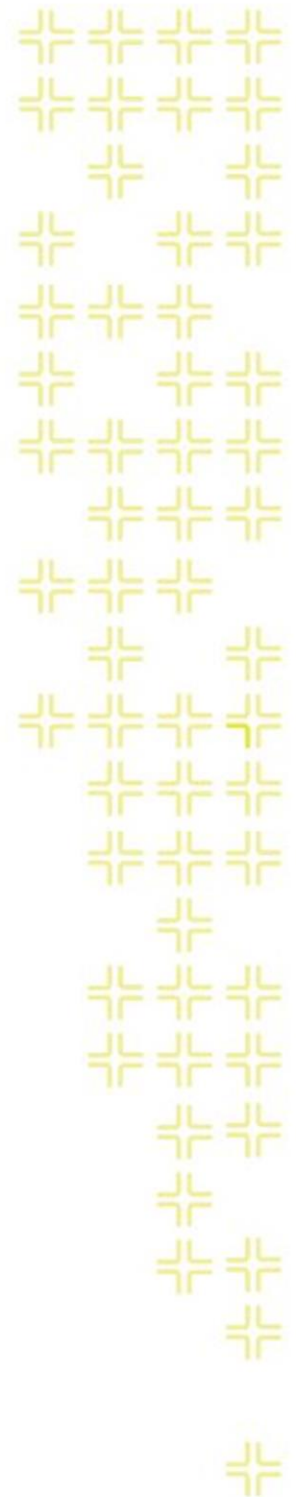




TRAINING GUIDE

# Parts Warehousing



# Parts Warehousing in the Web

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The Parts Warehousing modules in Lucity Web allow your agency to keep track of parts, locations, quantities, costs, vendors, purchase orders, transactions, and receipts. These modules can be integrated with the Work modules to show where and how the parts are being used in relation to your agency's work. This documentation is meant to serve as a starter guide to using Parts Warehousing in the web and provide basic information about the functionality and tools available to users.

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## Parts Warehousing in the Web

Lucity Parts Warehousing in the web can be used as a stand-alone product or integrated with Lucity's Work Order system. In this section we are going to focus on how the module works, first as a stand-alone system and then, later in this document, we will be demonstrating how the integration acts with work orders functions.

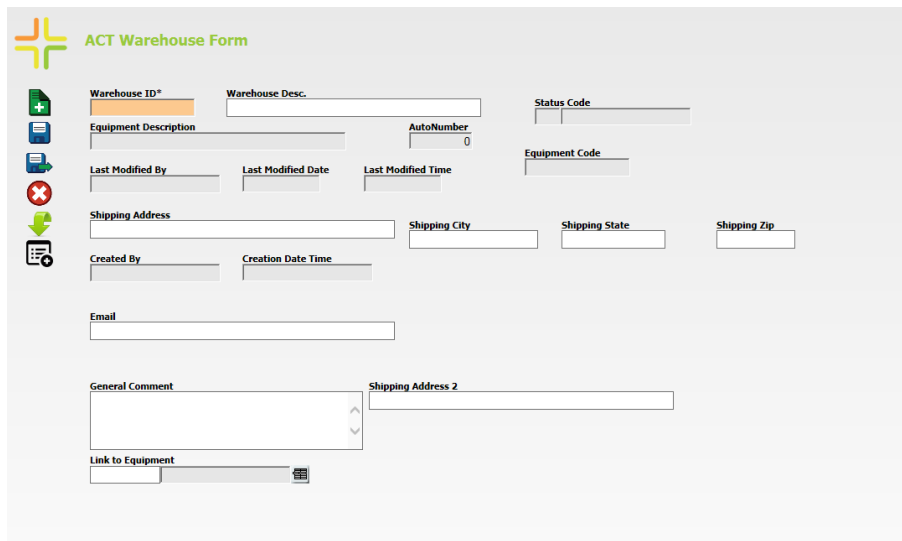
### Web Warehouses & Warehouse Locations

The first step in the setup of the Parts Warehousing suite is to create at least one Warehouse with at least one location. Once the grid and form are set up in Lucity Administration, users can go into Lucity Web and create a warehouse by clicking the green add button on the left side of the upper toolbar. This will bring up the warehouse form.



The screenshot shows the 'Part Warehouses' grid in the Lucity web application. The grid has columns for Email, Equipment Code, Equipment Description, General Comment, Last Modified By, Last Modified Date, Last Modified Time, Link to Equipment, Shipping Address, Shipping Address 2, Shipping City, Shipping State, Shipping Zip, Status Code, Status Type, Warehouse Desc., and Warehouse ID. The data rows are as follows:

Email	Equipment Code	Equipment Description	General Comment	Last Modified By	Last Modified Date	Last Modified Time	Link to Equipment	Shipping Address	Shipping Address 2	Shipping City	Shipping State	Shipping Zip	Status Code	Status Type	Warehouse Desc.	Warehouse ID
				Lucity	6/3/2015	3:42 PM										666-1
	BGG498	2000 CHEVROLET SILVERADO		Lucity	6/3/2015	3:28 PM	814								Evil	666
				GBA	8/15/2007	10:10 AM	0								General Warehouse 1	QWH1
				bobj	2/8/2007	10:38 AM	0								Fleet - North Area Service Center	flnasc
				bobj	1/25/2007	2:35 PM	0								Solid Waste, North Area Service Center	svnasc



The screenshot shows the 'ACT Warehouse Form' in the Lucity web application. The form has the following fields:

- Warehouse ID\* (required)
- Warehouse Desc.
- Status Code
- Equipment Description
- AutoNumber (0)
- Equipment Code
- Last Modified By
- Last Modified Date
- Last Modified Time
- Shipping Address
- Shipping City
- Shipping State
- Shipping Zip
- Created By
- Creation Date Time
- Email
- General Comment
- Shipping Address 2
- Link to Equipment

The Warehouse ID must be unique and is required. The Warehouse description does not need to be unique but it may be helpful if it is. The Equipment Code links to an Equipment record in the Work Order setup system.

The grid is customizable to what the user or users want to see and what is necessary when they open the Parts Warehouse. These fields can be controlled using the View/Form Manager in Lucity Administration making the grid easily editable to be either highly detailed or as basic as is desired.

## Location Tab

The location tab provides a list of all the locations found within the warehouse. This could be a general as a section of the warehouse, or as specific as a particular bin. It is found by expanding the warehouse record using the green plus symbol on the left hand side.

Warehouse ID	Warehouse Desc.	Equipment Code	Equipment Description	Status Type	Shipping Address	Shipping City	Shipping State	Shipping Zip
62185	Mike's Warehouse	PKGND1	Generator		10561 Barkley St.	Overland Park	KS	66212
Locations (2)								
Location ID	Location Desc.	Default Location						
M30	Mike's Primary Warehouse	<input checked="" type="checkbox"/>						
M31	Mike's Secondary Warehouse	<input type="checkbox"/>						

The first Location entered for the warehouse will automatically be the Default location. To add a location to the warehouse the user must click the green add button on the toolbar under the expanded locations tab. By doing the user brings up the Location Form. Fields such as Location Description and Location ID are required by the system while others are optional unless previously set to be required in Lucy Administration.

**Part Locations Form**

Loc Rec #\*

Location ID\*  Location Desc.\*   Default Location

Loc Barcode

By further drilling down into the record on the Location tab you can see the quantities of each part at that location. When working with a part in the web users have several options. By clicking the toolbox icon on the toolbar users can adjust quantities by adding or subtracting from the inventory, entering inventory count, issuing a part to an employee, or transferring parts to a different location.

Creation Date Time	Email	Equipment Code	Equipment Description	General Comment	Last Modified By	Last Modified Date	Last Modified Time	Link to Equipment	Shipping Add
6/3/2015 3:40:00 PM					Lucy	6/3/2015	3:42 PM		
Locations (1)									
Created By	Creation Date Time	Default Location	Last Modified By	Last Modified Date	Last Modified Time	Loc Barcode	Loc Rec #	Location Desc.	Location ID
Lucy	6/3/2015 3:41:00 PM	<input checked="" type="checkbox"/>	Lucy	6/3/2015	3:41 PM	111-1	645	Bin2	B2
Quantities (1)									
Time	Description	Last Modified By	Last Modified Date	Last Modified Time	Part ID	Quantity	Reorder Point		
3:00 PM	Mueller Hydrant FLJ 3'	Lucy	8/3/2015	5:48 PM	301	0.0000			

- **Adjust Inventory Quantity (+)** By clicking the Add Inventory option the following window appears and can be filled out by the user. Part ID, location, and per item cost are all filled out automatically when the window appears.

**Adjust Inventory Quantity (+)**

PartID	301	Mueller Hydrant FLJ 3'
Location	M30	Mike's Primary Warehouse
Quantity	5	
Per Item Cost	250	
Date	8/28/2015	15
Reference Number	Added thru Warehouse Module	
Description	Item Addition	
Transaction Description	1	Test
Vendor	082185	Mike's Parts Shop

Cancel OK

- **Adjust Inventory Quantity (-)** - By clicking the Subtract Inventory option the following window pops up and can be filled out by the user. Again, Part ID and location are filled out automatically.

**Adjust Inventory Quantity (-)**

PartID	301	Mueller Hydrant FLJ 3'
Location	M30	Mike's Primary Warehouse
Quantity	1	
Date	8/28/2015	15 10:50 AM
Reference Number	Removed Thru Warehouse Module	
Description	Item Removal	
Transaction Description	1	Test

Cancel OK

- Enter Inventory Count** - This tool allows users to enter the current stock quantity at this location. The system will then make whatever adjustments to the system (adding or subtracting) to make the parts inventory quantity match the stock count. If the count is different than the original quantity the system will calculate the adjustment automatically as seen in the following graphic.

PartID	301	Mueller Hydrant FLJ 3'
Location	M30	Mike's Primary Warehouse
Count	7	Original Quantity: 5
Per Item Cost	250	Adjustment: 2
Date	8/28/2015	10:52 AM
Reference Number	Added thru Warehouse Module	
Description	Item Count	
Transaction Description	1	Test

Buttons: Cancel, OK

- Issue to Employee**- Using this tool the user can issue a part directly to an employee. Several fields including quantity, employee name, date, and reference number all help in the tracking of parts. If the count is greater than the original quantity the user must enter the per item cost. The reason for this is because a new entry must be made into the PTPartCost table.

PartID	301	Mueller Hydrant FLJ 3'
Location	M30	Mike's Primary Warehouse
Employee	DEP	Don Pinkston
Quantity	1	
Date	8/28/2015	10:59 AM
Reference Number	Issued to DEP	
Description	Issued to DEP Don Pinkston thru Parts Mc	
Transaction Description	1	Test
Consumable	<input type="checkbox"/>	

Buttons: Cancel, OK

- **Transfer Parts to Different Location-** This tool allows users to transfer parts from one location to another. Some fields like the Part ID and current location are already filled in. Fields helpful in tracking during a transfer include quantity, date, location, and description. The description of the transaction can also sometimes helpful.

**Transfer Parts to Different Location**

PartID	301	Mueller Hydrant FLJ 3'
Location	M30	Mike's Primary Warehouse

**Transfer To Location**

Quantity	2	Max Quantity: 5
Date	8/28/2015	11:00 AM
Location	M31	Mike's Secondary Warehouse
Description	Part Transfer	
Transaction Description	1	Test
Employee	DEP	Don Pinkston

Cancel OK

Notes: \_\_\_\_\_

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## Security Tab

This tab gives users the ability to lock staff out of certain warehouses while still giving them the ability to use other warehouses (and the parts contained therein). The Security system will not work unless the Parts Warehousing option “Use Parts Warehouse Security” is checked. This option can be found on the web in the modules section under general, options, work options, parts.

