CAPITAL V15

Capital Business Software Tutorial Series

Introduction to

Reorder Plans

CAPITAL Office Business Software

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What Are Reorder Plans?

Reorder Plans are a powerful procurement tool in Capital Office that assists you in managing stock replenishment from suppliers. They calculate your estimated stock purchase values and review your product sales, purchasing activity, and current holding levels for individual items.

Key Features

- Analyse current inventory holding levels
- Review product sales activity and purchasing history
- Calculate estimated stock purchase values
- Generate purchase order suggestions based on reorder levels
- Group items by supplier for efficient ordering

Note: Reorder Plans are available in the Corporate Edition only.

Two Approaches to Reorder Plans

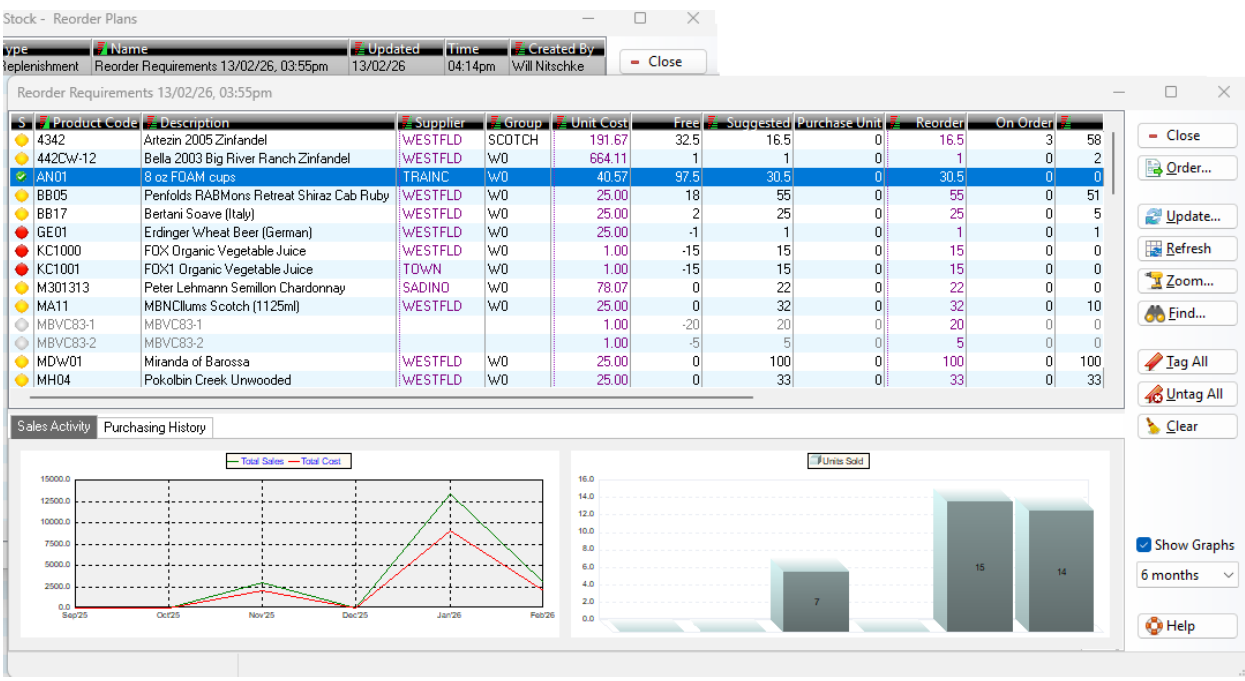
Capital Office provides two ways to create Reorder Plans, depending on your business needs:

1. From Stock Control - Restocking

This approach is used when you want to create a Reorder Plan based on your current inventory holdings and reorder levels. It's ideal for maintaining regular stock levels and preventing stockouts.

2. From Manufacturing - MRP

This approach creates a Reorder Plan based on your scheduled production requirements using the Materials Replenishment tool. It's designed for businesses that manufacture products and need to procure raw materials based on production schedules.



Creating Your First Reorder Plan

Follow these steps to create your first Reorder Plan using the Stock Control method:

Step 1: Access Reorder Plans

- Open the Stock Control area in Capital Office
- Select from the menu: Toolbox → Reorder Plans
- Press the Add button to create a new plan

Step 2: Configure Plan Settings

When creating a new Reorder Plan, you'll be prompted to configure several settings:

Name of Plan

Enter a descriptive name for your plan. The system will suggest a pre-filled name, which you can keep or modify to something more meaningful for your purposes.

