Setting up Minimum and Maximum Quantities in RetailEdge

Inventory Management · https://retailedge.com/docs/min-max-quantities

"I'd like to be warned when we get to a certain number of items left and so it brings to our attention it's time to order, is this possible?"

1. Set your minimums and maximums in your inventory. RetailEdge supports 4 different minimums and maximums so that you can adjust for seasonal needs. These are set for each inventory item editor Location tab.

2. Then run a reorder report by choosing Inventory|Items|Reorder - MinMax in the Report Selector. This minimum/maximum report can be run for any of the Min Max 1-4 levels and can take into account the on-order (Purchase Order) quantities or not depending on your needs. The report will display the items that have inventory quantities that have fallen below the minimum and will tell you how many you need to order to bring you up to your maximum and the cost for doing so. You can filter this by department, vendor, class as with any other inventory report.

You can run this report as often as you need to determine what to order and the item will be displayed when you fall below your minimum. So in your case, you would set the minimum on your feed to 26. Then when you get to 25 and run the report, the feed will be listed in the report. You can also automatically create a PO based on this report by choosing Based on Min/Max from the Inventory | Purchase Orders | Auto Generate PO menu item.