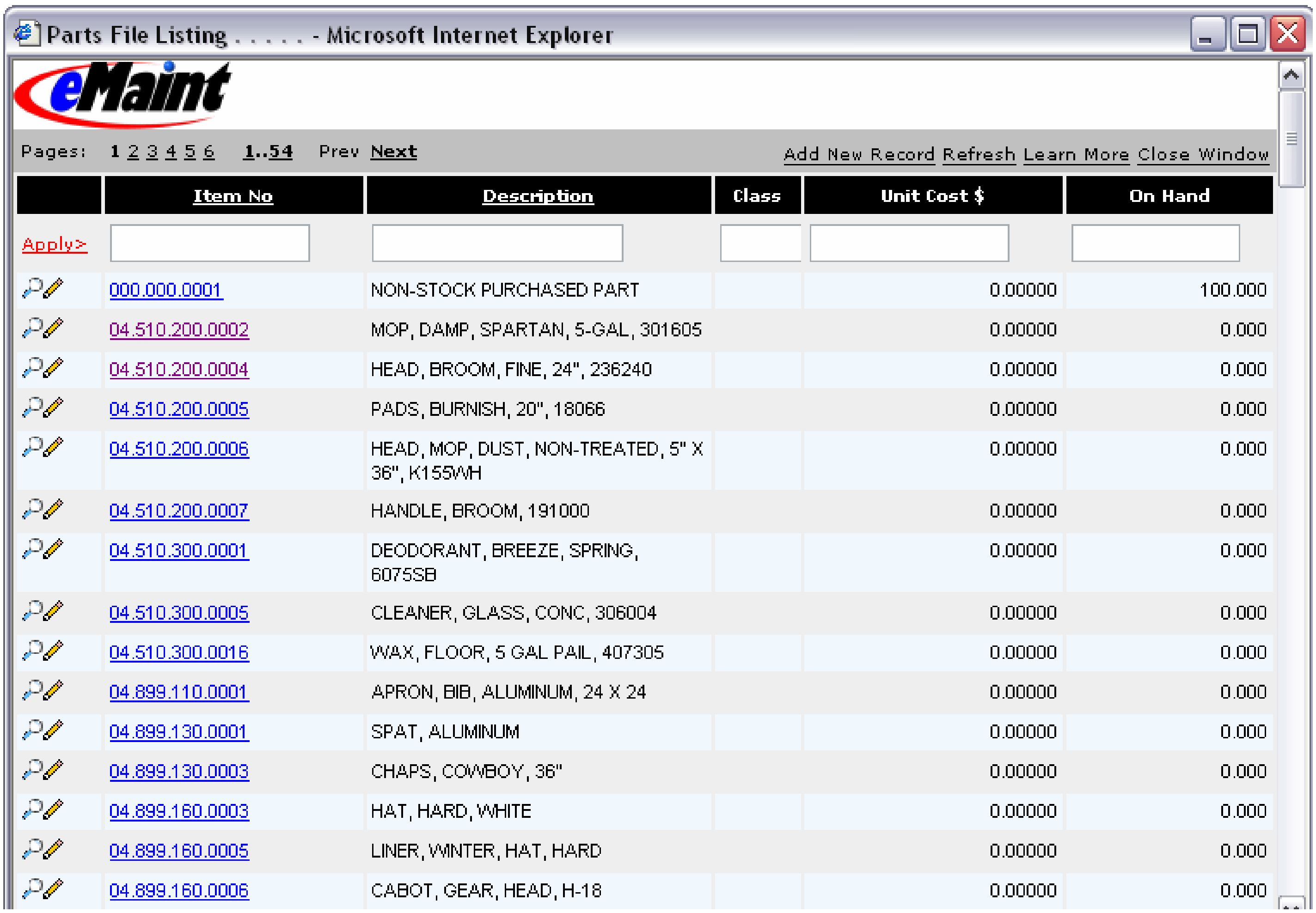
Requisitioning Method of Inventory Control

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

Parts File Listing

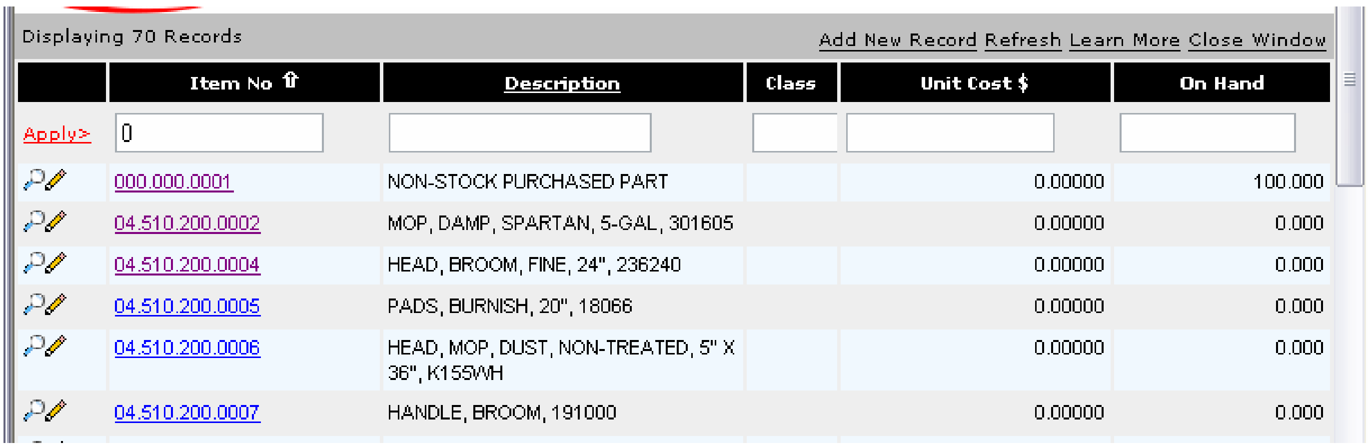
The Parts File Information is located in the Data Center. Clicking the link will open a new window displaying parts in the list format (as seen below). The list contains the fields from the parts table that are most helpful in sorting and locating parts based on your industry.



	Item No	Description	Class	Unit Cost $	On Hand
	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
	04.510.300.0001	DEODORANT, BREEZE, SPRING, 6075SB		0.00000	0.000
	04.510.300.0005	CLEANER, GLASS, CONC, 306004		0.00000	0.000
	04.510.300.0016	WAX, FLOOR, 5 GAL PAIL, 407305		0.00000	0.000
	04.899.110.0001	APRON, BIB, ALUMINUM, 24 X 24		0.00000	0.000
	04.899.130.0001	SPAT, ALUMINUM		0.00000	0.000
	04.899.130.0003	CHAPS, COWBOY, 36"		0.00000	0.000
	04.899.160.0003	HAT, HARD, WHITE		0.00000	0.000
	04.899.160.0005	LINER, WINTER, HAT, HARD		0.00000	0.000
	04.899.160.0006	CABOT, GEAR, HEAD, H-18		0.00000	0.000

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



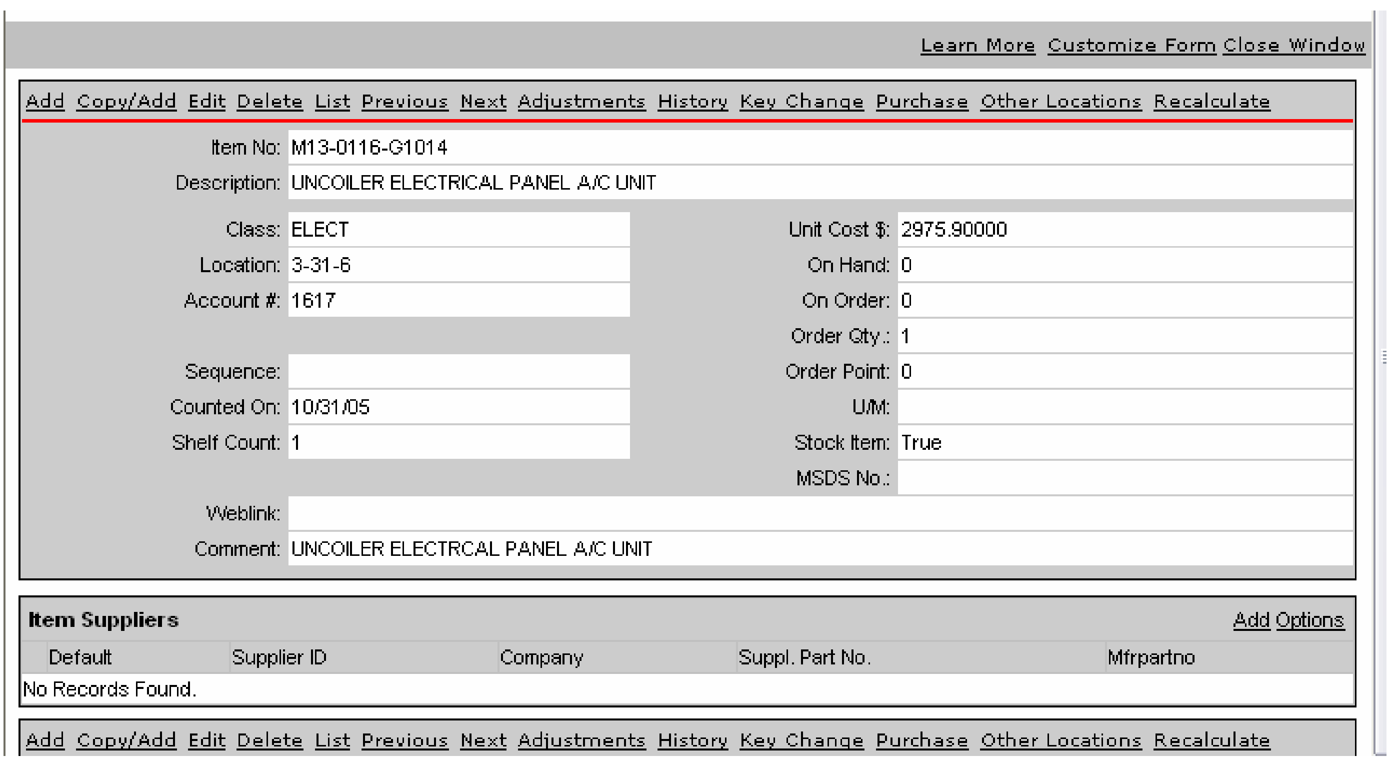
Displaying 70 Records — Add New Record Refresh Learn More Close Window

	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

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.

Lists can be filtered by entering data into the textbox fields under the header. Click 'Apply' to set the filters that have been entered. For example, if you just want to view parts whose part number begins with the letter 'A', type an 'a' (capitalization is not required) in the Part Number 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. The sort and filters are saved and used the next time the list is opened based on your user login.

Detail View



Learn More Customize Form Close Window

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

Item No: M13-0116-G1014
Description: UNCOILER ELECTRICAL PANEL A/C UNIT

Class:	ELECT	Unit Cost $:	2975.90000
Location:	3-31-6	On Hand:	0
Account #:	1617	On Order:	0
		Order Qty.:	1
Sequence:		Order Point:	0
Counted On:	10/31/05	U/M:	
Shelf Count:	1	Stock Item:	True
		MSDS No.:	

Weblink:
Comment: UNCOILER ELECTRCAL PANEL A/C UNIT

Item Suppliers — Add Options

Default	Supplier ID	Company	Suppl. Part No.	Mfrpartno
No Records Found.				

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

The detail view (example of 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:

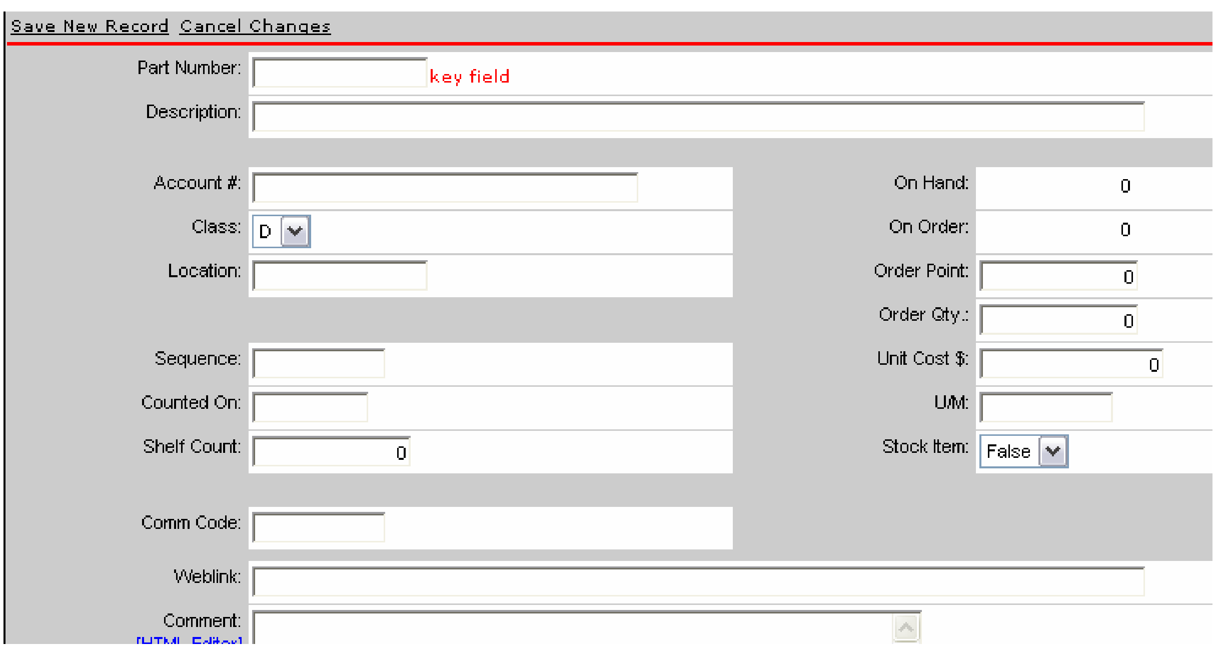
- **Add** - Open the form for adding a new part.
- **Edit** – Edit fields on current item.
- **Delete** – Mark current part for deletion.
- **List** - Return to the list view for parts information.
- **Next** and **Previous** will move to another part based on the Item Number (always in Ascending Item # 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

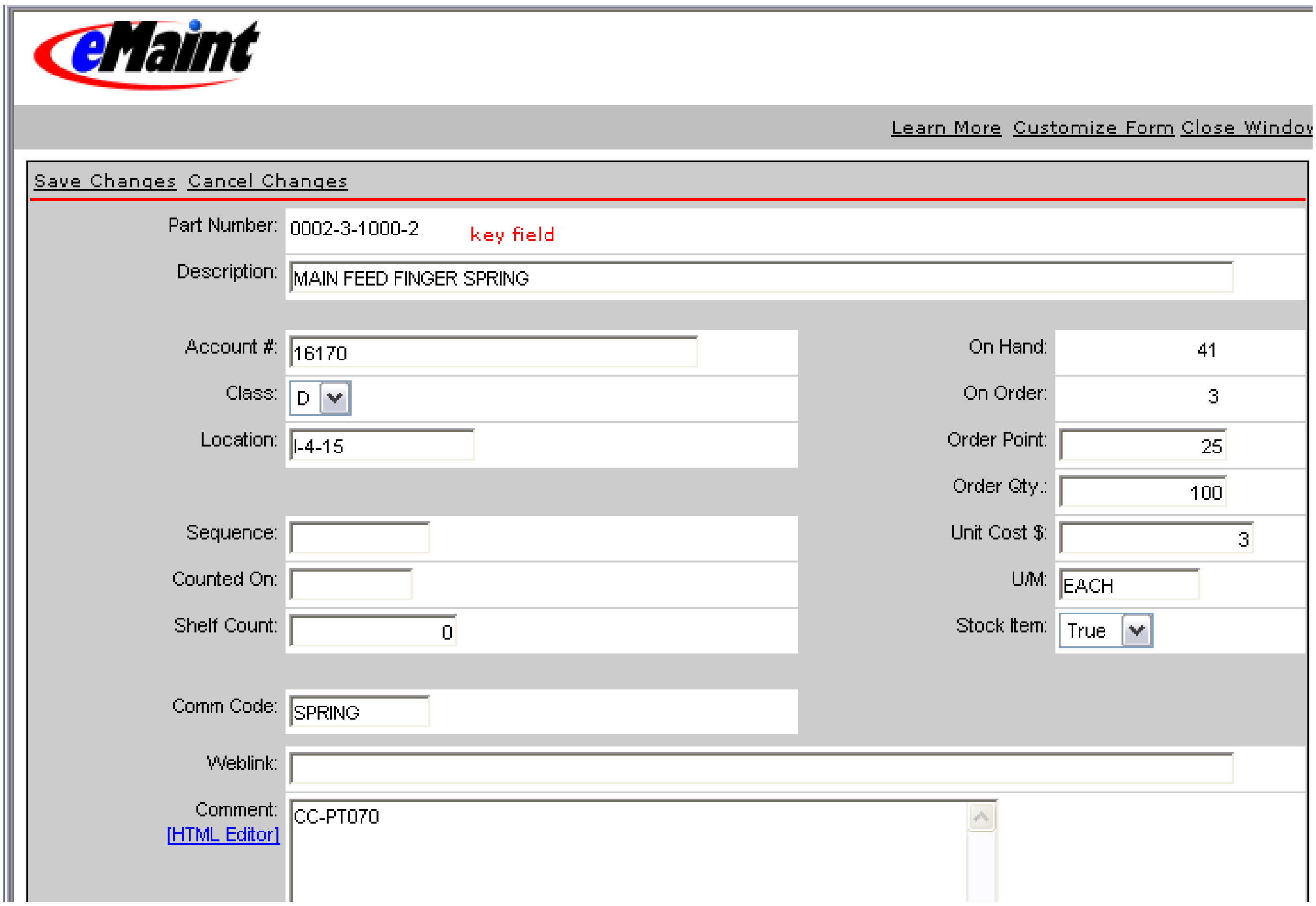
You can add new parts from either the Parts list view or the Part detail screen. From the parts list, the 'Add New Record' hyperlink is in the upper right-hand corner of the screen. Click it to open a new window to add the new part. From the detail view, the 'Add' choice is the first link on the menu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



