Training Manual

January 2020
Part Number 11-AM-10004

Avantis.PRO
Enterprise Asset Management
Inventory R6.3.1

Release 6.3

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Module Objectives

- Introduce the course objectives, audience, prerequisites and agenda
- Introduce the core functions of the EAM Inventory module
- Identify the master files used by the inventory module
- Identify database-scoped verses site-scoped objects used by the inventory module
- Explain the purpose and configuration of two of the foundational value lists that are important to the inventory functionality
- Introduce the other value lists applicable to the inventory module

Section 1 – Course Introduction

Section Objectives

- Welcome participants
- Familiarize participants with the course objectives, exclusions, audience and prerequisites
- Review the course agenda

Course Overview

The Enterprise Asset Management inventory course is a 2-day, instructor-led class designed to provide a fundamental understanding of the features and functionality of the EAM Inventory Module Application.

The class provides lectures and hands-on labs to supply and reinforce the knowledge to perform a wide variety of Inventory-related activities.

Course Objective

The main course objective is to learn about item record and the various transactional activities that are available to manage item balances and assist you in minimizing your investment in inventory while enabling you to meet the material requirement time lines as defined by maintenance.

On the transactional side, you will learn how to generate, analyze and process a replenishment report, how to issue items and return items to stock, how to receive items and return items to a vendor, how to record cycle counts, how to adjust quantities and/or inventory valuation, how to reclassify an item and how to transfer an item between storerooms.

You will also learn how the functionality can be used to track serialized items.

Course Exclusions

The EAM Inventory course does not cover the consignment function nor go into detail on functionality considered to be more a part of the Procurement function.

Audience

The audience for this course is storeroom personnel / managers, EAM Implementation consultants and core team members.

Prerequisites

- An understanding of the corporate environment and the organization's inventory processes and requirements
- Basic EAM navigation skills

Agenda

Day 1

Module 1 – Introduction, Multi-Site Implications

Section 1 – Course Introduction

This section introduces the EAM Inventory course including the objectives, exclusions, the intended audience, the assumed prerequisites and the agenda.

Section 2 – Introduction to EAM Inventory

This section provides a conceptual overview of the EAM application and the positioning of the Inventory module in this application. It also introduces the master files relating to the Inventory module, the key value lists and the available functionality.

Section 3 – Multi-Site Implications

This section explains how the multi-site functionality available in EAM impacts on the Inventory module.

Section 4 – Foundational Value Lists

This section explains the purpose and basic configuration of foundational value lists used by the Inventory module.

Module 2 – Item Management

Section 1 – Item Record

This section explains the purpose, use and configuration options for the various fields, value lists and views encountered on the item and the item-storeroom record.

Section 2 – Purchase Catalog Item and Vendor Resource (Introduction)

This section introduces the basic concept of the purchase catalog item and its purpose and use relative to the item record. It also explains the purpose and use of the vendor resource and how both can be created for an item record by an authorized user. These two objects are covered in detail in the EAM Procurement course.

Lab 1 – Creating an Item Record

Section 3 – Copy Function

This section introduces the Copy function to be used to create an item record, link the item to one or more storerooms as well as create both a purchase catalog item and a vendor resource.

Lab 2 – Creating an Item Record using the Copy function

Module 3 – Inventory Replenishment

Section 1 – Introduction to inventory Replenishment

This section explains the overall replenishment process, the basic configuration options for defining replenishment levels / conditions and the relationship between allocations and replenishment reports.

Section 2 - Replenishment Report Function and Item Analyzer

This section explains the process for generating, analyzing and processing a replenishment report. It also explains the use of the Item Analyzer as a tool for determining purchase quantities.

Lab 3 – Generating and Processing a Replenishment Report

Review Lab – Modules 2 and 3

Day 2

Module 4 – Inventory Transactions

Section 1 – Receipts and Returns to Vendors

This section explains the recording of receipts and returns to vendor through the single item receipt form.

Lab 4 – Recording Receipt Transactions and Returns to Vendor

Section 2 – Issues and Returns to Stock

This section explains the recording of issue transactions and returns to stock through the single item issue.

Lab 5 – Recording Issue Transactions and Returns to Stock

Section 3 – Reclassifications

This section explains the purpose and use of the reclassification form.

Lab 6 – Reclassifying a Stock item

Section 4 – Adjustments

This section explains the purpose and use of the adjustment form.

Lab 7 – Recording Inventory Quantity and Valuation Adjustments

Section 5 – Pick Lists

This section explains the purpose and use of the pick list.

Lab 8 – Using a Pick List to Facilitate Picking and to Issue Parts

Section 6 – Cycle Counts

This section explains the purpose and use of the individual cycle count form and the cycle count sheet.

Lab 9 – Recording Cycle Counts

Section 7 – Transfers

This section explains the purpose and use of the transfer form.

Lab 10 – Transferring Items between Storerooms

Module 5 –Serialized Inventory

Section 1 – Serialization Configuration Activities

This section explains the steps for configuring EAM to track serialized inventory.

Section 2 – Tracking Serialized Items through Transactions

This section explains the use of the Serialization Worksheet to set up serial numbers and the tracking of serialized items through the selected inventory transactions.

Lab 11 – Tracking Serialized Items through Transactions

Section 2 – EAM Inventory Overview

Section Objective

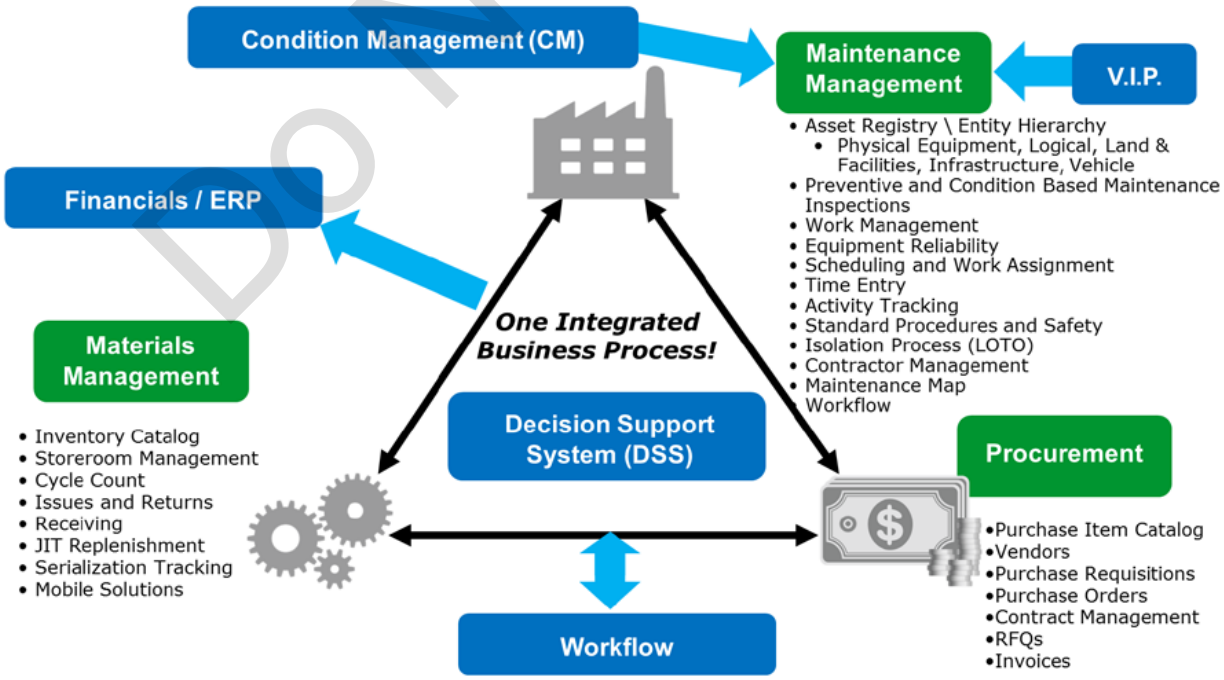
- Understand the positioning of the Inventory Management functionality within the EAM software application
- Understand the basic inventory-related process flow and functions
- Identify the inventory-related master files
- Identify the inventory-related value lists
- Understand the implications of using a multi-site database structure

Introduction to Enterprise Asset Management

The EAM Inventory Management module is one part of the Enterprise Asset Management (EAM) software application designed to increase equipment uptime, extend equipment life, and reduce maintenance costs. The other major modules in the core product are Maintenance and Procurement. Because these modules are fully integrated with each other you are also able to plan and track usage of spare parts maintained in a storeroom as well as the usage of services and parts ordered directly for a work order.

The EAM software is integrated with other AVEVA or third-party offerings to provide a seamless approach for managing your physical assets, spare parts inventory and procurement activities. Through an interface, general ledger transactions generated in EAM help to maintain the accuracy and detail required in your Financials / ERP system.

The graphic below illustrates the main functions in the core EAM application and key interfaces with other AVEVA or third-party applications.



Enterprise Asset Management Inventory Overview

With EAM Inventory, you can create and maintain a database of spare parts that are stocked in one or more storerooms and used by maintenance for the repair of equipment. The Inventory module provides the functionality for automated replenishment based on established MIN / MAX levels, as well as the tracking of all inventory-related transactions: receipts, returns to vendor, issues, returns to stock, adjustments, reclassifications, cycle counts and transfers.

The Inventory module tracks MRO inventory not resources used in the production process.

M = Maintenance – Routine scheduled maintenance activities/inspections through preventive maintenance programs, predictive maintenance and condition monitoring

R = Repair / Replace – Corrective maintenance activities identified by operations and performed during normal operations

O = Overhaul – Larger planned maintenance activities usually performed in conjunction with a planned outage or shutdown

Inventory levels are impacted by the maintenance philosophy practiced at a plant. A larger investment in spare parts inventory is required by plants with a high percentage or Repair / Replace maintenance activities. Conversely, plants with a greater emphasis on preventive maintenance or outage-related activities are able to reduce inventory stocking levels since more time is available to obtain the required parts.

Master files

There is only one master file that specifically relates to the Inventory module.

- Item

The item record contains links to one or more storerooms where storeroom-specific details about the item are maintained. This includes:

- Bin location information
- Cycle count information
- Charging information (various G/L account numbers)
- Replenishment information and lead times

Inventory-related value lists

Value lists provide the values available in drop-down lists throughout the application. While they can be used to facilitate filtering and sorting in cabinet views and reports, some of the value lists have settings that determine relationships between the values and/or define rules for how the application works. The purpose and set-up of each value list is covered during the course.

The major value lists that apply to the inventory functionality are:

- Cost Group
- Unit of Measure
- Item Type
- Storeroom
- Inventory Classification

The Cost Group and Unit of Measure value lists are foundational value lists in EAM that apply to all modules.

There are several other inventory-related value lists used in EAM. Some of these are also used in the Maintenance and Procurement modules.

- ABC Usage
- Cycle Count Frequency
- Cycle Count Priority
- Deliver to Location
- Item Pick Method
- Reason Cancelled
- Reason for Transaction
- Reason Held
- Reference Classification
- Replenishment Group
- Replenishment Method
- Service level Target
- Sourcing List

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Section 3 – Multi-site Implications

Section Objectives

- Introduce the multi-site concept
- Explain the characteristics of database-scoped versus site-scoped objects
- Identify Inventory-related database-scoped verses site-scoped objects

Introduction

EAM allows for the use of a multi-site configuration in the database. This allows for the segregation of data and the limiting of users to certain types of data when appropriate. Sites can be geographic in nature such as when an organization has plants in different locations or even in different countries. Sites can also be logical in nature to reflect the different types of assets or operational needs at the same geographic location.

Some of objects used in the EAM Inventory module are database-scoped in nature while others are site-scoped.

Individual users are given editing or read-only authorization for selected objects through the security profile function. When an object is a site-scoped object, the user's authorization can be limited to a single site, can be set for multiple (but not all) sites or can apply across all sites.

Database-scoped objects

Database-scoped objects are available for use by authorized EAM users regardless of the site or sites to which they have security authorization. Database-scoped objects help provide consistency by all users of the database and reduce the duplication of effort when changes are made to a master file.

Database-scoped objects are owned by the database rather than by a specific site. As such, they are available for reference / use by all EAM users who have read-only or editing authorization for that object type.

Add-ons, categories and cabinets are database-scoped although cabinets can be set to filter to a specific site.

Business policies and messages are database-scoped but many of them have site-scoped attributes that allow for there to be different settings for different sites.

Value lists are database-scoped although the following inventory-related value lists have site-scoped attributes:

- Deliver to Location
- Storeroom

The item record and the parts list are the only database-scoped records considered to be 'owned' by the inventory function. The storeroom record, which is only accessed through an item record, is site-specific.

Site-scoped objects

Site-scoped objects are owned by a site and can only be used by EAM users who have been given authorization for its use with a given site. All transactional objects as well as some master files are site-scoped. Site-scoped objects provide better control on the use, display and reporting of maintenance-related activities.

The site-scoped objects applicable to the inventory module are:

- Storeroom record (accessed through the item record)
- Replenishment report
- Issue form
- Reclassification form
- Adjustment form
- Transfer form
- Receipt form
- Count form
- Pick list

Section 4 – Foundational Value Lists

Section Objectives

- Explain the purpose and configuration of the Cost Group value list
- Explain the purpose and configuration of the Unit of Measure value list

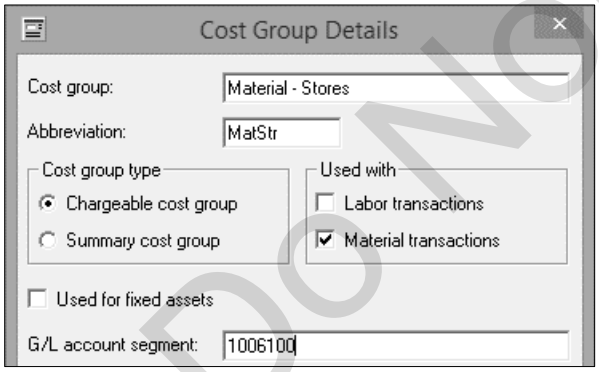
Introduction

The Cost Group value list and the Unit of Measure value list are Foundational value lists because they are significant value lists, they are required by EAM and they impact across all modules of the EAM application.

These value lists are under the control of the EAM System Administrator but key inventory personnel should be aware of their existence, purpose and structure.

Cost Group value list

This value list defines the cost groups that are used throughout EAM to compile and summarize cost-related transactions in a way that is meaningful to maintenance. The cost groups also provide the G/L account segments that are used by EAM to generate the debit side of G/L transactions that are subsequently submitted to the financial accounting application.



There are both chargeable and summary cost groups. Applicable G/L account segments can be defined on chargeable cost groups.

Cost groups are not specifically selected on an entity; however, they are selected in the definition of entity type values. Costs display on an entity based on the allowable cost groups for the entity's entity type.

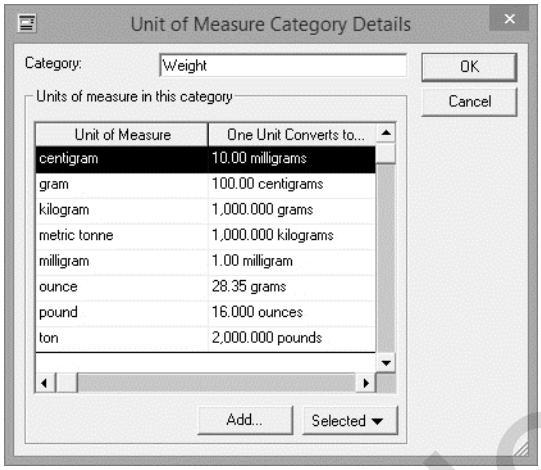
Unit of Measure (UOM) value list

This value list defines the various units of measure 'families' that are used across the EAM application as well as the individual values within each value and the relationship between each family member. The families, family members and conversion relationships reflect universally accepted values.

Examples of UOM families typically used by the inventory function are:

- Each
- Volume
- Length
- Weight

Each of these families has multiple values associated with that family with the smallest unit usually set up as the base value and all other values set up with a universally-accepted conversion factor to one of the family members.



EAM automatically converts entries between family members when required.

Section 5 – Other Inventory-related Value Lists

Section Objectives

- Introduce the other value lists used by the inventory functionality

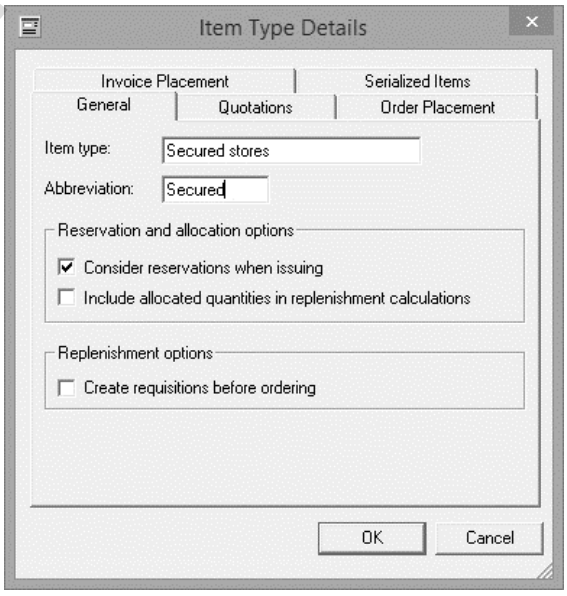
Introduction

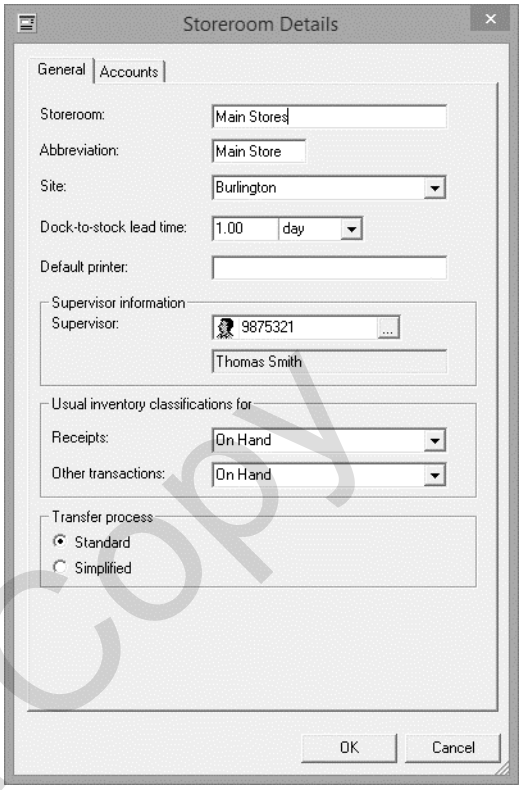
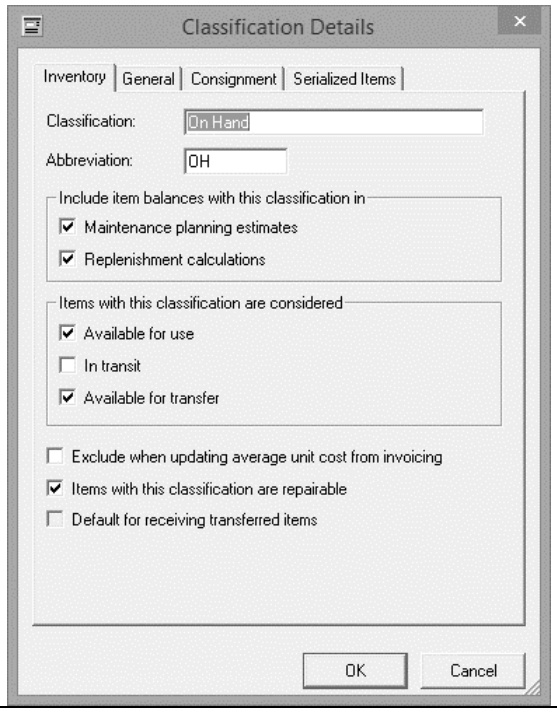
There are several other value lists used by the inventory functionality. Some of these have major significance to the tracking of information and the use of the functionality while others are used primarily for filtering and sorting purposes.

Each of these value lists will be covered during the discussions.

Major inventory-related value lists

The following table identifies the major value lists that are referenced in the item record. The specific purpose, usage and configuration of each of these are covered in the course discussions.

Value list name	General purpose	Sample value
Item Type	The values in this value list typically reflect different types of items based on purchasing, stocking or control characteristics rather than types of commodities. Examples are: • Secured stores • Serialized • Consignment • Free issue This is a mandatory field on item records. This value list also contains values that might only be applicable on a purchase catalog item such as: • Direct purchase • Service • Equipment rental	

Value list name	General purpose	Sample value
Storeroom	This value list defines the storerooms in which stock can be tracked. These storerooms can be physical or virtual in nature. Each value in the storeroom value list provides default values or other settings applicable to the storeroom.	
Inventory Classification	This value list defines the values to reflect different ways in which items are classified within a storeroom. These classifications provide rules for the way in which the stock is managed and what can and can't be done.	

Minor inventory-related value lists

There are several other value lists that can be used by the inventory functionality.

Value list name	Comments
ABC Usage	This value list helps define the relative importance /value of inventory parts and therefore the amount of effort that should be expended to track the on-hand balance. Inventory identified as being **A-High Value** should have low on-hand quantities, frequent counts and close monitoring. Stock items identified as being **C-Low Value** typically involve high volume usage and low cost. Large quantities of these should be on hand with minimal control.
Cycle Count Frequency	This value list defines the frequency at which cycle counts on an item should be performed.
Cycle Count Priority	This value list defines the relative priority of performing a cycle count on an item. In the event that there are too many items to count and insufficient resources, the cycle count priority should be taken into consideration.
Deliver to Location	The values in this list can be defined on the entity record and flow to requisitions and purchase orders. From an inventory perspective they are linked to values in the Storeroom value list and flow to requisitions and purchase orders. It is a mandatory field on purchase orders.
Item Pick Method	This value list indicates the method used to pick the part and whether or not special equipment such as a forklift or crane is required. It is used as a sorting criterion when pick lists are organized into a logical picking sequence.
Reason Canceled	Selected values in this list can be used in conjunction with count sheets and pick lists. Values can also be used by selected maintenance or procurement-related objects.
Reason for Transaction	Selected values in this value list can be used in conjunction with the Adjustment form, Reclassification form and Transfer form. The values can also include a G/L account that gets charged as the offset account. The value list also is used by some maintenance objects.
Reason Held	Selected values in this list can be used by a number of inventory objects as well as some procurement and maintenance objects.
Reference Classification	The values in this value list can be used in conjunction with either an issue transaction or a receipt transaction.
Replenishment Group	The values in this list are used when setting up an item-storeroom link and are selected when a replenishment report is being created. The values can also include a default lead time.
Replenishment Message	The values in this value list are default messages that can be selected and added to an item-storeroom link. These messages display when an item is suggested on a replenishment report. A sample message is: 'Check with maintenance planner'.

Value list name	Comments
Service Target Level	The values in this list define the relative need to fulfill a stock request. For example, a request of **High** might mean that stock should be on hand to fulfill materials requests at least 95% of the time. A value of **Low** might mean that orders can be fulfilled from stock at least 60% of the time. Service target levels impact on the quantity of an item that must be kept in stock and therefore impact on the total dollar investment.

Module 2 – Item Management

Module Objectives

- Define the purpose, fields and views of the item record
- Define the setup of item-storeroom information
- Create an item record including storeroom information
- Define the purpose of the purchase catalog item versus the item record
- Define the purpose of the vendor resource record
- Create a basic purchase catalog item and vendor resource for an item record
- Create an item record, PC item and vendor resource using the Copy function

Section 1 – Item Record

Section Objectives

- Introduce the purpose and usage of the item record
- Define the purpose of each field and view of the item record
- Define the setup of item-storeroom information

Purpose

The EAM Inventory module consists of a single master file – the Item record. The purpose of the item record is to track all necessary information about a spare part that is kept on hand in the Maintenance, Repair and Overhaul (MRO) inventory.

The item record is 'owned' by the inventory function and generally only selected individuals in this functional area have the authority to create an item record and/or modify an existing record.

Item records contain all necessary information about a spare part that is kept on hand in the MRO inventory. In addition to basic information about the part, the item record also includes the bin location and replenishment information by storeroom, the on-hand balances in both quantities and valuation, a record of quantities on open orders with links to those purchase orders and all transactions involving the item. Transactions include: receipts, issues, reclassifications, counts, adjustments and transfers.

The item record can also be used to track individual units by serial number and to track consignment inventory. The tracking of serialized inventory is covered in Module 5. Consignment inventory is not covered in this course.

All item records have a matching purchase catalog item (PC item). While the item record is 'owned' by stores and contains a lot of information appropriate for storeroom personnel, the purchase catalog item (PC item) is 'owned' by purchasing. Both an item record and a PC item have some common information but the PC item also has a lot of information relevant to its procurement. This includes links with one or more vendors and vendor specific information about the item such as price and the vendor's part number (if known).

Descriptive and historical information

The item record contains basic descriptive information about a spare part including but not limited to:

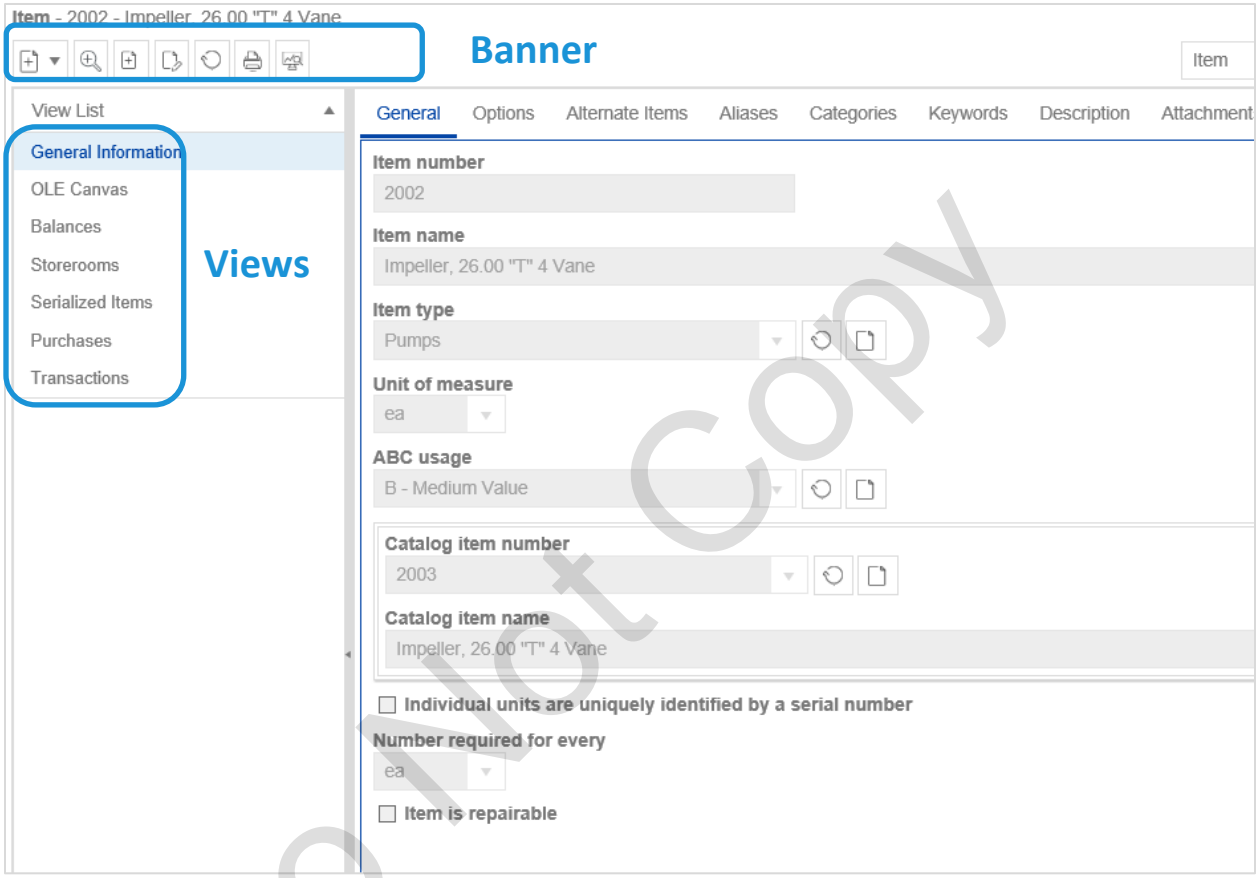
- Part ID number
- Part name
- Unit of measure
- Item type
- ABC usage

It also tracks information about where it is kept in the storeroom, the min/max values used in the replenishment process, the current on-hand balance and a copy of all historical transactions including:

- Receipts
- Returns to vendor
- Issues
- Returns to stock

- Adjustment
- Counts
- Reclassifications
- Transfers
- Purchase orders

When applicable, the item record also tracks the location of each serialized spare part.



The item record displays the unique ID of the item with the item description in the top left.

Information relating to the current balances, the storeroom-related details as well as all transactional, purchase history and serialization tracking is organized in **views** listed on the left-hand side.

All item records are database-scoped meaning that an item record can be used by any site. However, storerooms, transactions and purchase orders belong to a specific site.

Views

Each item record contains a number of views that track historical information about the item record.

View	Purpose
General Information	This view provides basic descriptive information about the item record through the different tabs that are provided. The Categories tab only displays if at least one category has been linked with the item object. Tabs are also displayed for each add-on linked to a specific item record.
OLE Canvas	This view provides access to the OLE Canvas function that uses MS Word as the text editing tool. It can include additional text, graphics, pictures and tables relevant to the item.
Balances	This view lists by storeroom and inventory classification the current balances for the item. Each line includes the quantity, unit cost and total valuation.
Storerooms	This view links the item record to one or more storerooms and through each link storeroom-specific information such as bin location, cycle count frequency and replenishment information is defined and managed.
Serialized Items	This view lists the individual components by serial number for the given item record identified as being a serialized item. It also indicates the location of each component either in stock or installed on a specific entity.
Purchases	This view lists all purchase order lines for the item record. Purchases for the matching purchase catalog item that were bought as a direct purchase rather than for stock are not included. The purchase order lines can be launched from this view.
Transactions	This view lists all transactions relating to this item record: • Receipts • Returns to vendor • Issues • Return to stock • Adjustments • Reclassifications • Transfers (In and Out) Each transaction can be launched from this view.

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Section 2 – Purchase Catalog Item and Vendor Resource (Introduction)

Section Objectives

- Define the basic purpose and usage of the purchase catalog item record
- Define the basic purpose and usage of the vendor resource record

Introduction

Section 1 covered the purpose and usage of the Item record. This record is used for managing the individual spare parts that are kept in stock for maintenance purposes. It is 'owned' by the storeroom function and it tracks information about a part required by storeroom personnel including:

- Detailed description of the spare part
- Identification of all storerooms in which the part is kept along with the bin location
- Information about the frequency at which cycle counts are to be performed
- G/L account numbers to be charged for different types of inventory-related transactions
- Min / max levels and other rules and details required for initiating replenishment
- Current balance on hand in each storeroom along with the total valuation and the average unit cost
- Historical tracking of all related transactions (issues, receipt, counts, adjustments, reclassifications, transfers)
- Historical tracking of all related purchase order lines

Section 2 introduces two other objects or record types in EAM that are 'owned' by procurement but that are linked to the item records. These records track additional information that may be of value to storeroom personnel that are not available on the item record.

This section only introduces these objects. They are covered in detail in the EAM Procurement training course.

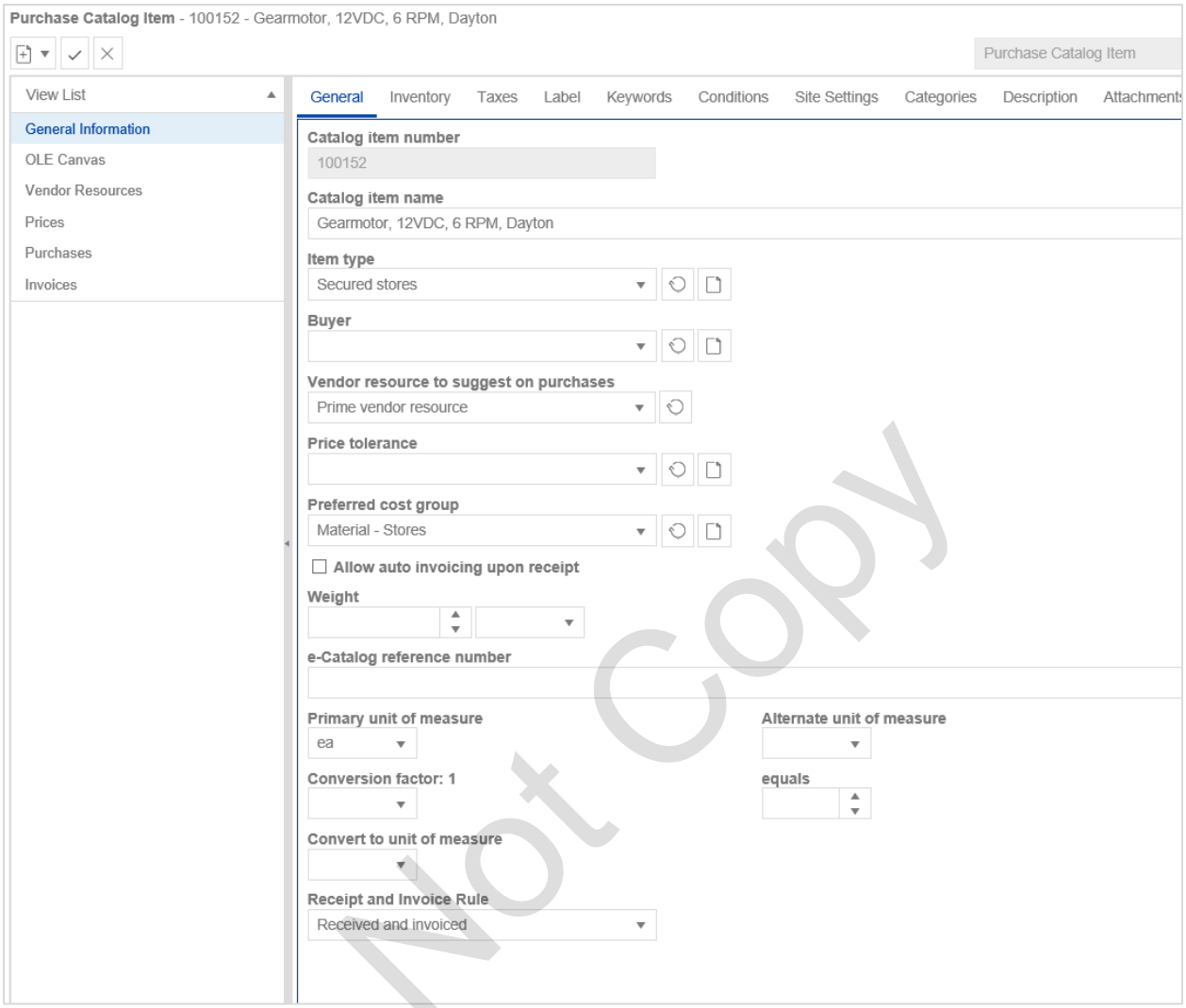
Purchase catalog item (PC item)

The purchase catalog item – also referred to as the PC item or the PCI – is owned by procurement and includes information or links to information relevant to the buyers. A purchase catalog item can represent:

- A single inventory item
- A specific direct purchase item
- A specific service or rental
- A group of commodities or services (e.g. Miscellaneous fasteners, Miscellaneous services)

The term 'purchase item catalog' refers to a listing of all purchase catalog items set up in EAM. This listing therefore includes stock items, direct purchase items and services. The general purpose of the purchase item catalog is to provide a single place that can be accessed by EAM users to identify materials or services that have been set up in EAM – hopefully with vendors and prices which are defined by buyers.

An authorized user can then initiate a request for a purchase catalog item, allow the system to determine the sourcing method (from stock or purchase), and create the appropriate documents (pick list or requisition/purchase order).



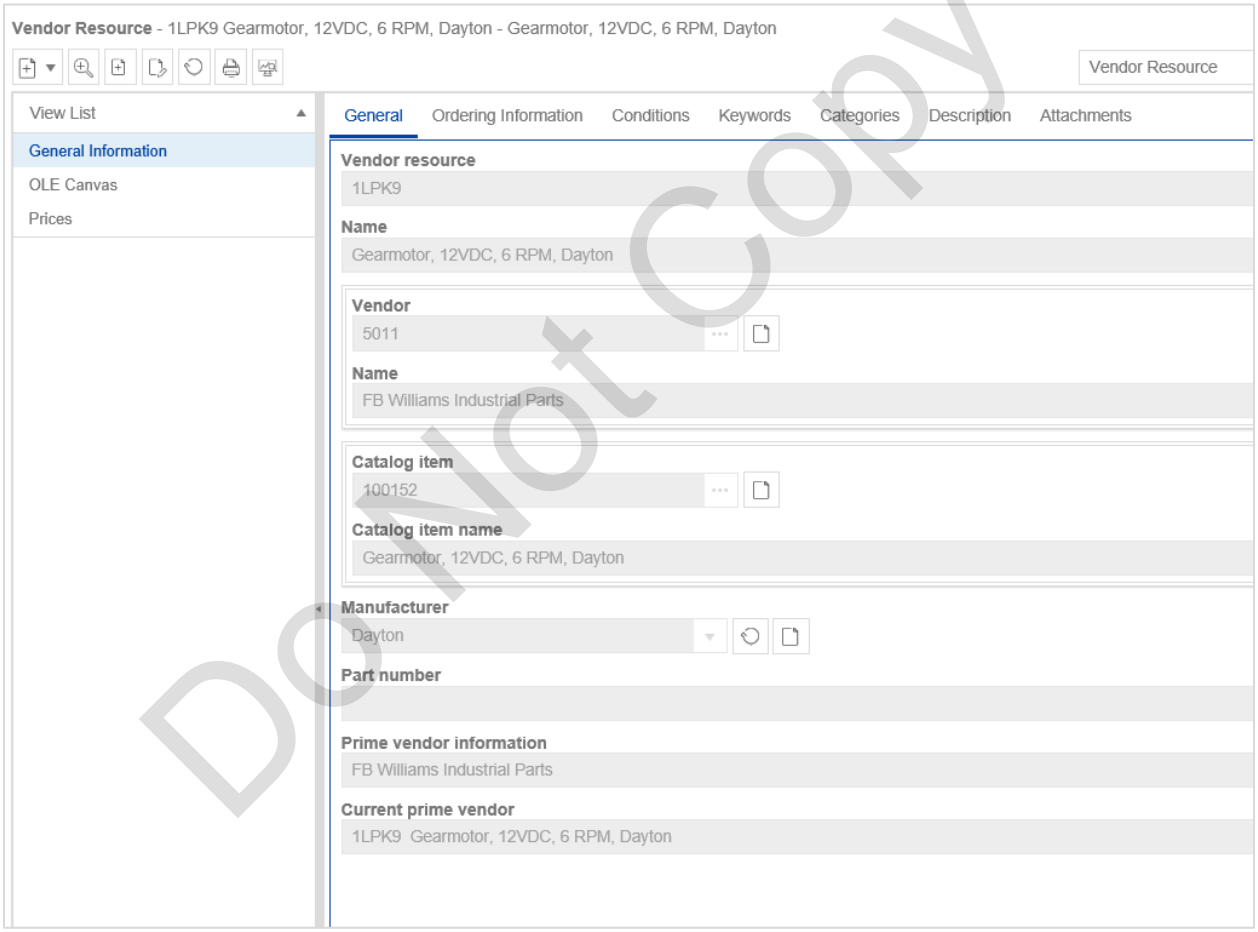
The following table compares the item record and the PC item record.

Item Record	Purchase Catalog Item Record
• Owned by Inventory	• Owned by Procurement
• Tracks individual stock items only	• Tracks stock items, direct purchase items, services, generic parts
• Includes some data common to PC item	• Includes some data common to item record (if applicable)
• Includes data specific to item record and not provided on PC item such as storerooms, bin locations, quantity and valuation on hand, average unit cost, replenishment rules and MIN/MAX points	• Includes data specific to PC item and not included on item record such as taxes, condition charges, purchasing and invoicing rules/options, links to vendors, prices, invoices
• Required on all inventory-related transactions	• Required on purchase order lines; optional on requisition lines
• Linked to a single PC item	• Linked to a single item record (if representing a stocked part); Not linked to an item record if representing a direct purchase part, a service or a generic group of parts
• Can share the same ID and description as the PC item but it is not necessary	• Can share the same ID and description as the Item record (when applicable) but it is not necessary

Vendor resource

The vendor resource object is ‘owned’ by the procurement function. A vendor resource cannot stand on its own but is created through the linking of a purchase catalog item with a vendor record. It contains vendor-specific information about a specific part or service including:

- Vendor’s part number
- Vendor’s part description
- Vendor-specific conditions
- Vendor’s lead time
- Vendor’s price(s) and expiry dates
- Vendor’s pack size / minimum ordering quantities



Lab 1 – Creating an Item Record

Introduction

There are two main options for setting up an item record: from scratch or copying an item. This lab covers the first option and the next lab covers the second option.

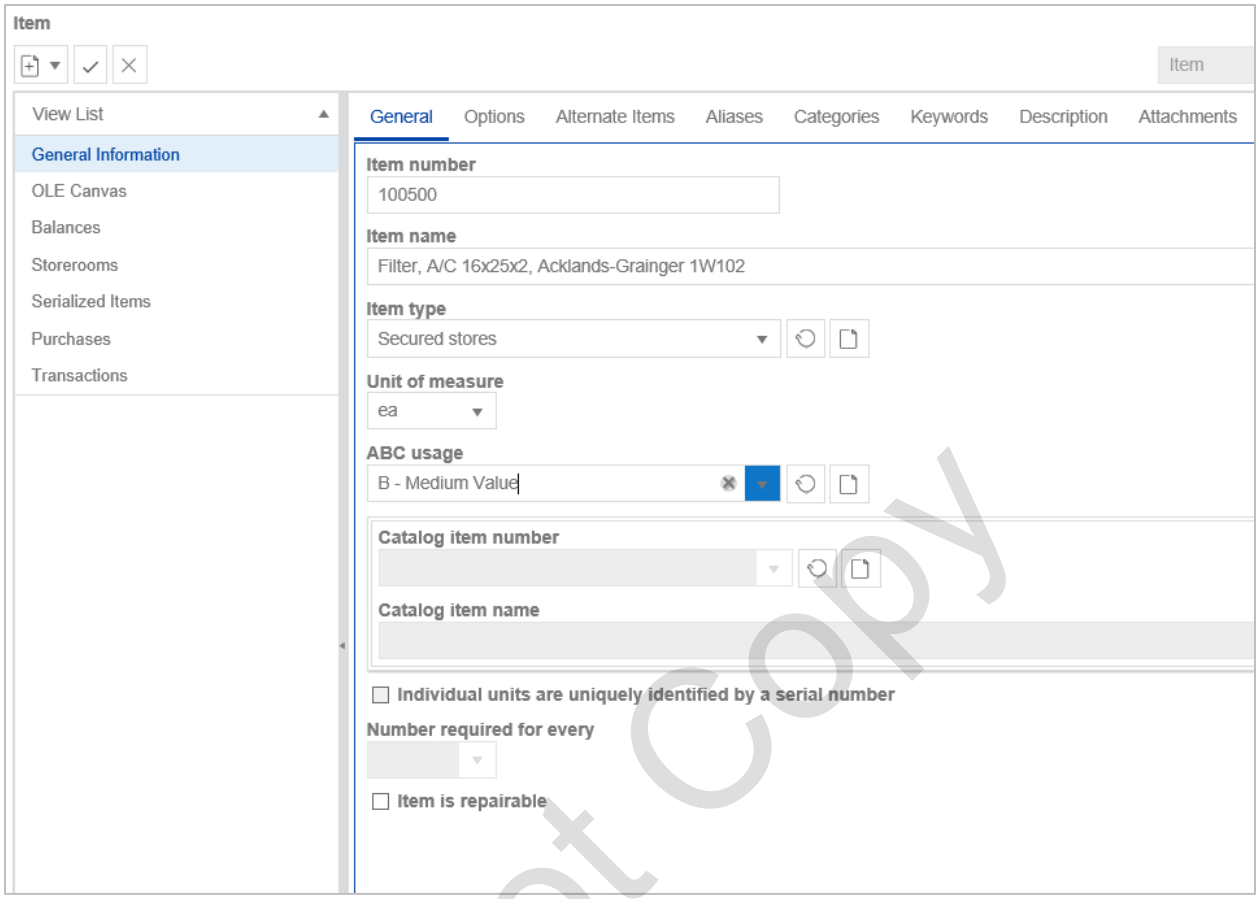
Objectives

On completion of this lab, you will be able to:

- Create an item record from scratch
- Define storeroom links and replenishment information
- Create a purchase catalog item
- Set up an item for stocking in an alternate storeroom

Create an item record

1. Select **Inventory** desktop **Functions** folder.
2. Select **Create an Item Record**.
3. Type **100500** in the **Item number** field.
4. Type **Filter, A/C 16x25x2, Acklands-Grainger 1W102** in the **Item name** field.
5. Select **Secured Stores** from the **Item type** drop-down list.
6. Select **ea** from the **Unit of measure** drop-down list.
7. Select **B – Medium Value** from the **ABC usage** drop-down list.



8. Click **Options** tab.
9. Select **Material - Stores** from the **Preferred cost group for inventory transactions** drop-down list.
10. Select **Add item to entity parts list when item is used** checkbox.
11. Type **1** in the **Suggested quantity to issue** field and select **ea** from the drop-down list.
12. Type **VARIANCE** in the **Price variance expense account** field.

NOTE: The price variance field is a mandatory field and should be populated with the appropriate price variance account number. This account number is automatically charged for variances that cannot reasonably be allocated to on-hand stock.

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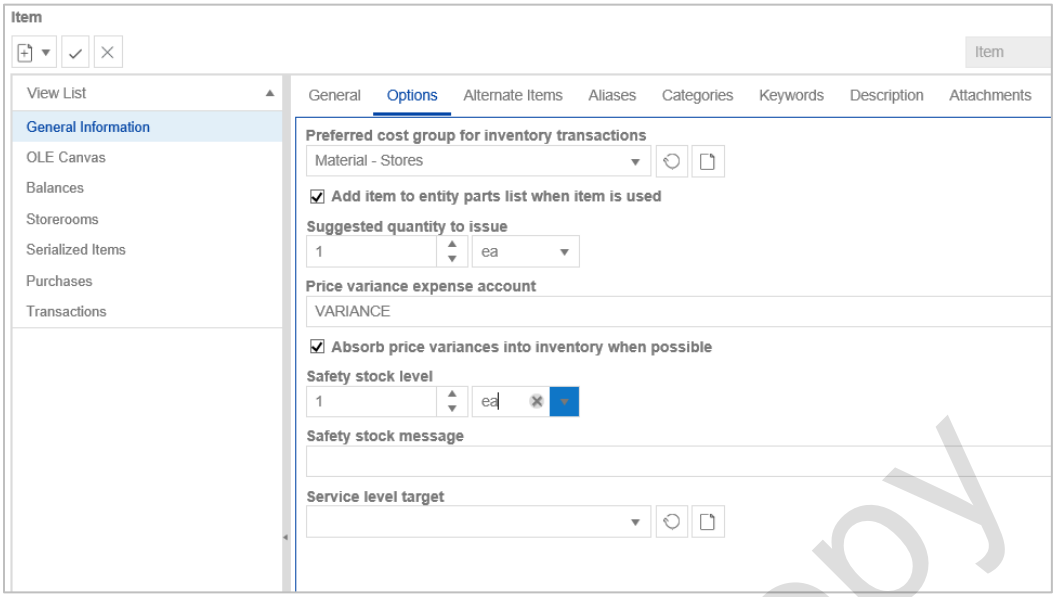
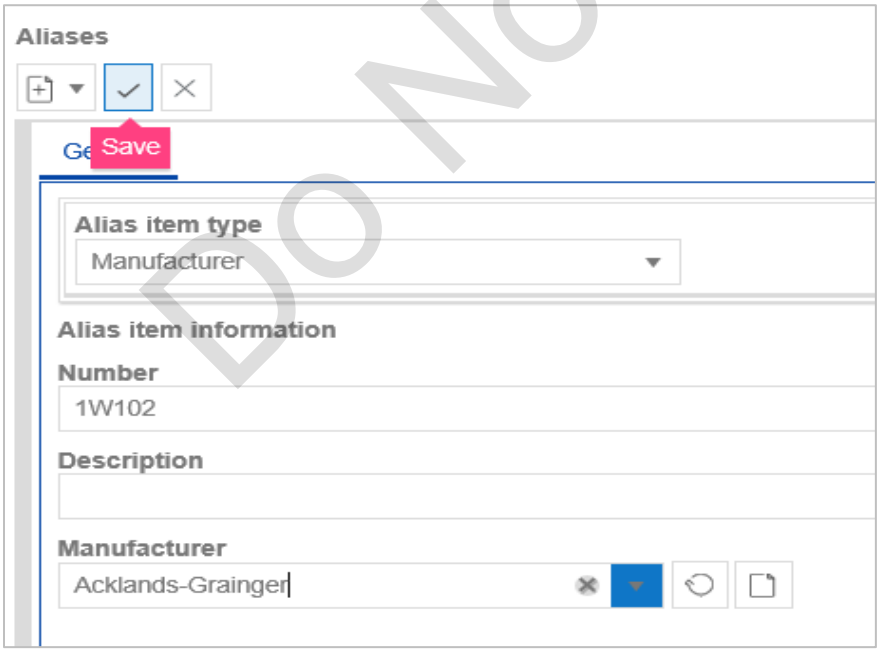
13. Select **Absorb price variances into inventory when possible** checkbox.
14. Type **1** in the **Safety stock level** field and select **ea** from the drop-down list.



15. Click **Aliases** tab.
16. Click **New** button.
17. Select **Manufacturer** from the **Alias item type** drop-down list.
18. Type **1W102** in the **Number** field.

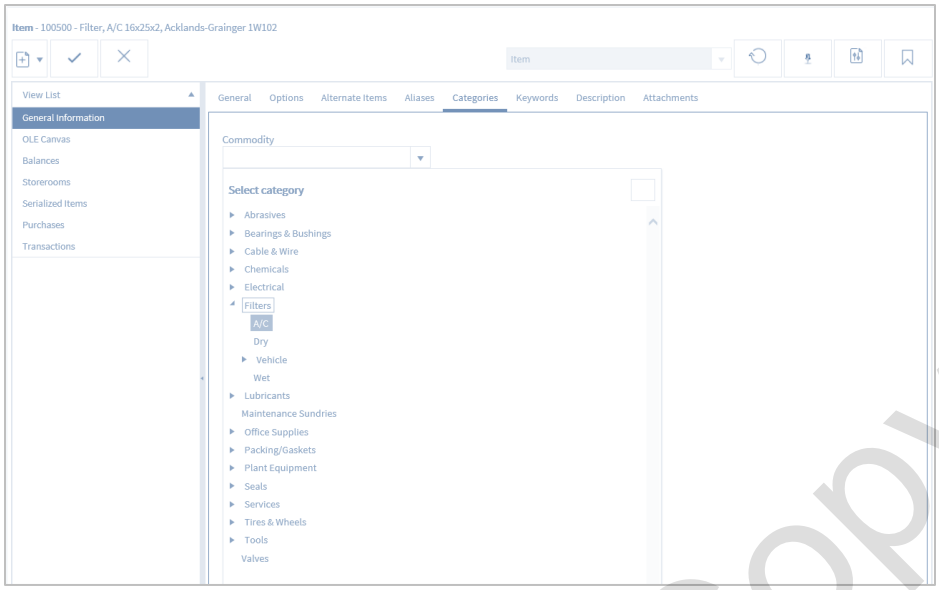
In this section of the lab this is assumed to be the manufacturer's part number.

19. Select **Acklands-Grainger** from the **Manufacturer** drop-down list.

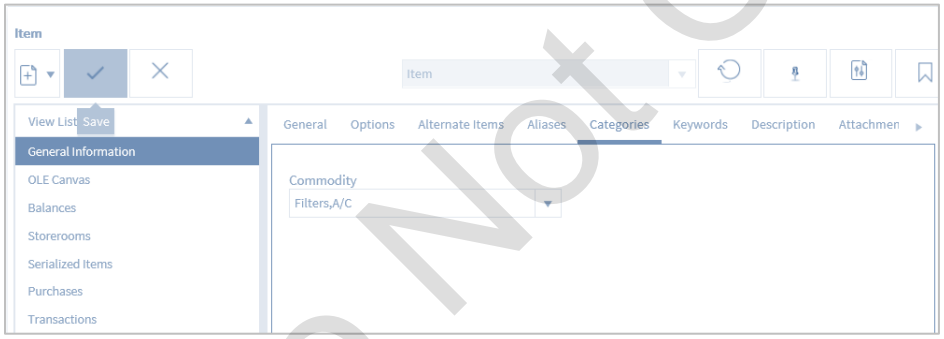


20. Click **Save** button in the toolbar.
21. Click **X** top right to exit the Aliases detail.
22. Click **Categories** tab.

23. Click drop-down list to the right of the category field.
24. Click arrow to expand the **Filters** option.



25. Select **A/C** filter.



26. Click the **Save** button in the toolbar to save your new item record.

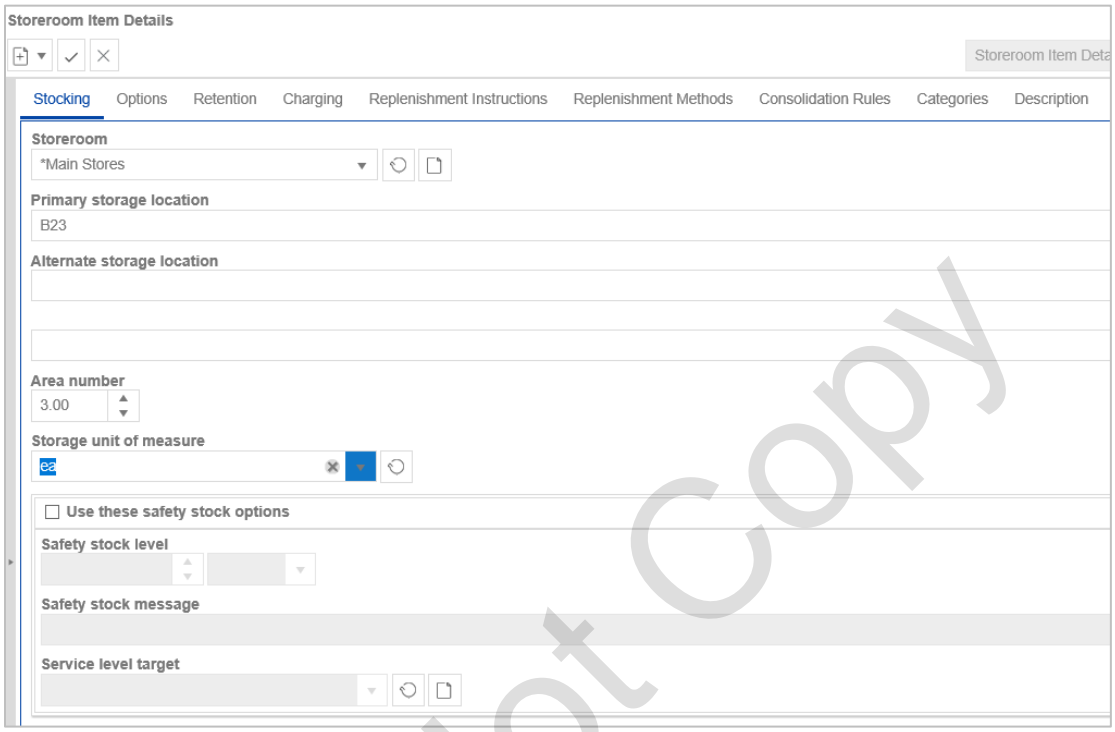
Define storeroom links and replenishment information

In this section of the lab, you are going to link the new item record with a storeroom and in doing so, set up storeroom-specific information including the bin location, picking and cycle count information, charging accounts and the replenishment levels and rules.

