

Category	Inventory
Course	Ordering
Version	1.0
Client	Generic
Software	2.14.105.1

Hints and Tips

- ✓ **Presentation Quantity (PQ)** is the number of shelf facing's to 'look presentable' – e.g. two deep per facing.
 - You don't have to set a multiple of the case quantity.
 - Edit PQ as layout changes, or during a season transition until average daily sales catches up (or edit the order instead).
 - Your auto-ordering may be set to ignore products with [o] PQ.
 - Your system can be configured to set an item to stocked and perpetual when you set the PQ to a value greater than [o].

- ✓ **Desired Stock Levels** is the quantity of stock that you want to replenish back to. Once the SOH falls half a case or more below the DSL, SUREfire suggests an automatic order of [DSL – SOH – SOO + o/override].
 - Include any presentation quantity in the value entered.
 - Use the **Weekly Sales & Daily Sales** tabs for sales history.

- ✓ If you change the **PQ**, the **DSL** changes by the same amount; don't worry about this if you don't use DSL.

- ✓ **Fields:**
 - **Case Quantity:** units per ordering case.
 - **SOO:** Stock on Order (units).
 - **SOH:** Stock on Hand units; you can change the value (do a stock adjustment).
 - **Oversupply/Owing units:** SOH minus DSL; a negative value indicates that SOH is under the desired stock quantity.
 - **Order Override:** A one-off extra number of cases added to the next automatic order, if replenishing to DSL.

Presentation Levels and Desired Stock

If you create an automatic order on the BOS based on:

- projected sales, you can adjust the suggested order to include **presentation quantities** if they've been set for the product/s
- Desired Stock Levels (DSL), you must set a **desired stock** for every product you'll order using this method.

Procedure to Set Presentation Levels and Desired Stock on the BOS

1.	From the BOS Payables menu, select: a. Automatic Ordering Settings b. Stock Level Adjustment.							
2.	In the Stock/Stock EAN Code field, type or search for the product EAN or stock code.							
3.	Press Enter if you typed the code.							
4.	<table border="1" style="width: 100%;"> <tr> <th style="width: 50%;">To set a:</th> <th style="width: 50%;">Then:</th> </tr> <tr> <td>presentation quantity</td> <td>in the Presentation Quantity field, enter the required quantity in units.</td> </tr> <tr> <td>desired stock quantity</td> <td>in the Desired Store Level field, enter the required quantity in units. *Or click <i>Clear Oversupply/Owing</i> to reset the Desired Stock Level to the current <i>Stock on Hand</i> value.*</td> </tr> </table> <p><i>*You always enter the quantity in units.*</i></p>	To set a:	Then:	presentation quantity	in the Presentation Quantity field, enter the required quantity in units.	desired stock quantity	in the Desired Store Level field, enter the required quantity in units. *Or click <i>Clear Oversupply/Owing</i> to reset the Desired Stock Level to the current <i>Stock on Hand</i> value.*	
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5.	Click							
6.	<table border="1" style="width: 100%;"> <tr> <th style="width: 50%;">To:</th> <th style="width: 50%;">then:</th> </tr> <tr> <td>set another product</td> <td>repeat from step 2.</td> </tr> <tr> <td>finish</td> <td>press </td> </tr> </table>	To:	then:	set another product	repeat from step 2.	finish	press	
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set another product	repeat from step 2.							
finish	press							
7.	To set or edit a one off order override for the product, refer to the INV-2j Set a One-off Automatic Order Override (BOS) Fact Sheet . <i>*Only applicable if using the DSL replenishment method.*</i>							
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