Inventory Control

Course description: Learn how to use eMaint Online for inventory tracking, from establishing your inventory records and generating reorder lists to receiving parts and creating meaningful reports.

Parts File Listing

The Parts File Information is located in the Data Center. Clicking the link will open a new window displaying parts in the list format (as seen below). The list contains the fields from the parts table that are most helpful in sorting and locating parts based on your industry.

NOTE: The fields displayed can be changed using the 'Form Options' link located at the bottom of the list view. The System Administrator course provides a detailed explanation of how this option is used. For an overview of how to modify the list view, click on the 'Learn More' link in the right hand corner of the list view.

Locating Records in the Parts List

The list may be sorted in order by any of the column headers. Clicking a column header will sort the parts in order based on that field. The first click on the header field will sort the parts in ascending order; clicking on the arrow will sort the parts in descending order and change the graphic to an arrow pointing down.

	Item No ⇑	Description	Class	Unit Cost $	On Hand
Apply>	0				
🔍✏	000.000.0001	NON-STOCK PURCHASED PART		0.00000	100.000
🔍✏	04.510.200.0002	MOP, DAMP, SPARTAN, 5-GAL, 301605		0.00000	0.000
🔍✏	04.510.200.0004	HEAD, BROOM, FINE, 24", 236240		0.00000	0.000
🔍✏	04.510.200.0005	PADS, BURNISH, 20", 18066		0.00000	0.000
🔍✏	04.510.200.0006	HEAD, MOP, DUST, NON-TREATED, 5" X 36", K155WH		0.00000	0.000
🔍✏	04.510.200.0007	HANDLE, BROOM, 191000		0.00000	0.000

Displaying 70 Records   Add New Record Refresh Learn More Close Window

Lists can be filtered by entering data into the textbox fields under the header. Click 'Apply' to set the filters that have been entered. The sort and filters are saved and used the next time the list is opened based on your user login. For example, if you just want to view item #'s that begin with zero, type a '0' in the description filter, and click 'Apply.' Once a filter or group of filters is applied, the list will redisplay based on that criteria and will indicate in the upper left corner the number of records that matched the filter criteria. Filters are not case sensitive.

Detail View

Inventory . . . . . - Microsoft Internet Explorer

Learn More Customize Form Close Window

Add Copy/Add Edit Delete List Previous Next Adjustments History Key Change Purchase Recalculate

Item No:	TLC-42EF-E1EZB			
Description:	EMITER LIFT SAW AB			
Class:		Unit Cost $:	97.66667	
Sub-Location:	-	On Hand:	2	
Site:	CABINET N	On Order:	5	
Account #:		Order Qty.:	5	
		Order Point:	4	
Sequence:	CABINET N	Stock Item:	True	
Counted On:		U/M:		
Shelf Count:	0			
Weblink:				
Comment:				

The detail view (example on previous page) is accessible from the List view by clicking on the Item No. or clicking on the magnifying glass icon in the left column of the list. The detail view contains all the information for one part from the parts table. From this screen, you have total control of the inventory parts. You have the ability to add, edit, delete, view history, make adjustments, manage suppliers, purchase parts, and make a key change to the record.

The top menu bar controls these functions:
- **Add** - Open the form for adding a new part.
- **Edit** – Edit fields on current item.
- **Delete** – Mark current part for deletion.
- **List** - Return to the list view for parts information.
- **Next** and **Previous** will move to another part based on the Item Number (always in Ascending Item # order).
- **History** - Display the transaction history of the part directly below the part's detail.
- **Adjustments** - Open the form to change the existing on hand quantity.
- **Suppliers** - Display the suppliers associated with this part directly below the part's detail.
- **Purchase** - Open a new form to process a purchase for this part.
- **Key Change** - Allow an Item # change.
- **Recalculate** – *For LIFO/FIFO inventory method only* -Adjust the on-hand to match the LIFP/FIFO transaction on a part.

NOTE: The fields available on the detail form can be chosen by the system administrator. The process for this choice is covered in detail in the System Administration course.

Adding, Editing, and Deleting Parts

Adding Parts

You can add new parts from either the Parts list view or the Part detail screen. From the parts list, the 'Add New Record' hyperlink is in the upper right-hand corner of the screen. Click it to open a new window to add the new part. From the detail view, the 'Add' choice is the first link on the menu bar and will change the current window to the add mode.

The add form contains all of the fields made available for the part. The key field for Inventory items is Item No., and it can contain no more than 15 characters. The system will not allow a part record to be saved without indicating an Item No. Click 'Save New Record' to save the new part. 'Cancel Changes' will completely discard the new part information.

