

Need to Order Report
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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Need to Order Report

Need to Order Report Overview

This process provides the end user the suggested order quantity for items, which are recommended to be reordered.

Required Set-up must be complete before the report can be generated.

- Populate the Buyer Number in Item Branch/Plant – Item/Branch Plant Info screen
- Item Branch/Plant Quantities must be defined

Note: To have the system automatically calculate the Reorder Point (ROP), a minimum of twelve periods of history must exist in the Item History file. If there is not enough history, enter a reorder point in the “Reorder Point” field in the Item Branch Quantities screen. If a value in the Reorder Point field exists, it will override the system calculated reorder point.

The suggested reorder quantity is based on the pre-defined reorder point for the inventory item assigned to a Branch/Plant and open orders.

- 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.
- 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.
- 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.

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.

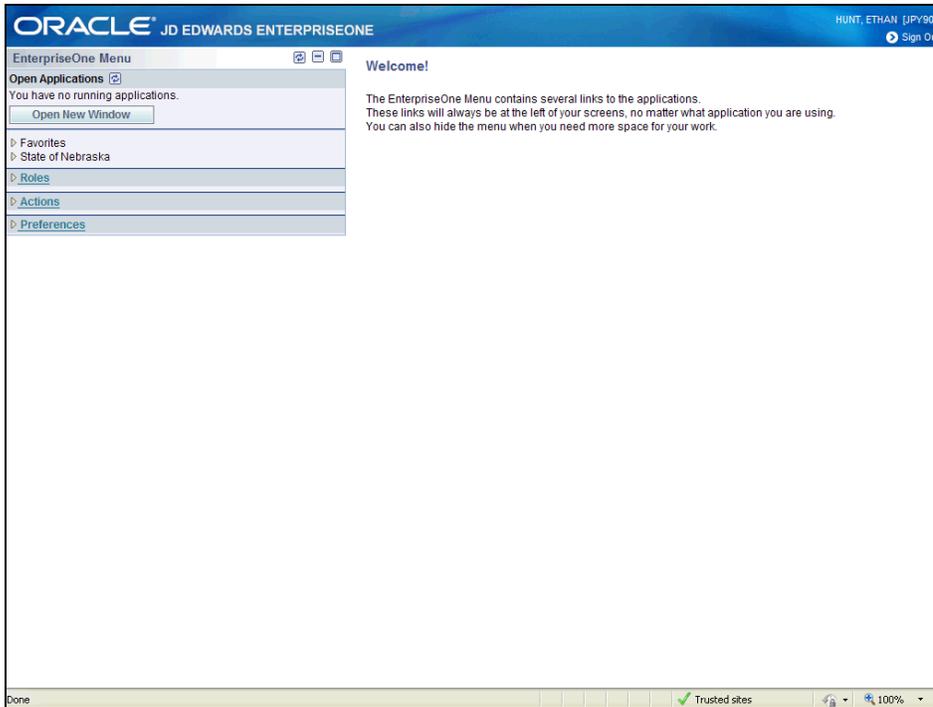
Need to Order Report Lesson

Procedure

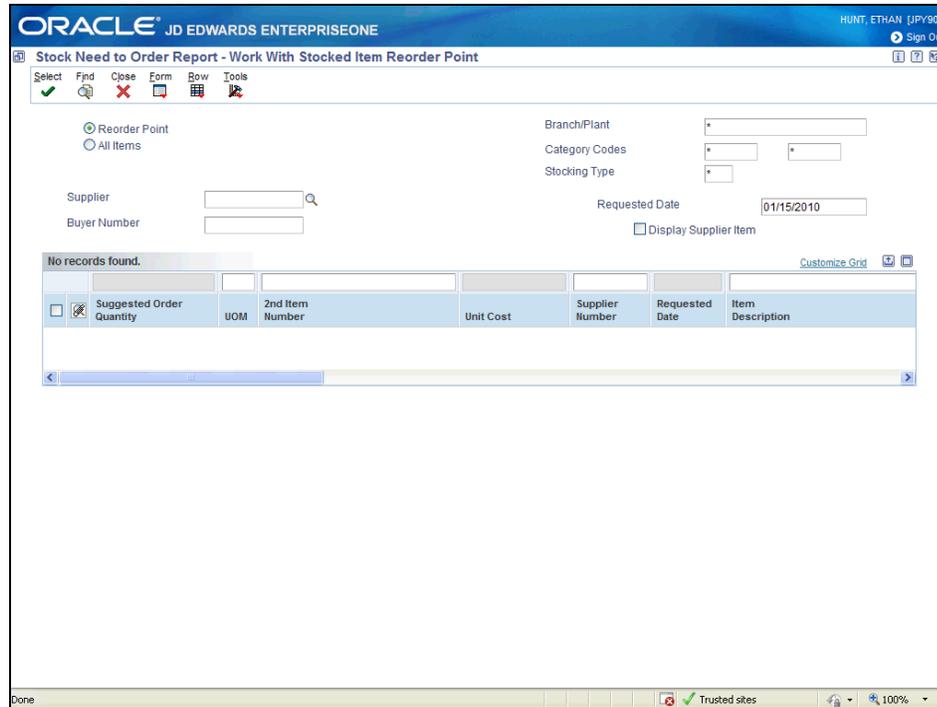
In this lesson you will learn to run the need to order report.

Training Guide

Need to Order Report



Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Inventory link. Inventory
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Inventory Reports link. Inventory Reports
5.	Click the Stock Need to Order Report link. Stock Need to Order Report