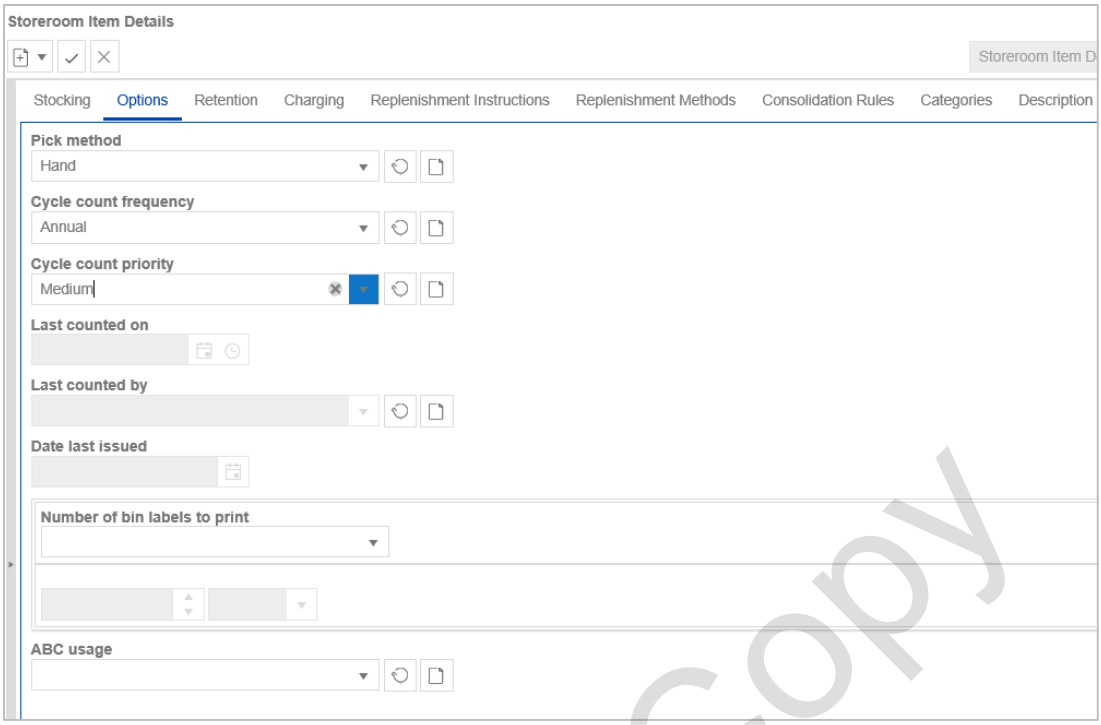
27. Click **Storerooms** view.
28. Click **Modify** in the toolbar to make the item record editable.
29. Click **New** button.
30. Select ***Main stores** from the **Storeroom** drop-down list.
31. Type **B23** in the **Primary storage location** field.
32. Type **3** in the **Area number** field.

NOTE: The area represents a general section of the storeroom. If the entire storeroom covers a few buildings, area can be used to reference a specific building. Area displays as a numeral with two decimal points. Bin location is the specific place within that area where the part is kept.

33. Verify that the **Storage unit of measure** is set to **ea**.



34. Click **Options** tab.
35. Select **Hand** from the **Pick method** drop-down list.
36. Select **Annual** from the **Frequency** drop-down list.
37. Select **Medium** from the **Cycle count priority** drop-down list.

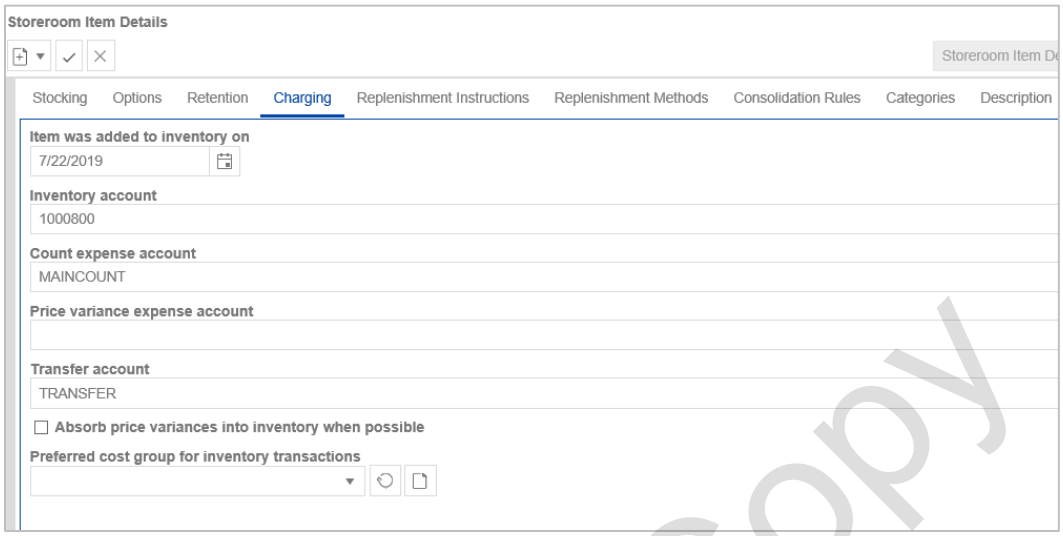


38. Click **Retention** tab.
39. Type some values in the different fields if desired.

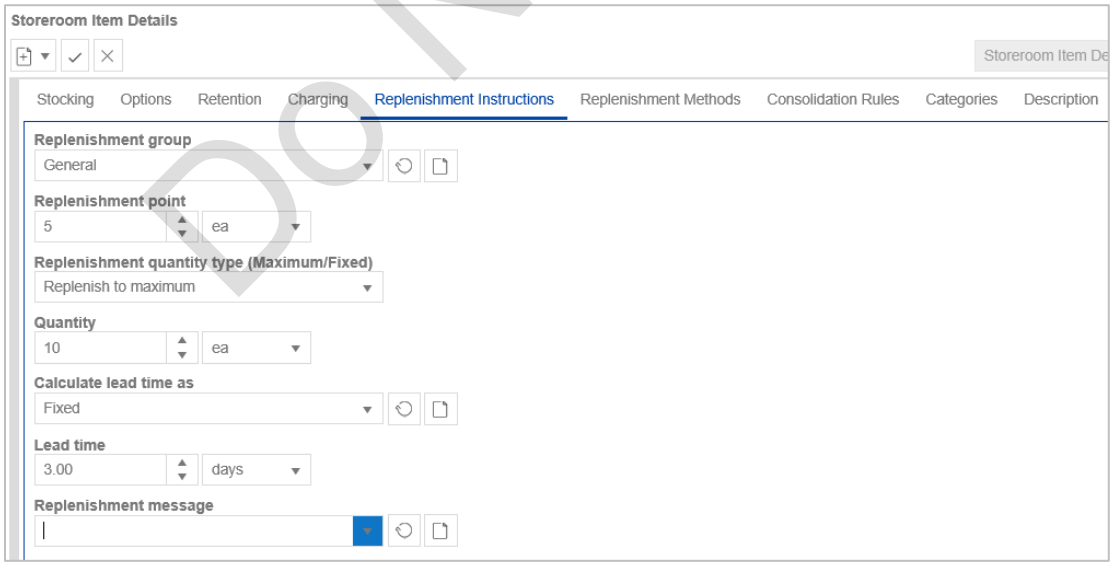
NOTE: Usage transactions reflect issues. Non-usage transactions are all other types of inventory transactions. If there is a desire to ensure that a minimum number of transactions are maintained in the database or transactions for a specified length of time, these values are defined here. The values can be defined on the template used to create a new item record. A purging utility must be run before anything is purged.

40. Click **Charging** tab.
41. The Inventory account field is populated from a default value in the Storeroom value list.
42. Type **MAINCOUNT** in the **Count expense account** field.
43. Type **TRANSFER** in the **Transfer account** field.

NOTE: The account numbers entered on this tab should be the valid G/L account numbers or segments used by the company. If account numbers were defined in the Storeroom value list (preferred option), they default here. If the G/L account validation is turned on, only valid numbers can be entered.

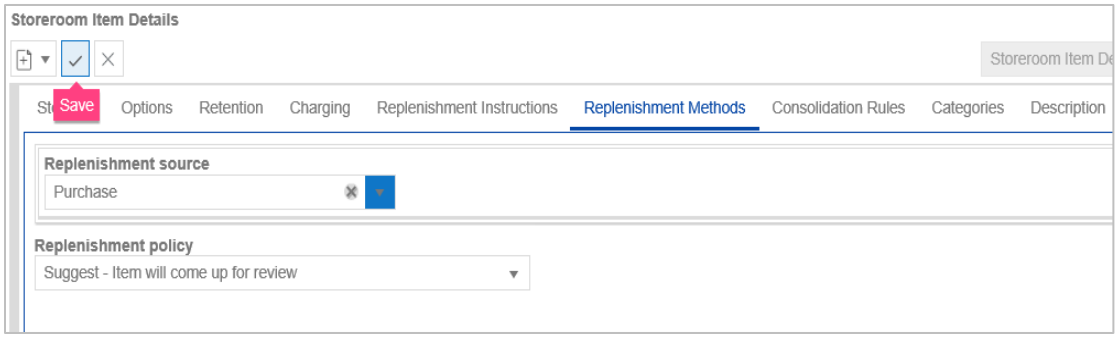


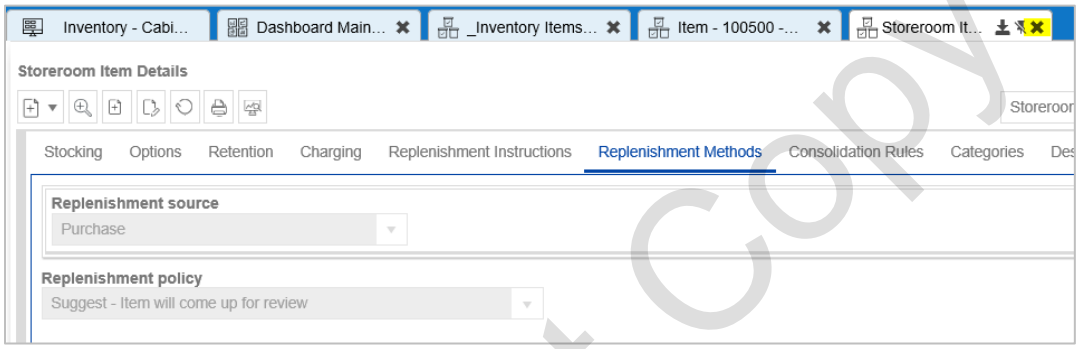
44. Click **Replenishment Instructions** tab.
45. Select **General** from the **Replenishment group** drop-down list.
46. Type **5** in the **Replenishment point** field and select **ea** from the unit of measure drop-down list.
47. Select **Replenish to maximum** from the **Replenishment quantity type** drop-down list.
48. Type **10** in the **Quantity** field and select **ea** from the unit of measure drop-down list.
49. Select **Fixed** from the **Calculate lead time as** drop-down list.
50. Type **3** in the **Lead time** field and select **days** from the unit of measure drop-down list.



51. Click **Replenishment Methods** tab.
52. Select **Purchase** from the **Replenishment source** drop-down list.
53. Select **Suggest – Item will come up for review** from the **Replenishment policy** drop-down list.

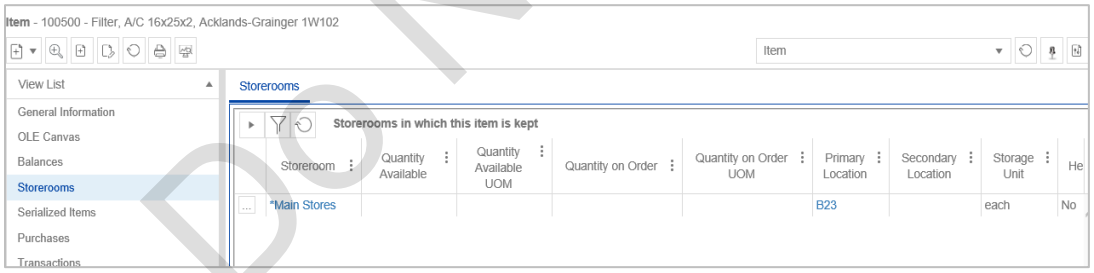
54. Click **Save** button in the toolbar





55. Click **X** to close the **Storeroom Item Details** page.
56. Click **Save** button in the toolbar.

The link between the item record and the storeroom displays on the Storerooms view.



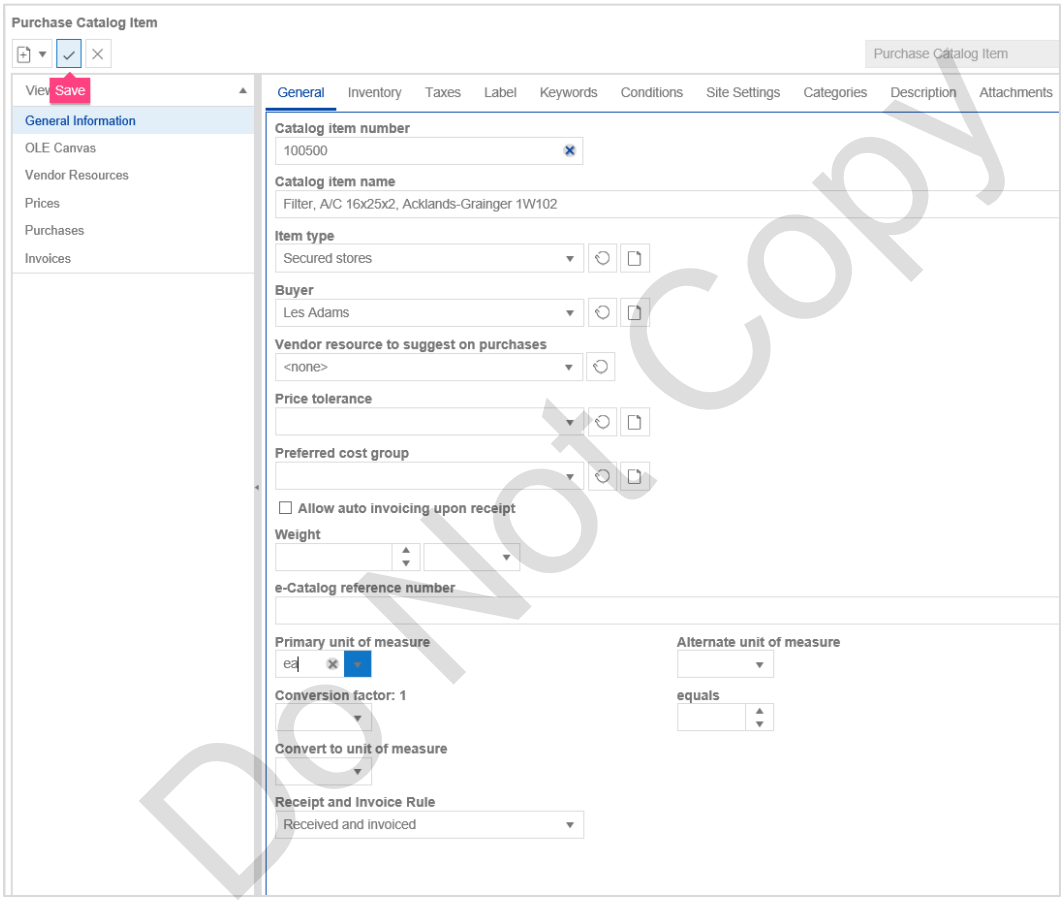
Create a purchase catalog item using the create function

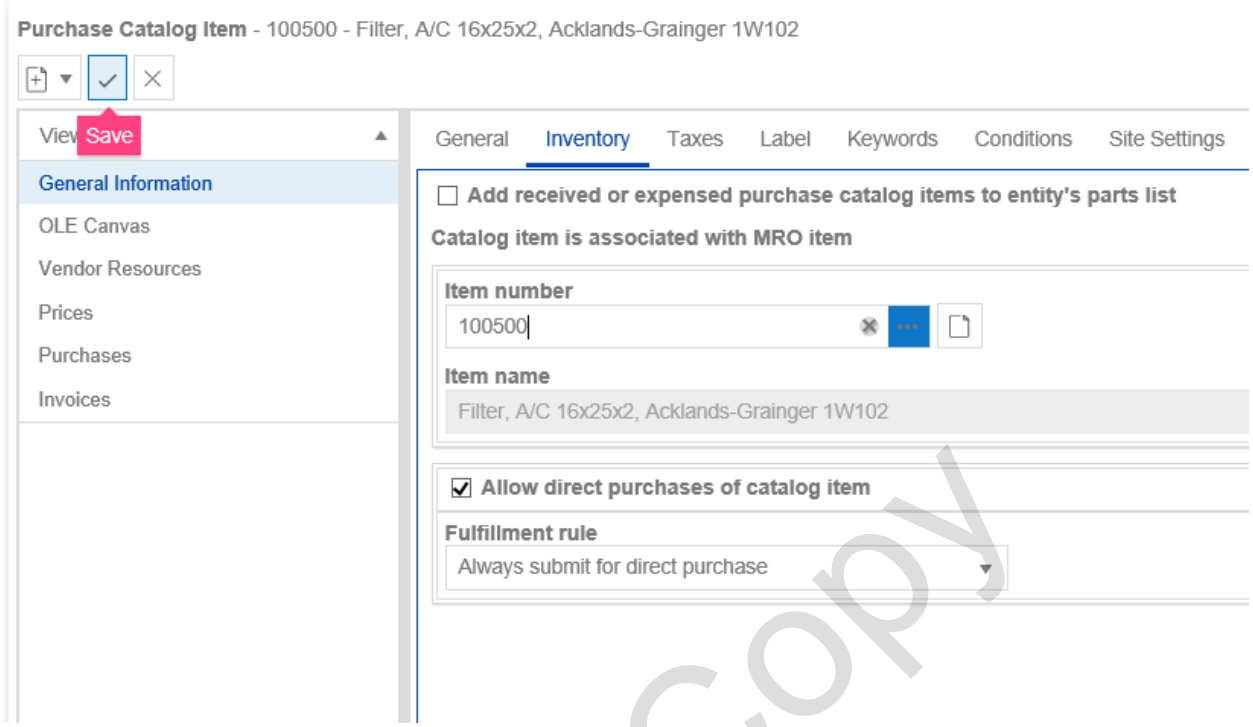
In this section of the lab you are going to create the basic purchase catalog item (PC Item) for your item record. Buyers will have to complete the setup of this item with appropriate purchasing related information.

NOTE: Most organizations do not allow stores personnel to create or edit purchase catalog items. For purposes of this exercise – to help you understand the existence and purpose of these objects – the assumption is being made that Stores personnel can create the basic purchase catalog item, link it to a vendor and set up the vendor's price if known.

57. Select the **Functions** folder in the **Inventory** desktop.
58. Launch the **Create a Purchase Catalog Item** function.

59. Type **100500** in the **Catalog item number** field.
60. Type **Filter, A/C 16x25x2, Acklands-Grainger 1W102** in the **Catalog item name** field.
61. Select **Secured stores** from the **Item type** drop-down list.
62. Select **Les Adams** from the **Buyer** drop-down list.
63. Select **ea** from the **Primary unit of measure** drop-down list.
64. Click **Inventory** tab.
65. Type **100500** in the **Item Number** field.
66. Click **Save**.
67. Click **X** to close the **Purchase Catalog Item**.

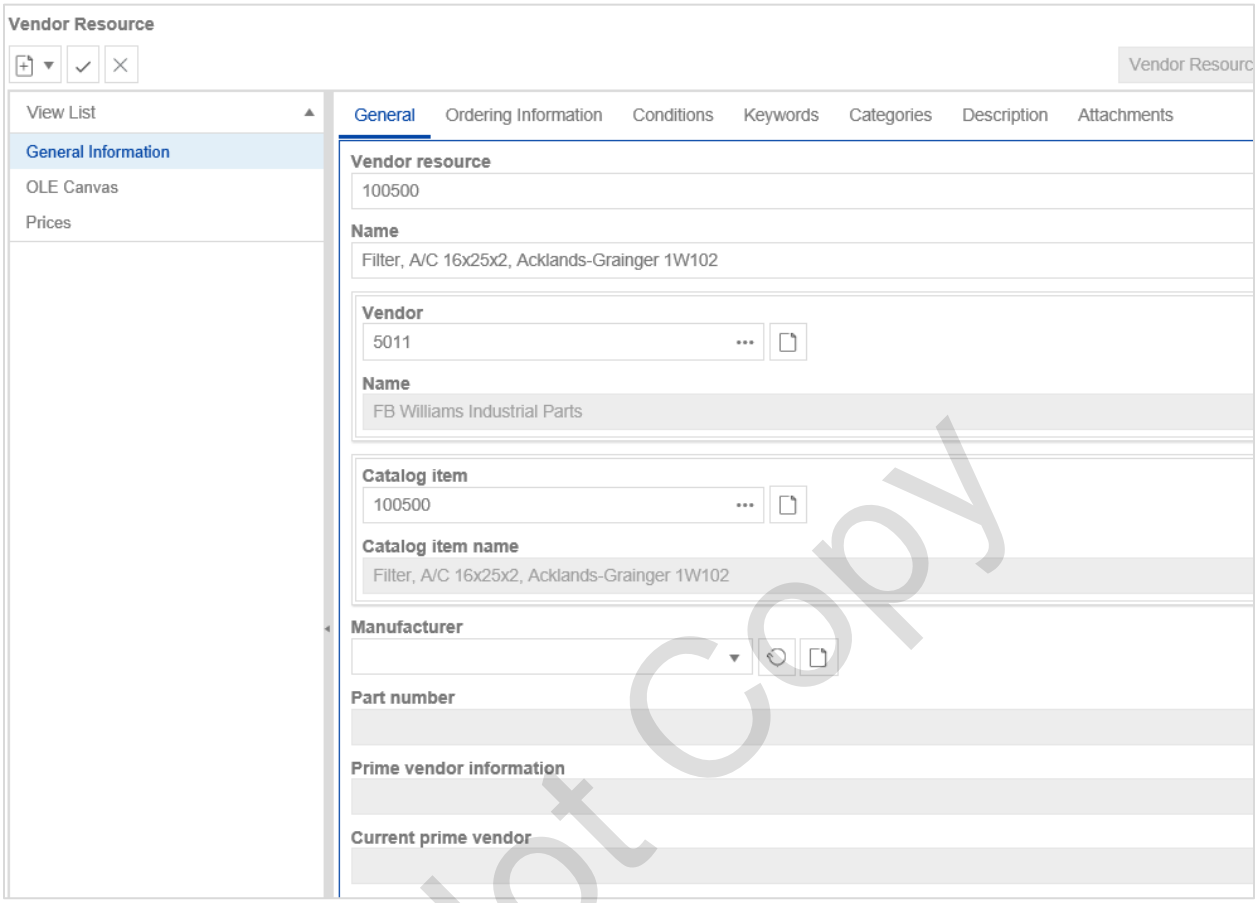




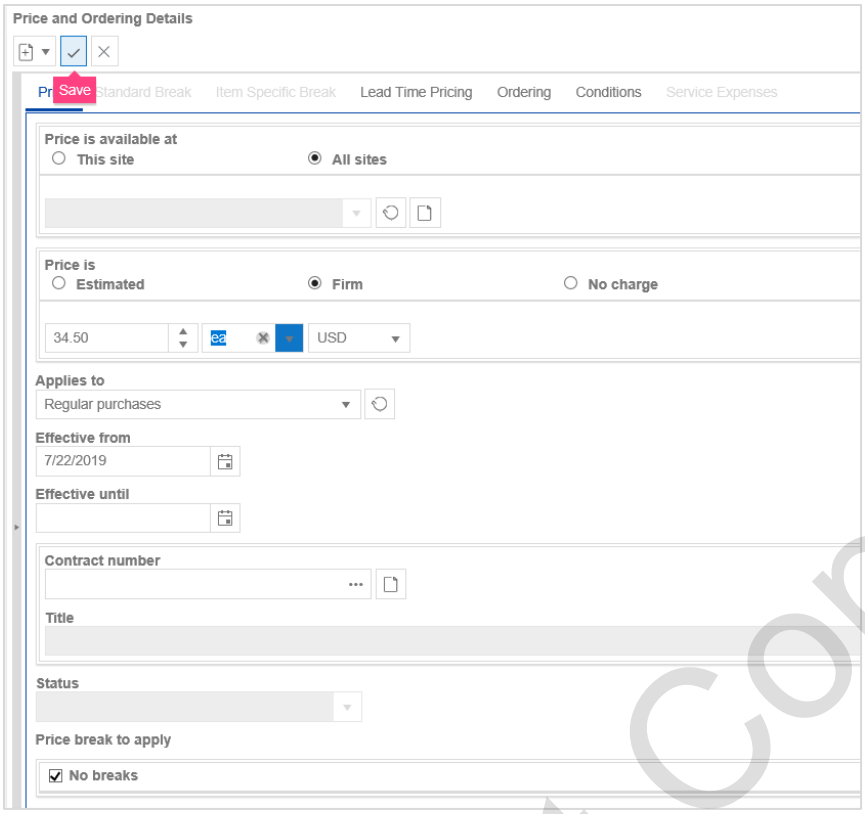
Create a vendor resource using the create function

In this section of the lab you are going to create the basic vendor resource and price for your item record. Buyers will have to complete the setup of this item with appropriate purchasing related information.

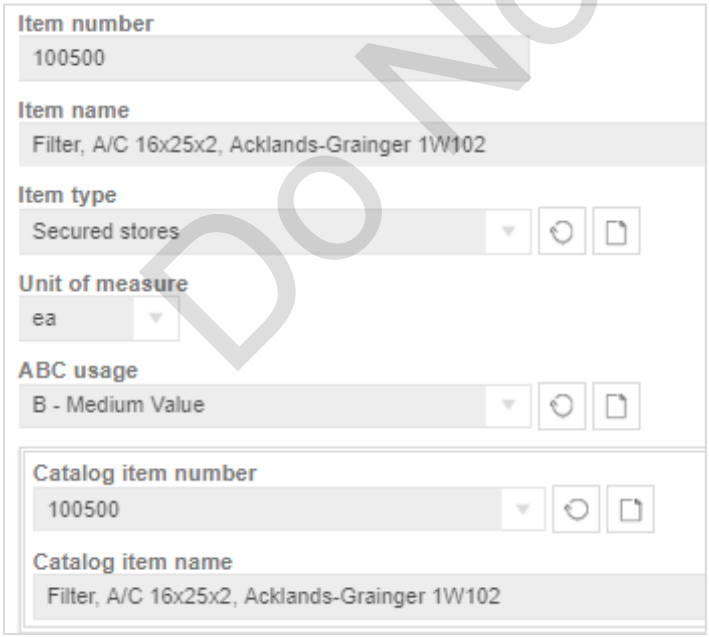
68. Launch the **Vendor Resource** cabinet from the **Inventory - Cabinet** desktop.
69. Cancel prompt.
70. Click **New**|**Vendor Resource.**
71. Type **100500** in the **Vendor Resource** field.
72. Type **Filter, A/C 16x25x2, Acklands-Grainger 1W102** in the **Name** field.
73. Type **5011** in the **Vendor number** field (the vendor number for FB Williams Industrial Parts).
74. Type **100500** in the **Catalog item** field.



75. Click **Prices** view.
76. Click **New|Purchase Price** button.
77. Type **$34.50** in the **Price** field.
78. Click **Save** button in the toolbar.



79. Click **X** to close the **Pricing** page and the **Vendor resource**.
80. Refresh the item record.

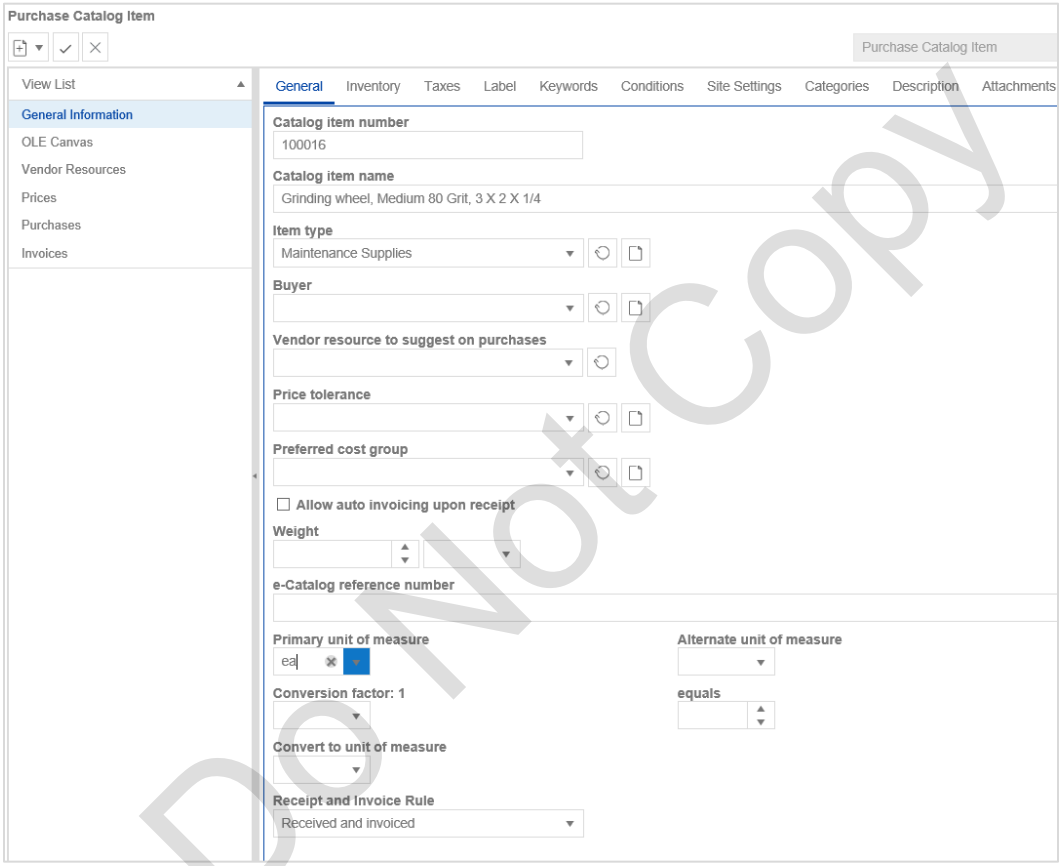


Note that the Catalog item number field is populated on the Item record.

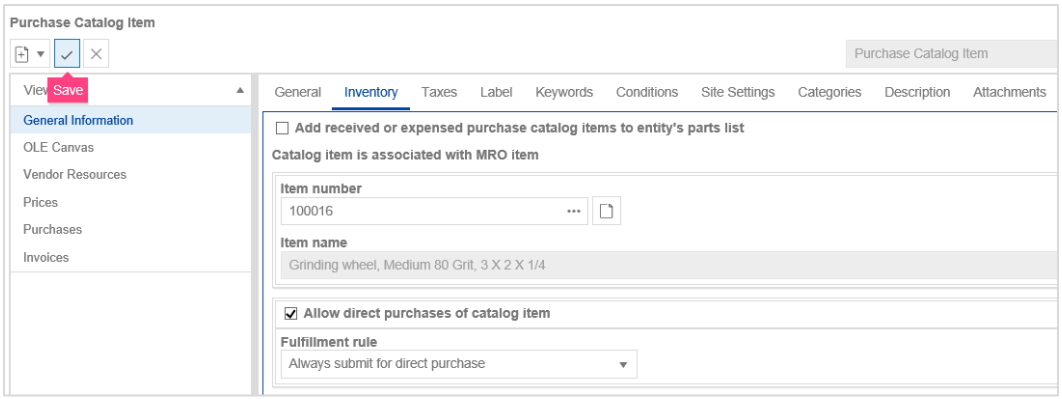
81. Exit the item record.

In this section of the lab, you are going to create a basic purchase catalog item for an item that already exists as an inventory item but does not have a purchase catalog item. In this example, you will only create the PC item but not link it to a vendor or define a price.

82. Select **Functions** folder from the **Inventory** desktop.
83. Launch the **Create a Purchase Catalog Item** function.
84. Type **100016** in the **Catalog Item Number** field.
85. Type **Grinding wheel, Medium 80 Grit, 3 X 2 X 1/4** in the **Catalog item name** field.
86. Select **Maintenance Supplies** from the **Item type** drop-down list.
87. Select **ea** from the **Primary unit of measure** drop-down list.



88. Click **Inventory** tab.
89. Type **100016** in the **Item number** field.
90. Tab out of the field to update item information.



91. Click **Save**.
92. Click **Yes** to confirm the message that displays.
93. Click **X** to close the **Purchase Catalog Item**.
94. Launch the Item record.

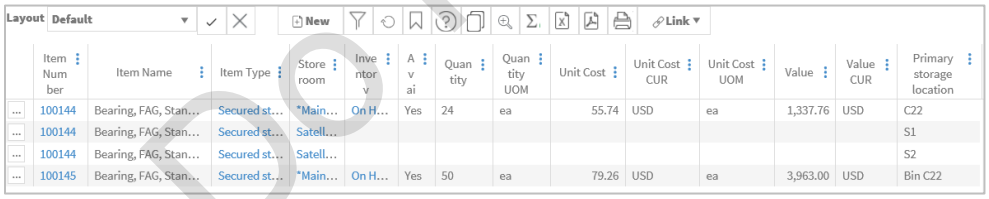
Note that the Catalog item number field is populated on the Item record.

95. Close the Item record.

Set up an item for stocking in an alternate storeroom

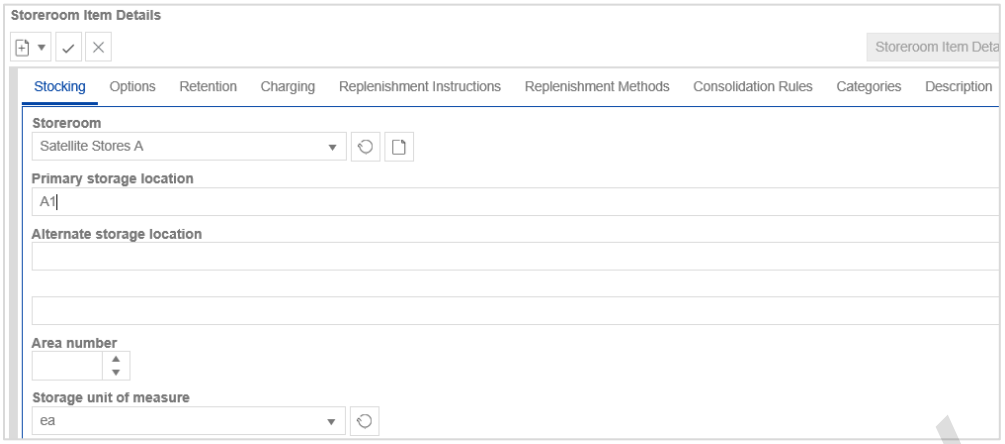
In this section of the lab, you are going to link item 100145 with Satellite Stores A and Satellite Stores B. These storerooms are set up to use different transfer modes which will be covered in Lab 10.

96. Select the **Cabinets** folder on the **Inventory** desktop.
97. Launch the **Inventory Items** cabinet.
98. Type **FAG** in the **Item name contains** field of the prompted filter.
99. Click **Apply Filter**.
100. Items 100144 and 100145 displays.

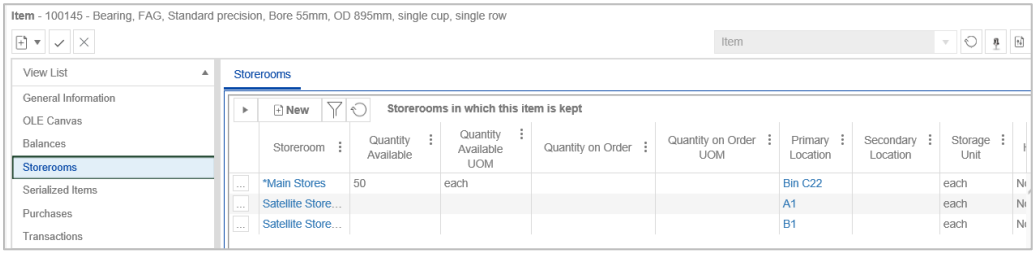


NOTE: Item 100144 is listed three times – once for each storeroom that it is linked with.

101. Launch item **100145** and click the **Modify** button from the toolbar.
102. Click **Storerooms** view.
103. Click **New** button.
104. Select **Satellite Stores A** from the **Storeroom** field drop-down list.
105. Type **A1** in the **Primary storage location** field.



106. Use steps 32 – 55 as a guideline and define other field in the Storeroom Item Details dialog box with reasonable values. Key values to use are:
    - Inventory account = **SAT STORES A**
    - Replenishment group = **Satellite stores**
    - Replenishment point = **0**
    - Replenish with a fixed quantity = **1**
    - Fixed lead time = **1 day**
    - Replenishment source = Storeroom - ***Main Stores**
    - Replenishment policy = **Suggest**
107. Click **Save** button in the toolbar.
108. Click **X** to exit the Storeroom Item details.
109. Repeat steps 98 through 106 using reasonable assumptions and the following specific values:
    - Storeroom = **Satellite Stores B**
    - Inventory account = **SAT STORES B**
    - Replenishment group = **Satellite stores**
    - Replenishment point = **0**
    - Replenish with a fixed quantity = **3**
    - Fixed lead time = **1 day**
    - Replenishment source = Storeroom - ***Main Stores**
    - Replenishment policy = **Suggest**
110. Click **Save** button in the toolbar.



111. Exit the item record.

You have now completed the requirements of this lab.

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Section 3 – Copy Function

Section Objectives

- Define the purpose and usage of the Copy function
- Create an item, purchase catalog item and vendor resource using the Copy function

Introduction

There are essentially two different ways to create an item record:

- From scratch
- By copying an existing item record and making appropriate changes

In Lab 1 you created an item record from scratch. A custom form that has default values and might include one or more add-ons can be used to create the item.

In Lab 2 you will create an item record using the copy function, using a similar item record through the **File | Copy** menu and then changing the fields that are different.

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Lab 2 – Creating an Item Record using the Copy function

Introduction

There are two main options for setting up an item record: from scratch using a form or using the copy function. This lab covers the second option.

Objectives

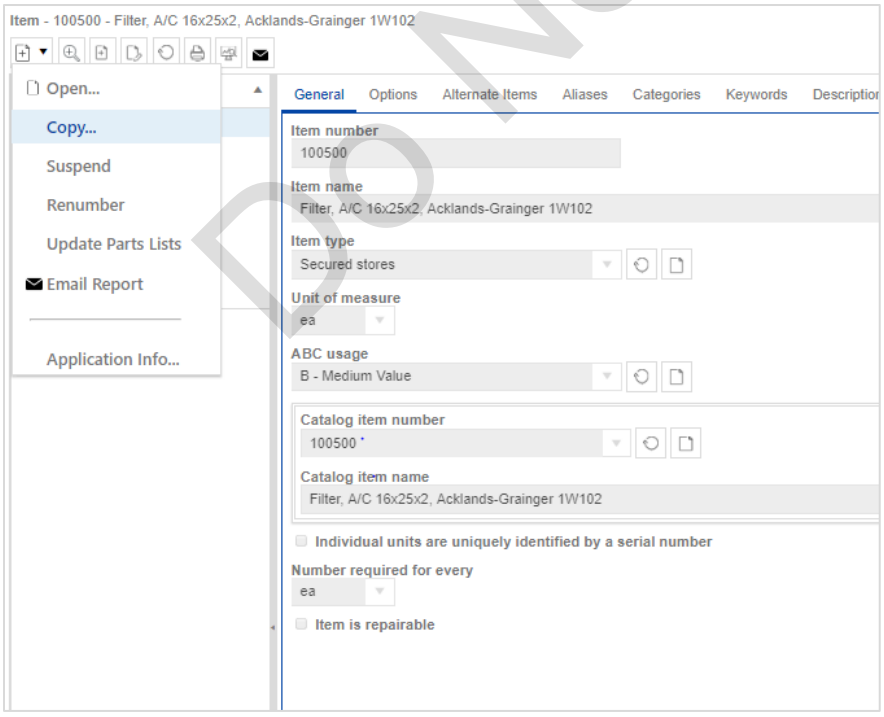
On completion of this lab, you will be able to:

- Create an item record using the copy function
- Define storeroom links and replenishment information using the Copy function
- Create a purchase catalog item and vendor resource using the Copy function

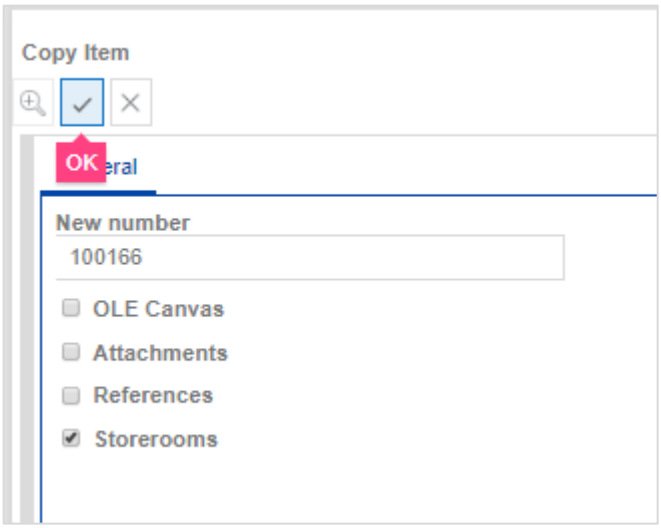
Create an item using the Copy Function

In this section of the lab you are going to create a new item record using the Copy function. Through the copy you will also link the item to the *Main Stores storeroom and set up appropriate replenishment information.

1. Select the **Cabinets** folder in the **Inventory** desktop.
2. Launch the **Inventory Items** cabinet.
3. Type **100500** in the **Item number contain** field.
4. Launch the item.
5. Click **Action|Copy**.



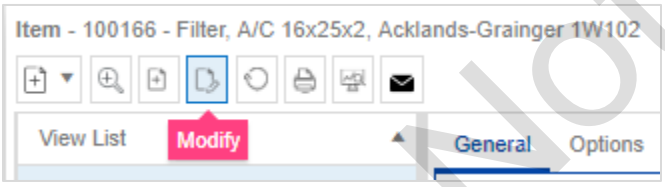
6. Record the system assigned item number. _____.
7. Click **Storerooms** checkbox.
8. Click **OK** to create the item.



NOTE: You have the option of being able to select OLE Canvas, Attachments, References and Storerooms if selected the new item record will have a copy of what was on the original item.

You are now going to update the item only where the fields are different.

9. Click **Modify** icon in the toolbar.



10. Type **Filter, Air, Acklands-Grainger 1F23T5, 30" wide x 1" thick** in the **Item name** field.
11. Select **A-High Value** from the **ABC usage** drop-down list.
12. Click **Aliases** tab.
13. Click **New** button.
14. Select **Manufacturer** from the **Alias item type** drop-down list.
15. Type **1F23T5** in the **Number** field.
16. Select **Acklands-Grainger** from the **Manufacturer** drop-down list.
17. Click **Save** button in the toolbar.
18. Click **X** top right to exit the Aliases detail.
19. Click **Modify** icon.
20. Click **Storerooms** view.
21. Launch the ***Main Stores** record.
22. Type **B26A** in the **Primary storage location** field.
23. Click **Options** tab.
24. Select **B – Medium Value** from the **ABC usage** field drop-down list.
25. Click **Replenishment instructions** tab.
26. Type **20** in the **Replenishment point** field.
27. Select **Fixed quantity** from the **Replenishment quantity type** field drop-down list.

28. Type **48** in the **Quantity** field.
29. Click **Save** in the toolbar to update the **Storeroom Item** record.
30. Exit the Storeroom Item details.
31. Exit the items.

NOTE: The fields in the **Inventory account information** section and the **Price variance account information** section only need to be completed if you want different values for this storeroom versus the values defined in the previous step.

NOTE: If the person using the Item Setup Wizard is authorized to create a purchase catalog item, the basic PC item will be created by the wizard. If the person is not authorized, the fields in this step will be disabled. The wizard allows you the ability to link the item record to an existing PC item. This option comes into play if the PC item existed first as a direct purchase item then a decision is made to add it to stock.

In this section of the lab using the Copy function you are going to define a Purchase catalog item for the inventory item.

32. Launch the **Purchase Catalog Items** cabinet.
33. Type **100500** in the **Catalog item number contains** field.
34. Launch the item.
35. Click **Action|Copy.**
36. Click **Modify** icon.
37. Type the item number from **Step 5** in the **Catalog item number** field.
38. Type **Filter, Air, Acklands-Grainger 1F23T5, 30" wide x 1" thick** in the **Catalog item name** field.
39. Select **Les Adams** from the **Buyer** drop-down field.
40. Click **Inventory** tab.
41. Type the number from **Step 5** in the **Item number** field.
42. Click **Save**.
43. Exit the **Purchase Catalog Item**.

In this section of the lab you are going to use the Copy function to define a vendor for the item along with a price by creating a vendor resource.

44. Launch the **Vendor Resources** cabinet.
45. Type **100500** in the **Catalog item number equals to** field.
46. Launch the catalog item.
47. Click **Action|Copy**.
48. Click **OK**.
49. Click **Modify**.
50. Type the number from **Step 5** in the **Vendor resource** field.
51. Type **Filter, Air, Acklands-Grainger 1F23T5, 30" wide x 1" thick** in the **Name** field.
52. Type the number from **Step 5** in the **Catalog item** field.
53. Tab out of field to update item name.
54. Select **Acklands-Grainger** from the **Manufacturer** field drop-down list.
55. Type **1F23T5** in the **Part number** field.
56. Click **Prices** view.
57. Launch the prices.
58. Click **Firm** from the **Price is** box.

59. Type **$72.15** in the **Price** field.

All remaining information is the responsibility of the procurement function to define.

60. Click **Save**.
61. Exit the **Prices** view.
62. Exit the **Vendor resource**.

You have now completed the requirements of this lab.

Module 3 – Inventory Replenishment

Module Objectives

- Define the configuration requirements for managing inventory replenishment
- Define the impact of material allocations on the replenishment report
- Generate a replenishment report
- Identify items automatically reordered
- Use the Item Analyzer to view usage of a replenishment suggestion
- Create purchase orders for replenishment suggestions ready for ordering
- Assign a vendor to a replenishment suggestion that is missing a source
- Create requisition lines for selected replenishment suggestions
- Split the reorder amount for a replenishment suggestion
- Create a request for quotation (RFQ) for a replenishment suggestion
- Generate a replenishment report for transfers to a satellite storeroom

Section 1 – Introduction to Inventory Replenishment

Section Objectives

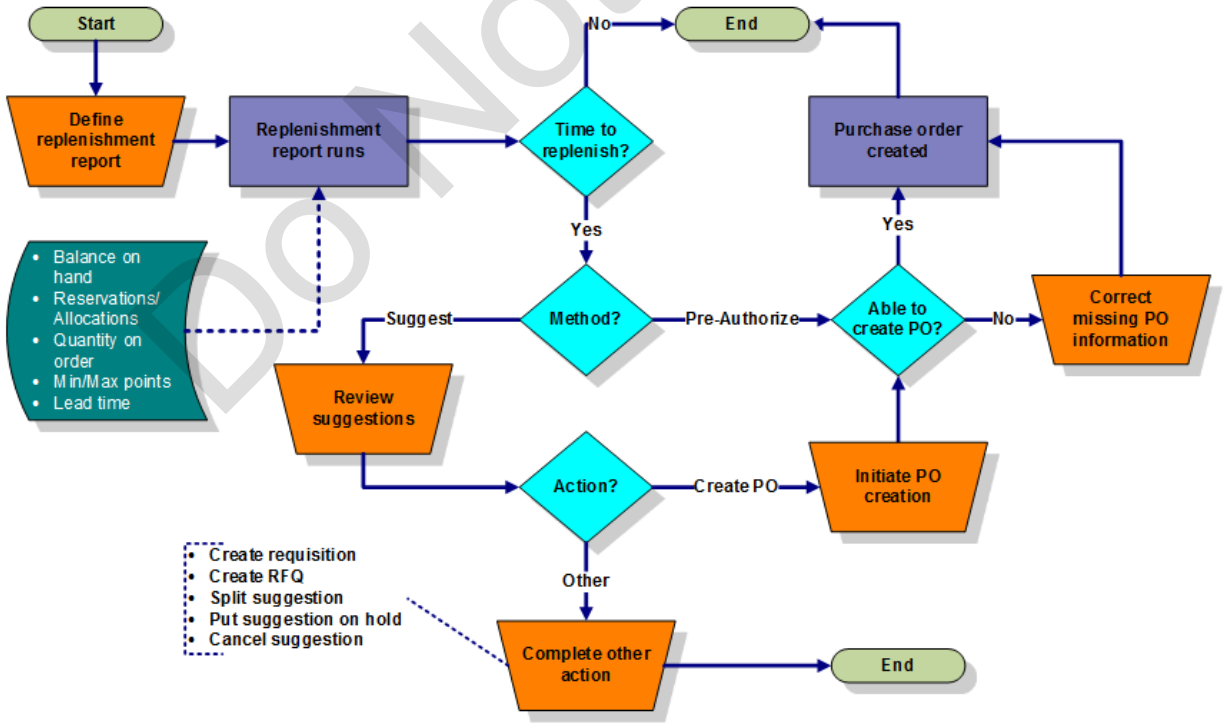
- Define the general replenishment process
- Define the configuration setup for managing inventory replenishment
- Define the impact of material allocations on the replenishment report

Introduction

The inventory replenishment functionality in EAM is designed to support just-in-time (JIT) inventory. It also recognizes that different types of products maintained in the storeroom may have different ordering frequencies. For example, the stocking levels for some types of items might need to be checked daily whereas others can be checked weekly or monthly.

General replenishment process

The following flowchart illustrates the general replenishment process.



Configuration setup

The configuration used by the replenishment report function is defined in the Item-Storeroom record on the Replenishment Instructions and Replenishment Methods tabs.

- Replenishment group
- Replenishment point (MIN)
- Replenish quantity (Fixed quantity or to a maximum quantity)
- Calculate lead time as
- Lead time (per item-storeroom)
- Replenishment message
- Replenishment source
- Replenishment policy

Allocations and replenishment reports

The allocation functionality ensures that sufficient quantities are re-ordered to meet the demand for material requests that are filled through inventory. At the same time, it allows you to reduce inventory levels by ordering only what is required, "just in time" to meet the demand.

For the allocation function to be active the following criteria must be met:

- The Site level business policy “Enforce allocations and/or reservations for this site” must be set to one of the following options:
  - Allow allocations and reservations
  - Allow allocations without reservations
- The ‘Include allocated quantities in replenishment calculations’ check box for the applicable item type must be selected

Material is allocated for a request once the requested material reaches its Effective Material Required date. This represents the latest date that the material can be ordered – given the various lead times – to be available for maintenance by the required date.

Lead times considered are:

- Replenishment group lead time (defined in the Replenishment Group value list)
- Item-storeroom lead time (defined on the Replenishment Instructions tab of item-storeroom record)
- Dock-to-stock lead time for the storeroom (defined in the Storeroom value list)

When a replenishment report is generated, EAM reviews any material requests for the items in the specified replenishment group(s) and compares each request's effective material required date to the effective date of the replenishment report. If the effective material required date is less than or equal to the report date, the request's quantity is used in the calculation of the total available quantity. If the total available quantity is below the replenishment point for the item, the item appears on the replenishment report.

Section 2 – Replenishment Report Function and Item Analyzer

Section Objectives

- Generate a replenishment report
- Identify items automatically reordered
- Use the Item Analyzer to view usage of a replenishment suggestion
- Create purchase orders for replenishment suggestions ready for ordering
- Assign a vendor to a replenishment suggestion that is missing a source
- Create requisition lines for selected replenishment suggestions
- Split the reorder amount for a replenishment suggestion
- Create a request for quotation (RFQ) for a replenishment suggestion
- Generate a replenishment report for transfers to a satellite storeroom

Introduction

The Replenishment Report function looks at each applicable item based on the defined replenishment group(s) and storeroom(s) and determines if stock needs to be replenished and if so how much. If it is determined that an inventory item meets the replenishment criteria, it adds it to the Replenishment Report and acts on the replenishment suggesting based on the rules set up for that specific item.

Once a replenishment report is generated, it needs to be reviewed to see which items were ordered and which items require a review.

Report inclusion options

The replenishment report option allows the user to select the storerooms and the replenishment groups that will be considered by the function in determining which items are ready for replenishment.

You are also able to define the time to be considered by the function. There are three options:

- Today
- Tomorrow
- Start of next week

If the allocations option is being used, the Replenishment Report Function considers all allocations where the Effective Material Required date fits into the selected time frame.

Report processing options

The review process allows for:

- Creating purchase orders
- Creating requisitions
- Creating requests for quotation (through a requisition)
- Changing the suggested replenishment quantity or vendor
- Splitting a suggestion
- Placing a suggestion on hold
- Cancelling a suggestion
- Linking a suggestion to a vendor and defining a price

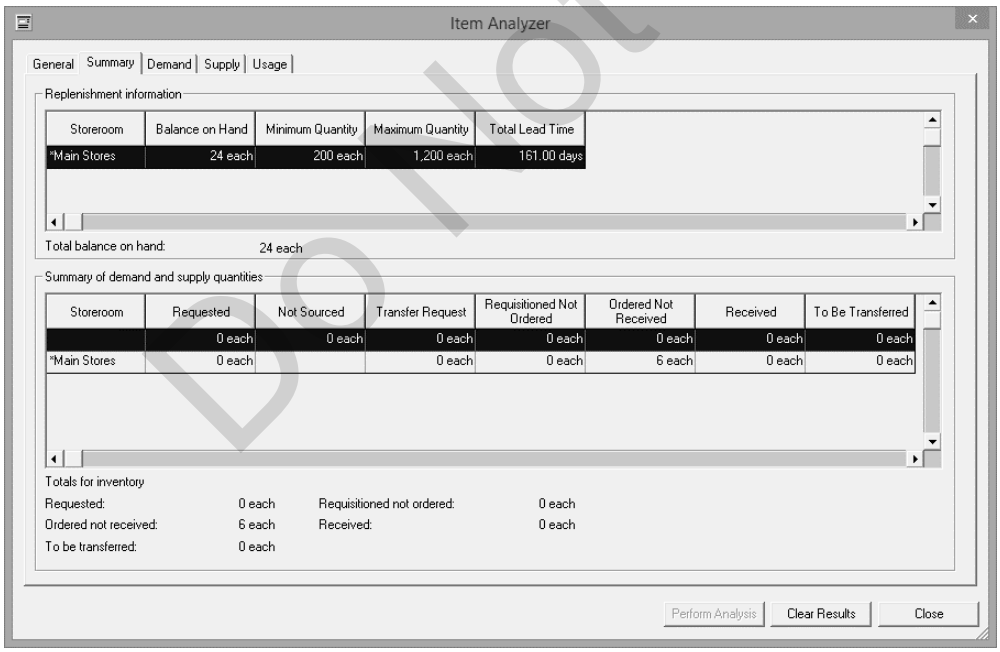
Item Analyzer (Classic)

The Item Analyzer function provides a variety of information that can help the replenishment report reviewer determine if the suggested replenishment quantity is appropriate or whether it should be adjusted up or down.

The Item Analyzer function can be launched from:

- An item record
- A replenishment report line
- A purchase catalog item

The Item Analyzer provides information on current demand, current supply and total usage for a defined period as well as links to work order tasks, requisition lines and purchase order lines.



Lab 3 – Generating and Processing a Replenishment Report

Introduction

The Replenishment Report function looks at each applicable item based on the defined replenishment group(s) and storeroom(s) and determines if stock needs to be replenished and if so how much. If it is determined that an inventory item meets the replenishment criteria, it adds it to the Replenishment Report and acts on the replenishment suggestion based on the rules set up for that specific item.

Objectives

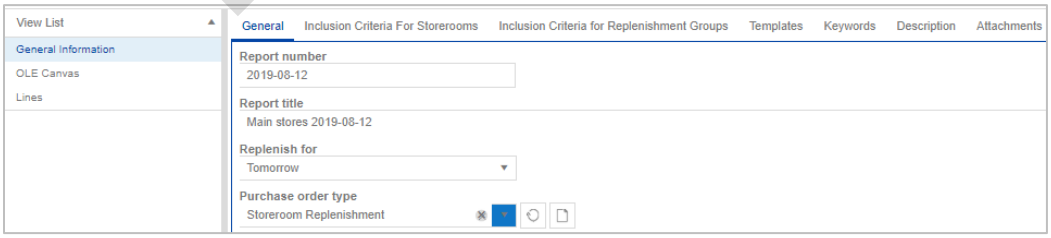
On completion of this lab, you will be able to:

- Define and generate a replenishment report
- Identify items that have been automatically ordered
- Use the Item Analyzer to view usage of a replenishment suggestion
- Create purchase orders for replenishment suggestions ready for ordering
- Assign a vendor to a replenishment suggestion that is missing a source
- Create requisition lines for selected replenishment suggestions
- Split the suggested re-order amount for a replenishment suggestion
- Create a request for quotation for a replenishment suggestion
- Generate a replenishment report for transfers to a satellite storeroom

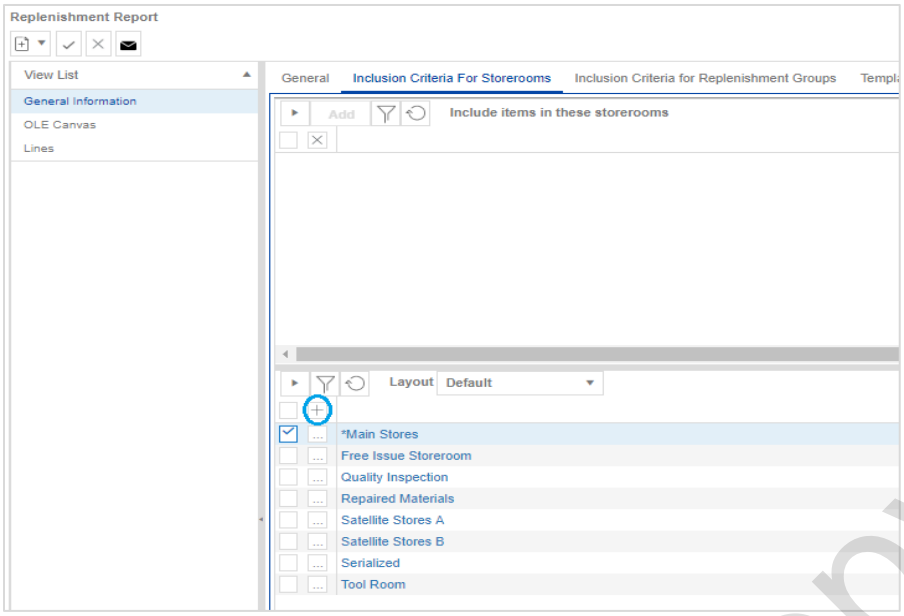
Define and generate a replenishment report

In this section of the lab you are going to define the inclusion criteria then generate a replenishment report to get a list of items automatically ordered or suggested for re-order.

