

Configuring Inventory Replenishment for Purchased Items

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This guide explains two aspects of configuring automatic inventory replenishment. It is intended for both general users and system administrators.

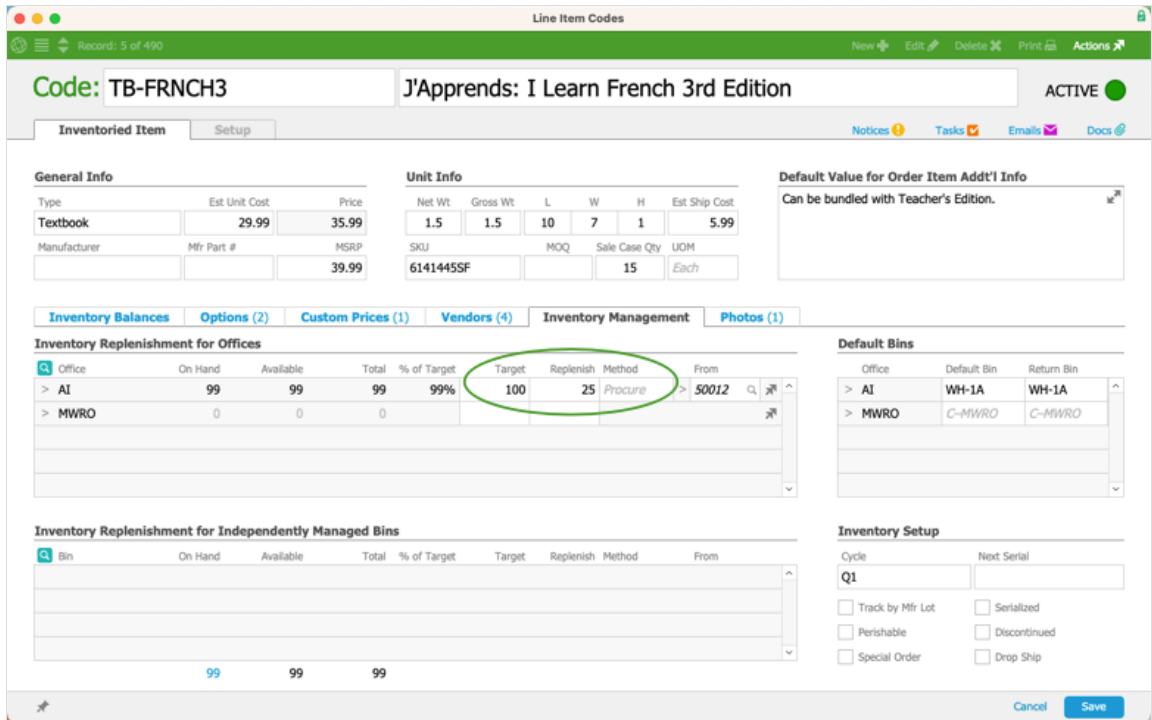
You can keep your stock at just the right levels using aACE's robust automation features, including automatic updates to existing purchase orders (POs). After you [understand how to work with the inventory replenishment](https://aace6.knowledgeowl.com/help/understanding-inventory-replenishment-for-purchased-items) tools, implementing this feature involves two stages:

1. General users set the replenishment fields on each line item code (LIC).
2. System administrators [configure the automation schedule](#).

1. General Users – Set the Replenishment Fields for LICs

For inventoried LICs that you need to consistently re-stock, you can enter parameters that tell aACE how to keep your inventory levels just where you need them. You can specify these levels for each [office location](https://aace6.knowledgeowl.com/help/overview-of-offices) where you store inventory for a given LIC.

1. Navigate from **Main Menu > Inventory > Line Item Codes**.
2. Locate the desired LIC using the [Quick Search bar](https://aace6.knowledgeowl.com/help/using-the-quick-search-bar).
3. At the detail view, click the **Inventory Management** tab, then click **Edit**.
4. For each office that needs automated replenishment, enter the parameters:
 - Target – Quantity you want to have on the shelf
 - Replenish – Quantity that will trigger an automated purchase order
 - Method – How the inventory should be replenished
 - From – The vendor to be used for procurement or office location for transfers



5. Click **Save**.

Tips

Footer Shortcut to Display Needed Replenishment

At the LIC list view, click the footer shortcut link 'Find Items Requiring Replenishment'. aACE displays inventoried and inventoried-assembly items that have an Available quantity less than the Target quantity.