Editing Parts

The form for editing part information can also be accessed from either the list or detail views. From the list view, click the pencil icon to the left of a part record to edit that part information. From the detail view, click the edit button in the menu bar to open the edit form.

The edit form (seen above) is similar to the add form, except that the key field cannot be edited. The key field is the unique identifier for the part. This can only be changed by using the 'Key Change' function (user must have security rights to access Key Change). Click 'Save Changes' to save the edits or 'Cancel Changes' to discard the editing. The form will return you to the detail view of the edited part.

Deleting Parts

To delete a part from the system, you must perform two steps. First, click the 'Delete' link on the part. Second, remove that part permanently by using the administrative function 'Remove Deleted Items.' If you only click the 'Delete' link, you have simply marked the record for deletion. The record can still be restored to your system by clicking the 'Undelete' link which will now appear on the item.

Inventory Adjustments

Adjustments to the on-hand quantity should be made with the adjustment menu choice from the detail view. You must have the appropriate security rights to access this function.

You may choose the type of adjustment you are making from the drop-down box. The options are Physical Count, Cycle Count, Transfer (In), Transfer (Out), Overage, Shortage, PO Return, Pilferage, and Other.

- The adjustment type will be displayed in the history of the item in the column labeled WO#/Type. (See page 7 for detailed discussion of history.)

- Use the PO# field and the Packing Slip/Comment field to record PO information or comments about the adjustment.

- The transaction date and unit cost default to today's date and the current unit cost of the item. Make changes if necessary.

- The adjustment quantity is required for the adjustment to be saved. Positive numbers are added to the existing on-hand quantity, and negative numbers are subtracted from the existing on-hand quantity. For example, if the current on-hand quantity is 25, and you enter -5 in the Adjust Qty. field, then the new on-hand quantity will be 20. This method of making an adjustment will be recorded in the Part History.

NOTE: The on-hand quantity is automatically updated when parts are received, when parts are issued, or by making an adjustment to inventory. All of this information is available by accessing the part's history. The system will not allow you to modify the on-hand or on-order values by editing. You must use the Adjustment link to change the on-hand amount. The on-order amount will be modified when a part is ordered or received.

Viewing Inventory History

From the Parts Detail View, you can display the transaction history of each part. Click on 'History' to list the history below the field display.

Counted On:	U/M:
Shelf Count: 0	
Weblink:	
Comment:	

12 Month Part History (Inv. Method =)   🔍 Return to Standard View

Tran. Type	WO# / Type	Asset ID	Date	Qty.	Unit Cost	Supplier ID	Po #	Packing Slip
Inventory location MAIN								
PHY COUNT	XFEROUT	n/a	02/23/2006	-1.00	$ 30.00			SENT TO SEATTLE PLANT
RECEIPT	n/a	n/a	02/23/2006	1.00	$ 25.00	109908	TLC033105	YTR-653-7-UYT
RECEIPT	n/a	n/a	02/09/2006	2.00	$ 30.00	100154	00026	1452-87895-85
PURCHASE	_1Q30VR6U8	n/a	02/02/2006	2.00	$ 30.00	100154	00026	
ISSUE	51456	BLD0700	01/12/2006	1.00	$ 30.00			
RECEIPT	n/a	n/a	01/12/2006	1.00	$ 30.00	107085	00022	
PURCHASE	_1PI0LW7EX	n/a	01/12/2006	1.00	$ 25.00	107085	00022	
ISSUE	51409	AS0001	11/28/2005	1.00	$ 25.00			
RECEIPT	n/a	n/a	11/28/2005	1.00	$ 25.00	TRADESMAN	00007	
PURCHASE	1Q70KFTA4	n/a	11/28/2005	1.00	$ 25.00	TRADESMAN	00007	

Adjustments, Issues, Returns, and Receipts will be displayed in the history in list format. Adjustments always show as a transaction type of PHY COUNT; the adjustment type is shown in the WO#/Type column.

The WO#, Asset ID, and PO# are all hyperlinks which will take you to a screen displaying the information for that record. Click 'Return to Standard' view above the list to remove the history view from the form.

When history is first displayed, only one year of data is shown. To view the complete history, click the magnifying glass adjacent to 'Return to Standard View.' This will take you to a screen for a full search of the part's history. You can choose to simply change the date to encompass a greater time period, or you can filter on the type transaction you wish. After you choose your filters, you must click the 'Filter' button for the screen to reflect your choices.

