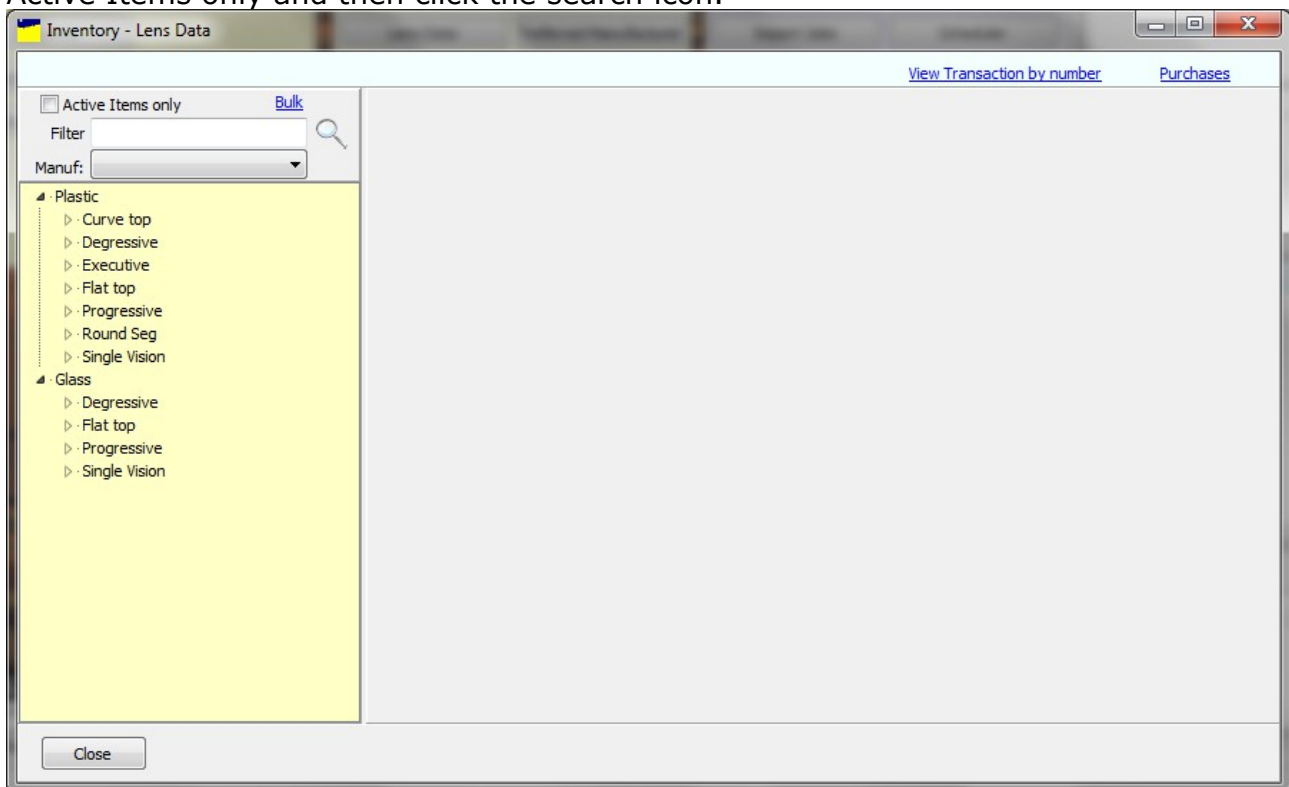# Reordering Lenses.

Introduction.

