick the box, this will open two columns which you can shift stock items from what is available to the second column that will filter for your order.
Group Selection	If you have groups set up, you can select a group from the drop-down menu to refine your stock order.

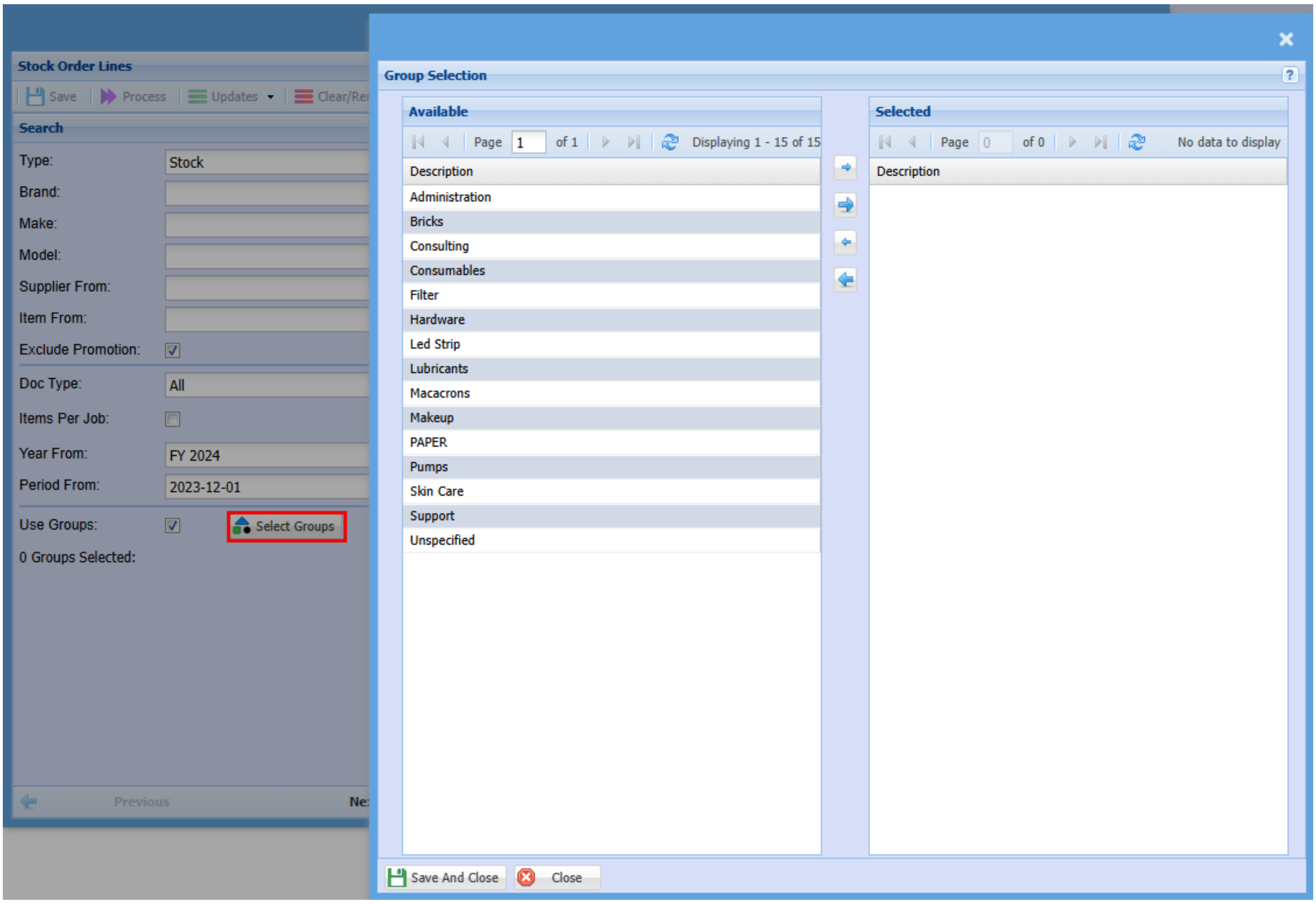
There are 2 option to add items to the order batch in bulk:

Using Brand / Make setup	**Using Item Group setup**
This is the Brand and Make the item is linked to. Using this option, selecting a particular Brand, will result in all items linked to the selected Brand being automatically added to the batch without you having to select each item individually.	This option looks at the Group code the Item is linked to and pulls through all items linked to the selected Group(s). Click on the Brand Drop down to see the list of Brands. To use the group code option, tick the box “Use Groups”. Double click on the required item Group code in the left (available) box to move the group to the selection box on the right.

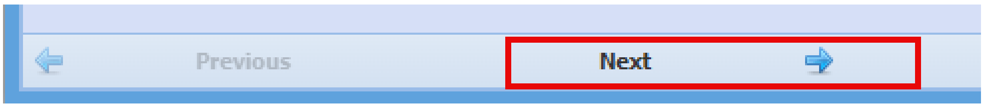
When using Groups to filter your stock items for your order:

Tick the "Use Groups" Box, and then Click on the Select Groups button as shown below

Double click on one of the groups under the Available list, this will add it to the Selected List