Range of Transaction Dates   **Transaction Types**

12/31/2003 📁 thru 12/30/2004 📁   ALL ▼

[Filter]

MIS1
MISC. PARTS

Part History (Inv. Method =)   Return to Standard View

Tran. Type	WO# / Type	Asset ID	Date	Qty.	Unit Cost	Supplier ID	Po #	Packing Slip
ISSUE	115	LT-LA-00021	12/17/2004	2.00	$ 2.00			
PHY COUNT	XFERIN	n/a	12/08/2004	2.00	$ 2.00			Dept. 22
PHY COUNT	OTHER	n/a	12/08/2004	-1.00	$ 2.00			Dept. 23
PURCHASE	n/a	n/a	11/30/2004	1.00	$ 2.00	STAP01	113004	
RECEIPT	n/a	n/a	12/01/2004	1.00	$ 2.00		113004	
ISSUE	102	LT-LA-00021	11/30/2004	3.00	$ 0.38			

Recalculate

The Recalculate function was designed specifically for inventory methods LIFO or FIFO which have become corrupted due to improper use of the editing function on parts. A standard inventory method should not require the process described below.

This function is available should your part's on-hand or on-order amount not match the history of the transactions against the part. Signs of this problem would include not being able to charge out the amount you have on hand. If the system shows an on-hand amount but will only charge part of that amount, there is a disconnection between your transaction history and your on-hand amount. This situation can happen when the on-hand field was left editable in a non-standard inventory method.

If there is a discrepancy between your on-hand or on-order amount and your part history, the system will show you a page similar to the one below when you hit the recalculate link.

Onhand quantity adjustment for item #000068   Learn More   Close Window

The inventory quantities do not match the transaction history. This should be corrected immediately. Click the button below to update the current inventory quantities to the calculated quantities as shown below. If you need to further adjust the onhand inventory quantity, use the inventory adjustment feature to make the necessary adjustments.

	Current Qty.	Calculated Qty.
On Hand	20	2
On Order	0	0

[Update onhand]

12 Month Part History (Inv. Method = STANDARD)

Tran. Type	WO# / Type	Asset ID	Date	Qty.	Unit Cost	Supplier ID	Po #	Packing Slip
Inventory location MAIN								
RECEIPT	n/a	n/a	08/29/2005	10.00	$ 1.24	518600	23-036CSA	
PURCHASE	n/a	n/a	03/09/2005	10.00	$ 1.24	518600	00017	
RECEIPT	n/a	n/a	03/09/2005	10.00	$ 1.24	518600	00017	

There will be a calculation of what the history shows the on-hand and on-order quantity to be in the Calculated Qty. column. Update the on-hand quantity so that it will match history. If the on-hand is not what your inventory count shows, make an Adjustment to the on-hand quantity through the Adjustment link.

Relating Parts to Assets and PM Schedules

You have the ability to associate parts from your Parts File with your Asset record and PM Schedules on those assets. Establishing a related parts list helps your operators know which parts are typically used to repair an asset. It also streamlines the process of applying parts charges to any work order associated with that asset.

To establish a relationship between parts and an asset, go to the Asset File Information list located in the Data Center. Open the detail of the asset record. You will see a section called 'Related Parts.' Click the 'Add' link in this section to access the Asset Cross Reference screen (seen below).

- On the Asset Cross Reference screen, click the folder icon to the right of the Item field to access your parts list.
- Filter the list to locate the desired part.
- Click 'Select' to the left of the item on the list. The item and its description will drop into the Asset Cross Reference screen.
- If you enter a quantity on the cross reference screen, that quantity will be the default quantity used when the part is charged via Quick Parts (discussed page on 11).
- Click 'Save New Record' at the top of the form to save changes.
- Click the 'Go Back' button at the top right side of the screen to return to the Asset Detail screen.

The same relationship is available for the PM schedules of assets. Open the PM schedule for an asset and you will see a section called PM Parts which enables you to specify parts used for the specific PM schedule of the asset. These parts are distinct from any related parts already associated with the asset in Related Parts.

The one difference on the PM Parts screen is the field Auto Issue Qty. Entering a number into this field makes the part ready for auto-issue on the close out screen of the PM work order generated from this PM. Rather than having to select the part to charge when adding charges to the work order, you simply auto-charge the part when you close the work order. If you would prefer not to auto-charge the part, enter a zero in the Auto Issue field and enter the appropriate amount in the Recommended Qty. field.

Charging Inventory to Work Orders

Entering individual parts charges on a work order

Parts can be issued to work orders from the Work Order Center. Locate the work order to be charged and open its detail view. The middle of the form has a pull-down list for charge types. Select 'Parts' and click the 'Add Charges' button. The screen below will open.

You must enter a valid Item: the item number must exist in the Parts file. The quantity entered must be less than or equal to your on-hand amount for the part.

