Oracle® Utilities Work and Asset Management

Inventory User Guide

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Contents

1 Overview ... 1040

Maintaining and Tracking Inventory Quantity ... 1041

Demand vs. Reorder ... 1041

Establishing a Catalog ... 1042

Managing Inventory ... 1044

Accessing Quantity Information ... 1044

Managing Reorder Processing ... 1045

Setting Stock Item Reorder Types ... 1045

Setting Up ABC Inventory Processing ... 1046

Managing Inventory for Direct Stock Items ... 1048

Backorder Processing ... 1051

Tracking Lots ... 1052

Setting Up Stock Items for Lot Tracking ... 1053

Maintaining Lot Information ... 1054

Using Status to Control Lots ... 1054

Using Transaction Logs ... 1055

2 Stock Checkout ... 1056

Stock Checkout Records ... 1056

Pre-Planned Parts ... 1059

Find Work Order Task ... 1060

Checkout All ... 1060

3 Checkout Request ... 1061

Checkout Request Records ... 1061

Partial Issue of Items ... 1065

Checkout Request Views ... 1066

Budget Overage ... 1066

Checkout Request Actions ... 1066

Adding Items from Work Orders ... 1066

Printing Checkout Requests ... 1067

Returning Items ... 1067

Reviewing Checkout Transactions ... 1067

4 Material Disposition ... 1068

Material Disposition Records ... 1068

Materials Disposition Processing ... 1070

Basic Repairables Processing ... 1071

Advanced Repairables Processing (Non-Components) ... 1077

5 Shipping Memo ... 1088

Shipping Memo Options ... 1088

Shipping Memo Records ... 1088

Shipping Memo Views ... 1093

Shipping Info ... 1093

6 Physical Inventory ... 1094

Physical Inventory Records ... 1094

Physical Inventory Views ... 1096

Physical Inventory Items ... 1096

Lot IDs ... 1096

Create List Criteria ... 1096

Physical Inventory Actions ... 1097

Show All Items/Show Only Open Items ... 1097

Printing a Physical Inventory List ... 1098

Entering Results Into the System ... 1099

Stores Quantity Wizard ... 1100

7 Property Management ... 1102

Property Management Records ... 1102

Correcting Property Inventory Discrepancies ... 1105

Conducting Property Inventory ... 1105

Tracking Property Transactions ... 1105

8 Property Inventory ... 1106

Property Inventory Records ... 1106

Property Inventory Views ... 1107

Line Item (Detail) ... 1107

Property Inventory Actions ... 1108

Create Property Inventory List ... 1108

9 Property Log ... 1109

10 Receiving ... 1110

Process Flow of the Receiving Lifecycle ... 1111

Receiving Views ... 1118

Item Notes and Attachments ... 1118

Print Barcode Labels ... 1118

Authorize Over Receive ... 1119

Backorder Processing ... 1119

Forcing Complete ... 1120

11 Multi-Step Receiving ... 1121

Multi-Step Receiving Records ... 1122

Multi-Step Receiving Process ... 1123

Recording a Delivery ... 1123

PO Items (Detail) ... 1124

Matching Items to PO ... 1125

PO Items (Detail) - In Receipt ... 1126

PO Items (Detail) - Receive ... 1127

Shipment Attributes ... 1129

PO Items (Detail) - Return ... 1133

Additional Multi-Step Receiving Views ... 1134

Delivery Item Notes ... 1134

Manufacturer Data ... 1134

PO Items (List) ... 1135

PO Item Notes and Attachments ... 1135

Bin Label Printing ... 1136

Additional Multi-Step Receiving Actions ... 1136

Display All ... 1136
Display Receiving Only ... 1136
Select All ... 1136
Clear All ... 1136
OK ... 1137
PO Receiving ... 1137
Pick All ... 1137
In Receipt ... 1137
Receive ... 1137
Receive and Accept ... 1137

12 Stock Transfer ... 1138

Stock Transfer Processing ... 1138
Stock Transfer Records ... 1139
Stock Transfer Views ... 1141
View Quantities ... 1141
Stock Transfer Actions ... 1142
Create Shipping Memo ... 1142
Backorder Processing ... 1143

13 Reorder Review ... 1144

Reorder Review Records ... 1144
Reorder Review Views ... 1147
Approving or Rejecting Records ... 1147
Reorder Wizard ... 1148
Transferring Stock Instead of Reordering ... 1150

14 Consumables ... 1151

Consumables Records ... 1151
Viewing Consumables Transactions ... 1152
Viewing Fuel Cost Information ... 1153

15 Storeroom Stocking ... 1154

Storeroom Stocking Records ... 1154

16 Checkout Transaction Log ... 1157

17 Receiving Log ... 1158

Chapter 1
Overview

Inventory is tracked, ordered, and received from vendors and allocated in the Inventory subsystem. As inventory is allocated to work, the subsystem passes this information back to the Maintenance subsystem so that maintenance managers and crews know that their parts are available. As inventory falls and reorder becomes necessary, the Inventory subsystem passes this information to the Purchasing subsystem so that purchases of new inventory can be carried out. The system can be configured to automatically reorder stock items or notify a specified reviewer when the quantities reach predetermined reorder points.

Each time inventory quantity is changed, the system generates a transaction log record, and you have access to this information through the Receiving Log and the Checkout Transaction log (as well as the Storeroom Transaction Log in the Resource subsystem).

Managing stores requires you to be able to balance the need for inventory items against the available supply, maintaining an optimum inventory level for upcoming and safety needs.

This chapter shows how the various modules and processes involved with managing inventory throughout the system fit into context especially along the lines of the following topics:

- Maintaining and Tracking Inventory Quantity
- Demand vs. Reorder
- Establishing a Catalog
- Backorder Processing
- Managing Inventory
- Tracking Lots
- Setting Up Stock Items for Lot Tracking
- Using Transaction Logs

Note: For more information on any of the modules mentioned, please see the user guide chapter for that module.

How Are Storeroom Quantities Impacted?

In the Storeroom module, the inventory quantity (the number of items physically on the storeroom shelf) is affected by the following:

- Issuing and returning stock,
- Receiving and returning stock (from/to a vendor),
- Performing physical inventory count adjustments,
- Stocking,

- Transferring stock between storerooms, and
- Manually resetting the inventory quantity.

"Just-in-Time" inventory practices help keep inventory levels reasonable. Storage, inventory maintenance, and tax costs are kept to a minimum.

Maintaining and Tracking Inventory Quantity

The system always maintains the storeroom inventory quantity to reflect the transactions performed throughout the system. As an item goes into inventory, the inventory quantity (and total value) increases; as items are pulled from inventory, the inventory quantity (and total value) decreases.

Inventory quantities and prices can be changed through processing in another part of the system (such as receipt of purchase order items), or through adjustments made in the Storeroom module. Each time one of these changes occurs, the system logs the activity in the Storeroom Transaction log.

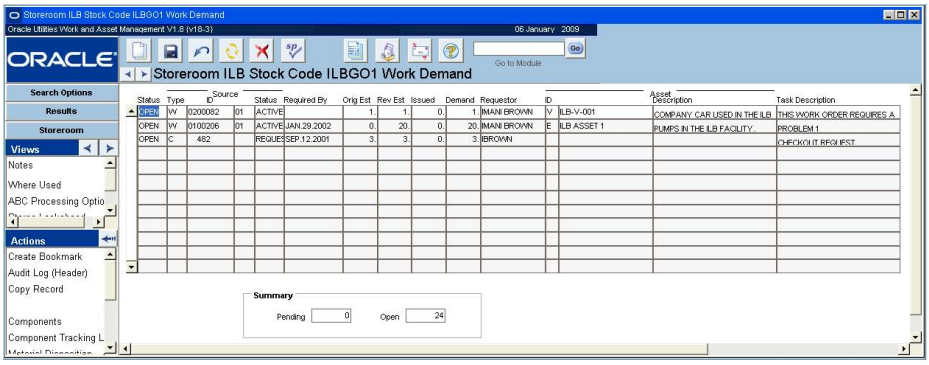
Demand vs. Reorder

For an item in inventory, the system provides information to you so that demand can be balanced against inventory quantities. Reorder processing is set per item per storeroom. The system can assist you by automating the reorder process.

Demand is placed on an item by active work order tasks where someone has estimated the part but the estimated quantity has not been issued. Demand is also placed by stock transfer requests between storerooms, and checkout requests which have not yet been filled. As items are issued against these records the system automatically reduces demand.

Checkout requests do not impact the demand quantity but are displayed in the Work Demand view for informational use.

To review demand sources, select Work Demand from the Views list in the Storeroom module. This is a system-maintained view of all work order tasks (W), stock transfer requests (T), and checkout requests (C) currently requesting the item.



Work Demand View in the Storeroom Module

Reorder processing can be achieved either manually, automatically, or somewhere in between. For each item and storeroom, the system uses the storeroom reorder type, to determine how to reorder:

For a complete discussion of reorder processing please refer to the Reorder Review chapter in the Inventory Subsystem guide.

- No Auto-Reorder: The system does not review the item for reorder
- Automatic Reorder: The system attempts to reorder the item when needed
- Reorder Review: The system places the item on the reorder review list when stores reach defined levels
- Contact Reviewer: The system issues an alert to the specified user when the item needs to be reordered

Reorder processing is invoked when the inventory quantity reaches the reorder point. At that time, the system orders stock in units of the reorder quantity until the inventory quantity (plus on order quantity) reaches the maximum quantity.

Establishing a Catalog

Establishing a Catalog is a 3 step process:

1. Enter stock items in the Master Catalog module.

   Define all stock items used by your organization.

2. Set up storerooms in the Storeroom Setup module.

   Define storerooms.

3. Stock storerooms with stock items using the Storeroom module.

   Include the stock items that will be processed at each site.

Master Catalog

The first step is to enter all stock items used by your organization in the Master Catalog module. Each Stock Code record contains descriptive information generic to the stock item (not varying from one storeroom to the next) such as the Stock Code, Stock Type, Primary Vendor, Unit of Purchase, Unit of Issue, and Commodity Codes.

Storeroom Setup

The next step is to set up the individual storerooms in the Storeroom Setup module. Storeroom Setup records contain descriptive information about the warehouse / storeroom including storeroom location, supervisor, and type.

Storeroom

Once stock items have been defined in the Catalog module and appropriate storerooms defined in the Storeroom Setup module, you can stock the storerooms with stock items. Any stock item in the master catalog might be available in more than one storeroom.

Once an item is logged into a storeroom the system will automatically maintain and update much of the information using data from the inventory and purchasing subsystems.

Refer to the guide for each individual module for information on how to create these records. Note that these modules are located in the Resource subsystem.

Managing Changes to the Master Catalog or Storerooms

Your organization can choose to use the Change Request module to plan and request changes to catalog items or storerooms. This module can help to manage any changes and to also keep a record of changes that are made. Information regarding planned changes is entered and stored in this module until approvers can review the proposed changes and approve or cancel the request.

Note: It is important to remember that a change request is ONLY a request. The system does not automatically make the changes elsewhere in the system until an authorized user selects Apply Changes from the Actions list.

The module provides space to enter the reasons for the proposed change, the anticipated impact of the change, and required justifications, and the actual changes required. There are also actions available which allow authorized users to create or update the records once they are in the appropriate status.

Authorized users can still also make changes directly in the Catalog module.

Trackable Stock Items

A trackable stock item is a stock item that has the "Trackable" check box marked on the Storeroom record for the stock code and the stock type set as "Inventory". Marking a stock item as trackable means that it is a serialized part that must be traced when received, assigned to an asset, or otherwise used or disposed of. When these items are handled in stock transfers, receiving transactions, checkout, returns, or other processes, special processing applies.

If while you are receiving trackable stock items in the Receiving module and you enter a quantity greater than 1, the system automatically initiates a process to receive multiple trackable stock items. This processing is facilitated by having the user import a pre-formatted spreadsheet which contains all of the pertinent information needed to create the Component ID records to serialize each item received.

The ability to receive multiple trackable stock item only applies in the single step receiving process. Where trackable stock items are handled on stock checkout and returns, stock quantity adjustments, stock transfers, physical inventory, multi-step receiving, and work order material disposition each item must be processed and have a component ID assigned one at a time.

To use this functionality, sequence numbering for the Specifications module and the Component ID module must be system-generated. Your system administrator can open the Sequence Numbers module and make sure that there is a check in the Sys column for these modules.

If a quantity of 1 is entered to receive the stock item, standard processing applies and you must assign a component ID to the item before it can be received. If no Component ID exists you can enter one in the Component ID field. If you enter a Component ID and the ID does not exist within the Component ID module, the system will create a new record with a status of In Stores in the Component ID module using data from the Receiving record. You will need to open the Component ID record and update the component description and other details. If you attempt to enter a Component ID that already exists you will get an error message.

For more information please refer to the user guide referring to the Receiving module.

Quality Items

When an item is entered into the Master Catalog it is assigned a Procurement Level to indicate how it should be handled, received, inspected, and stored when received.

The system has two default ratings:

Quality - Items that require special processing when received.

Non-Quality - Items that do not require special processing.

Additional ratings can be added in the Procurement Level business rule, however, any ratings that are added will not involve any special processing by the system.

In addition, a Quality Class is assigned to further distinguish the level to which the item should be cared for.

When items that have been designated as Quality in the Procurement Level field of the Master Catalog record are listed on a purchasing document or received in the Multi-Step Receiving module the system automatically checks the Quality Item indicator on the record and fills in the Quality Class field with the information from the Master Catalog record.

Users can apply additional controls to how the system handles Quality Items by applying the appropriate settings in the Procurement Level business rule.

Managing Inventory

The system maintains quantity information for inventory, consignment, and expense type stock items only.

Managing inventory requires that you become familiar with how the quantity information in the Storeroom module is impacted by daily use of the system. The storeroom inventory quantity is the number of items currently "on the shelf". Daily processing in the following areas causes the inventory quantity to increase or decrease according to the following transactions:

The system checks the Activity indicator when there is any kind of transaction underway that affects quantities of the item. Batch processing clears the check box at the end of the day. The system checks the In Physical Inventory indicator when the item has been selected for a physical inventory count.

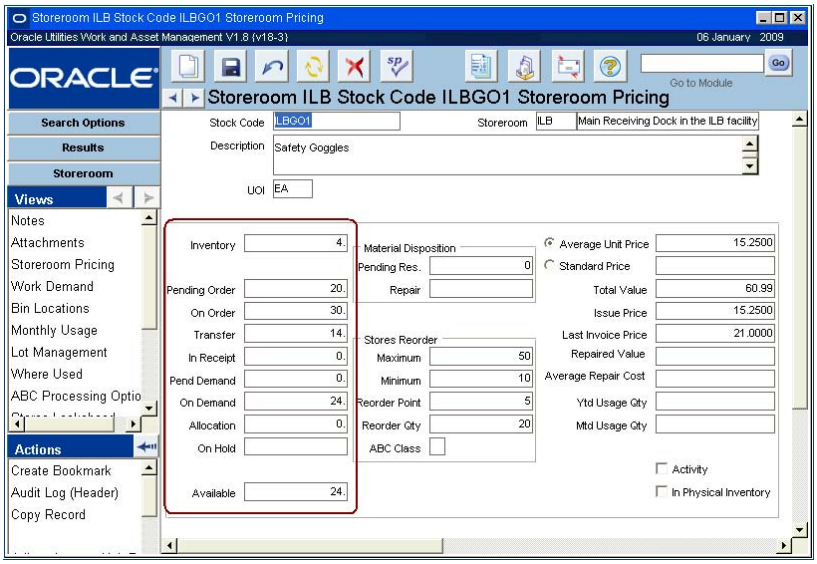
- **Stock Checkout (and Return)** - Each time an item is issued from or returned to stores.
- **Receiving** - As items are received from or returned to a vendor.
- **Physical Inventory** - After performing a count, as corrections are entered and accepted.
- **Stock Transfer** - As items are 1) issued from the issuing storeroom and 2) as they are received into the requesting storeroom.
- **Stocking** - As items are added to inventory.
- **Storeroom: Inventory Quantity Adjustment** - Changes made directly in the Storeroom module.

The system allows you to manage inventory via the following processes:

1. Accessing Quantity Information
2. Managing Reorder Processing
3. Setting Stock Item Reorder Types
4. Setting Up ABC Inventory Processing
5. Managing Inventory for Direct Stock Items
6. Maintaining Lot Information
7. Using Status to Control Lots

Accessing Quantity Information

You can access inventory quantity information for specific storeroom stock items in the Storeroom Pricing view of the Storeroom module.



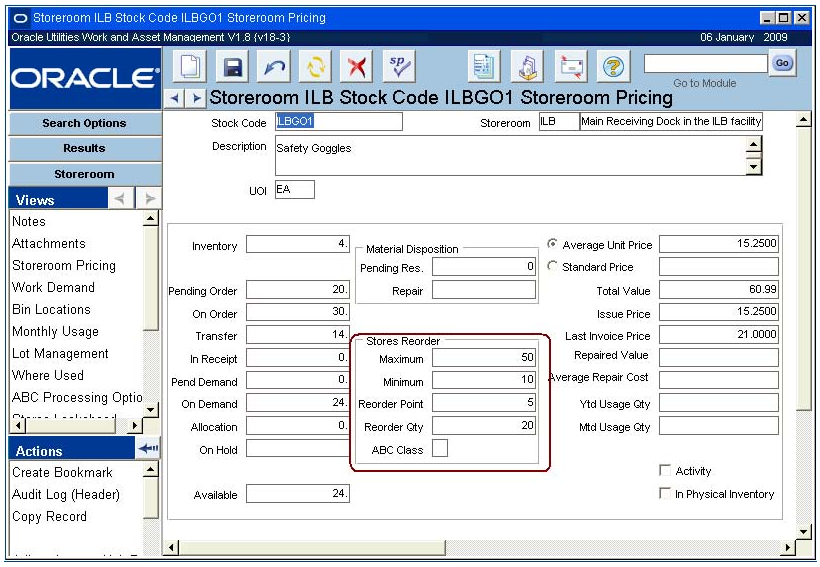
Storeroom Pricing Window of the Storeroom Module

The Inventory Quantity field is maintained by the system, however, there may be situations where you need to change it manually. You can do this by selecting the Adjust Inventory Quantity action while in the Storeroom Pricing view of the Storeroom module.

Managing Reorder Processing

The Storeroom module also includes a view that lists all blanket contracts in Active status containing the stock code as an item that is not in Canceled status. This view can help determine which blanket contracts can be used for automatic reorders.

Reorder processing is invoked when the inventory quantity reaches the reorder point. At that time, the system orders stock in units of the reorder quantity until the inventory quantity (plus on order quantity) reaches the maximum quantity.

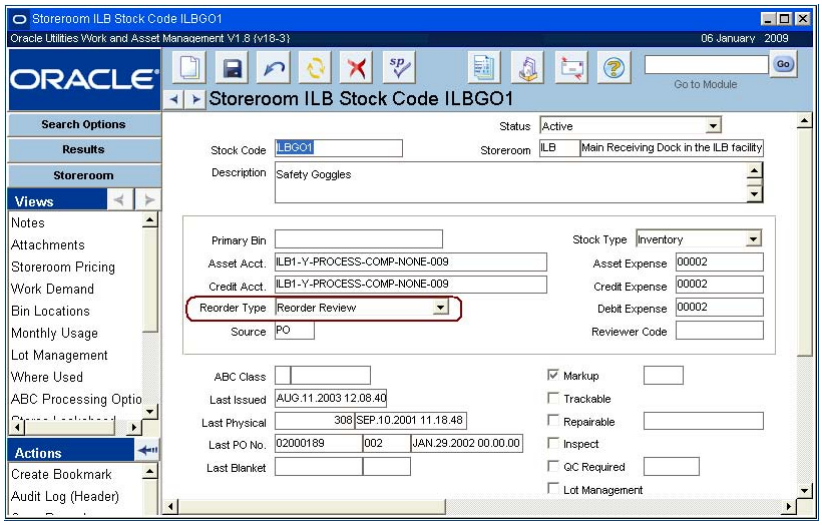


Storeroom Pricing View in the Storeroom Module

Enter and maintain quantities in the Reorder Quantity fields manually for each stock item.

Setting Stock Item Reorder Types

Reorder processing can be achieved either manually, automatically, or somewhere in between. For each inventory and expense type stock item, the system uses the storeroom reorder type to determine how to reorder:



Storeroom module header showing Reorder Type

The reorder types are the following:

- **Automatic Reorder** - The system automatically reorders the item when it reaches its reorder point by creating a Purchase Order or Requisition record. These settings are defined in the Batch Stock Reorder Business Rule, but they can be overridden by setting the Source field.
- **Reorder Review** - The system adds a record to the reorder review list located in the Reorder Review module. This list is periodically reviewed by appropriate personnel and updated or canceled.
- **Contact Reviewer** - The system sends an alert to a specified username (specified in the Batch Stock Reorder Business Rule).
- **No AutoReorder** - No automatic reorder processing.

Setting Reorder Rounding Options

Use the Batch Stock Reorder Business Rule to set how the handles processing if the reorder would not exactly result in the maximum. The options are:

- Up to but not over the maximum quantity,
- or just over the maximum.

For example, when ordering in quantities of 5 to reach a max of 100, with 57 on hand, the system would order either 40 or 45 for a total of 97 or 103.

Setting Up ABC Inventory Processing

ABC inventory analysis provides a way to focus resources and cut inventory costs by prioritizing stock items into classes according to how closely each class should be monitored. Items are broken into three classes according to their historical dollar usage value (unit value of the item multiplied by the quantity issued over a time period):

Note: ABC inventory analysis is based on the 80/20 rule (or Pareto curve) that has observed that a small percentage of items generally contribute to a large percentage of the total dollar usage value for all items combined.

- **Class A** - Class A items are a small number of items (i.e. 10%) that make up a large percentage of the total usage value for all items in the storeroom (i.e. 70%). Tight monitoring of these high value usage items ensures that there is "just enough" to maintain sufficient inventory levels yet keep inventory costs low.
- **Class B** - Class B items are the next (i.e. 20%) of the total number of stock items and make up a much lower percentage (i.e. 15%) of the total dollar usage value then class A items. These moderate usage value items can be monitored less closely than class A items.
- **Class C** - This class makes up the majority of stock items (i.e. 70%) and contributes to a low percentage of the total dollar usage value of the storeroom (i.e. 15%). These low dollar usage items can be ordered the least frequently in and larger quantities since they affect inventory costs very little.

Note: Since ABC inventory processing uses historical usage information, you may want to make sure that you have enough "history" to process before running ABC inventory analysis processing.

Defining ABC Parameters

According to your organization's business needs, you can define the percentage of items in each class. You can also determine how tightly each class is monitored by setting the desired reorder frequency and the percentage over safety level for each class.

Use the ABC Inventory Business Rule to define the parameters used by ABC processing.

When you run ABC inventory processing, the system then uses the parameters you define for each class to calculate the reorder quantities for each stock item and update the reorder quantities on the Storeroom Catalog records.

Setting ABC Processing Options

As you learned in the section entitled Managing Reorder Processing, there are four Reorder Quantity fields: Maximum Quantity, Minimum Quantity, Reorder Point, and Reorder Quantity. When ABC inventory processing is run, the Reorder Quantity fields that are updated depends on the ABC processing options selected for each storeroom item. You can specify ABC processing options by selecting ABC Processing Options from the Views list in the Storeroom module.

Note: You may want to have your system administrator set up defaulted ABC Inventory processing flag settings for you so that Storeroom records default to the correct settings when you insert new storeroom catalog records. Access to the Storeroom Setup ABC detail options is controlled in the responsibility function Storeroom ABC.

If either the Reorder Point or Maximum Quantity boxes are checked, then minimum quantity and reorder quantity are automatically updated as well.

For each inventory stock item in each storeroom, choose which of the following will be set by the system when ABC inventory processing is run:

- **Set ABC Class from Analysis** - If you select this option, the system assigns or updates the ABC class for the stock item.
- **Set Reorder Point for ABC Class** - Selecting this option updates the Reorder Point field based on the ABC Class rating.
- **Set Maximum Quantity for ABC Class** - Selecting this option updates the Maximum Quantity field based on the ABC class rating.

.

Only the items in a storeroom where one or more of these options are checked will be processed when ABC inventory processing is run.

Running ABC Inventory Analysis

ABC Inventory processing is run for one storeroom at a time, processing all of the storeroom items within that storeroom that have at least one of the ABC processing options checked.

Access to storeroom setup Actions and other storeroom processing is controlled by the Storeroom ABC function in responsibilities.

ABC inventory analysis processing consists of four steps. There are four actions in the Storeroom Setup module that deal with running ABC inventory analysis, and each of these actions corresponds with one step of the process:

1. **Collect ABC Analysis Data** - The system collects historical dollar usage value data for each stock item. The system uses the data collected to classify each item.
2. **Update ABC Class on Storeroom** - The system updates the class on the Storeroom Catalog records.
3. **Update Reorder Quantities on ABC Analysis Records** - The system calculates reorder quantities according to the ABC processing options checked for each stock item.
4. **Update Reorder Quantities on the Storeroom Records** - The system updates the reorder quantities on the Storeroom Catalog records.

Refer to the Storeroom Setup module guide for information on collecting and updating ABC analysis data.

Managing Inventory for Direct Stock Items

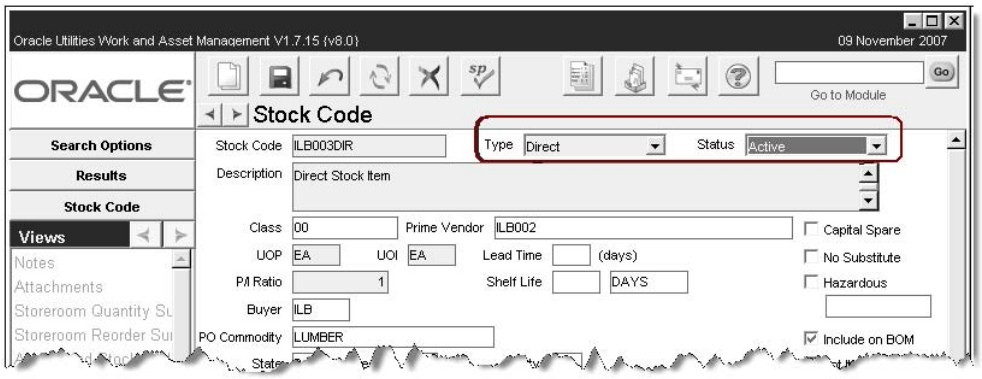
This section outlines the process of creating direct stock items, tracking inventory of direct items in the Storeroom module, and using a checkout request to release those items from stores when necessary.

How to Manage Inventory for Direct Stock Items

This step is detailed in the Master Catalog guide.

1. **Create the stock item in the master catalog.**
   Select "Direct" in the Type field.

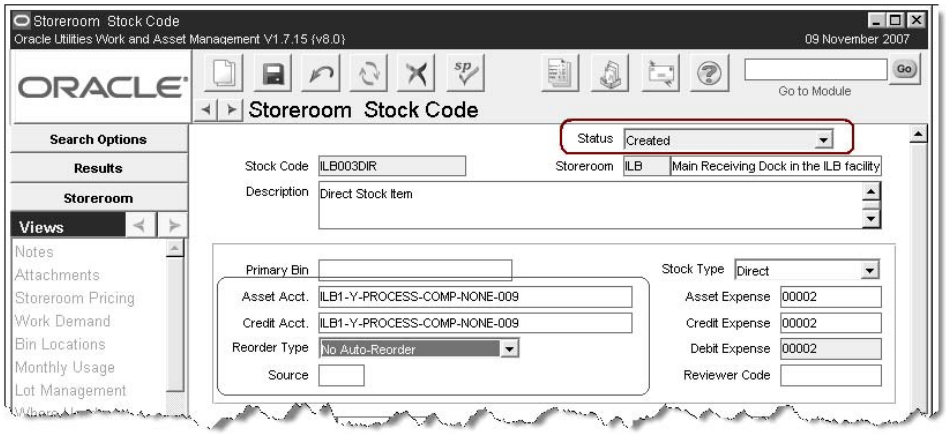
   Make sure that the status is set to Active.



This step is detailed in the Master Catalog guide.

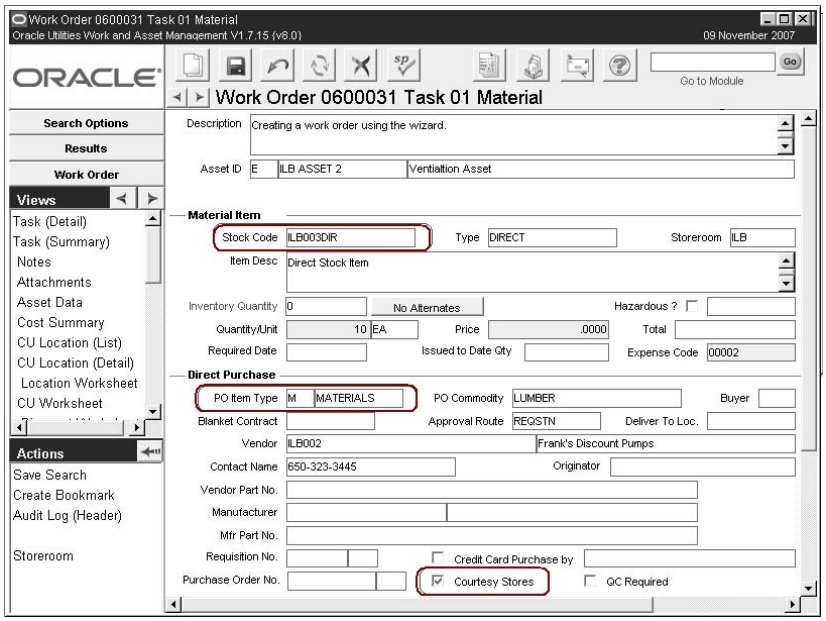
2. **Add the stock item to a storeroom.**
   Enter account defaults and set reorder type.

   Make sure that the status is set to Active.



This step is detailed in the section titled. For information on using a purchase order to complete this step see "Creating and Issuing Purchase Orders" in the Purchasing book.

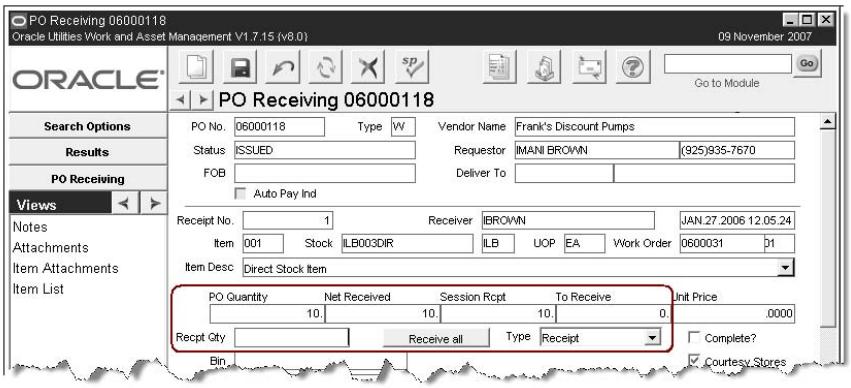
3. **Order the item.**
   When the item is ordered from a PO or placed on a Work Order, make sure that the PO Item Type is "M" and that the Courtesy Stores check box is checked.



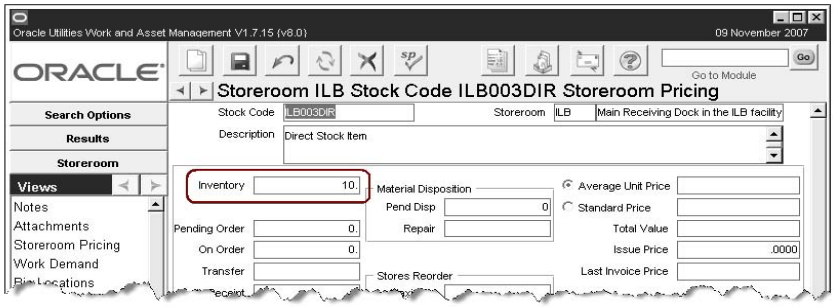
4. **Receive the item.**

This step is detailed in the document entitled "Using the Receiving Module" in the Purchasing book.

An issued purchase order should result from the previous step. Once the item has been ordered and fully received in the Receiving module, you can view the inventory quantity in the Storeroom Pricing view of the Storeroom module.



PO Quantity fields in the Receiving module



Storeroom Pricing view Storeroom module

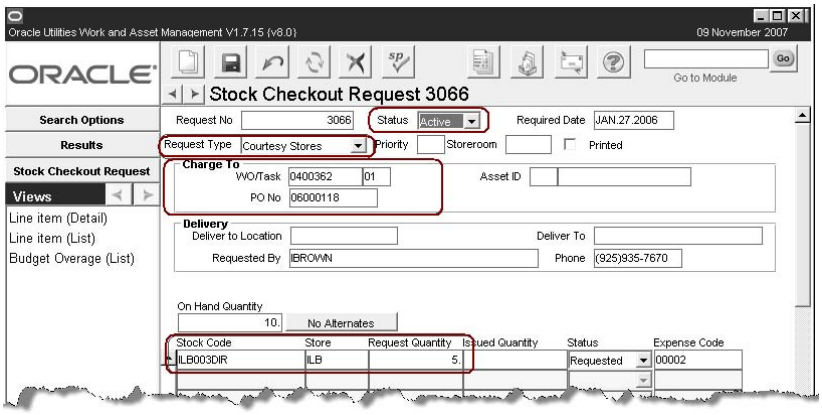
5. **Create a Checkout Request to release the item from stores.**

This step is detailed in "Using Checkout Requests" in the Inventory book.

When a new checkout request is created, select Courtesy Stores as the Request type.

Enter the Purchase Order number as the "Charge To." When you enter the PO number the system prompts for the account number and the work order number.

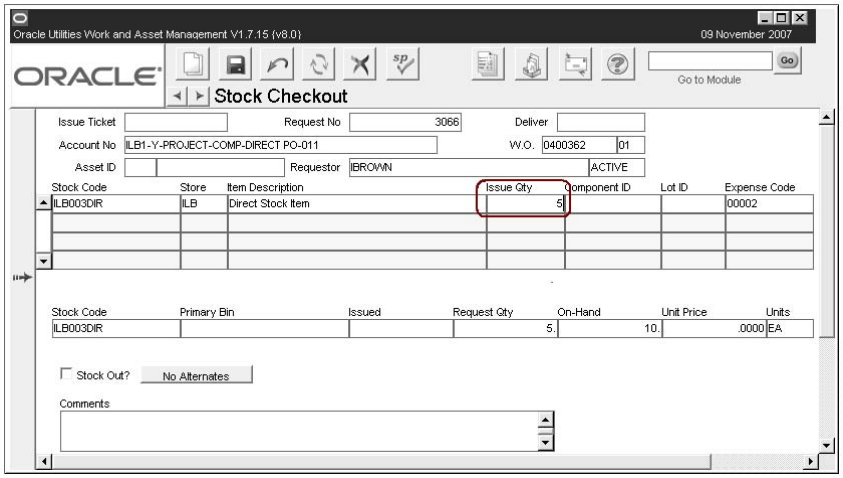
System Prompts for Charge to Amount



Enter the requested stock code at the bottom of the screen.

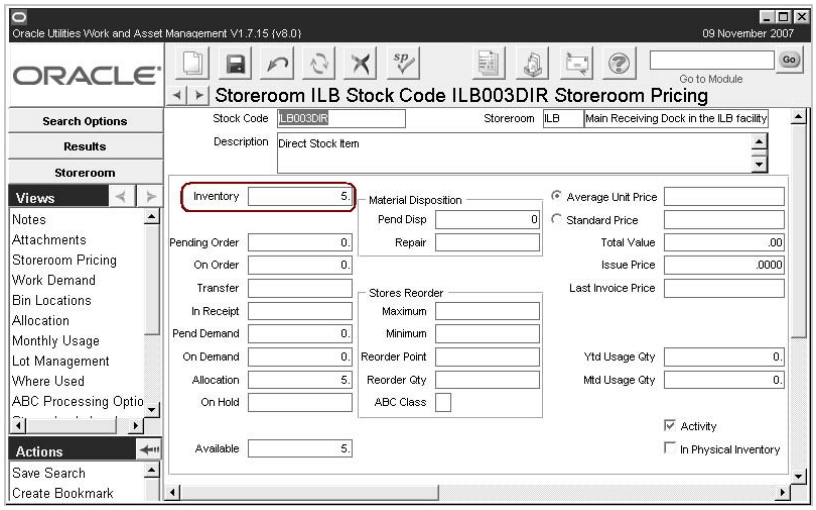
Set the status to Active.

6. **Create a Stock Checkout record against the Checkout Request to release the item from stores.**



This step is detailed in "Issuing and Returning Stock" in the Inventory book.

After the item is issued, open the Storeroom Pricing view in the Storeroom module to see that the inventory quantity is reduced.

