

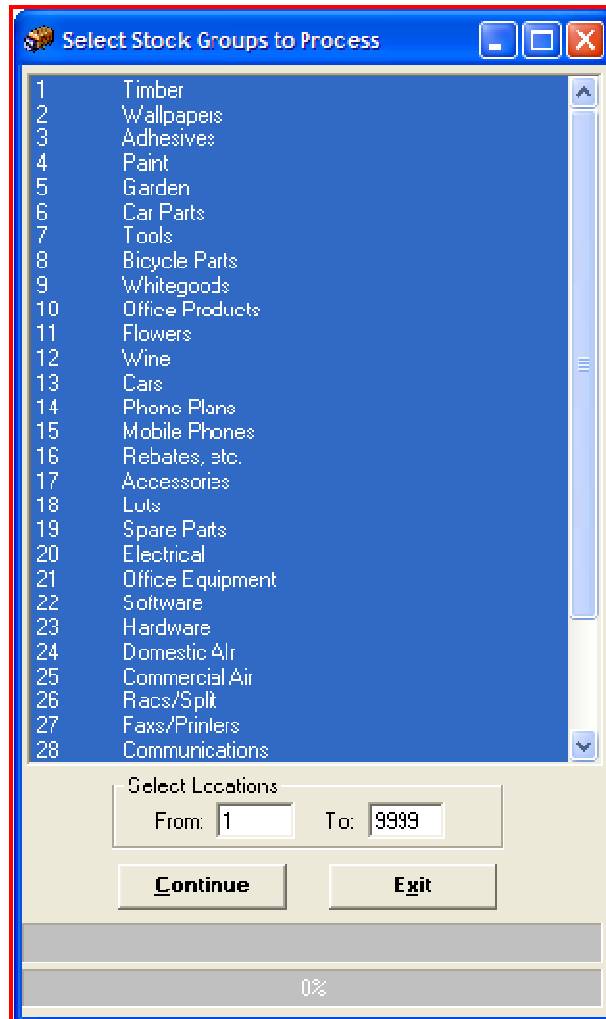
C.S. PACKAGES

STOCK REORDER UTILITY

OVERVIEW

➤ Select Stock Groups to Process

You can select the range of stock groups to get order suggestions for. The stock groups that were selected when the program was last run will be highlighted. You can select and deselect stock groups by clicking on a line in the grid.



Select Locations

If the locations selection options are enabled, you can nominate the range of locations that you would like to reorder. The default is all locations (1 to 9999).

➤ Create Purchase Orders

The create purchase order screen allows you to create purchase orders via the utilities menu in Vision. To create orders tick which lines that are to be processed as orders and preview, print or create orders. Multiple lines can be selected or deselected by using the Choose Suppliers.

The first time you click on preview, print or create orders, the program will generate a purchase order number for each order. The order number is a combination of the current date and the order number in this batch.

You can edit certain columns in the grid including Maximum Stock and Suggested Reorder. Clicking on a column other than these 2 columns will select or deselect that line for Ordering.

Initially all lines are selected for ordering. If you click Choose Suppliers, you can highlight one or more suppliers and only these lines will then be selected as order = yes.

Order ?	Supplier Name	Inventory Code	Inventory Description	Minimum Stock	Maximum Stock	Quantity in Stock	Suggested Reorder	Loc No
-	No Supplier--	CONSULT	Consulting Hours	1.00		0.00	1.00	-
-	No Supplier--	SDP_001	Software Installation Fees	1.00		0.00	1.00	-
-	No Supplier--	CONSULT	Consulting Hours	1.00		0.00	1.00	2
-	No Supplier--	SDP_001	Software Installation Fees	1.00		0.00	1.00	2
-	No Supplier--	CONSULT	Consulting Hours	1.00		0.00	1.00	3
-	No Supplier--	SDP_001	Software Installation Fees	1.00		0.00	1.00	3
-	No Supplier--	CONSULT	Consulting Hours	1.00		0.00	1.00	4
-	No Supplier--	SDP_001	Software Installation Fees	1.00		0.00	1.00	4
-	No Supplier--	CONSULT	Consulting Hours	1.00		0.00	1.00	5
-	No Supplier--	SDP_001	Software Installation Fees	1.00		0.00	1.00	5
-	No Supplier--	CONSULT	Consulting Hours	1.00		0.00	1.00	6
-	No Supplier--	SDP_001	Software Installation Fees	1.00		0.00	1.00	6
-	No Supplier--	CONSULT	Consulting Hours	1.00		0.00	1.00	7
-	No Supplier--	SDP_001	Software Installation Fees	1.00		0.00	1.00	7
Yes	Demonstration Supplier	2	Paperclips - Purchase Ratio	1.00		0.08	0.08	4
Yes	Demonstration Supplier	2	Paperclips - Purchase Ratio	1.00		0.08	0.08	5
Yes	Demonstration Supplier	2	Paperclips - Purchase Ratio	1.00		0.08	0.08	6
Yes	Demonstration Supplier	002	Bouquet - Assorted Number 1	1.00		0.00	1.00	7
Yes	Demonstration Supplier	2	Paperclips - Purchase Ratio	1.00		0.00	0.08	7
	Diamond Setting	F131	Pedals	1.00	20.00	-48.00	48.00	-
	Elcona_Bills from Delta Impo	5070	Walnut 25mmx75mm Plated	1.00	10.00	-10.00	13.33	2
	Elcona_Bills from Delta Impo	5080	50mm Dowell	1.00		0.00	1.00	7
	Smith & Warrington	5700	Hammocks	1.00		-1.00	2.00	-
	Smith & Warrington	5200	Septic Tank	1.00		-5.00	6.00	2
	Smith & Warrington	103 - Kit	Outdoor Setting (A Kit Product)	1.00		0.00	1.00	7
	Software Intenation Pty Ltd	WS-NT	Microsoft NT Server	1.00		-1.00	2.00	-