- Click the folder icon next to the Item field to display the Parts List and select from that list. This method will fill in the Item Description, location, on-hand, and unit cost fields on the charge form.
- Click 'Validate Entries' to check the Item No and the Quantity against the parts file.
- If both values are viable, the screen will indicate the record is ready to be saved and the extended cost will be displayed.
- Click 'Save Entries' to complete the transaction and charge the part to the work order. The on-hand quantity of the part will be reduced by the quantity entered.
- If you also check the 'Update Asset related parts list' option at the bottom of the form, this part will be added to the Related Parts section of the asset on which the order was created.

Entering a group of parts charges to a work order

Selecting the Parts charge type to add charges to a work order allows you to record one parts charge at a time. Another type of parts charge, the **Quick Parts** charge, lets you record multiple parts charges on one screen. This function is designed to work in conjunction with the Related Parts Lists that you have created with your asset records or with the individual PM Schedules on assets. (Relating parts to assets is discussed on page 9.)

To enter Quick Parts charges, select 'Quick Parts' from the Charges menu at the bottom of the work order to which you are applying the charges. A screen similar to the one below will open.

You can choose to load only the related parts from the asset, only the PM Parts from the PM schedule, or all parts from both. Click the 'Load Parts' button after you make your selection from the drop-down box. The associated parts you selected will load on the screen.

The recommended quantity you selected when relating the parts will show in the Qty field. If you used more than the amount listed, change the quantity to the correct amount. If a part was not used in the work performed, make the quantity zero.

If you make changes to the quantity or item number, it is wise to click 'Validate Entries' to make the system validate the changes (existing part & sufficient on hand).

After confirming the quantity used, click the 'Save Entries' button. The screen will display a message that the records were saved. Valid entries will have green checks to the left of the record; invalid ones will have red circles next to them. You can then click the 'Return to Work Order' link in the upper right corner of the screen to return to the work order screen.

Managing Suppliers

Suppliers are set up in the Maintenance Contacts table. When adding new Maintenance Contacts, select Supplier from the category pull-down list to make the record available when adding related suppliers in the Item Suppliers screen. Using the contacts table will enable you to select from the list and have the supplier ID and company name automatically filled in when the supplier is chosen.

Adding Suppliers to a Part Record

When a part detail is first opened, it automatically displays any associated suppliers below the detail screen in a section called Item Suppliers. The basic information of Supplier ID and name will show along with whether that supplier is the default supplier and any supplier part numbers. You can add a new supplier directly from this view by clicking 'Add' in the right corner of the Item Suppliers section. You can also edit or delete the reference by clicking the 'GoTo' link to the left of the record.

The Items by Supplier form automatically pulls the item information from the current part.

Select the Supplier ID and the company name will automatically be entered from the Maintenance Contact record for that supplier. Continue to enter any of the remaining supplier related information. Last Cost and Rec'd Date are updated anytime the part is purchased from this supplier. If you set the 'Default' field to 'True', this supplier will be considered the part's default supplier when processing purchases. Click 'Save Changes' to save the information.

NOTE: Supplier information is mandatory if you plan on using the system for purchasing. When you create parts records, you should also create at least one supplier relationship.

TIP: If you are unsure of a particular part's supplier but would like to purchase this part, you can create a blanket supplier record in your Maintenance Contact file and use it for the situation. Since you are allowed to change the supplier after creating a purchase order, you are not forced to keep this "dummy" supplier for the part.

Viewing Parts by Supplier

Each part can be identified with a single or multiple suppliers. The part/supplier record will hold Supplier ID, supplier name, the supplier part number, manufacturer number, manufacturer part number, rating, last cost, and last received date. (See page 12 for a detailed discussion of creating part/supplier relationships.)

NOTE: To use this function, each of your suppliers must have a record in Maintenance Contacts. In addition, the supplier information related to a part must be entered and recorded from the 'Suppliers' Menu Option at the top of the part record, rather than being recorded in the Supplier ID and Supplier Description fields which can be added in the part detail section.

