



User Manual

Menu 27: Forecasting

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Menu 27 Forecasting

```
MENU-27 PURCHASE ORDER FORECASTING
07:27:52 14 May 1998 1 JSS.UPG dbs
1. Reorder Point Menu
2. Clear & Calc Entire Forecast
3. Clear & Calc for Specif Whse & Vend
3A.Items Sold Today and B/O Below ROP
4. Report Forecast
5. Maintain Forecast
5B.Change Vendor on Forecast
5C.Forecast Parameters
6. Convert Forecast to Purchase Order
7. Report on # Lost Sales & # Buyouts
7A.Clear # Lost Sales &/or # Buyouts
8. Rpt for A/O Vends # Prod.Det Vend
9. Clear & Calc Flyer Periods
10. Change Product Detail Vendor
11. Clear & Calc Preseason Forecast

Enter a Menu Path or <Enter>:
```

Figure 27-1. Purchase Order Forecasting main menu

Purpose

The Forecasting Menu provides you with a set of steps and procedures that allows your system to calculate and suggest items that need to be reordered, assuring the availability of stock at all times. This menu sets up parameters to calculate a needed quantity based on sales history, current on-hand quantities, re-order points, and season codes.

Basic procedure

- 1) Generate product sales history (requires one year of sales history for accurate calculations).
- 2) Set up ROP (Re-Order Point) parameters.
- 3) Calculate the ROP.
- 4) Calculate necessary and forecasted quantities with the nightly End-of-Day.
- 5) Forecast maintenance by accepting or rejecting the system's recommendations.
- 6) Convert the final forecast to purchase order(s).
- 7) Send the purchase order to the vendor.

See flowchart on next page.