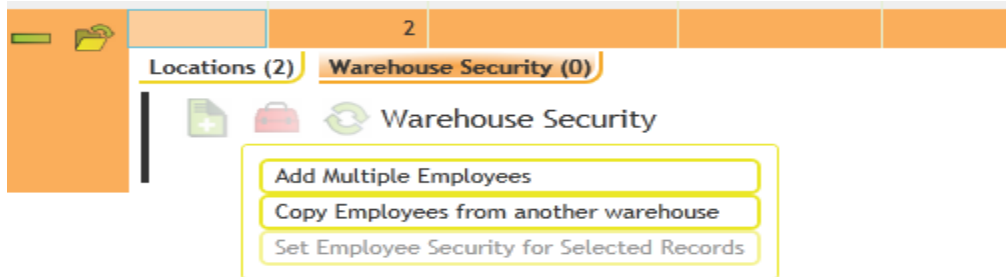
**WORK REQUESTS NUMBER FORMAT**

- Setup
- Parts
  - Integrate Work and Parts Inventory (Y,N)
  - Always use Parts Default Location
  - Force dispersal from mobile warehouses
  - Prevent Negative Part Quantities
  - Make Vendor Part No the Default for Part Lookup
  - Comma Delim list of UserIds that should not trigger disp/ret notifi TEST,NICOLE
  - Email address to send disbursal/return notifications nschmidt@gbams.com
  - Use Parts Warehouse Security
  - Use Part Open Inventory Date Range
- Financial
- Dates
- Work Orders
- Tasks
- Resources
- Assets
- Tracking

- Adding a Record** - Individual users can be added manually to each warehouse. The employee list comes from the Employee Setup module. To add employees click the green add button on the tool bar to bring up the warehouse security form. There are only two types of Security status allowed
  - WO only** - this gives an employee rights to pull parts from the warehouse on a work order (or return parts from the work order back into the warehouse). When completing a work order, the work order will only display those locations to the user for which that user has rights to use.
  - Full Access** - this setting allows the user to have full rights to this warehouse including adding parts, transferring parts, and removing parts. When transferring parts between warehouses, the user must have Full Access to both warehouses.
  - We recommend Parts Warehouse Security functionality not be turned on until the warehouse security is setup for all users that need access.

Part Warehouses															
Warehouses															
Creation Date Time	Email	Equipment Code	Equipment Description	General Comment	Last Modified By	Last Modified Date	Last Modified Time	Link to Equipment	Shipping Address	Shipping Address 2	Shipping City	Shipping State	Shipping Zip	Status Code	Status Type
6/3/2015 3:40:00 PM					Lucy	6/3/2015	3:42 PM								
Warehouse Security															
Created By	Creation Date Time	Employee Name	Employee Rec #	Last Mod By	Last Mod Date	Last Modified Time	Me	Security	Security Text						
Lucy	8/5/2015 4:50:00 PM	MARGARITA BOLL	4649	Lucy	8/5/2015	4:50 PM	001110	2	Full Access						
Lucy	6/3/2015 3:42:00 PM	PATRICK JOY	4655	Lucy	6/3/2015	3:42 PM	001393	1	WO only						

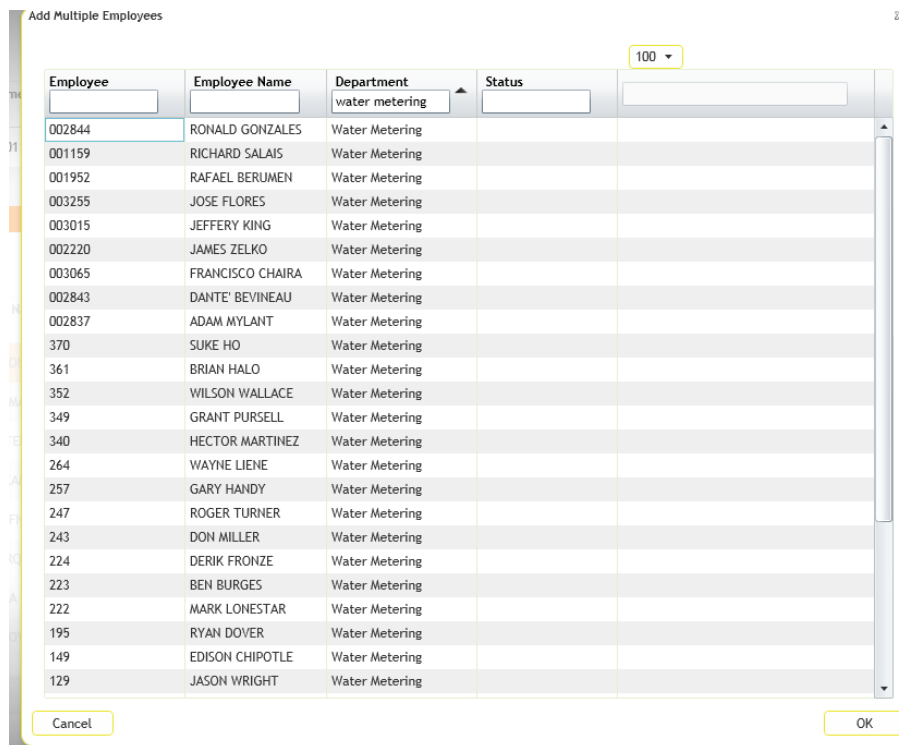
- **Copy employees from another warehouse** - It can take some effort to setup a warehouse's security. This tool is valuable as it lets you copy the security from one warehouse into another warehouse. You can actually run the tool more than once, selecting different warehouses each time. When doing so, it will always bring in the new staff from the next warehouse but it will never change the Security settings, once established.



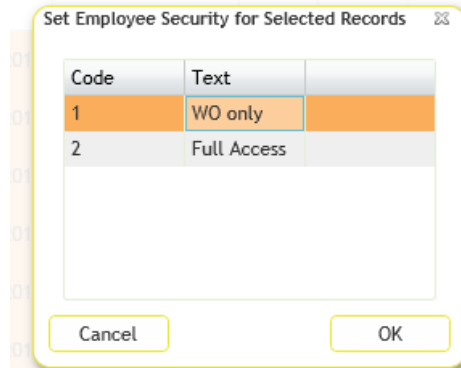
Copy Employees from another warehouse

Warehouse ID	Name	Rec #	
121483	ACT Warehouse	7	
GWH1	General Warehouse 1	5	
swnasc	Solid Waste, North Area Service Center	2	

- **Add Multiple Employees** - Using this tool the user can quickly add an entire group of employees to the security of the selected warehouse. Fields can also be searched and filtered based on a common item like department.



- **Set Employee Security** - Once the user has multiple employees in the grid, one or more can be highlighted and all of the highlighted employees can have their security changed with this tool.



Notes: \_\_\_\_\_

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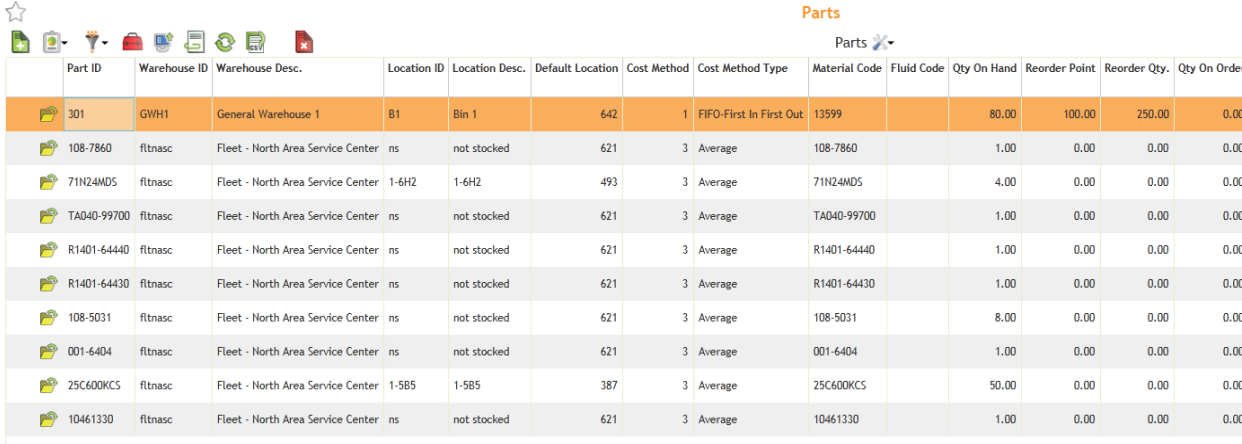
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# Parts Inventory

## Parts

Parts have to be added into the system through the Parts module. When adding a new part record several fields are required including

- **Parts ID** (and this must be unique and cannot be longer than 20 characters).
- **Part Description**
- **Location ID** (which must have been set up previously)
- **Cost Method** (LIFO, FIFO, Average or Fixed Cost)



The screenshot shows the 'Parts' module interface with a table of part records. The table has the following columns: Part ID, Warehouse ID, Warehouse Desc., Location ID, Location Desc., Default Location, Cost Method, Cost Method Type, Material Code, Fluid Code, Qty On Hand, Reorder Point, Reorder Qty., and Qty On Order. The first row is highlighted in orange and contains the following data: Part ID: 301, Warehouse ID: GWH1, Warehouse Desc.: General Warehouse 1, Location ID: B1, Location Desc.: Bin 1, Default Location: 642, Cost Method: 1, Cost Method Type: FIFO-First In First Out, Material Code: 13599, Fluid Code: (blank), Qty On Hand: 80.00, Reorder Point: 100.00, Reorder Qty.: 250.00, Qty On Order: 0.00. Other rows include parts like 108-7860, 71N24MDS, TA040-99700, R1401-64440, R1401-64430, 108-5031, 001-6404, 25C600KCS, and 10461330.

Part ID	Warehouse ID	Warehouse Desc.	Location ID	Location Desc.	Default Location	Cost Method	Cost Method Type	Material Code	Fluid Code	Qty On Hand	Reorder Point	Reorder Qty.	Qty On Order
301	GWH1	General Warehouse 1	B1	Bin 1	642	1	FIFO-First In First Out	13599		80.00	100.00	250.00	0.00
108-7860	ftnasc	Fleet - North Area Service Center	ns	not stocked	621	3	Average	108-7860		1.00	0.00	0.00	0.00
71N24MDS	ftnasc	Fleet - North Area Service Center	1-6H2	1-6H2	493	3	Average	71N24MDS		4.00	0.00	0.00	0.00
TA040-99700	ftnasc	Fleet - North Area Service Center	ns	not stocked	621	3	Average	TA040-99700		1.00	0.00	0.00	0.00
R1401-64440	ftnasc	Fleet - North Area Service Center	ns	not stocked	621	3	Average	R1401-64440		1.00	0.00	0.00	0.00
R1401-64430	ftnasc	Fleet - North Area Service Center	ns	not stocked	621	3	Average	R1401-64430		1.00	0.00	0.00	0.00
108-5031	ftnasc	Fleet - North Area Service Center	ns	not stocked	621	3	Average	108-5031		8.00	0.00	0.00	0.00
001-6404	ftnasc	Fleet - North Area Service Center	ns	not stocked	621	3	Average	001-6404		1.00	0.00	0.00	0.00
25C600KCS	ftnasc	Fleet - North Area Service Center	1-5B5	1-5B5	387	3	Average	25C600KCS		50.00	0.00	0.00	0.00
10461330	ftnasc	Fleet - North Area Service Center	ns	not stocked	621	3	Average	10461330		1.00	0.00	0.00	0.00

Several other fields of note are:

- **Material Code** - This field links the part to record in the Work Materials module. Materials are used on work orders and if they are linked to a part that part is dispersed from the inventory to the work order. If this field is blank, the user can click in this field, and press F5 to populate the Code from the Part ID. If this field is filled out:
  - The Fluid Code becomes inactive (because a part cannot be both a material and a fluid at the same time)
  - On Save, the Material Setup data will be searched. If that material code is not found, then a new record will be added into the Material module based on the following:
    - The Material ID = Part ID
    - The Material Description = Part Description
    - The Unit of Measure = the Part Unit of Measure
    - Automatically sets the material as Active
  - This process takes place whether or not the user has the “Integrate Work and Parts Inventory” option set to Yes or No.
- **Fluid Code** - works the same as Material Code except that it works with the Work Fluid module and the Material Code field is then set to inactive.

