

## Suggested Reorder Point

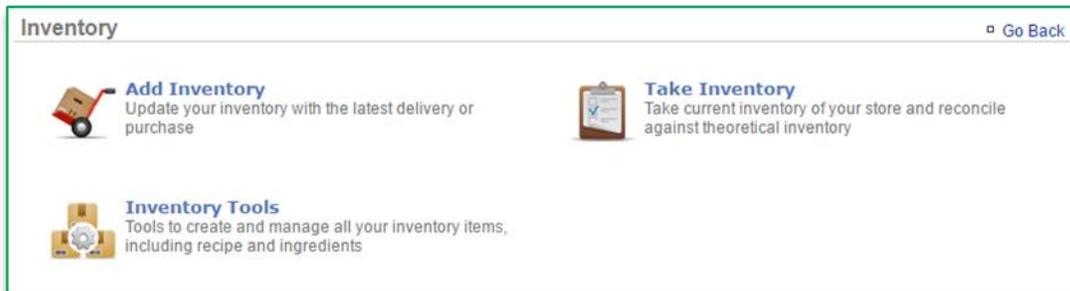
The **Suggested Reorder Point** in NCR Console's Inventory Management module uses a reorder point calculation based on inventory movement and sales trends, in an effort to save you money by minimizing excess inventory on hand, save you time by making calculations for suggested reordering points.

Reorder points are only calculated if:

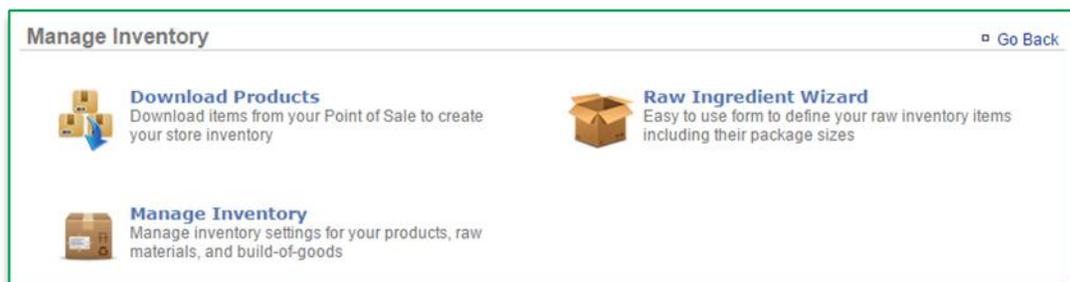
- An ordering lead time for is entered for inventory items
- recipes are created using the inventory items that lead times are set.
- If those recipes are tied to a POS key.

You must have access to the Manage Inventory module within Console in order to set lead times for inventory items. To set lead times for inventory items you will need to: navigate to the **Product Management** module and click **Inventory**.

1. Log into NCR Console, go to the **Store Tab** and click **Product**
2. Click **Inventory**
3. Click **Inventory Tools**



4. Click **Manage Inventory**



5. Click the **Raw Ingredients** folder to the left of the screen to expand the category

6. Click a subcategory
7. Click an item within the subcategory

**Manage Inventory** Go Back More Options

My Inventory

- Products
- Raw Ingredients
  - Bag
  - Bread**
  - Carton/Can
  - Dairy
  - Frozen
  - Meat
  - Package
  - Produce
  - Retail - Baby
  - Sauce
  - Seasoning
  - Zone 1
  - Zone 2
  - test

Category : Bread (Options)

Item	Theoretical On Hand	
hamburger bun	799.65 24 Case hamburger bu	<a href="#">View History</a>
hot dog bun	199.91 24 Case hot dog bun	<a href="#">View History</a>
onion ring batter	0.00 1 gal onion ring bat	<a href="#">View History</a>
pizza dough	499.89 24 Case pizza dough	<a href="#">View History</a>
strip batter	398.41 1 gal strip batter	<a href="#">View History</a>
Tortilla	1,199.88 8 Each Tortilla	<a href="#">View History</a>

8. Click **Edit Item Information**

**Item: hamburger bun** Go Back More Options

**Item Information**

Name: hamburger bun	Cost:
Category: Bread	Price:
Description:	<b>Unit Type:</b> 24 Case hamburger bun
SKU:	<b>Theoretical On Hand:</b> 799.65
Model Number:	Minimum Quantity:
Manufacturer:	Maximum Quantity:
Vendor:	<b>Taxable:</b> No
Vendor Product Name:	<b>Discontinued:</b> No
Vendor Product ID:	Identified on the POS as:

[Edit Item Information](#) ➔

9. Enter **Lead Time (in days)**
10. Click **Save**. This will redirect you to the **Item Information** screen.
  - Lead time and reorder point information will be viewable from this screen.
  - For reorder points to calculate, Console must have at least 4 weeks' worth of sales data and inventory activity in the system for those items.

- Saved changes are applied to *future* calculations.

**Edit Item: hamburger bun** ↓

**Item Information** | **Recipe**

Category / Modifier Group: Bread [ Change ]

**Name (Required):**  
hamburger bun

**Description:**  
[ ]

**SKU:**  
[ ]

**Model Number:**  
[ ]

**Manufacturer:**  
[ ]

**Vendor:**  
Select a vendor ▼

**Vendor Product Name:**  
[ ]

**Vendor Product ID:**  
[ ]

**Lead Time (in days):**  
[ ]

**Price:**  
[ ]

**Unit Type (Required):**  
24 Case hamburger bun ▼

**Minimum Quantity:**  
[ ]

**Maximum Quantity:**  
[ ]

**Taxable:**  
No ▼

**Discontinued:**  
No ▼

**Identified on the POS as:**

Category / Modifier Group	Item	Is Modifier ?
<input type="checkbox"/> 101	#44 MULTIGROOVE TIP	
<input type="checkbox"/> Bar	1235 (VAN)	
<input type="checkbox"/> Bar	1235 (COCO)	
<input type="checkbox"/> Bar	6 Pack Beer	
<input type="checkbox"/> Bar	Beer (single)	
<input type="checkbox"/> Bar	BudLight (PINT)	
<input type="checkbox"/> Bar	DomesticBottle Beer (BUD)	

Save Cancel

**Item: hamburger bun** ↓ Go Back More Options

**Item Information**

**Name:** hamburger bun

**Category:** Bread

**Description:**

**SKU:**

**Model Number:**

**Manufacturer:**

**Vendor:**

**Vendor Product Name:**

**Vendor Product ID:**

**Lead Time:** 5

**Cost:**

**Price:**

**Unit Type:** 24 Case hamburger bun

**Theoretical On Hand:** 799.65

**Reorder Point:**

**Minimum Quantity:**

**Maximum Quantity:**

**Taxable:** No

**Discontinued:** No

**Identified on the POS as:**

[Edit Item Information >>](#)

11. Click **Go Back** to go back to the **Inventory Management** screen
12. Repeat this process for all items you want to set lead times for

Set lead times will be visible within the Inventory on Hand Report and Reorder Point Report.

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