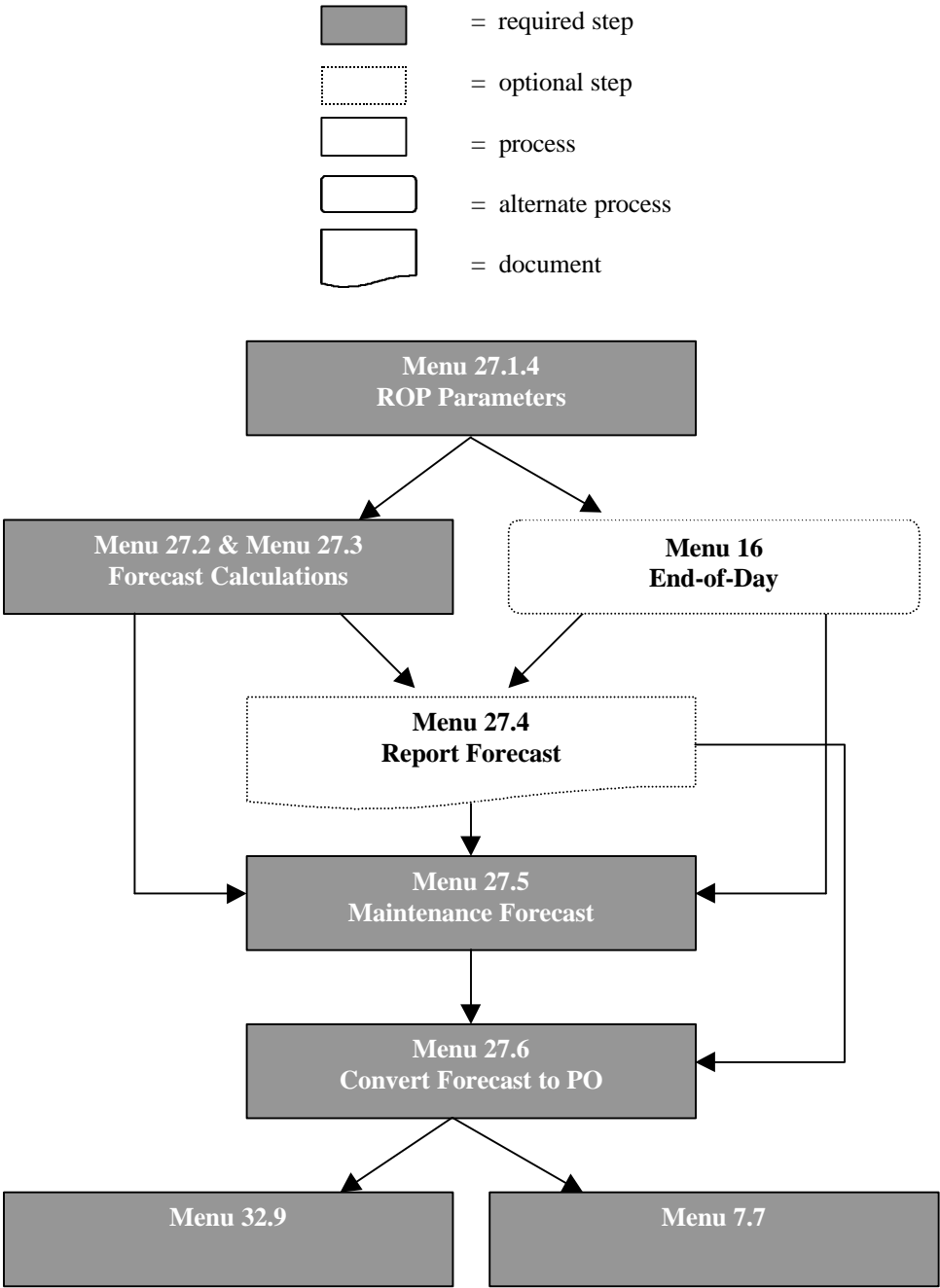


Figure 27-2. Basic Forecasting procedure

27.1 Reorder Point

| | | |
|----------------------------------|--------------------|---------------|
| MENU-27.1 | REORDER POINT MENU | 1 JSS.UPG dbs |
| 07:28:05 14 May 1998 | | |
| 1. Auto Change A/S/W | | |
| 2. Flag Exceptional Sales | | |
| 3. ROP Parameter Maintenance | | |
| 4. New ROP Override Parameters | | |
| 5. List of ROP's > Sales History | | |
| 6. New ROP Calc Program | | |
| 7. Old ROP Calc Program | | |
| 8. Review ROP Changes | | |
| 9. A/S/W Parameters | | |
| Enter a Menu Path or <Enter>: | | |

Figure 27-3. Reorder Point Menu

27.1.1 Auto Change A/S/W

Reports on items with seasonal usage and maintains the season codes.



We recommend first using Menu 27.1.9 to set up the parameters before using Option 5 in this menu. Otherwise, first change everything to "all" season (#4 in Step b) and calculate each of the season codes "S" and "W" (in Step b, #1 followed by #3, and then #2 followed by #3 again).

- a. Select a printer destination.
- b. Select a season to calculate and report:
 - "1" for summer; lists and prints report of products
 - "2" for winter; lists and prints report of products
 - "3" to update a/s/w code for last list; updates the products from the last list created with "1" or "2"
 - "4" to convert all products to code "a"
 - "5" to use a/s/w parameters
- c. If you select "1" for Summer, "2" for Winter, or "5" for A/S/W, enter the AOC vendor number (from the Product Master File) or **Enter** for all. If you chose "3" skip to Step e.
- d. For Summer or Winter options, continue with the following:
 - 1) Enter the percent (NN) of total items.
 - 2) To list the products that will be changed, type 'y'es; otherwise type 'n'o.

- 3) Enter the beginning month (N), such as "1" for January or "2" for February.
 - 4) Enter the ending month (N).
- e. If you select "3" decide whether to list the items after being changed—answer 'y' or 'n.'

| PAGE 1 LIST OF ITEMS OF SEASONAL USAGE SUMMER - 60% OF TOTAL FOR MONTHS 5 | | | | | | |
|---|-------------------|---------|--------|--------|---------|----|
| -9 21:13:58 15 Mar 1999 | | | | | | |
| A.PROD.NO. | DESC..... | VEND.NO | QTY.LY | QTY.6M | PERCENT | SC |
| B10-086 | PSG-2 SIGHT GLASS | A480 | 13 | 10 | 77 | S |
| *** | | | | | | |
| [405] 1 items listed out of 1 items. | | | | | | |

Figure 27-4. Report of items with seasonal usage (summer)

27.1.2 Flag Exceptional Sales

Use this menu to flag unusual (exceptional) sales. For example, a customer orders twenty-five B10-222's whereas you normally sell only two of those products all year. In this case, flag the 25 items as "Exceptional Sales" so the system does not *reorder* quantities to accommodate this high sales quantity. Flag Exceptional Sales by fiscal period or by quantity. A quantity or sales for a particular fiscal month can be flagged as Exceptional.

- a. Enter warehouse number
- b. Enter a product number.
- c. Enter a line number to edit—"1" to flag a fiscal period (YYMM) as Exceptional Sales for the period or "2" to change or add a sales quantity (or 'a' for all sales)—or use the 'e' dit option.

```

                                MAINTAIN EXCEPTIONAL SALES

WAREHOUSE                      001
EX PROD #                      B10-222   68Z3204 TEF2 VALVE

1. Enter fiscal period to flag (YYMM)
2. Enter sales qty or 'a' for all sales

      -----FY/Exceptional Sales History-----
      1998 E.Sls 1997 E.Sls 1996 E.Sls
JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC

Enter Line#, Backout, DELETE, Edit, 0 to Accept

```

Figure 27-5. Exceptional Sales

27.1.3 ROP Parameter Maintenance

Used *only* in the "old" ROP calculation (Menu 27.1.7) to create two specific parameters: 1) Include flyer months in ROP (Re-Order Point) calculations. 2) Include percentage above average sales to exclude from ROP calculation (another way to guard against odd sales).

