VERSION 2.0

AUGUST 28, 2023

Apps for Greentree

INVENTORY REORDER WORKBENCH

APP NUMBER: 010002

Powered by:

MYOB Greentree

TABLE OF CONTENTS

FEATURES

1. Inventory Reorder Workbench

The Inventory Reorder Workbench will dramatically increase the accuracy and speed of reordering.

- Review historic demand, and future commitments
- Select or modify the suggested reorder quantity for some or all products
- Works with existing Min/Max and economic order quantity settings
- Filter to reorder for a single supplier (e.g. ensure the container's always full)
- Try what-if scenarios and save the results to work on later
- Get funky and create "Reorder Strategies" that include complex calculations (e.g. to predict seasonal variations)
- Choose to restock one location from surplus stock at another location (requires the 010034 Inventory Location Transfers App)
- Choose whether to include inactive locations or not
- Choose whether purchase order are created for each combination of Supplier and Location

IMPORTANT NOTES

- We recommend that you test the configuration of the App thoroughly in a test system prior to deploying the App in your live Greentree system.

OTHER REQUIREMENTS

Greentree Modules: Inventory

Associated Apps: 010034 Inventory Location Transfers (recommended), 010066 Key Product Category

USER INSTRUCTIONS

INVENTORY REORDER WORKBENCH

Select the Menu Option Process | Inventory | Inventory Reorder Workbench

Note: If the option to Use Strategy Reordering is not selected in the Apps Module Control, then the Average Sales suggested reorder method indicated in red is used rather than Reorder Strategy.

If you wish to use Strategies and have the option of an Average Sales method, then you should turn on the module control Use Strategy Reordering, and then create a custom Strategy for Average Sales.

A configuration can be saved under a Description for later recall and reuse.

Selections:

Inventory Code From and To	The process will default to all stock items in the system, if you want to narrow down the items being reordered based on code then select the code range for reorders here.
Analysis Code From and To	You can process a reorder for a single Analysis Code by selecting it here or for a range. The default is all analysis codes.

Location	This will default to the Location specified in IN Module control unless the "All Locations" was ticked in the Control settings. The reorder workbench can be run for all locations or a specific stocking location. This affects both the demand/sales and the quantities on hand and suggested for reorder. Clicking on Multiple will cause another box to appear for entry of Selected Locations. Use the Location dropdown to select valid locations to add into Selected Locations. Also see Apps Control setting for whether inactive locations will be included.
Status	To select all stock items on a specific status, drop down and select the status otherwise all statuses are included.
Select by Branch	If ticked you are then able to select a branch. This will cause the reorder calculation to be based on all locations for that branch.
Select by Supplier	There are alternative ways to select suppliers. The supplier selection is a means to inventory selection because of the Inventory-Supplier relationship.

If Select by Supplier ticked you then get additional fields to allow you to select a specific supplier. The reorder process will then only calculate for stock items where that supplier has been set up under Supplier details for that stock item. Selections can be made by Code, Alpha, Name or for only when selected supplier is flagged as Preferred Supplier. |
Select by Supplier Currency	If ticked you are then able to select a currency. This will be used to select suppliers.
All Supplier Excluding	If ticked you are then able to select suppliers from the Select by Supplier inputs to add to a list of suppliers to exclude. You are able to simply add as a comma separated list of supplier codes.
Use Tree Selection	If ticked you are then able to select trees. This will limit inventory items belonging to selected trees to be included.

Reorder Selection

Number of Months Cover	Type in the number of months of stock you want to have on hand at any time. This is used to determine what the suggested reorder quantity should be. This is only use if the Reorder method is set to Average Sales.

Number of Months Demand History to Display

Type in the number of months of demand history you want to display in the reorder workbench.

Number of Months to Calculate Demand History

Type in the number of months' historical demand you want to use for calculating the Average Sales. This is only used if the Reorder method is set to Average Sales.

Include stock items with no suggested reorder

If you have entered a Stock Item Selection based on analysis code, ticking this option will result in all stock items for that analysis code being displayed even if you have plenty of stock.

Include Stock Items with a backorder quantity

If selected the calculation of demand will include all backorders – this is recommended.

Include stock items with preferred supplier only

Only selects items on which a preferred supplier has been set. If the Stock Item Selection Option Include only where preferred supplier has been set, it will be unnecessary to also select this option.

Include Indent Stock Items

Indent items will be included if they match other selection criteria. If Indent items are always linked to a Sales Order you would not want to include them in the process.

Include Forward Orders

If selected then forward orders will be included in the demand calculation.

Include Hold and Do not commit in Backorder

If selected then the calculation of demand will include any quantities on forward order even if the stock is not committed.

Include Location Transfers

If the Location Transfers App is in use, then include stock currently committed to a location transfer.

Expand Locations

Expands the results in the clever table to show all locations.

Include additional cover for Key Product Stock

If the optional App 010066 Key Product Category is installed, then selecting this option will add the pre-set additional cover for those products identified by the Key Product Category App.

Exclude on-order quantity from Balance

If there is a quantity on an order which has not yet shipped,

ticking this box excludes the on-order quantity from the balance of available stock.

Include factory orders not committed

If there is a quantity on a factory order which is not yet committed, ticking this box includes the quantity in the balance of available stock.

Default Reorder Quantity

The workbench has columns for both Suggested Reorder and Reorder Quantity – the Reorder Quantity is what will be used on any generated purchase orders.

Choose whether the Reorder Quantity should default to Suggested (system recommendation based on calculations and criteria specified), Suggested (Rounded to Economic Order Qty) or Zero – in which case the user will have to type a quantity next to all items they are wanting to order.

Default Reorder Method

The workbench will default to the selected method which is used to calculate the Suggested Reorder Quantity.

