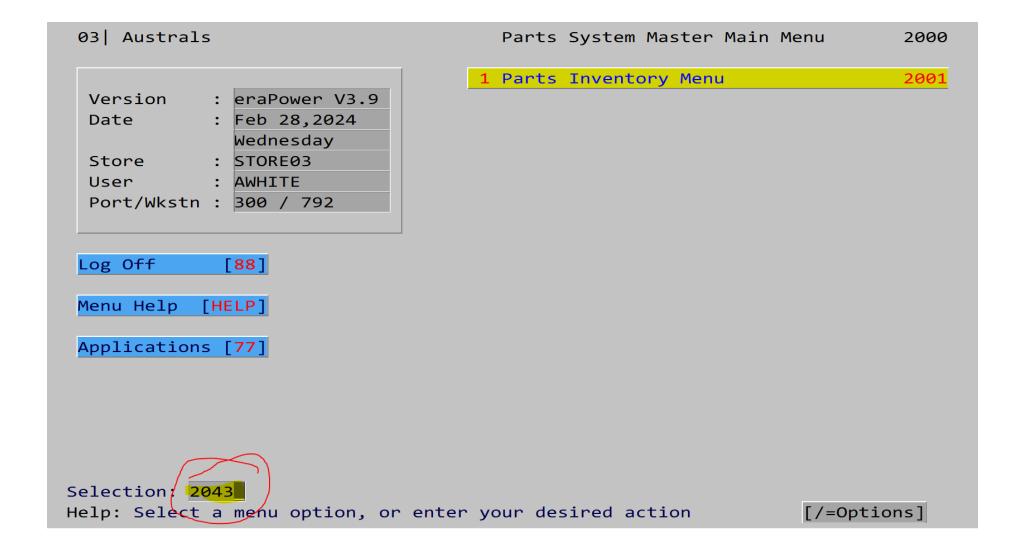# Stock Orders
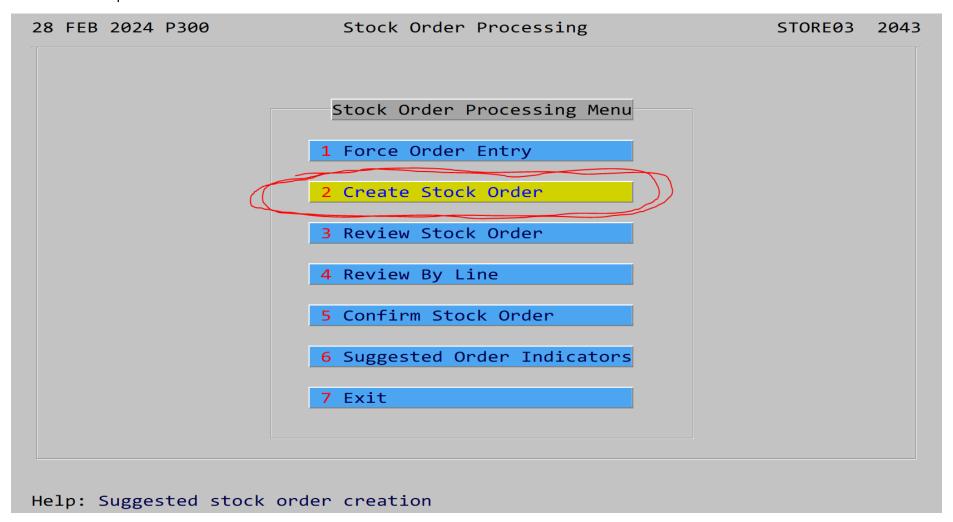
Requirements:

a. Access to EraPower
b. Knowledge of stock that needs to be kept on premises.
c. Aiming for stock quantities that would last a month.
d. Costs $12 to pick each line, order multiple quantities accordingly
e. Which day is preferrable for your brand to be ordered

1. Navigate to "2043"



```
03| Australs                    Parts System Master Main Menu        2000

                                1 Parts Inventory Menu                2001

   Version    : eraPower V3.9
   Date       : Feb 28,2024
                Wednesday
   Store      : STORE03
   User       : AWHITE
   Port/Wkstn : 300 / 792


Log Off         [88]

Menu Help    [HELP]

Applications [77]




Selection:  2043
Help: Select a menu option, or enter your desired action    [/=Options]
```

