Shop Stock Control – MAX levels

Changing your "max" stock levels

Your max stock level is the ideal amount of stock that you need in your shop.
If your stock level falls below your max level, the computer system will automatically send you enough stock (in multiples of box quantities) to take you back over your max stock level.

Example
You have 245 x 005707
Your max level is 201
You sell 75 x 5707 in one day
Your stock level at the end of the day is therefore 245-75 = 170
Your max level is 201
005707 come in boxes of 15
You need 32 x 5707 to EXCEED your max level (202-170)
The system will auto-generate an order to replenish your shop
  2 boxes will only give you 30 lamps, so this is not enough
  3 boxes (45 lamps) will be sent to you and your stock will now be 215

How do I change my max level?
1. Branch Files
2. Branch Stock File
3. Branch Stock Maintenance
4. Enter stock number
5. Click on "Reorder" in blue bar
6. Click on "Amend" in grey header bar
7. Click on box (right hand side) titled "Maximum stock"
8. Change to the number you want
9. Check that in the box on the left the "Reorder category" is M for "manual max/mins"
10. If you want to NEVER get stock of an item the "Reorder category" must be Z "Not to be stock re-ordered"
11. Click on "Save" in grey header bar (or "Undo" if you have made a mistake)

We will run reports that tell us each morning of changes that you have made the previous day and will be questioning a lot of changes!

PLEASE do not make ANY other changes to products – it will probably result in your branch not being able to log on the following morning.

PLEASE do not use this to increase stock – we want to be able to always be in stock to satisfy customer needs, but we CANNOT let stock creep up in your branch!

We are making a <u>one up, one down</u> rule for max levels….

Any **<u>increase</u>** in a max for a line must be matched by a **<u>decrease</u>** in a max for another line