Average Sales

This method uses the "Number of Months Cover" and "Number of Months to Calculate Demand History" parameters to suggest reorder quantities.

Min/Max

This method uses Minimum and Maximum stock quantities per location setup on each stock item. A reorder quantity will be suggested for all items to bring them up to their Maximum.

Required Only

The workbench will only suggest a reorder for items that have negative available.

Starting Period to Base Average Sales on Inventory Current Period

If selected then the current month will be included in calculated average sales. This should be used if you are nearing the end of the month.

Selected Period

If selected you can then enter a date to base the average sales on. This works with the Number of months cover – the system will calculate Average sales based on this month plus the number of months specified.

Clear

Will clear any changes to selections and put them back to the default values.

Select the tree and branches to be used for the reorder process – all stock items belonging to that tree and branches will be calculated.

Search Now   The system will perform the reorder calculations based on selections and display the recommended reorders in the table below.

Reorder Table

The table displays information that might be relevant when reviewing suggested reorder quantities.

The number of months displayed will be that selected.

The Reorder Qty column is editable. If the user wants to alter the suggested quantity and order something different, they should type the required quantity into this column. You can type and use the down arrow key to navigate to the next item.

If there is a Preferred Supplier specified for the stock Item their name will be displayed.

Quotes

"On Quote" column shows quantities that are on active CRM Quotes.

 Quotes will be included if the Quote Stage has been defined as Active.

Quote Stage Maintenance

Code DRAFT   Description Draft only

( ) Active   ( ) Inactive   ( ) Won   ( ) Lost   Confidence %   5.00

[ ] Change related Job status to
[ ] Change related S/R status to   for
[ ] Change related S/R types to   for
[ ] Link all S/R to the Quotes related job
[ ] Asset selection on linked Service Request is mandatory

Valid Quote Types

[x] Sales   [x] Counter Sale
[x] Job   [x] Refund
[x] Return   [x] Event
[x] Service   [x] Donation
                [x] Pledge

Ready   First Quote Stage of 7

Quote Mainten...

Number 1136   Summary Kangan Education Unit

| Main | Line Items | Delivery Address | Receipt | Service Requests |

Organisation	Kangan Education Unit	Type	Sales
Contact		Price Book	
Lead		Created	13 / 05 / 2021
Reseller		Date Sent	/ /
Campaign		Expected	/ /
Activity		Expires	12 / 06 / 2021
Sales Person	Sally Scoresby (SSc)	Won/Lost	/ /
Stage	Draft only	Confidence %	5.00
Currency	New Zealand Dollars	Order Number	
Rate	1.00000000 Fixed	Inv/Order No	
Branch	01 (Auckland)		

[x] Primary
[ ] Locked
[ ] Authority Sighted
[ ] Approved
[ ] Invoice Reseller
[x] Private
[x] Web Accessible

Total
Discount   0.00   Net   15,748.00   Total   18,110.20   Margin   0.00   Pricing

No.	Type	Account/Code	Description	Subcode	Price Book	Quantity	Price	Discount%	Discount	Tax Code	Tax%	Amount
1	IN	17MONITOR	AOpen 17" LCD Monit	01	SPECIAL	10.0000	1811.0200	0.00	0.00	NZ GST	15.00	18110.20
2	IN					0.0000	0.0000	0.00	0.00	NZ GST	15.00	0.00

Code/Location	Description	Analysis	UOM	Purchase UOM	On Hand	Committed	Available	On Order	On Ship	Backorder	In Transit	On Quote	Total Excess	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul	Jun	M
17MONITOR	AOpen 17"" LCD Monitor	MONITO	EA	BOX	6657	4756	893	504661	18547	500142	0	11	2163	0	0	0	0	1	0	46	0	0	0	0	0	
01					96	169		0	44	3	-100018	5	0	0	0	0	0	0	0	0	0	0	0	0	0	
02					649	143		0	134	10	100001	0	506	0	0	0	1	0	0	0	0	0	0	0	0	
03.Z01					26	111		0	0	0	-11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
03.Z02					100	4		0	0	0	-13	0	96	0	0	0	0	0	0	0	0	0	0	0	0	
04					99	1		0	20	0	0	0	98	0	0	0	0	0	0	0	0	0	0	0	0	
10AK.FRGT					4	0		0	0	0	6	0	4	0	0	0	0	0	0	0	0	0	0	0	0	
30CH.BULK					15	123		5300	17822	22	-8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
A02.RM					0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
AK					500	69		-2	81	0	24	0	431	0	0	0	0	0	0	0	0	0	0	0	0	
HN					4294	4132		499363	446	500107	-10	6	158	0	0	0	0	0	0	46	0	0	0	0	0	

Purchase Order Details

This section is used when creating orders from the workbench.

