

Multi-Store Reorder Form/Report

Introduction

The **Reorder Form/Report** is used to identify items for reorder. The Form and Report share the same options and return the same results. The difference is that the Reorder Form is interactive and allows you to queue items to be placed on Purchase Orders.

Running the Form

To run the Reorder Form:

1. Click **Inventory > Buying Tools > Reorder Form**.

Selection Criteria - Rapid Reorder Form

Sale Date: Last Week (11/4/2018 to 11/10/2018)

Fast Seller Max Days: 30 Or Fast Seller Min ROI: []

Category: []

Vendor: []

Store: [] (Optional)

Display Rows: Show One Style Per Company

Include Sales: All None

Fast Sellers

Below Reorder Point

Others

Styles That Did Not Sell

Options: All None

Include Consumed Parts

Show 0 Suggested Quantity

Treat Layaways As: Sold In Stock Excluded

Treat Giveaway As Sold

Treat Donations As Sold

Include Inventory Types: All None

Stock

Consignment

Memo

Trade

Special Order

Assembled

Built

Take-Off

Include Pricing Methods: All None

Fine Jewelry, Individual Item Pricing

General Merchandise, UPC/SKU Pricing

Buy And Sell Item By Unit Of Measure

Buy And Sell By Measure Only

Mixed Retail Pricing

Presets... OK Cancel

2. Specify the **Sale Date** to analyze, e.g. last week. It is recommended you run this form weekly.
3. Under **Include Sales**, choose the types of items to identify. In this example, we will be including both **Fast Sellers** and **Below Reorder Point**.
4. The **Fast Seller Max Days** field is used to define the number of days an item must sell in to be considered a fast seller. In this example, we have set this to 30 days so any item that sells within 30 days of being entered will count as a fast seller and suggest a reorder. Alternatively, you can set a **Fast Seller Min ROI** (return on investment).
5. **Below Reorder Point** works in conjunction with the **Levels** feature. Levels allows you to set **Min** and **Max** quantities for each vendor style and store. Once set, the **Reorder Form** will suggest ordering items to replenish stock.
6. Use the **Display Rows** drop-down to choose between showing one row per company or one row per store depending on whether you want to manage styles for all stores combined (company) or per store.
7. Specify any additional selection criteria, such as vendor, category, pricing methods, then click **OK** to generate the form.

Reorder Form											
Checked	Vendor	Style	Store	Suggested	# Ordering	Reason	In Stock	Avg Days On Hand	Queued	On Order	
<input checked="" type="checkbox"/>	AB	ABC-101A	Total	6	<input type="text" value="6"/>	Fast, < Min	4	43	0	0	
<input type="checkbox"/>	AB	ABC-101A	0	0	<input type="text" value="0"/>		0		0	0	
<input type="checkbox"/>	AB	ABC-101A	1	3	<input type="text" value="0"/>	Fast, < Min	1	107	0	0	
<input type="checkbox"/>	AB	ABC-101A	2	3	<input type="text" value="0"/>	< Min	3	22	0	0	
<input type="checkbox"/>	AB	ABC-101A	3	0	<input type="text" value="0"/>		0		0	0	

In this example we are displaying one style per store. If you did one style per company instead you would only get a single summary line with no breakdown by store.

- The **Reason** column indicates the source of the suggested order quantity. Fast selling items will be suggested on a one-to-one ratio. Items below reorder level (< Min) will suggest a quantity to replenish to the set level. In cases where there are fast sellers for a style below reorder level, the quantity suggested will never exceed the **Max** defined level.
- To queue items for order, mark the checkbox for the line you wish to order, enter **# Ordering**, and click the **Queue Items for Order** button at the bottom.

Checked	Vendor	Style	Store	Suggested	# Ordering	Reason	In Stock
<input checked="" type="checkbox"/>	AB	ABC-101A	Total	6	<input type="text" value="6"/>	Fast, < Min	4
<input type="checkbox"/>	AB	ABC-101A	0	0	<input type="text" value="0"/>		0
<input checked="" type="checkbox"/>	AB	ABC-101A	1	3	<input type="text" value="3"/>	Fast, < Min	1
<input checked="" type="checkbox"/>	AB	ABC-101A	2	3	<input type="text" value="3"/>	< Min	3
<input type="checkbox"/>	AB	ABC-101A	3	0	<input type="text" value="0"/>		0

Show Images

In this example we are queuing 3 items for store 1 and 3 items for store 2. If you wanted to queue these 6 items to your HQ instead, queue these from the first row instead of the individual store's row.


- The **Queue Items for Order** window will appear. Verify quantities and stores are correct, then click **Queue Items**.

Quantity	Vendor / Style	Cateoqry	Description
<input type="text" value="3"/>	Alpha Beta	110 (110) Diamond Wedding Bands	14k Gold Wedding Band
	Store: 1 ABC-101A	Style Note	<input type="text"/>
<input type="text" value="3"/>	Alpha Beta	110 (110) Diamond Wedding Bands	14k Gold Wedding Band
	Store: 2 ABC-101A	Style Note	<input type="text"/>

- These items are now queued for placement on a purchase order. When creating a PO, use the **Retrieve Queued** button to bring these items up.

Reorder Report

The **Reorder Report** shows the same information as the form, but it is not interactive.

	Store	Suggest	Reason	In Stock	Avg Days On Hand	In Process	# Sold	Fast	SPO	Sold Yr	Margin	MR Cost	MR Sold Price	Avg Days To Sale	Min	Max
Vendor 'AB' - Alpha Beta																
Category 110																
																
		ABC-101A					14k Gold Wedding Band									
	Total	6	Fast, < Min	4	43	0	1	1	0	1	57.14	150	350	21	6	10
	HQ	0		0		0	0	0	0			0	0			
	1	3	Fast, < Min	1	107	0	1	1	0	1	57.14	150	350	21	2	4
	2	3	< Min	3	22	0	0	0	0	0		150	0		4	6
	3	0		0		0	0	0	0	0		0	0			
	Category Total...	6		4	22	0	1	1	0	1	0.00			11		
	Vendor Total...	6		4	22	0	1	1	0	1	0.00			11		
	Grand Total...	6		4	22	0	1	1	0	1	0.00			11		

The report includes:

Store	The store number for this line.
Suggest	The suggested order quantity.
Reason	The reason the quantity is being suggested.
In Stock	Current quantity in stock.
Avg Days On Hand	For # In Stock, the average number of days these items have been in stock.
In Process	Quantity currently queued for order or on a PO that has not been received or canceled.
# Sold	Quantity sold during the period.
Fast	For # Sold, the quantity that met the fast seller threshold.
SPO	For # Sold, the quantity that were special order sales.
Sold Yr	The quantity sold this year.
Margin	The profit margin.
MR Cost	The most recent cost of this item.
MR Sold Price	The most recent sold price of this item.
Avg Days to Sale	For # Sold, the average number of days these items were in stock before being sold.
Min	The minimum quantity to keep in stock as defined via Item Levels .
Max	The maximum quantity to keep in stock as defined via Item Levels .

Next Steps

For more information see:

- [Multi-Store Levels](#)
- [Multi-Store Purchase Orders](#)