



AUTO RE-ORDERING FORMULAS AND ADVANCE AUTO ORDERING

(ENTERPRISE / K8 TRADER)

AUTO RE-ORDERING FORMULAS

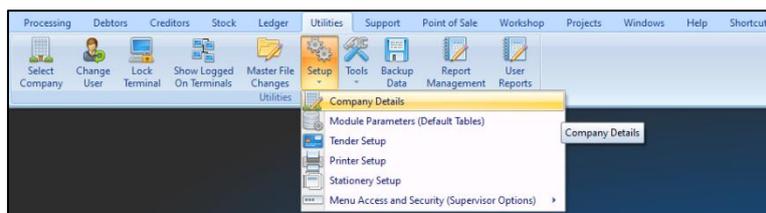
The custom ordering formula can be configured either as a custom ordering formula that is based on custom values for Sales and Purchase rate ordering. This option is used to create a customized ordering formula for stock items. The ordering formula that is created, may be used on all stock items or only applicable to certain stock items. The custom ordering formula allows you to specify which variables must be considered when stock items are being ordered.

EXAMPLE: The first method is custom ordering based on custom values that are specified. When stock is placed onto the reorder report, which variables must be used to calculate what quantity of this item must be ordered. In other words, if you enable the order level, on hand quantity, purchase orders and pack size the system will then only look at those variables chosen and based on those values the item will then appear on the re order report with an order quantity based on the variables that were setup using the custom ordering formula.

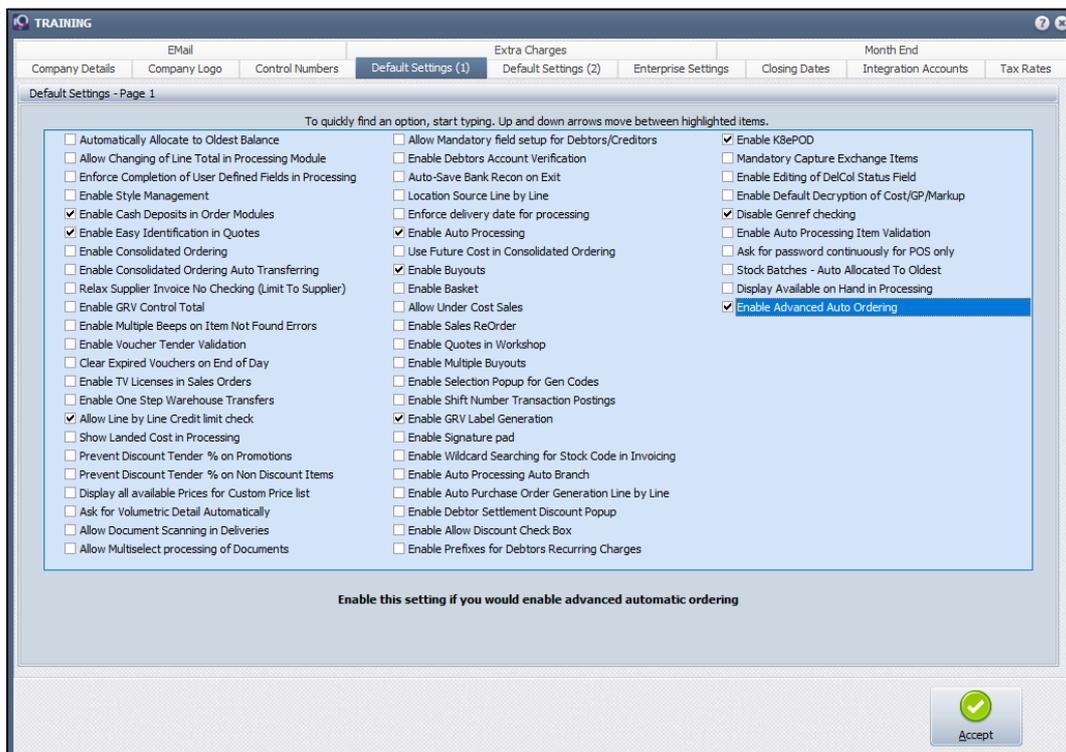
NOTE: To apply this custom ordering formula to a stock item, select the stock item in Stock Maintenance **Error! Bookmark not defined.** and select its Ordering Method as Custom.

Recent change was made to Auto Ordering to have more options on the formula screens and the ability to have IQ Automation send out orders that you have setup by supplier

