



Inventory

Application User – Training Guide

Version 24.x
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Customer Support is available Monday through Friday, 7:00 a.m. to 7:00 p.m., Eastern Time.

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Website: Community.AssetWorks.com

The support website can be used to open issues, subscribe to user groups and download documentation, as well as to access the latest AssetWorks news. For secure access to the website, contact Customer Support by calling the number above.

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Contents

1. Location Setup	4
2. Master Part Record vs. Inventory Location Record.....	6
Part Main Catalog	6
Hazardous Material Setup	12
Associated Parts	13
Lotted Part Details	14
Part Manufacturers	15
Resource Type Entry	16
Part Serial Number Detail	16
Serialized Parts Physical Inventory	17
Lotted Parts	19
Part Items	19
Part Merge	20
Part Number Xref (Cross Reference)	21
Part Bins	22
Part Bin Transfer	23
Part Kits	24
Part Inventory Location Manager	25
Part Identification	27
Parameters tab	28
Stock Status tab.....	30
Last Event tab	31
History tab.....	31
Reorder tab	32
3. Inventory Procurement Overview.....	35
Purchasing Contracts	36
Contract Items.....	38
Updating Purchasing Contracts	39
Part Requests	39
Notifications	41
Part Request Handling	41
Purchase Requisitions.....	42
Purchase Requisition Approval	45

Purchase Requisition Approval – Single	47
Purchase Orders.....	48
Creating Purchase Orders	48
Updating a Purchase Order	50
Purchase Order Query.....	50
Reviewing Part Reserves	51
Part Receive	53
4. Core Tracking	57
Overview.....	57
5. Inventory Movement	58
Overview.....	58
Part Issue.....	58
Part Transfer.....	62
Pick/Ship	62
Part Transfer Request	63
Notifications	65
Part Returns.....	66
Bill of Lading	67
6. Inventory Reordering.....	68
Manual Reorder Calculations	68
Automatic Reorder Calculations	70
ABC Classification	70
Inventory Location Settings	71
Calculation The Reorder Point	72
Setting The Reorder Point	74
Generating Requisitions and/or Purchase Orders.....	74
Generating Recommended Orders	75
7. Inventory Control	77
Cycle Count Codes.....	77
Part Inventory Parameters.....	78
Physical Inventory Parameters	78
Physical Inventory Manager	79
8. Bar Codes	80
Bar Code Writer.....	80
Part Bar Codes	81
9. Query Screens.....	82
10. Additional Functionality	83
11. Inventory System Flags List	84
Updates.....	85

1. Location Setup

The **Inventory** tab on the *Location Main* frame is used to enter information specific to your inventory location. You can specify whether a site is to issue an inventory item even if the system shows none in stock, enter expenses involved in ordering inventory, designate an indirect account identifier for posting adjustment variances, and specify the price variance percentage for a part being received into inventory.

The screenshot shows the 'Location Main' application window. At the top, there is a toolbar with buttons: SAVE, UNDO, REFRESH, DELETE, FIND, ATTACH, MORE (dropdown), and RELATED (dropdown). Below the toolbar is the title 'Location Main'. The main content area is divided into several sections:

- Location Information:** Contains 'General Location' (text field with 'FM') and 'Disabled' (dropdown menu with 'No').
- Tabs:** A row of tabs: General Information, Configuration, Hierarchy, Inventory, Maintenance, Product Codes, and Vendor Email.
- Markup-Tax Scheme:** Contains 'Markup Scheme' (text field with 'CL2'), 'Tax Scheme' (text field with '123'), and 'Tax Exemption' (checkbox).
- Mailing Address:** A large form with multiple fields:
 - Mailing Name: Test
 - Phone: [text field] x [text field]
 - Address 1: [text field]
 - Email: [text field]
 - Address 2: [text field]
 - City / State / Zip: PA [text field]
 - Country: USA
 - Region: [text field]
 - Municipality: [text field]
 - County: [text field]
 - Time Zone: EST
 - Remote Records to Process: [text field]

Field	Description	Notes
Auto-Receipt on Transfer	Select the checkbox if parts can be automatically received at this location.	
Immediate Issue Upon Auto Transfer	Select the checkbox if parts are to be automatically issued upon a transfer receipt.	
Allow negative inventory quantities?	Controls whether you will allow an issue, transfer or charge to set quantity on hand to a negative value.	

Location Setup

Field	Description	Notes
Internal P.O. Overhead Cost	Refers to the overhead cost of each purchase order expense related to ordering inventory (such as handling, clerical, mailing costs).	
Inventory Carrying Cost Percent	Refers to the average percent of inventory value that it costs to maintain inventory in stock while it is not being used (such as shelf cost, handling cost, counting cost).	
Indirect Account	Indirect Account is the assigned indirect account code for charges such as physical inventory losses and overages (such as adjustment amounts).	
Receipt Price Variance	This is the allowable change in pricing (without a warning) from prior cost. If you do not set some percentage in this field you will be warned for any deviation in price.	
Must a Supervisor approve a manual requisition?	Refers to the requisition approval/rejection process, if this field is Y , then the requisitions must go through the <i>Purchasing Requisition Approval</i> frame before they can be added to a purchase order.	
Must a supervisor approve an automatically-created requisition?	Refers to the requisition approval/rejection process but for requisitions that are created automatically by the part requisitions batch process.	
Email Restocking Messages to	Enter the email address of the person to receive restocking messages.	
Prefix for Part PO	Identify Prefix to be used for Part PO's.	See System Flags 1125 and 1126 for more PO Prefix configuration options.
Supervisor	Purchasing Requisition Approver.	
Hazardous Contact Information	Displays on a <i>Bill of Lading</i> for hazardous materials.	



Warranty Terms are configured by using System Flag 2093.

2. Master Part Record vs. Inventory Location Record

In M5 each part has a master part record maintained on the *Part Main Catalog* frame and a location part record maintained on the *Part Inventory Location Manager (PILM)* frame for each location associated with the part.

Part Main Catalog

The *Part Main Catalog* frame is used to track general information on stock, consignment, and non-stock parts. The master catalog information is set up during the initial installation of your system. You can revise or add to the catalog as needed.

The master catalog is tracked separately from the actual inventory at each location. It contains definitional information on all parts that your organization uses. The location inventory, however, contains information on what is in stock at each specific location.

When you add parts to your actual inventory, you tell the system what items or parts you have at your location. All parts throughout your organization are set up and tracked in the master catalog.

Part Main Catalog

Part Identification

Number: <input type="text"/>	<input type="button" value="Create Duplicate"/>	Manufacturer: <input type="text"/>
X Refs: <input type="button" value="v"/>		Status: <input type="button" value="Inactive v"/>
Description: <input style="background-color: #e0e0e0;" type="text"/>		New/Used/Rebuilt: <input type="button" value="v"/>
Used Part No.: <input type="text"/>	Used Part Manufacturer: <input style="background-color: #e0e0e0;" type="text"/>	Adjust Used Part Inventory Upon Issue: <input type="checkbox"/>
Superseded By Part: <input type="text"/>	Superseded By Part Manufacturer: <input style="background-color: #e0e0e0;" type="text"/>	

Extended Part Description

Settings

System Prices

Standard:

Average:

Retail:

Discount Code:

Unit of Inventory / Issue: Hazardous:

Commodity:

Date Added:

Charge Code:

Cost Category:

Part Class:

ATA Classification

Sys/Assembly/Part:

Validate Sys on Job:

Location Defaults

Stock Type:
 [Location Main](#)

Primary Vendor:

Secondary Vendor:

Season Code:

Serialized:

Auto Generate Serial No:

Lotted Part:

Core Charge:

Core Tracking:

Points:

Allow Mass Claims:

Master Part Record vs. Inventory Location Record

Field	Description	Notes
Part Identification section		
Number	Main Catalog part number.	This can be a duplicate number as long as the manufacturer is different.
Create Duplicate	The Create Duplicate button is used to create a duplicate part number only.	The manufacturer will be required when creating a duplicate part.
X Refs	A dropdown that displays all the part cross-references.	
Description	The description of the part.	It is recommended to have a standard method of creating part descriptions.
Used Part No.	Can be stock or non-stock.	Part of a customer-specific interface functionality.
New/Used/Rebuilt	Select New , Used , or Rebuilt from the dropdown menu.	Default is New when creating a new part.
Used Part Manufacturer	Automatically defaults from the used part number PART MAIN CATALOG record, if a new part number is entered.	Read-only field.
Superseded By Part	The part number.	
Superseded By Part Manufacturer	Displays the part manufacturer name.	
Adjust Used Part Inventory Upon Issue	If the checkbox is selected and the used part number is a stock part when the new part number is issued the used part number will be a positive adjustment transaction into the location inventory with the same qty of the new part issued. If the used part is non-stock the user will not be able to select the Adjust used part Inventory upon issue checkbox.	
Manufacturer	The manufacturer for the part. Must be a valid manufacturer as created on the <i>Part Manufacturer</i> frame.	
Status	A dropdown to select <i>Active</i> or <i>Inactive</i> as the status.	Default is <i>Active</i> .

Master Part Record vs. Inventory Location Record

Field	Description	Notes
Associated Parts Hyperlink	Ability to associate other stock parts to this part to be treated like a part assembly. After associated, it is treated as one part number.	
Extended Part Description	An unlimited amount of characters can be used here to additional notes or information about a part that does not fit or apply to the Description field.	
Settings section		
System Prices	A system flag is set to determine the type of pricing and if using system standard pricing, the price is set here. The system or location Average price will be displayed if that type of pricing is used.	See System Flag 1058. Pricing types: Standard, Average, Retail, and Discount Code.
Standard	Standard pricing value.	
Average	Average pricing value.	
Retail	Retail price of the part, as applicable.	
Discount Code	The discount code associated with the part.	
Unit of Inventory / Issue	The default is EA . This can be changed, as applicable.	This is a required field. The codes must first be set up on the <i>Unit of Measure</i> frame.
Commodity	Commodity codes can be created in the <i>Commodity Codes</i> frame and can be entered for the parts if needed.	Commodity codes in M5 groups parts by what type of part it is such as brake parts being a commodity code for brakes. There are several standards of commodity codes used worldwide such as NGIP.
Hazardous	Yes or No dropdown. If the part is considered hazardous, this flag can be set as Yes for the part.	You will be prompted to enter the Hazardous Material Data, which will comply with the U.S. Department of Transportation's hazardous shipping requirements.
Disable Receipt	If the part is to become obsolete or it is not in use anymore, it can be marked as Yes to disable receipt and users will not be able to receive the part.	Yes or No dropdown.

Master Part Record vs. Inventory Location Record

Field	Description	Notes
Warranty	If the part is a warranty part, this flag must be set to <i>Yes</i> . You will be prompted to enter warranty information on the <i>Warranty Part Setup</i> frame.	<i>Yes</i> or <i>No</i> dropdown.
Exempt Position Code Prompts Flag	Set to <i>Yes</i> to allow or <i>No</i> to disallow position prompts by part number.	
National Part	<i>Yes</i> or <i>No</i> dropdown. Select <i>Yes</i> if the part is a national part.	This will lock parts on <i>Part Main Catalog</i> and <i>Part Inventory Location Manager</i> to users who do not have the National Parts privilege.
Date Added	The date the part was added or created in M5.	Default is the current date.
Charge Code	To identify those parts that are allowed to be issued or transferred using the <i>Supply Distribution</i> frame.	Must be a valid code from the <i>Part Charge Codes</i> frame.
Cost Category	Used with the Supply Distribution functionality.	Must be a valid cost category code.
Part Class	Class codes to further define certain types of parts. For example, non-maintenance parts.	These codes are configured on the <i>Part Class Codes</i> frame.
Resource Type	This button allows you to assign resource types to the part by using <i>Resource Type Entry</i> .	Must be a valid code from the <i>Shop Planning Resources</i> frame.
ATA Classification section	The part can be associated with an ATA System code which will make the part standard for any jobs added to the work order with that particular system code.	
Sys / Assembly / Part	If the part is marked to validate then the user will only be able to issue the part to the system code specified. The job code must have the same system code indicated on the part.	
Validate Sys on Job Flag	This is set to <i>Yes</i> , if the system code is to be validated to the system code of the job when parts are issued.	<i>Yes</i> or <i>No</i> dropdown.

Master Part Record vs. Inventory Location Record

Field	Description	Notes
Location Defaults section		
Stock Type	The part must be <i>Stock</i> (quantities of part on hand) or <i>Non-Stock</i> (ordered as needed) or <i>Consignment</i> part.	
Location Main hyperlink	Select the hyperlink to open the <i>Part Inventory Location Manager</i> (PILM) frame for the location currently signed it at.	
Primary Vendor	The primary vendor for the part. This will assist in ordering and receiving the part since the primary vendor will automatically be entered during the transaction.	The primary vendor will also be listed on the Recommended Re-Order Report for the part.
Secondary Vendor	The secondary vendor for the part if the primary vendor cannot supply the part.	N/A
Season Code	Season codes can be created in the <i>Season Codes</i> frame and added to parts to help with ordering.	A season is entered to denote when the part is in highest demand such as with lawn mower or snow plow parts.
Serialized	If the part is serialized and it is necessary to track the serial number from the time the part is received and what unit it is issued to, the options are <i>No</i> , <i>Optional</i> , and <i>Mandatory</i> . <i>Optional</i> ask the user for a serial number but will not require it whereas <i>Mandatory</i> will require the serial number entry.	Default value is <i>No</i> .
Serial Info	The Serial Info button is enabled when you select <i>Optional</i> or <i>Mandatory</i> for Serialized. <i>Part Serial Number Detail</i> frame opens when you select the Serial Info button.	
Auto Generate Serial No	If set to <i>Yes</i> , M5 generates the serial number for the part.	
Reusable Serial No. Flag	If a serial number can be reused, this flag should be set to <i>Yes</i> .	
Lotted Part	A lotted part cannot be serialized. If the part is a lotted part, then the lot number will be captured for every part transaction.	<i>Yes</i> or <i>No</i> dropdown.

