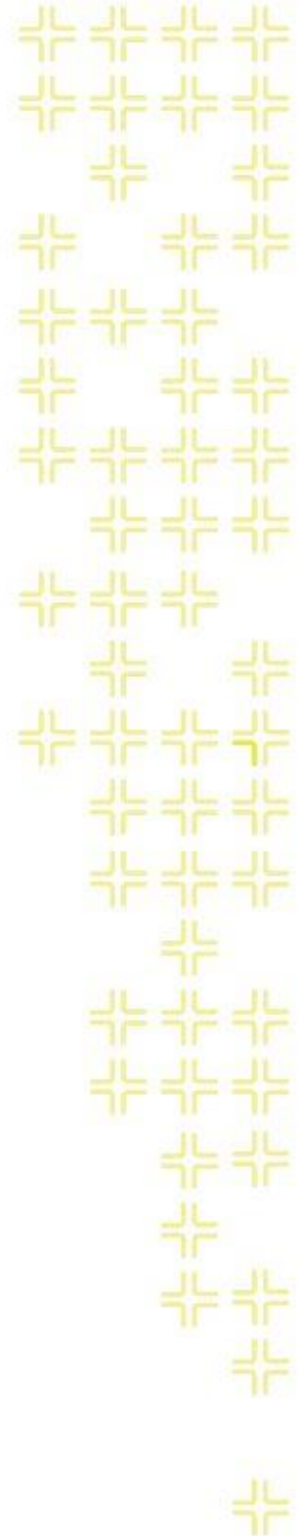




TRAINING GUIDE

Parts Warehousing



Parts Warehousing in the Web

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.

Contents

| | |
|----------------------------------------------------------------------------|----|
| Parts Warehousing in the Web | 3 |
| Web Warehouses & Warehouse Locations..... | 3 |
| Location Tab | 5 |
| Security Tab..... | 9 |
| Parts Inventory..... | 12 |
| Parts | 12 |
| LIFO, FIFO, and Cost Averaging..... | 13 |
| Inventory Tab | 15 |
| Vendor Tab | 23 |
| Part History Tab | 24 |
| Transaction Tab | 26 |
| On Order Tab..... | 26 |
| Hazard Codes Tab | 26 |
| WO Tab..... | 27 |
| Material Cat Tab..... | 28 |
| Fluid Cat Tab..... | 28 |
| Toolkits..... | 29 |
| Vendors..... | 31 |
| Vendor Parts Tab | 32 |
| Purchase Orders Tab..... | 33 |
| Parts Purchase Orders | 33 |
| Parts Purchase Order Grid | 35 |
| Parts Tab..... | 35 |
| Receipts Tab | 36 |
| Transactions..... | 37 |
| Integrating Parts with Work Orders | 37 |
| Parts Dispersal Scenarios..... | 38 |
| Parts Dispersal Scenario 1 - Default Location = N & Force Mobile = N..... | 38 |
| Parts Dispersal Scenario 2 - Default Location = Y & Force Mobile = N | 42 |
| Parts Dispersal Scenario 3 - Default Location = N & Force Mobile = Y | 43 |

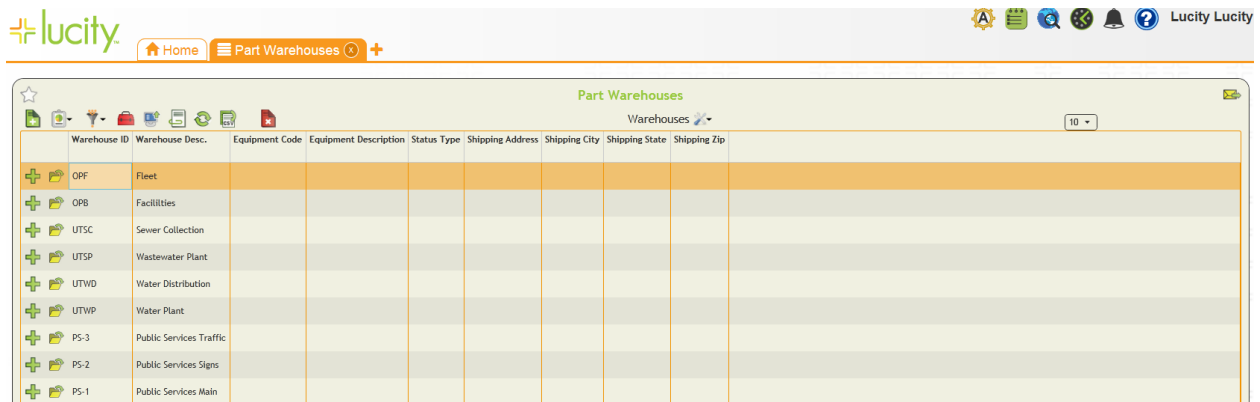
| | |
|-------------------------------------------------------------------------------------------------|----|
| Parts Dispersal Scenario 4 - Default Location = Y & Force Mobile = Y | 43 |
| Other Options | 44 |
| Prevent Negative Part Quantities | 44 |
| Make Vendor Part Number the Default for Part Lookup..... | 44 |
| Comma Delimited list of UserIDs that should not trigger dispersal or return notifications. | 44 |
| Email address to send dispersal/return notifications..... | 45 |
| Use Parts Warehouse Security | 45 |
| Use Part Open Inventory Date Range | 45 |

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 'ACT Warehouse Form' in the Lucity web interface. The form is titled 'ACT Warehouse Form' and has a green plus icon on the left side. The form contains several fields for entering warehouse information. The fields are: Warehouse ID* (required), Warehouse Desc., Status Code, Equipment Description, AutoNumber, 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, and Link to Equipment. The form is designed to be user-friendly and easy to use.

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.

- Warehouse To Warehouse Parts Transfer** - This Toolkit allows for users to select multiple parts from One Warehouse location and Transfer them, in bulk to another Warehouse and location. Users must Identify Destination Warehouse and location in the toolkit as well as the Parts that will be transferred. Once done a second window will open asking you to specify how many units of each part you would like to transfer

Warehouse to Warehouse Parts Transfer | Selected Record

Destination Warehouse
 Water Distribution

Destination Warehouse Location
 Water Dist Room 1

Parts to be transferred
 BRAKE DRUM 1875, BEARING ANTI F 4, 73, 269, 46, 27

Transaction Description

Transfer Start Date **Transfer Start Time**

Click OK to enter a quantity to transfer for each part.

