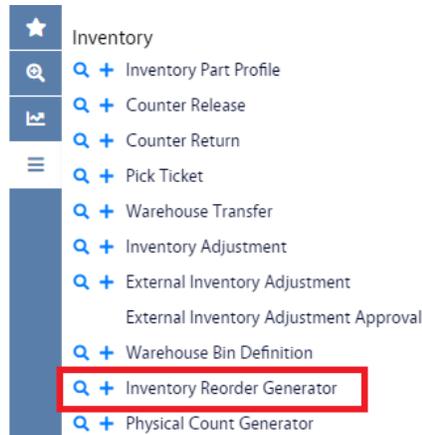


Using the Inventory Reorder Generator

The Inventory Reorder Generator is used to reorder inventory items in a warehouse. The generator takes several criteria to determine which parts should be checked to see if they need to be reordered. Purchase Orders can then be generated for the parts that need to be reordered. One Purchase Order will be generated for each Contractor that parts need to be order from.

1. From the menu, under **Inventory Management – Inventory Reorder Generator**



2. Click Inventory Reorder Generator hyperlink and then click 

a. Alternatively, you can click  from the menu.

3. This will bring you to the Inventory Reorder Generator screen.

 A screenshot of the 'AiM Inventory Reorder Generator' application window. The window title is 'AiM Inventory Reorder Generator'. At the top right, it says 'DALLACE' and has icons for help and refresh. Below the title bar are 'Save' and 'Cancel' buttons. The main area is divided into several sections. On the left, there's a 'View' section with 'Generation Errors' and a text area. The top right has 'Finalize' (set to 'No') and 'End Date' (with a calendar icon). Below that is the 'Warehouse' field, which is highlighted with a red box and has a magnifying glass icon. The middle section contains several input fields for 'Class', 'Commodity', 'Item', 'Start Bin', 'End Bin', and 'Cycle Code', each with a magnifying glass icon. On the right side, there are fields for 'Contractor', 'Address Code', 'Method' (a dropdown menu), and 'Preference'. At the bottom, there's a 'Parts' section with a 'Remove' button. Below the 'Parts' section is a table header with columns: 'Preference Bin', 'Part', 'Description', 'Calculated Qty', 'Contractor', 'Reorder Level', 'Target Level', 'Order Quantity', and 'Reorder Method'.

4. You will need to fill in the Warehouse. Click the  and select the warehouse.

5. The other fields can be used to narrow the number of Parts that are selected.

6. Click 

7. This will execute the query and returns the list of parts that meet the criteria and need to be reordered.

AiM Inventory Reorder Generator

DALLACE ⓘ ? ↗

Generate **Delete** Edit New Search Browse ☆

☆ View **1017** Last Edited by DALLACE UNGER On 6/8/22 11:56 AM Finalize No

Generation Errors End Date

Warehouse [B-S MAIN](#)

B-S MAIN

Class Start Bin Contractor

Commodity End Bin Address Code

Item Cycle Code Method Preference

Parts

Preference	Bin	Part	Description	Calculated Qty	Contractor	Reorder Level	Target Level	Order Quantity	Reorder Method
1	DD/03/C/C/	CP-741	PAPER BATH TISSUE 1 PLY, 96/CT (STAPLES PT# 800794)	0.0000	NICHOLS 1	1.0000	0.0000	1.0000	Purchase Order

8. You have two primary options at this point.

- Clicking  will delete this reorder record from the system and you are done with it.
- Clicking  to generate the Purchase Orders.
- You will be asked if you want to actually generate the reorders or not.

Message

The system will generate the appropriate reorders. Do you wish to continue?

- Click  to generate the Purchase Orders.

9. If there are errors, the Generation Error hyperlink will be blue and underlined.

View

[Generation Errors](#)

- To see the error (Generation Error will be in blue text and underlined), click the hyperlink.

AiM Generation Errors

← Back

★ 1013 Last Edited by DALLACE UNGER On 5/26/22 11:26 AM

🔍

📄

☰

Parts

Preference	Bin	Part	Description	Reason
1	2002C04	1.100206	THERMOSTAT HW TP970A 2004	ERROR CODE: 1031 FIELD [COMMODITY] IS REQUIRED ON RECORD [LINE [1] PO CODE [1138]]

b. The Reason for the error it provided and will need to be corrected before the part can be reordered.

10. If there are Purchase Orders generated, you can find them by going to the Purchase Order module and search for them, or by clicking the clicking the Preference hyperlink in the Parts section of the screen.

AiM Inventory Reorder Generator

DALLACE ! ? ↶

New Search Browse ★

★ View 1017 Last Edited by DALLACE UNGER On 6/8/22 11:57 AM

🔍 Generation Errors

📄

☰

Finalize	Yes
End Date	
Warehouse	B-S MAIN
	B-S MAIN

Class		Start Bin		Contractor	
Commodity		End Bin		Address Code	
Item		Cycle Code		Method	
				Preference	

Parts

Preference	Bin	Part	Description	Calculated Qty	Contractor	Reorder Level	Target Level	Order Quantity	Reorder Method
1	DD/03/C/C/	CP-741	PAPER BATH TISSUE 1 PLY, 96/CT (STAPLES PT# 800794)	0.0000	NICHOLS 1	1.0000	0.0000	1.0000	Purchase Order

11. The PO Code is in the bottom lefthand column and is a hyperlink to the Purchase Order that this part is one.

The screenshot displays the 'AiM Parts' interface. At the top left, there is a 'Back' button. The main content area shows a part record for '1017' with the description 'PAPER BATH TISSUE 1 PLY, 96/CT (STAPLES PT# 800794)'. The record is highlighted in yellow and includes the text 'Last Edited by DALLACE UNGER On 6/8/22 11:57 AM'. The interface is divided into several sections: a left sidebar with navigation icons, a top section with 'Bin' and 'Part' information, and a bottom section with a grid of attributes and quantities.

Bin		Part	
DD/03/C/C/		CP-741	
PAPER BATH TISSUE 1 PLY, 96/CT (STAPLES)			

Preference	1	Stock On Hand	0.0000	Reorder Level	1.0000
Contractor	NICHOLS	On Order Quantity	0.0000	Order Quantity	1.0000
Address Code	1	Committed Quantity	0.0000	Issue Factor	1
Method	Purchase Order	Calculated Quantity	0.0000	Vendor Quantity	1.0000
Type	P-CARD				
Blanket Number					
PO Code	1063				

12. You can use the navigation bar at the bottom of the screen to move to the other Parts on Inventory Reorder Generator record.