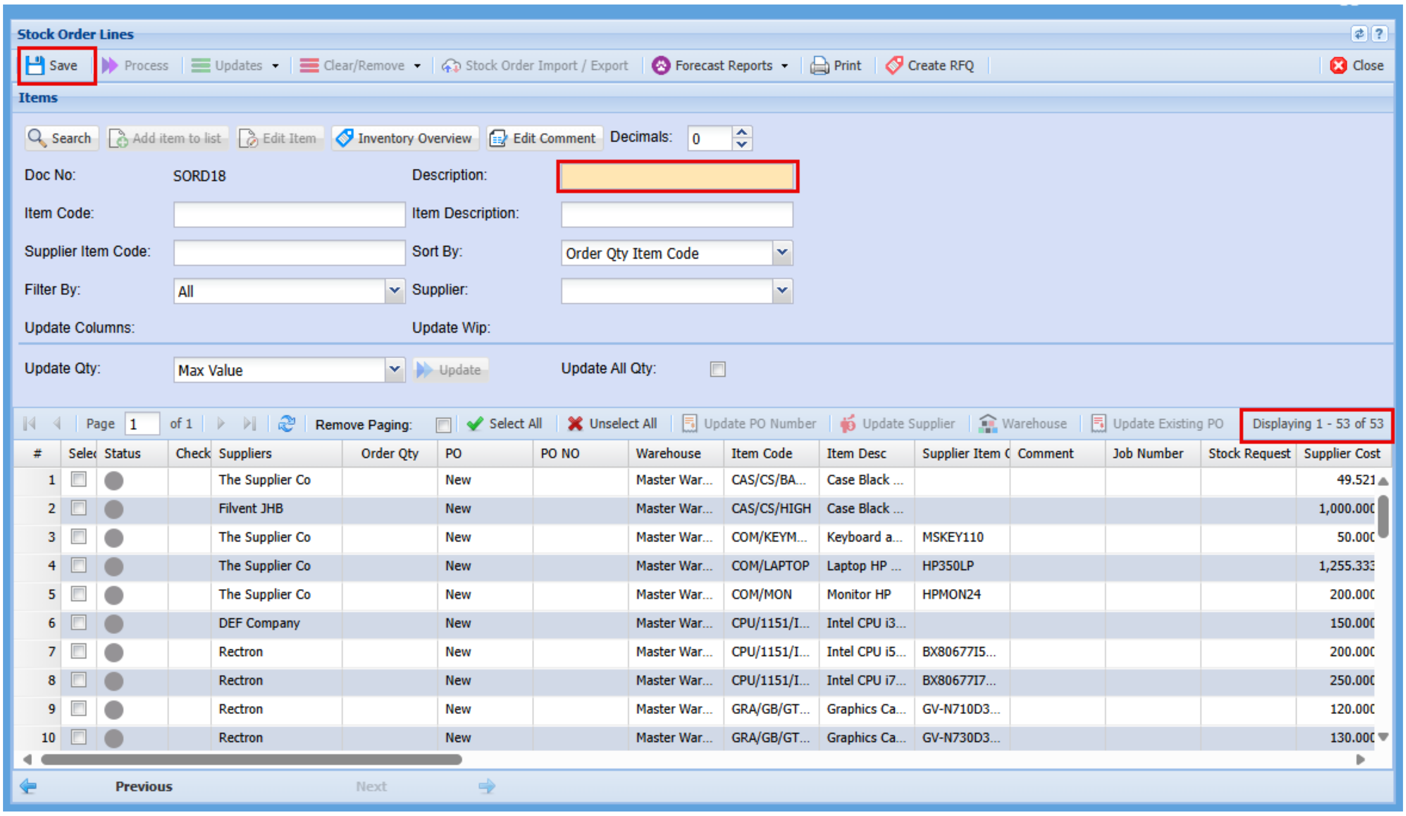


Once the require Brand/ group code(s) have been selected, click Save and Close, and then click Next at the bottom of the screen



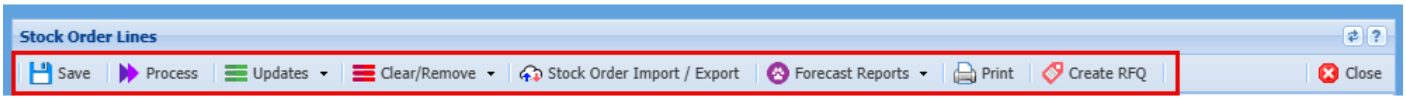
This will open a window with all items linked to Group code you have chosen. You will see how many items this group has pulled through to your Stock Order to the right just about the grid.

Enter a description (Yellow Block) that will be used on this Purchase order



Columns Explained - [Click Here]

By clicking 'Save' will activate the Stock Order and the button at the top of the screen. At this point, the Stock Order functions as a 'Snapshot' of the stock data from the main system. You can make changes to the order without affecting the main system, unless the changes are made in the 'Edit item' tab. Changes made to the main system will not be reflected in your Stock Order because it is a 'Snapshot'. Therefore, any necessary changes should be made to the individual lines of the order.