Cancel
OK

More Information

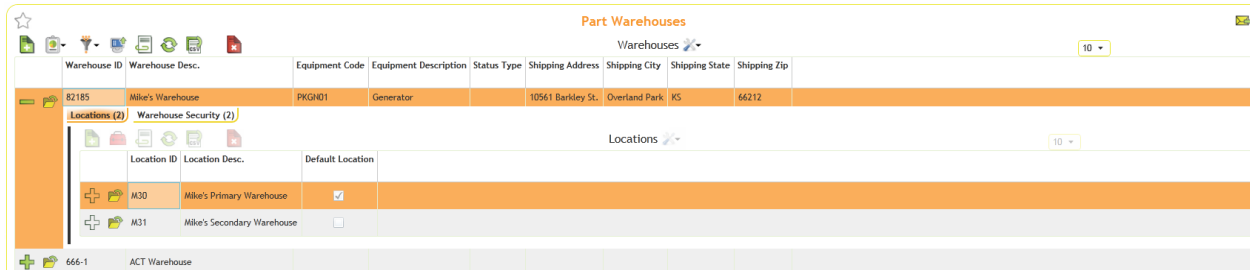
| Part | Max Quantity Allowed | From Location |
|------------------------------------------------------------------------------------|----------------------------------|------------------------------------|
| <input type="text" value="F-BRK-OTH-05: BRAKE DRUM 1875"/> | <input type="text" value="4"/> | <input type="text" value="OPF-M"/> |
| Quantity to Transfer | | |
| <input type="text" value="2"/> | | |
| <hr/> | | |
| <input type="text" value="F-BRNG-OTH-05: BEARING ANTI FRICT 47, MET250 M94 5 1/"/> | <input type="text" value="73"/> | <input type="text" value="OPF-M"/> |
| Quantity to Transfer | | |
| <input type="text" value="10"/> | | |
| <hr/> | | |
| <input type="text" value="F-FLT-AIR-100: FILTER, AIR 475"/> | <input type="text" value="269"/> | <input type="text" value="OPF-M"/> |
| Quantity to Transfer | | |
| <input type="text" value="10"/> | | |

Cancel
OK

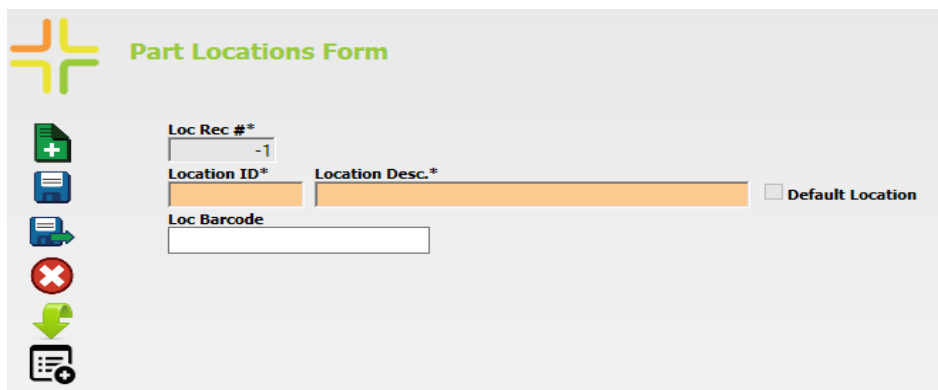
Notes: _____

Location Tab

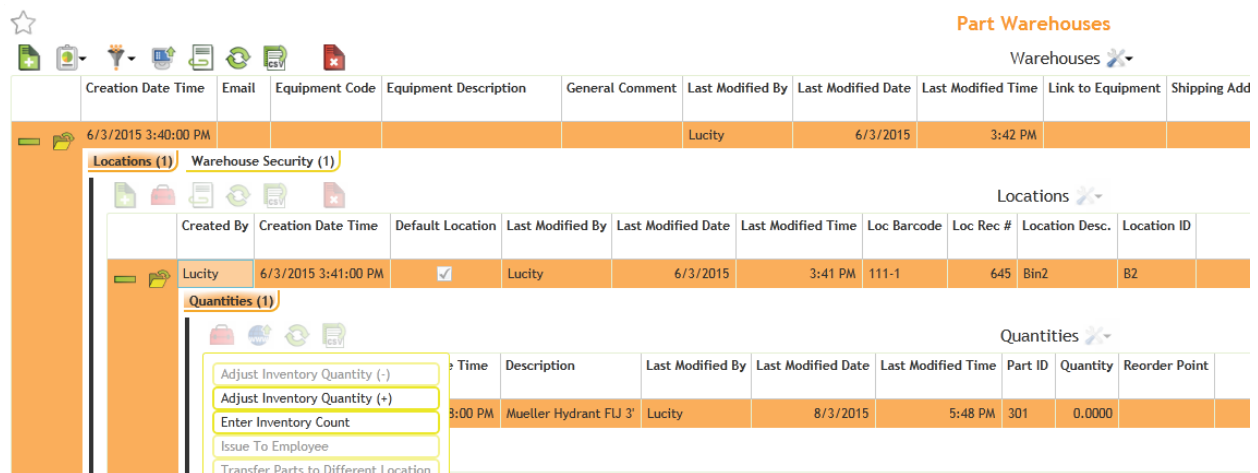
The location tab provides a list of all the locations found within the warehouse. This could be a general as a section of the warehouse, or as specific as a particular bin. It is found by expanding the warehouse record using the green plus symbol on the left hand side.



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.



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.



- **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.

| | | |
|-------------------------|-----------------------------|------------------------------|
| PartID | F-AC-OT | A/C ORIFICE |
| Location | OPF-M | Fleet Main Storage |
| Quantity | 1 | |
| Per Item Cost | 4.19 | |
| Date | 8/30/2016 | 9:41 AM |
| Reference Number | Added thru Warehouse Module | |
| Description | Item Addition | |
| Transaction Description | 2 | Addition (+) |
| Vendor | 0040 | Environmental Resource Assoc |

- **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.

| | | |
|-------------------------|-------------------------------|------------------------------|
| PartID | F-BRK-C | BRAKE DRUM 1875 |
| Location | OPF-M | Fleet Main Storage |
| Quantity | 1 | |
| Date | 8/30/2016 | 9:43 AM |
| Reference Number | Removed Thru Warehouse Module | |
| Description | Item Removal | |
| Transaction Description | 3 | Removal (-) |
| Vendor | 0040 | Environmental Resource Assoc |

Notes: _____

- 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 | F-BRNG BEARING ANTI FRICT 47, MET25 | |
| Location | OPF-M Fleet Main Storage | |
| Count | 70 | Original Quantity: 65 |
| Per Item Cost | 124 | Adjustment: 5 |
| Date | 8/30/2016 15 | 9:44 AM |
| Reference Number | Added thru Warehouse Module | |
| Description | Item Count | |
| Transaction Description | 1 | Test |

- 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 | F-FLT-A FILTER, AIR 476 | |
| Location | OPF-M Fleet Main Storage | |
| Employee | 0308 | Mike Konovalske |
| Quantity | 1 | |
| Date | 8/30/2016 15 | 9:45 AM |
| Reference Number | Issued to 0308 | |
| Description | Issued to 0308 Mike Konovalske thru Part | |
| Transaction Description | 1 | Test |
| Consumable | <input type="checkbox"/> | |

- **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: F-WHL- WHEEL RIM

Location: OPF-M Fleet Main Storage

Transfer To Location

Quantity: 8 Max Quantity:51

Date: 8/30/2016 9:46 AM

Location: PS-1Y PS Yard

Description: Transfer

Transaction Description: 1 Test

Employee: 0307 Evan Grace

Cancel OK

Notes: _____

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.