Master Part Record vs. Inventory Location Record

Field	Description	Notes
Lot Info	The Lot Info button is enabled when Yes is selected for the Lotted Part. <i>Lotted Parts Detail</i> opens when you select the Lot Info button.	
Core Charge	Enter the value of the core, the part has a core.	
Core Tracking	If the part has a core, select Yes from the dropdown menu.	
Allow Mass Claims	Only available if the part is a core part. Select the checkbox to allow the creation of mass claims for the given part.	
Points	Enter the number of points this part is worth. Used in the quartermaster functionality.	Only available if System Flag 5227 is set to Y .

Hazardous Material Setup

Settings

System Prices

Standard:

Average:

Retail:

System Receipt Prices

Standard:

Discount Code:

Unit of Inventory / Issue:

Commodity:

Hazardous:

Disable Receipt:

Warranty:

Exempt Position Code Prompts:

National Part:

Date Added:

Charge Code:

Cost Category:

HazMat Info
Resource Type

Part Class:

ATA Classification

Sys/Assembly/Part: / /

Validate Sys on Job:

Location Defaults

Stock Type:

Primary Vendor:

Secondary Vendor:

Season Code:

Serialized: Serial Info

Auto Generate Serial No:

Reusable Serial No:

Lotted Part: Lot Info

Core Charge: Core Tracking:

Allow Mass Claims:

When a part is set as being hazardous on *Part Main Catalog*, you will be prompted to enter the *Hazardous Material Data*. You can also access the *Hazardous Material Setup* frame by selecting the **HazMat Info** button directly from *Part Main Catalog* or *Part Inventory Location Manager*.

SAVE
UNDO
REFRESH
DELETE
FIND
ATTACH
RELATED ▾

Hazardous Material Setup

Part No:

Hazardous Information:

Proper Shipping Name:

Haz Class: Pack Group:

ID Number:

Associated Parts

M5 supports part assemblies which are essentially separate part master numbers that when put together, are related to a single part main record. When a part with an assembly is issued, transferred, returned, adjusted, ordered or received, the associated parts transactions are properly recorded for tracking purposes.

An example of a part such as this is a tire. A tire contains an assembly where each associated part has its own main part number and quantity in M5. For each transaction for the tire, the corresponding parts, called associated parts, will be adjusted in quantity (up or down) depending on the transaction being performed.



Associated parts may not have a price and they must be stock.

The *Part Inventory Location Manager* frame has the read-only associated parts hyperlink. Associated parts can only be entered and maintained on the *Part Main Catalog* frame.

If an associated part is added to the associated part list, M5 will add the new associated part to every inventory location where the main part number is inventoried.

SAVE
UNDO
REFRESH
DELETE
FIND
RELATED ▾

Associated Part List

Part Identification

Number: 00358 Manufacturer: OLD

Description: 1 GAL FINAL CHARGE 50/50 ANTIF

00358 Associated Parts Information (New record number 1)

Part Number	Description	Manufacturer	Previous Owned	Quantity
			<input type="checkbox"/>	

To support the relationship of the vendor to an M5 inventory location, the *Vendor Main* frame has a field called **Inventory Location**. As transactions are being performed in M5, the associated part transactions are made as adjustments and can be found as such in *Part Journal*.

System Flag 5253 (Default reason for adjusting associated parts) determines the valid inventory adjustment reason to be used for each associated part adjustment transaction.

Lotted Part Details

A lotted part cannot be serialized. If the part is a lotted part, the number is captured on every part transaction.

The **Lot Info** button is enabled when you select *Yes* from the **Lotted Part** dropdown. By selecting the **Lot Info** button, the *Lotted Parts Detail* frame opens.

Location Defaults

Stock Type: Stock ▾ [Location Main](#)

Primary Vendor:

Secondary Vendor:

Season Code:

Serialized: No ▾ Serial Info

Auto Generate Serial No: No ▾ Reusable Serial No: No ▾

Lotted Part: Yes ▾ Lot Info

Lotted Parts Detail

Part Lot Info

Location: ANY ALL LOCATIONS Include lots with none on hand for all locations?

Part No: 1EQV1 NEW PART FROM SUPERCEDE

Total Qty: 0

Lotted Part Detail (Loaded 0 records)

Lot No	Quantity On Hand	Last Receipt Date	Last Issued Date	Manufactured Date	Expiration Date	
(No records loaded)						

Part Manufacturers

The *Part Manufacturers* frame allows you to create and maintain a list of codes that indicate the manufacturer of a certain part.

When System Flag 5024 is set to **Y**, a valid manufacturer is required on the *Part Main Catalog* frame.

Part Manufacturers

Manufacturers (Loaded 3214 records)

Code	Disabled	
1329134	<input type="checkbox"/>	
1ST AYD	<input checked="" type="checkbox"/>	
3M	<input type="checkbox"/>	
3M CORP.	<input type="checkbox"/>	
3M1	<input checked="" type="checkbox"/>	

SAVE
UNDO
REFRESH
DELETE
FIND
ATTACH
RELATED v

Part Main Catalog

Part Identification

Number: 1EQV1 Manufacturer: NAPA

X Refs: FIL1519 (Equivalent Part) NAPA Status: Active v

Create Duplicate

- Associated Part List
- Commodity Codes
- Part Catalog Multi-Language
- Part Inventory Location Manager
- Part Manufacturers
- Season Codes
- Vendor Main

Resource Type Entry

The **Resource Type** button opens the *Resource Type Entry* window that allows you to enter a resource type for the part. The resource type must be a valid code from the *Shop Planning Resources* frame.

Resource Type	Description
SERV	SERVICE

Part Serial Number Detail

If a part is marked missing and finalized, you can bring back missing serialized parts on *Part Main Catalog*.

On the *Part Main Catalog* frame, from the **Serialized** dropdown:

- If a part is serialized and it is necessary to track the serial number, select *Mandatory* when tracking is required.
- Selecting *Optional* asks the user for a serial number, but it not required to enter a serial number.
- The **Serial Info** button is enabled when *Mandatory* or *Optional* is selected.

You can access the *Part Serial Number Detail* frame by selecting the **Serial Info** button directly from *Part Main Catalog* or *Part Inventory Location Manager*.

Master Part Record vs. Inventory Location Record

Within the **Location Defaults** section on *Part Main Catalog*, when you select the **Serial Info** button, the *Part Serial Number* frame displays. On the *Part Serial Number Detail* frame, when you have the **SER PART AUTH** privilege, you can populate the **Active** checkbox for a part previously marked as missing and the location that the part will return back into inventory.

You are required to enter a value in the **Inventory Location** column on *Part Serial Number Detail* within the **Part Serial** i-frame. The **Inventory Location** column functionality puts the serialized part into that location's inventory. A **+1SERIALCT** transaction is created that the part was associated with when it created the transaction for when it was marked missing. You must have the **SER PART AUTH** privilege to perform this function.

Location Defaults

Stock Type: [Location Main](#)

Primary Vendor:

Secondary Vendor:

Season Code:

Serialized:

Auto Generate Serial No.: Reusable Serial No.:

Lotted Part:

Core Charge: Core Tracking: Allow Mass Claims:

Points:

Part Serial Number Detail

Part Info

Location:

Part No:

Part Serial Detail (Loaded 5 records)

Serial No.	Where Now	Location	Active	Inventory Location	Issue Count	Times Rebuilt	Purchase Cost	Vendor	Purchase Order	LTD Time Installed	LTD Usage Installed	LTD Start Usage	Mfg Date	Exp Date
	Inactive		<input type="checkbox"/>	NORMM	0	0				0	0	0	4/26/2024 12:00:00	8/14/2024 12:00:00
	Location NORMM		<input type="checkbox"/>	NORMM	0	0				0	0	0	4/26/2024 12:00:00	8/14/2024 12:00:00
	Location NORMM		<input type="checkbox"/>	NORMM	0	0				0	0	0	4/26/2024 12:00:00	8/14/2024 12:00:00
	Inactive		<input type="checkbox"/>	NORMM	0	0				0	0	0	4/26/2024 12:00:00	8/14/2024 12:00:00

Serialized Parts Physical Inventory

On the *Serialized Parts Physical Inventory* frame when System Flag 5528 is set to **Y**, a Supervisor can:

- Create serialized parts physical inventory counts for clerks to count the serialized parts.
- View the counts that the clerks counted by physical inventory ID.

Master Part Record vs. Inventory Location Record


- Edit the counts by clerks.
- Finalize and approve counts.

The **New Count** and **Finalize** buttons only display when System Flag 5528 is set to **Y** and the user is a Supervisor.

A user who is not a Supervisor is able to select a **Status** of *Selected* and *In Progress*, mark items as **Verify** or **Missing** and enter the **EffDate** value.

The **Phy ID** value must be finalized in order to select the **Finalize** button. Serialized Parts Physical Inventory Counts are not finalized when all parts are marked **Verify**, **Missing**, and have an **EffDate** value entered. After the data is entered for all parts in the count, the Supervisor is able to modify or select the **Finalize** button to finalize the count.

After the count is finalized, the **SERIALCT** transaction code displays for any missing serialized parts.

 Parts selected as **Verify** or **Missing** display on the *Serialized Part Physical Inventory* frame when System Flag 5528 is set to **Y**.

Serialized Parts Physical Inventory

Location:

Query Information

Commodity:

Part Number: Manufacturer:

X Refs: Bin:

Description: Status:

Phys Inv ID:

(Loaded 0 records)

Part No.	Description	Serial No	Bin	Commodity	Unit Price	Phy ID	EffDate	Verify	Missing	Note
----------	-------------	-----------	-----	-----------	------------	--------	---------	--------	---------	------

Lotted Parts

A lot number is a value stamped by the manufacturer on a box containing a number of parts or on the part itself. The box or part may also show a manufactured date, an expiration date, none or both.

A lot number is very similar to a serial number except that there will be multiple parts with the same lot number. The master part number is flagged as either requiring lot numbers or forbidding them.

A newly created lotted part must have a part manufacturer associated with it. The reason is that the same part might use the same lot numbers made by different manufacturers.

There is a flag, *Lotted Part* that must be set to *Yes* in order for M5 to prompt for expiration date and lot number. The part must also be a stock part.

The printed work order will show the lot and dates for issued parts.

Part Items

A part item allows you to require certain specific information, which can be made mandatory and validated, when information is entered into the system regarding a part where the information is not stored on the *Part Main Catalog* or the *Part Inventory Location* record. The items must be set up on the *Item Master Definition* frame prior to using them on the *Part Items* frame.

The screenshot displays the 'Part Items' application interface. At the top, there are five buttons: 'SAVE' (orange), 'UNDO' (blue), 'REFRESH' (blue), 'DELETE' (blue), and 'FIND' (grey). Below the buttons is the title 'Part Items'. The main content area is divided into two sections. The first section, 'Part Identification', contains several input fields: 'Number: 001030', 'Manufacturer:', 'X Refs: 001030 (MST)', 'Description: 001030', and 'Status: Active'. There is also a 'Show All Items' checkbox. The second section, '001030 Item Information (Record 2 of 2)', contains a table with the following data:

Item	Type	Mandatory	Validated	Value
CORE VALUE	Character	<input type="checkbox"/>	<input type="checkbox"/>	100.00
BUY OUT	Character	<input type="checkbox"/>	<input type="checkbox"/>	Yes
		<input type="checkbox"/>	<input type="checkbox"/>	

Part Merge

SAVE
UNDO
REFRESH
DELETE
FIND

Part Merge

Part will be eliminated

Number: Manufacturer:

X Refs:

Description:

Part Number will remain

Number: Manufacturer:

Scheduled Part Mergers (Loaded 0 records)									
Record No.	Merge Status	Merge Process Error Message	Scheduled Date	Merger Started	Old Part Number	Old Manufacturer	Merged Part Number	Merged Manufacturer	
44	Resubmit	Merge Error	04/15/2016 13:31:53		10000C	NAPA	10000A	NAPA	

The *Part Merge* frame merges one part master into another, eliminating most traces of the eliminated part.

After the merge, the quantities and histories of both parts appear as if they were always one part. The only remnants of the eliminated part are a journal transaction noting the merge and a cross-reference in the name of the eliminated part pointing to the remaining part.



Part merge is a batch process. The *Scheduled Part Mergers* i-frame will display the status of merged parts and return any error if the process failed.

Parts can only be merged if these rules apply:

- The parts do not have any serial numbers in common.
- At no location are the remaining part non-stock and the eliminated part stock with a quantity on hand or order.
- The remaining part requires serial numbers and the eliminated part does not.
- Either part is flagged as currently undergoing a physical inventory at any location.
- The two parts have different units of issue. The user is warned about this but is allowed to continue.

Part Number Xref (Cross Reference)

Maintaining *Parts Setup Cross References* is an important tool for organizations who wish to correctly index an existing catalog part number to another number for the same part.

