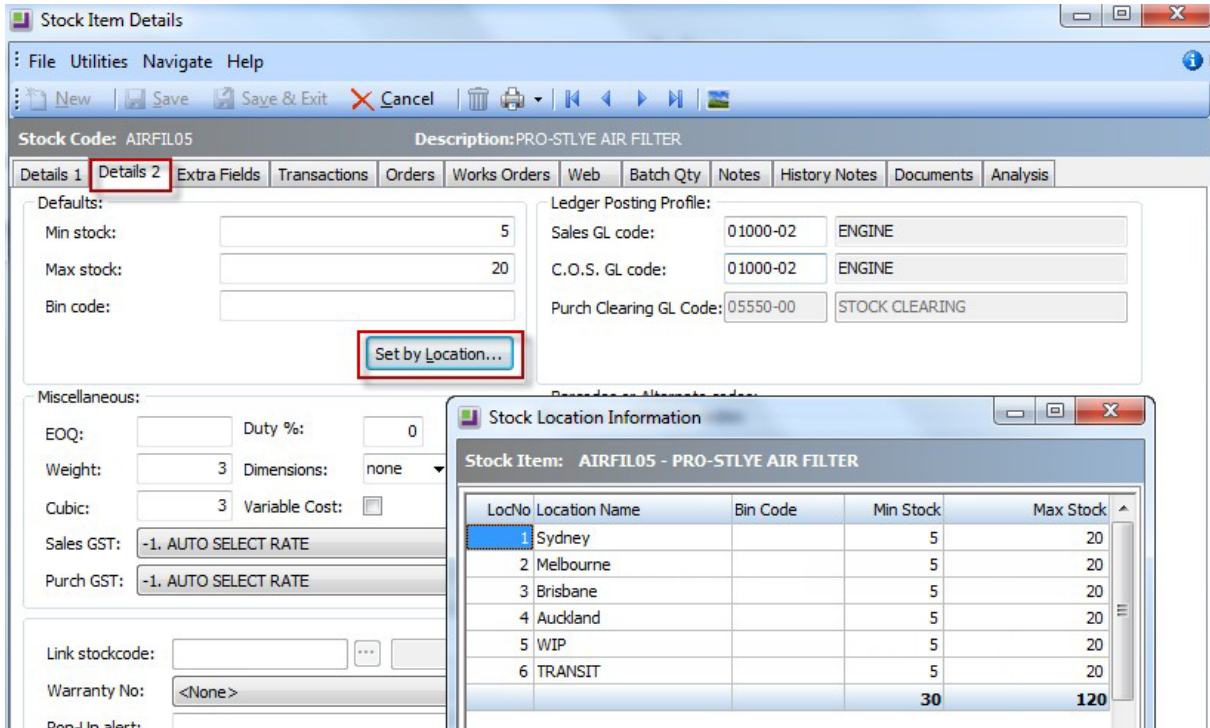# How to use 'Forecast Purchase Orders' in EXO Business

What are Forecast Purchase Orders?

Forecast Purchase Orders are designed to improve speed and accuracy in re-ordering stock for your warehouse. Forecast Purchase Orders provide a view of your Stock position, Sales History, and Min/Max settings in determining what quantities to order.

Step 1 – Setup your Stock Min/Max Values

Go to the Stock Items -> Details 2 Tab

Click the 'Set by Location' button, then set Min & Max values for each Stock Location

Note:- Min / Max values are often calculated to based on sales volume and lead times from suppliers to ensure adequate stock is maintained.
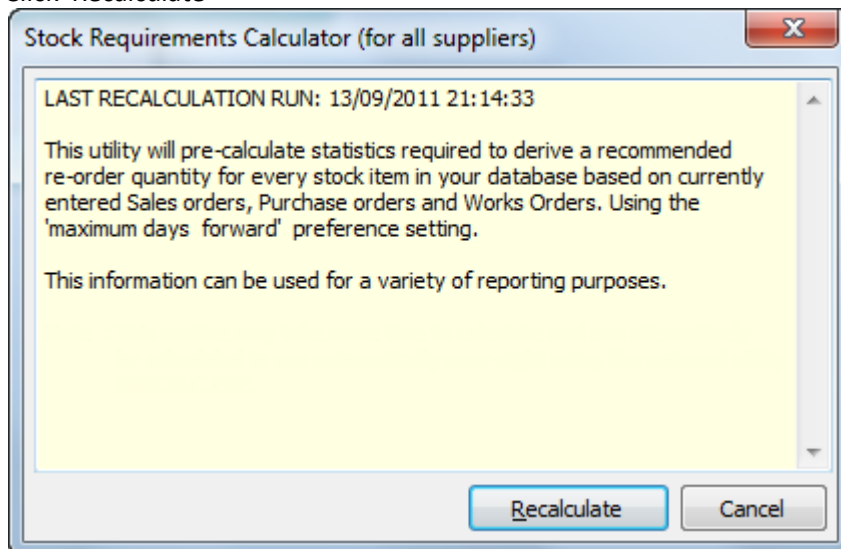
Hint: This step can be time-consuming so could be approached a Supplier at a time so you can start using Forecast Purchase orders for each Supplier where Min/Max is updated.