MAKING CHANGES TO A SAVED SELECTION

The table contains the stock items that meet the selection criteria at the time the Inventory Reorder was saved (as per the "Last Modified" displayed at the top of the screen).
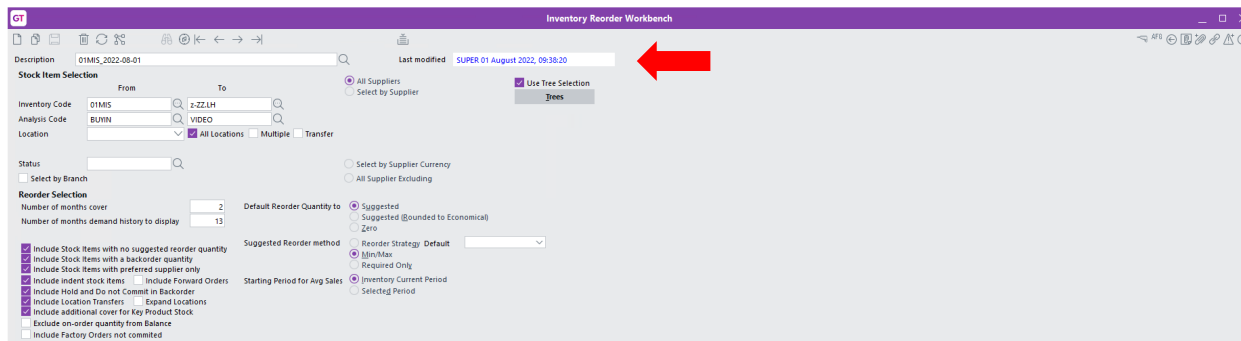
Changing the selection criteria will clear the table and the "Last Modified" date (it will change to <now>). When an Inventory Reorder is saved, the Stock Items that satisfy the selection criteria are saved, and Last Modified date repopulated.

When the "Search Now" button is clicked, the search criteria will be applied immediately.

If the "Search Now" button has not been clicked following the last change to the criteria, a search is performed when the "Save" icon is clicked.

The Load Saved Search button loads the table as it was last saved. Depending on the app configuration the table will automatically load the saved results or not

Multiple changes can be made and Search Now used.

Only when the Save icon is clicked will the Last modified be populated.

USING THE WORKBENCH TO GENERATE ORDERS

Once you are satisfied with the Re-order Quantities, you can use the workbench to generate the purchase orders.

|	
Location	Select the location that is to be used for the purchase orders – where the stock will be receipted to.
Use Line Location	When ticked this allows one purchase order to be created for each combination of Supplier and Location.
Use Primary Location	When ticked the location that will be used for the purchase orders – where the stock will be receipted to, will be based on the stock item's primary location if available.

Select whether all stock is to be ordered from the preferred supplier for each stock item or whether all stock is to be ordered from one nominated supplier.

Use Preferred supplier	Ensure that each inventory item with a reorder quantity has a preferred supplier displayed next to it.
Use Selected supplier	Select the supplier from the drop down which displays the code, alpha and name.
Order date	Defaults to today but can be altered if required and will be the document date of the generated purchase order(s).
Expected Date	Defaults to today but can be altered if you know the lead time from the supplier – only one date is available via the re-order workbench so if you are using the preferred suppliers and they have different lead times, you will need to edit the expected date once the purchase orders have been generated.
Create Shipments	Click this button to create a shipment linked to multiple purchase orders, supplying the reorder quantity taken from the oldest outstanding order first. One shipment will be created coming from multiple suppliers. If you want a separate shipment per supplier, then Supplier should be selected at the top of the re-order workbench first. An initial popup allows for entry of the Reference and Description for the PO Shipment details.
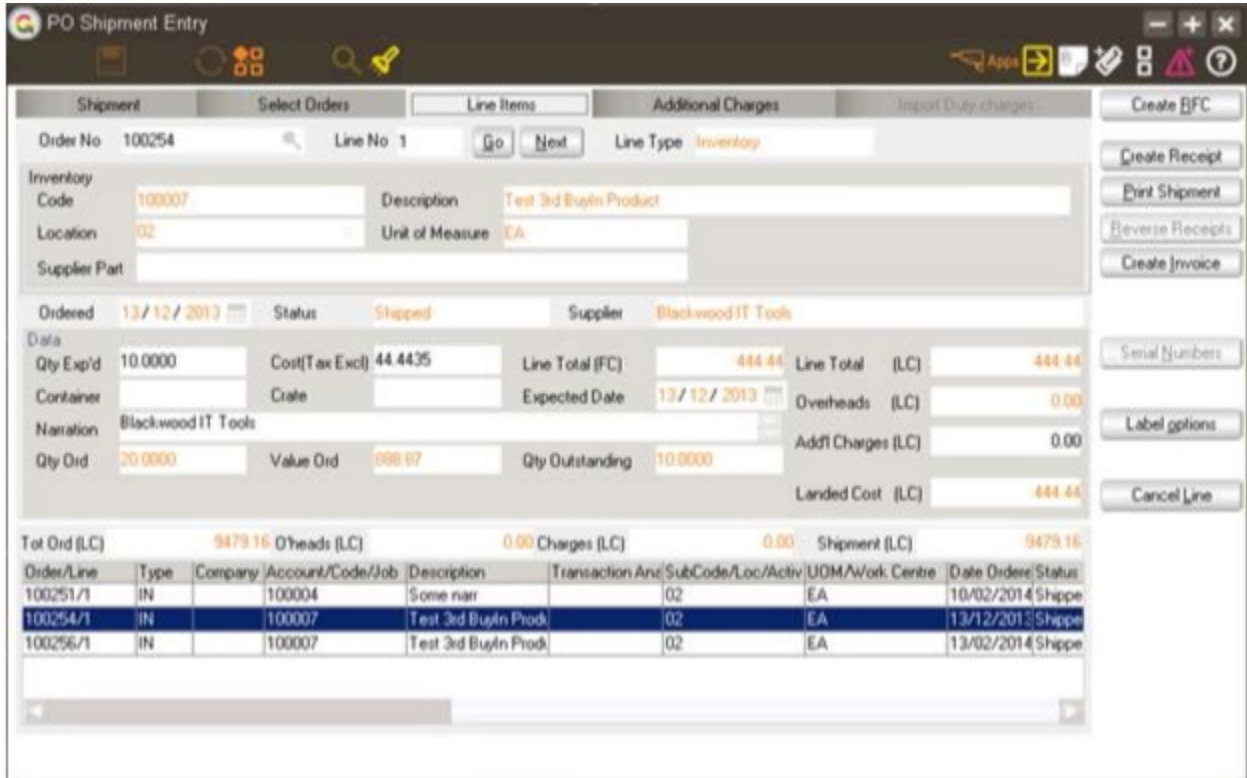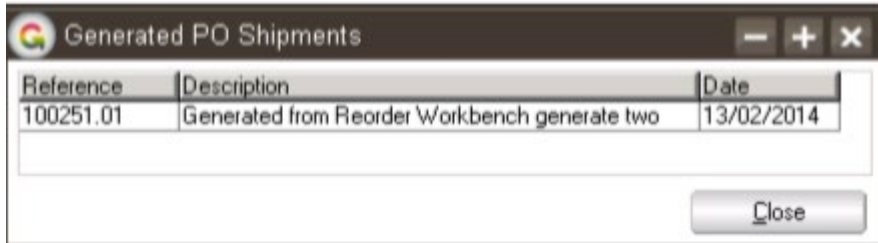
Create PO's	Click this button to have the system generate the required purchase order(s).
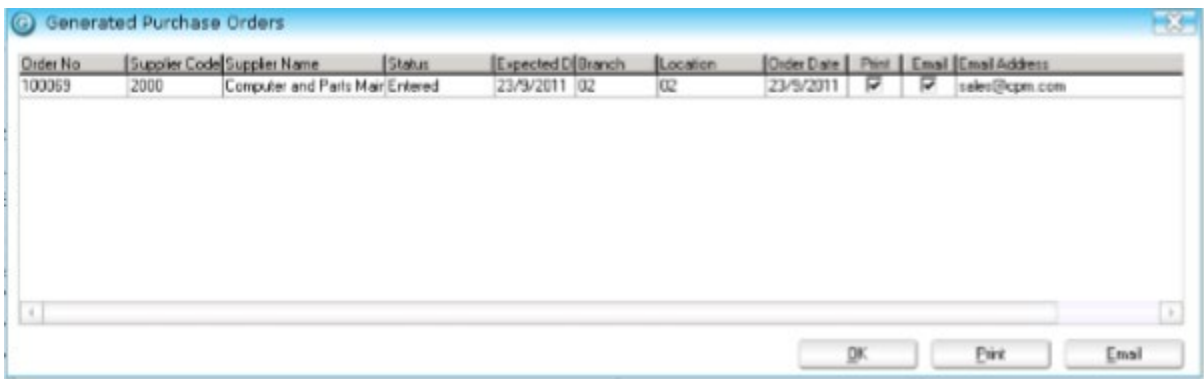
A pop-up window is displayed giving the details of the purchase order number, supplier, status, expected date, branch and location for each purchase order generated.

