

- 1) Forecasting Menu – MM.27.5
 - a) Electronic Purchasing
 - b) Using the power of the computer to reduce your forecasting review time
 - c) Easily see inventory and overstock in other warehouses
- 2) ROP/EOQ
- 3) How this relates to the forecast
 - a) When the quantity available falls below the ROP, the computer will suggest ordering the Economic Order Quantity (EOQ)
- 4) Tips on maintaining the right ROP/EOQ
 - a) The EOQ considers many things like seasonal items, the cost of items, the cost of checking in items, and day's supply. Day's supply is the easiest for us to maintain. It can be done right from the forecasting screen with relative ease. For discontinued items you no longer want to stock, there is the 00 ROP. For new items you can use the min ROP. This will not let the ROP go under a specified quantity.
 - b) If you have not been maintaining Exceptional Sales then you will need to run Report MM. to review and flag exceptional sales before going onto the new ROP/EOQ system.
- 5) REPORTS
 - a) Backorder Allocation MM.2.4
 - b) Daily Allocation Report by Cust. – This report list the backorders by customer. It is used to release the customer's backorders. The items are listed in alphabetical order, showing the release quantity and the balance to the far right. When the balance is 0, the backorder can be released to the warehouse where it would be put in will call or shipped out.
 - c) Daily Allocation Report by Prod- This report lists the items on backorder in alpha-numeric order, the customer involved, and most important how many are on order with the vendor. When the VOQ column is showing a blank or "0" the backorder needs to be ordered. Every item that has a blank or a "0" is highlighted and the order is looked at to see if there are any special request on where to order it from. Most will be ordered on the corp order but occasionally you while have some transfers or vendor directs in there. As you go through the forecast these backorders are checked off to make sure they get ordered.
 - d) Possible Exceptional Sales -MM.27.1.20
-- This report gives you the items sold on the previous day that is 2x the ROP. Flagging these sales daily is easier than catching them on the corp order.
 - e) Lost Sales MM.27.7 – Also in Month-End
--Check this report to make sure you are not out of a stock item or need to stock a new item.

- f) Forecast Report MM.27.4
--Chose to print the forecast for all vendors except for corp. This report is checked to see if any items, normally ordered direct, need to be put on the corp order, transferred from another store, or placed direct with the vendor.

- 6) FUNCTION KEYS – How to save time!!!!
- a) These are programmed in Accuterm under Tools, Settings, Keyboard.
 - b) If not already turned off you will need to ask DST to turn off the Auto load of function keys by the DBS system to the port that you use for forecasting.

F1 - END^M	HOT KEY FOR END
F2 - WEB^M	CHECK STOCK AT D.C. AND OTHER JOHNSTONES
F3 - S^M	GO TO STOCK STATUS FROM THE FORECAST
F4 - INQ^M	GO TO INQUIRY SCREEN
F5 - 0^MF^M	ACCEPT FORECAST QUANTITY AND GO TO THE NEXT ITEM
F6 - 3^M0^M0^MF^M	CHANGE FORECAST QUANTITY TO “0”, GO TO NEXT ITEM
F8 - 5^M00^M	CHANGE ROP TO “00”
F9 - S2^M	LOOK AT STORE 2 (or S1^M - TO LOOK AT STORE 1 WHEN IN STORE 2)
F10- E^M0^MF^M	WHILE LOOKING AT THE OTHER STORES STOCK,(AFTER PRESSING F9), THIS WILL REVERT BACK TO THE ORIGINAL VENDOR, ACCEPT THE QUANTITY AND GO TO THE NEXT ITEM.
F11- E^M1^M4^M^M	WHILE LOOKING AT OTHER STORES STOCK,(AFTER PRESSING F9), IF YOU DECIDE TO TRANSFER IT FROM YOUR OTHER STORE, THIS WILL REVERT BACK TO THE CURRENT FORECAST AND CHANGE THE VENDOR NUMBER TO THE OTHER STORE (4). The number 4 is our vendor number for the Baton Rouge store.
F12- 0^MB^M	ACCEPT FORECAST QUANTITY AND BACK-UP TO THE PREVIOUS ITEM.