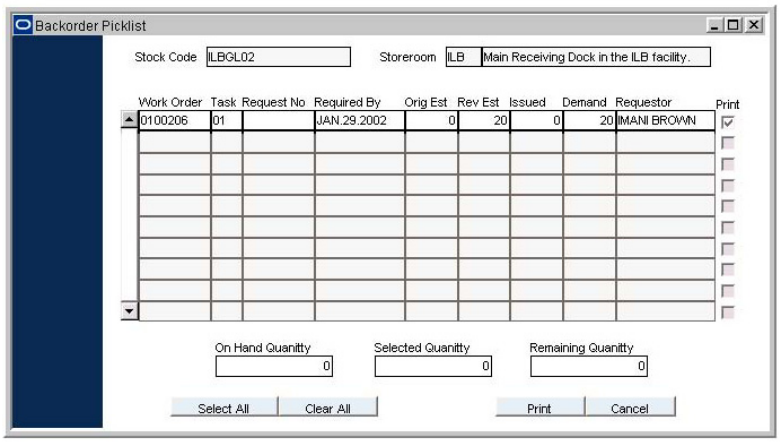


Storeroom Pricing view with Inventory Quantity Reduced

Backorder Processing

When inventory type Stock items needed for a Work Order or Checkout Request are partially received in the Receiving, Multi-Step Receiving or Stock Transfer modules the system opens the Backorder Picklist window showing all of the Work Order or Request numbers for the documents where the items are needed. The screen also shows the current on-hand quantity of the item, the required by date, work demand for the item, and other relevant information.

This function saves time and effort by alerting stock personnel that the items received are needed immediately so that they don't spend time stocking items that they will issue again in the near future.



Backorder Processing screen

Using Backorder Processing

You can use this information to determine how work will be affected by delay in receipt of parts. You can also print an Inventory Picklist Report related to a specific Work Order or Checkout Request for the stock item that has been received by selecting the Print check box next to the item or items and clicking the Print button.

The Backorder Processing Check rule key in the Receiving Configuration Business Rule must be set to ON to enable this functionality. If the Alerts Business Rule is properly set, the system will also send an alert to the original requestor of the items when the backordered items finally come in IF an Issue Ticket Report is printed for the items.

After you enter the Receive Quantity and Save the record, the system displays a message that the items are needed for a work order or checkout request. You can then choose to open the Backorder Picklist.

The Backorder Picklist shows all of the work order or request numbers for the documents where the items are needed. The screen also shows the current on-hand quantity of the item, the required by date, work demand for the item, and other relevant information. Place a check in the Print check box next to the item or items that you want to print a report for and click the Print button.

The system recalculates the Quantities at the bottom of the screen to reflect the balance of the item quantity required. You must complete this step for each backordered item individually. When you close the record the system returns you to the Stock Transfer record with the status set to Closed. The record can no longer be modified.

On Stock Transfers, If you were not able to receive all of the items needed, you must create another Stock Transfer record to request the additional items.

Your steps after this point are determined by your business practices. The person responsible for obtaining the items for the work order or checkout request must use the Checkout Request

and Stock Checkout modules to receive the items. This process does not automatically update Checkout Request or Stock Checkout records.

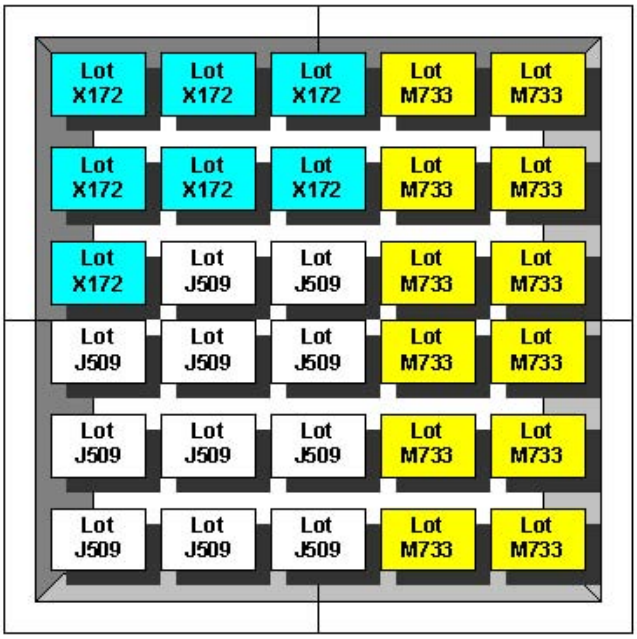
Tracking Lots

For a detailed discussion of tracking components, please refer to the Component Tracking training guide or online help.

Stock items maintained in stores (inventory, expense, and consignment type stock) are typically processed simply by stock code. However, the system also provides the ability to track specified stock items by group (lot tracking) or by individual units (component tracking). A lot is an identified group or subset of a stocked item. Any item that is identified in the storeroom as a trackable lot item or as a component can be tracked. This section focuses on lot tracking.

Typically, all items in a lot are manufactured in the same production run and so are assumed to be interchangeable – they all meet the same standards and, if there is a problem with one item, that problem is likely to be present for the entire lot. As a result, lot information maintained in the Lot view at the Master Catalog record level applies to all items in the lot, regardless of which storeroom the items are in. An example would be a chemical such as hydrochloric acid (HCl) that has a specific shelf life. When the expiration date is reached, the entire lot must be withdrawn from inventory, no matter which storerooms the individual bottles are being stored in. When the chemical is received from a vendor, it is received into inventory by batch numbers or Lot IDs - that are usually assigned by the vendor and marked directly on the items.

In this example, stock code RB-ARO-26 is a lot item and it's inventory is currently comprised of 3 lots:X172 (7 containers), M733 (12 containers), and J509 (11 containers).



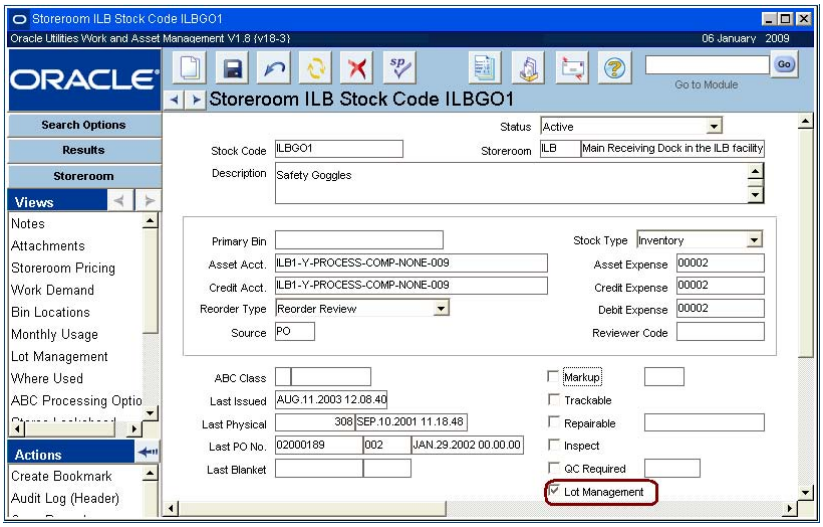
Stock Code RB-ARO-26: Hydrochloric Acid

Once stock items are set up for lot tracking, the system requires lot information to be entered whenever the stock item is processed throughout the system. This includes, issuing and returning stock from/to storerooms, receiving stock from a vendor, performing physical inventories, performing inventory quantity adjustments, and stocking storerooms. In this way, it is possible to view exactly how many items are on the shelf in each storeroom for a particular lot, and lots can be placed on hold either manually or automatically for quality control.

Setting Up Stock Items for Lot Tracking

First, a stock item must be identified as a trackable lot item. This is accomplished by checking the Lot Management check box on the Storeroom record in the Storeroom module. You can only check the Lot Management check box if there are no on-hand quantities of the stock item.

Lot expiration information is maintained at the catalog level because it applies to all items in the lot, regardless of which storeroom holds the item.



Identifying a Storeroom Stock Item as Part of Lot Management

Since lot management is activated on the Storeroom Catalog record, you can have one storeroom that tracks the item in lots and another that does not. This can cause conflicts if you attempt to transfer a lot from the storeroom that does not track lots to one that does.

Once the item has been identified as a trackable lot, the system requires you to enter a valid Lot ID each time you physically handle the stock. This includes:

- Issuing and returning stock from/to the storeroom
- Receiving stock during receiving processing
- Performing physical inventories
- Performing inventory quantity adjustments
- Stock transfer or stock checkout

Each time quantity is impacted, the system automatically updates the inventory quantity in the storeroom as well as the quantity information for the specified Lot IDs in the Lot Management view.

How to Mark a Stock Item for Lot Management

1. **Open the appropriate the Storeroom record for the stock item.**
   The Storeroom module is in the Resource subsystem.

2. **Place a check in the Lot Management check box.**
   You can only check the Lot Management box if there are no on-hand quantities of the stock item.

3. **Click Save.**
   The system will save the changes and use Lot Management processing when the stock item is received.

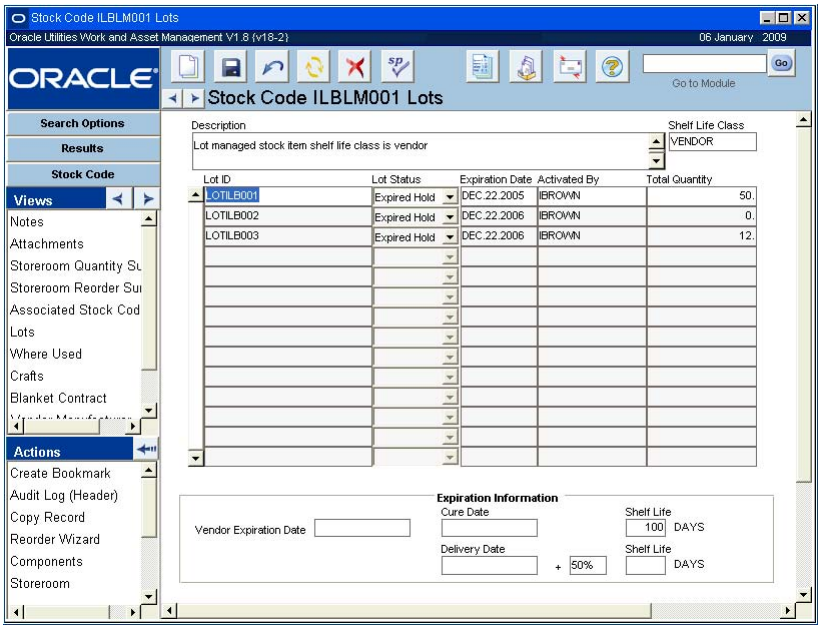
Maintaining Lot Information

The Lots view in the Catalog module displays lot information for a particular stock item for all storerooms combined. Select the Lot Management view in the Storeroom module to review lot information by storeroom. The Lot Management view is system maintained and cannot be updated directly. The only time the system populates the Storeroom module Lot Management view is when lot information is entered for a receipt or transfer.

To create new Lot IDs and maintain status and expiration information for lots, use the Lots view in the Master Catalog record for the stock item. You may enter new Lot IDs directly through the Lots view of the Catalog module or allow the system to do it for you as a standard part of receiving processing (for lot management items).

When receiving a shipment from a vendor for a lot management item, you can select an existing Lot ID from the list of values (if appropriate) or enter a new Lot ID. If you enter a new Lot ID, the system adds a new record to the Master Catalog Lots view.

The system maintains the inventory quantity for each Lot ID as lots are processed. The system sets the Activated By and Created fields to the username of the person who initially entered the record and the date when it was created.



The Master Catalog Lots View

Depending on the setting of the Shelf Life Class field on the Master Catalog record for the stock item and settings in the Shelf Life business rule, the system also prompts for expiration information. This information is then used to calculate the expiration date displayed in the Lots view of the Master Catalog module.

Lot IDs can also be entered in the Lots view of the Master Catalog module then later selected from the list of values on the Lot ID field on the records mentioned above.

Using Status to Control Lots

You can use status to control use of items in a lot according to the following descriptions.

Expiration functionality is controlled by the Shelf Life Business Rule which determines what type of lot expiration calculation is done. Refer to online help for a detailed description of the Shelf Life Business Rule fields.

Active - Only items in Active status can be processed elsewhere in the system (such as issuing stock from stores).

Manual Hold - You can change the status to Manual Hold to indicate that the items cannot be used. When in Manual Hold status, the system removes the quantity of the lot from the available quantity in all storerooms where the Lot ID exists for the associated stock code. Items can be placed on manual hold for any reason and remain on hold until the status is changed.

Expired Hold - There is a batch procedure that automatically checks all Lot IDs with expiration dates to place any expired Lot ID Expired Hold status. When in this status, the quantity of the lot is also taken out of the available quantity in all storerooms where the Lot ID exists for the associated stock code.

The system calculates the expiration date using information in the Shelf Life and the Shelf Class fields from the Master Catalog record, and the delivery date. You can overwrite the suggested expiration date with your own if necessary. The Expiration Information fields at the bottom of the window display information used to calculate expiration date.

Using Transaction Logs

Use transaction type to quickly locate specific categories of inventory transactions.

Each time the inventory quantity dollar value is impacted or changed, the system automatically generates a corresponding transaction log record. This information offers a complete audit trail for managing and tracking stock, including maintaining extra information such as the Lot ID, stock code, or other stock information.

Since transactions occur from several different points within the system, you can access transaction information from several different Log modules:

- Storeroom Transaction Log (Resource subsystem)
- Receiving Log (Inventory subsystem)
- Checkout Transaction Log (Inventory subsystem)

Each transaction log contains information about the stock item (stock code, storeroom, quantity, value), transaction date, user(s) involved, and much more. The system identifies each transaction with a Transaction Type to categorize transactions (e.g. work order issue, work order return, receiving receipt, physical inventory upward adjustment, and so on).

Please refer to the Transaction Log Guide for specific codes pertaining to storeroom and stock transactions.

Chapter 2

Stock Checkout

Stock is issued from and returned to the storeroom in the Stock Checkout module. At the storeroom window terminal, this module is typically left open to directly log transactions into the system as they occur (instead of writing issue tickets and logging them into the system later).

As each transaction is processed, the system automatically maintains storeroom quantity information for you.

The Stock Checkout module is designed to function in the same way traditional storekeepers do when issuing and returning stock. If you are the storekeeper and a person approaches the storeroom window to pick up or return an item, you need to:

1. Enter a charge number.
2. Identify the person who received / returned the items.
3. Enter transactions for stock items handled.

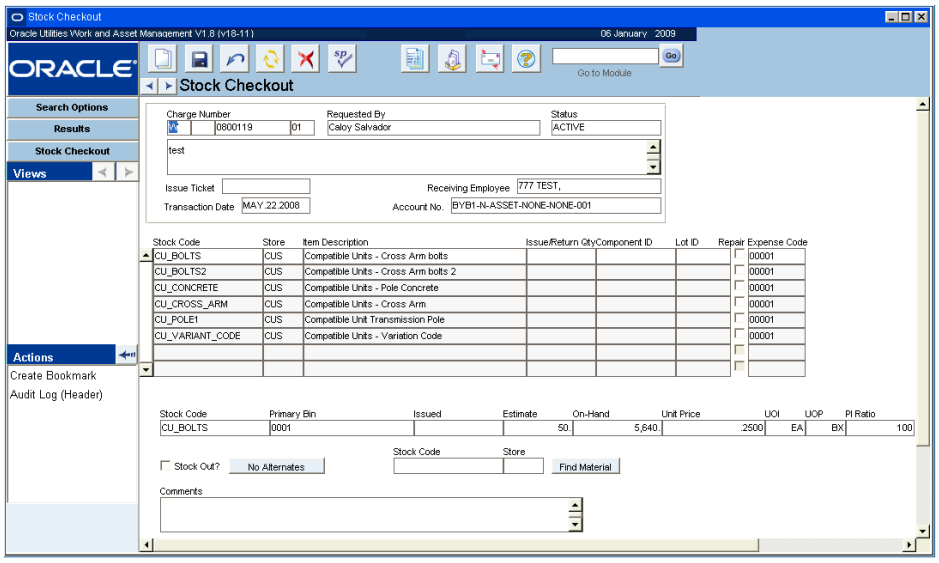
For the next person in line, you begin again.

Only inventory, expense, and consignment type stock items can be issued and returned through the Stock Checkout module.

Stock Checkout Records

This example is for a stock checkout against a work order and Asset ID.

When you open a new Stock Checkout record only the fields in the upper portion of the window display. The fields in the lower portion display after you have entered the required header information and save the record. Information on the record changes slightly depending on the charge type you select.



Stock Checkout record

For each stock issue/return session, the system starts a new issue ticket. The issue ticket number is generated when the first transaction of the session is saved. The issue ticket number is then displayed on the Checkout window.

Individual transaction information can be accessed in the Checkout Transaction Log (located in the Inventory subsystem) and in the Storeroom Transaction Log (located under Catalog in the Resource subsystem). You may search for transactions by a wide variety of search criteria including date ranges, charge information, and issuing and receiving employees.

As you save each stock issue/return transaction, the system updates the storeroom information accordingly. This includes maintaining lot and component quantities (and status for components). The dollar value of each transaction is also applied by the system (during nightly batch processing) to the associated charge number and rolled up throughout the system.

The following fields are included:

Charge Number & Description - The first Charge Number field indicates the charge type. Charge types are limited to the types defined in the Checkout Allowable Charge Types business rule. The remaining fields are used for the specific charge number (such as a work order number or project number).

The unlabeled text box below the charge number displays the description from the record referenced by the charge number.

Settings in the Checkout Processing business rule determine the type if items can be checked out to Work Orders in Finished status and other stock checkout settings.

Requested By - If the charge number is for a work order or checkout request, the system displays the requestor or user name from those records. For other change types, this field is not populated.

Status - The system enters the status of the record referenced by the charge number.

Issue Ticket - The issue ticket number is assigned to the record when the first checkout transaction is saved.

Receiving Employee - Select the name of the employee receiving the stock from the list of values which shows all active employees.

Transaction Date - The system enters the date the checkout transactions were saved. If you need to see the time stamp in addition to the date saved, you can find that information in the Checkout Transaction Log.

Account Number - The system enters the account number associated with the charge number.

Stock Code - If the Stock Checkout record has been produced against a Work Order Task with pre-planned materials, or a Checkout Request, a list of Stock Items is displayed. If parts are not pre-planned, enter the Stock Code for the stock items to be issued or returned.

Note: Use F7/F8 to search and find items in a list of values.

When using a Work Order or Checkout Request to issue or return stock items, you can also issue parts that have not been planned. The system automatically creates a Work Order Task Parts Requirement or Checkout Request Item record accordingly.

The list of values for the Stock Code is controlled by the Catalog module of the Resource subsystem.

Store - The system builds this list using all storerooms that contain the item you have chosen. Occasionally, a stock item may be listed in the Master Catalog but not be available through a Storeroom. In this case the system advises you that the list of values contains no entries and you will have to cancel that line until the item has been assigned to at least one storeroom.

If you enter a default checkout storeroom in your user profile, the system will enter that storeroom. If the storeroom is not valid for the stock item, you can select a valid storeroom from the list of values.

Item Description - The system supplies a description based on the Stock Code selected.

Issue/ Return Quantity - Enter the Issue quantity (a positive number) or a Return Quantity (a negative number).

Use the Optional Message Presentation Business Rule to determine whether or not the system displays a message when the issue quantity exceeds the estimated quantity on the Work Order.

Component ID - For stock items marked as trackable, you must issue and return in quantities of 1 (one) and enter a corresponding Component ID. This processing supports Component Tracking processing which tracks costs and location for a stock item by individual IDs (similar to a serial number). See the discussion of Component ID in the Resource Users Guide for more information about components.

The system allows components to be returned for partial credit if the Component Processing Business Rule REPAIRABLE RETURN CREDIT VALUE is set to YES in the Business Rule module of the Resource subsystem. The allowed credit can be found next to the Repairable check box on the appropriate Storeroom Catalog record.

Lot ID - Stock items that are identified as Lot items are tracked in groups called lots. Physical transactions involving lot items require that you enter a corresponding Lot ID. This helps manage inventory usage for the stock item by Lot numbers (for such items as chemicals, perishables, etc.). Stock items identified as part of a lot that has expired cannot be checked out or returned to the storeroom.

Repair - Check this box if you are returning a repairable Component. When you save the Stock Checkout record with this indicator checked, Material Disposition processing updates the status of the item to Pending Repair and credits the Asset with the repair value of the Component.

Expense Code - The system returns the Expense Code for you when you have chosen the stock item and the storeroom. Depending on settings in the Variable Expense Codes business rule, you may be able to change the Expense Code if necessary.

The Variable Expense Codes Business Rule determines how expense codes are handled for Stock Checkout records.

Storeroom Information - When you select the Stock Code and Storeroom, the system returns summary information for the stock item in the indicated storeroom. This information includes the requested (Estimate) quantity, the On-Hand quantity, and the Unit Price for the item in the storeroom.

UOP, UOI and PI Ratio - The system uses the Unit of Purchase, Unit of Issue, and Purchase to Issue Ratio information to maintain quantities as parts are issued and new parts are received. You may, for instance, issue in individual items but order the items by the box where one box would contain 10 individual items. The Unit of Purchase would then be BOX, the Unit of Issue would be EA, and the P/I Ratio would be 10. The system pulls this information from the Master Catalog record for stock items.

Stock Out? - Check this box if insufficient quantities of the stock item were available to fill the request. When you save the record, the Storeroom Supervisor will receive an alert that the storeroom has been unable to fill the request and can investigate why sufficient quantity was not available to meet demand. The Stock Out? Indication and the Comments you enter are also written to the Inventory Transaction Log and to the Storeroom Transaction Log.

Alternates - If the items requested are not available, you can click the Alternates button to use an alternate stock item if possible. The button will read "No Alternates" if there are not any alternate stock codes to choose from. Click the Alternates button to show a detailed listing of the alternate stock codes including the quantities available for those codes and pricing information. The available quantities shown are based on the settings in the Available Quantity Calculations Business Rule.

Comments - You can use the Comments box to enter a brief description of the insufficient quantity problem or any other details that are required.

Find Material - If you are checking out against a work order

Pre-Planned Parts

Pre-planning of parts can be done via the Work Order Task Parts Requirements view in the Maintenance subsystem Work Order Task module, or through the Checkout Request module. When using a Work Order or Checkout Request to issue or return stock items, you can also issue parts that have not been planned. The system automatically creates a Work Order Task Parts Requirement or Checkout Request Item record accordingly. Please see the Checkout Request section of this User Guide for more information on Checkout request.

How to Issue or Return Stock Items in the Stock Checkout Module

1. **Open the Stock Checkout module.**
2. **Click New.**
3. **Select a Charge Type in the first Charge Number field.**
4. **Select the Charge Number.**
5. **Enter a Receiving Employee.**
6. **Click Save.**
   The system displays fields for checkout information in the lower portion of the screen.
7. **Enter the checkout item information.**
   Enter a positive number to indicate a checkout and a negative number for a return. The Storeroom will default to the Storeroom listed in your User Profile, but you can enter another storeroom if necessary.
8. **Click Save.**
   The system records the checkout and assigns an Issue Ticket number to the transaction.

   If you want to enter a new checkout, click anywhere in the upper portion of the screen, click the New icon, and repeat Steps 3-8.

Find Work Order Task

When you are creating a new Stock Checkout record, you can select Find Work Order Task from the Actions list to open a wizard to help you find a work order task to charge for the checkout transaction. The first window that opens can hold a variety of search criteria, including asset record type and ID, task required date, task description and crew.

After you enter your search and click the Next button, a second window opens listing work order tasks matching your search. Click the radio button to select the work order task you want to charge. Only one work order task can be selected. Click done to return to the Stock Checkout record with the information from the work order task entered in the appropriate fields.

Checkout All

Select Checkout All from the Actions list to create a checkout transaction for all stock codes on the stock checkout that have a remaining issued or return quantity. Access to this action is controlled by the responsibility function: CHECKOUT ALL PLANNED ITEMS.

This action is not available until a stock code has been entered.

Chapter 3

Checkout Request

Use the Checkout Request module to request items from a storeroom for use in work or to access items held in the storeroom as a courtesy. Using a Checkout Request simplifies issues and returns by allowing you to pre-plan parts needed for pickup at the storeroom. You have the option of either charging a Checkout Request against an account number or an asset, without charging against a work order. If you want to charge to a Work Order, the Checkout Request module provides an easy way of selecting from a list of Work Orders associated with the Asset or Account numbers you enter. You can also issue parts against a Checkout Request even if the part was not originally planned on the request.

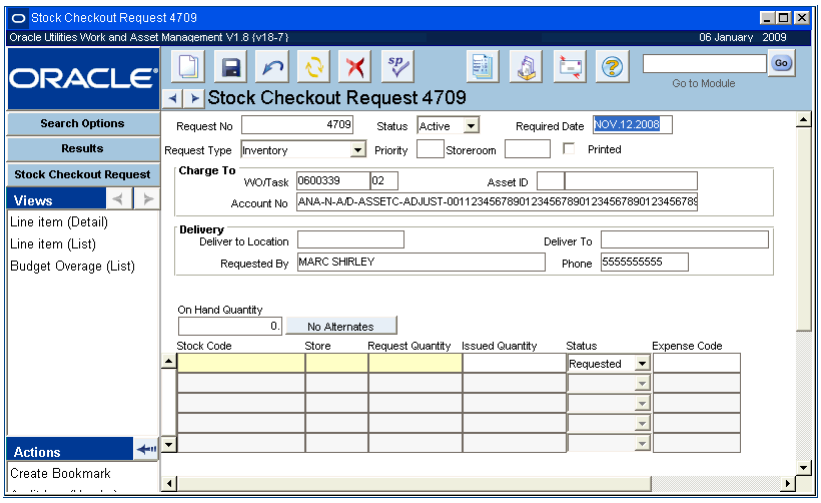
Checkout Request Records

The Checkout Request module allows you to build a list of parts that you need to pick up from the storeroom. This functionality is particularly helpful if you need more than one item and you would prefer to automate the process rather than hand write notes or wait at the storeroom window while someone looks up the stock code numbers for you.

The Checkout Request Business Rule defines processing in this module.

The Checkout Request module does not require that you check out parts against a work order number. If you do want to charge to a work order, however, the Checkout Request module provides an easy way of selecting from a list of work orders associated with the asset or account numbers you enter.

Since checkout requests are designed for immediate, one time use, parts cannot be returned against them. Instead, parts must be returned against an account number, project number, or another charge type.



Checkout Request

The following fields are included:

Request Number - Enter a unique number to identify the record. Depending on how your organization has configured the system, you may have to create the Request Number or the system automatically creates it for you when you save the record.

Status - After you have created the record and added all of the necessary item records, you can change the status to Active. Once a Stock Checkout Request record status is set to Active, no new items can be added. Settings in the Work Order Processing Business Rule determine if the system automatically closes all checkout requests for a Work Order/Task record when the task is set to Finished status.

Required Date - The Required Date indicates the date of the request. The system supplies the date when the record is created.

Request Type - There are two possible request types available:

> **Inventory** - If you choose inventory, the system changes the Charge To fields to include Work Order and Work Order Task, Account and requestor information.
>
> **Courtesy Stores** - If you choose courtesy stores, the system changes the Charge To fields to include Purchase Order and Account Number. You are not required to enter a Work Order Task number for Courtesy Stores requests, but, if you do, the list of values for the Purchase Order field is restricted to purchase orders associated with the work order task

Code Table 100 controls the associated list of values for the Priority field.

Priority - The Priority field allows you to indicate the relative priority of the request.

Storeroom - If all of the items to check out are from the same storeroom, enter that storeroom in this field. The system limits the item Stock Codes to only the items in the storeroom indicated.

Printed - The system places a check in this box when an issue ticket has been printed for this record.

The information required in the Charge To section changes depending on whether the Checkout Request is for an Inventory item or a Courtesy Stores item.

Work Order and Work Order Tasks - These fields identify the Work Order that will be charged for the checked out items. The fields have associated lists of values that are controlled by the Work Order module.

While you can enter work order information directly, you may prefer to enter an asset ID or account number first. When you do, the system displays a list of work orders associated with the asset or account that you can charge against. Double-click a work order/work order task in this list, or highlight it and click the OK button, to copy the work order information to the checkout request.

Asset ID Number and Account - When you select a Work Order and Work Order Task, the system provides an Asset ID and an account number.

You can also charge against an asset or an account without providing Work Order information. When you enter values in the Asset or Account fields the system opens a window where you can select a work order, if applicable. To bypass the work order selection, click the Cancel button on the list of work orders without selecting a work order.

Purchase Order and Account numbers - Enter the number for the Purchase Order on which the item was purchased. When you select a Purchase Order number, the system provides an account. If you selected Courtesy Stores as the Request Type, you must enter a purchase order and account.

Deliver To Location - The Deliver To Field indicates where the items should be delivered.

Deliver To - Enter the name of the person to receive the delivery in the Deliver To field.

Requested By and Phone - The system populates these fields with the creator of the record when it is saved. If necessary, you can select another name from the associated list of values.

The system can be set to send an alert to the requestor when backordered items are received. To enable this feature, the person responsible for configuring Business Rules in your organization must enter REQUESTOR in the BACKORDERED ITEMS HAVE ARRIVED column in the Alerts Business Rule.

Item Information

The fields immediately below the Requested by and Phone contain information about the stock Items on the Checkout Request. These fields change depending on whether you select the Line Item (Detail) or Line Item (List) view.

When you select the Line Item (List) view, the system shows summary information about all of the requested items. When you select the Line Item (Detail) view, the system shows detailed information about a single item.

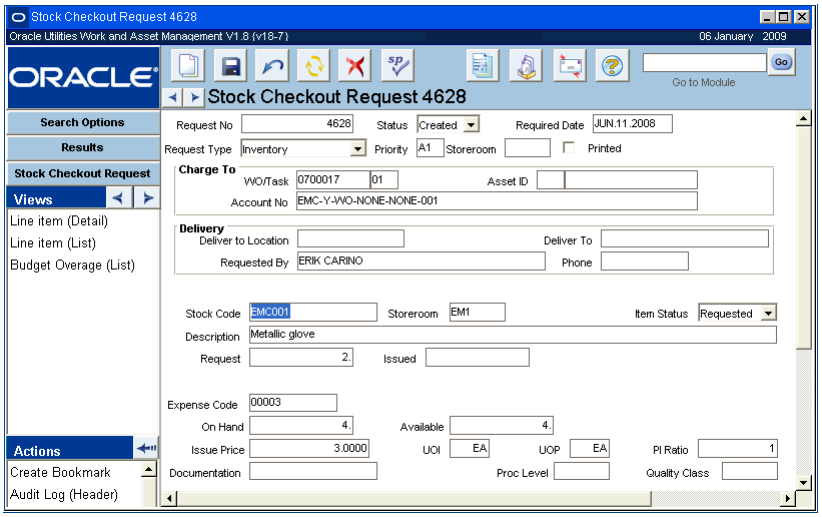
The available quantities shown are based on the settings in the Available Quantity Calculations Business Rule.

On Hand Quantity and Alternates Button - The On Hand Quantity field shows the amount of the requested stock item that is available in the Storeroom. The Alternates button shows the number of alternate stock codes that can be used instead of the requested item. Click the Alternates button to show a detailed listing of the alternate stock codes including the quantities available for those codes and pricing information. If you select one of the alternates and click the insert button, the On Hand Quantity field will show the amount of the alternate stock item that is available.

Stock Code - The list of values for the Stock Code is controlled by the Catalog module in the Resource subsystem. It displays different stock items depending on the Request Type. If the chosen type is Inventory, the list shows only Inventory, Expense and Consignment stock items in Active, Discontinued or Hold status. If the type is Courtesy Stores, the list shows only Direct stock items on the indicated Purchase Order.

Storeroom - Indicate the storeroom that will provide the item in the Storeroom field. The field has an associated list of values controlled by the Storeroom record.

Description - When you select a stock item and storeroom, the system provides this information from the Storeroom record (Data view).



Checkout Request Line Item (Detail) view

Request - Enter the requested quantity for the item in this field.

The Variable Expense Codes Business Rule determines how expense codes are handled for Checkout Request records.

Issued - When the item is issued, the system updates the Issued field to show the quantity issued.

Item Status

Requested - When items are entered on the checkout request they are in Requested status until they are issued.

If items are only partially issued, the line item remains in Requested status and the overall record status remains in Active status until the item is either issued fully or the status is changed manually. When the item is in Requested status it places demand on the storeroom. However, this is only true if the Allow Partial Issue key in the checkout request business rule is set to ON. With the key set to OFF the system sets the item status to Issued, the record status to Closed, and removes demand from the storeroom as soon as the item is either fully or partially issued.

Issued

Canceled

Expense Code - When you select a stock item and storeroom, the system provides this information from the Debit Expense field on the Storeroom record (Data view).

How to Request a Stock Item

Checkout Requests can also be created from the Daily Schedule module.

1. **Open the Checkout Request module.**
2. **Click New.**
3. **Set the Type to Inventory.**
   Select Courtesy Stores to request direct stock items that are being held in a storeroom.
4. **Enter the Charge number.**
   The charge number that you enter will depend on the Request type entered in the previous step. Only active charge numbers are listed in the list of values for each charge type.

   Inventory - Enter a work order number, an asset, or an account number. If you select an asset or account first, the system displays a list of active work orders associated with the asset or account that you can charge against. Double-click a line in this list to charge to that work order. If you do not want to charge to a work order, close the list.

   Courtesy Stores - If you selected courtesy stores as the Type you MUST enter the purchase order in the Charge To section. When you enter the purchase order number you will be prompted for an account number. Select an account and tab out of the field.
5. **Enter any delivery information if the items will be delivered.**
6. **Click Save.**
   The system saves the Request record. Now you can add the specific items.

Once the Checkout Request record has been entered and saved, you can begin to list the stock items that you need. You can add items using either the Line Item Detail or Line Item List views. However, unless you need the additional information displayed in the Detail view, it is easier to use the List view.

How to Add Line Items to a Checkout Request

1. **Select Line Item (Detail) from the Views list.**
2. **Select the Stock Code from the list of values.**
   The list is controlled by the Catalog module in the Resource subsystem and shows only those records of Inventory, Expense and Consignment stock items in Active, Discontinued or Hold status.
3. **Select the Storeroom from the list of values.**
   This list is controlled by the Storeroom Setup module of the Resource subsystem. When you have selected both the Stock Code and the Storeroom, the system supplies other information for the material handling staff's review.
4. **Enter the quantity of the item that you need.**

5. **Click Save.**
6. **Set the status to Active when you have entered all of the items.**
   The system asks if you want to save the status change.
7. **Click the OK button.**
   The system saves the record and places demand on the storeroom for the items.

Partial Issue of Items

Items entered on the Checkout Request are in Requested status until they are issued.

If items are only partially issued, the line item remains in Requested status and the overall record status remains in Active status until the item is either issued fully or the status is changed manually. When the item is in Requested status it places demand on the storeroom. However, this is only true if the Allow Partial Issue rule key in the Checkout Request Business Rule is set to ON. With the rule key set to OFF the system sets the item status to Issued, the record status to Closed, and removes demand from the storeroom as soon as the item is either fully or partially issued.

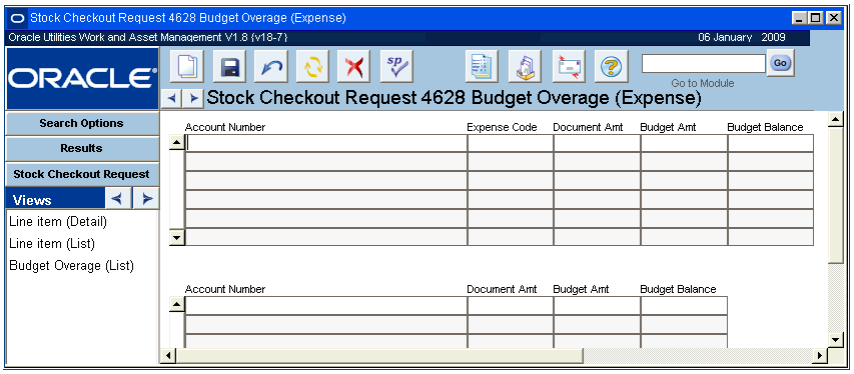
Note: Code table 103 controls the associated list of values for the Documentation field.

Checkout Request Views

The module includes the following views:

Budget Overage

This view displays account/expense code combinations that have been caused to go over budget by the approval or processing of the current record. Budget amounts are entered in the Period Costs view of the Account module.



Budget Overage view

Note: The Budget Checking by Document and Budget Checking Business Rules control this functionality.

Please refer to the topic on Budget Checking for more information.

Checkout Request Actions

The actions to Add All or Select Items from the Work Order are available only when you have the appropriate responsibility and the checkout request is in Created status.

In addition to standard actions, the following can be completed from within the module.