Line Item Codes

Record: 1 of 490 Inventory View New Edit Delete Print Actions

Codes

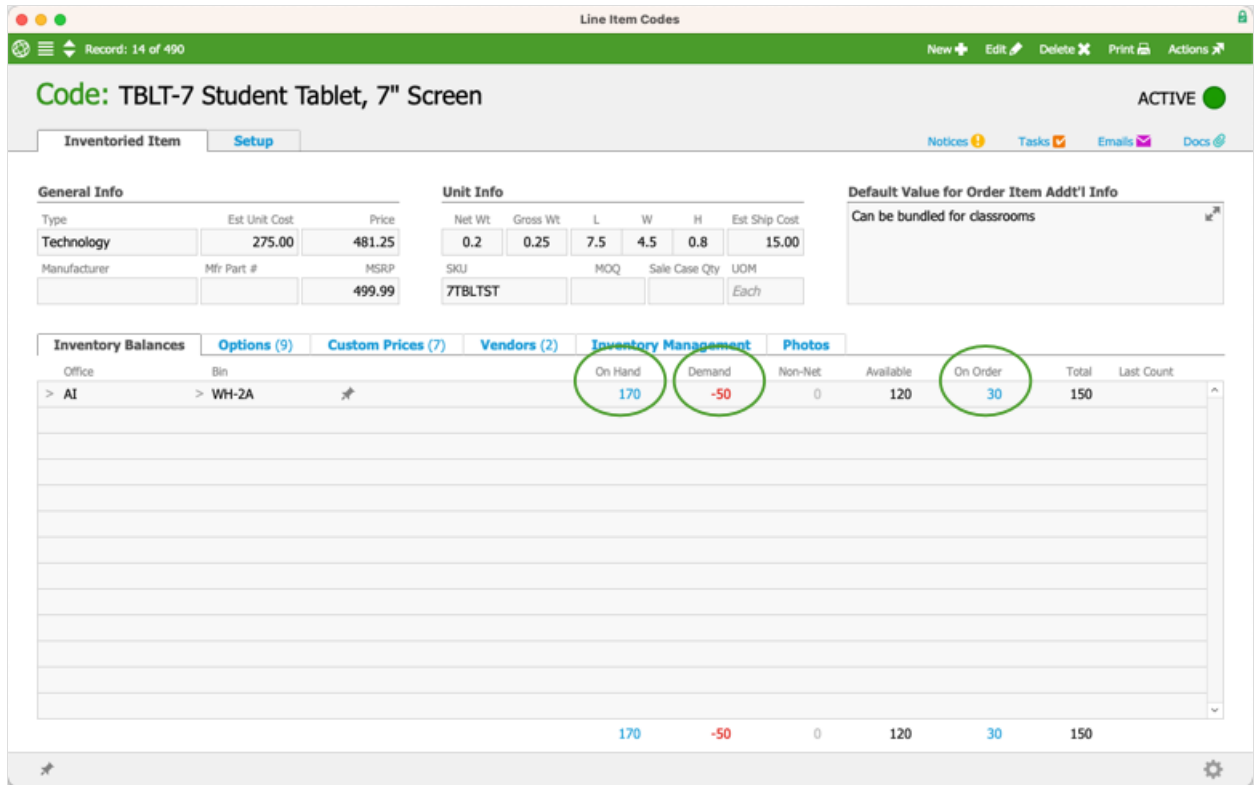
Type	Code	Description	Rec Type	Pref Vendor	Invtry On Hand	Available	Total	Sales	Ship	Status
> Misc	ADJ	Billing Adjustment	OTH		0	0	0			ACTIVE
> Misc	SHIP	Shipping	EXP	FedEx	0	0	0			ACTIVE
> Misc	DEPOSIT	Deposit	OTH		0	0	0			ACTIVE
> Misc	HIST	Historical Balance	OTH		0	0	0			ACTIVE
> Textbook	TB-FRNCH3	J'Apprends: I Learn French 3rd Edition	ITM-INV	Textbook	99	99	99	✓	✓	ACTIVE
> Textbook	TM-FRNCH3	J'Apprends: I Learn French Teacher's	ITM-INV	Textbook	90	90	90	✓	✓	ACTIVE
> Labor	L-SALES	Sales	TIME		0	0	0			ACTIVE
> Technology	TECH-001	Electronic Whiteboard, Freestanding	ASMBL	Aperture	0	0	0	✓	✓	ACTIVE
> Workshop	WS-SSA-S	School STARS Astronomy Signage	ITM		0	0	0	✓	✓	ACTIVE
> Workshop	WS-SSA-C	School STARS Astronomy Curriculum	ITM		0	0	0	✓	✓	ACTIVE
> Workshop	WS-SSA-P	School STARS Astronomy Presentation	ITM		0	0	0	✓	✓	ACTIVE
> Labor	L-PRD	Production Labor	TIME		0	0	0			ACTIVE
> Job	JOB-VP	Video Production	ASMBL		0	0	0	✓	✓	ACTIVE
> Technology	TBLT-7	Student Tablet, 7" Screen	ITM-INV	LearnWright Inc.	170	150	150	✓	✓	ACTIVE
> Notebook	NTBK-011	Lab Notebooks / Journals	ITM-INV	McGullicuddy	240	120	120	✓	✓	ACTIVE
> Misc	BAD DEBT	Used for writing off bad debt	OTH		0	0	0			ACTIVE
> Textbook	TB-LIT102	The Complete Works of Shakespeare	ITM-INV	McGullicuddy	65	65	65	✓	✓	ACTIVE
> Technology	TBLT-8	Student Tablet, 8" Screen	ITM-INV	LearnWright Inc.	100	100	100	✓	✓	ACTIVE
> Labor	L-DEV	Curriculum Development	TIME		0	0	0			ACTIVE
> Labor	L-MKTNG	Marketing	TIME		0	0	0			ACTIVE
> Outsourced	OS-WEBDEV	Web Development	EXP	Educause	0	0	0			ACTIVE
> Technology	TBLT-8C	Student Tablet, 8" Case	ITM-INV	Aperture	60	60	60	✓	✓	ACTIVE
> Textbook	TB-MTH6	Middle-Grade Math 6th Edition	ITM-INV	McGullicuddy	70	70	70	✓	✓	ACTIVE