- **Reorder Point** - once the total quantity on hand reaches this value, the user should be notified that they need to reorder the parts. Lucy contains a report that can be run on demand that prints out all parts needing to be reordered.
- **AutoNumber** - this displays the computer generated number for this part. This can help if you are ever looking behind the scenes at the database and need to know the PA\_ID value.
- **Start Date & End Date** - If the integration with Work is turned on, then the Resource End Date has to be greater or equal to the start date or less than or equal to the End Date (if the End Date is entered). There is a flag in the Work Options to turn this test on.
- **Parts On-Hand** - this is the total number of parts available at all locations
- **Parts On-Order** - this is the total number of parts that are on-order in the Parts Purchase Order system and have not yet been received
- **Average Cost** - This field is only displayed if the Part uses Cost Averaging for its pricing
- **Add To Inventory** - This is a button that the user can use to add Parts into the system without going through the Purchase Order system

## LIFO, FIFO, and Cost Averaging

When a part is first entered into Lucy, the user must pick if the cost of the part is going to use LIFO (Last In First Out), FIFO (First In First Out), Cost Averaging or Fixed Cost. Fixed cost is the easiest to explain because then the cost entered is simply the value of the Fixed Cost value entered. The rest require some explanation.

When the user receives parts into the system, Lucy requires the value (or unit cost) of the parts is entered as well. For each increase in part quantity several new records are created in the Work database.

**PTPARTCOST** - This table tracks the date that the quantity was entered, the total original quantity entered, the quantity remaining (as parts get extracted), the unit cost of these parts, and the average cost of the part based on the total quantity and cost of the part that exist in the system

PC_ID	PC_PONUM	PC_PA_ID	PC_DATE	PC_ORIGQTY	PC_CURRQTY	PC_COSTUNT	PC_COSTAVI
2955	Added thru Parts Module	2860	6/1/2013	100	100	5	7.5
2956	Added thru Parts Module	2860	7/1/2013	100	100	10	7.5

The above image is from the PTPARTCOST table. The values are linked to the Part by the PC\_PA\_ID value. There were 2 different times that parts have been added to the system - both directly from the Parts Module. The first entry in June had 100 units at a unit price of \$5. The July record added 100 parts at \$10. The average of all of the parts after the last upload is \$7.5.

If the Part used LIFO (and no other parts were added), the July parts would be used first until the 100 parts were totally removed. So the unit cost of each part would be \$10. Thereafter, the parts entered in June would be used so the unit cost of each would be \$5.

FIFO is just the opposite. The first parts entered (the June entry) would be used first so the unit cost for a work order would be \$5 for the first 100 units and \$10 for the next 100.

If Average Cost is used, then all 200 units would be charged out at \$7.5.

**PTINV** - This is a table that stores the quantity of the part at each location. Prior to Version 7.6, Lucy automatically created a record in this table so that every part had a PTINV record for every warehouse location (making for a very large table). This has been changed for Version 7.6 and onward so that the user gets to select what locations that they want to have active for each part.

PI_ID	PI_PA_ID	PI_PL_ID	PI_QTY	PI_REORDER
3682448	2860	5	200	1
3682449	2860	6	0	0
3682450	2860	7	0	0
3682451	2860	8	0	0

As can be seen from the above picture of the PTINV table, Part Location 5 (PI\_PL\_ID) stores all of the quantity for Part 2860 (PI\_PA\_ID). This location also has a reorder point of 1. Therefore Location 5 is an Active Location.

Notice that costs are not associated to the location of the part in any way. The value of the part cannot be determined for any warehouse or location unless the part is using Cost Averaging.

**Notes:** \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Inventory Tab

Previous to 7.6 Lucity added a record in the PTINV table for every possible part and warehouse location combination. Starting with Version 7.6 this was changed. Now records in the PTINV table only store those part/warehouse location combinations where either the part has a quantity in the location or the part has a Reorder Point for that location. In this section we will be describing all of the special tools that exist for the Inventory grid as seen below.

	Part ID	Warehouse ID	Warehouse Desc.	Location ID	Location Desc.	Def
	301	GWH1	General Warehouse 1	B1	Bin 1	

[Inventory \(3\)](#)
[Transactions \(16\)](#)
[History \(7\)](#)
[Parts Vendors \(1\)](#)
[On Order \(1\)](#)
[Hazard C](#)

	Location Desc.	Location ID
	Mobile1 Location1	MOB1L1
	Bin 1	B1
Service Center	1-10A1	1-10A1

### Adjust Inventory Qty (+)

The only difference between this dialog that pops-up and the “Add to Inventory toolkit” dialog is that the Location is set to the location that is highlighted and cannot be changed. This is also the same dialog that the user has in the Parts Warehousing module in the Parts grid.

**Adjust Inventory Quantity (+)** ✖

PartID	301	Mueller Hydrant FLJ 3'
Location	B1	Bin 1
Quantity	<input type="text"/>	
Per Item Cost	1310	
Date	<M/d/yyyy> 15 <input type="button" value="Calendar"/>	
Reference Number	Added thru Parts Module	
Description	<input type="text"/>	
Transaction Description	<input type="text"/>	<input type="button" value="List"/>
Vendor	<input type="text"/>	<input type="button" value="List"/>

## Adjust Inventory Qty (-)

This tool allows the user to enter the quantity of the parts that have been removed from the location. All other information and appearance is similar to the Adjust Inventory Qty (+).

## Issue to Employee

This tool allows the user to assign and track parts to employees. This is especially beneficial for consumables like gloves, shovels, etc.

PartID	301	Mueller Hydrant FLJ 3'
Location		
Employee		
Quantity		
Date	<M/d/yyyy>	15
Reference Number	Added thru Parts Module	
Description		
Transaction Description		
Consumable	<input type="checkbox"/>	

The employee must be in the Work Flow Setup Employee module. The tool removes the quantity from the location specified and adds that quantity to the Employee records returnable parts grid. The Reference and Description are defaulted but can be changed by the user. The Date, Quantity and Employee are all required in order to save the record.

**Work Employee**

Work Emplc

Employee	Employee Name	Assigned Work	Employee Status Text	Active	Login ID	Job Title Text	Position Text
001390	MELECIO CAMPOS			<input checked="" type="checkbox"/>			

Availability (0) | Equipment Usage (0) | Categories (1) | Timesheet Admin (0) | Classifications (0) | Certifications (0) | Returnable Parts (1)

Returnable Parts

Received Date	Original Qty.	Current Qty.	Part ID	Description	Consumable
9/7/2015	1.00	1.00	108-7860	MINI PLC	<input type="checkbox"/>

The above image shows how this transaction appears in the Employee record.



## Transfer Parts to Different Locations

This works exactly the same as described in the Warehouse module.

**Transfer Parts to Different Location** ☒

PartID	301	Mueller Hydrant FLJ 3'
Location	MOB1L1	Mobile1 Location1

**Transfer To Location**

Quantity  Max Quantity: 25

Date

Location

Description

Transaction Description

Employee

**Notes:** \_\_\_\_\_

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## Enter Inventory Count

The Enter Inventory Count dialog allows the user to enter the results of a stock count. There are three things that can happen. The stock count can equal the current quantity at that location, the stock count can be greater than the current quantity at that location or the stock count can be less than the current quantity at that location. We will go through all three scenarios and see how the transaction table is impacted.

Inventory count is equal to the current quantity at that location.

**Enter Inventory Count** ✖

PartID	301	Mueller Hydrant FLJ 3'
Location	B1	Bin 1
Count	80	Original Quantity: 80
Per Item Cost		Adjustment: 0
Date	<M/d/yyyy>	15 <span style="font-size: 20px;">▲</span> <span style="font-size: 20px;">▼</span> <span style="font-size: 20px;">🕒</span>
Reference Number	Added thru Parts Module	
Description		
Transaction Description		

Cancel
OK

☆
Part

📁 📄 🔍 📁 📄 🔄 📄 📄 📄

Part ID	Warehouse ID	Warehouse Desc.	Location ID	Location Desc.	Default Location	Cost Method	Cost Method Type	Mate
301	GWH1	General Warehouse 1	B1	Bin 1	642	1	FIFO-First In First Out	1355

Inventory (3) Transactions (16) History (7) Parts Vendors (1) On Order (1) Hazard Codes (1) Work Orders (1) Material Category (16)

Transactions 🔍

Date	Transaction Time	Qty.	Unit Cost	Part ID	Part Description	Transaction Type Text	Reference
9/7/2015	6:36 PM	0.00	0.0000	301	Mueller Hydrant FLJ 3'	Loc Count - No Adjustment	Added thru Parts Module

As can be seen above, nothing much really happens if the count equals the original count. We simply log a record of the count being performed in the transaction grid.

**Notes:** \_\_\_\_\_

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Inventory count is less than the current quantity at that location.  
 In this example, our count equaled 3 (and not the original quantity of 4).

**Enter Inventory Count**

PartID	71N24M	SNAPTIGHT TEST COUPLER
Location	1-6H2	1-6H2
Count	3	Original Quantity: 4
Per Item Cost	8.1575	Adjustment: -1
Date	9/7/2015	15 6:39 PM
Reference Number	Added thru Parts Module	
Description		
Transaction Description		

Cancel OK

The system automatically grabs the Per Item Cost similar to how work order dispersals work. After hitting save, the Quantity becomes 3 at that location.

71N24MDS	fltnasc	Fleet - North Area Service Center	1-6H2	1-6H2	493
<a href="#">Inventory (1)</a> <a href="#">Transactions (2)</a> <a href="#">History (1)</a> <a href="#">Parts Vendors (1)</a> <a href="#">On Order (1)</a> <a href="#">Hazard Codes (0)</a> <a href="#">Work Orders</a>					
Warehouse ID	Warehouse Desc.	Location Desc.	Location ID	Location Rec #	Quantity
fltnasc	Fleet - North Area Service Center	1-6H2	1-6H2	493	3.0000

71N24MDS	fltnasc	Fleet - North Area Service Center	1-6H2	1-6H2	
<a href="#">Inventory (1)</a> <a href="#">Transactions (2)</a> <a href="#">History (1)</a> <a href="#">Parts Vendors (1)</a> <a href="#">On Order (1)</a> <a href="#">Ha:</a>					
Inventoried Date	Cost per Unit	Original Qty.	Current Qty.	PO Number	Avg. Cost
2/8/2007	8.1575	4.00	3.0000	070212-160	8.16

71N24MDS	fltnasc	Fleet - North Area Service Center	1-6H2	1-6H2	493	3	Average	71N24MDS
<a href="#">Inventory (1)</a> <a href="#">Transactions (2)</a> <a href="#">History (1)</a> <a href="#">Parts Vendors (1)</a> <a href="#">On Order (1)</a> <a href="#">Hazard Codes (0)</a> <a href="#">Work Orders (0)</a> <a href="#">Material Category (10)</a> <a href="#">Fluid Ca</a>								
Date	Transaction Time	Qty.	Unit Cost	Part ID	Part Description	Transaction Type Text	Reference	
9/7/2015	6:39 PM	1.00	8.1600	71N24MDS	SNAPTIGHT TEST COUPLER	Loc Count Adj Qty (-)	Added thru Parts Module	

**Inventory count is greater than the current quantity at that location.**

When the user enters a count that is greater than the original quantity, it is like hitting the Add to Inventory button - the system enters a new record in the PTPARTCOST table.