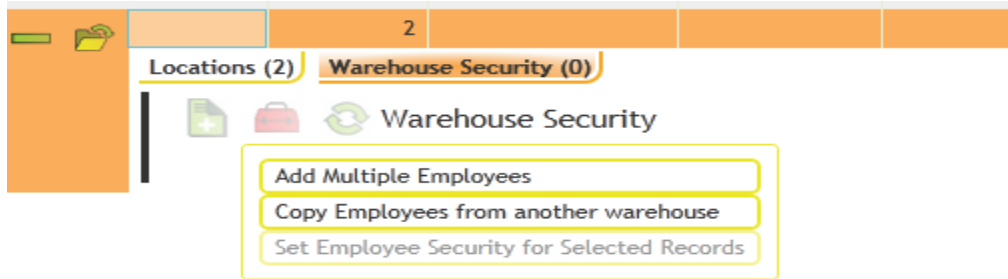
WAREHOUSE

- Setup
 - Parts
 - Integrate Work and Parts Inventory (Y,N)
 - Always use Parts Default Location
 - Force disbursal 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
 - Prevent Negative Part Quantities at Locations
 - 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 | | | | | | | | |
| Locations (1) Warehouse Security (2) | | | | | | | | | | | | | | | |
| 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 | |

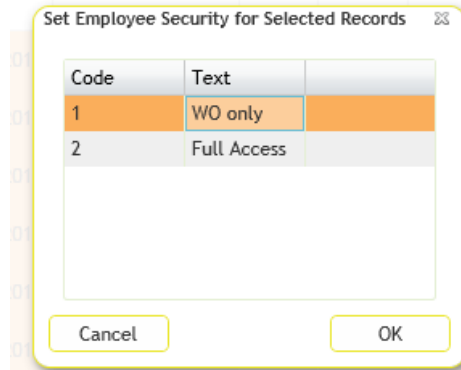
- **Add Multiple Employees** - Using this tool the user can quickly add an entire group of employees to the security of the selected warehouse. Fields can also be searched and filtered based on a common item like department.

Add Multiple Employees

| Employee | Employee Name | Department | Status |
|----------|------------------|----------------|--------|
| | | water metering | |
| 002844 | RONALD GONZALES | Water Metering | |
| 001159 | RICHARD SALAIS | Water Metering | |
| 001952 | RAFAEL BERUMEN | Water Metering | |
| 003255 | JOSE FLORES | Water Metering | |
| 003015 | JEFFERY KING | Water Metering | |
| 002220 | JAMES ZELKO | Water Metering | |
| 003065 | FRANCISCO CHAIRA | Water Metering | |
| 002843 | DANTE BEVINEAU | Water Metering | |
| 002837 | ADAM MYLANT | Water Metering | |
| 370 | SUKE HO | Water Metering | |
| 361 | BRIAN HALO | Water Metering | |
| 352 | WILSON WALLACE | Water Metering | |
| 349 | GRANT PURSELL | Water Metering | |
| 340 | HECTOR MARTINEZ | Water Metering | |
| 264 | WAYNE LIENE | Water Metering | |
| 257 | GARY HANDY | Water Metering | |
| 247 | ROGER TURNER | Water Metering | |
| 243 | DON MILLER | Water Metering | |
| 224 | DERIK FRONZE | Water Metering | |
| 223 | BEN BURGESS | Water Metering | |
| 222 | MARK LONESTAR | Water Metering | |
| 195 | RYAN DOVER | Water Metering | |
| 149 | EDISON CHIPOTLE | Water Metering | |
| 129 | JASON WRIGHT | Water Metering | |

Cancel OK

- **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.