This document briefly outlines how inventory can be managed from the Kalahari program.
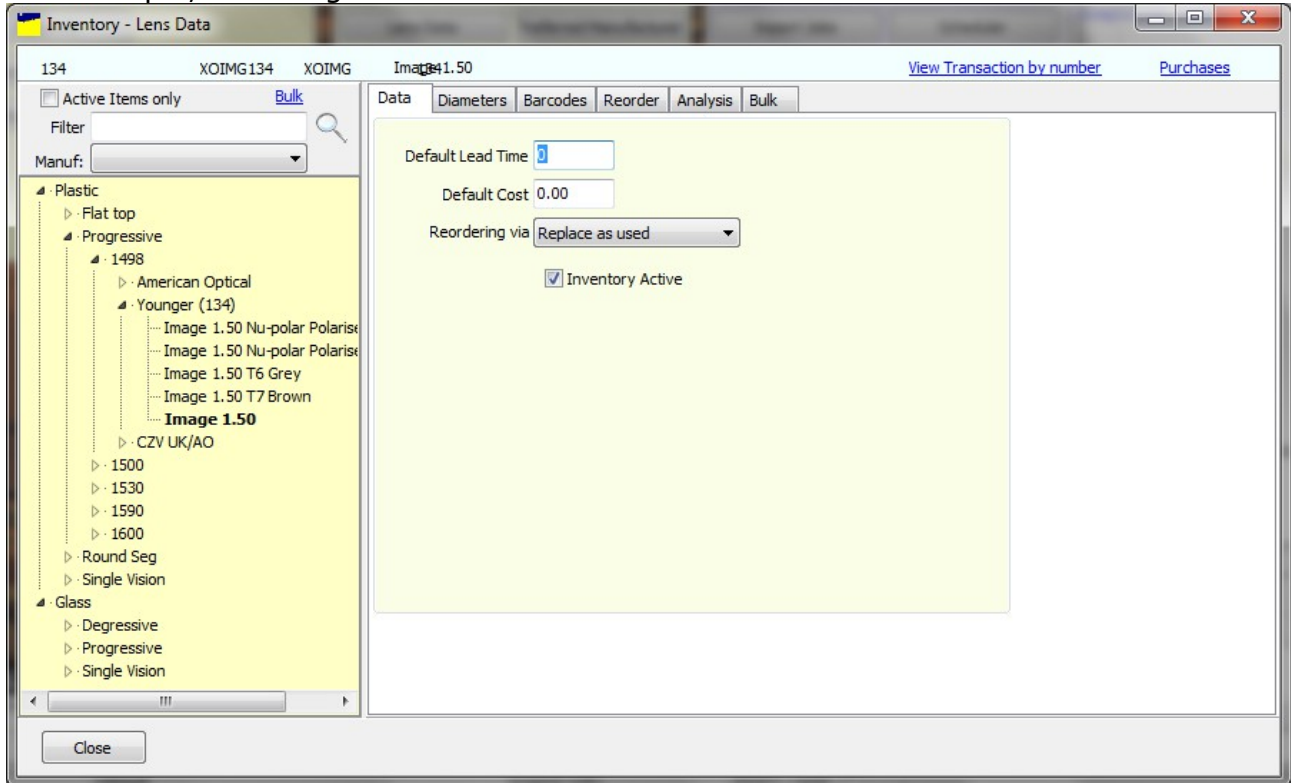
Description.

In Kalahari – click on inventory.

The semi-finished data is arranged so that you can identify a product as "Active Inventory". Active Inventory is for the product that you keep in stock. The alternative is for product that you order as needed. In this case, we are going to generate a reorder report for lenses that have been taken from stock.