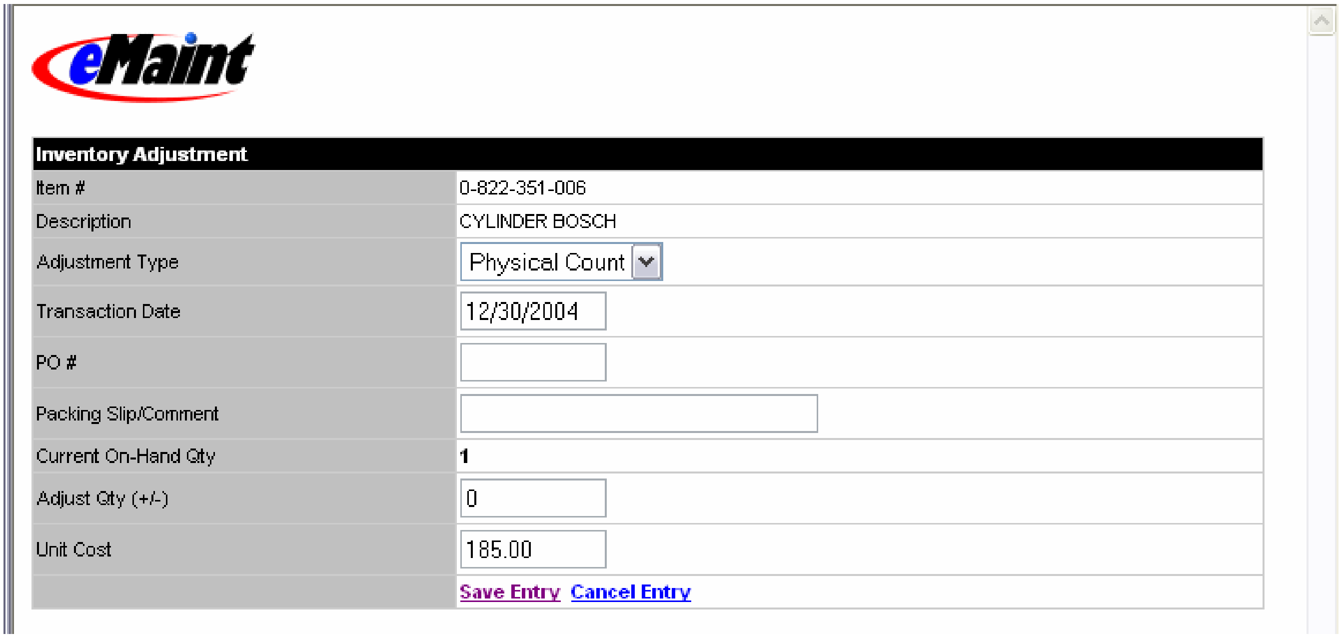
The edit form (seen above) is similar to the add form, except that the key field cannot be edited. The key field is the unique identifier for the part. This can only be changed by using the 'Key Change' function (user must have security rights to access Key Change). Click 'Save Changes' to save the edits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



Inventory Adjustment	
Item #	0-822-351-006
Description	CYLINDER BOSCH
Adjustment Type	Physical Count
Transaction Date	12/30/2004
PO #	
Packing Slip/Comment	
Current On-Hand Qty	1
Adjust Qty (+/-)	0
Unit Cost	185.00
	Save Entry Cancel Entry

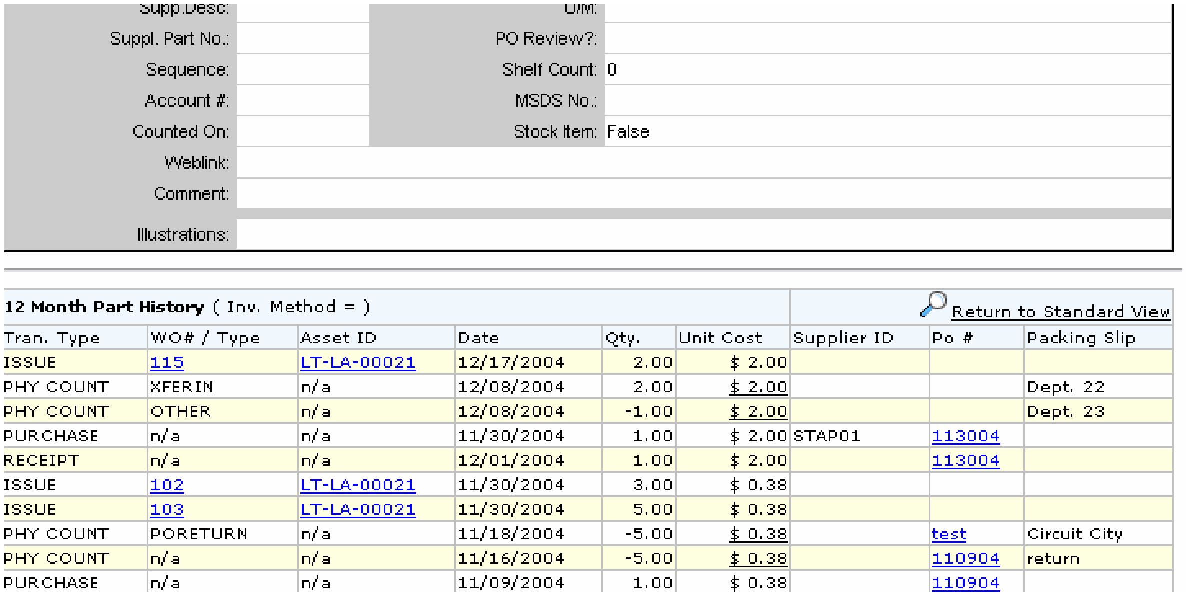
You may choose the type of adjustment you are making from the drop-down box. The options are Physical Count, Cycle Count, Transfer (In), Transfer (Out), Overage, Shortage, PO Return, Pilferage, and Other.

- 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: Any adjustments to the on-hand quantity should be made using the adjustment screen. 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.

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.

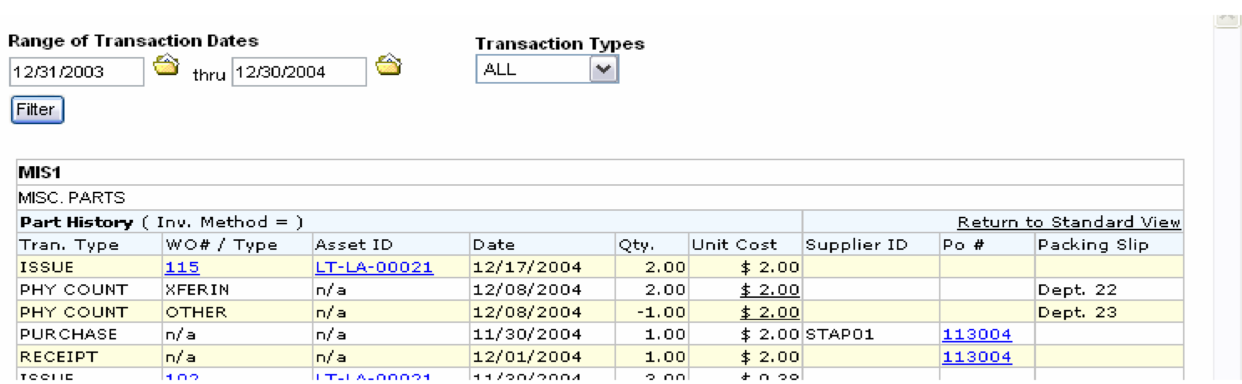


Tran. Type	WO# / Type	Asset ID	Date	Qty.	Unit Cost	Supplier ID	Po #	Packing Slip
ISSUE	115	LT-LA-00021	12/17/2004	2.00	$ 2.00			
PHY COUNT	XFERIN	n/a	12/08/2004	2.00	$ 2.00			Dept. 22
PHY COUNT	OTHER	n/a	12/08/2004	-1.00	$ 2.00			Dept. 23
PURCHASE	n/a	n/a	11/30/2004	1.00	$ 2.00	STAP01	113004	
RECEIPT	n/a	n/a	12/01/2004	1.00	$ 2.00		113004	
ISSUE	102	LT-LA-00021	11/30/2004	3.00	$ 0.38			
ISSUE	103	LT-LA-00021	11/30/2004	5.00	$ 0.38			
PHY COUNT	PORETURN	n/a	11/18/2004	-5.00	$ 0.38		test	Circuit City
PHY COUNT	n/a	n/a	11/16/2004	-5.00	$ 0.38		110904	return
PURCHASE	n/a	n/a	11/09/2004	1.00	$ 0.38		110904	

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.



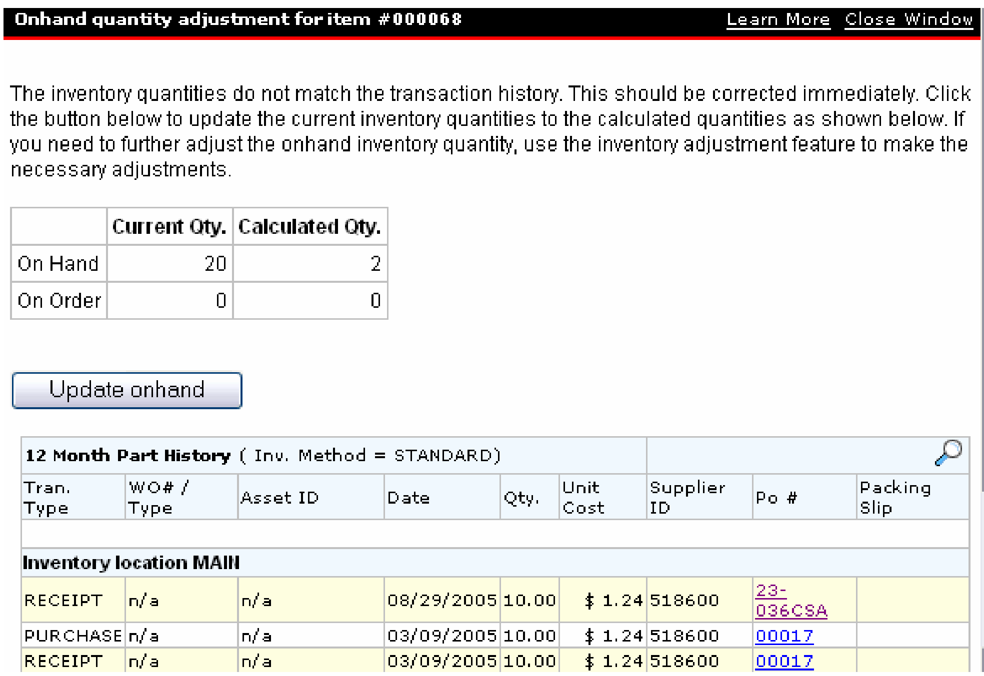
Tran. Type	WO# / Type	Asset ID	Date	Qty.	Unit Cost	Supplier ID	Po #	Packing Slip
ISSUE	115	LT-LA-00021	12/17/2004	2.00	$ 2.00			
PHY COUNT	XFERIN	n/a	12/08/2004	2.00	$ 2.00			Dept. 22
PHY COUNT	OTHER	n/a	12/08/2004	-1.00	$ 2.00			Dept. 23
PURCHASE	n/a	n/a	11/30/2004	1.00	$ 2.00	STAP01	113004	
RECEIPT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

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 will never 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 is 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)

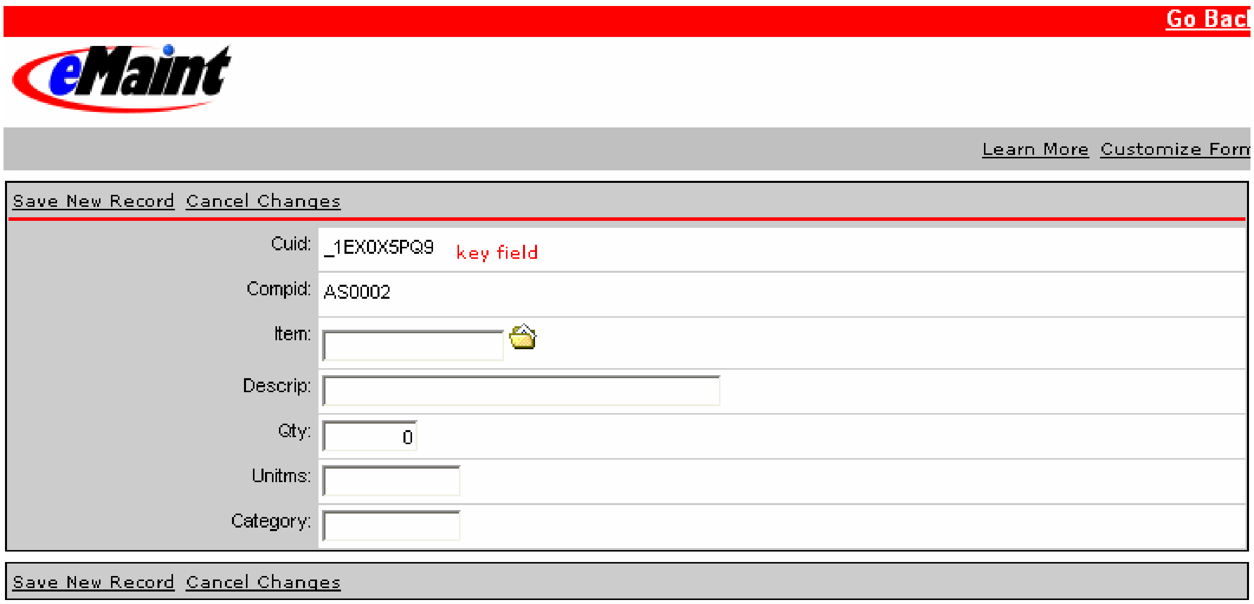
Tran. Type	WO# / Type	Asset ID	Date	Qty.	Unit Cost	Supplier ID	Po #	Packing Slip
Inventory location MAIN								
RECEIPT	n/a	n/a	08/29/2005	10.00	$ 1.24	518600	23-036CSA	
PURCHASE	n/a	n/a	03/09/2005	10.00	$ 1.24	518600	00017	
RECEIPT	n/a	n/a	03/09/2005	10.00	$ 1.24	518600	00017	

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).



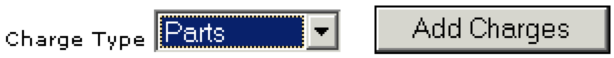
- On the Asset Cross Reference screen, click the folder icon to the right of the Item field to access your parts list.
- Filter the list to locate the desired part.
- Click 'Select' to the left of the item on the list. The item and its description will drop into the Asset Cross Reference screen.
- If 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 13).
- 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.

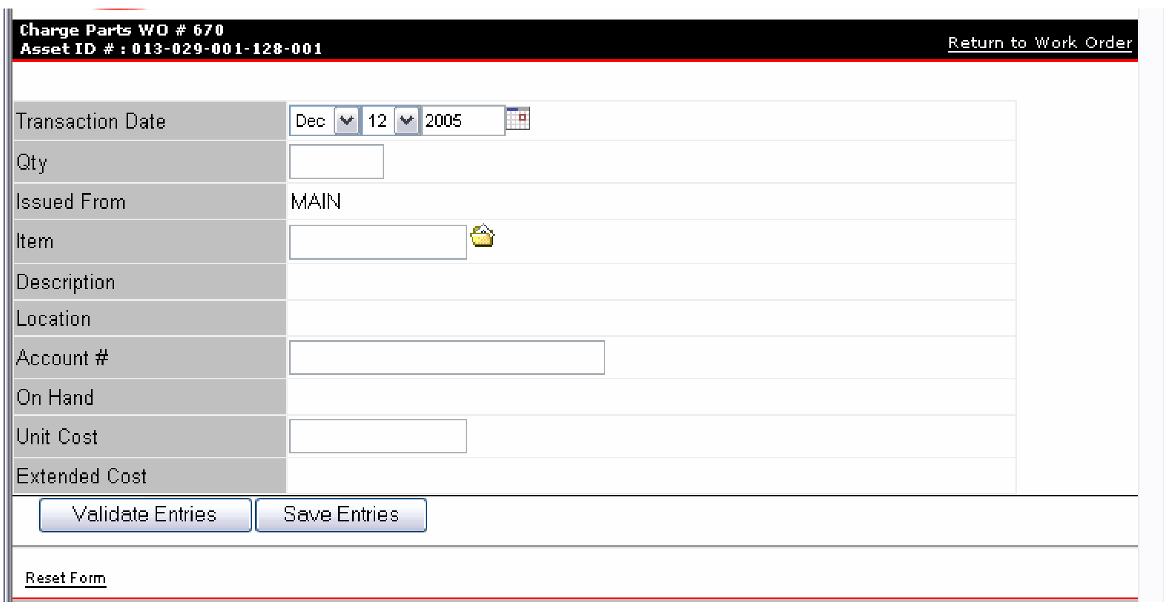
The one difference on the PM Parts screen is the field Auto Issue Qty. Entering a number into this field makes the part ready for auto-issue on the close out screen of the PM work order generated from this PM. Rather than having to select the part to charge when adding charges to the work order, you 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 bottom of the form has a pull-down list for charge types. Select 'Parts' and click the 'Add Charges' button. The screen below will open.