The Parts by Supplier menu choice available in the Data Center will display a list of parts that have supplier cross reference record(s): Suppliers that have been associated with a part record using the Suppliers menu option at the top of the part record. The Parts by Supplier list displays the following fields: item number, item description, supplier part number, supplier name, and supplier ID. Additional fields can also be displayed by using Form Options on this list view.
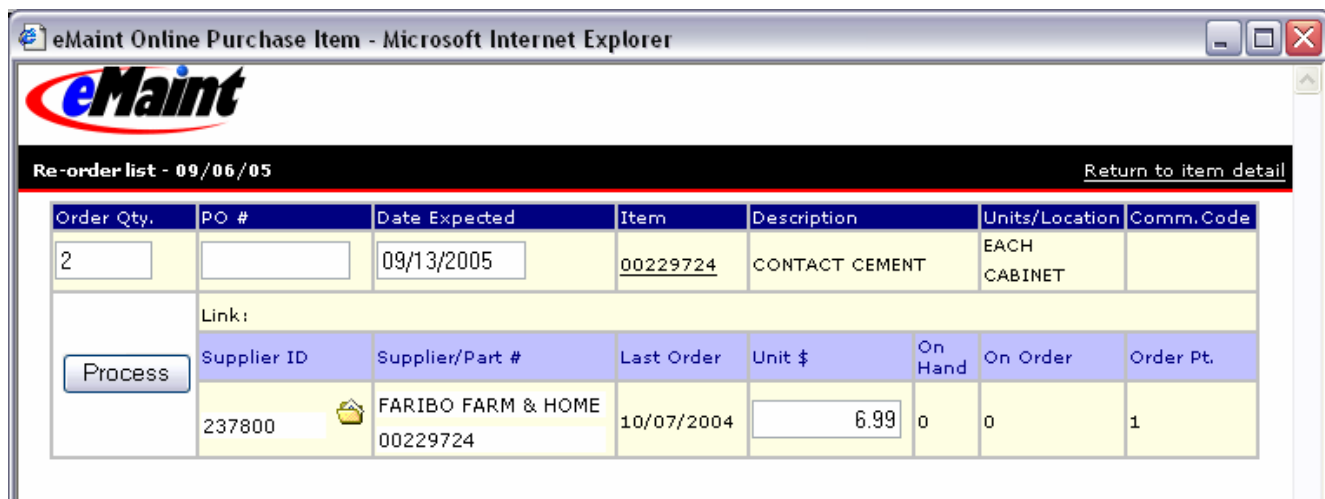
To filter the list to view only parts for a particular supplier, enter the supplier name in the company field and click 'Apply.' The list will display the filtered items, showing only those records that match the criteria. A part can be listed twice in the list if it has multiple suppliers. Click the 'GoTo…' link adjacent to a part on the list to display the detail record of that part.

Purchase from Part Detail

There are three ways of purchasing parts in the system.

- Use the purchase link located on the part detail form (described below).
- Replenish via stock parts which makes use of the Parts Re-Order list (See page 15 for detailed discussion.)
- Create a purchase order for a particular supplier from the Main Menu (See page 19 for detailed discussion.)

To use the first method of purchasing, locate the part you would like to purchase and click the 'Purchase' link from its detail view. A screen similar to the one below will display.

You have the ability to enter a quantity to be ordered if the one showing in 'Order QTY.' is not correct. The quantity is pulled from the Order Qty, field on the part detail. You can also change the unit cost and the date expected.

To process this item directly into a PO, enter the PO# in the box directly below PO#. When you click 'Process,' the item will automatically be assigned that PO#. You can manage the PO from the Purchase Order Center. (See page 21.)

To process this item into a Pending PO, leave the PO# box empty, and click 'Process.' You can manage the Pending PO from the Update Pending PO's. (See page 17.)

Generating the Parts Re-Order List

The Parts Re-Order List is used to display the list of any parts in the system which are due to be reordered. Parts are considered to be in need of ordering based on the following criteria: Stock Item is equal to True and on-hand quantity plus on order quantity is equal to or below reorder point. The list is dynamic and will reflect any changes made to the detail of the parts shown. *There must also be an amount in the Order Qty. field for the part to display in the list.*

Each item on the list displays the following default fields from the part record: the Item #, the order quantity, the unit cost, the default supplier ID and supplier name, the Location, Commodity Code, Dept, On Hand, On Order, Order Point, date of last order, and Account #.

NOTE: If you have multiple suppliers associated with a part, you can click the lookup to the right of the Supplier ID for the part and select a different supplier for that order.

There are two numbers (separated by /) at the top left side of each part displayed on the list. These numbers indicate first the item's place in the list and second the total number of items on the list. For example, the 2/3 adjacent to the second item indicates that this is the second of a total of 3 items on the list.

At the top of the list, you have options for the following:

- **Sorting the List** You have the option to sort the list by Item #, Supplier ID, Location, or Department. The default sort is by Supplier ID. To change the order of the list from the default value, select a different option from the drop-down list, and then click the 'Refresh' link to the right of the sort drop-down. The list will redisplay as indicated.
- **Supplier ID Filter** You can enter a specific Supplier ID into this filter box; and when you click the Refresh button, the list will redisplay showing only those parts on the list that had that Supplier ID indicated on their record. By using this function, it becomes easier to process the items for that one supplier, or print a summary list of items for that supplier.