So the first step, is to identify those products as being "Active Inventory". In order to do this, we need to go through all the products and set the active items. So untick the Active Items only and then click the search icon.
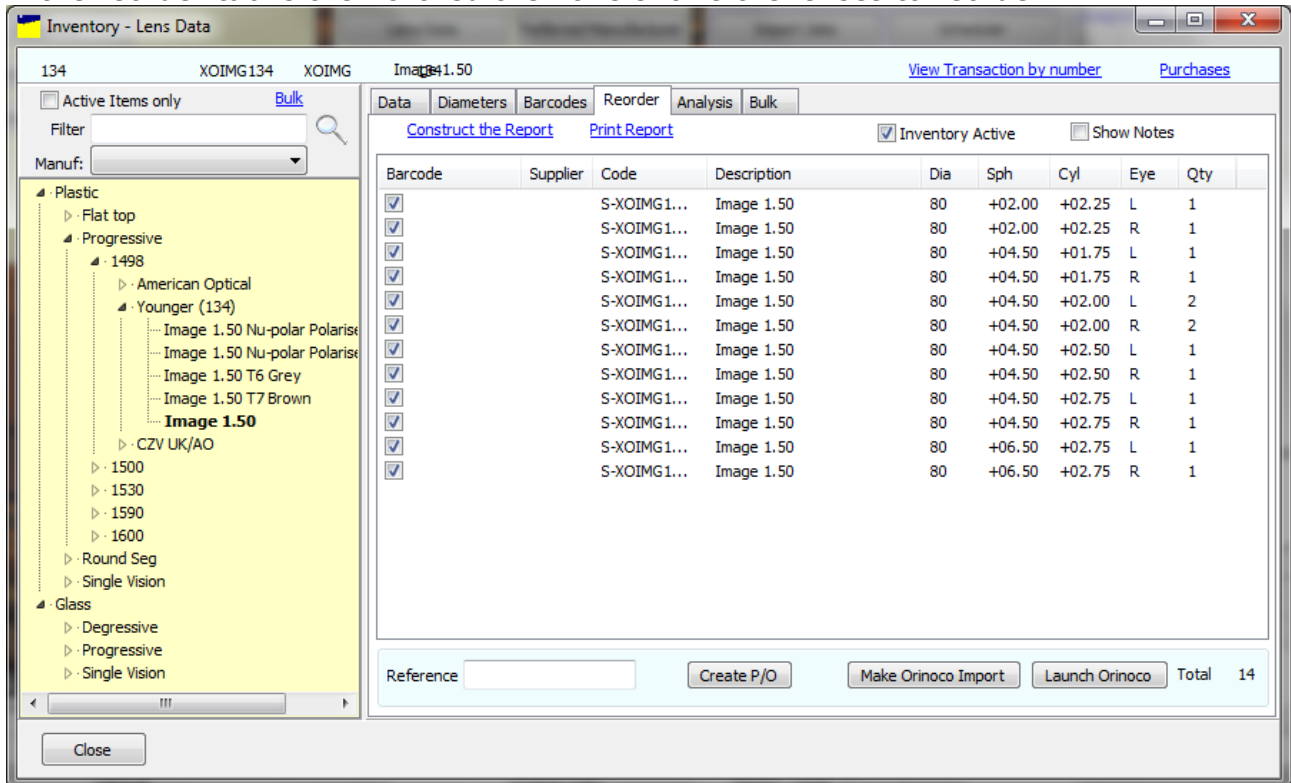

Then it is a matter of looking at each lens and setting the active flag as required.

For example, the Image 1.50 lens is set here.

If the reorder tab is then clicked then this shows the lenses to reorder.

There are two methods for calculation of the reorder level.
Replace as Used
Trigger level

If a Trigger level is used then the stock levels need to be entered and then the trigger levels also have to be entered. When the stock level falls below the trigger level then a reorder is triggered. It is simpler to start with Replace as Used.
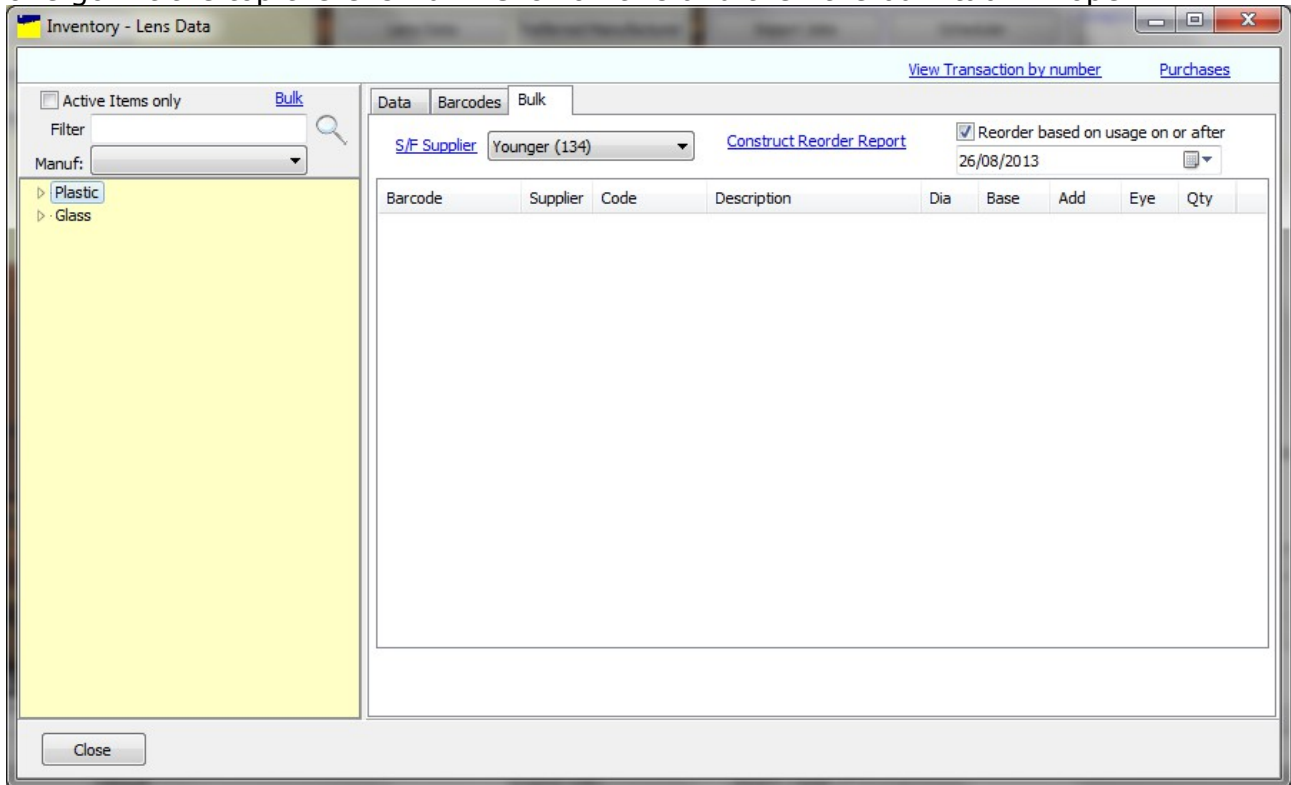
Please also remember to record rejects as these will also be taken into account.