SAVE
UNDO
REFRESH
DELETE
FIND
MORE ▾

Parts Setup Cross Reference

Part Identification

Master Number: Manufacturer:

Description: Status: Active ▾

001030 Cross Reference Info (Loaded 6 records)

Type	Part Number Cross Reference	Qualifier	How Created	Date Merged	Status
Alias	ALIAS1030	ALIASTEST	User		Active ▾
BAR Code	BARC1030	BARCODETEST	User		Active ▾
EquivalentPart	00358	OLD	User		Active ▾
Manufacturer	MANUF1030	AMA	User		Active ▾
Vendor	66666	000000002504	User		Active ▾
User	USER1030	USERTEST	User		Active ▾
Vendor ▾					Active ▾

For example, you might want to indicate all oil filters as 123, but the various vendors from whom the filters are purchased use different numbers. These new numbers become Vendor Cross References. The following types of Part Cross References allowed in M5:

1. **Vendor:** A part number defined by the Vendor.
2. **Manufacturer:** A part number defined by the Manufacturer.
3. **Alias:** A part number which may no longer be current.
4. **User:** A user defined part number.
5. **Bar Code:** A part number created for bar coding.
6. **Equivalent:** A part number of a different part that may be used instead of or in addition to the catalog part.

Part Bins

The *Part Bins* frame is used to create and maintain a list of codes to identify the physical location of where a stock part can be found at a particular inventory location.

The screenshot shows the 'Part Bins' interface. At the top, there are buttons for 'SAVE', 'UNDO', 'REFRESH', 'DELETE', 'FIND', and 'RELATED'. Below these is the title 'Part Bins'. A search section labeled 'Bin Code' contains a text input field with the placeholder 'Get going!', a 'Retrieve' button, and a 'Related' dropdown menu. Below the search section is a table titled 'Bin Information (Loaded 35 records)'. The table has three columns: 'Bin', 'Description', and 'Disabled'. The 'Disabled' column contains checkboxes, with the row for '140A' checked.

Bin	Description	Disabled
001	L3-001	<input type="checkbox"/>
002	L3-002	<input type="checkbox"/>
003	L3-003 edit	<input type="checkbox"/>
004		<input type="checkbox"/>
01A	test	<input type="checkbox"/>
1.4.B	1.4.B	<input type="checkbox"/>
100	Test 1	<input type="checkbox"/>
12A	test	<input type="checkbox"/>
12B	test	<input type="checkbox"/>
140	Test 2	<input type="checkbox"/>
140A	disabled	<input checked="" type="checkbox"/>
140B	enabled	<input type="checkbox"/>

For example the code could identify a row, shelf, box or tray. These part bins can be entered on *Part Inventory Location Manager*. Part Bins can also be used as a method for conducting a physical inventory count.

System Flag 5033 controls whether or not part bins are required as well as whether or not they are validated.

1. To load the *Bin Information* i-frame, select the **Retrieve** button to load the list of part bin codes. You can scroll to the bottom to find the first blank **Bin** field.
2. Type in a new part **Bin** code. This field has a limit of six characters.
3. Enter a description for the part bin in the **Description** field. This field has a limit of 20 characters. For example: 001A – ROW 001 BIN.

The codes are user-defined so it is up to your organization to decide on a format that will best suit your needs.

After you have completed the entry, select the **SAVE** button. The Part Bin number will now be available to assign to parts on *Part Inventory Location Manager*.

Part Bin Transfer

SAVE
UNDO
REFRESH
DELETE
FIND

Part Bin Transfer

Location/Bin Information

Inventory Location:

Bin Number:

New Bin Number:

Parts For Bin 001 (Loaded 40 records)

Part Number	Description	MFG	Qty On Hand
001030	001030		13
00407	1 GAL PEAK GLOBAL ANTIFREEZE	OLD	9
0324-1	TEST 1	FORD	0
0789	TEST STOCK PART	NAPA	97
11142019	TEST FOR DERICK	3-M	0
13410	FMVQA-13410	3-M	18
135101	FMVQA-13510 PART 1	3-M	0
135102	FMVQA-13510 PART 2	3-M	0
135103	FMVQA-13510 PART 3	3-M	0
135104	FMVQA-13510 PART 4	3-M	0
135105	FMVQA-13510 PART 5	3-M	0

The *Part Bin Transfer (or Re-Number)* frame allows you to change the number for an existing part bin to a new number while still keeping all of the same parts assigned to the new bin.

To re-number an existing bin, make sure you are logged into the proper inventory location for the bin you want to assign a new number. By default, the location you are logged into will be the inventory location on this frame.

Enter the existing bin in the **Bin Number** field or double-click in the field to select one from the List of Values (LoV). Parts assigned to the existing bin will display on the *Parts For Bins* i-frame with their **Description**, **MFG** and **Qty On Hand**.

Type the new bin number into the **New Bin Number** field or select one from the LoV. This field has a limit of eight characters.



You have to set up the new bin number on the *Part Bins* frame before you can use it on this frame as this is a validated field.

When finished entering the new part bin number, select the **SAVE** button to reassign all the parts to the new bin.

Part Kits

SAVE
UNDO
REFRESH
DELETE
FIND

Part Kit

Kit Identification

Kit Code: Description:

JK1 Parts in the Kit (Loaded 2 records)

Part Number	Description	Manufacturer	Quantity
JCP04	JIC 37, PLUG	GYR	3
JCP06	JIC 37, PLUG	GYR	4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To ease the issue and transfer of parts, a group of parts called a kit can be created. These kits expand into their list of included parts during the issue or transfer, and from then on are considered individual part line items. After the kit number is added and the list of parts appear, each line can be modified or changed as needed.

The parts in the kit must be stock parts and they cannot be serialized or lotted parts. A list of values displays the list of part kits from the *Part Issue*, *Work Order Main* and *Part Transfer* frames.

Field	Description	Notes
Kit Code	Enter the name of the kit.	
Description	Enter a description of the kit.	
Parts in the Kit	Enter the stock part number and the quantity for as many different parts that are needed.	The part must be designated as a stock part in the <i>Part Main Catalog</i> .





Part Inventory Location Manager

The *Part Inventory Location Manager (PILM)* frame allows you to define location specific information for parts that exist in the *Part Main Catalog*.

The *Part Main Catalog* frame contains the general information for all part records at all locations. *Part Inventory Location Manager* contains the information that is specific for a given part at a given inventory location.

The PILM record has information such as stock quantities, on-order quantities, and quantities in transit as well as pricing methods, bin locations, transaction histories, vendor reordering information and more. When you receive parts into inventory, you are updating the record at the inventory location.

After you create a part record in the *Part Main Catalog*, you must go to the *Part Inventory Location Manager* and add that part to the desired inventory location.

-  You must be signed in at the location to which you want to add the part. The location on the *Part Inventory Location Manager* frame will default to your current location.
-  You need privileges **INSERT PART INVENTORY**, **UPDATE PART INVENTORY**, and **NATIONAL PARTS**.
-  If System Flag 5355 is set to **Y**, the Primary Vendor, Unit of Measure, Standard Price, Core Charge, and Core Tracking values will be pushed down to *Part Inventory Location Manager* when they are changed on the *Part Main Catalog*.
-  System Flag 1058 specifies the pricing method used to value the inventory:
 - LOCAVG – Location Average
 - LOCSTD – Location Standard
 - SYSAVG – System Average
 - SYSSTD – System Standard

The *Part Inventory Location Manager* frame provides location specific item and part information, including:

- Settings such as core tracking, qty on hand and primary vendor.
- Pricing method such as location average, system average, system standard and location standard as well as the actual price.
- Stock Status such as qty on hand, qty on order, and qty in transit.
- Ability to view any associated parts.
- Bin locations.
- Last transaction information.
- History by period such as issue qty, on-hand qty, on-order qty, on-hand value unit cost and most issued at once.
- Vendor ordering information.
- Manual and automatic Reordering.

Part Identification

Field	Description	Notes
Location	Defaults to the user's signed in at inventory location.	
Part Identification		
Number	Must be a valid part number as created in the <i>Part Main Catalog</i> frame.	
X Refs	A dropdown that displays all the part cross-references.	
Description	The description of the part.	It is recommended to have a standard method of creating part descriptions.
Manufacturer	The manufacturer for the part.	Must be a valid manufacturer as created on the <i>Part Manufacturer</i> frame. Defaults from <i>Part Main Catalog</i> .
Status	The statuses are <i>Active</i> and <i>Inactive</i> .	Defaults from <i>Part Main Catalog</i> .
Type	The types are <i>New</i> , <i>Used</i> and <i>Rebuilt</i> .	Defaults from <i>Part Main Catalog</i> .
Associated Parts List	Displays the associated parts list.	Select from the Related dropdown.
Part Location Notes	Notes for the part at the inventory location level.	
Part Main Notes link	Hyperlink will be active if there are notes on this part in <i>Part Main Catalog</i> .	

Parameters tab

Field	Description	Notes
Settings		
Stock Type	The stock types are stock, non-stock and consignment.	Stockness of a part is at the location level even though it is also set on <i>Part Main Catalog</i> . Consignment parts are parts stocked at the location at no charge with the vendor keeping track of the inventory and only charging for what is used.
Issue to Department	Select Yes from the dropdown menu if the part can be issued directly to a department.	
Core Tracking	If the part has a core, select Yes from the dropdown menu.	
Qty On Hand	Current quantity on hand if the part is stock.	
Added to Loc	The date the part was added to the location.	
Cost Category	This is a validated field to be used in the supply distribution functionality.	
Primary Vendor	The primary vendor set on <i>Part Main Catalog</i> . It can also be changed at this level.	
Alternate Vendor	The secondary vendor set on <i>Part Main Catalog</i> . It can also be changed at this level.	
Markup Scheme	Valid mark-up scheme can be applied to a specific part.	
Hazmat Info	Allows you to view and update information for Hazard Material.	
Serial Info	Allows you to view and update serial number information.	
Lot Info	Allows you to view and update lotted parts information.	
Reorder allowed	If this part can be reordered select Yes from the dropdown.	

Master Part Record vs. Inventory Location Record

Field	Description	Notes
Issue to Account	If the part can be issued to the account select Yes from the dropdown.	
Core Charge	The core charge if the part is eligible for a core credit.	
RAV	Rounded average variance occurs when there is not an exact even dollar amount as a result of a STOCK PART receipt transaction.	
Charge Code	To identify those parts that are allowed to be issued or transferred using the <i>Supply Distribution</i> frame. This is a validated field.	
Pricing Method is	The pricing method as set by a system flag will be displayed.	See System Flag 1058.
Standard	If standard pricing is being used, the standard price can be seen and edited here.	
Average	If average pricing is being used, it will be displayed here.	
Bin Locations		
Primary	The primary bin location as entered for this part.	A bin can be entered only if the part is stock.
Alternate(s)	Any additional bin locations for this part.	The bin can be entered only if the part is stock.

Stock Status tab

Parameters	Stock Status	Last Event	History	Reorder
Stock Status				
On-Hand	On-Order	In-Transit		
Quantity				
10	16	0		
Reserved				
2	0	0		
Available				
15	15	0		
Value				
\$30.57	\$48.90	0		

The **Stock Status** tab displays stock information as read-only for the part at the specific inventory location. The **On-Hand** (in stock), **On-Order**, and **In-Transit** quantities, **Reserved** parts, **Available** parts, and dollar values can be viewed here.

Last Event tab

Parameters	Stock Status	Last Event	History	Reorder
Last Event				
Date	Quantity	Total Price		
Issue				
03/06/2020	1	\$2.29		
Receipt			Vendor:	
03/06/2020	1	\$2.29	000000001	
Transfer-In			From:	
12/10/2015	1	\$3.00	FM	
Transfer-Out			To:	
	0	\$0.00	NORMM	
Physical Inventory			Variance:	
	0	\$0.00		0

The **Last Event** tab displays the last **Date**, **Quantity** of issue, and **Total Price** for part issues, part receipts, transfers in and out and the last physical inventory count. It displays the **Vendor**, **To** and **From** locations for transfer, as well as **Variance**.

History tab

Parameters	Stock Status	Last Event	History	Reorder							
History by Period (Loaded 6 records)											
Period	Issue Qty	Transfers Out	Transfers In	Receive Qty	Physical Inventory	On-Hand Qty	On-Order Qty	On-Hand Value	Unit Cost	Most Issued At Once	High Issued/Transfer Out
202401	0	0	0	0	0	0	0	\$0.00	\$0.00	0	0
202206	0	0	0	0	0	10	16	\$30.57	\$3.06	0	0

The **History** tab displays the part's history by fiscal **Period**. This information includes:

- Issue Qty
- Transfers Out
- Transfers In
- Receive Qty
- Physical Inventory
- On-Hand Qty
- On-Order Qty
- On-Hand Value
- Unit Cost
- Most Issued at Once
- High Issued/Transferred Out

Reorder tab

Parameters	Stock Status	Last Event	History	Reorder								
<p>Vendor Ordering Information</p> <p>U/M: <input type="text" value="EACH"/> Pack Size: <input type="text" value="1"/> Issue Qty: <input type="text" value="1"/> Vendor No.: <input type="text" value="Test Vendor"/></p> <p>Vendor Part Number: <input type="text"/> Alternate: <input type="text"/></p> <p>Print Bar Code Labels: <input type="text" value="Yes"/></p>												
<p>Unit Of Issue: EACH</p> <p>Reorder Method: Manual</p>		<p>Automatic Reorder Information</p> <p>Season Code: <input type="text"/></p> <p>Min Inv Qty: <input type="text" value="0"/></p> <p>Econ Order Qty: <input type="text" value="0"/></p> <p>Max Inv Qty: <input type="text" value="0"/></p> <p>Safety Stock: <input type="text" value="0"/></p> <p>Actual/Forecast Ratio: <input type="text" value="0"/></p> <p>Average Lead Time: <input type="text" value="0"/> Day(s)</p> <p>Forecast Qty: <input type="text" value="0"/></p>										
<p>Manual Reorder Information</p> <p>Std Order Qty: <input type="text" value="0"/></p> <p>Average Use/Day: <input type="text" value="0"/></p> <p>Turnover Ratio: <input type="text" value="0"/></p> <p>Max Inv Qty: <input type="text" value="0"/></p> <p>Max Inv Level: <input type="text" value="0"/> Day(s)</p> <p>Min Inv Qty: <input type="text" value="0"/></p> <p>Min Inv Level: <input type="text" value="0"/> Day(s)</p>		<p>Smoothing Factors</p> <table border="1"> <thead> <tr> <th>User Value</th> <th>System Value</th> </tr> </thead> <tbody> <tr> <td>ABC Class:</td> <td>B</td> </tr> <tr> <td>Usage Factor:</td> <td>0.000</td> </tr> <tr> <td>Service Level %:</td> <td>50</td> </tr> </tbody> </table>			User Value	System Value	ABC Class:	B	Usage Factor:	0.000	Service Level %:	50
User Value	System Value											
ABC Class:	B											
Usage Factor:	0.000											
Service Level %:	50											
<p>Reorder Days</p> <p>Mon. <input checked="" type="checkbox"/> Tue. <input checked="" type="checkbox"/> Wed. <input checked="" type="checkbox"/> Thu. <input checked="" type="checkbox"/> Fri. <input checked="" type="checkbox"/> Sat. <input checked="" type="checkbox"/> Sun. <input checked="" type="checkbox"/></p>												

Field	Description	Notes
Vendor Ordering Information	U/M (unit of measure) and Pack Size information.	The Vendor No. and Alternate vendor can be changed at this level if necessary.
Issue Qty	The requirements of the primary vendor for ordering the part.	
Vendor Part Number	Number of the part ordered by the vendor.	
Print Bar Code Labels	M5 prompts the user to print barcodes for the part after the part is received when you select Yes from the dropdown.	
Units of Issue	The type of unit to be issued.	