NOTE: Parts cannot be processed unless they have a valid Supplier ID associated with them. If the Supplier ID is blank on any record on the list, check the lookup folder to the right of the Supplier ID. The Supplier may be blank because you neglected to identify a default supplier. If there are no suppliers associated with the part, go back to the part detail of that item (using the part link provided) and associate the required supplier. Because the list is dynamic, you will find that supplier in the list for the part when you refresh to the Re-Order list.

- **Printing List Summary**   You are able to print a summary of the Parts Re-order list by Item #, Supplier ID, Location, or Department. The default setting is to sort by Supplier ID. When you select this option, a screen displays that instructs you to 'Click to view printable PDF of list.' You can print the list directly from the screen, and then click 'Refresh List' in the top right corner of the print screen to return to the Re-Order List view.
- **Default Expected Date** You can apply the same "date expected" to all the items currently displayed in the list by entering a date (mm/dd/yyyy) into this filter box and clicking the refresh button. This date will be printed on the Pending PO and also the Purchase Order itself.
- **Default PO** Once you have applied your Supplier ID filter and are showing only the parts that you will reorder from that supplier, you can enter a PO number into the Default PO filter. When you click Refresh, that PO number will be entered on each part record currently displayed in the list. You can then proceed to the processing step.

Processing Items on the Parts Re-Order List

Once you have displayed the list and set the filters that you want to set, each item on the list can be processed with a PO number or without a PO number. If you enter a valid PO number (or have set it through the filter) and then click the 'Process' button below the part entry, the item will be ready to receive under the PO Receipts menu option.

If you click the 'Process' button without entering a PO number, this indicates that the item is Pending (you are planning to order it but are waiting for a PO number). Any item processed without a PO number will be available to update on the Update Pending PO screen (see page 17). Once the Process button is clicked on an item from the Re-Order List, the item will not appear in the Re-Order list again until it comes due for reordering again.

All items processed on the same day for the same supplier will be assigned the same requisition number. The requisition number is an internal number which the system uses for processing items. You will be able to see the requisition number on the Pending PO screen (discussed next), but you will not need to use it for anything in the system.

Update Pending PO's

The Update Pending PO's option from the Purchase Center displays the list of all parts that were processed from the Parts Reorder list without a PO#. Here you will create the purchase orders for the parts based on the Supplier.

All parts are grouped according to the supplier name. Each part will have a requisition number (Req #) which was auto-assigned when the part was processed. This is a number used by the system; you do not need to do anything with it. The requisition will allow you to process the items by date.

At the top of the form you can filter by Supplier ID or Supplier Name to view only the line items for a particular Supplier. You can also use the date filter to see items for a particular day.

The screen allows you to work with either the PO as a whole or the individual items.

PO by individual parts or req#

To work with an item or req#, go to the icons to the left of the req# for the items or the item line.

By clicking on the magnifying glass on that req# number line, you will be able to edit the parts' quantity and cost or remove it or them from the pending list.

NOTE: The canceled purchase of the part is recorded in the part's history. Go to the detail record of the part. Click the 'History' link on the part screen to see the canceled purchase highlighted in red on the history list.

By clicking on the printer icons you can either print an internal requisition form for that part (first icon) or print a quotation form for that part to send to the supplier (second icon).

To assign a PO# to an item or auto-assign a PO#, click on the PO icon to the left of that item's line. This will allow you not only to assign a PO but also to change the supplier for that item. If you do change the supplier at this time, you must process this item with a PO# or the supplier change will not be saved.

PO by Supplier

To work with the Supplier itself, go to the icons to the left of the Supplier ID. When you work with the icons in the Supplier header, you will be dealing with all items with pending purchases for this supplier regardless of when those pending purchases were entered.

By clicking on the printer icons you can either print an internal requisition form for all parts to be ordered from that Supplier regardless of date ordered (first icon) or print a quotation form for all items to send to the supplier (second icon).

To assign a PO click the PO icon to the left of the supplier ID. You will be able to auto-assign the PO number or enter a PO number of your choosing.

To edit a PO, go to the PO Center and click the action magnifying glass icon on that PO. (For more about editing see page 22.)

Creating Purchase Orders

From the Purchase Center, click the link to 'Create Purchase Order.' The screen above will open allowing you to populate the appropriate fields. Choosing a Supplier is mandatory.

Purchase Order tab
- PO# will be generated after an item has been added to the PO.
- PO Date defaults to today but can be changed.
- InvLoc is the location for which the items are being ordered. It will show Main.
- WO# is for the work order for which this purchase is being made. If a work order number is entered, this PO will show in the purchase section of the work order detail screen. When the items are received, the work order will show those items as a Purchase charge type and will factor into the total charges for the work order. The work order number can be changed at any time **before** items are received on the PO.
- Supplier Information is chosen from the pop-up box which takes you to the Maintenance Contacts file to choose from the Suppliers in your system. Any contact information which was entered on the Maintenance Contact record will pull into the corresponding fields on the PO after the 'Proceed' icon is clicked. Supplier information can be changed at any time **before** items are received on the PO.
- Ship To will contain the address information entered on the administrator's contact information area.