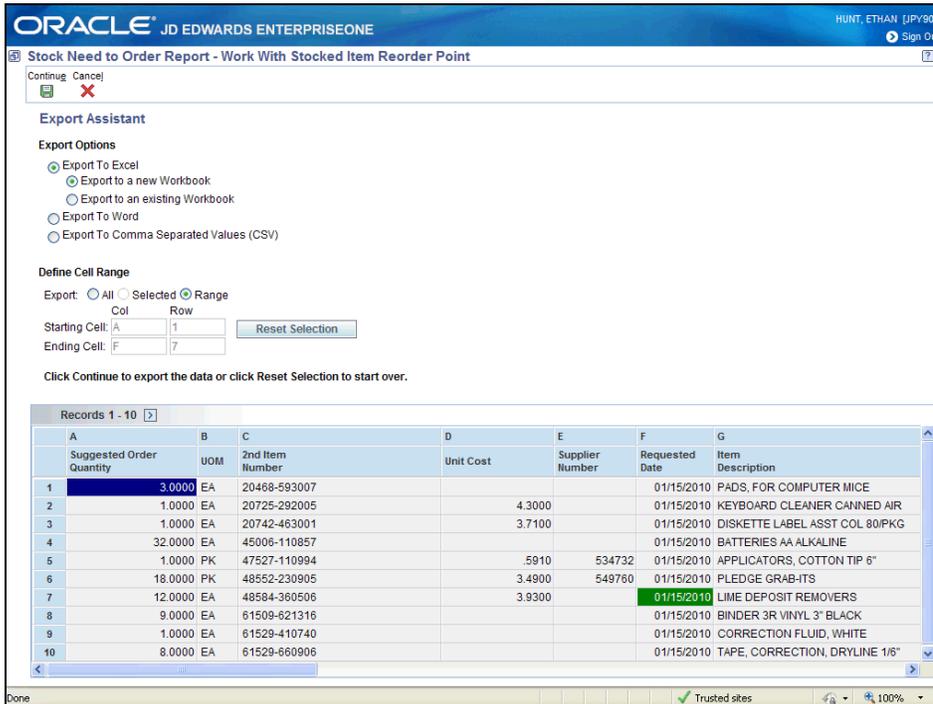


Step	Action
6.	Click in the Branch/Plant field. <input type="text" value="*"/>
7.	Enter the branch plant number into the Branch/Plant field. Note: This report can be run by either the Buyer Number or the Supplier Number. It is recommended to populate the Buyer Number once the setup is complete on the Item Branch Plant.
8.	Supplier Number - If known you may use this; however, it is recommended to use Buyer Number
9.	Enter the address book number of the individual who is primarily responsible for purchasing inventory stock for a Branch/Plant into the Buyer Number field.
10.	Select a radio button for either: Reorder Point All Items
11.	Click the Find button. 
12.	Click the Tools button. 
13.	Click the Export Grid Data menu. <input type="button" value="Export Grid Data"/>

Training Guide

Need to Order Report

Step	Action
14.	<p>Define the Cell Range</p> <p>Note: The Standard Export will allow the user to export all fields without selecting any other criteria.</p>



Step	Action
15.	<p>Click the Continue button.</p> 
16.	<p>The system will export the information into an excel document. You may use this report as a tool to determine which inventory items need to have a purchase requisition created.</p>

	A	B	C	D	E	F	G	H	I	J	K	L
1	Suggested Order Quantity	UOM	2nd Item Number	Unit Cost	Supplier Number	Requested Date						
2		3 EA	20468-593007			1/15/2010						
3		1 EA	20725-292005	4.3		1/15/2010						
4		1 EA	20742-463001	3.71		1/15/2010						
5		32 EA	45006-110857			1/15/2010						
6		1 PK	47527-110994	0.591	534732	1/15/2010						
7		18 PK	48552-230905	3.49	549760	1/15/2010						
