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## TRAINING GUIDE

Parts Warehousing

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# Parts Warehousing and Bar coding

The Parts modules allow your agency to keep track the locations, quantities, costs, vendors, and purchase orders, of all the parts that they use. 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. Finally Lucity has software to collect inventory information using barcoding devices.

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## Parts Warehousing Analysis

The Lucity Parts Warehousing suite 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 it works first as a stand-alone system and then, later in this document, we will be documenting how the integration with Work Orders works.

As of September 2013, the Parts Warehousing suite has not been converted to work in the web so for consistency sake, this entire document will be showing screen shots from the desktop product.

## 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.

Warehouse ID     fitnasc     Fleet - North Area Service Center       Equipment Code	
Location Security Custom Comments	
Location ID / Location Desc. Default A Part ID / Description Quantity	
2-1C3       2-1C3       No         2-1D1       2-1D1       No         2-1E1       2-1E1       No         2-1E2       2-1E2       No         2-2A1       2-2A1       No         2-2A2       2-2A2       No         2-2A3       2-2A3       No         2-2B1       2-2B1       No         2-2B3       2-2B3       No         2-2C2       2-2C2       No         2-2C2       2-2C2       No         2-2C1       BOTTLED OIL       No         2-2C2       2-2C2       No         2-2C2       2-2C2       No         2-2C1       BOTTLED OIL       No         2-2C2       2-2C2       No         2-2C1       BOTTLED OIL       No         2-2C2       2-2C2       No         3-1A1       Trailer 1       No         4-1C1       BULK OIL CAGE       No	
Record 2 of 3 View Mode Rea	ady

The Warehouse ID must be unique. 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. This is only used if the warehouse is a mobile warehouse (a vehicle where parts are stored).

The Status code was added for Version 7.6. No special functionality is associated to this field. We also added the Security, Custom and Comments tab for Version 7.6. The Security tab is documented later in this document.

#### 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 bin.

The first Location entered for the warehouse will automatically be the Default location. This is important as there is a Work Order Parts Integration Option for "Always Use Parts Default Location". Therefore, the software always has to know where that location resides. If more than one Location is entered for the warehouse, the user will have the ability to right-mouse click on any other warehouse location to set it as the default. The Location ID has to be unique for all locations for all warehouses.

If you desire to use a bar-code scanner for moving parts, receiving parts, etc., then you will want to put in the Barcode text for each location in the Loc Barcode field. The Loc Barcode text has to be unique for each location for all warehouses.

Location			×
Loc Rec # 636			
Location ID 4-1C1 BULK OIL CAGE			
Loc Barcode 4-1C1			
	Record 607 of 608	View Mode Read	ly

The right grid shows all of the parts that currently reside at the location highlighted on the left. Parts cannot be added directly into this grid; however there are several tools (right-mouse clicks) that have been created to make life a little easier.

Part ID 🛆	Description	Quantity
049-1014	GUTTER BROOM, TYM 4	20.0000
15W40 15W40	View Part	)00 )00
5W30E	Adjust Inventory Qty (+)	000
DEXBK	Adjust Inventory Qty (-)	100
ISO68	Enter Inventory Count	)00
	Transfer Parts	

• View Part - This launches the Parts module allowing the user to see more information regarding the part.

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

Adjust Inventory Quantity (+) - This pops-up a screen that allows the user to add onto the quantity at this location

Add To Inventory			<b>—</b>
Part ID	049-1014	GUTTER BROOM, TYM 4P FOR MOB	
Location	<b>4</b> -1C1	BULK OIL CAGE	
Quantity			
Per Item Cost			
Date	11	▼ : AM +	
Reference Num	Added thru	Warehouse Module	
Description			
Transaction Desc			
	Save	Cancel	

The above dialog shows that the Part ID, Location and Reference number are all automatically filled out. Quantity, Per Item Cost and Date are required fields. The other fields are optional. The Transaction Time and Transaction Description popup are both new to Version 7.6.

Add To Inventory	
Part ID	
Location	
Quantity	
Per Item Cost	100
Date	07/10/2013 💌 : AM 🕂
Reference Num	Added thru Warehouse Module
Description	Added as an example for the ACT Preconference Workshop
Transaction Desc	
	Save Cancel

The above shows us adding 10 more parts at a cost of \$100 each into the Bulk Oil Cage location. On hitting save, the dialog disappears and the Quantity is updated.

Part ID 🛆	Description	Quantity	
049-1014	GUTTER BROOM, TYM 4	30.0000	
L 1D J LODIZ		170,0000	

• Adjust Inventory Quantity (-) - This tool does the opposite as it removes parts from the warehouse at this location. The dialog is similar but does not ask for the part cost.

Remove From Inver	itory 🔀
Part ID	049-1014 GUTTER BROOM, TYM 4P FOR MOB
Location	4-1C1 BULK OIL CAGE
Quantity	5
Date	07/10/2013 💌 07:42 AM 🕂
Reference Num	Removed thru Warehouse Module
Description	Demo for ACT Preconference Workshop
Transaction Desc	
	Save

Once save is selected, the part quantity at this location is automatically reduced.

Part ID 🛆	Description	Quantity
049-1014	GUTTER BROOM, TYM 4	25.0000
15.74004	15.770 DULK OU	470,0000

• 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 (up or down) to make the parts inventory quantity match the stock count.

Location Count	
	·
Part ID	049-1014 GUTTER BROOM, TYM 4P FOR MOB
Location	4-1C1 BULK OIL CAGE
Count	Original Quantity 25.00
Per Item Cost	Adjustment
Date	77 I AM
Reference Num	Added thru Parts Module
Description	
Transaction Desc	
	Save

In the above example, 25 items are currently at this location. How the system behaves will depend on if the stock count is less than, equals to or is greater than the current quantity.

• If it is less than, then the Per Item Cost reflects the value of the average part cost.

Location Count	×
Part ID	049-1014 GUTTER BROOM, TYM 4P FOR MOB
Location	4-1C1 BULK OIL CAGE
Count	24 Original Quantity 25.00
Per Item Cost	96.9672 Adjustment -1.00
Date	// T AM
Reference Num	Added thru Parts Module
Description	
Transaction Desc	
	Save Cancel

If the Count equals the Origina	I Quantity	then	the Per	Item	Cost i	s blank	(as no	adjustmen	ts are
done).	-							-	

Location Count	×
Part ID	
Location	4-1C1 BULK OIL CAGE
Count	25 Original Quantity 25.00
Per Item Cost	Adjustment 0.00
Date	07// 💌 : AM 🕂
Reference Num	Added thru Parts Module
Description	
Transaction Desc	
	Save

• If the Count is greater than the Original Quantity then the user must enter the Per Item Cost.

Location Count	
Part ID	049-1014 GUTTER BROOM, TYM 4P FOR MOB
Location	4-1C1 BULK OIL CAGE
Count	26 Original Quantity 25.00
Per Item Cost	Adjustment 1.00
Date	77 I AM
Reference Num	Added thru Parts Module
Description	
Transaction Desc	
	Save

The reason that a Per Item Cost must be entered is because a new entry must be made into the PTPARTCOST table. For a more detailed explanation, please see the section titled LIFO, FIFO and Cost Averaging.

• Transfer Parts - New for Version 7.6 - The tool allows users to transfer parts from the current location to another location.

Pa	rt Transfer							<b>—</b> ×
I	<b>X</b> 🛋							
	Transaction Type	1 Transfer Parts						
	Part ID	049-1014	GUTTE	R BROOM, TYM 4	P FOR MO	)B		
	Location ID	4-101	BULK C	)IL CAGE				
	Transfer To Locatio	- on						
	Qty.							
	Date	11 -						
	To Warehouse							
	Location ID							
	Description							
						Record 0 of 0	Add Mode	Ready

It automatically fills in the Part ID and Part Location where the part is being transferred from which location the user right-clicked on. The user enters the quantity to be transferred and the date. Then the To Warehouse is selected from a drop down list. Once selected the Location ID list will display only those locations associated to that warehouse. If desired, the user can supply a description for the transfer.

Part Transfer					×
Transaction Type	1 Transfer Parts				
Part ID	049-1014	GUTTER BROOM, TYM 4P FOR	МОВ		
Location ID	4-101	BULK OIL CAGE			
Transfer To Locati	on				
Qty.	5				
Date	07/10/2013 💌				
To Warehouse	GWH1	General Warehouse 1			
Location ID	B1	Bin 1			
Description	Demo for ACT Preconfe	rence Workshop			
			Record 0 of 0	Add Mode	Ready

Then, while still in the Warehouse module, the user can select any other warehouse and location, highlight the appropriate part and select Transfer Parts. The system will remember the last "Date, To Warehouse and Location ID" that was selected. Then all the user needs to enter is the quantity (and a description if desired).

Part Transfer						×
Transaction Type	1 Transfer Parts		_			
Part ID	2226	AIR F	ILTER			
Location ID	2-1E1	2-1E1				
Transfer To Locati	on					
Qty.						
Date	07/10/2013 💌					
To Warehouse	GWH1	Gene	ral Warehouse 1			
Location ID	B1	Bin 1				
Description						
				Record 0 of 0	Add Mode	Ready

This can be especially helpful when sending parts to mobile warehouses for specific work order requests.

#### Security Tab

This is a **new tab for Release 7.6**. It 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 set to Y.

L	Location Security Custom Comments					
	Employee 🛆	Err	nployee Name	Security		
			Add Record	I		
			Replicate W Add Multip Set Employ	/arehouse's Emp le Employees ee Security	loyee Links	

#### Adding a Record

Employee A Employee Name Security								
合 Warehou	se Security							
Employ	ee DEP Do	on Pinkston						
Secur	ity							
Securit	ty							
Code	e▲ Descr	iption	Select					
1 2	WO only Full Access	Close						
			Caption					

#### Notes:

Individual users can be added manually to each warehouse. The employee list comes from the Employee Setup module. 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 this functionality not be turned on until the warehouse security is setup for all users that need access.
- Replicate Warehouse's Employee Links 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.

•	Add	Multiple	Emplo	yees

1	Select Employe	ees to Add				
Γ	Employee	Employee Name	Department Description	Employee Status Text	-	Select
1		RICK HONAS	Streets -Street Cleaning			
2	2	ERIN STOW	Waste Water - Effluent Recharge			Close
3	1	FRED MASON	Waste Water Collection			
4	Ļ	TYLER ALLEN	Waste Water - Effluent Re-use			
5	5	JASON BARTER	Water Metering			
6	;	PHILLIP ALEXANDER	Fleet Maintenance			
7	,	DAVID ORTIZ	Water Metering			
8	5	WILSON BEAN	Streets -Preventive Maintenance			
9	)	ERIC THOMAS	Waste Water Quality			
1	0	RICHARD WEIR	Water Well Production			
1	1	TONY SACKS	Utility Locates			
1	2	YOLANDA FIRESTONE	Waste Water Collection			
1	3	HOMER SYKES	Public Works Admin			
1	4	BRIAN SMITH	Water Metering			
1	5	WESTON GOTT	Residential Collections		Ŧ	
	Find	Q				

This tool allows the user to select multiple employees at once - by either holding the shift key down or by holding the Ctrl key down.