2. Select option 2 "Create Stock Order"

```
┌─Stock Order Processing Menu────────────┐
│                                        │
│   1 Force Order Entry                  │
│                                        │
│   2 Create Stock Order                 │
│                                        │
│   3 Review Stock Order                 │
│                                        │
│   4 Review By Line                     │
│                                        │
│   5 Confirm Stock Order                │
│                                        │
│   6 Suggested Order Indicators         │
│                                        │
│   7 Exit                               │
│                                        │
└────────────────────────────────────────┘
```

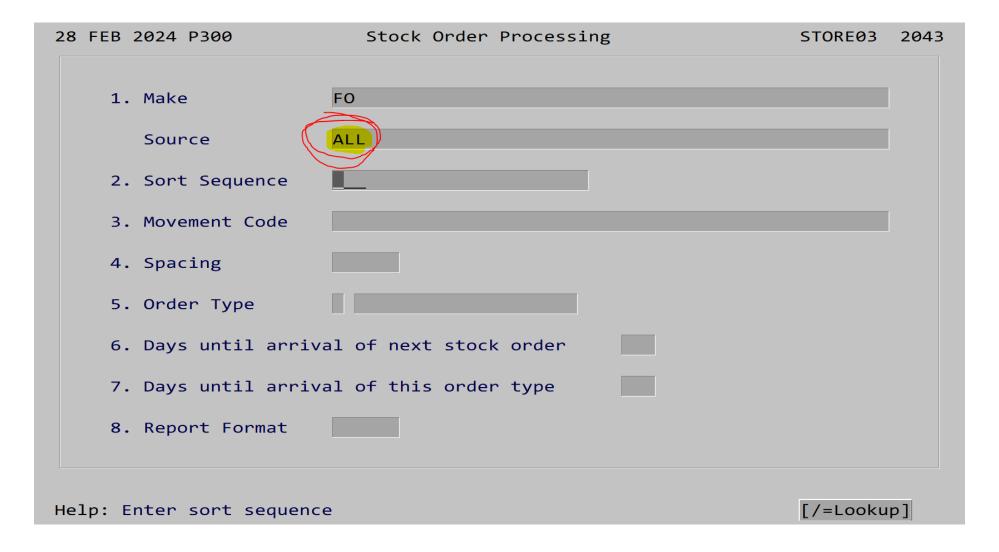Help: Suggested stock order creation

3. Select make code "FO" (Ford as example)

```
28 FEB 2024 P300          Stock Order Processing          STORE03  2043

        1.  Make                    FO

            Source

        2.  Sort Sequence

        3.  Movement Code

        4.  Spacing

        5.  Order Type

        6.  Days until arrival of next stock order

        7.  Days until arrival of this order type

        8.  Report Format


Help: Enter source, or 'ALL' for all sources            [/=Lookup]
```