Enter Inventory Count

PartID	TA040-9	BRACKET KIT, REPLMT FOR TA0
Location	ns	not stocked
Count	2	Original Quantity: 1
Per Item Cost	118.509995	Adjustment: 1
Date	9/7/2015	15 6:47 PM
Reference Number	Added thru Parts Module	
Description		
Transaction Description		

Cancel OK

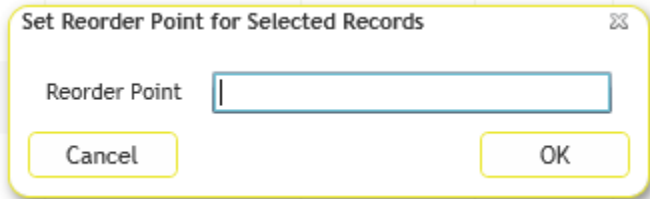
TA040-99700	fltnasc	Fleet - North Area Service Center	ns	not stocked	621
<a href="#">Inventory (1)</a> <a href="#">Transactions (1)</a> <a href="#">History (1)</a> <a href="#">Parts Vendors (1)</a> <a href="#">On Order (1)</a> <a href="#">Hazard Codes (0)</a> <a href="#">Work Orders</a>					
Warehouse ID	Warehouse Desc.	Location Desc.	Location ID	Location Rec #	Quantity
fltnasc	Fleet - North Area Service Center	not stocked	ns	621	2.0000

TA040-99700	fltnasc	Fleet - North Area Service Center	ns	not stocked	
<a href="#">Inventory (1)</a> <a href="#">Transactions (1)</a> <a href="#">History (2)</a> <a href="#">Parts Vendors (1)</a> <a href="#">On Order (1)</a> <a href="#">Hazard Codes (0)</a>					
Inventoried Date	Cost per Unit	Original Qty.	Current Qty.	PO Number	Avg. Cost
9/7/2015	118.5100	1.00	1.0000	Added thru Parts Module	118.51
1/25/2007	118.5100	1.00	1.0000	070212-155	118.51

TA040-99700	fltnasc	Fleet - North Area Service Center	ns	not stocked	621	3	Average	TA040-99700
<a href="#">Inventory (1)</a> <a href="#">Transactions (2)</a> <a href="#">History (2)</a> <a href="#">Parts Vendors (1)</a> <a href="#">On Order (1)</a> <a href="#">Hazard Codes (0)</a> <a href="#">Work Orders (0)</a> <a href="#">Material Category (10)</a> <a href="#">Fluid Category (0)</a>								
Date	Transaction Time	Qty.	Unit Cost	Part ID	Part Description	Transaction Type Text	Reference	
9/7/2015	6:47 PM	1.00	118.5100	TA040-99700	BRACKET KIT, REPLMT FOR TA040-18502	Loc Count Adj Qty (+)	Added thru Parts Module	

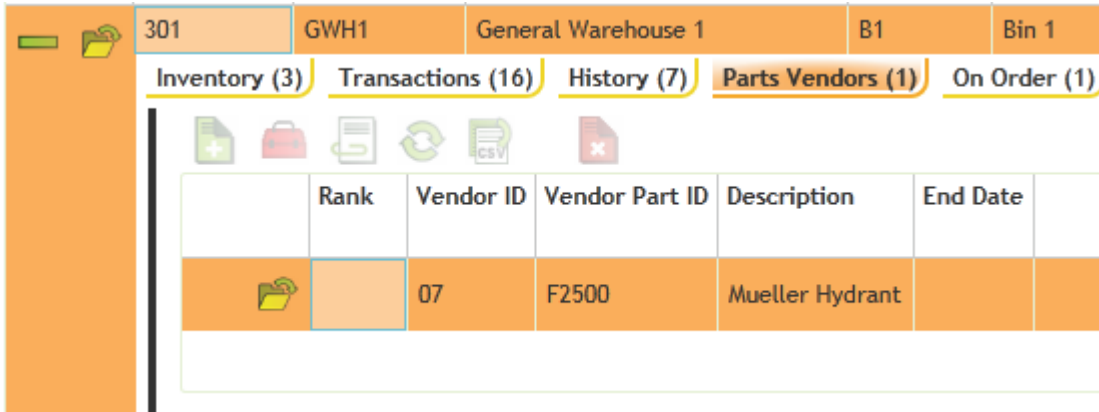
## Set Reorder Point

This tool allows the user to quickly set the reorder point for this part at this location. Prior to Version 7.6 this was important because the grid would only show locations where the Quantity > 0 or the Reorder Point > 0. The grid now shows all locations that the parts are deposited at one time or another. The reorder point is still used to send out reminders about parts that need to be reordered or restocked at a warehouse.




A dialog box titled "Set Reorder Point for Selected Records" with a close button (X) in the top right corner. It contains a text input field labeled "Reorder Point" and two buttons: "Cancel" and "OK".

## Vendor Tab



A screenshot of the Vendor Tab interface. It shows a header bar with the following information: 301, GWH1, General Warehouse 1, B1, Bin 1. Below the header are tabs for Inventory (3), Transactions (16), History (7), Parts Vendors (1), and On Order (1). The main area contains a table with columns: Rank, Vendor ID, Vendor Part ID, Description, and End Date. A single row is visible with a folder icon in the Rank column, Rank value 07, Vendor Part ID F2500, and Description Mueller Hydrant.

Rank	Vendor ID	Vendor Part ID	Description	End Date
 07	07	F2500	Mueller Hydrant	

This tab shows all vendors from whom you can get the part (or at least have a link to the part). If you plan on using the Purchase Order module, you must have vendors defined and what parts the vendor can supply to you. The vendor module is described in depth in the Vendor section.

**Notes:** \_\_\_\_\_

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## Part History Tab

301		GWH1		General Warehouse 1		B1	Bin 1	642				
Inventory (3)		Transactions (16)		History (7)		Parts Vendors (1)		On Order (1)		Hazard Codes (1)		Wor
Inventoried Date	Cost per Unit	Original Qty.	Current Qty.	PO Number				Avg. Cost				
9/7/2015	655.0000	1.00	1.0000	Inventory Return WO# 2015-01916				654.39				
4/30/2015	0.0000	5.00	5.0000	Inventory Return WO# 2015-00004				654.39				
4/30/2015	1310.0000	5.00	5.0000	Inventory Return WO# 2015-00004				654.39				
6/21/2007	655.0000	10.00	10.0000	070815-182				654.39				
6/21/2007	655.0000	15.00	15.0000	070815-182				654.39				
6/20/2007	655.0000	120.00	29.0000	Added thru Parts Module				654.39				
6/20/2007	645.0000	10.00	10.0000	Added thru Parts Module				654.39				

This tab shows several things:

1. The transaction every time more of the part was added to the inventory system - the date, the cost per unit, the original quantity and the description of how it was entered - manually or through the Purchase Order system
2. The current quantity remaining from the original quantity that was added.
3. The current Average Cost of the part. This is generally not calculable unless no further transactions have occurred since the last part entry.

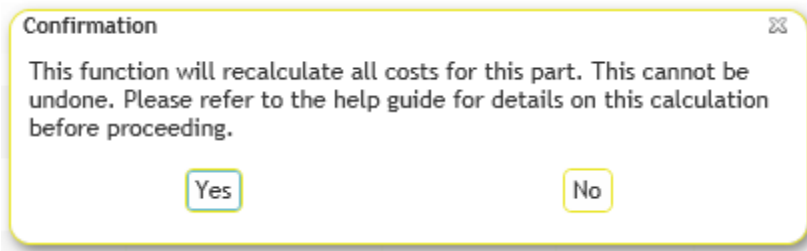
There are two tools that are available in this grid.

### Adjust Cost per Unit

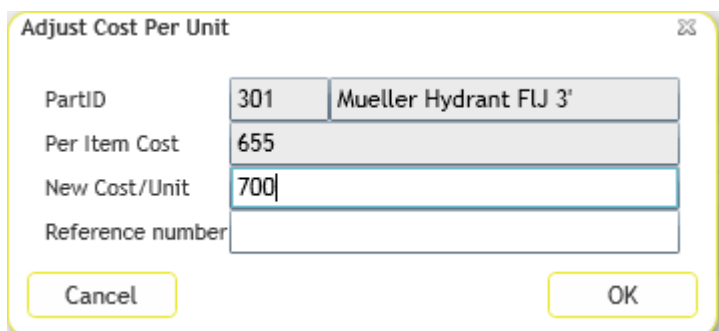
The Adjust Cost per Unit tool allows the user to make modifications to a per unit cost for a particular entry. For example, lets say that the user accidently entered a \$655 cost per unit below and they should have used \$700.

301		GWH1		General Warehouse 1		B1
Inventory (3)		Transactions (16)		History (7)		Parts Vendors
Inventoried Date	Cost per Unit	Original Qty.	Current Qty.			
9/7/2015	655.0000	1.00	1.0000			

The user can highlight the row, right-mouse click and select the Adjust Cost per Unit tool. A dialog will appear that warns the user that this will recalculate all costs for this part. This is important because there is no undo button. Each undo will have to be done manually and they can be quite tedious.



Cancelling this dialog mean that no changes are performed. If the user hits OK then a new dialog appears.

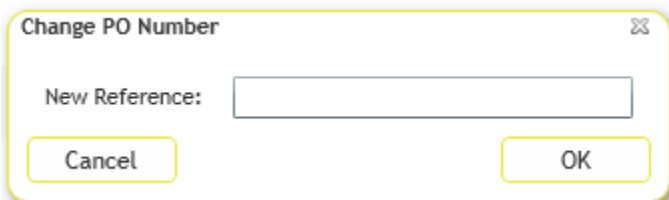


The New Cost/Unit is initially empty. This is where the user enters the new cost. Cancelling again at this point means that no changes are made. Once OK is selected the system is recalculated.

It is important to note that the average cost is recalculated based not on the Original Quantity of the parts but on the Current Quantity of the parts.

### Change PO Number

This tool simply allows the user to manually change the text field currently displayed under the PO Number column.



## Transaction Tab

301		GWH1		General Warehouse 1		B1	Bin 1	642	1	FIFO-First In First Out	13599	75.00	100.00				
Inventory (3)		Transactions (16)		History (7)		Parts Vendors (1)		On Order (1)		Hazard Codes (1)		Work Orders (1)		Material Category (16)		Fluid Category (0)	
Date	Transaction Time	Qty.	Unit Cost	Part ID	Part Description	Transaction Type Text	Reference	Description									
9/7/2015	6:36 PM	0.00	0.0000	301	Mueller Hydrant FJ 3'	Loc Count - No Adjustment	Added thru Parts Module										
9/7/2015	12:54 PM	1.00	655.0000	301	Mueller Hydrant FJ 3'	Return to Inventory	Rtrn-WO# 2015-01916	Returned on Work Order 2015-01916									
9/7/2015	12:30 PM	1.00	655.0000	301	Mueller Hydrant FJ 3'	Disburse Parts	Disp-WO# 2015-01916	Used on Work Order 2015-01916									
9/7/2015	12:14 PM	25.00		301	Mueller Hydrant FJ 3'	Transfer Parts		Transfer 25 parts from Bin 1 to Mobile1 Location1									
9/7/2015	12:02 PM	5.00	655.0000	301	Mueller Hydrant FJ 3'	Disburse Parts	Disp-WO# 2015-01916	Used on Work Order 2015-01916									

This tab shows all of the transactions that have been logged for the part. This is not used to Add, Edit or Delete transactions but a user can view more details of any transaction record from here.

## On Order Tab

301		GWH1		General Warehouse 1		B1	Bin 1				
Inventory (3)		Transactions (16)		History (7)		Parts Vendors (1)		On Order (1)		Hazard Codes (1)	
PO Number	Date	Qty Recvd	Vendor UOM Text	Part Units	Part UOM Text	Parts Remaining					
070815-182	6/20/2007	25.00	Each	25.00	Each	0.00					

This tab displays all POs for which the Part has been included in a purchase order, how many parts were ordered and how many are still remaining to be received from active purchase orders.