- a. Edit or delete the next two lines:

```

ROP CALC PARAMETERS MAINTENANCE

1. INCLUDE FLYER MONTHS IN ROP CALC (Y/N)?    N
2. % ABOVE AVG SLS TO EXCLUDE FROM ROP CALC   20.00

ENTER LINE# TO CHANGE, '0'-ACCEPT, 'DEL'ETE, OR 'BO'-BACKOUT:

```

Figure 27-6. ROP Calculation parameters

- 1) To include flyer months in ROP calculation type 'y'es; otherwise type 'n'o. Since flyer prices are so good, you may not want to include sales spurred by flyer prices into your ROP calculations.
- 2) Add a percent (NN) above average monthly sales to exclude from the ROP calculation. This is another way to guard against

Exceptional Sales. If recent sales are over this percentage, then the sales for this month will not be used to calculate the ROP.

- b. To exit type 'bo'. To accept your changes type '0'.

27.1.4 New ROP Override Parameters

Use only with the "new" ROP calculation (Menu 27.1.6), this is the backbone of the Forecast and ROP calculations. Set the parameters to determine product Forecast quantities. The following screen of options appears immediately:

| 21:25:52 15 Mar 1999 ROP CALC OVERRIDE OPTIONS | | SEASON | |
|---|---------|--------|----------|
| DEFINITIONS | | SUMMER | WINTER |
| 1) IF I'VE SOLD 2 UNITS OF A PRODUCT PRODUCTS | | | PRODUCTS |
| 2) IN THE LAST 12 MONTHS, | 1. JAN | W | W |
| 3) AND THE AVG COST IS LESS THEN DOLLARS | 2. FEB | W | |
| 4) I WANT TO OVERRIDE A ZERO ROP WITH 1 | 3. MAR | | S |
| 5) SET SEASONS FOR SUMMER ITEMS | 4. APR | | S |
| 6) SET SEASONS FOR WINTER ITEMS | 5. MAY | S | S |
| 7) IF A PRODUCT HAS NO SALES HISTORY IN LAST 120 DAYS, OVERRIDE A ROP WITH A ZERO | 6. JUN | S | S |
| 8) EXCLUDE FLYER/EXCEPT SALES ON ZERO OVERRIDES (Y/N) | 7. JUL | S | S |
| | 8. AUG | S | S |
| | 9. SEP | W | |
| | 10. OCT | W | W |
| | 11. NOV | W | W |
| | 12. DEC | W | W |
| ENTER LINE# TO CHANGE, 0 TO ACCEPT, B TO BACKOUT, V FOR VENDOR: | | | |

Figure 27-7. ROP Calculation Override

To change a line select its number. To change vendor information type 'v.'

ROP Calculation options:

1. IF I'VE SOLD 2 UNITS OF A PRODUCT
2. IN THE LAST 12 MONTHS
3. AND THE AVG. COST IS LESS THEN DOLLARS
4. I WANT TO OVERRIDE A ZERO ROP WITH 1 Read #1-4 as one sentence: select "1" if you have products that sell only once or twice a year and the system calculates a zero reorder point, but you want to stock the products anyway if the cost is minimal.
5. SET SEASONS FOR SUMMER ITEMS Selects the "on" and "off" season for summer products. The ROP calculation (Menu 27.1.6) looks at this parameter for items with an "S" to determine if they are currently in the "off" or "on" season and to calculate reciprocal ROP.

6. SET SEASONS FOR WINTER ITEMS Same as #5 except for winter products.
7. IF A PRODUCT HAS NO SALES HISTORY IN LAST 120 DAYS, OVERRIDE A ROP WITH A ZERO The ROP calculation (Menu 27.1.6) does not start calculating an ROP for a product until sales occur. In some cases, however, you may manually set an ROP for a new product that is good to have but never sells. Use this parameter to indicate that if a product is stocked for a specific number of days without any sales, then the ROP sets to "0."
8. EXCLUDE FLYER/EXCEPT SALES ON ZERO OVERRIDES If the first statement (#1-4) contains set values and this option is set to "y," the ROP calculation (Menu 27.1.6) will not include any flyer months or Exceptional Sales when determining to override a "0" ROP.

27.1.5 List of ROP's Greater Than Sales History

This Forecast report lists all items—selectable by range of fiscal periods—with ROPs greater than the sales history for the period entered. This is a good report for reducing ROPs, which consequently reduces on-hand quantities (excess stock) on products that do not have the sales quantities to warrant such high on-hands.

Enter the following in the order prompted:

- a. Beginning fiscal month (YYMM).
- b. Ending fiscal month.
- c. Minimum cost of item.
- d. Minimum ROP to report.
- e. Season codes: Choose from "A" (all-season), "S" (summer), "W" (winter), or **Enter** for all.
- f. Type 'y***' to transfer calculated quantity to the ROP field; otherwise type 'n'.

27.1.6 New ROP Calculation Program

Reports and recalculates product re-order points based on the parameters in Menu 27.1.4. First reports the potential changes to the ROPs, then provides option to accept the changes and to update the product ROPs.

- a. Select a printer.
- b. If any ROP changes exist, they appear now.
- c. At the prompt

YOU ARE NOW ABLE TO RUN CALCULATION WITHOUT UPDATING

enter 'y***' to proceed with the changes.