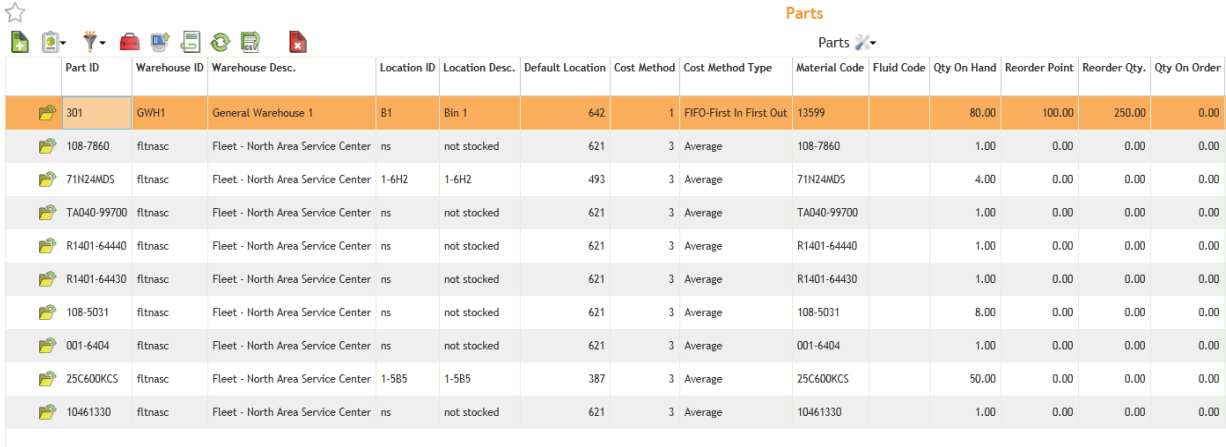
Notes: _____

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 |

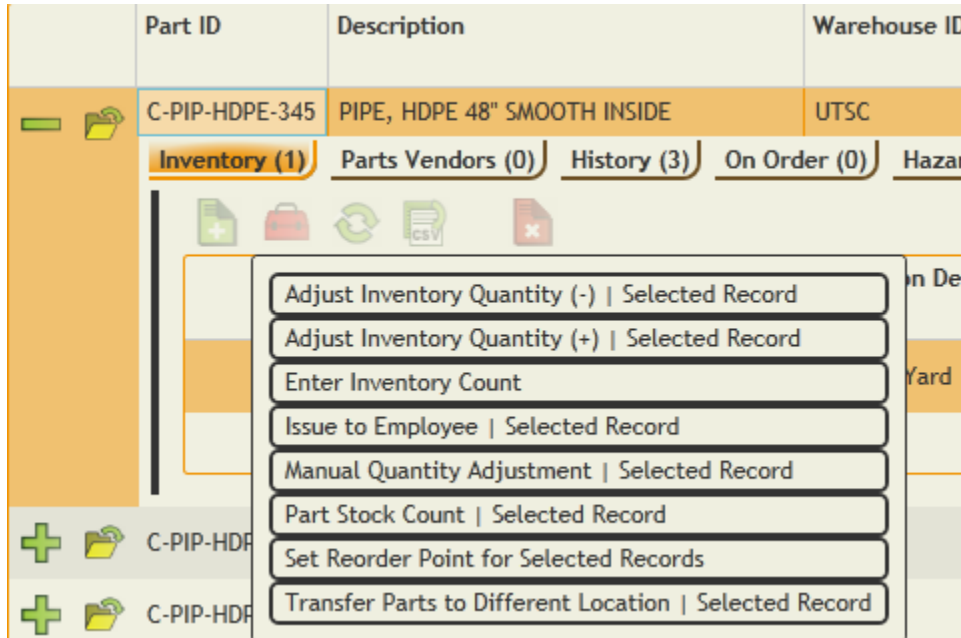
As can be seen from the above picture of the PTINV table, Part Location 5 (PI_PL_ID) stores all of the quantity for Part 2860 (PI_PA_ID). This location also has a reorder point of 1. Therefore Location 5 is an Active Location.

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: _____

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.



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.

The dialog box is titled "Adjust Inventory Quantity (+) | Selected Record". It contains the following fields:

- Part Number: C-PIP-HDPE-345
- Part Description: PIPE, HDPE 48" SMOOTH INSIDE
- From Location ID: UTSC-Y
- From Location Description: Sewer Yard
- Quantity: 100
- Cost per Unit: 37.56
- Date: 8/30/16
- Time: 09:51 AM
- Reference: Added Thru Parts Module
- Vendor: 0006 Global Industrial
- Description: Item Addition
- Transaction Description: 2 Addition (+)

Buttons: Cancel, OK

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.

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.

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

| 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 | Selected Record

| | |
|-------------------------|--------------------------------------|
| Part Number | Part Description |
| C-MH-OTH-180 | MANHOLE CONE, 48" X 2' Ecc., Polymer |
| From Location ID | From Location Description |
| UTSC-Y | Sewer Yard |

Transfer To Location

| | | | |
|-----------------|---------------------|-------------|-------------|
| Quantity | Max Quantity | Date | Time |
| 2 | 8 | 8/30/16 | 09 : 55 AM |

To Location

| | |
|--------|-------------------|
| UTSP-M | WWTP Main Storage |
|--------|-------------------|

Description

Transfer

Transaction Description

| | |
|---|-------------|
| 3 | Removal (-) |
|---|-------------|

Cancel **OK**

Notes: _____

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 [calendar icon] |
| 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: _____

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 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-----------------------------------|-------------|----------------|----------|
| Inventory (1) Transactions (2) History (1) Parts Vendors (1) On Order (1) Hazard Codes (0) Work Orders | | | | | |
| 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 | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------------------|--------------|------------|-----------|
| Inventory (1) Transactions (2) History (1) Parts Vendors (1) On Order (1) Ha: | | | | | |
| 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 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------|-----------|----------|------------------------|-----------------------|-------------------------|----------|
| Inventory (1) Transactions (2) History (1) Parts Vendors (1) On Order (1) Hazard Codes (0) Work Orders (0) Material Category (10) Fluid Ca | | | | | | | | |
| 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

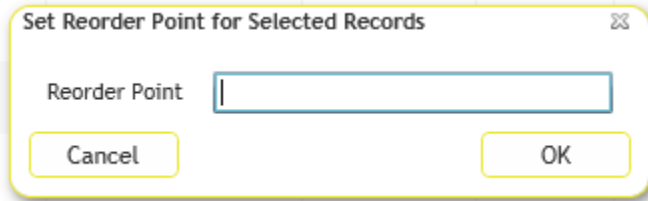
| | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------------------------|----------------|-------------|----------------|----------|
| TA040-99700 | fltnasc | Fleet - North Area Service Center | ns | not stocked | 621 | |
| Inventory (1) Transactions (1) History (1) Parts Vendors (1) On Order (1) Hazard Codes (0) Work Orders | | | | | | |
| | 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 | | |
| Inventory (1) Transactions (1) History (2) Parts Vendors (1) On Order (1) Hazard Codes (0) | | | | | | |
| | 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 |
| Inventory (1) Transactions (2) History (2) Parts Vendors (1) On Order (1) Hazard Codes (0) Work Orders (0) Material Category (10) Fluid Category (0) | | | | | | | | |
| Transactions | | | | | | | | |
| | 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

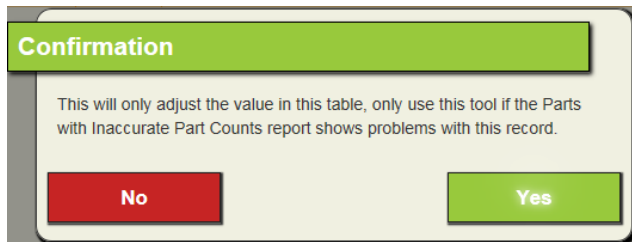
This tool allows the user to quickly set the reorder point for this part at this location. Prior to Version 7.6 this was important because the grid would only show locations where the Quantity > 0 or the Reorder Point > 0. The grid now shows all locations that the parts are deposited at one time or another. 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".

Manual Quantity Adjustment

This tool allows for users to manually adjust the inventory count of a part, in order to resolve any inaccuracies between the Transaction Count of the Part and the actual inventory Count. This tool can actually cause inaccuracies in your data if you are not careful. When a user first clicks the tool they will receive the warning prompt below.