## Hazard Codes Tab

301		GWH1		General Warehouse 1	
Inventory (3)		Transactions (16)		History (7)	
	Hazard Code	Hazard Code Text			
	123	Example for ACT			

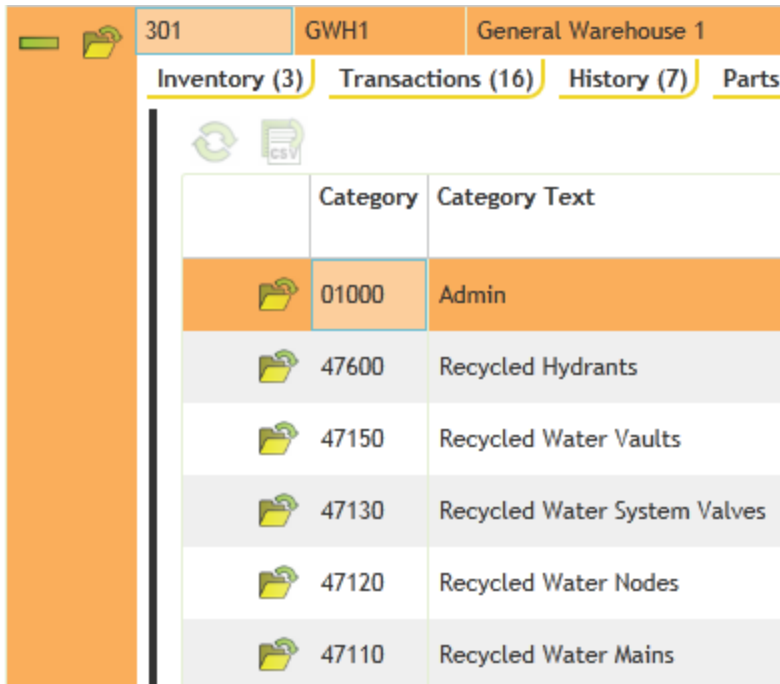
This tab shows all Hazard codes related to the Part. The user will have to determine the alphanumeric popup list that they wish to use to track hazardous items as Lucity does not have a pre-populated list.











## Material Cat Tab

It allows users to assign categories to parts directly. Once assigned, it automatically assigns the linked material to the same category.



The screenshot shows a software interface for the 'Material Cat Tab'. At the top, there are three tabs: '301', 'GWH1', and 'General Warehouse 1'. Below these are four main navigation tabs: 'Inventory (3)', 'Transactions (16)', 'History (7)', and 'Parts'. The 'Inventory (3)' tab is selected. On the left side, there is a vertical orange bar with a folder icon. Above the table, there are two icons: a circular refresh icon and a document icon labeled 'CSV'. The table has three columns: 'Category', 'Category Text', and an empty column. The first row is highlighted in orange and contains a folder icon, the category code '01000', and the text 'Admin'. The following five rows are in a light gray color and contain folder icons, category codes, and category text: '47600 Recycled Hydrants', '47150 Recycled Water Vaults', '47130 Recycled Water System Valves', '47120 Recycled Water Nodes', and '47110 Recycled Water Mains'.

	Category	Category Text
	01000	Admin
	47600	Recycled Hydrants
	47150	Recycled Water Vaults
	47130	Recycled Water System Valves
	47120	Recycled Water Nodes
	47110	Recycled Water Mains

## Fluid Cat Tab

Works just like the Material Category tab except that the Fluid Code in the Order Info tab must have valid data.

**Notes:** \_\_\_\_\_

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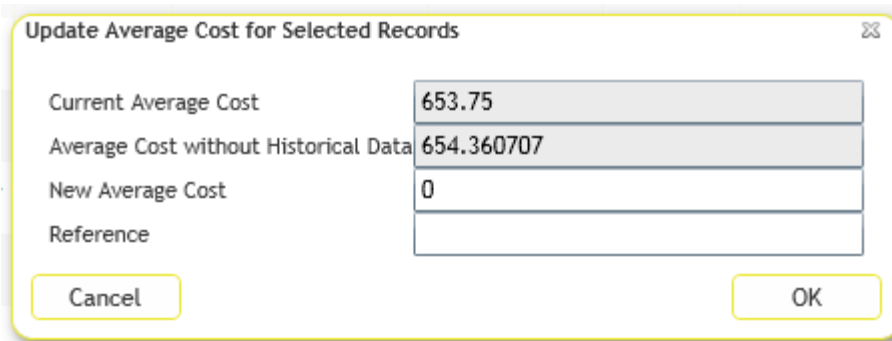
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## Toolkits

There is four toolkits featured in the Parts module, Update Average Cost for Selected Records, Manual Parts On Hand Count Adjustment, Manual Transaction Count Adjustment and the Add to Inventory Tool.

### Update Average Cost for Selected Records (Toolkit)

This tool can be used to quickly update the average cost for a specific part if the part comes out of synch between the average cost found in the PTPARTSCOST Table and the average cost displayed on the parts form in the average cost field. The tool can also be used if an agency desires to cost a part at a different average cost than the one the system calculated. In the tool dialog you simply have to enter a new average cost for the part you are also provided with a field to provide a reason for the change in the parts average cost.



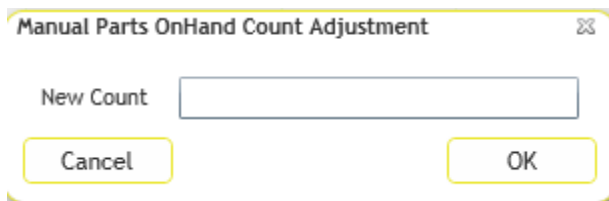
The screenshot shows a dialog box titled "Update Average Cost for Selected Records" with a close button (X) in the top right corner. It contains four input fields:

Current Average Cost	653.75
Average Cost without Historical Data	654.360707
New Average Cost	0
Reference	

At the bottom of the dialog box, there are two buttons: "Cancel" on the left and "OK" on the right.

### Manual Parts on Hand Count Adjustment (Toolkit)

This tool allows you to manually adjust the quantity on hand field for a specific part. Lucity provides you with a report called parts with inaccurate Parts counts we recommend that you only run the Manual Parts on Hand Count Adjustment tool after running the report and verifying a part has a discrepancy between its quantity on hand value and its transaction records. When you run the tool give the part a new count and a corresponding record is created in the parts transactions grid.



The screenshot shows a dialog box titled "Manual Parts OnHand Count Adjustment" with a close button (X) in the top right corner. It contains one input field:

New Count	
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At the bottom of the dialog box, there are two buttons: "Cancel" on the left and "OK" on the right.

### Manual Transaction Count Adjustment (Toolkit)

This tool allows you to manually add a transaction record for a part to adjust the parts transaction quantity. This tool does essentially the exact same thing as the Manual Parts on Hand Adjustment tool but for the transaction count specifically. This tool should also only be run after the parts with inaccurate part counts report has been run and you verify that the specific part needs an adjustment to its transaction count. The appears the exact same as the Manual Parts on Hand Count Adjustment tool only with a different title.

## Add to Inventory (Toolkit)

One quick way to enter parts quantities into the system is to find the part in the parts module and use the **Add to inventory** toolkit. The following dialog appears after selecting the toolkit.

Once clicked, the user gets the standard “Add to Inventory” dialog as shown below. This is the dialog that they will always get when adding a new part quantity (and is the same dialog as described in the Warehouse section).

PartID	301	Mueller Hydrant FLJ 3'
Location	B1	Bin 1
Quantity		
Per Item Cost	1310	
Date	<M/d/yyyy>	15
Reference Number	Added thru Parts Module	
Description		
Transaction Description		
Vendor		

Cancel OK

In this case, the Location field is defaulted to the Part’s default Warehouse/Location. If the part quantity is actually going to be placed in another location, the location can be changed. Then the user enters the Quantity to be added, the Per Item Cost and the Date. Those four fields (including the Location) are all required prior to hitting Save. The Reference Number can be changed and a Description can be entered if desired.

**Notes:** \_\_\_\_\_

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# Vendors

Vendor information must be filled in prior to purchase orders being entered. If the Purchase Order system is not used, then the Vendor module can be skipped. This grid can be accessed from the Inventory module drop down list.

Address	Address 2	Address 3	Address 4	Cell Phone	City	Contact Name	Created By	Creation Date Time	Description	Document Available	E-Mail	Fax	General Comment	Last Modified Time	Main Phon
958 W. Main		Boston, MA 11236				Mark Petersen			Clow Medallion	<input type="checkbox"/>				10:23 AM	
5022 N 54TH AVE. #10	GLENDAL, AZ 85301								WEST COAST EQUIPMENT AND PARTS	<input type="checkbox"/>				12:55 PM	
1725 S. COUNTRY CLUB	MESA, AZ 85210-6003								EMPIRE MESA PARTS	<input type="checkbox"/>				10:34 AM	
4830 S 33RD STREET	PHOENIX								KENNEDY HYDRAULICS OF ARIZONA	<input type="checkbox"/>				4:46 PM	
PO BOX 1969	EASLEY, SC 29641								RJM WASTE EQUIPMENT CO	<input type="checkbox"/>				7:36 AM	
306 S. COUNTRY CLUB DR.	MESA, AZ								BROVIN EVANS DISTRIBUTING CO.	<input type="checkbox"/>				4:13 PM	
3010 W. THOMAS	PHOENIX, AZ 85017								COPPERSTATE BATTERY, INC.	<input type="checkbox"/>				3:52 PM	
1717 W. ROOSEVELT	PHOENIX, AZ 85007-2038								CIW CARTER	<input type="checkbox"/>				3:50 PM	
4030 E BROADWAY RD. STE 801	PHOENIX, AZ 85040								CANYON COMPRESSOR CO INC	<input type="checkbox"/>				12:23 PM	
3651 N. 35TH AVE	PHOENIX, AZ 85017-4410								CANYON FIRE EXTINGUISHER CO	<input type="checkbox"/>				12:12 PM	

Users can add a new record by clicking the green add button on the tool bar which brings up the vendors form. When adding a record, the Vendor ID must be unique and the Vendor Description should be filled in. The rest of the first page is strictly optional and is customizable.

**Vendors Form**  
1 of 170

**Vendor ID\***  **Description**

**Contact Name**

**Address**

**City**  **State**  **Zip**

**Phone Number**  **E-Mail**  **Fax**

**General Comment**

**Document Available**

## Vendor Parts Tab

This tab tracks every Part that is associated with the Vendor.

Address	Address 2	Address 3	Address 4	Cell Phone	City	Contact Name	Created By	Creation Date Time	Description	Document Available	E-Mail	Fax	General Comment	Last Modified Time	Main Phone
958 W. Main		Boston, MA 11236				Mark Petersen			Clow Medallion	<input type="checkbox"/>				10:23 AM	
5022 N 54TH AVE. #10	GLENDALE, AZ 85301								WEST COAST EQUIPMENT AND PARTS	<input type="checkbox"/>				12:55 PM	
1725 S. COUNTRY CLUB	MESA, AZ 85210-6003								EMPIRE MESA PARTS	<input type="checkbox"/>				10:34 AM	
4830 S 33RD STREET	PHOENIX								KENNEDY HYDRAULICS OF ARIZONA	<input type="checkbox"/>				4:46 PM	

Created By	Creation Date Time	Description	Document Available	End Date	Last Modified By	Last Modified Date	Last Modified Time	Part ID	Part Rec #	Rank	Ratio	Shipping Dimen.	Shipping Weight	Unit of Measure	Unit Cost
		HEIL PUMP	<input type="checkbox"/>		BRUCEM	2/9/2007	4:48 PM	219-2263R	2790		1.000			2	Each
		REBUILT PARKER HYDRAULIC GEAR PUMP	<input type="checkbox"/>		BRUCEM	2/9/2007	4:48 PM	313-9610-367R	2791		1.000			2	Each

From this screen users can add parts that have been previously entered into the system and associate them with a particular vendor. The Vendor Part ID must be unique (against all other Vendor Parts). However, it can be the same as the Part ID. The UPC Code is particularly useful when entering work resources (as described later).