^ - THIS IS THE SHIFT 6 KEY

M - THIS WITH ^ AS IN (^M) IS EQUIVALENT TO <CR> IN ACCUTERM
 WE HAVE FOUND THAT HAVING THE FUNCTION KEYS PROGRAMMED THIS WAY SPEEDS UP THE PROCESS TREMENDOUSLY. MUCH FASTER THAN PAPER REVIEW

7) EXPLAIN FORECAST SCREEN

- a) D.C.'s available stock – Gives instant access to their stock levels, gives the opportunity to not place an order with corp if they do not have it.
- b) Create Date- Handy if you need to know when the item was first created.
- c) Overstock in whse 002- This highlighted area lets you know that the item is available in the other store. This only shows if the quantity in the other store is greater than the ROP, hence “overstock”
- d) WLOC- Warehouse location is helpful for items that you keep on display. This allows you to stock more to keep your front end displays full.
- e) FY SALES HISTORY- This gives you 2-3 years of sales history to base your purchasing decisions on. Always be on the look out for exceptional sales, seasonal items, and flyer items coming up. Flyer items are designated by a *.
- f) The following items can be changed by the purchasing agent:
- g) VENDOR# - Usually 001 on the corp order, this can be changed to order the item direct or from another store.
- h) COST – Rarely used, but can be changed in case you meet lot quantities. This field is updated automatically when you change the 1. Vendor field. It changes to the direct cost. When transferring an item it will change automatically to the average cost.
- i) FCST QTY – This field is used to change the quantity you want to order. This will be the quantity listed on the P.O. once converted. This is the same as the “EOQ=” quantity. If you do not want to order a particular item, you would simply enter “0” here. Using the preprogrammed function key F6 will “0” the order quantity and move you to the next item.
- j) Standard Pack – This too is not changed often, but it is available if needed.
- k) ROP - This is calculated by the computer weekly. Most changes in this field will be to a “00” for items you decide that you do not want to stock.
 - (1) -Careful, when changing to a “00” you will be asked how many months?
 - (a) Hitting “enter” will keep it at “00” forever.
- l) DAYS.S – Day’s supply can be changed here. The computer will use this to determine the ROP. If you find the ROP is a little low for the amount of sales, bump the day’s supply up to tweak the numbers without using the MIN ROP.
- m) #Lost Sales – This field displays the number of lost sales that have been posted for this item. Selecting 8 <CR> will display when the lost sales occurred.
- n) B/O – Quantity of items on backorder.
- o) AVAIL – Quantity available to be sold.
- p) AOC – Product master vendor code, which includes the AOC code
 - i) -A - Order from corp or vendor direct
 - ii) -O – Order vendor direct only
 - iii) -C – Order corp only
- q) VOQ * > LEAD DA – This shows you what is on order for this item.
 - i) -8 * 8 -Means the item is more than one week out
 - ii) -8 * -Means the item is expected to be in within a week
- r) SUBSTITUTE ITEMS – Shows any subs and their available quantities.
- s) CAT PAGE# - Gives you the page in the catalog for this particular item.
- t) COST AND PRICING FIELDS - Here you can compare branch cost to direct cost to average cost. Flyer items will have a “*” in these field to draw attention to them. Direct quantity is also listed here to aid in your decision on buying direct or going through corp. The each price and available price breaks are also listed.