Master Part Record vs. Inventory Location Record

Field	Description	Notes
Reorder method	The reorder methods are manual and automatic.	The manual reorder method allows the user to manually enter the reorder, minimum and maximum quantities. The automatic method uses ABC classification and historical transactions to calculate reordering information.
Manual Reorder Information		
Std Order Qty	The standard quantity to reorder.	If this field is not entered, then the maximum quantity and the quantity on hand will be subtracted to be used as the reorder quantity.
Average Use/Day	The average use per day of the part will be calculated automatically by M5.	This will give the user some guidance as to setting up the minimum and maximum reorder quantities for the part. The average usage per day is calculated during the end of period process.
Turnover Ratio	It is the Qty. of this part that have been received and issued within one fiscal period.	The turnover ratio is calculated automatically by M5 during the end of period process. This information is helpful to the user entering in manual reorder information.
Max Inv Qty	The maximum amount of parts to keep on hand.	
Max Inv Level: Day(s)	The maximum amount of total inventory at the location.	
Min Inv Qty	The minimum amount of parts to keep on hand.	
Min Inv Level: Day(s)	The minimum amount of total inventory at the location.	
Reorder Days	The reorder days are set by the vendor on the <i>Vendor Main</i> frame.	
Automatic Reorder Information	All fields in this section are calculated based on the ABC class assigned and historical transactions on the part.	
Season Code	The season code assigned to the part.	

Master Part Record vs. Inventory Location Record

Field	Description	Notes
Min Inv Qty	The minimum inventory quantity as calculated by M5.	
Econ Order Qty	The order quantity as calculated by M5.	
Max Inv Qty	The maximum inventory quantity as calculated by M5.	
Safety Stock	The quantity that must be kept on hand in case it is needed.	The safety stock takes vendor lead time into consideration.
Actual/Forecast Ratio	Actual vs. Forecasted ratio.	
Average Lead Time: Day(s)	Lead time from the time the order is placed to the vendor to the time the part is received.	
Forecast Qty	Forecasted order quantity as determined by M5.	
Smoothing Factors	The smoothing factors are set up with the ABC class code. The values are displayed in this section.	
ABC Class	The ABC class code can be added manually to the part or through an automated process.	
Usage Factor	The usage factor as per the ABC class code.	The usage factor defines how active or fast moving the part is.
Service Level %	The service level % as defined on the ABC class code.	
System Value	The system value for each user value.	

3. Inventory Procurement Overview

M5 provides for:

- Manual or automatic reordering.
- Automatically generated requisitions.
- Automatically generated purchase orders.
- Automatically generated transfers.
- Creating requests for parts.
- Handling the requests for parts (issue, create requisition or PO).
- Use of requisitions with or without an approval process.
- Creating part purchase orders with a purchase contract.
- Creating part purchase orders without a purchase contract.
- Ordering parts using system generated purchase orders or manual purchase orders.

Setup activities depend on the customer's choices regarding the functionality to be deployed in their organization. The customer needs to answer the following questions:

- Will you be using manual or automatic reordering?
- Will you be using the spoke/hub functionality?
- Will M5 automatically generate the requisitions/purchase orders/transfers?
- Will you require a part requisition?
- Will part requisitions need to be approved before adding them to a part purchase order?
- Will you create system generated purchase orders?
- Will you use manually created purchase orders?
- Will you use purchase contracts?

Purchasing Contracts

Depending on the functionality that will be used as part of the purchase contract, there are various codes that can be setup M5 such as price types, shipment terms, and vendors.

In order to receive the best price for an item or part, a user can establish a purchasing contract with a vendor. This is sometimes referred as a blanket purchase order.

A purchasing contract enables the user to establish pre-approved conditions for the purchase of stock or non-stock parts, products and services, including purchases made with specific vendors for pre-determined items/parts, quantities and prices.

The user can define a range of dates for which the purchasing contract is valid and specify the balance amount at which a warning is issued for purchase orders approved against the contract. Later, when creating the purchase order, line items may be retrieved from awarded contracts originally established here.

Purchasing contracts can be established for:

- Parts (specific or not)
- Fuel/Products
- Commercial (sub-let) work

Contract lines can be for commodities, meaning that any part whose commodity code matches the contract line's commodity can be ordered off the contract. Individual part numbers can also be set up on contracts. However, this is not a popular method as it is labor intensive.

The commodity method is helpful for those customers who purchase broad categories of parts from a particular vendor and need to ensure that spending does not exceed a preset limit for the vendor.

Another option is to create a blanket contract, where specific parts or commodities are not defined.

The *Purchasing Contracts* frame allows for more than one valid blanket contract with same vendor with the same start and end dates. If the contract is created for specific parts then only one purchase contract is allowed per vendor with the same effective dates.

Field	Description	Notes
Contract Information		
Contract	Enter a valid purchasing contract or select the New Contract button for a system generated number.	
Vendor No.	Enter a valid vendor number	
Blanket Contract For	Select the checkbox for Parts, Fuel/Products or Commercial.	
Contract Dates		
Status	Select a Status from the dropdown.	
Start Date	Enter the Start Date of the contract.	
End Date	Enter the End Date of the contract.	
Award Date	The date the contract is awarded. Contract is not valid until there is an award date.	
Renewal Terms	Enter Renewal Terms , as applicable.	
Contract Amounts	Enter an Award Amount and the system calculates CTD (contract to date) ORDER Amount , CTD Rcvd Amount , Balance Amount , and Warn At Amount .	Warn amount can be established to warn the user when the contract reaches a specific amount.
Contract Notes	Free form field to enter notes pertaining to the contract.	

Inventory Procurement Overview

Field	Description	Notes
Filter Criteria	Select the Retrieve button to retrieve the data based on the supplied filter criteria.	
Specific Parts or Commodities i-frame	If not a blanket contract then you will have to enter either specific parts or commodities to be purchased on this contract.	

The purchasing contract goes through a number of statuses. These are **Build**, **Awarded**, and **Closed**. The purchasing contract cannot be used until the status is changed to **Awarded**. The purchasing contract can be updated during its validated period. After a purchasing contract is finished, the status is changed to **Closed**.

Contract Items

Purchasing **Contract Items** is used to record information for contracts that is not otherwise stored in M5. Use the *Item Master Definition* frame to setup the items.

SAVE
UNDO
REFRESH
DELETE
FIND

Contract Items

Contract Information

Contract:

Vendor No: Test vendor

Status:

Show All Items

Item Information (Record 1 of 1)

Item	Type	Mandatory	Validated	Value
NEW CONTRACT ITEM	Character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Field	Description	Notes
Contract	Enter a valid purchasing contract.	
Vendor No.	Enter a valid vendor number.	
Item	Enter the part item.	
Value	Enter the value.	

Updating Purchasing Contracts

As parts are ordered and received, depending on the M5 system flag setting, the purchasing contract's balance is updated.

Part Requests

Part requests exist in M5 to assist technicians and parts personnel to communicate and plan for parts required to perform maintenance.

Job Code	Part No	Description	Avail Qty	Request Qty	Total Inv Cost Emp	Needed By Date	Requested By	Position	Status	Picked Employee up?	Signature	Ordered?	Notes	Attach
60-00	ANKA	FILTER, OIL (DET/CUMM LF3380	2	2		07/14/2015 02:00:00	102776		REQUEST	<input type="checkbox"/>		<input type="checkbox"/>		

This functionality consists of the ability to request parts needed for work orders where only the description can be entered, allow parts personnel to review the requests and act on them, and require shop supervisor (or other authorized personnel) to approve part requests when necessary.

To use this functionality for part requests, there are several assumptions made about the shop and parts workflow processes that exist in your organization and specific maintenance locations.

1. Real time labor capture is implemented with the use of the *Labor Wedge* (not required but it is integrated with part requests) frame.
2. Real time work order processing for most if not all work orders; not after the fact batch entry of work order data.
3. There is a parts room managed by personnel separate from the Technicians.

Field	Description	Notes
Technician	The technician requesting parts for a job or work order.	This is the Employee ID from <i>Employee Main</i> .
Unit/Dept/Comp	The unit, department, or component number.	
WO No.	Work order number.	Open or Completed WO number.

Inventory Procurement Overview

Field	Description	Notes
Job Code	The job code for which parts are needed.	
Need by Date	When the parts are needed by the technician.	
Part No.	A valid stock or non-stock part number, LoV available.	Can be left blank.
Part Description	The description for the valid part number entered or if the part number is not known, the description can be entered manually.	
Available Qty	The available qty for a part if it's a stock part and a valid part number was entered above.	Will be blank if only the part description was entered.
Request Qty	The qty of the part needed.	
Request Note	A note can be entered for each part request made	
Existing Requests for WO #	An i-frame that contains existing part requests for the work order job or jobs along with details of what part was requested, the part number, description, request qty, needed by date, requested by and status.	

The ability to create a part request can also be done directly from the *Labor Wedge* frame. Details about that functionality are documented in the *Labor Management Application User Training* guide.

A part request can have the following statuses:

1. REQUEST – New request created.
2. ORDERED – Part had to be ordered using part requisition or purchase order.
3. REQ APPROVE – Requires supervisor approval.
4. IN-REQ – The part request has been made into a part requisition.
5. APPROVED – Supervisor approved part request.
6. READY – Parts person has changed the status to ready which will alert the technician the parts are ready for pickup.

7. CANCELLED – Either the Technician, Supervisor, or Parts Person can cancel the request.
8. CLOSED – The part has been issued.

Notifications

The **PART REQUEST CREATED** notification is sent when a part request has been created.

The **PART REQUEST READY** notification is sent when the part request is moved to a READY status.

You can configure the notifications on the *Notification Manager* frame or on *Location Main (Notifications)* when **Location** is set on the *Notification Manager* frame. See the *Notification Manager Quick Reference Guide* for additional details.

Part Request Handling

If using part request request functionality, all part transactions related to the part request must be handled from the *Part Request Handling* frame.

Needed By Date	Status	W/O No	Unit No	Job Code	Part No	Description	Avail Qty	Request Qty	Total Cost	Location	Position	Bin No	Require Approve?	Approved?	Ordered?	Ready?	Picked	Employee	Signature	Ship Term?	Iss Emp	Note	Attach	Print
03/08/2018 08:07:24	REQUEST	31333	2043233	05-19-001	004	TEST		10	\$30.00	NORHAM		001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
06/15/2017 07:04:09	REQUEST	31333	2043233	04-01-000	004	PART		10	\$30.00	NORHAM		001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
07/05/2017 11:53:50	REQUEST	31333	21130	01-03-000		TEST NOTES NO PART NUMBER		10		NORHAM			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

The *Part Request Handling* frame allows parts room personnel to monitor part requests. This frame serves as the central hub for creating purchase requisitions, part purchase orders, purchase order queries, and part request issues for these part requests. Parts procurement for part request must be performed using this frame.

The frame defaults to the sign in location of the application user and defaults to *Request* for the **Status**. You can also filter on the unit, department, or component number, the work order number, Cancelled Requests, and the Need By Within Days.



The **APPROVE PART REQUEST** privilege allows you to select the **Approve** checkbox on the *Part Request Handling* frame.



The **EDIT SHIP TERMS** privilege allows you to enter a validated value in the **Ship Terms** column on this frame.

Require Approve? - To require supervisor approval of the request, select the checkbox.

Approved? - To approve a request, select the checkbox.

Ready? - To mark a request ready, meaning the requested parts are available, select the checkbox.

Purchase Requisitions

Purchasing requisitions can be used to request parts to be ordered. The person ordering the parts must indicate the reason why the part is to be ordered.

Purchase Requisition

Part Requisition

Location: FM FM Parking Location Status: REQUEST Quoted

Requisition No.: 2933 Date: 01/20/2016 Send notes to vendor?

Vendor: CNVENDOR001 Special Handling

Resv Code: Direct Account A/B/C/D: TESTER ACCT Setup Process All Lines?

Requisition Part Request Note

Requisition Detail (Loaded 0 records)

Line	Part No	Description	Vendor	Qty	Unit Cost	Unit Inv.	Need By	Resv Code	Resv Ref No	Contract No.	App/Rej	Reject reason	Note	Quoted

Requisitions can be created automatically through an M5 Batch Process.