The Vendor UoM also does not have to match the Part UoM. For instance, the Vendor might sell the item in a box of 6 parts. Therefore the Vendor UoM may be 'case' and the Ratio would be 6. If the Vendor Unit Cost was \$12.00, then the Part Unit Cost would be \$2.00 each.

The Rank and End Date would be for situations where the Vendor was selected to provide this part for a period of time (say Sand or Gravel).

**Vendor Parts Form** 3 of 4

**Vendor Part ID\*** 022-3509 **Description** Tailgate Seal **Vendor Rec #** 173

**UPC Code** 000-00-0002

**Part Rec #\*** 022-3509 **SEAL, TAILGATE** **Each** **Vendor Part Rec #** 172

**Vendor UoM** 5 **Set**

**Ratio** 5.000

**Vendor Unit Cost** 2.00

**Shipping Dimen.**

**Shipping Weight**

**Rank**

**End Date**

## Purchase Orders Tab

Created By	Creation Date Time	Date	Description	Document Available	General Comment	Items Cost	Last Modified By	Last Modified Date	Last Modified Time	Misc. Costs	Payment Method	Payment Method Text	PO Number	Shipping Costs	Status Code	Status Type	Taxes
		1/31/2007	RJM WASTE EQUIPMENT CO	<input type="checkbox"/>		2360.00	bobj	2/9/2007	3:09 PM	0.00	1	Purchase Card	070209-122	70.00	999	Complete	191.16
		2/7/2007	RJM WASTE EQUIPMENT CO	<input type="checkbox"/>		2760.00	bobj	2/9/2007	2:58 PM	0.00	1	Purchase Card	070209-118	70.00	999	Complete	223.56
		2/8/2007	RJM WASTE EQUIPMENT CO	<input type="checkbox"/>		2988.00	bobj	2/9/2007	3:23 PM	0.00	1	Purchase Card	070209-116	70.00	999	Complete	242.03
		1/29/2007	RJM WASTE EQUIPMENT CO	<input type="checkbox"/>		2988.00	bobj	2/9/2007	3:14 PM	0.00	1	Purchase Card	070209-107	70.00	999	Complete	242.03

This tab shows all POs that are, or have been, assigned to the Vendor. Users cannot add POs from this tab. They only have the ability to view the POs from this tab. Adding purchase orders must be done from the Part Purchase Order module located within the Inventory drop down menu.

## Parts Purchase Orders

The Parts Purchase Orders module gives the users a quick and easy way to see important information about the purchase orders associated with specific parts.

Created By	Creation Date Time	Date	Description	Document Available	General Comment	Items Cost	Last Modified By	Last Modified Date	Last Modified Time	Misc. Costs	Payment Method	Payment Method Text	PO Number	Shipping Costs	Status Code	Status Type	Taxes	Total
		6/20/2007	Claw Medallion	<input type="checkbox"/>		16375.00	GBA	8/15/2007	10:25 AM	0.00	1	Purchase Card	070815-182	0.00	1	New	0.00	1637
		2/13/2007	FIRST BI INC.	<input type="checkbox"/>		1520.80	GBA	2/13/2007	1:11 PM	6.00	1	Purchase Card	070213-167	0.00	1	New	122.91	164
		2/13/2007	BROWN EVANS DISTRIBUTING CO.	<input type="checkbox"/>		1527.80	BRUCEM	2/13/2007	1:04 PM	5.00	1	Purchase Card	070213-166	0.00	1	New	123.39	165
		1/24/2007	AZ REFUSE SALES LLC	<input type="checkbox"/>		467.51	bobj	2/13/2007	11:22 AM	0.00	1	Purchase Card	070213-165	85.67	999	Complete	37.87	55
		2/13/2007	FIRST BI INC.	<input type="checkbox"/>		96.00	GBA	2/13/2007	11:07 AM	0.00	1	Purchase Card	070213-164	0.00	1	New	0.00	9
		2/8/2007	WEST COAST EQUIPMENT AND PARTS	<input type="checkbox"/>		1780.00	bobj	2/12/2007	12:56 PM	0.00	1	Purchase Card	070212-162	0.00	999	Complete	144.18	192
		2/8/2007	GRAHBERRY SUPPLY CORP.	<input type="checkbox"/>		30.20	bobj	2/12/2007	12:46 PM	0.00	1	Purchase Card	070212-160	0.00	999	Complete	2.43	3
		1/26/2007	RLS SERVICES INC.	<input type="checkbox"/>		234.38	bobj	2/12/2007	12:41 PM	0.00	1	Purchase Card	070212-159	0.00	999	Complete	18.98	25
		2/8/2007	BERGE FORD	<input type="checkbox"/>		65.94	bobj	2/12/2007	12:39 PM	0.00	1	Purchase Card	070212-158	0.00	999	Complete	5.31	7
		2/8/2007	AZ BRAKE & CLUTCH SUPPLY INC	<input type="checkbox"/>		154.86	bobj	2/12/2007	12:37 PM	0.00	1	Purchase Card	070212-157	0.00	999	Complete	12.54	16

**Notes:** \_\_\_\_\_

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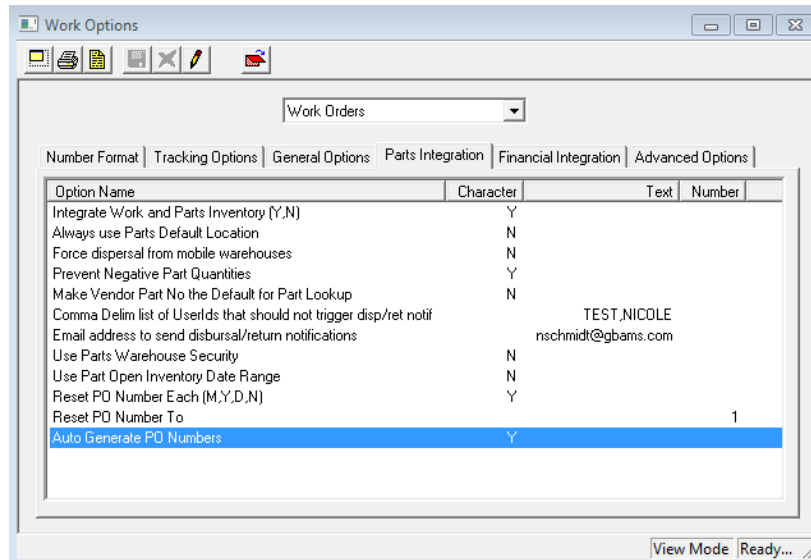
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To create a new purchase order users select the add option on the Parts Purchase Orders module toolbar. Doing this brings up the purchase order form. The PO Number is automatically filled out and generated by the system so long as the Auto Generate PO Number tool is set to yes.



The screenshot shows the 'Part Purchase Orders Form' with a green and orange logo on the left. The form has a toolbar with icons for adding, saving, deleting, and refreshing. The main form area is titled 'General' and contains the following fields:

- PO Number\***: 150908-029
- Date\***: [Date field]
- Created By\***: Lucy
- Work Order #**: [Field]
- Vendor ID\***: [Field]
- Vendor Invoice #**: [Field]
- Status Code\***: 1 | New
- Items Cost**: [Field]
- Misc. Costs**: 0.00
- Shipping Costs**: 0.00
- Taxes**: 0.00
- Total Costs**: 0.00
- General Comment**: [Text area]

Once the record is saved, the PO Number and PO date cannot be modified. The Vendor field is also required in order to save the record (and probably should not be changed either).



## Parts Purchase Order Grid

The grid users see is again customizable through the Lucity Administration program. Information available at a glance can be as detailed or as basic as is desired. When a field is expanded, two tabs appear. One for Parts and one for Receipts.

Vendor ID	Created By	Creation Date Time	Date	Description	Document Available	General Comment	Items Cost	Last Modified By	Last Modified Date	Last Modified Time	Misc. Costs	Payment Method	Payment Method Text	PO Number	Shipping
			6/20/2007	Claw Medallion			16375.00	GBA	8/15/2007	10:25 AM	0.00	1	Purchase Card	070815-182	

Created By	Creation Date Time	Description	Last Modified By	Last Modified Date	Last Modified Time	Logged	Part Number	Part Rec #	Part Unit Cost	Part Units	Part Units rec'vd	Parts Remaining	Qty Recvd	Ratio	Unit of Measure	Unit of Measu
		Mueller Hydrant FIJ 3'	GBA	8/15/2007	10:25 AM	<input checked="" type="checkbox"/>	301	2858	655.00	25.00	25.00	0.00	25.00	1.000	2	Each

## Parts Tab

This is where users can enter what they want to order from the Vendor. This is different from the parts inventory tab discussed earlier. By clicking the add symbol for this tab it brings up the form for the parts purchase orders. Here users can add parts individually or in groups to a purchase order.

### Order Parts

1 of 3

<b>UPC Code</b>		<input type="text"/>	
<b>Part Number</b>	<input type="text" value="301"/>	<b>Vendor Part No</b>	<input type="text" value="F2500"/>
<b>Vendor Part Rec #</b>	<input type="text" value="F2500"/>	<b>Part Rec #*</b>	<input type="text" value="301"/>
	<input type="text" value="Mueller Hydrant"/>		<input type="text" value="Mueller Hydrant FIJ 3'"/>
<b>Vendor UoM</b>	<input type="text" value="2"/>	<b>Unit of Measure</b>	<input type="text" value="Each"/>
	<input type="text" value="Each"/>		<input type="text" value="Each"/>
<b>Vendor Unit Cost</b>	<input type="text" value="655.00"/>	<b>Part Unit Cost</b>	<input type="text" value="655.00"/>
		<b>Part Units</b>	<input type="text" value="25.00"/>
<b>Ratio</b>	<input type="text" value="1.000"/>		
<b>Vend Units Recv'd</b>	<input type="text" value="25.00"/>	<b>Vendor Remaining</b>	<input type="text" value="0.00"/>
		<b>Part Units rec'vd</b>	<input type="text" value="25.00"/>
		<b>Parts Remaining</b>	<input type="text" value="0.00"/>

In the above example basic information on the part is provided at the top of the form including UPC code, part number, and vendor part number. Below we see the vendor part record number and part records number, vendor and client unit of measure fields, vendor unit cost and part unit cost, parts units, and several fields for quantities on both the vendor and client sides. The ratio in this case is 1 because the number of parts units is equal to the number of vendor units.

## Receipts Tab

On the receipts tab under parts purchase orders there is no way for the users to directly add a receipt. The receipts are generated by altering the status of the purchase order using the toolbox options. Once one of these options is selected and the corresponding information is provided a receipt for that part will be generated and will show up under the receipts tab.

PO Number	Date	Vendor Invoice #	Vendor ID	Work Order #	Status Code
150827-025	8/27/2015	Lucity	082185		1

**Complete W/O Default Location**

Reference Number:

Date:

Comment:

PO Number	Date	Vendor Invoice #	Vendor ID	Work Order #	Status Code	Items Cost	Misc. Costs	Shipping Costs	Taxes	Total Costs
150827-025	8/27/2015	Lucity	082185		1	0.00	0.00	0.00	0.00	0.00

Created By	Creation Date Time	Date	General Comment	Last Modified By	Last Modified Date	Last Modified Time	Reference Number	Total
Lucity	9/8/2015 9:17:00 AM	9/8/2015	Completed for ACT 2015	Lucity	9/8/2015	9:17 AM	150827-025	0.00

Part ID	Description	Vendor Qty	Location Number	Warehouse ID	Total Cost	Logged
1036	FILTER, OIL	3.00			0.00	<input type="checkbox"/>

In the views above we see the process by which a receipt is created within the purchase order module. Once the receipt is in the system users can view the receipt created by the system or view more specific details about the receipt under the details tab.