From the Utilities Menu → Setup → Company Details → Default Settings 1



Select Enable Advance Auto Ordering

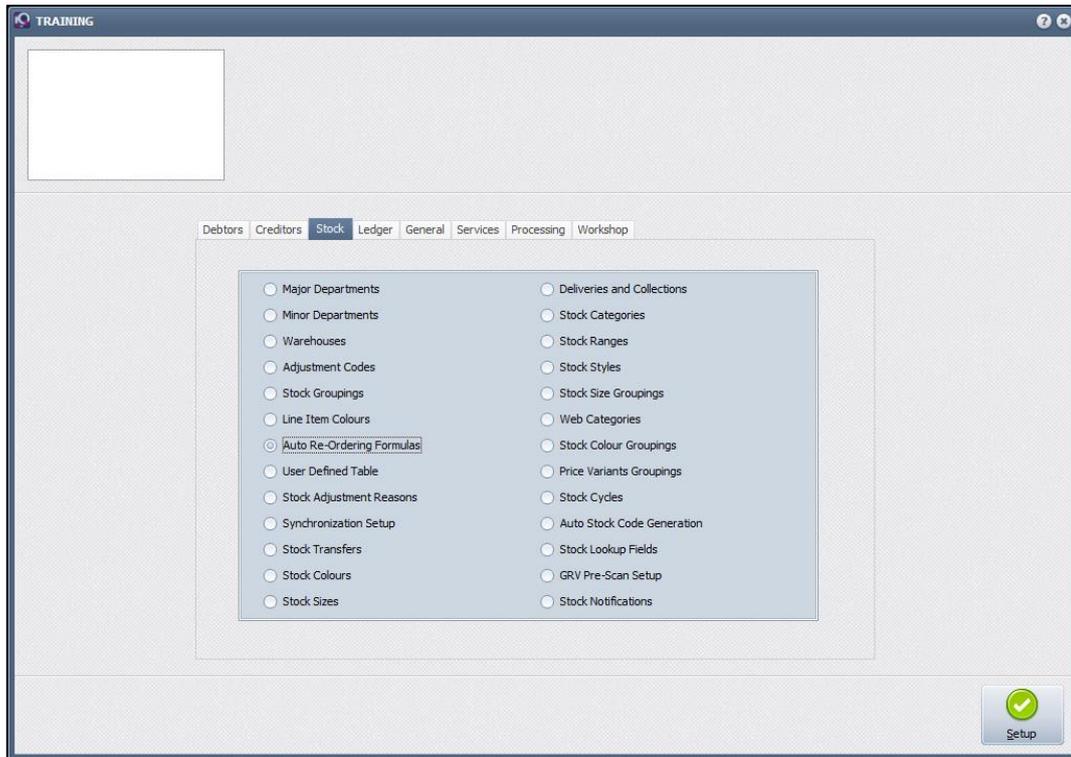


Once this has been enabled, the setup needs to be done.

From the Utilities Menu → Setup → Module Parameters (Default Tables)

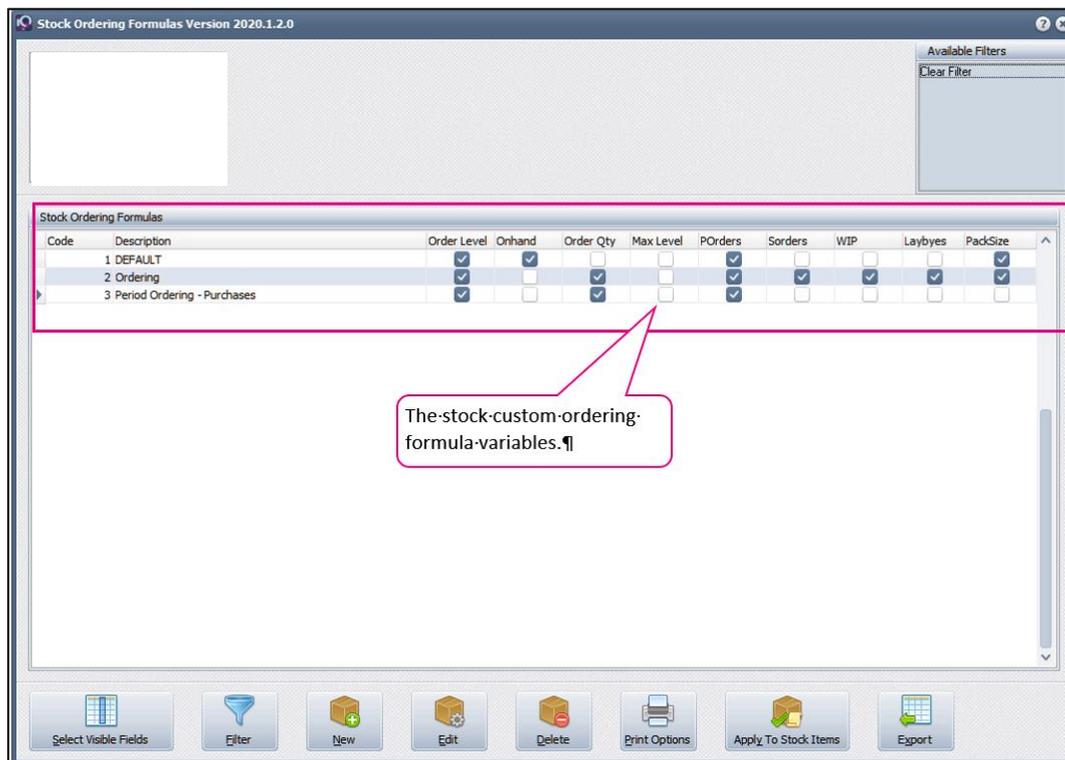


Select the Stock Tab



Select Auto Re-Ordering Formulas

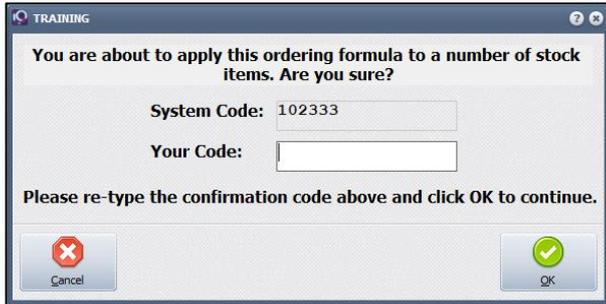
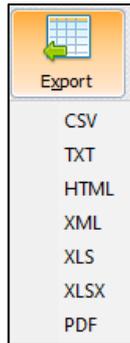
Click Setup



