

**INV-2j** Page | 1 of 1

Category	Inventory
Course	Ordering
Version	1.0
Client	Generic
Software	2.12.113

# Automatic Order Overrides

Before creating an automatic order based on **Desired Stock Levels (DSL)**, you can set a one-off 'artificial spike' so that the suggested order orders extra cases of a product; this is useful when ordering for a promotion.

## Procedure to Set Automatic Order Overrides on the BOS

### Hints and Tips

- ✓ An **order override** is an extra number of cases added to an automatic order based on replenishing to DSL.
- ✓ For example, if:
  - Case Quantity = 12 units
  - DSL = 36 units (3 cases)
  - Order Override = 2 cases
  - SOH = 0 units
  - The suggested order will be 5 cases.
- ✓ Refer to the **Weekly Sales** and **Daily Sales** tabs for sales history.
- ✓ **Fields:**
  - **Case Quantity:** units per ordering case.
  - **Stock on Order:** Stock on order recorded in the BOS (units).
  - **Stock On Hand:** Stock on Hand units; you can change the value (do a stock adjustment).
  - **Oversupply/Owing units:** equal to SOH minus DSL; a negative value indicates that SOH is under the desired stock quantity.
- ✓ To check or edit the DSL, refer to the [INV-2i Set Presentation Levels and Desired Stock \(BOS\) Fact Sheet](#).
- ✓ You can also set automatic order settings on a portable scanning device.
  - Refer to the [INV-2h Set Presentation Levels and Desired Stock \(Mobile\) Fact Sheet](#).

1.	From the BOS <b>Payables</b> menu, select: <ul style="list-style-type: none"> <li>• <b>Automatic Order Settings</b></li> <li>• <b>Order Override.</b></li> </ul>							
2.	In the <b>Stock/Stock EAN Code</b> field, type or search for the product EAN or stock code.							
3.	Press <b>Enter</b> if you typed the code.							
4.	In the <b>Order Override</b> field, type the extra number of cases for the next automatic order. <i>*You always enter as cases.*</i>							
5.	Click <b>Update</b> .							
6.	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><b>To:</b></td> <td style="width: 50%;"><b>then:</b></td> </tr> <tr> <td>Set another order override</td> <td>repeat from step <b>Error! eference source not found..</b></td> </tr> <tr> <td>finish</td> <td>Click <b>Close</b>.</td> </tr> </table>	<b>To:</b>	<b>then:</b>	Set another order override	repeat from step <b>Error! eference source not found..</b>	finish	Click <b>Close</b> .	
<b>To:</b>	<b>then:</b>							
Set another order override	repeat from step <b>Error! eference source not found..</b>							
finish	Click <b>Close</b> .							