## Transactions

The Transactions module is like a general ledger for every part. Every time a part quantity or cost is modified a transaction is logged in the system. Below is an example of what the transaction log looks like after we have been adding, subtracting, ordering, and transferring parts. A few items of note within this module for users to be aware of; first, there is no add button. Users cannot add a transaction from within the module since these records are automatically created and added to the list through other means.

Part Transactions													
Date	Transaction Time	Qty.	Unit Cost	Part ID	Part Description	Transaction Type Text	Reference	Description	Location ID	Location Desc.	Transaction Descript Text	Consumable	
8/28/2015	12:00 AM	5.00	250.0000	301	Mueller Hydrant FUJ 3'	Adjust Inventory Qty (+)	Added thru Warehouse Module	Item Addition	M30	Mike's Primary Warehouse	Test	<input type="checkbox"/>	
8/28/2015	11:00 AM	2.00		301	Mueller Hydrant FUJ 3'	Transfer Parts		Part Transfer	M30	Mike's Primary Warehouse	Test	<input type="checkbox"/>	
8/27/2015		2.00	250.0000	301	Mueller Hydrant FUJ 3'	Adjust Inventory Qty (-)	Added From Purchase Order	Purchase order 150826-019	B2	Bin2		<input type="checkbox"/>	
8/25/2015		100.00	0.2500	055-1391-010	WASHER	Adjust Inventory Qty (+)	Added from Purchase Order	Purchase order 150825-009	1-603	1-603		<input type="checkbox"/>	
8/25/2015		200.00	0.2500	055-1391-010	WASHER	Adjust Inventory Qty (+)	Added from Purchase Order	Purchase order 150825-009	B1	Bin1		<input type="checkbox"/>	
8/25/2015	8:40 AM	3.00	655.0000	301	Mueller Hydrant FUJ 3'	Adjust Inventory Qty (-)	Removed Thru Parts Module		B2	Bin2	Delete	<input type="checkbox"/>	
8/5/2015	12:00 AM	2.00	655.0000	301	Mueller Hydrant FUJ 3'	Adjust Inventory Qty (+)	Added thru Warehouse Module		B2	Bin2		<input type="checkbox"/>	
9/15/2008		1.00	10.5000	11421460845	OIL FITER	Disburse Parts	Disp-WOP# 2008-00006	Used on Work Order 2008-00006	1-413	1-413		<input type="checkbox"/>	
8/15/2007		10.00	655.0000	301	Mueller Hydrant FUJ 3'	Adjust Inventory Qty (+)	Added from Purchase Order	Purchase order 070815-182	B1	Bin 1		<input type="checkbox"/>	
8/15/2007		15.00	655.0000	301	Mueller Hydrant FUJ 3'	Adjust Inventory Qty (+)	Added from Purchase Order	Purchase order 070815-182	B1	Bin 1		<input type="checkbox"/>	

## Integrating Parts with Work Orders

There are a number of options that govern the integration between the Work Orders and Parts Inventory modules. Our initial focus will be on simply setting the Integrate Work and Parts Inventory (Y,N) to Y. This means that the user desires the integration to work.

**WORK REQUESTS NUMBER FORMAT**

- Setup
- Parts
- Integrate Work and Parts Inventory (Y,N)
- Always use Parts Default Location
- Force dispersal from mobile warehouses
- Prevent Negative Part Quantities
- Make Vendor Part No the Default for Part Lookup
- Comma Delim list of UserIds that should not trigger disp/ret notif
- Email address to send disbursal/return notifications
- Use Parts Warehouse Security
- Use Part Open Inventory Date Range

This integration allows users to automatically remove parts from warehouse locations when using the work order system. It automatically returns parts to the warehouse if not all parts were actually used.

Some items that need to be setup prior to the integration actually working are:

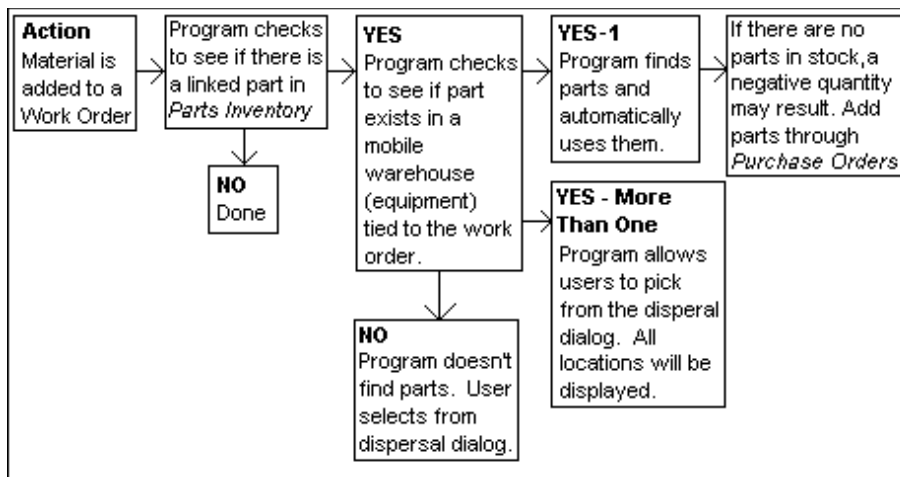
1. Material Setup records are linked with Parts Records
2. Fluid Setup records are linked with Parts Records
3. Equipment Setup records are linked with Warehouses (if desired) so that vehicles or trucks can be used as mobile warehouses out in the field.

How the system interacts with the user is based on many things including which option flags are turned on, the quantity of the parts that are in stock and the number of locations where the part is in stock and the quantity in each location. Our on-line help guide does an excellent job of documenting four scenarios based on the combination of two of these flags: “Always Use Parts Default Location” and “Force Dispersal from Mobile Warehouse”. So let’s start with these scenarios.

## Parts Dispersal Scenarios

### Parts Dispersal Scenario 1 - Default Location = N & Force Mobile = N

If both the “Always Use Parts Default Location” and “Force Dispersal from Mobile Warehouses” integration options are set to “No”:



The basic concept is that the program will automatically try and use the mobile warehouse first.

*Note: Mobile Warehouses are Work Order Equipment records that are linked to Inventory Warehouse records.*

Therefore, users should always add the Equipment records to the Work Order Resources grid prior to adding their Material or Fluid records. If there is more than one mobile warehouse record entered, then the user will have to select from which mobile warehouse to take the parts from. If no mobile warehouse exists, then the program prompts the user for where to extract the parts from.

The first screenshot shows the 'Inventory' tab for part 71N24MDS. It displays a table with columns: Warehouse ID, Warehouse Desc., Location Desc., Location ID, Location Rec #, and Quantity. The data row shows: fltnasc, Fleet - North Area Service Center, 1-6H2, 1-6H2, 493, 3.0000.

The second screenshot shows the 'History' tab for the same part. It displays a table with columns: Inventoried Date, Cost per Unit, Original Qty., Current Qty., PO Number, and Avg. Cost. The data row shows: 2/8/2007, 8.1575, 4.00, 3.0000, 070212-160, 8.16.

The Part is only located in 1 Warehouse, and Location. There are 3 parts at an average cost of \$8.16. Then I enter a new Work Order and add the part to the work order as a resource using the parts material code.

The screenshot shows a form titled 'EVAL1 WO Materials Complete'. The 'Resource\*' field contains '71N24MDS SNAPTIGHT TEST COUPLER'. The 'Department' is '1102010 Facilities Maint'. The 'Class' field is empty. The 'Unit of Measure' is '2 Each'. The 'Default Unit Cost' is '0.000'. On the right, there are summary fields: 'Units' (1.00), 'Estimated Units' (0.00), 'Unit Cost' (0.000), 'Estimated Total Cost' (0.00), and 'Total Cost' (0.00). There is a checkbox for 'Processed by Financials' which is unchecked.

In the screen shot above I am just about to hit Save. Notice

- Now because the material is linked to the Parts module the Unit cost is \$0. This is because the system does not yet know if the part is average cost, LIFO, FIFO or fixed cost. All of these calculations happen on the save.

In hitting save, the user is not prompted at all. Previously, the user had to put into the system how many parts they wanted to extract from each location, even when there was only one location to grab the part from. With Version 7.6 and onward, if there is only one location from which the system can grab a part then it does so.

This is what the WO resource record now looks like after hitting the save

**EVAL1 WO Materials Complete**

**Saved Successfully**

Resource\* 71N24MDS SNAPTIGHT TEST COUPLER  Processed by Financials

Alt Description

Department 1102010 Facilities Maint

Class

Group Number

Unit of Measure 2 Each

Default Unit Cost 0.000

Units	1.00	Estimated Units	0.00
Unit Cost	8.160	Estimated Total Cost	0.00
Total Cost	8.16		

The Part record then shows the reduction of the 1 part used on the work order in the parts Inventory grid.

71N24MDS	fltnasc	Fleet - North Area Service Center	1-6H2	1-6H2	493	3
<a href="#">Inventory (1)</a> <a href="#">Transactions (3)</a> <a href="#">History (1)</a> <a href="#">Parts Vendors (1)</a> <a href="#">On Order (1)</a> <a href="#">Hazard Codes (0)</a> <a href="#">Work Orders (1)</a>						
	Warehouse ID	Warehouse Desc.	Location Desc.	Location ID	Location Rec #	Quantity
	fltnasc	Fleet - North Area Service Center	1-6H2	1-6H2	493	2.0000

Now, we need to see what happens when there is more than one location from which to pull a part. I will add a warehouse location to a part. Now let's repeat what we did before.

Everything until we hit Save on the WO Resource remains the same. On Save, we get a new dialog

**Parts Inventory**

Needed: 5  
Supplied: 5

Quantity Selected	Quantity Available	Location Name	Warehouse Name
5	80	B1	GWH1
	0	1-10A1	fltnasc

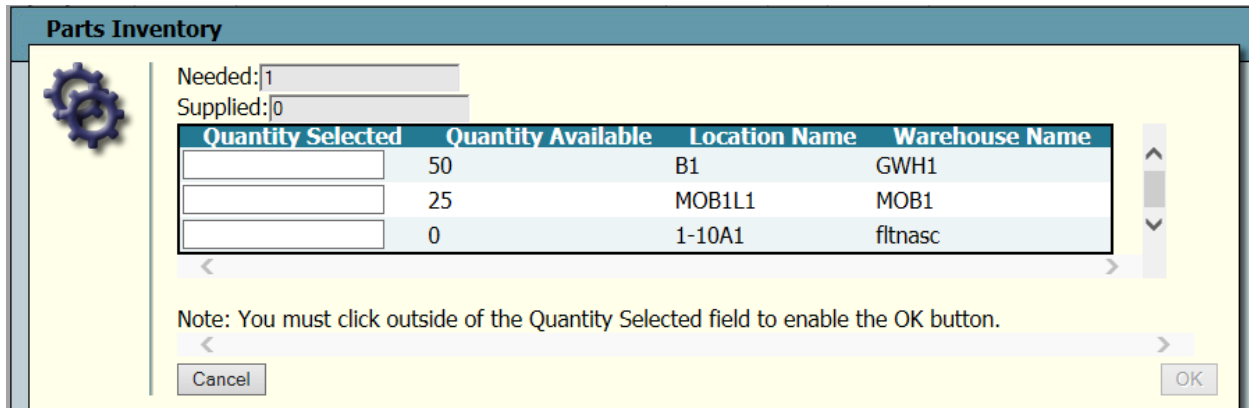
Note: You must click outside of the Quantity Selected field to enable the OK button.