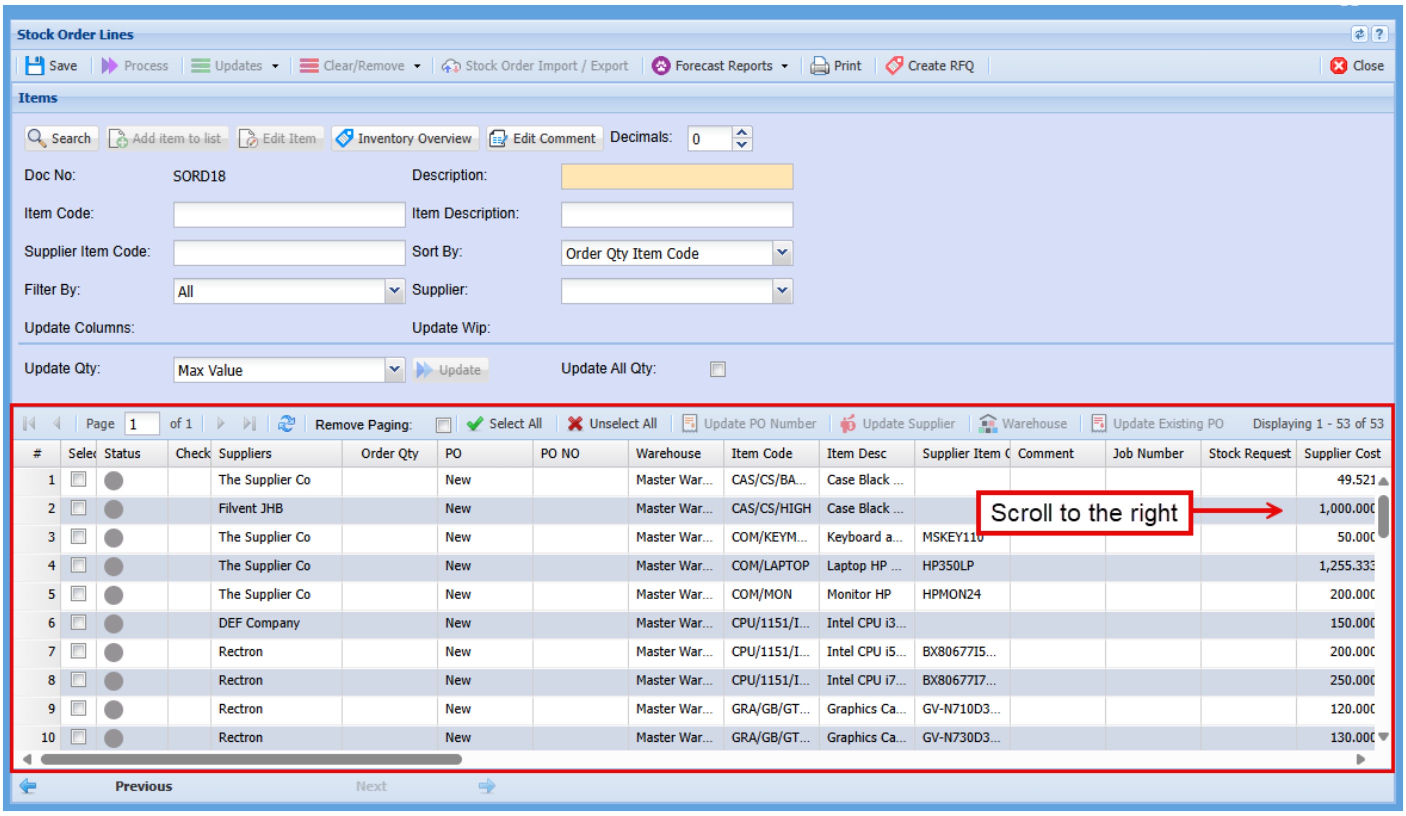
Save	Click save to save changes made to the Stock Order
Process	Click Process when you are happy with your Stock Order and you want to finalise the Order which will create a purchase order for each supplier.
Updates	These are the 3 steps you need to complete to populate the grid columns containing all your stock items in your Stock Order
Clear / Remove	This will either remove a Stock Item from the Stock Order or you can clear the quantities in the order

Stock Order Import /Export	This allows you to export your stock Order list, allowing you the opportunity to update it in Excel if you prefer, once you are happy with your spreadsheet you can import it back in.
Forecast Report	Here you will find a few reports you can print.
Print	Click print to print the Stock order you have created
Create RFQ	You can request a Quote from here as well for a specific stock item by highlighting the line and clicking this button

Updating the Stock Order Columns

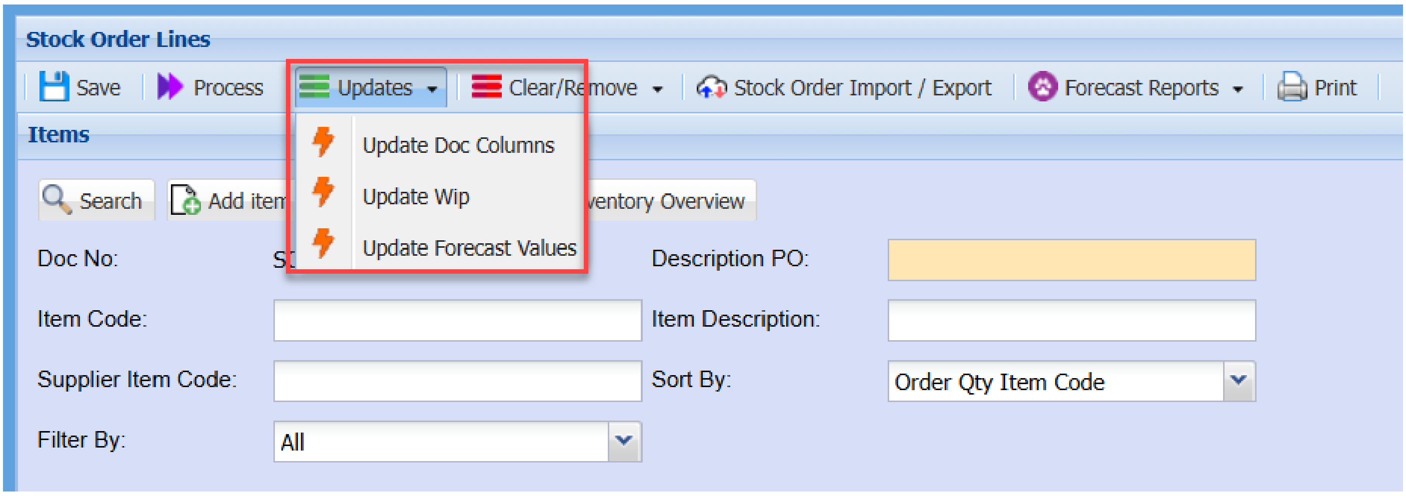
When you look at the stock items and scroll to the right you will see many fields that need to be filled in before you can process this Stock Order. To do so you need to complete the 3 steps under the "Update" Dropdown tab.

> Check that you have cleared all filters from the search criteria and click search to make sure that all items are showing in the Stock Order Grid when follow the next 3 steps.