• 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.

Location	Security	Custom Commen	ts			
Employ	/ee 🛆	Employee Name	Security			
001393	B PA	TRICK JOY	W0 only			
DEP	Do	n Pinkston	Full Access			
Select Auto Set Security						
			-			
	Full Acce W0 Only	ISS				
		Select	Cancel			

#### **Custom and Comments Tab**

These are the standard Lucity custom and comments tabs.

## 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)

🖏 Parts - No Filter	
Part ID 049-1014 GUTTER BROOM, TYM 4P Location ID 4-1C1 BULK OIL CAGE Warehouse ID fitnasc Fleet - North Area Service Center	FOR MOB
Order Info   Inventory   Vendors   Part History   Transactions   On Order   Hazar	rd Codes   WO   Material Cat   Fluid Cat   Custom   Custom 2   Comments
Material Code 049-1014	Account
Fluid Code	Proj No - Acct
Unit of Measure 2 Each	Inventory Controlled
Cost Method 3 Average	Fixed Unit Cost
Reorder Point 0.00	Markup Amount
Reorder Qty. 0.00	Markup Type
Max On-Hand Qty 🔲 1.00	Taxable
Barcode	Start Date 1 / / 💌
Dimensions	End Date / /
Weight	Qty On Hand 45.00
AutoNumber 2675	Qty On Order 0.00
	Add to Inventory
	Record 110 of 191 View Mode Ready //

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. Lucity 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 New Version 7.6 fields 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 Lucity, 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, Lucity 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

4	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 as \$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, Lucity automatically created a record in this table so that every part had a PTINV record for ever warehouse location (making for a very large table). This has been changed for Version 7.6 so that the user gets to select what locations that they want to have active for each part. During the conversion of 7.6, the conversion program is automatically going to delete PTINV records for non-active locations. Those are locations with a quantity of 0 and a Reorder point of 0.

Z	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. Therefor Location 5 is an Active Location. In this example, the other three PTINV records will be deleted during the conversion to 7.6. Users can then add locations back in that they want to have active for each part.

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:

#### Add to Inventory (Order Info Tab)

One quick way to enter parts quantities into the system is to find the part in the parts module and look at the Order Info tab. In the lower right-hand of the Tab is an *Add to Inventory* button.

🖏 Parts - No Filter	
◼◓◙ਙ੶ਲ਼੶₽੶₽₽	(∦ ◀ ◀ ▶ ▶ ≠ ≠ ፼ ━ ⊘ ▾
Part ID D1 Demo Part	
Location ID 1-10A1 1-10A1	
Warehouse ID fltnasc Fleet - North Ar	ea Service Center
Order Info Inventory Vendors Part History Transactions	On Order   Hazard Codes   WO   Material Cat   Fluid Cat   Custom   Custom 2   Comments
Material Code	Account
Fluid Code	Proj No - Acct
Unit of Measure	Inventory Controlled
Cost Method 3 Average	Fixed Unit Cost
Reorder Point 0.00	Markup Amount
Reorder Qty. 0.00	Markup Type
Max On-Hand Qty	Taxable
Barcode	Start Date 🚺 / / 💌
Dimensions	End Date 🚺 / / 💌
Weight	Qty On Hand 0.00
AutoNumber 2861	Qty On Order 0.00
	Average Cost
	Record 1 of 1 View Mode Ready

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).

Add To Inventory	
Part ID	D1 Demo Part
Warehouse	fltnasc Fleet - North Area Service Center
Location	1-10A1 1-10A1
Quantity	
Per Item Cost	
Date	// 💌 : AM 📫
Reference Num	Added thru Parts Module
Description	
Transaction Desc	
	Save Cancel

In this case, the Warehouse and Location fields are 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. (New for Version 7.6, the user selects the Warehouse first and then only the Locations associated with the selected warehouse can be viewed.) 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. New to 7.6 are the Transaction Desc popup fields that can be used, if desired. The Add to Inventory Time is also a new field for Version 7.6 and can be used, but is not required.

Add To Inventory		
Part ID	D1	Demo Part
Warehouse	fltnasc	Fleet - North Area Service Center
Location	1-10A1	1-10A1
Quantity	100	
Per Item Cost	5	
Date	08/16/201	3 💌 🚾:30 PM 🕂
Reference Num	Added thru	Parts Module
Description		
Transaction Desc		
	Save	Cancel

When the save is selected, the Quantity on Hand is displayed and the Inventory tab is updated.

#### Inventory Tab

The inventory tab has been updated in 7.6. 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 has been 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 right-mouse click tools that exist for this grid.

Quantity	Reorder	r Point Warehouse Desc.		Loca	tion Desc.	Warehouse ID	Location ID
100.0000		1.00	Fleet - North Area Service C	1-10A1		fltnasc	1-10A1
	View Record						
		Edit	Record				
		Adju	ust Inventory Qty (+)				
		Adju	ust Inventory Qty (-)				
		Issue	e to Employee				
		Tran	nsfer Parts to Different Locatio	n			
		Ente	er Inventory Count				
		Set F	Reorder Point				

#### Adjust Inventory Qty (+)

The only difference between this dialog that pops-up and the "Add to Inventory" 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 Qty (-)

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

Re	move From Invent	tory	the second s	x		
Γ						
	Part ID	D1	Demo Part			
	Location	1-10A1	1-10A1			
	Quantity	5				
	Date	07/12/2013	07/12/2013 💌 09:52 AM 🚊			
	Reference Num	Removed th	nru Parts Module			
	Description					
	Transaction Desc					
		Save	Cancel			

#### Issue to Employee

This is a new tool added in Version 7.6. This allows the user to assign and track parts to employees. This is especially beneficial for consumables like gloves, shovels, etc.

Issue to Employee	Page Mark Inc. Terrar Lang	
Part ID	D1 Demo Part	
Location ID	1-10A1 1-10A1	
Employee	001159 RICHARD SALAIS	
Qty.	1	
Date	107/12/2013 - : AM	
Reference	Issued to 001159	
Description	Issued to 001159 RICHARD SALAIS thru Parts Module	
Transaction Descrip		
Press Alt + Down Ar	rrow for Calendar Record 0 of 0 Add Mode Ready	

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. 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 - No Filter			
	🔶 🥖 🔂 🗰 🖼 🤇	🕭 🔹 🛸	
Employee       001159       RICHARD SALAIS       Assigned         Employee Status       Image: Control of the second se	I Work ve 🚺 🔽 Availability   Classifications	] Equip Usage ] Time Admin	Issued
Date ⊽ Qty. Part ID Description	Transaction Type	Transaction Type Text	
07/12/2013 1.00 D1 Demo Part	7	Issue Parts	

Above 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.

<sup>y</sup> art Transfer							
Transaction Type	1 Transfer Parts						
Part ID	D1	Demo Part					
Location ID	1-10A1	1-10A1					
Transfer To Locati	on						
Qty.	5						
Date	08/16/2013 🗾 02:33	PM					
To Warehouse	GWH1 General Warehouse 1						
Location ID	B1	Bin 1					
Description	Description Demo for ACT Preconference Workshop						
Transaction Descrip	Transaction Descrip Demo for ACT Workshop						
Press F9 for pop-up	Press F9 for pop-up selection Record 0 of 1 Add Mode Ready						

#### **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.

Location Count		J
Part ID	D1 Demo Part	
Location	1-10A1 1-10A1	
Count	100 Original Quantity 100.00	
Per Item Cost	Adjustment 0.00	
Date	08/01/2013 💌 02:43 PM 📫	
Reference Num	Added thru Parts Module	
Description	Inventory count example where Count equals Original Quantity	
Transaction Desc		
	Save Cancel	
Order Info Inventory	Vendors   Part History Transactions   On Order   Hazard Codes   WO   Material Cat	Fluid Cat
Date ⊽	Transaction Time Qty. Unit Cost Transaction Type Refe	rence
08/16/2013	12:30 PM 100 000 Adjust Inventory Qty (+) Added thru Parts Mo 02:43 PM 0.00 Loc Count - No Adjust - Added thru Parts Mo	dule dule

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

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.

#### Inventory count is less than the current quantity at that location.

In this example, our count equaled 99 (and not the original quantity of 100).

Location Count						
	1					
Part ID	D1	Demo F	Part			
Location	1-10A1	1-10A1				
Count	99		Original Quantity 100.00			
Per Item Cost	5.0000		Adjustment -1.00			
Date	08/02/201	3 💌	02:47 PM			
Reference Num	Added thru	Added thru Parts Module				
Description	Description Demo of how Count is less than Original Quantity works					
Transaction Desc						
	Save		Cancel			

The system automatically grabs the Per Item Cost similar to how work order dispersals work. After hitting save, the Quantity becomes 99 at that location.

Order Info Inventory Vendors   Part History   Transactions   On Order   Hazard Codes   WO   Mai									
Quantity         Reorder Point         Warehouse Desc.         Location Desc.           99.0000         1.00         Fleet - North Area Service C         1-10A1									
Order Info   Inventory   Vendors   Part History   Transactions   On Order   Hazard Codes   WO   Material Cat   Fluid Cat   Custor									
F	Inventoried Date	Cost per Unit 5.0000	Original Qty. 100.00	Current Qty. 99.0000	PO I Added thru P	Number arts Module	Avg. Cost 5.00		
0	der Info   Inventor	y   Vendors   Part H	listory Transactio	ns   On Order   Ha:	zard Codes   W	/0 Material Ca	at   Fluid C		
E	Date⊽	Transaction Time	Qty. Unit (	Cost Transactio	on Type	Re	ference		
4	08/16/2013	02:30 PM	100.00 5.00	000 Adjust Invent	ory Qty (+) A	dded thru Parts M	odule		
	08/02/2013	02:47 PM	-1.00 5.00	000 Loc Count Ac	ljQty(-) A	dded thru Parts M	odule		
	08/01/2013	02:43 PM	0.00	Loc Count - N	lo Adjust A	dded thru Parts M	odule		

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

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

Lo	ocation Count				×
Γ					
	Part ID	D1	Demo F	Part	
	Location	1-10A1 1-10A1		1	
	Count	8		Original Quantity 99.00	
	Per Item Cost			Adjustment 2.00	
	Date	08/03/2013	3 💌	03:06 PM	
	Reference Num	Added thru	Parts Mo	odule	
	Description	Demo show	ing Coun	int greater than Original Quantity	
	Transaction Desc				_
		Save		Cancel	

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

In the above example, 2 parts will be added at a unit cost of \$8 on 8/3/13. A new average cost will then be calculated.