In this screen, the lens is set to Replace as Used and it will show the quantities used since the LAST reorder run.
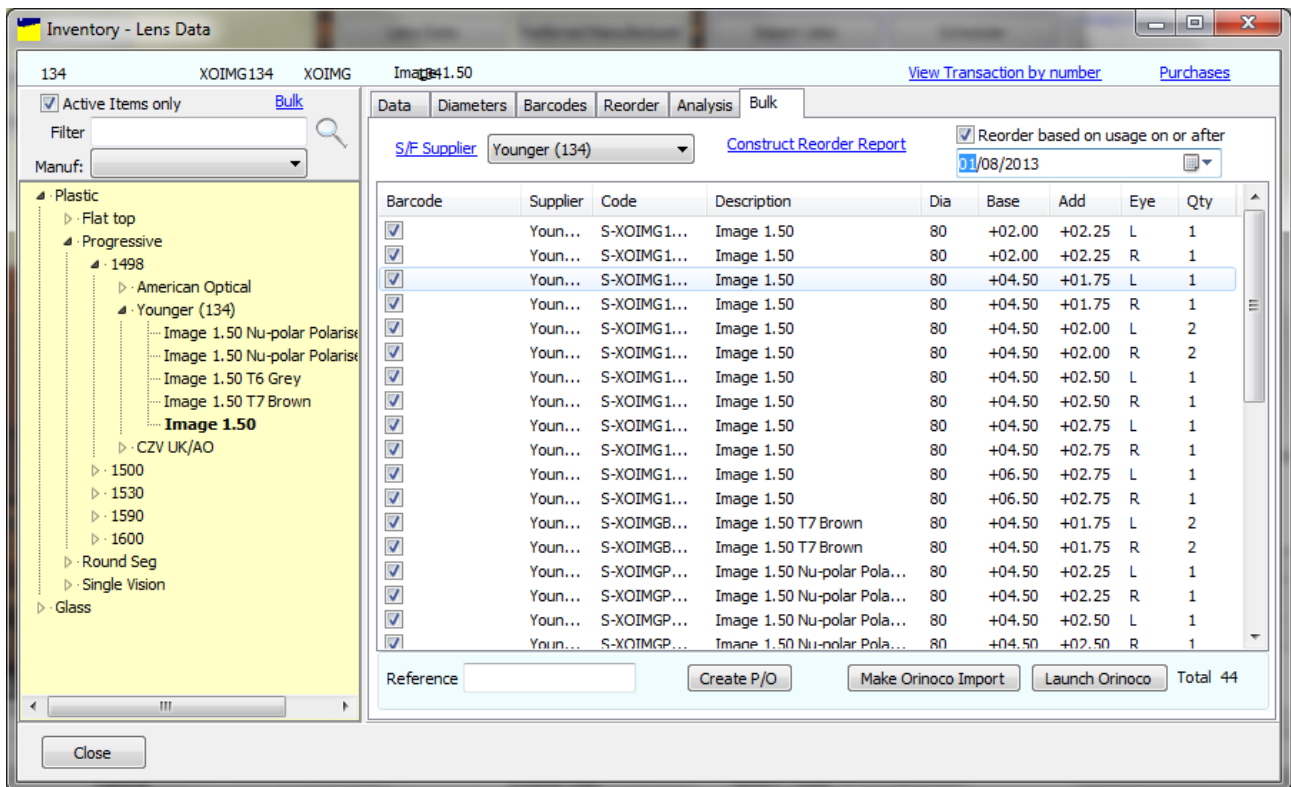
Click on Create P/O to make the purchase order or you can pass the information over to Orinoco.