Remember to keep your eye on big differences between average and branch, it could be a flyer item in which you want to stock up on because it has a lower cost. Also, watch for items with a high margin. You do not want to run out of an item that can make you a lot of money. Lastly, watch for big discrepancies between branch and direct. A bundle of money can be saved by ordering an item direct, instead of through corp.

u) OPTIONS ON THE BOTTOM OF THE SCREEN

- i) -Some of these items are incorporated in the previously mentioned function keys, but we will touch upon each one so you understand what they do.
- v) LN# - Here is where you type in one of the 8 #'s to change.
- w) 0-ACCEPT – By hitting “0” and enter you accept everything on the screen as it is.
- x) ‘B’ACKOUT – This will back out and not save any changes that may have been made.
- y) ‘D’elete – Totally removes an item off of the forecast. I would simply change the FCST QTY to “0” instead of using this feature.
- z) S#-STORE – By typing “S” and the other store number (S2) you can see the other stores forecast screen. This is used in deciding whether or not to transfer an item. The only field that can be changed when in the other store is the ROP field. Mostly used to put in a “00”.
- aa) ‘PO’ – This will list all open purchase orders for this particular item.
- bb) ‘S’ – Displays stock status for the item.
From here you can also change the Minimum ROP in product detail by selecting PD <CR>. MIN ROP – Use this field to enter the minimum ROP. The ROP will be allowed to go higher but never lower than the specified value.
Remember, you can get to a lot of places from stock status including Product Detail (PD), Product Master (PM), etc.
- cc) ‘SE’ – Exceptional sales can be flagged by entering SE
- dd) ‘W’eb – Shows the stock at the D.C.s and other Johnstones.

- 8) When going through the forecast your hands will be positioned on the function keys. If everything looks good for an item, hit F5. This will accept the screen and move forward to the next item. If you don’t want to order this item, hit F6. This will put a “0” in the FCST QTY field and move forward to the next item. As you get used to this process and know what to look for on the screen it will become second nature, and your eyes will start to see the whole screen at a glance. From time to time your fingers may become a little to fast, this is why we have a key programmed to back up, F12. If you see an item you know you don’t want to stock, hit F8. If you see an item you might want to transfer, hit F9 to see the other stores forecast screen. If you decide you want to transfer the item, simply hit F11. This will revert back to the original forecast and change the vendor to the other store. If you want to leave their stock alone and just get it from corp, hit F10. This will revert back to the original forecast accept the screen as it was and move forward to the next number.

9) MAINTAINING FORECAST

- a) Always start with the forecast for your other store for items that you would normally get from them or have them set up as the vendor.
- b) Not only are you looking to make a decision on ordering an item and how much, but there are other things you must keep your eye on also.
- c) Standard Packs – If you are close to a standard pack it may be beneficial to adjust your quantity to bring in the standard pack. This will save the D.C. and the store time when picking, counting, and putting the item away. It also decreases any counting errors that could possibly happen.
- d) Transfer – Always keep your eye on the overstock on your other stores. It makes sense to transfer items from another store because they have already been paid for.
- e) Backorders – Keep your eyes on the stock level at your D.C. to head off any potential problems with backorders. We have programming that does this automatically after you create the P.O.
- f) Exceptional Sales – The report previously mentioned may not catch them all, or the one's from previous years. This is very important to keep up to date because it creates the most problems with over ordering.
- g) Flyer Items – Designated by "*" often represent savings from the normal branch cost, this may be a good time to stock up.
- h) ROP – Make sure the ROP looks right considering the amount of sales for that item. If it looks low you can adjust the day's supply to raise the ROP or use the min ROP to keep a certain level at all times.

10) CONVERTING FORECAST

- a) Convert Store 2 forecast into a P.O.
 - i) -MM.27.6 convert vendor 4 into a P.O.(4 is the vendor number designated to our other store)
- b) Convert the Corp forecast into a P.O.
 - i) -MM.27.6 convert vendor 001 into a P.O.

11) Items sold today and B/O below ROP

- a) -MM.27.3a will run a report to catch all items that were backordered or fell below ROP since the day-end recalculated the forecast.
- b) -You do have the option to clear the forecast and only have these items appear on the forecast for 001. This makes it easy to go through the items, but make sure the corp order has been converted prior to running this report.

12) TRANSMITTING

- a) MM.10.30.2 – transmits the P.O. to corp
- b) E-mail acknowledgement within minutes after placing the order
- c) Faxed acknowledgement
 - i) -A faxed confirmation will be received listing the P.O. details and any backordered items along with the stock level at the other D.C. and any promise dates.