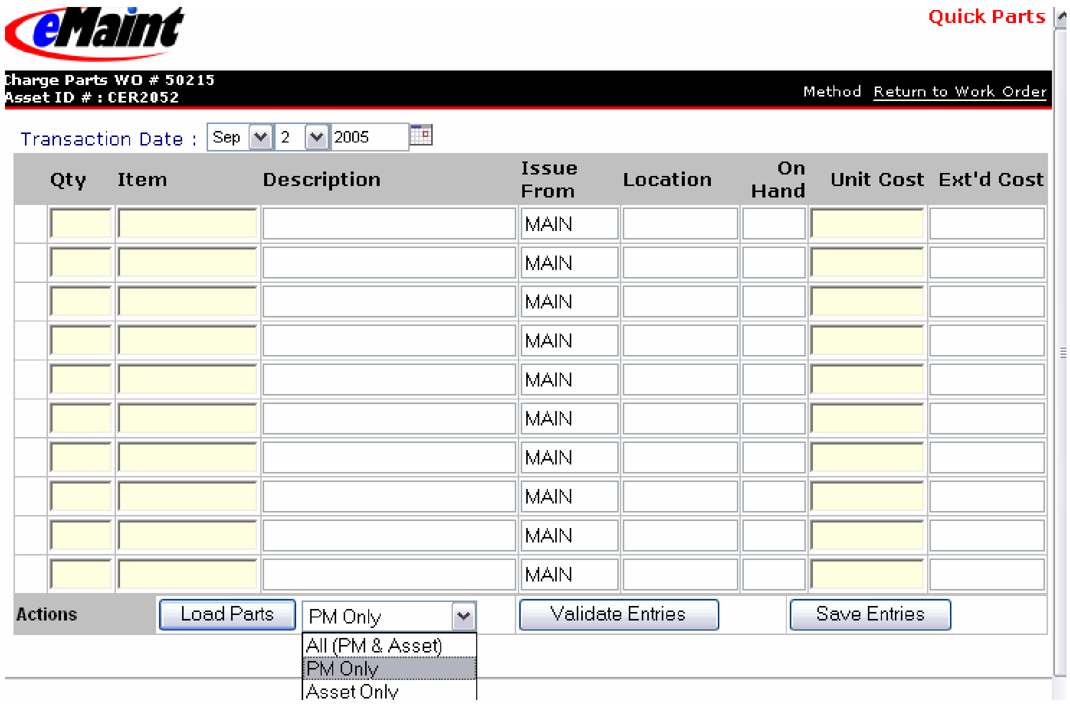
You must enter a valid Item: the item number must exist in the Parts file. The quantity entered must be less than or equal to your on-hand amount for the part.

- 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 (which can not be edited) on the Charge Parts form.
- Click 'Validate Entries' to check the Item No and the Quantity against the parts file.
- If both values are correct, 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.

Entering a group of parts charges to a work order

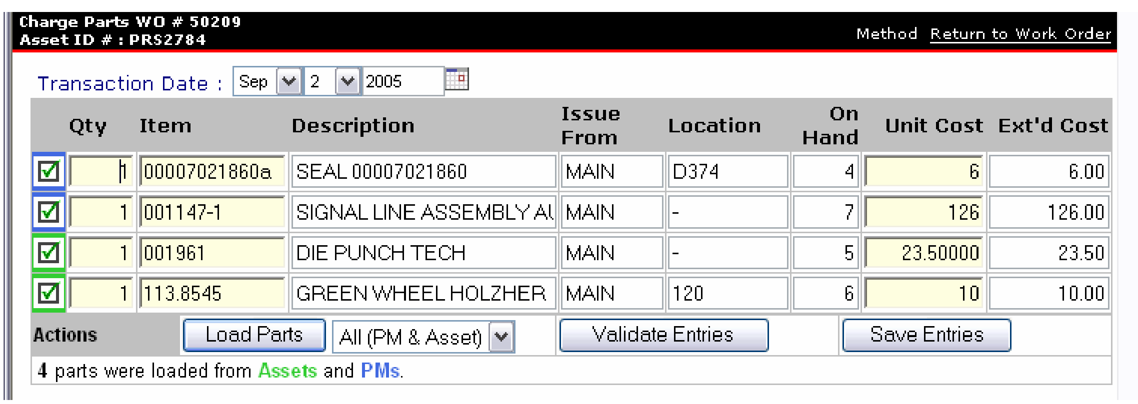
Selecting the Parts charge type to add charges to a work order allows you to record one parts charge at a time. Another type of parts charge, the **Quick Parts** charge, lets you record multiple parts charges on one screen. This function is designed to work in conjunction with the Related Parts Lists that you have created with your asset records or with the individual PM Schedules on assets. (Relating parts to assets discussed on page 11.)

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.



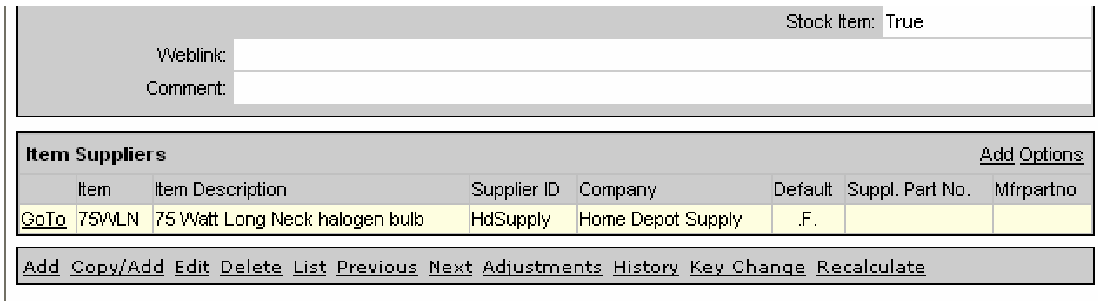
If you make changes to the quantity or item number, it is wise to click ‘Validate Entries’ to make the system see if the changes are valid (existing part & sufficient on hand).

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

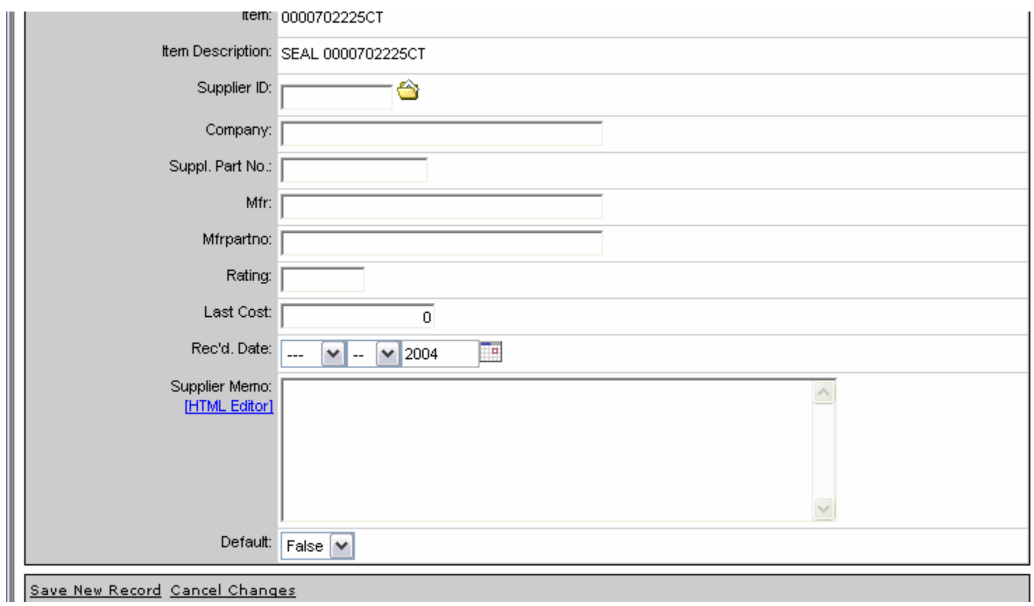
Suppliers are set up in the Maintenance Contacts table. When adding new Maintenance Contacts, select Supplier from the category pull-down list to make the record available when adding related suppliers in the Item Suppliers screen. Using the contacts table will enable you to select from the list and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

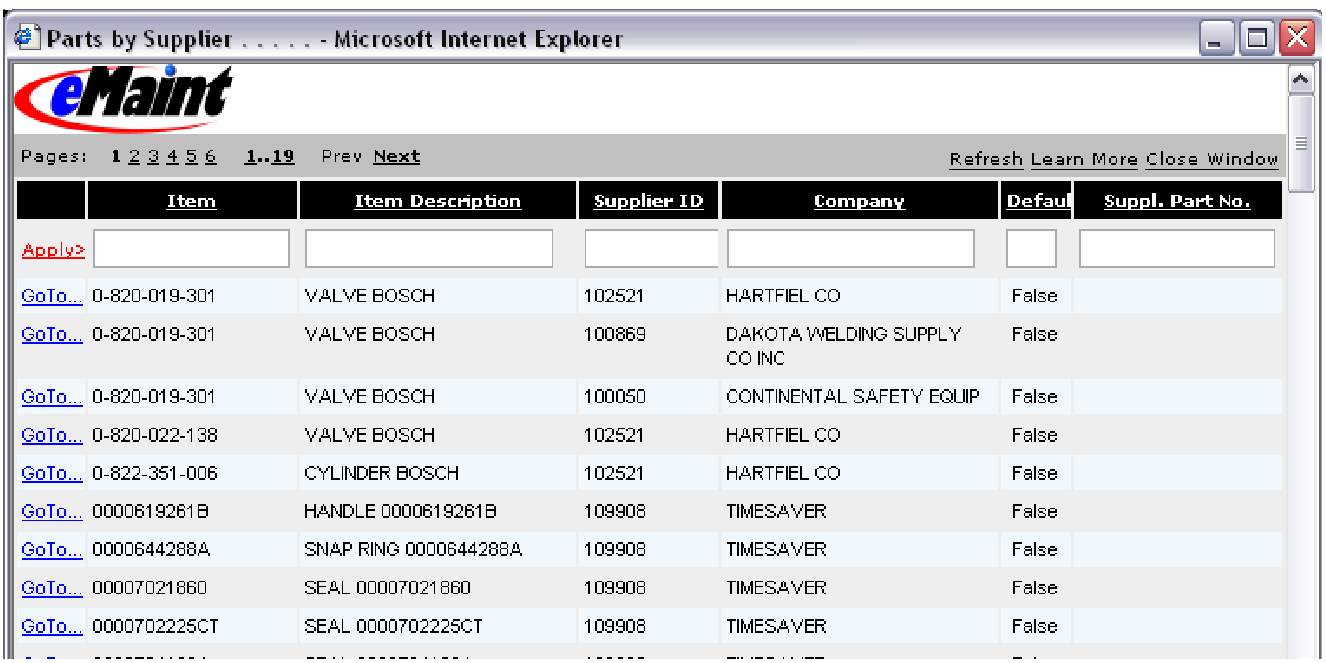
NOTE: Supplier information is mandatory if you plan on using the system for purchasing. When you create parts records, you should also create at least one supplier relationship.

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 9 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 available in the part detail section.



	Item	Item Description	Supplier ID	Company	Defaul	Suppl. Part No.
GoTo...	0-820-019-301	VALVE BOSCH	102521	HARTFIEL CO	False	
GoTo...	0-820-019-301	VALVE BOSCH	100869	DAKOTA WELDING SUPPLY CO INC	False	
GoTo...	0-820-019-301	VALVE BOSCH	100050	CONTINENTAL SAFETY EQUIP	False	
GoTo...	0-820-022-138	VALVE BOSCH	102521	HARTFIEL CO	False	
GoTo...	0-822-351-006	CYLINDER BOSCH	102521	HARTFIEL CO	False	
GoTo...	0000619261B	HANDLE 0000619261B	109908	TIMESAVER	False	
GoTo...	0000644288A	SNAP RING 0000644288A	109908	TIMESAVER	False	
GoTo...	00007021860	SEAL 00007021860	109908	TIMESAVER	False	
GoTo...	0000702225CT	SEAL 0000702225CT	109908	TIMESAVER	False	

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.

Requisition Cart

At a minimum, a user who has the rights to add requisitions to the system needs access to the **Requisition Cart** menu option, as well as access rights to Parts, Contacts, Suppliers, Approval Groups, and the Approval Group accounts. If you would like them to be able to track requisitions they have entered, they also need to have access to the Requisition Center.

The Requisition Cart is where a user adds requisitions to the system.

Click Requisition Cart.

The following screen displays:

A User's Requisition Cart, when first accessed, is empty (as shown above). There are menu options and links in the upper, right corner of the screen:

Add New Req. – Use this menu option to add your requisitions to the system.

Req. Center – Use this menu option to view and track the requisitions you have submitted for approval.

Pending PO's – This menu option is for users who have security rights to review Pending PO's (approved requisitions) and to assign Purchase Order numbers. A user who simply has rights to add requisitions to the system would not access this menu option.

The PO Center – This option is for users who have security rights to review all of the PO's in the system (either those that are still 'Pending' or those that have a PO# assigned to them). A user who simply has rights to add requisitions to the system would not access this menu option.

Refresh List – Use this option to refresh the list of items in your cart in order to see on screen the summary of the latest items added.

Main Menu – Click this to exit from the Requisition Cart section and return to the Main Menu.

Adding Requisitions

On this first screen, the key is to select the Supplier and the correct Approval Group before proceeding to add your line items to the requisition.

- Click **Add New Req.** on the Requisition Cart. A new window will open called 'Add New Requisition.' The first field is the Supplier ID lookup. The last field shows the Approval Group(s) to which the User ID is assigned. All the fields in between (from 'Company' to 'Confirm') will populate from the Supplier Record or be left blank if the information has not been entered on the contact record.

- Click the Supplier ID lookup (yellow file folder) to select the Supplier from the Contacts list or leave it blank if you do not have a Supplier preference. If you are picking a supplier, use the list filtering tools to easily locate the correct supplier. (The Supplier can be added or changed on the 'Update Pending PO' screen.)

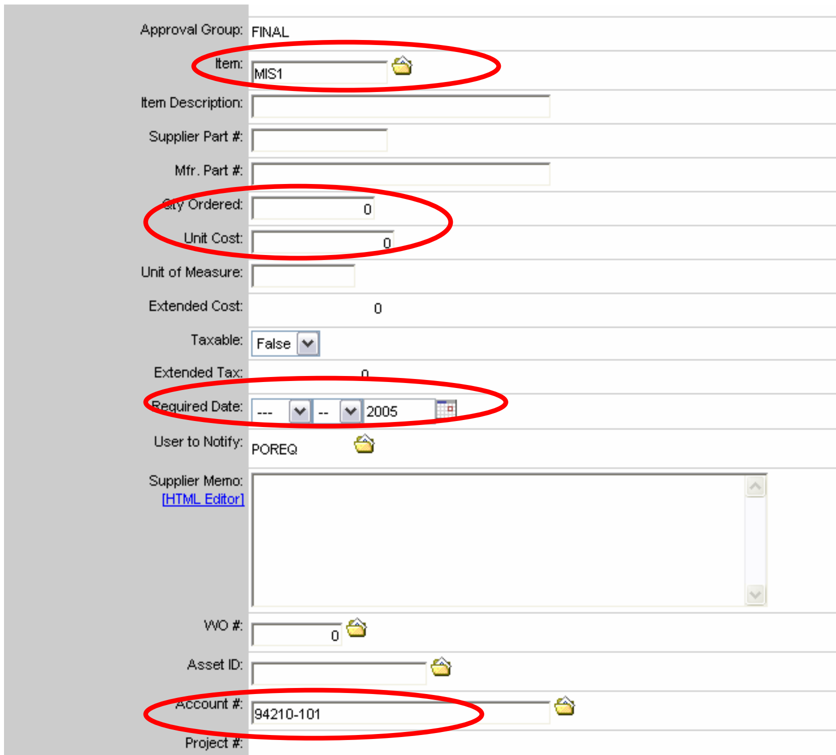
- You **MUST** select the appropriate Approval Group if your User ID is associated with more than one group. Only the Groups you are associated with will show in the drop-down.

- Click 'Proceed with Requisition' to begin adding items to this requisition.