STOCK ORDERING FORMULAS

CODE	The code field displays the number of the custom ordering formula. This number will automatically increment when new custom ordering formulas are added.
DESCRIPTION	The description displays the name of the stock custom ordering formula as it was entered when the custom ordering formula was created.
ORDERING FORMULA VARIABLES	<p>These ordering formula variables like (Order Level, On Hand, Order Qty, Purchase Orders, Sales Orders, Work in Progress (WIP), Laybyes and Pack Size) are used when stock custom ordering is required. This means that if any of these stock custom ordering formula variables are required to be taken into consideration when stock is ordered.</p> <p>NOTE: You can enable different types of variables to take into consideration when ordering stock. If the variable is enabled, then the specific variable will be taken into consideration when ordering stock. If the variable is disabled, then it won't have any affect when stock is ordered.</p>

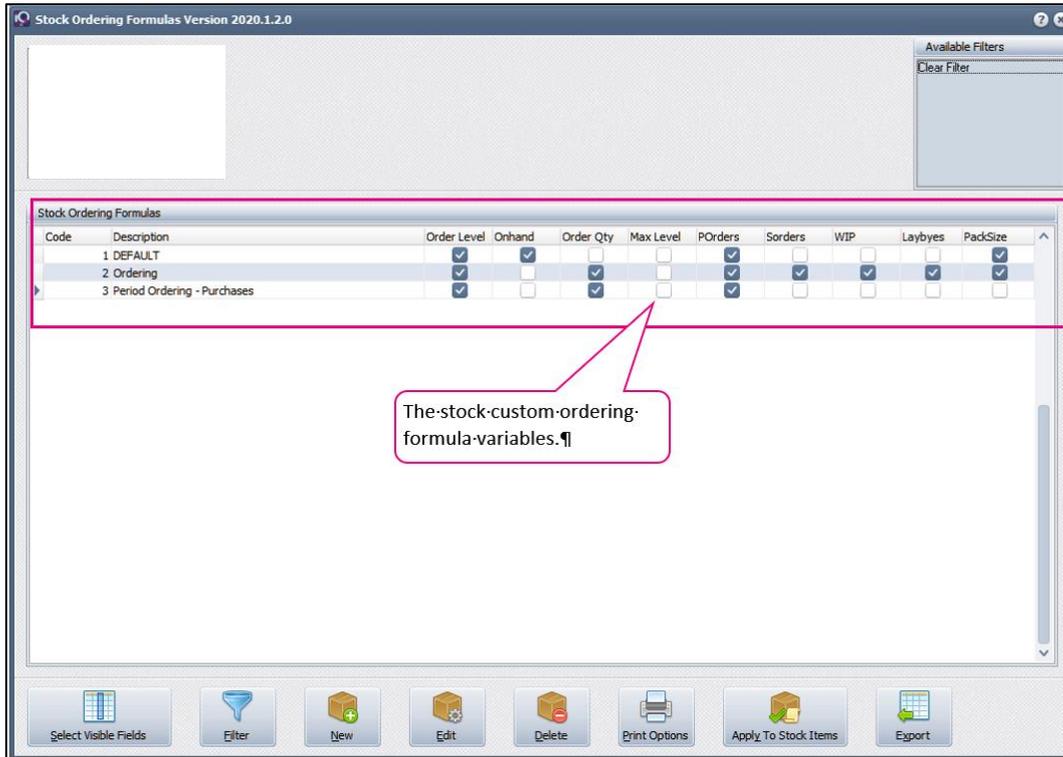
BUTTON FUNCTIONALITY

SELECT VISIBLE FIELDS	The search option allows you to search for specific information on the Auto Re-ordering formula screen.
FILTER	The filter option allows you to filter out specific information regarding stock ordering formulas on the formulas screen.
NEW	The new option allows you to add any additional custom ordering formulas.
EDIT	The edit option allows you to modify any of the existing custom ordering formulas.
DELETE	The delete option allows you to delete any of the existing custom ordering formulas listed. Stock Ordering Formulas may NOT be deleted if they are still linked to any Stock Items.
PRINT OPTIONS	The print option allows you to print the ordering formulas that have already been setup.
APPLY TO STOCK ITEMS	<p>The apply to stock items option allows you to apply the highlighted formula to all stock items.</p> <p>NOTE: A security dialogue box will appear where the code must be entered correctly otherwise the custom ordering formulas will not be applied.</p>  <p>The Stock search screen will appear, where you can filter for the items to which this re-ordering formula must apply and accept.</p> 
EXPORT	<p>The Auto Re-Ordering Formula list can be exported in the following formats: CSV, TXT, HTML, XML and XLS, XLSX, PDF</p> 