Adding Items from Work Orders

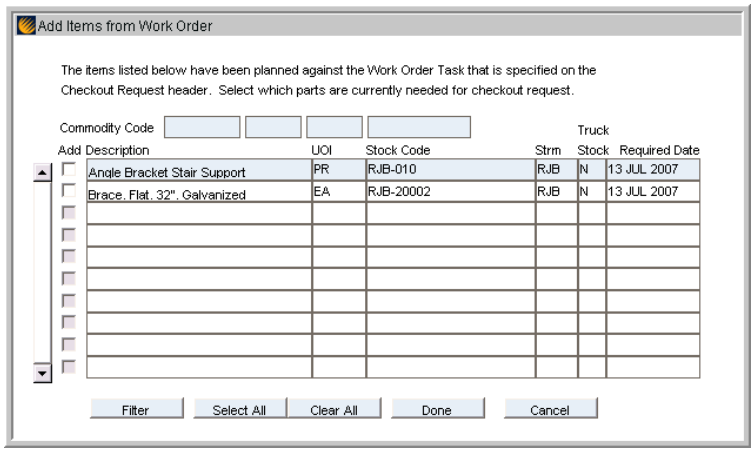
If you specify a work order on the checkout request, you can choose actions to add all stock items planned against the work order or select from a list of the planned items.

Add All Items from Work Order - Select the Add All Items from Work Order action to add all of the stock items planned against the Work Order.

If some of the planned items have already been issued, the requested quantities are reduced to account for the issued quantities.

Check the Add box for those items you want to add to the Checkout Request.

Select Items from Work Order - If you choose the Select Items from Work Order action, the Add Items from Work Order window opens containing a list or planned items that have not already been issued and are not truck stock items. Truck stock items are typically smaller, inexpensive items that are carried on the crew's work truck and not checked out from the storeroom.



Add Items from Work Order

If you want to change the list to include truck stock items or items where the planned quantity has already been issued, click the Filter button to open the selection window where you can reset the filter settings. After resetting the filters, click the Next button to return to the Add Items from Work Order window.

When you have finished selecting the items, click the Done button to add the selected items and return to the Checkout Request record.

Printing Checkout Requests

Printing the checkout request is optional. To print select Print Checkout Request from the Actions list, or run the Inventory Pick List report (S_RPT026). Once the Checkout Request is printed for the first time, the Printed check box is automatically checked.

The Checkout Request Business Rule also controls whether or not the checkout request can be printed more than once. Restricting to only one printing of checkout requests reduces the potential for pulling parts for the same order more than once.

Returning Items

Items cannot be returned against a checkout request. If items need to be returned, the Stock Checkout module is used. Select account or another “Checkout to” charge type, and enter the same stock code with a negative number in the Issued field indicating the number of items to return. The system will credit the account or other charge type, and note the number of items as being present in the storeroom.

Reviewing Checkout Transactions

Open the Checkout Transaction Log to review checkout transactions. The system logs all changes made in the Checkout Requests module to this log. You cannot modify the information in the log. This information cannot be modified.

Chapter 4

Material Disposition

Components are defined as the major part or parts that make up an asset. Stock items are considered components when they are marked as trackable and repairable on their Storeroom record. A unique Component ID is then entered in the Component ID module and that stock code can be assigned to the Component ID so that the item can be installed and removed from assets or tracked during repairs.

Please refer to the online help or user guide section on the Component ID module for more information on components.

Broken or damaged components can be disposed of in several ways, depending on your business practices, the type of part, and the degree of damage. They can be repaired and returned to the storeroom, sold, or returned to the vendor for credit. You can use the Materials Disposition module to manage items in the disposition process and capture the cost of repairs.

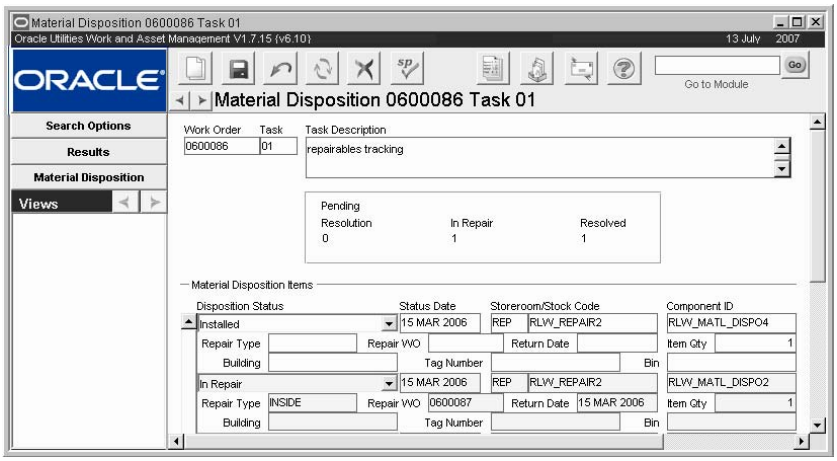
Material Disposition Records

The Material Disposition module allows you to manage the repair and disposition of damaged parts. While Material Disposition processing is usually limited to trackable stock items, the system also can be configured to extend repairables processing to stock items that are not components, and in some cases to stock items that are normally not considered repairable.

Settings in the Repairable Processing and the Component Processing Business Rules determine how material disposition records are processed and what types of stock items can be tracked through the module. To make the module available, the Enhanced Material Processing key in the Repairable Processing Rule must be set to ON.

When you remove a repairable item from an Asset, the system automatically creates a record in the Material Disposition module with line items for both the “new” and the “old” parts. The new part is installed on the asset and the old part is typically returned to the storeroom, where it is evaluated and disposed of in some way.

The upper section of the Material Disposition record contains system-maintained fields identifying the record and the number of items resolved. The lower section contains fields identifying the status and location of items on the record.



Material Disposition record

The following fields are included:

Work Order/Task/Description - The system copies information about the work order used to check the new part out of the Storeroom. Components and repairable stock items can only be checked out against work orders.

The Work Order/Task number is also used as the Material Disposition record identifier.

Resolution Indicators - As items move through the Materials Disposition process, the system reports the total number of items Pending Resolution, In Repair, or Resolved.

- **Pending Resolution** items are those in any Pending status, such as Pending Repair or Pending Disposition.
- **In Repair** indicates that a work order to repair the items is active and the items have not been returned to the Storeroom.
- **Resolved** items have Installed, In Stores, Scrapped, Sold, Scrapped, or Cancelled status and require no additional disposition processing.

Disposition Status - When the Install at Issue key in the Component Processing Business Rules is ON, the system handles most Disposition status changes for Components automatically. In other cases, you can change the status manually.

Valid Disposition Status changes are:

- Pending Return to Canceled
- Pending Return to Pending Disposal
- Pending Return to Sold
- Pending Return to Scrapped
- Pending Return to Salvaged
- Pending Disposal to Pending Disposition
- Pending Disposal to Sold
- Pending Disposal to Scrapped
- Pending Disposal to Salvaged
- Pending Disposal to Canceled
- Pending Disposition to Canceled
- Pending Disposition to Installed
- Pending Disposition to Pending Disposal
- Pending Disposition to Pending Repair
- In Repair to Canceled
- In Repair to Installed
- In Repair to Sold
- In Repair to Scrapped

- Pending Disposition to Sold
- Pending Disposition to Scrapped
- Pending Disposition to Salvaged
- In Repair to Salvaged

- Pending Repair to Canceled
- Pending Repair to Pending Disposal
- Pending Repair to Sold
- Pending Repair to Scrapped
- Pending Repair to Salvaged

Status Date - The system records the date of the most recent status change here.

Storeroom/Stock Code - Identifies the Storeroom and Stock Code for the Material Disposition item.

Component ID - Identifies the Component ID for the Material Disposition item. Required when the item is trackable.

Repair Type - You can use this field to indicate whether the item is being repair is being handled in house or being sent to an outside vendor. The list of values associated with this field is controlled by User Code Table 59 in the Administration subsystem.

Repair WO - When a Work Order is created to repair an item that is in Pending Disposition or Pending Repair status, the system records the number of the Work Order here.

Return Date - The system enters the date the item was returned to the storeroom.

Item Quantity - The number of stock items represented by the line item. For Components, this number must be one. For non-components, the system enters the quantity issued from the storeroom.

Building - You can enter a location for the item here. The list of values for this field is controlled by User Code Table 25 in the Administration subsystem.

Tag numbers often correspond to a physical tag attached to the stock item and can help track non-components being repaired.

Tag Number - A Tag Numbers are temporary ID number that can help track non-components through the repair cycle. These numbers usually correspond to a physical tag attached to the stock item. There is no automatic processing for Tag Numbers, but you can enter a Temporary ID number manually in the provided field when the item is in Pending Disposition, Pending Repair, or In Repair status.

Bin - If the items are stored temporarily in a Bin during the repair process, you can enter that Bin number here.

Materials Disposition Processing

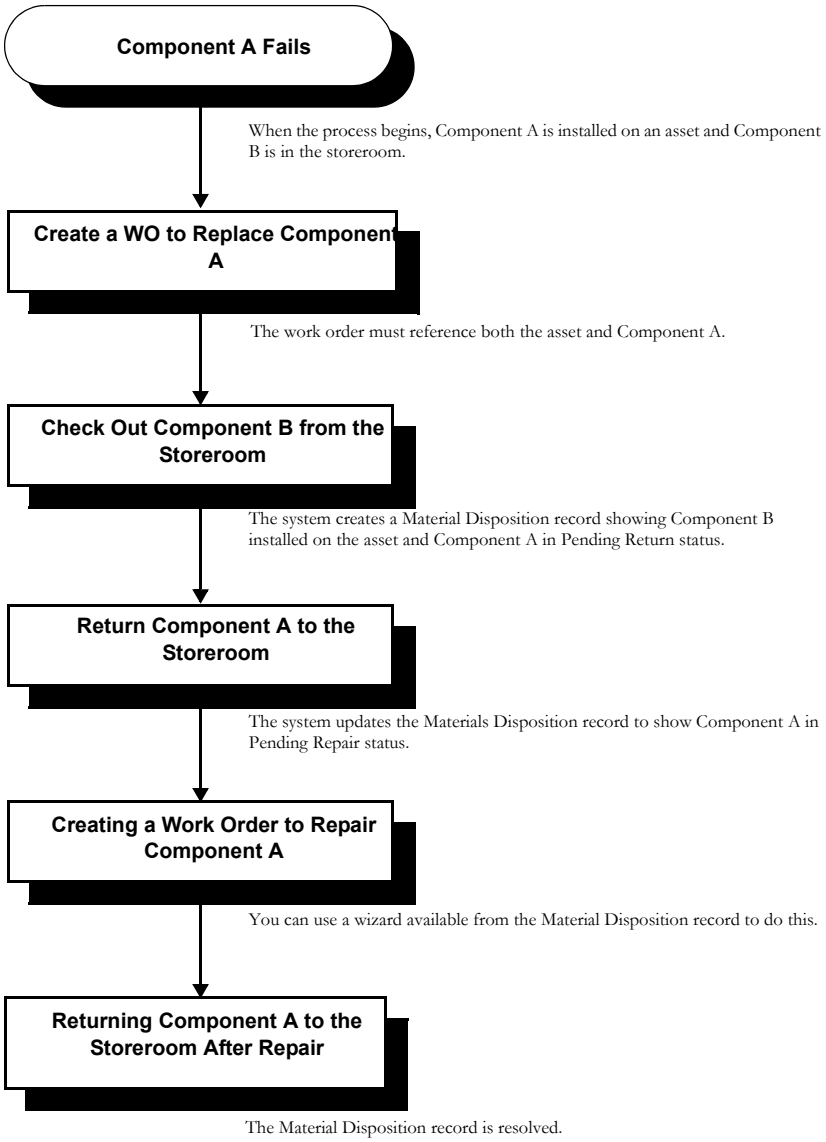
There are several scenarios for the Material Disposition process:

- Repairing Trackable Stock Items (Components) - Basic Repairables Processing
- Repairing Components Outside of the Storeroom - Advanced Repairables Processing
- Repairing Non-Components - Advanced Repairables Processing
- Repairing Removed Parts - Advanced Repairables Processing

While basic repairables processing is limited to trackable stock items, the system can also be configured to extend repairables processing to stock items that are not components, and in some cases to stock items that are normally not considered repairable.

Basic Repairables Processing

The following diagram shows basic steps of the standard material disposition process. In this example, Component A fails in service, is removed from an asset, and is then repaired and returned to the storeroom. Similar steps are involved if the component is sold or returned for credit.



For information about processing stock items that are not trackable components, please refer to the next section.

Business Rule Settings for Basic Repairables Processing

The business rules controlling material disposition and the storeroom repairable indicator must be set as shown in the following table to control the type of processing that you need to use within your organization.

	Basic Processing	Advanced Processing
Component Processing Rule		
Install at Issue	YES	NO
Repairable Processing Rule		
Enhanced Material Disposition	ON	ON
Repairable Must be Trackable	ON	OFF
Repairable Return Credit Value	ON	OFF
Restrict Repairable Checkout	ON	ON

Creating a WO to Replace Component A

Standard material disposition processing begins when you create a work order to replace an installed component that needs to be removed and/or repaired. To ensure that the system will track the component exchange accurately, you must reference both the Component ID and the asset on which it is installed.

How to Create a Work Order to Replace Component A

1. **Create a new Work Order record.**
   You can either create the work order from an approved work request or create the work order directly in the Work Order module.

   You can also select Create WO from the Actions list on the component record.
2. **Complete the required fields.**
3. **Enter the Asset ID and the Component ID for Component A.**
   The Work Order record is created in Planning status. After the work is planned, the work order can be activated.
4. **Click Save.**

Planning and Activating the Work Order

After the work order is created, you may want to plan the parts needed to replace Component A including the replacement part, Component B. If you plan for Component B it will automatically be included on the Stock Checkout record when you go to check out the replacement part.

The work order must also be approved and activated before you can reference it on the follow-up records required to complete the processing discussed in this chapter.

Checking out Component B

When you check out a replacement component from the storeroom, the system automatically creates a Material Disposition record to track the disposition of the two components involved in the exchange. The system also updates the information about both components in the Component ID module.

You must reference the replacement work order when you check out the replacement component.

How to Check Out Component B

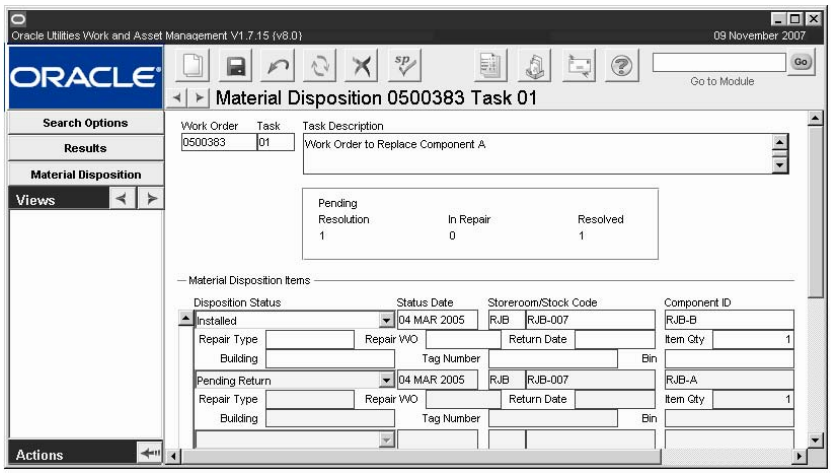
1. **Open the Stock Checkout module in the Inventory subsystem.**
   You can only check out components to work orders in active status.
2. **Enter the WO number for the WO to Replace the component.**
3. **Click the Checkout button.**
4. **Enter your Employee information and click the OK button.**
   If the replacement component was planned on the work order, it appears on the checkout request. If not, you can add it.
5. **Enter an Issue Quantity of 1.**
6. **Select a Component ID from the list of values.**
   This will be the Component ID for the replacement part.
7. **Click Save.**
   The system processes the checkout and creates a Materials Disposition record with two line items. The first line item represents Component B and is created in Installed status. The system charges the new component against the work order. At the same time, the system changes the Component ID record for Component B to Installed, and supplies the asset information. This is the end of the process for Component B.

   The second line item represents Component A and is created in Pending Return Status. At the same time, the system sets the Component ID record for Component A to Material Disposition and removes the asset information.

Material Disposition Record Created by the System

When the system creates the Material Disposition record, it also changes the Component ID record for Component B to Installed status and supplies the asset information.

You can view the Material Disposition record created by the system by searching for the work order number, stock code or component in the Material Disposition module. The Material Disposition record shows both components involved in the exchange.



Material Disposition Record showing both Components

Remember, the material disposition business rules must be properly set to enable automatic status changes for Material Disposition records.

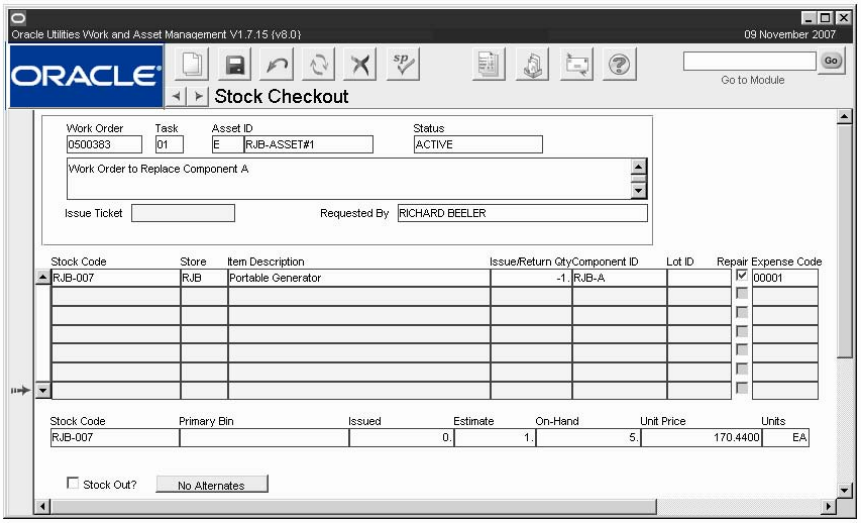
The new component (Component B) is listed on the first line of the bottom portion of the window and is in Installed status. When the work order to replace Component A is finished, the asset will be charged for Component B as well as the labor costs associated with the replacement. This the end of the processing for Component B.

Component A is listed secondly and is in Pending Return status. It is no longer associated with the asset at this point. Component A must now be evaluated and disposed of.

Returning Component A to the Storeroom

You return items to the storeroom using the Stock Checkout module to 'checkout' a negative quantity.

Return Component A to the storeroom by creating another Stock Checkout record against the work order that you created to replace Component A. Indicate that the item is being returned for credit by checking the Repair check box and entering a negative quantity. When you check the Repair box, the system credits the asset with the value found in the field next to the Repairable box on the Storeroom record.



Stock Checkout Record set to create a Material Disposition Record for Repair

How to Return Component A to the Storeroom

You are not required to return Component A to the storeroom, however if you do not, you must manually change the status of Component A on the Material Disposition record to reflect its status. The system requires that the component be returned to the storeroom in order to process the statuses automatically.

1. **Open the Stock Checkout module in the Inventory subsystem.**
2. **Enter the WO number for the WO to Replace the component.**
   This is the work order created earlier.
3. **Click the Checkout button.**
4. **Enter your Employee information in the Receiving window.**
5. **Click OK.**
   The Stock Checkout record appears with the work order and stock code information already completed.
6. **Enter a negative one (-1) in the quantity column.**
   You return items to the storeroom by checkout out a negative number.
7. **Enter the Component ID for the item you are returning.**
8. **Place a check in the Repair check box.**
9. **Click Save.**
   The disposition status of Component A changes to Pending Disposition and the asset is credited with the repair value for Component A.

   The system also notes the repair value of the component on the Storeroom record.

At this point the storeroom 'owns' Component A and can determine what to do with it. The system changes the material disposition status for Component A to Pending Disposition, and keeps the Component ID record in Material Disposition status. Now you can create a repair work order for Component A, or you can dispose of the component in some other way (such as scrapping it, salvaging it, etc.).

Creating a Work Order to Repair Component A

If it is decided that Component A can be repaired you can create a work order to manage the repair. Benchmark Work Order records are usually created by your organization well in advance in anticipation of maintenance that may need to be performed on an asset.

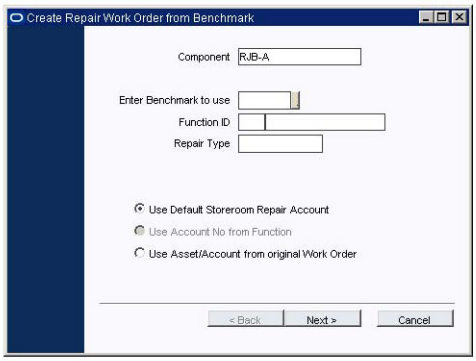
There are several options available for capturing the cost of the repair. You can use a benchmark work order as a template and charge the repair to either the default repair account for the storeroom, or you can charge to a function that has been set up to capture repair costs. You can use the work order you initially created to remove Component A from the asset as the "benchmark" for the repair work order. If you do this, repair cost will be included in the asset and account summaries.

How to Create a Repair Work Order from a Material Disposition Record

1. **Open the appropriate Material Disposition record.**
   You can only create repair work orders for components in Pending Disposition and Pending Repair status.

2. **Highlight the component to be repaired.**
3. **Select Create Repair WO from the Actions list.**
   The component must be in Pending Disposition status for this Action to appear on the list. If you did not return the component to the storeroom the record remains in Pending Repair status and you must change the status manually to continue.

   Once you select Create Repair WO, the system displays the Create Repair Work Order window.



Create Repair Work Order from Benchmark

4. **Select a radio button to determine how to proceed.**
   If you want to use a benchmark work order as a template, enter the benchmark work order number or select one from the list of values. You do not need to select a benchmark if you are using the 'repair' Work Order as a template.

   When you enter a benchmark work order, the system completes the Function ID fields if asset information is available on the benchmark work order. With a function entered you can select the Use Account No. from Function radio button to use the function account number rather than the account number on the benchmark.

   If you select the Use from original Work Order radio button, the asset and account information will be copied from the work order task on the work order that you created to replace Component A.

5. **Click Next.**
   The system creates the repair work order and displays the work order number.

The Material Disposition record now shows Component A in In Repair status.

6. **Click the OK or the Work Order button.**
   Clicking the OK button returns you to the Material Disposition record. Clicking the Work Order button displays the work order.

Returning Component A to the Storeroom After Repair

Once the work order is created, approved, and set to Active status, the repair work can be completed and the work order task status can be set to Finished. At this point the system runs a batch process (SDBP_FINISH_WO) to apply the costs incurred on the work order appropriately throughout the system. After this batch process runs (usually overnight) you can use the Stock Checkout module to return the component to the storeroom to complete the entire process.

If you try to close the work order before the component is returned to the storeroom, the system warns you that the work order involves a Material Disposition record that is still in pending status.

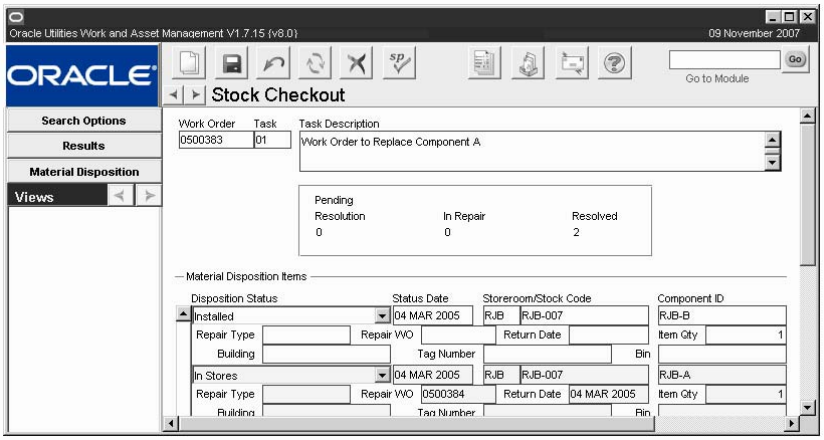
The repaired value cannot be less than the return credit value plus the average repair cost for the stock item.

When the component is returned to the storeroom after it is repaired, the system adjusts the value of the storeroom by the Repaired Value of the stock item on the Storeroom record (after the batch process, SDBP_COST_STOCK, runs). This value cannot be less than the return credit value plus the average repair cost for the stock item. The system also sets the Material Disposition and Component ID records to In Stores status. Once the line item status for Component A is changed to In Stores, both sub-records for the Material Disposition record will be resolved.

After you complete this step Component A is in the storeroom ready to be used again and Component B is installed on the asset.

How to Return Component A to the Storeroom after it is Repaired

1. **Open the Stock Checkout module in the Inventory subsystem.**
2. **Enter the repair work order number.**
3. **Click the Checkout button.**
4. **Enter your employee information in the Receiving window.**
5. **Click OK.**
   The Stock Checkout record appears with the work order and stock code information already completed.
6. **Enter a negative one (-1) in the quantity column.**
   You return items to the storeroom by checkout out a negative number.
7. **Enter the Component ID for the repaired component.**
8. **Click Save.**
   The system changes the disposition status of Component A to In Stores, and applies the repair cost to the storeroom. Once the system sets the sub-record for Component A to In Stores, both line items on the Material Disposition record are resolved.



Material Disposition Record with Resolved Items

Only One Component?

If only one component is involved, you must open the Material Disposition records and cancel the second "empty" line item.

Standard material disposition processing involves the exchange and repair sequence previously discussed for Component A and Component B. There are instances, however, when only one component is involved.

There are a number of reasons why a component might be checked out from a storeroom without using it to immediately replace an installed component. For example, the component might be used in the fabrication of a new asset, or it might be checked out as a spare by a repair crew going into the field to do a PM on an asset that is in a remote location such as an oil platform.

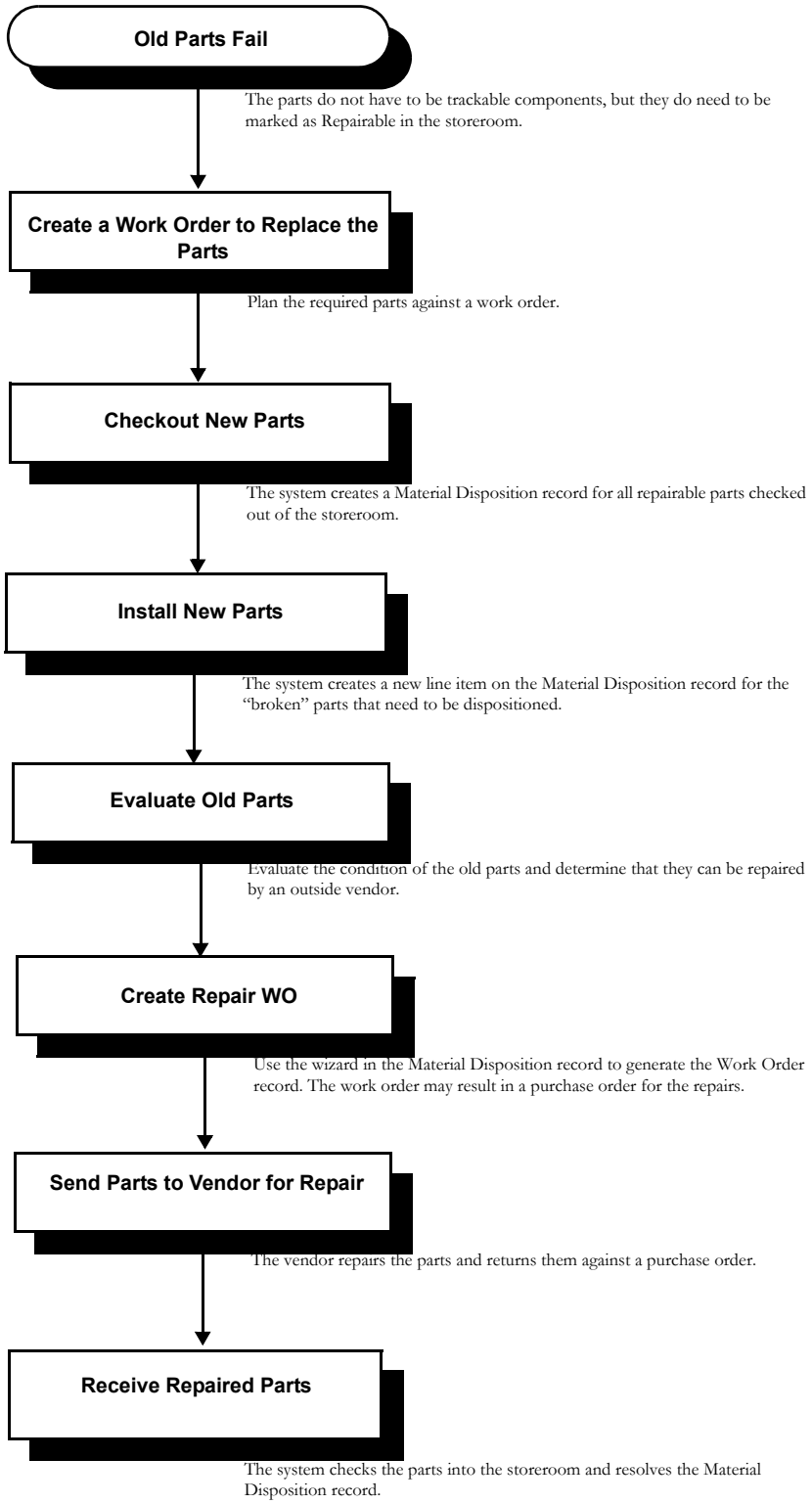
Although there is only one component, the system automatically creates two lines on the Material Disposition record. In this case, the first line represents Component B and the second line acts as an empty placeholder which must be cancelled manually. Once the component is checked out from the storeroom, you must open the Material Disposition record and change the status of the second line item from Pending Return to Canceled.

Advanced Repairables Processing (Non-Components)

Repairing Non-Components

While basic repairables processing is limited to trackable stock items, the system can also be configured to extend repairables processing to stock items that are not components, and in some cases to stock items that are normally not considered repairable.

The following diagram shows the basic steps of the advanced material disposition process. In this example, some parts fail, they are sent to an outside vendor for repair, and they are returned to the storeroom when received.



This processing allows you to process repairs for components without having to first return them to the storeroom and/or to process non-components.

In this scenario, when you check out repairable components against a Work Order, the system creates a Material Disposition record similar to standard processing, listing the new

"replacement" component in Pending Disposition status. When you are ready, you can manually set the Material Disposition status of the new component to Installed.

When you change the status of the new component to Installed, the record displays a new line for the old "broken" component which is now in Pending Disposition status. When you are ready, you can set the status of the out of service component according to the action to be taken.

If you wish, you can use the Work Order that removed the damaged stock items from service as a Benchmark for the Work Order to repair the items.

If the old Component is to be repaired, you can use the Create Repair WO wizard to generate a Work Order for the repair tasks. When the Component has been repaired and is ready to be returned to the Storeroom, create a Stock Checkout return referencing the Repair Work Order. Upon completion of the return the system puts the items into the Storeroom at the Repaired Value price indicated on the Storeroom record and recalculates the on-hand quantity, inventory total value and average unit price. The system also updates the fields used to calculate average repair price based on the work order charges and changes the status of the associated Material Disposition record to In Stores.

Note: Remember, this processing includes construction assets as well as maintenance assets.

Business Rule Settings for Advanced Repairables Processing

To enable advanced repairables processing, the business rules controlling material disposition and the storeroom repairable indicator must be set as shown in the following table.

	Basic Processing	Advanced Processing
Component Processing Rule		
Install at Issue	YES	NO
Repairable Processing Rule		
Enhanced Material Disposition	ON	ON
Repairable Must be Trackable	ON	OFF
Repairable Return Credit Value	ON	OFF
Restrict Repairable Checkout	ON	ON

With the business rules set for advanced processing, you have to change the status of Material Disposition records manually, but the system allows you more control over the process and more flexibility in the type of stock items dispositioned.

Automatic Return of Repaired Items to the Storeroom

The system can help you track the return of items repaired by an outside vendor. As parts are received, the system recognizes shipments that should contain repaired parts and asks you to confirm that those parts are included in the shipment. If they are, the system automatically processes them by checking them into the storeroom, resolving the appropriate material Disposition record, and changing the status of the repair work order that they were issued against to Finished. If the expected parts are not included in the shipment, the system sends an alert to the storeroom supervisor.

To enable this automatic processing, the originating repair work order must include a direct purchase for service. This information can be entered by selecting Materials from the Views list in the Work Order Task module. The direct purchase should indicate the vendor responsible for the repair, the quantity being repaired, and the cost of repairs.

How to Set Up Automatic Processing for Returned Items

1. **Create a repair work order.**
   You can use the Create Repair WO action in the Material Disposition module to create the work order.
2. **Select Task (Detail), then Material (Detail) and then Direct Purchase from the Views List.**
3. **Select the Vendor name from the list of values.**
4. **Enter S (for Service) in the PO Item Type field.**
5. **Enter an Approval Title.**
6. **Click Save.**
7. **When prompted, enter the number of items and pricing information.**
   The number of items should be the same as the number of items on the corresponding Material Disposition record. For components, this number is always one.
8. **Click Save.**
   When the work order is set to Active status, the system creates a requisition for the repair of the parts. The requisition then results in a purchase order for the repairs. When the repaired items are received, the system verifies that the shipment contains the repaired parts and checks them into the storeroom.

Creating a WO to Replace Parts

The repairable indicator on the Storeroom record must be checked for a part to be repairable.

The material disposition process begins when you create a work order to replace parts that have failed. Later, you will evaluate the condition of those parts and decide how to disposition them. In this example, the parts must be marked as repairable in the storeroom, but they do not have to be trackable stock items.

How to Create a Work Order to Replace Failed Parts

The Work Order record is created in Planning status. After the work is planned, the work order can be activated.

1. **Create a new Work Order record.**
2. **Click Save.**
3. **Select Task (Detail), then Material (Detail) from the Views list.**
4. **Enter the Stock Code and quantity of the parts to be replaced.**
5. **Click Save.**

Planning and Activating the Work Order

After the work order is created, you may want to plan labor or parts (including any replacement parts). Once the remainder of the work order is filled in it must be approved and activated before you can reference it on the follow-up records required to complete the processing discussed in this chapter.

Checking Out New Parts

When you checkout repairable parts from the storeroom, the system automatically creates a Material Disposition record to track the disposition of the old parts. If the part is a component, the system also updates information in the Component ID module.

How to Checkout the New Parts

You must reference the work order when you checkout the new parts.

1. **Open the Stock Checkout module in the Inventory subsystem.**
2. **Enter the Work Order number.**
   You can only check out repairable items against work orders in active status.
3. **Click the Checkout button.**
4. **Enter your Employee information and click the OK button.**
5. **Enter an Issue Quantity.**

If you are checking out a component, you must also select a Component ID from the list of values. If there are not Component IDs available for that stock code you can either create one or reference a different stock code.

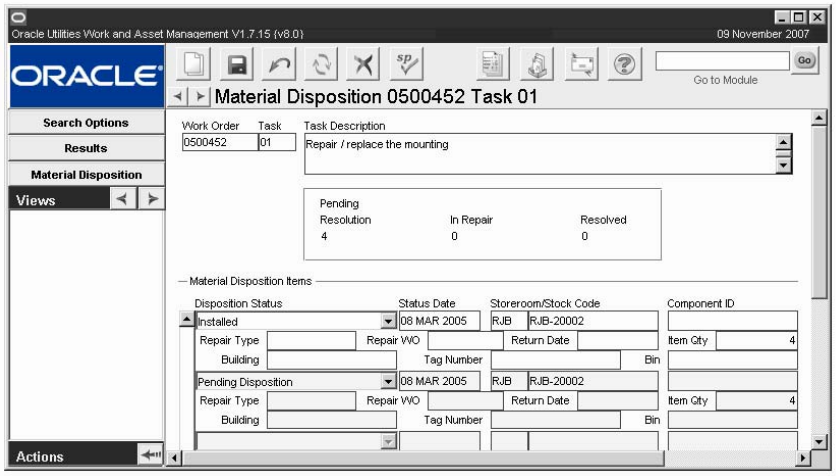
6. **Click Save.**
   The system processes the checkout and creates a Materials Disposition record.

Installing New Parts

If you find that you do not need to use all of the new parts you checked out, you can either return the extra ones to the storeroom before changing their status to Installed, or you can set the entire quantity to Installed even though you will be returning some to the storeroom later. Either way, the system will adjust the quantities on the Material Disposition record correctly when you return the unused parts to the storeroom.

How to Install the New Parts

1. **Open the Materials Disposition record in the Inventory subsystem.**
   You can use the work order number to search for the Materials Disposition record.
2. **Set the disposition parts to Installed status.**
   The system creates a new line item for the same quantity of "broken" parts which now need to be dispositioned.



Material Disposition Record with Broken Parts

Evaluating Old Parts

After examining the parts removed from service, you can decide on how to disposition them. By setting the status on the newly created Material Disposition record you can indicate if the broken parts are to be repaired, sold, or scrapped.

You can also use a shipping memo to track items being repaired by an outside vendor.

The information contained on the Material Disposition record varies slightly depending on whether the stock item removed was a regular repairable stock item, or a trackable stock item.