Step 2 – Re-calculate Stock Requirements Statistics

Go to Utilities -> Stock Utilities -> Re-calculate Stock Requirements Statistics
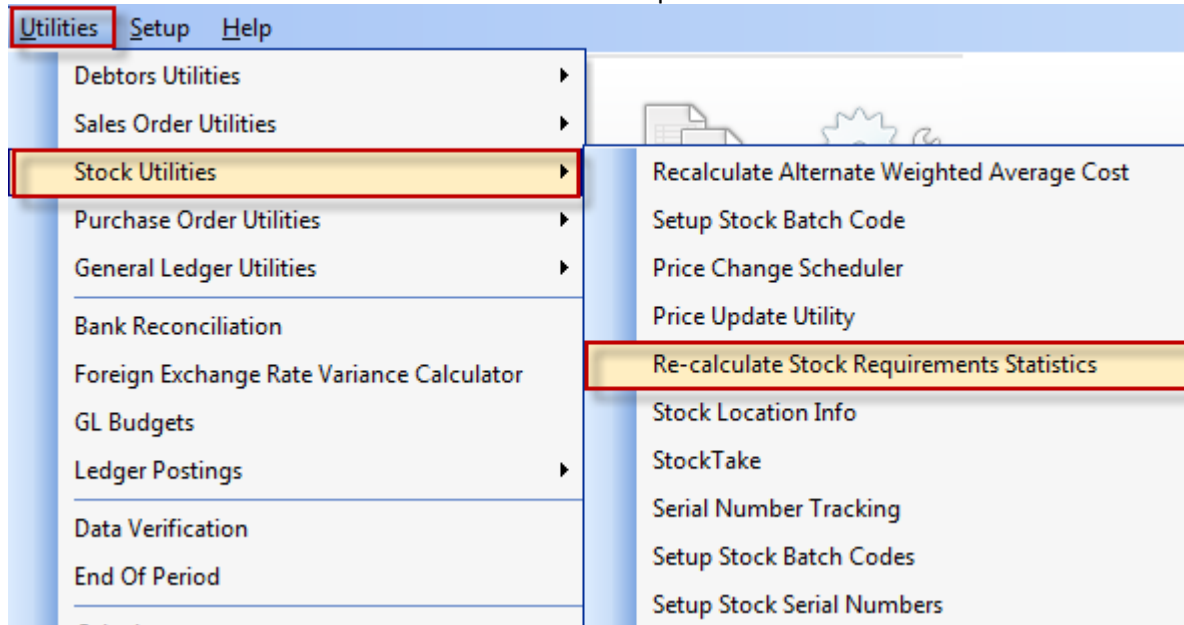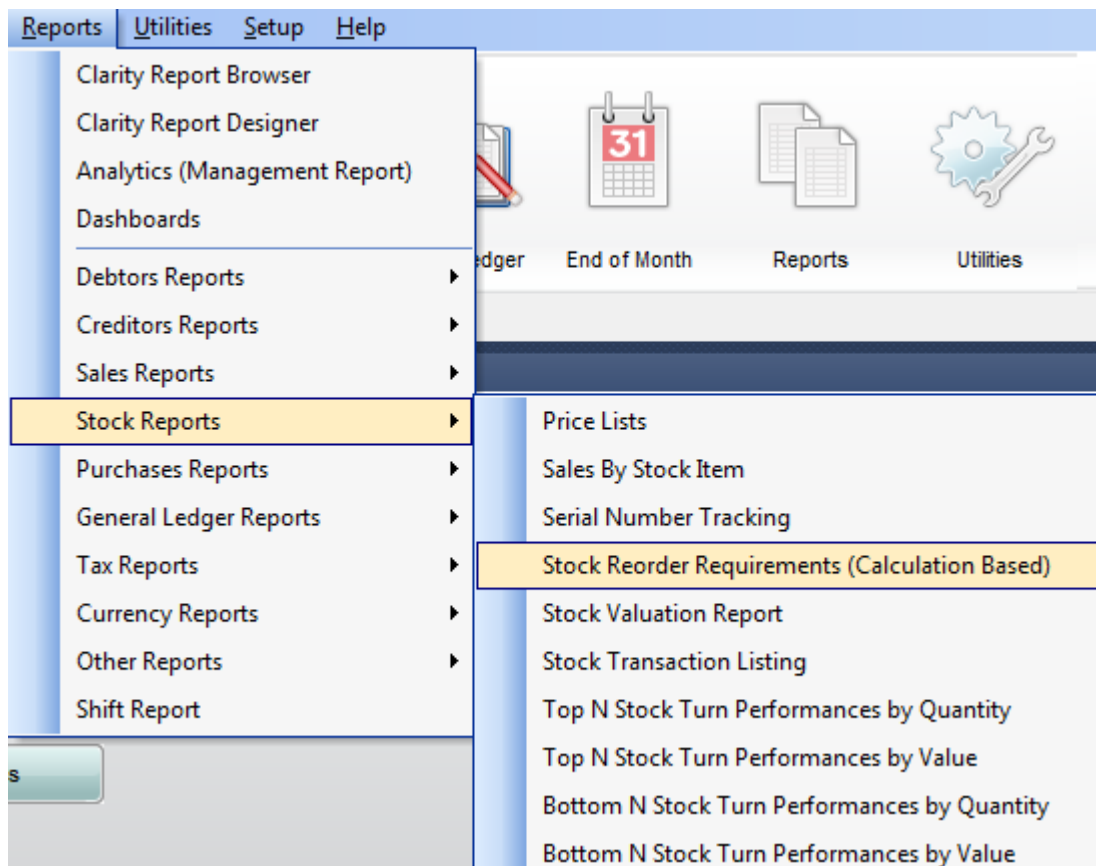