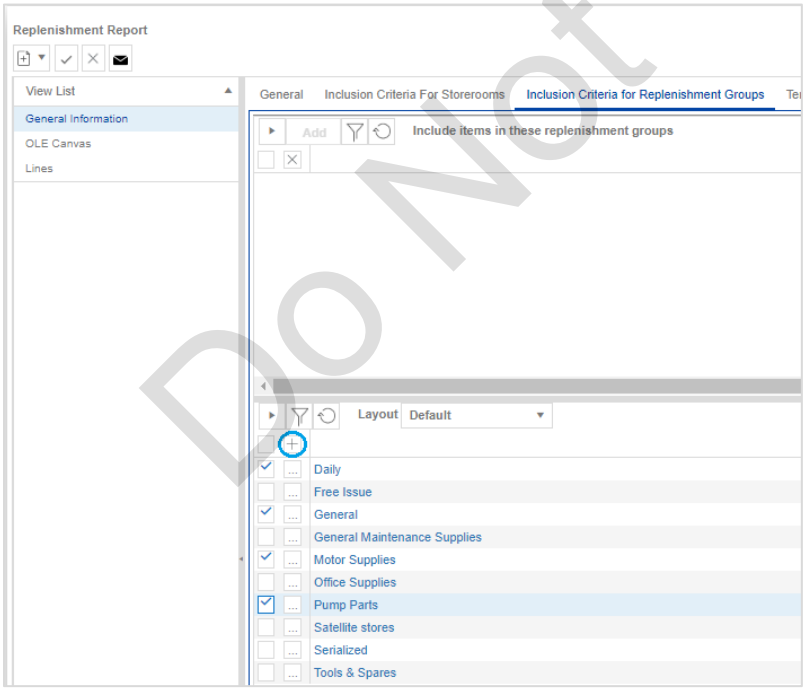
1. Select the **Functions** folder of the desktop.
2. Launch the **Create a Replenishment Report** function.
3. Type the current date in the **Report number** field using the format yyyy-mm-dd.
4. Type **Main stores** in the **Report title** field along with the current date using the format yyyy-mm-dd.
5. Select **Tomorrow** from the **Replenish for** drop-down list.
6. Select **Storeroom Replenishment** from the **Purchase order type** drop-down list.



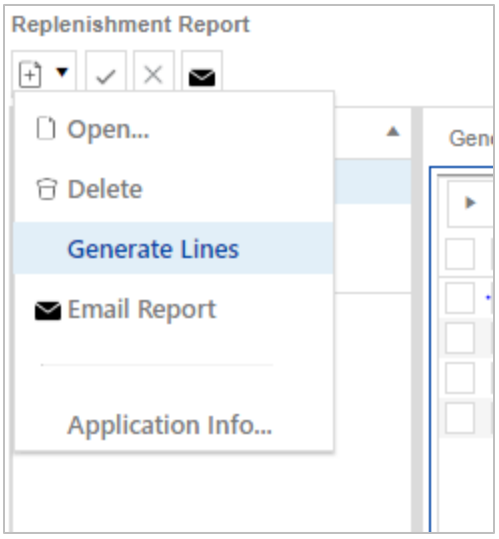
7. Click **Inclusion Criteria for Storerooms** tab.
8. Click **Add**.
9. Click ***Main Stores** checkbox.
10. Click the **+** icon in the toolbar to save the selection.



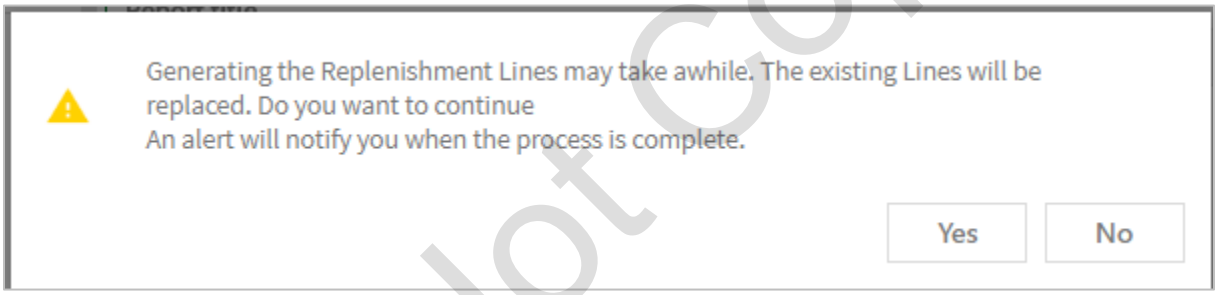
11. Click **Inclusion Criteria for Replenishment Groups** tab.
12. Click **Add**.
13. Select **Daily, General, Motor Supplies and Pump Parts**.
14. Click the **+** icon in the toolbar to save the selections.

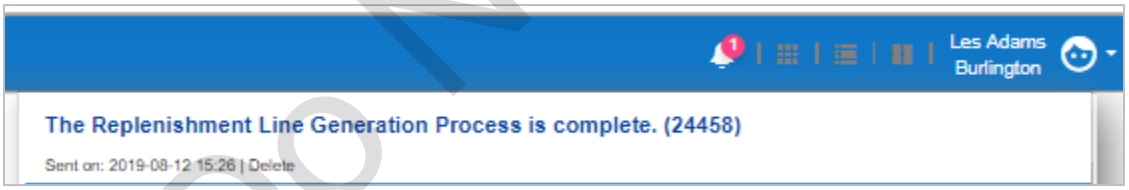


15. Click **Action|Generate Lines**.



16. Click **Yes** to dismiss the message.



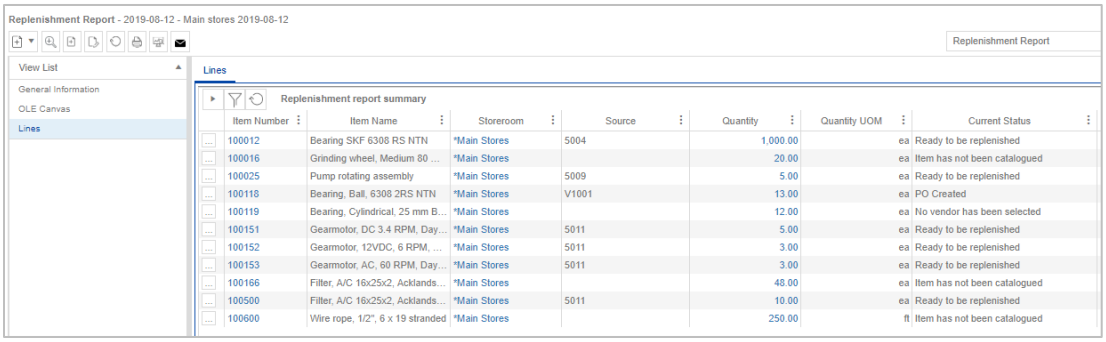


The alert to notify you that the process is complete is found in the top right.

Identify items that have been automatically ordered

In this section of the lab you are going to identify items that have been automatically ordered because they meet the replenishment criteria and the replenishment policy in the item-storeroom record is set to **Pre-authorize**.

17. Click **Lines** view of the replenishment report.
18. Review the **Current Status** column and identify any items where the defined status is PO Created.
19. Exit the report.



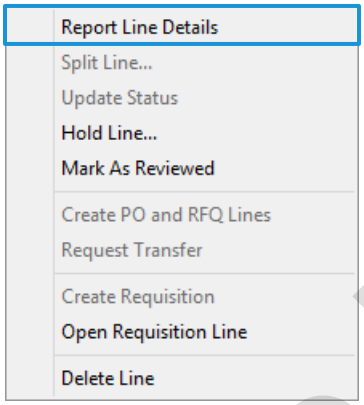
Item Number	Item Name	Storeroom	Source	Quantity	Quantity UOM	Current Status
100012	Bearing SKF 6308 RS NTN	*Main Stores	5004	1,000.00	ea	Ready to be replenished
100016	Grinding wheel, Medium 80 ...	*Main Stores		20.00	ea	Item has not been catalogued
100025	Pump rotating assembly	*Main Stores	5009	5.00	ea	Ready to be replenished
100118	Bearing, Ball, 6308 2RS NTN	*Main Stores	V1001	13.00	ea	PO Created
100119	Bearing, Cylindrical, 25 mm B...	*Main Stores		12.00	ea	No vendor has been selected
100151	Gearmotor, DC 3.4 RPM, Day...	*Main Stores	5011	5.00	ea	Ready to be replenished
100152	Gearmotor, 12VDC, 6 RPM, ...	*Main Stores	5011	3.00	ea	Ready to be replenished
100153	Gearmotor, AC, 60 RPM, Day...	*Main Stores	5011	3.00	ea	Ready to be replenished
100166	Filter, A/C 16x25x2, Acklands...	*Main Stores		48.00	ea	Item has not been catalogued
100500	Filter, A/C 16x25x2, Acklands...	*Main Stores	5011	10.00	ea	Ready to be replenished
100600	Wire rope, 1/2", 6 x 19 stranded	*Main Stores		250.00	ft	Item has not been catalogued

Use the Item Analyzer to view usage of a replenishment suggestion

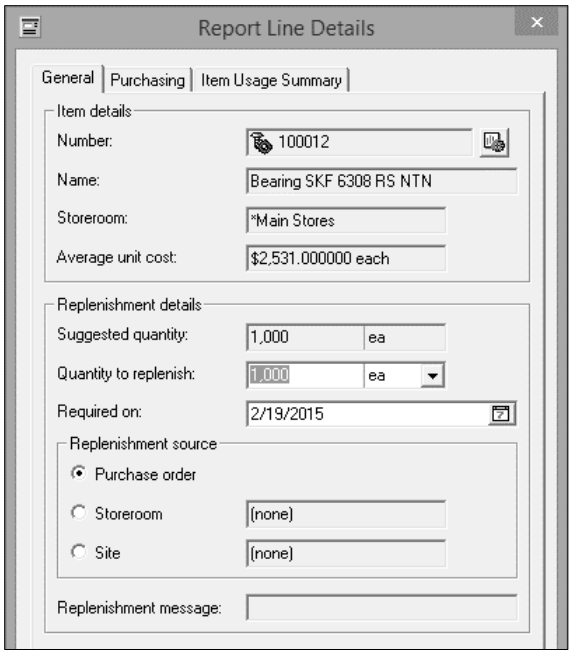
(Classic)

In this section of the lab you are going to launch the Item Analyzer function (Classic Client) from within the replenishment report and view the supply and demand history for a selected item. You will also learn how to amend the analysis criteria.

20. Select line for item **100012**.
21. Click **Selected** button.

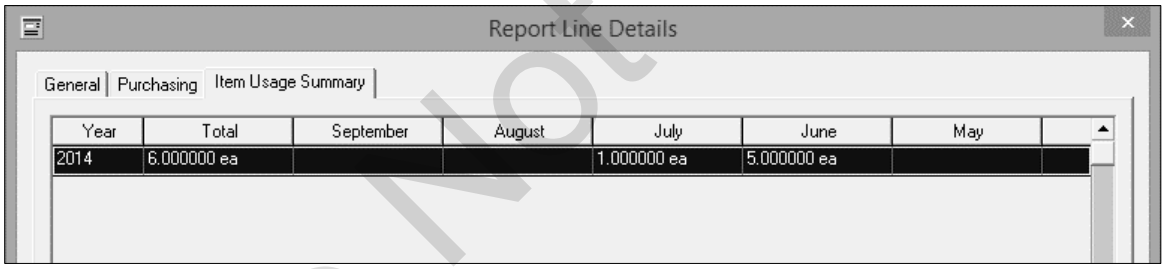


22. Select the **Report Line Details** menu option.



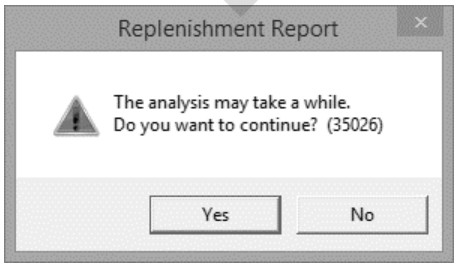
NOTE: There are two options for reviewing usage: through the Item Usage Summary tab and through the Item Analyzer function.

23. Select the **Item Usage Summary** tab.

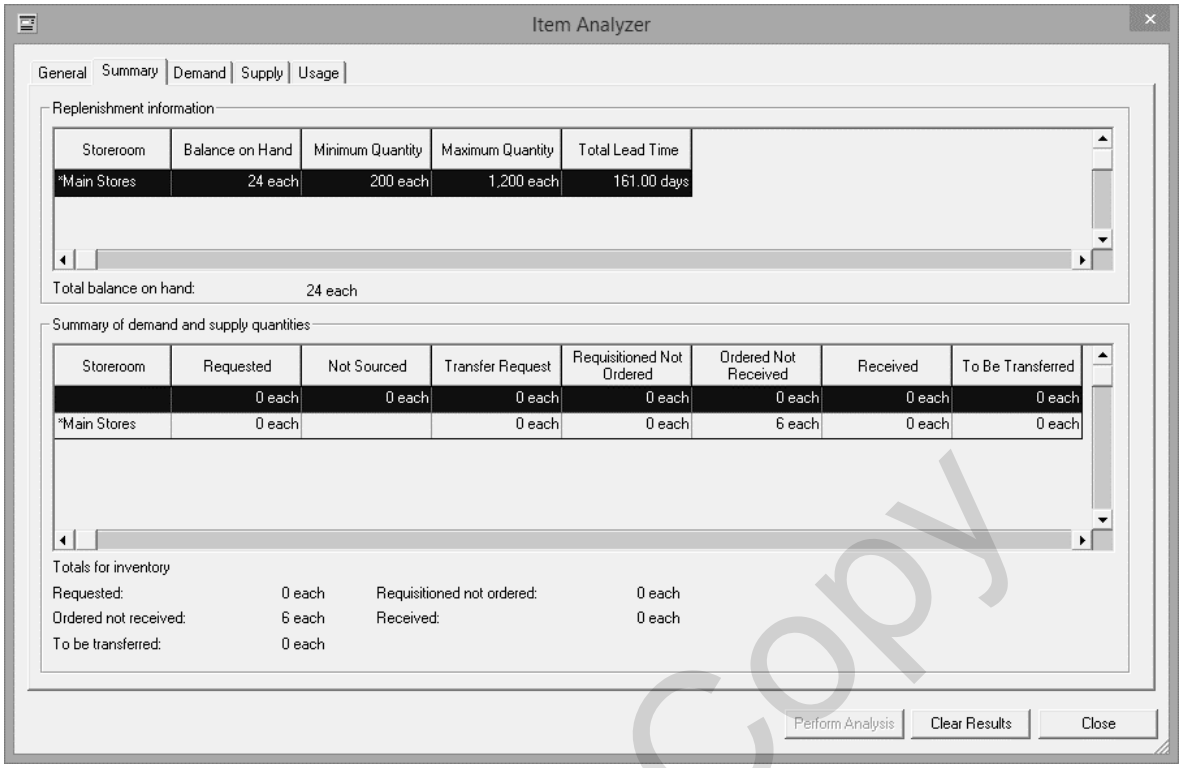


NOTE: The Item Usage Summary option provides a total usage of the item by year as well as the totals by month. There are no options for amending the analysis criteria.

24. Click **General** tab of the **Report Line Details** dialog box.
25. Select the **Item Analyzer** function icon to the right of the **Number** field.

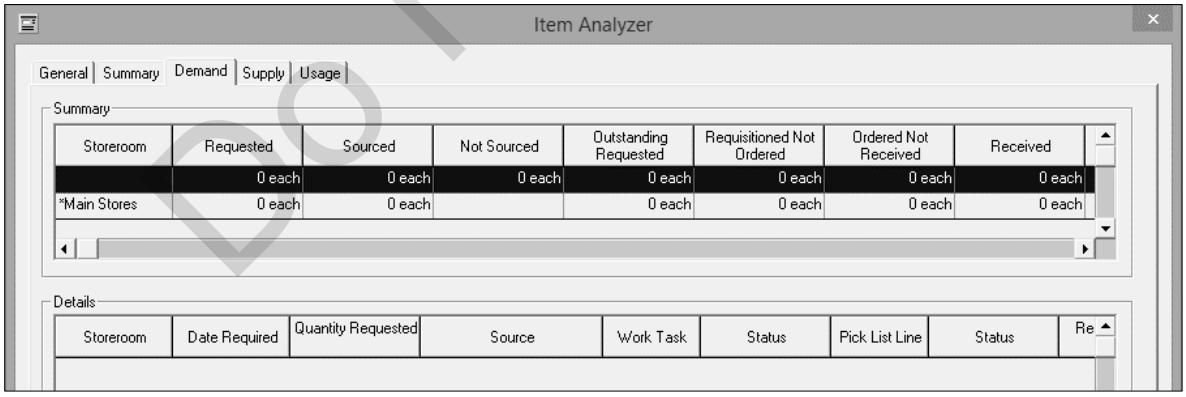


26. Click **Yes** to accept the displayed message.



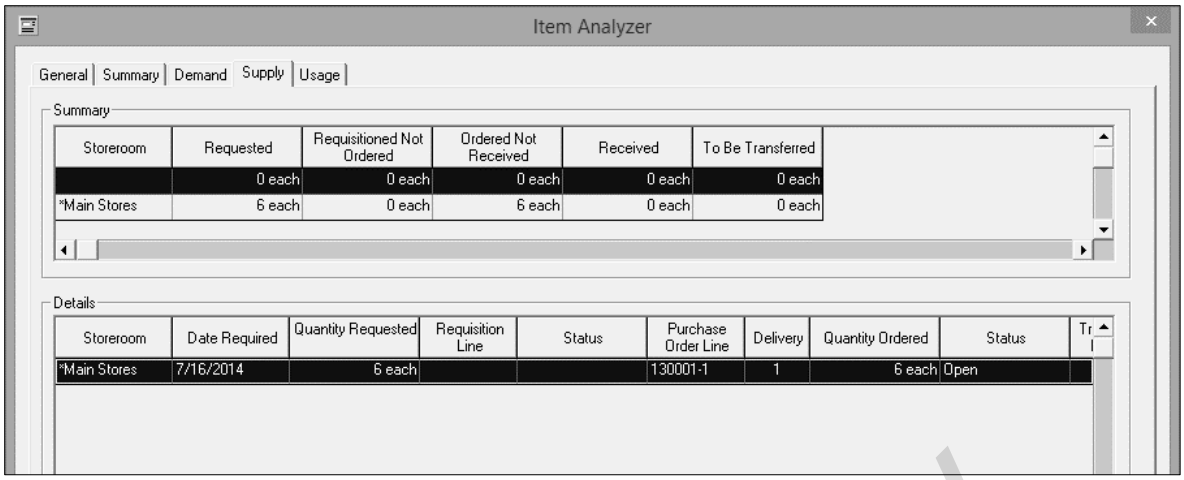
NOTE: The Item Analyzer automatically displays on the summary screen. This summary differs from the information displayed on the Item Usage Summary tab in that it includes information about the storerooms that the item is stocked in, the balance on hand for each storeroom, the MIN/MAX levels and the lead time. It also provides information about the sourcing of the item and if there are open requisitions / purchase orders / transfer requests.

27. Select the **Demand** tab.



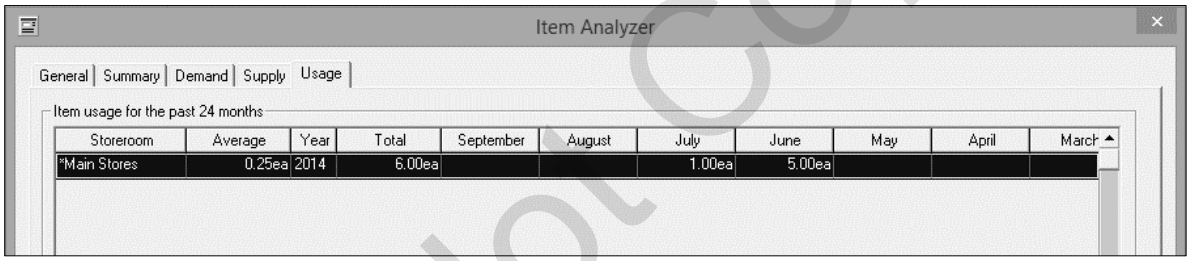
NOTE: This tab includes the summary information displayed on the Summary tab as well as the details concerning any existing open demand requests for the item originating from work orders, pick lists or transfer requests. A specific demand source can be opened from here by selecting the applicable line, by clicking the Selected button and by choosing the appropriate menu option.

28. Select the **Supply** tab.

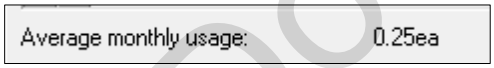


NOTE: This tab includes the summary information displayed on the Summary tab as well as the details about any open requisitions, purchase orders or transfer requests. A specific supply source can be opened from here by selecting the applicable line, by clicking the Selected button and by choosing the appropriate menu option.

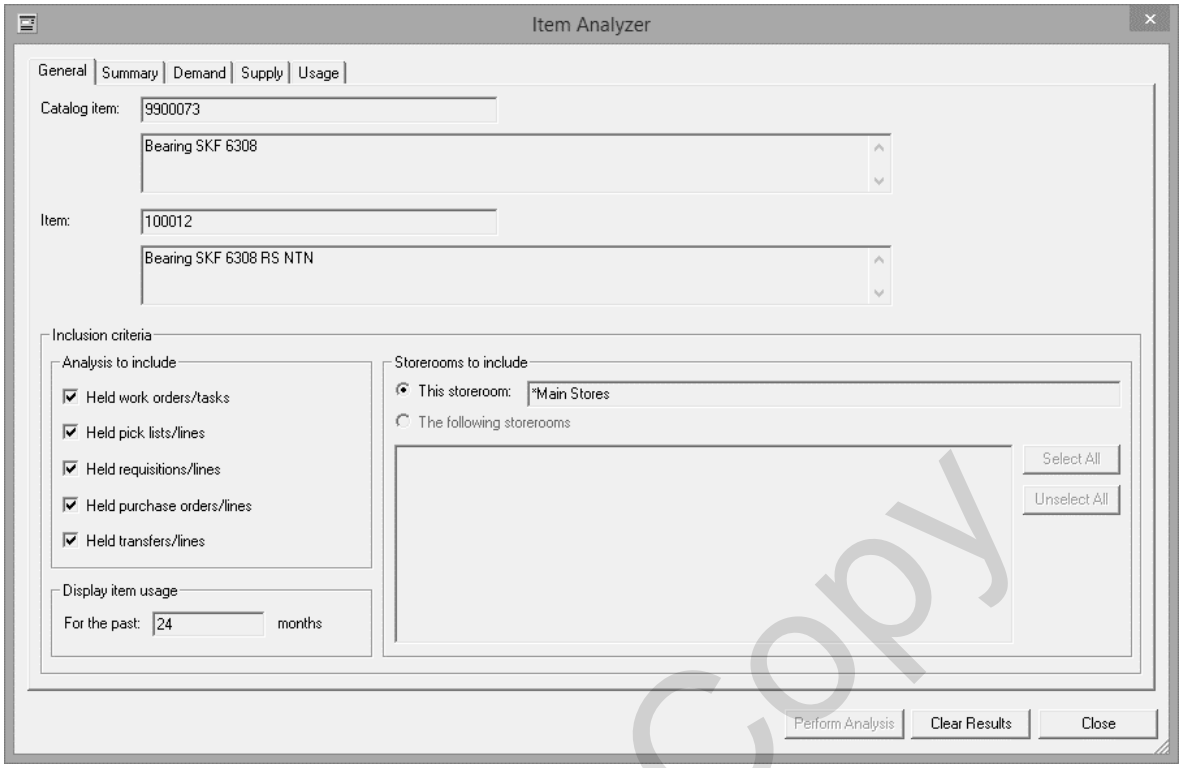
29. Select the **Usage** tab.



NOTE: This tab provides the same usage summary as was provided on the Item Usage Summary tab in the Item Details dialog box. It adds one more analysis factor in that the average monthly usage is calculated and displays in the bottom left corner of the window.



30. Select the **General** tab.

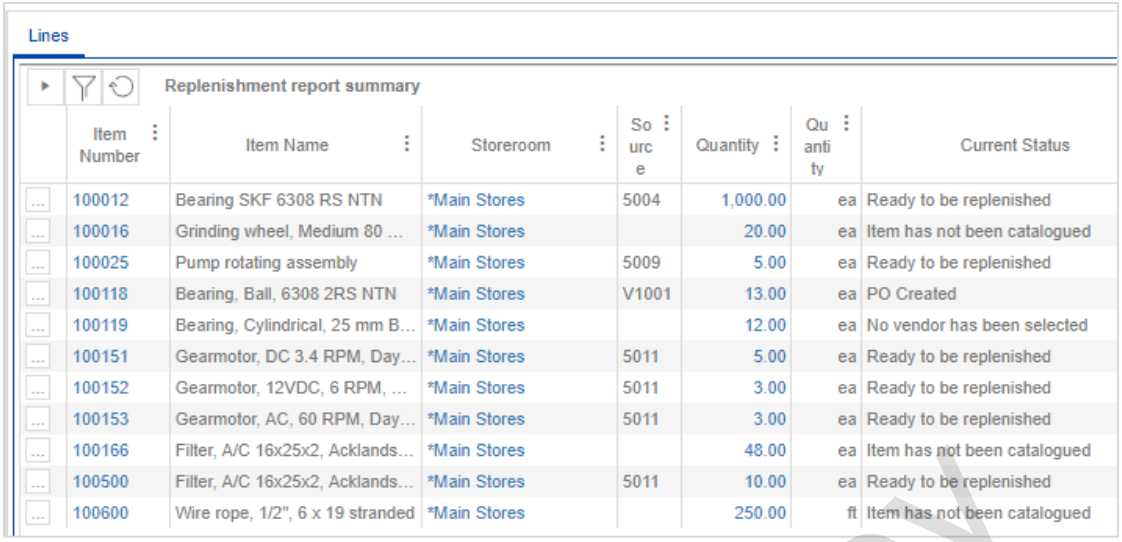


NOTE: This tab displays the default criteria used by the Item Analyzer function. The inclusion criteria, usage period and/or storerooms to be considered can be modified by selecting the Clear Results button. The fields on the window are then enabled.

31. Click **Clear Results** button.
32. Amend the **Inclusion criteria** and click **Perform Analysis**.
33. Review the results. There may not be any difference because of the lack of transactional data.
34. Click **Close** button to close the **Item Analyzer** function.
35. Click **OK** to close the **Report Line Details** dialog box.
36. Exit report.

Create purchase orders for replenishment suggestions ready for ordering

In this section of the lab you are going to review a generated replenishment report and identify items where a purchase order was automatically created. You are also going to create a purchase order for an item that has been suggested for replenishment.



Lines

Replenishment report summary

Item Number	Item Name	Storeroom	Source	Quantity	Quantity	Current Status
100012	Bearing SKF 6308 RS NTN	*Main Stores	5004	1,000.00	ea	Ready to be replenished
100016	Grinding wheel, Medium 80 ...	*Main Stores		20.00	ea	Item has not been catalogued
100025	Pump rotating assembly	*Main Stores	5009	5.00	ea	Ready to be replenished
100118	Bearing, Ball, 6308 2RS NTN	*Main Stores	V1001	13.00	ea	PO Created
100119	Bearing, Cylindrical, 25 mm B...	*Main Stores		12.00	ea	No vendor has been selected
100151	Gearmotor, DC 3.4 RPM, Day...	*Main Stores	5011	5.00	ea	Ready to be replenished
100152	Gearmotor, 12VDC, 6 RPM, ...	*Main Stores	5011	3.00	ea	Ready to be replenished
100153	Gearmotor, AC, 60 RPM, Day...	*Main Stores	5011	3.00	ea	Ready to be replenished
100166	Filter, A/C 16x25x2, Acklands...	*Main Stores		48.00	ea	Item has not been catalogued
100500	Filter, A/C 16x25x2, Acklands...	*Main Stores	5011	10.00	ea	Ready to be replenished
100600	Wire rope, 1/2", 6 x 19 stranded	*Main Stores		250.00	ft	Item has not been catalogued

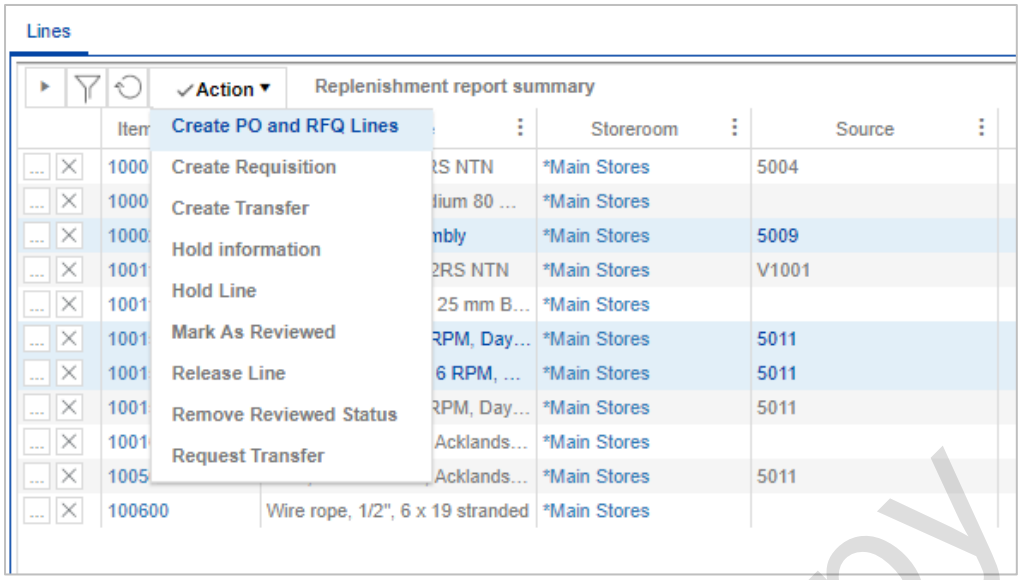
The generated report lists all items with the identified replenishment groups that meet the replenishment point criteria and have either been ordered (Replenishment policy = Pre-authorize) or have been suggested (Replenishment policy = Suggest).

As shown in the screen shot above:

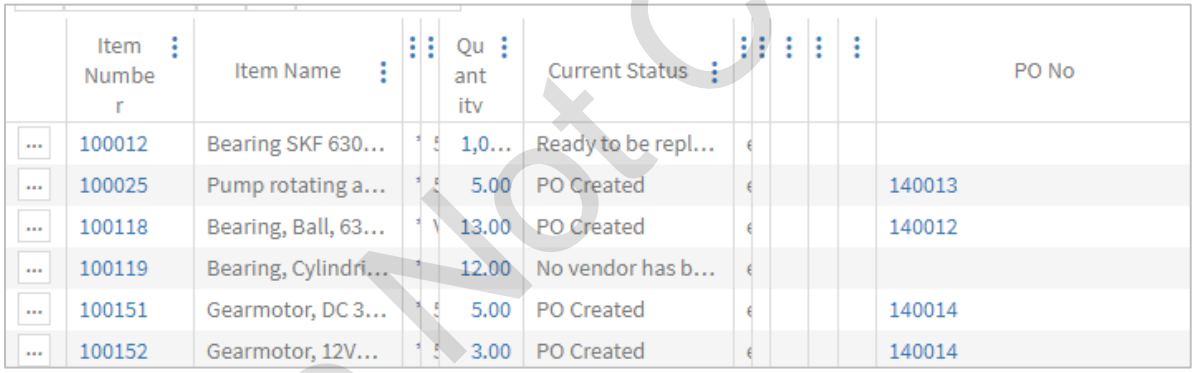
- Item # 100600 is missing a purchase catalog item
- Item # 100119 is missing a vendor
- Item # 100118 has been ordered
- The other listed items are ready to be replenished and are awaiting a review and processing

You are now going to select three lines ready for replenishment and initiate the creation of purchase orders. Two of these lines share the same vendor (source). There should be two purchase orders created – one per vendor – with one of the purchase orders having two lines.

37. Launch report in Web.
38. Click e **Modify** in the toolbar to make the replenishment report editable.
39. Press the **CTRL** key and multi-select items # 100025, 100151 and 100152.
40. Click **Action** in the toolbar and select the **Create PO and RFQ Lines** menu option.



41. Verify that the purchase order lines were created.



42. Make a note of the purchase order numbers that were created.
    - Item 100025 = PO # _____
    - Item 100151 = PO # _____
    - Item 100152 = PO # _____

Assign a vendor to a replenishment suggestion that is missing a source

In this section of the lab you are going to set up a suggested source (vendor) for an item on the replenishment report that does not have an identified source of supply.

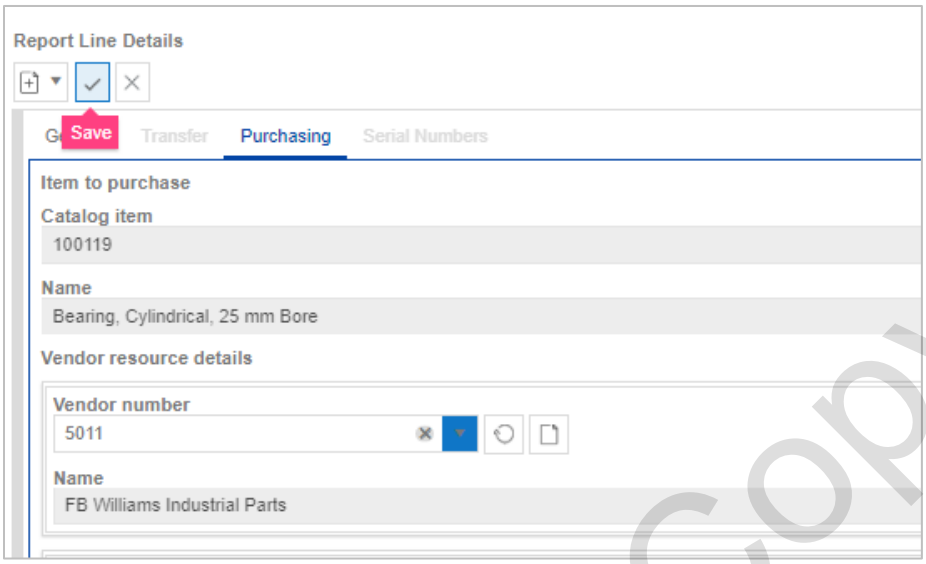
43. Select the line for item **100119**. Note that it does not have a defined Source.
44. Click ellipsis button at the beginning of the line to launch the **Report Line Details**.

45. Click **Purchasing** tab.

We are going to assume you know the vendor number.

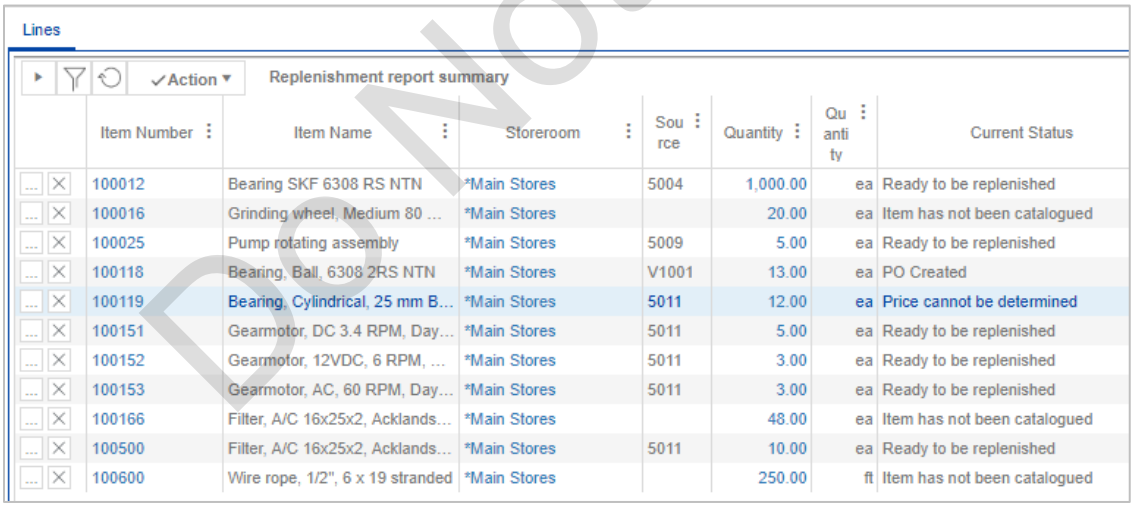
46. Click down arrow to the right of the **Vendor number** field.
47. Select vendor number **5011**.

The list closes and the Vendor number field populates with 5011.



The assumption is being made that the price is not known now. In the next section of this lab you will create a requisition that can be used to initiate a request for quotation to obtain a price.

48. Click **Save** in the toolbar.



Item Number	Item Name	Storeroom	Source	Quantity	Quantity	Current Status
100012	Bearing SKF 6308 RS NTN	*Main Stores	5004	1,000.00	ea	Ready to be replenished
100016	Grinding wheel, Medium 80 ...	*Main Stores		20.00	ea	Item has not been catalogued
100025	Pump rotating assembly	*Main Stores	5009	5.00	ea	Ready to be replenished
100118	Bearing, Ball, 6308 2RS NTN	*Main Stores	V1001	13.00	ea	PO Created
100119	Bearing, Cylindrical, 25 mm B...	*Main Stores	5011	12.00	ea	Price cannot be determined
100151	Gearmotor, DC 3.4 RPM, Day...	*Main Stores	5011	5.00	ea	Ready to be replenished
100152	Gearmotor, 12VDC, 6 RPM, ...	*Main Stores	5011	3.00	ea	Ready to be replenished
100153	Gearmotor, AC, 60 RPM, Day...	*Main Stores	5011	3.00	ea	Ready to be replenished
100166	Filter, A/C 16x25x2, Acklands...	*Main Stores		48.00	ea	Item has not been catalogued
100500	Filter, A/C 16x25x2, Acklands...	*Main Stores	5011	10.00	ea	Ready to be replenished
100600	Wire rope, 1/2", 6 x 19 stranded	*Main Stores		250.00	ft	Item has not been catalogued

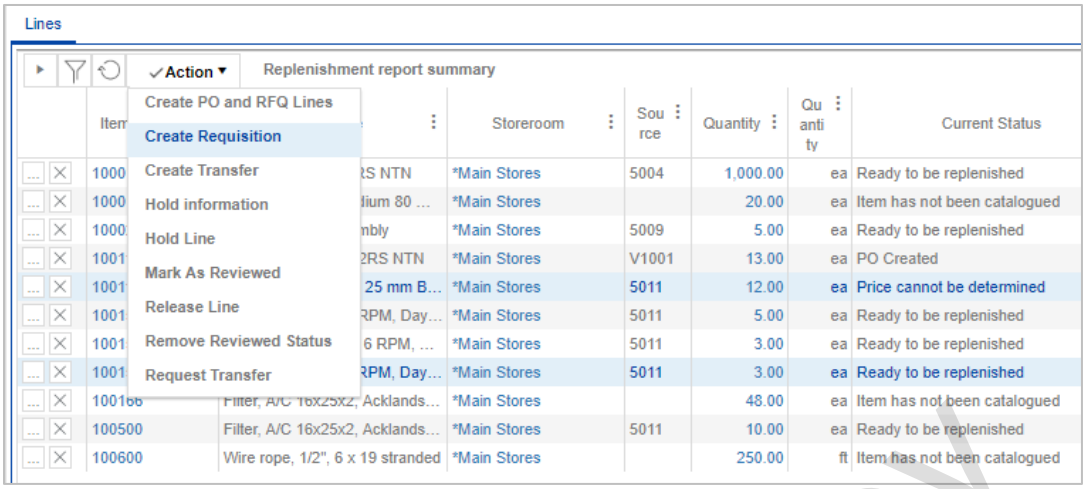
The line updates with the notation that the **Price cannot be determined** for item # 100119.

Create requisition lines for selected replenishment suggestions

In this section of the lab you are going to generate requisition lines for items # 100119 and 100153.

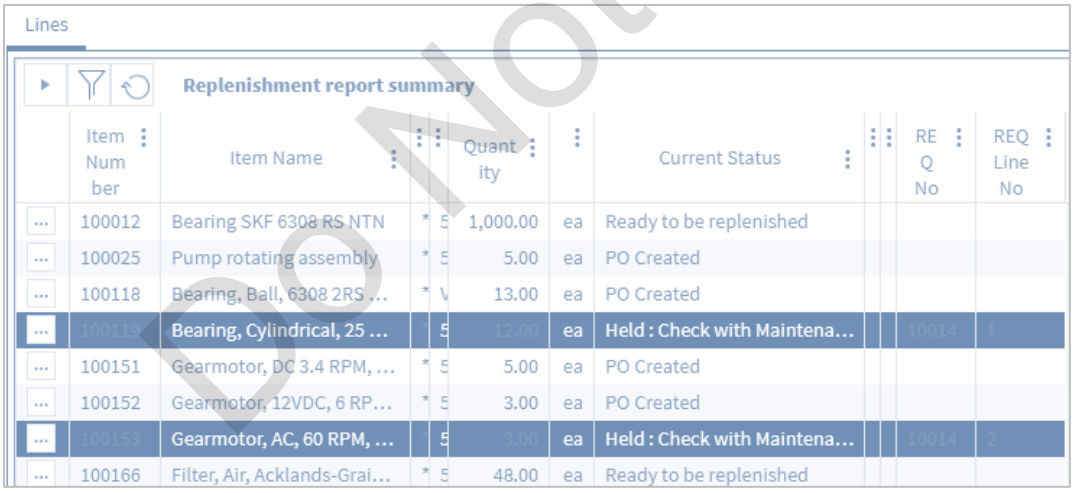
49. Click **Modify** in the toolbar to make the replenishment report editable.
50. Press and hold the **Ctrl** key and multi-select lines for items # 100119 and 100153. Note that the Quote status column indicates that a quote is not required.

51. Click **Action**|**Create Requisition**.



NOTE: You cannot place a hold on a line for which a requisition or purchase order line, that has been flagged for transfer or that has incomplete information. However, you can have a hold automatically placed on a line after a requisition has been created for it by setting the business policy **Hold Replenishment Lines after requisition lines have been generated for them** set to **Yes**. The value in the Reason held value list that has the replenishment Report checked selected is the default reason that displays.

The Replenishment Report Lines view displays with the updated information.

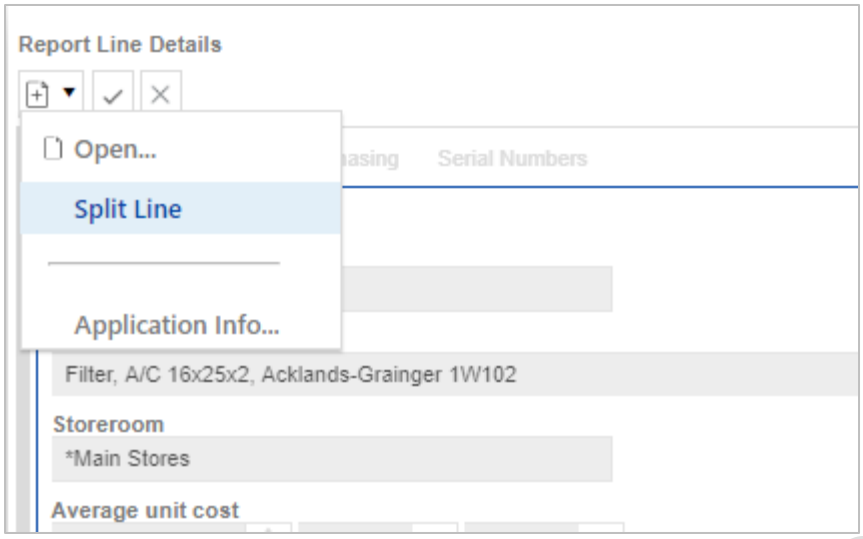


Split the reorder amount for a replenishment suggestion

In this section of the lab you are going to split a replenishment suggestion for the item you created on step 3 of Lab 2 into two lines and place one of the replenishment lines on hold.

52. Select the line for the item **created on step 3 of Lab 2**.
53. Click ellipsis at the beginning of the line to launch the **Report Line Details**.
54. Click **Action**|**Split Line**.

NOTE: The **Split Line** option allows you to split only one line at a time.



The split report line form will display.

55. Change the **Quantity to replenish** value from **48** to **30**.
56. Click **Save**.
57. Exit Report Line Details.
58. Click **Save**.

The Replenishment Lines View redisplays and reflects two lines for the item.

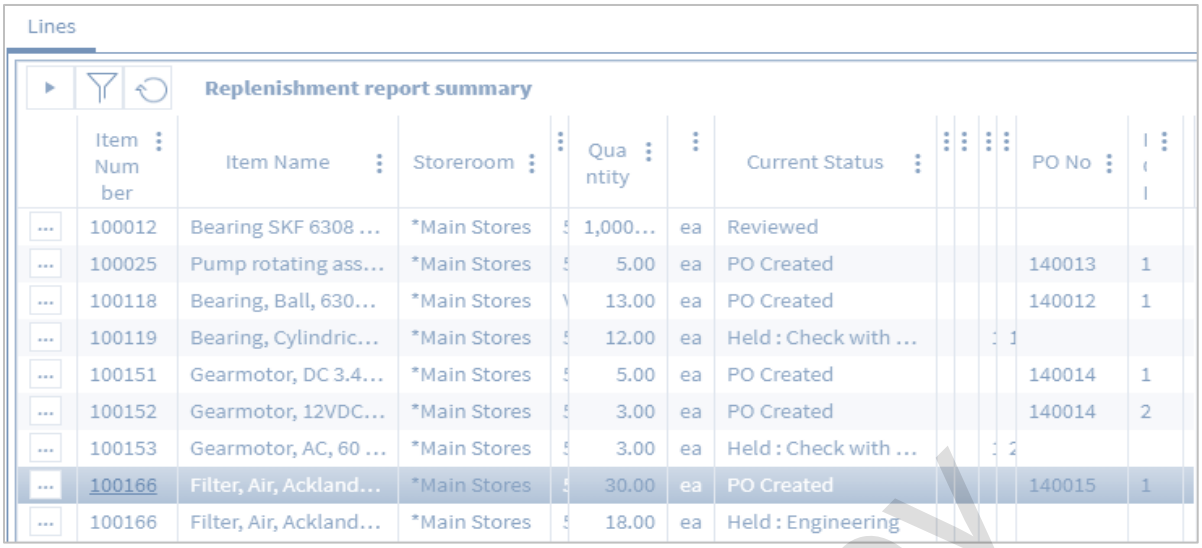
Two lines are now shown for the item. You are now going to place the smaller line on hold.

59. Click **Modify** to make the report line editable.
60. Click **Action|Hold Line**.
61. Select a value from the **Reason held** drop-down list.
62. Click calendar to the right of the **Release on** date and select a date that is about 1 -2 weeks into the future.
63. Click **OK**.

The line now displays as being on hold. You are now going to create a purchase order for the portion of the item that is not held.

64. Select the line for the item that is not held.
65. Click **Action|Create PO and RFQ lines**.

The Replenishment Report Lines view updates with the purchase order information.

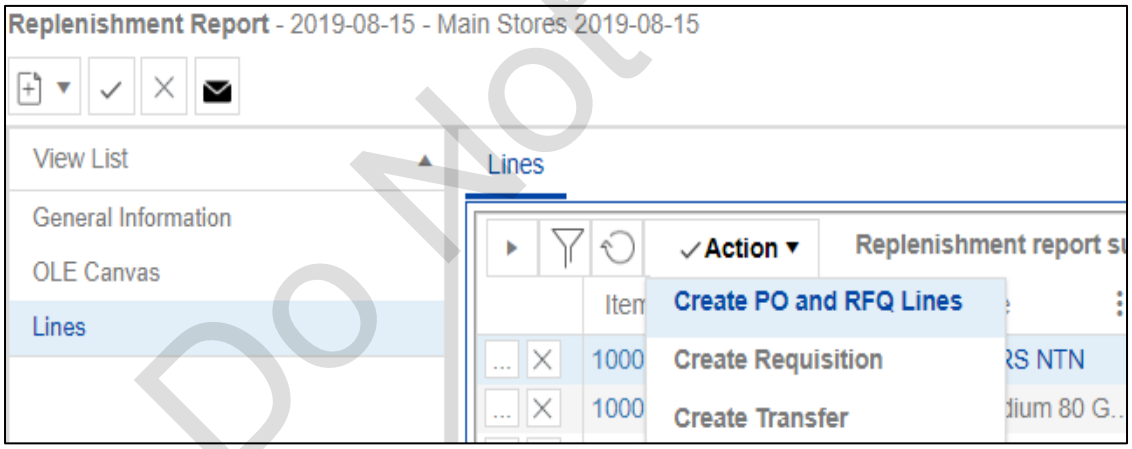


Item Number	Item Name	Storeroom	Quantity		Current Status	PO No	
100012	Bearing SKF 6308 …	*Main Stores	1,000…	ea	Reviewed		
100025	Pump rotating ass…	*Main Stores	5.00	ea	PO Created	140013	1
100118	Bearing, Ball, 630…	*Main Stores	13.00	ea	PO Created	140012	1
100119	Bearing, Cylindric…	*Main Stores	12.00	ea	Held : Check with …		
100151	Gearmotor, DC 3.4…	*Main Stores	5.00	ea	PO Created	140014	1
100152	Gearmotor, 12VDC…	*Main Stores	3.00	ea	PO Created	140014	2
100153	Gearmotor, AC, 60 …	*Main Stores	3.00	ea	Held : Check with …		
100166	Filter, Air, Ackland…	*Main Stores	30.00	ea	PO Created	140015	1
100166	Filter, Air, Ackland…	*Main Stores	18.00	ea	Held : Engineering		

Create a request for quotation (RFQ) for a replenishment suggestion

In this section of the lab you are going create a request for quotation (RFQ) for a line that indicates that a quote is required.

66. Select the line for item # **100012** that indicates that a **quote is required** in the **Quote Status** column.
67. Click **Action|Create PO and RFQ Lines**.

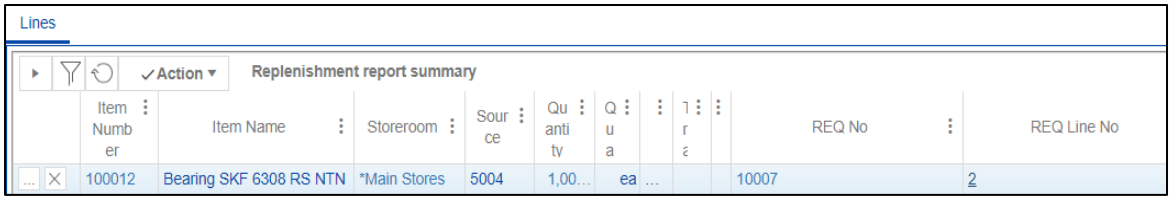


68. Click **OK** to close the message confirming the creation of a requisition line.

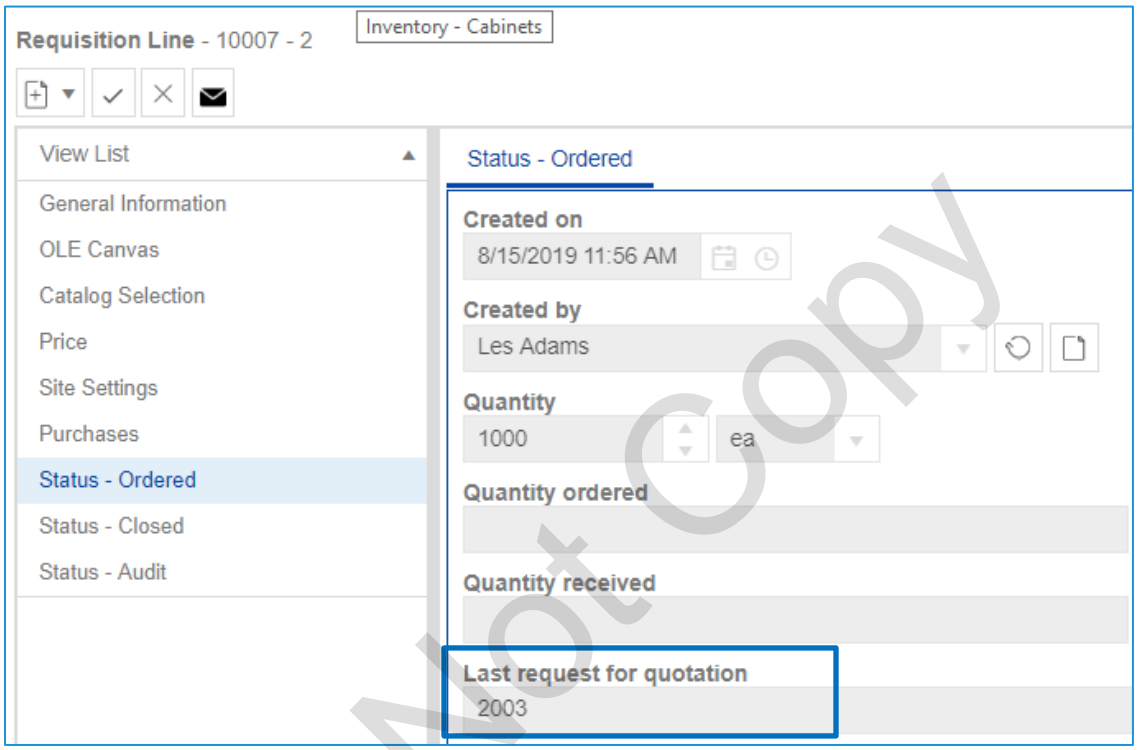
NOTE: When the Create PO and RFQ Lines options is selected and the Quote required checkbox on the replenishment report line is selected, EAM creates a requisition line then creates an RFQ from the requisition line.

You are now going to open the requisition line and confirm the creation of the RFQ line.

69. Click **REQ Line No** for item # **100012**.



70. Click **Status - Ordered** view of the requisition line.



71. Exit the Replenishment Report.

Generate a replenishment report for transfers to a satellite storeroom

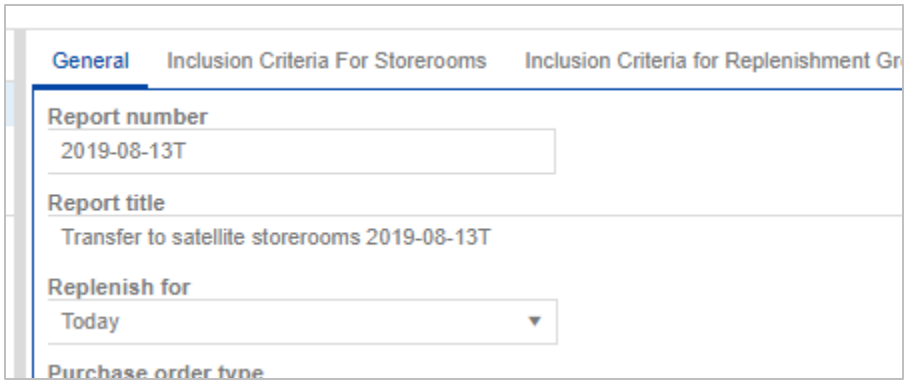
In this section of the lab you are going to generate a replenishment report to identify items stocked in satellite storerooms that need to be replenished from the Main Stores storeroom. This report will be referenced in Lab 10 that covers the transfer functionality.

72. Select the **Functions** folder of the **Inventory** desktop.
73. Launch **Create a Replenishment Report** function.
74. Type the current date in the **Report number** field using the format **yyyy-mm-dd** and add the letter **T** as a suffix.

In this lab we are using the suffix 'T' to indicate a transfer report. This helps you differentiate between replenishments reports used for transfers versus those used for stock replenishment from vendors.

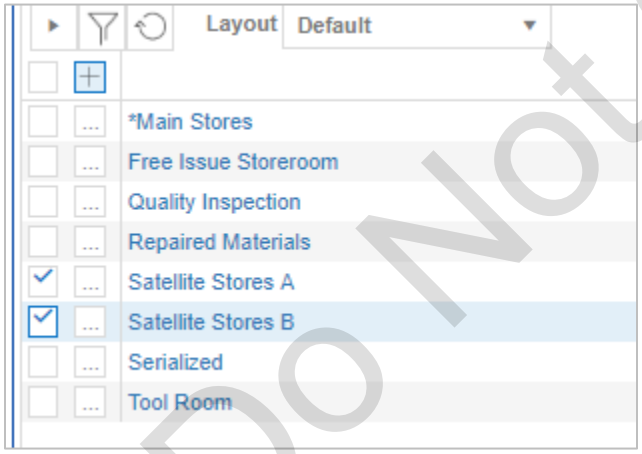
75. Type **Transfer to satellite storerooms** in the **Report title** field along with the current date using the format **yyyy-mm-dd.**
76. Select **Today** from the **Replenish for** drop-down list.