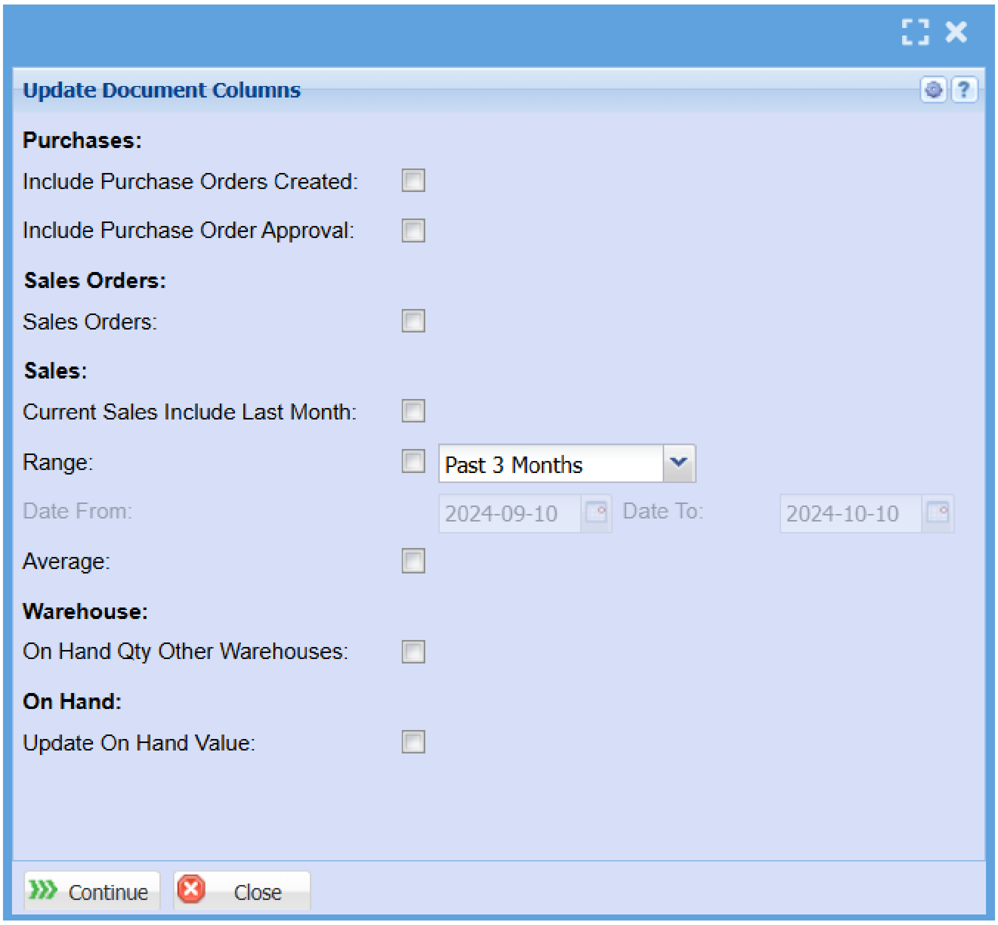
Updates Dropdown

These are the 3 steps you need to complete to populate the Stock item grids columns.



Update Doc Columns

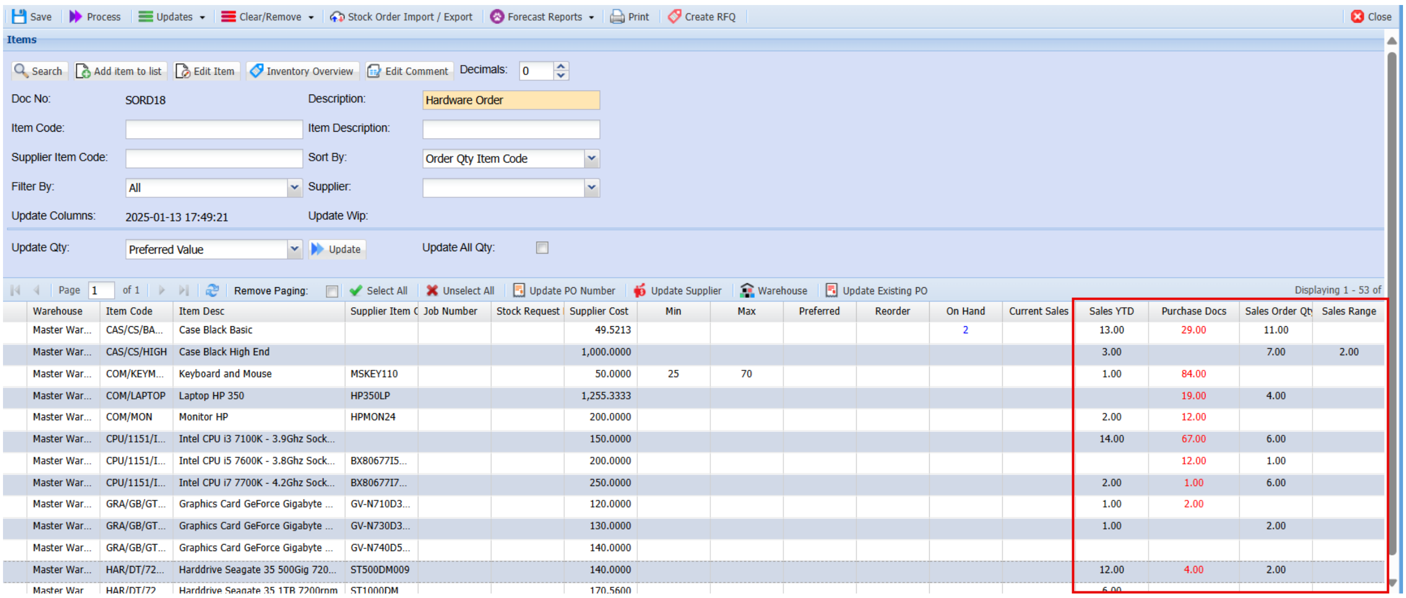
Select the tick boxes of what you would like to update in you Stock order



Include Purchase Orders Created	When creating a Stock Order, it's essential to know the quantities of each item already on Purchase Orders to avoid duplication. This is particularly crucial when multiple individuals are handling purchase orders.