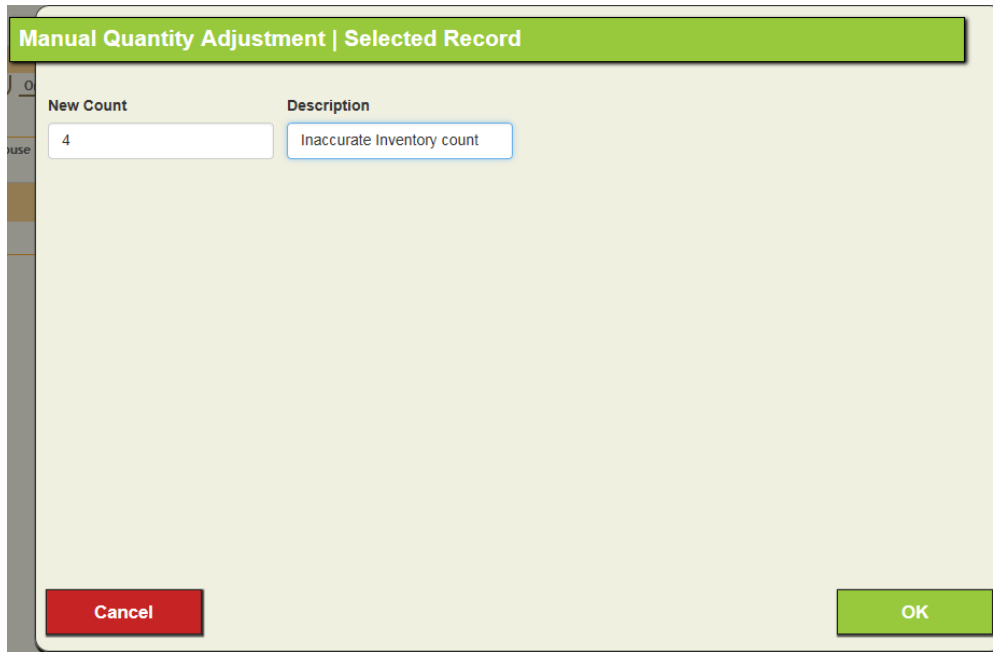


A confirmation dialog box with a green header labeled "Confirmation". The main text reads: "This will only adjust the value in this table, only use this tool if the Parts with Inaccurate Part Counts report shows problems with this record." At the bottom, there are two buttons: a red "No" button and a green "Yes" button.

The Confirmation prompt warns the user to ensure that they are using this tool on a part that is listed as inaccurate in the 'Parts with inaccurate Part Counts' Report

| Parts With Inaccurate Part Counts | | | 8/31/2016 3:04:42PM | | |
|-----------------------------------|---------------|-------------------------------------|------------------------|-----------------|---------|
| Rec # | Part ID | Part Description | Transaction Count | Inventory Count | On Hand |
| 1,291 | F-BRK-OTH-05 | BRAKE DRUM 1875 | 4.00 | 2.00 | 4.00 |
| 1,296 | F-BRNG-OTH-05 | BEARING ANTI FRICT 47, MET250 M94 5 | 80.00 | 70.00 | 80.00 |
| 1,297 | F-FLT-AIR-100 | FILTER, AIR 475 | 269.00 | 259.00 | 269.00 |
| 1,298 | F-FLT-AIR-105 | FILTER, AIR 476 | 14.00 | 16.00 | 16.00 |
| 1,305 | F-FLT-FUL-60 | FILTER, FUEL 0235 | 46.00 | 40.00 | 46.00 |
| 1,332 | F-OTH-OTH-30 | GRIP BELT | 27.00 | 22.00 | 27.00 |

Upon running the report you will see several inaccurate part counts within our dataset. We will be adjusting 'Brake Drum 1875' in this example.



The dialog box titled "Manual Quantity Adjustment | Selected Record" contains two input fields: "New Count" with the value "4" and "Description" with the text "Inaccurate Inventory count". At the bottom, there are "Cancel" and "OK" buttons.

The report indicates that this part's inventory count should read as 4. The tool only has 'New count' and 'Description' as editable fields. Whatever value is entered in the 'New Count' field will overwrite whatever values are listed for that inventory count (Changing this value from 2 to 4). The 'Description' field allows users to record why this change is occurring.

| Part ID | Description | Warehouse ID | Warehouse Desc. | Location ID | Location Desc. | Qty On Hand |
|--------------|-----------------|--------------|-----------------|-------------|--------------------|-------------|
| F-BRK-OTH-05 | BRAKE DRUM 1875 | OPF | Fleet | OPF-M | Fleet Main Storage | 4.00 |

| Quantity | Reorder Point | Warehouse Desc. | Location Desc. | Warehouse ID | Location ID |
|----------|---------------|-----------------|--------------------|--------------|-------------|
| 4.0000 | 1.00 | Fleet | Fleet Main Storage | OPF | OPF-M |

Once complete, the tool should have placed whatever value you entered into the 'New Count' field into the inventory quantity. If you were to run the 'Parts with inaccurate Part Counts' report again, you would not find the 'Brake Drum 1875' part listed.

Vendor Tab

| 301 | GWH1 | General Warehouse 1 | B1 | Bin 1 |
|---------------|-------------------|---------------------|-------------------|--------------|
| Inventory (3) | Transactions (16) | History (7) | Parts Vendors (1) | On Order (1) |
| Rank | Vendor ID | Vendor Part ID | Description | End Date |
| | 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: _____

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) | |
| 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.

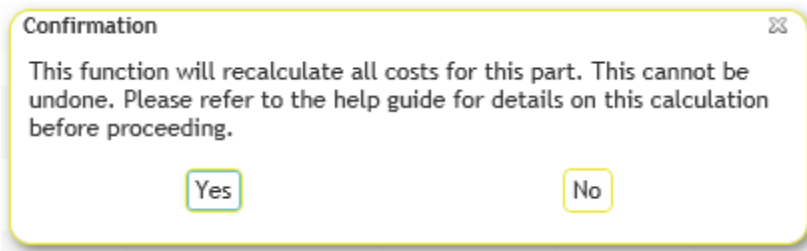
There are two tools that are available in this grid.

Adjust Cost per Unit

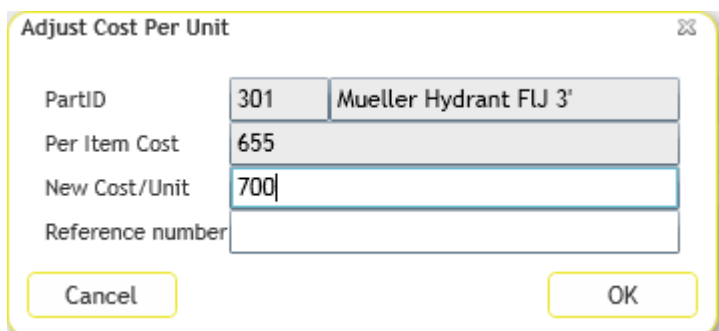
The Adjust Cost per Unit tool allows the user to make modifications to a per unit cost for a particular entry. For example, lets say that the user accidentally entered a \$655 cost per unit below and they should have used \$700.

| 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.

