

# MicroBiz Newsletter

September 2011



## Do you need help this Labor Day??

### Let MicroBiz help you take the Labor out of Labor Day!

Did you know you can have MicroBiz create a P.O. and e-mail it to your Vendor automatically? It is just one of the many functions that can help eliminate laborious tasks so you can concentrate on your customers and business alike.

Activate the program through **MANAGEMENT | CUSTOMIZE | TRANSACTION SETTINGS | Option J**

To setup the Vendor Inventory Level Control program please do the following:

1. Open MicroBiz to the Main Screen or Blue Screen
2. Select INVENTORY | VENDOR ADD/EDIT
3. Select the first VENDOR to setup
4. Click on the EDIT button
5. Choose INVENTORY LEVEL CONTROL

6. Enter an E-Mail address to your Vendor
7. Please check option 2 as this allows the program to work after it is activated in Tran. Settings
8. Option 1 and 3 allow the program to auto send an email for you. With just option 1 checked it should prompt you to email. With 1 and 3 checked it should email without prompting
9. Option 4 is a target value for all inventory items you sell from this vendor. This is the total Cost of Goods On Hand you want to keep for this vendor
10. Select the days of the week you wish your program to check the inventory levels
11. Provide a message to send to the Vendor, as needed. *This is limited to 100 Characters Max!*

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12. To review the email, select Test Print Inventory Level Report. If all is ok select UPDATE to save and exit.

Now when opening MicroBiz on the days selected, the program will scan your inventory levels. If the search criteria, matches any inventory items for your vendor then an email will be sent to replenish your inventory levels.

Below is a Sample Email:

Date:08/10/11

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Vendor Target Inventory Report  
Name:MARLE-BOROUGH TAR & NICOTINE  
E-Mail :VENDOR@MBTNN.COM

Dear Sir/Madam,

Our Target is to hold a maximum inventory of \$ 100.00

| SKU Vendor SKU            | Qty-On-Hand | RE-ORDER QTY | Sales(Units) First | Last Three Months Second | Third | On-Hand Value           |
|---------------------------|-------------|--------------|--------------------|--------------------------|-------|-------------------------|
| SAMPLE 1234567890123456   | C           | C            | C                  | C                        | 0.00  | 0.00                    |
| LUCKY 100S WITHOUT FILTER |             |              |                    |                          |       |                         |
|                           |             |              |                    |                          |       | Actual Value: \$ 0.00   |
|                           |             |              |                    |                          |       | Target Value: \$ 100.00 |
|                           |             |              |                    |                          |       | Open to Buy: \$ 100.00  |

The email illustrates to our vendor how many items we use, its Re-Order Qty status and sales for the last 3 months. Provided you gave a Target Maximum Value, the report will also show your vendor how much you are willing to buy. For instance I am willing to purchase \$100.00 of Lucky 100s without filters. As I would like \$100.00 of inventory and currently have an on hand value of \$0.00. If more items were attached to this vendor then the \$100 would be divided between the items.

Please call into our support department if you have any questions on how to set this up for your business. We will need to take a look at the sales reports to verify sales information so we can appropriately set the Re-Order Level. This can also be done by you, by going through each item on an Item Sales Report. You will want to keep inventory levels up for items that sell often but keep only what you need for other items all together. Once you have the total value of the inventory for that vendor, enter your Maximum Level. This will help limit what is sent to you by the vendor.

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