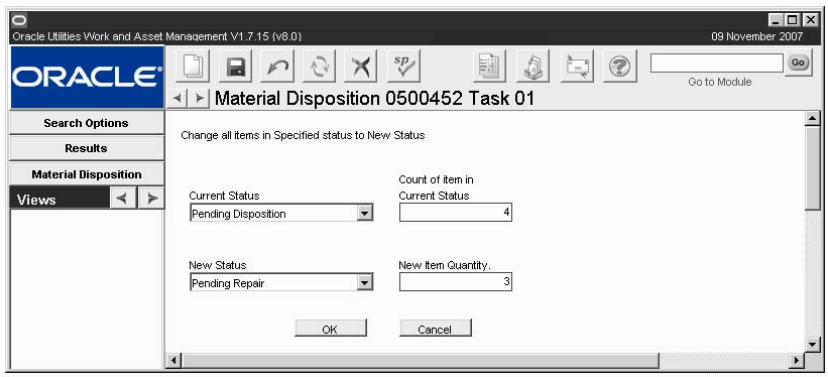
If there is more than one broken part, and all of the parts can be disposed of in the same way, you only need to change the Material Disposition record status from Pending Disposition to Pending Repair, Scrapped, or some other valid status.

If different dispositions are required for some of the items, you can select Status Changes for Pending Items from the Actions list to change the status of various quantities of the items of the damaged parts.

You may want to use a Tag Number (a temporary ID) on the Material Disposition record to track parts through the repair cycle. There is no automatic process for doing this, but you can enter a Temporary ID number in the field provided on the Material Disposition record as long as the item is in Pending Disposition, Pending Repair, or In Repair status. These numbers usually correspond to a physical tag attached to the part.

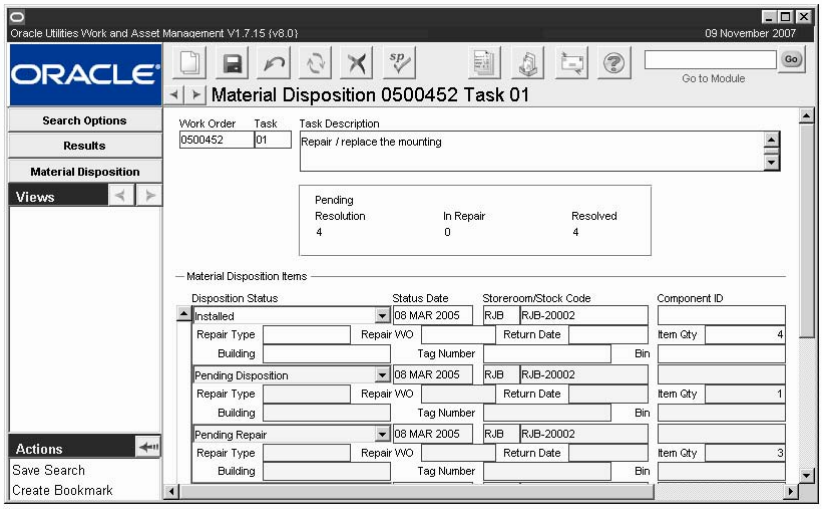
How to Change the Status of Pending Items

1. **Open the appropriate Material Disposition record.**
2. **Click anywhere on the items you want to change.**
3. **Select Status Changes for Pending Items from the Actions list.**
   The Status Changes for Pending Items window opens. This action is only available if there is more than one of the item.
4. **Select a new status from the drop-down list.**
   For items being sent to an outside vendor for repair, set the status to Pending Repair.
5. **Enter a new quantity for the items you want to change.**
   You can enter any number less than the total number of pending items into the Count of Item in Current Status box.



Material Disposition Record showing item counts by status

6. **Click OK.**
   The system creates a new line item with the quantity of the stock item entered in the status you select. It also reduces the pending quantity on the existing line item by the same amount.



Material Dispositoin Record with reduced Pending Quantity

Creating a Work Order to Repair the Parts

You can change the location for the items being dispositioned by entering locations in the Building and Bin fields on the Material Disposition record.

When you create a work order to repair the parts, you have several options for capturing the cost of the repair. You can use a benchmark work order as a template and charge the repair to either the default repair account for the storeroom, or you can use the work order you initially created to remove Component A from the asset as the "benchmark" for the repair work order. If you do this, repair cost will be included in the asset and account summaries.

How to Create a Repair Work Order from a Material Disposition Record

1. **Open the appropriate Material Disposition record.**
2. **Highlight the component or stock item to be repaired.**
3. **Select Create Repair WO from the Actions list.**
   The system displays the Create Repair Work Order window.
4. **Select a radio button to determine how to proceed.**
   If you want to use a benchmark work order as a template, enter the benchmark work order number or select one from the list of values.

   When you enter a benchmark work order, the system completes the Function ID fields if asset information is available on the benchmark work order. With a function entered you can select the Use Account No. from Function radio button to use the Function account number rather than the account number on the benchmark

   If you select the Use from original Work Order radio button, the asset and account information will be copied from the work order task on the work order that you created to replace Component A.
5. **Click Next.**
   The system creates the repair Work Order record and displays the record number.
6. **Click the OK or the Work Order button.**
   Clicking the OK button returns you to the Material Disposition record. Clicking the Work Order button displays the Work Order record.

If the expected parts are not included, the system sends an alert to the supervisor, who can investigate why the parts were not returned.

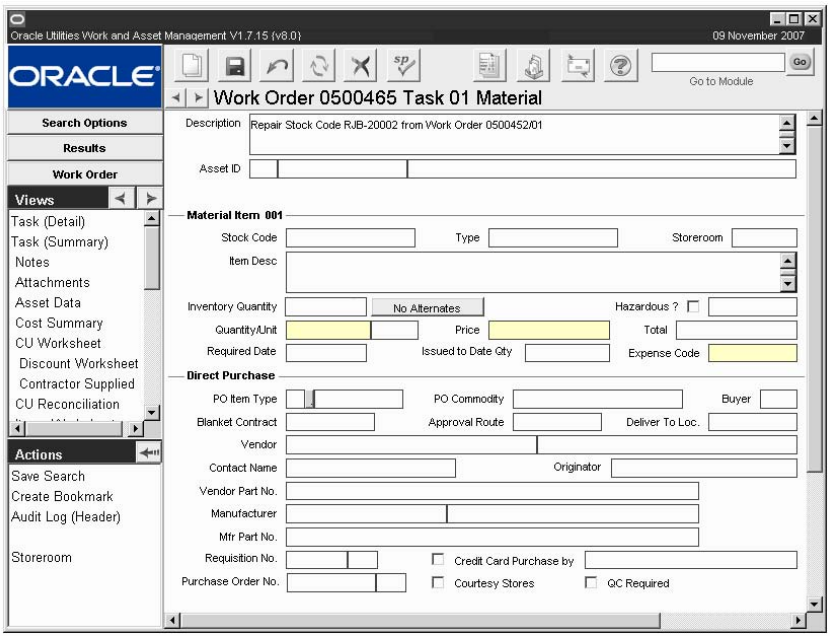
Adding a Direct Purchase for Repairs by a Vendor

If you want to send the parts to an outside vendor for repair, you should add a service-type direct purchase to the work order task. The system will then create a requisition for the repair when the work order is activated. When the requisition is processed, it results in a purchase order for the repairs.

When the parts are repaired and returned from the vendor, the system uses the PO number to recognize shipments that should contain repaired parts. When a Receiving record is saved against the PO number, the system asks you to confirm that the parts are included in the shipment. If they are, the system automatically checks them into the storeroom and completes the material disposition process.

How to Add a Direct Purchase for Repair by a Vendor

1. **Open the Repair Work Order.**
2. **Select Task (Detail), then Material (Detail) then Direct Purchase from the Views List.**
   The Direct Purchase Information window opens.



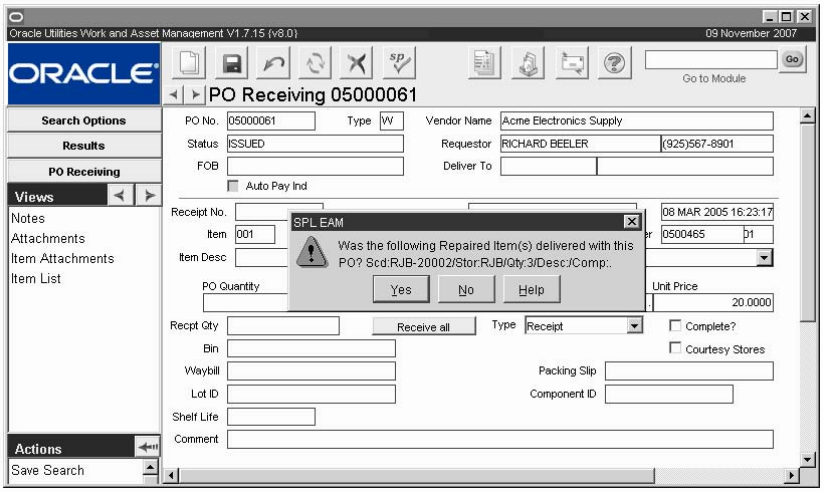
3. **In the Material Item section, enter the number of items and pricing information.**
   The number of items should be the same as the number of items on the Material Disposition record. For components, this number is always one.
4. **In the Direct Purchase section, select the Vendor name from the list of values.**
5. **Enter S (for Service) in the PO Item Type field.**
6. **Enter an Approval Route.**
7. **Click Save.**

Receiving the Repaired Parts

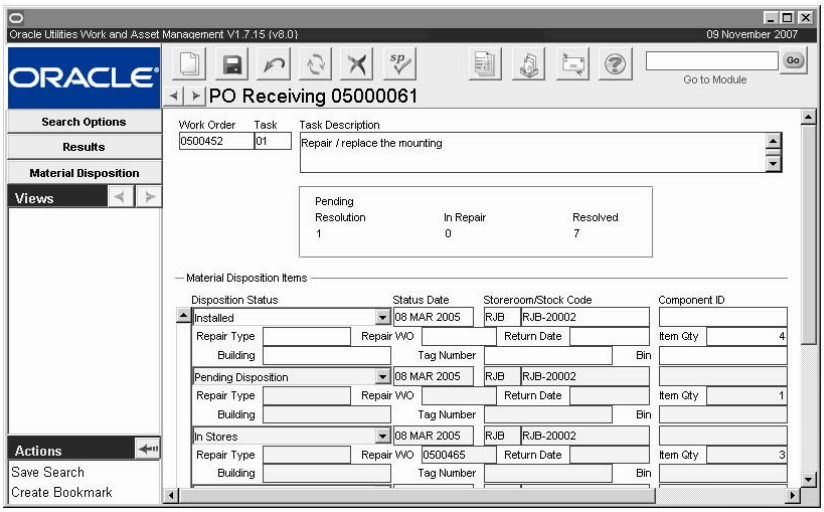
When the return shipment containing the repaired parts arrives, no special processing is required. The shipment should be recorded in the Receiving [linked to receiving] module like any other shipment. When a receiving record is created for a PO that should contain returned parts, the system asks if the returned parts are included.

The system automatically generates a requisition or purchase order for the service when the Work Order Task record is set to Active status. Purchasing personnel can find the requisition or

purchase order created from the Work Order Task Materials record by entering the work order number on the Search Options screen of the Requisition or Purchase Order module.



Click YES to initiate automatic processing or on NO to indicate that the items have not yet been received and to send an alert to the supervisor.



PO Receiving Screen

The system sets the 3 repaired items to In Stores status. The other remaining part is still in In Repair status.

Repairing Non-repairable Parts

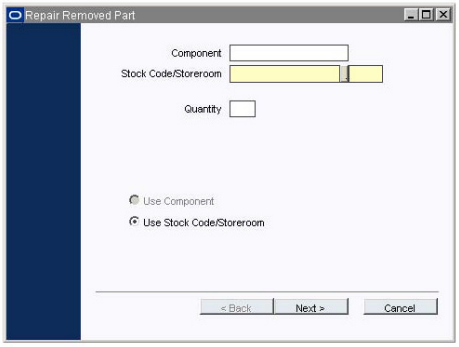
Marking an item as repairable in the Storeroom module only means that repair costs are routinely tracked by the system. It does not necessarily mean that only these parts can be repaired. In isolated cases, you may want to capture repair costs for items are not usually considered repairable.

If you have the "Repair Removed Part" function in your responsibilities you can select Repair Removed Part from the Actions list in the Work Order Task module to create a Material Disposition record for any part, included those not marked as repairable. The system creates a Material Disposition record referencing the Work Order Task record. You can then process the items through the repair cycle and set the disposition status for the items accordingly.

For components being removed, repaired, and reinstalled using the Repair Removed Part action, the Component ID module will reflect the charges related to the repair, but the storeroom's average repair cost will not, since the item was repaired without involving the storeroom.

How to Create Disposition Records for Removed Parts

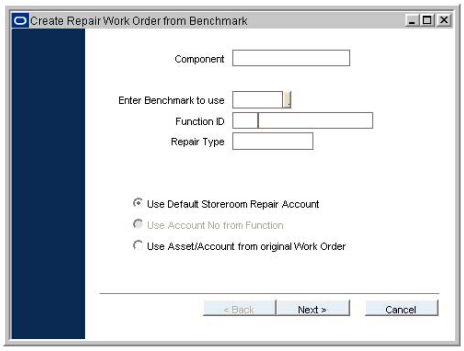
1. **Open the work order task on the replacement Work Order record.**
   The task must be in Active status.
2. **Select Repair Removed Part from the Actions List.**
   The Repair Removed Part window opens.



3. **Click the Use Component or Use Stock Code/Storeroom radio button.**
   The system highlights the required fields.
4. **Select the Component or Stock Code/Storeroom from the list of values.**
   The list of values for the storeroom may show a listing of all the work orders that have the item pending. Select the appropriate one.
5. **Enter a quantity to be repaired.**
6. **Click Next.**
   The system creates a Material Disposition record for the item and quantity you entered.
7. **Click Done to return to the Work Order record.**
   You can now process the Materials Disposition record manually through the repair cycle by either returning the items to the storeroom after repair or by installing them on an asset.

How to Create a Repair Work Order from a Material Disposition Record

1. **Open the appropriate Material Disposition record.**
   You can only create repair work orders for components in Pending Disposition and Pending Repair status.
2. **Highlight the component to be repaired and select Create Repair WO from the Actions list.**
   When you select the Create Repair action, the system displays the Create Repair Work Order from Benchmark window.



3. **If you want to use a Benchmark Work Order as a template, enter the number or select one from the list of values.**
   You don't need to select a Benchmark if you are using the original Work Order as a template.

   The original Work Order is the one used to remove the component from the asset and is the one referenced on the Material Disposition record.

   When you enter a Benchmark Work Order, the system completes the Function ID fields if Asset information is available on the Benchmark Work Order. You can change this if necessary.

4. **Select a radio button to determine account information.**
   If you select the Use Account No. from Function radio button, the repairs will charged to the Asset or function identified in the Function ID. This option is available only if Function ID information has been entered. If you select the Use from original Work Order radio button, the Asset and Account information will be copied from the Work Order Task currently associated with the Material Disposition record.

5. **Click the Next button.**
   The system creates the Work Order and displays the Work Order number.

6. **Click the OK or the Work Order button.**
   Clicking the OK button returns you to the Material Disposition record. Clicking the Work Order button displays the Work Order.

Chapter 5

Shipping Memo

You can use the Shipping Memo module to track stock items being returned to vendors for credit or replacement and to track items being repaired at an offsite facility. You can also use Shipping Memos to track the return of rented equipment and other miscellaneous shipments.

Shipping Memos can be created in a number of ways. You can create Shipping Memos directly in the Shipping Memo module and the system can create Shipping Memos automatically when items are returned to a vendor or a requisition is approved which requires a Shipping Memo.

Shipping Memo Options

The Shipping Memo Options Business Rule must be configured to enable the system to automatically create Shipping Memo records. Configuring the system to automatically create shipping memos reduces the amount of information you must enter when you use shipping memos. A value in the Shipping Memo Options Business Rule also determines what type of shipping memo the system creates in each case.

Shipping Memo Records

The system generates new Shipping Memos in Created status and copies stock code and quantity information from the originating document. You can then update the Shipping Memo with additional information about the shipment and set the status to Ready. Once the shipment is sent out, you can set the status to Shipped. No further processing is of the Shipping Memo is required. When replacement items are received or items are returned from repair, they are returned against the appropriate Purchase Order and, in the case of repairs, checked into the storeroom referencing the repair Work Order.

Shipping Memos contain a description of the items included in the shipment and information about quantities, shipment value, and expected return date.

Shipping Memo record

The following fields are included:

Memo Number - Depending on how your organization has configured the system, the Memo Number is either automatically generated or you must enter a unique number manually.

Note: If you create this record ID manually, avoid the use of the special characters ', “, &, or % as they may result in processing errors.

Status - Valid statuses are Created, Ready, Shipped, and Cancelled. When you set the status to Ready, the system copies the Shipping Memo number to any associated Requisition, Purchase Order, or Work Order.

Type - Use the drop-down list to select a Shipping Memo Type.

> **Return** - The items on a Return type Shipping Memo are being returned to the Vendor for credit or replacement. Depending of settings in the Shipping Memo Options Business Rule, the system automatically creates a Return type Shipping Memo when an item is returned against a Purchase Order in the Receiving module.
>
> **Repair** - The system creates a Repair type Shipping Memo when a Requisition is approved to send a repairable item to a vendor to be reconditioned or repaired.
>
> **Transfer** - Use a Transfer type Shipping Memo to describe items included on a stock transfer between storerooms. You can create Transfer type Shipping Memos directly or request that the system insert them when you create a Stock Transfer record.
>
> **Other** - The default type for new records you insert directly into the Shipping Memo module. You can change this setting as needed.
>
> **Loan** - Use a Loan type Shipping Memo to describe an item temporarily on loan to another organization, plant, or agency.

Ship From - The Storeroom for the items being shipped. The list of values for this field is based on the information entered in the Requisition PO Number or Work Order fields.

Requestor - You can enter a Requestor's name or select one from the list of values. When the system creates a Shipping Memo, it copies the Requestor from the originating document (Requisition, Purchase Order or Work Order) but you can update the field as necessary.

Purpose - You can use this field to enter a brief description of the shipment. For example, for a Repair type Shipping Memo, you might enter the Purpose as “Upgrade Part” or “Recondition Part”.

Requisition Number - This list of values on the Requisition Number field shows Requisitions in Approved or PO Created status. The system automatically inserts the Requisition Number when creating a Shipping Memo from an approved Requisition.

PO Number - If a Requisition Number is entered for a Requisition in PO Created status, the list of values for the PO Number field shows Purchase Orders from each of the Requisitions line items. If no Requisition number is entered, the PO Number list of values shows Purchase Orders in all statuses except Cancelled. The system automatically inserts the PO Number when creating a Shipping Memo based on a return against a Purchase Order.

Work Order Number - If a Requisition Number is entered, the list of values for the Work Order field displays all Work Orders for each of the Requisition's line items. If no Requisition Number is entered, the Work Order list of values shows Work Orders in all statuses except Cancelled or Rejected.

Transfer Number - If you are creating a Transfer type Shipping Memo directly, the list of values for the Transfer Number field shows all Stock Transfer records in Open status. The system automatically inserts the Transfer Number when creating a Shipping Memo from the Stock Transfer module.

Ship To - The Ship To section contains the Vendor's address and contact information for the shipment. If the Shipping Memo was automatically created from the Receiving or Requisition modules, the system copies the Vendor information from the Requisition or Purchase Order. The status of the Shipping Memo cannot be set to Ready unless the Ship To information is entered.

The Vendor name is based on the Vendor code and cannot be updated. Addresses can be selected based on the main and alternate addresses listed on for the Vendor in the Vendor module. Only the Contact and Phone information can be updated.

If the shipping memo references a purchase order, the vendor's address can be updated as long as the shipping memo remains in Created or Ready status. The system allows this change as items are often returned to addresses different from the purchase order address.

Line Items - Use the table in the lower section of the Shipping Memo record to describe the items being shipped. The required fields change depending on the item type; R (Requisition), P (Purchase Order), T (Transfer) or W (Work Order). You can also leave the Type field empty if you want to record shipping information for an item not associated with a Requisition, Purchase Order, Stock Transfer or Work Order. A Component ID is required if you are shipping a Component.

How to Create a Shipping Memo for a Return

When the Returns rule key is enabled in the Shipping Memo Options Business Rule, the system generates a return shipping memo when a Return or Credit Return record is saved in the Receiving module. When doing a return, you must use a negative number in the Receipt Quantity field indicate that the items are being returned.

The Shipping Memo Options Business Rule must be set to allow the system to generate Shipping Memos from the Receiving module.

1. **Open the PO Receiving record for the item being returned.**
   The Receiving module is in the Inventory subsystem.
2. **Enter the quantity being returned in the Receipt Quantity field.**
   You must enter the quantity as a negative number.
3. **Select Return or Credit Return from the Type list of values.**
4. **Click Save.**
   The system saves the Receiving record and generates a Return type Shipping Memo showing the item description, quantity and vendor information.
5. **Open the Shipping Memo record.**

The Shipping Memo module is in the Inventory subsystem.

6. **Add any additional information pertaining to the shipment.**
   You must complete the Vendor address section and you may need to add a Requestor's name if none is listed on the Purchase Order. You can also add a description of the shipment on the Shipping Info view.

7. **Change the status to Ready and save the record when prompted.**
   After the shipment leaves your plant, you can reopen the Shipping Memo and change the status to Shipped.

How to Create a Shipping Memo for a Repair

When the requisitions key is enabled in the Shipping Memo Options Business Rule, the system creates a shipping memo when a requisition requiring one is approved. After you review and update the information on the record, you set the Memo status to Ready and Shipped. When the items are returned, they are checked into the storeroom referencing the repair work order.

The Shipping Memo Options Business Rule must be set to allow the system to generate Shipping Memos from a Requisition.

1. **Create a Requisition for the repair.**
   The Requisition should include vendor information and reference any Work Orders being used for the repair.

2. **Enter Check the Shipping Memo Needed check box.**
   The Shipping Memo Needed check box is only visible if the system is configured to create Shipping Memos from Requisitions.

3. **Click Save.**
   The system saves the Requisition.

If all items on the Requisition reference the same Work Order, the Work Order number is also copied to the Shipping Memo.

   When the Requisition is approved, the system generates a Repair type Shipping Memo module showing item description, requestor and vendor information from the Requisition. The number of the Shipping Memo displays in the field next to the Shipping Memo Needed check box.

4. **Open the Shipping Memo record.**
5. **Add any additional information pertaining to the shipment.**
   You must complete the Vendor address section. You can also add a description of the shipment on the Shipping Info view.

6. **Change the status to Ready and save the record when prompted.**
   After the shipment leaves your plant, you can reopen the Shipping Memo and change the status to Shipped.

How to Create a Shipping Memo for a Stock Transfer

Although the shipment is not leaving your organization, you might also want to create a Shipping Memo record to track a stock transfer between two storerooms that are located far away from each other. The system helps you do this by providing a special action in the Stock Transfer module so you can create the shipping memo at the same time you create the stock transfer.

For stock transfer shipping memos, the receiving storeroom is considered to be the vendor since that is where the shipment will be received. Before you can create shipping memos to monitor a stock transfer, a record must already exist in the Vendor module corresponding to the receiving storeroom.

1. **Create or Open the Appropriate Stock Transfer Request.**
2. **Select Create Shipping Memo from the Actions list.**
   You may need to scroll down to see the Create Shipping Memo action.

The system opens the Shipping Memo module and displays a new record containing the stock transfer information. The shipping memo number is also recorded on the originating Stock Transfer record.

3. **Select the Vendor corresponding to the Receiving Storeroom.**
   A Vendor record corresponding to the receiving storeroom must already exist in the Vendor module.

4. **Click Save.**
   The system saves the shipping memo. While the two records reference each other, each must be processed independently.

   The system sets the shipping type to Transfer, indicating that the new shipping memo is for a stock transfer. You can also create transfer type shipping memos directly, but you will have to enter all of the stock information manually.

How to Create a Shipping Memo for a Miscellaneous Shipment

You can also create shipping memos to record information for any type of shipment. For example, you might want to enter the shipping details of materials sent to a testing facility, or equipment on loan to another organization.

If payment is not required, you can just insert a new record directly into the Shipping Memo module.

If the shipment requires payment to a vendor, as might be the case with material sent to the vendor for testing or analysis, you can create the shipping memo from a requisition as described in the previous section. If no payment is involved, you can simply insert a new record directly into the Shipping Memo module and enter the information necessary to describe the shipment. When you create a shipping memo in this way, the system does not supply any information from other documents. You must enter the address and quantity information, but it is not necessary to reference a purchasing document or work order, nor are you required to enter a stock code.

1. **Open the Shipping Memo module.**
2. **Click New.**
   The system opens a blank Shipping Memo record.

3. **Select a Shipping Type and a Requestor.**
   The default Shipping Type is Other, but you can select another Type if necessary.

4. **Enter other information pertaining to the shipment.**
   At a minimum, you must complete the Vendor address and Item Description sections. If the shipment does not require payment, you do not need to reference a Purchase Order of a Work Order. You can also add a description of the shipment on the Shipping Info view, including an expected return date.

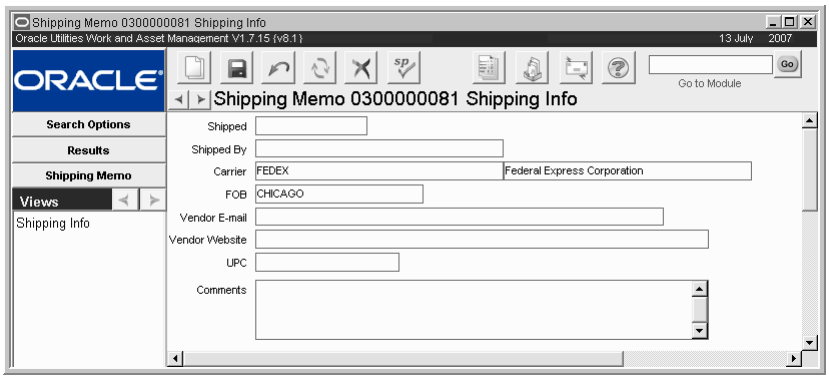
5. **Change the status to Ready and save the record when prompted.**
   After the shipment leaves your plant, you can reopen the Shipping Memo and change the status to Shipped.

Shipping Memo Views

The module includes the following views:

Shipping Info

Use the Shipping Info view to record additional information about the shipment, including the date and time the item was shipped, the carrier and additional contact information for the vendor.



Shipping Information view

Shipped - You can enter a shipping date and time here. If the field is empty, the system will enter the date and time when the status of the Shipping memo is changed to shipped.

Shipped by - The system enters the name of the person changing the status to Shipped, but you can select another name from the list of values.

Carrier/FOB/Vendor E-mail & Website - The information in these fields is copied from the Vendor record but can be changed.

UPC - You can enter the carrier's tracking number or waybill in this field.

Comments - You can enter any additional comments needed to describe the shipment, including when the item is expected to be returned.

Chapter 6

Physical Inventory

Manage inventory counts and adjust quantities in the Physical Inventory module.

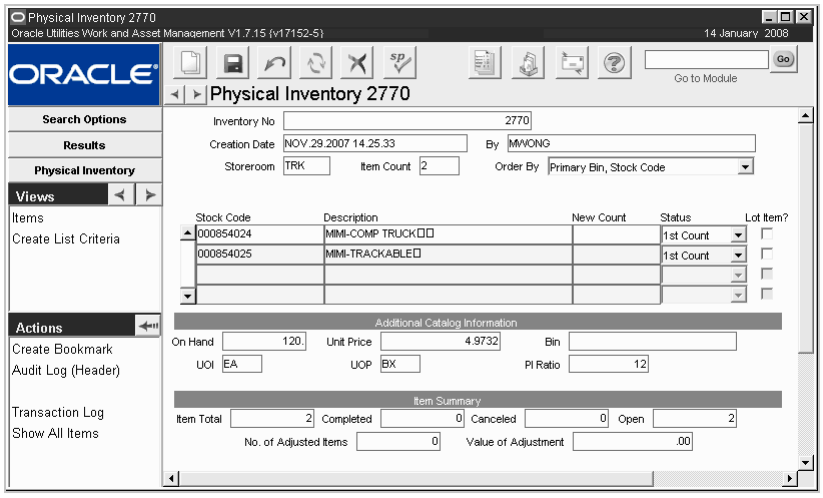
Performing a Physical Inventory is a three-step process.

1. Create a list of items to be counted.
2. Print the list and perform the count.
3. Enter count information back into the generated list.

   The system date and time stamps the On-Hand Quantity of the storeroom item at the time the list is created. Doing so allows stock transactions to continue. When the count is entered back into the system, transactions which transpired after the list was generated are taken into consideration, preventing stock from having to be "frozen" until the count is completed and entered into the system. This does, however, require that information be entered into the system soon after it is collected.

Physical Inventory Records

Physical Inventory record information is maintained by the system and cannot be modified. The Inventory Number is generated by the system at the time the list is created. The Creation Date is set to the date and time the list was generated and Created By is set to the Username of the person who generated it. The displayed Storeroom is what was used as a part of the search criteria, and the Count is the number of storeroom items on the list.



Physical Inventory record

The table in the middle portion of the Physical Inventory record lists all storeroom items included on the count. The list is initially populated by the system using the List Criteria entered

when the Physical Inventory record was created. When you select a line item in the table by clicking on it, the Additional Catalog Information section below shows information about the item selected. Item Summary section at the bottom of the window shows information about all items on the record. The system calculates the information in the fields below the line item table and you cannot modify this information directly.

Once you complete the actual count, enter the number of in the "New Count" column and Click Save. If the number you enter is different than what the system expects it to be (and the Physical Inventory Tolerances Business Rule is not set issue an alert) the system automatically changes the item status to "Recount". If the Physical Inventory Tolerances rule is set issue an alert, the system notifies you that the two counts differ. You can then either accept the entered value or set it for recount (by changing the item status to Recount). Once accepted, the system sets the item status to Completed and adjusts the on-hand quantity as appropriate. The system also writes an entry to the Storeroom Transaction Log recording the result of the count.

Note: To properly maintain inventory statistics, the system will not allow you to delete a Physical Inventory record that has items in any status other than Cancelled.

The system maintains Physical Inventory header record information, and the fields cannot be updated.

Inventory Number - The inventory number is generated by the system at the time the list is created.

Creation date/ by - The creation date is set to the date and time the list was generated. The creation by is set to the username of the person who generated the list.

Storeroom - The displayed storeroom is what was used as a part of the search criteria.

Item Count - The item count is the number of storeroom items on the list.

Line Items - The table in the middle portion of the Physical Inventory record lists all storeroom items included for this count. The list is initially populated by the system using the list criteria entered when the Physical Inventory record was created. When you click a line to select it, the Additional Catalog Information section below shows information about the item selected. The Item Summary section at the bottom of the window shows information about all items on the record. The system calculates the information in the fields below the line item table and you cannot modify this information directly.

On Hand - The inventory quantity for the stock item recorded in the Storeroom Quantity Summary view in the Catalog module.

UOP, UOI and PI Ratio -

The system uses the Unit of Purchase, Unit of Issue, and Purchase to Issue Ratio information to maintain quantities as parts are issued and new parts are received. You may, for instance, issue in individual items but order the items by the box where one box would contain 10 individual items. The Unit of Purchase would then be BOX, the Unit of Issue would be EA, and the P/I Ratio would be 10. The system pulls this information from the Master Catalog record for stock items.

Bin - The primary bin for the stock item in the storeroom.

Item Total - The total number of stock items on the Physical Inventory record. The Item total reflects the number of Stock Codes, not the quantity in the New Count column.

Completed - The total number on stock items in Completed status on the current Physical Inventory record.

Canceled - The total number on stock items in Canceled status on the current Physical Inventory record.

Open - The total number on stock items in 1st Count or Recount status on the current Physical Inventory record.

No. of Adjusted Items - The number of stock items for which inventory count adjustments were entered before they were set to Completed status.

Value of Adjustment - The total value adjustment for all items that had an inventory count adjustment prior to being set to Completed status.

Physical Inventory Views

The module includes the following views:

Physical Inventory Items

The Item view and the Physical Inventory header share the same window. In practice, selecting Items from the Views list or clicking the Physical Inventory button produces the same result, although the cursor is positioned differently.

You cannot delete a Physical Inventory record when it has Items in any status other than Canceled.

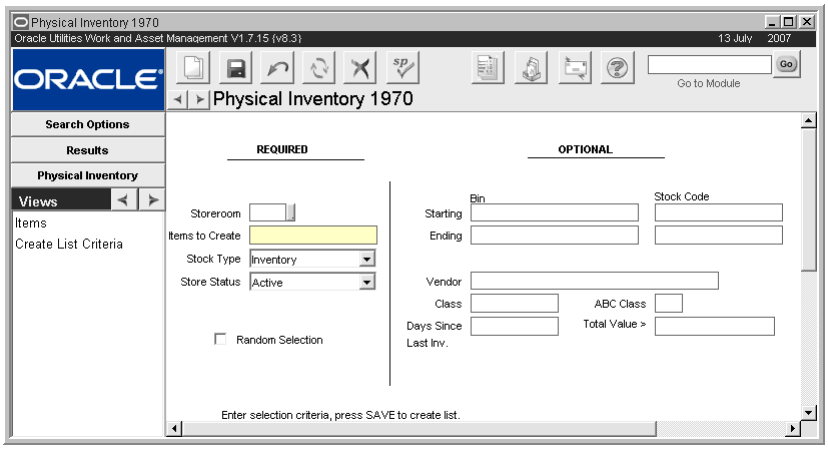
Lot IDs

Select Lot IDs from the Views list to open a window where you can enter quantities for each Lot ID. The Lot IDs view is only available when you select a stock item that is tracked by lots.

Enter counts for each lot in the New Count column and click the Save icon to save the record the lot count. When you return to the physical inventory list, the system updates the new count and status values appropriately.

Create List Criteria

To generate a new Physical Inventory list, select Create List Criteria from the Views list.



Create List Criteria View

The Create List Criteria view also opens automatically when you create a new Physical Inventory record. When the system creates a new list using the information you enter in this window, it does not include stock items currently on another Physical Inventory list, and which remain to be counted.

Physical Inventory Actions

In addition to standard actions, the following can be completed from within the module.

Show All Items/Show Only Open Items

When you first open a Physical Inventory record, the system shows only those items on the inventory list that require review. Once the counts for items are entered and accepted, their status is set to Completed and they are removed from the list. If you want to see the entire listing of all items on the Physical Inventory record regardless of status, select Show All Items from the Actions list. To return the display to a list of only the items not Completed, select Show Only Open Items from the Actions list.

How to Record a Stock Item Count for a Physical Inventory

1. **Open the appropriate Physical Inventory record.**
2. **Find the item record you want to enter a count for.**
3. **Enter the New Count.**
   If you are entering a count for a stock code tracked by lots, you must enter the new count on the Lot IDs view. To do this, select Lot IDs from the Views list, enter the count, save the record, then close the Lot IDs view.
4. **Click Save.**
   The system checks the new count against the On Hand quantity. If they are equal the system changes the status to Completed. If the new count is different (and the Invoice Tolerance Processing business rule is set to issue an alert) the system displays a warning and asks if you want to Recount or Adjust Stores.

   If you click the Recount button the system changes the item status to Recount. You can then enter a new count number. When the count is correct the system changes the status to Completed. If you click the Adjust Stores button the system adjusts the Storeroom Catalog record (in the Storeroom Catalog module of the Resource subsystem, under catalog), changes the item status to Completed, and inserts a record in the Storeroom Transaction Log.

How to Create a Physical Inventory List

1. **Open the Physical Inventory module in the Inventory subsystem.**
   The Physical Inventory Search Options screen opens.
2. **Click New.**
   A new Create List Criteria window opens.
3. **Fill in the Storeroom field with the storeroom where the count will be performed and enter the maximum number of items to place on the list in the Items to Create field.**
4. **Check the Random indicator if you want to force random selection of items that meet the entered criteria.**
5. **Enter any additional information as needed.**
   You can also use the Bin Range, Stock Code range, Vendor, Stock Class, and the Days Since Last Inventoried (counted) fields to specify which items the system will place on the list.
6. **Click the Save icon to generate a new Physical Inventory List.**
   When the system generates the physical inventory list, the list is assigned a unique physical inventory list number. The list includes only storeroom items that meet the entered selection criteria and are not already listed on another open physical inventory list.

If no items match the criteria, the system warns you and asks if you want to try again. Clicking the Yes button returns you to the definition window where you can change your criteria.

The Storeroom record for each item placed on the list is also updated with the ID number, date, and time entered in the Last Physical field. The list then displays on the Physical Inventory window (Physical Inventory module).

How to Remove an Item from a Physical Inventory List

1. **Open the appropriate Physical Inventory record.**
2. **Find the item record you want to remove.**
3. **Change the item status to Canceled.**
4. **Click Save.**
   The system records the cancellation. The next time you open the Physical Inventory record, the item will not show on the list.

   You can redisplay the canceled item by selecting Show All Items from the Actions list, but you will not be able to change its status back to any other status.

   You cannot delete a Physical Inventory record when it has items that are not in Canceled status.

How to Review Variances between On Hand Records and Physical Inventory Counts

1. **Click the Reports button on the Toolbar.**
   The system opens the Reports List window.
2. **Select Inventory from the pull-down list for the Group field.**
3. **Double-click S_RPT039.**
   The system opens the Physical Inventory Variance Report Search Options panel.
4. **Select the storeroom from the list of values.**
5. **Select the physical inventory number from the list of values.**
   This list is controlled by the Physical Inventory module of the Inventory subsystem, and will only show the active Inventory Lists for the chosen storeroom.
6. **Click the Run Report button.**
   The system opens the Report Options window.
7. **Select the destination from the pull-down list.**
8. **Click the Run Report button.**
   The system opens the report writer and produces the report at the selected destination.