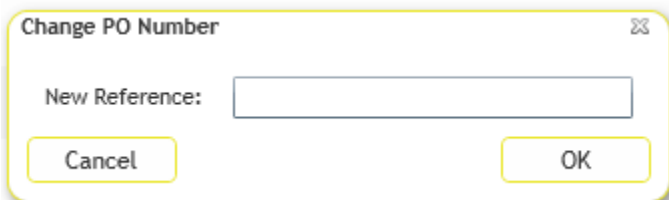


The New Cost/Unit is initially empty. This is where the user enters the new cost. Cancelling again at this point means that no changes are made. Once OK is selected the system is recalculated.

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 FLJ 3' | Loc Count - No Adjustment | Added thru Parts Module | | | | | | | | | | |
| 9/7/2015 | 12:54 PM | 1.00 | 655.0000 | 301 | Mueller Hydrant FLJ 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 FLJ 3' | Disburse Parts | Disp-WO# 2015-01916 | Used on Work Order 2015-01916 | | | | | | | | | |
| 9/7/2015 | 12:14 PM | 25.00 | | 301 | Mueller Hydrant FLJ 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 FLJ 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.

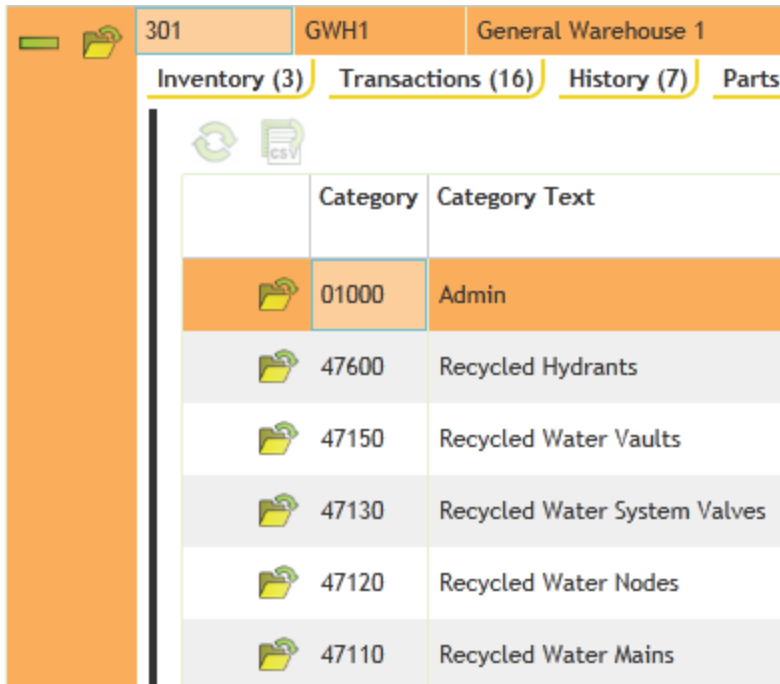
Hazard Codes Tab

| 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 alpha-numeric 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 sub-tabs: 'Inventory (3)', 'Transactions (16)', 'History (7)', and 'Parts'. The 'Inventory (3)' tab is selected. Below the sub-tabs, there are two icons: a circular refresh icon and a document icon labeled 'CSV'. The main content is a table with two columns: 'Category' and 'Category Text'. The table contains six rows of data.

| | 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.

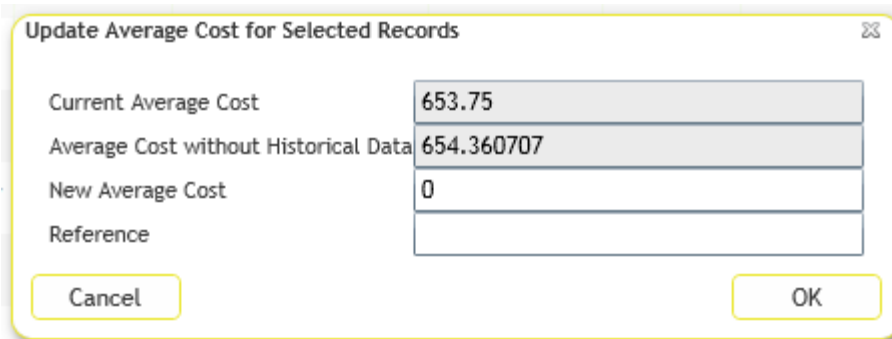
Notes: _____

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.



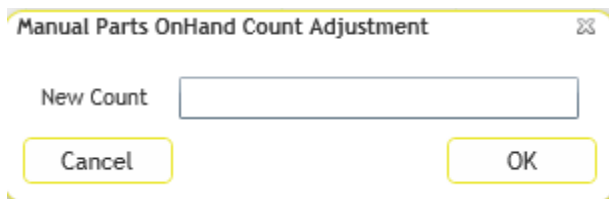
The screenshot shows a dialog box titled "Update Average Cost for Selected Records" with a close button (X) in the top right corner. It contains four input fields:

| | |
|--------------------------------------|------------|
| 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 | |
|-----------|--|

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: _____

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"/> | | BRUCEA | 2/9/2007 | 4:48 PM | 219-2263R | 2790 | | 1.000 | | | 2 | Each |
| | | REBUILT PARKER HYDRAULIC GEAR PUMP | <input type="checkbox"/> | | BRUCEA | 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.

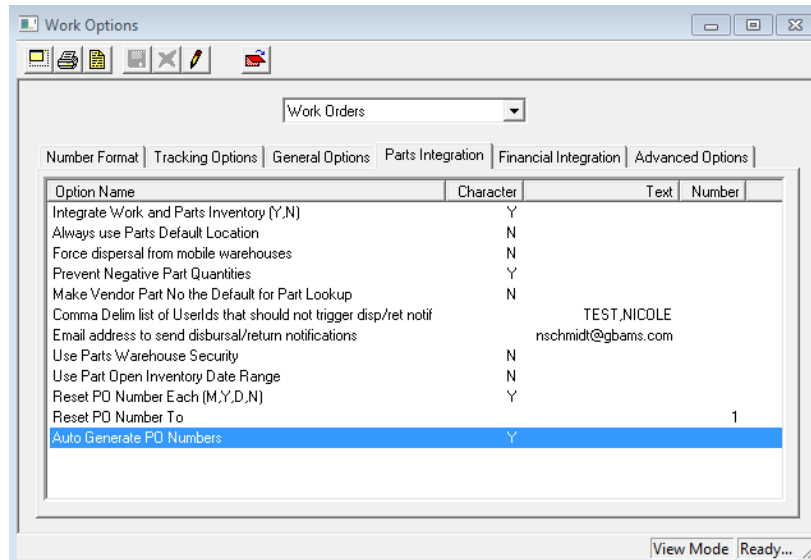
Parts Purchase Orders

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: _____

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 | Shippin |
|-----------|------------|--------------------|-----------|----------------|--------------------|-----------------|------------|------------------|--------------------|--------------------|-------------|----------------|---------------------|------------|---------|
| | | | 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