- d. Enter a warehouse number or **Enter** for all.
- e. Choose items to calculate from the list:
 1. CALCULATE ALL JOHNSTONE PRODUCTS
 2. CALCULATE SPECIFIC PRODUCTS

3. CALCULATE SPECIFIC VENDORS
 4. CALCULATE SPECIFIC PREFIXES
- f. Select an option to update the report:
1. CALCULATE AND PRINT IMPACT REPORT Updates the product file with the new ROPs and prints a report.
 2. IMPACT REPORT ONLY Only prints the report (does not update to the product file).

27.1.7 Old ROP Calculation Program

This program uses the old ROP calculation parameters in Menu 27.1.3 to calculate and generate the new re-order points report.



Caution: Only one user at a time may run this menu. Generate ROP changes for one group of products at a time.

Select the type of ROP report to calculate:

1. PRELIMINARY ROP CALC
2. PRELIMINARY ROP IMPACT REPORT
3. IMPLEMENT REORDER POINTS CALCULATED IN #1 (UPDATE PRODUCTS)
4. FINAL ROP IMPACT REPORT

1. Preliminary ROP Calculation

Calculates and temporarily stores suggested re-order points.



Caution: This program deletes the previous calculation.

1. Select a printer.
2. Do you wish to see the operator input from the last calculation? Type 'y'es or 'n'o.

```

                                ROP.CALC.INPUT
001 OPERATOR INPUT FOR ROP CALC - MENU 27.1.1
002 -----
003 VENDOR OPTIONS   4
004 VENDOR#S        SKIP
005 WHSE#S          001;002
006 SEASON CODES    ALL
007 SW # MTHS TO SKIP  1
008 SW # MTHS TO INCL  4
009 OVERRIDE ZERO?   N
010 SLS LAST 6 MTHS  NULL
011 OVERRIDE ZERO WITH NULL
012 ALL-SEASON CALC OPT 2
013 PRINT REPORT?    Y
014 -----
015 PORT NUMBER      0
016 TIME             09:55:15 29 AUG 1989

ENTER <CR> TO CONTINUE :

```

Figure 27-8. Preliminary ROP Calculation

3. Choose a vendor option:
 1. SPECIFIC VENDOR(S) (you may use multiple vendors separated by semi-colon)
 2. JOHNSTONE 'A' 'C' CODES
 3. JOHNSTONE 'O' CODES
 4. ALL VENDORS
 5. ALL VENDORS EXCEPT CORP '001'
4. Enter warehouse number; use ';' for multiple locations.
5. Choose a season code ('A'll season, 'S'ummer, or 'W'inter), or type *'all'*.
6. For summer or winter items, enter the number of months to skip or to include.
7. Do you wish to override zero reorder points? Answer 'y'es or 'n'o.
8. For "all season" products, choose the ROP calculation options:
 1. USE TRENDING IN ROP CALC (LAST YEAR TO THIS YEAR)
 2. USE LAST 6 MONTHS AVERAGE IN ROP CALC
9. Do you want the preliminary ROP impact report to print? Answer 'y'es or 'n'o.

```

INPUT RECAP
-----
SELECT OPTIONS                1
VENDOR NUMBERS                001
WAREHOUSE NUMBERS            001
SEASON CODES                  s
# OF MONTHS TO SKIP          2
# OF MONTHS TO INCLUDE        5
OVERRIDE ZERO?                n
SLS LST 6 MTHS                NULL
OVERRIDE ZERO WITH            NULL
ALL-SEASON ROP CALC OPT#      2
PRINT REPORT?                 n

IS THIS CORRECT (Y/N) :

```

Figure 27-9. Recap of your selections for Preliminary ROP Calculation

2. Preliminary ROP Impact Report

Prints preliminary impact report of ROP changes.

1. **Enter** to continue.
2. Select a printer destination.
3. Enter a warehouse number or '*all*'.
4. Type a vendor number or '*all*'.

3. Implement Reorder Points Calculated In #1

Updates products with suggested ROPs.

1. Do you want to print the final ROP impact report? Answer 'y'es or '*n*'o.
2. Select a printer.

4. Final ROP Impact Report

Prints final impact report of ROP changes.