Print	If this box is ticked and you then click the print button each of those purchase orders will be printed.
Email	If this box is ticked and there is a valid email address, when you click the email button an email will be sent to each address with the purchase order attached.
OK	Click this button to close the pop-up. You are then able to edit the purchase orders via Purchase Order Entry if required.

Possible Error Messages

1. If you have chosen Preferred supplier and an item does not have a Preferred supplier setup an error will be displayed. You can click Ok on the error, double click to the stock item and setup the preferred supplier and then try to generate again.

There is no preferred supplier for stock item 'ADPENAW744LSCARD'.

2. If you have forgotten to select a location for the purchase order an error will be displayed.

The default location in the document header is required

CHANGES TO PENDING LOCATION TRANSFER REQUESTS

When creating Location Transfer Requests from the IN Reorder Workbench, additional lines might be added to existing Pending location requests between the specified locations, or the quantities on existing lines might be changed.

An IN Reorder Workbench - Don't change Pending transfers option on the Location Transfer Request Control form for App 010034 can be used to control this. When checked, this option prevents The IN Reorder Workbench changing Pending Location Transfer Requests.

IMPLEMENTATION GUIDE

Please refer to the Important Notes section above before installing and configuring this App.

APP INSTALLATION

1. Log into Greentree as the Super user
2. Select the menu item | System | Apps For Greentree | Apps Module Control |
3. Either enter the New Registration Codes supplied and click Install App or click the Check for Purchased Apps button to display a list of apps recently purchased or renewed to install in bulk.
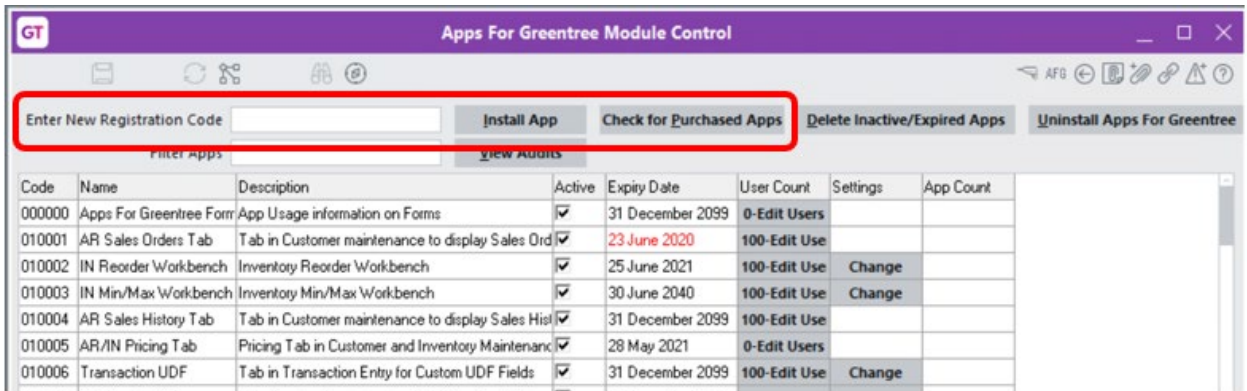
4. Select/Highlight the Inventory Reorder Workbench App.