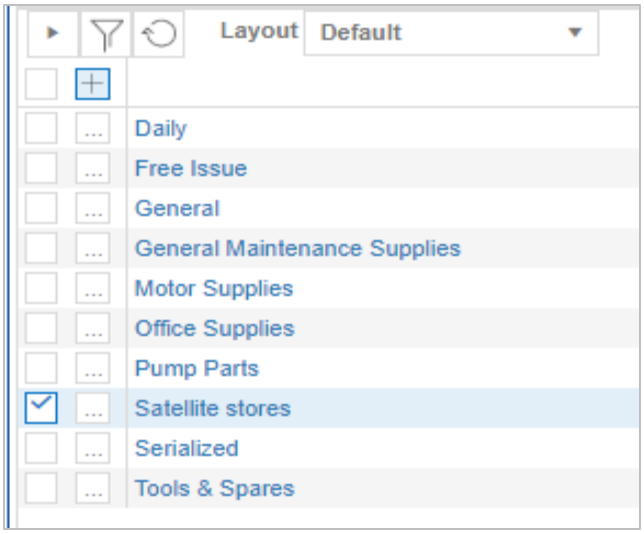
NOTE: In this instance, a purchase order will not be created as the satellite storerooms are only replenished from the main storeroom. An order type value is not required.



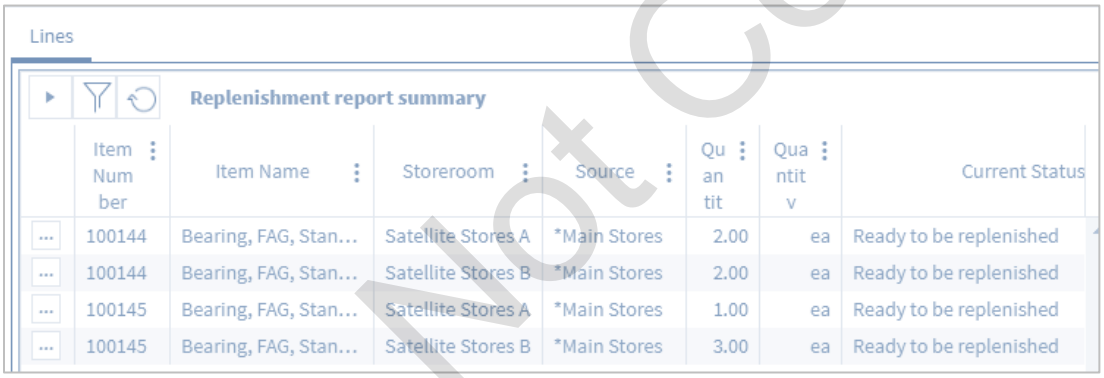
77. Click **Inclusion Criteria for Storerooms** tab.
78. Click **Add**.
79. Select **Satellite Stores A** and **Satellite Stores B** checkboxes.
80. Click the **+** icon in the toolbar to save the selection.
81. Select **Satellite stores** checkbox.

Ensure that all other checkboxes are blank.





82. Click **Save**.
83. Click **Action|Generate lines**.
84. Click **Lines** view to review the suggested transfers.



85. Exit the Replenishment Report.

You have now completed the requirements of this lab.

Review Lab – Modules 2 and 3

Objectives

The purpose of this review lab is to provide you with an opportunity to apply the primary skills that you learned in modules 2 and 3 without the benefit of step-by-step instructions.

On completion of this review lab, you will have:

- Created a new item record either from scratch or by copying an existing record
- Created a matching purchase catalog item
- Created a vendor resource record for the item and define a price
- Run a replenishment and ensure that a purchase order was generated for the item

Activities

1. Use either the create item option or copy option and create a new item record. Use appropriate values from the various drop-down lists.
   - Record the item number _____.
2. Link the item record to the main storeroom and define appropriate cycle count and replenishment information.
   - Set the maximum quantity at 8.
   - Set the replenishment policy to 'Suggest'.
3. Set up the On Hand inventory classification to the storeroom through Balances view at a $0 value
4. Use the Create Purchase Catalog Item option to create a matching purchase catalog item
5. Create the vendor resource and assign a current price to the item.
6. Create a replenishment report and select the main storeroom as well as the replenishment group used on the item-storeroom record as inclusion criteria.
7. Run the replenishment report.
8. Check the generated lines and process the item to generate a purchase order
   - Record the PO number: _____

You have now completed the requirements for this review activity.

Module 4 – Inventory Transactions

Module Objectives

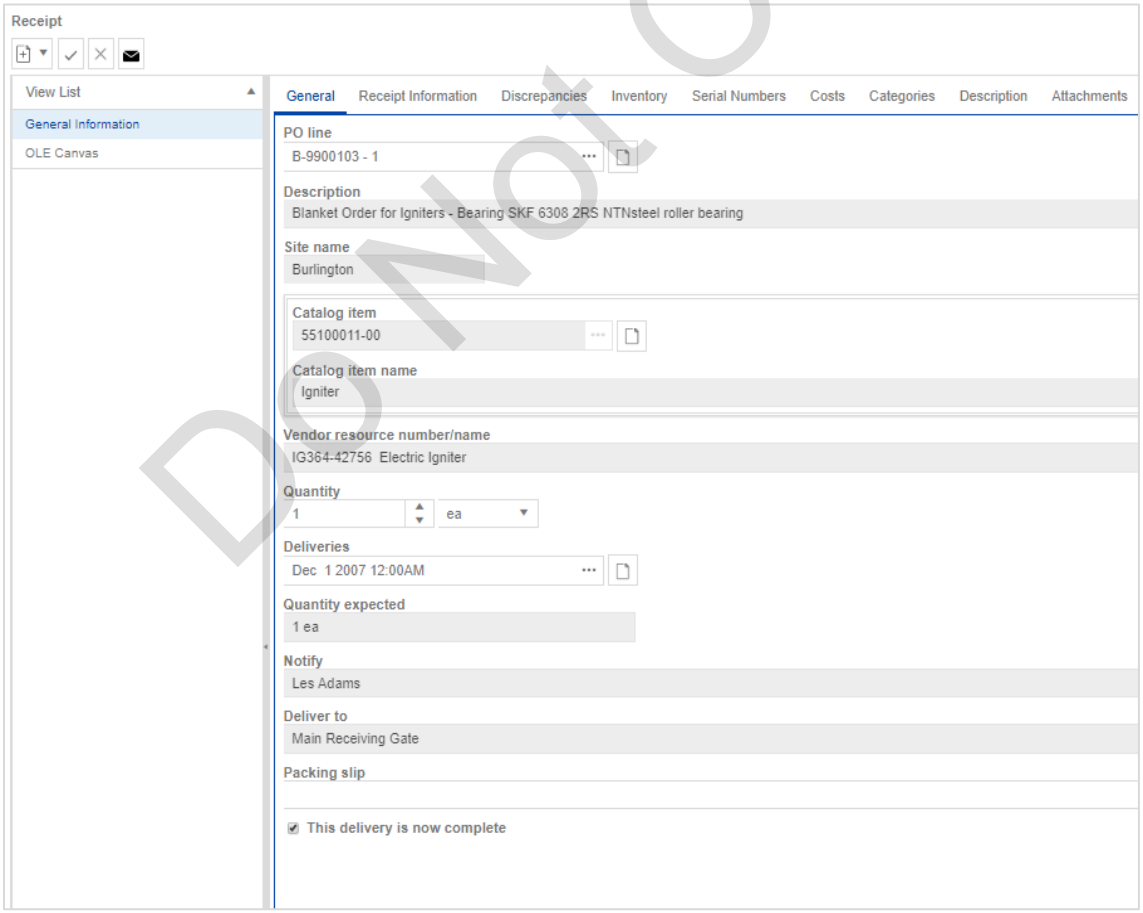
- Know the purpose and usage of the receipt form
- Know the purpose and usage of the issue form
- Know the purpose and usage of the reclassification form
- Know the purpose and usage of the adjustment form
- Know the purpose and usage of the pick list function
- Know the purpose and usage of the cycle count sheet
- Know the purpose and usage of the transfer form

Section 1 – Receipts and Returns to Vendor

Section Objectives

- Record an individual receipt transaction using the single item receipt form
- Record a return to vendor transaction
- Record vendor performance discrepancies in conjunction with a receipt transaction
- Record a receipt transaction against a purchase order line with a multi-delivery schedule
- Record a receipt transaction for a catalog item that uses an alternate unit of measure
- View receipt transactions on an item record
- Know the GL transactions created from a receipt transaction by the MTP

The method for recording the receipt of material relating to a purchase order line is through a Single item receipt form.



Once posted, a receipt transaction is tracked on the applicable purchase order line. If the receipt relates to an item purchased for inventory, the transaction is also tracked on the item record. If the receipt relates to a direct purchase, the transaction is tracked on the applicable work order task and entity record.

The receipt transaction function can also be used to record the provision (receipt) of a service if the 'Invoicing and receiving rule' on the purchase catalog item is set to 'Received and Invoiced'.

The single item receipt form is also used to record returns to vendor. This is accomplished by entering a negative quantity.

Inventory on-hand balances, total valuation and the recalculation of average unit cost occurs automatically on the posting of a receipt transaction. G/L transactions used to feed the accounting system are generated when the Maintenance Transaction Processor (MTP) runs.

For a receipt purchased for inventory, the G/L transactions are:

DEBIT – Inventory account

CREDIT – Received Not Invoiced account

Vendor performance discrepancies

Vendor performance discrepancies can be entered on the recording of a receipt to reflect a lack of appropriate vendor performance for subjective criteria that EAM can't detect. There are six EAM-delivered discrepancies along with two user-definable discrepancies. There are other metrics such as partial delivery, early delivery or late delivery that EAM automatically tracks. The EAM-delivered discrepancies are:

- Damaged goods
- Missing packing slip
- Missing PO number
- Poor documentation
- Poor packaging
- Wrong material

The names of the two user-definable discrepancies can be defined in the business policies.

Lab 4 – Recording Receipt Transactions and Returns to Vendor

Introduction

In this lab you are going to use the single item receipt form to record receipt transactions. You will also adjust the receipt quantity from the default (expected) quantity, record a packing slip number and vendor performance discrepancies.

Objectives

On completion of this lab you will be able to:

- Record a receipt transaction using the single item receipt form
- Record a return to vendor transaction
- Record receipt transactions for a purchase order that includes a multi-delivery schedule
- Record a receipt transaction for a catalog item that has an alternate unit of measure
- View receipt transactions on the item record

Record a receipt transaction

In completing this section of the lab recording a receipt you will also:

- Adjust the order quantity to reflect a partial shipment
- Record reference document information
- Record vendor performance discrepancies

1. Select the **Inventory** desktop **Functions** folder.
2. Launch the **Create Receipt** function.
3. Type **130001** in the **PO line** field.
4. Press the **Tab** key.

NOTE: If you get a message indicating that you are receiving against a draft PO, this simply means that the 'Send to vendor' function that initiates the electronic sending of a PO to the vendor has not been initiated. The function also initiates the start of the PO change tracking function. A PO can be received and invoiced without selecting the 'Send to Vendor' function.

Many fields in the receipt form populate based on information on the PO line.

You are now going to adjust the receipt quantity to reflect a partial shipment.

5. Locate the **Quantity** field.

NOTE: In this database, the **Quantity** field populates with the open quantity on the applicable purchase order line. There is a business policy (controlled by the EAM System Administrator) that determines if this field gets automatically populated. Some organizations use a 'blind receiving' approach that requires the receiver to enter the quantity based on the expectation that the receiver will be forced to count the quantity received and improve the accuracy of the recorded receipt. Other organizations have the expected value defaulted in the field to reduce the keystrokes required to record a receipt.

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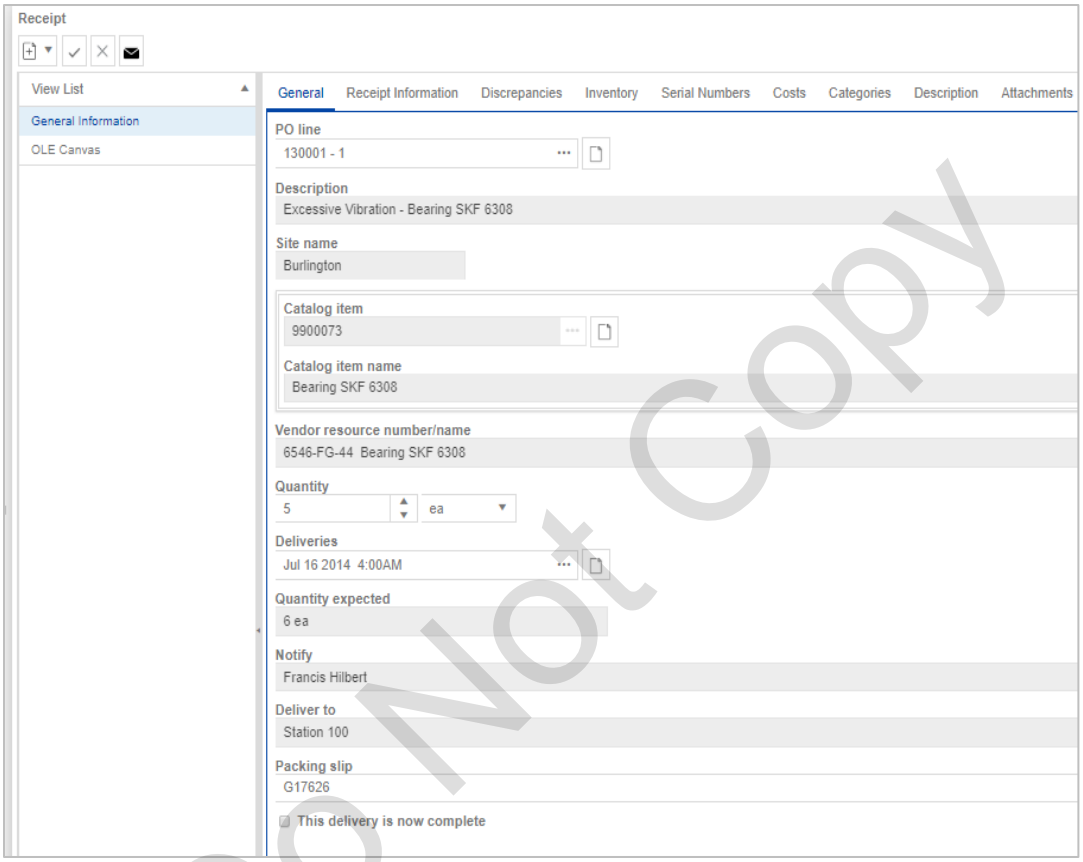
6. Change the quantity of **6** in the **Quantity** field to **5**.

NOTE: As soon as the quantity changes to a value that is less than the required (expected) quantity, the checkbox **This delivery is now complete** is automatically deselected. If the delivery is expected to be complete even though there is still an open quantity, then the checkbox should be manually selected. For example, if the shipment involved the receipt of 500 pounds of an item and the delivery weight was recorded as 498.3 lbs., there is no expectation of the vendor shipping another 1.7 lbs. In this case the checkbox should be manually selected.

7. Type an alphanumeric value such as **G17626** in the **Packing slip** field. This is the reference number on the vendor-provided shipping manifest.



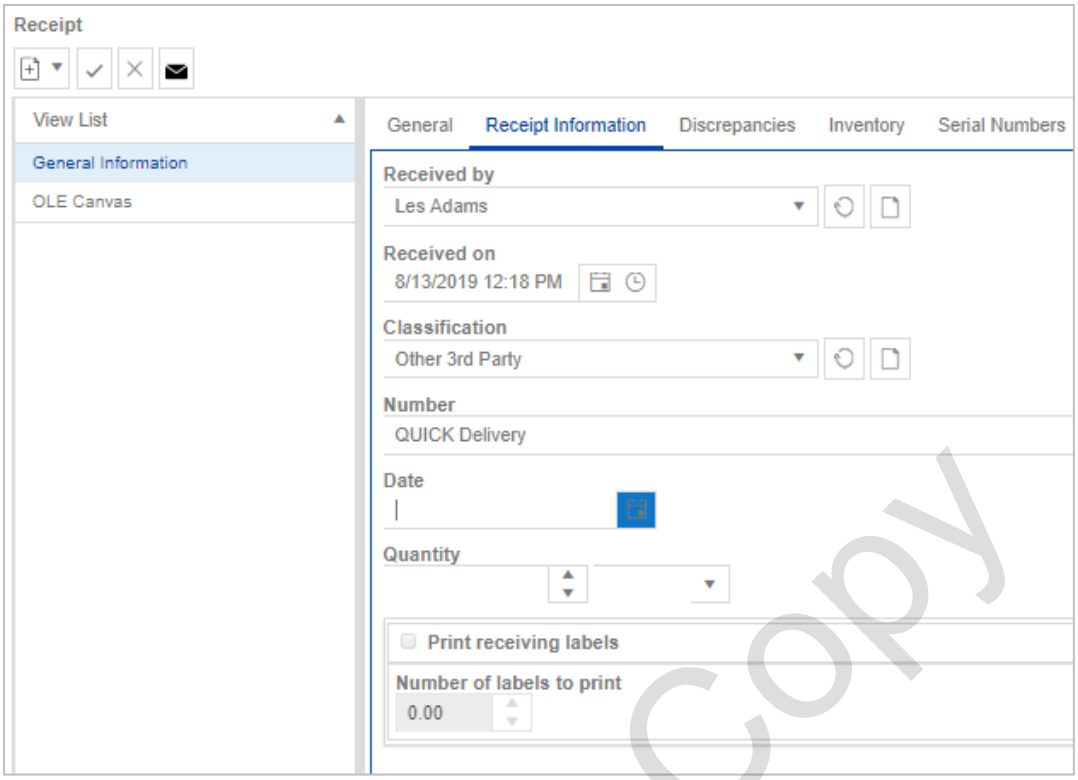
8. Click **Receipt Information** tab.

The **Received by** field defaults with the name based on the login ID and the **Received on** field defaults with the current date. Both fields can be changed if appropriate.

You are now going to record information in the **Reference document information** section.

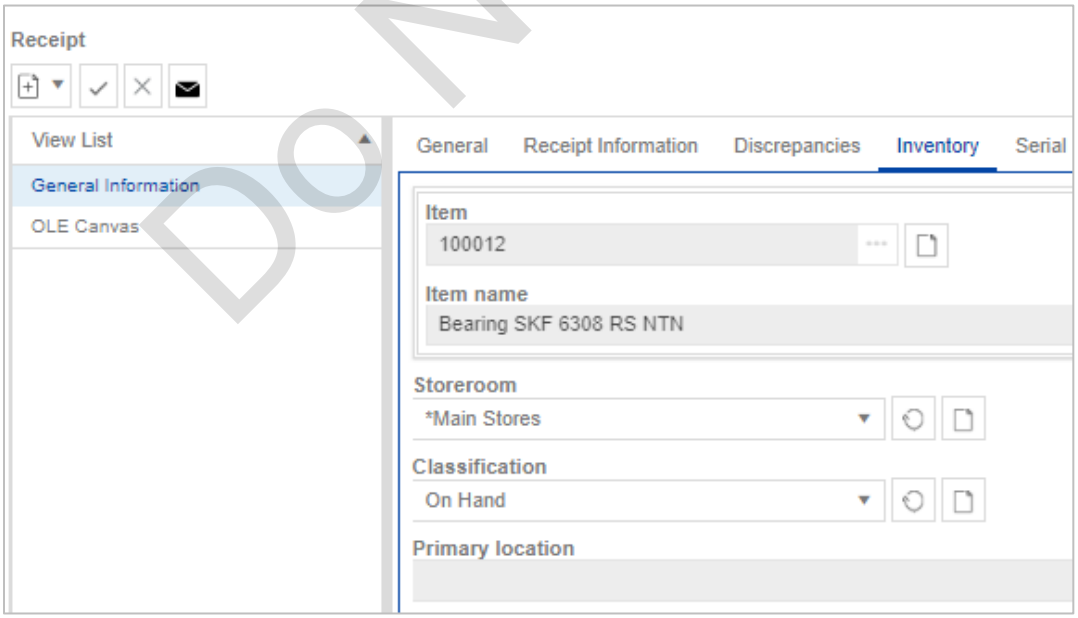
NOTE: The **Reference document information** section is often not used by companies. However, it provides a good place for recording information such as the company / trucking firm who delivered the shipment to your dock, their waybill number (if applicable), the date of the delivery and the number of packages they delivered. In this lab, you are going to partially populate this area.

9. Select **Other 3rd Party** from the **Classification** field drop-down list.
10. Type **QUICK Delivery** in the **Number** field.



You are now going to verify the system-assigned inventory classification.

11. Click **Inventory** tab.
12. Verify that ***Main Stores** is selected from the **Storeroom** field drop-down list.
13. Verify that **On Hand** is selected from the **Inventory Classification** field drop-down list.



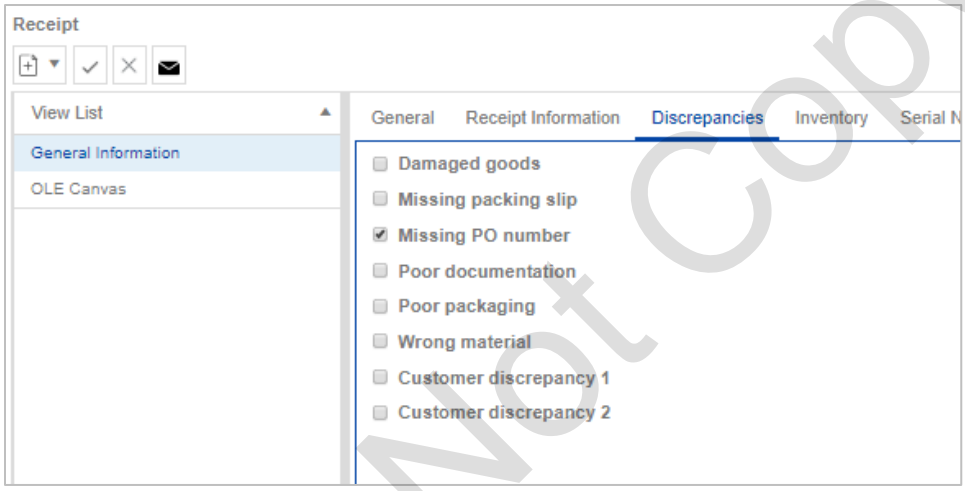
You are now going to record a vendor performance discrepancy.

NOTE: EAM automatically tracks information about shipments such as: on time, late, over shipment or under shipment. The **Vendor performance discrepancy** function provides you with information that can help you track other performance-related concerns that EAM has no ability to determine. This information can be used to help you improve the relationship with your vendor, negotiate a contract or decide whether to drop a vendor. In this example, the assumption is being made that the vendor did not include your purchase order number on the packing slip or other reference documentation.

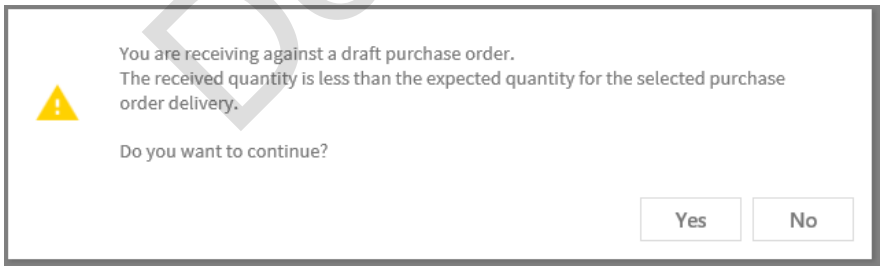
14. Click **Discrepancies** tab.

NOTE: There are 6 EAM-defined discrepancies listed. There is also the ability to define two additional discrepancies that are important to an organization. For example, an organization might want to have a discrepancy that indicates a poor customer service attitude by the vendor. The names of the two custom discrepancies can be defined through two business policies. They should be defined in the negative so that they only need to be recorded when there is an issue. An example might be: Poor customer service attitude.

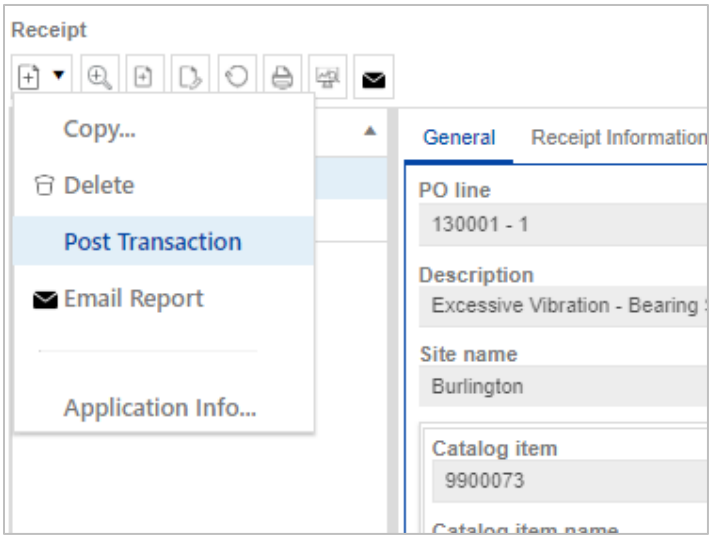
15. Select **Missing PO number** checkbox.



16. Click **Save**.
17. Click **Yes** to accept the message that displays as a reminder that the received quantity is less than the expected quantity.



18. Click **Action|Post Transaction**.



The on-hand balance, average unit cost and total valuation are automatically updated on the Balances view of the item record.

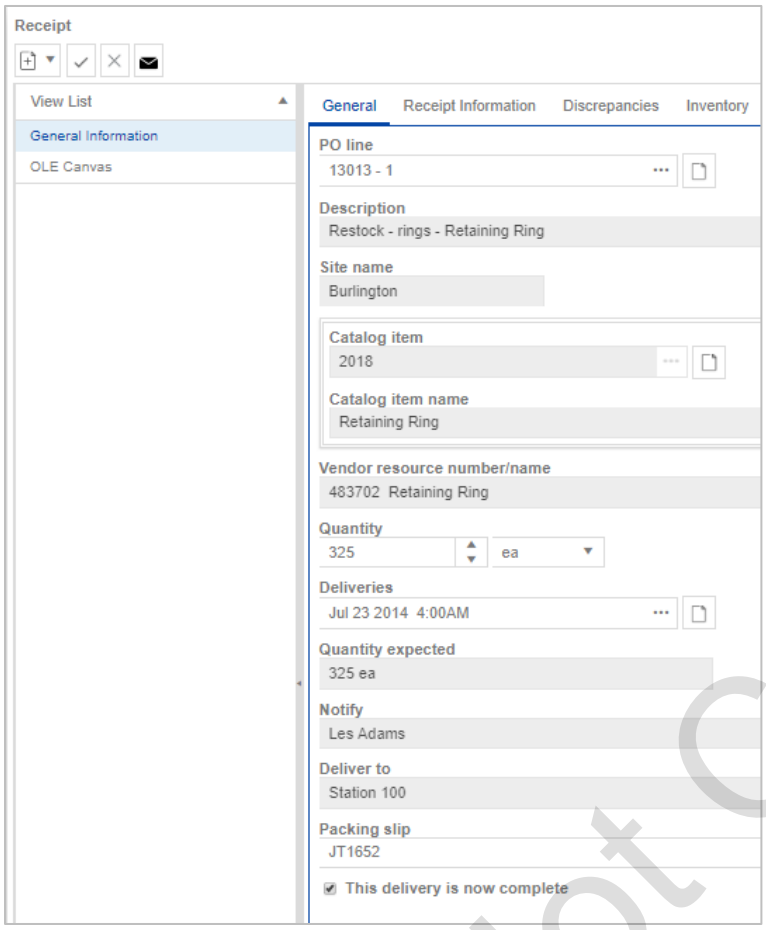
19. Exit the posted Receipt Form.

Record receipt transactions using the Copy function

In this section of the lab you are going to use the Copy function to record the receipt of multiple purchase lines at. In completing this section of the lab, you will also:

- Adjust the receipt quantity on line 2 to reflect an over shipment
- Record a Performance Discrepancy against line 2
- Adjust the receipt quantity on line 3 to reflect an under shipment

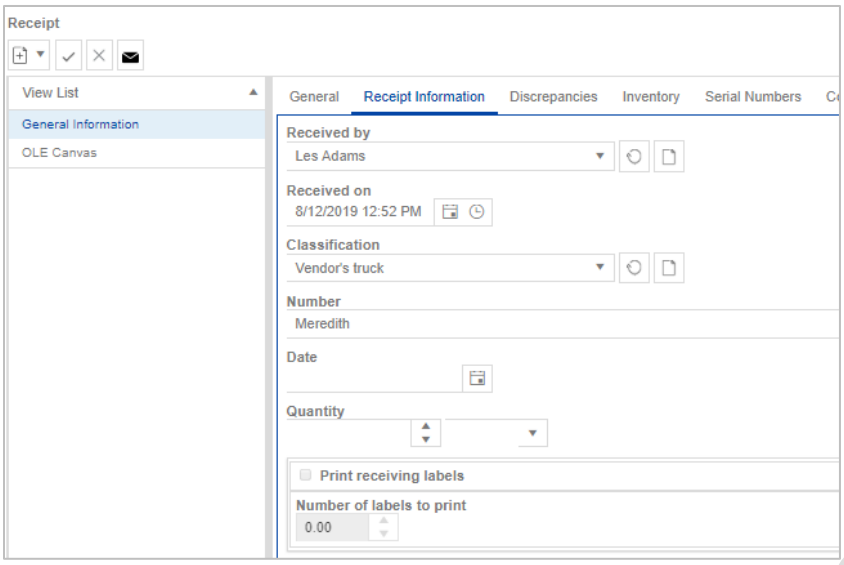
20. Launch **Create Receipt**.
21. Type **13013** in the **PO line** field.
22. Tab out of the field to update the line number.
23. Type **JT1652** in the **Packing slip** field.



24. Click **Receipt Information** tab.
25. Click pop-up calendar for the **Received on** field and select one business day before the current date on the assumption that the receipt is being recorded the day after the product was received.

In this section of the lab the assumption is again being made that the reference document information section is being used to track information about the delivery of the shipment.

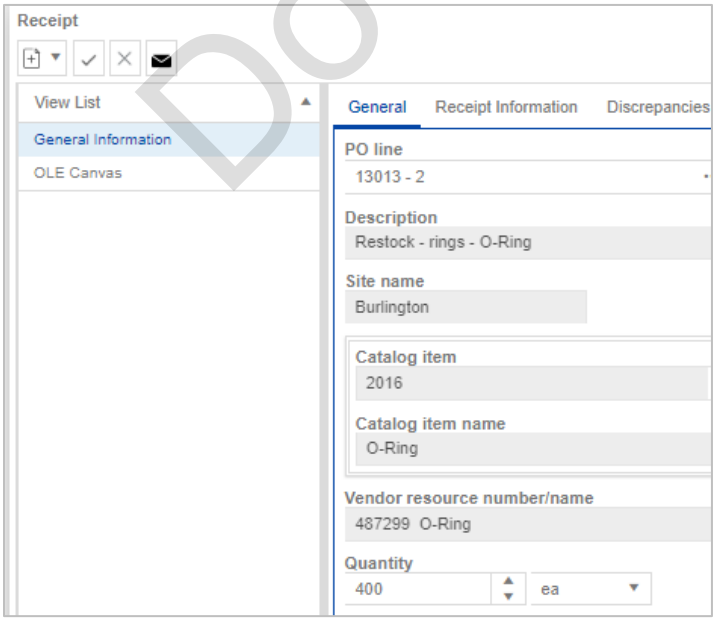
26. Select **Vendor's truck** from the **Classification** field drop-down list.
27. Type **Meredith** in the **Number** field to indicate the name of the vendor's driver.



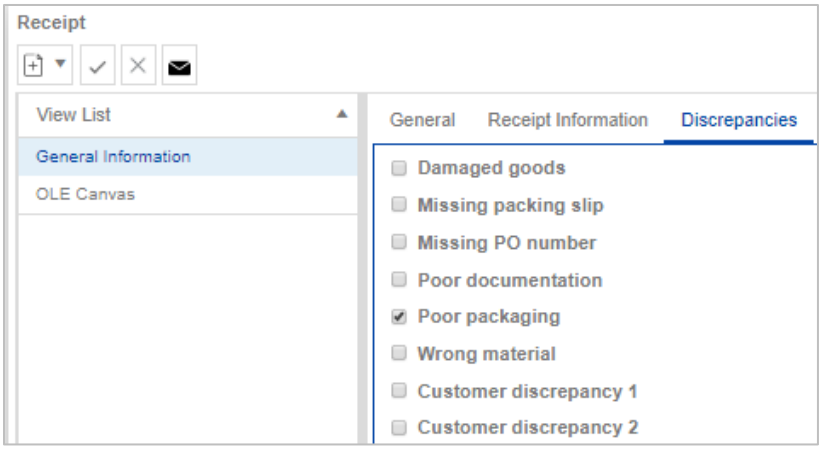
28. Click **Save**.
29. Click **Action|Post Transaction**.
30. Click **Yes** to accept displayed message(s).

For this lab the assumption is being made that the vendor shipped double the amount of product for line 2 of the purchase order. You are going to adjust the amount received from the default (expected) value and then later in this lab, you will return the excess amount to the vendor.

31. Click **Action|Copy**.
32. Click **OK**.
33. Click **Yes** on displayed message(s).
34. Click **Modify**.
35. Change the line number from **1** to **2** in the **PO line** field.
36. Tab out of field.
37. Change the value of **200** to **400** in the **Quantity** field.



38. Click **Discrepancies** tab.
39. Select **Poor packaging** discrepancy.

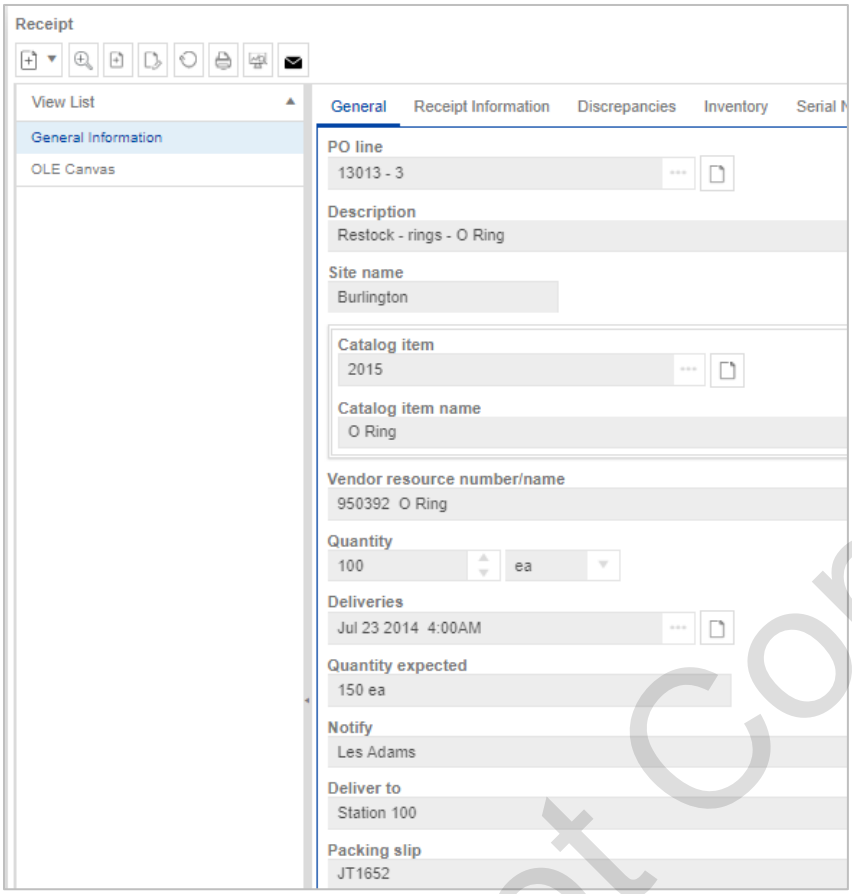


40. Click **Save**.
41. Click **Action|Post Transaction**.
42. Click **Yes** to accept displayed message(s).

You are now going to assume that only 100 of the 150 units for line 3 were delivered.

43. Click **Action|Copy**.
44. Click **OK**.
45. Click **Yes** to accept displayed message(s).
46. Click **Modify**.
47. Change the line number from **2** to **3** in the **PO line** field.
48. Tab out of field.
49. Change the value of **150** to **100** in the **Quantity** field.
50. Click **Save**.

NOTE: The **Receipt Quantity** field displays a yellow box to indicate that there is a difference between the recorded quantity and the value in the **Expected Quantity** field. Also, the values in the **Full** and **Final** fields are also updated.

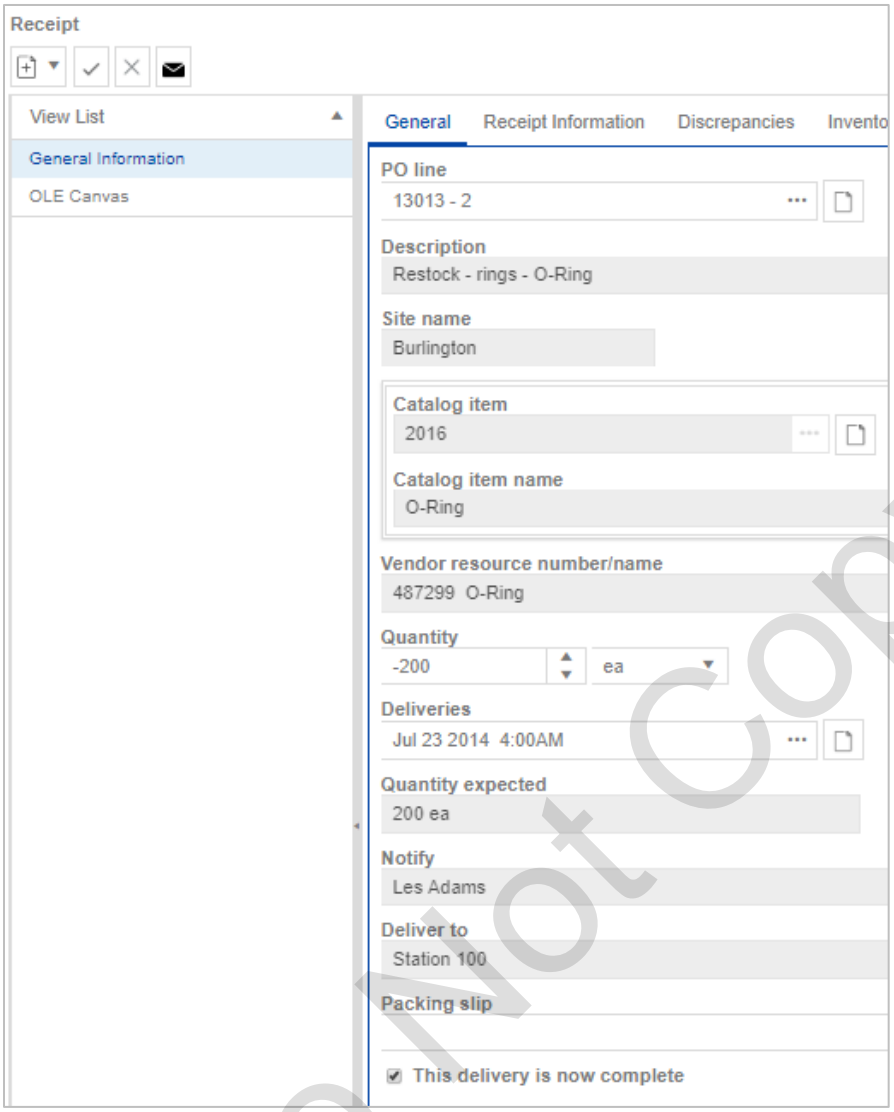


51. Click **Action|Post Transaction**.
52. Click **Yes** to accept displayed message(s).
53. Exit the posted receipts.

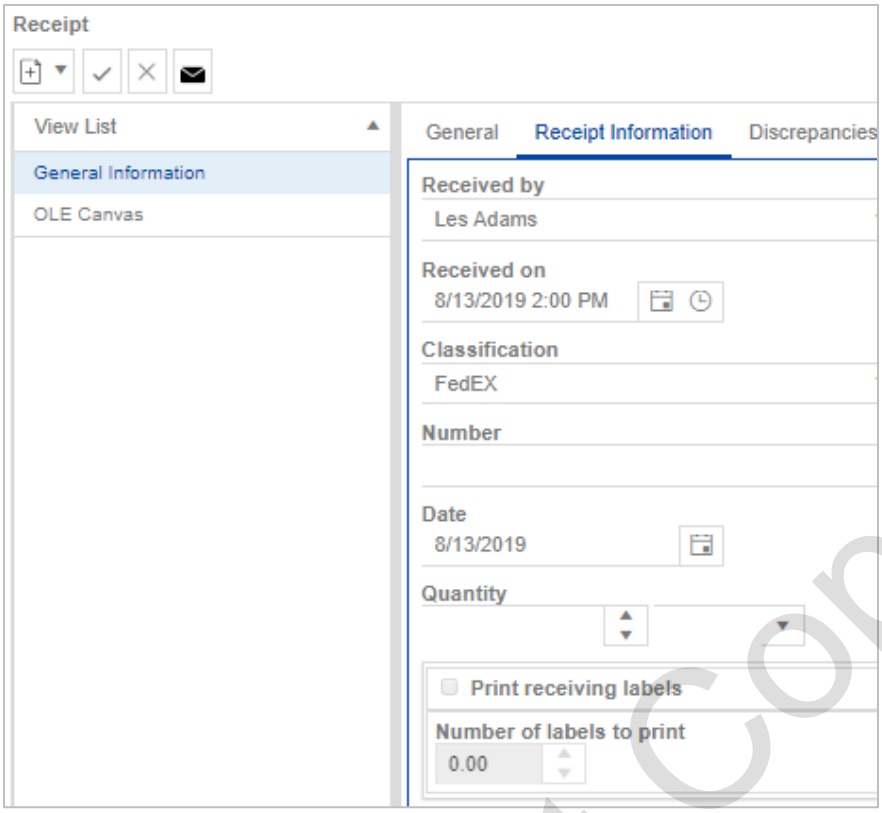
Record a return to vendor transaction

In this section of the lab you are going to return the excess product from line 2 of PO 13013 to the vendor using the single item receipt form.

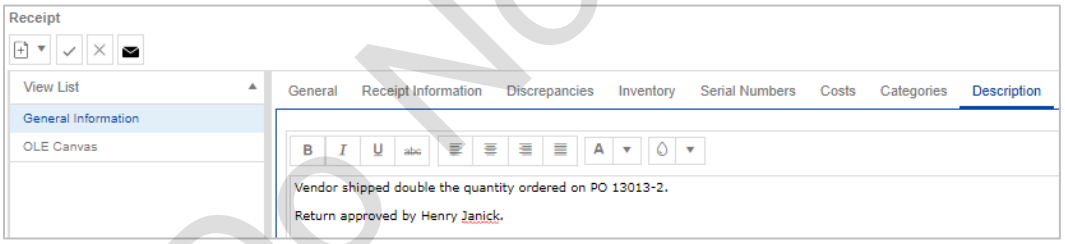
54. Select the **Inventory** desktop **Functions** folder.
55. Launch the **Create Receipt** function.
56. Type **13013 – 2** in the **PO Line** field.
57. Tab out of field.
58. Type **-200** in the **Quantity** field and select **ea** from the adjacent unit of measure drop-down list.
59. Type **return** in the **Packing slip** field.



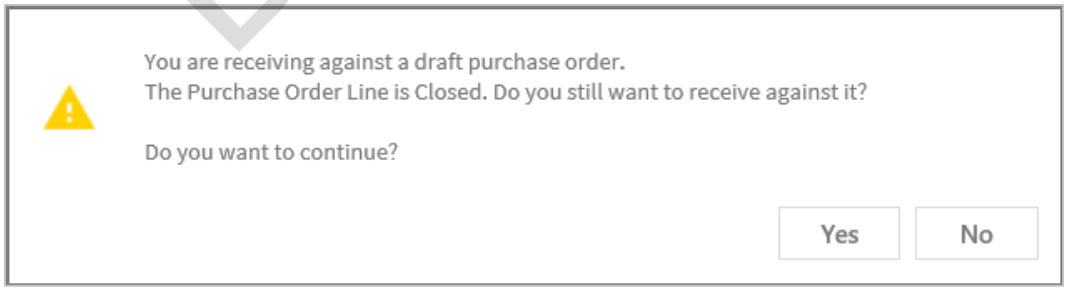
60. Click **Receipt Information** tab.
61. Select **FedEx** from the **Classification** field drop-down list.
62. Click pop-up calendar in the **Date** field and select the current date.



63. Click **Description** tab.
64. Type **Vendor shipped double the quantity ordered on PO 13013-2. Return approved by Henry Janick.**



65. Click **Save**.



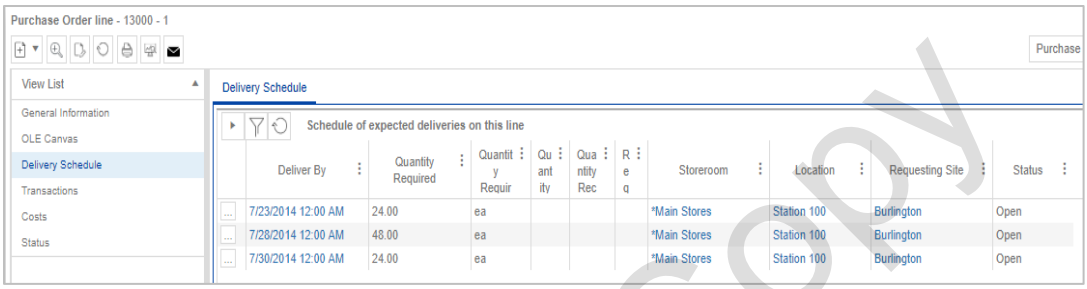
66. Click **Yes** to accept the displayed message.
67. Click **Action|Post Transaction**.
68. Exit the Receipt Form.

Record receipt transactions for a purchase order that includes a multi-delivery schedule

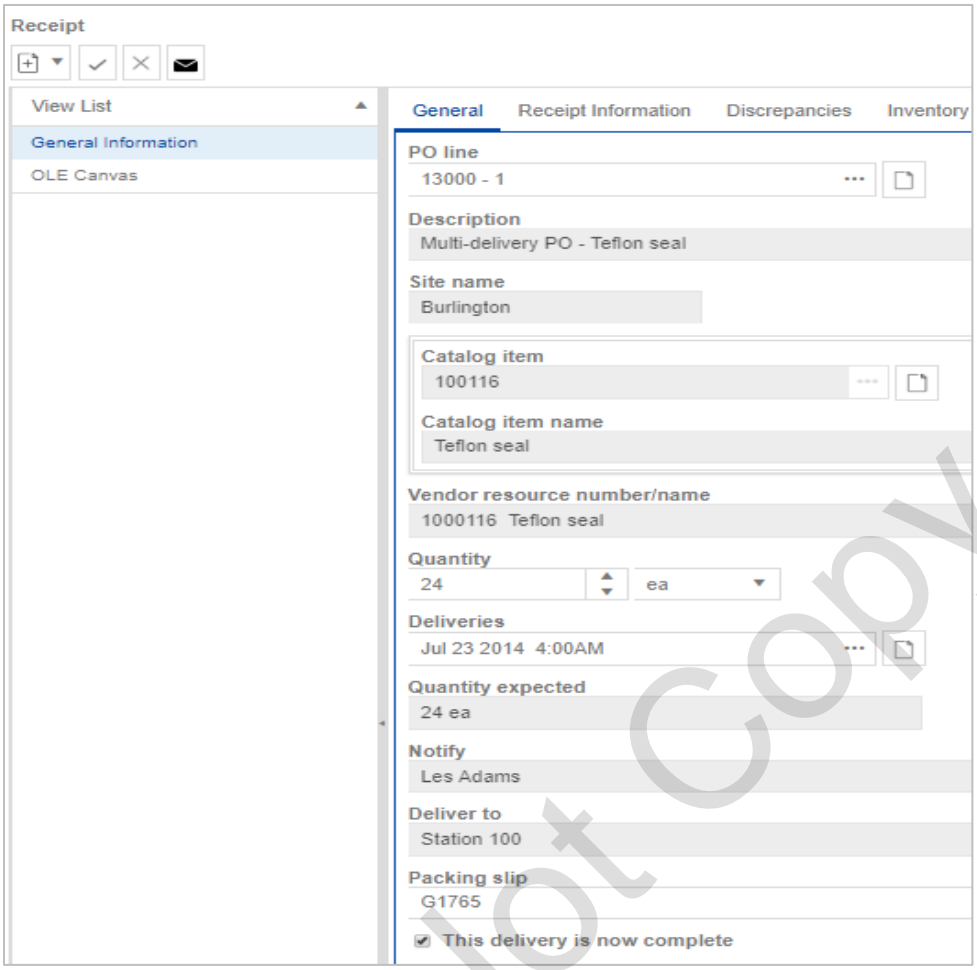
In this section of the lab you are going to use the Receipt Transaction Form to receive against a purchase order that has a multi-delivery schedule associated with one of the lines. Only one of the scheduled deliveries is being received.

69. Select the **Functions** folder.
70. Launch **Create Receipt**.
71. Type the purchase order number **13000** in the **PO line** field.
72. Tab out of field.

This purchase order has been set up as a multi-delivery PO.



73. Type **G1765** in the **Packing slip** field.



NOTE: The **Quantity** and **Deliveries** fields the system defaulted the first available delivery line.

NOTE: If the received quantity does not match with the first delivery line, it might be that the vendor has made an under shipment or an over shipment or the vendor might have shipped one of the later scheduled deliveries early.

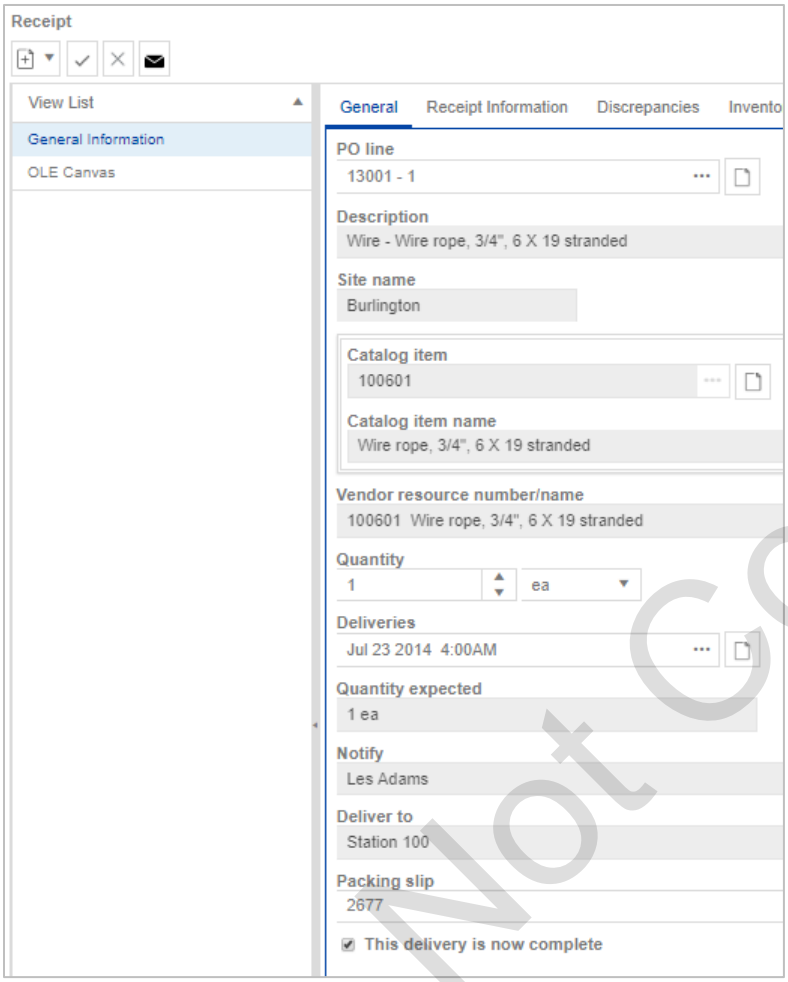
74. Click **Save**.
75. Click **Action|Post Transaction**.
76. Exit the Receipt form.

Record a receipt transaction for a catalog item that has an alternate unit of measure

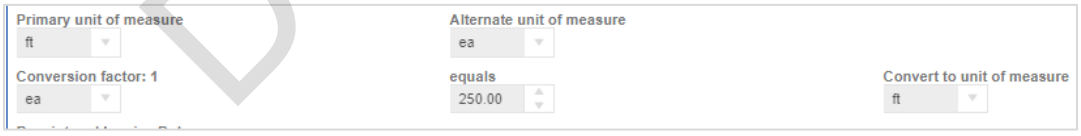
In this section of the lab you are going to receive a purchase order line where the purchase catalog item record uses an alternate unit of measure from the one used by the item record. You will see how EAM converts the received quantity into the stocking unit of measure.

77. Select the **Functions** folder.
78. Launch the **Create Receipt** function.
79. Type the purchase order **13001** in the **PO line** field.

80. Tab out of field.
81. Type **2677** in the **Packing slip** field.



NOTE: Both the **Quantity Expected** and **Quantity** fields have a value of 1 which is the quantity that was ordered on the purchase order line. Note that the Catalog Item number is 100601.



NOTE: When applicable, alternate units of measure are defined on the purchase catalog item. An alternate unit of measure always comes from a different unit of measure 'family' than the family of the normal stocking unit of measure. Since there is no universally accepted conversion between these two families, it must be defined for this instance. The conversion factor can go from the primary to the alternate or from the alternate to the primary. When a purchase order is initiated from the alternate unit of measure family, EAM converts the receipt transaction – for inventory stocking purposes – to the primary unit of measure. In the example used in this section of the lab, one each (roll) of the wire rope is 250 feet in length. It is stocked and issued by the foot.

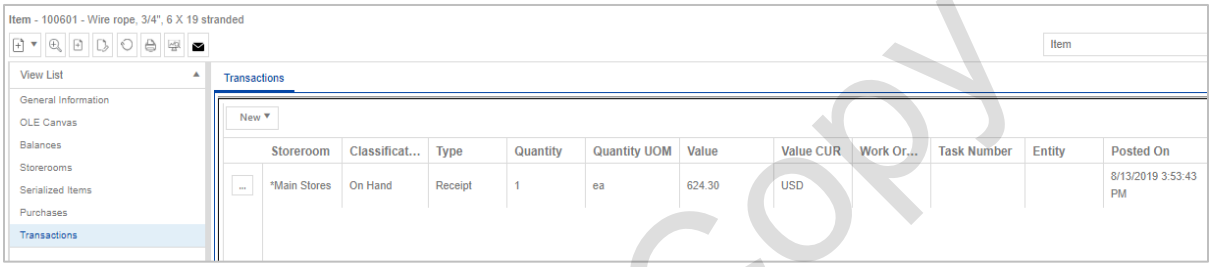
82. Click **Save**.
83. Click **Action|Post Transaction**.

84. Exit the Receipt Form.

Viewing receipt transactions on the item record

In this section of the lab you are going to view the receipt on the item record transaction for the alternate unit of measure receipt that you just posted. You will also view both the original receipt for 400 units of purchase catalog item 2016 that you received against PO 13013-2 and the subsequent return to vendor transaction of 200 units.

85. Select the **Open Objects** folder on the desktop.
86. Launch the **Open an Item** function.
87. Type **100601** in the **Item** field.
88. Click **Open**.
89. Click **Transactions** view.

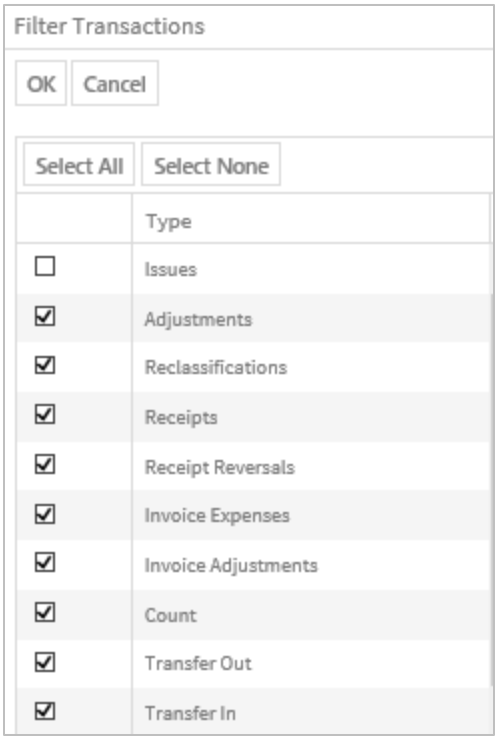


The receipt **Quantity** is shown as 1 each to match the quantity ordered as per the purchase order line.

90. Click **Balances** view.

The **Quantity** is shown as 250 feet representing the storeroom unit of measure based on the conversion.

91. Click **X** to close the item record.
92. Launch the **Open an Item** function.
93. Type **2016** in the **Item** field.
94. Click **Open**.
95. Click **Transactions** view.
96. Click **Filter** button in the top right corner of the window.
97. Select **Receipts** checkbox to simplify the window by reducing the number of displayed transactions.
98. Click **OK**



99. Locate the receipt transactions for 400 and -200 units.

...	*Main Stores	On Hand	Receipt	400	ea	116.00	USD				
...	*Main Stores	On Hand	Receipt	-200	ea	-58.00	USD				8/13/2019 3:20:43 PM

You have now completed the requirements of this lab.