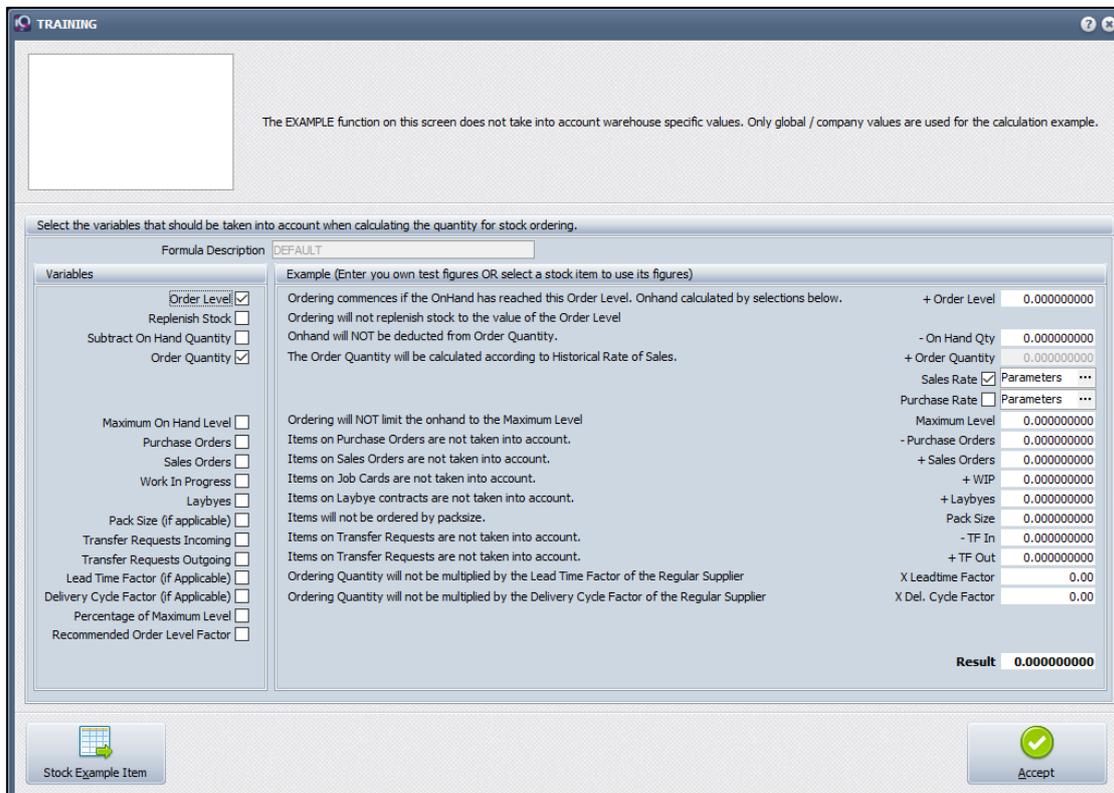
CALCULATE REORDER QUANTITY

From the Utilities Menu → Setup → Module Parameter → Stock → Auto Re-Ordering Formulas

Edit or create a New Order Formulas



ADDING CUSTOM STOCK FORMULAS



<p>VARIABLES</p>	<p>The variables listed are custom ordering variables that are taken into consideration when ordering is done for stock items.</p>
<p>EXAMPLE</p>	<p>Examples of Stock ordering variables are order level, replenish stock, on hand quantity, order quantity etc. This means that whenever a stock order report is drawn, the system will take these variables in consideration to work out the correct quantity based on these ordering variables to then give the correct ordering quantity when the stock ordering report is drawn from the system.</p> <p>NOTE: The options displayed here are notes explaining what will happen when auto re-ordering formulas are created, or setup and certain variables are selected. The brief explanation of the different variables will indicate what are meant by them and what will happen when these field have values entered.</p> <p>EXAMPLE: When values are entered to the relevant fields, the system will either add or subtract that relevant value when a stock order report is drawn from the system thus giving you the order quantity based on the values entered here.</p> <p>For Sales or Purchase rates to be considered when calculating re-ordering values, tick either the Sales Rate or Purchase Rate box.</p> <div data-bbox="566 952 1449 1025" style="border: 1px solid black; padding: 5px;"> <p>The Order Quantity will be calculated according to Historical Rate of Sales. + Order Quantity <input type="text" value="0.000000000"/></p> <p>Sales Rate <input checked="" type="checkbox"/> Parameters ...</p> <p>Purchase Rate <input type="checkbox"/> Parameters ...</p> </div>
<p>PERCENTAGE OF MAXIMUM LEVEL</p>	<p>This option gives you the percentage to the maximum, which can be used to calculate the minimum order threshold.</p> <p>Orders then only get generated if the order quantity is equal or above the order levels maximum percentage.</p>
<p>STOCK EXAMPLE ITEM</p>	<p>Select the StockError! Bookmark not defined. Example Item option to select a stock item to use as an example only. To see the result of the applied stock ordering formula. Next, tick the variables that are to be considered in the custom ordering formula. Select the Accept option to save the formula.</p> <div data-bbox="566 1444 1449 1859" style="border: 1px solid black; padding: 5px;"> </div> <p>NOTE: The stock Example Item is for an example only. Once a stock item is selected, the custom ordering formula values will change to that of the selected stock item for example purposes only.</p>

PARAMETERS

SEASONAL ORDERING AVERAGE

Seasonal ordering is used to calculate a Monthly Average Unit Quantity based on Sales / Purchased for a specified season. This season is set up by selecting a “Starting Month” (e.g. February), “Number of Years Ago” (e.g. 3 Years) and “For Number of Months” (e.g. 4 Months). This season specification will have to affect the way that the system calculates a Monthly Average of Units for the season of February to June over the last 3 Years. This Average Quantity will then be used as your Order Quantity when running your order report.

STARTING THIS MONTH	The starting this month allows you to select the month to tell the system on which month the seasonal ordering average must start.
NUMBER OF YEARS AGO	Select the number of years ago option to allow the system to know from when the calculations must start.
FOR NUMBER OF MONTHS	Select the number of months’ option to tell the system the number of months the system must use to work out the correct seasonal ordering for stock items.
PREVIOUS PERIOD AVERAGE FIXED	This option allows you to select a fixed period for the system to analyze and determine the average monthly sales / purchases.
FIXED PERIOD RANGING	The fixed period ranging allows you to select the dates which must be taken into consideration for calculating the sales or purchase rate when ordering.