UPC Code

Part Number

Vendor Part No

Vendor Part Rec #

Vendor UoM

Vendor Unit Cost

Ratio

Vend Units Recv'd

Part Rec #*

Unit of Measure

Part Unit Cost **Part Units**

Part Units rec'vd **Parts Remaining**

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 |

Parts (2) Receipts (0)

- Add Multiple Items
- Complete W/O Default Location
- Complete with Default Location
- Partial W/O Default Location
- Partial with Default Location
- Populate Quantity for Selected Records
- Retire Part Item

Complete W/O Default Location

Reference Number: 150827-025

Date: 9/8/2015

Comment: Completed for ACT 2015

Cancel OK

Part Purchase Orders

Purchase Orders

| 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 |

Parts (2) Receipts (1)

| 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 |

Details (1)

| 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 FLJ 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 FLJ 3' | Transfer Parts | | Part Transfer | M30 | Mike's Primary Warehouse | Test | <input type="checkbox"/> |
| 8/27/2015 | | 2.00 | 250.0000 | 301 | Mueller Hydrant FLJ 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 | 1-6D3 | 1-6D3 | | <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 FLJ 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 FLJ 3' | Adjust Inventory Qty (+) | Added thru Warehouse Module | | B2 | Bin2 | | <input type="checkbox"/> |
| 9/15/2008 | | 1.00 | 10.5000 | 11421460845 | OIL FITTER | Disburse Parts | Disp-WO# 2008-00006 | Used on Work Order 2008-00006 | 1-4I3 | 1-4I3 | | <input type="checkbox"/> |
| 8/15/2007 | | 10.00 | 655.0000 | 301 | Mueller Hydrant FLJ 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 FLJ 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 WAREHOUSE

Setup

Parts

Integrate Work and Parts Inventory (Y,N)

Always use Parts Default Location

Force disbursement 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 disbursement/return notifications

Use Parts Warehouse Security

Use Part Open Inventory Date Range

Prevent Negative Part Quantities at Locations

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:

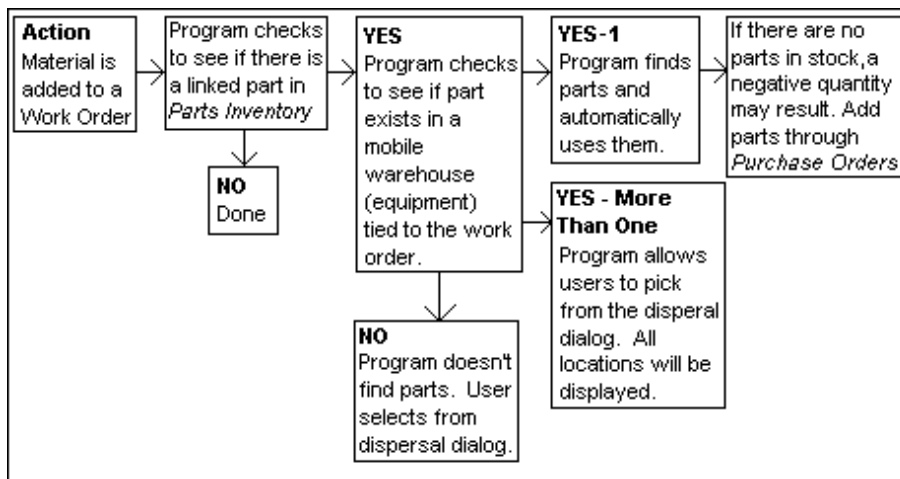
1. Material Setup records are linked with Parts Records
2. Fluid Setup records are linked with Parts Records
3. Equipment Setup records are linked with Warehouses (if desired) so that vehicles or trucks can be used as mobile warehouses out in the field.

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. The table below lists the inventory location details:

| Warehouse ID | Warehouse Desc. | Location Desc. | Location ID | Location Rec # | Quantity |
|--------------|-----------------------------------|----------------|-------------|----------------|----------|
| fltnasc | Fleet - North Area Service Center | 1-6H2 | 1-6H2 | 493 | 3.0000 |

The second screenshot shows the 'History' tab for the same part. The table below lists the transaction history:

| 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 |

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 the 'EVAL1 WO Materials Complete' window. The 'Resource*' field is populated with '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'. The summary table shows the following values:

| Units | Estimated Units |
|------------|----------------------|
| 1.00 | 0.00 |
| Unit Cost | Estimated Total Cost |
| 0.000 | 0.00 |
| Total Cost | |
| 0.00 | |

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

- 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 110201 | Facilities Maint

Class

Group Number

Unit of Measure 2 | Each

Default Unit Cost

| | | | |
|-------------------|------------------------------------|-----------------------------|-----------------------------------|
| Units | <input type="text" value="1.00"/> | Estimated Units | <input type="text" value="0.00"/> |
| Unit Cost | <input type="text" value="8.160"/> | Estimated Total Cost | <input type="text" value="0.00"/> |
| Total Cost | <input type="text" value="8.16"/> | | |

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

| Warehouse ID | Warehouse Desc. | Location Desc. | Location ID | Location Rec # | Quantity | Rev |
|--------------|-----------------------------------|----------------|-------------|----------------|----------|-----|
| 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.

Cancel OK

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 Fltnasc 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.