Section 2 – Issues and Returns to Stock

Section Objectives

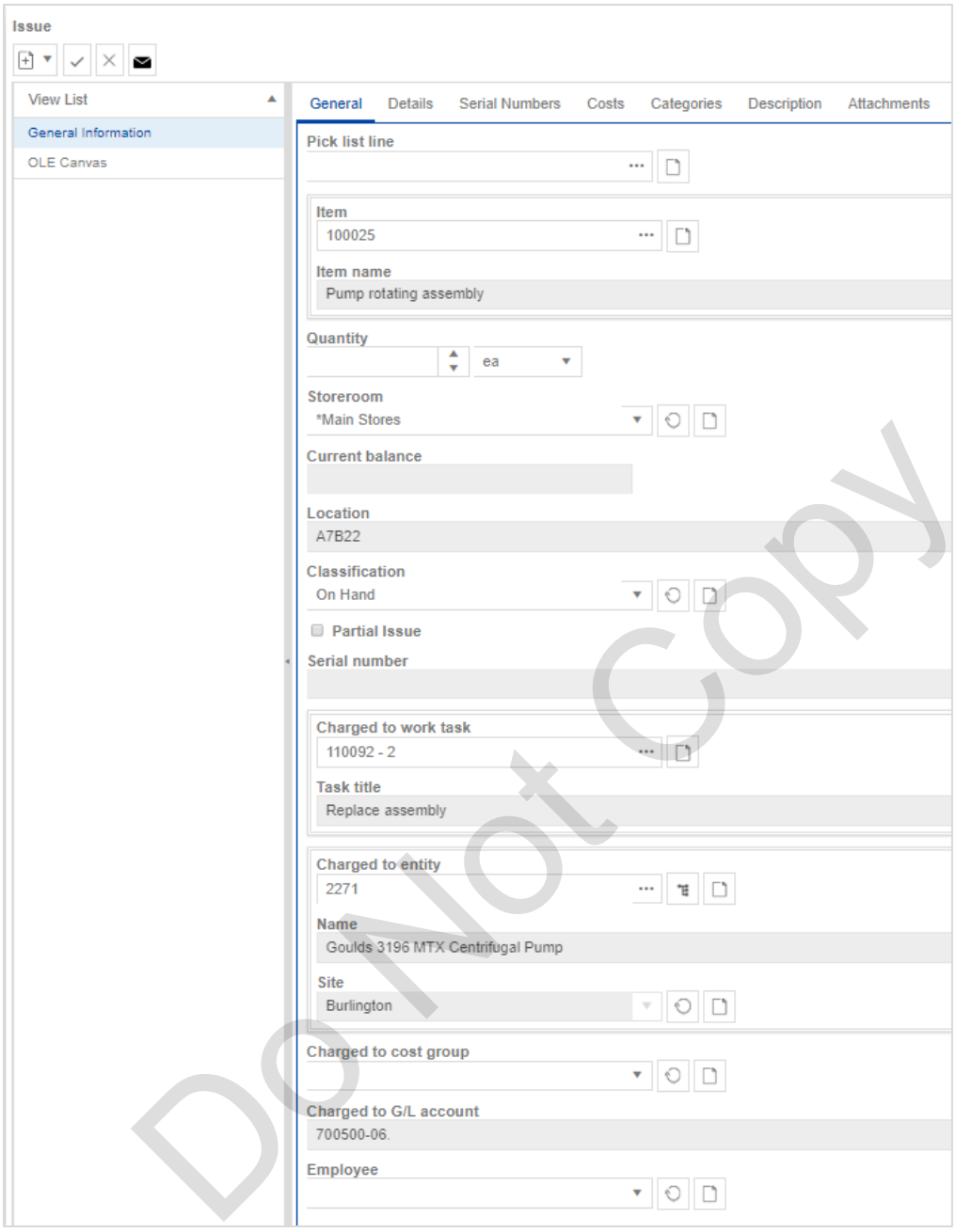
- Record an individual issue using the single item issue form
- Return an item to stock using the single item issue form
- Record multiple issue transactions using the Copy function
- View issue transactions on the item and work order task

Introduction

There are two methods for issuing parts from the storeroom to a work order:

- Single item issue form
- Pick list

Regardless of which option is selected, EAM creates a single item issue form for each transaction. This transaction is tracked on the item record, on the applicable work order line and on the entity, that is associated with the work order line.



The single item issue form is also used to record the return of an item to stock.

The posting of an issue transaction automatically updates the inventory balance on hand and the total stock value for that item but not the average unit cost.

Once the Maintenance Transaction Processor (MTP) runs, various general ledger accounting transactions are also created and the work order task and entity record are updated with the transaction as well as the costs.

For a posted issue transaction, the generated G/L transactions are:

DEBIT – Expense account(s) referenced on the Charging tab of the work order task(s). The G/L account includes the G/L account segment from the cost group on the item record.

CREDIT – Inventory account referenced on the Charging tab of the item-storeroom record

Lab 5 – Recording Issue Transactions and Returns to Stock

Introduction

In this lab you are going to use both the single item issue form and the Copy function to record issue transactions. The use of the pick list to record issues is covered in Lab 8.

Objectives

On completion of this lab you will be able to:

- Record an issue transaction using the single item issue form
- Return an item to stock using the single item issue form
- Record multiple issues using the Copy function
- Run the MTP and view the transactions on the item and work task

Record an issue transaction using the single item issue form

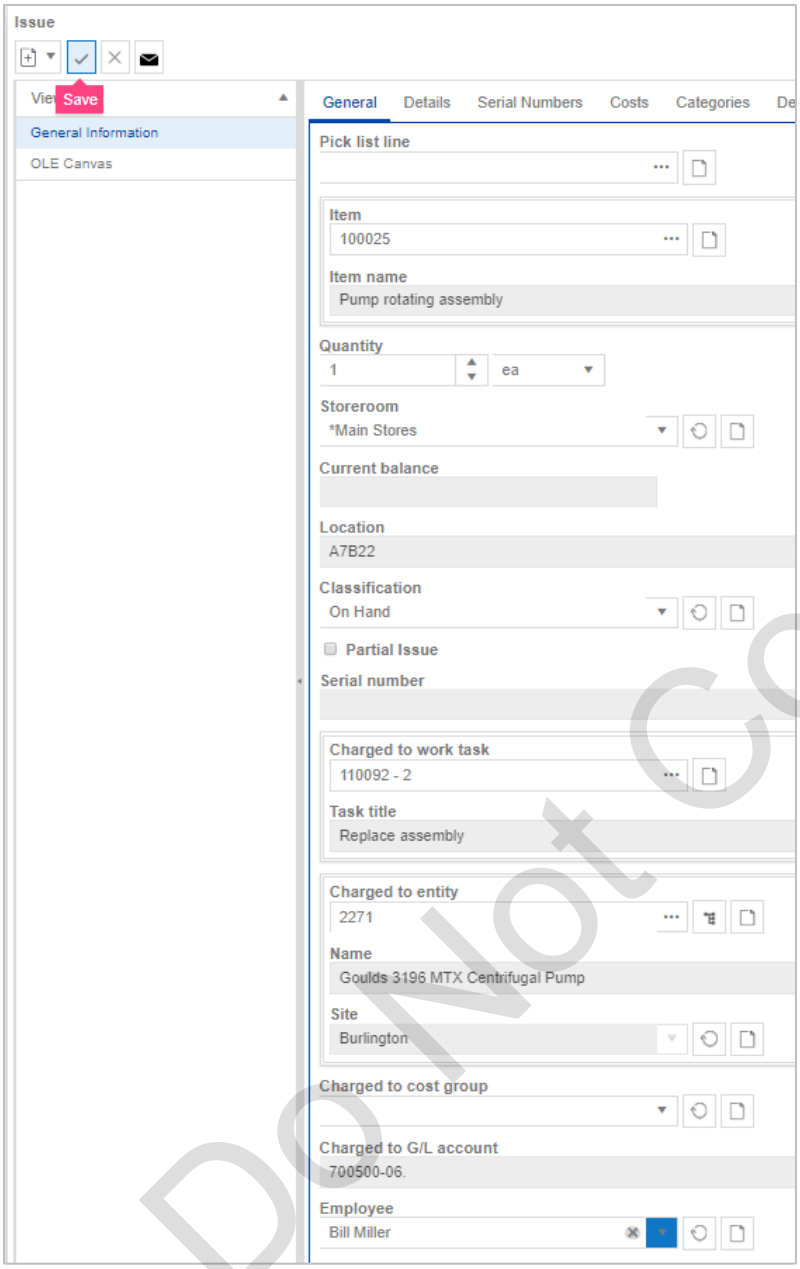
In this section of the lab you are going to issue an item using the single item issue form. This type of activity is common when a trade comes to the counter to obtain a part that was not planned on the work order.

1. Select the **Inventory** desktop **Functions** folder.
2. Launch **Create an Issue** function.
3. Type **100025** in the **Item** field.
4. Tab out of field.
5. Type **1** in the **Quantity** field.
6. Type **110092 - 2** in the **Charged to work task** field.

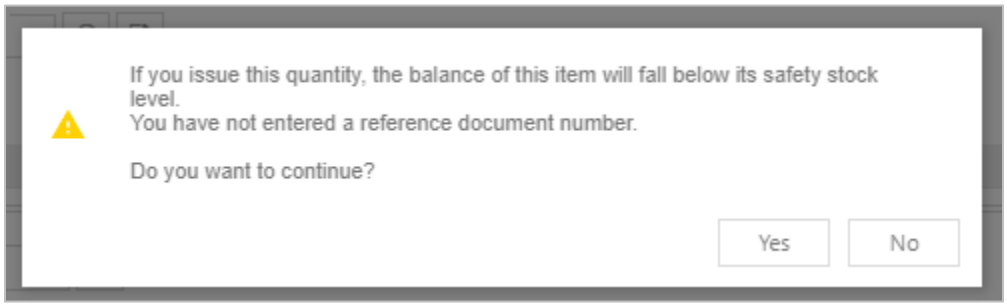
This is the task against which the material is being used.

7. Press the **Tab** key to update the fields.
8. Select a name from the drop-down list in the **Employee** field.

This field reflects the name of the person who is being given the part.



9. Click **Save**.



A message like the one shown displays. This message only displays if the issue impacts on the safety stock.

10. Click **Yes** to continue.
11. Click **Action|Post Transaction**.

NOTE: The value in the **Expected quantity** field on the **Details** tab reflects the Quantity field on the General tab. The **Reference document information** section is typically not used but sometimes is used if there are special circumstances that might call for this type of information.

12. Exit the Issue Form.

NOTE: When the posting occurs, the item balance is automatically updated and the transaction is stored on the item record. When the Maintenance Transaction Processor (MTP) runs – which is every few minutes – the transaction and the associated costs appear on the work order task and on the entity record. General ledger transactions are also created by the MTP. The MTP runs on the server and is typically controlled by the database administrator or another IT-related function

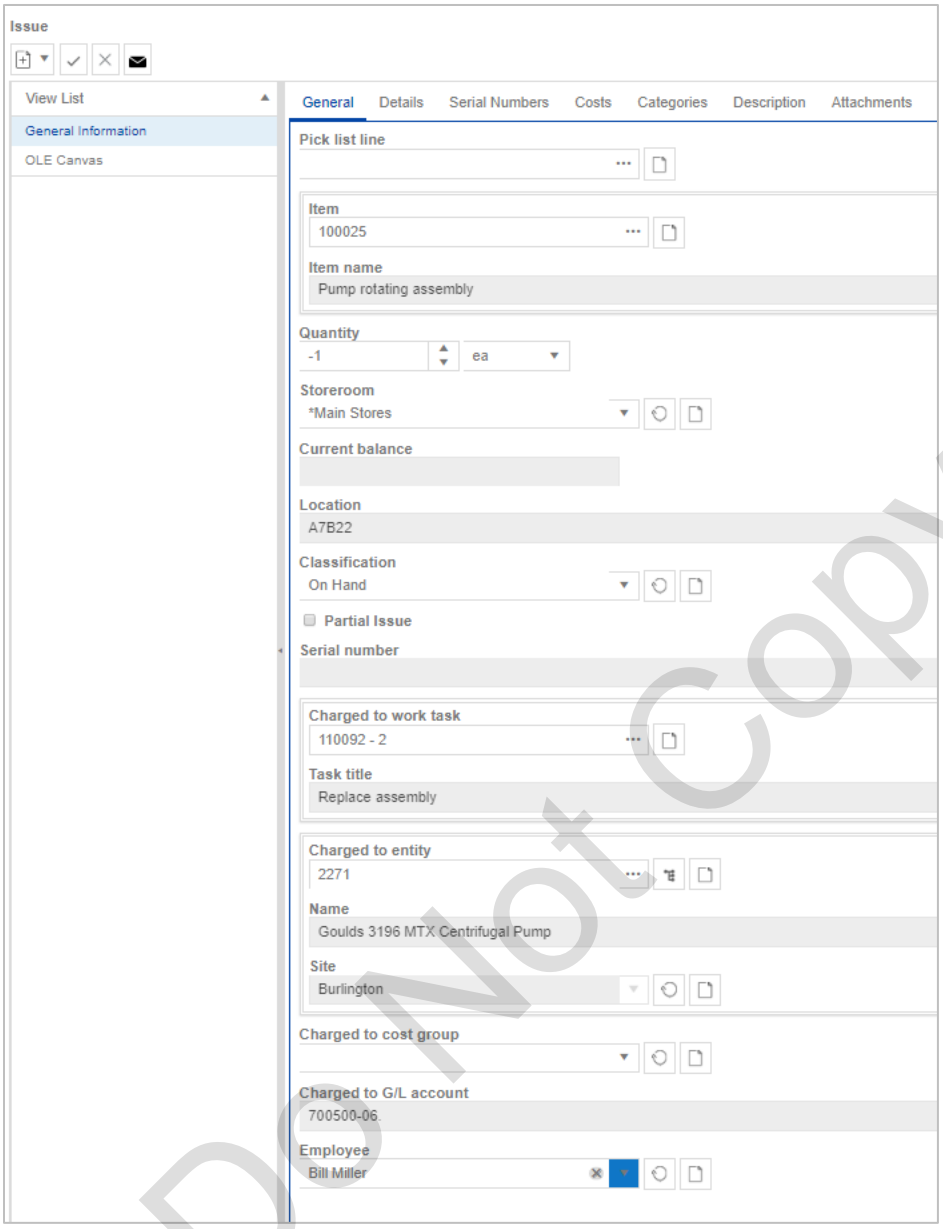
Return an item to stock using the single item issue form

In this section of the lab you are going to return the item to stock that was posted in the step 9. The assumption is being made that the tradesperson subsequently determined that the part was not required.

13. Select the **Inventory** desktop **Functions** folder.
14. Launch the **Create an Issue** function.
15. Type **100025** in the **Item** field.
16. Type -**1** in the **Quantity** field.
17. Type **110092 - 2** in the **Charged to work task**.

This is the task that was originally charged with the cost of the material.

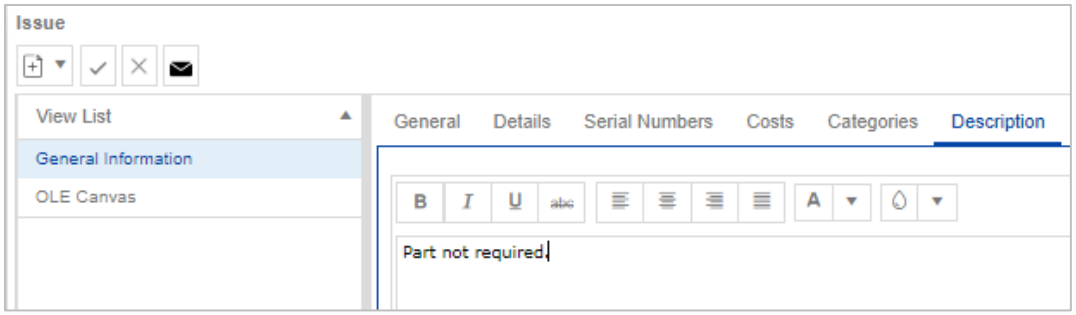
18. Select the same name from the **Employee** drop-down list as you selected in step 7.



19. Click **Description** tab.

NOTE: If the work order that you entered in step 15 was not the correct work order (i.e. the part has not been issued against it in the past) or if the quantity being returned exceeds the total quantity issued to that work order, a yellow box displays around the Quantity and Work task fields. When you click in the Quantity field a warning message in the Status bar indicates that the quantity being returned is greater than the original issue quantity (to that work order). This is a warning only and can be ignored.

20. Type **Part not required** in the **Description** field.



21. Click **Save**.
22. Click **Action|Post Transaction**.
23. Exit the Issue Form.

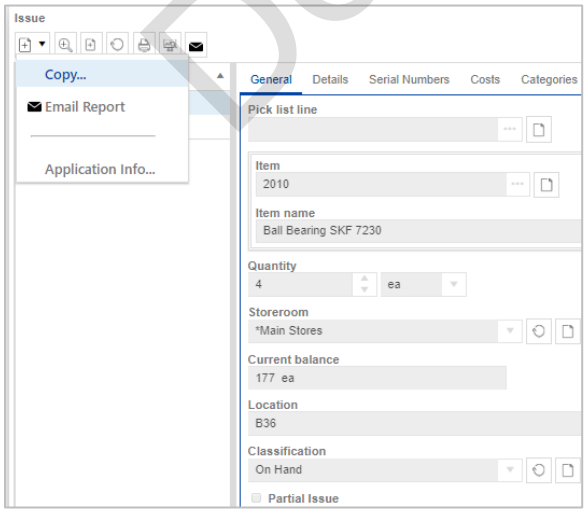
Record multiple issues using the Copy function

In this section of the lab you are going to use the Copy function to record and post multiple issues. The items being issued were planned on the work order.

1. Select the **Inventory** desktop **Functions** folder.
2. Click **Create an Issue**.
3. Type **2010** in the **Item** field.
4. Type **4** in the **Quantity** field.
5. Type **11003** in the **Charge to work task** field.
6. Tab to populate the task number.
7. Select a name from the drop-down list in the **Employee** field.
8. Click **Save**.
9. Review the **Current Balance** column information and compare with the value in the **Issue Quantity** field. This provides assurance that the necessary issue quantity is on hand.
10. Click **Action|Post Transaction**.

You are now going to use the copy function to create an issue for another line on the same work order.

11. Click **Action|Copy**.



12. Click **OK**.
13. Click **Modify**.
14. Change the item number **2010** to **100131** in the **Item** field.
15. Change the **Quantity** from **4** to **1**.
16. Click **Save**.
17. Click **Action|Post Transaction**.
18. Exit the Issue forms.

In this section of the lab you are going to issue items that were not planned on the work order.

19. Select the **Inventory** desktop **Functions** folder.
20. Launch the **Create an Issue** function.
21. Type **2011** in the **Item** field.
22. Type **1** in the **Quantity** field.
23. Type **9900299** in the **Charge to work task** field.
24. Tab out of field.
25. Select a name from the drop-down list in the **Employee** field.
26. Click **Save**.
27. Click **Action|Post Transaction**.

In this section of the lab you will issue 2 more items to the same work order.

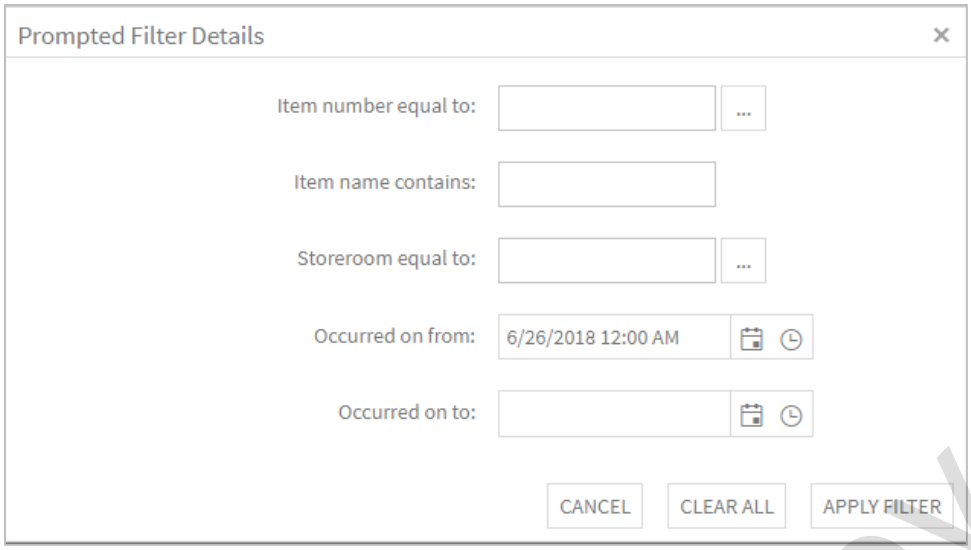
28. Click **Action|Copy**.
29. Click **OK**.
30. Click **Modify**.
31. Change the item number **2011** to **2013** in the **Item** field.
32. Change the **Quantity** from **1** to **4**.
33. Click **Save**.
34. Click **Action|Post Transaction**.
35. Follow steps **28** to **34** to issue **2** of item number **2016**.
36. Exit the Issue form.

View the issue transactions on the item and work task

In this section of the lab you are going to observe a posted issue transaction on the item record and verify that it is not displayed on the work order task. You will then run the Maintenance Transaction Processor (MTP) and observe that the transaction is now on the work order task.

NOTE: In a live environment you will not have access to the MTP. However, it is set to run automatically every few minutes so the updated transactions will display on work order tasks and entities within a few minutes of being posted.

37. Select the **Cabinets** folder on the **Inventory** desktop.
38. Launch the * **Inventory Transactions** cabinet.
39. Click **Cancel** to close the default prompted filter dialog box.
40. Click **Issues by Date** view.
41. Click calendar for the **Occurred on from** date field, select the current date.



42. Click **APPLY FILTER**.

Item	Title	Storeroom	Classification	Quantity	Quantity UOM	Amount	Amount CUR
2011	Kavlar Packing, Teflon Inpregnated	*Main Stores	On Hand	1	ea	185.35	USD
2013	Kit Seal 16.258 OD	*Main Stores	On Hand	4	ea	4.19	USD
2016	O-Ring	*Main Stores	On Hand	2	ea	0.58	USD
2010	Ball Bearing SKF 7230	*Main Stores	On Hand	4	ea	32.19	USD
100131	Drive belt, 5/8" x 32' length for 20 HP motor	*Main Stores	On Hand	1	ea	17.48	USD
100025	Pump rotating assembly	*Main Stores	On Hand	-1	ea	-260.00	USD
100025	Pump rotating assembly	*Main Stores	On Hand	1	ea	260.00	USD

43. Click in the **Item** field for the first transaction.

NOTE: When you click in the Item field, the item record opens. If you click the ellipses button, the Issue Transaction displays.

44. Click **Balances** view.

NOTE: Although you are unable to tell unless you knew the starting balance-on-hand, the balance in this view reflects the issue transaction.

45. Click **Transactions** view.
46. Locate the applicable issue transaction in the list of transactions.

NOTE: You can adjust the order in which the transactions are listed by clicking the **Filter** button in the top right corner of the window.

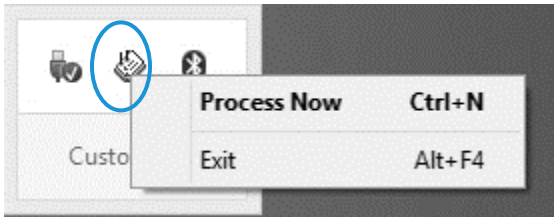
47. Launch the transaction by clicking on the **ellipses** button.
48. Launch the **Work task** by clicking the forms icon to the right of the **Charged to work task** field.
49. Click **Transactions** view.
50. Click calendar for the **Occurred on from** date field in the top filter, select the current date.

The transaction should not be displayed as the MTP needs to run first.

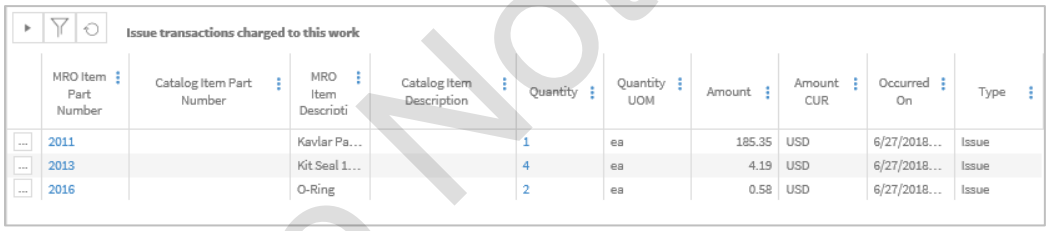
You are now going to run the MTP (*Classic*).

51. Select the **Avantis Administrator** desktop.
52. Select the **Administration Utilities / Tools/Reports** folder.

53. Launch the **Maintenance Transaction Processor** function.
54. Click **Show hidden icons** arrow in the status bar in the bottom right corner of the desktop.
55. Right-click on the **Maintenance Transaction Processor** icon and select the **Process Now** option.



56. Back to Web client.
57. Click on the **Transactions** view of the work order task to make this the active window.
58. Press the **Refresh** button to refresh the view and display any recent transactions posted against this work order.
59. Click calendar for the **Occurred on from** date field in the top filter, select the current date.



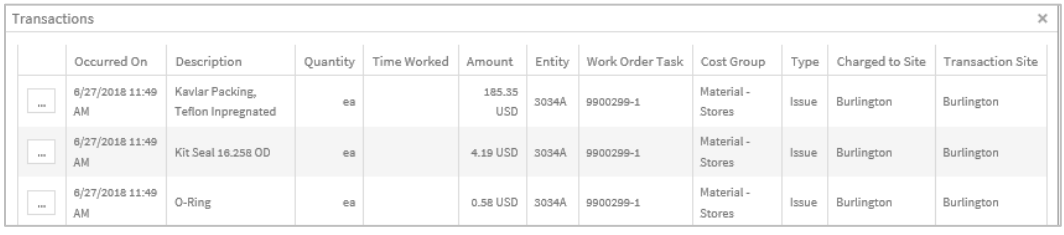
	MRO Item Part Number	Catalog Item Part Number	MRO Item Descripti	Catalog Item Description	Quantity	Quantity UOM	Amount	Amount CUR	Occurred On	Type
...	2011		Kavlar Pa...		1	ea	185.35	USD	6/27/2018...	Issue
...	2013		Kit Seal 1...		4	ea	4.19	USD	6/27/2018...	Issue
...	2016		O-Ring		2	ea	0.58	USD	6/27/2018...	Issue

The issue transaction is reflected in this view.

60. Click **Costs Summary** view.

The LTD column includes these transactions for the Materials – Stores line.

61. Click **Transactions** button for the **Materials – Stores** cost group to display the included transactions



	Occurred On	Description	Quantity	Time Worked	Amount	Entity	Work Order Task	Cost Group	Type	Charged to Site	Transaction Site
...	6/27/2018 11:49 AM	Kavlar Packing, Teflon Inpregnated	ea		185.35 USD	3034A	9900299-1	Material - Stores	Issue	Burlington	Burlington
...	6/27/2018 11:49 AM	Kit Seal 16.258 OD	ea		4.19 USD	3034A	9900299-1	Material - Stores	Issue	Burlington	Burlington
...	6/27/2018 11:49 AM	O-Ring	ea		0.58 USD	3034A	9900299-1	Material - Stores	Issue	Burlington	Burlington

NOTE: Although not covered in this lab, you can launch the Entity and see the transactions once the MTP runs.

62. Close and exit from all windows.

You have now completed the objectives of this lab.

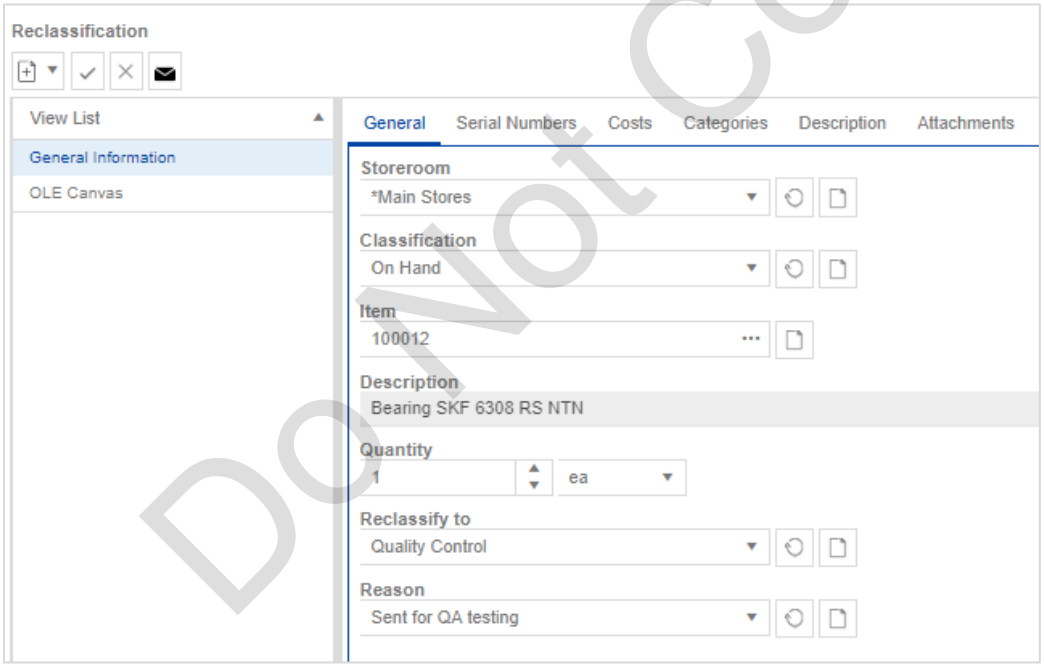
Section 3 – Reclassifications

Section Objectives

- Define purpose and use of the Inventory Classifications value list
- Reclassify an inventory part
- View the impact of a reclassification on the item record

Reclassification Form

The inventory Reclassification Form is used to move a quantity of an existing inventory balance from one inventory classification to another.



The impact of an inventory reclassification is reflected on the applicable item record immediately on the posting of the transaction.

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Lab 6 – Reclassifying a Stock Item

Introduction

Different classifications can be used to track the status of items in inventory such as 'on hand' or 'in repair'. They can also be used to track the condition of parts such as 'new', 'used' or 'obsolete'. Classifications also come into play in tracking of serialized parts and/or consignment items. Classification rules determine whether a specific classification is available to be issued or transferred.

Objectives

On completion of this lab, you will be able to:

- Reclassify a part
- View a classification transaction and its impact on an item record

Reclassify a part

In this section of the lab you are going to reclassify a unit from the **On Hand** classification to the **Sent for QA testing** classification.

1. Select the **Functions** folder on the desktop.
2. Launch the **Create Reclassification Form** function.
3. Type **100009** in the **Item** field.
4. Tab out of the field.
5. Verify that the ***Main Stores** value defaulted in the **Storeroom** field.
6. Select **On Hand** from the **Classification** field drop-down list.
7. Type **1** in the **Quantity** field.

NOTE: Since the **Quantity** field is a mandatory field, the fields display a red box until there is a valid value in that field. If the Inventory Classification value is defined to not allow negative balances, the red boxes will continue to display if the quantity entered exceeds the available quantity in the source classification. Otherwise, the red boxes disappear and there is not any visible indication that the amount being reclassified exceeds the quantity available to be reclassified.

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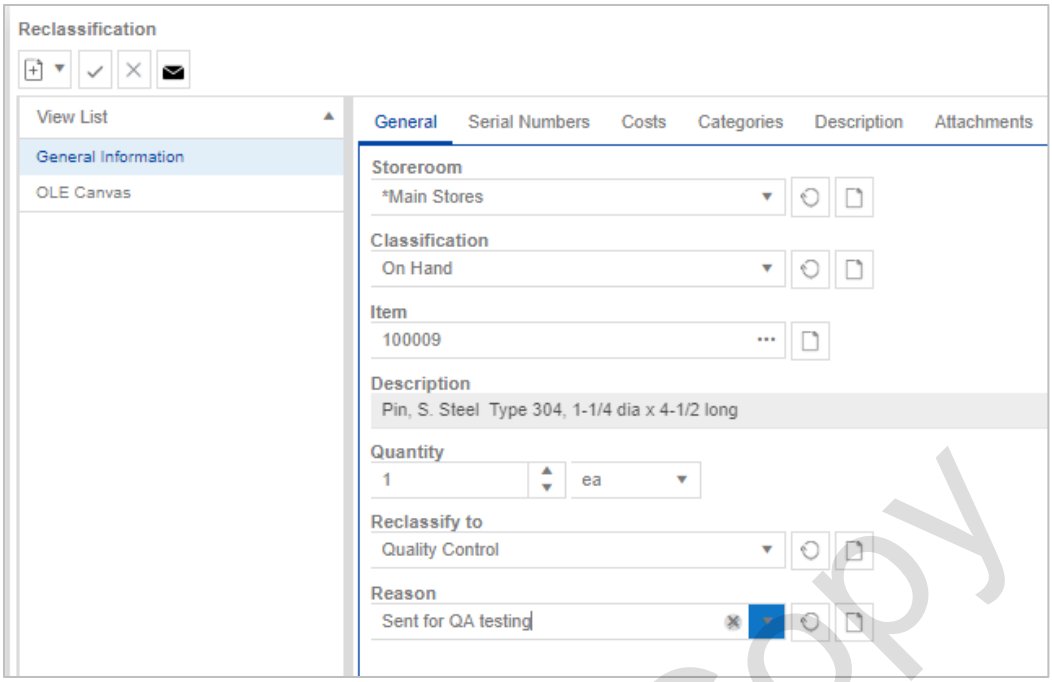
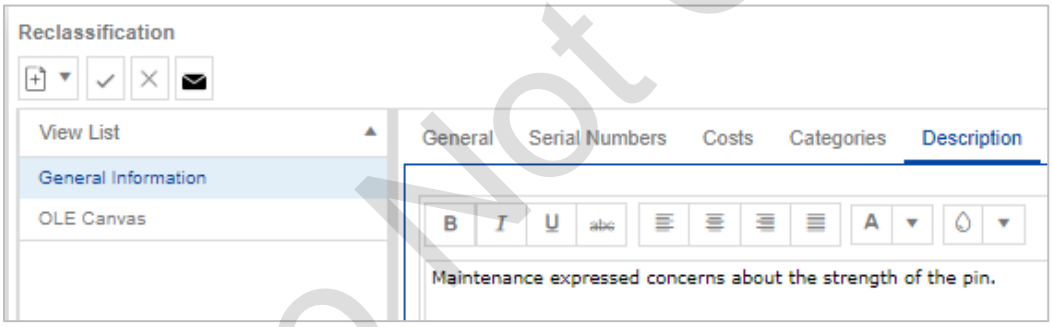
8. Select **Quality Control** from the **Reclassify to** field drop-down list.
9. Select **Sent for QA testing** from the **Reason** field drop-down list.



10. Click **Description** tab.
11. Type **Maintenance expressed concerns about the strength of the pin** in the **Description** field.



12. Click **Save**.
13. Select **Post Transaction** from the action menu.

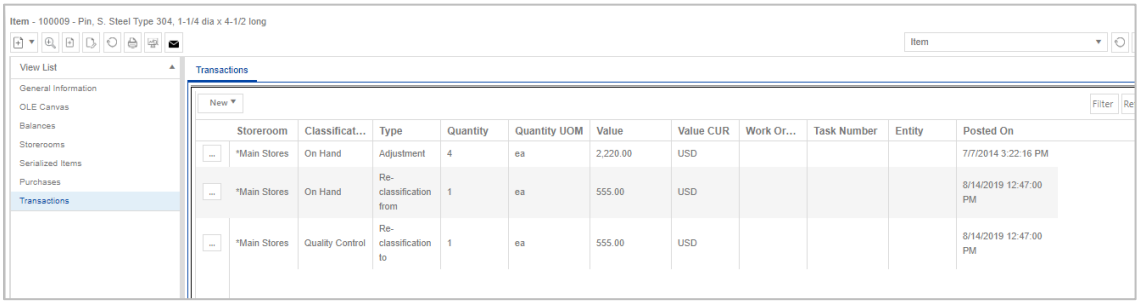
The posted classification form becomes a permanent record that cannot be amended.

View a classification transaction and its impact on an item record

In this section of the lab you are going to view the impact that the reclassification had on the item record.

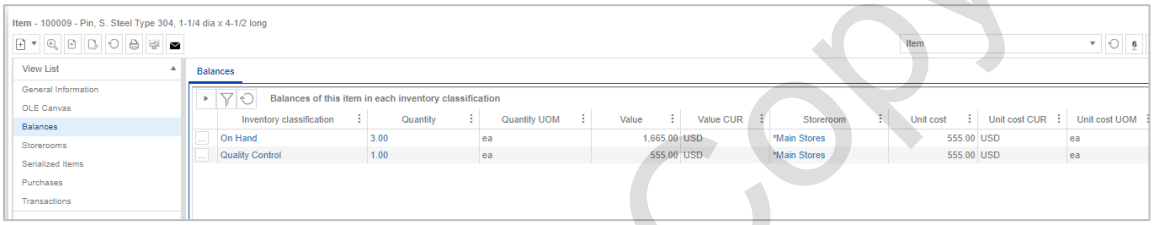
14. Click **General** tab.
15. Launch the **Item**.
16. Click **Transactions** view.

NOTE: The reclassification transaction is listed twice in the Transactions view – once for the **Reclassification from** transaction and once for the **Reclassification to** transaction.



You are now going to view the impact of the reclassification on the Balances view.

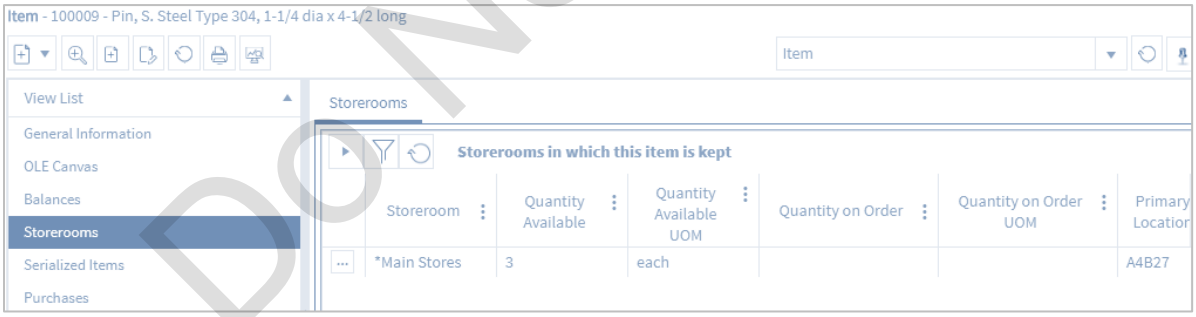
17. Click **Balances** view.



NOTE: The Balances view shows the two classifications in which the item is being tracked. Reclassification does not impact on the unit cost of the item.

You are now going to review the available balance as defined on the Storerooms view.

18. Click **Storerooms** view.



NOTE: Although the classifications are not reflected here, only the quantity in the On-hand classification is shown as the **Available for use** checkbox is not selected for the Quality Control value in the value lists.

19. Exit the item record.
20. Exit the posted reclassification transaction.

You have now completed the requirements of this lab.

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Section 4 – Adjustments

Section Objectives

- Use the Adjustment Form to set up an initial balance on hand and the starting value
- Use the Adjustment Form to adjust both quantity and value
- Use the Adjustment Form to write off only the value of a stock item
- Use the Adjustment Form to adjust the average unit cost of a stock item

Inventory adjustments

Inventory balances can be adjusted by several transaction types. Each transaction type serves a different purpose. The transaction types and basic impact of each are as follows:

- **Adjustment Form** – Can change on-hand quantity and/or total valuation and/or average unit cost
- **Cycle count** – Changes on-hand quantity and total valuation
- **Issue transaction** – Changes on-hand quantity and total valuation
- **Receipt transaction** – Changes on-hand quantity, total valuation and average unit cost
- **Reclassification** – Changes on-hand quantity and total valuation within each classification
- **Transfer** – Changes on-hand quantity and total valuation within each storeroom

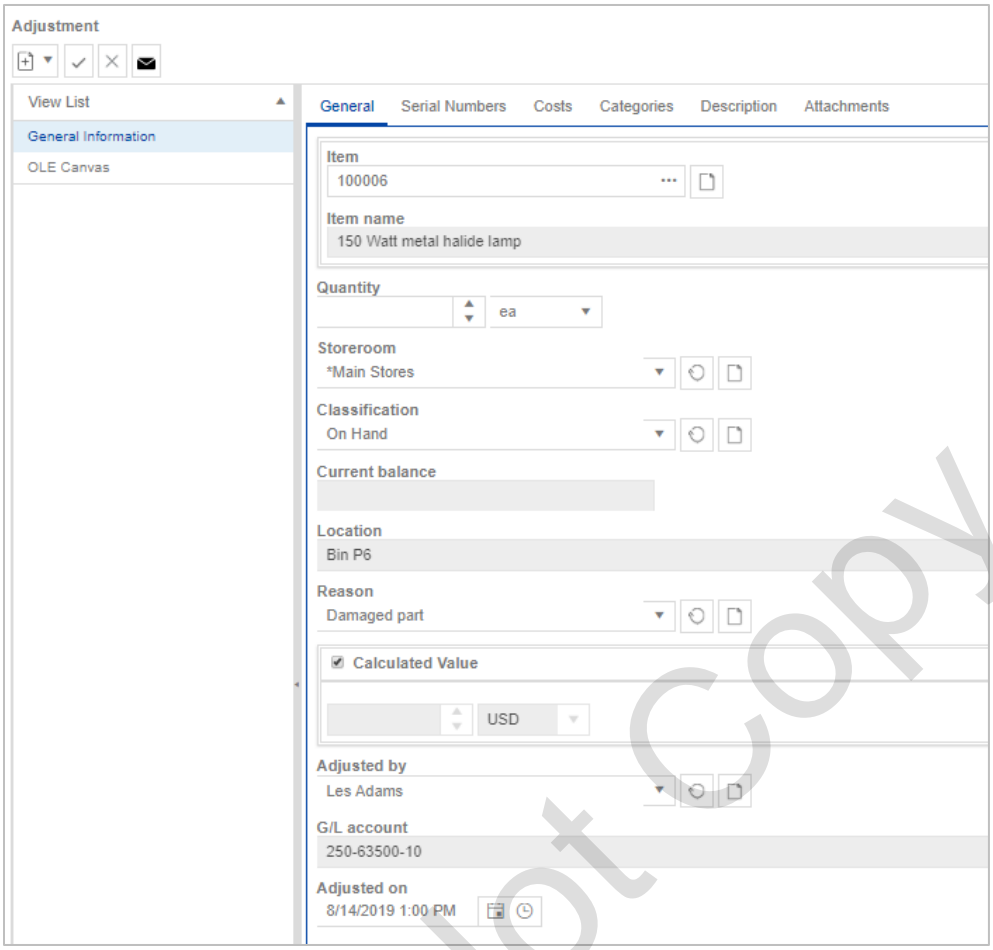
This section covers the options available when the adjustment form is used.

Adjustment Form

The following table shows some of the different types of situations requiring the use of the adjustment form along with the impact on the on-hand balance, the average unit cost and the total valuation.

Situation	Impact on inventory
To set up a quantity of a purchase catalog item that was purchased directly and that is now being added to inventory.	Defines the starting balance Defines the total valuation Calculates the average unit cost
To adjust the average unit cost of an item to reflect a significant lowering of the marketplace value.	Adjusts the total valuation Recalculates the average unit cost
To write off the valuation but not quantity of an item that is being written off as obsolete but where the on-hand balance is being kept.	Adjusts the total valuation Recalculates the average unit cost
To write off the quantity and matching valuation of an item that was damaged	Adjusts the total valuation Adjusts the on-hand quantity

In some organizations, use of the adjustment form is restricted to accounting personnel and is not available to inventory personnel.



Accounting impact

General ledger transactions are always created by the MTP after the posting of an adjustment form. One side of the G/L transaction (either debit of credit depending on the type of transaction) is always applied against the inventory account defined on the **Charging** tab of the item-storeroom record. The offsetting G/L account number must be defined on the adjustment transaction.

The G/L account numbers for the various offsets can be defined in the Reason for Transaction value list in the different values. When the appropriate value is selected from the drop-down list for the **Reason** field, the G/L account number automatically defaults to the **G/L account** field on the adjustment form.

Lab 7 – Recording Inventory Quantity and Valuation Adjustments

Objectives

On completion of this lab, you will be able to:

- Enter an adjustment to set up the initial on-hand quantity and valuation
- Enter an adjustment to reduce the quantity and total valuation
- Enter an adjustment to write off the valuation of an item without adjusting the on-hand quantity
- View the adjustment transactions on the item record

Enter an adjustment to set up the initial on-hand quantity and valuation

In this section of the lab, the assumption is being made that there is a need to set up the starting balance (quantity of 3) for a new item that had been bought as direct purchase item (PC item # 10006) but is now being set up as an inventory item. It is also being assumed that the item record has been created and linked to the purchase catalog item and the item-storeroom information for the item record has been set up.

1. Select the **Functions** folder on the desktop.
2. Launch the **Create Adjustment Form** function.

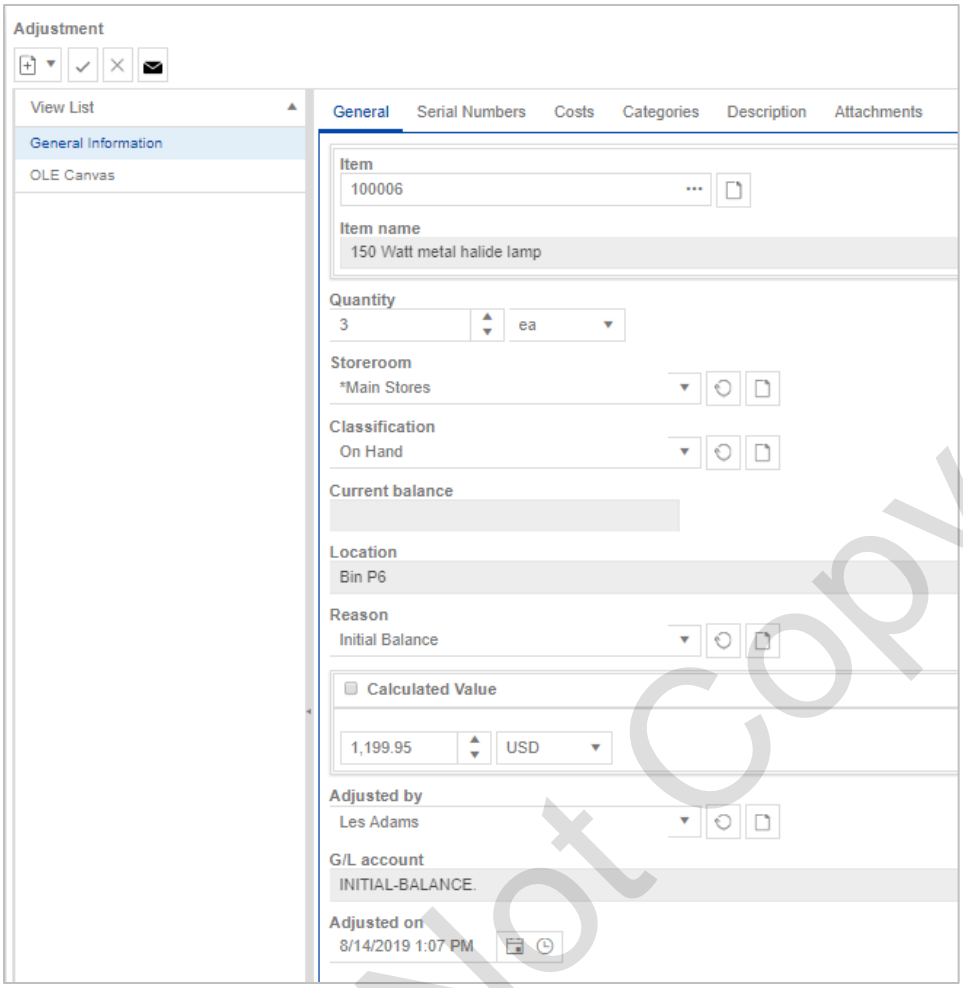
NOTE: Various adjustment forms can be configured to reflect different types of adjustments. Each of these forms would already have the Reason value selected and perhaps a default explanation on the Description tab. This reduces the number of required keystrokes to complete a transaction.

3. Type **100006** in the **Item** field.
4. Tab out of the field.
5. Type **3** in the **Quantity** field.
6. Select ***Main Stores** from the **Storeroom** field drop-down list.
7. Select **On Hand** from the **Classification** field drop-down list.
8. Select **Initial Balance** from the **Reason** field drop-down list.

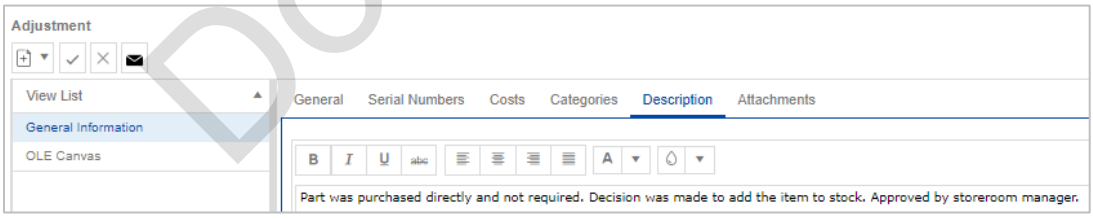
NOTE: If the item record is set up with a vendor resource, EAM can pull the unit price from the record and calculate the value of the adjustment. If a price is available, the value can be seen in the field below the **Calculated Value** check box. If EAM does not have a possible price you can set up a valuation by unchecking the **Calculated Value** check box and typing in the total value of the transaction. EAM divides the value by the quantity to determine the average unit cost. A value is not required in this field.

9. Uncheck the **Calculated Value** check box.
10. Type **$1199.95** in the field below the **Calculated Value** check box. This represents the total valuation of the three units per the original purchase.
11. Refer to the **G/L Account** field and ensure that this is the correct account to be charged for the offset transaction.

NOTE: In this lab, the field is populated with a G/L account that has been linked to the Reason selected in step 7.

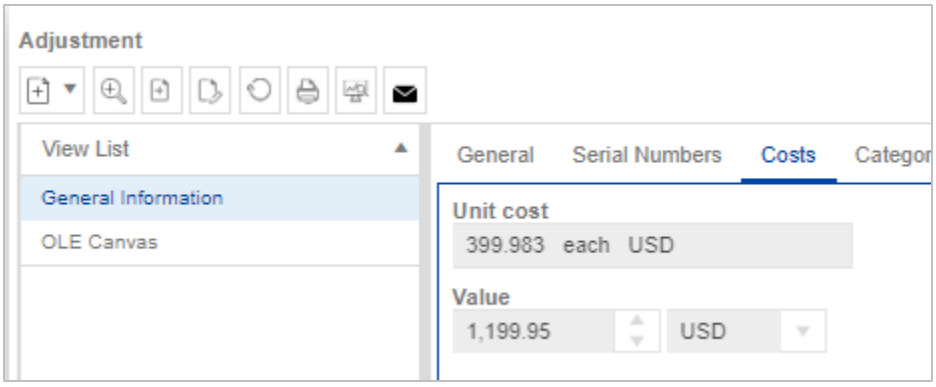


12. Select the **Description** tab.
13. Type **Part was purchased directly and not required. Decision was made to add the item to stock. Approved by storeroom manager** in the **Description** field.



You are now going to verify the calculated unit cost on the **Costs** tab

14. Click **Save**.
15. Click **Costs** tab.



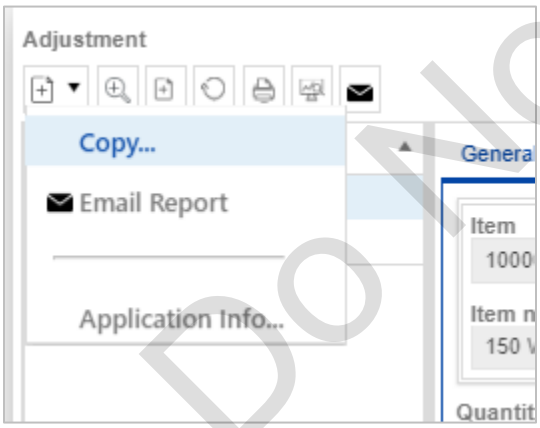
You are now going to finalize the adjustment transaction by posting it.

16. Click Action|**Post Transaction**.

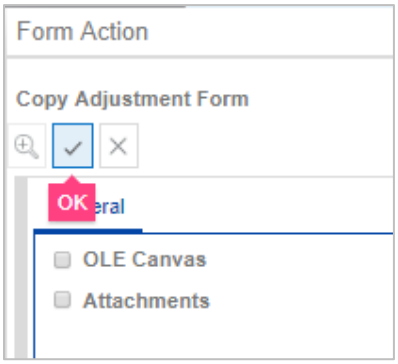
Enter an adjustment to reduce the quantity and related value

In this section of the lab, you are going to launch the new adjustment form from the transaction that is already open on your desktop using the Copy function. You are going to use this new transaction to reduce the quantity of an item by 1 to and reduce the total valuation by the cost of the item.

NOTE: When you use the Copy function to launch a new adjustment form from an existing form, EAM assumes that all the fields – such as the Reason for the adjustment – will be the same as they were on the previous form.



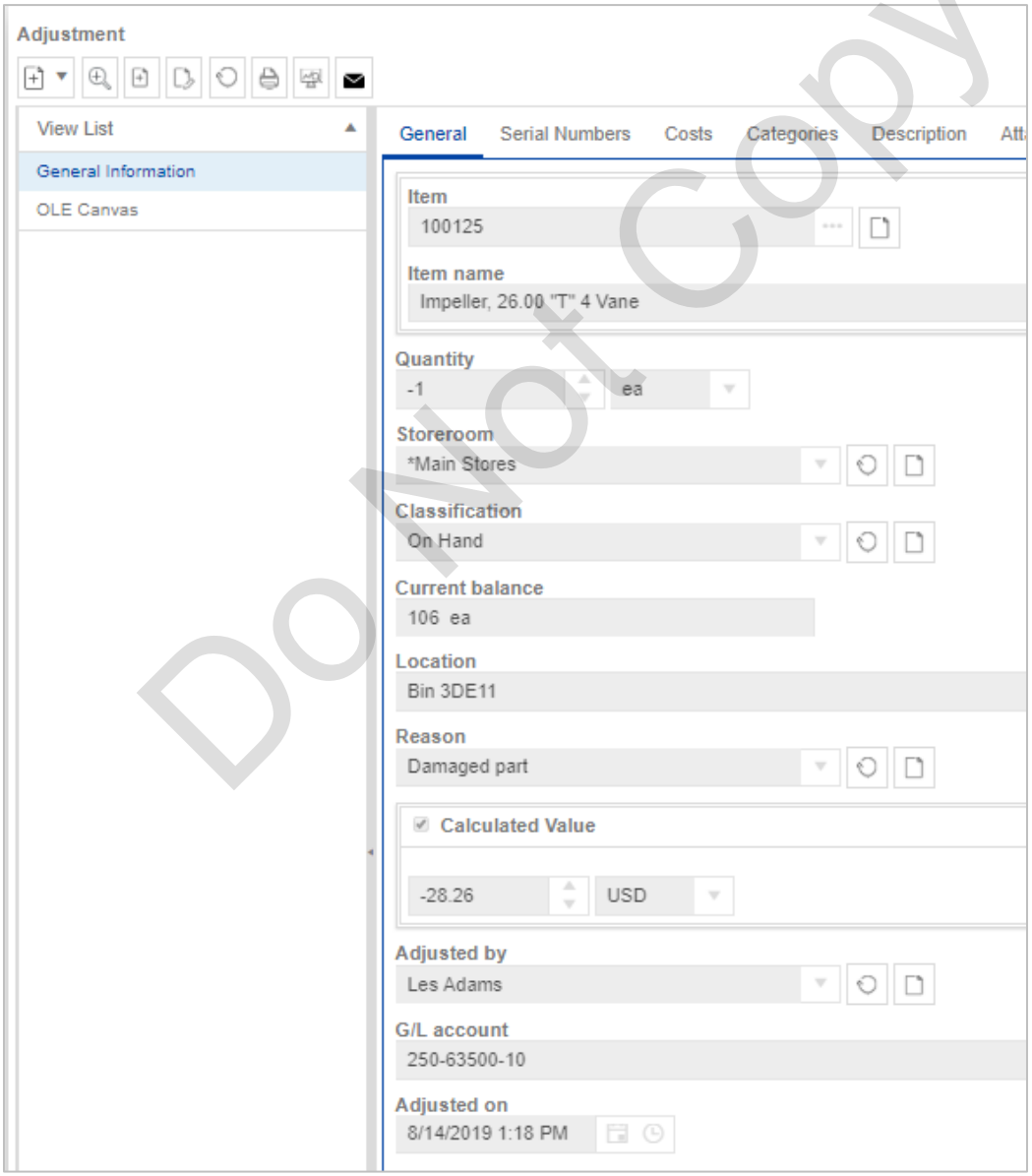
17. Click **Action|Copy**.