Bulk Ordering.

Sometimes it is more convenient to want to order the lenses from one supplier all in one go. At the top there is Bulk. Click on this and then the bulk tab will open.
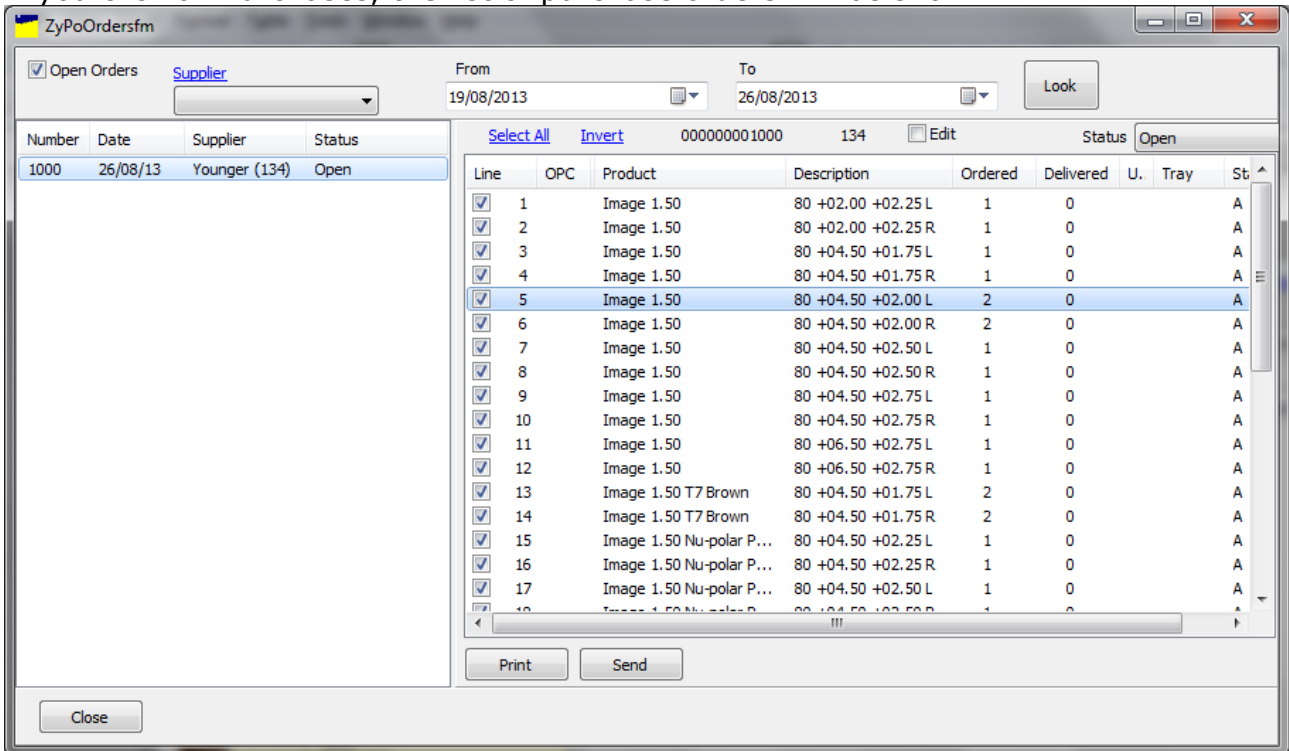

Select the supplier and then click Construct Reorder Report. You can either have all usage since the last reorder report included or by ticking and selecting the date on the right hand side you can filter the reorder to include usage since a certain date. If you order daily then it is likely that you will not need to tick this.

Again there are the options to Create the P/O or to pass to Orinoco. Let's Create the P/O.

You will be asked for a reference / PO number.

If you click on Purchases, the list of purchase orders will be shown.

There are options to print or to send. The print layout is controlled in the layout manager that is reached from the Kalahari menu via "Other" / Purchase Layout.

If you are running live stock then when the lenses are delivered then then you need to record the quantities delivered so that the stock levels are updated.