Parts Inventory

Needed: 1
Supplied: 0

| Quantity Selected | Quantity Available | Location Name | Warehouse Name |
|-------------------|--------------------|---------------|----------------|
| | 50 | B1 | GWH1 |
| | 25 | MOB1L1 | MOB1 |
| | 0 | 1-10A1 | fltnasc |

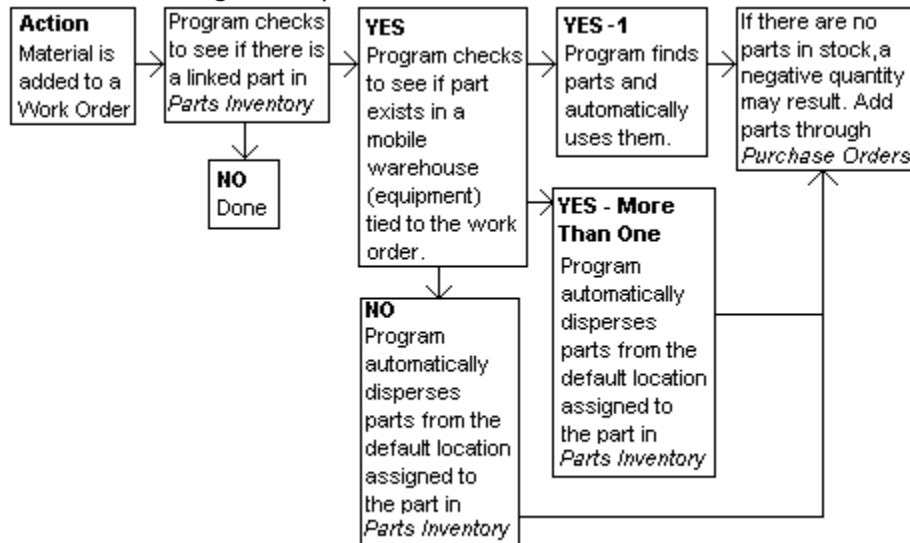
Note: You must click outside of the Quantity Selected field to enable the OK button.

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.

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”:



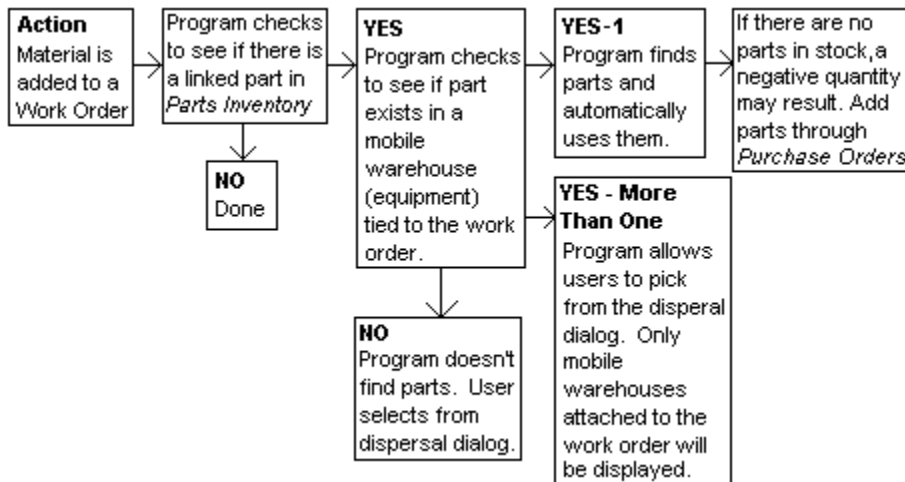
This scenario is almost exactly like Scenario 1 with the exception that if there are no mobile warehouses present and there are more than two other warehouse locations that could provide the quantity, the system will always automatically disperse the parts from the Part’s default location. That is the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

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

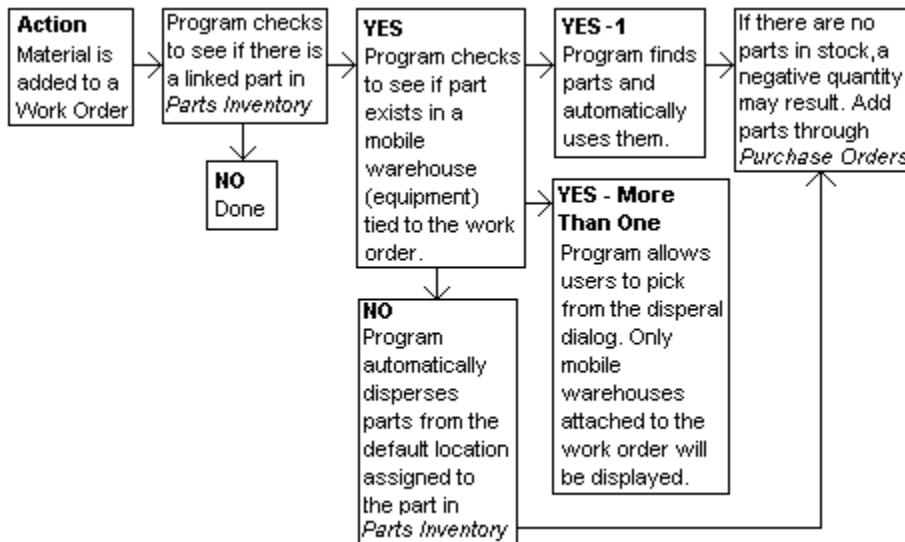
If the “Always Use Parts Default Location” is set to “No” and the “Force Dispersal from Mobile Warehouses” integration option is set to “Yes”:



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”:



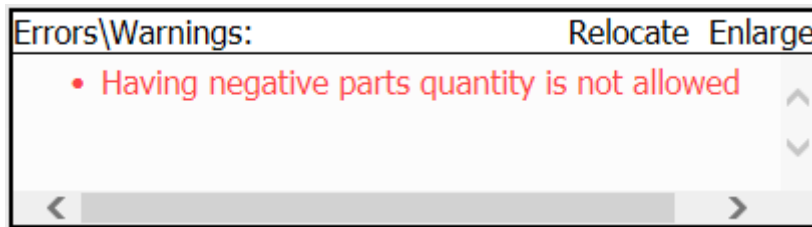
This is almost exactly the same as Scenario 1 except that it automatically uses the Default Location if a mobile warehouse does not exist in the work resource record.

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 Lucity 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 Lucity 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

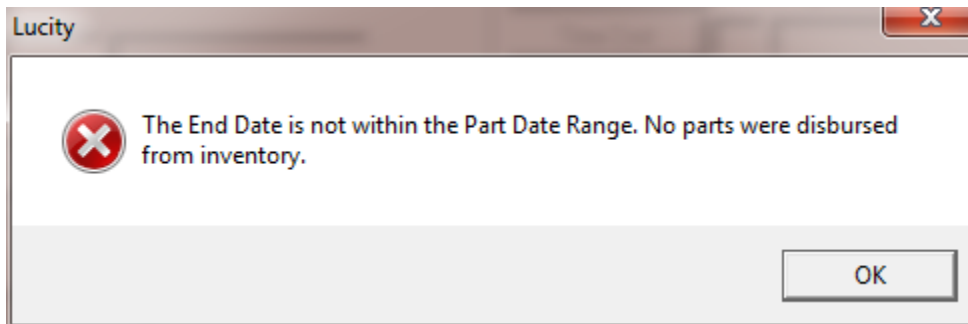
This would be the one email address to send a notification when users disperse or return parts. This notification is not sent if the user's ID appears in the **Comma Delimited List of UserIDs that should not trigger...** setting.

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: _____