<p>PREVIOUS PERIOD AVERAGE VARIABLE</p>	<p>This option allows you to select a fixed number of months up to the current date for the system to analyze and determine the average month sales / purchases.</p>
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<p>VARIABLE PERIOD RANGING (MONTHS BACK)</p>	<p>Specifying the variable period ranging allows the system to look at completed months to calculate the sales or purchase rate ordering.</p>
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OTHER OPTIONS

<p>ORDERING FACTOR</p>	<p>This allows you to specify a factor by which the average monthly sales / purchases quantity is multiplied by to specify a measure of growth / shrinkage on the calculated order quantity. You would also be able to use this option to specify weekly order quantities instead of monthly order quantities.</p>
<p>EXCLUDE ZERO VALUES</p>	<p>Excludes zeros from the ordering factor.</p>
<p>EXCLUDE MONTHS ABOVE / BELOW AVERAGE SALES</p>	<p>The system calculates average sales on X months (as specified in the Pervious variable period), let’s say example it is set to 12 months. If exclude above / below is set to 2 months then the system REMOVES the 2 lowest and the 2 highest months sales and calculates the average over the remaining 8 months. This is to exclude months where the store was closed or a customer came in and bought a huge amount of an item which would skew the average.</p>
<p>NETT VALUE</p>	<p>This option will have to effect the Calculated Average Quantity reflects the Nett Quantity of Sales (Invoices – Credit Notes Error! Bookmark not defined.) and Purchases (Purchases – Returns). NOTE: If this Nett Value option is enabled (ticked) then the system will deduct credit notes form invoices and returns from purchases. If this option is disabled (not ticked) then the system will not deduct credit notes or returns.</p>

ORDERING LEAD TIME

Ordering lead time is the time it takes from when you have ordered your stock to the time the stock arrive with you. The Ordering factor could be a measure to use by which the stock quantity would be multiplied.

In other words, if you use the ordering factor as (days, week or months) e.g. 2.5 and the stock quantity to order is 5 the order amount would be 12.5 or if the ordering factor is 3 and the stock quantity is 5 the order amount would be 15.

The ordering factor will be used with setup up the Auto Re-order formulas in Module parameters, Stock.

From the Utilities Menu → Setup → Module Parameter → Creditors → Ordering Lead Times

LEAD TIMES

NUMBER	The number field displays the Lead time number. This number may be entered as alpha numeric characters.
DESCRIPTION	The description displays the Lead Time description. This Lead Time description may be 30 characters in length.
FACTOR	The factor to be used to calculate the stock to be ordered.

EDIT DATA

NUMBER /ID	The number field displays the Lead time number. This number may be entered as alpha numeric characters.
DESCRIPTION	The description is where the description of the Lead Time is entered.
ORDERING FACTOR	The Ordering factor is where the factor must be entered, with which to multiply the stock to accommodate for the leading time.
CALCULATION METHOD	Select between two calculation methods: Multiply the factor with the average sales or add the factor to a multiple of average sales.
BUTTONS	SAVE EDITS The save edits button allows you to save the newly created/added Lead Time.
	CANCEL EDITS The cancel edits option allows you to cancel any editing while busy editing an existing Lead Time.

BUTTON FUNCTIONALITY

ADD	The add option allows you to add new additional lead times.
DELETE	The delete option allows you to delete any of the existing lead times. Please ensure that the lead time is not used in any calculation anymore before it is deleted.
SEARCH	The search option allows you to search for any information on the lead times screen.
DESIGN	The design option allows you to design the Lead Times Report.
PREVIEW	The preview option allows you to preview and print the Lead Times Report.
ACCEPT	Select the accept option to accept any changes made.