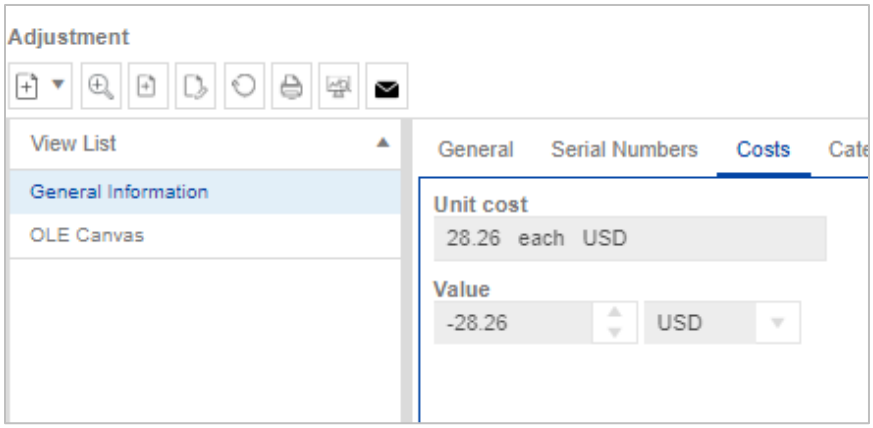
The OLE Canvas and Attachments can be copied to the new adjustment form by clicking the check box.

18. Click **OK** to launch a new adjustment form.
19. Click **Modify**.
20. Type **100125** in the **Item** field.
21. Press the **Tab** key to populate the Description field with the name of the item.
22. Type **-1** in the **Quantity** field.
23. Select **Damaged part** from the **Reason** field drop-down list.
24. Select **Calculated Value** check box.
25. Click **Save**.

NOTE: The G/L account field was populated through the selection of the Damaged part reason which has the expense account number defined in the value list.



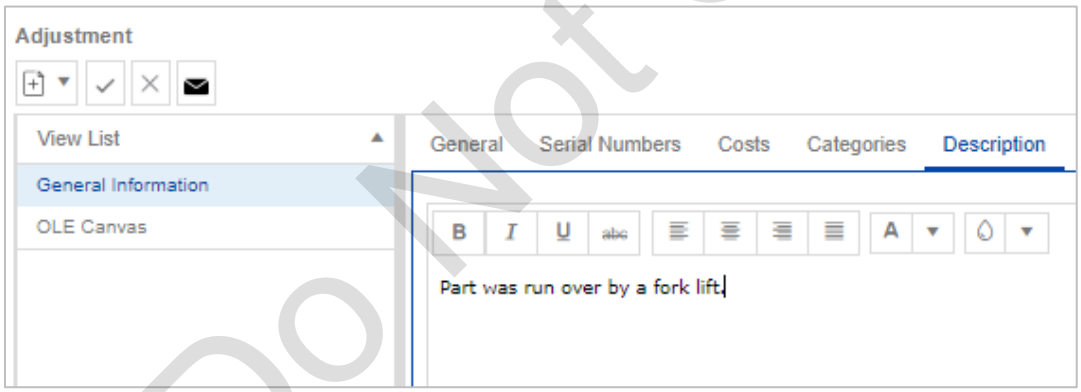
26. Click **Costs** tab.



The calculated change to the total valuation is displayed based on average unit cost times the adjustment quantity.

27. Click **Modify**.
28. Click **Description** tab.
29. Type **Part was run over by a fork lift** in the **Description** field.

NOTE: Because this adjustment form was created from an existing form using the Smart Create function, the assumption was made by EAM that it was going to be used for the same purpose. Therefore, the contents of this view reflect the original purpose. In this instance this needs to be replaced by a new description.



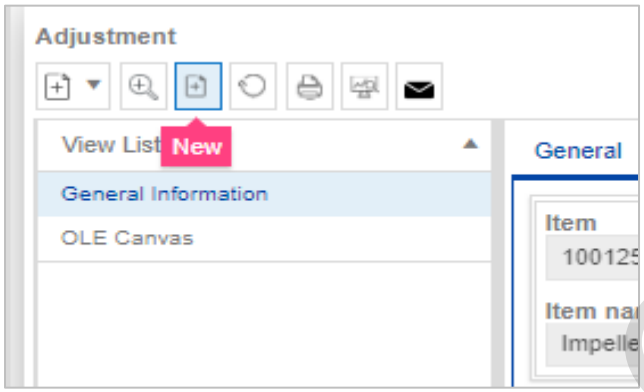
30. Click **Save**.
31. Click **Action|Post Transaction**.

Enter an adjustment to write off inventory valuation but not quantity

In this section of the lab you are going to bring the valuation of some used parts that are being tracked in stock because they represent an older version of the item and accounting has determined that it should be tracked at $0. Maintenance is unwilling to formally scrap the item so the on-hand quantity will remain in case there is a need to use the older version of the part at some future point in time.

In this section of the lab you are going to launch a new adjustment form from an existing transaction through the **New** icon in the toolbar.

NOTE: When the **New** function is used, EAM assumes that the new adjustment form will be used for a different item record and a different purpose than the original adjustment form.



32. Click **New**.
33. Type **2019** in the **Item** field.
34. Press the **Tab** key to populate the Description field.
35. Type **0** in the **Quantity** field.
36. Verify that ***Main Stores** has defaulted from the Storeroom field drop-down list.

NOTE: The **On Hand** classification displays as it is the default classification type for this storeroom. The default values are defined in the Storeroom value list. A different value can be selected if appropriate. For purposes of this lab, the stock to be written off is in the Used classification.

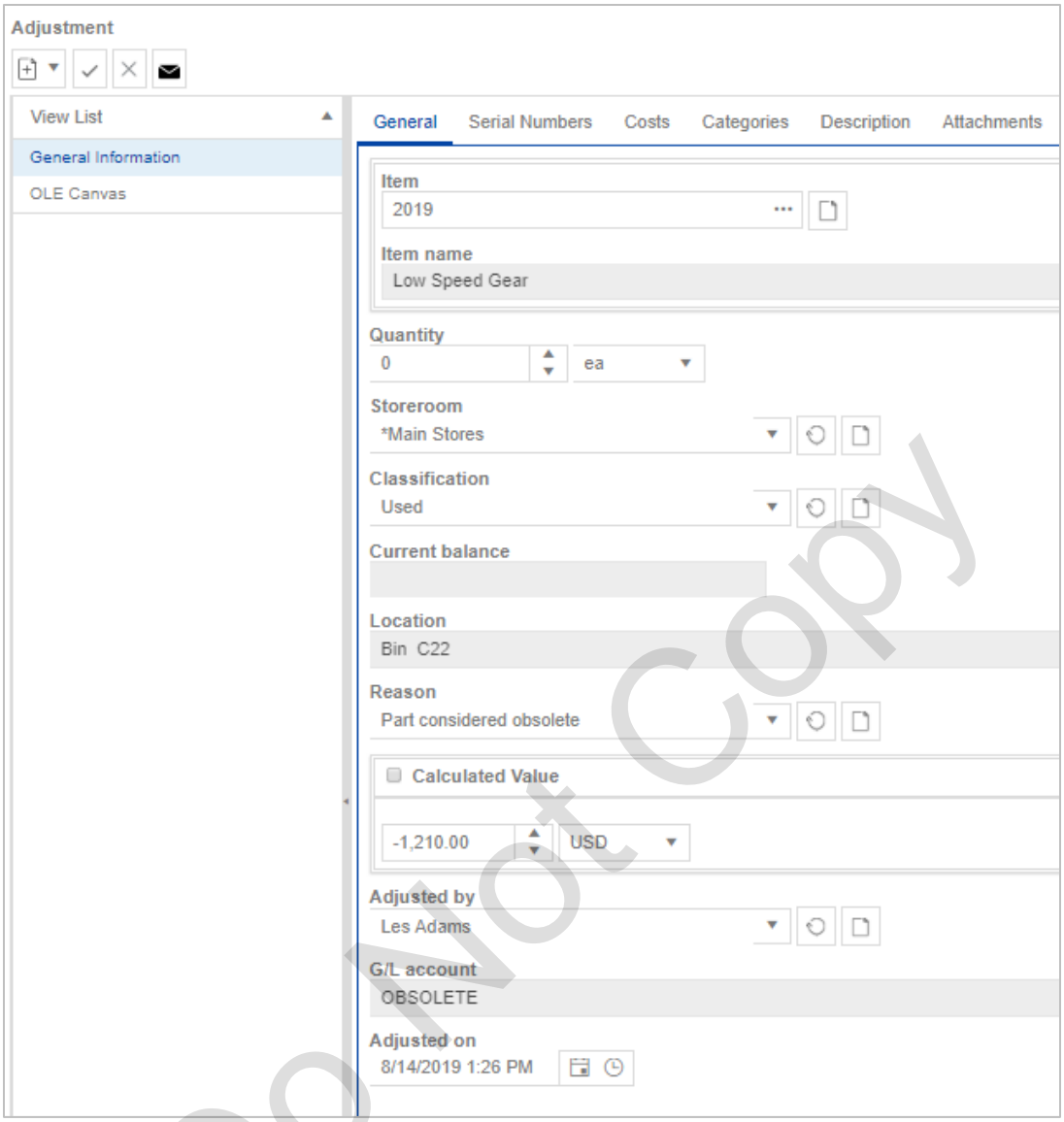
The Current Balance field indicates that there are 96 units in stock in the selected (On Hand) classification.

37. Select **Used** from the **Classification** field drop-down list.

The Current Balance field in the Stocking Details section indicates that there are 11 units in stock in the selected (Used) classification.

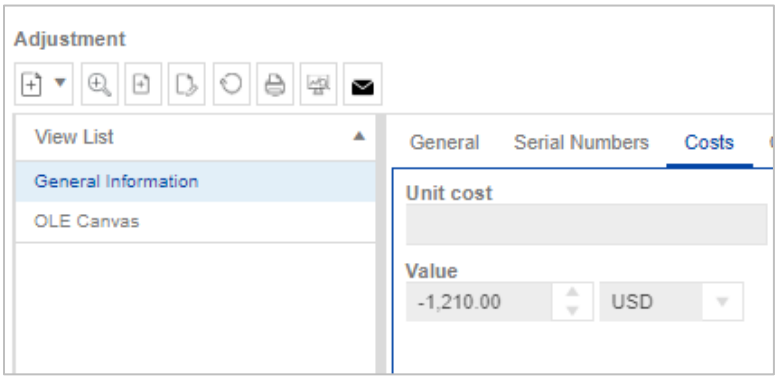
38. Select **Part considered obsolete** from the **Reason** field drop-down list.

NOTE: Look up the value of the stock on the **Balance** view of the item record and type this in the field below the **Calculated Value** check box. Enter the value as a negative amount.



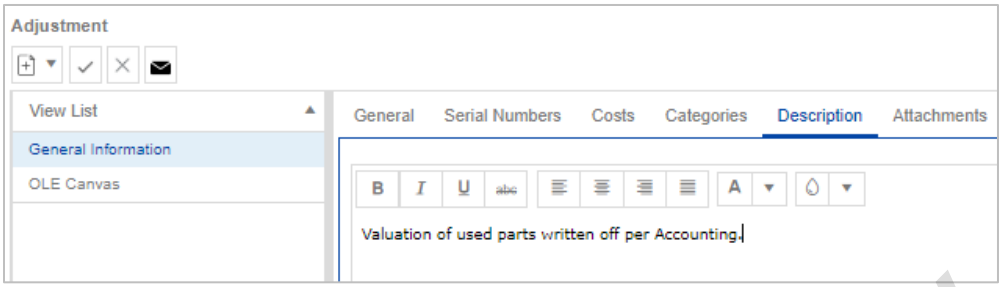
For purposes of this lab, you can assume that the G/L account number is correct as it originated from the selected reason value.

39. Click **Save**.
40. Click **Costs** tab.



NOTE: There is no unit cost on this screen as the quantity on the **General** tab = 0.

41. Click **Modify**.
42. Click **Description** tab.
43. Type **Valuation of used parts written off per Accounting** in the **Description** field.

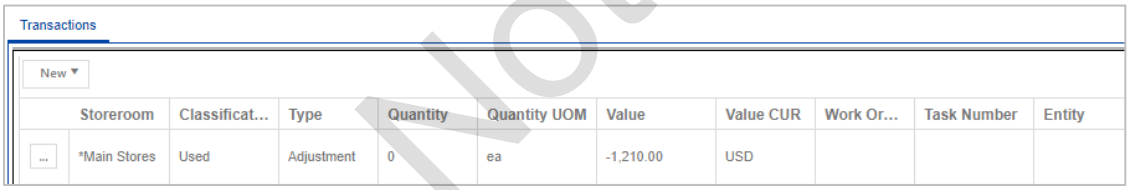


44. Click **Save**.
45. Click **Action|Post Transaction**.

View the adjustment transactions on an item record

In this section of the lab you are going to view the impact of the adjustment transactions for this last activity on the item record.

46. Click **General** view of the posted adjustment transaction
47. Click **Open** icon beside the item field.
48. Click **Transactions** view.



The Adjustment transaction for ($1,210.00) is listed.

NOTE: Adjustment transactions and their impact on inventory balances and valuation display on the item record immediately on the posting of the transaction. They do not require the running of the MTP. The MTP does, however, generate applicable G/L transactions.

49. Exit the Item record.
50. Exit any open adjustment forms.

You have now completed the requirements of this lab.

Section 5 – Pick Lists

Section Objectives

- Define the source, use and purpose of the pick list
- Run the pick list tool to order the lines in a logical picking sequence
- Print a pick list
- Use a pick list to issue stock items

Introduction

The pick list is a communication tool used to advise inventory personnel about a planned need for parts maintained in inventory that are required for a work order. The pick list contains basic information such as: item number, quantity required, date required and the work order to be charged. Since all lines required for the work order are tracked on the same pick list, it acts as a consolidated list that can be used to pick the parts needed for a work order and staged so that they will be ready for the trade.

A pick list can be created automatically out of the work order planning process or manually.

Create automatically from work order planning – Under this option, individual catalog requests are created for each non-trade requirement planned on a work order when the work order is added to the backlog file or when the user selects the Request Parts & Services function on the toolbar of the work order header. The catalog request function determines the sourcing for each planned requirement (either inventory or direct purchase) and creates either a pick list line or a requisition line.

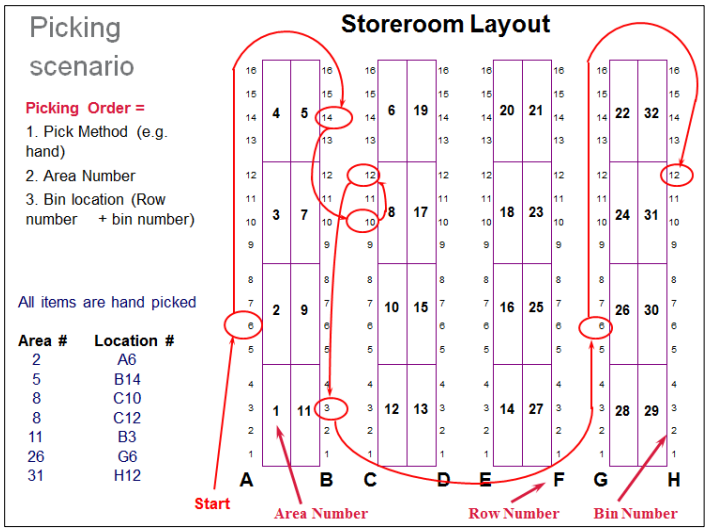
Create manually – Under this option, a user can initiate a catalog request outside of work order planning and have that function subsequently create pick list (if appropriate). You can also create a pick list from scratch.

Logical picking sequence

Items on a pick list are initially ordered in the same sequence in which they were planned on the work order or entered using the catalog request or pick list manual options. When the pick list is printed (or previewed) or when the Suggest Picking Instructions function is selected, the lines are placed in a logical picking sequence based on the alphanumeric ordering of the values in three fields defined on the item-storeroom record:

- Pick method
- Area
- Primary storage location

The following graphic shows a simplified storeroom layout with areas and bin locations. The arrow reflects the most efficient picking sequence on the assumption that the picking method is the same for each item.



Automatic printing of pick lists

The pick list function can be configured to have pick lists automatically reordered and printed at a defined time in advance of the required on date. The following table identifies the applicable configuration activities. Processing is performed by the Pick List Processor that must be set up on the server.

Where configured	Configuration activity	Comments
Business policy (Pick list line)	Days in advance to print pick lists…	Works in conjunction with the required on date on the work order to determine when the pick list gets printed.
Business policy (Pick list line)	Pick list lines will automatically be…	Defines what the pick list processor is supposed to do with the pick list on the applicable date. Options are: - Suggest and print - Suggest, print and issue - Suggested
Business policy (Site)	Processing interval for Pick List Processor is…	Defines the interval in whole minutes at which pick list lines are processed.
Business policy (Site)	Report form to use for printing pick list from the pick list processor is…	Defines the pick list form to be use by the printing process. A client-specific form can be created through Crystal Reports.
Storeroom value list	Default printer	Defines the store-specific printer where the pick lists are to be printed.

Lab 8 – Using a Pick List to Facilitate Picking and to Issue Parts

Introduction

Pick lists can be created manually although they are normally created by EAM from planned requirements when a work order is added to the backlog file. Prior to using a pick list to pull parts from the storeroom, it must be ordered into a logical picking sequence.

Objectives

On completion of this lab, you will be able to:

- View the initial picking order of the pick list lines based on work order planning
- Order a pick list into a logical picking sequence
- Confirm the status of the pick list lines after reordering
- Issue items from stock using the pick list
- Review the post-issuing status of the pick list lines after issuing them

View the initial picking order of the pick list lines based on work order planning

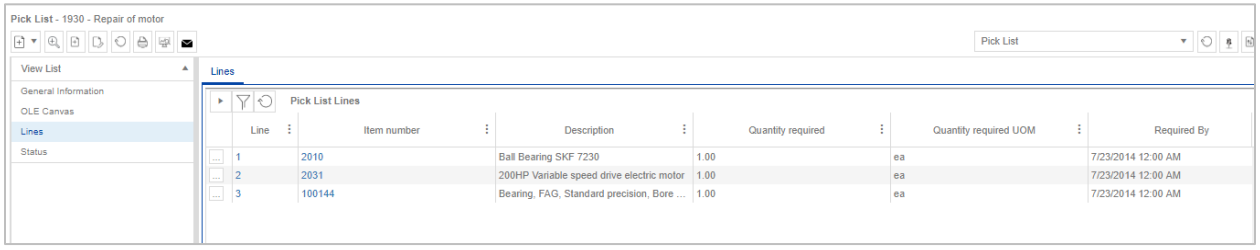
In this section of the lab you are going to open a pick list and confirm the order in which the lines are ordered based on the order in which items were planned on the originating work order. Later in the lab you will see how the picking order of the lines is amended based on their location in the storeroom.

NOTE: In a live environment you do not need to check the original picking order of the lines. This activity is being performed so that you will see how the pick list function is able to re-order the lines into a logical picking sequence.

---

1. Launch the **Pick Lists** cabinet from the **Cabinets** folder on the **Inventory** desktop.
2. Click **Apply Filter** to display all open pick lists.
3. Launch pick list **1930**.
4. Click **Lines** view.

The lines should display in the order as shown in the screen shot below.



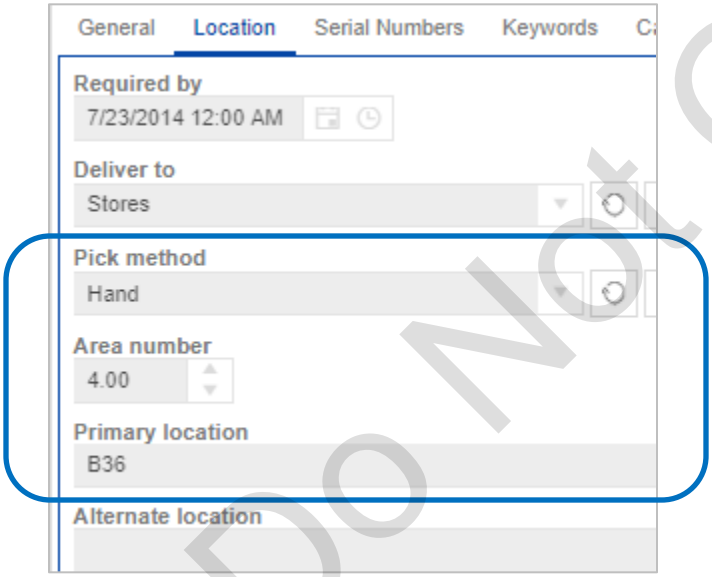
Order a pick list into a logical picking sequence

In this section of the lab you are going to order the lines listed on the pick list into a logical picking sequence.

The table below shows the current order of the lines on the pick list and the Pick method, Area and Primary storage location values as defined in the applicable item-storeroom record. These lines are listed in the order in which they were planned on the work order.

Item number	P/L line order	Pick method	Area	Primary storage location	Expected picking sequence
2010	1	Hand	4.00	B36	
2031	2	Lift truck	1.00	A12	
100144	3	Hand	2.00	C22	

NOTE: The Pick method, Area and Primary storage location values for a given item can be easily displayed by launching a line from the Lines view then selecting the Location tab. The screen shot below shows this information for item 2010.



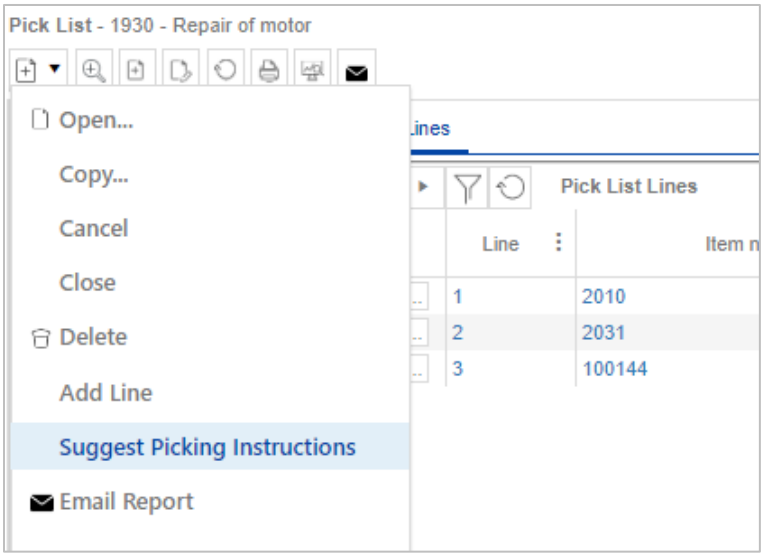
You are now going to determine the expected picking sequence based on the **Picking method**, **Area** and **Primary location** values. You will then trigger the reordering function and check your answers.

5. Determine the expected ordering sequence based on an alphanumeric ordering of the three values and record your answer (1st, 2nd or 3rd) for each item in the final column of the table shown above.

You are now going to initiate the re-ordering of the lines into a logical picking sequence.

NOTE: There are two options for initiating the re-ordering in the pick list lines into a logical picking sequence. One option is to select the **File | Suggest Picking Instructions** menu option and the other is to print the pick list or even use the Print Preview function. The first option will be used in this lab.

6. Click **Modify** button located on the toolbar of the pick list 1930.
7. Click **Action|Suggest Picking Instructions**.



8. Click **Yes** to confirm that you want to continue with this action.

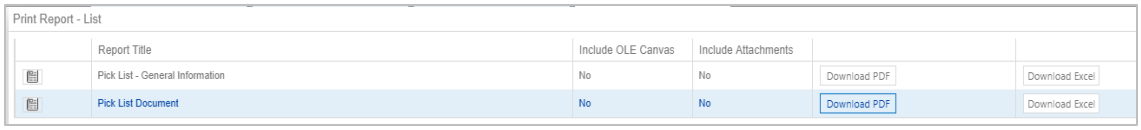
The order of the pick list lines themselves do not change but the new order can be seen through the Lines view or the Print Preview function.

9. Click **Lines** view.

The order of the lines has changed from the order displayed in step 5.

NOTE: Other than the storeroom listed in the **Pick from** field, the **Picking instructions**, **Print statistics**, **Issue statistics** and **Issues** sections of the Status view for an item are blank. These are populated later in the pick list process.

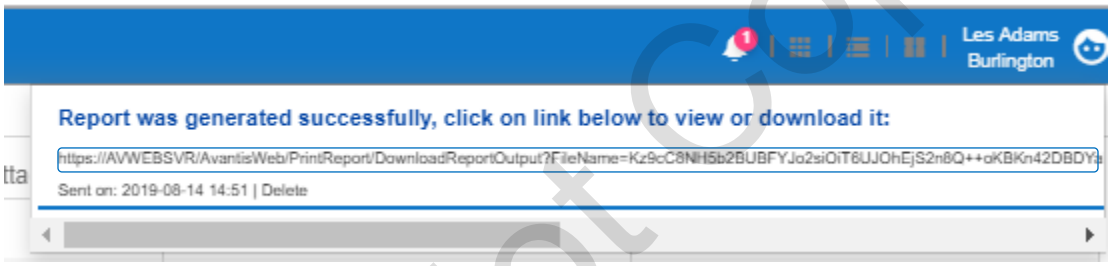
10. Click **Print report** icon in the toolbar.
11. Select **Pick List document** option in the **Print** dialog box.



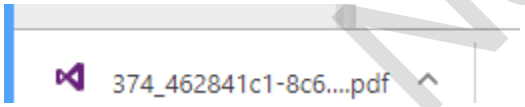
12. Click **Download PDF**.
13. Click **Close** to dismiss the displayed message.

Once the printing is complete an alert will available.

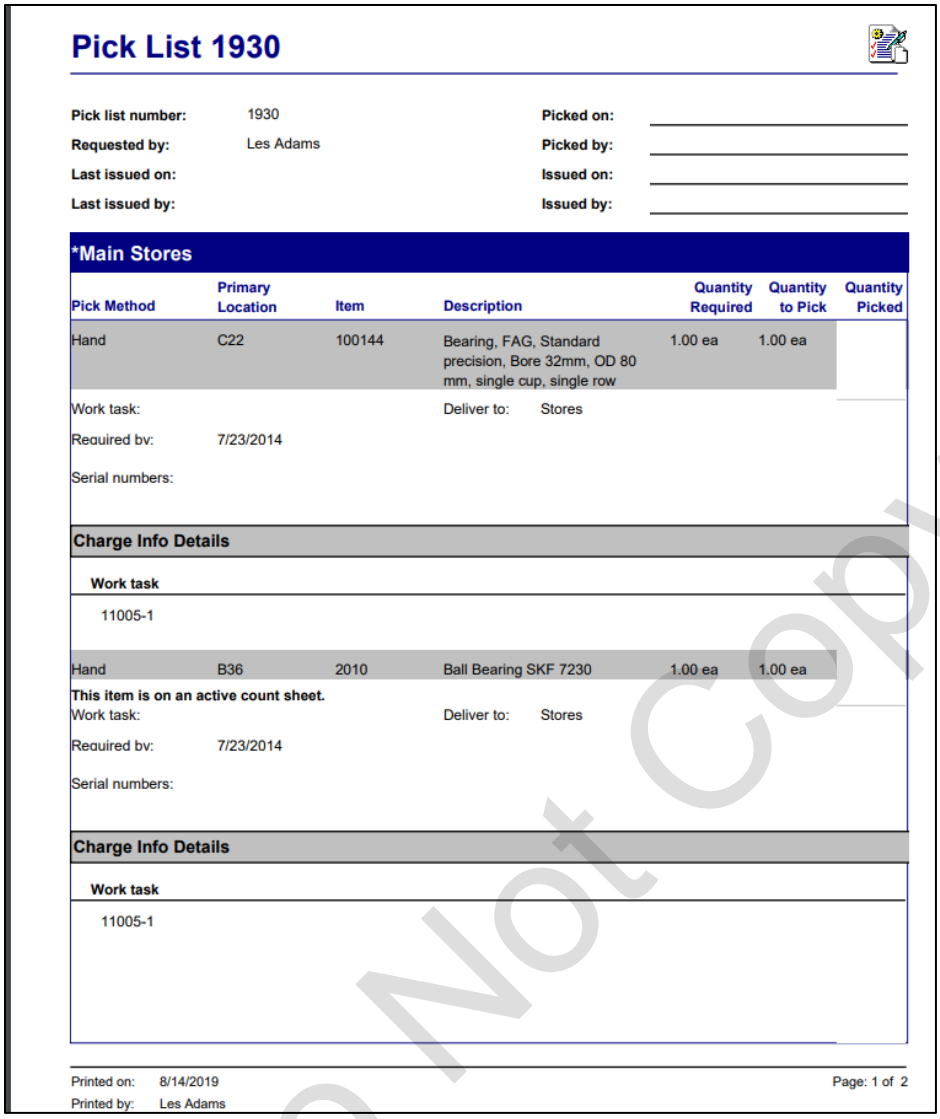
14. Launch the report when the printing is complete.



15. Click on the report in bottom left hand corner of the screen.



16. Review the pick list document and identify the order in which the three lines are displayed.



Pick List 1930

Pick list number:	1930	**Picked on:**	
Requested by:	Les Adams	**Picked by:**	
Last issued on:		**Issued on:**	
Last issued by:		**Issued by:**	

***Main Stores**

Pick Method	Primary Location	Item	Description	Quantity Required	Quantity to Pick	Quantity Picked
Hand	C22	100144	Bearing, FAG, Standard precision, Bore 32mm, OD 80 mm, single cup, single row	1.00 ea	1.00 ea	
Work task:			Deliver to: Stores			
Required by:	7/23/2014					
Serial numbers:						

Charge Info Details

Work task
11005-1

Hand	B36	2010	Ball Bearing SKF 7230	1.00 ea	1.00 ea	
This item is on an active count sheet.						
Work task:			Deliver to: Stores			
Required by:	7/23/2014					
Serial numbers:						

Charge Info Details

Work task
11005-1

Printed on: 8/14/2019 Page: 1 of 2
Printed by: Les Adams

17. Compare the ordering on the printed form to your predicted order as shown in the final column of the above table. The first two lines are shown on the first page and the third line on the second page.
18. Close the report and pick list.

NOTE: The pick list document used in this lab is the EAM generic pick list. Each company typically creates their own version of the form with the desired information and in a space-saving format.

Issue items from stock using the issue form

In this section of the lab you are going to issue the parts from stock from the issue form.

19. Select the **Inventory** desktop **Functions** folder.
20. Launch the **Create an Issue** function.
21. Type **1930** in the **Pick list line** field.
22. Tab out of the field to populate the line number, item number, item name and charging information.
23. Type **1** in the **Quantity** field.
24. Select a name from the drop-down list in the **Employee** field.
25. Click **Save**.
26. Click **Action|Post Transaction**.
27. Click **Action|Copy**.
28. Click **OK** to launch the issue form.
29. Click **Modify**.
30. Change the pick list line from **1** to **2** and tab out of the field.

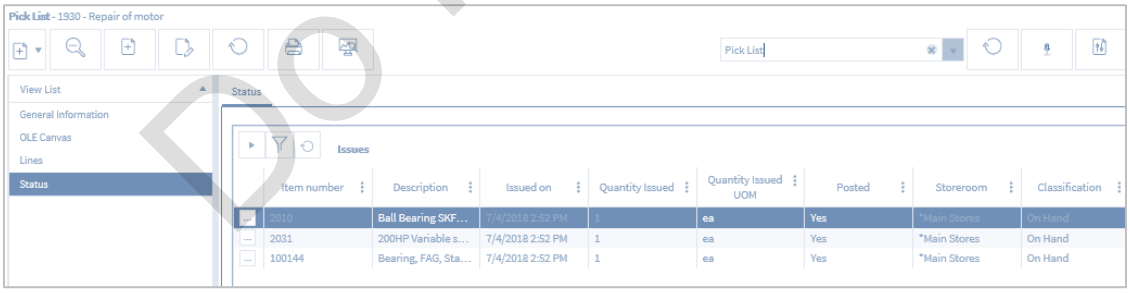
The number is all that has to be changed, all other fields apply to this issue.

31. Click **Save**.
32. Click **Action|Post Transaction**.
33. Follow steps **26** to **31** to issue line number **3**.
34. Click **OK** to close the picking confirmation dialog box.

Review the post-issuing status of the pick list lines

In this section of the lab you are going to review the Status view to identify the updates that have occurred.

NOTE: Once the pick list has been issued, the lines are listed. The line specific transaction can be opened by clicking the ellipses to the left of the line.



35. Exit the Pick List.

You have now completed the requirements of this lab.

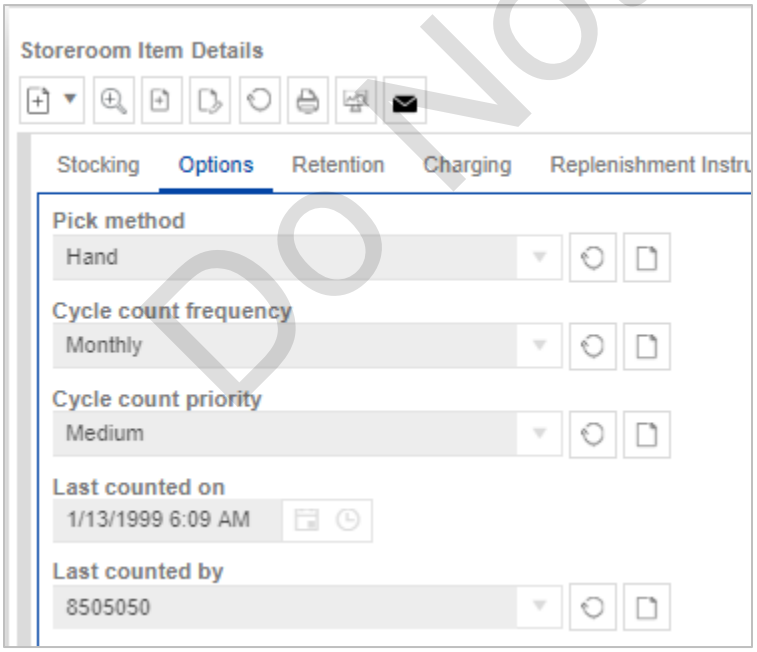
Section 6 – Cycle Counts

Section Objectives

- Define the configuration for managing cycle counts
- Define the options for recording a cycle count
- Define the configuration for managing allowable count variances
- Record a count using the single item count form
- Create a cycle count sheet
- Record counts using the cycle count sheet
- Update inventory records using the cycle count sheet
- Record recounts using the cycle count sheet
- View count transactions on the item record

Introduction

Cycle counts provide a way of verifying the accuracy of your inventory management policies and procedures. The frequency at which a given item is supposed to be counted along with the date last counted and the name of the person performing the last count are defined on the Options tab of the item-storeroom record.



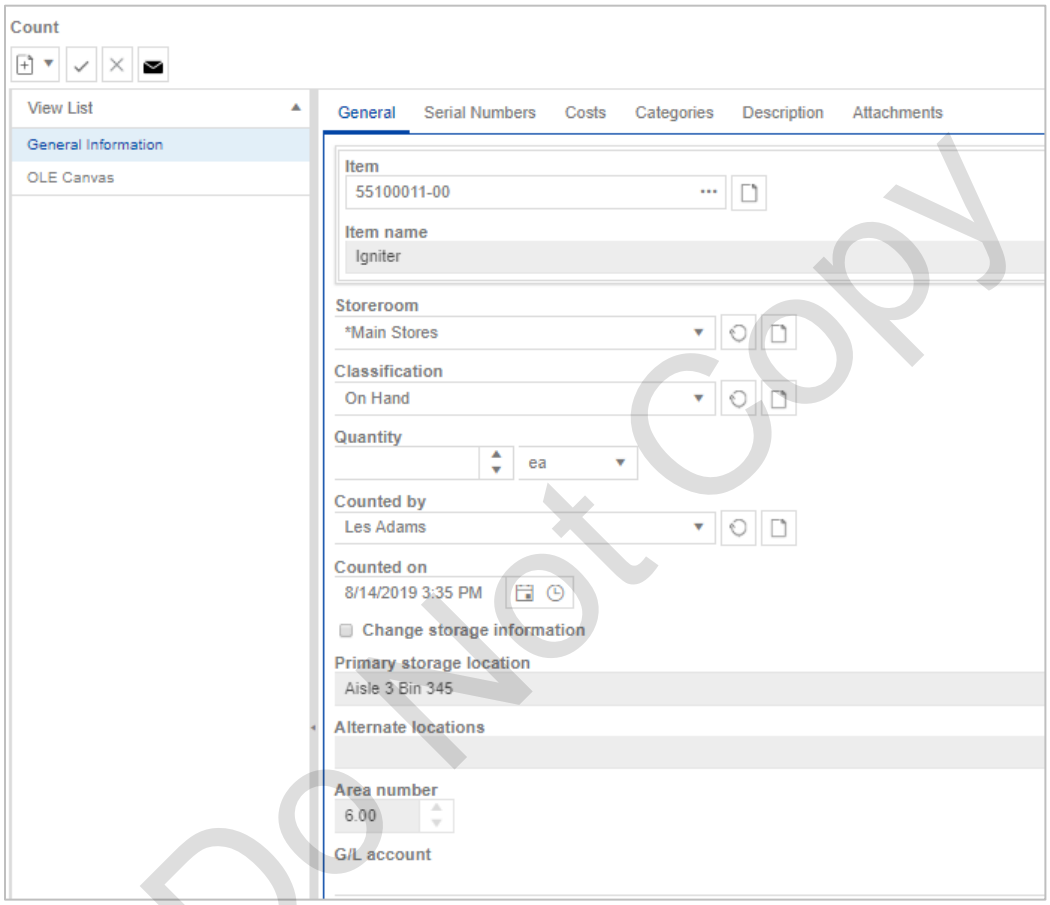
The frequency at which cycle counts are performed should partially be reflected by the criticality of the part, the cost of the part and the normal stocking volumes. Parts that are critical in nature, that have a relatively high unit

cost and/or that typically have lower stocking quantities (ABC Usage code = A) should typically be counted more frequently than non-critical, inexpensive parts that have high stocking levels (ABC Usage code = C).

Cycle count options

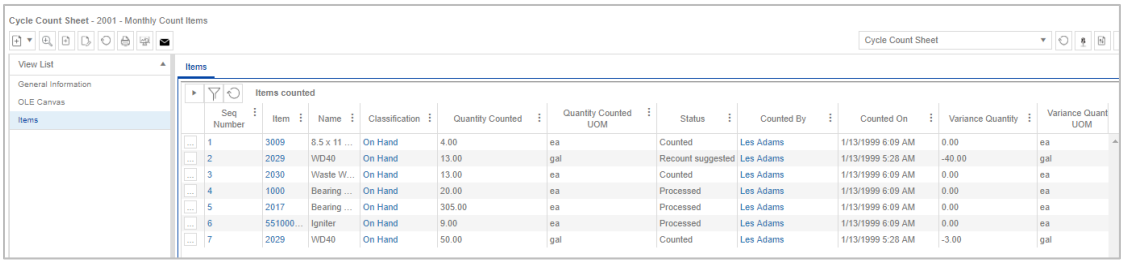
There are two options available for performing an official cycle count. Each one of the options causes the Cycle count information on the **Options** tab of the item-storeroom record to be updated. The options are:

Single item Count Form – The single item count form can be launched from a few places including the Functions folder on the desktop and from the Transactions view of an item record. It is used to record the cycle count for an individual item. If the item is a serialized item, a drop-down list displays the serial numbers of the units that should be in stock and the user can select the serial number or numbers for items being adjusted out of inventory.



Cycle Count Sheet – The Cycle Count Sheet is used to count multiple items at a time. It provides several options for selecting the items that will display on the sheet including:

- A specific item
- All items in a storeroom
- Cycle count frequency
- Cycle count priority
- Not counted since …
- Balance is …
- Primary storage location (range)
- Area number (range)
- Item number (range)



Seq Number	Item	Name	Classification	Quantity Counted	Quantity Counted UOM	Status	Counted By	Counted On	Variance Quantity	Variance Quant UOM
1	3009	8.5 x 11 ...	On Hand	4.00	ea	Counted	Les Adams	1/13/1999 6:09 AM	0.00	ea
2	2029	WD40	On Hand	13.00	gal	Recount suggested	Les Adams	1/13/1999 5:28 AM	-40.00	gal
3	2030	Waste W...	On Hand	13.00	ea	Counted	Les Adams	1/13/1999 6:09 AM	0.00	ea
4	1000	Bearing ...	On Hand	20.00	ea	Processed	Les Adams	1/13/1999 6:09 AM	0.00	ea
5	2017	Bearing ...	On Hand	305.00	ea	Processed	Les Adams	1/13/1999 6:09 AM	0.00	ea
6	551000...	Igniter	On Hand	9.00	ea	Processed	Les Adams	1/13/1999 6:09 AM	0.00	ea
7	2029	WD40	On Hand	50.00	gal	Counted	Les Adams	1/13/1999 5:28 AM	-3.00	gal

Once items are added to a cycle count sheet, it can be ordered by:

- Area number
- Primary bin location
- Item number

When lines on a count sheet are posted, an individual count form is created for each posted line. In addition, the item balance for the given storeroom is updated immediately, the transaction record displays in the **Transactions** view of the item record and the cycle count information tracked on the **Options** tab of the item-storeroom record is updated.

Count variances and recounts

Rules can be defined through the business policy settings to force recounts through the cycle count sheet when the counted quantity is outside of an allowable tolerance level. The business policies that control recounts are:

- **Suggest recount if item count cannot be updated?**
- **Maximum allowable tolerance for count variance quantities is…**
- **Maximum allowable tolerance for count variance values is…**

When the cycle count sheet is used to record a count, a recount line is automatically added to the sheet when the variance exceeds the allowable tolerance. If the recount still reflects a variance exceeding the tolerance, the count is accepted and the transaction posts.

If the single item count sheet is used and the count variance exceeds the allowable tolerance, a warning message displays but a recount is not forced and the user is able to proceed with the transaction.

General ledger transactions

General ledger transactions that reflect the inventory changes are generated with the first run of the MTP after the posting of the count transaction. The expense account to be charged is on the Charging tab of the item-storeroom (if applicable) otherwise it is pulled from the Accounts tab of the Site object.

<Intentionally left blank>

Lab 9 – Recording Cycle Counts

Objectives

On completion of this lab you will be able to:

- Record a count using the single item count form and amend the primary location and area
- Create a cycle count sheet and add items based on selected criteria
- Order the items on a count sheet
- Print a cycle count sheet
- Record the results of a cycle count and update inventory
- Record recount quantities for items requiring a recount
- Review generated cycle count transactions through a cabinet

Record a count using the single item count form

In this section of the lab you are going to launch a count form from within an item record, record the count, change the primary bin location and view the impact.

1. Select the **Cabinets** folder on the desktop
2. Launch the **Inventory Items** cabinet.
3. Type **2001** in the **Item Number from** of the prompted filter.
4. **Launch** item **2001** to display the item record.
5. Click **Balances** view.
6. Write down the current **Quantity** for the **On Hand** classification. _____.
7. Click **Transactions** view.
8. Click **Modify**.
9. Locate the **New** button near the top left corner of the window and click **Count** from the drop-down list.

NOTE: When the count form is launched from an item record, it defaults with information about that record.

10. Type a value in the **Quantity** field that is at least 1 unit less than the quantity identified in step 6.

NOTE: Since the unit cost of this item is listed as being over $2,500 this variance exceeds the allowable tolerance of $150. The maximum quantity tolerance allowed in this database is 5 units.

11. Write down the **Primary location** as shown in the bottom area of the window. _____.

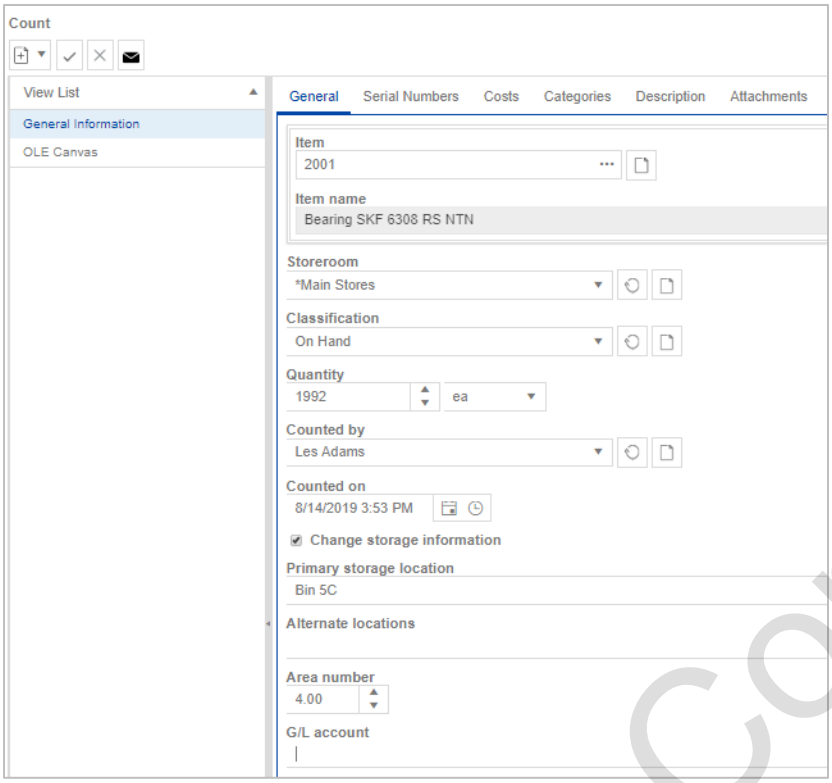
You are now going to initiate a change in the primary location and set up the area value.

12. Select the **Change storage information** checkbox. This enables the various location fields.
13. Type an alphanumeric value in the **Primary location** field that differs from the current value.

NOTE: The Primary location field should not include a word such as 'bin'. This distorts the ordering of pick list lines in a logical picking ordering as covered in Lab 8.

14. Add a numeric value in the **Area** field.

NOTE: The **Area** field along with the **Pick method** and **Primary storage location** fields are used by the pick list line function to sequence lines in a logical picking sequence. **Area** displays as a number with 2 decimal points.



15. Click **Save**.
16. Click **Action|Post Transaction**.

A message displays to advise you that the variance exceeds the allowable tolerance. This provides you with an opportunity to perform a recount prior to posting the count form. For purposes of this lab, a recount will not be performed.

17. Click **Yes** to finalize the transaction.
18. Click **X** to close the count form.
19. Click **Save**.
20. Locate the count transaction.
21. Click **Balances** view.
22. Verify that the current **On Hand** balance is less than the amount recorded in step 5 by the amount entered in step 6.
23. Click **Storerooms** view.
24. Verify that the **Primary location** reflects the value you entered in Step 13.
25. Select the ellipses beside the ***Main Stores** line.
26. Verify that the value in the **Area** field reflects the value you entered in Step 14.
27. Exit the Item record.

Create a cycle count sheet and add items based on selected criteria

In this section of the lab you are going to create and set up a cycle count sheet and add items to it based on some defined criteria.

28. Select the **Functions** folder of the **Inventory** desktop.
29. Launch the **Create a Cycle Count Sheet** function.
30. Record the count sheet number _____.
31. Type **Lab 9 count sheet** in the **Title** field.

NOTE: Many organizations provide the nighttime storeroom crew with one or more count sheets to be completed that night as time permits. The title might include details such as the counter's name, the general area to be counted or the date. By counting a portion of the storeroom every night, the entire stock can be counted at least once within a 12-month cycle, with critical or high dollar items counted more frequently. This eliminates the need to organize a mass counting event at fiscal year-end.

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32. Select **Allow transactions during count** check box.

NOTE: If this option is select

ed, inventory transactions (issue, receipt, adjustment and reclassification) can still be posted while the count sheet is open. A message subsequently displays to indicate that the item is on an open count sheet. If the inventory transaction occurs after the item was added to the count sheet but before the count was processed, this may impact on the tolerance levels and there is a possibility of getting a message indicating that a recount is required. If the checkbox is not selected, an inventory transaction can be saved but not posted until the count has been processed on the count sheet. Each organization needs to determine their policy for allowing or disallowing transactions for items on an active count sheet.

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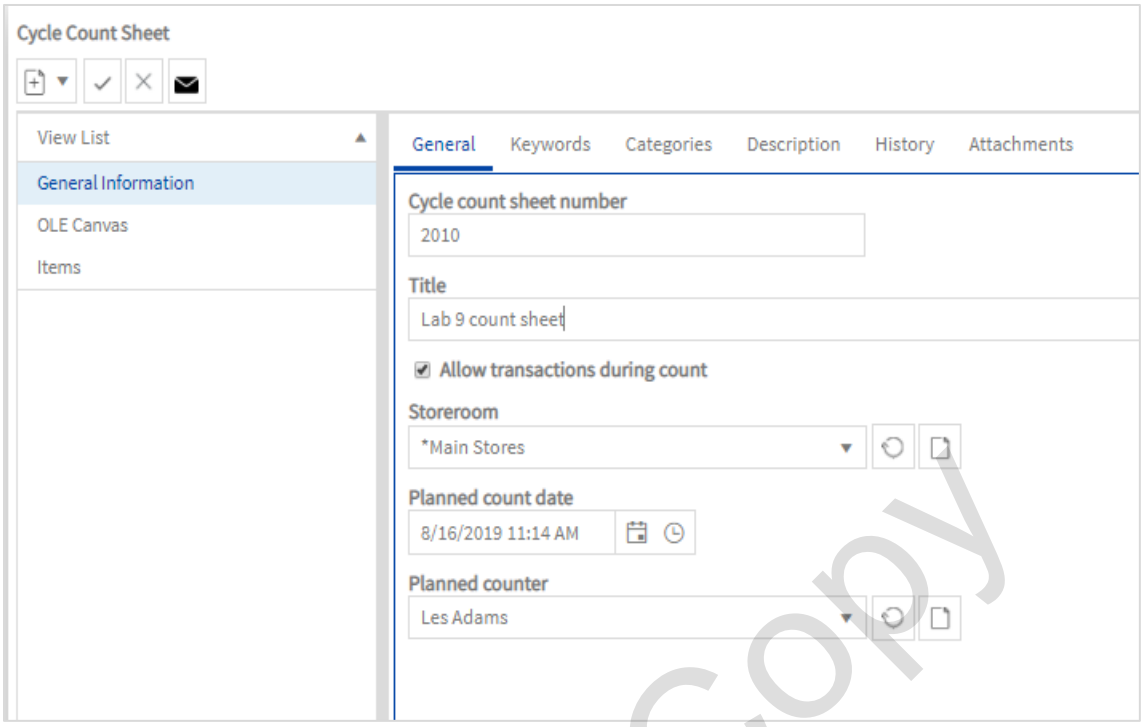
33. Select ***Main Stores** from the **Storeroom** field drop-down list.
34. Click pop-up calendar for the **Planned count date** field and select the current date.
35. Select a name from the **Planned counter** field drop-down list. This is the individual being assigned to complete this count sheet.



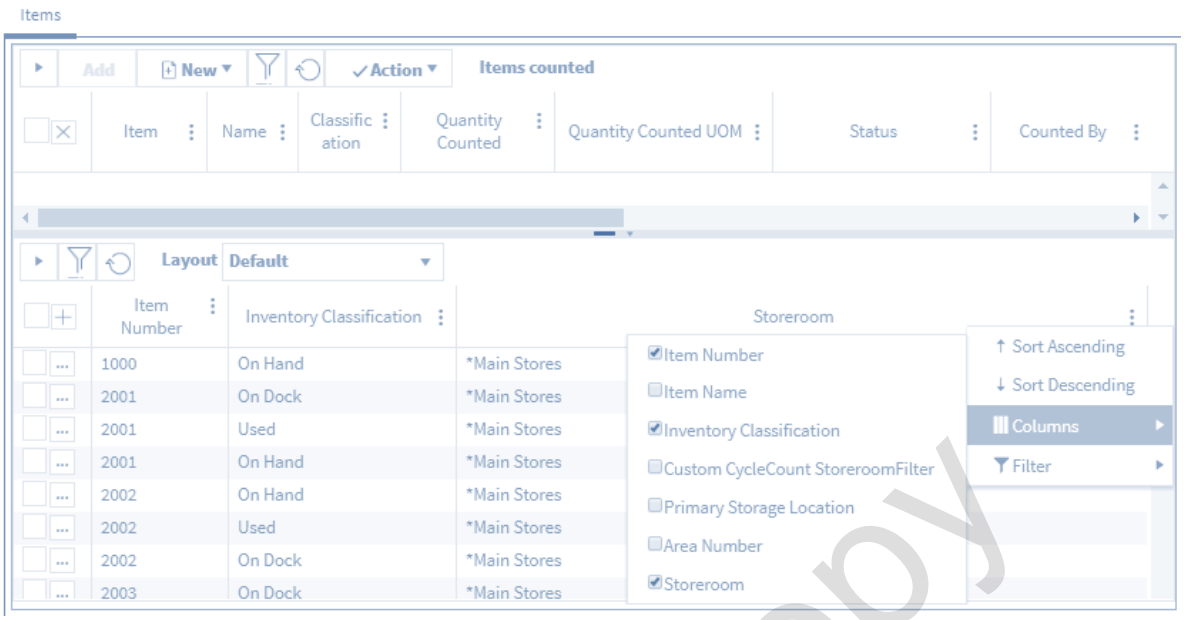
In this section of the lab you are going to select the items that will be included on the count sheet.

36. Click **Items** view.
37. Click **Add**.

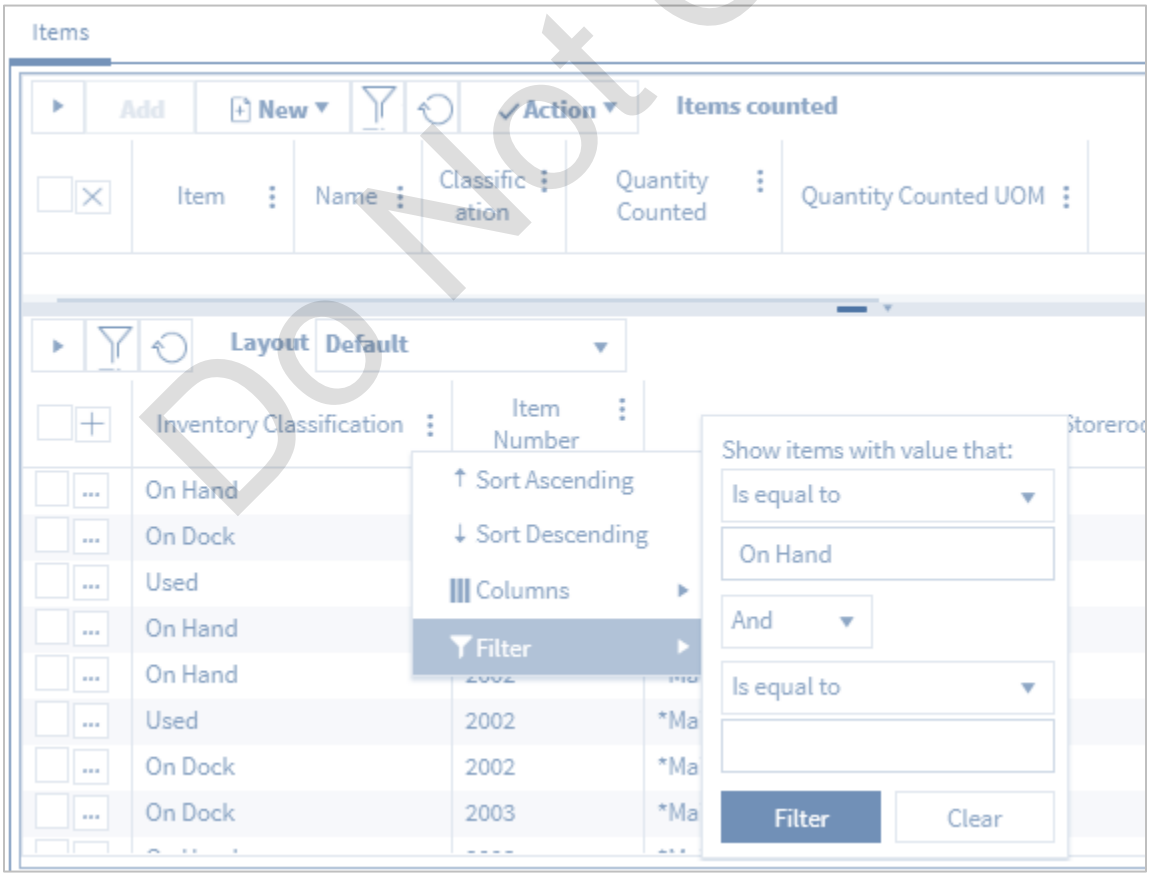
For this lab you are initially going to add items to the cycle count sheet that meet the following criteria:

- Storeroom = *Main Stores
- Item number ranges from 100006 to 100125
- Classification = On Hand

38. Select the three dots beside one of the column headings.
39. Check **Item Number, Inventory Classification** and **Storeroom** values from the **Column** field drop-down list.
40. Click away from the dialog box.