4. Set source to "All"

```
28 FEB 2024 P300          Stock Order Processing          STORE03  2043

      1. Make              FO

         Source            ALL

      2. Sort Sequence     █__

      3. Movement Code

      4. Spacing

      5. Order Type

      6. Days until arrival of next stock order

      7. Days until arrival of this order type

      8. Report Format


Help: Enter sort sequence                              [/=Lookup]
```
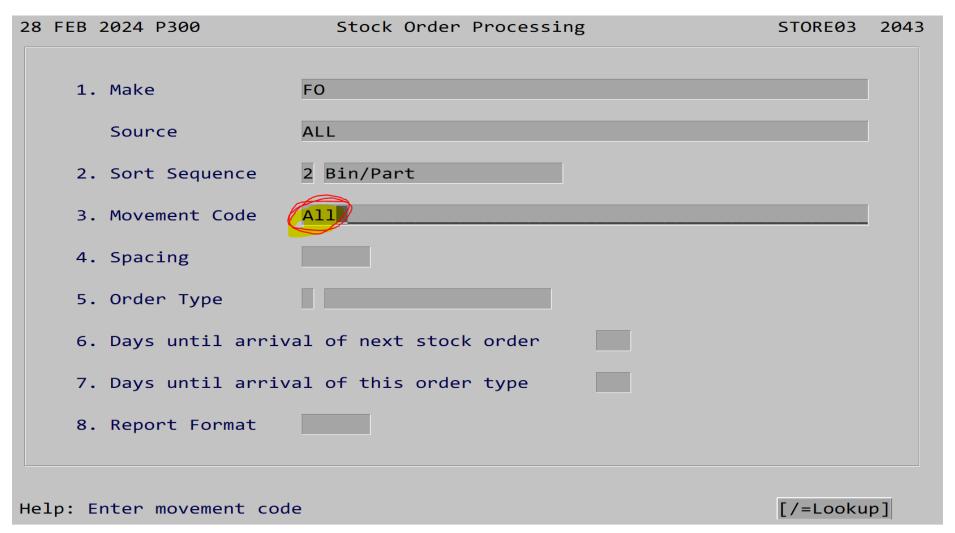
5. Set Sort Sequence to "2" Bin/Part

```
28 FEB 2024 P300          Stock Order Processing          STORE03  2043

        1. Make              FO

           Source            ALL

        2. Sort Sequence     [                    ]

        3. Movement Code     [                          ]

        4. Spacing           [      ]
                                              ┌─ Sort Sequences ─────┐
        5. Order Type     [ ][            ]    │ # Sequence............ │
                                              │ 1 Part                 │
        6. Days until arrival of next stock order │ 2 Bin/Part          │
                                              │ 3 Group/Part           │
        7. Days until arrival of this order type   │ 4 Bin/Group/Part    │
                                              │ 5 Source/Part          │
        8. Report Format     [        ]        │ 6 Mvmt Code/Part       │
                                              │ 7 Source/Mvmt Code/Part │
                                              └────────────────┘
                                                           1 / 1
                                              Enter line number:   2

Help: Enter the line number you want (1-7)
```

6. Set Movement Code to "All"



```
28 FEB 2024 P300          Stock Order Processing          STORE03  2043

      1. Make                    FO

         Source                  ALL

      2. Sort Sequence        2  Bin/Part

      3. Movement Code        All

      4. Spacing

      5. Order Type

      6. Days until arrival of next stock order

      7. Days until arrival of this order type

      8. Report Format


  Help: Enter movement code                              [/=Lookup]
```
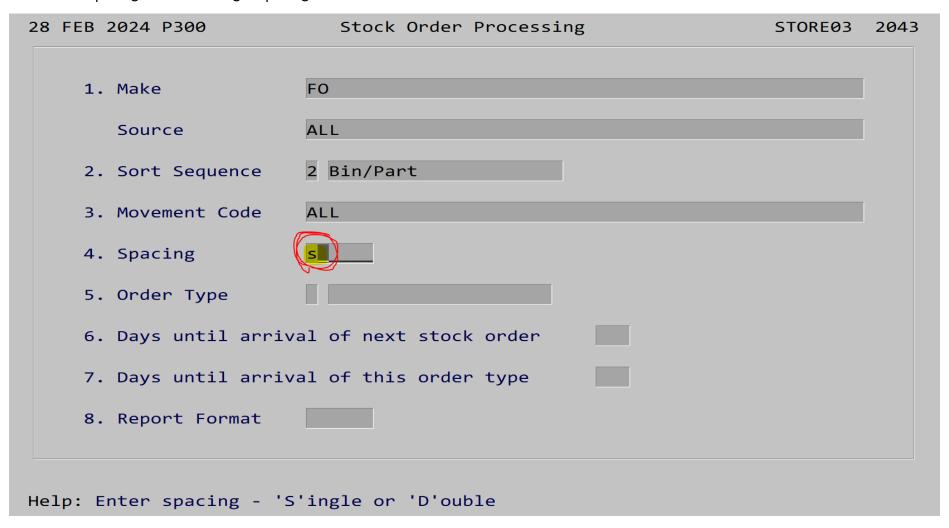
7. Set Spacing to "S" for Single Spacing

```
1. Make                FO

   Source              ALL

2. Sort Sequence      2  Bin/Part

3. Movement Code       ALL

4. Spacing            S

5. Order Type

6. Days until arrival of next stock order

7. Days until arrival of this order type

8. Report Format
```