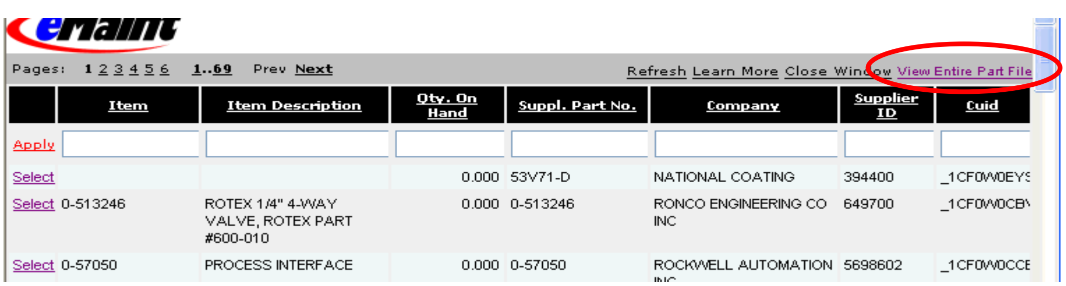
Items are added in the REQ Shopping Cart which automatically opens in the same window upon clicking 'Proceed with Requisition.'

The fields at the top – Adduser (your User ID), Supplier Id, Company, and Approval Group – are referenced from the previous screen and are displayed here as 'read only'.

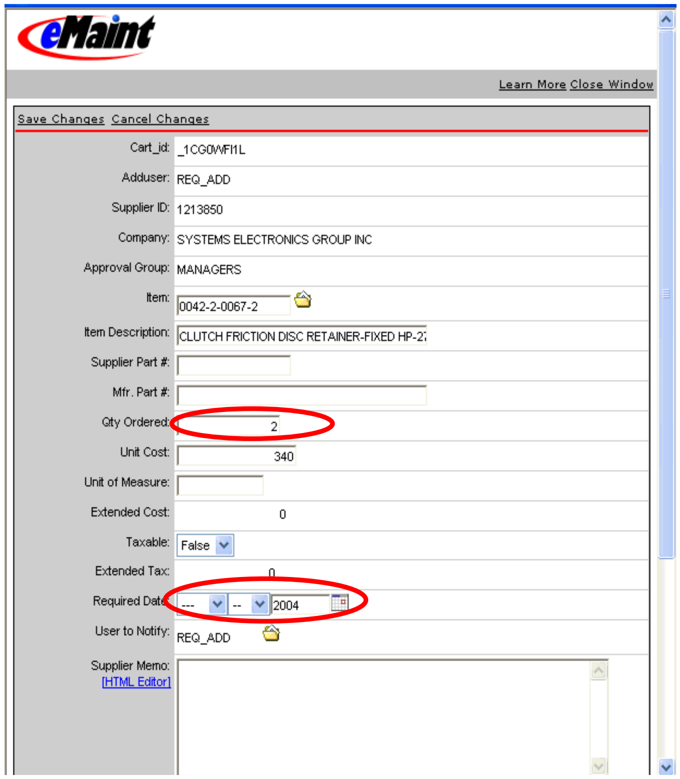
The important fields to populate on this screen are the Item, Qty. Ordered, Unit Cost, Required Date and Account#.



- Click the Item lookup to display the Parts List. You can choose to view the Parts List in one of two ways. The default view is to see the list displayed as Parts By Supplier. On this view, only parts that have this supplier associated with them on the Parts/Supplier table will display. To view the complete parts list, click 'View Entire Parts File' on the list. Use the list filtering tools at your disposal to easily locate the part you want. When you have located the part you want, click 'Select' to the left of the row.



- Once you select the part, information about the part contained in the part detail record will populate to the screen, as shown below. If you are dealing with an item which has no cost associated (such as MIS1) then you can fill in the cost as well. Next, fill in the Qty. Ordered field and the Required Date field, and select the appropriate account# from the drop-down box.



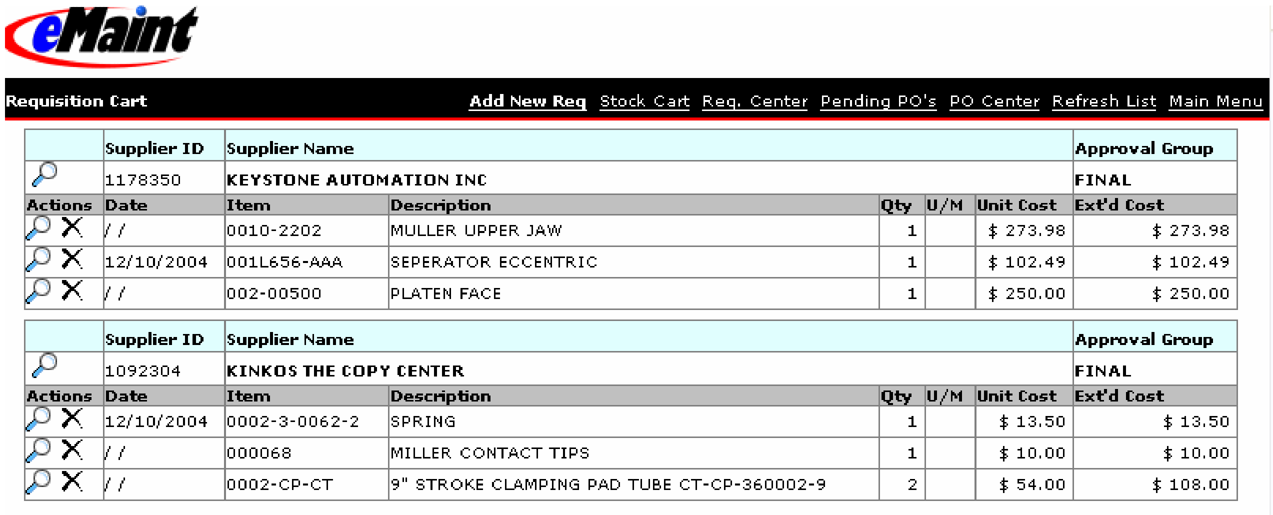
- Click 'Save Changes' and the screen will display the Extended Cost field filled in.

From here, you have three options:

- Click 'Edit' to correct or modify the entry. This is the point at which you are able to make corrections to the entry.
- Click 'Add New Line' to continue adding additional line items to this requisition.
- Click 'Close Window' to return to the Req. Cart screen. You would click this option after you have completed all of your line item entries for this requisition.

After you have added all of the lines that you have for a Requisition Cart entry, click close window. This will return you to the Requisition Cart screen.

Showing here is a Requisition Cart with items that are now ready to process.



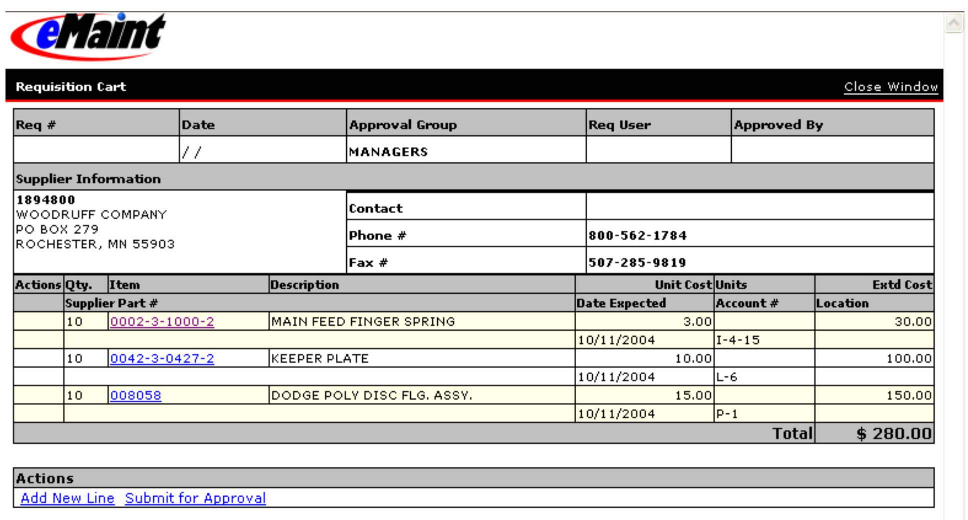
Requisition Cart — Add New Req | Stock Cart | Req. Center | Pending PO's | PO Center | Refresh List | Main Menu

	Supplier ID	Supplier Name					Approval Group
	1178350	KEYSTONE AUTOMATION INC					FINAL
Actions	**Date**	**Item**	**Description**	**Qty**	**U/M**	**Unit Cost**	**Ext'd Cost**
	/ /	0010-2202	MULLER UPPER JAW	1		$ 273.98	$ 273.98
	12/10/2004	001L656-AAA	SEPERATOR ECCENTRIC	1		$ 102.49	$ 102.49
	/ /	002-00500	PLATEN FACE	1		$ 250.00	$ 250.00

	Supplier ID	Supplier Name					Approval Group
	1092304	KINKOS THE COPY CENTER					FINAL
Actions	**Date**	**Item**	**Description**	**Qty**	**U/M**	**Unit Cost**	**Ext'd Cost**
	12/10/2004	0002-3-0062-2	SPRING	1		$ 13.50	$ 13.50
	/ /	000068	MILLER CONTACT TIPS	1		$ 10.00	$ 10.00
	/ /	0002-CP-CT	9" STROKE CLAMPING PAD TUBE CT-CP-360002-9	2		$ 54.00	$ 108.00

If you click the magnifying glass to the left of an individual line item, the detail of the line will display in edit mode, allowing you to modify the line item and save the changes. If you click the **X** to the left of an individual item, you will delete the line item or the entire requisition if there is only one line item in the requisition.

If you click the Magnifying glass to the left of the supplier ID, the information about the requisition cart items show on screen, with options to either 'Add New Line' or 'Submit for Approval' (see picture below). If you have additional lines to add, you can do so from this screen.



Requisition Cart — Close Window

Req #	Date	Approval Group	Req User	Approved By
	/ /	MANAGERS		

Supplier Information

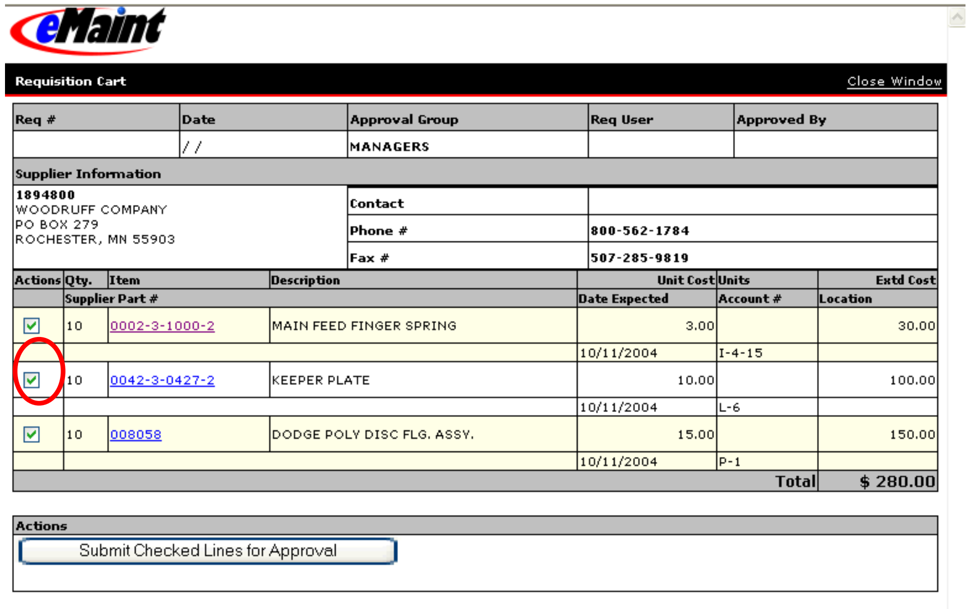
1894800 WOODRUFF COMPANY PO BOX 279 ROCHESTER, MN 55903	Contact	
	Phone #	800-562-1784
	Fax #	507-285-9819

Actions	Qty.	Item	Description	Unit Cost	Units	Extd Cost
	Supplier Part #			Date Expected	Account #	Location
	10	0002-3-1000-2	MAIN FEED FINGER SPRING	3.00		30.00
				10/11/2004	I-4-15	
	10	0042-3-0427-2	KEEPER PLATE	10.00		100.00
				10/11/2004	L-6	
	10	008058	DODGE POLY DISC FLG. ASSY.	15.00		150.00
				10/11/2004	P-1	
					Total	$ 280.00

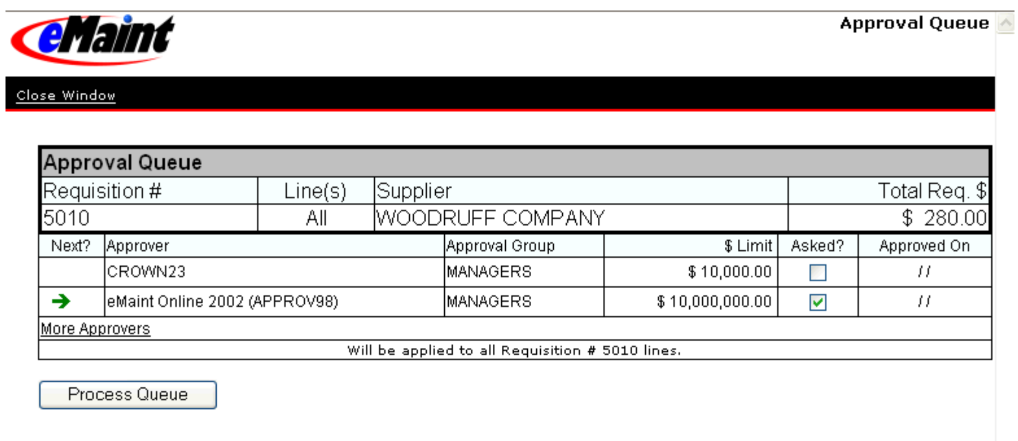
Actions

Add New Line Submit for Approval

Clicking 'Submit for Approval' will change the screen so that you can deselect any items which you do not wish to submit at that time.



For those items that you do want to submit for approval, click 'Submit Checked Lines for Approval' at the bottom of the screen. After you submit the checked lines for approval, you see the Approval Queue associated with the approval group you chose when you created the requisition. The top portion of the screen shows the Requisition number assigned to this group of items. It shows the submitted lines, the Supplier name, and the total dollar value of the requisition. The bottom portion of the screen shows a list of all the User ID's for approvers who belong to the approval group for this requisition.



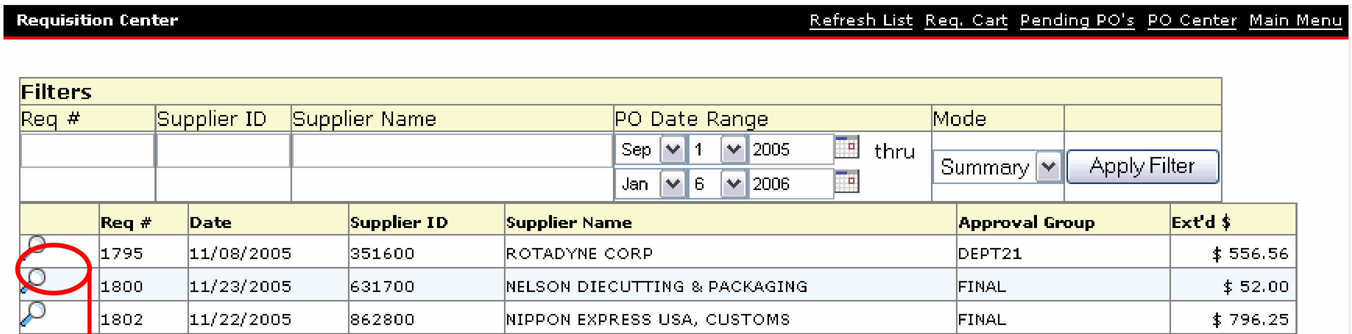
A green arrow displays to the left of the Approvers who are automatically indicated to approve the requisition. The 'Asked' column on this Approver is automatically checked. You can click on the 'Asked' box to check off additional approvers if it is appropriate for additional approvers to approve your requisition. All Approvers that have the 'Asked' column checked must approve the requisition in order for it to be eligible to become a Purchase Order.

'More Approvers' displays for selection of any approvers in the Emergency or Specialty approval groups. The final step is to click 'Process Queue' at the bottom of this screen so that the items are made available to the Approvers to approve them. After you click 'Process Queue,' a screen will appear showing you that the process is complete.

When you click 'Click here to continue' you will be taken back to your Requisition cart. The items that you just processed will no longer be in your cart.

Requisition Center

A user's Requisition Center provides a list of all of the items that the user has submitted for approval. It is ordered and sectioned by Supplier ID. You have the option of viewing the list summarized by the req# or showing the detail of each requisition line number. You can click on the magnifying glass or the Req. # link to view the detail of the requisition and see if the item has a PO associated with it or if the PO is pending.