5. Click on the Edit Users button and select the users who will be configured to use Inventory Reorder Workbench, for which companies.
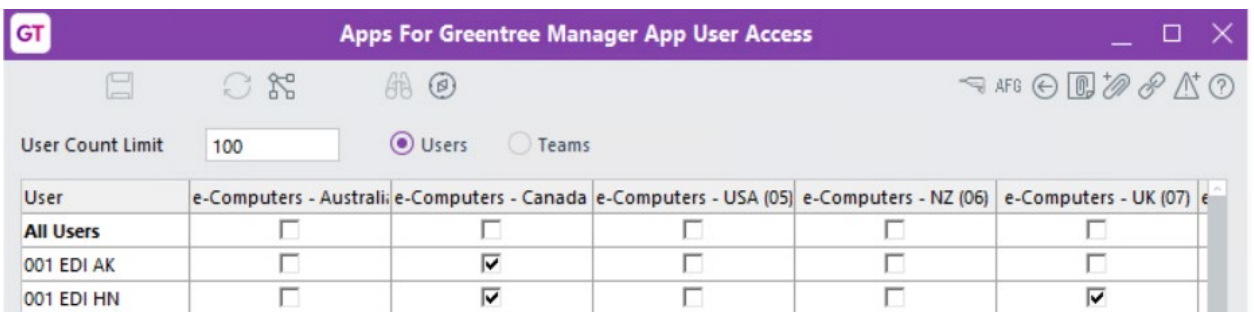
6. Once you have selected the users, Save the settings, and Close the window.
7. Save and Close the Module Control form.

APP CONFIGURATION

Still within the Apps for Greentree Module Control, click the Change button beside the Inventory Re-Order Workbench App, which will launch the IN Reorder Workbench Control form below.

Number of Months Cover	Type in the number of months stock you want to have on hand at any time. This is used to determine what the suggested reorder quantity should be.

Number of Months Demand History to Display

Type in the number of months of demand history you want to display in the reorder workbench.

Number of Months to Calculate Demand History

Type in the number of months historical demand you want to use for calculating the Average Sales. This is only use if the Reorder method is set to Average Sales.

Show Weight and Volume Information

Tick this box to have weight and volume displayed in the reorder workbench. This will show both unit values and extended value – multiplied by Reorder Quantity.

Include inactive stock locations in demand history data

Tick this box to have stock locations that are currently

inactive, to be included.

This is applicable in the calculation of reorder quantities only when default reorder method is Average Sales.

When ticked, all locations with stock will be included in results.

Default Reorder Quantity

The workbench has columns for both Suggested Reorder and Reorder Quantity – the Reorder Quantity is what will be used on any generated purchase orders.

Choose whether the Reorder Quantity should default to:

Suggested

System recommendation based on calculations and criteria specified

Suggested (Rounded to Economic Order Qty)

System recommendation based on calculations and criteria specified rounded to EOQ

Zero

In which case the user will have to type a quantity next to all items they are wanting to order.

Default Reorder Method

The workbench will default to the selected method which is used to calculate the Suggested Reorder Quantity.

Average Sales

This method uses the "Number of Months Cover" and "Number of Months to Calculate Demand History" parameters to suggest reorder quantities.

Min/Max

This method uses Minimum and Maximum stock quantities per location setup on each stock item. A reorder quantity will be suggested for all items to bring them up to their Maximum.

Required Only

The workbench will only suggest a reorder for items that have negative available.

Include stock items with no suggested reorder

> In the workbench if you select by analysis code, ticking this option will result in all stock items for that analysis code being displayed even if you have plenty of stock.

Include stock items with a backorder quantity

> Ticking this option will result in all stock items with a backorder quantity being included in demand calculations.

Include stock items with preferred supplier only

> Ticking this option selects items on which a preferred supplier has been set. If the Stock Item Selection Option Include only where preferred supplier has been set, it will be unnecessary to also select this option.

Include Indent Stock Items

> Indent items will be included in the workbench if they match other selection criteria. If Indent items are always linked to a Sales Order you would not want to include in the Reorder Workbench.

Include Hold and Do not commit in Backorder

> If selected then the calculation of demand will include any quantities on forward order even if the stock is not committed.

Include Location Transfers

> If ticked then if the Location Transfers App is in use, then include stock currently committed to a location transfer.

Default All Locations

> If selected the workbench will default to calculating the reorder across all locations. If each location is responsible for their own reordering, then do not select this option.

Show UDFs

> If selected then the table in the reorder workbench will include a column for all user defined fields specified against stock items.

Default PO Details Location to user's default

> If ticked the reorder workbench will default in the Default Location from the Purchase Order button and Defaults tab of User Maintenance specified for the user running the workbench.

Hide Line 'Unit Cost' and 'Total Value' if no access to inventory Cost data

> If ticked the reorder workbench form will not show values.

Allow PO Shipment Reference and Description entry

> If ticked then when creating PO Shipment, a popup will allow entry of a Reference and Description

Include Forward Orders

> If selected then forward orders will be included in the demand calculation.