8		12 EA	48584-360506	3.93		1/15/2010						

Step	Action
17.	When you are finished click the Close button. 

ORACLE JD EDWARDS ENTERPRISEONE

HUNT, ETHAN [JPY900] Sign Out

Stock Need to Order Report - Work With Stocked Item Reorder Point

Reorder Point
 All Items

Branch/Plant: 2505002W
 Category Codes: * *
 Stocking Type: *
 Supplier:
 Buyer Number: 113820 GERDES, PAMELA S
 Requested Date: 01/15/2010
 Display Supplier Item

Records 1 - 10

	Suggested Order Quantity	UOM	2nd Item Number	Unit Cost	Supplier Number	Requested Date	Item Description
<input type="checkbox"/>	3.0000	EA	20468-593007			01/15/2010	PADS, FOR COMPUTER MICE
<input type="checkbox"/>	1.0000	EA	20725-292005	4.3000		01/15/2010	KEYBOARD CLEANER CANNED AIR
<input type="checkbox"/>	1.0000	EA	20742-463001	3.7100		01/15/2010	DISKETTE LABEL ASST COL 80/PKG
<input type="checkbox"/>	32.0000	EA	45006-110857			01/15/2010	BATTERIES AA ALKALINE
<input type="checkbox"/>	1.0000	PK	47527-110994	.5910	534732	01/15/2010	APPLICATORS, COTTON TIP 6"
<input type="checkbox"/>	18.0000	PK	48552-230905	3.4900	549760	01/15/2010	PLEDGE GRAB-ITS
<input type="checkbox"/>	12.0000	EA	48584-360506	3.9300		01/15/2010	LIME DEPOSIT REMOVERS
<input type="checkbox"/>	9.0000	EA	61509-621316			01/15/2010	BINDER 3R VINYL 3" BLACK
<input type="checkbox"/>	1.0000	EA	61529-410740			01/15/2010	CORRECTION FLUID, WHITE
<input type="checkbox"/>	8.0000	EA	61529-660906			01/15/2010	TAPE, CORRECTION, DRYLINE 1/6"

Training Guide

Need to Order Report



Step	Action
18.	Click the Close button. 
19.	You have successfully completed this lesson. End of Procedure.