1. **Enter** to continue.
2. Select a printer.
3. Enter warehouse number or '*all*'.
4. Type a vendor number or '*all*'.

| 21:39:21 15 Mar 1999 | | FINAL ROP CHANGE IMPACT REPORT | | | | PAGE 1 | | | | | | | | |
|----------------------|---------|--------------------------------|------|------|-----------|-----------|------------|----------|----------|-------|-------|-------|-------|-------|
| WHS | PROD# | SC | OROP | NROP | O.MAX.VAL | N.MAX.VAL | VALUE.CHNG | INV.INCR | INV.DECR | Oct98 | Sep98 | Aug98 | Jul98 | Jun98 |
| | May98 | | LS | | | | | | | | | | | |
| 001 | B10-087 | A | 6 | 6 | 38.340 | 38.340 | 0.000 | | | 10 | | | | |
| 001 | B10-088 | A | 0 | 0 | 0.000 | 0.000 | 0.000 | | | 2 | | | | |
| 001 | B10-088 | A | 6 | 6 | 33.042 | 33.042 | 0.000 | | | | | | | |
| 001 | B10-089 | A | 1 | 1 | 5.615 | 5.615 | 0.000 | | | | 0 | | | |
| 001 | B10-090 | A | 1 | 1 | 5.905 | 5.905 | 0.000 | | | 3 | | | | |
| 001 | B10-091 | A | 1 | 1 | 6.036 | 6.036 | 0.000 | | | | | | | |
| 001 | B10-092 | A | 1 | 1 | 7.214 | 7.214 | 0.000 | | | 2 | 0 | | | |
| 001 | B10-092 | A | 0 | 0 | 0.000 | 0.000 | 0.000 | | | | | | | |

Figure 27-10. Final ROP Change Impact Report

27.1.8 Review ROP Changes

Similar to Forecast Maintenance, Menu 27.5, this program reviews the products and their corresponding ROP changes without going through the Product Detail screens.

- Enter a warehouse number to use.
- To see a consolidated sales report type 'y,' or **Enter** for "no."
- To consolidate available and ROP items typ 'y', or **Enter** for "no."

| REVIEW ROP CHANGES | |
|---|------------------------------|
| WAREHOUSE | 001 JOHNSTONE SUPPLY SEATTLE |
| PRODUCT# | |
| 1 | VENDOR# |
| 2 | COST |
| 3 | FCST QTY |
| 4 | STANDARD PACK |
| | NEEDED QTY |
| | VOQ * >30 DAYS |
| ENTER PRODUCT#, F-FWD, B-BCK, V-FIRST ITEM, E-END, ' ' NEXT ITEM, OE: | |
| POFU.PROMPT PORT# 1 | |

Figure 27-11. Review ROP Changes

- Review the screen and make any necessary adjustments. See Menu 27.5 for detailed instructions.

27.1.9 A/S/W Parameters

Set the parameters to determine your summer and winter months. This is especially important since the ROP Calculation program uses this information to calculate an ROP for the current seasons.

- Select a line number to change the parameters:

"1" to enter a percent of the total *summer* items. Answers the question, "Based on how the summer season is defined in #3, what percentage of the last 12 months of total sales must fall in the summer season for a product to be considered a summer item?"

"2" to enter a percent of the total *winter* items. Answers the question, "Based on how the winter season is defined in #4, what percentage of the last 12 months of total sales must fall in the winter season for a product to be considered a winter item?"

"3" to set the season codes for *summer* items.

"4" to set the season codes for *winter* items.

| | |
|---|-------------------------|
| 21:50:28 15 Mar 1999 | A/S/W PARAMETER OPTIONS |
| | SEASON DEFINITIONS |
| 1) ENTER SUMMER PERCENT OF TOTAL: | 1. JAN |
| 2) ENTER WINTER PERCENT OF TOTAL: | 2. FEB |
| 3) SET SEASONS FOR SUMMER ITEMS | 3. MAR |
| 4) SET SEASONS FOR WINTER ITEMS | 4. APR |
| | 5. MAY |
| | 6. JUN |
| | 7. JUL |
| | 8. AUG |
| | 9. SEP |
| | 10. OCT |
| | 11. NOV |
| | 12. DEC |
| ENTER LINE# TO CHANGE, 0 TO ACCEPT, B TO BACKOUT, V FOR VENDOR: | |

Figure 27-12. A/S/W Parameters

27.2 Clear & Calculate Entire Forecast

Completely clears and recalculates the Forecast for all products, including those not yet on Purchase Orders. This program is the same calculation as that of Day-End, which clears and rebuilds the forecast file nightly.



This program may be long since it completely rebuilds the forecast.

- Enter 'y***' to proceed with the process or '*end*' to exit.

27.3 Clear & Calculate for Specific Warehouse & Vendor

Calculates the Purchase Order forecasts. This menu clears and rebuilds the Forecast file for specific vendors and warehouses. Specific vendors and warehouses are among the selection criteria. This way, if you need to place a direct order for a vendor other than Corporate, you save time by

not recalculating for all vendors, but merely for just one specific vendor. Evaluates *all* products available for a given vendor and calculates a forecast for that vendor.

- a. Type 'c' to proceed or **Enter** to exit.
- b. Enter your operator code.
- c. Enter a warehouse number or '*all*'.



For a quick forecast, specify one warehouse and one vendor, except if using vendor "001."

- d. Enter a vendor number or '*all*'.
- e. To list all products type 'y;' otherwise type '*n*.' Pay special attention to answering this question. Selecting "Y" actually selects all items for the report. This means that every item for the selected vendor will be selected and listed on the report *in addition* to the items that the system is already scheduled to order. Selecting "N" lists the products for the particular vendor that the *system* is suggesting to order.
- f. When the calculation completes press **Enter** to return to the main menu.