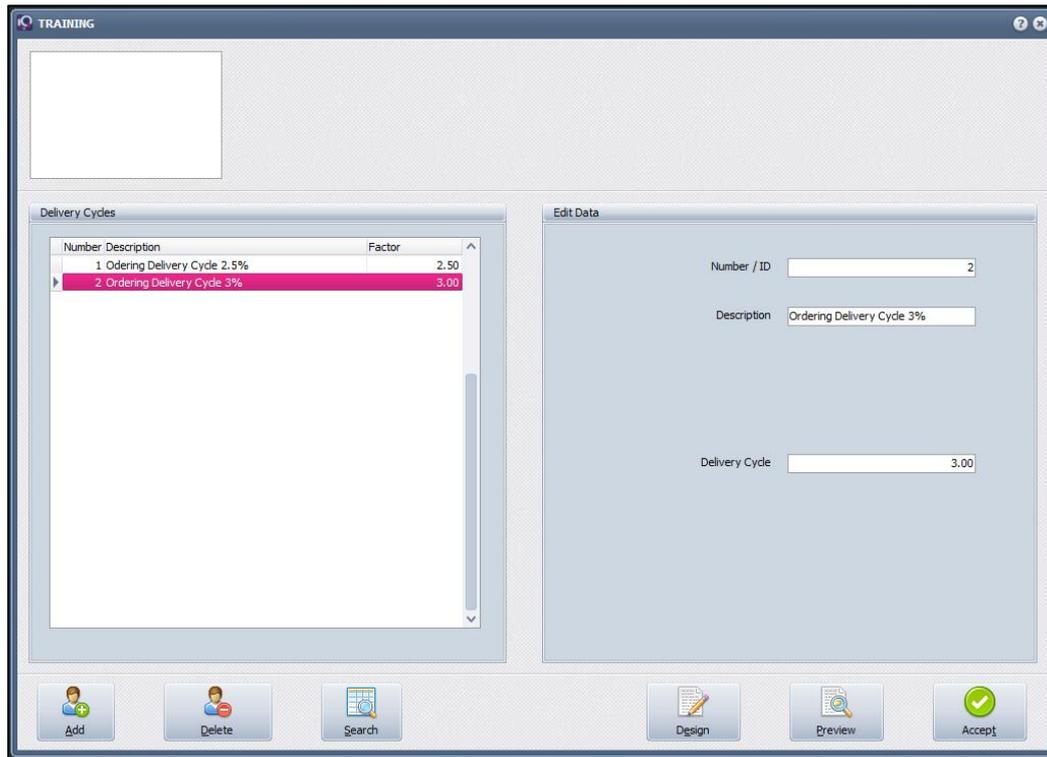
ORDERING DELIVERY CODE

Ordering Deliver Cycle is how often your suppliers deliver stock. The Deliver Cycle could be as measure to use by which the stock quantity would be multiplied.

In other words, if you use the Deliver Cycle as (days, week or months) e.g. 1.5 and the stock quantity to order is 10 the order amount would be 15 or if the Deliver Cycle is 5 and the stock quantity is 10 the order amount would be 50.

The Deliver Cycle will be used with setup up the Auto Re-order formulas in Module parameters, Stock.

From the Utilities Menu → Setup → Module Parameter → Creditors → Ordering Delivery Cycles



DELIVERY CYCLES

NUMBER	The number field displays the Ordering Delivery Cycle number. This number may be entered as alpha numeric characters.
DESCRIPTION	The description displays the Ordering Delivery Cycle description. This Ordering Delivery Cycle description may be 30 characters in length.
FACTOR	The factor of the Delivery Cycle.

EDIT DATA

NUMBER/ID	The Number/id field is where the Ordering Delivery Cycle number is entered. The Delivery Cycle may be entered in either alpha or numeric characters.
DESCRIPTION	The description field is where the description of the Ordering Delivery Cycle is entered.
DELIVERY CYCLE	Enter the factor to be used for the Delivery Cycle here.
BUTTONS	<p>SAVE EDITS</p> <p>The save edits button allows you to save the newly created/added Ordering Delivery Cycle.</p>
	<p>CANCEL EDITS</p> <p>The cancel edits option allows you to cancel any editing while busy editing an existing Ordering Delivery Cycle.</p>

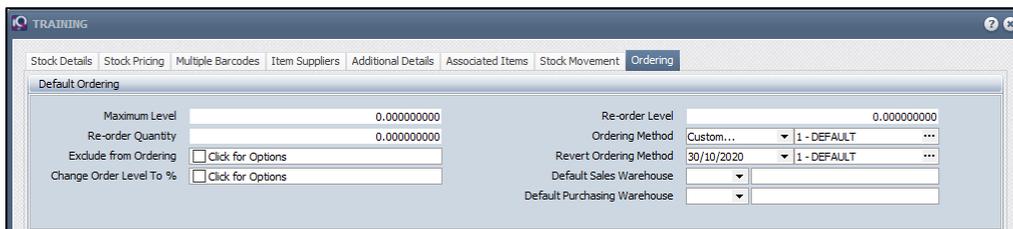
STOCK MAINTENANCE

From the Stock Menu → Maintenance

Select the ordering Tab



You will now be able to add an end date, should you choose custom option



RE-ORDERING METHOD	The auto re-ordering method option allows you to select any of the custom ordering formulas that have been setup. This enables you to specify the selected ordering method per department
MAXIMUM LEVEL	Specify the maximum quantity that may be ordered for the selected stock item. No quantity ordered may be greater than this amount.
REORDER LEVEL	<p>Enter the stock level at which the reorder reports and notification should be activated (i.e. when the reorder report is printed it will only include those items where the stock item’s on hand value is equal or less than the stated reorder level). This will only work if the normal ordering method is used. The system will automatically display a warning message when the item is below or equal to the reorder level, when invoicing.</p> <p>NOTE: The calculation used to determine when an item has reached the reorder level is as follows;</p> <p>$(\text{Reorder Level} + \text{Reorder Qty} + \text{Sales Order} > 0)$ AND $(\text{Reorder Level} \geq \text{On Hand} + \text{Purchase Order} - \text{Sales Order} - \text{Laybyes})$.</p>

REORDER QUANTITY	<p>Enter the reorder quantity to be reordered when the stock levels reach the reorder level.</p> <p>NOTE: The calculation used to determine how much of an item must be ordered is as follows;</p> <p>(Order Level + Order Quantity - (On Hand + Purchase Order) – Sales Order - Laybyes).</p>
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ORDERING METHOD

The ordering method allows one to specify how the ordering of stock items are handled.

NORMAL	The normal ordering option will order the specified order quantity if the on hand reaches / drops below the order level. It will take into account Work In Progress, Purchase Order s, Sales Orders and Laybyes.
REPLENISHMENT	The replenishment ordering option will FIRST replenish the on hand level to the specified order level and will THEN commence with Normal Ordering. It will take into account Work In Progress, Purchase Orders, Sales Orders and Laybyes.
CUSTOM	The custom ordering method will apply the user-definable custom ordering formula that can be setup under the utilities menu option → default table setup → stock → auto reordering formulas option.