Order Info Inventory	Vendors Part H	listory Transactio	ns   On Order   Ha	zai				
Quantity 101.0000	Reorder Point 1.00 F	Warehouse D Teet - North Area S	esc. ervice C 1-10A	L				
Order Info   Inventory   Vendors   Part History   Transactions   On Order   Hazard Codes   WO   Material Cat   Fluid Cat   Custo								
Inventoried Date 🗸	Cost per Unit	Original Otu	Current Qtu	PO N	umber	Ava Cost		
08/16/2013	5 0000	100.00	99,000	Added thru Par	ts Module	5.06		
08/03/2013	8.0000	2.00	2.0000	Added thru Pa	ts Module	5.06		
Order Info Inventory	Vendors   Part H	istory Transaction	າຣ On Order Haz	ard Codes   WC	) 🕴 Material Ca	at Fluid		
Date⊽	Transaction Time	Qty. Unit 0	Cost Transactio	n Type	Rei	ference		
08/16/2013	02:30 PM	100.00 5.00	00 Adjust Invento	nu Qtu (+) Adi	ded thru Parts M	odule		
08/03/2013	03:06 PM	2.00 8.00	100 Loc Count Ad	jQty(+) Ado	ded thru Parts M	odule		
08/02/2013	02:47 PM	-1.00 5.00	100 Loc Count Ad	jQty(-) Ado	ded thru Parts M	odule		
08/01/2013	02:43 PM	0.00	Loc Count - N	o Adjust Ade	ded thru Parts M	odule		

#### 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.

#### Vendor Tab

0	rder Info	Inventory	Vendors	Part History T	Fransaction	s On Order	Hazard	Codes WO	Material Cat	Fluid Cat	Custom	Custom 2	Comments
	Rank ∕	Vendor ID		Description		Vendor Pa	art ID		Description		E	nd Date	
_													

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 more fully in the Vendor section.

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

#### Part History Tab

C	Order Info   Inventory	Vendors Part His	tory Transactions	🛛 On Order 🛛 Haza	rd Codes   W0   Material Cat	Fluid Cat Custo
	Inventoried Date 🗸	Cost per Unit	Original Qty.	Current Qty.	PO Number	Avg. Cost
	07/28/2013	6.0000	10.00	10.0000	Added thru Parts Module	5.09
	07/12/2013	5.0000	100.00	99.0000	Added thru Parts Module	5.09

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 special right-mouse click 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 \$10 cost per unit below and they should have used \$7.

0	)rder Info   Inventory	Vendors Part H	istory Transaction:	s 🛛 On Order 🗍 Haza	rd Codes WO Material Cat	Fluid Cat Cust
	Inventoried Date $\nabla$	Cost per Unit	Original Qty.	Current Qty.	PO Number	Avg. Cost
	08/02/2013	10.0000	100.00	100.0000	Added thru Parts Module	7.50
	08/01/2013	5.0000	100.00	100.0000	Added thru Parts Module	7.50

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.

Cost Unit	
Part ID	D2 Demo Part 2
Per Item Cost	10.00
New Cost/Unit	7
Refer No	Demo for Workshop
	OK Cancel

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.

0	)rder Info   Inventory	Vendors Part H	listory Transaction	s 🛛 On Order 🗎 Haza	rd Codes   W0   Material Cat	Fluid Cat Cust	tor
	Inventoried Date 🗸	Cost per Unit	Original Qty.	Current Qty.	PO Number	Avg. Cost	
	08/02/2013	7.0000	100.00	100.0000	Added thru Parts Module	6.00	
	08/01/2013	5.0000	100.00	100.0000	Added thru Parts Module	6.00	

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. Therefore, if the current quantity of the \$5 record was 50, the new average cost would be \$6.33 (not \$6).

#### Change PO Number

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

Cha	inge Reference Fiel	d 🗾 🗾
	Current Reference	Added thru Parts Module
	New Reference	Changed Description
		ОК

C	)rder Info   Inventory	Vendors Part H	istory Transaction:	s   On Order   Haza	rd Codes   W0   Material Cal	Fluid Cat   Custor
					<b>50</b> M M	
	Inventoried Date V	Cost per Unit	Uriginal Uty.	Current Uty.	PU Number	Avg. Cost
	07/28/2013	6.0000	10.00	10.0000	Changed Description	5.09
	07/12/2013	5.0000	100.00	99.0000	Added thru Parts Module	5.09

#### **Transaction Tab**

C	Order Info Inventory Vendors Part History Transactions On Order Hazard Codes WO Material Cat Fluid Cat Custom Custom 2 Comments								
	Date $ abla$	Transaction Time	Qty.	Unit Cost	Transaction Type	Reference	Description		
	07/28/2013	12:00 AM	10.00	6.0000	Adjust Inventory Qty (+)	Added thru Parts Module	Demo for Parts Warehousi		
	07/12/2013		5.00		Transfer Parts		Demo for ACT Preconferer		
	07/12/2013		1.00	5.0000	Issue Parts	Issued to 001159	Issued to 001159 RICHAF		
	07/12/2013	12:00 AM	100.00	5.0000	Adjust Inventory Qty (+)	Added thru Parts Module			

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

C	)rder Info   Inve	entory Vendors	Part History Tran	nsactions On Ord	der Hazard Code	s   WO   Mater	rial Cat   Fluid Cat   Custom
	Date⊽	PO Number	Vendor Units	Vendor UOM	Part Units	Parts UOM	Parts Remaining
	02/08/2007	070209-116	4.00	Each	4.00	Each	0.00
	02/07/2007	070209-118	4.00	Each	4.00	Each	0.00
	01/31/2007	070209-122	4.00	Each	4.00	Each	0.00
	01/29/2007	070209-107	4.00	Each	4.00	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

Order Info   Inventory   Vendors   Part History   Tra	ansactions   On Order	Hazard Codes WO	Material Cat F
Hazard Code ⊽ Hazard Code Text			
Hazard Code			×
Hazard Code RAD Radioactive	;		
Press F9 for pop-up selection	Record 0 of 0	Add Mode R	eady

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 prepopulated list.

#### WO Tab

Order Info	Inventory	Vendors	Part History	Transactions	On Order	Hazard Codes	W0	Material Cat	Fluid Cat	Custom	Cus

W0 #	Main Task	Status	Status Date 🗸	End Date	Start Date	
2007-01566		Complete	02/13/2007	02/08/2007	02/08/2007	_
2007-01284		Complete	02/13/2007	02/10/2007	02/10/2007	
2007-01257		Complete	02/13/2007	02/07/2007	02/07/2007	
2007-01264		Complete	02/12/2007	02/12/2007	02/12/2007	
2007-00750		Fleet - Needs Part Entry	01/23/2007	01/19/2007	01/19/2007	
2007-00116		Fleet - Needs Part Entry	01/05/2007	01/04/2007	01/04/2007	

This tab shows every work order for which this part has been used. Similar to Transactions, the user only has the ability to view the WO record from here. As an example, below shows the results of the Transaction tab for this same part:

C	)rder Info   Inventor	y Vendors Part Hi	story Tra	nsactions	On Order Hazard Codes	W0   Material Cat   Fluid Cat   Custom	Custom 2 Comments
	Date ⊽	Transaction Time	Qty.	Unit Cost	Transaction Type	Reference	Description
	02/12/2007		1.00	2.6090	Disburse Parts	Disp-WO# 2007-00750	Used on Work Order 2007
	02/12/2007		1.00	2.6090	Disburse Parts	Disp-WO# 2007-01264	Used on Work Order 2007
	02/12/2007		1.00	2.6090	Disburse Parts	Disp-WO# 2007-00116	Used on Work Order 2007
	02/12/2007		1.00	2.6090	Disburse Parts	Disp-WO# 2007-01284	Used on Work Order 2007
	02/12/2007		1.00	2.6090	Disburse Parts	Disp-WO# 2007-01566	Used on Work Order 2007
	02/12/2007		1.00	2.6090	Disburse Parts	Disp-W0# 2007-01257	Used on Work Order 2007
	02/05/2007		2.00		Adjust Inventory Qty (-)	Removed thru Parts Module	gbaMS Conversion
	02/02/2007		10.00	2.6090	Adjust Inventory Qty (+)	Added thru Conversion	

Notice how the Reference number in the transaction displays the WO # that is found in the WO tab.

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

#### Material Cat Tab

This is a *new tab for Version 7.6.* It allows users to assign categories to parts directly. Once assigned, it automatically assigns the linked material to the same category. Users will not be able to link to a material code unless the Material Code value on tab 1 is valid.



#### Fluid Cat Tab

*New for Version 7.6.* Works just like the Material Category tab except that the Fluid Code in the Order Info tab must have valid data.

#### **Custom Tab**

This is our standard 15 field custom tab.

#### Custom 2 Tab

*New for Version 7.6.* We have added an additional 25 user-defined fields that the user can use to store additional data.

Order Info   Inventory   Vendors   Part History   Transactions   On Order   Ha	azard Codes   WO	Material Cat Fluid Cat	Custom Custom 2 Comments
User 16	User 26		User 36 📗 🗖
User 17	User 27		User 37
User 18	User 28		User 38
User 19	User 29		User 39 📗 🗖
User 20	User 30		User 40 📗 🗖
User 21	User 31	11 -	
User 22	User 32	11 -	
User 23	User 33	11 -	
User 24	User 34	11 -	
User 25	User 35	11 -	

#### **Comments Tab**

Our standard comment tab.

#### Toolkit

There is one toolkit feature in Parts for "Update Average Cost for Current Part". Before describing the toolkit, we need to look behind the scenes at the data. We will use the D2 - Demo Part 2 for which we previously entered and made some changes to its part cost.

	PTTRANS								
2	PT_ID 👻	PT_DATE 👻	PT_PA_IE-¥	PT_QTY 🔻	PT_COST -	PT_REFER -	PT_DESC		
	3428	8/1/2013	2872	100	5	Added thru Parts Module			
	3429	8/2/2013	2872	100	10	Added thru Parts Module			
	3430	8/16/2013	2872		7	Demo for Workshop	Don Pinkston Adjust Inventory Cost from 10.00 to 7.00		
	3431	8/16/2013	2872		6	Updated from Inv Cost Adjust	Don Pinkston Average Cost Adjustment from 7.50 to	6.00	

This part started with a \$5 and \$10 unit cost (at 100 parts each). Then I made a correction so that the \$10 unit cost became a \$7 unit cost (the third line of the PTTRANS table) and the \$7.50 average cost became \$6 (the fourth line of the PTTRANS table).