Printing a Physical Inventory List

The inventory quantity is not printed if the blind count is specified in the Physical Inventory Rules Business Rule.

To print the list, open the Reports module and run report S_RPT038 ("Physical Inventory Listing report"). The report only shows the items on the list that have not yet been counted or have been marked for recount.

The Physical Inventory Rules Business Rule controls whether the inventory quantity appears on the printed report. The inventory quantity is not printed if the "blind" count option is selected in the business rule.

After you create the list the next step is to enter the results into the system

Entering Results Into the System

Since you will be entering information from the printed list, use the Physical Inventory list number printed on the report to locate the list.

After the count has been performed, you need to enter information into the system in a relatively short period of time (so that issues, returns, and receipts don't cause the storeroom quantities to change in the interim). To do so, open the Physical Inventory module and locate the physical inventory list.

Initially, only items in 1st Count or Recount status are displayed. As items are counted and set to Completed status, they are removed from the list. You can re-display completed items by selecting Show All Items from the Actions list.

How to Enter Results (Enter the Actual Count)

1. **Open the Physical Inventory module and locate the Physical Inventory list.**
2. **Specify a Sort Order for the Inventory Items.**
   You can sort the displayed items to match the order that they were printed on the report. This makes entering information into the system a bit easier. To sort the inventory list, use the Order By options available on the Physical Inventory record.
3. **Enter the quantity counted into the New Count field for each item.**
   If the item is a lot item, the system will require you to enter and save quantity information for each Lot ID counted. Select Lot IDs from the Views list to open a window where you can enter quantities by lot.
4. **Click Save.**
   The system compares the new count quantity entered to the system inventory quantity and conducts processing based on the following:

   If the Quantities Match - If the entered quantity matches the system inventory quantity, the system accepts the entered value, resets the line item status to Completed, and releases the storeroom item from being in physical inventory.

You can run the Physical Inventory Variance report (S_RPT039) to view and print a report that lists stock items where the quantity counted is different than the system inventory quantity.

If the Quantities Do Not Match - Depending on how your organization has configured the Physical Inventory Tolerances Business Rule, the system either automatically sets the item status to Recount, or asks you if you wish to recount, adjust stores, or cancel.

Recount - If you choose to recount, the system sets the physical inventory item status to Recount.

Adjust Stores - If you choose to adjust stores, the system:

- Accepts the entered value
- Resets the line item status to Completed
- Releases the storeroom item from being in physical inventory
- Sets to storeroom inventory quantity to the entered value

Settings in the Physical Inventory Tolerances Business Rule determine if the system automatically sets the item status to Recount or asks if you want to continue.

Cancel - If you choose to cancel, the system returns to the line item and waits for you to reenter a quantity.

If the Quantities Do Not Match and Exceed Tolerances - If the quantities do not match and the difference exceeds the dollar and percent tolerances your organization has defined in the Physical Inventory Tolerances Business Rule, the system either automatically sets the item status to Recount or asks you if you wish to continue.

To reprint the list, open the Reports module and run report S_RPT038 ("Physical Inventory Listing report"). The report prints only those items on the list which are in either 1st Count or Recount status.

Yes - If you choose Yes, the system asks if you wish to recount, adjust stores, or cancel.

No - If you choose No, the system returns to the line item and waits for you to reenter a quantity or cancel the entry all together.

Stores Quantity Wizard

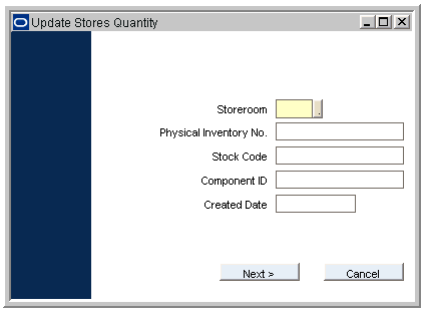
If you have the Adjust Store for Recount function in your Responsibilities, you can use the Stores Quantity Wizard to review all items in Recount status and adjust quantities as needed. The wizard gives you a fast way to adjust quantities "globally" rather than having to open each individual Physical inventory record.

How to Resolve Inventory Counts Using the Stores Quantity Wizard

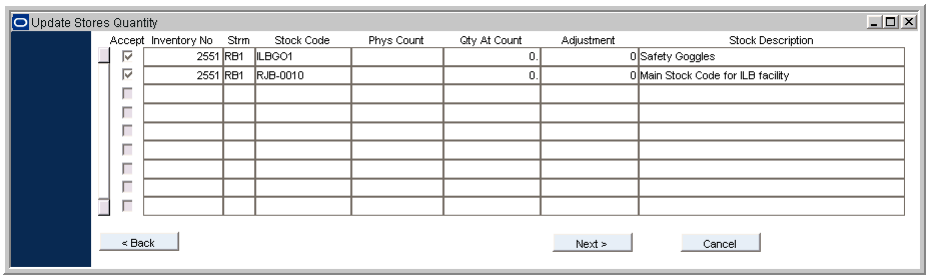
You should use the Stores Quantity Wizard only if the RESULT key in the Physical Inventory Tolerances business rule is set to STOP, allowing the system to automatically put items into Recount status if the new count and on hand amount differ.

1. **Open the Physical Inventory module from the Inventory subsystem.**
2. **Select Stores Quantity Wizard from the Actions list.**
   You must have the Adjust Store for Recount Responsibility in order to use the Stores Quantity wizard. Also the RESULT key in the Physical Inventory Tolerance Business Rule should be set to STOP, allowing the system to automatically put items into Recount status if the new count and on hand amount differ.

   This action is only available on the Search Options or Search Results screens.



3. **Enter a Storeroom or other selection criteria as appropriate.**
   If you want to restrict the wizard to show only items from a particular Storeroom, Physical Inventory List, Stock Code or Date, enter that information here and click the Next button. If you leave these fields empty and click the Next button, the wizard displays all items in Recount status. Quantity adjustments for trackable items are not allowed.
4. **Click the Next button.**
   The wizard displays the actual Physical Count and expected Inventory Quantity for those items in Recount status meeting your selection criteria.



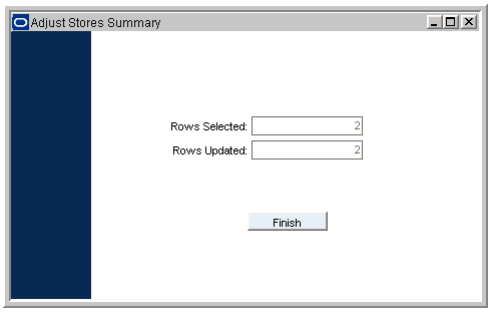
Update Stores Quantity wizard

A check in the Accept box indicates that the wizard will adjust the Storeroom Quantity for that item to match the Physical Count. By default, the wizard opens with all of the items checked.

5. **Remove the Accept check for those items you want do not want to adjust.**
   By default, the wizard opens with all of the items checked.

   Once you have reviewed the items in Recount status, remove the check from the Accept box for any items you do not want to adjust.

6. **Click the Next button.**
   The system changes the inventory counts for the checked items, sets the item's status to Completed, and inserts a record in the Storeroom Transaction Log. The system then displays a summary window listing the number of records updated.



7. **Click the Finish button to return to the Physical Inventory module.**
   The system posts adjustments for the variance that occurred at the time of the recount. I.e., if any changes were made between the time that the Physical Count was performed and the Stores Quantity Wizard was executed, the variance will be accounted for.

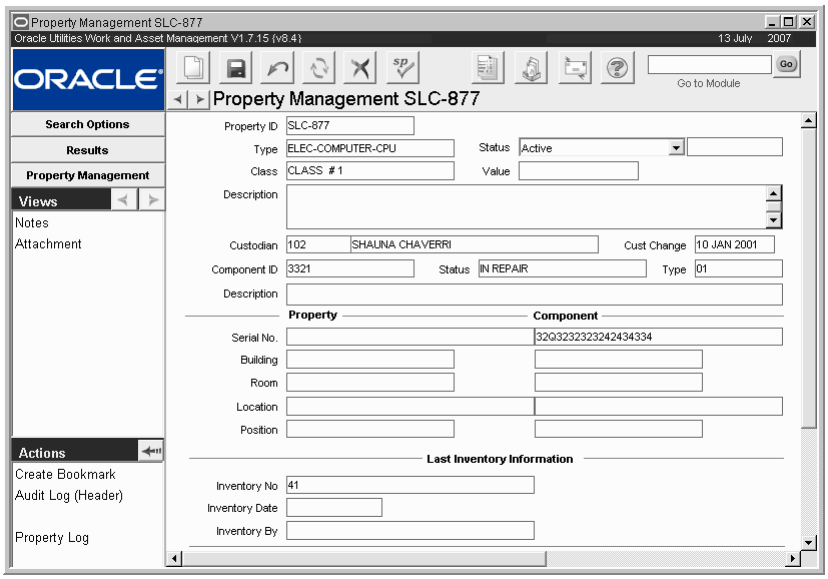
Chapter 7

Property Management

The Property Management module provides a way to inventory and monitor items that are not in Storerooms. Inventory information for storeroom items is maintained in the Physical Inventory module of the Inventory subsystem, but this is not convenient for items that exist outside of stores. A common example of this type of item is an installed component. The component is not in stores but it may need to be inventoried as a separate item from the asset in which it is installed. Another common example would be if your organization has employees take financial responsibility for organizational assets - such as lap top computers or specific kinds of uniforms – you can use the Property module for monitoring the custodianship of the items.

Property Management Records

Since the system associates installed components with assets, the Property screen refers to both components and property as separate types of assets. For property management purposes a component is an installed component, when it is not installed, it is a property item.



Property record

The following fields are included:

Property ID - Enter a unique identification number in the Property ID field. Depending on how your organization has configured the system in the Sequence Numbers module of the

Administration subsystem, you may be able to enter your own Property ID, or the system creates the number for you.

Note: If you create this record ID manually, avoid the use of the special characters ', “, &, or % as they may result in processing errors.

Type - The Property Type field represents a way of classifying the item. Code Table 53 controls the associated list of values for the Type field.

Status

Active - Indicates that the item has been assigned to a custodian, and that the serial number and location information matches the information in the appropriate Asset and Component records.

Inactive - Indicates that the item is no longer assigned to a custodian.

Discrepant - Indicates that the item has been assigned to a custodian, and that the serial number and/or location information does not match the information in the appropriate Asset and Component records.

Note: If the Property record includes a Component ID for a Component record that is in Installed status, the system will automatically change Property record status to Discrepant if the Serial Number or location information is updated on a Property Inventory record.

Property Class - You can classify the item by selecting a value from the list of values associated with the Property Class field. Code Table 55 in the Code Tables and Codes module of the Administration subsystem controls the possible responses for this field.

Value - The Value field represents monetary value of the property item. You can update the field if necessary when the value changes.

Description - The Description field contains a description of the item. The field is included on the Search Options panel for the module, so you can search on important words in the description.

Custodian - The Custodian fields indicate who has taken responsibility for the item. The first field contains the Employee number. When you select the employee number, the system enters the employee’s name in the second field. The system retrieves this information from the Employee module in the Resource subsystem.

Note: You must select the Custodian by employee number rather than name, but you can use the Find feature on the list of values window to search for the employee by name.

Custodian Change - The Custodian Change field indicates the last date that custodianship was changed. The system updates this field when you change the information in the Custodian field as well as when you change the custodian in the Property Inventory module.

Component ID, Status, Type, and Description - The Component ID field contains the component’s identification number from the Component ID record, if the item is a component. The field has an associated list of values controlled by the Component ID module in the Resource subsystem. The list shows all components, including those in In Stores status. This provides you the option of using the Property management as a separate method for inventorying Components that in In Stores status and which would normally be inventoried through the Physical Inventory module of the Inventory subsystem.

The system also updates the (Component) Status, Type and Description fields. If the Component ID is for a Component record in Installed status, the system also updates the location fields for both the property column and the component column.

When you select a Component ID the system automatically populates the Status, Type, and Description fields using information from the appropriate Component record. These fields cannot be updated.

Property – Serial Number - The Serial Number field represents the serial number of the item. If you select a Component ID for the item, the system completes the Description field using information from the appropriate Component record. You can enter or update this information manually if the item is not a component or if the information from the Component ID record is not correct. In the latter case, the Property record status should be changed to Discrepant to flag it follow-up and possible correction to the Component ID record.

Note: Code Table 25 controls the associated list of values for the Building field.

Property – Building, Room, Location and Position - These fields indicate exactly where the Property item can typically be found. The information may change when the custodian changes.

When you select a Component ID for a component in Installed status, these fields are completed by the system using information from the record for the asset in which the component has been installed. If the property item is not a component, or if it is a component but is not associated with an Asset record, you can enter the information manually.

Note: If the item is an installed component and the information is incorrect in the Component column, you can change the information in the Property column to reflect the differences. You should then change the Property record status to Discrepant to indicate that a difference was noted.

Component – Serial Number - When you select a Component ID the system completes the Description field information from the appropriate Component record. This field cannot be modified.

Component – Building, Room, Location and Position - These fields indicate exactly where the Property item can typically be found. This information may change when the custodian changes. When you select a Component ID for a component in Installed status, these fields are completed by the system using information from the record for the asset in which the component has been installed. The system will not allow you to update this field.

Last Inventory Information - The Last Inventory Information at the bottom of the Property Management record is maintained by the system and cannot be changed here. However, if you double-click the Inventory Number field, the system opens the record for that inventory from the Property Inventory module.

How to Create a Property Record

The Property Management window refers to components and property as separate types of assets since the system associates installed components with assets. For property management purposes an installed component is called a component, but when it is not installed it is called a property item.

1. **Select Property under Property Management in the Inventory subsystem.**
2. **Click New.**
3. **Enter a unique property ID.**
4. **Select a type from the list of values.**
5. **Select a class from the list of values.**
6. **Enter a property value if appropriate.**
7. **Enter a description.**
8. **Select a component ID from the list of values, if appropriate.**
9. **Click Save.**
   The bottom portion of the window will show information regarding the last time the item was recorded in inventory. This information is maintained by the system and cannot be changed here.

How to Assign a Property Item to a Custodian

1. **Open the appropriate Property Management record.**
2. **Delete any existing custodian code.**
3. **Select the new custodian from the list of values.**
4. **Click Save.**

Correcting Property Inventory Discrepancies

Discrepancy tracking is primarily for correcting information on Component ID records. If information on the Property record is incorrect, you can change it, but you need to also make sure that the information is also corrected in the Component ID module. By indicating that the record represents discrepant information, you can periodically clean up Component ID records by correcting them against the property records.

If you make changes to the Property record that also need to be updated in the Component ID module, change the record to Discrepant status and save. Later, you can print a Property Inventory Discrepancies report, or search for records in Discrepant status to obtain a list of records that need attention. Once you know which records are Discrepant, you can make the necessary changes in the Component ID module.

Conducting Property Inventory

There are several situations where you might want to do an inventory of property items and/or components. For example, if you were changing custodians or having an annual inspection.

Using the Property Inventory module you can define search criteria to limit the scope of your inventory. For example, if you are doing an inventory for a change of custodianship of items in an office, you can create the inventory to show all items belonging to the outgoing custodian by entering the proper information in the Custodian field. You can also narrow the inventory list by adding building and room information to only select items for that custodian, building and room.

Please refer to the user guide chapter on Property Inventory for more information.

Tracking Property Transactions

Open the Property Log to view the transactions entered in the Property Inventory module. This information is for display only and cannot be modified.

Chapter 8

Property Inventory

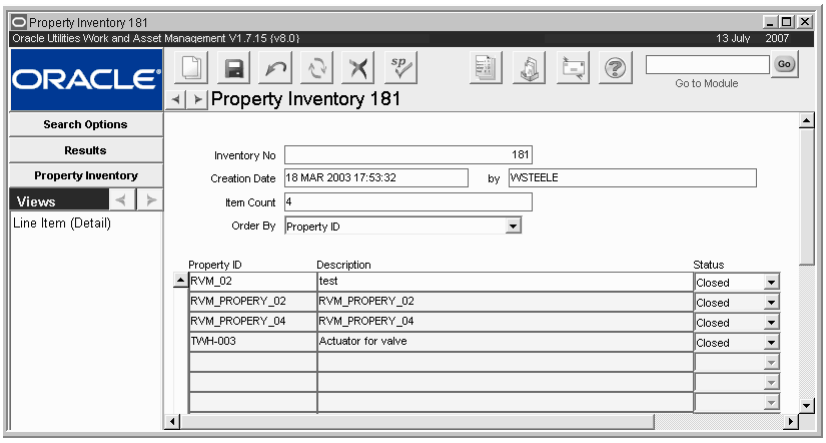
There are several situations where you might want to conduct an inventory of Property items and/or Components. For example, if you were changing custodians or having an annual inspection you would want to use the Property Inventory module to conduct an inventory.

The Property Inventory header record displays a list of items on the inventory. You can create new Property Inventory records by selecting Create Inventory List from the Actions list. Most of the information on the Property Inventory record is maintained by the system and cannot be updated. You can see more information about each item on the Property Inventory record by clicking the appropriate Property ID and selecting Line Item (Detail) from the Views list. After reviewing the item details, click the Property Inventory header button to return to the list of items on the inventory.

Property Inventory Records

The Physical Inventory and Physical Inventory Tolerances Business Rules determine how the system processes inventory counts.

The Inventory Property record displays summary information about all of the items for inventory. None of the information in the fields on this window can be changed, except the Order By option and the status of individual items.



Property Inventory record

The following fields are included:

Inventory Number - When you create the inventory list and save it, the system automatically populates the Inventory Number field with a unique record identifier.

Creation Date - The Creation Date indicates when the list was created in the system.

Order By - Using the Order By field, you can select how you want to view the list of items. The two available options are by property ID and by Building, Room.

Property ID and Description - The Property ID and Description fields identify the item. The system supplies this information from the Property module in the Inventory subsystem.

Status - The Status field indicates how far along the item is in the inventory process. Open indicates the item has yet to be examined and inventoried. Closed indicates the item has been inventoried. When you set an item's status to closed, the system updates the information on the Property – Last Inventory Information window of the Property module.

How to Create a Property Inventory Record

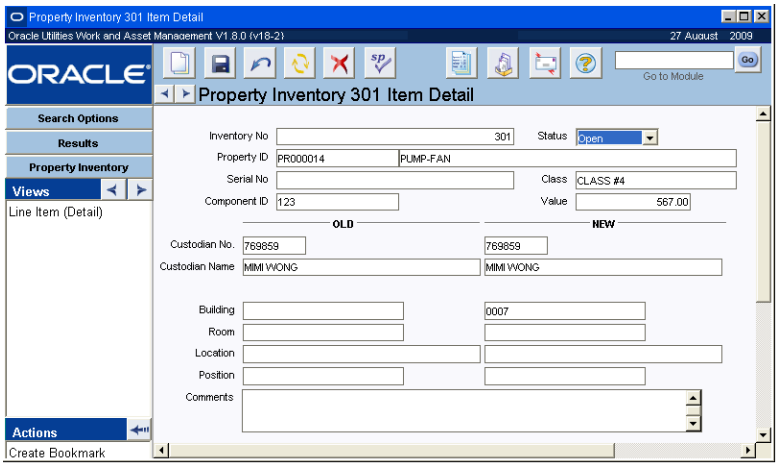
1. **Open the Property Inventory module from the Inventory subsystem.**
2. **Click New.**
3. **Select a property type and class from the list of values, if appropriate.**
4. **Select a custodian from the list of values, if appropriate.**
5. **Select a property building and room from the list of values, if appropriate.**
6. **Indicate a property status by clicking the check boxes, if appropriate.**
   Clicking on all the check boxes gives the same result as clicking on none of them.
7. **Enter a last inventory date if appropriate.**
8. **Indicate whether or not the items should be components.**

Property Inventory Views

The module includes the following views:

Line Item (Detail)

The Item (Detail) view of the Property Inventory window shows information about a specific property item or component. Much of the information on this window cannot be updated, but you can enter comments and information describing a new location for the item.



Line Item (Detail) view

Serial Number - If the item has a serial number, the system displays it in this field.

Component ID - If the item is a Component, the system displays the Component ID number.

Old and New – Custodian Number, Name, Building, Room, Location, and Position. - Initially the same information appears in the Old and New Custodian fields. The system supplies information about the current (or 'old') custodian in the Old fields using information from the Property record. You can change this information if the inventory involves a change in custodians, and the system updates the property record accordingly when you save.

Note: If the Property record includes a Component ID for a Component record that is in Installed status, the system will automatically change Property record status to Discrepant if the Serial Number or location information is updated on a Property Inventory record.

Comments - You can use the Comments field to make notes about any changes or discrepancies.

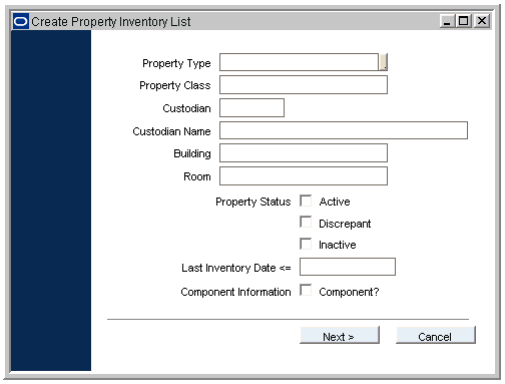
Property Inventory Actions

In addition to standard actions, the following can be completed from within the module.

Create Property Inventory List

The Create Property Inventory List Action is similar to a Search Options panel. Using it, you can define search criteria to limit the scope of your inventory. You can search for items in a particular status by selecting the appropriate combination of check boxes. If you want to search for all statuses, you can leave the boxes unchecked.

For example, if you are conducting an inventory for a change of custodianship of items in an office, you could create the inventory to show all items 'belonging' to the outgoing custodian by entering the proper information in the Custodian field. You could also narrow the inventory list by adding building and room information to only select the items for that custodian, building and room.

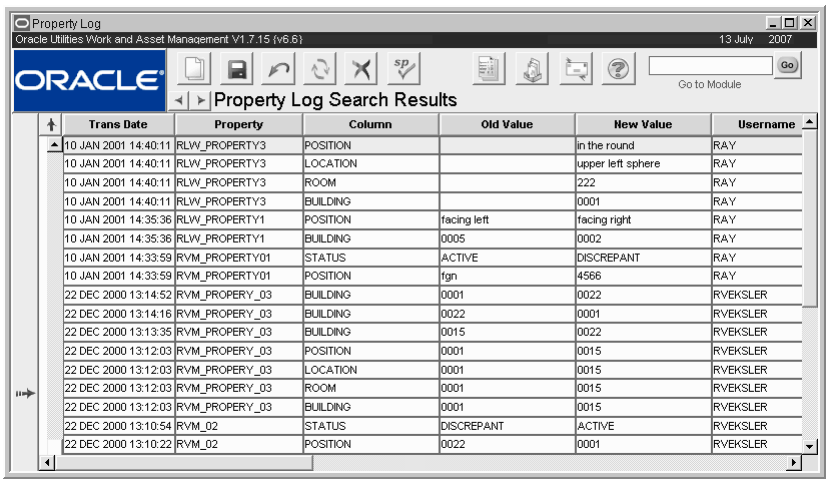


Create Property Inventory List Action

Chapter 9

Property Log

The Property Log tracks all transactions entered in the Property Inventory module. This information is for display only and cannot be modified.



Trans Date	Property	Column	Old Value	New Value	Username
10 JAN 2001 14:40:11	RLW_PROPERTY3	POSITION		in the round	RAY
10 JAN 2001 14:40:11	RLW_PROPERTY3	LOCATION		upper left sphere	RAY
10 JAN 2001 14:40:11	RLW_PROPERTY3	ROOM		222	RAY
10 JAN 2001 14:40:11	RLW_PROPERTY3	BUILDING		0001	RAY
10 JAN 2001 14:35:36	RLW_PROPERTY1	POSITION	facing left	facing right	RAY
10 JAN 2001 14:35:36	RLW_PROPERTY1	BUILDING	0005	0002	RAY
10 JAN 2001 14:33:59	RVM_PROPERTY01	STATUS	ACTIVE	DISCREPANT	RAY
10 JAN 2001 14:33:59	RVM_PROPERTY01	POSITION	fgn	4566	RAY
22 DEC 2000 13:14:52	RVM_PROPERY_03	BUILDING	0001	0022	RVEKSLER
22 DEC 2000 13:14:16	RVM_PROPERY_03	BUILDING	0022	0001	RVEKSLER
22 DEC 2000 13:13:35	RVM_PROPERY_03	BUILDING	0015	0022	RVEKSLER
22 DEC 2000 13:12:03	RVM_PROPERY_03	POSITION	0001	0015	RVEKSLER
22 DEC 2000 13:12:03	RVM_PROPERY_03	LOCATION	0001	0015	RVEKSLER
22 DEC 2000 13:12:03	RVM_PROPERY_03	ROOM	0001	0015	RVEKSLER
22 DEC 2000 13:12:03	RVM_PROPERY_03	BUILDING	0001	0015	RVEKSLER
22 DEC 2000 13:10:54	RVM_02	STATUS	DISCREPANT	ACTIVE	RVEKSLER
22 DEC 2000 13:10:22	RVM_02	POSITION	0022	0001	RVEKSLER

Property Log

This log can also be accessed from the Actions list in the Property Inventory module.

This module uses standard functionality used in all Transaction Logs to rearrange columns, save the layout, and sort data. Please refer to the System Basics guide chapter on Transaction logs for more information.

Chapter 10
Receiving

You can use the Receiving module to match items received from vendors to Purchase Order line items. This module records the full or partial receipt of the items, updates the Purchase Order Line Items with receiving information, and updates the records in the Storeroom Catalog module of the Resource subsystem with a new On-Hand Quantity and calculated Average Unit Price.The setting of the Average Unit Price Calculation rule key in the Invoice Setup Criteria business rule determines how the average unit price is calculated.

The system also tracks backordered inventory type stock items in the Backorder Picklist view which is evoked when inventory type stock items needed for a work order, checkout request, or stock transfer are partially received. The Backorder Processing Check key in the Receiving Configuration business rule must be set to ON to enable this functionality. If the Alerts business rule is properly set, the system will also send an alert to the original requestor of the items when the backordered items finally come in.

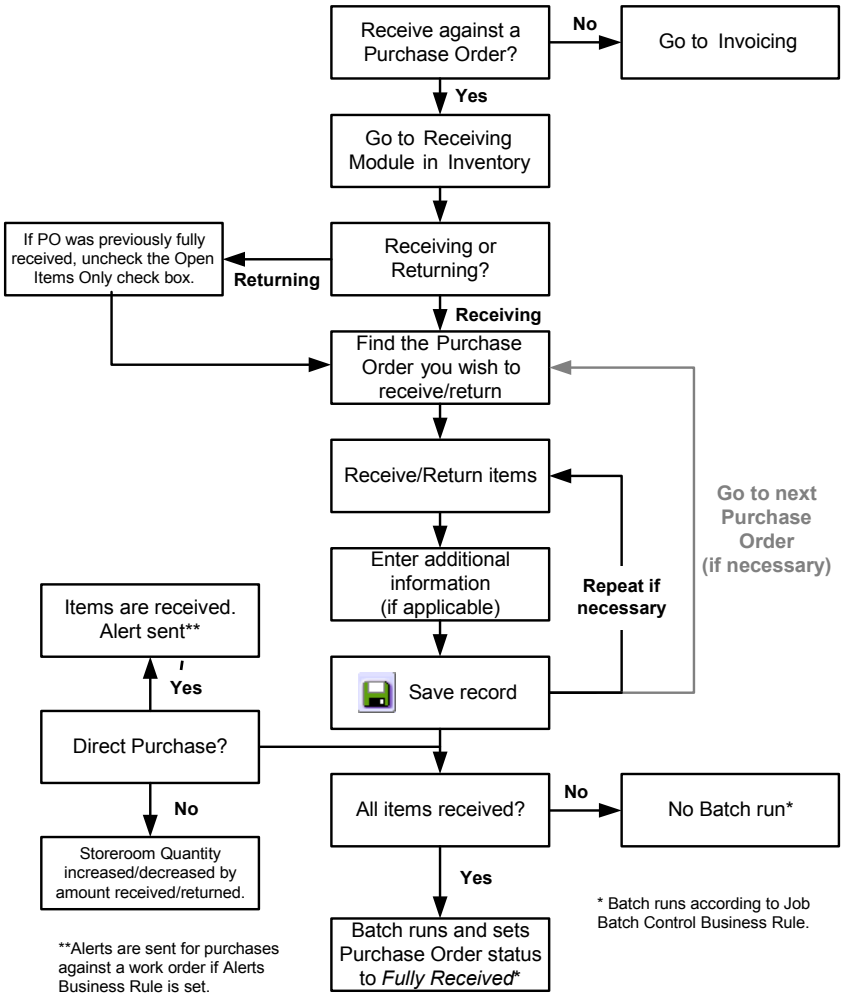
If your organization uses Vendor Performance Rating you MUST use the Multi-Step Receiving module to receive items. The standard Receiving module does not work with vendor performance functionality. It is recommended that you choose one module to use exclusively, and disable the other through responsibilities.

You can view items that have already been received by un-checking the Open Items Only check box on the Receiving module Search Options screen.

Process Flow of the Receiving Lifecycle

If your organization uses vendor performance rating functionality you MUST use the Multi-Step Receiving module instead of the Receiving module. The standard Receiving module does not work with vendor performance functionality.e

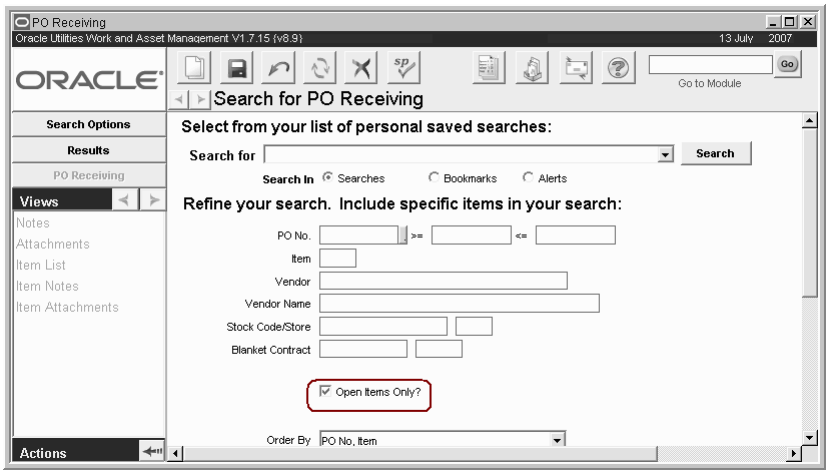
Below is a flowchart that shows the receiving lifecycle:



Receiving Records

The Search Results window normally only shows Open items that are remaining to be received. Cancelled or fully received items do not display on the Results list. If you wish, you can view items that have already been received by removing the check from the Open Items Only? check box on the Search Options window.

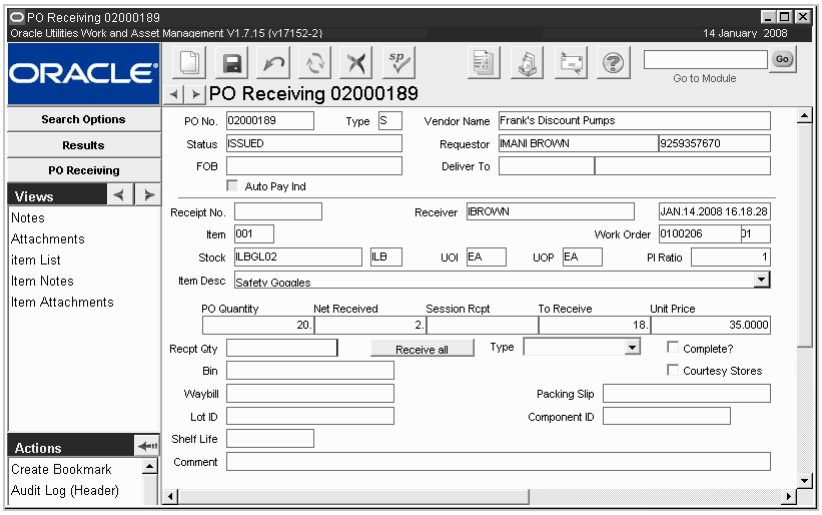
To receive items, use the Receiving Search Options and Search Results windows to select Purchase Order line items remaining to be received. You can select items individually or use the available Actions to receive all items or all pending items on a Purchase Order. Enter receipt or return information as is appropriate and save the record.



PO Receiving Search Options and Search Results windows

Upon completion of the receipt processing for the selected Purchase Order, you can print a Receiving Report that lists all of the items received and/or returned during the receiving session.

The PO Receiving window presents basic information about the Purchase Order as well as information about a single line item. You can use the next record and previous record buttons on the toolbar to move between items, or select other items from the Item List view.



PO Receiving record

The upper section of the PO Receiving record displays information about the Purchase Order and cannot be modified. The lower section displays information about the active item. You can update information specific to the receiving session in the lower section.

The Alerts Business Rule can be set to alert certain users when inventory type Stock items needed for a Work Order or Checkout Request, or ordered for a Purchase Order arrive.

The following fields are included:

Purchase Order Number and Type - These fields are completed by the system based on the Purchase Order record for the item that you have selected.

Vendor Name - Indicates the company name of the Vendor referenced on the Purchase Order.

Status - The Status field indicates the status of the Purchase Order. Typically this will be Issued. However, if you remove the check from the Open Items Only? check box on the Search

Options panel at the beginning of the session, the system will include items from fully received Purchase Orders as well.

Requestor - The Requestor indicates the person who originally requested the PO.

FOB - The FOB (or Free on Board) field displays the delivery charge terms negotiated for the Purchase Order.

Auto Pay Ind. - If the vendor referenced on the Purchase Order is an Auto Pay vendor, the system checks this box. This indicator is informational only and cannot be modified here.

Receipt Number - The system provides the Receipt Number when you save the PO Receiving record.

Item - The Item field displays the Purchase Order line item number for the active item.

Stock (and Storeroom) - The Stock field displays the stock number for the item from the Master Catalog record in the Resource subsystem, and the Storeroom field indicates the storeroom purchasing the item.

UOP, UOI and PI Ratio - The system uses the Unit of Purchase, Unit of Issue, and Purchase to Issue Ratio information to maintain quantities as parts are issued and new parts are received. You may, for instance, issue in individual items but order the items by the box where one box would contain 10 individual items. The Unit of Purchase would then be BOX, the Unit of Issue would be EA, and the P/I Ratio would be 10. The system pulls this information from the Master Catalog record for stock items.

Work Order (and Task) - If the item was ordered against a Work Order, the system populates these two fields with the Work Order and Work Order Task numbers.

Item Description - The system supplies the description of the item from the Master Catalog record.

Purchase Order Quantity - The PO Quantity field indicates how many of this item were ordered on the Purchase Order.

Net Received - The Net Received field indicates the full count of the item received against this Purchase Order, including items already received in the current session and in previous sessions.

Note: If the quantity received on an item is zero, buyers can change the status of the original Purchase Order from Issued to Canceled.

Session Received - This field indicates the amount of the item that has been received in this session. Typically, you would record the receipt of the full count that has arrived all at once. However, in some cases you may not be able to do this. For example, a second box of the item may be delivered later. Or you may need to reject some of the item while receiving the rest. Or, as in the case of items that have been marked as trackable (usually components) on the Master Catalog record, you may only be able to receive the item one at a time for tracking reasons.

To Receive - The To Receive field indicates the count of the item remaining to be received. The system calculates this number by subtracting Net Received from PO Quantity.

Note: The Enforce Receiver Business Rule determines which users can perform a receiving session.

Unit Price - This field displays the per unit cost for the item based on the Purchase Order record.

Receipt Quantity - Enter the count you want to receive for the item. If you are returning some of the item, enter the return as a negative number. If the item has been identified as Trackable in the Master Catalog record, you can only receive one at a time and you must provide a component identification number in the Component ID field.

Note: For each item received or returned, a receiving log entry is made in the Receiving Log module of the Inventory subsystem.

Depending on settings in the Receiving Configuration Business Rule you may or may not be able to receive a quantity that is greater than what is indicated on the original purchase order. If receipt of greater quantities is restricted, an attempt to enter a number higher than the To Receive quantity results in a warning. Users can select Authorize Over Receive from the Actions list and have an authorized user enter a username and pin number to overwrite the restriction.

The Receive All Button - The Receive All button allows you to receive the full count in the To Receive field, all at once. You cannot use this button to receive trackable (component) items. When you click the Receive All button, the system opens the Receive All dialog box where you can enter Waybill and Packing Slip information for all of the items.