Click 'Recalculate'

Step 3 – Run Stock Re-Order Requirements Report (optional)

This step will provide a report for all Suppliers showing what needs to be ordered. If you already know what Suppliers you need to order from you can skip this step.

Go to Reports -> Stock Reports -> Stock Re-order requirements (calculation based)

Select a Stock Location and select from the Print /Preview / Export toolbar options
(you can also choose one Supplier and choose to exclude items with zero sales)
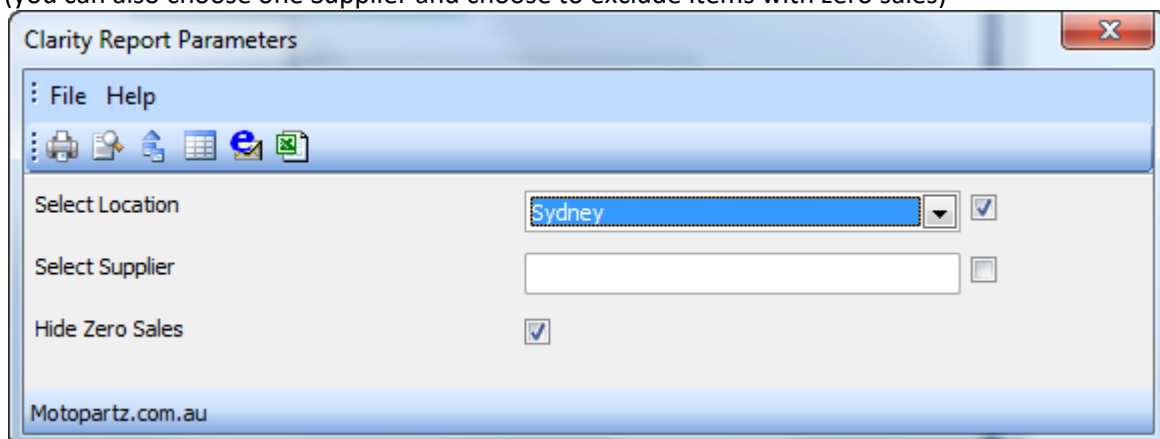
Result
The report is displayed showing each supplier, their items and the recommended order quantity.