We get this dialog because there are multiple locations where the part could come from and the computer does not know automatically which location to use. Therefore, the user must tell the computer this information. A couple of items of note:

- The number needed so that parts can be disbursed is in the upper left hand corner (the Needed amount). As the user enters the Quantity to take from each location the Supplied quantity increases. Once the Supplied amount equals the Needed amount, the Disburse Parts becomes active.
- Every time that a location is associated with a part, the location appears in the above dialog. Prior to 7.6, it only showed those locations that either had a quantity that was not equal to 0 and/or the Location had been setup with a reorder point for that part.
- The Cancel button. If selected, the dialog box disappears and the user will be provided a message stating that no parts were disbursed. Then the Resource Dialog box will return and the Quantity is reset to 0.

Now let's try the same thing but prior to adding the Part, we add the Mobile Warehouse as a resource. In this example we will see that the parts are automatically taken from the Mobile Warehouse because the mobile warehouse is always the first place that the software looks to remove parts from if it is included as a resource.

If there were two mobile warehouses listed as resources (MOB1 and Fitnasc in this example) that both at one time had Part quantities, then when the part resource was saved, it would again prompt the user for the location from which it should grab the part.



Quantity Selected	Quantity Available	Location Name	Warehouse Name
<input type="text"/>	50	B1	GWH1
<input type="text"/>	25	MOB1L1	MOB1
<input type="text"/>	0	1-10A1	fitnasc

Needed: 1  
Supplied: 0

Note: You must click outside of the Quantity Selected field to enable the OK button.

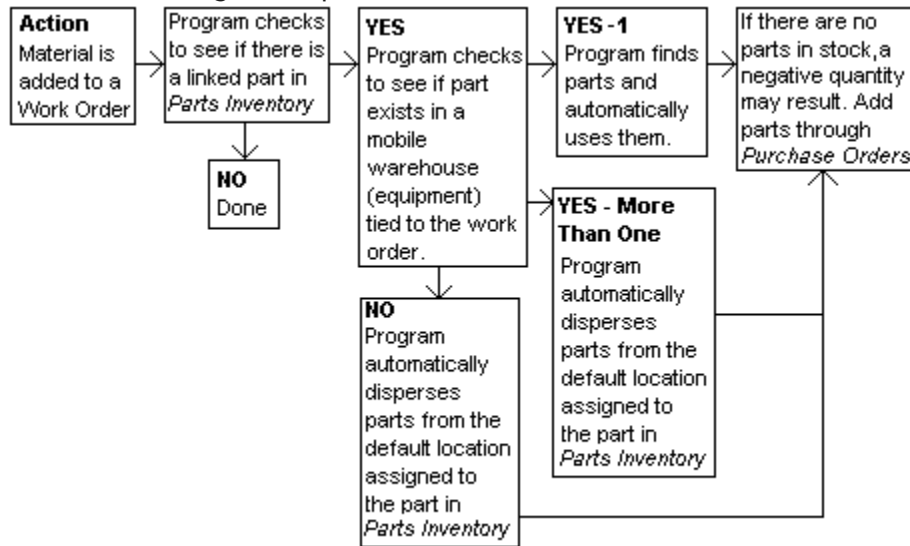
Cancel OK

Notice that even though only one part was needed, the computer did not know where to take the one part from so it shows all locations from which the part can be taken.

**Notes:** \_\_\_\_\_  
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## Parts Dispersal Scenario 2 - Default Location = Y & Force Mobile = N

If the “Always Use Parts Default Location” is set to “Yes” and the “Force Dispersal from Mobile Warehouses” integration option is set to “No”:



This scenario is almost exactly like Scenario 1 with the exception that if there are no mobile warehouses present and there are more than two other warehouse locations that could provide the quantity, the system will always automatically disperse the parts from the Part’s default location. That is the case even if the Default Location ends up going negative.

Using Part 2 (which has parts in Warehouse 1, Locations 1 and 2 as well as some mobile warehouses we can demo this. The Always use Parts Default Location is set to Y. We create a work order with a quantity of 1 for Part 2. On the save, it automatically grabs the part from the default location (with no prompt for the user).

**Notes:** \_\_\_\_\_

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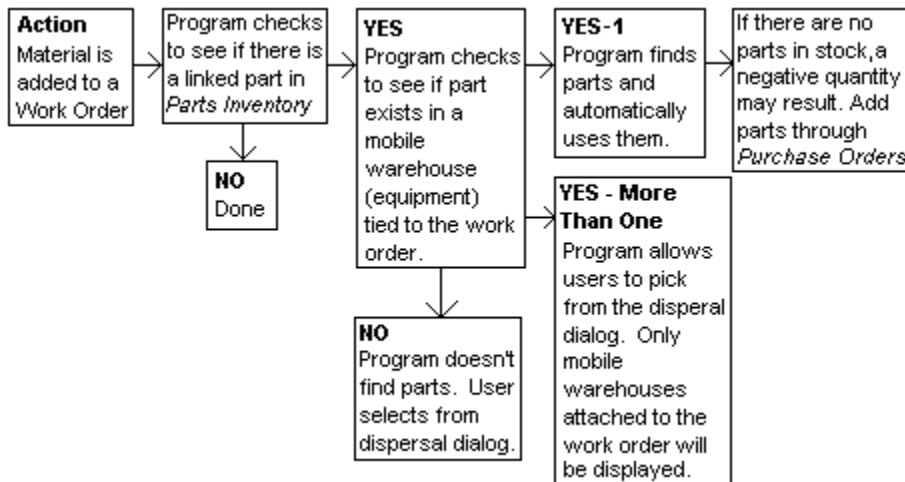
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### Parts Dispersal Scenario 3 - Default Location = N & Force Mobile = Y

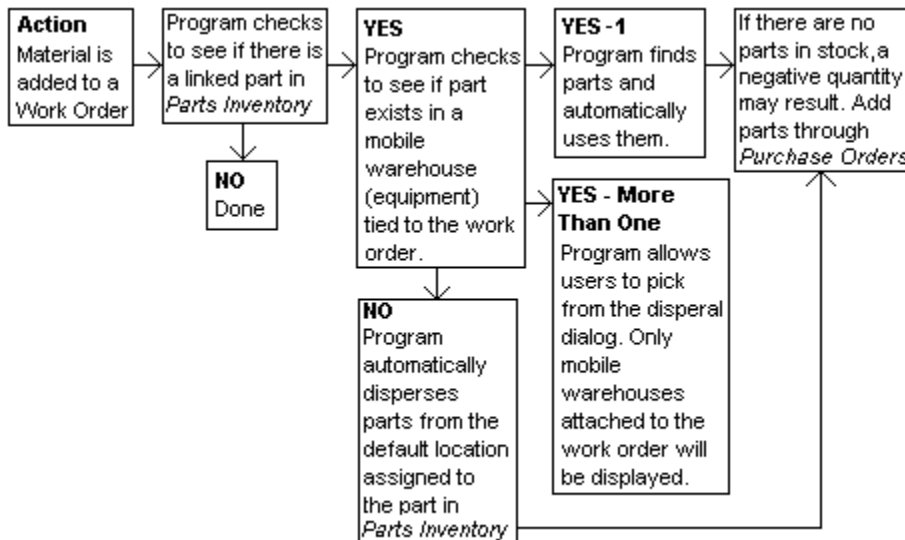
If the “Always Use Parts Default Location” is set to “No” and the “Force Dispersal from Mobile Warehouses” integration option is set to “Yes”:



This setup is almost exactly the same as Scenario 1 except when there are multiple mobile warehouses as work resources. If so the dispersal dialog only shows mobile warehouses. If no mobile warehouses exist as work resources then the dialog shows all warehouses that have that part.

### Parts Dispersal Scenario 4 - Default Location = Y & Force Mobile = Y

If the “Always Use Parts Default Location” is set to “Yes” and the “Force Dispersal from Mobile Warehouses” integration option is set to “Yes”:



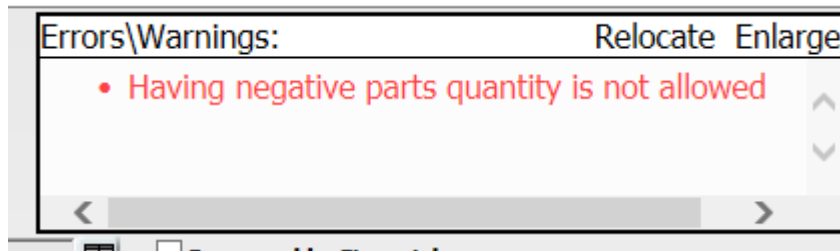
This is almost exactly the same as Scenario 1 except that it automatically uses the Default Location if a mobile warehouse does not exist in the work resource record.

## Other Options

### Prevent Negative Part Quantities

The following example helps demonstrate what will occur when the "Prevent Negative Part Quantities" option is turned on:

If you try to disperse 100 parts in a work order, but only 60 parts were in stock, you will receive the following warning:



Then the system would automatically adjust the requested part quantity to 60.

If you use the Populate Material Units function in the Resources grid of a work order, and the specified amount of the material(s) exceeds the on-hand quantity, you will receive a warning (pictured above) and the system will automatically adjust the requested quantities to disburse the on-hand amount.

If you have default units for materials or fluids (setup in the *PM/Template* module or in the Work Flow Setup *Tasks* module) and the specified amount exceeds the on-hand quantity, the system will automatically adjust the part quantities to disburse the on-hand amount without giving a warning.

If you try to disburse parts in work order using Lucy Field and the specified amount exceeds the on-hand quantity, the system will disburse the parts anyway. This could result in a negative inventory. You will not receive a warning when this occurs.

### Make Vendor Part Number the Default for Part Lookup

This work option flag allows the user to determine if they want to enter purchase order items by Part ID (when the flag is set to N) or by Vendor Part ID (when the flag is set to Y). With the addition of the UPC code in Version 7.6, this flag may not be as useful.

### Comma Delimited list of UserIDs that should not trigger dispersal or return notifications.

This option works in conjunction with the "Email address to send dispersal/return notifications" option. This comma delimited list of Lucy UserIDs (or login IDs) lets the system know that when one of these individuals disperse or return a part the system should not send out the dispersal/return notification.

## Email address to send dispersal/return notifications

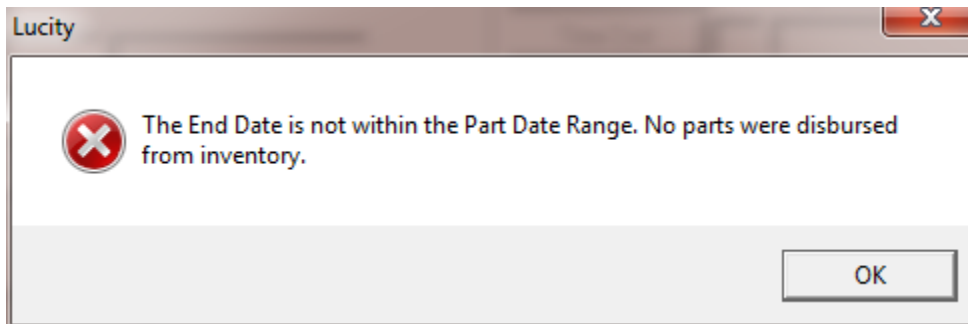
This would be the one email address to send a notification when users disperse or return parts. This notification is not sent if the user's ID appears in the **Comma Delimited List of UserIDs that should not trigger...** setting.

## Use Parts Warehouse Security

This option is new for Version 7.6. We recommend that the user does not set this to Y until they have all of the managers of each warehouse setup and given them Full Access. The Warehouse Security is documented thoroughly in the Warehouse section.

## Use Part Open Inventory Date Range

This option is new for Version 7.6. If this option is set to Y then when work orders resources are being saved, the system obtains the end date of the resource and compares it with both the Start Date and End Date of the Part record. If neither field has information, then the test is ignored. Otherwise, if either or both of the fields have values, then the resource end date has to be on or after the Start Date and/or on or before the End Date. Otherwise the user will be prompted with the following (this example showing the end date is the problem)



When the user hits OK, the Resource is changed so that the units used are back to 0.

**Notes:** \_\_\_\_\_

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