In order for the user to add a new stock or non-stock part to the location they will need to have the **ISSUE PART INVENTORY** privilege as part of their user role privileges.



System Flag 5271 - Display Purchasing Requisitions Reservation header information? (Y/N) - Setting this flag to Y will display the reservation code and reference number fields in the Purchasing Requisitions frame header. Using these fields will default to the corresponding fields in the iframe detail rows. The iframe default values can be changed if necessary. Setting this flag to N will hide the reservation code and reference number fields in the Purchasing Requisitions frame header. Each new iframe detail row will then auto populate the reservation code and reference number fields based on the prior rows entries. The row will initially default for a stock reservation.



System Flag 5388 - Add core flag and core cost on Purchasing Requisitions screen? (Y/N) Default will be "N"; If set to "Y", the core flag and core cost will be added on Purchasing Requisitions, Part Requisition Approval and Part Requisition Multi Approval screens.

Inventory Procurement Overview

Field	Description	Notes
Location	The location the user is signed in at.	It must be an inventory location since this is the location the requisition is being created for.
Requisition No	The requisition number is a system generated number.	
Vendor	The parts are to be ordered from this vendor.	
Date	Automatically defaults to the current date and time of the creation of the requisition.	
Status	The status codes track the requisition from the time it is built to the time it is completed.	The statuses are Build , In Process , and Request .
Special Handling	Used to indicate if the requisitioned parts require special handling.	This indicator is used only with part procurement interfaces sending data to outside systems.
Requisition Detail	Each stock or non-stock part number to be placed on the requisition.	Non-stock parts must have a reservation.
Part Number	A valid part number to be requisitioned.	
Description	The part description.	
Quantity	The quantity to be requested.	
Unit Cost	The unit cost for the part to be requested.	This price is the last received price and can be changed.
Unit Inv.	Unit of inventory such as Each or Box.	
Vendor	The valid vendor number the order is to be placed with. This is optional.	
Need by	The date the part is needed by.	

Inventory Procurement Overview

Field	Description	Notes
Resv. Code	Parts can be reserved for units, accounts (indirect and direct), work orders, departments and stock inventory.	If the part is placed on reserve for any type other than stock, M5 will require additional information for the reservation. Non-stock parts cannot be ordered for stock and must have a reservation.
Resv. Ref. No.	Depending on what was selected in Resv Code as to what needs to be entered here.	For example, if Unit was selected as the Resv Code, then a valid unit number must be entered here.
Contract No.	If the part is under contract with the vendor, the contract number must be a valid contract and be chosen from the LoV.	
App/Rej	If you have the privilege, APP/REJ REQ ON FLY , then you can approve or reject the part requested by selecting the checkbox.	If you are rejecting the line, enter the reject reason. After you save, a dialog box will display asking if you truly want to reject the row. Otherwise, you are approving the line item.
Reject Reason	If the requisition was not approved, enter the reason why you are rejecting the line item.	
Part Request	Tab on part requisition to pull in any part request that needs to be ordered.	The <i>Part Requisition</i> frame can also be launched from the more actions hyperlink on the <i>Parts Handling</i> frame.
Requisition Notes	Any notes for the requisition.	

Purchase Requisition Approval

An organization can require purchasing requisitions to be approved, prior to being placed on a purchase order.

SAVE
UNDO
REFRESH
DELETE
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Part Requisition Approval - Multiple

Location: FM FM Parking Location	Status: REQUEST
Requisition No.: <input type="text"/>	Requestor: <input type="text"/>
Vendor: <input type="text"/>	Needed By Date: <input type="text"/>
Start Date From: <input type="text"/>	End Date To: <input type="text"/>
Part Number: <input type="text"/>	Reserved For: <input type="text"/>

Retrieve
Clear

Requisition Extended Cost Total: \$0.00
 Default Blanket Contract:

Requisition List (Loaded 45 records)						
Requisition ID	Requestor	Location	Date	Status	Note	
3714	Aruna's Test Role	FM	06/10/2016 16:27:39	REQUEST		
3729	Aruna's Test Role	FM	06/15/2016 15:05:16	REQUEST		
3735	Aruna's Test Role	FM	06/15/2016 15:36:13	REQUEST		
3783	Aruna's Test Role	FM	06/30/2016 12:41:02	REQUEST		
3784	Aruna's Test Role	FM	06/30/2016 12:45:16	REQUEST		

No Requisition Selected

Process:

Reject Reason:

Requisition Detail (Loaded 0 records)																
Line	Part No	Description	Part Mfg	Vendor	Qty	Unit Cost	Unit Inv.	Need By	Resv Code	Resv Ref No	Contract No	Extended Cost	Note	Process	Reject reason	Quoted



This frame can only be used if System Flag 5267 is set to **Y** to allow for approving or rejecting multiple requisitions. Otherwise you will have to use the single approval frame.

The role privilege **CHG PART NO/QTY** allows users to change the part number or quantity requested to order on the part requisition. If the user has the privilege, then on the *Purchasing Requisition Approval* frame, the **Part Number** field and **Qty** field are open for editing.

After entering any filtering information, select the **Retrieve** button to view results. To view the parts on the displayed requisitions, double-click on the row and the parts will display below as the user can either approve or reject by each line item or by the requisition.

Inventory Procurement Overview

Field	Description	Notes
Requisition Number	The valid system generated requisition number.	
Location	The sign in location of the user.	This is the same location the requisition is being approved for.
Status	Defaults to <i>Request</i> .	
Requestor	The user id that made the requisition.	
Needed By Date	Enter the date the parts are needed by.	
Start Date From/End Date To	Enter date range to search for requested part requisitions.	
Part Number	If looking for a specific part, enter it here.	
Reserved For	If looking for a specific part that is reserved for a unit or dept, enter that unit number or department number.	
Requisition List	Displays all requisitions needing action based on the results of the query.	
Requisition Notes	Notes are created when the requisition was created and can be updated from this frame.	
Process	Select the checkbox to designate whether this entire requisition is being approved or rejected.	When selected, all 'process' checkboxes for each row will automatically be selected.
Reject Reason	If the entire requisition is to be rejected, enter the reason.	
Requisition Detail	Every line item will display allowing the user to change part number, qty, reservation code and add notes as well as reject or approve the line item.	The user can only change the part number and qty if they have the privilege, CHG PART NO/QTY .
Requisition Notes	Notes are created when the requisition was created and can be updated from this frame.	
Process	Select the checkbox to indicate whether this line item is being approved or rejected.	

Inventory Procurement Overview

Field	Description	Notes
Reject Reason	If a part is to be rejected, a reject reason can be entered at the part level by using the LoV to choose a reason.	N/A

Purchase Requisition Approval – Single

SAVE
UNDO
REFRESH
DELETE
FIND

Part Requisition Approval - Single

Approve/Reject Inventory Requisition

Req No.: Status:

Location: Date:

Requestor ID: Requestor Name:

Requisition Notes

Requisition Detail (Loaded 1 records)

Reject Rsn	Line	Part No	Description	Qty	Unit Cost	Unit	Needed By	Note	Quoted
	1	AK26	TEST AK	1	\$5.0000	EACH		<input type="checkbox"/>	<input type="checkbox"/>

Approval Action

Rejection Reason:



If System Flag 5267 is set to **N**, you will have to use this frame for part requisition approvals.

Purchase Orders

The data needed to be setup is determined by the functionality the customer chooses to implement. An organization can determine whether to require purchase requisitions. Or, if spoke or hub processes will be used the distributors, vendors, and the locations need to be updated.

For the M5 Batch Process to generate requisitions or purchase orders, then the parts reordering data will need to be setup, minimum and maximum levels, vendors, order dates, and such.

Line No	Part No	Contract	Recv Location	Qty	Unit Cost	Core Flag	Core Unit of Charge	Order	Line Total	Needed By	Resv Code	Resv Ref No	Ref No	Req No	Printed Note
1	1213		NORMM	20	\$22.0000	N	\$0.00	EACH	\$440.00	08/27/2014	Stock			503272	<input checked="" type="checkbox"/>
2	ONFLY21		NORMM	0	\$12.0000	N	\$0.00	EACH	\$0.00		Unit	001CN20			<input type="checkbox"/>
3	951		NORMM		\$15.0000	N	\$0.00	EACH	\$15.00		Stock				<input type="checkbox"/>


Purchase Orders can be created in a variety of ways depending on an organization's business practices.


There are statuses that a purchase order could potentially go through:

1. **ORDERED** – Parts are on order.
2. **ACLOSED** – The purchase order was automatically closed when all receipts were made.
3. **MCLOSED** – The purchase order was manually closed using the *Purchase Order* frame.
4. **QUERY. PARTIAL** – There has been a partial receipt; a backorder.
5. **CANCELED** – A canceled PO.

Creating Purchase Orders

Part purchase orders can be created manually or by the batch reorder process. Requisitions can be added to the PO as needed for requisitions already created for the PO vendor or other vendors requisitions. Part contracts can also be assigned to the order line.

 If a new part is being ordered and the user has the privilege, **INSERT PART INVENTORY** and System Flag 5033 is set to **R** or **V**, M5 will look at System Flag 5263 for a value. The user will be able to add a new part on the fly at the receiving location without first entering that part number into that location's record or being signed in at the inventory location.

 System Flag 5263 tells M5 the default bin number, if the new part is a stock part number. This same functionality applies to the *Part Transfer* frame.

Field	Description	Notes
Location	The location the user is signed in at and the location the purchase order is being created for.	
PO#	The PO number is a user defined number or a system generated number and is used to track the purchase with the vendor.	
Status	The purchase order will go through several statuses.	The statuses are <i>Build</i> , <i>Ordered</i> , <i>Aclosed</i> and <i>Mclosed</i> .
Ordered By	The user id of the person generating the purchase order.	
P.O. Reference #	A user defined reference number.	
P.O. Total	As parts are ordered, the total will adjust accordingly.	
Vendor #	A valid vendor number the order is being placed with.	The name, phone number and address will be displayed after it is entered.
Delivery Terms	A valid shipping term can be entered.	Valid employee can also be identified (Optional).
Order Lines Tab	The order lines are used to add parts to the purchase order if a requisition was not created and will also display parts that have been requisitioned once added to the purchase order.	
Get Vendor Reqs	Any approved requisitions that have parts listed for the vendor number entered on the purchase order.	Select the Select column to add those parts to the requisition.
Get Other Reqs	All other approved requisitions will be displayed in this tab.	
PO Note	Purchase order notes can be entered.	
Shipping Address	Address that parts are to be shipped.	

Inventory Procurement Overview

Field	Description	Notes
Distributor	Distributor associated with the vendor on PO.	
PO Items	Items for this PO.	

After the purchase order is saved, the selected requisition lines are added to the **Order Lines** tab. The **Status** is now set to *Ordered*.

The **Begin PO Extract** button is used for clients that have web-service integrations to send the PO data from M5 to a procurement system. It allows you the ability to create the PO, save it, wait, and then edit it. After the PO is ready to send and edits are complete then the button is used to send the data.

Updating a Purchase Order

Purchase Orders can be updated as required during their life cycle. It can also be cancelled.

Purchase Order Query

Regardless of the status of a purchase order, it can be viewed at any time using the *Purchase Order Query* frame. This frame will be useful to see outstanding purchase orders. This is the only place you can cancel or manually close a PO by selecting the PO No hyperlink.

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Purchase Order Query

Selection Criteria

Location: FM Parking Location Status: ▼

Department: EXECUTIVE Requisition No:

Vendor:

Part No: Manufacturer:

PO Number:

PO Open Date Range

From: To:

Retrieve Clear

List (Loaded 252 records)								
Location	PO No	PO Amt	Status	Status Date	Buyer	Vendor	PO Ref	Note
FM	YC0000006862	\$18,185.55	ORDERED	10/10/2017 02:49:01	U0005007	1		0
FM	Y0000006857	\$7.77	ORDERED	10/04/2017 23:58:09	U0005007	1		0
FM	Y0000006863	\$100.00	ORDERED	10/10/2017 07:26:13	BR3961	000000413602		0
FM	S0000005329	\$275.00	ORDERED	12/28/2016 14:05:03	U0005041	00000001201		0
FM	E390	\$3.98	ORDERED	01/09/2017 07:57:20	U0005013	1		0
FM	E3808	\$279.96	ORDERED	03/31/2016 14:59:07	U0005013	1		0
FM	E3783	\$37.00	ORDERED	03/21/2016 12:46:30	U0005013	1		0
FM	E3772	\$16.00	ORDERED	03/21/2016 11:42:55	U0005013	1		0
FM	NCP0#07336	\$45.22	ORDERED	12/04/2019 23:21:48	U0005007	1		0

Reviewing Part Reserves

All non-stock parts that are ordered by a purchase order must be reserved against something, whether it is a work order, a department, an account number, and such.

Stock parts can also be reserved, but only through the purchase order. After the part is received, it goes into reserves.

A reservation can be changed (reservation type), meaning that if the part is reserved for a WO, you can change the reservation to now be reserved to something else. If a partial issue of a reserved part has been made, then you cannot change the reservation.

The *Part Reserves* frame can be used to review all the parts that are reserved on purchase orders.