27.3A Items Sold Today and B/O Below ROP

This report lists all items sold today that have an on-hand quantity that is less than the re-order point for the product. It also selects all products that have an open customer backorder. Use this report to 1) generate a Purchase Order add-on list of items missed during the main forecasting, and 2) forecast for the daily "emergency" orders that may be needed before the regular weekly Corporate order is sent. Ideally, by running this report, you capture all items that still need reordering after the initial forecast run.

- a. Choose one of two options:
 1. FORECASTING ITEMS SOLD TODAY AND B/O BELOW ROP
 2. ONLY B/O ITEMS NOT YET ON ORDER FROM VENDOR
- b. Enter a warehouse number.
- c. After the report processes, select a forecast update method:
 1. NO UPDATE
 2. UPDATE ALL 'A' & 'C' CODE ITEMS TO VENDOR 001 Creates a Forecast for Corporate (Vendor 001) of all "A" and "C" coded items on the report.
 3. UPDATE ALL ITEMS TO SELECTED VENDOR

27.4 Report Forecast

Prints Forecast report generated from Menu 27.2, Menu 27.3, or End-of-Day. The report includes all items that need to be ordered and their quantities. Each of these items is available in Forecast Maintenance. This is a good report to use until you become more familiar with Forecast Maintenance.

- a. **Enter** to continue.
- b. Select a printer destination.
- c. Enter a warehouse number or **Enter** for all.
- d. Select a vendor option:
 1. ENTER SPECIFIC VENDOR(S)
 2. ENTER SPECIFIC CODE(S)
 3. ALL VENDORS
 4. ALL VENDORS EXCEPT CORP '001'
- e. To sort by A/O/C code enter 'y'; otherwise enter 'n.'
- f. **Enter** to return to the main menu.

| 20:54:34 11 Mar 1999 | | FORECAST REPORT FOR WAREHOUSE 001 | | | | | | | | | | PAGE# 1 | | | | | | | | | | | | | | | |
|---|--|-----------------------------------|---|---|---------|---------|-------------|-----|-----|-----|-----|---------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|-----|-----|-------|
| STOCK# | S | STD | W | O | FCST | FCST | LST.SLS BUY | | | | | | | | | | | | | | | | | | | | |
| DESC | C | PACK | H | S | COST | VOQ*>30 | B/O | ROP | QTY | AVL | MTD | Oct | Sep | Aug | Jul | Jun | May | Apr | Mar | Feb | Jan | Dec | Nov | 12 | MOS | SLS | |
| OUT | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S88-010 | S | 1 | 1 | | 1070.96 | 2 | 0 | 0 | 11 | 9 | | 6 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 3 | 3 | | | | | 3G347 |
| S88-010 | BR COST = 101.960 DR COST = 97.360 WT = 27.0 AOC VENDOR = A441 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VENDOR rjw Rich's Homegrow 1 QTY = 11 COST = 1070.960 WEIGHT= 297.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Figure 27-13. Forecast Report

27.5 Maintain Forecast

Use this menu to either accept or reject items suggested to order by the system. This is also a good place to add items to the Forecast file, and to gather information for proper ordering decisions (for example, sales information, on-order information, cost, season codes, catalog pages).

- a. Enter a warehouse number. If you skip this prompt, you will be asked for the warehouse number later and *each time* before each product.
- b. For a list of consolidated sales, type 'y.' Otherwise **Enter** and the Forecast Maintenance screen appears, skipping the next step. Consolidating sales adds all sales figures for all warehouses, and displays the total in the Forecasting screen.
- c. To consolidate available and ROP forecasts, type 'y;' otherwise press **Enter**. Consolidating this provides the total availability and ROPs combined for all of your warehouses for each product.

| PO FORECAST MAINTENANCE | |
|-------------------------|---------------------|
| WAREHOUSE | |
| PRODUCT# | |
| 1 VENDOR# | |
| 2 COST | |
| 3 FCST QTY | |
| 4 STANDARD PACK | |
| NEEDED QTY | |
| VOQ * >30 DAYS | |
| ENTER WAREHOUSE NUMBER: | |
| | POFU.PROMPT PORT# 1 |

Figure 27-14. PO Forecast Maintenance

- d. Enter a warehouse number.
- e. Choose one of the following options:
 - Product number. Type a product number from the Forecast file to alter the product's information, or add a new number onto the Forecast file.
 - **F**orward to the next item in the Forecast file (once maintenance has begun).
 - **B**ack to return to the previous item in the Forecast file (once maintenance has begun).
 - **V**iew the first item in the Forecast file for a specific vendor. Enter the vendor number or **Corp** (a specific vendor starts the Forecast maintenance with the first item for the vendor; "Corp" converts all "A" coded vendors to a Corp (Vendor 001) forecast).
 - **E** to exit
 - **'** for next item
 - **OE** to jump to Order Entry and input orders without leaving your place in the Forecast menu.

