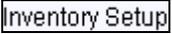
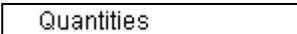


Defining Reorder Quantities Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Inventory link. 
3.	Click the Inventory Setup link. 
4.	Click the Inventory Master link. 
5.	Click the Item Branch/Plant link. 
6.	Enter the item number into the Item Number field.
7.	Click the Find button. 
8.	Choose the desired Branch/Plant row in the grid by clicking the check box next to it. 
9.	Click the Row button. 
10.	Click the Quantities menu. 
11.	Reorder Quantity – The estimated reorder quantity for an item. You can enter this quantity if there is not enough sales history available for the system to accurately calculate a reorder quantity.
12.	Maximum Reorder Qty – The maximum order quantity for an item. You can base the quantity on factors other than usage, such as perishability, storage capacity, and so forth.
13.	Minimum Reorder Qty – The minimum order quantity for an item. . You can base the quantity on factors other than usage, such as perishability, storage capacity, and so forth.
14.	Reorder Point – A quantity for an item that specifies when replenishment occurs. Typically, this occurs when the total quantity on-hand plus the quantity on order equal or do not meet a specified quantity. You can enter this quantity or the system can calculate it if there is sufficient sales history.
15.	Safety Stock - If there is no safety stock quantity defined, the system first calculates the safety stock by multiplying the square root of the average lead time quantity. Then, the system adds the calculated safety stock quantity to the average lead time quantity to determine the reorder point.
16.	Complete other fields required by your agency.

Step	Action
17.	Click the OK button to accept the data entered. Note: Clicking OK multiple times has no affect. You only need to click once and proceed. 
18.	Click the Cancel button. 
19.	Click the Close button. 
20.	You have successfully completed this lesson. End of Procedure.