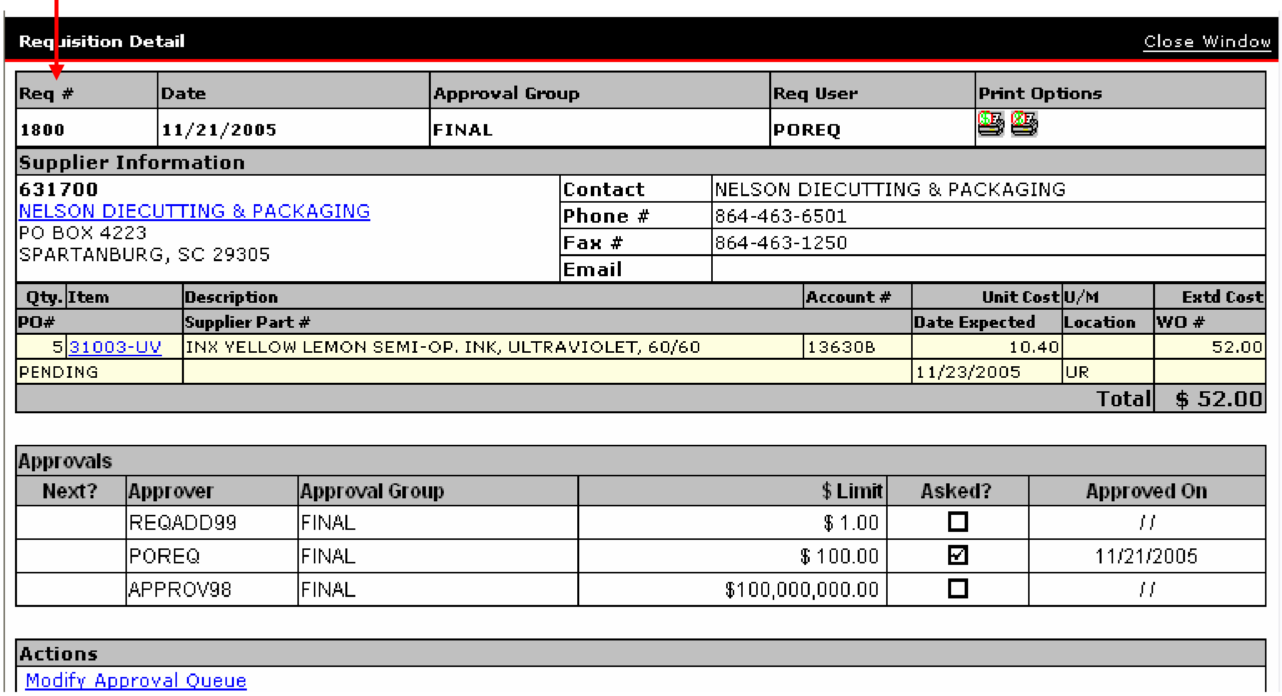


Requisition Center — Refresh List | Req. Cart | Pending PO's | PO Center | Main Menu

Filters

Req #	Supplier ID	Supplier Name	PO Date Range		Mode	
			Sep 1 2005	thru	Summary	Apply Filter
			Jan 6 2006			

	Req #	Date	Supplier ID	Supplier Name	Approval Group	Ext'd $
	1795	11/08/2005	351600	ROTADYNE CORP	DEPT21	$ 556.56
	1800	11/23/2005	631700	NELSON DIECUTTING & PACKAGING	FINAL	$ 52.00
	1802	11/22/2005	862800	NIPPON EXPRESS USA, CUSTOMS	FINAL	$ 796.25



Requisition Detail — Close Window

Req #	Date	Approval Group	Req User	Print Options
1800	11/21/2005	FINAL	POREQ	

Supplier Information

631700	Contact	NELSON DIECUTTING & PACKAGING
NELSON DIECUTTING & PACKAGING	Phone #	864-463-6501
PO BOX 4223	Fax #	864-463-1250
SPARTANBURG, SC 29305	Email	

Qty.	Item	Description	Account #	Unit Cost	U/M	Extd Cost
PO#		Supplier Part #		Date Expected	Location	WO #
5	31003-UV	INX YELLOW LEMON SEMI-OP. INK, ULTRAVIOLET, 60/60	13630B	10.40		52.00
PENDING				11/23/2005	UR	
					Total	$ 52.00

Approvals

Next?	Approver	Approval Group	$ Limit	Asked?	Approved On
	REQADD99	FINAL	$ 1.00	☐	/ /
	POREQ	FINAL	$ 100.00	☑	11/21/2005
	APPROV98	FINAL	$100,000,000.00	☐	/ /

Actions

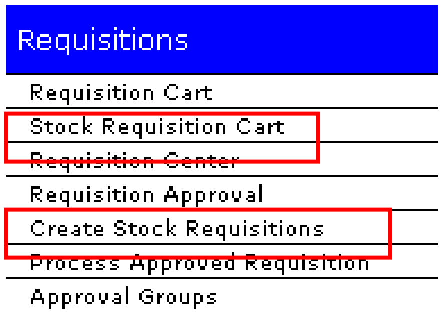
Modify Approval Queue

From this screen you have the following options:

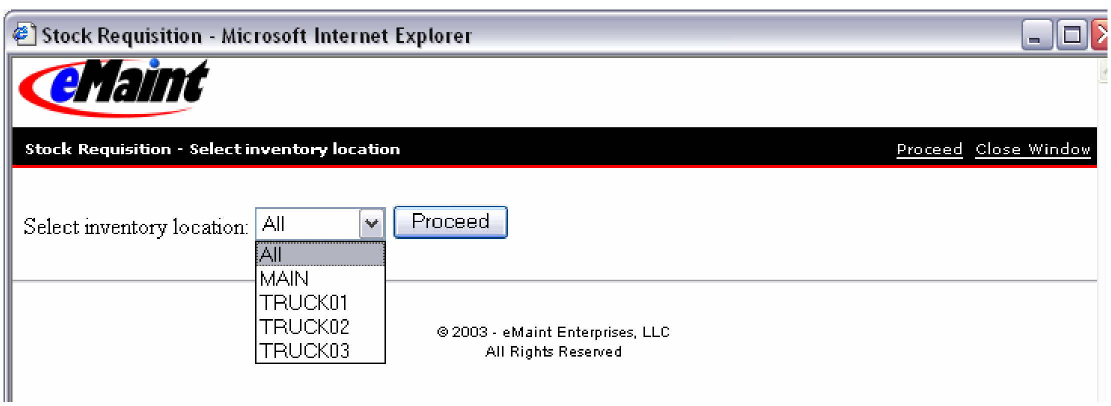
- You can use the hyperlinks to view the detail records of the supplier and the parts requested.
- You can print a quotation or requisition form.
- You can view and modify the approval queue (add additional approvers from a pre-defined list).

Stock Requisitions

Stock requisitions are assigned a default approval group and account number during the initial system setup process. All requisitions generated through ‘Create Stock Requisitions’ will be automatically placed into these defaults. The menu options for the person creating Stock Requisitions and submitting them for approval must include:



Step 1: Create Stock Requisitions. Click this menu option to begin the process of generating stock requisitions. The generation will be based on the settings chosen in the administration section for purchasing and requisitioning. When you click the menu option, you will be presented with the option to pick the inventory location for which you wish to generate requisitions.



If you are not using multiple inventory locations, the system will automatically generate the requisitions for your single location.

eMaint

Stock Requisition Reset Form Close Window

Stock Reorder Requisitions						
Inventory Location: MAIN						
Item	Description	Supplier	OnHand	OnOrder	**Order Qty**	Status
001L623-AAB	DRIVEN BEVEL	215100	0	0	n/a	CART
002-02014	FILTER ELEMENT	3253550	2	0	n/a	CART
0137	CHEMSEARCH SOLVOCLEAN SOLVENT	2141200	0	1	n/a	CART
0469594	1/2 SINTERED MUFFLERS	404901	2	0	n/a	CART
05P441-AAA	LOWER TURRET BUSHING	215100	0	0	n/a	REQ
1-246	O RINGS	328600	1	0	n/a	CART
1-3/16X139	FNB5E HABASIT CONTINOUS BELT, PART #10191	348601	0	0	n/a	REQ
14M-30S-37	SPROCKET	218800	0	0	n/a	REQ
16232	16"X232" ENDLESS WHITE PEBBLETOP BELT, 2 PLY	471901	0	1	n/a	REQ
23146	FASTENAL 10-24 X 3/4 SOCKET HEAD CAP SCREW	404901	0	0	n/a	REQ
268P06X02	3/8" X 1/8" POLY FLO MALE CONNECTOR	339300	0	0	n/a	REQ
3016613-A	PIERCE BUSHING	217700	6	0	n/a	REQ
405-0620-003	FERGUSON CAM SHAFT, 14" LONG	SHOP	1	0	n/a	REQ
430256-B	CUTTING RING	217701	0	2	n/a	REQ
56P470	FEED POCKET, B=+45, CB=+30	215100	0	0	n/a	REQ
5K596C	DAYTON SPLIT PHASE MOTOR 1/2 HP	2390700	0	0	n/a	REQ
601P629-AAB	CAM ROLL CHUCK RETURN	215100	0	0	n/a	REQ
604P606-AAB	LOWER CHUCK SLIDE	1084802	1	0	n/a	CART
6202-2RS	SKF BEARING	218800	3	0	n/a	REQ

At the bottom of the creation screen is a status legend to explain the condition of parts listed in the screen above.

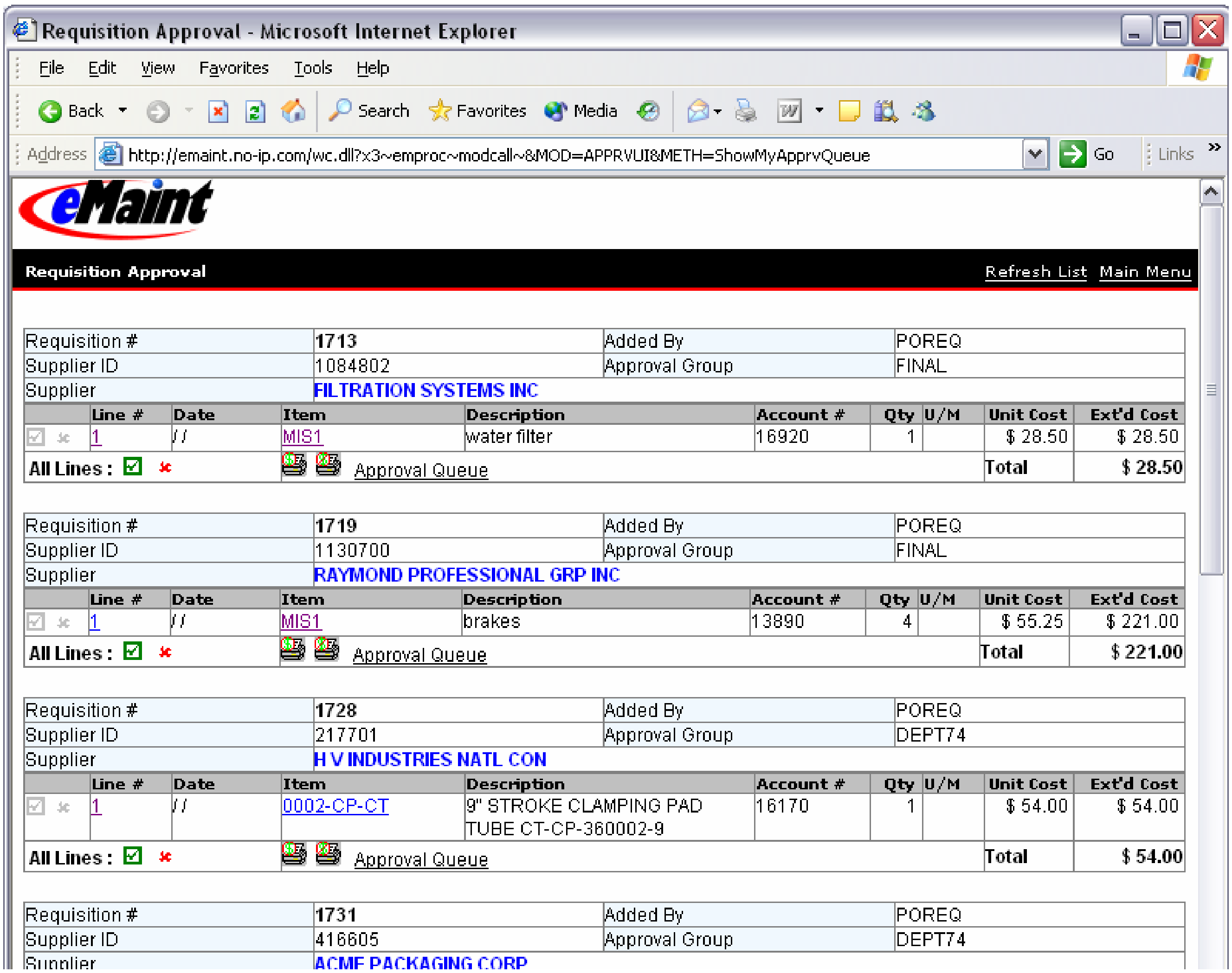
Status Legend	
Status	Description
REQ	Item has existing requisitions awaiting approval.
APRV	Item has existing requisitions that have been approved.
CART	Item has existing requisitions in the Stock Cart.
ITEM	Item does not exist in INVENTORY file.
LOC	Item does not exists in INVENTORY LOCATION file.
OK	Item placed in the Stock Cart.

Step 2: Click the Stock Requisition Cart menu option. The Stock Requisition Cart appears. The items here are processed in the same way as the regular Requisition Cart items. Click the magnifying glass icon for each supplier to review the items and process them through the approval process.

Note: If you need to change the account number on an item, the stock cart is the only place where it can be changed. By default, the account numbers will pull from the item. Blank account numbers will be populated with the default account number entered in the administration section for purchasing and requisitioning.

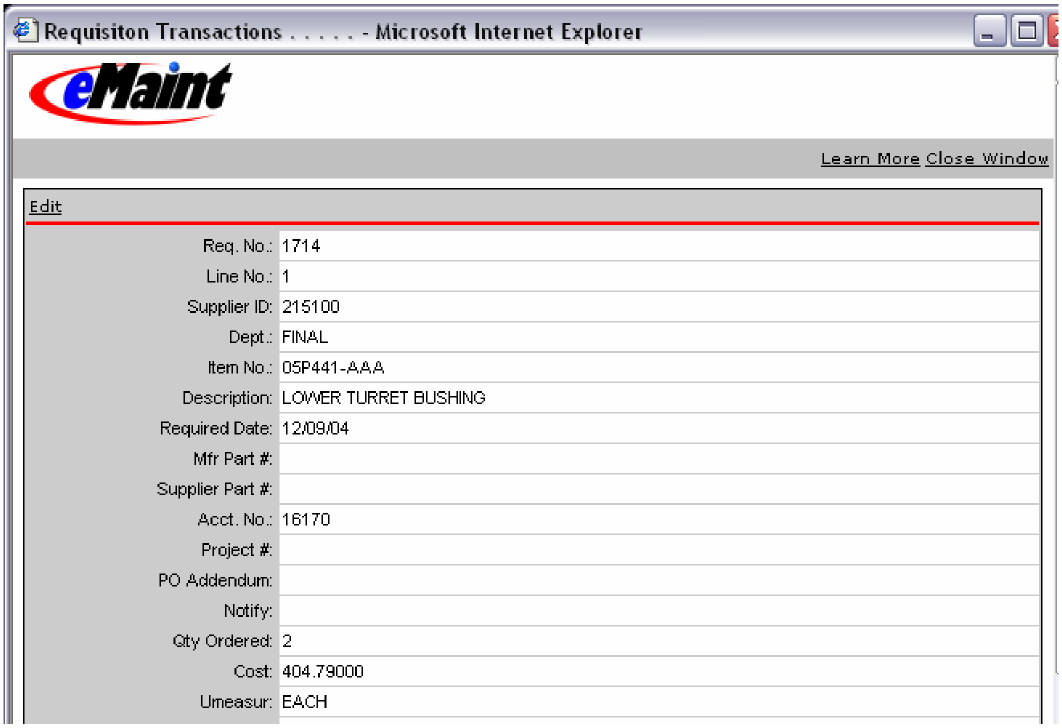
Requisition Approval

Those who have the security rights to approve requisitions and have been assigned to Approval Groups with appropriate approval levels can approve requisitions. Clicking on the Requisition Approval menu option displays the list of requisitions that this approver has been designated to approve.

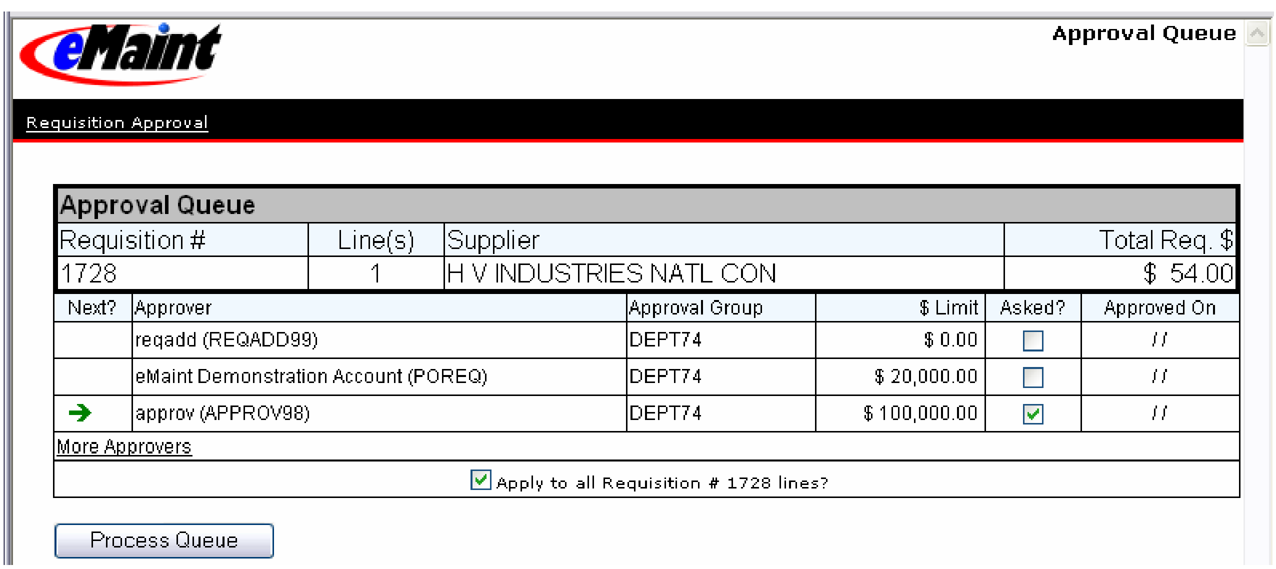


The screen is divided and ordered by requisition number. The header for the requisition is delineated in light blue while the line items are listed beneath under the light gray line. Each requisition has

Before making an approval decision, you can view the individual line items of the requisition by clicking on the Line# itself. You can make the decision to edit the line item if it does not read the way it should. In order to do this you must have permission to edit the requisition.