Include Purchase Orders Approval	Since Stock Orders display only the snapshot of stock quantities at the time of their creation, it's useful to know which orders have been approved since then to avoid duplications. This is important as Stock Orders can remain open for days, or even weeks.
Sales Orders	When creating a Stock Order, it's important to know the quantities of each item allocated to open sales orders. This helps ensure you order enough stock to fulfill all open sales orders and maintain sufficient inventory for future orders.
Current Sales Included in Last Month	This is useful for forecasting future sales orders and determining an average quantity to order.
Range	You can analyze data from the past 3 or 6 months and choose to include the current month if it affects the figures. There is also an option to select Custom Dates.
Date From / To	If you select a Custom Date, you can then select you From and To dates to pull the data from.
Average	You can choose to pull an average figure of sales over the time period selected.
On Hand Qty Other Warehouses	You can select to pull the overall quantity you have on hand and in multiple warehouses as this order is only based on the selected warehouse.
Update Onhand Value	When the Stock order was created, it would have pulled quantity figures at that specific time. If this Stock order has been open for a week or multiple weeks that figure may have changed and by selecting this, you will get an updated quantity onhand.

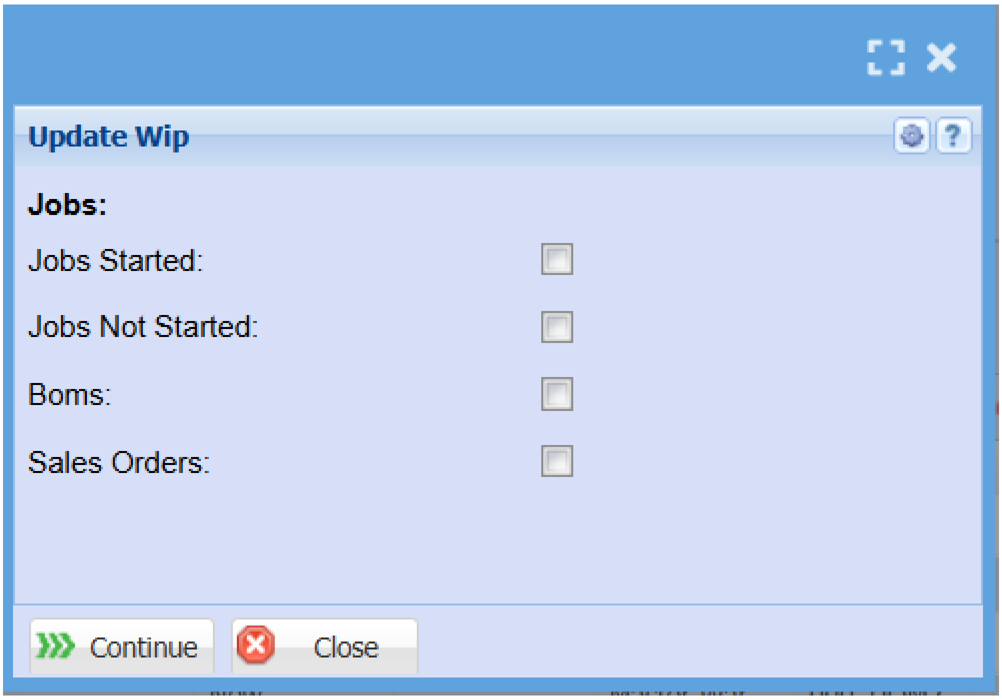
Once you have selected your criteria you a click "Continue" which will then run the query for all these columns in your Stock Order with your sales trends allowing you to make an informed decision when placing an order.



Grid Buttons Explained -Click Here

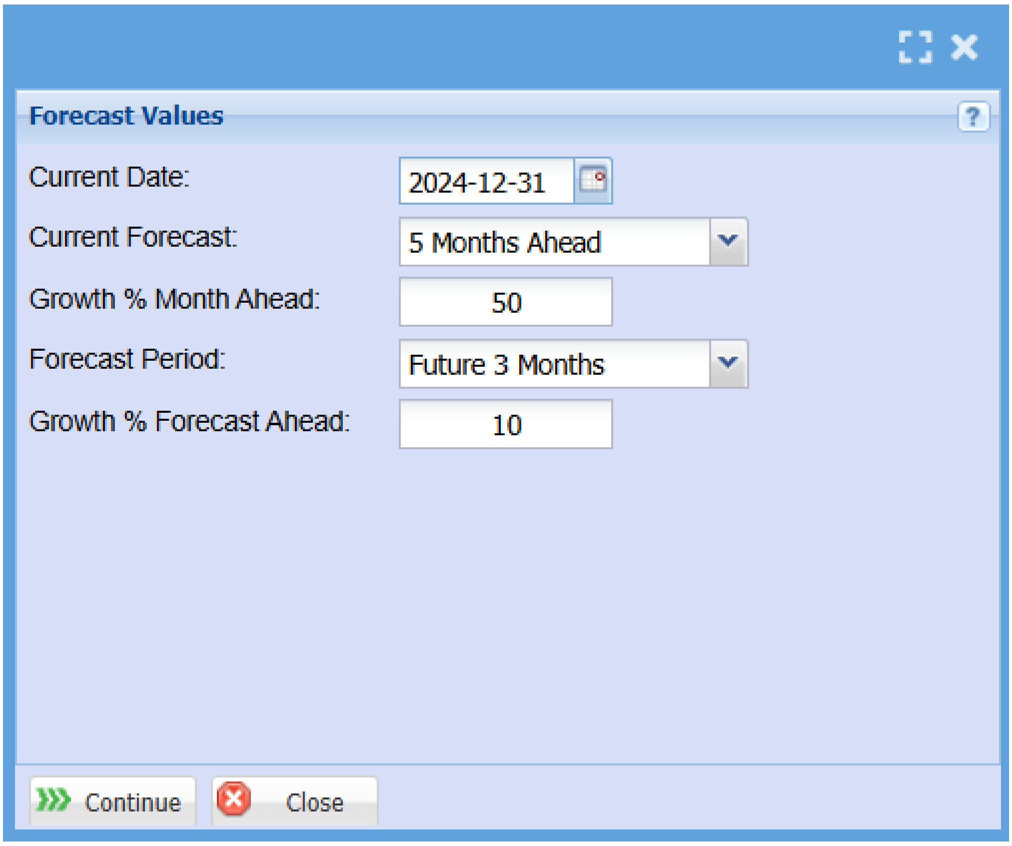
Update WIP

WIP looks at all Work in progress, and what stock is still to go out or allocated.



