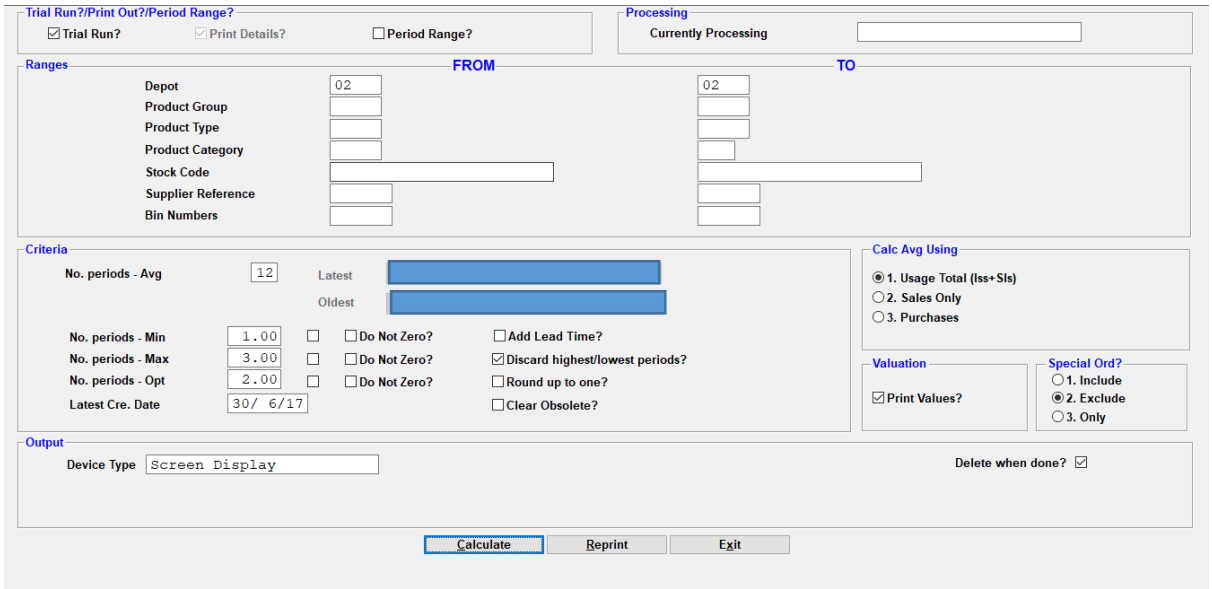
Training Guide – Stock Module

Global Amendments/Stock Adjustments – Calculate Min / Max Levels

In order for the system to calculate the min/maximum or Optimum Levels, it is recommended that there is at least 6 months stock movement history on the system.

When the calculation is performed the program will work out a monthly average based on either Sales of the item, Purchases or Usage (total sales and issues e.g. where an item has been used as a component of either a kit or manufactured item).

Select Calculate from the options at the bottom of the screen.



Trial Run?/Print Out?/Period Range?

- **Trial Run** – if ticked, the system will not update the Min / Max / Optimum levels but will allow the user to display the results of the calculation to the screen or to a report
- **Print Details** – enabled if the Trial Run option isn't selected. Should be ticked if the Min/Max/Optimum levels are to be calculated and updated to the system
- **Period Range** – this option can be selected in conjunction with both a Trial Run or an actual calculation. Once selected the No. Periods – Avg field will be disabled and the Latest and Oldest fields are enabled within the Criteria section (details on how these fields are used in the calculation are detailed below).

Currently Processing

When the system is processing data, this section will show the stock codes as they are processed.

Ranges

Within this section the user will be able to specify a range of stock codes where Minimum, Maximum and Optimum levels need to be calculated.

If all fields within this section are left blank, the system will calculate levels for ALL stock codes.

NB: Depot fields will be disabled if Multi Depots are not defined within the Stock Parameters.

Criteria

- **No. Periods – Avg** – if Period Range has been left blank, the user can enter the number of periods that they wish to base the average stock levels on to give them an average for one period
- **Latest/Oldest** – if Period Range has been selected, the user can enter a range of periods for the system to use when calculating the average calculation
- **No. Periods – Min** – number of periods to be used to calculate the Minimum stock level, e.g. if enter 2, system will calculate the average per period and then multiply by 2 to achieve the minimum level required
- **No. Periods – Max** – number of periods to be used to calculate the Maximum stock level, e.g. if enter 6, system will calculate the average per period and then multiply by 6 to achieve the maximum level required
- **No. Periods – Opt** - number of periods to be used to calculate the Optimum stock level, e.g. if enter 4, system will calculate the average per period and then multiply by 4 to achieve the Optimum level required
- **Latest Cre. Date** – if a date is entered into this field, any stock items created after this date will be excluded from the calculation
- **Do Not Zero** – if ticked and the calculation results in a zero value, the system will retain the existing level set on the stock file
- **Add Lead Time** – lead times can be defined against a stock code/supplier. If Add Lead Time is then selected within this calculation screen, the system can use the lead time against the main supplier when calculating the levels. As the Lead Time against the stock/supplier is set in days, the system will calculate the Average level for Min/Max and Optimum (based on 30 days in a period), divide this value by 30 and then multiply by the lead time set against the main supplier. The Average values will then be increased by this value to account for the lead time.
- **Discard Highest / Lowest Period** – if selected, the system will calculate the Average per month for the specified number of periods or range and will then ignore the Highest and Lowest figures when calculating the Minimum, Maximum or Optimum levels. **NB:** A minimum of 6 months or a range of at least 6 months needs to be selected for this field to be enabled.
- **Round up to one** – if using decimals against any stock codes, the Average will be rounded up to a whole number
- **Clear Obsolete** – if selected, the system will clear the Minimum, Maximum and Optimum Levels from any items that are flagged as Obsolete

Calc Avg Using

Throughout the terminology 'Average' has been used, the average value will be calculated based on the following selections:

- Usage Total (Issue + Sales) – total sales of the item plus any items that have been used as a component within a Bill of Material (kitted or manufactured item)
- Sales Only – will only calculate the average of any bought items and will not include components within a kit or manufactured BOM
- Purchases – average will be calculated based on the Purchase Order quantities received

Valuation

- Print Values? – this relates to the Update Report. If ticked the report will display the projected stock valuation of items if the Minimum stock amount is held, the valuation if the maximum amount of stock is held and the valuation if the Optimum amount of stock is held

  This would show the stock valuations based on both the old and new settings.

  If the field is left unticked, no valuations will be displayed/printed.

Special Ord?

- Include – will include items that have been flagged as having Special Order requirements in the Stock Detail screen
- Exclude – will exclude items that have been flagged as having Special Order requirements in the Stock Detail screen
- Only – will only include items that have been flagged as having Special Order requirements in the Stock Detail screen