Type - There are three types of receiving:

> **Receipt -** The typical type of Receiving record that you will create is a receipt. A receipt increases the On-Hand Quantity and reduces the On-Order Quantity.
>
> **Return** - You can create a record of returning items to the vendor for exchange by selecting this type. To return an item, you must enter a negative number in the Receipt Quantity field. And, in the case of Lots and trackable stock items, you must also include a Lot or Component ID.
>
> Since the system assumes that you have already received the item into inventory before returning it, the Net Received count is adjusted down and the To Receive count is adjusted up if you return an item for an exchange. The To Receive count is not adjusted up if you return an item for credit.
>
> **Return for Credit** - You can create a record of returning an item for a credit by selecting Return for Credit. To return an item, you must enter a negative number in the Receipt Quantity field. And, in the case of Lots and trackable stock items, you must also include a Lot or Component ID.

Complete? - Use the Complete? check box to force the system to count the item as fully received. This will affect the status of the Purchase Order item, as well as On Order quantities in the storeroom. The system will also indicate that the order was forced to completion on any relevant purchasing records such as purchase requests, purchase orders, expediting records, etc.

Waybill and Packing Slip - You can record shipping and delivery information using these fields.

Lot ID - If the item has been identified for lot tracking, a Lot ID is required for any receipt or return.

Component ID - If a stock item is trackable (The Trackable check box is checked on the Storeroom record), special processing is required to receive the item. Please refer to the section titled trackable stock items for more information.

Comment - You can use the Comment field to enter a short explanation of receiving actions such as the reason for a return. Select Notes from the Views list to review previous comments.

Note: Since the system assumes that you have already received the item into inventory before returning it, it adjusts the Net Received count down and the To Receive count up if you return an item for an exchange. If you return an item for credit the system adjusts the Net Received count down but does not adjust the To Receive count at all. If, for example, an item is delivered damaged and you want to return it for credit, you should not receive the item and handle the return outside of the system. You would also want to use the Comment field to explain the situation.

How to Receive Items Against a Purchase Order

1. **Open the Receiving module in the Inventory subsystem.**
2. **Enter your search criteria and select Search from the Actions list.**
   You cannot create new records in the Receiving module. If the Open Items Only? check box is checked, your search results will contain only Purchase Order records in Issued status. If the check box is not checked, your search results will contain any purchase orders with a status of Issued and higher.

   The Search Results window displays. If you left the Open Items Only? check box unchecked on the Receiving Search Options screen, you will see all of the items for this purchase order that are due to be received AND items that have been received.
3. **Select the PO you wish to receive against.**
   When you select the purchase order, the PO Receiving record displays.

   The PO Receiving window is divided into two sections. The upper section of the window displays information about the purchase order and this information cannot be modified. The lower section displays information about the active item and is where you can enter receiving information.
4. **Select Item List from the Views list.**
   The PO Receiving Item List window opens displaying a list of all the items for the purchase order that still need to be received.
5. **Place the cursor in the item you want to receive against.**
   While in the PO Receiving window, you can also scroll between items in the same purchase order using the Previous and Next View buttons.
6. **Select the PO Receiving button in the navigation panel to return to the PO Receiving window.**
   The selected item displays as the active item. The lower portion of the window is where you enter receiving information.The following fields are completed by the system: **PO Quantity,** Net Received, Session Recpt, To Receive, and Unit Price.

   Note: If the quantity received on an item is zero, buyers can change the original Purchase Order record status from Issued to Canceled.
7. **Enter receiving information as appropriate.**
   Enter the Recpt Qty, Type, Waybill, Packing Slip, Comments, Lot ID, and Component ID as necessary.
8. **Click Save.**
   The system provides the receipt number when you save the record. For regular stock items, the system updates storeroom inventory and price information in the Storeroom records for the Item. For direct purchase items, no storeroom record is updated when you save the record unless the Courtesy Stores check box was checked on the Purchase Order.

How to Receive All Items as Ordered

If you have the appropriate responsibilities in your user profile, you can use the Receive All Items as Ordered action to receive all items and quantities listed on a Purchase Order. This enables quick receipt based on the PO rather than requiring you to match items to the waybill or packing slip. If you have previously received some items on the Purchase Order, you should use the Receive All Pending Items action.

1. **Open the Receiving record for an item on the Purchase Order.**
   Even though you are viewing the receiving record for a single line item on the Purchase Order, all items on the Purchase Order will be received.
2. **Select Receive All Items as Ordered from the Actions list.**

The Receive All window opens.

3. **Enter Waybill or Packing Slip information as appropriate.**
4. **Click the OK button.**
   The system marks all of the items as received and displays the Receiving record. If any of the items are trackable stock items, additional processing applies.

How to Receive All Pending Items

You can use the Receive All Pending Items to receive all items and quantities on a Purchase Order that have not yet been received.

1. **Open the Receiving record for an item on the Purchase Order.**
   Even though you are viewing the receiving record for a single line item on the Purchase Order, all remaining items listed on the Purchase Order will be received.
2. **Select Receive All Pending Items from the Actions list.**
   The Receive All window opens.
3. **Enter Waybill or Packing Slip information as appropriate.**
4. **Click the OK button.**
   The system marks all of the remaining items as received and displays the Receiving record. If any of the items are trackable stock items, additional processing applies.

How to Receive Multiple Trackable Stock Items

To use this processing, procurement users must request that vendors provide information about the new stock items via an external spreadsheet file. This information includes information such as serial numbers and calibration information. Please contact your system administrator to access the spreadsheets and for instructions on how to deliver it to your vendors.

Before receiving the items you should have the completed spreadsheet saved in a location where you can easily find it, and have noted the total number of items on the spreadsheet.

1. **Open the Receiving module to receive from a PO that includes trackable stock items.**
2. **Enter a quantity greater than "1" for the Recpt Qty field.**
   The quantity entered must match the number of items indicated on the spreadsheet that will be imported, otherwise the upload will fail.
3. **Click Save.**
   The system automatically opens a wizard to walk you through the process of importing the spreadsheet to create multiple components. Follow the on screen instructions to complete the process.

   A new Component ID record is created in In Stores status for each item on the spreadsheet using the serial number indicated. The system processes a receipt for a quantity of 1 for each item.

   Once the processing is finished, the system provides feedback about the success or failure of the upload. At this point the system displays an optional second step to upload specifications for the components.

   If you experience any errors verify the following, fix the spreadsheet accordingly, return to the Receiving record, and click Save again:

   - The spreadsheet is correctly named "component_upload.xml."
   - Every row includes the same PO Number, PO Item Number, Manufacturer Code, Mfr Part Number and Type.

Remember, you are receiving more than one of the same item and are adding a Component ID to act as a serial number to identify each one of the item individually. This is why these details are all the same and only the serial number is unique.

- The Manufacturer Codes entered match values defined in Code Table 186.
- The Type field represents component type and must match values in Code Table 221.
- If you enter a BOM ID or Vendor Code, these values much also match pre-existing record IDs from the Bill of Materials module and the Vendor modules.
- Every row includes a unique serial number.

4. **Review the upload.**
   Open the Component ID module and search by the Stock Code or by one of the Serial numbers created from the spreadsheet. At this point you can also upload specifications if you chose not to immediately after the component upload.

How to Upload Specifications for Received Trackable Stock Items

After you upload trackable components as part of the receiving process, the system prompts you to also upload specifications for those components. This is an optional step.

To use this processing, procurement users must request that vendors provide information about the new stock items via an external spreadsheet file. Please contact your system administrator to access the spreadsheets and for instructions on how to deliver it to your vendors.

Follow the on screen instructions to complete the upload.

Note: You can also choose to upload the specifications later by opening the Component ID record for one of the components that was created in the component upload and selecting Upload Specifications from the Actions list. This action only works with components that were added via the upload spreadsheet.

Errors

If you experience any errors verify the following, fix the spreadsheet accordingly, return to the Component ID record, and click Save again:

- The spreadsheet is correctly named "specification_upload.xml."
- Every row includes the same Manufacturer Code, and Mfr Part Number.
- The manufacturer code and part number matches the code and part number that was indicated on the uploaded component.
- The manufacturer code entered matches values defined in Code Table 186.

If you receive an error indicating that there is a corruption error on the spreadsheet, try saving the spreadsheet as an xls file (Microsoft Excel), then saving it back to an xml file (XML Spreadsheet).

Processing

The system creates a new specification record for each Component ID record with the details included in the spreadsheet combined with defining attributes from the Specification Upload Defaults business rule.

Each Component ID record is updated with a reference to the corresponding Specification record in the Spec. No. field. The system identifies the Component ID records by the Manufacturer and Model Numbers that were included on the component upload spreadsheet.

Note: To use this functionality, sequence numbering for the Specifications module must be system generated. Your system administrator can open the Sequence Numbers module and make sure that there is a check in the Sys column for this module.

Receiving Views

The module includes the following views:

Item Notes and Attachments

The Item Notes and Attachments views show any notes or attachments that were entered on the purchase order item record. The information in these views is display only, and you cannot add new records here.

View existing attachments by clicking the View button.

Print Barcode Labels

Different companies produce barcode printing and reading software that Oracle Utilities Work and Asset Management can communicate with through custom interfaces. Currently this function is restricted to interfacing with LoftWare bar-coding applications. Contact your Business Analyst or Project Manager at Oracle Utilities Work and Asset Management if your organization wants to use bar-coding hardware and software with our system.

Once you have the proper bar-code software installed and the proper interface established there a number of further elements that must be set up before you can print the labels.

- You must have the BARCODE PRINT LABEL Function-type capability listed in at least one of your Responsibilities in the Responsibility module (or Responsibilities view of your User Profile) of the Administration subsystem.
- You must also set the Barcode Label Drop Directory in the Default Directories Business Rule.
- You must also list the appropriate printer(s) in Code Table 80 and the appropriate label format(s) in Code Table 81. Both tables are in the Code Table and Codes module of the Administration subsystem. The printers must also be defined in the Barcode Label Printers Business Rule.

How to Print Bar-Code Labels for Receiving Sessions

1. **Open the appropriate Receiving record.**
2. **Select Print Barcode Labels from the Actions list.**
   The Print Barcode Labels window opens.
3. **Select a printer from the list of values.**
   Code table 80 controls the associated list of values.
4. **Select a Bar-code Label format from the list of values.**
   Code table 81 controls the associated list of values.
5. **Click the Next button.**
   The Barcode Label Items window opens. This window displays a list of all of the items from the Purchase Order that are eligible to be received. Each is marked to print a label.
6. **Remove the check for any labels that you do not want printed.**
   If you are dealing with a long list of possible items and want labels for only a few, you can also use the Clear All button to remove all of the checks, then select only those few for which you want labels.
7. **For Lot items, select a Lot ID from the list of values if necessary.**
8. **Change the Quantity for any item for which you want a different number of labels.**
   For each designated item, the system automatically prints a number of labels equal to the number in the Quantity field. When the window first opens, the system sets the Quantity to

the number of each item that remain to be received. You can change this number higher or lower manually. Entering a Quantity of 0 gives the same results as removing the check from the print indicator.

9. **Click the Print button.**
   The system finds the designated printer and prints the label. If it cannot find the printer, you will receive an error message.

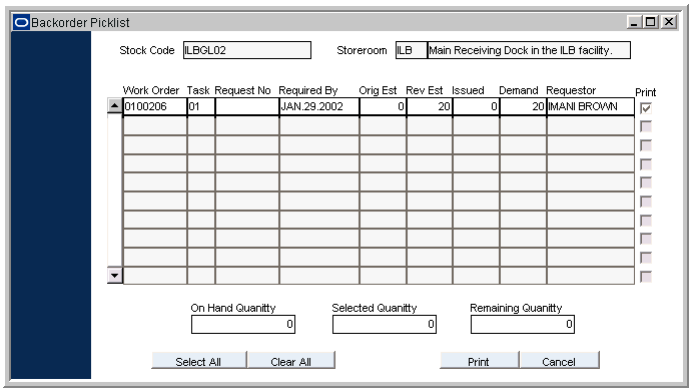
Authorize Over Receive

Depending on settings in the Receiving Configuration Business Rule you may or may not be able to receive a quantity that is greater than the quantity indicated on the original purchase order. If receipt of greater quantities is restricted, an attempt to enter a number higher than the To Receive quantity results in a warning. Users can select Authorize Over Receive from the Actions list and have an authorized user enter a username and pin number to overwrite the restriction.

Users with the Receive More Than Ordered function in their responsibilities are able to authorize these transactions. The PIN number used to overwrite the restriction is established in the PIN Administration view of the User Profile module, however, the PIN Processing rule key in the PIN Processing Administration Business Rule does not have to be turned on.

Backorder Processing

When inventory type stock items needed for a Work Order or Checkout Request are partially received in the Receiving, Multi-Step Receiving or Stock Transfer modules the system opens the Backorder Picklist window showing all of the Work Order or Request numbers for the documents where the items are needed. The screen also shows the current on-hand quantity of the item, the required by date, work demand for the item, and other relevant information.



Backorder Processing screen

You can use this information to determine how work will be affected by delay in receipt of parts. You can also print an Inventory Picklist Report related to a specific Work Order or Checkout Request for the stock item that has been received by selecting the Print check box next to the item or items and clicking on the Print button.

The Backorder Processing Check rule key in the Receiving Configuration Business Rule must be set to ON to enable this functionality. If the Alerts Business Rule is properly set, the system will also send an alert to the original requestor of the items when the backordered items finally come in IF an Issue Ticket Report is printed for the items.

How to Print an Inventory Picklist Report for Backordered Items

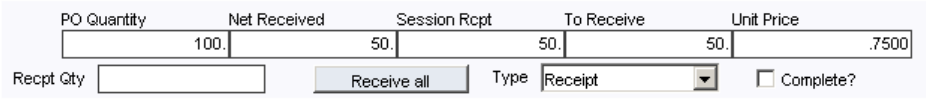
1. **Receive items for a Stock Transfer request.**
   After you enter the receive quantity and save the record, the system displays a message if the items were required for a work order or checkout request.
2. **Click the Yes button.**
   The system opens the Backorder Picklist window.
3. **Place a check in the Print check box next to the item or item that you want to print a report for.**
4. **Click the Print button.**
   The system recalculates the quantities at the bottom of the screen to reflect the balance of the item quantity required.

   You must complete this step for each backordered item individually.
5. **Close the window.**

Forcing Complete

Upon completion of the receipt processing for the selected purchase order, you can print a receiving report, which lists all items received and/or returned during the receiving session.

If you wish to receive only part of the total purchase order AND you will not be receiving the rest of the order AT ALL, check the Complete? check box. By checking the Complete? check box and saving the record, the PO quantity stays the same and the To Receive field is dropped to zero. This reflects (for this item ONLY) that you have received all you are expecting and you are not waiting on any more to come in. In effect, you are marking this item as "fully received".



From the Receiving Record Window

Note: When you force a receiving record to completion, only that record is marked as fully received. Other records that may contain the same stock item remain unchanged. For example, you have two purchase orders for the same stock item.: purchase order #1 has 100 units ordered and purchase order #2 has 20 units ordered. If you receive 50 of the 100 units on purchase order #1 and check the Complete? check box, purchase order #2 still has 20 left to be received. By marking the check box you have only affected purchase order #1.

Chapter 11

Multi-Step Receiving

Use the Multi-Step Receiving module to track delivery items through several distinct steps from the time they arrive at the loading dock until they are placed in the storeroom. This allows deliveries to be processed initially by someone with basic knowledge of the receiving process and then be inspected by someone with additional qualifications who completes the acceptance process.This is especially important when receiving quality items.

The stages of the Multi-Step Receiving process include:

1. **Record Delivery** - Create a New record in the Multi-Step Receiving module to hold basic delivery information.
2. **Match Items to PO** - Select Picklist from the Actions list to review items on the PO and select the items delivered. Items are counted and compared with the purchase order then placed "In Receipt" in this step. Items can also be received without a purchase order.
3. **Count Items** - Count the items delivered and record them in the PO Items (Detail) view.
4. **Receive Items** - Examine the items and accept them into the storeroom.
5. **Record Discrepancies** - If necessary, record any noted shipment discrepancies in the Shipment Attributes view.
6. **Return Items** - If necessary, return items for replacement or credit.

As you receive items you may need to inspect them or conduct other tests. Items that are identified as "quality" items can only be received by persons authorized by your organization to receive quality items. Items that are not accepted are Returned to the vendor, and any discrepancies noted during the receiving can be used to calculate vendor performance.

The system also tracks backordered items in the Backorder Picklist view which is evoked when inventory type stock items needed for a work order, checkout request, or Stock Transfer are partially received. The Backorder Processing Check key in the Receiving Configuration business rule must be set to ON to enable this functionality. If the Alerts business rule is properly set, the system will also send an alert to the original requestor of the items when the backordered inventory type stock items finally come in.

In order to use the Multi-Step Receiving menu, your User Profile must include the appropriate MSR responsibilities. You can only access the Vendor Performance Rating functionality from the Multi-Step Receiving module.

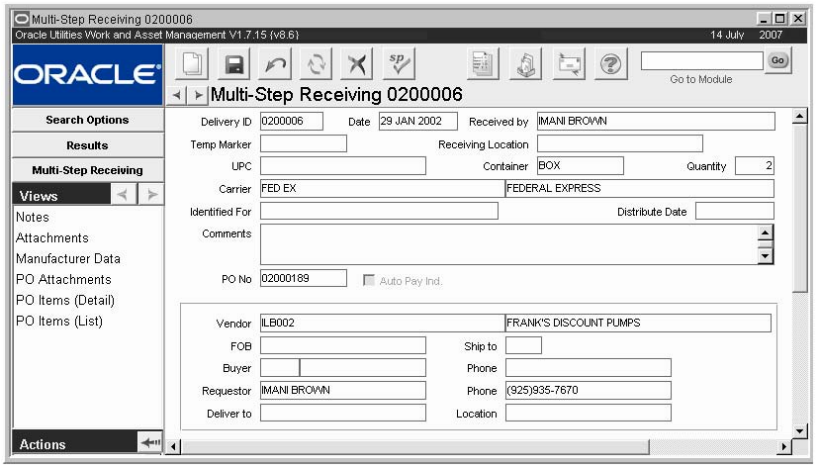
Note: The Alerts Business Rule can be set to alert certain users when inventory type Stock items needed for a Work Order or Checkout Request, or ordered for a Purchase Order arrive.

Multi-Step Receiving Records

In order to use the Multi-Step Receiving menu, your user profile must include the appropriate MSR responsibilities. In order to capture discrepant shipment information, the Vendor Options and the Vendor Performance Rating business rules also must be configured.

Note: Vendor performance rating functionality can only be used with multi-step receiving.

When a shipment arrives, the person logging the delivery creates a Multi-Step Receiving record. Creating the record is the first step in the receiving process. Information entered on the record describes the delivery itself, not the items delivered.



Multi-Step Receiving record

The following fields are included:

Delivery ID - The Delivery field contains the identification number for the delivery. Depending on how your organization has configured the system, you will be able to enter a number or the system will create a number for you.

Note: If you create this record ID manually, avoid the use of the special characters ', “, &, or % as they may result in processing errors.

Depending on your system configuration, the Stock Checkout module can also be set up to work with Barcode Readers. Please contact Oracle Utilities Work and Asset Management for more information.

Date - The date field indicates when the delivery arrived.

If your organization uses the Vendor Performance Rating functionality, the Delivery Performance rating is based on their ability to deliver the items or services by the Promise date. The system calculates the rating by comparing the actual receipt date entered in the Receiving module with the Promise date entered on the Purchase Order. The system will not allow you to rate vendors for items that do not have a promise date on each Purchase Order line item. It is important that an accurate date is also entered on the Receiving record so that the resulting ratings are accurate. It is recommended that you make the promised date field required if you intend to use the Vendor Rating functionality in your organization.

Received By - The system enters your name in the Received By field. However, if you are only recording the receipt, your organization may require that you enter the name of the person who actually signed for the delivery. You can do this using the associated list of values controlled by the Employee module.

Temporary Marker - If your organization uses use a tagging system to physically mark deliveries you can enter the tag number in the Temp Marker field.

Receiving Location - The location field indicates where the delivery will go within your organization. The field has an associated list of values controlled by the Bin module. The list shows all available Bins, however, you can also enter some other location without using the list.

UPC - Use the UPC field to record any shipping number on the label.

Container - The Container field indicates the type of container delivered.

Since shipments might be delivered in several different containers - a roll of cable, some cardboard boxes, and a pallet - you may need to have one or more options on the list indicating a mix of containers. If necessary, you can use the Comments field to clarify the code.

Quantity - The Quantity field indicates the number of containers in the shipment.

Carrier - The Carrier field indicates the company responsible for the delivery. The field has an associated list of values controlled by the Vendor module in the Purchasing subsystem.

Identified For - If the shipment does not have a Purchase Order, enter the name of the person, area, or department responsible for claiming the item. This information can usually be found on the packing slip.

Distribute Date - Enter the date the person identified in the previous field is issued the item.

Comments - You can use the Comments field to make brief notes about the delivery. For example, you may want to note that the shipment included two Purchase Orders and cross-reference to the other one.

PO No - You do not have to enter the Purchase Order number unless you are receiving against a Purchase Order. Entering a Purchase Order allows you to quickly pick items from the Purchase Order by using Picklist action. The field has an associated list of values controlled by the Purchase Order module and that shows only orders in Open status.

When you select a Purchase Order number, the system will supply basic information about the order in the lower third of the window. This information includes the Vendor code, shipment terms, the Requestor, the Buyer, and delivery information.

Occasionally, a shipment may include items from two different Purchase Orders. The system allows only one Purchase Order per shipment, so you must create a second delivery record for the second Purchase Order. In this case, you also might want to cross-reference the two records in the Comments field.

Auto Pay Ind. - If the vendor referenced on the Purchase Order is an Auto Pay vendor, the system checks this box. This indicator is informational only and cannot be modified here.

User-Defined Fields - If you use user-defined fields in the Purchase Order module AND you use Multi-Step Receiving, you must make sure that both modules have the same user defined fields.

Multi-Step Receiving Process

As outlined in the diagram, the process of receiving items via multi-step receiving involves several stages. These stages are detailed in the following sections.

Recording a Delivery

Start by recording the delivery itself on the Multi-Step Receiving record header.

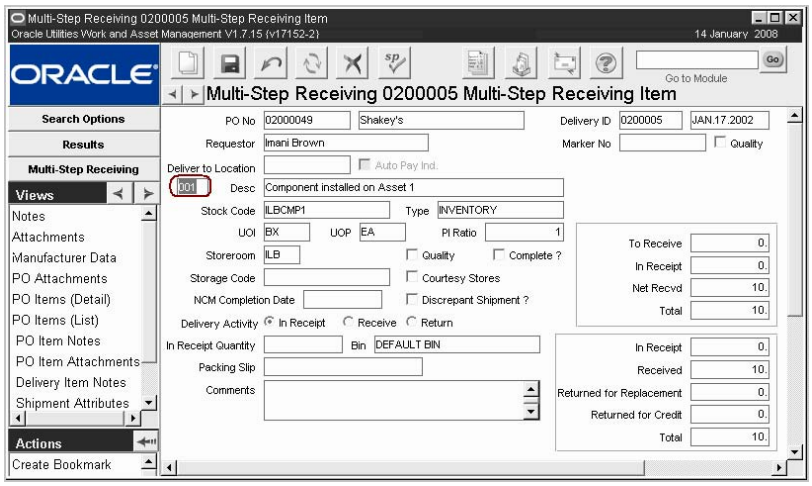
How to Record a Delivery

1. **Open the Multi-Step Receiving module.**
2. **Click New.**

3. **Enter the delivery date.**
   You can use the calendar tool by double-clicking the field.
4. **Select the Received By name from the list of values if appropriate.**
   The system enters your name, but you can select another name if necessary. The list of values list is controlled by the Employee module in the Resource subsystem.
5. **Enter a Temporary Marker if appropriate.**
   A Temporary Marker can be a flag or other marker used to quickly identify the shipment in the delivery area.
6. **Select a Container Type code from the list of values.**
7. **Select a Purchase Order number from the list of values if available.**
   If there is no Purchase Order associated with the delivery, enter the name of the individual who will be claiming the item in the Identified For field.
8. **Enter any additional information that is appropriate.**
9. **Click Save.**

PO Items (Detail)

The PO Items (Detail) view shows detailed information about a single item on the Multi-Step Receiving record. This view is where you do most of the work to move an item through the multi-step receiving process and into inventory.



PO Items (Detail) view

The PO Items (Detail) view is divided into several sections. The upper-most section of the window displays summary information about the Purchase Order and Delivery records associated with the item. The system uses the NCM Completion Date field and Discrepant Shipment? indicator to display information about problems with the shipment.

The lower section as well as the section on the left give basic information about the item from the Storeroom record. The four quantity fields in the upper box on the right give statistical information about the numbers of the item in various receipt categories. None of the information in these upper portions of the view can be updated directly. For items to be listed in the To Receive field, you must first add them using the PO Picklist or the Pick All action.

The three Delivery Activity radio buttons in the center of the window control which fields display in the lower portion of the window and which items appear on the Actions list.

Select the In Receipt radio button, the Receive radio button, or the Return radio button depending on the type of Delivery Activity you want to process.

Picklist

Select Picklist from the Actions list to view all the items that remain undelivered for a Purchase Order and choose those items that have arrived in a new delivery. The advantage of using the Picklist is that you do not have to re-enter the PO information and you can easily identify the items that have not yet been received.

The system makes the items that you select from the Picklist available for receiving into your organization through the PO Item (Detail) view. Those items you do not choose remain as undelivered and will be available on the Picklist in the future.

PO Item (Detail) Fields

Purchase Order Number - The system provides the Purchase Order and Delivery numbers at the top of the window.

Item, Stock Code, Storeroom and Description - The system displays basic information in these fields to help you identify the items that you wish to select.

In Receipt - The In Receipt field displays the item quantity that has been received in earlier shipments.

To Receive - The To Receive field displays the quantity of the item that remains to be received.

Add - When the Add box is checked here, the system is signaled to prepare the item for receiving in the Purchase Order Receiving detail when you click the OK action.

The following additional actions are available from the PO Picklist: Display All, Display Receiving Only, Select All, Clear All, OK.

OK

Select OK from the Actions list to move all the checked items to the Purchase Order Receiving window, where they will display in the To Receive box. The system will display a Pick Items done message showing the number of items added.

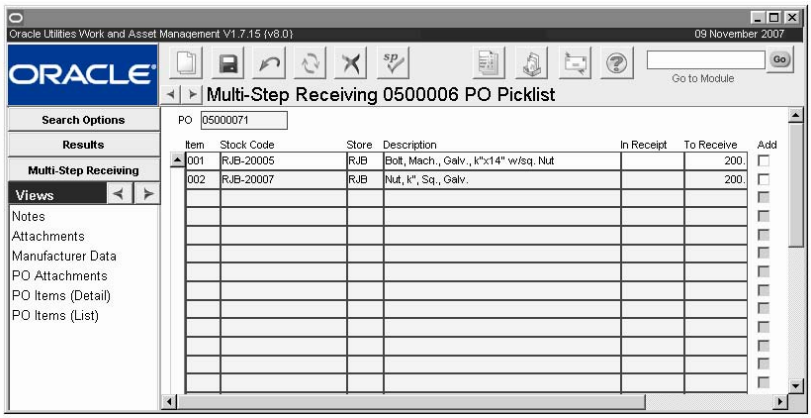
Matching Items to PO

After recording the delivery, you must compare the items delivered with the purchase order. Select Picklist from the Actions list to view all of the items that remain undelivered for a purchase order and choose the items that have arrived in a new delivery. The advantage of using the picklist is that you do not have to re-enter the PO information and you can easily identify the items that have not yet been received. After you select items from the picklist, the system adds them to the items available To Receive and removes them from the picklist.

How to Match Items to a PO

1. **Open the Multi-Step Receiving record.**
   The delivery record must include a purchase order number.

2. **Select Picklist from the Actions list.**
   The system opens the Picklist window showing the items that are eligible to be received. If you want the Picklist to show all items on the purchase order, including those that are already in some stage of receipt, you can do this by selecting Display All from the Actions list. If you want to return to the original listing of only those items that can be received, select Display Receiving Only from the Actions list.



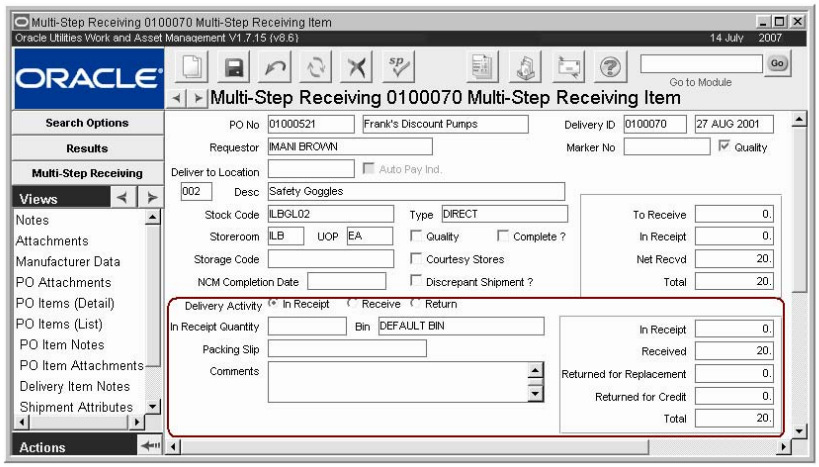
3. **Place a check in the Add check box next to each that item you want to receive.**
   If you want to place a check in the box for all the items, select Select All from the Actions list. Do not enter any numbers. You are not counting items in this step, just indicating that some quantity of the item is in the delivery.

4. **Select OK from the Actions list.**
   The system notifies you that it has processed the picklist and tells you how many items were picked.

PO Items (Detail) - In Receipt

When you select the In Receipt radio button on the PO Item (Detail) view, the bottom third of the window changes to facilitate receiving the item from the Delivery record. The five quantity fields in the lower right of the view show statistical information about the numbers of the item in various dispositions for the Delivery record.

PO Item (Detail) - In Receipt Fields



PO Items (Detail) - In Receipt view

In Receipt Quantity - When you enter the quantity of the item in the In Receipt Quantity field and select New Count from the Actions list, the system subtracts that quantity from the To Receive field and adds it to the In Receipt field. The system also updates the In Receipt quantities on the appropriate Storeroom and Bin records in the Resource subsystem. The Bin record is determined by the bin number you select in the Bin field.

Note: If the delivery included more of the item than was listed on the Purchase Order, you can receive the overage. This overage will be reflected by a negative number in the To Receive field.

Bin - The Bin field indicates which bin the system will credit the item to. The system supplies the Default Bin for the Stock Item from the Storeroom, but you can use the list of values to select another bin from the list of Bin Locations for the item.

Packing Slip - Use the Packing Slip field to record any packing number associated with the item.

Comments - Use the Comments field to make brief notes about the item's delivery.

How to Count Items In Receipt

1. **Open the Multi-Step Receiving record.**
2. **Select the Item from the Picklist if you have not done so already.**
   Read the instructions on how to make an item available to receive using the picklist for more information.
3. **Open the PO Item (Detail) view for the item.**
4. **Make sure the In Receipt radio button is marked.**
   Generally, the window will open with the In Receipt radio button marked.
5. **Enter the quantity you are receiving.**
6. **Enter the Lot number if appropriate.**
7. **Select New Count from the Actions list.**
   The system will receive the item at the number you entered and update the To Receive and In Receipt fields.

   Clicking the Save button has no effect here. You must use the Count action to place the item In Receipt.

New Count

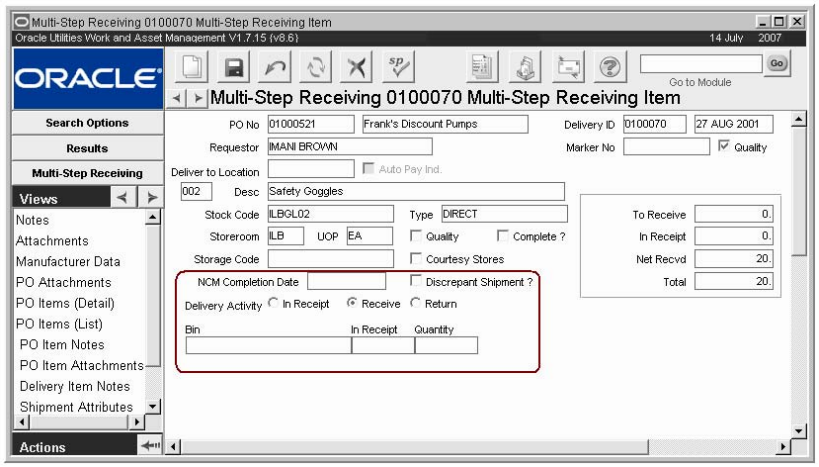
The New Count Action works with the In Receipt Quantity field. When you enter the quantity of the item in the In Receipt Quantity field and select New Count from the Actions list, the system subtracts that quantity from the To Receive field and adds it in the In Receipt field. The system also updates the In Receipt quantities on the appropriate Storeroom and Bin records in the Resource subsystem. The Bin record is determined by the bin number you select in the Bin field.

Clear

Select Clear from the Actions list to erase the contents of the In Receipt Quantity, Bin, Packing Slip and Comments fields. You can use this action to correct typos before placing items In Receipt.

PO Items (Detail) - Receive

When you click the Receive radio button on the PO Item (Detail) view, the bottom third of the window changes to facilitate accepting the item from the Receiving record into inventory.



PO Items (Detail) - Receive view

You can receive partial amounts of the quantities In Receipt. For example, two quantities of an item from one delivery may be destined for two different bins. You would receive the two quantities separately, indicating the correct Bin for each.

PO Item (Detail) - Receive Fields

Bin - This field indicates the bin that the received item will go to when it is accepted into inventory.

In Receipt - The In Receipt field displays the number of the item that has been received from the Delivery record for that Received record.

Quantity - The Quantity field works with the Accept action. When you enter a quantity to accept and select Accept from the Actions list, the system will update the In Receipt and Net Received quantities in the MSR module (as well as the appropriate inventory counts in the Storeroom and Bin records in the Resource subsystem).

Lot - If the item is a lot managed item (determined in the Storeroom module), the system will require a Lot number in this field. If the item is not a lot managed item, the Lot field does not display.

Expiration / Cure / Delivery Date - Depending on the item's Shelf Life class, enter the date required to calculate the lot expiration date. If the Shelf Life class is Vendor, enter the expiration date supplied by the Vendor. For other Shelf Life classes, enter the Cure or Delivery date as required by your organization. These fields do not display if they are not applicable to the item.

Shelf Life Class - The Shelf Life Class for the item is copied from the Material Control Code information in the Master Catalog and indicates the basis for calculating the lot expiration date. This field does not display if it is not applicable to the item.

Accept

The Accept action works with the Quantity field. When you enter a quantity to accept and select Accept from the Actions list, the system updates the In Receipt and Net Received counts on the Multi-Step Receiving record (as well as the appropriate inventory counts in the Storeroom and Bin records in the Resource subsystem).

Force Complete

If you have the required function responsibility in your User Profile, you can select Force Complete from the Actions list on the PO Items (Detail) - Receive screen to remove on order quantities from processing. For example, you order 10 tachometers, only 6 are received, and the

vendor informs you that no more are available. Use the Force Complete action to remove the remaining 4 from the on order quantity.

Authorize Over Receive

Depending on settings in the Receiving Configuration Business Rule you may or may not be able to receive a quantity that is greater than the quantity indicated on the original purchase order. If receipt of greater quantities is restricted, an attempt to enter a number higher than the To Receive quantity results in a warning. Users can select Authorize Over Receive from the Actions list and have an authorized user enter a username and pin number to overwrite the restriction.

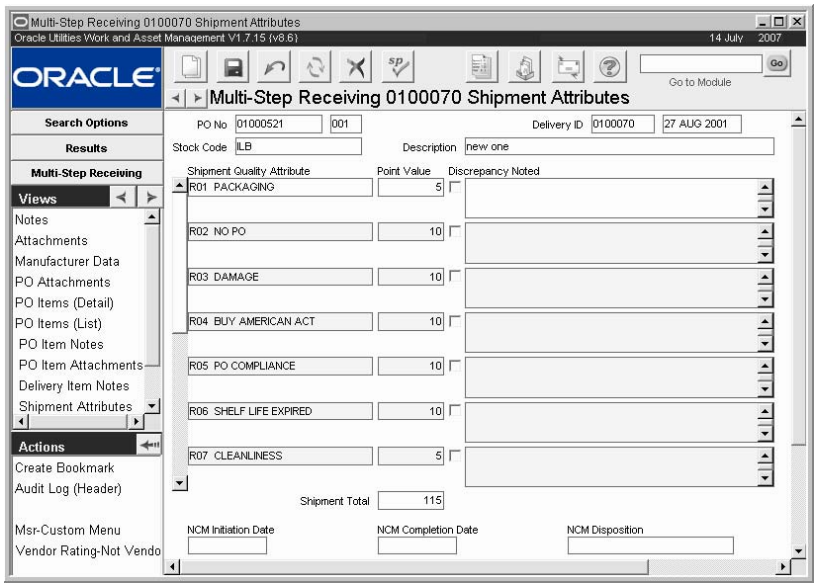
Users with the Receive More Than Ordered function in their responsibilities are able to authorize these transactions. The PIN number used to overwrite the restriction is established in the PIN Administration view of the User Profile module, however, the PIN Processing rule key in the PIN Processing Administration Business Rule does not have to be turned on.