27.5B Change Vendor on Forecast

Changes the vendor on the Forecast file.



For example If several items are calculated for Vendor 391 but you decide to order them from Vendor 491 instead, use this menu to change the vendor.

- a. Enter a vendor number from which to change—the number currently calculated in the Forecast file (in the example above, Vendor 391).
- b. Enter a vendor number to which to change the forecasted items (Vendor 491 in the example above).

- c. Enter a warehouse number.

27.5C Forecast Parameters

Sets parameters displayed in the Maintain Forecast screen, Menu 27.5.



Answering "yes" to all of the prompts below may slow down the forecast programs as you move from product to product, since weight, vendor dollars, and total ordered units are recalculated.

- a. Enter a warehouse number.
- b. To display the vendor's total dollar amount, type 'y;' otherwise 'n.' As the order quantity is maintained with each product, this amount increases or decreases.
- c. To display weight, type 'y;' otherwise 'n.' This is a running total of the combined weights of the ordered products.
- d. To display units, type 'y;' otherwise 'n.' This is a running total of all the items ordered for the vendor.

27.6 Convert Forecast to Purchase Order

Converts and prints the Forecast file (Menu 27.5) into Purchase Orders, including any additions or deletions.



Be careful to select only the specific vendors you want to convert. If the Forecast is converted by mistake, cancel the Purchase Orders through Purchase Order Maintenance, Menu 7.1.

- a. Select a printer destination.
- b. Enter your operator code.
- c. Enter your vendor number; separate several with semi-colon; or type 'all.'



Caution: Each End-of-Day re-forecasts the entire product file for all vendors and all warehouses. Using the "all" option may create more purchase orders than you intend.

- d. Enter a warehouse number or 'all.'
- e. Type the "Required Date" (MM/DD/YY) that appears on the purchase order or **Enter** for today's date.
- f. Enter the shipping method or **Enter** to bypass this information.
- g. Type the terms code or **Enter** to bypass this information.

27.7 Report on # Lost Sales & # Buyouts

Prints report of lost sales. Includes products unavailable for lack of customer's request. These lost sales can be input through Order Entry when a ticket is cancelled, through Stock Status Lost Sales, and through

the Dashboard Lost Sales option. Review this report to evaluate when you should begin stocking certain items caused by the number of sales lost from short-stocking.

- a. Select the type of report to print:
 1. End-of-Month lost sales
 2. Lost sales audit trail.

If you select this type of report, select a printer destination, sort by 'p'roduct or 'v'endor, and decide whether to clear the lost sales audit (type 'y***' or 'n'o').

- b. Enter a warehouse number of *'all.'*

| 21:11:13 11 Mar 1999 LOST SALES AUDIT TRAIL PAGE 1 | | | | | | | | | |
|--|-----------|----------------------|--------------|-----|---------|-----------------------|-----------|------|--|
| WHSE | PRODUCT # | PROD.DESC | PM VEND DATE | QTY | CUST.NO | CUST.NAME | OPER.NAME | PORT | |
| 001 | B10-016 | GL7 THERMOSTAT KIT | 313 Aug 1998 | 1 | | DATABASE | | 4 | |
| 001 | B10-016 | GL7 THERMOSTAT KIT | 313 Aug 1998 | 1 | | DATABASE | | 4 | |
| 001 | B10-016 | GL7 THERMOSTAT KIT | 313 Aug 1998 | 2 | | | | 4 | |
| 001 | B10-092 | PSG-4 SIGHT GLASS | 402 Jul 1998 | 15 | JOHN | JOHN DOES | DATABASE | 8 | |
| 001 | B10-092 | PSG-4 SIGHT GLASS | 402 Jul 1998 | 12 | JOHN | JOHN DOES | DATABASE | 8 | |
| 001 | B92-005 | 3/8X50 COPPER TUBING | 502 Mar 1998 | 1 | 123 | Jeff's JSS.UPG Tester | DATABASE | 32 | |

Figure 27-15. Lost Sales Audit Trail

27.7A Clear # Lost Sales &/or # Buyouts

After reviewing the Lost Sales Report, use this menu to clear out all the values of lost sales and to start accumulate them again.

- a. Select the type of report to run:
 1. Number of lost sales only
 2. Number of buyouts only
 3. Both lost sales and buyouts
- b. Enter a warehouse number to clear; separate several with semi-colon; or type *'all.'*

27.8 Report for A/O Vends # Prod.Det Vendor

Compares the Product Master and the Product Detail files, and lists items in which the Product Master Vendor (A/O Vendor) is different from the Product Detail Vendor.