Expand Locations	If ticked then the results will be expanded in a clever table showing all locations
Warn only Min Qty when transferring	
	If ticked will cause a warning message to show in the workbench if a transfer amount would make the balance less than minimum.
Force Save before Generating	If ticked, the Reorder Workbench will be saved before the Purchase Orders or Location Transfers are generated. The user will be required to enter a Reference for the Workbench if it has been left blank.
Default PO Primary Location	If ticked then the reorder workbench will default the use of Use Primary Location for Purchase Orders.
Results Columns	Options for displaying results
Include Manual Average Sales	
	If ticked the results columns will include Manual Average Sales and Cover columns
Grouping Tree	Select from dropdown of trees
Use Strategy Reordering	If you wish to define your own Customized Re-Order Strategies then tick this option. The following four settings will then become visible. These settings define the Properties which will be available to create your strategies with, see Reorder Strategy Maintenance below.
Don't auto-load saved results	If ticked then when reloading a reorder skeleton, and previously generated results will not automatically load. (Note however that the prior results can be loaded by clicking a button to do so – Load Saved Search).
Demand History Months	Number of months demand history to make available when writing Strategy Calculations
Budget Months	Only Relevant If IN Budgets are in use
Strategy Months	Number of strategy months to make available when writing Strategy Calculations
Lost Sales Status	Use this option if you wish to include the quantity of sales that were lost, when determining the quantity to re-order (i.e. for instance this could be orders that were cancelled because you did not have sufficient stock to supply).
	For this to work, all Lost Sales must be entered as a Sales Order which is then closed with this status when the Sales Order is cancelled.

Note: see below for information on scheduling the system script "Optimize Reorder Workbench" to calculate and store Lost Sales data for use with this option.

OTHER GREENTREE CONFIGURATION

RE-ORDER STRATEGY MAINTENANCE

The App allows you to set up a range of Re-Order Strategies which can be used to calculate

1. Select the menu item | System | Inventory | IN Reorder Strategy Maintenance |
2. Give each Strategy a Code and Description of your choice.
3. Then construct your Strategies using mathematical calculations and symbols, in conjunction with properties selected from the list on the right. (Double click on the Properties to add them into your calculation).
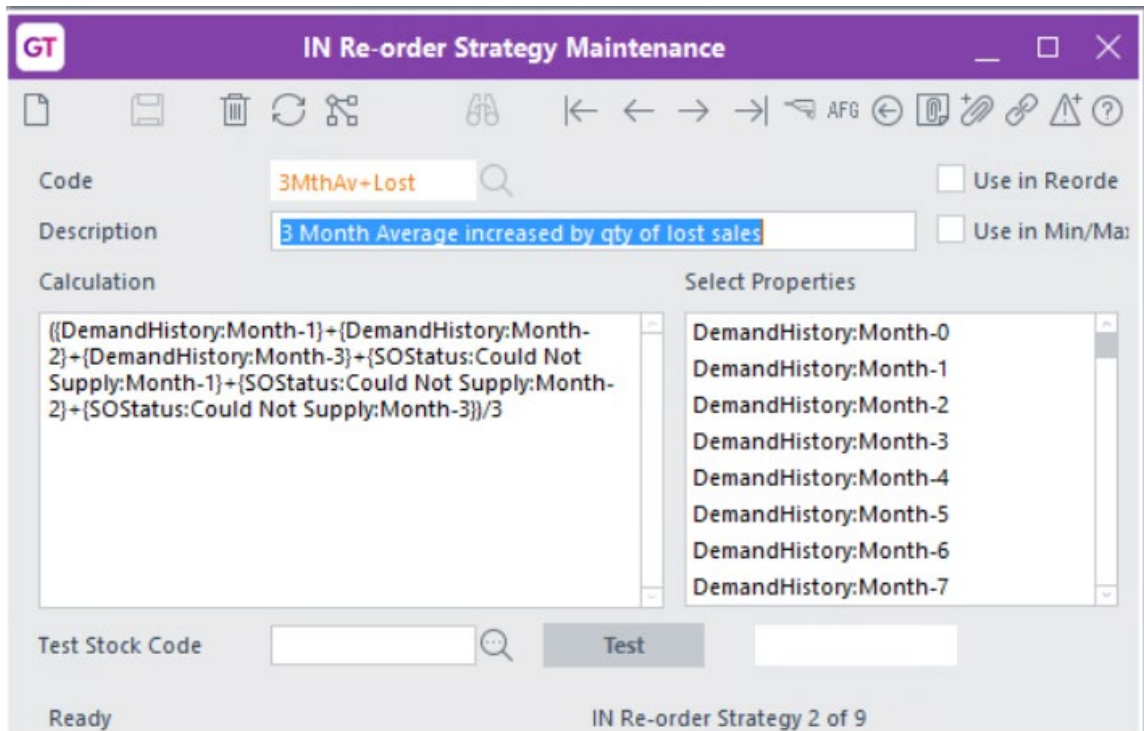
Notes:

- The number of months that will be available in this list is based on the numbers you entered within the IN Reorder Workbench Control form.
- Only Strategies ticked as Active will be used in the workbench.
- You can test your calculation by selecting a stock code from the drop-down box and clicking Test.

