Minimum Stock Setup

Module Guide: Minimum Stock Setup

Module Location

Inventory > Minimum Stock Setup

Module Objective

The **Minimum Stock Setup** module is a control center for inventory management. Its purpose is to set two crucial parameters for each item:

1. **Minimum Stock (Reorder Point)**: The lowest stock quantity limit. If the stock in the warehouse reaches this number, the system will signal that a reorder needs to be placed.

2. **Reorder Quantity**: The standard quantity that should be ordered when the stock reaches the minimum point.

This setup is the basis for preventing **stockouts** and automating the procurement process.

1. Main View (Item Setup List)

The main page of this module displays a list of all inventory items along with their current Minimum Stock and Reorder Quantity settings.

- **View**: This page provides a general overview of the settings for all items. You can filter by **Item/Service Category Type**

(e.g., RAW MATERIAL).

- **Action Button**:
  - **[Shortcut]**: The main button used to open the bulk setup screen, allowing you to change the settings for many items at once.

2. Steps to Set Minimum Stock (via Shortcut)

Step 1: Open the Setup Screen

From the main page, click the **[Shortcut]** button to open the **Specify Raw Material Stock** screen.

Step 2: Select Items to be Set

1. Use the **Category** filter to simplify the search.
2. In the **Item/Service Name** list box, select one or more items to be set up. You can hold down the **Ctrl** key (to select one by one) or the **Shift** key (to select a range) on your keyboard to select multiple items.

Step 3: Enter Minimum and Reorder Values

1. Fill in the **Minimum Stock** field with the lowest allowed stock number.
2. Fill in the **Reorder Quantity** field with the standard quantity that will be ordered.

Step 4: Save the Settings

Click the **[Change]** button to apply these settings to all the items you have selected.

Workflow & Integrated Business Process

The data you set up here will be used by the system to generate **"items to be reordered" reports** or even to automatically create a draft **Purchase Requisition** when the stock reaches the minimum level.

Tips & Important Notes

- This setup is the heart of **proactive, not reactive,** inventory management.
- Review and update these values periodically (for example, every quarter) to adjust to changes in demand patterns and supplier lead times.
- This is a crucial module for the **PPIC (Production Planning and Inventory Control) and Purchasing** teams.

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