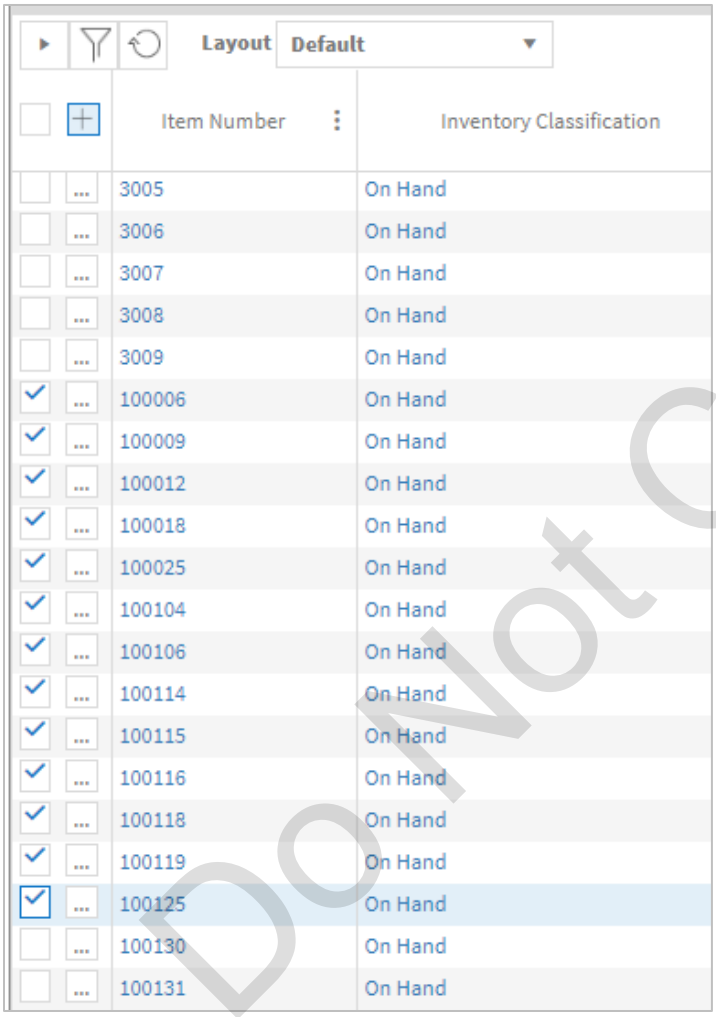


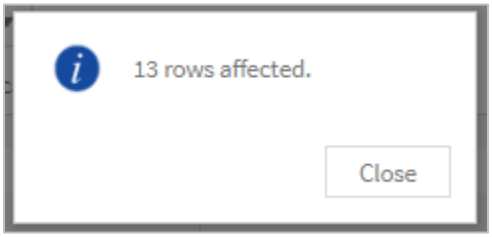
41. Select the three dots beside **Inventory Classification**, select **Filter** from the menu.
42. Select **Is equal to** and type **On Hand** in the field below.
43. Click **Filter**.

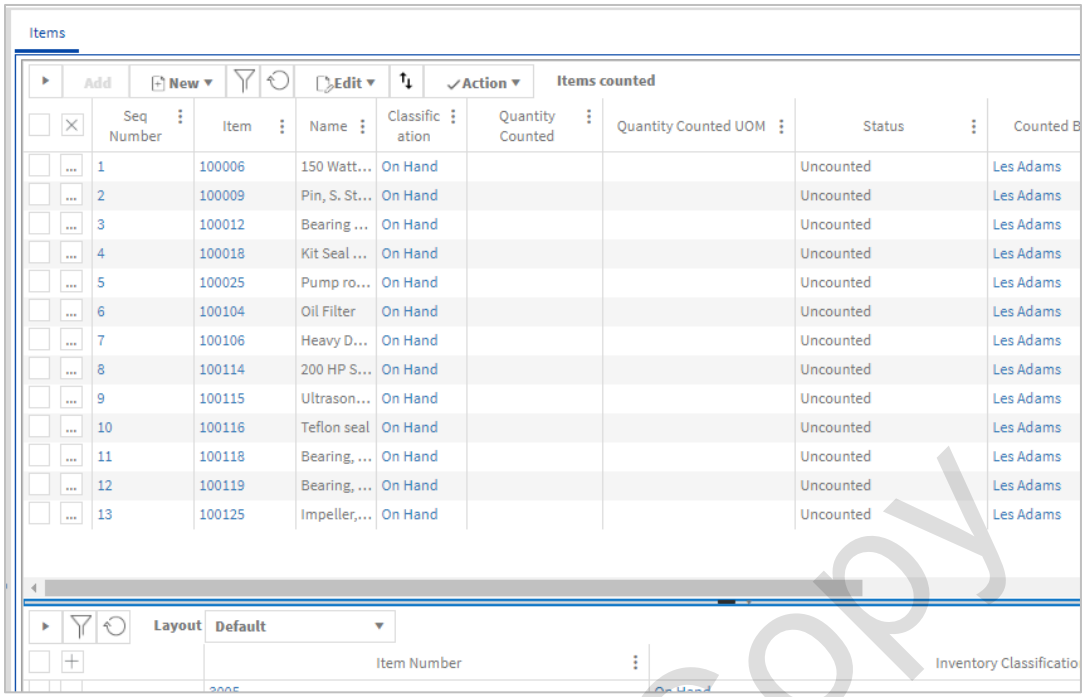


44. Select the three dots beside **Storeroom**, select **Filter** from the menu.

45. Select **Is equal to** and type ***Main Stores**.
46. Click **Filter**.
47. Select all lines from item number **100006** to item number **100125.**
48. Click the **+** icon in the toolbar.
49. Click **Close** to acknowledge the message confirming the number of lines affected. The upper section of the Cycle Count Sheet automatically updates with the added items.
50. Click **Save**.





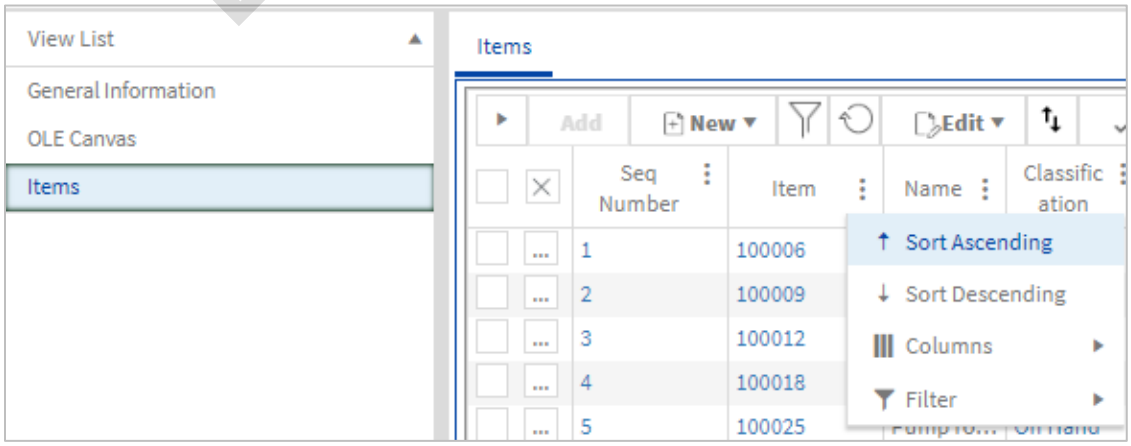


Order the items on a count sheet

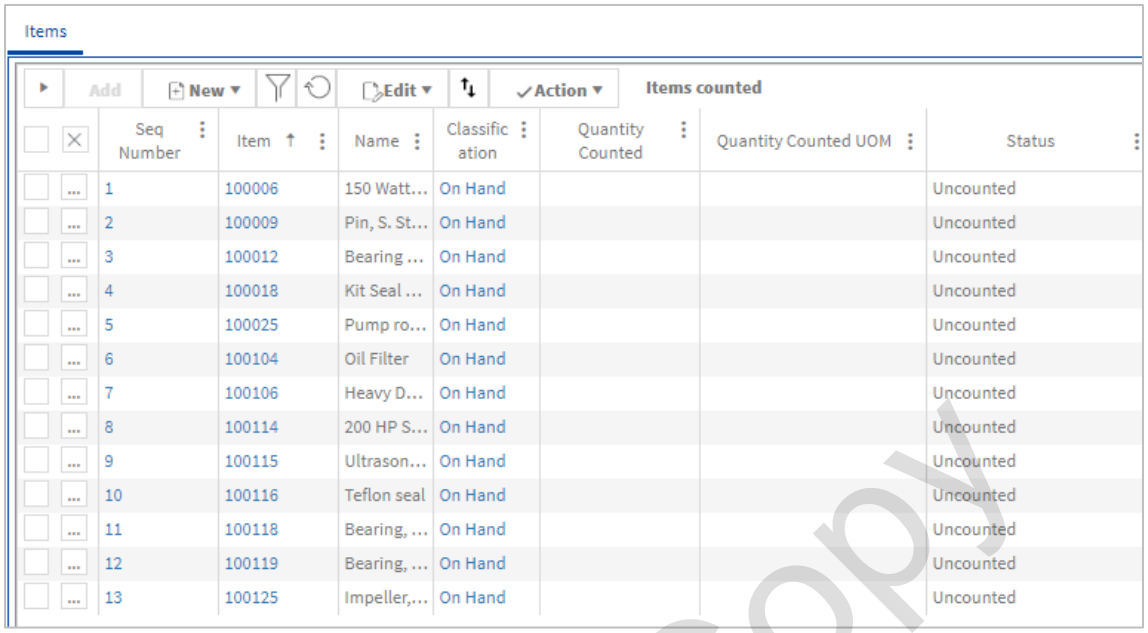
In this section of the lab you are going to order the items on the count sheet. For purposes of this lab, they will be sequenced in numerical order by item number.

NOTE: Items should generally be ordered into a logical sequence based on how they are organized in the storeroom. The column ordering options on the Items view allow you to order by any of the columns in the view. The order in which the items are listed on this sheet is the order in which they will be listed on the printed version of this sheet, used by the individual assigned to perform the count.

51. Click **Items** view.
52. Select the three dots beside **Item** column heading.
53. Select **Sort Ascending** from the menu options.



The lines now display in numerical order.

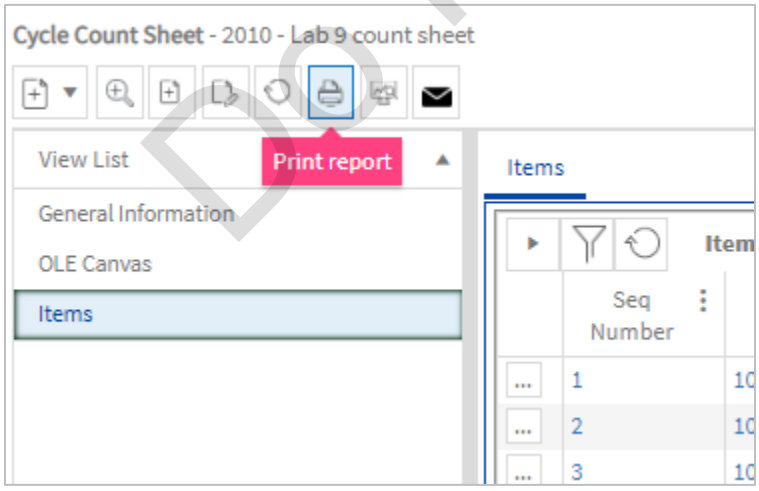


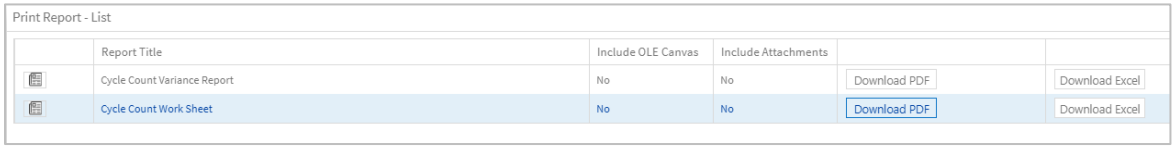
NOTE: You can add or remove lines to the Items view until you get an appropriate number of lines. Lines can be removed by first multi-selecting the lines you want to remove then by clicking X in the toolbar.

Print a cycle count sheet

In this section of the lab you are going to print the cycle count sheet that the counter will fill out as the count is made. Since you are not connected to a printer, you are just going to preview the report.

54. Click **Print Report**.
55. Select **Cycle Count Work Sheet**.

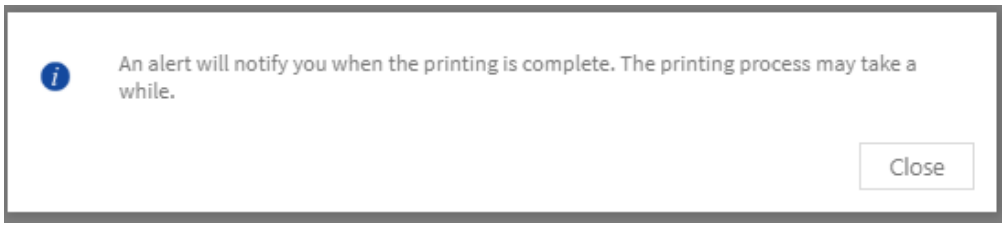




56. Click **Download PDF**.

The report will process in the background, when complete an alert will be posted.

57. Click Close to dismiss the message.
58. Click the URL to display the report once alerted.



NOTE: Organizations can create their own version of a printed pick list complete with their company logo if desired. This version of the report includes a column with the Expected Balance.

Record the results of a cycle count and update inventory

In this section of the lab, you are going to act in the role of the counter or other individual assigned to record the results of the count. Before you record the results, you are going to complete an activity where you will try to determine whether a recount is required. After you record the counts and update the sheet, you will match your projections to the actual results.

The business policy settings that impact on the need and requirements for recounts are as follows:

Suggest recount if item count cannot be updated? Yes

Maximum allowable tolerance for count variance quantities is… 5.00

Maximum allowable tolerance for count variance values is… 150.00

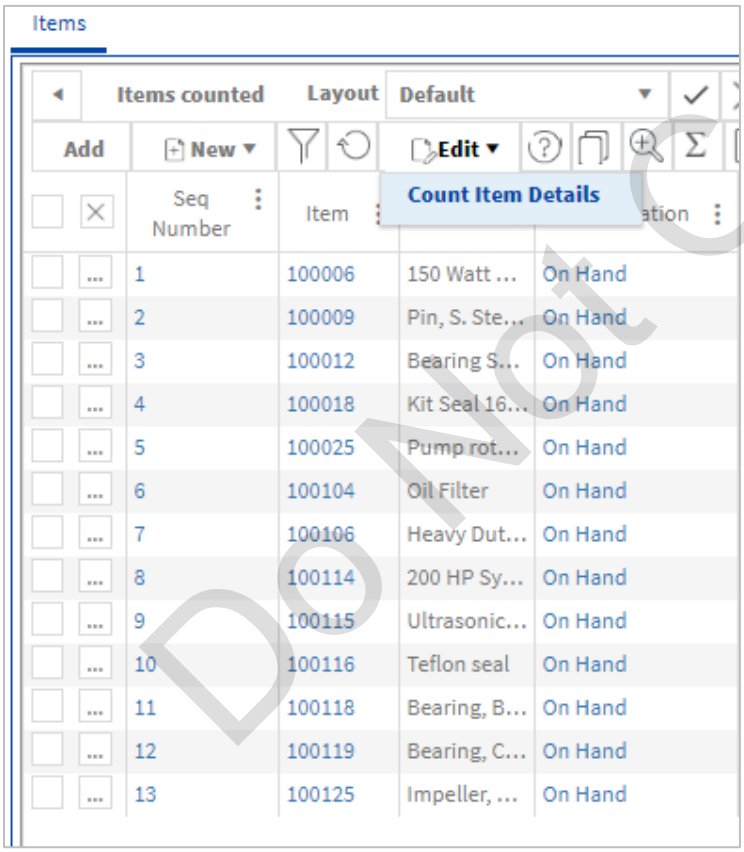
59. Refer to the business policies and determine which of the items listed in the following table will require a recount. Record a **Y** or **N** value in the **Recount expected** column.

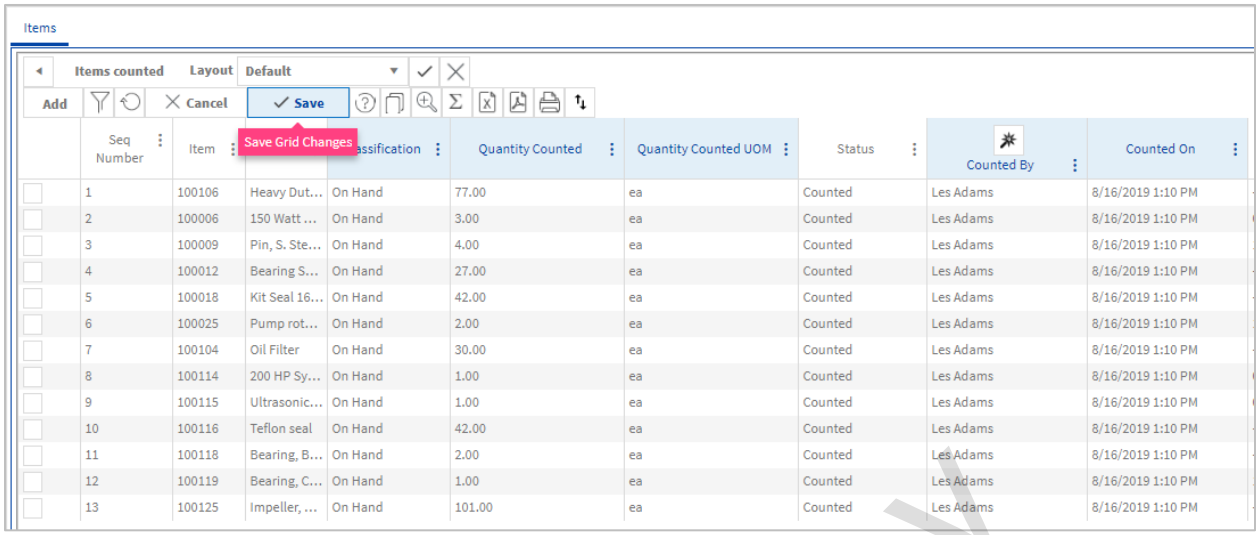
Item Number	Expected Balance	Counted Quantity	Initial Variance	Unit cost	Recount expected? (Y/N)	Recount Quantity	Post-Recount Variance
100006	3	3	0	$399.95			
100009	3	4	+1	$555.00			
100012	29	27	-2	$2,531.00			
100018	50	42	-8	$1.00			
100025	2	2	0	$260.00			
100104	34	30	-4	$11.68			
100106	82	77	-5	$5.63			
100114	1	1	0	$267.50			
100115	1	1	0	$0.			
100116	41	42	+1	$6.75			
100118	3	2	-1	$2.50			
100125	105	101	-4	$28.26			

NOTE: The list of items on your count sheet as well as the expected balance may differ slightly in your version of the training database. This could impact on the potential need for a recount. This can also impact on the final results of your count entry and processing. A few lines have been added to the table where you can record items listed on your cycle count sheet that do not appear on the one used in this training manual.

You are now going to enter the 'counted quantity' for each item in the Cycle Count Sheet.

60. Click **Edit|Count Item Details** to allow entry of the counts.
61. Type the value from the **Counted Quantity** field as shown in the above table in the **Quantity Counted** field and **ea** in the **Quantity Counted UOM** field.

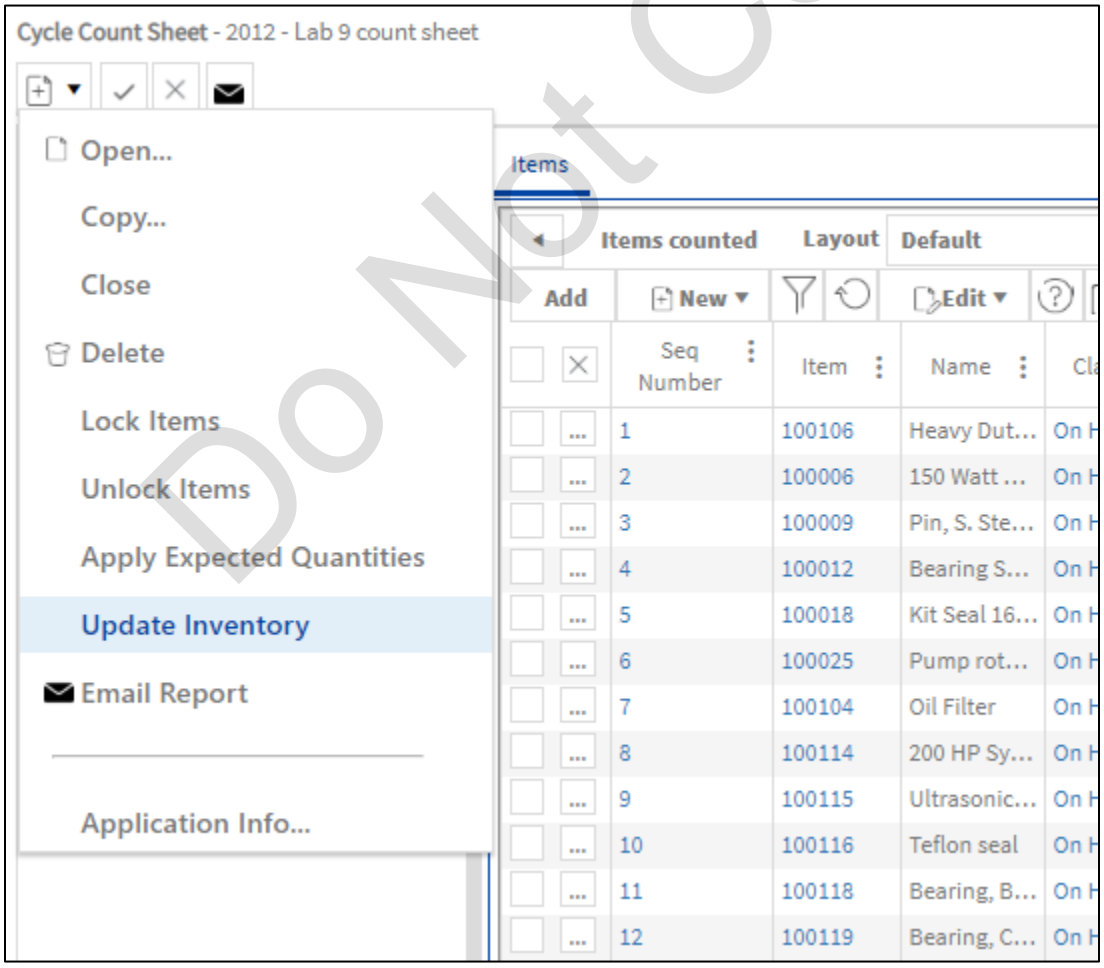




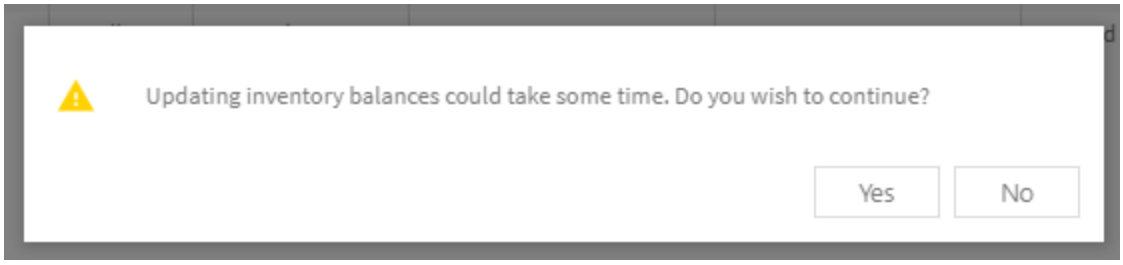
Seq Number	Item		Classification	Quantity Counted	Quantity Counted UOM	Status	Counted By	Counted On
1	100106	Heavy Dut...	On Hand	77.00	ea	Counted	Les Adams	8/16/2019 1:10 PM
2	100006	150 Watt ...	On Hand	3.00	ea	Counted	Les Adams	8/16/2019 1:10 PM
3	100009	Pin, S. Ste...	On Hand	4.00	ea	Counted	Les Adams	8/16/2019 1:10 PM
4	100012	Bearing S...	On Hand	27.00	ea	Counted	Les Adams	8/16/2019 1:10 PM
5	100018	Kit Seal 16...	On Hand	42.00	ea	Counted	Les Adams	8/16/2019 1:10 PM
6	100025	Pump rot...	On Hand	2.00	ea	Counted	Les Adams	8/16/2019 1:10 PM
7	100104	Oil Filter	On Hand	30.00	ea	Counted	Les Adams	8/16/2019 1:10 PM
8	100114	200 HP Sy...	On Hand	1.00	ea	Counted	Les Adams	8/16/2019 1:10 PM
9	100115	Ultrasonic...	On Hand	1.00	ea	Counted	Les Adams	8/16/2019 1:10 PM
10	100116	Teflon seal	On Hand	42.00	ea	Counted	Les Adams	8/16/2019 1:10 PM
11	100118	Bearing, B...	On Hand	2.00	ea	Counted	Les Adams	8/16/2019 1:10 PM
12	100119	Bearing, C...	On Hand	1.00	ea	Counted	Les Adams	8/16/2019 1:10 PM
13	100125	Impeller, ...	On Hand	101.00	ea	Counted	Les Adams	8/16/2019 1:10 PM

You are now going to attempt to update the inventory balances based on your recorded counts. Only those items whose count variance is within the allowable tolerance will update. Recounts will be automatically suggested for items whose count is outside of the allowed tolerances.

62. Click **Action|Updates Inventory**.

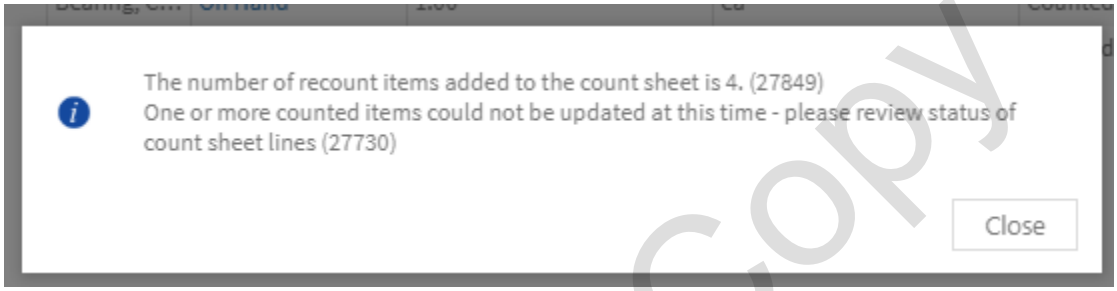


63. Click **Yes** to accept continue with the update process.



A message displays to reflect the number of items where a recount is suggested. A new line is added to the count sheet for each of these items.

64. Click **Close** to proceed.



65. Click **OK** if a message displays indicating that one or more counted items could not be updated.

NOTE: Message dialog boxes only display if recounts are required or if there are other issues.

66. Click **Items** view.
67. Check the **Status** column and note the lines indicating **Recount Suggested**.

NOTE: The Status column also reflects that item 100114 was counted but not processed even though there was no variance. The reason for this processing problem will be addressed later.

68. Make note of the recount lines added to the cycle count sheet.

Items

Items counted

Seq Number	Item	Name	Classification	Quantity Counted	Quantity Counted UOM	Status
1	100106	Heavy Dut...	On Hand	77.00	ea	Processed
2	100006	150 Watt ...	On Hand	3.00	ea	Processed
3	100009	Pin, S. Ste...	On Hand	4.00	ea	Recount suggested
4	100012	Bearing S...	On Hand	27.00	ea	Recount suggested
5	100018	Kit Seal 16...	On Hand	42.00	ea	Recount suggested
6	100025	Pump rot...	On Hand	2.00	ea	Recount suggested
7	100104	Oil Filter	On Hand	30.00	ea	Processed
8	100114	200 HP Sy...	On Hand	1.00	ea	Counted
9	100115	Ultrasonic...	On Hand	1.00	ea	Counted
10	100116	Teflon seal	On Hand	42.00	ea	Counted
11	100118	Bearing, B...	On Hand	2.00	ea	Counted
12	100119	Bearing, C...	On Hand	1.00	ea	Counted
13	100125	Impeller, ...	On Hand	101.00	ea	Counted
14	100009	Pin, S. Ste...	On Hand			Uncounted
15	100012	Bearing S...	On Hand			Uncounted
16	100018	Kit Seal 16...	On Hand			Uncounted
17	100025	Pump rot...	On Hand			Uncounted

NOTE: When the Updates Inventory icon is selected, one of the following occurs:
- If the count matches the expected count, the last counted on date in the item storeroom record updates.
- If the count does not match the expected count but is within the allowable tolerance, a count form is created and posted to adjust the on-hand balance and value (up or down). The last counted on date field is also updated.
- If the count does not match the expected quantity and is outside of the allowable tolerance, a recount line is added automatically to the count spreadsheet

69. Review the results of the recount lines added against the chart above and verify that you have the results that you expected as recorded in Step 59.

Record results of a recount for items requiring a recount

In this section of the lab, you are going to assume that a recount was performed as required and you are going to record the results of the recount. You are also going to investigate the reason for a line not being processed.For purposes of this lab, assume the following recount values:

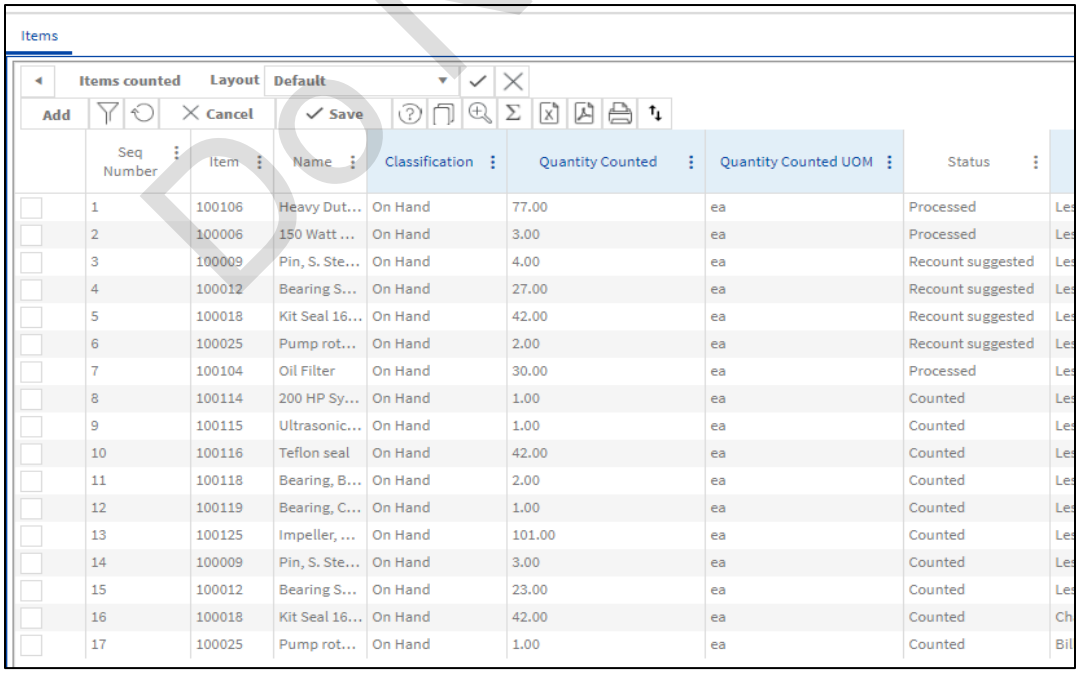
Item # 100009 Recount quantity = 3

Item # 100012 Recount quantity= 23

Item # 100018 Recount quantity = 42

NOTE: If you have differences in the items requiring a recount or in the various levels from those shown in the graphic for Step 59, make some reasonable assumptions as to the recount values.

70. Record the assumed recount amount in the **Recount Quantity** column in the table for Step 59 for those lines that required a recount.
71. Calculate the post-recount variance (difference between the **Recount Quantity** and the **Expected Balance** columns) and record this in the **Post-Recount Variance** column of the table.
72. Click **Modify**.
73. Click **Edit|Count Item Details.**
74. Type **Quantity Counted** and **Quantity Counted UOM** into each recount line.



Seq Number	Item	Name	Classification	Quantity Counted	Quantity Counted UOM	Status	
1	100106	Heavy Dut...	On Hand	77.00	ea	Processed	Le
2	100006	150 Watt ...	On Hand	3.00	ea	Processed	Le
3	100009	Pin, S. Ste...	On Hand	4.00	ea	Recount suggested	Le
4	100012	Bearing S...	On Hand	27.00	ea	Recount suggested	Le
5	100018	Kit Seal 16...	On Hand	42.00	ea	Recount suggested	Le
6	100025	Pump rot...	On Hand	2.00	ea	Recount suggested	Le
7	100104	Oil Filter	On Hand	30.00	ea	Processed	Le
8	100114	200 HP Sy...	On Hand	1.00	ea	Counted	Le
9	100115	Ultrasonic...	On Hand	1.00	ea	Counted	Le
10	100116	Teflon seal	On Hand	42.00	ea	Counted	Le
11	100118	Bearing, B...	On Hand	2.00	ea	Counted	Le
12	100119	Bearing, C...	On Hand	1.00	ea	Counted	Le
13	100125	Impeller, ...	On Hand	101.00	ea	Counted	Le
14	100009	Pin, S. Ste...	On Hand	3.00	ea	Counted	Le
15	100012	Bearing S...	On Hand	23.00	ea	Counted	Le
16	100018	Kit Seal 16...	On Hand	42.00	ea	Counted	Ch
17	100025	Pump rot...	On Hand	1.00	ea	Counted	Bil

75. Click **Action|Updates Inventory**.

NOTE: When a recount is required, EAM assumes that the recounted value entered in the spreadsheet is accurate and it updates the inventory balance accordingly even if it is still out of tolerance.

76. Click **Yes**/**OK** /**Close** to all messages received.

NOTE: In this example, you still received a message indicating that one or more items could not be updated. This indicates that there is still a problem outside of the items where a recount was entered. A second dialog box indicated that no additional lines were added to the cycle count sheet.

You are now going to examine the problem for item 100114 and determine why the count form was not processed. Without the count form processing, the cycle count information on the **Options** tab of the item-storeroom record does not update.

77. Select the line with item **100114** in the count sheet.
78. Click **Action|Record serial number count**.

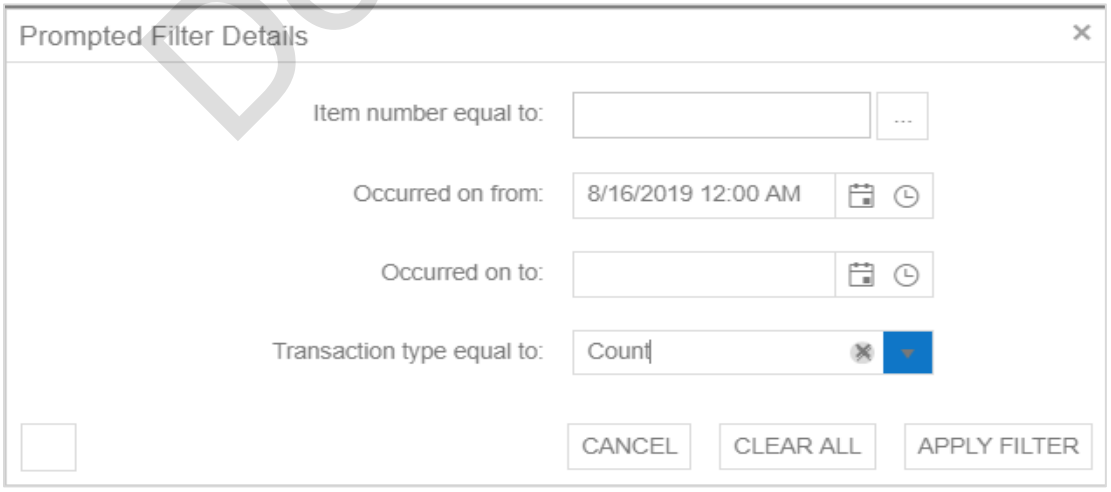
NOTE: The menu options that display include an enabled option to Record Serial Numbers. This option is only enabled when the selected item is one where serial numbers are tracked. Even though there is no variance being recorded, the cycle count processing for a serialized inventory item requires the recording of a serial number. This process will be covered in Lab 12 of Module 5.

79. Exit the Cycle Count Sheet.

Review cycle count transactions through a cabinet

In this section of the lab you are going to review the cycle count forms that were created as a result of the cycle count.

80. Select the **Cabinets** folder on the desktop.
81. Launch the ***Inventory Transactions** cabinet.
82. Click calendar icon to the right of the **Occurred on from** date field.
83. Select the current date.
84. Select **Count** from the drop-down list for the **Transaction type equal to** field.



85. Click **Apply Filter**.

86. Compare the transactions created by EAM with the expected transactions as shown in the Initial Variance column and the Post re-count Variance columns in the table for Step 59.

NOTE: A business policy determines if a cycle count form is created for a transaction where there is no variance. In this database, the policy '**Create count adjustment transactions when the adjustment value is zero'** is set to **Yes**. As a result, you should also have some count transactions reflecting a zero adjustment.

87. Exit the cabinet and close all windows.

You have now completed the requirements of this lab.

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Section 7 – Transfers

Section Objectives

- Know the transfer options
- Initiate the transfer of items between storerooms using the Standard mode
- Review the status of in-transit items when using the Standard mode
- Record the receipt of transferred items when using the Standard mode

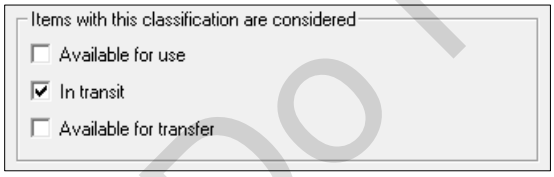
Transfer options

There are two approaches for transferring items between storerooms:

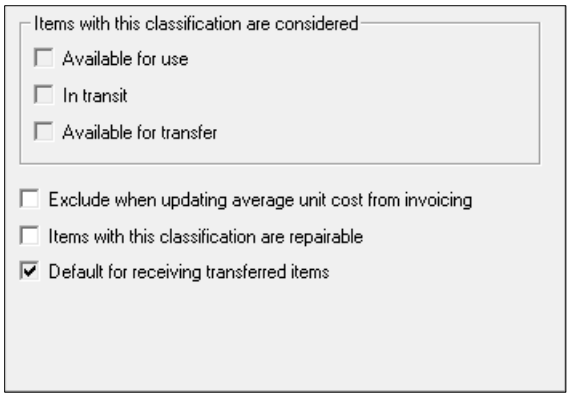
- **Standard mode** – This approach requires an acknowledgement of the receipt of the parts at the receiving storeroom. Until received, the parts in transit are tracked in a transfer-in classification and are not available for issue.
- **Simplified mode** – This approach does not require an acknowledgement of the receipt and the parts are immediately available for issue from the receiving storeroom on posting of the transfer. (Classic only)

Some background setup is required before the standard mode can be used. The applicable mode is defined at the storeroom level so it is possible to have transfers to one satellite storeroom follow the standard mode and transfers to a different satellite storeroom follow the simplified mode.

An inventory classification such as In-transit needs to be set up in the Inventory Classification value list to track transfers using Standard mode while they are in progress. The **In transit** check box must be selected.



Another inventory classification such as Transferred-Awaiting Receipt is required to reflect the status of the transferred items in the receiving storeroom before the receipt is recorded.



Transfers and replenishment reports

Transfers can be initiated automatically through the replenishment report function if the Replenishment source on the item-storeroom record is set to reflect the originating storeroom and the Replenishment policy is set to pre-authorize. Transfers using the standard mode still need to be received at the destination storeroom.

Transfer-related replenishment reports based on a **Replenishment policy** set to **Suggest** can have the transfer initiated through the Selected button on the replenishment report. Alternatively, the transfer can be initiated by selecting the applicable replenishment report through the Transfer form.

Lab 10 – Transferring Items between Storerooms

Objectives

On completion of this lab you will be able to:

- Transfer items using the simplified transfer mode
- Verify a simple mode transfer through the item record
- Initiate the transfer of items using the standard transfer mode
- Verify the 'In Transit' status when using the standard transfer mode
- Acknowledge receipt of transferred items when using the standard transfer mode
- Verify a standard transfer mode through the item record

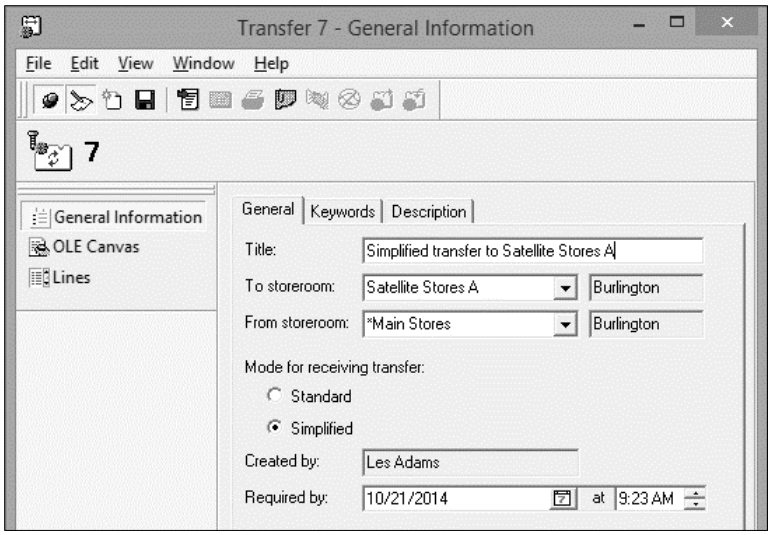
Transfer items using the simplified transfer mode (Classic)

In this section of the lab you are going to transfer a quantity of parts 100144 and 100145 to the Satellite Stores A storeroom. Since this storeroom uses the simple transfer mode, these parts will be automatically available for use.

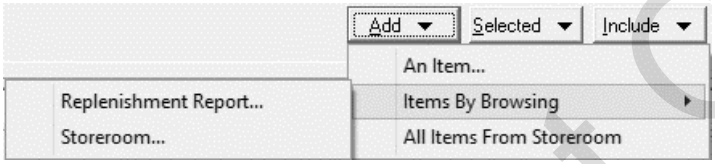
1. Select the **Functions** folder on the desktop.
2. Launch the **Create a Transfer** function.

3. Click **OK** to accept the system-assigned transfer record number.
4. Type **Simplified transfer to Satellite Stores A** in the **Title** field.
5. Select **Satellite Stores A** from the **To storeroom** field drop-down list.
6. Verify that ***Main Stores** is selected in the **From storeroom** field.
7. Verify that **Simplified** radio button is selected.

NOTE: This radio button setting defaults from the Transfer mode setting for the storeroom as defined in the Storeroom value list.

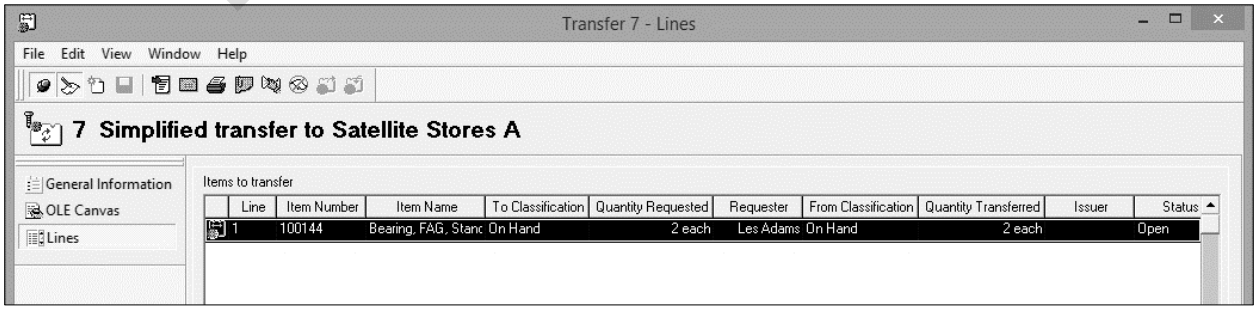


8. Click **Lines** view.
9. Click **Add**.
10. Select the **Items by browsing / Replenishment report menu** option.



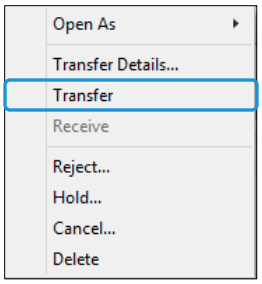
11. Type the replenishment report number that was generated in LAB 3 beginning at step 72 in the **Replenishment report** field. The suggested 'number was the current date (that the lab was completed) in the format **yyyy-mm-dd** with the letter **T** for 'transfer' as a suffix.
12. Press the **Tab** key to populate the dialog box with all suggested transfer lines of the report relating to Satellite Stores A.
13. Click **OK**.
14. Verify that the **On Hand** value is selected in the **To classification** column for each line.
15. Verify that the **On Hand** value is selected in the **From classification** column for each line.

NOTE: If the classification is incorrect, select the line, click the selected button, choose the Transfer details menu option and correct the classification in the dialog box that displays.

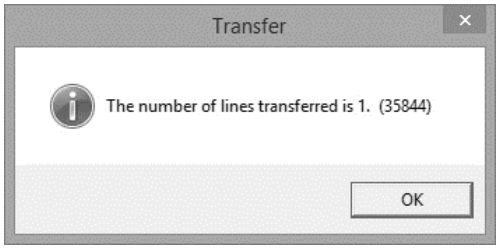


16. Multi-select all the displayed lines.
17. Click **Selected**.

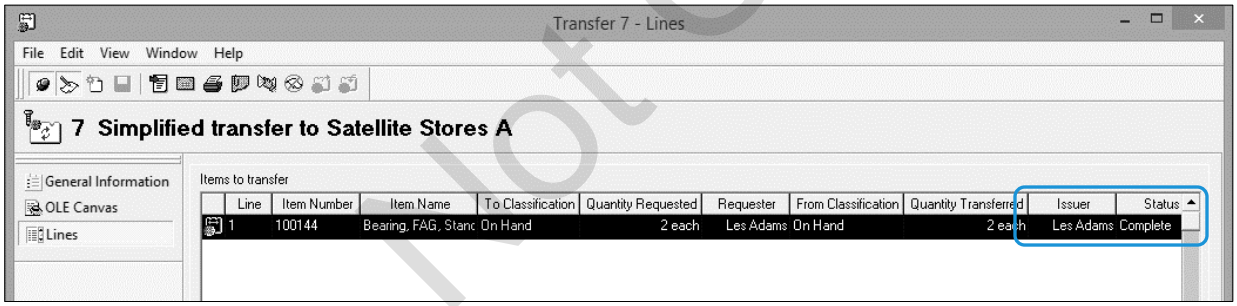
18. Select the **Transfer** option.



19. Click **OK** on the dialog box that confirms the transfer.

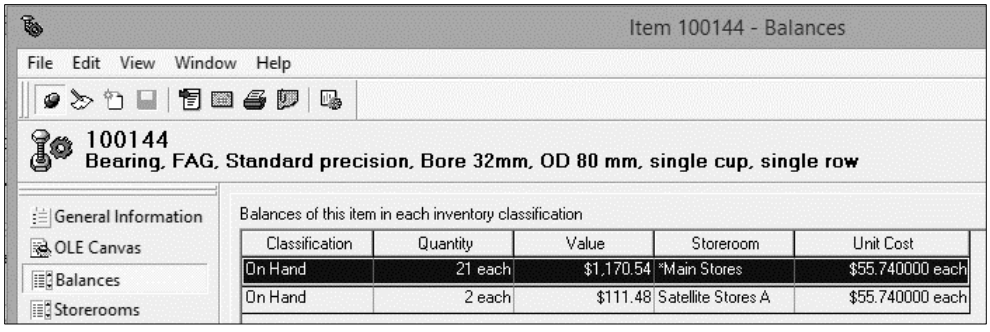


NOTE: The **Status** column reflects the completion of the transfer and the Issuer column populates with the value in the Issued by field on the General Information view.



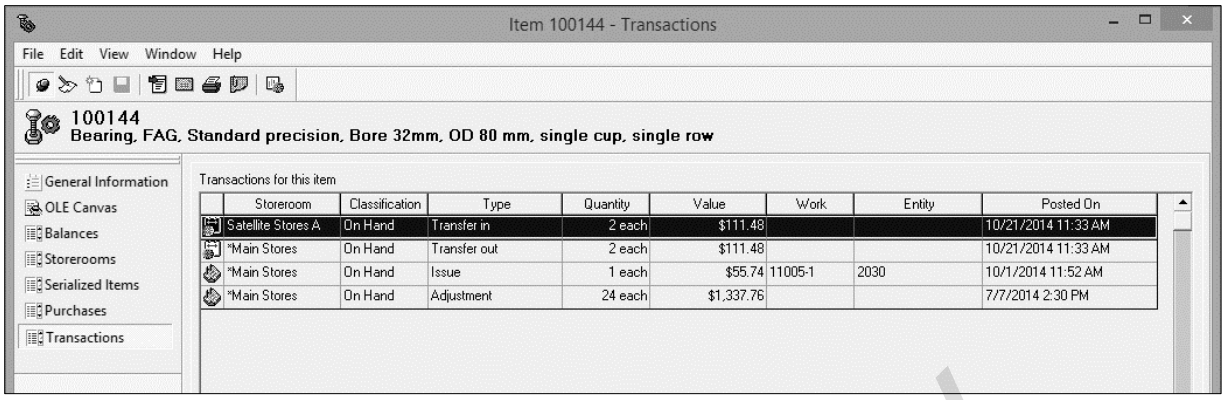
You are now going to verify the transfer through the **Balances** view of the item record and by locating the transfer transaction in the **Transactions** view.

20. Click **Selected**.
21. Select the **Open as / Balances** view and note that the satellite storeroom now reflects the transferred quantity.



22. Select the **Transactions** view,

23. Scroll through the list of transactions if necessary and note that there is a posted transfer transaction for both the transfer out of the *Main Stores and for the transfer into the Satellite Stores A storerooms.



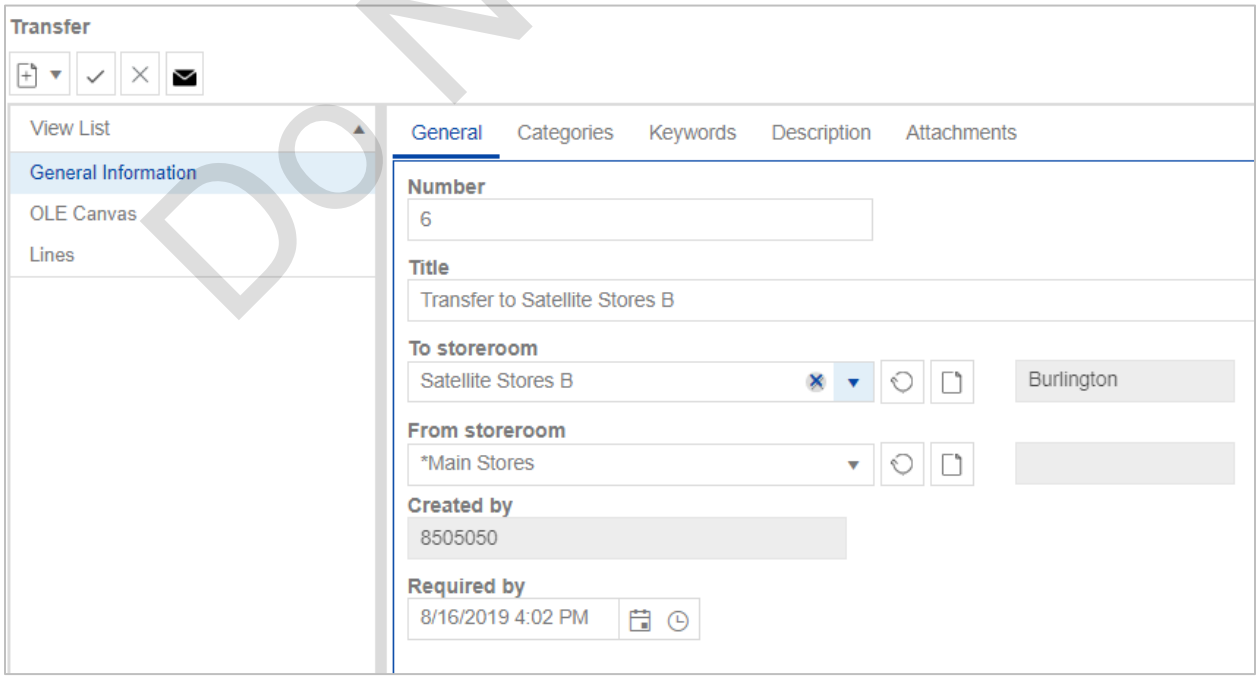
24. Exit the Item record.

Initiate the transfer of items using the standard transfer mode

When the standard mode is used, the transfer is a two-part process.

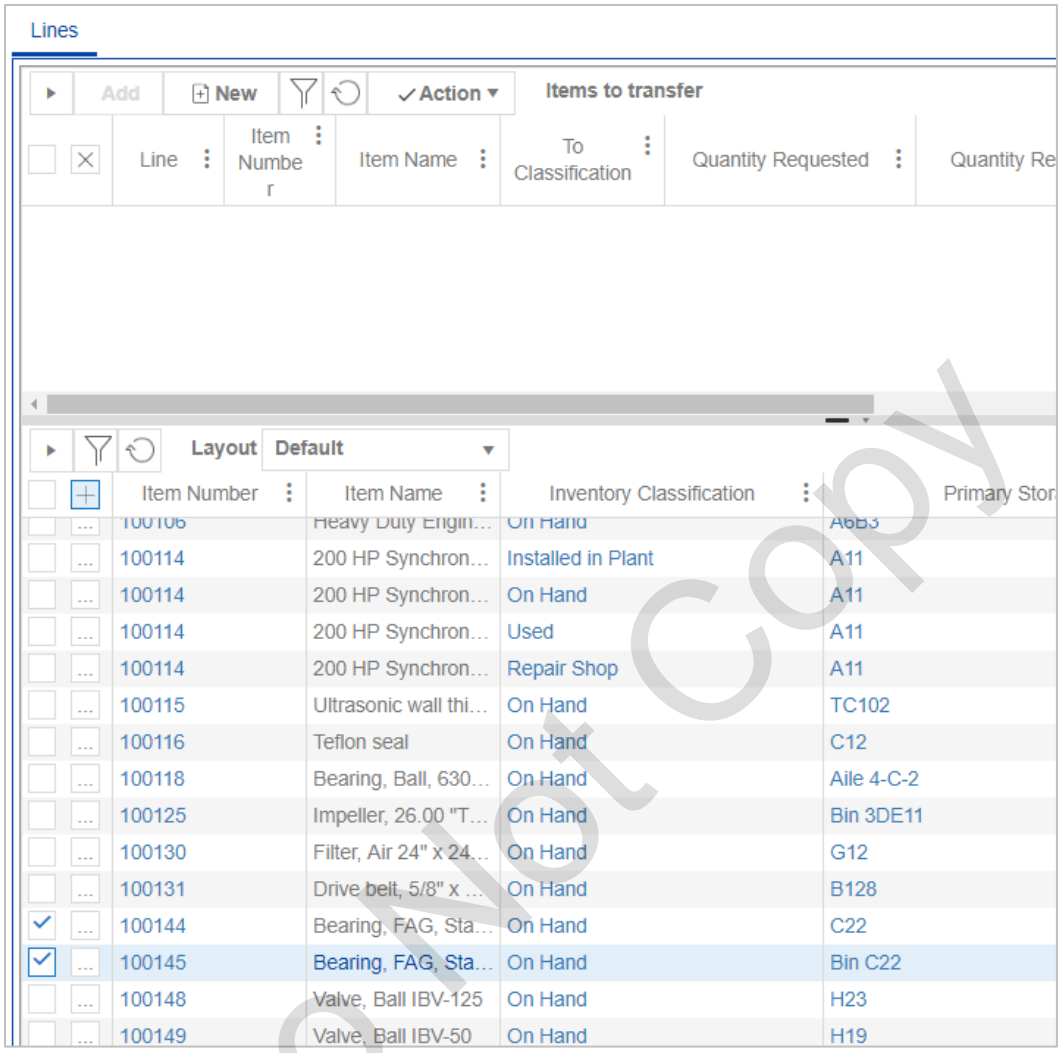
In this section of the lab, you are first going to initiate the transfer from the main storeroom then receive the transfer at the satellite storeroom.

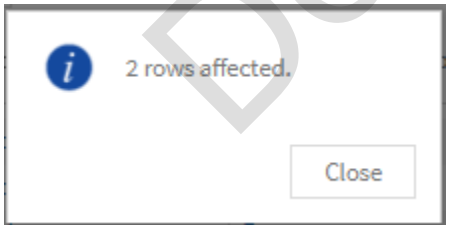
25. Select the **Functions** folder on the desktop.
26. Launch the **Create a Transfer** function.
27. Type **Transfer to Satellite Stores B** in the **Title** field.
28. Select **Satellite Stores B** from the **To storeroom** field drop-down list.
29. Select ***Main Stores** from the **From storeroom** field drop-down list.