Reorder Strategy Examples

1. This example shows a simple Strategy using the average of the last 3 months Demand History.
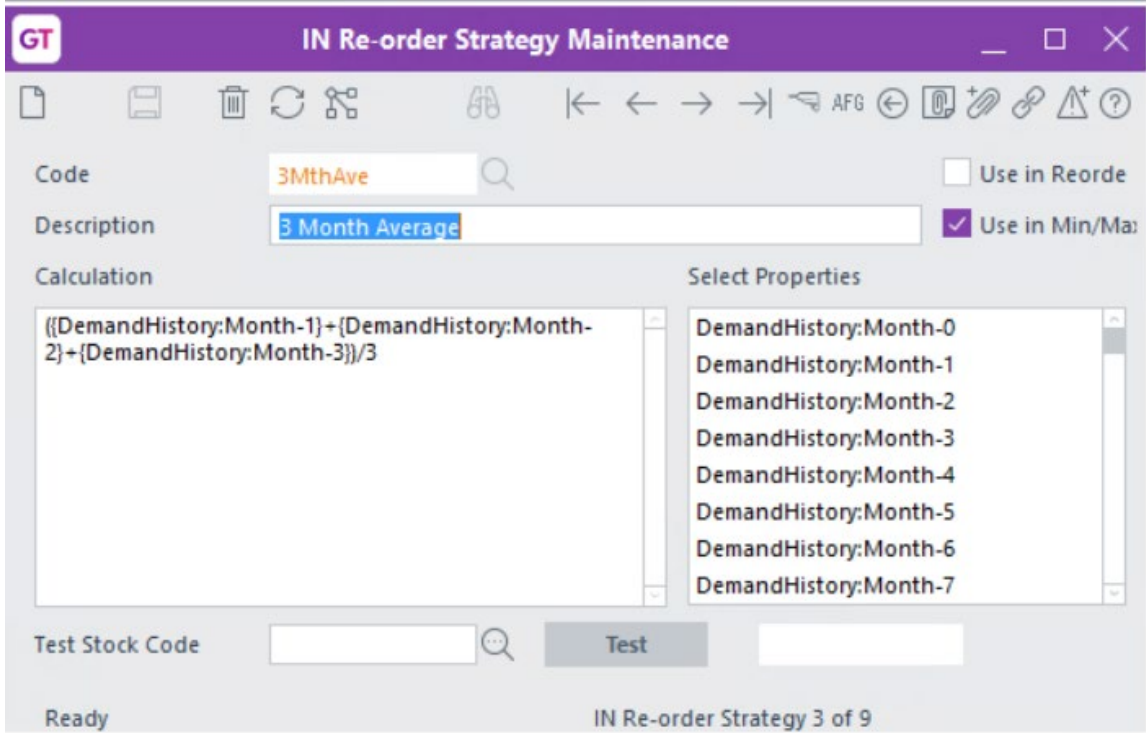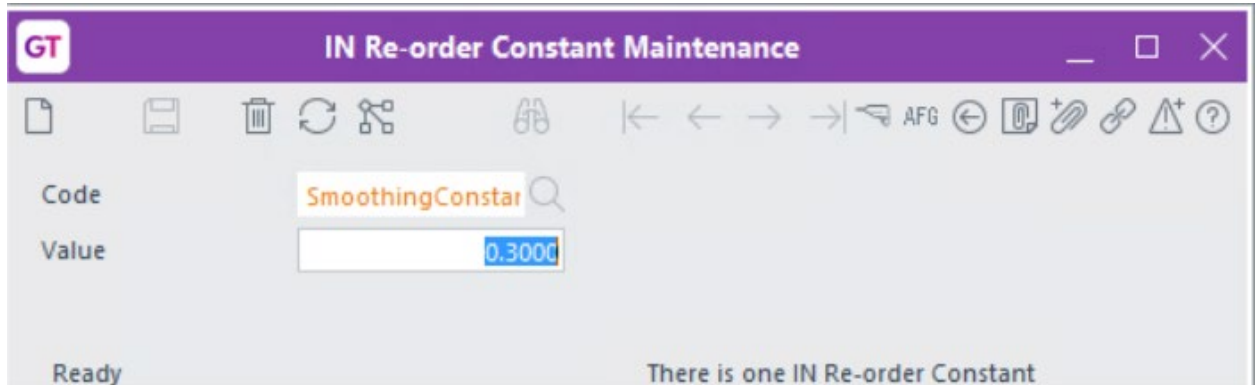
2. This example shows how the Qty of Lost Sales could be included in a Strategy to increase the 3-month Demand History calculation.
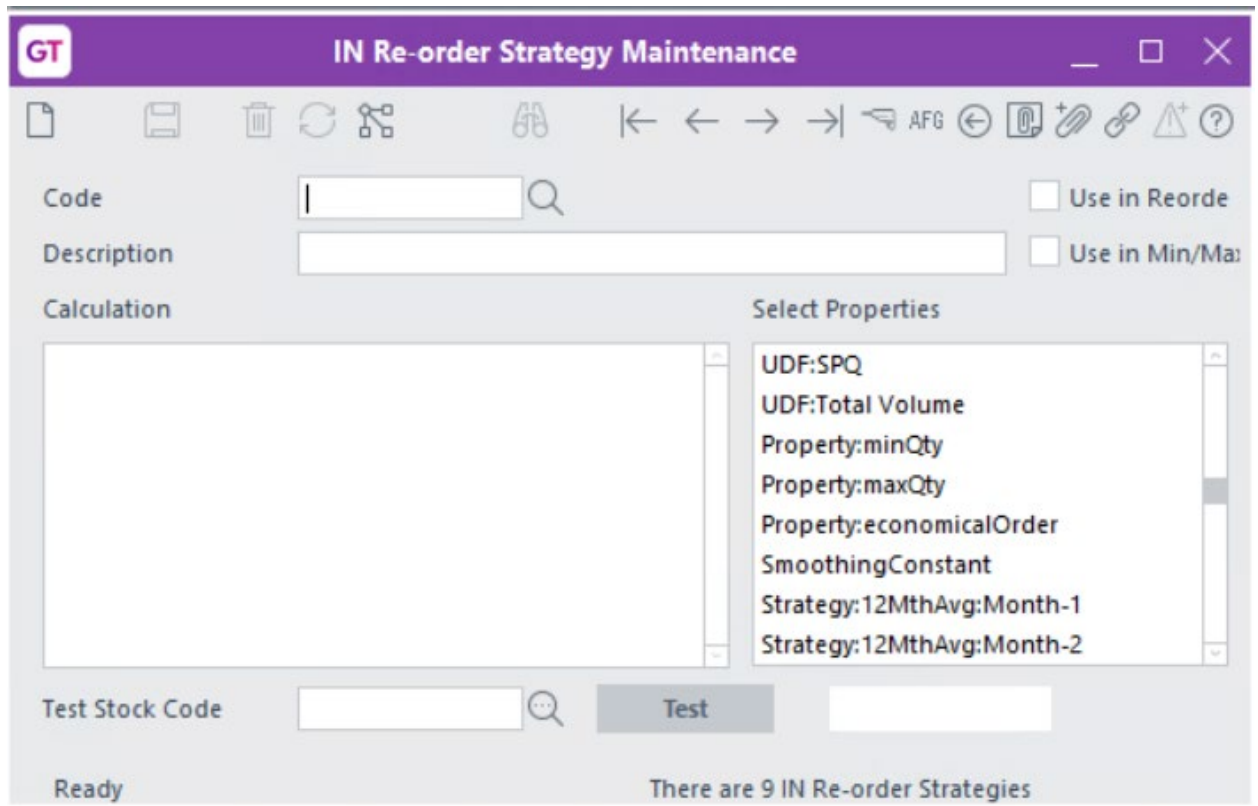
RE-ORDER CONSTANT MAINTENANCE