The current PTPARTCOST table for this part shows:

	PTPARTCOST									23
	PC_PONUM -	PC_PA_ID →	PC_DATE 👻	PC_ORIGQT) +	PC_CURRQT -	PC_COSTUN -	PC_PROCDT -	PC_COST	AVG	-
	Added thru Parts Module	2872	8/1/2013	100	100	5	8/16/2013			6
	Added thru Parts Module	2872	8/2/2013	100	100	7	8/16/2013			6

Notice the PC\_COSTAVG field equals \$6 (the last column). The system uses this average cost and the PC\_CURROTY amount to help determine the new average cost when more parts are entered. Normally this COSTAVG value equals the Average Cost value displayed on the first tab of the Parts screen.

🆏 Parts - No Filter	
	☞ @
Part ID D2	Demo Part 2
Warehouse ID 📗 GWH1	General Warehouse 1
Location ID 📗 🖪	Bin 1
Order Info Inventory Vendors	Part History   Transactions   On Order   Hazard Codes   WO   Material Cat   Fluid Cat   Custom
Material Code	Account
Fluid Code	Proj No - Acct
Unit of Measure	2 Each Inventory Controlled
Cost Method	Image         Fixed Unit Cost
Reorder Point	0.00 Markup Amount
Reorder Qty.	0.00 Markup Type
Max On-Hand Q	Taxable
Barcode	Start Date 1 / /
Dimensions	End Date 1 / /
Weight	Qty On Hand 200.00
AutoNumber	Qty On Order 0.00
	Average Cost 6.00

This tool allows agencies to modify the Average Cost found on the Order Info tab if the averages are out of sync, or if they are costing the part on a different average than is automatically calculated.

Refe	erence		×
	Current Average Cost	6.0000	OK
	Avg Cost without Historical Data	6.0000	Cancel
	New Avg Cost		
	Reference		

Notes:

The Current Average Cost comes directly from the average cost field displayed in the Parts module. The Avg Cost without Historical Data shows the calculated average cost using the PTPARTCOST table. Now let's say we want to force the average cost to be \$7 we can insert \$7 into the New Avg Cost field above and click *OK*.

		PTPARTCOST									23
		PC_PONUM 🔻	PC_PA_ID →	PC_DATE 👻	PC_ORIGQT\ +	PC_CURRQT -	PC_COSTUN -	PC_PROCDT -	PC_COST	TAVG	-
		Added thru Parts Module	2872	8/1/2013	100	100	5	8/16/2013			7 🔳
		Added thru Parts Module	2872	8/2/2013	100	100	7	8/16/2013			7
	Record: I4 4 1 of 2 >>> >>> >>>>>>>>>>>>>>>>>>>>>>>>>>										
1							*				

1	🛄 РТ	TRANS						- 6	a 83
Γ	<u>/</u> P1	T_DATE 👻	PT_PA_ID ∛	PT_QTY -	PT_COST 🔻	PT_REFER -	PT_DESC		•
		8/1/2013	2872	100	5	Added thru Parts Module			
		8/2/2013	2872	100	10	Added thru Parts Module			-
		8/16/2013	2872		7	Demo for Workshop	Don Pinkston Adjust Inventory Cost from 10.00	)to 7.00	
		8/16/2013	2872		6	Updated from Inv Cost Adjust	Don Pinkston Average Cost Adjustment from	7.50 to	6.00
		8/19/2013	2872		7	Preconference Workshop Den	Don Pinkston Average Cost Adjustment from	6.00 to	7.00
		8/16/2013 8/19/2013	2872 2872		6	Updated from Inv Cost Adjust Preconference Workshop Den	Don Pinkston Average Cost Adjustment from Don Pinkston Average Cost Adjustment from	7.50 to 6.00 to	6.00 7.00

The PTPARTCOST table now shows a PC\_COSTAVG value of \$7 and there is a new PTTRANS record showing the change as well.

## 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.

🚺 Vendor - No Filt	ter	
- <b>8</b> 8 -	• 😌 • 🛅 •	☞@
Vendor ID	DPS	Don's Part Supply
Contact Vendor	r Parts   POs   0	Custom   Comments
	Address	10561 Barkley
	Address 2	Suite 500
	Address 3	
	Address 4	
	City	Overland Park
	State	KS
	Zip	66212
	Contact Name	Don Pinkston
	Phone Number	913-341-3105
	E-Mail	dpinkston@lucity.com
	Web Address	www.lucity.com
	Restrict PO List	
		Record 1 of 169 View Mode Ready

The Vendor ID must be unique and the Vendor Description should be filled in. The rest of the first page is strictly optional.

Restrict PO List - this flag is used by the PO system. If this flag is set to True then when the PO is created, the only parts that can be put on the PO are parts that have been associated to this vendor.

#### Vendor Parts Tab

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

Contact Ven	ndor Parts	POs Custom	Comments			
Part ID ⊽		Descriptio	n	Vendor Part ID	Descript	ion
001-6161	. ARM LIF	T CYL, ROD EYE		001-6161-014	ARM LIFT CYL, ROD EY	E
Vend	or Parts					×
	/ ×.	<u>∦</u> ● ●				
Vend	lor Part ID	001-6161-014	ARM LIFT	CYL, ROD EYE		
UP	'C Code	ALC				
Р	'art ID	001-6161-014	ARM LIFT	CYL, ROD EYE		
Ven	dor UOM	2 Each		Unit of Meas	ure 2 Each	
F	Ratio	1.000				
Vendo	or Unit Cost	1.00				
Shippi	ing Dimen.			Rank		
Shippi	ing Weight			End Date	11 -	•
				Record 1 o	of 1 View Mode	Ready

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 a new field for Version 7.6 and 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 Box 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). In the Vendor Grid in the Parts module, the user can see all vendors that can provide a particular part and the end date as can be seen below.

C	)rder Info Inventory	Vendors Part History Tr	ansactions   On Orde	r   Hazard Code	s WO Material Cat	Fluid Cat Cust	om Custom 2	Comments
	Rank∠ Vendor ID	Description	Vendor F	Part ID	Description		End Date	
	000195	FIRST IN INC	001-6161-01	14 ARM	I LIFT CYL, ROD EYE			
	DPS	Don's Part Supply	001-6161-01	14 ARM	I LIFT CYL, ROD EYE			

POs Tab

C	Contact Vendor	Parts POs Ci	ustom Comments		
	P0 Number⊽	Status Type	Total Costs	Date	
	070209-110	Complete	788.38	02/08/2007	

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.

#### **Custom and Comments Tab**

These are standard tabs.

## Purchase Orders

To explain how the Purchase Order module works I have created a new warehouse (W1), location (L1), five new parts (P1 - P5), a new Vendor (V1) and have assigned the vendor all five parts (VP1 - VP5). I made parts VP1, VP3, and VP5 match the parts as a UOM Each. VP2 is sold by the case (10 units in a case) where the warehouse system tracks the part by each. VP5 is tracked by the ton by both the vendor and the warehouse.

Purchase Orders - No Filter									
	@ 🗏 🥩 🖊 🗙 %	<b>◀ ◀ ▶ ▶ \$ %  ⊘ ▾ ਛ</b>							
P0 Number 130730-006 Date 07/30/2013 -									
General Items PO Receipts User	Defined Custom								
Created By	Don Pinkston	Work Order #							
Vendor ID	V1 Vendo	1							
Vendor Invoice #									
Status Code	1 New								
Items Cost									
Misc. Costs	0.00								
Shipping Costs	0.00								
Taxes	0.00								
Total Costs									
		Record 2 of 2	View Mode Ready //						

Notes:

The system can be set up so that the Purchase Order number is automatically populated or the user can manually enter in a number. This is setup using the PO Number Setup Module and works the same way that work order and request numbers are automatically generated. To manually input the PO number set the Use Auto Number for POs value to "N".

💷 Inventory - PO Nur	nber Setup			- • •					
	' 🛋								
Use Auto Number for POs? Yalid Values (Y, N) Set this to Y to allow Purchase Order Numbers to be generated automatically.									
Choose Once from this group (Optional)	Choose Once from this group (Optional)	Choose Once from this group (Optional)	Choose Up to three times from this group (Optional)	Choose Once from this group (Required)					
Year	Month	Day	Special	Sequence					
13	07	30	! -	001					
2013	Jul		7 .	0001					
			· _	00001					
				000001					
130730-001		Clear Number							
			Reco	ord 1 of 1					

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).

#### **General Tab**

The Vendor ID field is required prior to save. The Items Cost field is a calculated field based on the items that have been entered into the Items tab. Let's get back to this tab after we enter a few records.

Notes:			
_			

#### Items Tab

This is where users can enter what they want to order from the Vendor.

art ID 🛆 🛛		Description	Vendor UOM	Vendor Units	Recv'd	Unit Cost	Part UOM
🗒 PO I	tems						
	N 🗙 🕺						
U	PC Code						
	Part ID						
Ven	dor Part ID						
Order	to Vendor		Tota	Parts Inventory Unit	s		
Ver	ndor Units			Part Units			
Ver	ndor UOM		Ur	it of Measure			
Vend	lor Unit Cost		P	art Unit Cost			
	Ratio						
Vend	Units Recv'd		Pa	rt Units rec'vd			ead
Vendo	or Remaining		Pa	rts Remaining			

The user can use the UPC Code to enter the Vendor Part UPC to fill out most of the information. The other option is that the user can enter the Part ID and it will look up the Vendor Part ID as well.

PO Items	
UPC Code VP1	
Part ID P1 Part1	
Vendor Part ID VP1 VP1	
Order to Vendor	Total Parts Inventory Units
Vendor Units	Part Units
Vendor UOM 2 Each	Unit of Measure 2 Each
Vendor Unit Cost 10.00	Part Unit Cost
Ratio 1.000	
Vend Units Recv'd	Part Units rec'vd
Vendor Remaining	Parts Remaining
	Record 0 of 0 Add Mode Ready

PO Items								×
UPC Code	VP1							
Part ID	P1	Part1						
Vendor Part ID	VP1	VP1						
Order to Vendor			- Total Parts Inventory	Units-				
Vendor Units	5		Part Units			5.00		
Vendor UOM	Each		Unit of Measure	2	Each			
Vendor Unit Cost	10.00		Part Unit Cost			10.00		
Ratio	1.000							
Vend Units Recv'd			Part Units rec'vd					
Vendor Remaining			Parts Remaining					
Press F9 for pop-up	selection		Record 0	) of 0		Add Mo	de	Ready

Then the user can enter how many units from the vendor that they wish to order.

In the above example, since the Ratio is 1, the number of Part Units equals the number of Vendor Units.