Help: Enter spacing - 'S'ingle or 'D'ouble

8. Set Order Type to "Stock Order"

```
28 FEB 2024 P300          Stock Order Processing          STORE03  2043

       1. Make                FO

          Source              ALL

       2. Sort Sequence       2  Bin/Part

       3. Movement Code       ALL

       4. Spacing             Single

       5. Order Type                                      Order Types
                                                   # Type..............
       6. Days until arrival of next stock order   1 Stockorder
                                                   2 Supplemental
       7. Days until arrival of this order type    3 Stockout
                                                   4 Perceptive Buy
       8. Report Format                            5 Piece Control
                                                   6 Distributor
                                                                    1 / 1
                                                   Select  line#  eXit

Help: Select an item
```

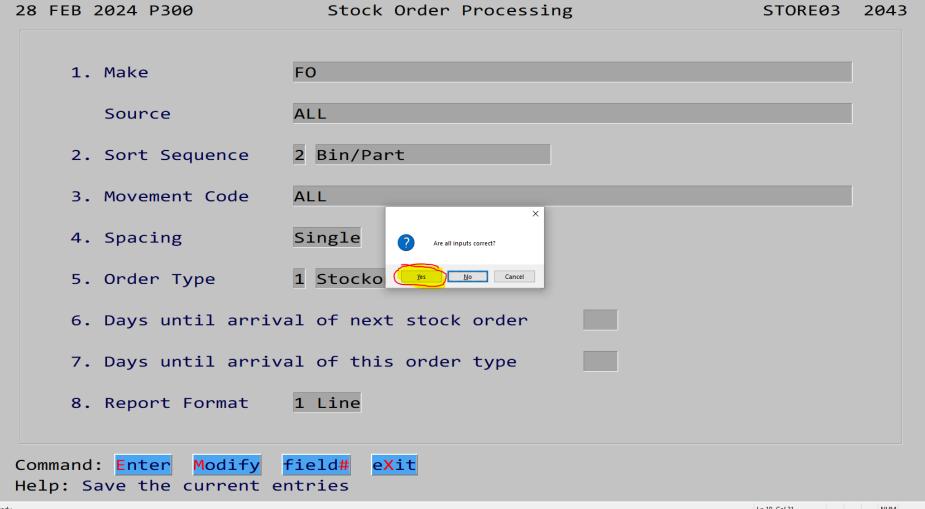9. Set Report format to "1"

```
28 FEB 2024 P300           Stock Order Processing              STORE03  2043

        1. Make                    FO

           Source                  ALL

        2. Sort Sequence           2  Bin/Part

        3. Movement Code           ALL

        4. Spacing                 Single

        5. Order Type              1  Stockorder

        6. Days until arrival of next stock order          [    ]

        7. Days until arrival of this order type           [    ]

        8. Report Format           1


Help: Enter report format - '1' or '2' line
```

10. Enter through until you get the "Are the inputs correct?" Message and Enter/Yes.

11. Select Yes to removing/deleting unconfirmed stock order
12. Print to printer name "LSYSTEM"

```
28 FEB 2024 P300          Stock Order Processing          STORE03  2043

        1. Make                 FO

           Source               ALL

        2. Sort Sequence        2  Bin/Part

        3. Movement Code        ALL

        4. Spacing              Single

        5. Order Type           1  Stockorder

        6. Days until arrival of next stock order        [    ]

        7. Days until arrival of this order type         [    ]

        8. Report Format        1 Line


(Accept(Y/N) N )(Printer LSYSTEM        )(Copies 01 )(Hold(Y/N) N )(Size C )
```

13. Back out to the 2043 screen, select option 3 "Review Stock Order"

14. Lookup previously made stock order by searching with "/" and Enter

PO#  / _____     Last Line Reviewed  ____     Total Order Cost  _____

| Part# | Description | Sugg | Qty | Ext Cost | DNO |
|-------|-------------|------|-----|----------|-----|
|       |             |      |     |          |     |

Sales History

|      | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Curr |     |     |     |     |     |     |     |     |     |     |     |     |
| Lost |     |     |     |     |     |     |     |     |     |     |     |     |
| IBT  |     |     |     |     |     |     |     |     |     |     |     |     |

Old# _____                                YTD Sales _____
Old QOH _____    Old Avail _____         QROBO _____
QOH _____   QPR _____   QPS _____   QARR _____    B/O _____    Avail _____
Src _____   Pack _____   ROP _____    BSL _____    Min _____    Max _____
Mvmt _____  OPack _____    Rtn _____    Bin _____   Mdl Appln _____
QRTN _____      Unit Price _____    Last Sale _____   Last Receipt _____