This will then appear within IN Reorder Strategy Maintenance.

SYSTEM SCRIPT FOR LOST SALES

If you have enabled the Lost Sales option as part of the Reorder Strategies section in the App's Module Control, it is recommended that you schedule the system script Optimise Reorder Workbench to run weekly, through the Greentree task scheduler.
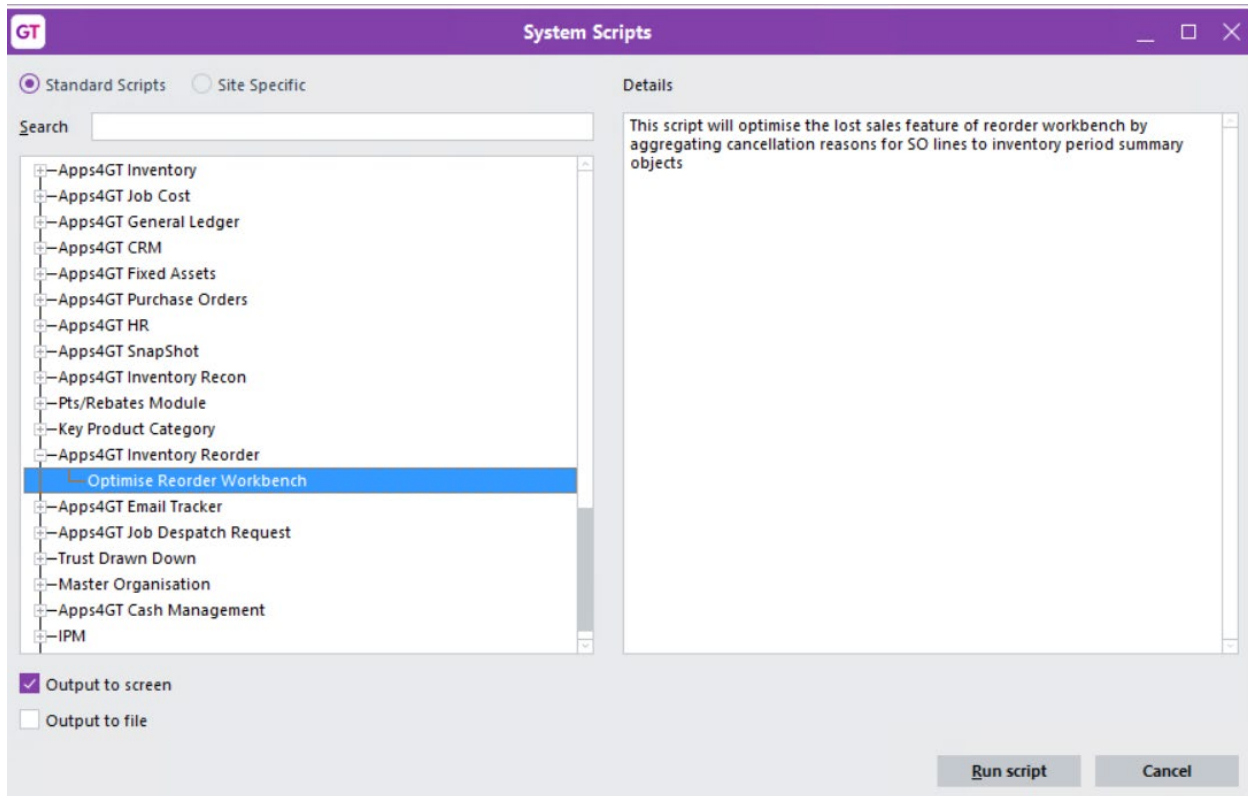
The App installs this system script which, when run, stores a summary of SO line Cancellation Reasons, at the period summary level. This allows the workbench to use an optimized search query rather than looking through every sales line at time of execution.

If the script hasn't been run within the last two weeks then the workbench will revert to the un-optimized approach of searching through all SO lines, which may cause delays or performance issues on very busy systems.

USER MAINTENANCE

| System | System Setup | User Maintenance |

On the Apps Menu Access tab of the user, unselect the relevant menu items for app 010002 if you do not want them to have access to any of the three menu options e.g. a user may have access to the Workbench itself but not to the Reorder Strategy or Constant Maintenance menus.

App Code	Menu	Parent Menu	Has Access?
000000	Apps Module Control	Apps For Greentree	☑
000000	Apps For Greentree	System	☑
010002	Inventory Reorder Workbench	Inventory	☑
010002	IN Reorder Strategy Maintenance	Inventory	☑
010002	IN Reorder Constant Maintenance	Inventory	☑