Comments tab
- Comments can hold any additional information for your internal records.

Invoices tab
- The ability to enter invoices against this PO will only become available after items have been added to the PO and the PO has been saved. (See page 27 for a discussion of Invoices.)

Terms, Etc. tab

Enter the information you need in any of the fields on the Terms tab. This information is optional and can also be customized to suit your needs.

NOTE: The following fields when filled in on this tab will also appear on the PO form: Delivery Date, Confirm, Ship Via, FOB, Freight, and Terms.

Once you have entered the information on the tabs, click 'Proceed' to begin entering parts to be ordered.

- Enter the quantity desired; this field will be highlighted ready for entry.
- To select an item you can either select it by clicking on the lookup folder (from the Parts Listing) or type in the Item#. If you type in the item number and then tab to the next field, the system will check to see if that is a valid part from your Parts File Listing and then populate the additional information from the Parts File.
- You must click the 'Save' icon after each item is entered to add it to the PO.
- When you have finished entering items, click the 'Done' icon which will present the detail view of the newly created PO and allow for editing of the header and the PO itself. (See page 22 for discussion of PO functions.)

Purchase Order Center

When you first enter the PO Center, you will not see any purchase orders. The page will ask you to fill in the criteria for the PO's you wish to view. Once you enter the filter information and apply it, the PO's you want to see will display on the screen. You can filter by the PO#, Supplier ID, Supplier Name, or date range.

Hint: To view all PO's regardless of date, select "--" in the month and day fields.

The Purchase Order Center displays basic information about the PO's you selected in the filter. To view the detail of a specific PO, click on the magnifying glass to the left of the PO#.

Purchase Order Functions

Once you have clicked the magnifying glass on the Purchase Order Center, you will see the purchase order displayed in a screen as below.

From the detail of a purchase order, you can perform the following functions:

o **Change supplier** – Before receiving any items on the PO, you can change the Supplier information. Click on the icon to the right of the Supplier ID to change the screen to show the lookup for Suppliers. Be sure to save the change when you have selected the correct supplier.
o **Edit Items** – Click the pencil icon under the line item to edit it. You can **NOT** change the item, but you can edit the quantity, unit cost, supplier part #, date expected, account#, and unit of measure.
o **Void lines** – Click the trash can icon directly under the item to remove the item from the PO. The voided transaction will be recorded in the part history.
o **Add Line** – Click the 'Add' icon to add new line items to the PO. You can add line items to a PO even when all other items have been received.
o **Edit** – Clicking the edit icon will make the Ship To and Terms tabs available for editing. It will also allow for changing or adding a WO# to the PO. You can only change the WO# if no items have been received against the PO.
o **Print** – Clicking the print icon will open the PO form in Adobe Acrobat for viewing and printing.
o **Receive** – Click the receive icon to receive any items from the PO. (See page 23 for a complete discussion of receiving.)
o **Receipts** – To view all items received to this PO, click the 'Receipts' icon.

Receiving Options from PO

The receipt screen (shown below) offers you many options. Before receiving items you can change the unit cost and distribute additional costs over items. Packing slip information can be entered here as well.

- To change the unit cost, simply enter the new cost in the 'Unit Cost' field. When received, the cost will be the new unit cost of the item. The new cost will not be reflected on the PO form. The PO will always show the price at which the item was ordered. If you need to change the price on the PO, you must edit the line from the PO screen before receipt.

Distributing Costs

You can distribute additional cost by weighted qty (items ordered in larger quantity bear the larger share of the cost) or by weighted cost (more expensive items receive the higher percentage of cost).

- You must first enter the number of items received to the PO (either by typing it in or using Auto Fill).
- Enter the additional costs in the 'Addit'l$' field.
- Choose the method of distribution and check to see if the cost was distributed as you would like.
- To remove the distribution and select another method, simply click 'Reset ALL Costs.' This option will revert the unit cost to its original amount.
- Once the additional costs have been distributed and saved, they cannot be changed.

- If lines are left open on the initial receipt, they will be available for additional cost distribution when they are received.
- Be sure that you distribute the extra cost before you save the receipt because you will not be able to distribute cost on items already received.