How to Receive Items

1. **Open the Multi-Step Receiving record.**
2. **Open the PO Item (Detail) view for the item.**
3. **Click the Receive radio button.**
   The fields below the radio button will change to reflect the receiving process.
4. **Enter the quantity that you want to accept in the Quantity field.**
   Depending on settings in the Receiving Configuration Business Rule you may or may not be able to receive a quantity that is greater than the quantity indicated on the original purchase order. If receipt of greater quantities is restricted, an attempt to enter a number higher than the To Receive quantity results in a warning. Users can select Authorize Over Receive from the Actions list and have an authorized user enter a username and pin number to overwrite the restriction.
5. **Select Receive from the Actions list.**
   The system will accept the new quantity into inventory and will reduce the number in the In Receipt field. It will also update the In Receipt and Net Received counts in the Purchase Order section of the window (as well as the appropriate inventory counts in the Storeroom).

Shipment Attributes

Your system can be configured to record vendor performance information when you receive a shipment. This functionality is controlled by the PERFORMANCE QUALITY ATTRIBUTES rule key in the Vendor Options Business Rule. If this Business Rule is on, you can use the Shipment Attributes View to enter discrepancies that were noted on the shipment such as damage or poor packaging. The system then scores the shipment based on the discrepancy information entered, and calculates a Quality Performance rating based on the averages of all shipments received for that vendor. This information can then be accessed in the Vendor module in the Performance View.



Shipment Attributes view

Select Shipment Attributes from the Views list to enter any noted discrepancies. This View is only used if there are discrepancies to enter for the received item. If you simply count and receive all of the items without entering discrepancies, the system assigns the maximum score to the shipment and adds the items to the Storeroom.

Once discrepancies are entered and the record is saved, the system automatically enters the Non-Conforming Material (NCM) Completed date and checks the Discrepant Shipment? check box. This is the date that the discrepancy was initially identified.

If the PERFORMANCE QUALITY ATTRIBUTES rule key in the Vendor Options Business Rule is set to OFF you can check the Discrepant Shipment? check box on the PO Items Detail view to indicate that there is a noted discrepancy. With the rule off you can only enter specific discrepancy information in the comments field. Rather than using a scoring system to calculate the Quality Performance rating, the system simply notes that this was a discrepant shipment and calculates the rating as a percentage based on the number of non-discrepant shipments divided by the number of total shipments from this vendor. This information can also be reviewed in the Performance view of the Vendor module. With the Business Rule key is set to off, the NCM Completed field does not appear on the screen.

Shipment Attributes Fields

PO No - The system enters the PO number from the associated PO. The Item number is indicated in the adjacent field. This field cannot be modified.

Stock Code - The system fills in the Stock Code for the item if it was entered on the Purchase Order. This field cannot be modified.

Delivery ID - The system fills in the Delivery ID from the Multi-Step Receiving record and the record date. This field cannot be modified.

Desc - The system fills in the Description of the item as it was entered on the Purchase Order. This field cannot be modified.

Shipment Quality Attribute, Point Value - The Attributes and Point Values listed in these fields are taken from the Vendor Performance Attributes Business Rule. Each attribute is assigned a point value. If there is a noted discrepancy for that attribute the vendor receives 0 points for that attribute. If no discrepancy is noted the vendor receives the full point value. Partial points cannot be awarded. The system then totals the points for all attributes with no

noted discrepancies. The final score is the Quality Performance rating for that item. The system then averages the Quality Performance rating for all of the items and that number is the final Quality Performance score for that shipment.

The Shipment Quality Attributes and Point Values cannot be modified.

Discrepancy Noted - Place a check in the check box if there is a noted discrepancy for the attribute. You can use the text field to enter comments regarding the discrepancy. When you place a check in this box the system also checks the Discrepant Shipment? box on the PO Items (Detail) record for that item.

Note: The discrepancy does not have to be resolved before the item can be accepted in the system and moved to the Storeroom.

NCM Initiation Date - When you place a check in the Discrepancy Noted check box the system enters the current date in this field.

NCM Completion Date - Some organizations require that reported discrepancies be submitted for review and research before they are finalized in the system. If review is required, this field can be used to record the date that the discrepancy issue was finalized. The system updates the NCM Completion Date field on the PO Items (Detail) record when this date is saved.

NCM Disposition - When the NCM Completion date is entered this field can be used to record the final action taken regarding the shipments discrepancies. Select resolution codes such as "Returned" or "Accepted" from the associated list of values.

Shipment Total - The maximum score possible is the sum of the point values for all of the attributes. Maximum score is always the same and is determined in the VENDOR PERFORMANCE ATTRIBUTES Business Rule. The Shipment Score is the sum of the point values awarded to the vendor for this shipment. If there are any noted discrepancies the score is reduced by the point value of the discrepant attribute. As mentioned above, if there is a discrepancy the vendor receives 0 points for that attribute. If no discrepancy is noted the vendor receives the full point value. Partial points cannot be awarded.

How to Record a Discrepant Shipment

The following steps only apply if the PERFORMANCE QUALITY ATTRIBUTES rule key in the Vendor Options Business Rule is set to ON. If the rule key is set to OFF, place a check in the Discrepant Shipment? check box of the PO Items (Detail) record for the item that was delivered with a discrepancy.

1. **Open the appropriate Multi-Step Receiving record.**
2. **Select PO Items (List) from the Views list.**
3. **Place the cursor on the item number for the Item with the discrepancy.**
4. **Select PO Items (Detail) from the Views list.**
5. **Select Shipment Attributes from the Views list.**
6. **Place a check in the check box next to the attribute(s) that are discrepant for shipment of that item.**
   The system deducts the corresponding point value from the overall score for that item. It also automatically enters an Non-Conforming Material (NCM) Initiation Date. This is the date that the discrepancy was initially identified.
7. **Click Save.**
   The system calculates the final score. The information can be reviewed in the Performance View of the Vendor module.

   After the discrepancy has been reviewed and verified you should return to this record and enter the Non-Conforming Material (NCM) Completion Date. This is the date that the discrepancy is officially accepted. If there was any action taken that should be recorded you can select a code from the NCM Disposition field and/or enter comments in the Comments field.

Not Vendor Caused

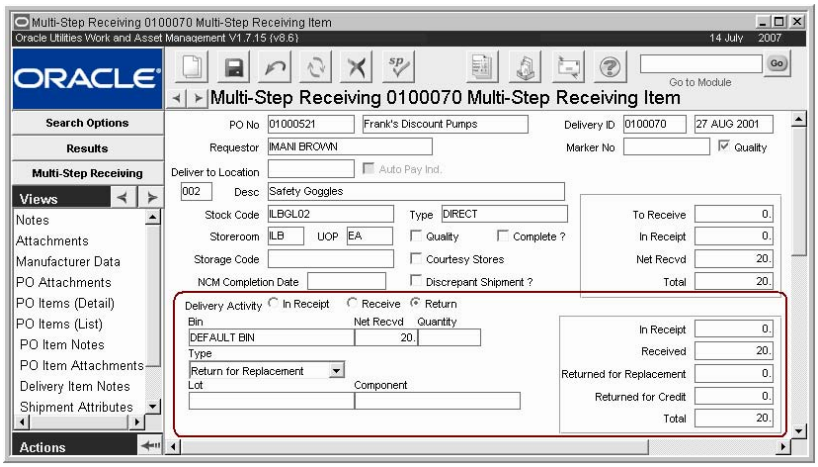
If you have entered discrepancies on the Shipment Attributes view, but later find that the discrepancies were not due to an error on the vendor's part, you can select Not Vendor Caused from the Actions list. The system shows a prompt asking if you want to give the vendor the maximum possible score for the delivery. Select OK to have the system reset the score to the maximum for this item. You can also select Cancel if you do not want to make the change.

This action can also be used to reverse a 0 score to the maximum score after a return is made on a shipment.

You must have the “Vendor Rating - Not Vendor Caused” responsibility set in your user profile to use this Action.

PO Items (Detail) - Return

When you click the Return radio button on the PO Item (Detail) view, the bottom third of the window changes to facilitate returning items that have been received. You can return items for credit or for replacement.



PO Items (Detail) - Return view

Bin - This field indicates the bin that the received item will go to when it is accepted into inventory.

In Receipt - The In Receipt field displays the number of the item that has been received from the Delivery record for that Received record.

Quantity - The Quantity field works with the Return action. When you enter a quantity to accept and select Return from the Actions list, the system updates the In Receipt, Net Received and Returned counts (as well as the appropriate inventory counts in the Storeroom and Bin records in the Resource subsystem).

Type - The return type determines how the quantity fields will change. Available return types are:

Return for Credit - When you return items for credit, the system reduces the Net Received count by the number of items returned. The To Receive amount remains unchanged.

Return for Replacement - When you return items for replacement, the system reduces the Net Received count and increases the To Receive count by the number of items returned. This is because the replacement items must be received when they arrive.

The system automatically enters Return for Replacement in the Type field, but you can select Return for Credit from the list of values if you are making a credit return.

Lot - If the item is a lot managed item (determined in the Storeroom module), the system will require a Lot number in this field.

Component - If the item is a component, the system will require the component number in this field.

Return

The Return action works with the Quantity field. When you enter a negative quantity, select a return type and select Return from the Actions list, the system updates the In Receipt, Net Received and Return quantities (as well as the appropriate inventory counts in the Storeroom and Bin records in the Resource subsystem). You can only return items that have been Received and you must enter the return against the original receiving record.

Returns and Vendor Performance Rating

If your organization uses the Vendor Performance rating functionality you should be aware of how returns will affect ratings. If you decide to return an item because of a Vendor caused discrepancy for a shipment that has been scored 0, the Shipment Attributes record for that item cannot be modified after the return is made except to perform the Not Vendor Caused Action. The only circumstance where you can update a returned item's discrepancy information is if you make the decision to back-out the 0 score and grant the maximum score to the vendor for that shipment. After a return you do not have the option of modifying some discrepancies while leaving others.

If a returned item has already been included in Quality Performance calculations, the system will remove that item from all calculations once it is returned. Receipt of replacement items from a return should be rated as a new shipment.

How to Return Items using Multi-Step Receiving

1. **Open the Multi-Step Receiving record.**
2. **Open the PO Item (Detail) view for the item.**
3. **Click the Return radio button.**
   The fields below the radio button will change to reflect the return process.
4. **Select a Bin if necessary.**
   You will need to select a bin if you have received numbers of the items into different Bins.
5. **Select a Type for the Return.**
   Select either Return for Credit or Return for Replacement depending on the type of return you want to process.
6. **Enter the quantity that you want to return in the Quantity field.**
   Enter the quantity as a negative number.
7. **Enter Lot and Quantity identifiers if necessary.**
8. **Select Return from the Actions list.**
   The system adds the quantity returned to the Returned for Replacement or Returned for Credit count, and updates the To Receive and Net Receipt counts as necessary.

Additional Multi-Step Receiving Views

The module includes the following views:

Delivery Item Notes

You can use the Delivery Item Notes view to insert brief comments about the delivery item. Only one line of the comment is visible at a time, but you can use the small up and down arrows to the right of the comment field to see any additional lines.

Manufacturer Data

Information on the Manufacturer Data view is copied from the PO, if the PO number appears on the Inspection Report, or from the Catalog. Information on this view cannot be updated here.

PO Items (List)

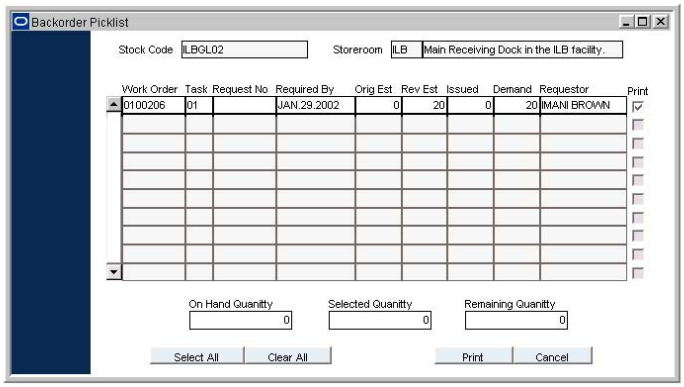
The PO Items List view shows summary information for all the items on the delivery record.

The upper section of the window displays summary information about the Delivery record and the Purchase Order associated with the item. The lower section displays the item number (in the order it was passed from the Picklist window), Stock Code and Storeroom for each item, as well as summary information indicating where numbers of the item are in the receiving process.

Select an item from the list then select the PO Items (Detail) action to open the detail view for that item. You cannot change any of the displayed information on this view, but you can drill-down to view the Receiving Log and the individual Master Catalog records for the items. You can also select Picklist from the Actions list to open the picklist window where you can select additional items from the delivery record.

Backorder Processing

When inventory type stock items needed for a Work Order or Checkout Request are partially received in the Receiving, Multi-Step Receiving or Stock Transfer modules the system opens the Backorder Picklist window showing all of the Work Order or Request numbers for the documents where the items are needed. The screen also shows the current on-hand quantity of the item, the required by date, work demand for the item, and other relevant information.



Backorder Processing screen

You can use this information to determine how work will be affected by delay in receipt of parts. You can also print an Inventory Picklist Report related to a specific Work Order or Checkout Request for the stock item that has been received by selecting the Print check box next to the item or items and clicking on the Print button.

The Backorder Processing Check rule key in the Receiving Configuration Business Rule must be set to ON to enable this functionality. If the Alerts Business Rule is properly set, the system will also send an alert to the original requestor of the items when the backordered items finally come in IF an Issue Ticket Report is printed for the items.

PO Item Notes and Attachments

The PO Item Notes and Attachments views show any notes or attachments that were entered on the purchase order item record. The information in these views is display only, and you cannot add new records here.

View existing attachments by clicking the View button.

Bin Label Printing

Select Bin Label Printing from the Actions list on the PO Items (Detail) view to print bar code labels to identify the bin used for the delivery. On the Print Label screen that open you can select the printer, type of label and number of labels you want to print. The system defaults the serial number and number of labels to print. The system defaults the Multi-Step Receiving record ID as the serial number for the delivery. If the shipment includes lot managed items, you can also select the appropriate lot number for the items. When you have entered the necessary information, click the Print button to print the labels.

How to Print Bin Labels

1. **Open the appropriate Multi-Step Receiving record.**
   The Multi-Step Receiving module is in the Inventory subsystem.
2. **Select PO Items (Detail) from the Views list.**
3. **Select Bin Label Printing from the Actions list.**
   The Print Labels window opens.
4. **Select a printer from the list of values.**
5. **Select a barcode label format from the list of values.**
6. **Enter a serial number if necessary.**
   If you have already placed items in receipt from the delivery, the system defaults the Multi-Step Receiving record number as the serial number.
7. **Enter the quantity of labels you want to print.**
8. **Select a lot ID from the list of values if necessary.**
   The Lot field does not display unless lot-managed items have been received.
9. **Click the Print button.**

Additional Multi-Step Receiving Actions

In addition to standard actions, the following can be completed from within the module.

Display All

Select Display All from the Actions list to make the PO Picklist show not only the items that are eligible to be received, but also those that are already in some stage of receiving (either In Receipt or Received).

Display Receiving Only

Select Display Receiving Only from the Actions List to make the PO Picklist show only those items that are eligible to be received (not already In Receipt or Received). This is the default view for the PO Picklist.

Select All

Select All from the Actions list to place a check in the Add check box for all the items displayed on the PO Picklist.

Clear All

Select Clear All from the Actions list to remove any checks from the Add check boxes on the PO Picklist.

OK

Select OK from the Actions list to move all the checked items to the Purchase Order Receiving window, where they will display in the To Receive box. When you system will display a Pick Items done message showing the number of items added.

PO Receiving

The PO Receiving Action displays the PO Item view which shows delivery information and receipt status for all Items on the MSR Delivery record. The PO Item (List) view contains some special actions that can speed up the Multi-Step Receiving process.

Pick All

Select Pick All from the Actions list to move all ordered quantities of all items on the Purchase Order to the Purchase Order Receiving window, where they will display in the To Receive field. The system will display a Pick Items done message showing the number of items added. Using the Pick All action is the same as opening the Picklist, clicking on Select All, and then clicking OK.

The Pick All Action is not available if the Quality item indicator is checked on the PO Items (Detail) record for the item. Quality items are items that have been designated by your organization as items that require special handling during receipt. Usually Quality items must go through special processing conducted by authorized employees before they can be accepted into the Storeroom.

In Receipt

Select In Receipt from the Actions list to move all To Receive quantities on the Multi-Step Receiving record to In Receipt. Before using this action, you must first place items in To Receive status using the PO Picklist or the Pick All action.

Receive

Select Receive from the Actions list to move all In Receipt quantities on the Multi-Step Receiving record to Receive. Before using this action, you must first place items in To Receive status using the PO Picklist or the Pick All action.

Depending on settings in the Receiving Configuration Business Rule you may or may not be able to receive a quantity that is greater than the quantity indicated on the original purchase order. If receipt of greater quantities is restricted, an attempt to enter a number higher than the To Receive quantity results in a warning. Users can select Authorize Over Receive from the Actions list and have an authorized user enter a username and pin number to overwrite the restriction.

Receive and Accept

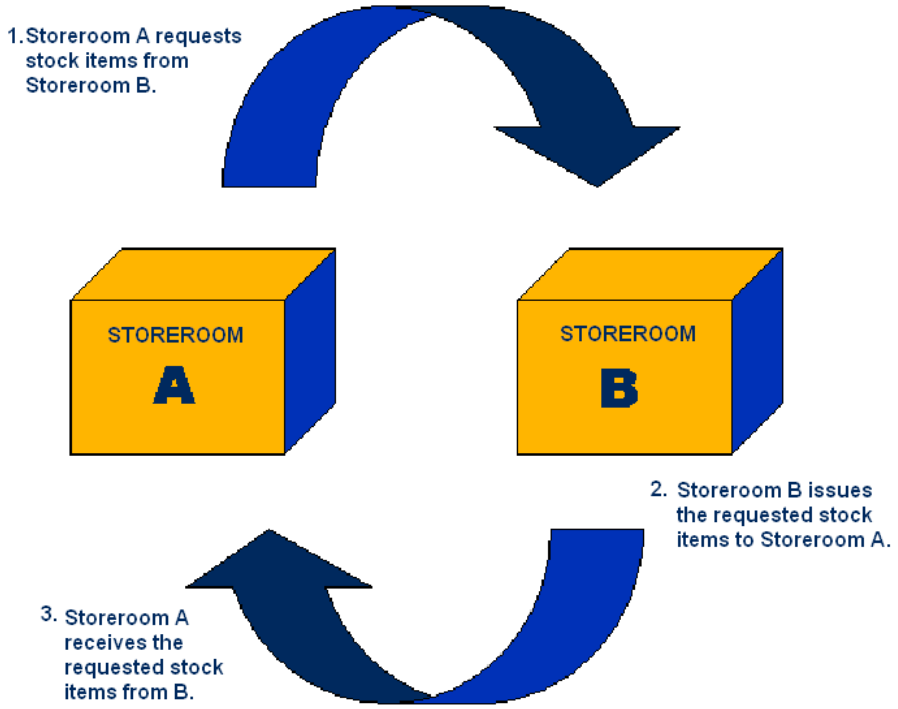
The Receive and Accept action combines both the In Receipt and Receive actions. Select Receipt and Accept from the Actions list to move all To Receive quantities on the Multi-Step Receiving record to the Receive column. Before using this action, you must first place items in To Receive status using the PO Picklist or the Pick All action.

Chapter 12
Stock Transfer

Using the Stock Transfer module, you can generate and process requests to transfer stock from one storeroom to another. In a Stock Transfer, one storeroom is essentially ordering stock from another storeroom. The system also generates a Stock Transfer for Work Orders with a Task Parts Requirement record that indicates that stock is to be transferred from a storeroom to the "local" storeroom. Stock items that have different stock types in different storerooms cannot be transferred between those storerooms. Only items with of the same stock type can be transferred.

Stock Transfer Processing

Transferring stock between storerooms is a three-step process. All three steps are performed in the Stock Transfer module.



Process Flow for Transferring Stock

The impact on the system during each of the three steps is the following:

Impact of Requesting Stock:

- In the issuing storeroom, the on demand quantity is increased by the requested quantity.
- In the receiving storeroom, the on order quantity is increased by the requested quantity.

Impact of Issuing Stock:

- In the issuing storeroom, inventory quantity is reduced by the issued amount; on demand is reduced by the requested quantity.
- In the receiving storeroom: on demand quantity is reduced by the requested quantity; transfer quantity is increased by the issued amount.
- In the Storeroom Transaction Log, the system inserts a Transaction record to log the issuing of the stock items (one record is generated per stock code transaction).

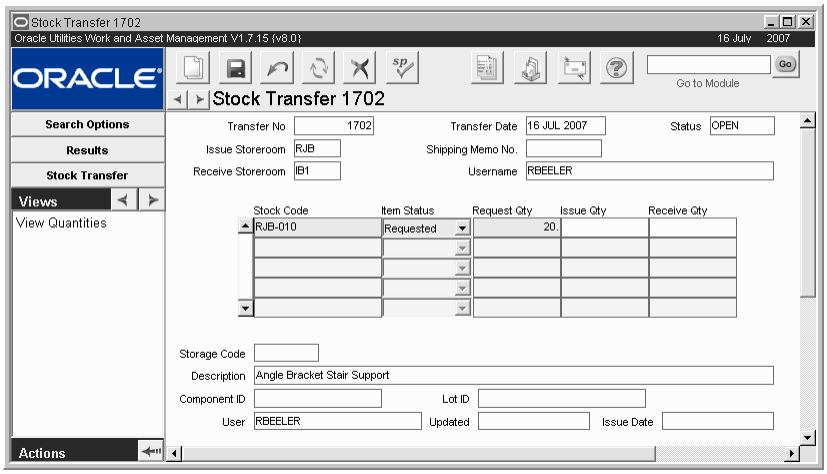
Impact of Receiving Stock:

- In the receiving storeroom, transfer quantity is decreased by the received amount; inventory quantity is increased by the received amount.

The system also tracks backordered inventory type stock items in the Backorder Picklist view which is evoked when inventory type stock items needed for a work order, checkout request, or stock transfer are partially received. The Backorder Processing Check rule key in the Receiving Configuration business rule must be set to ON to enable this functionality. If the Alerts business rule is properly set, the system will also send an alert to the original requestor of the items when the backordered items finally come in.

Stock Transfer Records

The system maintains a complete audit trail for both storerooms as Stock Transfer requests are processed and quantities are issued and received.



Stock Transfer Request record

The system generates a Stock Transfer number at the time the Stock Transfer record is saved. If the record was generated through a Work Order Task Parts Requirements record, the Work Order and Task Number are displayed. The Username is set to the name of the user who created the Stock Transfer request. The Stock Transfer request status is also maintained by the system, initially set to Open, and set to Closed when all items are Issued or Canceled. The Stock Transfer request status is indicated by the word OPEN or CLOSED in the upper right of the Stock Transfer window.

How to Request Stock Items for Transfer

1. **Open the Stock Transfer module.**
2. **Click New.**
   The system opens a new Stock Transfer record in OPEN status, with the Transfer Date set to the current date.
3. **Select the Issue Storeroom from the list of values.**
   This list is controlled by the Storeroom Setup module.
4. **Select the Receive Storeroom from the list of values.**
   This list is controlled by the Storeroom Setup module. The system checks to make sure that you have not selected the same storeroom to both issue and receive the stock.
5. **Change the transfer date if necessary.**
6. **Click Save.**
   The system creates a Transfer Number and saves the information about the transfer so that you can begin recording the stock items you want to request.
7. **Select a stock code from the list of values.**
   This list is controlled by the records in the Storeroom Catalog module for the issuing storeroom, and will only show those stock items that are stocked by the issuing storeroom.
8. **Enter the number of items that you want in the Request Quantity field.**
   Once you save the stock item request record, you cannot adjust the requested quantity, nor can you create a second record for the same stock item for this Stock Transfer. To adjust the quantity, you will have to create a second Stock Transfer record. Therefore, you should check your work before you save the stock item request.
9. **Click Save.**
   If the stock item that you have selected for transfer is new to the receiving storeroom, Oracle Utilities Work and Asset Management uses the record for the item in the issuing storeroom as a model to create a new Storeroom Catalog record for the item. The system copies information such as account numbers, expense codes, and some pricing information. Since this information might not be accurate for the new storeroom, you should review the new storeroom catalog records for accuracy. Also, if the issuing storeroom chooses to cancel the transfer of the item, the system does not remove the new storeroom catalog record. It does, however, change the On Order Quantity, Available Quantity, and related information for the receiving storeroom.
10. **Repeat steps 7 through 9 for each additional stock item that you want to request from the issuing storeroom.**

How to Transfer a Stock Item from a Storeroom

1. **Open the appropriate Stock Transfer record.**
2. **Enter an Issue Quantity for the requested stock item.**
   The system will not allow you to issue more of the item than has been requested.
3. **Click Save.**
   The system checks to ensure that you are not issuing more of the item than you have on hand. Then it will change the status of the item to ISSUED and will supply the Issue Date.

   Once you save the amount you plan to issue, you will not be able to change the issue quantity further.

How to Cancel a Stock Item Transfer

1. **Open the appropriate Stock Transfer record.**
2. **Change the item's Item Status to CANCELED.**
3. **Click Save.**

The system does not send an alert to the requesting storeroom when you cancel the transfer of a requested item, therefore you should send the requestor a message with the Stock transfer record attached.

How to Transfer a Stock Item into a Storeroom

1. **Open the appropriate Stock Transfer record.**
2. **Enter a Receive Quantity for the requested stock item.**
   The system requires you to receive the full amount of all the transferred items. If you do not receive the full amount of the items, or one was broken in transit, etc., you will have to contact the issuing storeroom and work out what correction to make. This process will probably require canceling the existing transfer and initiating one or more new ones.
3. **Click Save.**
   When all of the items on a Stock Transfer record have been either cancelled or received, the system changes the status of the entire record to CLOSED.

How to Review Information About a Stock Item Transfer Between Two Storerooms

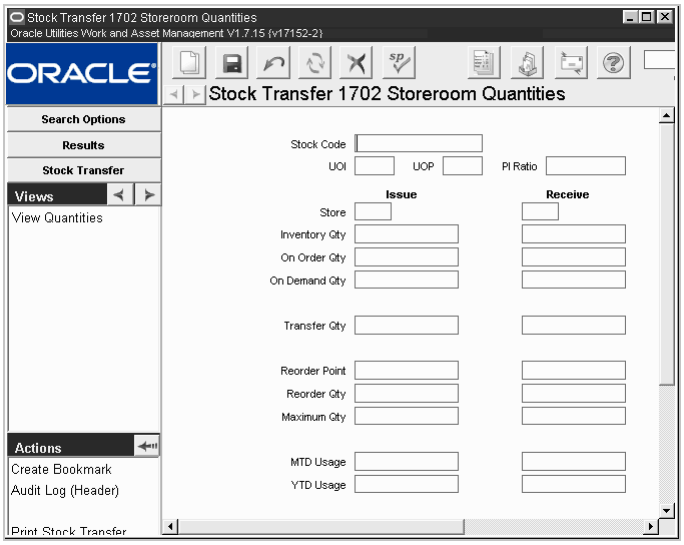
1. **Open the appropriate Stock Transfer record.**
   The Stock Transfer module is in the Inventory subsystem.
2. **Highlight the appropriate stock item.**
3. **Select View Quantities from the Views list.**
   The system opens the Storeroom Quantities window. This window is very similar to the Storeroom Summary view of the Catalog module in the Resource subsystem. However, this window shows information only for the issuing and receiving storerooms. All fields in this window are protected from update.

Stock Transfer Views

The module includes the following views:

View Quantities

You can view the availability of Stock Code items being transferred by selecting View Quantities from the Views list. The system will open the Storeroom Quantities window showing both the quantities in the issuing and the receiving storerooms.



Storeroom Quantities view

As items are added to a Stock Transfer request, the new demand quantity for the issuing storeroom, and the On Order quantity for the receiving storeroom, are adjusted.

These adjustments are shown in the Storeroom Catalog records (in the Resource subsystem) for the issuing storeroom and the receiving storeroom is increased. You can also view these adjustments by clicking the view (V) button next to the field to open the Storeroom Quantities window.

If the item is canceled, demand and On-Order quantities are relieved accordingly. When the item is issued, the demand for the Issuing Storeroom is relieved by the Request Quantity (even if less than the request was issued) and the On-Hand Quantity is reduced by the Issue Quantity. When the item is issued, the On-Order Quantity for the receiving storeroom is reduced to zero. When the items are received, the receiving storeroom's On-Hand Quantity is increased by the Issue Quantity.

When an item is issued, the system sets the item status to ISSUED. When the item is received, the system sets the status to RECEIVED. Once all of the items are received or canceled, the system sets the Stock Transfer (header) status to CLOSED.

Stock Transfer Actions

In addition to standard actions, the following can be completed from within the module.

Create Shipping Memo

If the issuing and receiving storerooms are located far from each other, you may want to use a Shipping Memo to monitor the stock transfer. The system helps you to do this by providing an action to create a Shipping Memo from the Stock Transfer record. To utilize this functionality, however, you must first create Vendor records corresponding to each receiving storeroom you want to monitor in this way.

How to Create a Shipping Memo from a Stock Transfer Request

1. **Create or Open the Appropriate Stock Transfer Request.**
2. **Select Create Shipping Memo from the Actions list.**
   You may need to scroll down to see the Create Shipping Memo action.

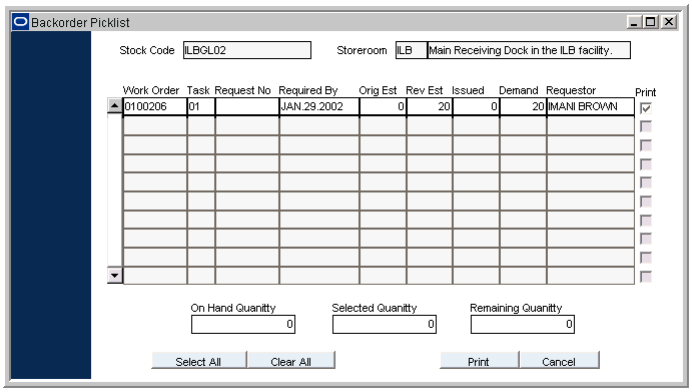
The system opens the Shipping module and displays a new record containing the stock transfer information. The Shipping Memo number is also recorded on the originating Stock Transfer record.

3. **Enter the Vendor corresponding to the Receiving Storeroom.**
   Shipping Memos usually track shipments to Vendors, but in the case of a stock Transfer the items are shipped to a storeroom. A Vendor record corresponding to the receiving storeroom must already exist in the Vendor module.

4. **Click Save.**
   The system saves the Shipping Memo. While the two records reference each other, each must be processed independently.

Backorder Processing

When inventory type Stock items needed for a Work Order or Checkout Request are partially received in the Receiving, Multi-Step Receiving or Stock Transfer modules the system opens the Backorder Picklist window showing all of the Work Order or Request numbers for the documents where the items are needed. The screen also shows the current on-hand quantity of the item, the required by date, work demand for the item, and other relevant information.



Backorder Processing screen

You can use this information to determine how work will be affected by delay in receipt of parts. You can also print an Inventory Picklist Report related to a specific Work Order or Checkout Request for the stock item that has been received by selecting the Print check box next to the item or items and clicking on the Print button.

The Backorder Processing Check rule key in the Receiving Configuration Business Rule must be set to ON to enable this functionality. If the Alerts Business Rule is properly set, the system will also send an alert to the original requestor of the items when the backordered items finally come in IF an Issue Ticket Report is printed for the items.

Chapter 13

Reorder Review

When inventory levels for a stock item fall below reorder points you have set, Oracle Utilities Work and Asset Management automatically creates Reorder Review records for the stock item, provided that you have marked the item for reorder review in the Storeroom. Reorder Review records include the quantity that batch processing has determined must be ordered to increase the current inventory to the maximum level, along with other information from the Storeroom record. Once reorder records are approved by a reviewer, batch processing completes the processing by generating the appropriate purchasing document.

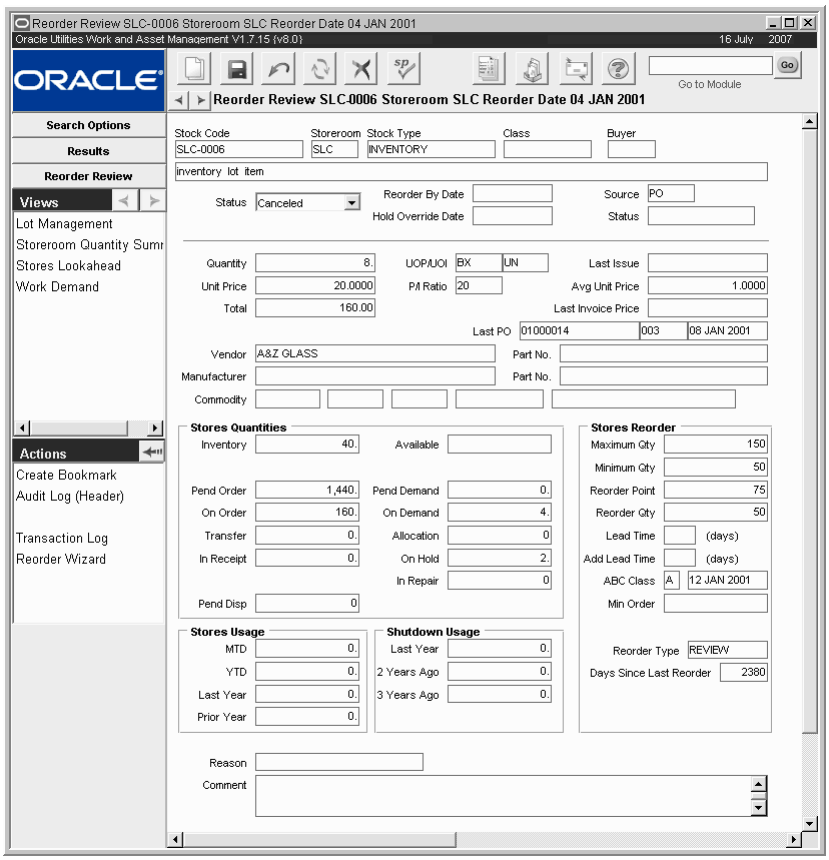
Reorder Review Records

If you are responsible for approving reorder records, you can search the Reorder Review module using Storeroom, Vendor and other search criteria. For each record retrieved, you can use views in the Reorder Review module to analyze Storeroom Demand and Stores Lookahead information, which can help you evaluate the proposed purchase. You can also use special actions available in the module to satisfy a demand for a reorder by transferring stock from another storeroom and to create and approve Reorder Review records.

The system does not send an Alert when it creates a Reorder Review record. Therefore, it is important to review new items in the Reorder Review module as part of your regular routine. One simple way to do this is to create a saved search on your home page.

The Batch Stock Reorder Business Rule controls most of how the system handles automatic reorder processes.

To assist you in making reorder decisions, the Reorder Review module includes a considerable amount of information copied directly from Storeroom records. Much of this information is for display only and cannot be updated in the Reorder Review module. The following fields, however, are either unique to the Reorder Review module or can be updated:



Reorder Review record

The following fields are included:

Status

Created - When the system puts an item in the Reorder Review module, it places the item in Created status.

Approved - When you complete the reorder review, set the status to Approved. The system's batch processing picks up the item for continued reorder processing, placing it on the appropriate purchasing document and setting the Reorder Review item status to Requisition, RFQ or PO Created.

PO Created - After records with the Source field set to PO are approved, batch processing creates a new Purchase Order record, sets the status of the Reorder Review record to PO Created, and alerts the buyer. If no buyer has been assigned for the item, the system alerts the buyer identified in the Batch Stock Reorder business rule.

Canceled - You can reject the suggested order by setting the record status to Canceled. You should also give a reason in the Reason field before you change the status.

Requisition - After records with the Source field set to Requisition are approved, the system creates a new requisition, sets the status of the Reorder Review record to Requisition, and alerts the buyer. If no buyer has been assigned for the item, the system alerts the buyer identified in the Batch Stock Reorder business rule.

RFQ Created - After records with the Source field set to RFQ are approved, batch processing creates a new RFQ record, sets the status of the Reorder Review record to RFQ Created, and alerts the buyer. If no buyer has been assigned for the item, the system alerts the buyer identified in the Batch Stock Reorder business rule.

Hold - If you want to approve the suggested order, but wish to delay processing until the Reorder By Date, you can set the status to Hold. The system will automatically change the status back to Created when the Reorder By Date is equal to the current date. You can only set items to Hold status when the Reorder By Date field or the Hold Override Date field is populated.

Reorder By Date - The system calculates the Reorder By Date in one of two ways, depending on how your organization has configured the Batch Stock Reorder Business Rule.

If the business rule is set to use Storeroom Reorder Processing, the system calculates the Reorder By Date as the date the material is required, minus the number of days it takes the Vendor to supply the items (Lead Time) and any additional time your organization requires to process the acquisition (Additional Time). Both Lead Time and Additional Time are taken from the Storeroom Reorder Overrides view.