Help: Enter a valid purchase order number                    [/=Lookup]

15. Select Stock Order

PO# [        ]   Last Line Reviewed [    ]   Total Order Cost [          ]

| Part# | Description | Sugg | Qty | Ext Cost | DNO |
|-------|-------------|------|-----|----------|-----|
|       |             |      |     |          |     |

### Sales History

|       | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb |
|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Curr  |     |     |     |     |     |     |     |     |     |     |     |     |
| Lost  |     |     |     |     |     |     |     |     |     |     |     |     |
| IBT   |     |     |     |     |     |     |     |     |     |     |     |     |

Old# [                    ]                          YTD Sales

Old QOH [      ]   Old Avail [      ]        QROBO [      ]
QOH [      ]   QPR [      ]   QPS [      ]   QARR [      ]   B/O [      ]   Avail [      ]
Src [      ]   Pack [      ]   ROP [      ]   BSL [      ]
Mvmt [      ]   OPack [      ]   Rtn [      ]   Bin [      ]
QRTN [      ]   Unit Price [      ]   Last Sale [      ]

Order Numbers
# Order.......... Pad#......
1 FO191778          1

1 / 1

`Select`   `line#`   `eXit`

Help: Select an item

16. Select line 1 and enter



```
28 FEB 2024 P300          Stock Order Processing          STORE03  2043

      PO#  [          ]  Last Line Reviewed  [    ]  Total Order Cost [        ]

      Part#                    Description              Sugg  Qty   Ext Cost  DNO






                              Sales History
          Mar    Apr    May    Jun    Jul    Aug    Sep    Oct    Nov    Dec    Jan    Feb
   Curr
   Lost
   IBT
    Old#                                                           YTD Sales
    Old QOH          Old Avail              QROBO
    QOH        QPR        QPS        QARR         B/O          Avail
    Src        Pack       ROP        BSL         Order Numbers
    Mvmt       OPack      Rtn        Bin     # Order........ Pad#......
    QRTN          Unit Price        Last Sale  1 FO191778       1
                                                              1 / 1
                                        Select  line#  eXit

Help: Select an item
```

17. Adjust quantities that are required (Aiming to have about a months' worth of stock)

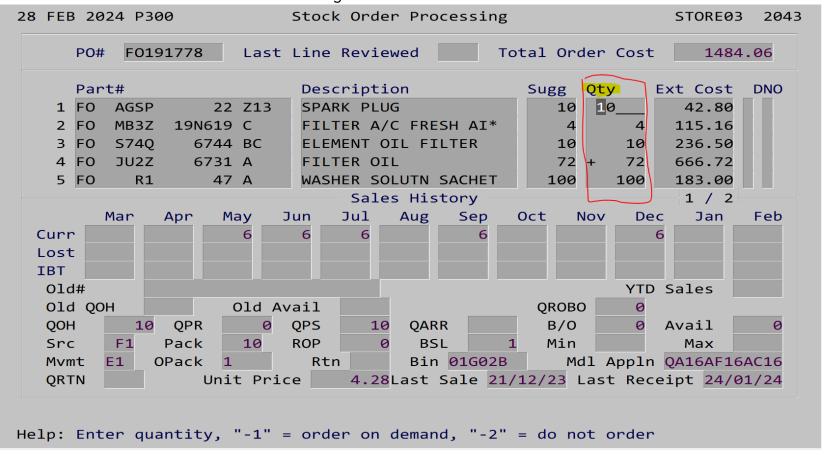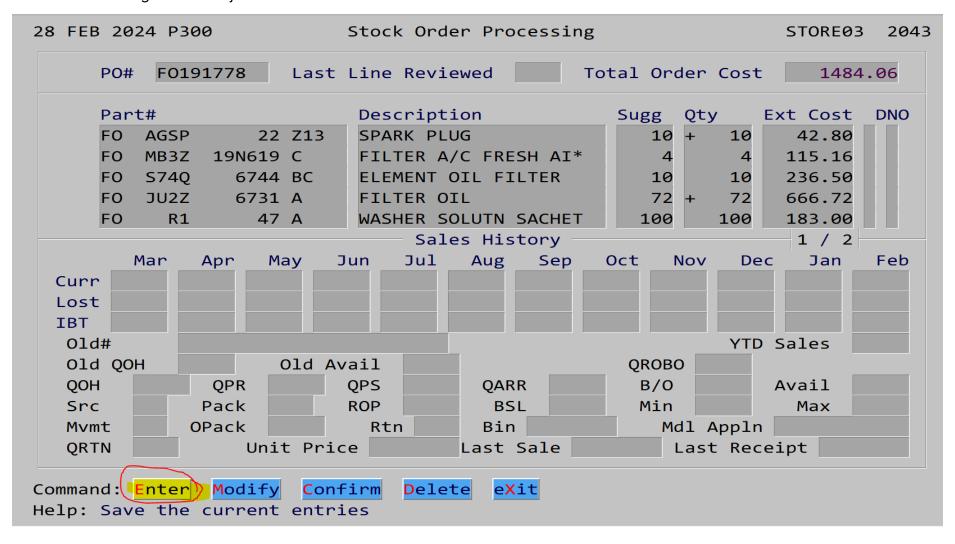Sugg = Suggested order amount