Receiving

- Use the Packing Slip field to enter the packing slip information before saving the receipt.
- If the receipt was made on a day other than the current day, use the available drop-downs to enter the correct date.
- Use the Auto Fill option to automatically drop the quantity ordered into the quantity received field.
- Any item whose quantity received equals the quantity ordered will be closed when you click the 'Save' icon. You do not need to select the Close option from the drop-down.
- Enter the quantity in the Qty. Rcvd field for any item which has a partial receipt.
- Any item whose quantity received is less than the quantity ordered will remain open when 'Save' is clicked but will show the partial receipt you entered.
- To close a line without receiving the full quantity, you must manually change the drop-down option from 'Open' to 'Close.'

You can return to this screen to view the receipts, or you can click on the 'Receipts' icon to view the Receipts form. The Receipts form (seen below) provides detailed information about your receipts including the individual receipts made against line items (partial receipts).

Receiving Option from Main Menu

On the Main Menu, there is a link in the Purchase Center called PO Receipts. Clicking this link will open the screen shown below. Active Purchase Orders can also be received using this menu choice.

All Open Purchase orders will be listed in the drop-down list for the PO Number field. Select the PO to be received. The date defaults to the current date but can be edited either here or on the individual items. Enter a packing slip to identify the shipping or tracking number, if necessary.

Press the 'Continue' button to view all line items that are open for the selected Purchase Order. The quantity received will default to the amount that was processed originally, and the status of the order will default to 'Keep Open.'

Receiving the full quantity of each part

To receive the full quantity of the first part listed for the PO, change 'Keep Open' to 'Close' (below the quantity received), and click 'Process.' This item is now received. Continue this process on all the open items listed for this PO, processing each one separately, until completed. Now this PO will no longer be available to select for receiving from the PO Receipts menu.

Processing a partially received order

To receive a partial quantity on the line item listed, change the Quantity Received to the correct amount for this transaction. Select 'Keep Open' to allow another receipt against the PO line item at a later date. Click 'Process.' When the remainder of the order arrives, the PO number will be available from the PO Receipts screen and the rest of the order can be closed out at that time.

Canceling a Purchase Order

To cancel a Purchase Order, enter a received quantity of 0 (zero), change 'Keep Open' to 'Close,' and click 'Process.'

After processing your PO and receiving (or partially receiving or canceling) all the items on the purchase, you have two options in the upper right corner of the screen. Selecting 'New PO Receipt' will take you to the screen to select another PO for receiving. Selecting 'Return to Control Center' will take you back to the main menu.

Difference between receiving methods

There are two major differences between receiving via the PO and receiving via the main menu

1. The ability to distribute the additional cost associated with a PO.
2. The ability to process multiple items at once with Auto Fill instead of individually via 'Process.'

The method you choose depends upon your preference. Both methods will enter the items into your Parts File for use at a later time.

Invoices

Invoices are entered against individual purchase orders. To enter any invoices received against a PO, open the PO from the Purchase Order Center. Click on the 'Invoices' tab. Click on the link 'Add' to open the invoices form.

Enter the information you need for your invoice and save the changes.

Once invoices have been entered, the information for the invoice will show on the Invoices tab as shown below.

Inventory Reporting Tools

There are many reports which can be created to display parts information. In the Query Builder, eMaint has supplied a number of reports for this purpose. Look at the report types PARTS, PURCHASING, and even CHARGES for common reports which you can use.

One inventory report called **Inventory Valuation Report** is located in the Report Center. When you select this option, it provides a complete detailed report of the total value of the inventory on hand. The description at the top, Detailed Inventory Valuation Report, can be clicked to display the report in a Summary view. Once you click the heading, the report will display in Summary view. Click on the Summary heading and it will toggle back to the Detail view.

Detailed Inventory Valuation Report
Valuation Method = FIFO

Item #		Description				Location	
	Date	Tran.Type	Qty.	Qty. Used	On-Hand	Cost	On-Hand Value
0.75DSRBY00.5		CYLINDER,AIR(PARKER)					-
	01/01/2000	_BEGBAL	3	2	1	$ 19.50	$ 19.50
006		O-RING					
	06/20/2002	RECEIPT	100	0	100	$ 0.02	$ 2.00
008		O-RING					
	01/01/2000	_BEGBAL	1000	0	1000	$ 0.01	$ 10.00
01-1		4005563 LANE ID				REV/B EXE	
	01/01/2000	_BEGBAL	7	1	6	$ 243.00	$ 1458.00
01-2		4005563 LANE ID				REV/B EXE	
	01/01/2000	_BEGBAL	6	1	5	$ 235.67	$ 1178.35
010-6165		GEMS:SWITCH,FLOW					
	01/25/2002	RECEIPT	2	0	2	$ 199.00	$ 398.00
	01/25/2002	RECEIPT	3	0	3	$ 0.00	$ 0.00
	Sub-Total				5		$ 398.00

For more information about reporting, considering taking the Basic Reporting and Advanced Reporting training sessions.

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