

Topic: **REORDER REPORTING** (Stock Control Module)

Uniwell Lynx allows users of the Stock Control module to set recommended stock levels for items and automate reorder reports to simplify the purchase ordering process.

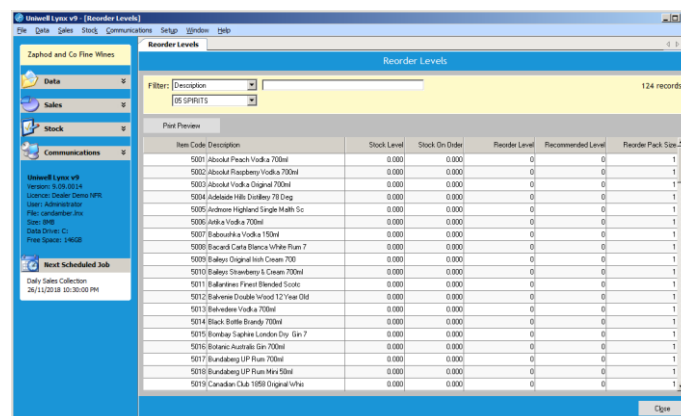
Reorder Report		Zaphod and Co Fine Wines			
All Suppliers > All Groups > All Items		Page 1 of 1 Printed 26/11/2018 2:10PM			
Item Code	Description	Stock Level	On Order	Rec. Level	Reorder Qty
WHITE WINE (Group#7)					
7001	3 drops Riesling	2,000	0,000	12,000	12,000*
7012	Chalice Bridge Chardonnay	5,000	0,000	30,000	30,000*
7022	De Bortoli The Charming Semillon	3,000	0,000	24,000	24,000*
7050	Lindemans Early Harvest Semillon	2,000	0,000	26,000	24,000*
RED WINE (Group#8)					
8025	Chaffey Bros Superbarossa Shiraz	7,000	0,000	24,000	18,000*
8041	Cool Woods Shiraz	5,000	0,000	36,000	36,000*
8073	Forest Hill Estate Cab Sauv	1,000	0,000	24,000	24,000*
8094	Hahndorf Hill Winery Shiraz	2,000	0,000	24,000	24,000*
8238	Wirra Wirra Church Block Cabern	7,000	0,000	48,000	42,000*
GINGER WINE (Group#18)					
18001	Stone's Mac Full Strength Blende	1,000	0,000	6,000	5,000
18002	Stone's Original Green Ginger Wi	4,000	0,000	12,000	8,000

Glossary:

- **Reorder Level** – the trigger point below which the item is configured to appear on the Reorder Report
- **Recommended Level** – the minimum stock level that you require
- **Reorder Quantity** (column on the Reorder Report) – the order required to take the current stock level of the item up to the Recommended Level
- **Reorder Pack Size** – if the item can only be ordered in multiples (eg. cartons of 6) then the Reorder Pack Size can be set so that the reorder quantity is rounded up to the next multiple of this value (Reorder Quantities with an * indicate that a Reorder Pack Size other than 1 has been used in the calculation)
- **Primary Supplier** (Suppliers tab of the Item screen) – If you wish your Reorder Reports to be viewed or grouped by the specific supplier you typically order from, set items to have a Primary Supplier

FAQ: How do I set Recommended and Reorder Levels for my items?

- There are several ways to set the configuration for Reorder Reporting:
 - The 'Reorder Levels' screen (Data menu) provides an easy way to set these levels for a large number of items (see screenshot below)
 - If you are changing an individual item and want to configure the reorder levels, they can be found on the 'General' tab of the Add/Modify Item screen
 - Reorder levels can also be imported from CSV – the correct Column Headers are "Code", "ReorderLevel", "RecomLevel", "PackSize", "SuppCode"
- **Note:** Recommended and Reorder Levels are only configurable for items with Stock Control enabled



FAQ: Can Reorder Reports be saved and automatically scheduled?

- Yes, you can automate the generation of pre-configured Reorder Reports and distribute them to key staff via Cloud Drive or email (if these facilities have been set up in Uniwell Lynx)