Enter Delivery Instructions per Order

Maximum Stock

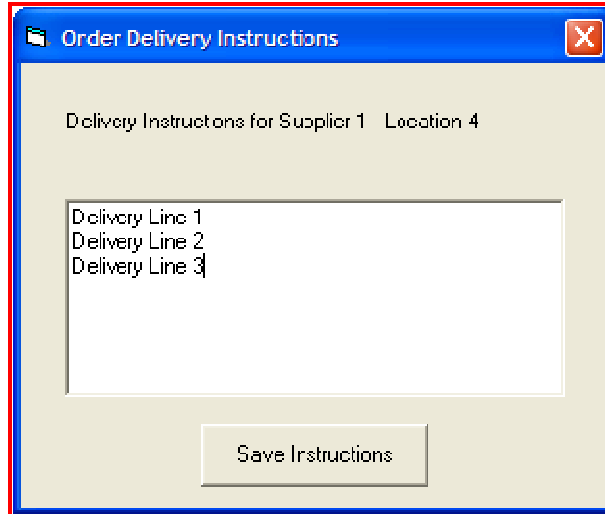
The Maximum stock is only applicable when multiple locations are used. This quantity is stored for the product and the relevant location in the reorder database and not in vision.

Enter Delivery Instructions per Order

There is an option to enter delivery instructions for each order generated. These instructions appear if you preview, print or create orders.

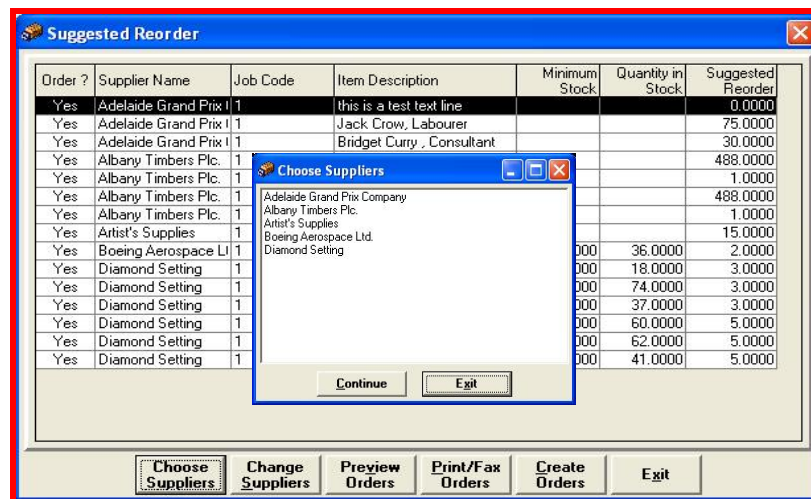
➤ Order Delivery Instructions

The supplier code and the location are displayed. Enter the instructions and Save Instructions.



➤ Choose Suppliers

This option allows you to do a bulk selection of lines for ordering. A list of standard suppliers for this production list will be displayed. Select one or more suppliers and the lines for these suppliers will be selected for processing.



➤ Preview Orders

These options will display or print the expected orders for lines which are marked to be processed.

➤ **Print/Fax Orders**

These options will display or print the expected orders for lines which are marked to be processed.

➤ **Create Orders**

This will create purchase orders in Vision for the lines marked to Process. Lines which have already been ordered will not be processed again.