Qty = Quantity that you want to order

Use "-1" To not order it in this stock order and to trigger a recommendation for stock order after the next time it has been sold.
Use "-2" To never see that item on a stock order again.

```
28 FEB 2024 P300              Stock Order Processing              STORE03  2043

     PO#    FO191778     Last Line Reviewed          Total Order Cost        1484.06

        Part#                    Description        Sugg  Qty      Ext Cost   DNO
   1  FO   AGSP      22 Z13      SPARK PLUG            10   10         42.80
   2  FO   MB3Z  19N619 C        FILTER A/C FRESH AI*   4    4        115.16
   3  FO   S74Q    6744 BC       ELEMENT OIL FILTER    10   10        236.50
   4  FO   JU2Z    6731 A        FILTER OIL            72 +  72        666.72
   5  FO     R1      47 A        WASHER SOLUTN SACHET 100  100        183.00
                               Sales History                          1 / 2
            Mar    Apr    May    Jun    Jul    Aug    Sep    Oct    Nov    Dec    Jan    Feb
   Curr                      6      6      6             6                    6
   Lost
   IBT
   Old#                                                         YTD Sales
   Old QOH                Old Avail              QROBO      0
   QOH        10  QPR        0  QPS     10  QARR            B/O      0  Avail        0
   Src    F1    Pack       10  ROP      0   BSL       1    Min         Max
   Mvmt   E1    OPack    1          Rtn          Bin 01G02B     Mdl Appln QA16AF16AC16
   QRTN                Unit Price      4.28Last Sale 21/12/23 Last Receipt 24/01/24

Help: Enter quantity, "-1" = order on demand, "-2" = do not order
```

18. Enter through to save adjustments

```
28 FEB 2024 P300            Stock Order Processing          STORE03  2043

       PO#    FO191778    Last Line Reviewed          Total Order Cost         1484.06

       Part#                    Description              Sugg  Qty     Ext Cost  DNO
       FO   AGSP      22 Z13    SPARK PLUG                 10 +    10      42.80
       FO   MB3Z   19N619 C     FILTER A/C FRESH AI*        4      4     115.16
       FO   S74Q    6744 BC     ELEMENT OIL FILTER         10     10     236.50
       FO   JU2Z    6731 A      FILTER OIL                 72 +    72     666.72
       FO     R1      47 A      WASHER SOLUTN SACHET      100    100     183.00
                              ────── Sales History ──────────────── 1 / 2 ──
            Mar    Apr    May    Jun    Jul    Aug    Sep    Oct    Nov    Dec    Jan    Feb
     Curr
     Lost
     IBT
      Old#                                                        YTD Sales
     Old QOH            Old Avail                    QROBO
      QOH        QPR            QPS            QARR          B/O            Avail
      Src        Pack           ROP            BSL           Min            Max
     Mvmt        OPack          Rtn            Bin                   Mdl Appln
     QRTN              Unit Price        Last Sale          Last Receipt

Command: Enter  Modify  Confirm  Delete  eXit
Help: Save the current entries
```

19. Use the "." and Enter to bring the Adjusted stock order back up
20. "C" to Confirm stock order
21. "200" for Vendor
22. Enter through until you get to the confirmation
23. "Yes" to the prompt to create the order
24. "Yes" to Transfer order