PO Items							X
	% ◀◀▶▶						
UPC Code	VP2						
Part ID	P2	Part2					
Vendor Part ID	VP2	VP2					
Corder to Vendor-			Total Parts Inventory	Units			
Vendor Units	2		Part Units		20.00		
Vendor UOM	case case		Unit of Measure	2 E	ach		
Vendor Unit Cost	100.00		Part Unit Cost		10.00		
Ratio	10.000						
Vend Units Recv'd			Part Units rec'vd				
Vendor Remaining			Parts Remaining				
Press F9 for pop-up	selection		Record 0	of 1	Add Mo	de Re	eady

In this example, the Vendor UOM was per case and there were 10 Parts per case. Therefore, the user orders 2 cases at \$100 for each case and will receive 20 parts into inventory at \$10 each.

The bottom of 2 fields in each column show how many units have been received and how many are still remaining to be received.

After entering all of the parts, this is what the grid looks like.

G	ieneral Items	PO Receipts U	Jser Defined Custom					
١.								
	Part ID △	[	Description	Vendor UOM	Vendor Units	Recv'd	Unit Cost	Part UOM
	P1	Part1		Each	5.00	0.00	10.00	Each
	P2	Part2		case	2.00	0.00	100.00	Each
	P3	Part3		Each	5.00	0.00	20.00	Each
	P4	Part4		TON	3.00	0.00	300.00	Ton
	P5	Part5		Each	20.00	0.00	1.00	Each

There are lots of special options for use in the grid

6	ieneral	Items	PO	Receipts User Defined Custom						
	Part	ID △		Description	Vendor U(					
	P1 P2 P3		Par Par Par Par	View Record						
	P5		Par Par	Add Multiple Items	Add Multiple Items					
				Edit Record Populate Quantity						
				Delete Record						
				Complete with Default Location Complete w/o Default Locations Partial with Default Locations	5					
	•		=	Partial						
_				Retire Part Item						

Add Multiple Items - This allows the user to add multiple parts in one dialog. This only adds the part - not the quantity for each part added.

Populate Quantity - This tool populates the quantity ordered for each part highlighted

Notes:

The next four tools help with the receiving of the part.

**Complete with Default Location** - this tool takes all highlighted parts and assumes that all quantities for each part has been received and it automatically places that quantity into the default location for that part. First, a PO Receipt record is created that stores a reference number for the reception as well as a Date (and any comments)

PO Receipt	×
Reference No.       130730-006-VP1         Date       07/30/2013         Demo for Complete with Default Location for Vendor Part 1 for Preconference Workshop	*
Save Cancel	-

In this case there is no other dialog because none is needed. They system automatically put the parts in the correct location.

Notes:

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**Complete w/o Default Location** - This is used when you want to place parts in another location other than the default location. The same type of PO Receipt dialog comes up but then you have to pick where the part will be placed.

In the above example, Part 1 was Complete with Default Location and Parts 2 & 3 was complete Without Default Location.

6	ieneral Items	PO Receipts User	Defined Custom						
	Part ID 🛆	Desc	cription	Vendor UOM	Vendor Units	Recv'd	Unit Cost	Part UOM	Γ
	P1	Part1		Each	5.00	5.00	10.00	Each	
	P2	Part2		case	2.00	0.00	100.00	Each	
	P3	Part3		Each	5.00	0.00	20.00	Each	
	P4	Part4		TON	3.00	0.00	300.00	Ton	
	P5	Part5		Each	20.00	0.00	1.00	Each	

On the PO Receipts Tab, both transactions are tracked separately

1	General   Items	PO Receipts	User Defined	Custom						
Г	PO Receipt Dat	es								
	Date ⊽	Referen	nce Number	Total	Logged					
	07/30/2013	130730-00	06-VP2&3	300.00	No					
	07/30/2013	130730-00	06-VP1	50.00	Yes					
	L									
Γ	PO Receipt Det	ails								
	Part ID 🛆		Description		Q	uant Rov'd	Location		Warehouse	
	P1	Part1				5.00	Location 1	Wareho	ouse 1	
			r.							
0	General Items	PO Receipts U	ser Defined C	ustom						
6	General   Items PO Receipt Dates	PO Receipts U	ser Defined   C	ustom						
6	General Items POReceiptDates Date⊽	PO Receipts U s	ser Defined C	ustom	ogged					
6	General Items P0 Receipt Dates Date ⊽ 07/30/2013	PO Receipts U s Reference 130730-006-V	ser Defined C Number 7	ustom   Total Lo 00.00 No	ogged					
	General Items PO Receipt Dates Date ⊽ 07/30/2013 07/30/2013	P0 Receipts U Reference 130730-006A 130730-006A	Iser Defined C Number 7 /P2&3 3 /P1 9	ustom Total Lo 00.00 No 50.00 Ye	ogged s					
0	General Items PO Receipt Dates Date ⊽ 07/30/2013 07/30/2013	P0 Receipts U 8 Reference 130730-0064 130730-0064	Iser Defined C Number / /P2&3 31 /P1 !	ustom Total Lo 00.00 No 50.00 Ye	ogged s					
	General Items PO Receipt Dates Date ⊽ 07/30/2013 07/30/2013 PO Receipt Detai	PO Receipts U s Reference 130730-0064 130730-0064	Number C Number / VP2&3 3 VP1 !	ustom   Total Lo 00.00 No 50.00 Ye	ogged S					
	General Items PO Receipt Dates Date 07/30/2013 07/30/2013 PO Receipt Detai Part ID /	P0 Receipts U s Reference 130730-006-4 130730-006-4 Is D	ser Defined C Number  /P2&3 3 /P1  !	ustom   Total Lo 00,00 No 50.00 Ye	s S Quant F	Bevid	Location	Warehr	ILSR	
	General Items PO Receipt Dates Date 07/30/2013 07/30/2013 PO Receipt Detai Part ID /	P0 Receipts U s Reference 130730-006-4 130730-006-4 Is D Part2	ser Defined C Number / /P2&3 3 /P1 ! lescription	ustom   Total Lc 00.00 Nc 50.00 Ye	s Quant F	Rev'd 2.00	Location	Wareho	iuse	
	General Items PO Receipt Dates Date ∇ 07/30/2013 07/30/2013 PO Receipt Detai Part ID / P2 F P3 F	P0 Receipts U s Reference 130730-006-4 130730-006-4 Is D Part2 Part2 Part3	ser Defined C Number / /P2&3 3 /P1 ! rescription	ustom	ogged s Quant F	Rev'd 2.00 5.00	Location	Wareho	iuse	

Notice how the Part 1 Receipt Detail shows a location and warehouse (the default) and that the PO Receipt Details for Parts 2 & 3 do not show location and warehouse. The next step for Parts 2 & 3 is to select the warehouse & location for the parts. This is done by highlighting one or both and then right-mouse click selecting "Populate Location". This will prompt a dialog from which the user can pick the appropriate warehouse and location.

Notice how in the top grid, the Part 1 record shows Logged as Yes and the Part 2 & 3 show the Logged as No. The Logged value will automatically be set to Yes when the Location is selected.

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

Partial with Default Locations - This is used for those parts for which the user has received a partial shipment. This selection creates another PO Receipt Date record and creates new records into the PO Receipts Details grid defaulting the Part and the Part's default location.

G	General Items PO Receipts User Defined Custom									
Г	PO Receipt Dates									
	Date ⊽	Reference Number	Total	Logged	ł					
	07/31/2013	130730-006	0.00							
	07/30/2013	130730-006-VP2&3	300.00	Yes						
	07/30/2013	130730-006-VP1	50.00	Yes						
Γ.	PO Receipt Details									
	Part ID 🛆	Description		(	Quant Rov'd	Location	Warehouse			
P4 Part4						Location 1	Warehouse 1			

Notice how the location is now filled in but there is nothing in the Quant Rcv'd column. The user can highlight the part (or parts) and right-mouse click select Populate Quantity to enter the amount received.

For this record I entered a quantity received of 1 (3 was on our initial order). In the Items grid there is a column on the far right-hand side showing Order Complete. In this case we are still waiting for parts to be received so this value is kept as No.

🗐 Pu	Purchase Orders - No Filter										
	$\square [ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [$										
ÌG	PO Number 107/30/2013 T General Items PO Receipts User Defined Custom										
	Part ID 🗠	Description	Vendor UOM	Vendor Units	Recv'd	Unit Cost	Part UOM	Part Units	Recv'd	Unit Cost	Order Complete
	P1	Part1	Each	5.00	5.00	10.00	Each	5.00	5.00	10.00	Yes
	P2	Part2	case	2.00	2.00	100.00	Each	20.00	20.00	10.00	Yes
	P3	Part3	Each	5.00	5.00	20.00	Each	5.00	5.00	20.00	Yes
		Part4			1.00				1.00		No
	P5	Part5	Each	20.00	0.00	1.00	Each	20.00	0.00	1.00	No

Partial - This is used when the user has not received all of the parts ordered and the parts are not going to their default location. This creates another PO Receipt Date record and places the highlighted parts into the PO Receipt Details grid but with no quantity received or warehouse location. The user will then need to enter that data manually. For this example, I used Part 5 and only received 10 (20 were on order) and placed it in

For this example, I used Part 5 and only received 10 (20 were on order) and placed it in Warehouse 1 Location 2.

Retire Part Item - This tool is used if the Order was not complete but the user is not expecting to receive any additional shipment of parts. This tool then converts the No under Order Complete to Yes.

Once the order is complete, the highlighted rows no longer show the right-mouse click toolkits for receiving parts.

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

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## Transactions

The Transaction module is like a general ledger for every part.

😡 Transactions - No	o Filter				- • •
- 5 8 7 -	💙 • 🖻 • 🔳 🖊		• 🕹 🖋 🔯 🗣 🖝		
Transaction Type	2 Adjust Inventory Q	lty (+)			
Date	07/30/2013 💌 🗄 At	М			
Part ID	P1	Part1			
Location ID	L1	Location 1			643
Warehouse	W1	Warehouse 1			_
Qty.	5.00	Unit Cost	10.0000	Count	
Reference	Added from Purchase Or	der		Original Quantity	
Description	Purchase order 130730-	006			
Transaction Descrip					
Employee					
Part Transfer Destin	nation				
Location ID					
To Warehouse	•				
Last Modified By	Don Pinkston		Last Modified Date 07/30/2013		
			Record 647 of 65	1 View Mode	Ready //

Every time that the parts quantity or cost is modified a transaction record is logged. Above is an example for Part 1 that we created when adding 5 units from the Purchase Order module. Most fields are pretty self-explanatory. However, there are some special items of note for this module.

- 1. There is no Add button. Users cannot add a transaction record from within transactions. Instead, transactions are created automatically as a result of work done in other modules.
- 2. The edit button only allows the user to modify the Reference, Description, and Transaction Description fields.