You can also print either a requisition or a quotation form for the supplier and view and change the approval queue for the requisition. Use the printer icons to print any forms needed. Click the 'Approval Queue' link to see who was assigned to this requisition, who has already approved the requisition, and to add additional approvers.



The green arrow indicates who currently has the requisition in his approval list. You can redirect the requisition by selecting another approver in the list and processing the queue. You can also select

approvers not in the current approval group by clicking the 'More Approvers' link. 'More Approvers' contain those approvers in the Emergency and Specialty approval groups.
To return to the approval screen, click the link in the upper left corner labeled 'Requisition Approval.'

You have the option to approve the entire requisition or individual line items. To deal with the entire requisition, go to the 'All Lines' line of the requisition and click on the action you wish to take: green check box for approval and red **x** for rejection. Once clicked you will receive a message indicating what action was taken on the requisition.

Requisition #	**1728**	Added By	POREQ
Supplier ID	217701	Approval Group	DEPT74
Supplier	**H V INDUSTRIES NATL CON**		

	Line #	Date	Item	Description	Account #	Qty	U/M	Unit Cost	Ext'd Cost
	1	/ /	0002-CP-CT	9" STROKE CLAMPING PAD TUBE CT-CP-360002-9	16170	1		$ 54.00	$ 54.00
All Lines :			Approval Queue					**Total**	**$ 54.00**

To approve or reject individual line items, click on either the check box or **x** to the left of the line number. Once clicked you will receive a message indicating what action was taken on the line. The approve or reject icon will then be displayed next to the line to indicate which action was taken.

Requisition #	**1759**	Added By	POREQ
Supplier ID	224200	Approval Group	DEPT74
Supplier	**CAPP INCORPORATED**		

	Line #	Date	Item	Description	Account #	Qty	U/M	Unit Cost	Ext'd Cost
	1	/ /	B25G47VP4XB2141	TURCK MULTI PROX. SWITCH	16170	10		$ 177.10	$ 1,771.00
			Approval Queue					**Total**	**$ 1,771.00**

Once all items in the Approval Queue have been processed (either approved or rejected), the Approval Queue will show as empty.

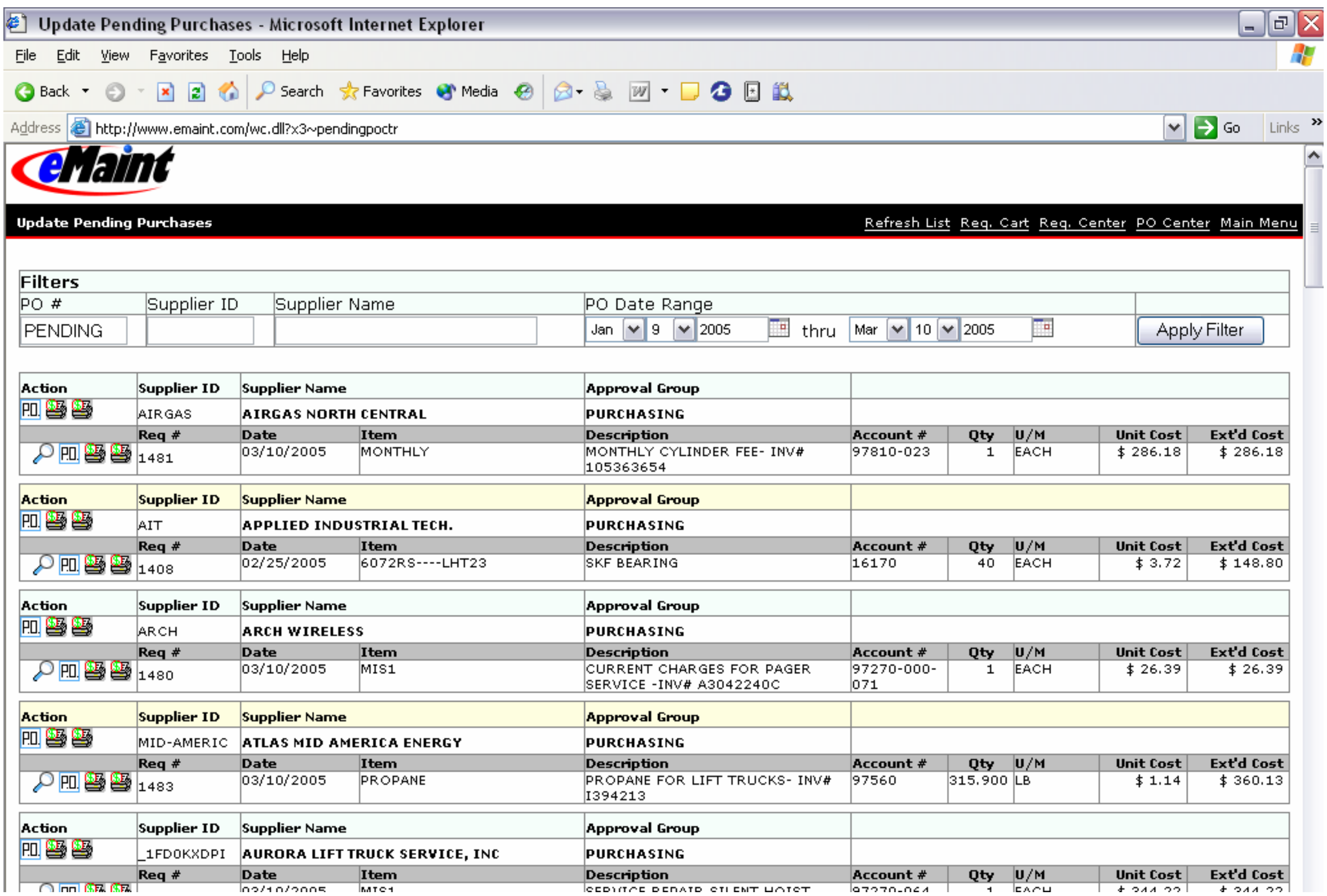
All approved items are routed to the Update Pending PO's section of eMaint so that the purchasing personnel can assign purchase order numbers to them. Approved items will show in the Requisition Center for that requestor as PO# PENDING. If a requisition is not approved, the approval date for the requisition will show, but the PO# will be blank.

Pending PO's

When requisitions are approved, they are immediately transferred to the Update Pending PO's queue. From Update Pending PO's, items can be updated with new pricing information, quantities, and supplier information, and PO numbers can be assigned to them.

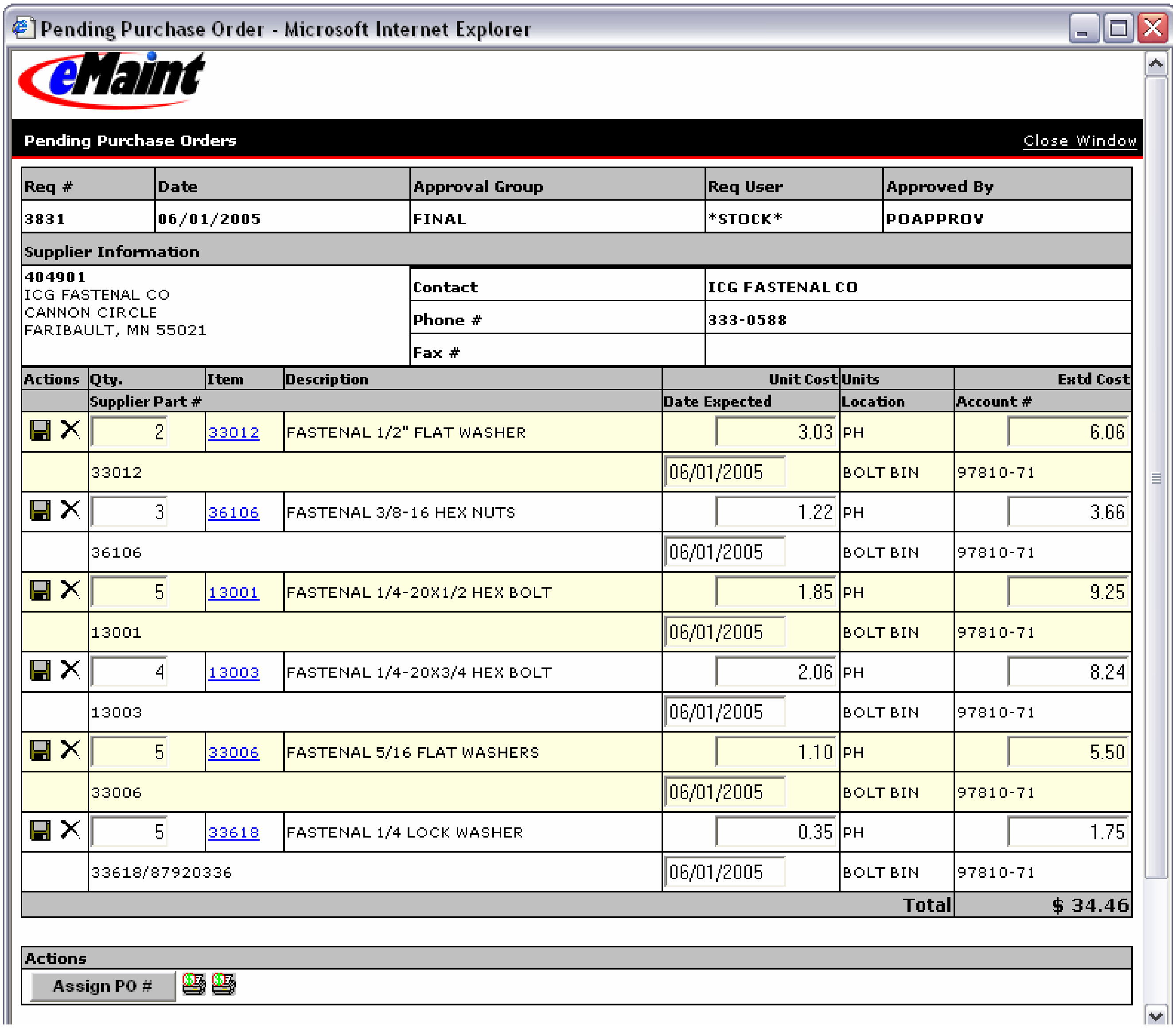
Items on the pending list that have *STOCK* listed in the Req. # field are items that were generated from the Stock Requisitions process.

- Use the filters to select the pending purchase orders you wish to modify.
- The approved requisitions are listed under the supplier, and the suppliers are listed alphabetically by name.
- Each item ordered on a requisition will be listed separately under its requisition number.
- Use the icons in the 'Action' column to perform functions on either individual requisitions or on the supplier itself.



Modifying the Requisition

To modify the items on the requisition, click on the magnifying glass next to its number. This will display the screen below, allowing you to remove items, modify their cost, quantity, or date expected. If you make a change to an item, be sure to click the floppy disk icon to update the line item, or the change will not take place.



Req #	Date	Approval Group	Req User	Approved By
3831	06/01/2005	FINAL	*STOCK*	POAPPROV

Supplier Information

404901 ICG FASTENAL CO CANNON CIRCLE FARIBAULT, MN 55021	Contact	ICG FASTENAL CO
	Phone #	333-0588
	Fax #	

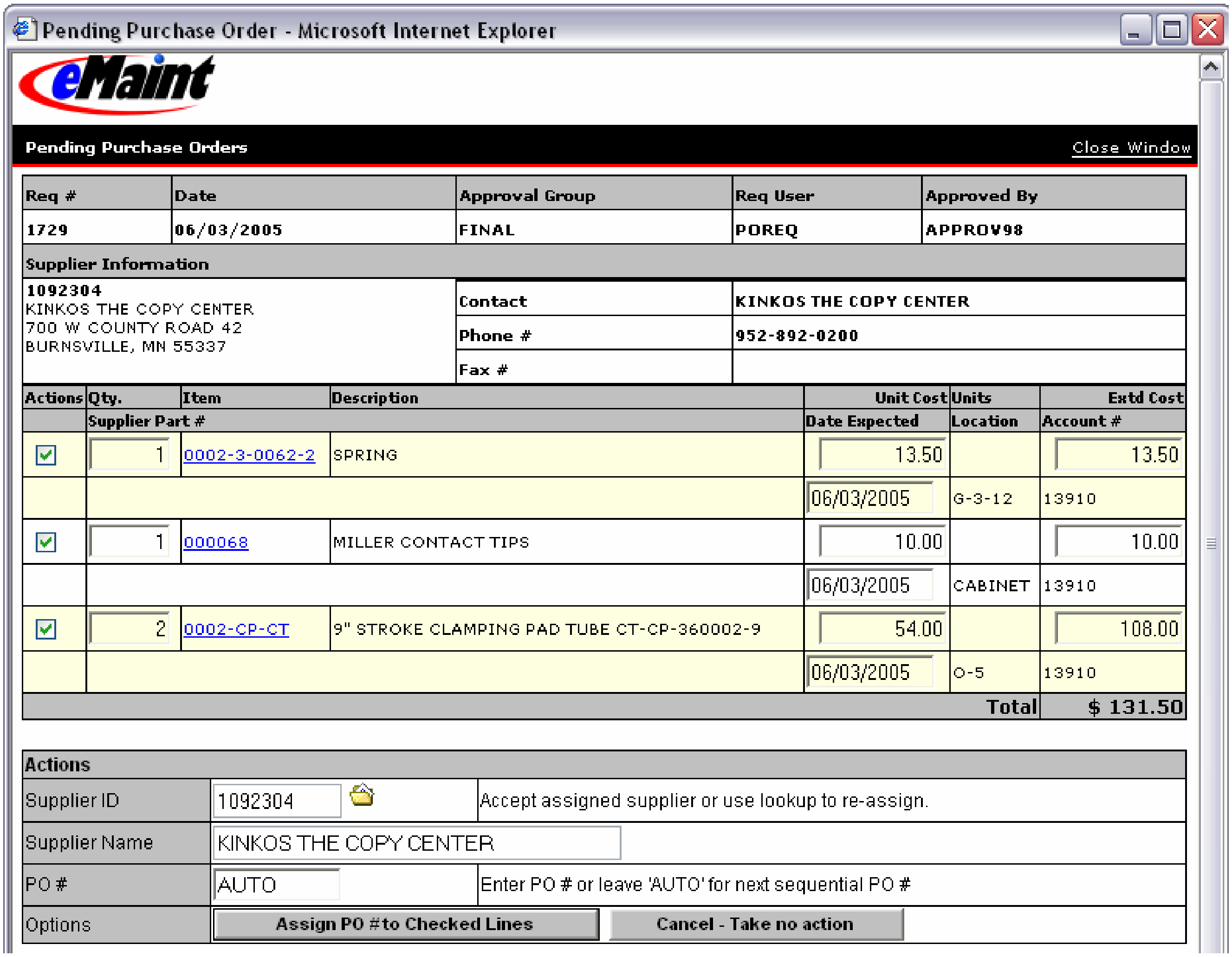
Actions	Qty. / Supplier Part #	Item	Description	Unit Cost / Date Expected	Units / Location	Extd Cost / Account #
	2	33012	FASTENAL 1/2" FLAT WASHER	3.03	PH	6.06
	33012			06/01/2005	BOLT BIN	97810-71
	3	36106	FASTENAL 3/8-16 HEX NUTS	1.22	PH	3.66
	36106			06/01/2005	BOLT BIN	97810-71
	5	13001	FASTENAL 1/4-20X1/2 HEX BOLT	1.85	PH	9.25
	13001			06/01/2005	BOLT BIN	97810-71
	4	13003	FASTENAL 1/4-20X3/4 HEX BOLT	2.06	PH	8.24
	13003			06/01/2005	BOLT BIN	97810-71
	5	33006	FASTENAL 5/16 FLAT WASHERS	1.10	PH	5.50
	33006			06/01/2005	BOLT BIN	97810-71
	5	33618	FASTENAL 1/4 LOCK WASHER	0.35	PH	1.75
	33618/87920336			06/01/2005	BOLT BIN	97810-71
					Total	$ 34.46

Actions

Assign PO #

Clicking 'Assign PO#' will take you to the screen below where you can assign a PO and even change the supplier from which the items will be purchased.