Jobs Started	Inventory allocated to a job may still appear as in stock; however, it is no longer available. The stock levels will be updated once the job is invoiced. This will only be applicable if you use jobs.
Jobs Not Started	Same with Jobs not started, Inventory allocated to a job may still appear as in stock; however, it is no longer available. The stock levels will be updated once the job is invoiced. This will only be applicable if you use jobs.
BOMS	A Bill of Materials (BOM) will accumulate items until they are invoiced. It does not remove the stock from inventory but merely allocates it to the BOM. When managing inventory, it's important to understand this process to get an accurate view of current available stock. By ticking this box you will know the true quantity of stock on hand. This will only be applicable if you use BOMS.
Sales Orders	This is where stock is allocated but not yet dispatched, which can make it appear as current stock. However, this can be misleading as the stock is still pending shipment. This will only be applicable if you use Sales Orders.

Update Forecast Values

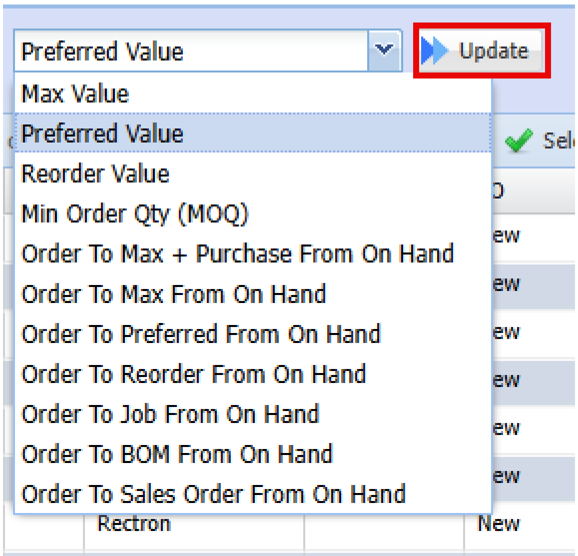


Current Date	Typically, you would use today's date. However, if today is too early in the month, it may skew the figures when forecasting over several months.
Current Forecast	Here you can select to forecast for 1, 2, 3, 4, 5, or 6 months. This will give us an idea on what we should order based on the past however many months we have chosen.
Growth % Month Ahead	A growth percentage forecast looks at the upcoming month and estimates the expected increase percentage based on the current forecast. For example, if we sold 10 units in the past 5 months and expect a 50% increase, we should sell 3 units per month for the next 5 month and therefore would need 15 items in stock.
Forecast Period	The Forecast Period examines the period following the Growth Forecast mentioned above. In the example where we looked at 5 months, this forecast period allows us to extend the analysis to an additional 3 or 6 months.
Growth % Forecast Ahead	This forecast will examine the additional 3 or 6 months of growth percentage following our initial prediction of a 50% increase over the first 5 months. For example, we predict a further 10% increase in the 3-6 months following the initial 5-month 50% increase.

You now need to determine which calculation you wish to apply in order to update the required order quantities for each item.

The order quantities applied to each respective item can be determined from a number of options:

Click the Update Qty drop down to see the list of options:



Max Value	Populates the order quantities to equal the Maximum qty as per item setup
Preferred Value	Populate the order quantities to equal the Preferred Quantity as per item setup
Min Order Qty (MOQ)	Will populate the Order Quantities to equal Minimum order quantity as per item setup. Note the Minimum quantity and the Minimum order Quantity are different Minimum quantity is the minimum holding quantity. Minimum order quantity is the minimum quantity that can be ordered from the supplier.
Order To Max + Purchase From On Hand	Populates the order quantities to be Item Maximum Qty less Qty on Hand less qty on open Purchase orders
Order To Max From On Hand	The difference between the maximum quantity and the on hand quantity
Order To Preferred From On Hand	The difference between the Preferred item Quantity and the on hand quantity
Order To Reorder From On Hand	
Order to Job From On Hand	
Order To BOM (Bill of Material) From On Hand	
The difference between the Reorder quantity and the quantity on hand	In this example, we are going to be using the Reorder from on hand option This will calculate the difference between the Reorder level on the item setup and the current on hand quantity. And update the order quantity on this batch with this difference.

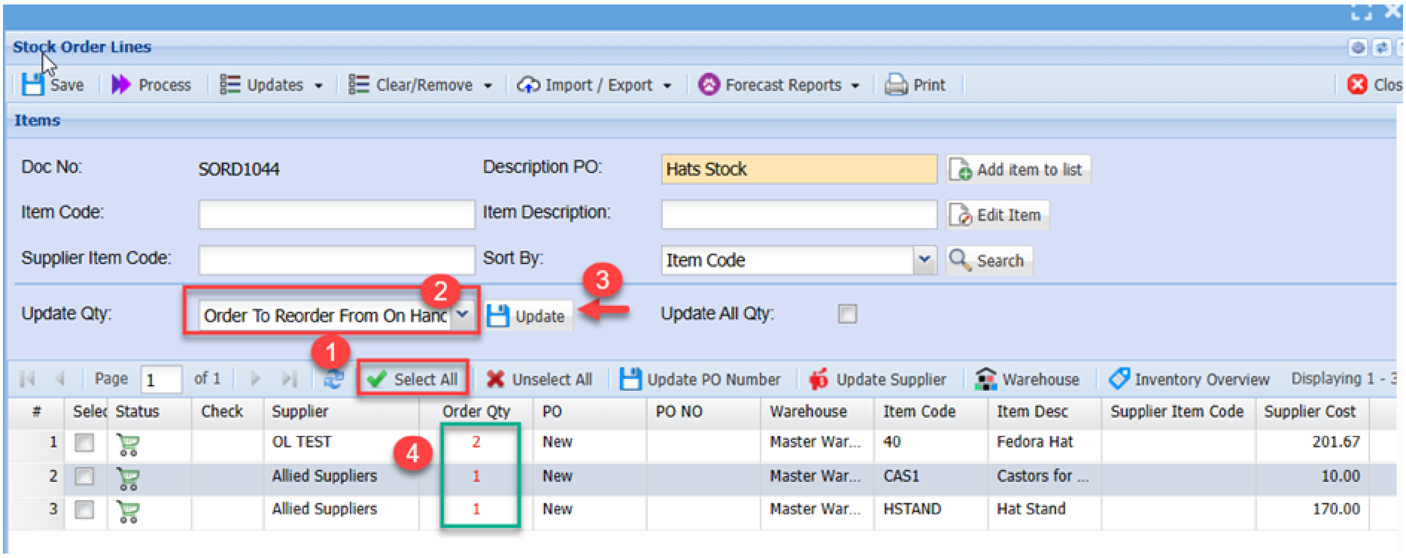
The Difference between the Reorder quantity and the Quantity on hand

