



Order Schedule Details

Background: The fields listed in this Quick Guide allow the Order Schedule function to perform calculations. For optimum functioning, this information should be completed prior to utilizing Order Schedules.

Notice: These fields appear in the Details window, which opens when you click on an Item in an Order Schedule.

To Do and Notice:

| Field Name | Description | Source |
|-------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Name | Item Name | Item Maintenance |
| Key Name | System-generated key assigned to identify the item | Item Maintenance |
| Purchase Unit | Vendor's pack size of product | Vendor Item Maintenance |
| Storage Location | Where the item is stored | Item Maintenance>Inventory>Inventory Bins |
| Bin ID | Specific location within Storage Area | Item Maintenance>Inventory>Inventory Bins |
| Vendor Name | Name of the Vendor | Vendor Settings |
| Product Group | Way to classify a group of items with common characteristics | Item Maintenance |
| Purchase Group | Way to classify a group of items with common characteristics | Item Maintenance |
| Vendor Item Name | Vendor's name for the item | Vendor Item Maintenance |
| Item ID | Vendor's ID for the item | Vendor Item Maintenance |
| Brand | Brand name for the item | Vendor Item Maintenance |
| Order Date | System generated date when the order should be placed | Order/Delivery Schedule, Requirement Date, Advanced Preparation, Advanced Withdrawal, Advanced Production. |
| Delivery Date | System generated date when the order should be delivered | Order/Delivery Schedule, Requirement Date, Advanced Preparation, Advanced Withdrawal, Advanced Production. |
| Requirement Date | Date that items are needed based on service menus/production | Order Schedule (<i>Entered at the time of Order Schedule creation</i>), plus Advanced Preparation, Advanced Withdrawal, Advanced Production |
| Order Amt | System suggested order Quantity | Based on Calculated Amt, Order Date and Delivery dates |
| Order Price | Price paid for an item at time of order | Vendor Item Maintenance |
| Calculated Amt | Quantity the system determines is needed based on criteria you choose at the time of Order Schedule creation. | Demand Amt, On Hand Amt, On Order Amt, Committed Amt, and Reorder Trigger |
| Demand Amt | Amount derived from service menu production requirements | Service menu |

| Field Name | Description | Source |
|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| On Hand Amt | Number you have available for use | Inventory |
| On Order Amt | Quantities on Purchase Orders that have a status of 'on order'. | Purchase Order |
| Committed Amt | Quantities on requisitions that have status committed | Issue Requisition |
| Parstock | Minimum number to have On Hand | Item Maintenance>Inventory>Par & Reorder |
| Reorder Trigger | Tells the system when to reorder an item | Item Maintenance>Inventory>Par & Reorder |
| The following fields are used in 'behind the scenes' calculations and do not appear in the Details window | | |
| Advanced Production | Number of days in advance that a recipe is produced; used in determining Requirement Date | Item Maintenance |
| Advanced Withdrawal | Number of days in advance that an item is pulled from storage or is prepared; used in determining Requirement Date | Item Maintenance |
| Advance Preparation | Number of days in advance that an item is prepared; used in determining Requirement Date | Item Maintenance |

So What? See the **Create a New Order Schedule** Quick Guide and the **Modify an Order Schedule** Quick Guide for additional details about Order Schedules.