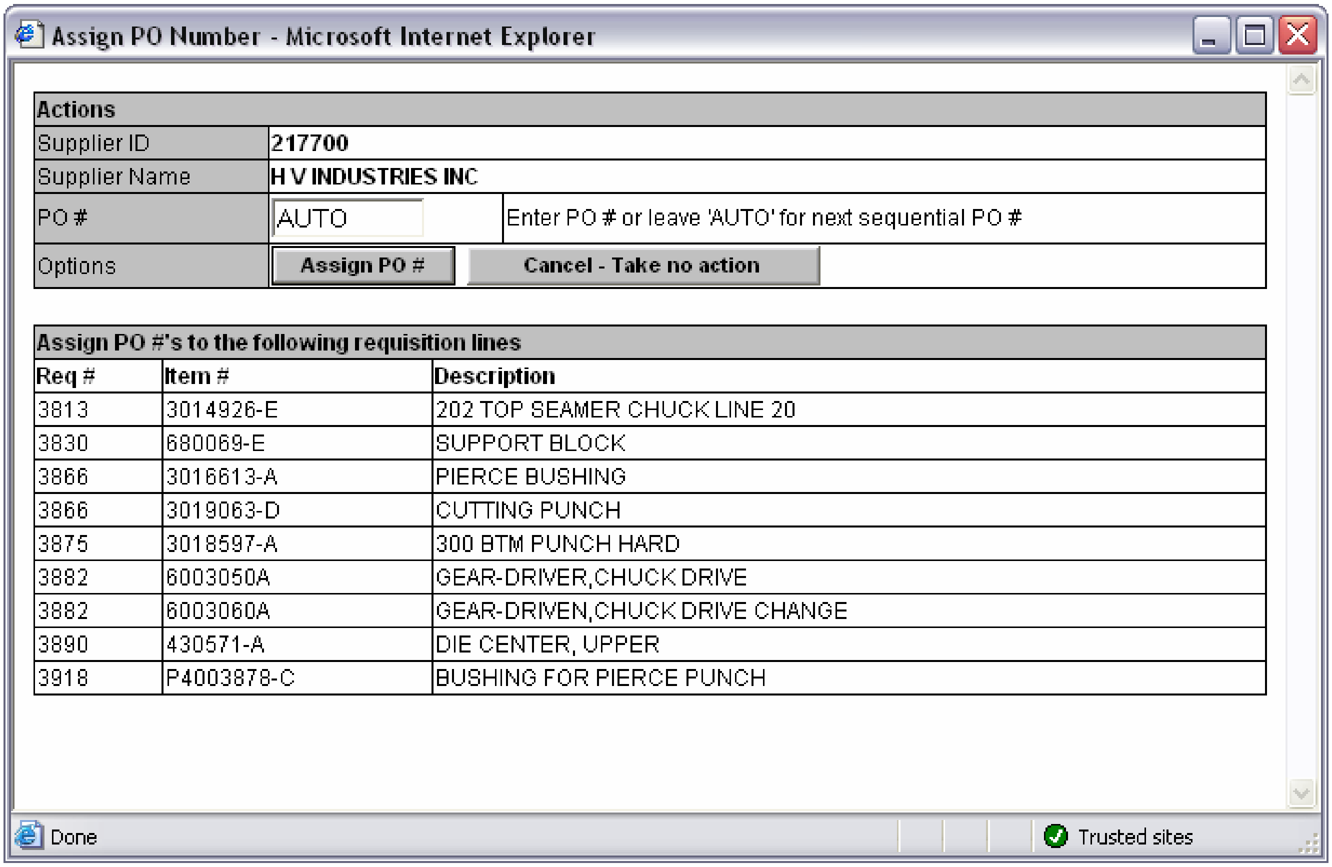
Note: This is also the screen that will display if you click the PO icon next to the Req.# from the Pending PO Center.



- Select a different supplier than the supplier initially selected or assign a supplier to items that did not have a supplier by clicking the lookup icon next to the supplier box and selecting the supplier from the available list. To change the supplier, you must also assign the PO#.
- Proceed with Assigning a PO number to the lines that are checked. If there are lines that you don't want to assign a PO for at this time, uncheck them before proceeding with this step.
- There are 2 options for Assigning a PO. If you keep the word AUTO in the PO# field, the system will auto-assign it a number. You can also type in your own PO number (maximum of 10 characters) to the items.
- Click on 'Assign PO# to Checked Lines' button and the next screen to display will show the items with the PO# field filled in.
- Cancel the operation.

Modifying the Pending PO by Supplier

From the Pending PO main screen, click on the PO icon next to the Supplier ID. The following screen appears:



Assign PO Number - Microsoft Internet Explorer

Actions		
Supplier ID	**217700**	
Supplier Name	**H V INDUSTRIES INC**	
PO #	AUTO	Enter PO # or leave 'AUTO' for next sequential PO #
Options	Assign PO #	Cancel - Take no action

Assign PO #'s to the following requisition lines		
Req #	**Item #**	**Description**
3813	3014926-E	202 TOP SEAMER CHUCK LINE 20
3830	680069-E	SUPPORT BLOCK
3866	3016613-A	PIERCE BUSHING
3866	3019063-D	CUTTING PUNCH
3875	3018597-A	300 BTM PUNCH HARD
3882	6003050A	GEAR-DRIVER,CHUCK DRIVE
3882	6003060A	GEAR-DRIVEN,CHUCK DRIVE CHANGE
3890	430571-A	DIE CENTER, UPPER
3918	P4003878-C	BUSHING FOR PIERCE PUNCH

Done Trusted sites

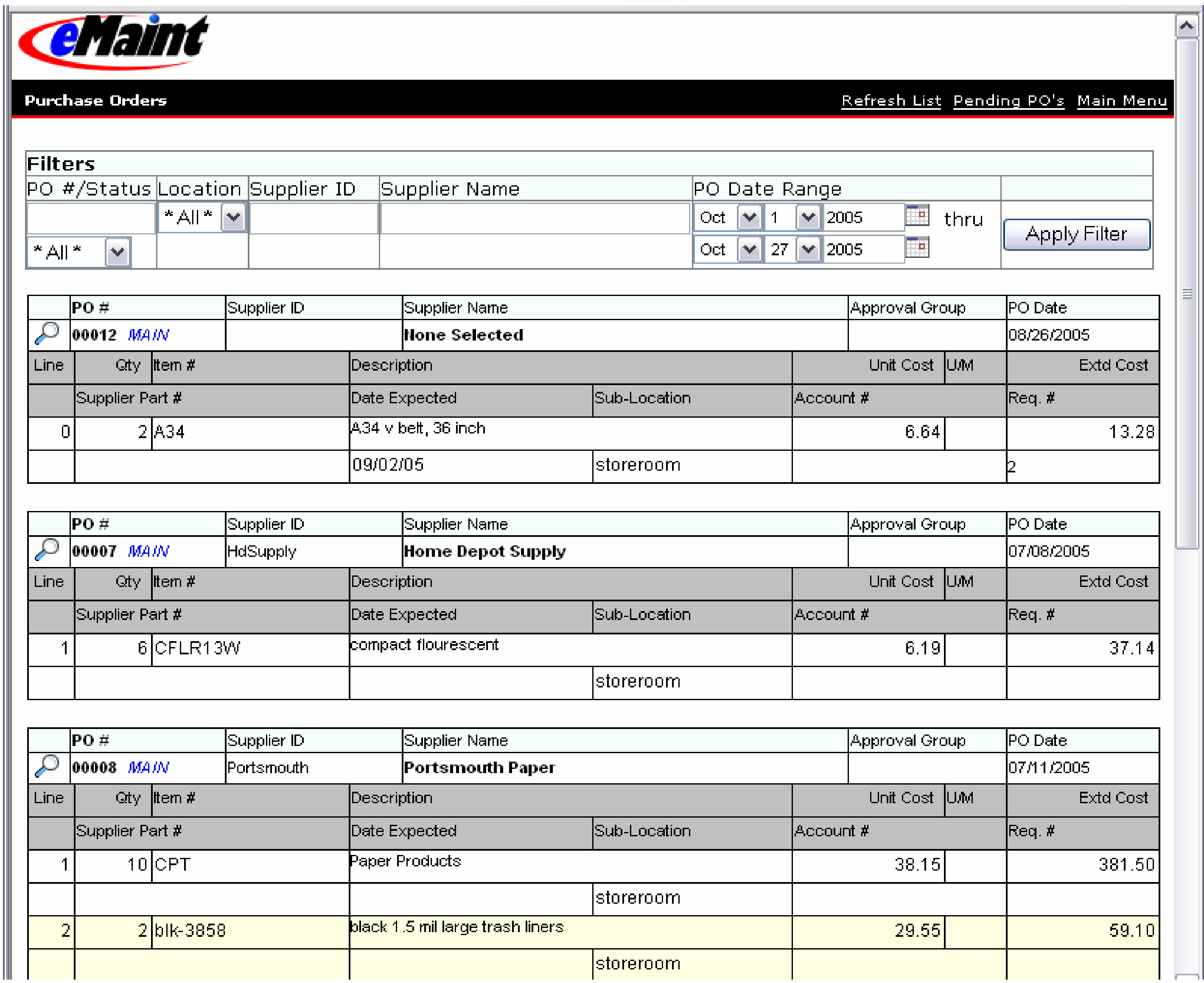
- There are 2 options for Assigning a PO. If you keep the word AUTO in the PO# field, the system will auto-assign it a number. You can also type in your own PO number (maximum of 10 characters) to the items.
- Click on 'Assign PO# to Checked Lines' button and the next screen to display will show the items with the PO# field filled in.

Once the Pending PO has been assigned a PO# it is transferred to the PO Center. The PO's are listed in alphabetical order by Supplier. You can use the filters to find a particular Supplier by ID or name or a specific PO. The default date range is 2 months prior to today.

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, date range, or Status.

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

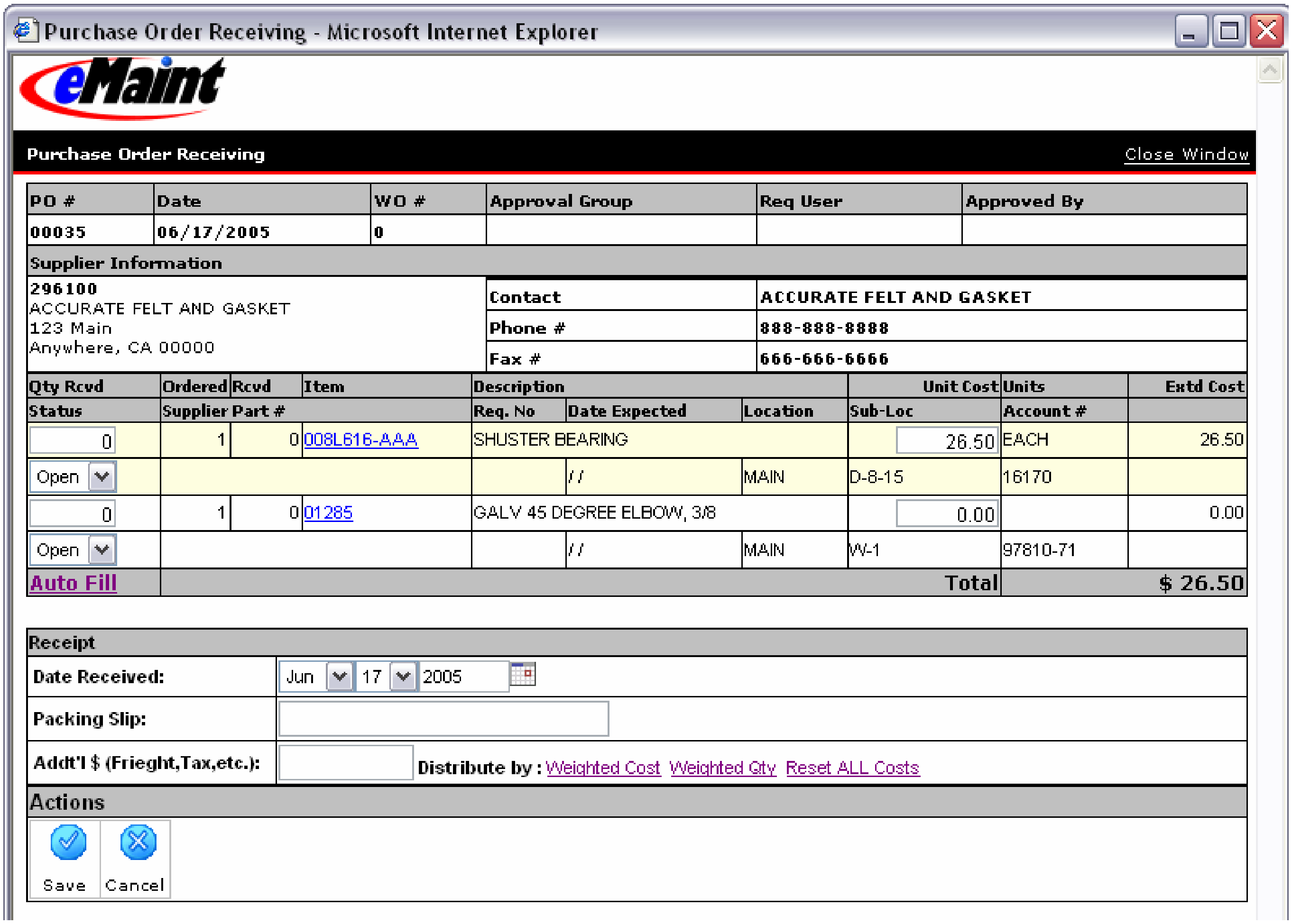


The PO Center allows you to click on the magnifying glass under Actions to view the entire PO. From the PO detail, you can print the PO and receive it. You also have the ability to change the Supplier if necessary.

You can also view the individual requisitions that comprise any PO by clicking on the requisition number shown in the Req# field.

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 before receipt, you must edit the line from the PO screen.

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).

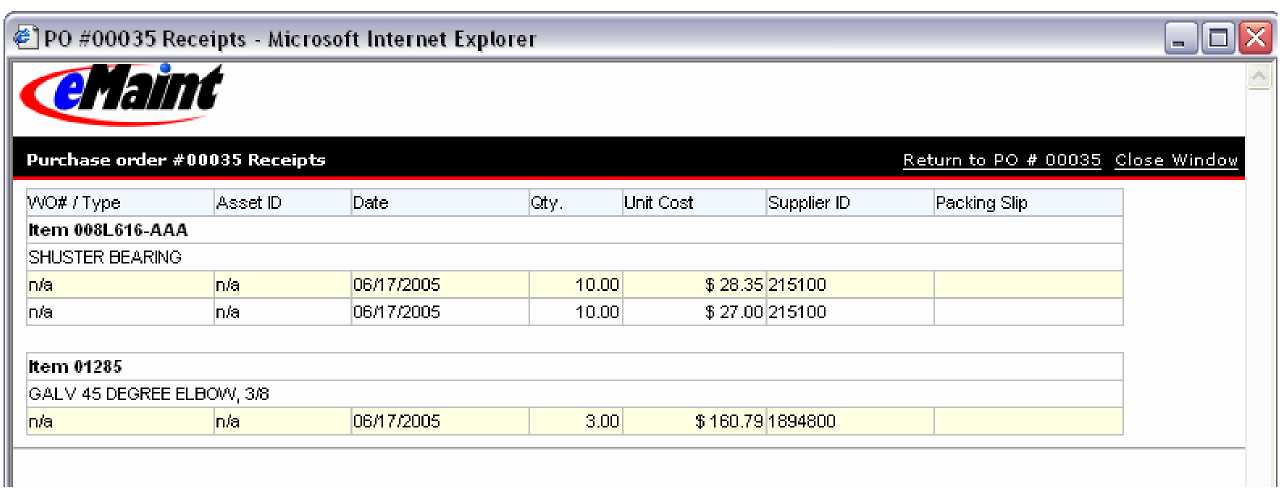
- You must first enter the number of items received to the PO (either by typing it in or using Auto Fill).
- Enter the additional costs in the 'Addit'l$' field.
- Choose the method of distribution and check to see if the cost was distributed as you would like.
- To remove the distribution and select another method, simply click 'Reset ALL Costs.' This option will bring the unit cost back 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.
- The distributed cost will be reflected on the items' history.

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).