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

Special field information:

Transaction Type	This field indicates the type of transaction recorded in this record. Examples include Transfer Parts, Adjust Inventory, Receive Inventory, etc.
Date	The date the transaction occurred. For Parts dispersals from Work Orders, this date reflects the End Date of the Work Order Resource record, or if no End Date exists, the Start Date. If both the End Date and Start Date on the Work Order Resource record are blank, the system's current date will be used in its place.
Part ID	The specific part (from <i>Parts Inventory</i> ) affected by this transaction.
Location ID	Identifies the part's location in the warehouse.
Warehouse	
Qty.	The affected part quantity for this transaction. This is not used for part cost adjustments.
Unit Cost	The price per unit for this transaction.
Reference	The tracking number for this transaction.
Count	This field is used only for Inventory Count transactions. It displays the current stock count.
Original Quantity	This field is used only for Inventory Count transactions. It displays the stock count prior to the transaction.
Description	A brief text description of the transaction.
Part Transfer Destination Fields	If this transaction involved a part transfer, these fields will display the new part location for the affected quantity.
Last Mod By Last Mod Date	These fields display the login name for the person who orchestrated the transaction along with the date the <i>Transaction</i> record was made.

New fields for the Version 7.6 release include:

- 1. Transaction Time
- 2. Transaction Description code/type field
- 3. Employee field

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

## Integrating with Work Orders

There are a number of Integration Options for Parts. We will be discussing all of them. 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 Options		- • •
Work Orders Number Format Tracking Options General Options Parts Inte	▼ gration Finan	cial Integration Advanced (
Option Name	Character	Text Numbe
Integrate Work and Parts Inventory (Y,N)	Y	
Always use Parts Default Location	N	
Force dispersal from mobile warehouses	N	
Prevent Negative Part Quantities	N	
Make Vendor Part No the Default for Part Lookup	N	
Comma Delim list of UserIds that should not trigger disp/ret notif		TEST,NICOLE
Email address to send dispersal/return notifications		nschmidt@gbams.com
Use Tax Rate to calculate Real Cost	N	
Use Parts Warehouse Security	N	
Use Part Open Inventory Date Range	N	
<		4
		View Mode Ready

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 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.

Let's use the Part 1 that was created earlier to see how this flows.

Part ID	P1	Par	t1			
Location ID	L1	Locati	on 1			
Warehouse ID	W1	Wareh	nouse 1			
Order Info Inven	tory Vendors Pa	rt History   Transa	ctions   On Orc	ler Hazard Codes		
	B 1 B 1		_			
Quantity 5.0000	Reorder Point	Warehouse 1	se Desc.	Location De Location 1		
	_	_				
Part ID	P1	Part1				
Location ID	📕 L1	Location 1				
Warehouse ID	W1	Warehouse	1			
Order Info   Invento	ry Vendors Part H	istory Transaction:	s   On Order   H	azard Codes   WO	Material Cat	Fluid Cat Cust
Inventoried Date 7	Cost per Unit	Original Qty.	Current Qty.	PO Numb	ber	Avg. Cost
07/30/2013	10.0000	5.00	5.000	0 130730-006		10.00

Part 1 is only located in Warehouse 1, Location 1. There are 5 parts at an average cost of \$10. Then I enter a new Work Order with a material work order resource for Part 1.

Work Order Resources								
WORK TASK Fabrication	Processed by Financials							
Resource Type 3 Material UPC Co	VP1							
Resource P1 Part1								
Alt Description								
Department	Current On-Hand Parts Available: 5.000000							
Class	NormRegularOTTotal_Estimated							
Group No	Units 2 2.000							
Unit of Measure	Time Cost							
Default Unit Cost	Unit Cost 0.000 0.000							
Account #	Total Cost 0.00 0.00 0.00 0.00							
Proj No - Acct	Res Start Date 08/01/2013 C : AM							
	Res End Date 08/01/2013 🔹 : AM							

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

- New for Version 7.6 there is a UPC Code value. This will allow clients to enter Parts using the UPC bar codes. The system finds the UPC code from the Vendor Parts table and then looks up the Part Code and from there finds the Material (or Fluid) code to put on the Resource record.
- The screen shows how many current on-hand parts that are available.
- 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. This is new for Version 7.6. 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, if there is only one location from which the system can grab a part then it does so.

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

🕍 Work Order Resources	×
WORK TASK Fabrication	Processed by Financials
Resource Type 3 Material UPC Code	VP1
Resource P1 Part1	
Alt Description	
Department	
Class	Norm Regular OT Total Estimated
Group No	Units 2.000 0.00 0.00 0.00 0.00
Unit of Measure	Time Cost
Default Unit Cost 0.000	Unit Cost 10.000 0.000 0.000
Account #	Total Cost 20.00 0.00 0.00 0.00 0.00
Proj No - Acct	Res Start Date 08/01/2013 - AM
	Res End Date 08/01/2013  : AM

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

The Part Inventory then shows the reduction of the 2 parts in the Inventory grid.

🎇 Parts - No Filter								
▣▤▧◪▾❤▾▣▾▯◙								
Part ID P1	Part 1							
Location ID	Location 1							
Warehouse ID W1	Warehouse 1							
Order Info Inventory Vendors   Part History   Transactions   On Order   Hazard Codes   WO   Material Cat   Fluid Cat   Custom   Cust								
Quantity Reorder Point	Warehouse Desc.	Location Desc.	Warehouse ID	Location ID				
3.0000	Warehouse 1	Location 1	W1	LI				

Now, we need to see what happens when there is more than one location from which to pull a part. I will transfer half of the parts for Part 2 to a Location 2 in Warehouse 1. I will also transfer 4 parts to the Mobile 1 Truck Bed. Now let's repeat what we did before.

Notes:

Parts Invento	ry		
P2	Part 2		
Quantity	Available	Warehouse Desc.	Location Desc.
	10.000	Warehouse 1	Location 1
	6.000	Warehouse 1	Location 2
	4.000	Mobile 1	Mobile 1 Truck Bed
	00 Selected 00 Needed	Cancel	Disburse Parts

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

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 lower left hand corner (the Needed amount). As the user enters the Quantity to take from each location the Selected quantity increases. Once the Selected 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.
- New for Version 7.6 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 Part 2, 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 that both had Part 2 quantities, then when the part resource was saved, it would again prompt the user for the location from which it should grab the part.

arts Invento	ry		
P2	Part 2		
Quantity	Available	Warehouse Desc.	Location Desc.
	7.000	Warehouse 1	Location 1
	6.000	Warehouse 1	Location 2
	4.000	Mobile Warehouse 1	Truck Bed
	3.000	Mobile Warehouse 2	Truck Bed
0.00	10 Selected 10 Needed	Cancel	Disburse Parts

Notes:

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.

NOTE: Using the same setup as above but with the Security turned on and if the user only had WO Access to one of these locations (say Mobile Warehouse 1), then the work order would automatically grab the part from Mobile Warehouse 1. However, if the user only had WO Access rights to Mobile Warehouse 1 and Warehouse 1 then those are the locations that they would have available to pull from as can be seen below.

🖏 Parts Invento	ry		
P2	Part 2		
Quantity	Available	Warehouse Desc.	Location Desc.
	7.000	Warehouse 1	Location 1
	6.000	Warehouse 1	Location 2
	3.000	Mobile Warehouse 1	Truck Bed
0.00	0 Selected		
1.00	0 Needed	Cancel	Disburse Parts

#### 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.

Y

Ν

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:

Always use Parts Default Location Force dispersal from mobile warehouses

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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.

#### **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:

Lu	ucity	
	8	Full quantity could not be disbursed due to lack of parts in inventory.
		ОК

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 then 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.

## **Special Items of Note**

**Deleted or Reduction in WO Resource Materials** 

- If a material is deleted from a work order (whether by deleting the task the material is attached to or by deleting the work order itself), the system performs an inventory return. If all parts were originally dispersed from a single location, the return will be performed automatically to that same location without any user interaction. When parts are returned, they will be assigned the same cost as found in the work order (at the time of dispersal). The date of return will be the date the parts were deleted from the task or work order. The record of return will appear in the part history grid.
- If a material is deleted and the material was originally dispersed from more than one location, then there are several logic paths that are used to determine where the part gets returned to.
  - 1. If the work order resource record is deleted, the work order task was deleted or the work order was deleted and there is more than one location from which the parts were pulled, then the part automatically gets returned to the part's default location.
  - 2. If the work order resource record is reduced and the record is saved then if the flag for "Always use Default Part Location" is set to Yes, then the part will always be put back into the Default Park Location.
  - 3. If neither 1 nor 2 are true, then the user will be prompted with a dialog to determine the warehouse(s) to which the parts need to be returned. The dialog window is similar to the dispersal dialog, but will read "Return Parts" instead of "Disperse Parts."

#### Not enough Parts in stock for WO Resource record

- If there are not enough parts in inventory when a part is dispersed to a work order, "Inventory Understock" will be displayed in the part history. Any time parts are returned from a work order, the system will attempt to clear the inventory understock using the returned parts.
- If the cost information is unavailable for a part, a cost of "zero" will be assigned.
- New for 7.6 If you accidentally select the wrong part and the dispersal dialog pops up, the user can hit Cancel on the dispersal dialog. This will return the user to the resource record allowing the user to change the resource and/or the quantity.

#### Parts Markup

**New for 7.6** - More accurately, this should be termed Work Order Resource Markup because this function will work with any type of WO resource. We have had numerous requests for the ability to markup a part with sales tax, external cost markup, etc. We solved this issue by creating the ability to easily markup a resource record.

In the work flow setup menu, there is a choice for Cost Markup Library. This allows users to setup multiple types of markups that may be repeated many times.

👫 Cost Markup Library - No Filter					
▤▤◙◪▾ਲ਼▾▣▾▤◈◢×▯◂▸▶ ∍ッ◈▾					
Cost Markup Rec #     1     Cost Markup Name     Taxes       Cost Markup Items     1     1					
Order Percentage	Flat Rate	Calculate On Text			
1 6.50					

Above shows an example of a Library record for taxes where the resource cost would be increased by 6.5%.

Besides percentages, the user has the ability to add flat rate markups on either each individual item or the subtotal of the cost of all of the units.

\$ <mark>1</mark> c	👫 Cost Markup Library - No Filter					
	Cost Marku Cost Markup	p Rec # 2 oltems	2 Cost Marku	p Name Flat Rate Example		
	Order	Percentage	Flat Rate	Calculate On Text		
	1		10.00	Units		
	2		500.00	SubTotal		

The above example shows that \$10 will be added to the cost of each unit in the resource and that \$500 will be added to the record one time.

There is no limit as to how many cost markup library records a user can define or the number of cost markup items that can be added.

The user can apply these cost markups (or add new cost markups on the fly) to any work order resource record.