Stock Reorder Requirements Report

Location: 1   Sydney

Supplier:

This report is based upon statistics generated by running the stock requirements calculator utility

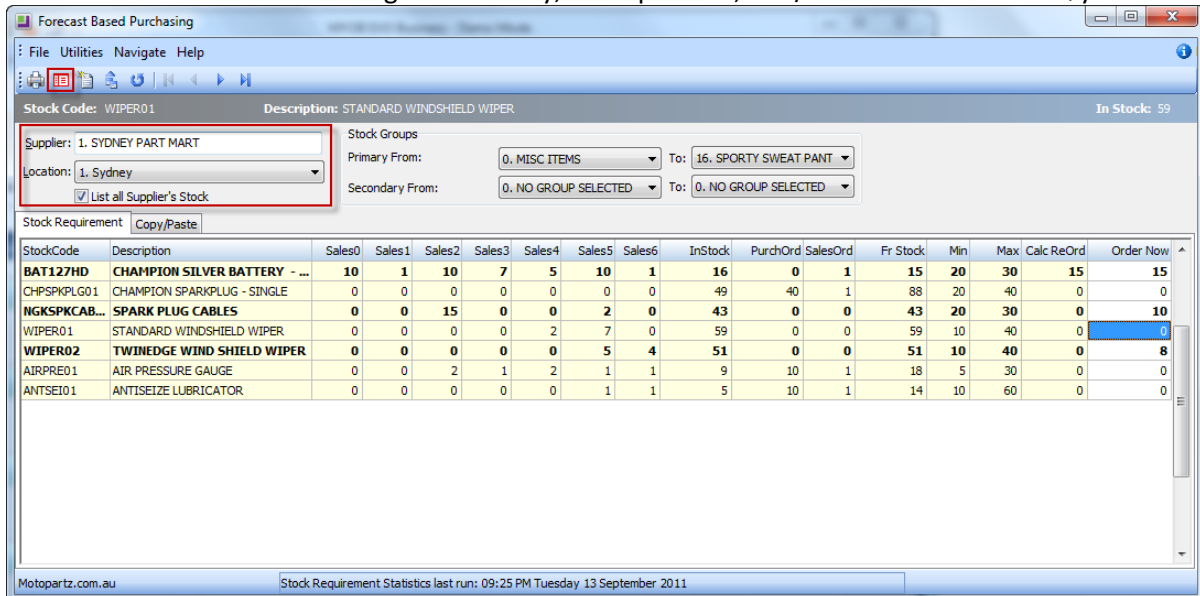| Stock Code	Description	Period Sales								Total	Incoming	For Sales	Min	Max	Reord Qty
		6	5	4	3	2	1	Cur	Avg						
1 SYDNEY PART MART															
BAT127HD	CHAMPION SILVER BATTERY - 127HD	1	10	5	7	10	1	10	5.67	16	0	1	20	30	15
NGKSPKCABL01	SPARK PLUG CABLES	0	2	0	0	15	0	0	2.83	43	0	0	20	30	0
WIPER01	STANDARD WINDSHIELD WIPER	0	7	2	0	0	0	0	1.50	59	0	0	10	40	0
WIPER02	TWINEDGE WIND SHIELD WIPER	4	5	0	0	0	0	0	1.50	51	0	0	10	40	0
AIRPRE01	AIR PRESSURE GAUGE	1	1	2	1	2	0	0	1.17	9	10	1	5	30	0
ANTSEI01	ANTISEIZE LUBRICATOR	1	1	0	0	0	0	0	0.33	5	10	1	10	60	0

Step 4 – Process a Forecast Based Purchase Order

Go to Purchases -> Forecasted Purchase Order

Select a Supplier and Stock Location then press 'Generate Stock Requirement for single Supplier'

Result

Stock Items will be listed showing Sales History, Stock position, Min/Max and Order Now Qty

Order Now can be over-typed with your preferred quantity

When you're ready to convert this to a Purchase Order click the 'Post Order to Screen' icon on the toolbar.

Step 5 – Finalise and send your Purchase Order

On clicking 'Post Order to Screen' the standard Purchase Order screen id displayed with the Supplier and Items populated.

You can still add / remove items and change quantities and prices before sending your purchase order.

You can also Cancel the order and go back to the Forecast Purchase Order screen.

When ready to send your Purchase order press Print or Save and Exit then print / email your purchase order as per your system setup.

Customisation Options

Momentum can alter the forecast order calculation to take into account stock transfers or other factors.

EXO allows Purchase order Authority Limits requiring Manager Authorisation

Momentum have developed an email authorization workflow that notifies Managers and Employees of orders to be approved