PO #00035 Receipts - Microsoft Internet Explorer

eMaint

Purchase order #00035 Receipts | Return to PO # 00035 | Close Window

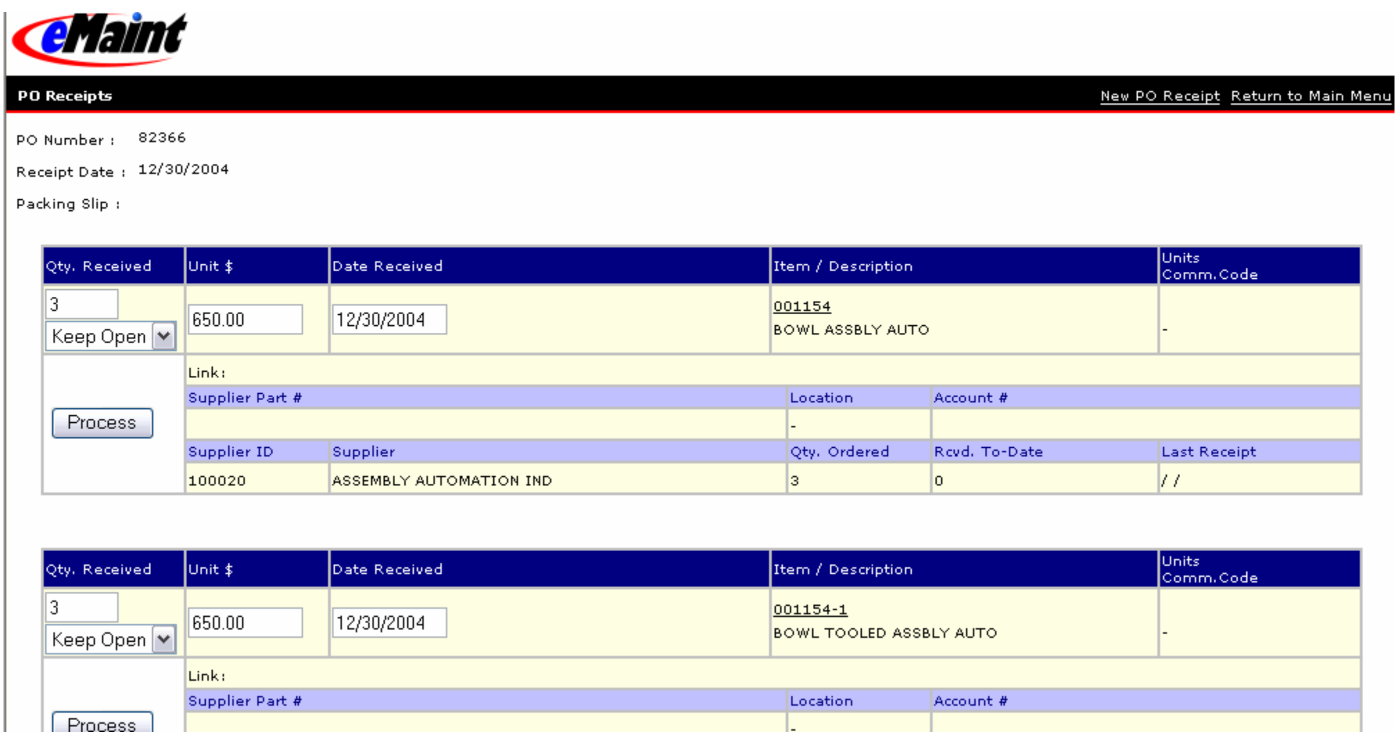
WO# / Type	Asset ID	Date	Qty.	Unit Cost	Supplier ID	Packing Slip
Item 008L616-AAA						
SHUSTER BEARING						
n/a	n/a	06/17/2005	10.00	$ 28.35	215100	
n/a	n/a	06/17/2005	10.00	$ 27.00	215100	
Item 01285						
GALV 45 DEGREE ELBOW, 3/8						
n/a	n/a	06/17/2005	3.00	$ 160.79	1894800	

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

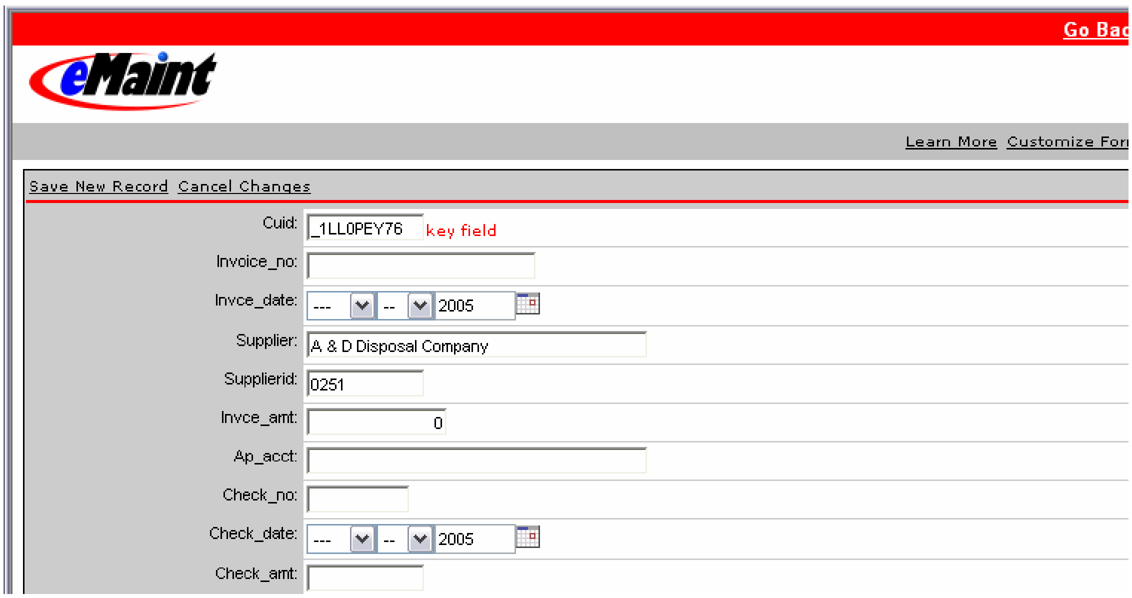
1. The ability to distribute the additional cost associated with a PO.
2. The ability to process multiple items at once with Auto Fill instead of individually via ‘Process.’

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

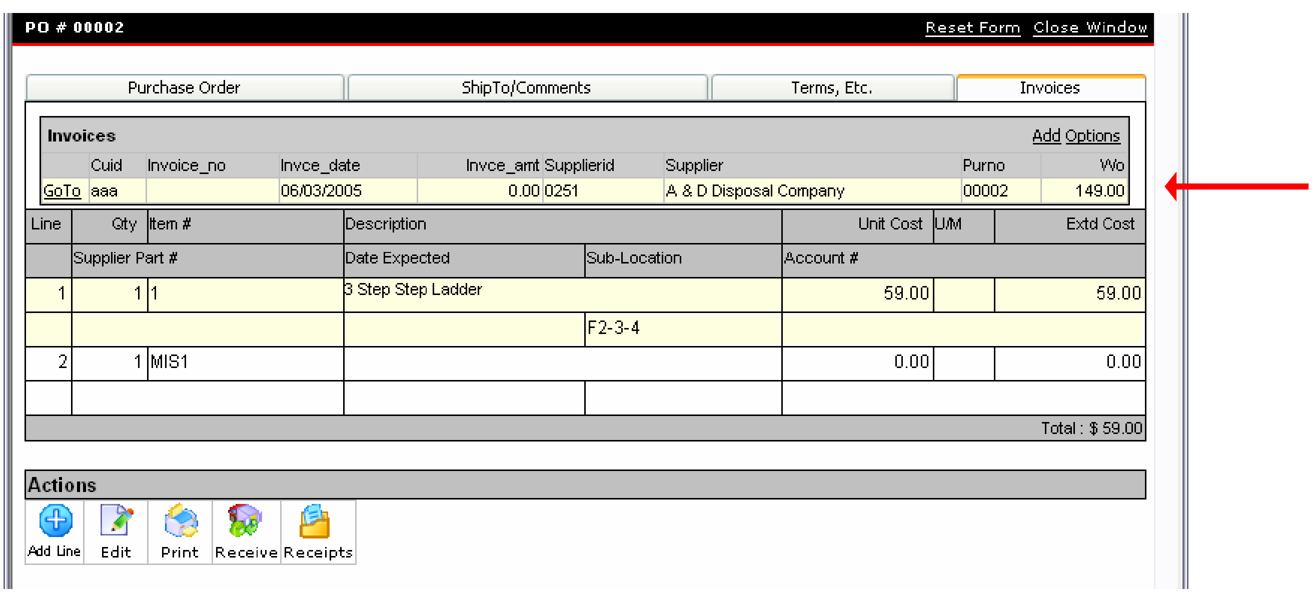
Invoices

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.



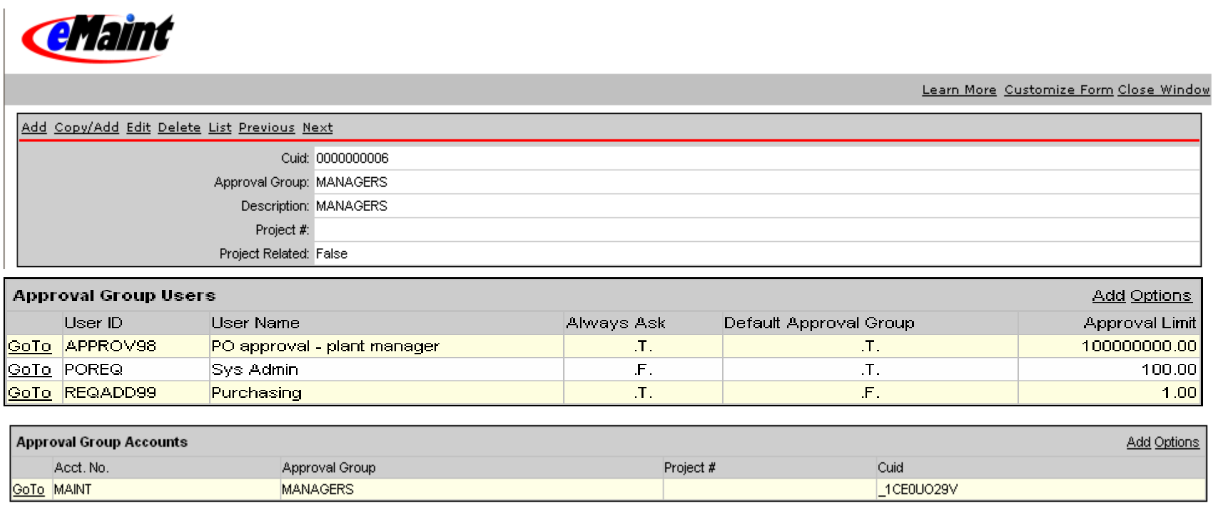
Requisition Configuration

Requisitioning involves setup in three areas: Approval Groups, user permissions, and Administration. The System Administrator must perform these setup procedures before requisitioning will function correctly.

Approval Groups

An approval group consists of two elements: users and accounts. The group itself can be named in whatever way best suits your firm. As an example, you may wish to name your groups for the types of purchases to be made from that group: CAPITAL, GENERAL, IMRPOVEMENTS, etc. The group will contain those users who will both request and approve requisitions connected to that group. All accounts associated with purchases for this group must be assigned to the group here.

- Create an Approval Group by going to the 'Approval Group' link in the Requisition Center and clicking 'Add New Record' when the list displays.
- Once the group has a name and is saved, the detail view will allow you to add both users and accounts.



Learn More Customize Form Close Window

Add Copy/Add Edit Delete List Previous Next

Cuid: 0000000006
Approval Group: MANAGERS
Description: MANAGERS
Project #:
Project Related: False

Approval Group Users — Add Options

	User ID	User Name	Always Ask	Default Approval Group	Approval Limit
GoTo	APPROV98	PO approval - plant manager	.T.	.T.	100000000.00
GoTo	POREQ	Sys Admin	.F.	.T.	100.00
GoTo	REQADD99	Purchasing	.T.	.F.	1.00

Approval Group Accounts — Add Options

	Acct. No.	Approval Group	Project #	Cuid
GoTo	MAINT	MANAGERS		_1CE0UO29V

Users

- Add Users (Account Users) to the Approval Groups
    - Approval group User ID's must match the system account names. Only those who can log into the eMaint X3 system can be recognized as users. The User ID is case sensitive.
    - Account Users who submit requests should have zero approval level and 'Always Ask' set to 'False.'
    - The Account User(s) who approves requests should have the appropriate dollar amount approval level with 'Always Ask' set to 'True.'

  **Note: If someone has an approval level other than $0, and the dollar amount of the requisition falls below their approval amount, they will automatically appear as an approver when a requisition is created for that group.

Accounts

- Add Accounts to the Group
    - These are the accounts to which line items on the requisitions can be assigned and which are associated with the approval group.
    - The account numbers are alphanumeric with a 10 character limit.
    - The description of the account number can be used to inform your users of the specifics of the different accounts.

User Permissions

Once you have determined the composition of your approval groups, you must assign the necessary permissions to your approval group users. Go to User Administration and add the appropriate rights to each user. A user who is allowed to submit requisitions needs access to the following:

Menu Options:
Parts File Information
Requisition Cart
Requisition Center

Additional Options (Security Access)
Asset File
Contacts
Parts File
Suppliers
Req. Cart
Account #'s
Approval Group Accounts
Approval Group Users

NOTE: Removing the Additional Option to 'Purchase Parts (Manual)' will prohibit your users from bypassing the approval process.

A user who is allowed to approve requisitions needs access to the following:

Menu Options:
Requisition Approval

Additional Options (Security Access)
No security options are necessary to approve.

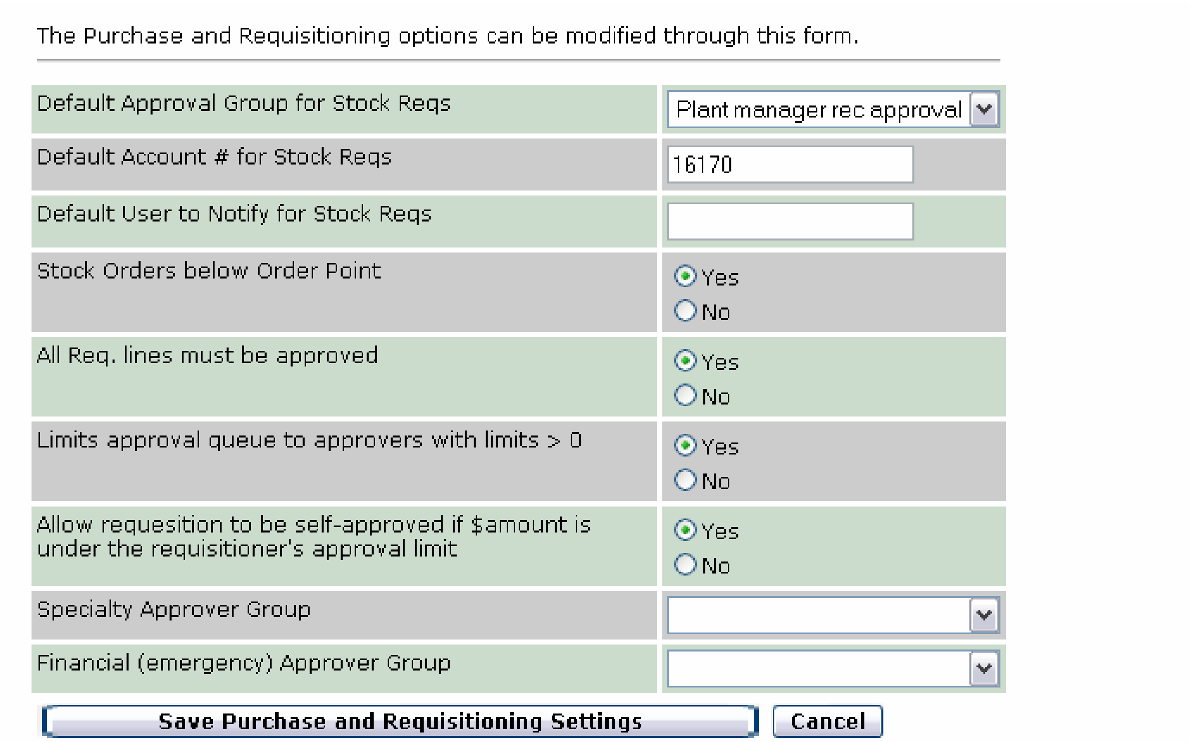
A user who is allowed to process purchase orders (from pending to receiving) needs access to the following:

Menu Options:
PO Receipts (optional depending on the method you use for receipts)
Update Pending PO's
Purchase Order Center

Additional Options (Security Access)
Contacts
Parts File
Parts Information (Receive Parts (Manual))
Suppliers

Administration Setup

Fine-tune areas of requisitioning in 'Change Your Settings,' located in the Administration section of the Main Menu. Click the edit pencil adjacent to 'Purchase and Requisitioning Settings.' The screen below will be displayed and allow for editing of the way in which stock requisitions are handled along with other administrative aspects of requisitioning.



NOTE: The approval groups must already be created in order for them to be assigned to specific tasks in this section.

- **Default Approval Group for Stock Reqs** needs to be chosen if you are planning on using the 'Create Stock Requisitions' option.
- **Default Account # for Stock Reqs** allows you to specify an account number for stock requisitions if the parts do not have an account number already assigned in their detail records. If you have an account number on your parts already, the stock requisition account number will default to that part's account number.
- **Stock Orders below Order Point** allows you to choose whether you produce a stock reorder when the on-hand reaches the order point or just when it is below the reorder point. Choosing 'Yes' indicates stock orders should be generated only when the on-hand is below the order point. Choosing 'No' indicates stock orders should be generated when the on-hand is equal to or below the reorder point.
- **All Req lines must be approved** set to 'Yes' will not allow the requisition to be processed until all lines are approved.
- **Limits approval queue to approvers with limits >0** will not show those people with no approval ability in any approval queue.
- **Allow requisition to be self-approved if $amount is under the requisitioner's approval limit** means that the requestor can approve his own requisitions if he has approval limits set properly.
- **Specialty Approver Group** - choose any approval group to be used in special circumstances.
- **Financial (emergency) Approver Group** – choose an approval group to be selected in case of emergencies.