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DELETE
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Part Reserves

Location: FM Parking Location

Status Date From: 🕒

Reserves: OUTSTANDING ▾

Part Number:

Part Status: ALL ▾

Status Date To: 🕒

Reserve: Click to retrieve part reserves

Retrieve
Clear

Part Reserves Detail (Loading)

Location	Part No	Description	S/N	Res Qty	Rcvd Qty	Iss Qty
FM	001PART	WWSD	S	1	1	0
FM	AK3	TEST CORE	S	1	1	0
FM	951	TEST STOCK PART	S	1	1	0
FM	NS	NONSTOCK PART TEST	N	3	0	0
FM	SP0402	TEST	S	1	1	0

Inventory Procurement Overview

Field	Description	Notes
Location	Enter inventory location where the reserves reside.	
Part Status	The part statuses are used to track the progress of the reservation.	The statuses are: <i>ALL</i> (will show all statuses in the query), <i>APPROVED</i> (transfer or requisition that has been approved), <i>COMPLETE</i> (part has been received but not issued yet), <i>ORDERED</i> (parts on purchase order), <i>PARTIAL</i> (partial receipt from vendor), <i>REJECTED</i> (rejected transfer or requisition), <i>REQUEST</i> (transfer or requisition), deleted (part request that was deleted), <i>IN-TRANSIT</i> (transfer on the way to the receiving location) and <i>SHORT</i> (transfer receipt did not include the entire quantity).
Status Date from and to	Dates can be entered as a range to narrow the search.	
Reserves	Defaults to displaying OUTSTANDING reservations, but can select ALL .	
Reserved for	Reserved for is the reservation reference number field used to create part reservations.	
Part number	A specific part number can be entered if looking for reservations for that number only.	
Part Reserves Detail	The part reserves detail will be listed in the i-frame fields and will display part number, description, reserved quantity, received quantity, issued quantity, reserved type, reserved for, part status, status date, PO or ticket number, requisition number, and PO/Tfr.	
Reserved type and for	Both of these fields can be changed.	If the reservation was made for the unit by mistake for example, it can be changed here to work order and the work order would have to be entered.

Part Receive

The *Part Receive* frame allows you to receive parts from a system-generated purchase order, a manually created PO, a transfer ticket or a negative receipt. A system-generated PO is the purchase order that is created on the *Purchase Orders* frame.

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UNDO
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Part Receive

Part Header

Location: FLEET MAINT Type:

Vendor With PO

P.O.#: See all parts on PO?

Vendor No:

Employee#:

Invoice No: Vendor Invoice Date:

Effective Date:

Tax Scheme: % Apply Discount: %

Part Calculations

Total Cost: Total Tax: Total Discount: Total Invoice: Total Extended Cost:

Parts Detail (Loaded 0 records)																			
Line No	Part No	Part Desc	Bin	Req	Recv d	Core	Extended Cost	Resv Cost	Unit Of Measure	Serial Flag	Serial Numbers	Lot	Cmplt?	Issue?	Charge Core?	PRO-Number	Job Code	Failure Code	Position

A manually created PO is one that is created from the *Part Receive* frame. This is usually used when ordering by vendor and receiving it all on the same day. A transfer ticket is generated when a transfer is made and a negative receipt allows the user to return the stock part at a cost other than the system cost.

After you receive a part, the system lets you know the order status of the part by indicating whether a **PARTIAL** or a **COMPLETE** order has been received. When you receive parts at staggered intervals, some having been received completely, some not, the status of each part (outstanding or not outstanding) is shown.

After a part has been received, you can issue the part to a unit, department, indirect/direct account or a work order. Parts reserved for a work order, unit, department or account can only be issued to their corresponding charge codes.



If all parts are not received, the PO status will remain ordered. If they are all received, the PO status will be closed. If any part was not fully received, the part status will be partial otherwise the part status will show as *Complete*.

The balance of any parts contracts that had receipts will adjust accordingly.

When a lotted part number is entered on *Part Receive*, a pop-up window displays. If the part you are receiving has more than one lot number, then you must receive that part again on a new line for the next lot number.

Field	Description	Notes
Location	The location the user signed in at and is the location where the parts will be received.	
Type	The type must be chosen to receive the part.	The <i>Manual PO</i> type is used to receive the part without a purchase order. <i>System PO</i> type is used if a purchase order was created. <i>Transfer</i> type is used if a transfer is being received. <i>Neg Receive</i> type will only be available if the user has the privilege, ALLOW NEG RECEIVE . Negative receive is only for stock parts. The default type is dependent on System Flag 5079. The header and fields will change depending on the type selected.
Receive All	Receive all allows user to autofill the receive qty with the request qty.	System Flag 5115 must be set to Y to use this function.
If receiving without a PO – Vendor without a PO	The vendor number, contract number if necessary, invoice number (system flag can make this required), P.O.#, effective date, tax and discount percentages must be entered.	
Tax Scheme	System Flag 2056 controls whether the vendor’s tax scheme displays or the user can enter a tax scheme.	
Apply Discount	Will only display if System Flag 1341 is set to Y .	

Field	Description	Notes
Parts Detail	Each part to be received must be entered in this section. The valid part number can be entered or chosen from the LoV. Enter the quantity to be received and the cost.	If a non-stock part is being received, the non-stock part issue window appears and must be completed. The receipt of non-stock parts is a two-step process to receive and issue at the same time since non-stock parts cannot be put on the shelf but issued to a unit, work order, department and indirect or direct account. Serial numbers and lot numbers will also be captured if configured to do so.
If receiving with a PO Vendor with PO	The valid PO must be entered or chosen from the LoV.	The vendor number will be displayed based on the purchase order chosen. Invoice number (system flag can make this required) and effective date must be entered. Tax and discounts entered if necessary. The parts on the PO will be listed in the <i>Parts Detail</i> i-frame.
Parts Detail	The part number and description will default in from the PO, user will need to enter quantity and price (if the displayed price is incorrect).	If non-stock parts are being received, or a reservation was made on the purchase order for a non-stock part the part will be placed into reserve upon save. To issue the non-stock part right away during the receipt, select the issue box. If the user decides not to issue the part at the same time the receipt is done, the part will remain in reserve and must be issued from <i>Part Issue</i> .
If receiving a transfer; Transfer Ticket No	The valid transfer ticket number must be entered or selected from the LoV.	The parts on the transfer will be displayed in the <i>Parts Detail</i> i-frame.
Parts Detail	If the part being transferred is non-stock, the part will have a reservation on it.	The user has the option to issue the part by selecting the issue checkbox or to save the issue and the part will remain in reservation and must be issued.
Part Calculations	The line item details for the receipt including total cost, total tax, total discount, and total extended cost.	

If System Flag 5245 is set to **Y**, when the user goes to save any outstanding stock parts that are requested by transfers, the following will display. If the user has the privilege, **NOT FORCE TRANSFERS**, then the user can opt to close the frame without selecting the line item or to fulfill the request. If the user does not have this privilege, then the user will be forced to transfer the line item. If using the pick or ship functionality, then the selected part will show up in pick status on the *Part Transfer* frame otherwise, the part will be in-transit.

The order of the parts in the list is:

1. Part Transfer Requests with Reservations for Work Orders.
2. Part Transfer Requests with Reservations for Units.
3. Part Transfer Requests with Reservations for Departments.
4. Part Transfer Requests from other locations for Stock (oldest transfer requests for stock sorted first).

Change Part Numbers when Receiving

Occasionally, when the vendor ships a part, the part being received can have a different part number than the part number on the purchase order.

This can occur when the part on the purchase order has been superseded by another part number or it could be the vendor shipped an equivalent part. An enhancement to M5 has been made so that users with the proper privilege can change the part number when receiving parts.

If the user has the privilege called **CHG PART NO-PART REC**, the *Part Number* column on the *Part Receive* frame becomes a link. By selecting the link, the user can change the part number. The user has three options to change the part number when receiving parts on an existing M5 Purchase Order:

1. Change the part number to one of its existing cross reference numbers.
2. Add a new cross reference number and change the part number to a new cross reference number.
3. Change the master part number which will permanently change the part main master number.

If the user makes some other unsaved changes when trying to change part number, they have a choice to either continue with the part number change or clear all the other unsaved changes, or cancel the part number change.

4. Core Tracking

Overview

The idea of tracking core credits has been in existence in the fleet world for some time. However, the way that core credits are tracked and occur varies amongst our fleet customers. The end result of core tracking is to receive a credit from the vendor when returning a part that contains a core. The vendor identifies core parts along with the potential value of the credit.

It all comes down to these two questions: What consists of a core credit and how can it be done in a fleet software package? The core credit itself is never definitive. Our clients are not guaranteed a core credit once it is returned to the vendor.

There are several factors that determine if the full value of the core credit is honored. There are two factors:

1. Condition of the core being returned and time. If the core is in poor condition or destroyed, partial or no credit will be given.
2. If the core is not returned to the vendor in a timely manner, the core credit will not be honored.

One important piece to this functionality as it was written in M5 is to remember that the core charge and credit has no monetary value unless it is charged out with the part issue transaction or until the core credit has been applied using the core claim functionality.

A part can have a core value and the core value is tracked throughout the parts life and with every transaction in the part journal table. This will allow our clients to report on all parts with cores and what the potential core value is. But money is not part of the process unless the existing core charge is issued to the work order or the credit has been entered.

There are two main areas that is part of this new functionality in M5. First, is the ability to track the issue and cost of parts with cores for reporting purposes and second, capture the data for core itself that needs to be returned to the vendor for credit. After the credit is received by the vendor for the core it can be claimed with the vendor against the work order to which the part with the core was issued.

See the *Core Processing Overview Reference Guide* for more information.

5. Inventory Movement

Overview

Inventory movement includes Part Issues, Transfers, and Returns. A separate document involving inventory movement functionality provides a more in depth review of the process. This section provides a basic introduction to the major frames.

Part Issue

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Part Issue

Part Type

Stock Type: Stock ▾ Location: Depends On It

Issue To: Work Order ▾ Issuing Employee No: Effective Date:

Order Info

Vendor: Invoice No: Ref/Req No: PO No:

Order Date: Discount %: PO Line: PRO-Number:

Parts Issue to Work Orders (Loaded 0 records)														
Unit/Dept/Comp	Work Order	Job	Job Inv Loc	From Reserve	Part Number	Description	Lot No	Avail Qty	Unit Measure	Quantity	Position	Unit Cost	Core Cost	Charge Core?
				<input type="checkbox"/>										<input type="checkbox"/>

*The markup and tax amounts will be calculated for each row. If changing the effective, vendor or employee information, the extended cost will be recalculated when you save.

Part Calculations


Total Cost: 0.0 Total Tax: 0.0 Total Discount: 0.0 Total Extended Cost: 0.0

If issuing a lotted part, M5 will ask for the lot number as soon as the part number is entered. A LOT List of Values will display to select the **Mfg Date** and **Expiration Date**. If more than one lot is being issued for the same part, a new line for that part must be issued.

System Flag 5260 determines which list of values displays for looking up a stock part number. When set to **S**, the stock part catalog (with xref) at location LOV displays. When set to **L**, the parts stocked at location LOV displays and when set to **C**, the part catalog LOV displays.

If System Flag 5013 is set to **Y** and requires a valid employee ID when issuing a part. This flag is used in conjunction with a new flag on *Employee Main*, Inv. Emp. The employee must also have this flag selected so that their ID will display in the Employee LOV when issuing, returning or receiving a part.

Inventory Movement

Field	Description	Note
Stock Type	The part types are stock, non-stock and commercial. Commercial charge type allows the user to issue commercial charges from the <i>Part Issue</i> frame but was designed for a specific customer interfacing this information to an external financial system. If the non-stock type is chosen, the <i>Vendor, Invoice No, PO No, Order Date</i> and <i>PRO-Number</i> will display in the order info section and will need to be entered.	Dependent on System Flag 5052 setting as to which default type will display. If System Flag 5017 is set to Y , then <i>Ref/Req No</i> will display and will be required entry if issuing stock parts.
Location	The location the user is signed in at and it is also the location the part will be relieved from.	
Issue to:	The issue to selections are Work Order, Unit/Comp Number, Indirect Account, Direct Account, and (the ability to issue parts to accounts and directly to units and departments are system flags). Depending on which is selected, specific fields will display in the Parts Issue to i-frame fields.	
Issuing Employee #	Only displays if System Flag 5013 is set to Y . Enter the employee Id of the person issuing the part.	
PRO-Number	If a <i>PRO-Number</i> is entered, 9 digits are required. This allows the user to generate a Bill of Lading. There is a new icon in the Menu Bar to use this function, 	
Part Issue to Work Orders	If the part is non-stock, vendor information such as vendor number and invoice will need to be entered.	
Effective date	The date the part is being issued.	
Unit/Dept	The unit or department number the part is being issued to. If there is an open work order at that location, it will display automatically. If issuing to a WO and System Flag 5057 is set to Y , then the Unit/Dept/Comp field will display and the user can enter the <i>Unit/Comp No</i> or <i>Work Order</i> number.	

Inventory Movement

Field	Description	Note
Work Order Number	The work order number the part is being issued to. The work order status must be open or completed.	
Job	The job code the part is being issued to. The job code must be a valid job code on the work order.	
Job Inv Loc	The inventory location of the job.	
From Reserve	From reserve selection is to issue parts that have a reservation.	
Part Number and Description	If the non-stock part is new to M5, it will have to be created in the <i>Non-stock Part</i> frame that will appear.	
Unit of Measure	The default is <i>Each</i> .	
Available Quantity	The quantity on hand of the part if it is stock.	
Quantity	The quantity of the part being issued.	
Position	If System Flag 5016 is set to Y or A , then the position field will display. If this flag is set to Advanced, multiple position codes can be entered when the system or system/assembly code always requires a position code entry and the quantity exceeds one.	
Unit Cost	The unit cost can be changed for non-stock parts.	
Core Cost	If the part was designated as a core, the core cost will automatically display. It can be changed, as necessary.	
Charge Core?	If the part is a core and there is a core charge, this checkbox is automatically selected.	
Failure Code	If System Flag 1321 is set to Y , then this field will be required entry.	
Discount	If selected, the discount entered above will be applied to this part issue.	
Extended Cost	The extended cost of the part issue including the discount and markups if any. If the part is a core and if System Flag 5209 is set to Y , then the core charge will be included in this cost.	