🛀 Work Order Resources				
WORK TASK Vm Fabrication Processed by Financials				
Resource Type 3 Material UPC Cod	e VP1			
Resource P1 Part 1				
Alt Description				
Department				
Class	Norm Regular OT Total Estimated			
Group No	Units 5.000 0.00 0.00 5.000 4.00			
Unit of Measure 2 Each	Time Cost			
Default Unit Cost 0.000	Unit Cost 10.000 0.000 0.000			
Account #	Total Cost 50.00 0.00 0.00 50.00 0.00			
Proj No - Acct	Res Start Date 08/13/2013 : AM			
	Res End Date 08/13/2013 : AM			
User 1	Cost Markup			
User 2	Cost Markup Order Percentage Flat Bate Calculate On Text			
User 3				
User 4 Date 📗 / /	< <u>ا</u>			
	<b>* *</b>			

There is now a Cost Markup field and grid in work order resources. The grid is where the user can enter one or more cost markup items and the field will display the total additional cost that this adds to the resource. The Total Cost of resource will equal the Total Normal Cost plus the Cost Markup. Please note that Regular Time and Overtime Costs do not use the Cost Markup calculation.

The user can right-mouse click in the grid and add a record or Load a Cost Markup Library record. There is not limit as to how many Cost Markup records can be added.

	Units		N	orm 5.000	Regular 0.00	OT 0.00	Total 5.000	Estimal 4.0	ted 00
	Time Cost								
	U	nit Cost	10	0.000	0.000	0.000			
	To	otal Cost		50.00	0.00	0.00	600.00	0.0	00
	Res	Start Date	08.	/13/201	3 🕶 🛛	: AM			
	Res	End Date	08.	/13/201	3 🕶 📔	: AM			
_						Cost Mark	up	550.00	ĩ
Co	st Mark	up		_					_
C	Order Percentage		ge	Flat	Rate	Calc	ulate On T	ext	*
	1				10.00	Units			
	2				500.00	SubTota			Ŧ
۲		111						Þ	

Notice that the Cost Markup field is now \$550. That is calculated by 5 units at \$10 per unit plus \$500. The \$550 is added to the Norm Total Cost of \$50 to give a new total cost of \$600

Units	Norm         Regular         OT         Total         Estimate           4.000         0.00         0.00         4.000         0.00	d
Time Cost		
Unit Cost	10.000 0.000 0.000	
Total Cost	40.00 0.00 0.00 42.60 0.00	ĩ
Res Start Date	08/21/2013 💌 🗄 AM	
Res End Date	08/21/2013 💌 🗄 AM	
	Cost Markup 2.60	
Cost Markup		
Order Percentag	e Flat Rate Calculate On Text	*
1 6	50	÷

The above example shows the Taxes Cost markup addition. It takes the \$40 and multiplies is by .065 and gets \$2.60 (the Cost Markup value). This is added to the Norm Total Cost to get the new Total cost of \$42.60. The percentage value always uses the Normal Total Cost value for its calculation.

Again - this cost markup function can be used not only for materials but for employees, equipment, fluids and contractors but please remember that it only works on the Normal Units and Normal Total Cost fields (not Regular and OT fields).

#### **WO Cost Estimates**

New for Version 7.6. A new Unit Cost field under the Estimated column has been added in Version 7.6. This field is an editable field and accessible for all resource types. However, if the resource is connected to the Parts Warehousing system then when there is a value entered in the Estimated Units field then the average cost of the part will automatically appear in the Estimated Cost field and the total estimated cost will be calculated (estimated units \* estimated unit cost).

The estimated unit cost field is editable so the user could modify it if they desired.

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

Parts Warehousing and Bar Coding Step by Step Training Guide

# Warehouse Operations using a PDA with Bar Coding

The Lucity Warehouse operations tool helps to maintain inventory counts and allows for users to use PDA devices for barcoding.

To begin using *Warehouse Operations*, enter your user name into the Name field on the main screen. By default, this field will contain the name found in Start > Settings > System tab > About > Device ID tab > Device Name. The Name field is used as the default for the selected operations.

Next, tap a line item in the Select Operation box to begin working. You can use this module to adjust part quantities, transfer parts from one warehouse to another, review stock counts, and input data when inventory is received.

WM	1	L
Ele Z	<u>Z</u> oom <u>T</u> ools <u>H</u> elp	
18 V	Warehouse Operz 📰 📢 11:23	×
	Select Operation	
	<ol> <li>Adjust Quantities</li> <li>Warehouse Transfer</li> <li>Stock Counts</li> <li>Receive Inventory</li> </ol>	
Nar	ne Lucity	

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

Parts Warehousing and Bar Coding Step by Step Training Guide

## Adjust Quantities Screen

This operation allows you to adjust quantities for parts in your warehouse. This screen contains the following fields:

Name - This is Required and can accept a scanned code. Date - The date of entry. Defaults to the system date.

Reference - Can accept a scanned code.

Description - Info about the adjustment. Defaults to "Bar Code Adjust Quantity".

WM of State	
<u>Eile Zoom I</u>	ools <u>H</u> elp
🏄 Wareho	use Opera 🚓 📢 11:24 ok
Adjust Quan	tity
Name	Lucity
Date	9 /26/06
Reference	ə1
Description	Bar Code Adjust Quantity
Input Adju	. 🧰 Trigger Sc

Bar code entry can be triggered by tapping "Trigger Scanner" on the toolbar at the bottom of the screen, or by pushing the third hard key on most barcoding devices. This key has an envelope on it and is usually used for messaging. On the SoMo 650 barcoding device, you'll press the left programmable application button. This button is found on the left-hand side of the device, directly below the hands-free connector.

Select "Input Adjustment" on the left-hand side of the toolbar to progress to the next level of input.

## Input Adjustment Screen

This operation allows you to add or remove parts from your warehouse and track the adjusted quantity. This screen contains the following fields:

Part Code - Required. Can accept a scanned code. Location - Required. Can accept a scanned code. Adjustment Type - Select from the drop down box to choose *Add* or *Remove*.

Quantity - Required. Can accept a scanned code. Unit Cost - This is only show if you chose to Add Adjustment. This is not required.

- Selecting "Enter" from the toolbar at the bottom will write the data to a comma delimited text file named BarCodeData.txt in the root directory. After the record is written the fields will be reset to allow you to enter another Input Adjustment record.
- 2. When you are finished Inputting Adjustment records, hit [OK] to return to the previous screen.
- 3. Hit [OK] again to return to the Main screen.

WM	_o×
<u>File Zoom</u>	<u>I</u> ools <u>H</u> elp
🏄 Wareho	ouse Operat 🚑 📢 1:16 🛛 ok
Input Adjus	tment
Part Code	038000317309
Location	016000428232
Adjustmen	t Type Add 🔹
Quantity	2
Unit Cost	5.87
Enter	🔤 Trigger Sc

## Warehouse Transfer Screen

Name - Required. Can accept a scanned code.

This operation allows you to track warehouse transfers. This screen contains the following fields:

Date - Defaults to the syster Reference - Can accept a sc Description - Defaults to "Ba	m date. anned code. nr Code Warehouse Transfer".
WM       Image: Second se	Bar code entry can be t the toolbar at the third hard key on r envelope on it and SoMo 650 barcodin programmable app the left-hand side free connector. Select "Input Adjustmer progress to the ne
gget Stan	

Bar code entry can be triggered by tapping "Trigger Scanner" on the toolbar at the bottom of the screen, or by pushing the third hard key on most barcoding devices. This key has an envelope on it and is usually used for messaging. On the SoMo 650 barcoding device, you'll press the left programmable application button. This button is found on the left-hand side of the device, directly below the handsfree connector.

Select "Input Adjustment" on the left-hand side of the toolbar to progress to the next level of input.

## Input Transfers Screen

This operation allows you to transfer parts from one warehouse to another. This screen contains the following fields:

Part Code - Required. Can accept a scanned code. Location - Required. Can accept a scanned code. To Location - Required. Can accept a scanned code. Quantity - Required. Can accept a scanned code.

- Selecting "Enter" from the toolbar at the bottom will write the data to a comma delimited text file named BarCodeData.txt in the root directory. After the record is written the fields will be reset to allow you to enter another Input Adjustment record.
- 2. When finished Inputting Adjustment records, hit [OK] to return to the previous screen.
- 3. Hit [OK] again to return to the Main screen.

<u>File Zoom Tools H</u> elp
🏄 Warehouse Operat 📰 📢 1:21 🛛 ok
Input Transfers
Part Code 070470005362
Location 016000428232
To Location 018627239598
Quantity 24
$\begin{array}{c} 123 \ 1 \ 2 \ 3 \ 4 \ 5 \ 6 \ 7 \ 8 \ 9 \ 0 \ - \ = \ \bullet \\ Tab \ q \ w \ e \ r \ t \ y \ u \ i \ o \ p \ [ \ ] \\ CAP \ a \ s \ d \ f \ g \ h \ j \ k \ l \ ; \ \cdot \\ Shift \ z \ x \ c \ v \ b \ n \ m \ , \ . \ / \ \leftarrow \\ Ctl \ \dot{a}\ddot{u} \ \ l \ \cdot \ l \ \end{array}$
Enter Ingger Sc

## Stock Counts Screen

This operation allows you to count parts in your warehouse. This screen contains the following fields:

Name - Required. Can accept a scanned code. Date - Defaults to the system date. Reference - Can accept a scanned code. Description - Defaults to "Bar Code Stock Count".

WM ( B)		
Elle Zoom	[ools <u>H</u> elp	
🏄 Wareho	use Operat 📰 🛋	1:29 ok
Stock Count	5	
Name	Lucity	
Date	9 /26/06	•
Reference		
Description	Bar Code Stock C	ount
Input Cou.	. 🔤 Tri	gger Sc

### Input Counts Screen

This operation allows you to add parts to your warehouse. This screen contains the following fields:

Part Code - Required. Can accept a scanned code. Location - Required. Can accept a scanned code. Quantity - Required. Can accept a scanned code.

- Selecting "Enter" from the toolbar at the bottom will write the data to a comma delimited text file named BarCodeData.txt in the root directory. After the record is written the fields will be reset to allow you to enter another Input Adjustment record.
- 2. When finished Inputting Adjustment records, hit [OK] to return to the previous screen.
- 3. Hit [OK] again to return to the Main screen.

<u>Elle Zoom Tools H</u> elp
💤   Warehouse Operat 📰 📢 1:31 🛛 ok
Input Counts
Part Code
Location
Quantity
Enter 🔤 Trigger Sc

## Receive Inventory Screen

This operation allows you to track parts coming into your warehouse. This screen contains the following fields:

Name - Required. Can accept a scanned code. Date - Defaults to the system date. PO Number - Required. Can accept a scanned code. Reference - Can accept a scanned code. Description - Defaults to "Bar Code Receive PO".