- Select a printer destination. Report prints immediately.

| WHSE PRODUCT#.... | ITEM DESCRIPTION..... | PM.VEND | VEND.NO. |
|-------------------|--------------------------|---------|----------|
| 001 S88-010 | G347 MOTOR | A441 | RJW |
| 002 B10-086 | PSG-2 SIGHT GLASS | A480 | 391 |
| 002 B10-088 | PSG-2S SIGHT GLASS | A480 | 391 |
| 002 B10-089 | PSG-3 SIGHT GLASS | A480 | 391 |
| 002 B10-092 | PSG-4 SIGHT GLASS | A480 | 391 |
| 002 B10-093 | PSG-4MF SIGHT GLASS | A480 | 391 |
| 002 B10-095 | PSG-5 SIGHT GLASS | A480 | 391 |
| 002 B10-099 | SLD8-5SV DRYER | A480 | 391 |
| 002 B10-100 | PSG-5S SIGHT GLASS | A480 | 391 |
| 002 B10-102 | SLD13-6SV DRYER | A480 | 391 |
| 002 B10-105 | SLD54-11SV DRYER | A480 | 391 |
| 002 B10-106 | SLD54-13SV DRYER | A480 | 391 |
| 002 B10-223 | 68Z3215 TEY2 VALVE | A499 | 391 |
| 002 B10-272 | 000MMK-A00 MINI-MIZER KI | A499 | 391 |
| 002 B10-281 | 68-200900 ORIFICE #6 | A499 | 391 |
| 002 B10-282 | 68-200600 ORIFICE #3 | A499 | 391 |
| 002 B11-777 | 3100-004 PRESSURE CNTRL | A834 | 391 |
| 002 L36-470 | T87F2873 THERMOSTAT | A630 | 391 |

Figure 27-16. A/O Vendors v. Product Detail Vendor

27.9 Clear & Calculate Flyer Periods

Calculates the flyer Forecast items for the current or future months. Use this to run a special forecast to help get flyer items into stock in anticipation of increased sales due to flyer pricing. This *clears* the forecast for Vendor 001.

- Enter 'y***' to proceed with the process or **Enter** to exit.

27.10 Change Product Detail Vendor

Selects the Product Detail records with vendors, and changes them to a new vendor. By doing this, the Forecast calculation attempts to order the items from the new vendor. This program is helpful when changing an item from buying direct to buying from Corporate.

- a. Enter a vendor number to change *from*.
- b. Enter a vendor number to change *to*.
- c. Type the warehouse number or **Enter** for all.

27.11 Clear & Calc Preseason Forecast

Clears and calculates the Forecast in anticipation of pre-season promotions to stock up on items in the warehouse. The Forecast is based on the total sales for the range of months you enter, and is equal to the total sales in that period.

- a. Enter a vendor number.

- b. Enter a warehouse number or **Enter** for a consolidated report of all warehouses.
- c. Enter the *beginning* fiscal month.
- d. Enter the *ending* fiscal month.
- e. For the forecast, enter the minimum quantity sold in the last 12 months.
- f. Answer 'y' or 'n' to the next prompt: DO YOU WANT TO CONSIDER YOUR CURRENT ON-HAND QUANTITY AND WHAT YOU WILL HAVE LEFT ON-HAND WHEN CALCULATING THIS PRESEASON FORECAST?
- g. Enter a percentage to increase (+) or decrease (-) sales from a year ago for this year's calculation.

Appendix

Prompt Line Options

All DBS programs share common prompt line options. The letter(s) in bold is your input, except for "Line#" in which case you enter the actual line number.

| Option | Definition |
|--------------------|--|
| 0 to accept | Accept and save any changes in the parameter file |
| Backout | Exit the current screen or menu without accepting any new changes. No warning is given until you enter products. Depending on the settings, the program clears the screen and returns to the beginning to the CUSTOMER NUMBER prompt |
| Delete, DEL | Delete entry from the parameter file. Be careful with the Delete option. If you delete an entry for a particular port, that port will use the default parameter. |
| Edit | Edit lines sequentially from top to bottom |
| END | End process or session |

Screen Column Headings

| Name | Meaning |
|-------------|---|
| A.PROD.NO | Product number |
| AVL | Available |
| B/O | Backordered |
| CUST.NAME | Customer name |
| CUST.NO | Customer number |
| DATE | Date of invoice or Date for cash discount. |
| DESC | Description |
| INV.DECR | Invoice Decrement |
| INV.INCR | Invoice Increment |
| LN | Line number that corresponds to an open ar entry. |
| MTD | Month-to-date |
| N.MAX.VAL | New Maximum Value |
| NROP | New Re-order Point |
| NUMBER | A/R invoice number |

| Name | Meaning |
|-------------|---------------------------------------|
| O.MAX.VAL | Old Maximum Value |
| OPER.NAME | Operator name |
| OROP | Old Re-order Point |
| PM.VEND | Product Master Vendor |
| QTY | Quantity |
| QTY.6M | Quantity last 6 months |
| QTY.LY | Quantity Last Year |
| SC | Season Code |
| VALUE.CHNG | Value Change |
| VEND.NO | Vendor Number |
| VOQ*>30 | Vendor Order Quantity greater than 30 |
| WHS, WHSE | Warehouse |

AOC Vendor codes from the Product Master File
A = buy direct from or through Corporate
O = always buy direct
C = always buy through Corporate

Codes consist of one alpha and three numerics, for example
"A391" or "C544."

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