ORDERING DEFAULTS

EXCLUDE FROM ORDERING	Select if you would like to exclude this item from ordering
REVERT ORDERING METHOD	This option gives you an end date for the current ordering method and then an existing order method that the system needs to revert to after end date.
CHANGE ORDER LEVEL TO %	If you would like to change the order levels from quantities to percentages, then you must select this option
WAREHOUSES	See the section on Warehousing.



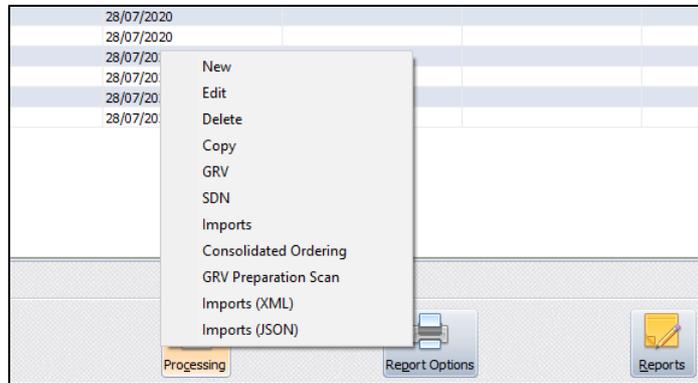
PURCHASE ORDERS

Within the Purchase Order, you will be able to import the items to be ordered based on the regular supplier.

From the Processing Menu → Purchase Orders

Create a Purchase Order for the supplier

Select Processing and New

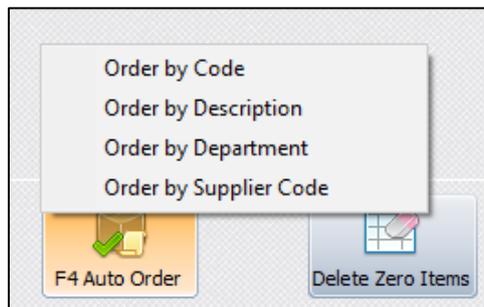


Select the Creditor Account

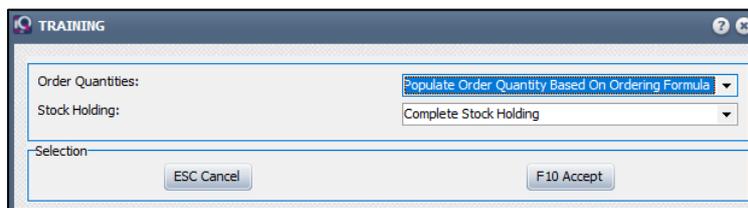
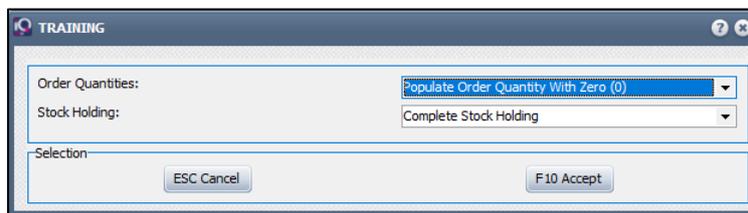
Once the Creditor has been selected, a new button is available F4 – Auto Order



This will give you options for the way you wish to import items into the purchase order.



Select the appropriate option



This will give you items with Zero on hand or items based on an order formula.

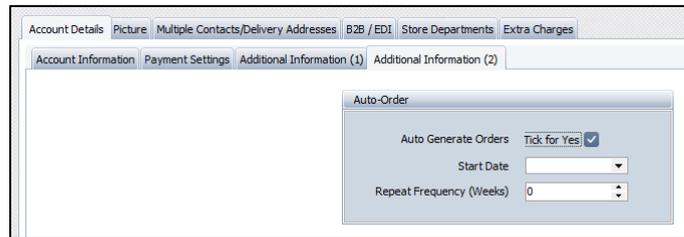


You will then be able to filter for the items that you wish to order.

CREDITORS

Ordering can now be linked to a creditor to do Automatic Ordering.

From the Creditors Menu → Maintenance → Additional Information (2)