WM	
<u>File Zoom Tools H</u> elp	
🐴 Warehouse Opera	it 🗱 ◀€ 1:34 ok
Receive Inventory	
Name Lucity	
Date 9 /26/0	5 🔺 🔻
PO Number 06-0001	23
Reference PO123	
Description Bar Code	Receive PO
Toput Part	Trioger Sc
Input Part	ingger Sc

Bar code entry can be triggered by tapping "Trigger Scanner" on the toolbar at the bottom of the screen, or by pushing the third hard key on most barcoding devices. This key has an envelope on it and is usually used for messaging. On the SoMo 650 barcoding device, you'll press the left programmable application button. This button is found on the left-hand side of the device, directly below the handsfree connector.

## Receive Inventory Screen

This operation allows you to track parts received from vendors. This screen contains the following fields:

Part Code - Required. Can accept a scanned code.
Location - Required. Can accept a scanned code.
Vendor Quantity - Required. Can accept a scanned code.
Vendor Unit Cost - Not a required field. This field is userentered.

- Selecting "Enter" from the toolbar at the bottom will write the data to a comma delimited text file named BarCodeData.txt in the root directory. After the record is written the fields will be reset to allow you to enter another Input Adjustment record.
- 2. When finished Inputting Adjustment records, hit [OK] to return to the previous screen.
- 3. Hit [OK] again to return to the Main screen.



## General Import

The Field Transaction Import tool allows clients to import data into Parts Inventory using the Warehouse Operations program. This tool allows you to import stock counts, update part quantities, and transfer data using a PDA/Bar Coding device or other inventory device that requires an export. You can import data from an ASCII file or an ODBC compliant database.

- 1. To use this tool, check to make sure Warehouse Operations is the default mapping.
- 2. Then, browse out to the location where you've placed your BarCodeData.txt file. Refer to the Warehouse manual for additional information.
- To use this tool for a custom import, you are required to map data from the import file/database to the appropriate fields in the *Lucity* modules (i.e. you must map fields to existing inventory records; you cannot create inventory records in the field).

Note: This tool will only be available if you have purchased a licensed copy of the Parts Import program. See your system administrator for further details.

To access the **Parts Import** tool, select **Inventory > Field Transaction > Import** and the following window will appear:

🐄 Inventory Import			
Import From ODBC Database DB Setup ASCII File:	Saved Settings:		
	 Name	User	Default
Delimited By: Comma	Warehouse Uperati	GBA	
🧮 First Row Contains Header Data			
	Save	Sav	ve As
Export Invalid Records	Clear	Ca	ancel
Export File (for Invalid Records):	 Mapping	н	lelp
	Impo	ort	

Once everything is mapped and saved, then the data can be imported into the Review and Post module

## Review and Post

After importing the data using the Field Transaction Import, the system will add a record for each item and location that you scanned using the barcode device to the Review and Post module. This module allows you to review your data, edit it, perform validation checks, and post it to the Parts Inventory. Review the topics below for details on using the Toolkit.

User Name	WM_cwright1		-	Entered Transact	Count
Reference	Test		7	Date	07/11/2007 • 10:06 AM
Description	Bar Code Stock	Count			
Part Barcode	400TY		-		
Part ID	200 4 inch PVC Pipe				
Location Barcode	300		Y-81	Yard Bin 1	
Quantity Entered	166.00	System Quantity	2000.00		
Unit Cost				Logged Transact	3 Adjust Inventory Qty (-)
P0 Number		_			
ocation 2 Barcode					
Transact Quantity	1834.000	Approved By			
T		Approved Date	07/11/2007 -	Processed	Validation Failed

#### Toolkits

After data has been added to the *Review and Post* module, you'll need to run the following three toolkit functions:

1. Click the Toolkit 🕮 icon at the top of the module toolbar. The following window will appear:



2. First, you'll need to execute the "Validate Imported Data" function. This checks the records in the Review and Post module against the following:

- It checks the Parts Barcode against the Barcode field on the *Parts Inventory* record, Order Info tab. A matching barcode must be found in *Parts Inventory* in order for this record to be validated.
- 2. It checks the Location Barcode against the Warehouse Location Barcode. A matching barcode must be found in the *Warehouses* module in order for this record to be validated.
- 3. For details on the specific fields validated in this process, consult the Validating Imported Records topic.

Note: If the Validate Imported Data function is successful it will allow the records to be posted to Parts Inventory in the next step. If these validation checks are unsuccessful, the Validation Failed checkbox will be marked instead. For records that have failed, go back and check the details. Make sure that matching barcodes are found in the Parts Inventory and Warehouse Location records and then run the Validation again.

- 3. Next, execute the "Post Adjustments from Filtered Set" function. All records where the validation check was successful will be added to the Parts Inventory. After records have been added to *Parts Inventory*, the Processed checkbox will be marked.
- 4. Finally, execute the "Delete Processed Records" function. All records that have been posted to *Parts Inventory* and marked as Processed will be removed from the *Review and Post* dataset. You'll want to run this function in order to clear your dataset. This prevents records from being posted to *Parts Inventory* multiple times.

#### Validating Imported Records

The Toolkit checks the following in *Review and Post* to determine if a record is valid or not:

- 1. There must be a valid quantity
- 2. PTPARTS.PA\_BARACODE must equal PZ\_PCODE
- 3. PTLOCATION.PL\_BARCODE must equal PZ\_LCODE
- 4. If PZ\_LCODE2 is not empty, PTLOCATION.PL\_BARCODE must equal PZ\_LCODE2
- 5. For "Count" or "Add" record types:
  - PZ\_TCOST must be greater than 0
  - If PZ\_TCOST and the Parts Cost type (PTPARTS, PA\_CMET\_TY) is "Average", the cost will come from PTPARTS.PA.AVECOST. Otherwise, the cost will come from PZ\_COST.
- 6. For "Remove" record types:
  - o If PZ\_LCODE must be filled, PTINV.PT\_QTY must be greater than PZ\_QTY
- 7. For "Transfer" record types:
  - PZ\_LCODE2 must be filled
- 8. For "Receive" record types:
  - PZ\_PO must be filled and match a PTPO.PO\_NUMBER, and
  - There must be a detail record matching the part, and
  - The PO and PTPODETAIL.PD\_PQTYREM must be greater than or equal to PZ\_QTY

## Enhancement Requests

#### Parts Requisition System

We have had several clients request that we either link with a Parts Requisition System or create a Parts Requisition System. Thoughts?

#### Parts Serialization and/or Lot Numbers [#5507]

Add a parts warranty module

#### Creation of a Part Audit Count Module [#2149]

Create a module that allows you to see Part ID, Desc and Location. Allow data entry to update a new Quantity, and then create a Transaction record to reflect that + or - change (only create a transaction if the Quantity is different). In the transaction record that is created, populate a consistent value that could be triggered on to pull those transactions out. A custom report could then be created to show whether the known inventory is above or below the actual count value, and to show how much money that

represents. This would be for an external audit and should be done outside of the normal Parts module (where you can see the quantities and fudge the numbers).

#### Support of Open Inventory Date Range [#2572]

Add 2 new fields to PTPARTS for PA\_STRT\_DT, PA\_END\_DT. Force users to enter a PA\_STRT\_DT (conversion should populate this date with 1/1/2010). When dispersing parts from work orders, compare this date (to WR\_STRT\_DT). If it is less than this date, then the part should not try and disperse any parts from the warehouse. If PA\_END\_DT is populated, then the WR\_END\_DT must also be less than or equal to that date.

The purpose of this is two-fold

- 1. To prevent edits of old data from modifying the parts inventory data
- 2. To help clients who are doing EOY rectification of their inventory counts

Later we may want to add an option that prevents users from using the part altogether (broken rule) if the part is in a "closed" period.

Bar Code Program Enhancements [#5776, #5735, #4877, #4060]

#5776

- 1. The Tab order needs to go from top to bottom on all screens. The TAB key for the Bar Code Scanner I am using doesn't seem to follow this order. Don't know if it is the program or the scanner.
- 2. After a Bar Code has been 'read' and recognized advance cursor to the next field automatically. This will help cut down on having to click on the scanner every time you scan a code.
- 3. The Quantity field needs to be blank so that when the cursor is in that field all the user has to do is enter a number instead of having to delete the 1 than enter a correct number.
- 4. The down arrow doesn't allow going down to 0. When doing a Stock Count sometimes the count will be '0'. Down arrow should be able to go to this amount

#### #5735

Bar Code Scanner Stock Counts requires Trans. Cost and nowhere to enter it on Scanner. In Review and Post module receive error on Stock Counts "Transaction Cost needs to be added", but cannot add them when doing a stock count. Must do this in the review and post screen/record.

#### Give an option in the software:

Either bring over Avg. Cost or add another field in the table of last known cost for that part. So don't add another field in the bar code scanner to enter this data.

#### #4877

When importing new inventory with Barcode Scanner using FIFO would like it to pull/default to most recent cost that is listed in the database. They do not want to populate the cost for every part that is scanned and using FIFO. They would like it to use the last cost that was entered for the part/inventory.

#### #4060

When entering data into fields in the PDA Warehouse, commas and hard returns result in the BarCodeData.txt file getting read incorrectly during the import.

#### Cascade Update Part Description [#1583]

Change a part description and having the change cascade to POs, work orders, transaction history, etc.

#### Add a Transaction Type for Receiving Inventory [#6162]

Currently the software is not capable of having the transaction type of "receive inventory" it can only adjust upward. These two options should be used for different purposes and need to be able to be reported separately.

#### Upgrade the inventory parts module [#6163]

Currently when an error is made in the entry of receiving an inventory item, there is no way of fixing the error. We use FIFO cost method and you cannot correct any specific layer (entry). If the date, quantity or item number is incorrect the only way to fix the record is to zero out the item quantity and recreate the history. Inventory systems must have the ability to adjust specific layers and not just adjust up or down.

# When Adjusting Quantity (+), please autopopulate Unit Cost field with FIFO (most recent) part history cost the inventory parts module [#6063]

#### AutoNumber for Parts Inventory module [#5713]

Would like to an Auto-number option similar to the PO, WO, & Request Auto-number added to Parts Inventory Module.

#### Block PM if Inventory is too low [#4195]

Customer would like to block the generation of a PM if the inventory that the PM requires is too low. They would also like an alert that would warn them if the Inventory reached a certain point.

#### Part Adjustment Limit Popup [#2387]

Create an option for parts inventory where you can set a max limit on the quantity adjustment function. If you try to adjust quantity (+ or -) with a value over the amount set in the option, then it would pop up a warning message. If the user intended to do this, they would be able to hit 'ok' to continue with the adjustment. If there was a data entry error that caused the popup, the user could 'cancel' out of that adjustment and try again.