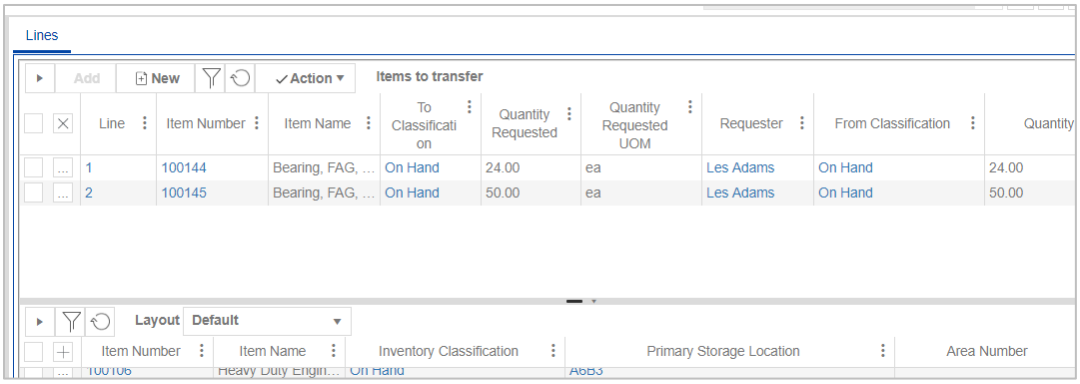
30. Click **Lines** view.

31. Click **Add**.
32. Select items **100144** and 100145 then click **+** to add the lines.





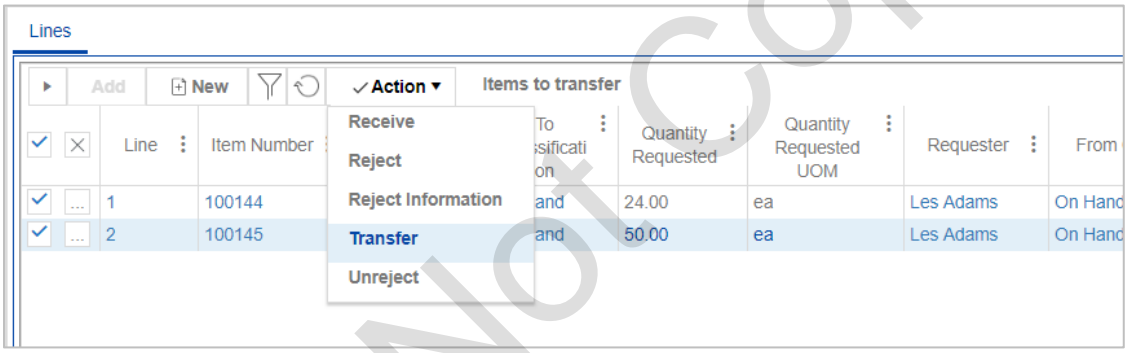
33. Click **Close** to close the message that confirms the number of lines added to the transfer summary. This should reflect the expected number of transfer lines.



34. Verify that the **On Hand** value is selected in the **To classification** column for each line.
35. Verify that the **On Hand** value is selected in the **From classification** column for each line.

NOTE: If the classification is incorrect, launch the line, select to modify the line and correct the classification.

36. Select both lines.
37. Click the **Action** button.



38. Select the **Transfer** option.

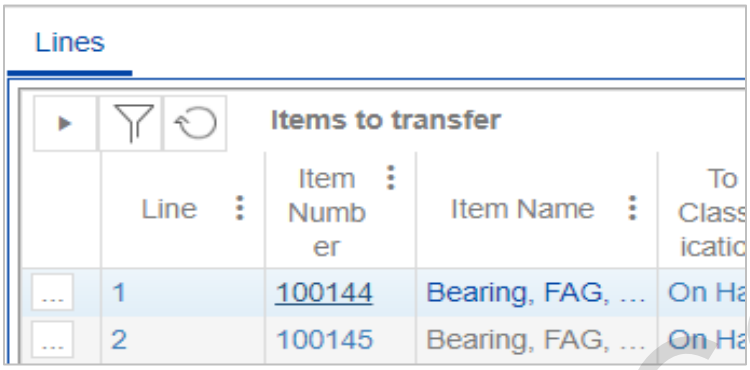
39. Click **Close** on the dialog box that confirms the transfer.
40. Click **Save**.

Verify the 'In Transit' status when using the standard transfer mode

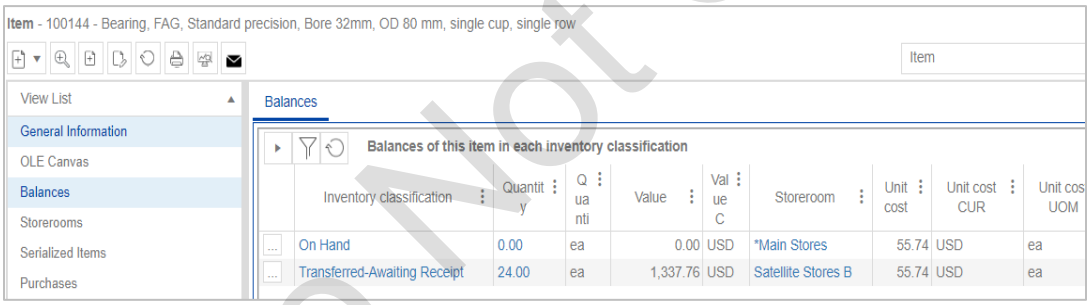
In this section of the lab you are going to verify that the status of items being transferred using the standard mode is shown as 'In transit' and that the Balances view of the item record indicates that the transfer is awaiting receipt.

41. Review the **Items to transfer** grid in the **Transfer** record.

42. Verify that the value in the **Status** column is set to **Intransit**.
43. Select an individual item.

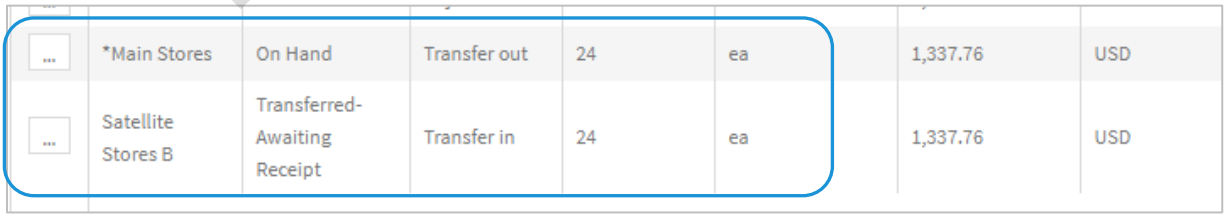


44. Review the **Balances** view. The quantity in transfer is listed in the Transferred-Awaiting Receipt classification.



45. Click **Transaction** view of the item record.

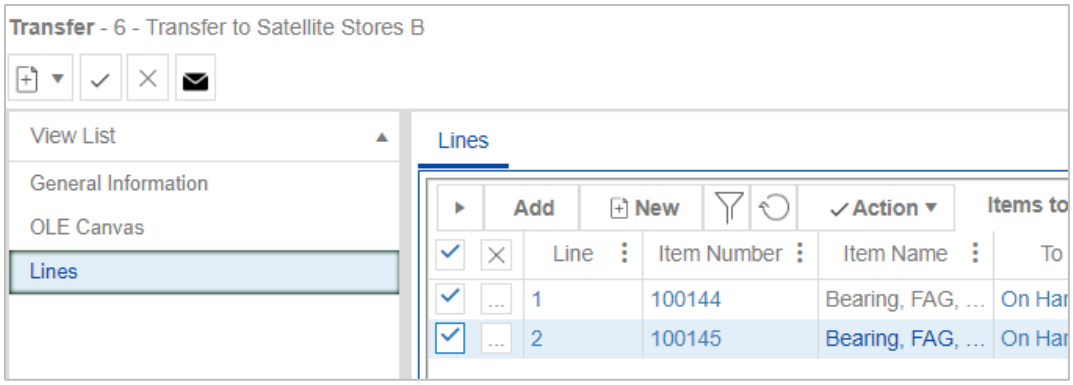
NOTE: here is a **Transfer out** transaction from the **On-Hand** classification and a **Transfer in** transaction in a **Transferred-Awaiting** classification.



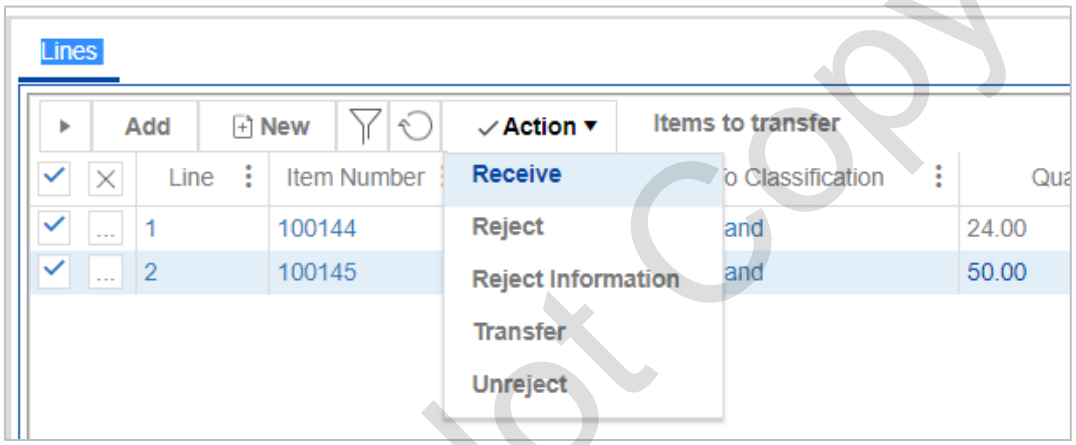
Acknowledge receipt of transferred items when using the standard transfer mode

In this section of the lab, you are going to assume that you are responsible for recording the receipt of transferred items.

46. Multi-select the displayed lines on the **Lines** view of the **Transfer** form.

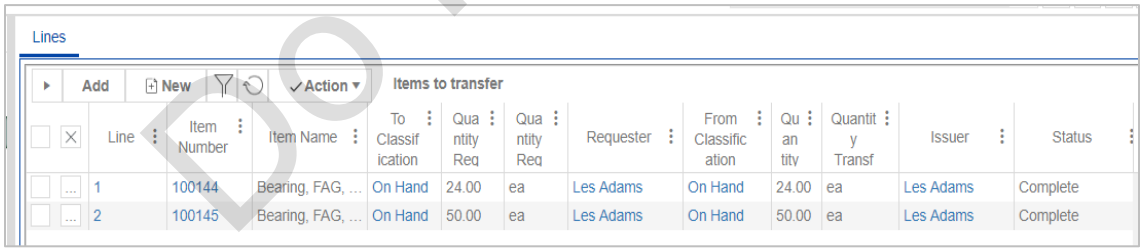


47. Click **Action| Receive**.



48. Click **Close** to dismiss the message confirming the transfer receipt.

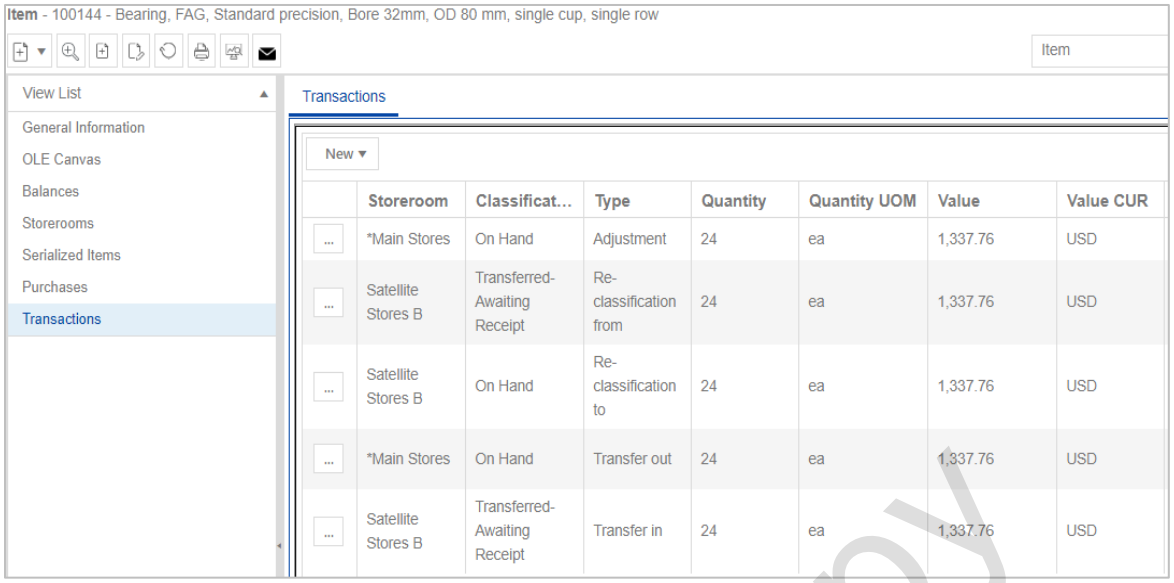
The Status for both lines has now changed to Complete.



Verify a standard mode transfer through the item record

In this section of the lab you are going to verify the updates on the item record.

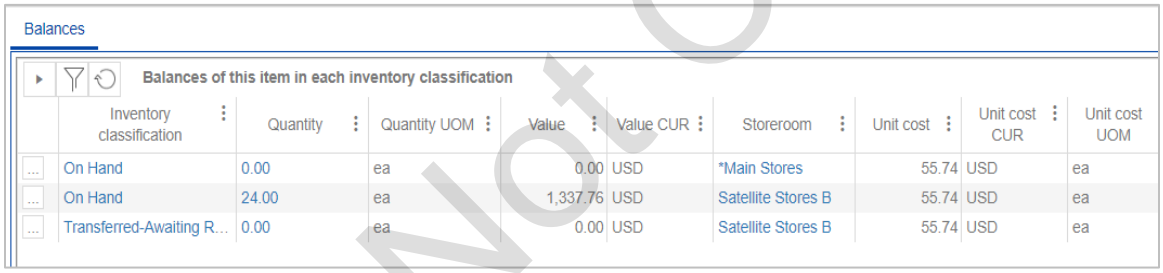
49. Click the Item record object that is still open on your desktop.
50. The Transactions view should still be displayed.



	Storeroom	Classificat...	Type	Quantity	Quantity UOM	Value	Value CUR
...	*Main Stores	On Hand	Adjustment	24	ea	1,337.76	USD
...	Satellite Stores B	Transferred-Awaiting Receipt	Re-classification from	24	ea	1,337.76	USD
...	Satellite Stores B	On Hand	Re-classification to	24	ea	1,337.76	USD
...	*Main Stores	On Hand	Transfer out	24	ea	1,337.76	USD
...	Satellite Stores B	Transferred-Awaiting Receipt	Transfer in	24	ea	1,337.76	USD

NOTE: The transfer receipt action generated a reclassification from the **Transferred-Awaiting receipt** classification to the **On Hand** classification. The part can now be issued from the satellite storeroom.

51. Click **Balances** view of the item record.



	Inventory classification	Quantity	Quantity UOM	Value	Value CUR	Storeroom	Unit cost	Unit cost CUR	Unit cost UOM
...	On Hand	0.00	ea	0.00	USD	*Main Stores	55.74	USD	ea
...	On Hand	24.00	ea	1,337.76	USD	Satellite Stores B	55.74	USD	ea
...	Transferred-Awaiting R...	0.00	ea	0.00	USD	Satellite Stores B	55.74	USD	ea

NOTE: Note that the item is listed in Satellite Stores B as being **On Hand**.

52. Close the item record and transfer form.

You have now completed the requirements of this lab.

Review Lab - Module 4

Objectives

The purpose of this review lab is to provide you with an opportunity to apply the primary skills that you have learned in module 4 without the benefit of step-by-step instructions.

On completion of this review lab, you will have:

- Recorded issue transactions for parts planned on a work order using an individual issue form
- Record a return to stock using an individual issue form
- Record the receipt of open lines against a purchase order using the copy function including recording a vendor performance discrepancy
- Record a return to vendor using an individual receipt form
- Record an inventory reclassification
- Record an inventory adjustment that adjusts both quantity and total valuation
- Generate a cycle count sheet and record the initial counts, process the sheet to identify required recounts and record recounts (if applicable)

Instructions

You need to come up with your own sample data but do not be concerned about the data making sense. The purpose of the lab is to ensure that you understand the basic objects and the key functionality.

The general instructions for completing this review lab are as follows:

- Launch the Issue Form and use it and copy to record the issue of parts planned against the work order 9900401.
- Launch the individual posted issue form for part 2017 and use this as a starting point to return one unit to stock.
- Launch the Receipt form and use it and copy to receive the open lines on PO 2045. Record a vendor performance discrepancy for a missing PO number against the first line.
- Launch the posted receipt transaction for line 2 on PO 2045 (Item 2012) and use this transaction as a starting point for recording a return to vendor of 1 dozen units.
- Use the reclassification form to reclassify one unit of item 2017 from the **On Hand** classification to the **Quality Control** classification.
- Record an adjustment transaction for item 2017 to reduce both the quantity and valuation of the item by a quantity of two units to reflect damaged units being discarded.
- Generate a cycle count sheet against the ***Main stores** storeroom. Define the inclusion criteria as items have not been counted for three months and where the balance is less than 10. If no results are returned modify the criteria until there are at least 6 lines. Record some assumed count balances (use a quantity less than 10) and process the sheet to identify any required recounts. Record recount values and process the count worksheet to update inventory and generated count forms

Module 5 – Serialized Inventory

Section 1 – Serialization Configuration Activities

Section 2 – Tracking of Serialized Items

Lab 11 – Tracking Serialized Items through Transactions

Module Objectives

- Define the configuration required to support the tracking of serialized inventory
- Record serial numbers at the time of receipt
- Record serial numbers after a receipt
- Record serial numbers at the time of issue
- Record serial numbers at the time of a reclassification
- Record serial numbers at the time of an adjustment
- Record serial numbers at the time of a cycle count
- Track the location of serialized units on the item record
- Track the serialized components installed on an entity

Section 1 – Serialization Configuration Activities

Section Objectives

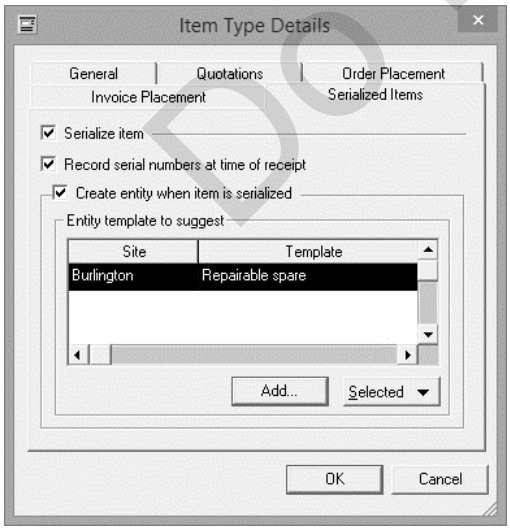
- Define the configuration in the Item Type value list
- Define the configuration in the Inventory Classification value list
- Define the configuration in the Storeroom value list
- Define the need for an entity template
- Define the need for a equipment activity record templates
- Define the configuration of the Item record

There are several areas where configuration might be required when using the serialization functionality. Some of this configuration only applies when the serialization is being used in conjunction with the tracking of repairable spares. Configuration activities can impact:

- Item Type value list
- Inventory classification value list
- Storeroom value list
- Item record
- Entity templates
- Standard activity templates
- Business policies

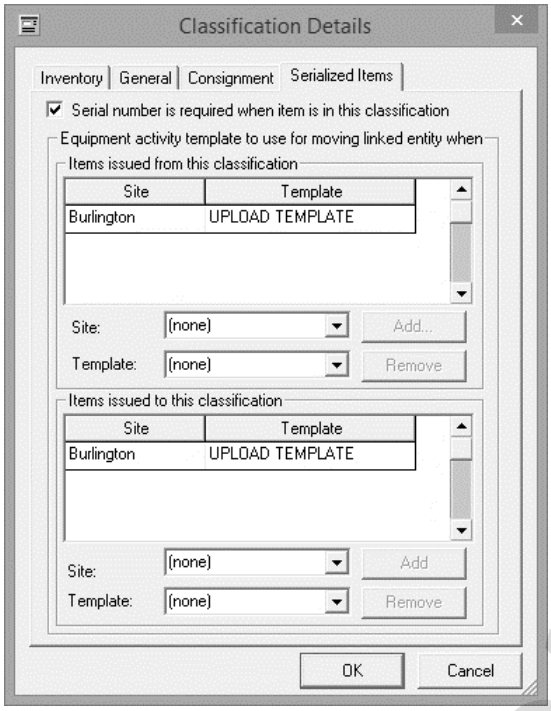
Item Type value list

A separate item type is required for all items using the serialization functionality. Multiple serialization-related items types can be created if there are different serialization characteristics.



Inventory Classification value list

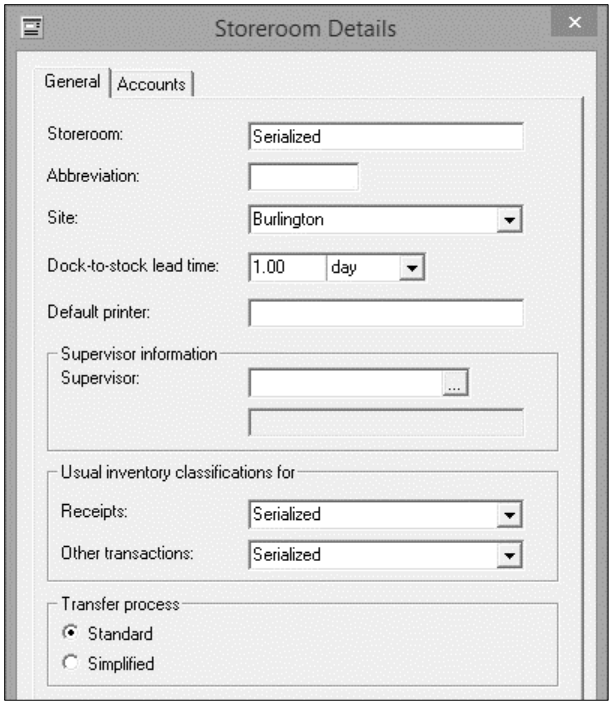
A separate inventory classification is required when there is a matching entity record for each serialized unit for purposes of tracking maintenance history. This value indicates the standard activity templates to be used by EAM to initiate the parent swaps when a serialized repairable spare is issued.



Storeroom value list

A separate storeroom should be created for use with serialized items. This ensures that the correct inventory classifications (as defined in the value list) default on related transactions. Failure to have the appropriate inventory classification can result in the posting of transactions not requiring the recording/selection of a serial number.

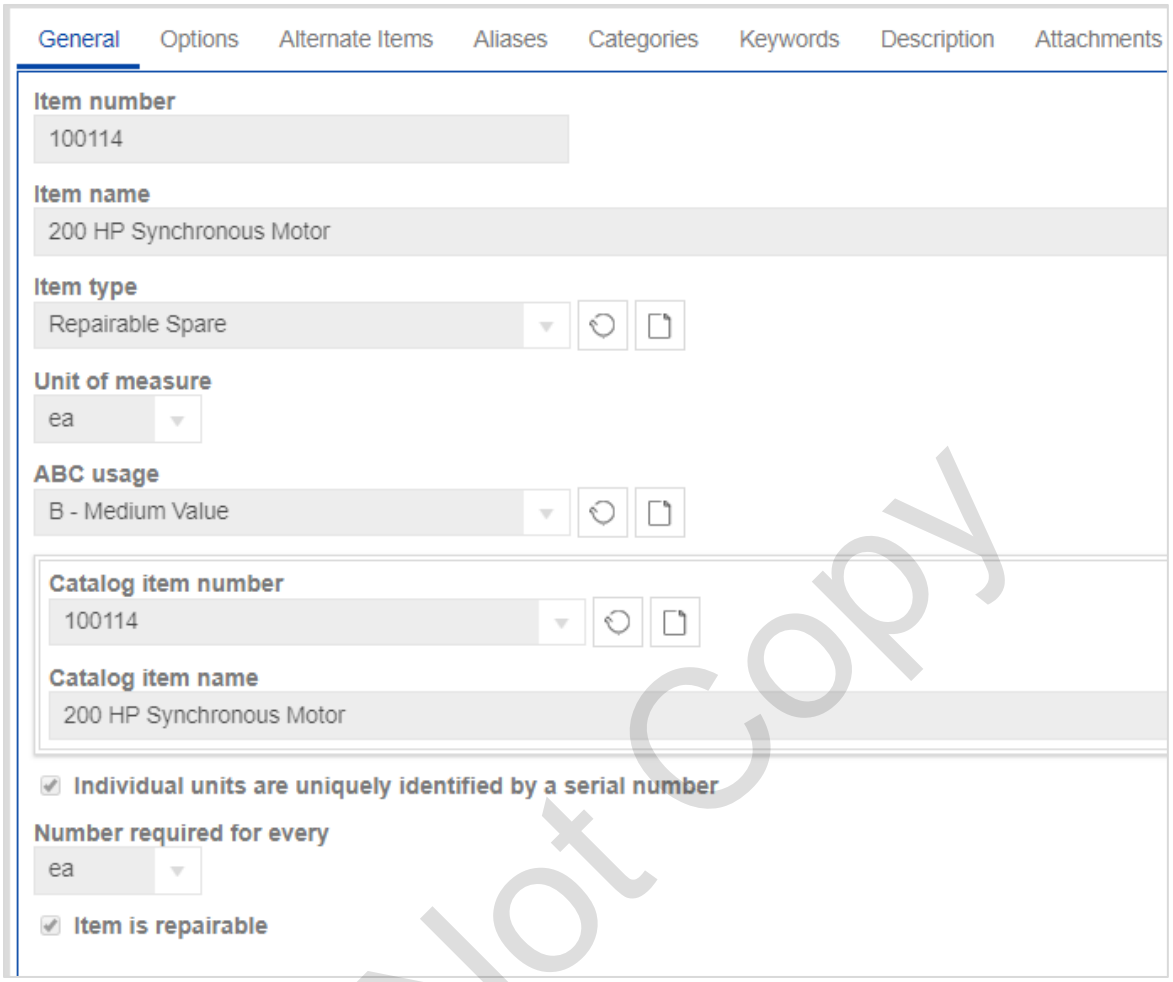
The storeroom reflects a virtual storeroom not a physical storeroom. Serialized items tracked in a 'Serialized' storeroom can be physically positioned adjacent to non-serialized items tracked in the 'Main' storeroom.



Item record

In addition to selecting an appropriate item type that indicates that the item has serialization characteristics, there are other fields that must be or can be populated when the item is serialized.

- Individual units are uniquely identified by a serial number (required)
- Number required for every … (required)
- Item is repairable (if applicable)


General
Options
Alternate Items
Aliases
Categories
Keywords
Description
Attachments
Item number
100114
Item name
200 HP Synchronous Motor
Item type
Repairable Spare
Unit of measure
ea
ABC usage
B - Medium Value
Catalog item number
100114
Catalog item name
200 HP Synchronous Motor
Individual units are uniquely identified by a serial number
Number required for every
ea
Item is repairable

Entity templates

One or more entity templates are required if a serialized item reflects a repairable spare and there is a need to have a matching entity record for each serialized unit. There can be more than one serialized-related entity template in existence to reflect different types of entities and different default values. If multi-site functionality is in use, additional templates might also be required as templates are site-specific.

The entity template(s) must exist before the Create entity when item is serialized check box in the Item Type value is selected.

Equipment activity record templates

This configuration activity applies only if the serialized item is a repairable spare.

If a serialized item reflects a repairable spare, at least two equipment activity record templates are required. These are used to change the parent entity for the entity that matches a repairable unit. One template is used at the time of issue to change the parent from a storeroom holding parent to the 'installed on' parent. The other is used when a repairable spare is returned to the storeroom to switch the parent back to a storeroom holding parent.

Work request template

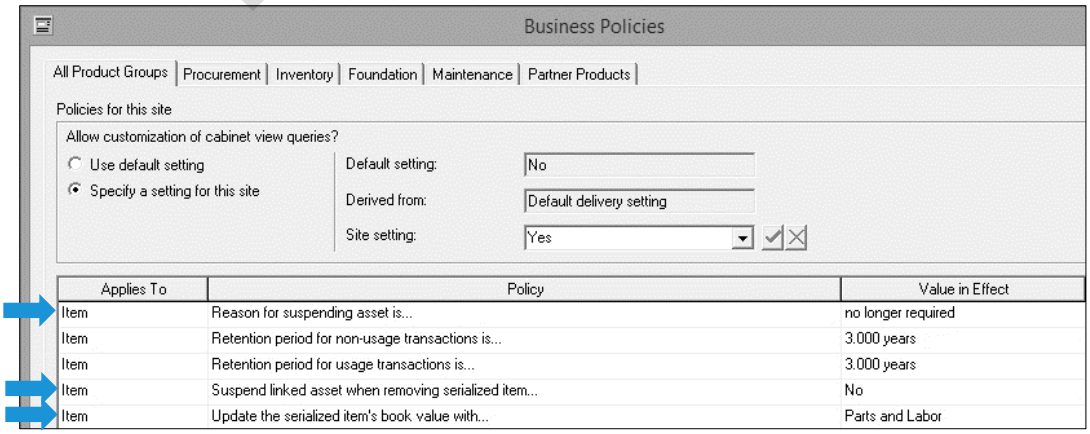
This configuration activity applies only if the serialized item is a repairable spare.

If the serialization functionality is being used to track repairable spares, a work request template is also required. This template should have a default title that indicates that a repairable spare is being removed and needs to be inspected for rebuild or disposal. A business policy identifies the name of this template. When a repairable item is issued, EAM uses the template to create a new work request and it adds the item number—but not the unit's serial number—to the title line from the template. This work request serves as a reminder to maintenance that the unit taken out of service needs to be inspected to see if it can be repaired or if it should be discarded.

Business policies

There are three business policy settings that need to be considered when using the serialization functionality when there is a matching entity for tracking the maintenance history of repairable spares. These are all associated with the item record.

- Reason for suspending asset is…
- Suspend linked asset when removing serialized item…
- Update the serialized item's book value with…



If the serialization function is being used in conjunction with the tracking of repairable spares, there are two other business policies that need to be set.

- Generate a repair work request when a repairable item is issued
- Template to use when generating a repair work request

Work Request	Generate a repair work request when a repairable item is issued.	No
Work Request	Name of the workflow object for a work request is...	WorkRequest
Work Request	Send work requests to workflow on exit?	No
Work Request	Template to use when generating a repair work request	

Section 2 – Tracking of Serialized Units

Section Objectives

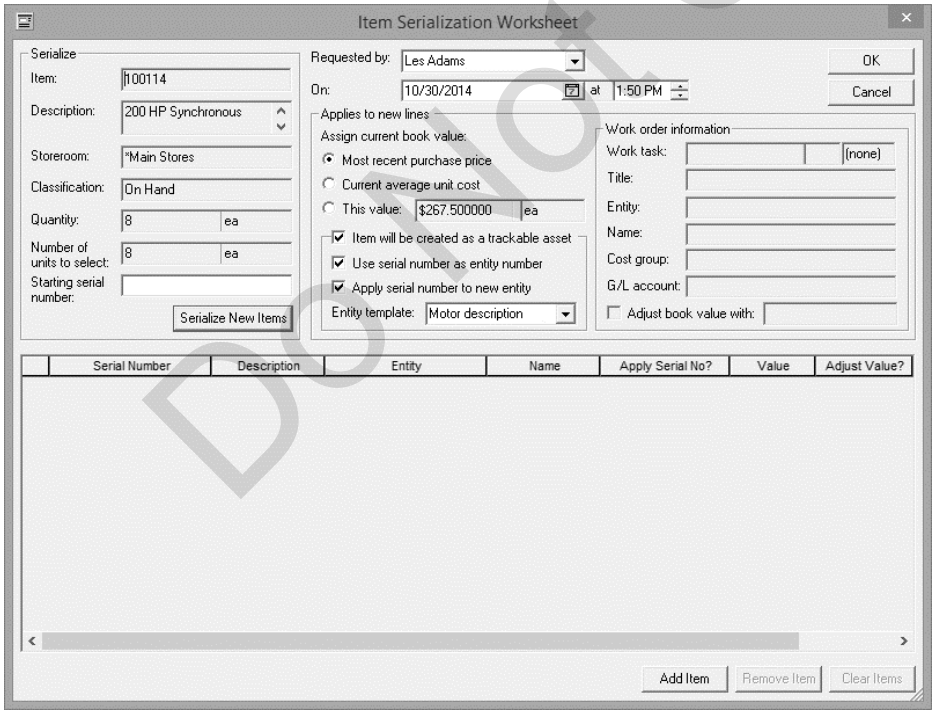
- Define the purpose and use of the Item Serialization Worksheet
- Record serial numbers at the time of receipt using the Item Serialization Worksheet
- Record serial numbers through an issue transaction
- Track the location of serialized units on an item record

When an item record is configured as being a serialized item, the serial number of the individual units must be identified / recorded with every inventory-related transaction. The one exception is the receipt transaction that allows for the numbers to be recorded after the posting of the receipt. This is controlled by a check box in the Item Type value list.

Item Serialization Worksheet

If the inventory classification referenced on the receipt form requires the recording of a serial number and the check box **Record serial numbers at time of receipt** for the item type value is selected serial numbers must be recorded before the receipt can be posted.

The Item Serialization Worksheet can be launched from the desktop (Classic) or from the Serial Numbers tab on the receipt form.



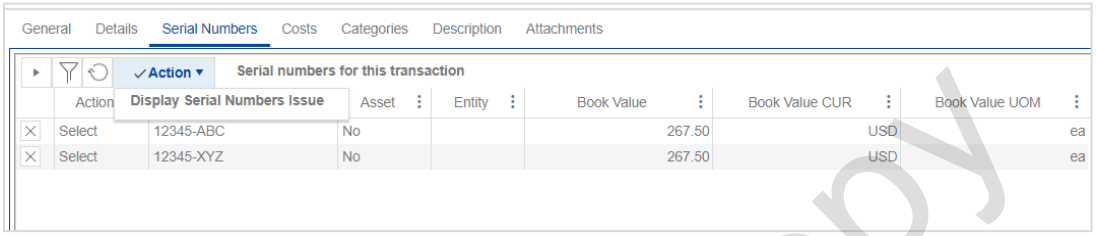
Since the serial numbers of individual units might not be known at the time the receipt is recorded, they can be recorded later using the Item Serialization Worksheet (Classic) if the **Record serial numbers at time of receipt** check box on the item type is not selected.

The serial numbers must be recorded before any other type of transaction is allowed.

Tracking of serial numbers through transactions

Except for the receipt transaction that can be configured to allow the recording of serial numbers after the posting of the transaction, all other inventory transactions require that an appropriate serial number be recorded in conjunction with the transaction. The transaction cannot be posted until the serial number is identified.

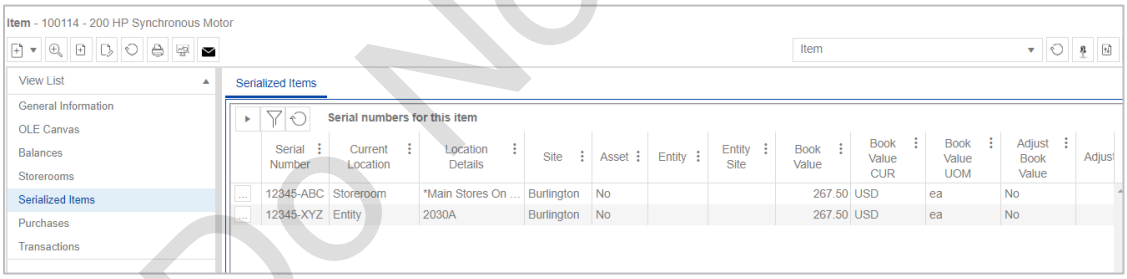
- If the transaction involves a single unit, EAM displays the available serial numbers in a drop-down list in the transaction. The user then selects the appropriate unit.
- If the transaction involves multiple units, EAM displays a Record Serial Number button. When this button is selected, a version of the Item Serialized Worksheet displays listing the available serial numbers. The user then selects the appropriate check box adjacent to the serial numbers to indicate the units being impacted by the transaction.



Tracking the location of individual serialized units

EAM tracks the location of individual serialized units on the item record.

- If a unit has been issued to an entity, the entity number is identified.
- If the unit is in the storeroom, the storeroom name and the current inventory classification are listed.
- If the serialized unit has a matching entity record for the purposes of tracking maintenance-related information and rebuild history, that entity number and site are also provided.



Lab 11 – Tracking Serialized Units in Transactions

Introduction

In this lab you are going to track serialized units through selected transactions and see how the item record tracks each serialized unit.

Objectives

On completion of this lab you will be able to:

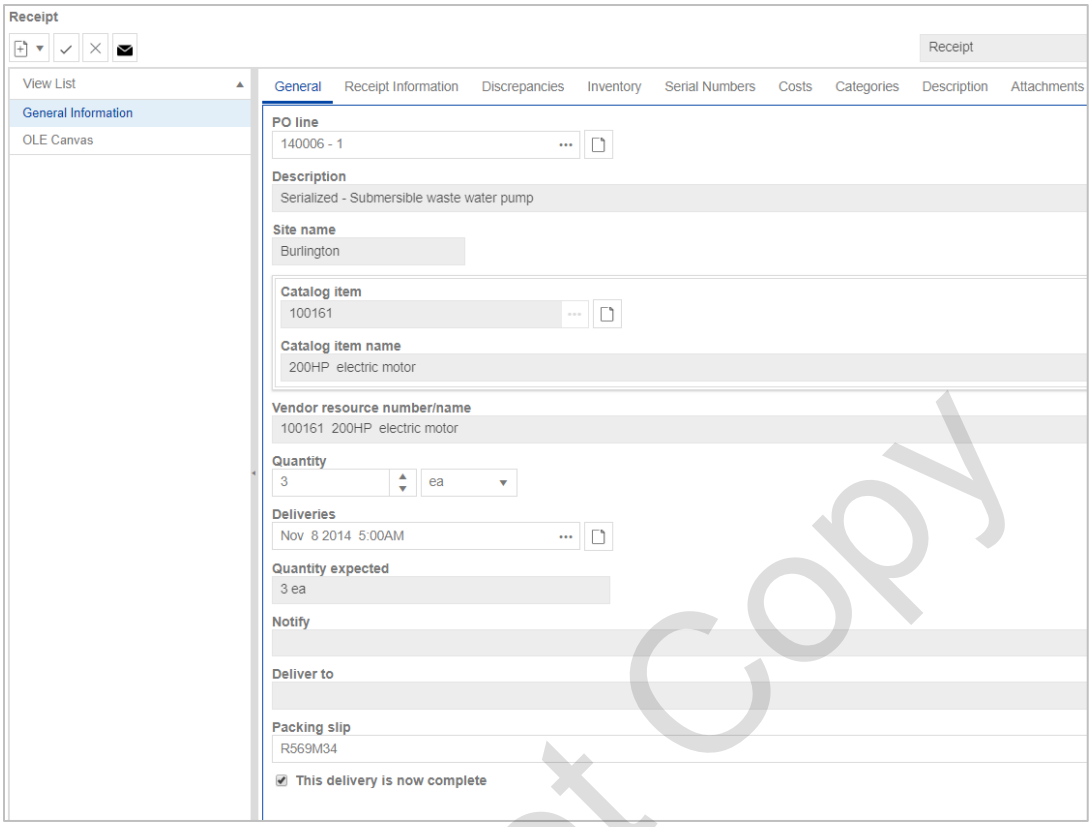
- Record a serial number through a receipt transaction form
- Record serial numbers using the item Serialization Worksheet
- Record serial numbers through an issue transaction
- View the tracking of the serialized units on the item record

Record a serial number through a receipt transaction

In this section of the lab you are going to use the receipt form to initiate the recording of a receipt transaction for a purchase order line reflecting an item that is configured to require the tracking of a serial number for each unit.

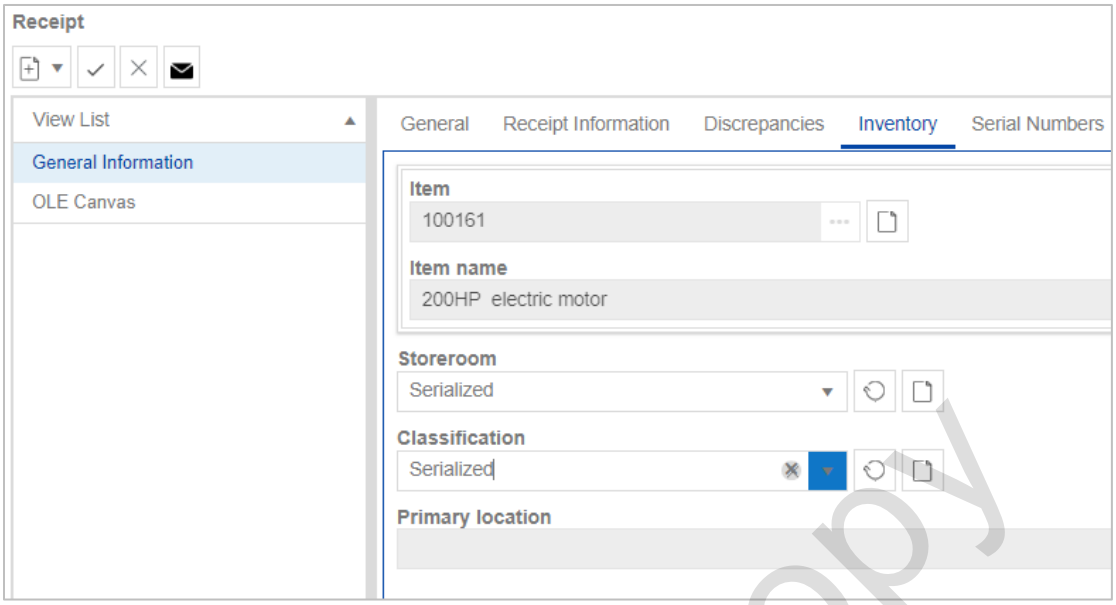
NOTE: The single receipt form is being used in this lab but the Receipt Transaction Worksheet can also be used.

1. Select the **Functions** tab on the Inventory desktop.
2. Launch the **Create Receipt** function.
3. Type **140006 - 1** in the **PO line** field.
4. Press the Tab key to update basic information about the purchase order.
5. Type an alphanumeric value in the **Packing slip** field to represent the vendor-assigned packing slip number.



NOTE: You are now going to verify that the receipt will be correctly recorded in the **Serialized** inventory classification. This is not a necessary step if the configuration has been correctly defined. However, if the default inventory is incorrect, the receipt will not expect nor ask for a serial number for each received unit. This will create problems downstream in the tracking of serialized units.

6. Click **Inventory** tab.
7. Confirm that both the **Storeroom** and **Classification** default with the value **Serialized**.



NOTE: If a serialized-related inventory classification displays on the inventory tab, either a warning message or an error message displays regarding the recording of serial numbers. The determination is made by whether or not the **Record serial numbers at time of receipt** check box on the item type value is selected.

Record serial numbers

In this section of the lab you are going to record the serial numbers of the individual units.

8. Click **Serial Numbers** tab.
9. Click **Action|Record Serial Number Receipt**.

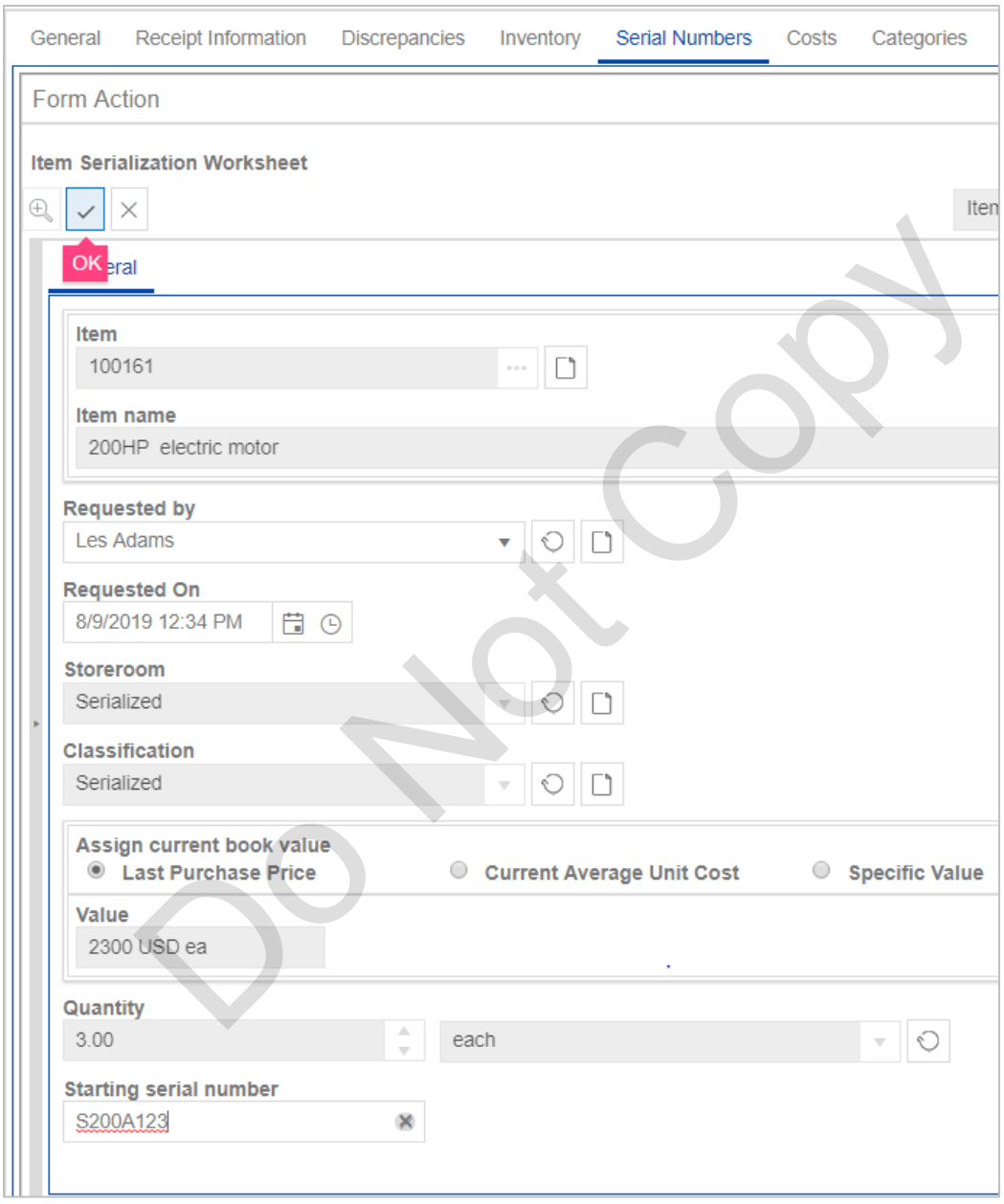
NOTE: In addition to setting up the serial numbers for each unit, you are able to define the initial book value to be assigned to each of the units. The default setting uses the cost on the most recent purchase order. If the serialized item is being used in conjunction with repairable spare functionality, there are also options available to initiate the creation and numbering of matching entity records.

10. Type **S200A123** to represent the **Serial Number** for the first item in the **Starting serial number** field

.

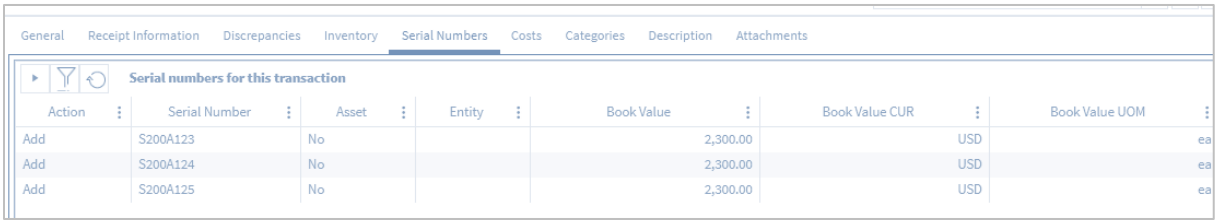
NOTE: The Item Serialization Worksheet allows for an automated set up of serial numbers that happen to be concurrent. When the **OK** button is selected, a line for each unit being received is added. The Serial Number column automatically populates with the correct number of lines with the serial numbers shown in sequential order. They can be changed if applicable.

11. Click **OK**.



For purposes of this lab it is being assumed that the serial numbers are in sequential order.

12. Click **Save** to close the Item Serialization page and update the Serial Numbers tab on the receipt transaction.



13. Click **Action|Post Transaction**. The transaction becomes disabled once the posting is complete.
14. Exit the Receipt Form.

NOTE: If the item type is configured to allow the recording of serial numbers after the posting of the receipt, the Item Serialization Worksheet can be launched from the desktop to set up these numbers.

Record a serialized unit through the single item issue form

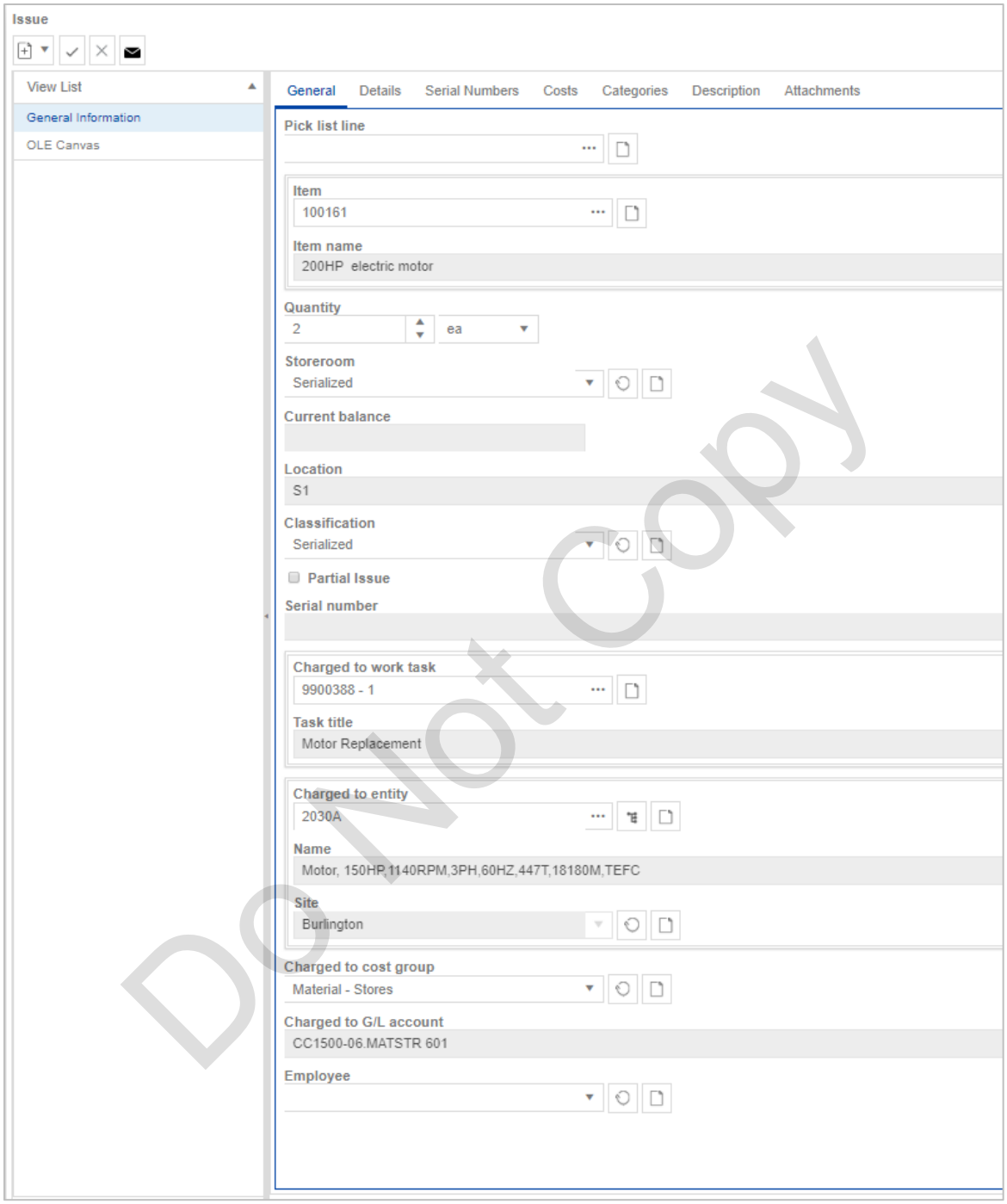
In this section of the lab you are going to use the single item issue form to issue two units of the serialized item.

NOTE: The approach used in the section of the lab is similar to the approach that must be used for any inventory transaction relating to a serialized item. Only the issue transaction is covered in this lab.

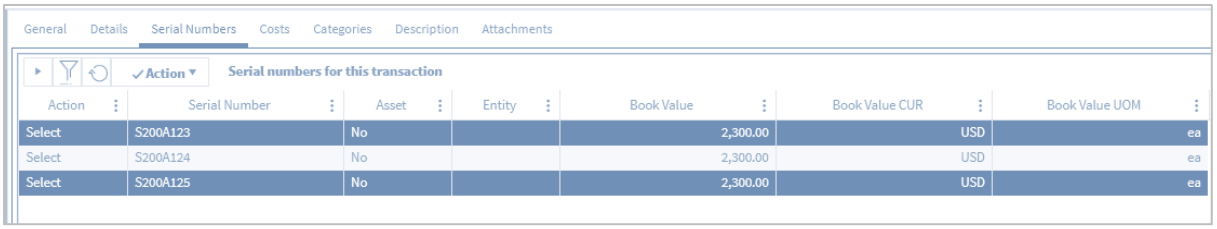
15. Select the **Functions** tab on the desktop.
16. Launch the **Create an Issue** function.
17. Type **100161** in the **Item** field.
18. Type **2** in the **Quantity** field.
19. Click **Tab**.
20. Select **Serialized** from the **Storeroom** field drop-down list.

NOTE: The **Inventory classification** field automatically populates with the serialized classification because it is the default classification defined in the storeroom value list for non-receipt transactions.

21. Type **9900388 - 1** in the **Charged to work task** field.
22. Click **Tab** key to update the work order and entity information.

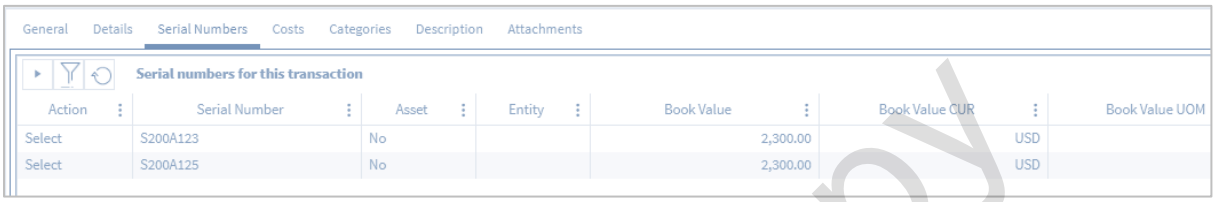


26. Click **Serial Numbers** tab.
27. Select **Display Serial Numbers** from the **Action** drop down list.
28. Select two of the listed serial numbers.



29. Click **Save**.

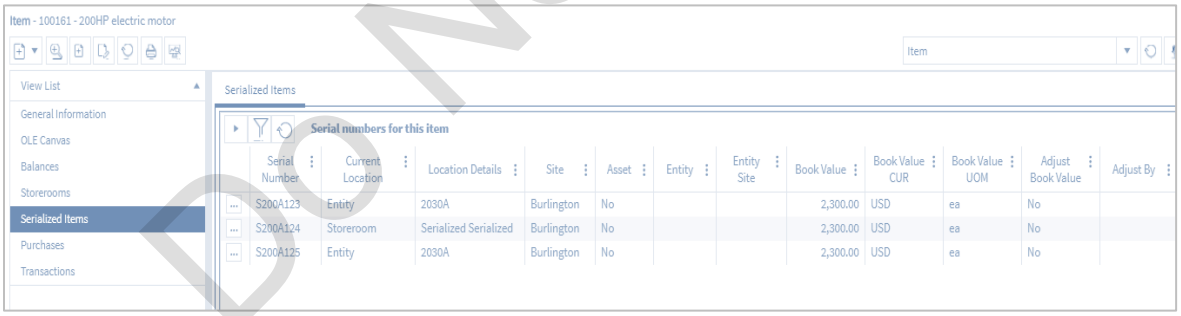
NOTE: the serial numbers can be seen on the **Serial Numbers** tab of the issue form.



30. Click **Action|Post Transaction**.
31. Close the transaction.

View the tracking of the serialized units on the item record

32. Select the **Open Objects** folder on the desktop and launch the **Open an Item** function.
33. Type **100161** in the **Item** field.
34. Click **Open.**
35. Click **Serialized Items** view.



The view reflects that two of the units are installed on entity 2030A and that one unit is in the Serialized inventory classification in the Serialized storeroom.

NOTE: The **Asset** field indicates the fixed asset identifier in PeopleSoft Financials if applicable. The **Entity** and **Entity Site** fields reflect the number and site of a matching entity record used to track a repairable spare.

36. Close the item record.

You have now completed the requirements of this lab.