Inventory Movement

Field	Description	Note
Contract	If the part being issued is covered under contract, the contract can be selected from here.	
Warranty Terms	The part being issued is under warranty.	
Note	User notes can be entered here.	
Part Issue to Units - Differences	If the part is non-stock the vendor information must be entered.	
Unit No	The unit number the part is being issued to.	
Meter Readings	The meter readings can be entered for both primary and secondary meters (if the user has the privilege).	
Part Issue to Direct and Indirect Accounts – Differences	A valid direct account number must be entered. The part must have a flag set on the inventory location record to be allowed to be issued to direct accounts.	



If System Flag 5223 is set to **Y** when the user saves the *Part Issue* frame, they will be prompted to enter an employee PIN.



When issuing a part from a *Part Kit*, you will be shown a list of parts in the kit in a content window. You have the option to not issue any parts from the kit by selecting the **Cancel** button.

Part Transfer

The *Part Transfer* frame serves two functions. The first is as a query frame that allows you to search for and view all of the part transfer requests at your current signed in **Shipping Location**. The second is to initiate or complete the transfer process after the parts are ready to ship.

It's important to note that this frame will display all transfer request for parts from your location. In order to view other requests at other locations you must sign in to those locations specifically. However, you can filter by receiving location if you want to see transfers to a specific location coming from your sign in location.

You can filter on a variety of criteria to narrow the results on the *Part Transfer Summary* i-frame and there are **Statuses** filter flags that let you view requests in various stages of the transfer process.

Pick/Ship

System Flag 5153 must be set to **N** in order to use the enhanced version of the *Part Transfer* frame.

This frame allows the parts room to see the requests and enter the quantity they want to pick. A pick ticket can then be generated. Meanwhile, this quantity has not been shipped until the user selects the **Ship** checkbox.

This is useful if the parts room person goes to pick the parts and there is not enough in the bin to ship that amount, so they can go back and change the pick quantity before shipping.

Part Transfer Request

The Part Transfer Request frame is a query frame that allows you to search for and view Part Transfer Requests in addition to giving you the ability to create a transfer request to request parts from other inventory locations. The other inventory location receives the request for a part or parts and can ship the parts by using the *Part Transfer* frame.

The **Requesting Location** value is always your sign location. The **Hold All** button selects the Hold checkbox for all requests displayed. The **Unhold All** button clears the Hold checkbox.

M5 can group transfers by ticket number. This functionality is controlled by System Flag 5153. See the *System Flags Table* for additional details.

Field	Description	Note
Filter Criteria		Select Retrieve to run a query based on your filter criteria.
Shipping From Loc	Shipping location for the Part Transfer.	Must be a valid inventory location from Location Main.
Reserve Code	From the dropdown menu, select ALL, Direct Account, Department, Indirect Account, Unit, or Work Order.	
# of Days Back	Transfers within the last x amount of days are displayed.	See System Flag 5156 to set a default value for this field.

Field	Description	Note
Reserve Ref No.	Reference number for the transaction depends on the value selected from the Reserve Code dropdown menu.	
Reference Number	The Part Transfer Request reference number.	
Part No	Part number being requested.	Must be a valid part from Part Main Catalog.
Status	From the dropdown menu, select ALL, Hold, or Request.	
Transfer Request Detail i-frame	Displays the query results that match your filter criteria.	Create new Part Transfer Requests by entering new data in an empty row.
Part No	Part Main Catalog number of the part for which you are making the transfer request.	
Description	Automatically populates based on the part number.	
Bin	Bin number where the part is located.	
Shipping From Loc	Shipping location for the transfer request.	
Qty	Quantity being transferred.	
Unit of Measure	Automatically populates based on the part number.	Read-only field.
Unit Cost	Automatically populates based on the part number.	Read-only field.
Core Cost	Automatically populates based on the part number.	Read-only field.

Field	Description	Note
Reference No	Part transfer request reference number.	
Resv Code	From the dropdown menu, select Stock, Direct Account, Indirect Account, Department, Unit, or Work Order.	
Resv Ref. No	If not reserving to stock, enter the ID number of the entity for which you are reserving the parts.	For example, Unit Number or Department Number.
Note	Select the Note icon to enter notes pertaining to the transfer request.	
Hold	M5 holds the part transfer request on this frame and will not send it to the shipping location until the user removes the part from hold.	The default setting is for the Hold checkbox to be cleared. After the user saves the transfer request, the shipping location is able to see the request.

Notifications

The **PART TRANSFER REQUEST CREATED** notification is sent when a new Part Transfer Request is created. You can configure the notification on the *Notification Manager* frame or on *Location Main (Notifications)* when **Location** is set on the *Notification Manager* frame. See the *Notification Manager Quick Reference Guide* for additional details.

Part Returns

SAVE
UNDO
REFRESH
DELETE
FIND
MORE ▾

Part Return

Return Type

Return From:

Search From Date:

Work Order Number:

PRO-Number:

Transaction Date To:

Retrieve

Parts Returned (Loaded 0 records)

Return Rsn	Return Qty	RMA/Ref No	Return To	Part No	Stock Type	Serial No	Vendor	Issue Qty	P.O.#	INV#	Issue Date	Emp#	Price	Core Cost	Job	Note
(No records displayed)																

The *Part Return* frame allows you to return a part from a *Work Order*, *Unit/Comp Number*, *Indirect Account*, *Direct Account*, *Department*, *Stock Part*, *Non-Stock Reserves* or *Credit Work Order*. The return process adds the part back to the inventory location it was issued from. You can also return the part directly to a vendor.

In the *Return Type* section, select the **Return From** value from the dropdown menu. The return type selected will alter some of the fields in the **Return Type** section accordingly. The **Search From Date** will look for parts issued from that date to the current date.

For example if you select *Indirect Account*, an **Account Number** field will load on the frame in which you can enter a valid value. The **PRO-Number** and **Issuing Employee** fields will be available for each selection. After you finish entering you selection criteria, select the **Retrieve** button to display your query results.

All parts issued since the search date that match your criteria display in the *Part Returned* i-frame.

1. Select the correct part you are returning.
2. Enter a valid **Return Rsn** for each part to be returned.
3. Enter the quantity being returned. The returned value cannot exceed the original issued value.
4. When finished, select the **SAVE** button.



The frame only displays returns for work orders that match the location the user is currently signed in at.

Bill of Lading

SAVE UNDO REFRESH DELETE FIND MORE ▾

Bill of Lading

Bill of Lading

BOL #: Effective Date:

Shipping Information

From Loc:

To Loc:

Vendor No:

PRO-Number:

Ship Detail (Loaded 0 records)

Line No	#PCS	H/M	Description	Weight(LBS) <input type="button" value="📄"/>
---------	------	-----	-------------	--

A Bill of Lading (BOL) is a legal contract between the shipper and the carrier for the transportation of goods. A Bill of Lading Crystal report is available to be printed from an icon on the *Part Transfer*, *Part Issue*, and *Part Return* frames. The **PRO-Number** field tracks shipments.

In order to print Free-Form Bills of Lading, you can use the *Bill of Lading* frame. This frame is used to record the information required to print on the Free-Form Bill of Lading Crystal Report. The user can use the Bill of Lading Number LOV to retrieve previously saved data or delete existing Bill of Lading Numbers if required.

6. Inventory Reordering

M5 has two methods of calculating the number of parts to order: **Manual** and **Automatic**.

In manual reordering, each stock part at each location has a minimum and maximum quantity to have on hand. When the quantity on hand (plus any on order or in transit) is less than the minimum number, then M5 recommends that enough parts be ordered to reach the maximum number.

For stockrooms with few frequently used parts and sufficient experienced staff to consider the best quantities to order, the manual method is good enough.

For those stockrooms that need an automatic way to determine these order point, M5 does this in four stages:

1. **ABC classification** - M5 determines which parts should be watched carefully because the parts are critical to the operation, are expensive, and are heavily used.
2. **Reorder point calculation** - M5 determines the point at which parts should be reordered and how many should be ordered at a time.
3. **Recommended reorder report** - M5 generates a list of parts that should be ordered.
4. **Automatic requisitions or orders** - Based on current stock levels, M5 determines how many parts should be ordered and generates requisitions or orders for each parts primary vendor.

Manual Reorder Calculations

On the *Part Inventory Location Manager frame*, **Parameters** tab, select **Yes** from the **Reorder Allowed** dropdown. On the **Reorder** tab, the **Reorder Method** needs to be set to *Manual*.

Min. Inv Level is the smallest number of parts that should be on hand, in transit or already on order. System Flag 2003, Reorder parts at minimum (Y) or below minimum (N)? - controls when an order is triggered. If set to Y, the reorder process orders parts when the number of parts on hand is exactly the same as the entered number or below. If set to N, the reorder process orders parts when the number of parts on hand is less than the entered number.

The number of parts to order is controlled by one of two fields. If the **Std Order Qty** is not zero, then exactly that number of parts is ordered. If **Std Order Qty** is zero, then **Max. Inv Level** is the maximum number of parts to have on hand, and when an order is triggered, the system orders enough parts to raise the new quantity on hand to this number.

The other, grayed-out fields do not affect manual reorders.

Automatic Reorder Calculations

The automatic reorder calculation depends on many factors, including a sense of the importance of the part to the overall operation, the cost of the part, the overhead in creating purchase orders, the cost of warehouse space, and many others. Fortunately, many of these factors need only be considered once for each inventory location, and M5 provides some ways of estimating the special values for each part.

ABC Classification

The **ABC Class** is a way of organizing the vast list of stock parts into general categories of importance. Traditionally, an "A" part is the most important, "B" is less so, and "C" parts are unimportant. M5 allow up to 36 ABC Classes, but these examples will assume the traditional three.

ABC Classes are established by using the *ABC Class Codes* frame. The importance of the part is defined by the value of parts actually used; that is, the total amount of money spent on each part over the previous year. In the example, parts that account for 70% of this value will be **A** parts. Limiting the number of line items for each ABC Class refines the importance of the parts. In the example, only 20% of stock parts can be **A** parts. The total percentages for all classes must equal 100%. Each location has its own collection of ABC Classes.

SAVE
UNDO
REFRESH
DELETE
FIND

ABC Class Codes

ABC Class & Location Codes

Location Code:
 FM Parking Location

ABC Class Code:

Class Definition

This Code	Other Codes	Total should not exceed 100%
Line Item: <input type="text" value="20"/> %	<input type="text" value="80"/> %	<input type="text" value="100"/> %
Usage Value: <input type="text" value="50"/> %	<input type="text" value="50"/> %	<input type="text" value="100"/> %

Smoothing Factors

Usage Factor (Value between 0 and 1):

Service Level Factor:
 %

Physical Inventory Parameters

Recount Quantity: <input type="text" value="2"/>	Recount Dollars: <input type="text" value="\$0.00"/>
Recount %: <input type="text" value="0"/>	Cycle Count Days: <input type="text" value="7"/>

Establish the next cycle count date

Set random date for all new parts
 Set fixed date for all parts
 Use as default for new parts

The ABC Class contributes two smoothing factors to the automatic reorder calculation. The **Usage Factor** determines how much the currently calculated usage can bend the forecast. For example, if a part was used exactly ten times every month for the past two years, the forecasted usage for the next month will also be to use ten parts. If, however, zero parts were used in the last month, what should the forecasted usage be? If the usage factor is 10%, then the forecasted usage will be bent 10% towards the actual usage, resulting in a forecast of nine parts. Typically, commonly used parts are given smaller usage factors so that a longer trend in usage prevails. In the example, the usage factor for **A** parts is 10%, or 0.100.

The other smoothing factor is the **Service Level Factor**. When a part is needed, what percentage of the time should it be in stock? Important parts should have high service levels, less important parts low service levels. In the example, **A** parts are expected to be in stock 95% of the time when one is needed. The cost of establishing high service levels is that more parts need to be on the shelf "just in case", which drives up inventory costs.

After the ABC Classes are defined, if System Flag 5038 - Update ABC Class codes to the Part Inventory Location frame? (Y/N) is set to **Y**, the End Of Period process will assign the appropriate class to each part.

Inventory Location Settings

Parts are not cheap to order or keep. Each location has two ways to define the overhead involved with ordering and keeping parts.

The cost of generating and tracking a purchase order is wrapped up in **Internal P.O. Cost Overhead**. If the cost is high, more parts will be ordered at once so that orders are made less frequently.

The cost of warehousing parts is expressed as an **Inventory Carrying Cost** percentage. If the percentage is high, then fewer parts are purchased in order to keep inventory costs lower.

SAVE
UNDO
REFRESH
DELETE
FIND
ATTACH
MORE ▾
RELATED ▾

Location Main

Location Information

General Location: Disabled: ▼

FM Parking Location

+
General Information
Configuration
Hierarchy
Inventory
Maintenance
Product Codes
Vendor Email

Inventory Location:

Inventory Information

Auto-Receipt on Transfer:

Inventory Account No:

Immediate Issue Upon Auto Transfer:

Allow Negative Inventory:

Internal P.O. Overhead Cost:

Inventory Carrying Cost: %

Indirect Account: PHYS INV ADJUSTMENT

Receipt Price Variance: %

Must a supervisor approve a manual requisition?

Must a supervisor approve an automatically-created requisition?

Hold Auto-Generated Part Request?

Wifi Enabled?

For NAPA locations, on Part Requests, require Approve/Ready Status before issue?

Calculation The Reorder Point

In addition to the ABC Class and location factors, some are specific to each part.