Show All Find Inventoried Items **Find Items Requiring Replenishment** Find Sales Entry Line Item Codes Related Records

Jump to Related Modules

At an LIC's Inventory Balances tab, click the quantity number links to quickly display relevant records in other modules:

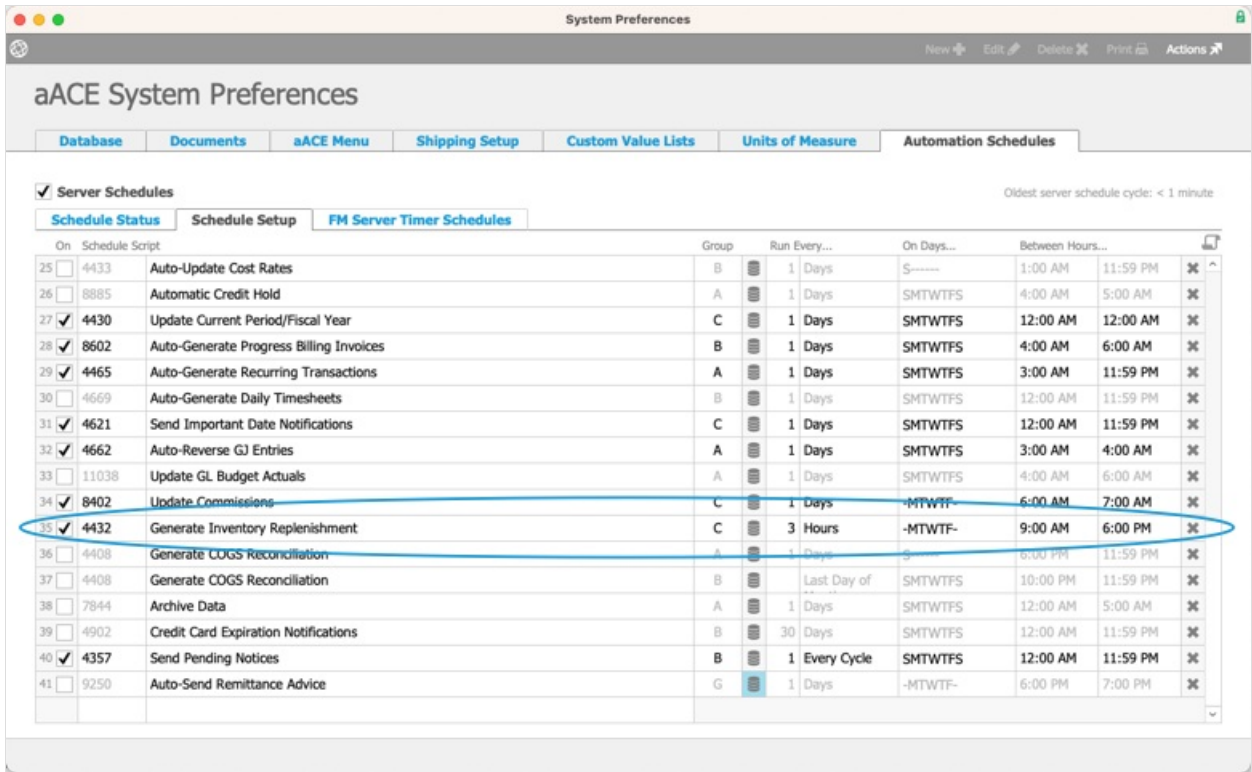
- On Hand – Inventory Transactions module
- Demand – Orders module
- On Order – Purchase Orders module



2. System Administrators – Configure the Automation Schedule

The second part of preparing the inventory replenishment automation is for the system administrator to specify when aACE should check for items that need to be re-ordered.

Navigate from Main Menu > System Admin > System Preferences > Automation Schedules tab. On the Schedule Setup tab, mark the flag to Generate Inventory Replenishment.



We recommend that this process run only once a day. If needed, you can configure it to run multiple times per day; however, it should *not* run more than every few hours. Make sure the settings you specify here align with your organization's policies. (Read more about [configuring automation schedules](https://aace6.knowledgeowl.com/help/configuring-automation-schedules) (<https://aace6.knowledgeowl.com/help/configuring-automation-schedules>).