If the business rule is not set to use Storeroom Reorder Processing, the system uses the Lead Time from the Catalog record and does not include Additional Time when calculating the Reorder By Date.

Hold Override Date - You can enter a Hold Override Date when the record is in Created or Hold status. When this field is populated, the system changes Reorder Review records from Hold to Created status on the Hold Override Date, rather than the Reorder By Date.

Source - The type of purchasing document to be used for the reorder. The system will display the default value from the Batch Stock Reorder business rule, but you can change the Source type if necessary. Options include Requisition, Request for Quotes, or Purchase Order.

Source Status - The initial status of the Source document. The system will display the default value from the Batch Stock Reorder business rule, but you can change the status if necessary.

Quantity - A suggested Quantity to order is calculated by Batch Stock Reorder, but you can enter another quantity if needed.

Unit Price - The system returns the Unit Price (either the Average Unit Price or the Standard Price) from the Pricing view of the Storeroom Catalog. If you change the unit price and save the record, the system calculates a new reorder total.

UOP, UOI and PI Ratio - The system uses the Unit of Purchase, Unit of Issue, and Purchase to Issue Ratio information to maintain quantities as parts are issued and new parts are received. You may, for instance, issue in individual items but order the items by the box where one box would contain 10 individual items. The Unit of Purchase would then be BOX, the Unit of Issue would be EA, and the P/I Ratio would be 10. The system pulls this information from the Master Catalog record for stock items.

Vendor - The system provides the primary Vendor for the item from the Master Catalog record. You can use the list of values to enter a different Vendor.

Reason - If you want to set the Reorder record status to Canceled, in order to reject the reorder, you should first provide a few explanatory words in the Reason field. The field does not have an associated list. Also the number of letters you can enter is somewhat shorter than the length of the field would imply, so you should be concise.

Comment - You can use the Comments field to give more detailed notes for the proposed reorder.

How to Set Up Automatic Reorder

1. **Open the Storeroom record for the stock item.**
   The Storeroom module is located in the Resource subsystem.
2. **Select an option from the Reorder Type field.**
   The Reorder Type field is controlled by a drop-down list of four possibilities. Please see the section describing Storeroom fields for an explanation each option.
3. **Click Save.**
   If you have selected an automatic reordering option you must also set a reorder point in the Storeroom Pricing view.

How to Set a Reorder Point for Automatic Reorder

1. **Open the Storeroom record for the stock item.**
   The Storeroom module is located in the Resource subsystem.
2. **Select Storeroom Pricing from the Views list.**
3. **Enter a value in the Reorder Point field.**
   The Reorder Point field is located in the center of the screen in the Stores Reorder section of the record.

   Please see the section describing Storeroom fields for an explanation of each item in the Stores Reorder section.
4. **Click Save.**

Reorder Review Views

Before approving or rejecting a Reorder record, you can evaluate more information about how your organization uses a stock item by selecting the following additional views. All the information shown on these views is provided by the system from other modules and cannot be updated.

Stores Lookahead - projected supply and demand for the stock item due to transactions such as purchase orders, work orders, checkouts and return requests.

Work Demand - active Work Order, Checkout Request, and Stock Transfer records that are placing demand on the storeroom for an item.

Storeroom Quantity Summary - quantity information from each storeroom which stocks the item, including the quantity available, on order, and on hold. You can use this information to determine if the reorder demand can be satisfied by transferring stock from another storeroom, rather than purchasing more of the item. If more than three Storerooms carry the item, you can use the Previous/Next Record buttons or the scroll bar below the columns to access them.

Lot Management - Quantity and status information for each Lot, if the stock item is managed in lots.

Approving or Rejecting Records

You can approve several Review Records simultaneously using the Reorder wizard.

If you agree with the suggested reorder, you can set the status to Approved, either by changing a record's status directly or by using the Reorder wizard. The system's batch processing then picks up the item for continued reorder processing, placing it on the appropriate purchasing document and setting the Reorder Review item status to Requisition, RFQ or PO Created.

If you want to approve the suggested order, but wish to delay processing until the Reorder By Date, you can set the status to Hold. The system will automatically change the status back to

Created when the Reorder By Date is equal to the current date. You can only set items to Hold status when the Reorder By Date field or the Hold Override Date field is populated.

After you approve the suggested order, the system creates the new purchasing document for the item and alerts the appropriate person using the Buyer field. If no buyer has been assigned for the item, the system alerts the buyer identified in the Batch Stock Reorder Business Rule.

You can reject the suggested order by setting the record status to Canceled. You should also give a reason in the Reason field before you save the status change.

Reorder Wizard

If you have the necessary responsibilities in your User Profile, you can use the Reorder Wizard to review reordering information for stock items sharing the same Vendor, create Reorder Review records, and approve Reorder Review records that are ready for approval. The type of action performed by the Reorder Wizard depends on the radio button you select on the opening panel. You can select either Vendor Reorder Lookup or Approve Reorder Items.

Vendor Reorder Lookup - When you select the Vendor Reorder Lookup radio button, the Reorder Wizard displays a selection screen where you can enter Storeroom, Buyer, Vendor, or Reviewer information. The system supplies the Vendor information from either the Catalog or Storeroom depending on settings in the Batch Stock Reorder Business Rule, but you can change the Vendor if necessary. After you enter your selection criteria and click the Next button, the Wizard opens a new window listing quantity and reorder information for stock codes ranked by the quantify remaining before reorder. Items with a Reorder Type of 'Contact Reviewer' or 'No Auto Reordering' are not included on the list.

After reviewing the Vendor list, check the Reorder box for all items for which you want to create Reorder Review records and click the Next button. The system generates Reorder Requests for the items checked and displays a summary window showing how many Reorder Review requests were created.

Approve Reorder Items - When you select the Approve Reorder Items radio button on the opening screen where you can enter Storeroom, Buyer, and Vendor selection information and a sort criteria. When you click the Next button, the wizard opens a new window showing Reorder Review records matching your search criteria and which are in Created or Pending Approval status. Check the Approve box for all records you want to approve. You can also use the Select All button at the bottom of the window to check all the records. When you click the Next button. the system sets the status of the selected items to Approved and displays a summary window showing how many records were approved.

How to Display a Vendor List Using the Reorder Wizard

1. **Open the Home Page, or a Catalog, Reorder Review or Storeroom Record.**
2. **Select Reorder Wizard from the Actions list.**
   The first wizard screen opens showing options for Vendor Reorder Lookup or Approve Reorder items.
3. **Select Vendor Reorder Lookup and click the Next button.**
   The Vendor Reorder Lookup Selection screen opens.
4. **Enter selection information necessary to describe the list you want to see.**
   You can use the Lists of Values to enter Storeroom, Buyer and Vendor selections. Only the Vendor is required. The system enters the vendor from the record you were viewing when you launched the wizard, but you can change this value if necessary.
5. **Select the type of vendor list you want to see.**
   Do this by clicking one of the three radio buttons to display only those items where the selected vendor is the catalog vendor, the prime vendor, or the storeroom override vendor.

6. **Click the Next button when you have finished your selections.**
   The Vendor Reorder Lookup Results screen opens listing quantity and reorder information for stock codes supplied by the Vendor ranked by the quantify remaining before reorder. If an item is already below its reorder point, a negative number will appear in the Qty Until Reorder column.

How to Create Records using the Reorder Wizard

1. **Display a Vendor list for the appropriate Vendor.**
   See the How to Display a Vendor List Using the Reorder Wizard for instructions on how to do this.
2. **Determine which items if you want to reorder.**
   If you want to see more information, you can double-click the stock code to navigate to the Catalog record and drill-down on the storeroom to open the Storeroom record.
3. **Place a check in the Reorder box for any items you want to reorder.**
   You cannot adjust the suggested reorder quantity in this view, but you can adjust the quantity later on the Reorder Review record.
4. **Click the Next button.**
   The system generates Reorder Review records for the items checked and displays a summary window showing how many reorder review requests were created.
5. **Click the Start button or the Done button.**
6. **The Start button returns you to the first screen of the wizard where you can generate another vendor reorder lookup list or approve reorder items. Click the Done button to exit the wizard and return to the Reorder Review module.**

How to Approve Reorder Records using the Reorder Wizard

1. **Open the Home Page, or a Catalog, Reorder Review or Storeroom Record.**
2. **Select Reorder Wizard from the Actions list.**
   The first wizard screen opens showing options for Vendor Reorder Lookup or Approve Reorder Items.
3. **Select Approve Reorder Items and click the Next button.**
   The Reorder Approval Selection screen opens.
4. **Enter your selection criteria.**
   You can use the Lists of Values to enter Storeroom, Buyer and Vendor selections, but none of these fields are required. The system automatically enters the Vendor from the record you were viewing when you launched the wizard, but you can change this value if necessary. You can also select one of the three radio buttons to have the wizard sort the Reorder records by vendor, storeroom, or reorder date.
5. **Click the Next button when you have finished selecting.**
   The Reorder Approval Results screen opens listing Reorder Review items in Created or Pending Approval status. You can review this list to see which items you want to approve. If you want to see more information, you can drill-down on the stock code to navigate to the Catalog record and drill-down on the storeroom to open the Storeroom record.
6. **Place a check in the Approve box for each item you want to approve.**
   You can only approve the reorder quantity shown. If you ant to change the reorder quantity, you must open the record in the Reorder Review module and make the change there.
7. **Click the Next button.**
   The system updates the Reorder Request status to Approved for those items you have checked and displays a summary window showing how many Reorder Review requests were approved.

8. **Click the Start button or the Done button.**
   The Start button returns you to the first screen of the wizard where you can generate another vendor reorder lookup list or approve reorder Items. The Done button exits the wizard and returns you to the Reorder Review module.

Transferring Stock Instead of Reordering

You can also create Transfer Requests directly in the Stock Transfer module, but the system makes the process easier by providing the Stock Transfer action in the Reorder Review module.

If a stock items exists in more than one storeroom, you may want to transfer stock from another storeroom, rather than purchasing more of the items.

When you select Stock Transfer from the Actions list, the system asks you to identify the Issuing Storeroom. You can do this by selecting from a list of values all storerooms containing the stock item. The system then checks to see if a Stock Transfer record already exists for the stock number between the Issuing and Receiving storerooms. If it finds an existing transfer record, you will see a message asking if you would like to update that record. If no record is found, the system opens a new window showing the quantity of the item in the issuing storeroom.

You can satisfy all or part of the reorder quantity with the transfer. The system automatically sets the quantity requested from the issuing storeroom to the reorder quantity on the Reorder Review record, but you change this amount if you wish. You might decide, for example, to meet an immediate demand for a smaller quantity with a stock transfer, while letting the reorder continue for the remaining amount.

How to Initiate a Transfer Using the Stock Transfer Action

1. **Open the appropriate Reorder Review Record.**
   The Reorder Review record describes the demand you wish to satisfy by transferring stock from another storeroom.
2. **Select Stock Transfer from the Actions List.**
   The system asks you to select an Issuing Storeroom.
3. **Select a storeroom from the Issuing Storeroom field.**
   You can select the issuing storeroom from a list of values of storerooms containing the stock item. The receiving storeroom is assumed to be the one identified on the Reorder Review record.
4. **Click OK.**
   The system looks for an existing Stock Transfer record between the two storerooms for the stock item. If it finds one, you will be asked if you want to update that record. Otherwise, the system opens a window showing the quantity of the item in the issuing storeroom.
5. **Enter the quantity to transfer in the Requested Quantity field.**
   The system defaults this number to the reorder quantity on the Reorder Review record, but you can change it if you want to transfer a lesser amount.
6. **Click OK.**
   The system looks for an open Stock Transfer record between the two storerooms to which the items can be added. If it finds one, you are given the option of either adding the items to the existing record or creating a new record. Click Yes to add the items or No to create a new record. Otherwise, the system creates a new Stock Transfer record and displays the number.

The Stock Transfer request must be approved and processed in the Stock Transfer module to complete the transfer.

7. **Click Done to return to the Reorder module.**
   You can also click Next to return to the first screen of the wizard or click the Stock Transfer number to open the Transfer Request in the Stock Transfer module.

Chapter 14

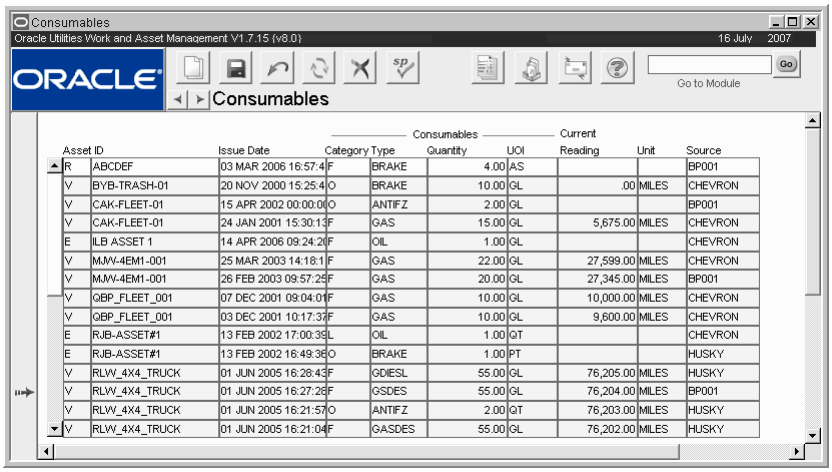
Consumables

Enter and maintain Asset-related consumption information such as quantity of fuel issued and date in the Consumables module.

Meter reading information entered in the Consumables module automatically updates related PM Masters (where the Asset ID matches, the PM Master is run-time based, and the meter reading type is the same).

Consumables Records

Information entered in this module can also be accessed by selecting Consumables from the Views list in the Asset module.



	Asset ID	Issue Date	Consumables Category	Consumables Type	Consumables Quantity	Consumables UOI	Current Reading	Current Unit	Current Source
R	ABCDEF	03 MAR 2006 16:57:4	F	BRAKE	4.00	AS			BP001
V	BYB-TRASH-01	20 NOV 2000 15:25:4	O	BRAKE	10.00	GL	.00	MILES	CHEVRON
V	CAK-FLEET-01	15 APR 2002 00:00:0	O	ANTIFZ	2.00	GL			BP001
V	CAK-FLEET-01	24 JAN 2001 15:30:1	F	GAS	15.00	GL	5,675.00	MILES	CHEVRON
E	ILB ASSET 1	14 APR 2006 09:24:2	F	OIL	1.00	GL			CHEVRON
V	MJW-4EM1-001	25 MAR 2003 14:18:1	F	GAS	22.00	GL	27,599.00	MILES	CHEVRON
V	MJW-4EM1-001	26 FEB 2003 09:57:2	F	GAS	20.00	GL	27,345.00	MILES	BP001
V	QBP_FLEET_001	07 DEC 2001 09:04:0	F	GAS	10.00	GL	10,000.00	MILES	CHEVRON
V	QBP_FLEET_001	03 DEC 2001 10:17:3	F	GAS	10.00	GL	9,600.00	MILES	CHEVRON
E	RJB-ASSET#1	13 FEB 2002 17:00:3	L	OIL	1.00	QT			CHEVRON
E	RJB-ASSET#1	13 FEB 2002 16:49:3	O	BRAKE	1.00	PT			HUSKY
V	RLW_4X4_TRUCK	01 JUN 2005 16:28:4	F	GDIESL	55.00	GL	76,205.00	MILES	HUSKY
V	RLW_4X4_TRUCK	01 JUN 2005 16:27:2	F	GSDES	55.00	GL	76,204.00	MILES	BP001
V	RLW_4X4_TRUCK	01 JUN 2005 16:21:5	O	ANTIFZ	2.00	QT	76,203.00	MILES	HUSKY
V	RLW_4X4_TRUCK	01 JUN 2005 16:21:0	F	GASDES	55.00	GL	76,202.00	MILES	HUSKY

Consumables record

The category selected (F, L, or O) determines the cost breakdown for consumables issued.

Each Consumables record is associated with an Asset ID. When entering a new record, you must enter an Asset ID, the Issue Date, consumable Category and Type, and its Source.

If the entered meter reading is less than that listed on a PM Master, the system indicates which PM Masters have a “higher” meter reading and asks if you want to enter the Consumables record anyway. If saved, the entered value will update PM Masters even if a lesser number.

Before issuing consumables to assets and vehicles, you need to establish pricing information for each consumable type. As Consumables are issued through the Consumables module, the system uses the most current pricing information for the dispensed Type to calculate the total cost of the transaction.

Each time the price changes for a consumable type, create a new Consumables price record. The system uses the most current pricing information to calculate costs.

You can also enter and maintain Prices for Consumables products by selecting Prices from the Actions list on the Search Options page of the Consumables module.

How to Enter Pricing Information for Consumables

1. **Open the Consumables module.**
   The Consumables module is in the Inventory subsystem.
2. **Select Prices from the Actions list.**
3. **Select Search from the Actions list.**
   The system displays a listing of consumable products and prices that have been previously entered as issued.
4. **Click New.**
   You must click the New icon even if you are updating an existing price. You cannot edit an existing price directly. The system uses the most current pricing information to calculate costs.
5. **Select a Category and a Type from the lists of values.**
6. **Enter a Date and the Price of the product.**
7. **Click Save.**
   The system saves the record and updates the Last Update field and the User fields with the current date and the username of the person logged on to the system.

The associated lists of values for the following fields are controlled by the Code Tables listed below.

Field Code Table
Category36
Type 31 Unit of Issue23
Unit Type 107 Issuing Source 32

How to Record Issue of Consumables

1. **Open the Consumables Transaction module.**
2. **Click New.**
3. **Enter an Asset ID and Issue Date.**
4. **Select the Consumable Type from the list of values.**
5. **Enter the Quantity Issued and select the Unit of Issue.**
6. **Enter the Current Reading for the appropriate meter on the asset using the consumable.**
7. **Select the Unit type for the meter reading.**
8. **Select the issuing Source from the list of values.**
9. **Click Save.**

Viewing Consumables Transactions

You can view previous consumables transactions using three different views:

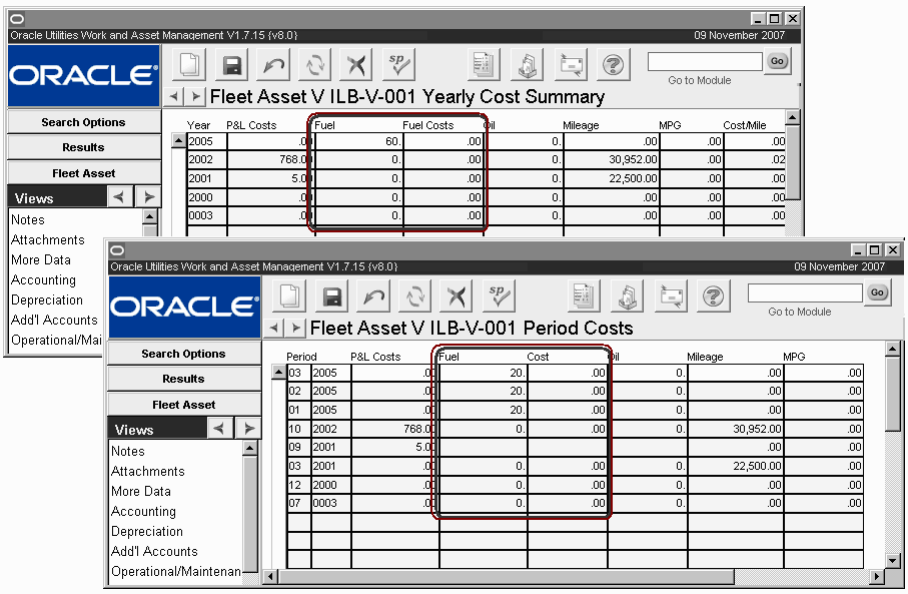
- The Consumables view in the Asset module, which only displays the consumables transactions involving the fleet asset;
- The Consumables view in the Fleet Asset module, which only displays the consumables transactions involving the fleet asset;

The Consumables module, which displays all consumables transactions.

Viewing Fuel Cost Information

The system displays the cost of all fuel issued to a particular fleet asset by accounting period and by year. Select Fleet Period Costs or Fleet Cost Summary By Year to access this information.

You can access cost information for fuel issued to a particular fleet asset in the Fleet Asset module.



Fleet Asset Fuel Costs Generated from Fuel Consumables Transactions

Chapter 15

Storeroom Stocking

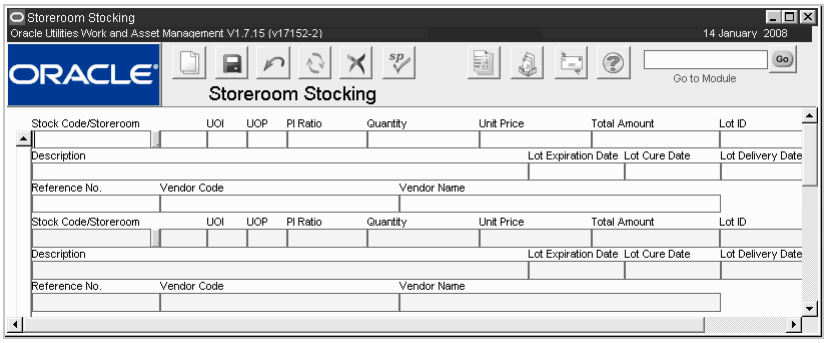
The Stocking module allows you to place items in the Storeroom without requiring that you perform a receipt or Stores Issue / Return. For example, if a pile of unclaimed parts were discovered in the work area, you could use the Stocking module to return these items back into the Storeroom. Stocking transactions simply increase the Inventory Quantity for the entered stock/storeroom code. The Stocking module is also useful if your organization does not use the Receiving module, in that it allows you to bypass the standard receiving and stocking process.

The Stocking module should be used only when:

- Your business practices do not include system receiving functionality, or
- You are placing stock in a storeroom and will not be crediting a charge number (e.g. work order task or account number).

Otherwise, use the Receiving module to process incoming stock from vendors and the Stock Checkout module to process returns to inventory.

Storeroom Stocking Records



Storeroom Stocking record

The Storeroom Stock window is the only window of the module. When you open the module, the system places you in insert mode and waits for you to enter required information (identified by highlighted fields). As you enter and save information, the system increases the Inventory Quantity for the listed stock / storeroom item. A Storeroom Transaction Log record is also automatically generated.

Use the Reference No. and Vendor Code fields to further identify the stock code according to your business practices. For example, the reference number might refer to a packing slip number, an external purchase order number, or a waybill number. The Vendor Code entered

might refer to the vendor that the item came from, or the preferred vendor for the item. This information allows storeroom personnel to correlate the item to a vendor ID when needed.

If you return items that are marked “lot management”, you must also enter a corresponding Lot ID.

How to Stock an Item Using the Stocking Module

Since you may occasionally need to stock items that are not to be charged against an account (for example, 'found' stock), the system includes the Stocking module, which allows you to bypass the standard receiving and stocking process.

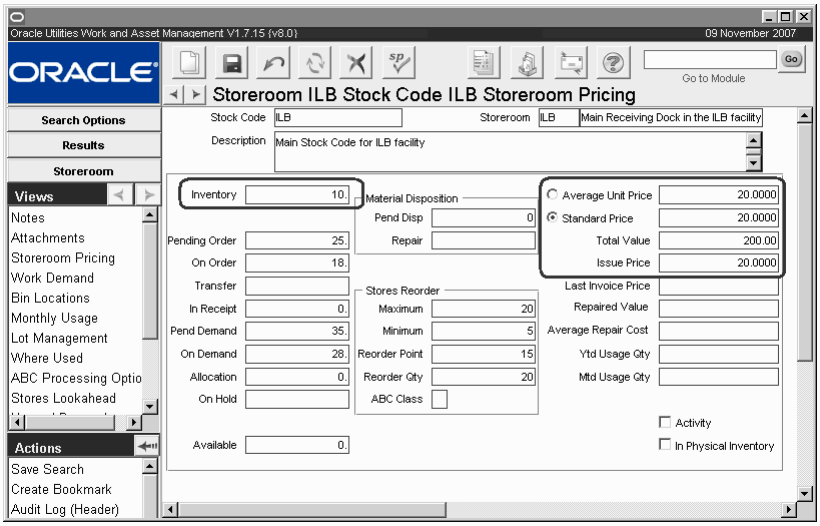
1. **Open the Stocking module in the Inventory subsystem.**
   The system opens a new Stocking record with the cursor in the first field.
2. **Select a Storeroom from the list of values.**
3. **Enter a partial Stock Code and select a stock item from the list of values.**
   The list only shows stock items for the chosen storeroom.

   The system supplies the current Unit Price using the Average Unit Price from the Storeroom Catalog record. You can update the information in the Unit Price field if necessary causing the system to change the Last Invoice Price for that stock item in that storeroom. The system also supplies the Description for the stock item.

   If the stock item has never been issued from the storeroom (for example if it is new to the storeroom or just has never been requested) the Average Unit Price will be zero and the system will leave the field blank. Since the field is ‘required’ you must enter a Unit Price, usually this will be the invoice price.
4. **Enter the Quantity you are stocking.**
5. **If appropriate, select the Lot ID from the list of values.**
   You can also enter a Lot ID that is not on the list of values.

   If the stock item is not marked for lot management in the storeroom you are stocking, the system will not allow you to enter a Lot ID.
6. **Enter a reference number if applicable.**
   The reference number might refer to a packing slip number, an external purchase order number, or a waybill number.
7. **Enter a vendor code if applicable.**
   The Vendor Code entered might refer to the vendor that the item came from, or the preferred vendor for the item. This information allows storeroom personnel to correlate the item to a vendor ID when needed.
8. **Click Save.**
   To continue entering Stocking records, simply click in the next available record line or Click New.

   As items are processed, the storeroom inventory quantity, total value, and average unit price (if modified) are adjusted accordingly. If the item is part of a lot group, the specific Lot ID record is also updated with the adjusted quantity.



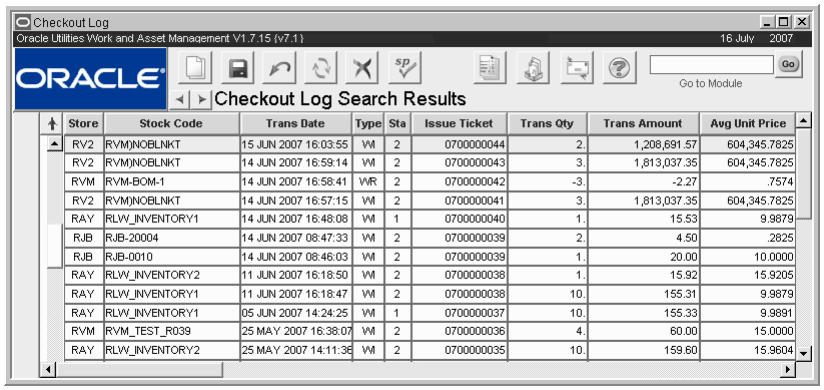
The Storeroom Pricing Window

The system also inserts a transaction record into the Master Catalog Lots View for the stock item and the Storeroom Transaction Log (under Catalog in the Resource subsystem).

Chapter 16

Checkout Transaction Log

The Checkout Transaction Log tracks all changes made in the Checkout Requests module. You cannot modify the information in the log, but you can change the sort order and the order in which the columns display.



Store	Stock Code	Trans Date	Type	Sta	Issue Ticket	Trans Qty	Trans Amount	Avg Unit Price
RV2	RVM)NOBLNKT	15 JUN 2007 16:03:55	WI	2	0700000044	2.	1,208,691.57	604,345.7825
RV2	RVM)NOBLNKT	14 JUN 2007 16:59:14	WI	2	0700000043	3.	1,813,037.35	604,345.7825
RVM	RVM-BOM-1	14 JUN 2007 16:58:41	WR	2	0700000042	-3.	-2.27	.7574
RV2	RVM)NOBLNKT	14 JUN 2007 16:57:15	WI	2	0700000041	3.	1,813,037.35	604,345.7825
RAY	RLW_INVENTORY1	14 JUN 2007 16:48:08	WI	1	0700000040	1.	15.53	9.9879
RJB	RJB-20004	14 JUN 2007 08:47:33	WI	2	0700000039	2.	4.50	.2825
RJB	RJB-0010	14 JUN 2007 08:46:03	WI	2	0700000039	1.	20.00	10.0000
RAY	RLW_INVENTORY2	11 JUN 2007 16:18:50	WI	2	0700000038	1.	15.92	15.9205
RAY	RLW_INVENTORY1	11 JUN 2007 16:18:47	WI	2	0700000038	10.	155.31	9.9879
RAY	RLW_INVENTORY1	05 JUN 2007 14:24:25	WI	1	0700000037	10.	155.33	9.9891
RVM	RVM_TEST_R039	25 MAY 2007 16:38:07	WI	2	0700000036	4.	60.00	15.0000
RAY	RLW_INVENTORY2	25 MAY 2007 14:11:36	WI	2	0700000035	10.	159.60	15.9604

Checkout Transaction Log

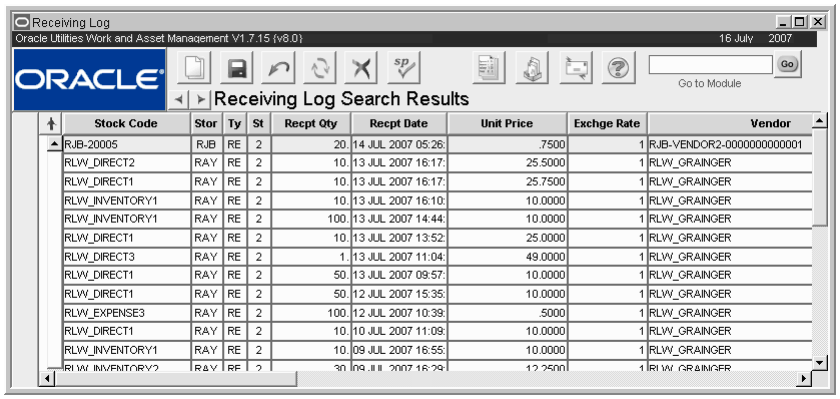
This log can also be accessed from the Actions list in the Checkout Requests module.

This module uses standard functionality used in all Transaction Logs to rearrange columns, save the layout, and sort data. Please refer to the System Basics guide chapter on Transaction logs for more information.

Chapter 17

Receiving Log

The Receiving Log tracks all transactions that are posted from the Receiving and Multi-Step Receiving modules. This information is for display only and cannot be modified.



Stock Code	Stor	Ty	St	Recpt Qty	Recpt Date	Unit Price	Exchge Rate	Vendor
RJB-20005	RJB	RE	2	20.	14 JUL 2007 05:26:	.7500	1	RJB-VENDOR2-0000000000001
RLW_DIRECT2	RAY	RE	2	10.	13 JUL 2007 16:17:	25.5000	1	RLW_GRAINGER
RLW_DIRECT1	RAY	RE	2	10.	13 JUL 2007 16:17:	25.7500	1	RLW_GRAINGER
RLW_INVENTORY1	RAY	RE	2	10.	13 JUL 2007 16:10:	10.0000	1	RLW_GRAINGER
RLW_INVENTORY1	RAY	RE	2	100.	13 JUL 2007 14:44:	10.0000	1	RLW_GRAINGER
RLW_DIRECT1	RAY	RE	2	10.	13 JUL 2007 13:52:	25.0000	1	RLW_GRAINGER
RLW_DIRECT3	RAY	RE	2	1.	13 JUL 2007 11:04:	49.0000	1	RLW_GRAINGER
RLW_DIRECT1	RAY	RE	2	50.	13 JUL 2007 09:57:	10.0000	1	RLW_GRAINGER
RLW_DIRECT1	RAY	RE	2	50.	12 JUL 2007 15:35:	10.0000	1	RLW_GRAINGER
RLW_EXPENSE3	RAY	RE	2	100.	12 JUL 2007 10:39:	.5000	1	RLW_GRAINGER
RLW_DIRECT1	RAY	RE	2	10.	10 JUL 2007 11:09:	10.0000	1	RLW_GRAINGER
RLW_INVENTORY1	RAY	RE	2	10.	09 JUL 2007 16:55:	10.0000	1	RLW_GRAINGER
RLW_INVENTORY2	RAY	RE	2	30.	09 JUL 2007 16:29:	12.2500	1	RLW_GRAINGER

Receiving Log

This module uses standard functionality used in all Transaction Logs to rearrange columns, save the layout, and sort data. Please refer to the System Basics guide chapter on Transaction logs for more information.

Overview
How to Manage Inventory for Direct Stock Items
How to Mark a Stock Item for Lot Management

Stock Checkout
How to Issue or Return Stock Items in the Stock Checkout Module

Checkout Request
How to Request a Stock Item
How to Add Line Items to a Checkout Request

Material Disposition
How to Create a Work Order to Replace Component A
How to Check Out Component B
How to Return Component A to the Storeroom
How to Create a Repair Work Order from a Material Disposition Record
How to Return Component A to the Storeroom after it is Repaired
How to Set Up Automatic Processing for Returned Items
How to Create a Work Order to Replace Failed Parts
How to Checkout the New Parts
How to Install the New Parts
How to Change the Status of Pending Items
How to Create a Repair Work Order from a Material Disposition Record
How to Add a Direct Purchase for Repair by a Vendor
How to Create Disposition Records for Removed Parts
How to Create a Repair Work Order from a Material Disposition Record

Shipping Memo
How to Create a Shipping Memo for a Return
How to Create a Shipping Memo for a Repair
How to Create a Shipping Memo for a Stock Transfer
How to Create a Shipping Memo for a Miscellaneous Shipment

Physical Inventory
How to Record a Stock Item Count for a Physical Inventory
How to Create a Physical Inventory List
How to Remove an Item from a Physical Inventory List
How to Review Variances between On Hand Records and Physical Inventory Counts
How to Enter Results (Enter the Actual Count)
How to Resolve Inventory Counts Using the Stores Quantity Wizard

Property Management
How to Create a Property Record
How to Assign a Property Item to a Custodian

Property Inventory
How to Create a Property Inventory Record

Property Log

Receiving

How to Receive Items Against a Purchase Order
How to Receive All Items as Ordered
How to Receive All Pending Items
How to Receive Multiple Trackable Stock Items
How to Upload Specifications for Received Trackable Stock Items
How to Print Bar-Code Labels for Receiving Sessions
How to Print an Inventory Picklist Report for Backordered Items

Multi-Step Receiving

How to Record a Delivery
How to Match Items to a PO
How to Count Items In Receipt
How to Receive Items
How to Record a Discrepant Shipment
How to Return Items using Multi-Step Receiving
How to Print Bin Labels

Stock Transfer

How to Request Stock Items for Transfer
How to Transfer a Stock Item from a Storeroom
How to Cancel a Stock Item Transfer
How to Transfer a Stock Item into a Storeroom
How to Review Information About a Stock Item Transfer Between Two Storerooms
How to Create a Shipping Memo from a Stock Transfer Request

Reorder Review

How to Set Up Automatic Reorder
How to Set a Reorder Point for Automatic Reorder
How to Display a Vendor List Using the Reorder Wizard
How to Create Records using the Reorder Wizard
How to Approve Reorder Records using the Reorder Wizard
How to Initiate a Transfer Using the Stock Transfer Action

Consumables

How to Enter Pricing Information for Consumables
How to Record Issue of Consumables

Storeroom Stocking

How to Stock an Item Using the Stocking Module

Checkout Transaction Log

Receiving Log

Index

A

ABC Processing
- running 1047

Automatic Stock Replenishment 1144

B

Backorder Processing 1051, 1119, 1135, 1143

Bar Code Labels
- printing 1118

Budgets
- overage 1066

C

Catalog
- change request 1042

Change Request
- catalog 1042

Checkout
- log 1157
- partial issue 1065
- request 1061

Checkout Request
- budget overage 1066
- transaction log 1067

Components
- processing 1068
- receiving 1116
- repairing 1070, 1071
- trackable 1043

Consumables 1151

D

Direct Stock Items 1048

Discrepancies
- shipments 1129

I

Issuing Stock 1056

L

Line Items
- property inventory 1107

Lot Management 1052

M

Master Catalog
- change request 1042

Materials
- disposition 1068, 1088

Multi-Step Receiving 1121
- backorder processing 1135

N

Non-Components
- repairing 1077

Not Vendor Caused 1132

P

Packing Slip 1114, 1127

Physical Inventory 1094

Picklist
- multi-step receiving 1125

Property
- inventory 1105, 1106
- log 1109
- management 1102
- transaction log 1105

Purchase Order
- multi-step receiving 1121

R

Receiving 1110
- backorder processing 1119
- log 1158
- trackable stock items 1043

Reorder Review 1144
- wizard 1148

Repair
- components 1071
- non-components 1077

Returning Stock 1056

Returns 1074, 1133

S

Shipments
- attributes 1129
- recording problems 1129

Shipping Memo 1088

Stock
- backorder processing 1051, 1143
- checkout 1056
- checkout transaction log 1057
- direct 1048
- issuing 1056
- receiving 1116
- returning 1056
- trackable 1043
- transfer 1138, 1150

Storeroom 1044
- direct stock 1048
- stocking 1154

T

Trackable Stock 1043
- receiving 1116

V

Vendor Performance
- not vendor caused 1132

W

Waybill 1114