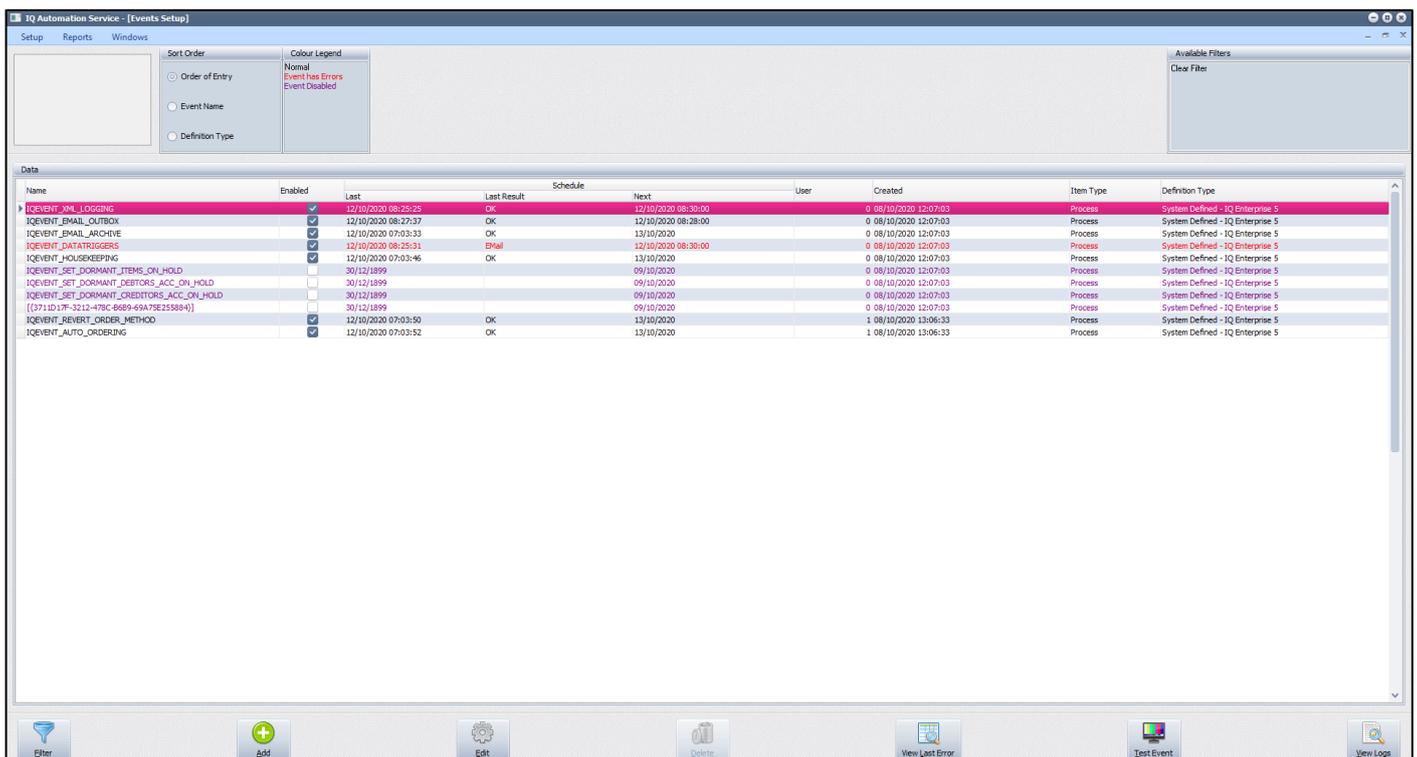
Once this has been enabled, a date and frequency can be set up for the specific Creditor.

IQ AUTOMATION:

Once the set up under defaults settings 1 has been activated. Two new events will be activated in the IQ Automation system.

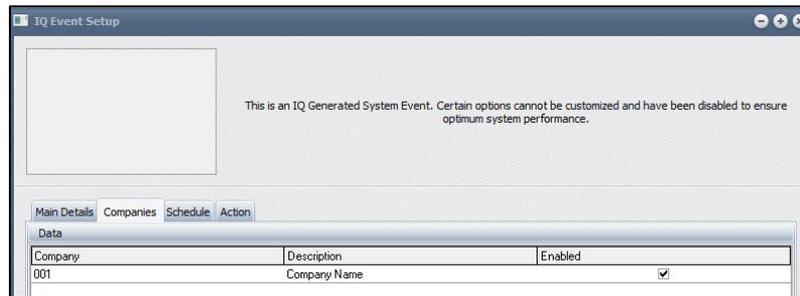
Run the IQ Automation as Administrator.

From the Setup Menu → Scheduled Events



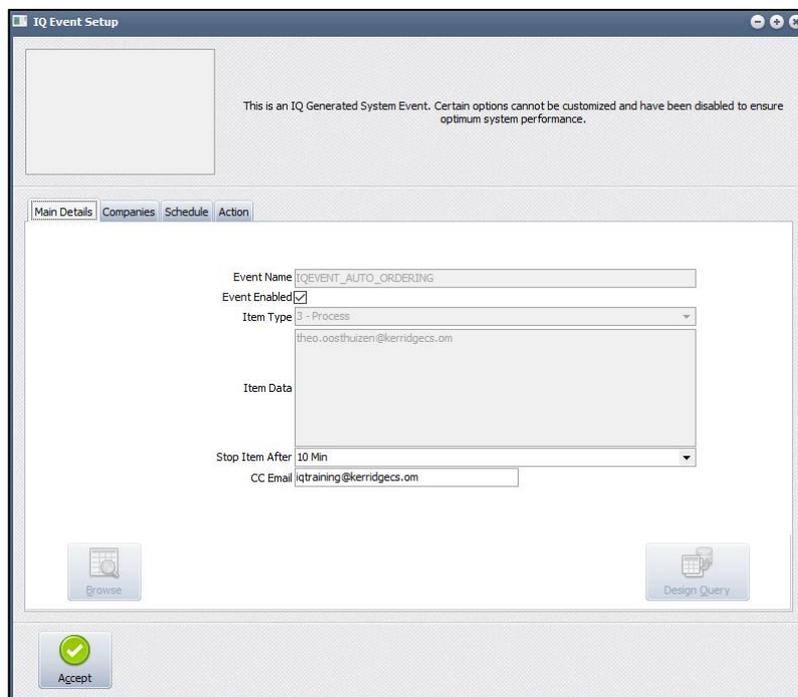
IQEVENT_REVERT_ORDER_METHOD	<input checked="" type="checkbox"/>
IQEVENT_AUTO_ORDERING	<input checked="" type="checkbox"/>

Edit the IQEVENT_REVERT_ORDER_METHOD and select the company that you wish to automate.



Click Accept

Edit the IQEVENT_AUTO_ORDERING and select the cc Email address to be used.



Select the company under the Companies tab and then click Accept.

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