The **lead time** is the interval between the date and time of the order and the date and time of the receipt. For the best precision, the last twenty receipts are considered, whether the receipt was from a vendor or from another location. The lead time is weighted by the number of parts received so that the lead time for the receipt of 200 parts counts ten times as much as a receipt of 20.

The **ABC Class** can be changed on each part at each location or the usage factor or service level adjusted.

Usage is calculated using the current period and the previous period:

$$\text{current usage} = (\text{period's issues} + \text{transfers-out}) / \text{days elapsed}$$

$$\text{previous usage} = (\text{period's issues} + \text{transfers-out}) / \text{length of period}$$

$$\text{Usage} = (\text{current usage} + \text{previous usage}) * \text{total days}$$

The **forecast** depends on, among other things, the forecasts for previous periods. If previous forecasts differed by a large amount from the actual usage, then future forecasts may also be too inaccurate. To account for this, a method known as double smoothing is employed:

```
a = old forecast + (usage_factor * (Usage - old forecast))
b = old b + (a - old b)
new forecast = a + (a - b)
```

The **actual/forecast ratio**, sometimes referred to as the mean average deviation or MAD, represents the error between the forecast and the actual usage. M5 stores the forecasts and actual usage from previous periods and uses the most recent 13 periods (not including the present period) for the calculation. Also, transfers-out will be considered in order to account for central location's usage:

```
actual/forecast ratio = sum(abs((period usage + transfers out) -
forecast)) / 13
```

Safety stock is the amount of stock necessary to ensure (to a degree of certainty) that the supply of a part will not run out while waiting for new parts to arrive. A factor based upon standard deviations is established depending on how certain the user wants to be that no stock outs will occur, the **service level**:

Safety factor	Service level
0.00	50.00
1.00	79.00
1.25	84.00
2.00	95.00
2.50	98.00
3.00	99.00
3.75	100.00

The safety stock is:

```
safety stock = safety factor *
(actual/forecast ratio * lead time) / length of previous period
```

The new **reorder point**, or minimum inventory level, is then figured. The reorder point is the time at which, when there is this number of parts on hand, it is time to order more parts:

```
reorder point = ((new forecast * (lead time) / days elapsed in period))
+
safety stock
```

The number to order when the inventory level drops below the reorder point the **economic order quantity**, or EOQ:

$$\text{EOQ} = \sqrt{\frac{2 * (\text{PO Cost} * \text{Usage})}{(\text{Inventory carrying cost percentage} * \text{unit price})}}$$

The maximum inventory level is:

$$\text{maximum inventory level} = \text{reorder point} + \text{economic order quantity}$$

Setting The Reorder Point

The reorder point is reset as part of the End Of Period process. The End Of Period program updates the reorder points for all stock parts at all locations set for Automatic Reorder and stores the results in the part history table and creates forecasts for the next fiscal period.

Generating Requisitions and/or Purchase Orders

The **Batch Process Part Requisitions** can generate requisitions only, requisitions and PO's, or transfers only. These are then at a later time reviewed, revised, and approved by using the *Purchase Requisition* frame, *Purchase Requisition Approval* frame, *Purchase Order* frame, or *Part Transfer* frame.

System Flag 1178 - Is requisition required on purchase order? Controls whether requisitions are required. The options are - Order parts with Req (Y), without Req (N), or either (E), requires that ordered parts come from a requisition if "Y", "N" allows ordering without a requisition, and "E" allows both requisitioned and non-requisitioned parts on the same order.

The requisitions and orders are generated for all stock parts whose quantity on hand (plus quantity in transit and quantity already on order) has dropped below the minimum inventory level, regardless of whether that figure was set manually or calculated automatically. The number of parts requisitioned or ordered is the economic order quantity (if the reorder point was calculated automatically) or the number required to bring the quantity on hand to the maximum inventory level (if the minimum inventory level was entered manually).

Batch Process Manager

Batch Process:
Parts Requisitions ▼

Run the Automatic Requisition Job

Run Date:
01/18/2019 00:00:00 🕒

Generate:
Requisitions Only ▼

Location Group:

Location:

To Location Range:
 (Optional)

Vendor:
 (Optional)

Schedule Details

Run Interval:
 Once ▼

Exclude weekends and holidays:

Schedule / Reschedule

Generating Recommended Orders

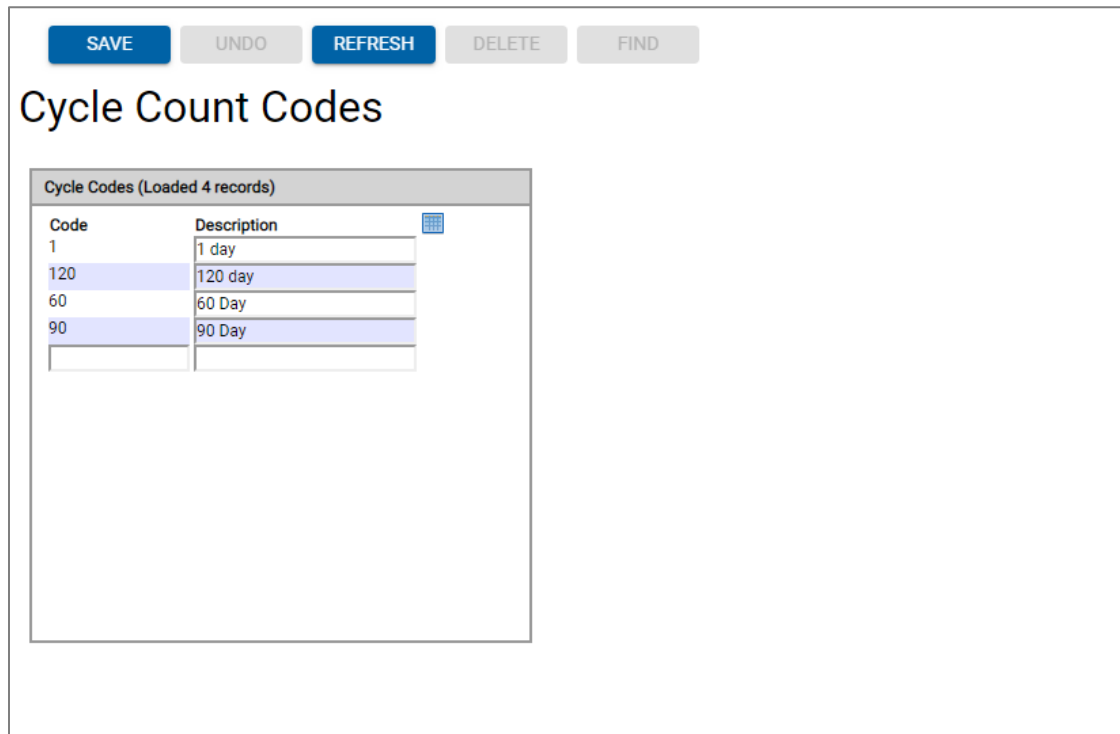
After the *Part Requisitions* batch program runs, the *Inventory Reorder by Location* report shows the recommended number of parts to order for all stock parts, whether using the manual minimums or automatic reorder points. It lists the parts that are suggested for reorder by location.

The Inventory Reorder report displays another report that shows the recommended number of parts to order for all stock parts, whether using the manual minimums or automatic reorder points. This report prints a reorder form by vendor and address. These reports does not create purchase orders or requisitions. They can be created using the frames as discussed in the previous section.

7. Inventory Control

Controlling the accuracy of the parts inventory is an important system function. There are several methods a customer can use to identify the parts that will be counted as part of the physical inventories. Physical inventories can be conducted based on cycle counts, ABC classifications, or based on part specific data. The setup requirements for each type of count are described below.

Cycle Count Codes



Code	Description
1	1 day
120	120 day
60	60 Day
90	90 Day

Cycle Count Codes are used to determine how often a physical inventory count is performed on a particular part. A cycle count is one method of collecting physical inventory counts. These codes can be created and maintained on this frame.

After these codes are set up, they must be manually assigned to each part on the *Part Inventory Parameters* frame in the **Physical Inventory Parameters** sections.

Part Inventory Parameters

SAVE
UNDO
REFRESH
DELETE
FIND
RELATED ▾

Part Inventory Parameters

Location: FM Parking Location

Part Identification
 Number: Manufacturer:
 X Refs:
 Description: Status: Type:

Physical Inventory Parameters

Cycle Count
 Code:

ABC Parameters
 Override Values System Values
 ABC Class:
 Cycle Count Days:
 Recount Qty:
 Recount Price %:
 Recount Dollar:

Next Physical Inventory
 Date: Cycle Count Baseline Date:

Current Physical Inventory
 Id:

10237 Last Physical Inventory (Loaded 0 records)

Date	Quantity	Price	Value	Variance
(0 records)				

The *Part Inventory Parameters* frame allows you to view and modify the physical inventory parameters for a particular part. These parameters determine how parts are counted during a physical inventory.

To view or modify the parameters for a specific part, start by entering the inventory location of the part in the **Location** field at the top of the frame.

Physical Inventory Parameters

- **Cycle Count** - A Cycle Count is one method for collecting physical inventory counts. Cycle Count Codes determine how often a physical inventory count is performed on a specific part. Enter a code or double-click in the field to select one from the list of values (LOV).
- **Next Physical Inventory Date** - Date of the next scheduled physical inventory, read-only.
- **Cycle Count Baseline Date** - Used as the baseline to schedule future counts.
- **Current Physical Inventory ID** - If the part is currently part of an existing Physical Inventory, that ID will display in this field.

Physical Inventory Manager

The Physical Inventory Process is detailed in a separate document. Controlling the accuracy of the parts inventory is an important system function. There are several methods a customer can use to identify the parts that will be counted as part of the physical inventories. Physical inventories can be conducted based on cycle counts, ABC classifications, or based on part specific data.

SAVE UNDO REFRESH DELETE FIND RELATED ▾

Physical Inventory Manager

Location
Location: FM FM Parking Location

Option Buttons
Create Count Sheet Upload Count Enter Count Variance Report Adjust Count

Physical Inventory Detail (Loaded 0 records)

Phys Inv ID	Status	Status Date	Last Upload Amount	Last Upload Indirect Processed Account	Method
-------------	--------	-------------	--------------------	--	--------

1. From the **RELATED** button (dropdown or icon), select *Physical Inventory Create Count*. The *Physical Inventory Create Count* frame displays.
2. Create Physical Inventory count sheet.
3. Enter part counts.
4. Print Variance Sheet.
5. Make inventory adjustments, as necessary.

8. Bar Codes

Bar Code Writer

SAVE
UNDO
REFRESH
DELETE
FIND

Bar Code Writer

Selection Options

Bar codes may be printed for any of the fields shown.

All the fields have list of values that allow you to double click items in the list to print multiple bar codes without the list of values closing.

A manual bar code may be created by entering the code directly in the blank row in the bottom frame.

Employee Id:

Part Location: Part Number: Indirect Code:

Downtime Status: Bin:

Ready for Printing (Loaded 0 records)

Code to Print	Description to Print	Type	Copies

Form: Starting Label:

Printer:

The *Bar Code Writer* frame provides you with options for printing a variety of bar codes. The **Selection Options** section has different entities you can print bar codes for: **Employee ID, Part Number, Indirect Code, Downtime Status, and Bin.**

You must have a bar code printer installed and available on your PC in order to print bar code labels. It is also necessary to make sure you have the proper labels loaded into the printer for this function.

You can use the **Selection Options** to specify what type of labels you want to print. Each field has a list of values you (LOV) can access by double-clicking in that field.

Part Bar Codes

SAVE
UNDO
REFRESH
DELETE
FIND

Part Bar Codes

Selection Options

Max Bar Codes:

Print Bar Codes for a

Ready for Printing (Loaded 0 records)

Code to Print	Description to Print	Bin	Copies

Form: Starting Label:

Printer:

The **Part Bar Codes** frame allows you to print bar code labels specifically for parts. To print bar codes for other items, refer to the **Bar Code Writer** frame. To print part bar codes you must have a bar code printer installed and available on your PC. You will also need the proper labels loaded in the printer you are using.

In the **Selections Options** section, you can set the *Max Bar Codes* value. It is recommended to print the codes in smaller batches in case the labels get jammed in the printer or if you encounter another printer error. Smaller print jobs are easier to deal with and re-run should you encounter problems.

9. Query Screens

M5 offers multiple reporting and query options related to Inventory Management. The *M5 Reports Guide* contains more information on the standard reports available. Some important query frames are listed below.

- Part Inventory Inquiry
- Physical Inventory Query
- Purchase Order Query
- Part Journal Query

10. Additional Functionality

- Invoice Reconciliation
- Component Rebuild
- Spoke/Hub Distribution

11. Inventory System Flags List

Please see the *System Flags Table* for a complete listing of all flags.

Updates

Release	Section	Description
23.2	All sections	Applied miscellaneous writing style updates throughout the document.
24.0	Inventory System Flags List	Updated reference to the System Flags Table. Removed the System Flags table.
24.0	Core Tracking	Updated the reference file title name.
24.0	Part Transfer	Added new image with the Cancelled status and Cancel checkbox.
24.2	Part Main Catalog	Added content and images: <ul style="list-style-type: none"> • Lotted Part Details • Part Manufacturers • Resource Type Entry • Part Serial Number Detail
24.2	Serialized Parts Physical Inventory	Added Serialized Parts Physical Inventory section.
24.2	Part Returns	Added new image with the Serial No field repositioned.
24.3	Part Transfer Request	Added Part Transfer Request section. Added new PART TRANSFER REQUEST CREATED notification.
24.3	Part Requests	Added Notifications section. Added new notifications: <ul style="list-style-type: none"> • PART REQUEST CREATED • PART REQUEST READY