- You can then review the quantities to be ordered

- Should you wish to override any of the quantities, click the select box
- Then click on the order quantity field
- Enter the amended quantity
- Once you are satisfied with the quantities to be ordered from supplier, click the Process button to create the Purchase order(s)

Minimum Order Quantity (MOQ) rules

- In stock order there is an option for Minimum order quantity MOQ
- Works with Update docs columns for MOQ values
- If Order quantity is greater than MOQ then ignore updating column.
- If Order quantity is less than MOQ, take MOQ quantity as order quantity



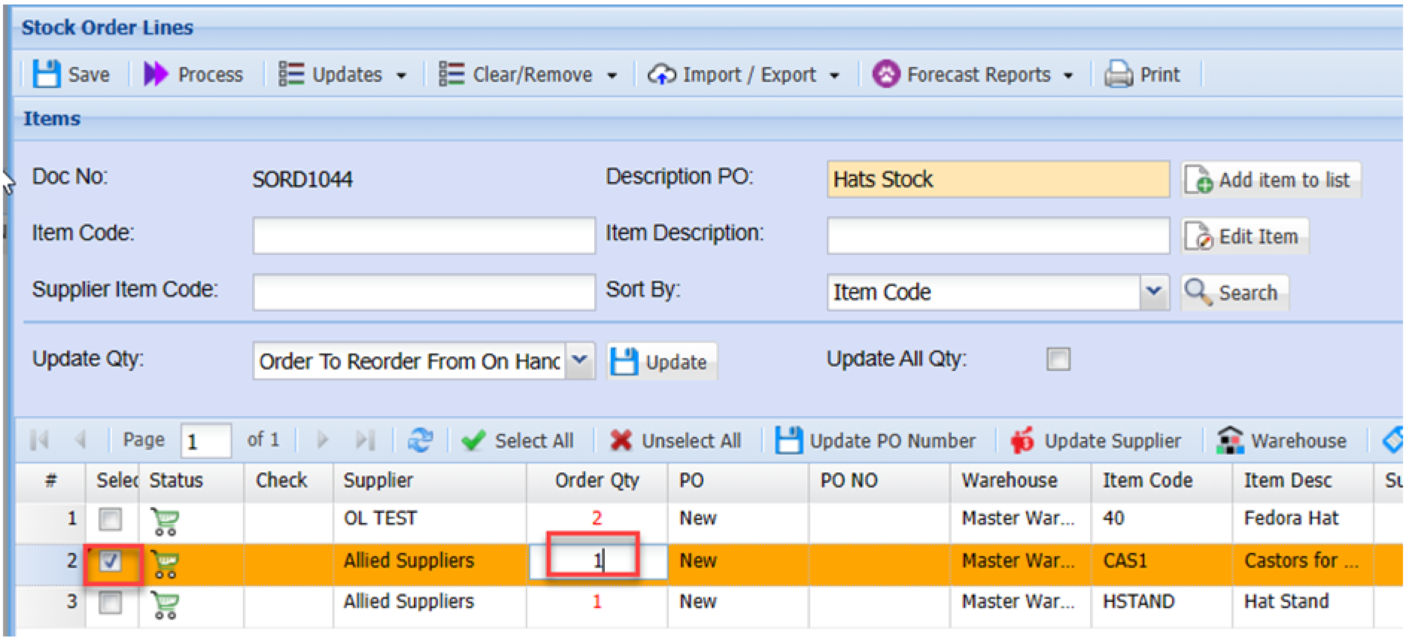
1.	Click the Select All Button
2.	Select: Order to Reorder from on hand
3.	Click the Update button
4.	You will notice the order quantities on the grid have been populated with the respective quantities

You can then review the quantities to be ordered

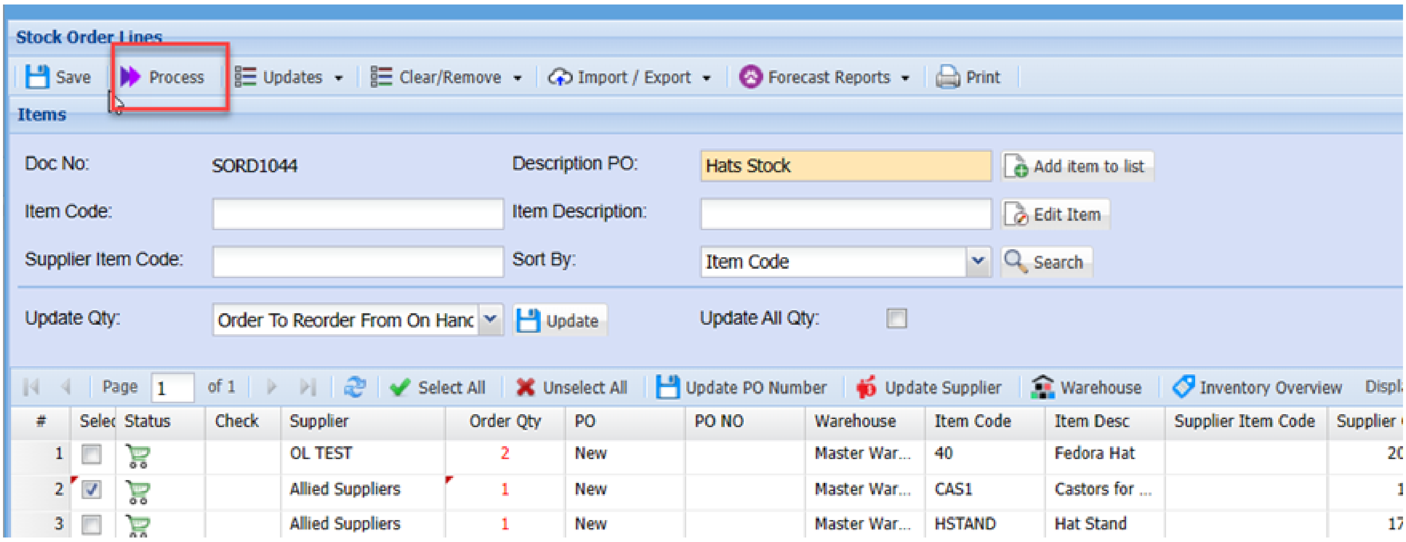
Should you wish to override any of the quantities, click the select box