Filters

You can limit your Reorder Plan to specific criteria:

- **Stock Group:** Limit the plan to items from a particular stock group
- **Supplier:** Focus on products from a specific supplier
- **Location:** If multi-location is enabled, select which warehouse or location

Order Type

Choose what type of stock requirements to include:

- **All Stock Requirements:** All required stock will be included in the plan
- **Back Orders Only:** Only procure stock for back-ordered goods that cannot be fulfilled from existing stock
- **A Customer Order Agreement:** Procure stock specific to a nominated agreement (requires Advanced Distribution & Inventory component)

Step 3: Create the Plan

After configuring your settings, press the Create button. Capital Office will analyse your inventory and generate a reorder plan showing items that need to be ordered.

Understanding the Reorder Plan Grid

Once created, your Reorder Plan displays a grid with detailed information about each item that needs reordering. Here are the key columns:

Column	Description
Stock Code	The unique identifier for the stock item
Description	Product name and description
Supplier	The preferred supplier for this item
On Hand	Current physical inventory quantity
Available	Quantity available after deducting committed stock
Reorder	The suggested quantity to order (editable)
Cost Price	The purchase cost per unit from the supplier
Total Cost	Estimated total cost (Reorder × Cost Price)

Important: You can edit the Reorder quantity for any item. To exclude an item from ordering, set its reorder quantity to zero. You can later restore it by entering a quantity back into the Reorder cell.

Using Graphs and Analytics

Capital Office can display sales activity and purchasing history graphs below the Reorder Plan grid. These visual analytics help you make informed ordering decisions. To enable graphs, tick the Show Graphs setting. You can choose to display 3, 6, or 12 months of product activity and history.

Tip: Turning off graphs may improve system responsiveness in some environments and allows more space for the grid display.

Creating Purchase Orders from Your Reorder Plan

Once you've reviewed and adjusted your Reorder Plan, you're ready to generate purchase orders.

Step 1: Access Supplier Orders

Click the Order button in your Reorder Plan. This opens the Supplier Orders grid, which summarises and groups items by supplier.

Step 2: Review Supplier Orders

The Supplier Orders grid displays:

- Each supplier you need to order from
- Number of units to be ordered
- Total estimated value based on cost prices
- Total weight and volume of the order (if available)

Step 3: Select Suppliers

If you don't wish to order from certain suppliers at this time, untick them in the grid. The action panel will show the total value of orders for all selected suppliers.

Optional: To order only items you've tagged, tick the Stock Tags setting before creating orders.

Step 4: Generate Purchase Orders

Press the Create button to generate purchase orders. The system will:

- Create a separate purchase order for each selected supplier
- Open purchase orders on screen for review (maximum 5 at a time)
- Populate each order with the appropriate items and quantities
- Update the Reorder Plan when you save each purchase order to prevent double ordering

Multi-Location Stock Control

If you have multi-location stock control enabled, you can filter your Reorder Plan by specific locations:

- You can create a Reorder Plan for all locations by leaving the location field blank
- However, you must select a specific location before placing orders with suppliers
- You can change the location filter later if needed
- Orders can only be placed for one location at a time

Security and User Permissions

To access and use Reorder Plans, users must have:

- **Purchase Order access rights -** Basic permission to work with purchase orders
- **Reorder Plans special permission -** Additional permission specifically for accessing Reorder Plans

These permissions are configured in the Security section of Capital Office by your system administrator.

Best Practices and Tips

- **Regularly Review Plans:** Create and review Reorder Plans on a regular schedule (weekly or bi-weekly) to maintain optimal stock levels.
- **Use Descriptive Names:** Give your plans meaningful names like 'Weekly Restock - Main Warehouse' to easily identify them later.
- **Filter Strategically:** Use filters to focus on specific product categories or suppliers, especially if you have a large inventory.
- **Review Before Ordering:** Always review suggested quantities before generating purchase orders.
- **Use Stock Tags:** Tag urgent or priority items to create focused purchase orders when immediate restocking is needed.
- **Monitor Graphs:** Use the sales activity and purchasing history graphs to identify trends and adjust reorder quantities accordingly.
- **Save Purchase Orders Promptly:** When purchase orders are created, save them to update the Reorder Plan and prevent accidental double ordering.

Quick Review

Key Points to Remember

- Reorder Plans are available in the Corporate Edition only
- Two methods: Stock Control (Restocking) or Manufacturing (MRP)
- Access via: Stock Control → Toolbox → Reorder Plans
- You can filter by stock group, supplier, and location
- Edit reorder quantities directly in the grid before ordering
- The Order button groups items by supplier for efficient purchasing
- Maximum 5 purchase orders open at once to conserve system resources
- Requires Purchase Order access rights AND Reorder Plans special permission

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For more information, consult the Capital Office help system
or contact Capital Office Support at Support:(02) 8197 1582