Then click on the order quantity field

Enter the amended quantity

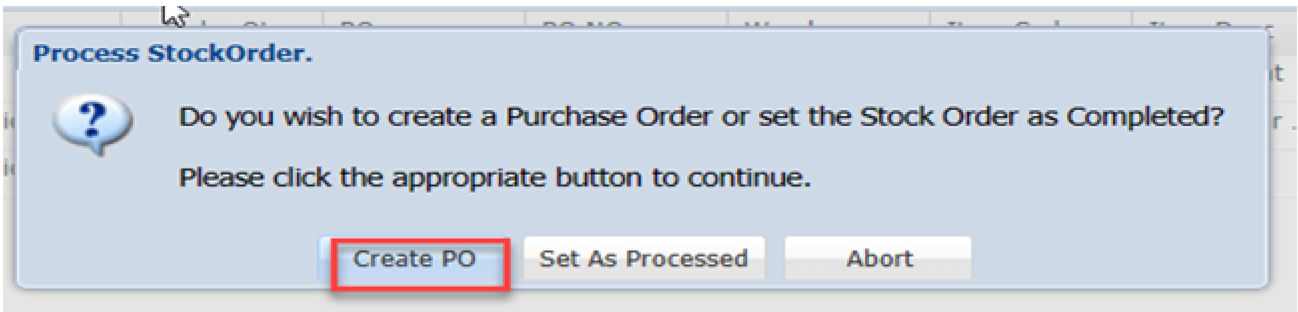


Once you are satisfied with the quantities to be ordered from supplier, click the Process button to create the Purchase order(s)



Select Create PO

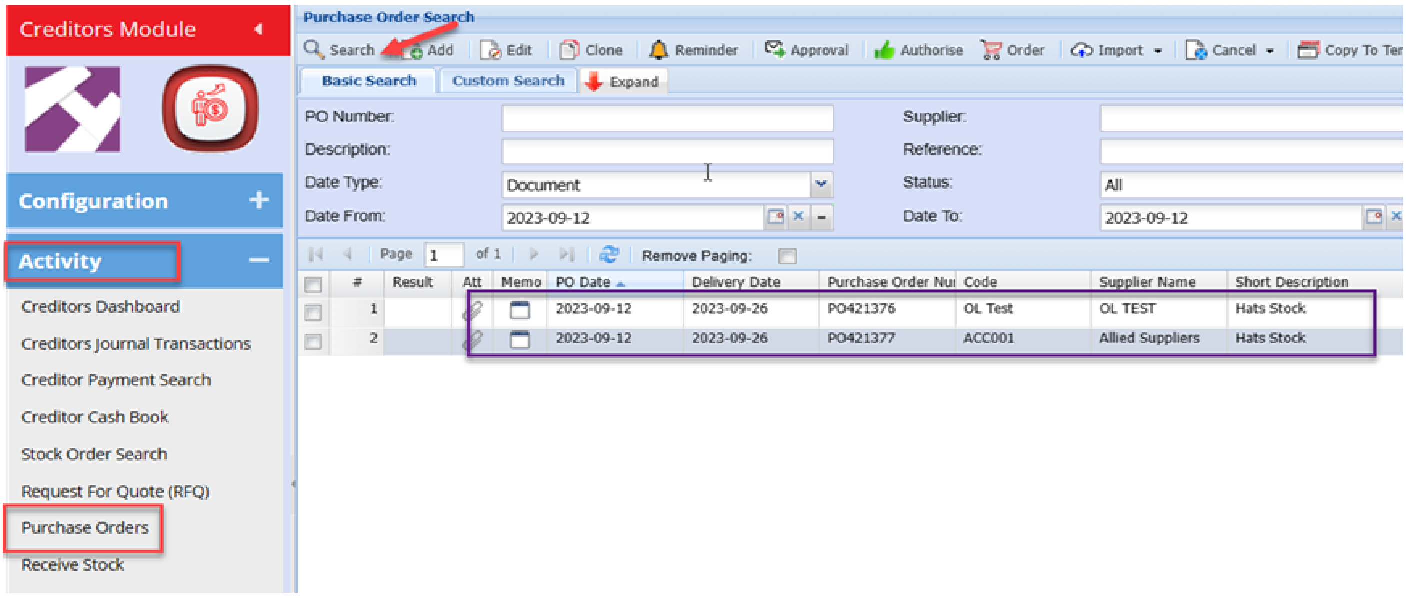
Click Ok



To view the Purchase order:

Go to **Activity > Purchase Orders**

Search



You should now see the purchase orders listed and can process these using the normal purchase order authorisation and order procedures.

Note: you may find several purchase orders, this is because a purchase order is created for each of the default supplies (if the items have different default suppliers linked)

You can still edit the supplier and any other details before finalizing the Purchase order.

Revision #33
Created 8 January 2024 20:19:49 by Paige
Updated 14 January 2025 20:45:45 by Pamela