



Inventory Application User

Training Guide

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Contents

Section 1. Technical Support	5
Section 2. Location Setup	6
Section 3. Master Part Record vs. Inventory Location Record	8
Part Main Catalog	8
Hazardous Material Setup	13
Associated Parts	14
Lotted Part Details.....	16
Part Manufacturers.....	16
Resource Type Entry	17
Part Serial Number Detail	18
Serialized Parts Physical Inventory.....	20
Lotted Parts	21
Part Items	21
Part Merge	22
Part Number Xref (Cross Reference)	23
Part Bins	24
Part Bin Transfer	25
Part Kits	26
Part Inventory Location Manager	27
Part Identification	29
Parameters Tab	30
Stock Status Tab.....	32
Last Event Tab	32
History Tab.....	33
Reorder Tab	33
Section 4. Inventory Procurement Overview	37
Purchasing Contracts	38
Contract Items	40
Updating Purchasing Contracts	40
Part Requests	41
Notifications.....	43
Part Request Handling	43
Purchase Requisitions	43
Purchase Requisition Approval	47
Purchase Requisition Approval – Single	49
Purchase Orders.....	50
Creating Purchase Orders	51
Updating a Purchase Order	51
Purchase Order Query	56

Reviewing Part Reserves	57
Part Receive	60
Change Part Numbers when Receiving	63
Section 5. Core Tracking	64
Overview	64
Section 6. Inventory Movement	65
Overview	65
Part Issue	65
Part Transfer	69
Pick/Ship	69
Part Transfer Request	70
Notifications	72
Part Returns	72
Bill of Lading	73
Section 7. Inventory Reordering	74
Manual Reorder Calculations	74
Automatic Reorder Calculations	75
ABC Classification	76
Inventory Location Settings	77
Calculation The Reorder Point	78
Setting The Reorder Point	79
Generating Requisitions and/or Purchase Orders	80
Generating Recommended Orders	81
Section 8. Inventory Control	82
Cycle Count Codes	82
Part Inventory Parameters	83
Physical Inventory Parameters	83
Physical Inventory Manager	84
Section 9. Bar Codes	85
Bar Code Writer	85
Part Bar Codes	86
Section 10. Query Frames	87
Section 11. Additional Functionality	88
Section 12. Inventory System Flags List	89
Section 13. Updates	90

Section 1. Technical Support

AssetWorks provides several ways to connect with the Customer Care team. Be prepared to provide detailed information to the representative. If you are reporting an issue by email, include screen images of the problem. This information provides the Customer Care representative with the necessary information to quickly and effectively respond to you.

Customer Care is available 7AM – 7PM EST Monday through Friday.

Telephone: 800.900.8152

Email: M5Support@AssetWorks.com

Website: Community.AssetWorks.com

You can use this website to open issues, review the status of past submitted issues, review and download documentation, review additional training materials, and access the latest AssetWorks news. For secure access to the website, contact Customer Care by calling the listed telephone number.

Section 2. Location Setup

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

The screenshot shows the 'Location Main' form with the 'Inventory' tab selected. The form includes several sections: 'Location Information' with fields for 'General Location' (FM) and 'Disabled' (No); 'Markup-Tax Scheme' with fields for 'Markup Scheme' (CL2), 'Tax Scheme' (123), and 'Tax Exemption'; and 'Mailing Address' with fields for 'Mailing Name' (Test), 'Phone', 'Address 1', 'Address 2', 'City / State / Zip' (PA), 'Country' (USA), 'Region', 'County', 'Municipality', 'Time Zone' (EST), and 'Remote Records to Process'. The 'Inventory' tab is highlighted in the navigation bar.

Field	Description	Notes
Auto-Receipt on Transfer	Select the checkbox if parts can be automatically received at this location.	
Immediate Issue Upon Auto Transfer	Select the checkbox if parts are to be automatically issued upon a transfer receipt.	
Allow negative inventory quantities?	Controls whether you will allow an issue, transfer or charge to set quantity on hand to a negative value.	
Internal P.O. Overhead Cost	Refers to the overhead cost of each purchase order expense related to ordering inventory (such as handling, clerical, mailing costs).	
Inventory Carrying Cost Percent	Refers to the average percent of inventory value that it costs to maintain inventory in stock while it is not being used (such as shelf cost, handling cost, counting cost).	

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



Note: Warranty Terms are configured by using System Flag 2093.

Section 3. Master Part Record vs. Inventory Location Record

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

Part Main Catalog

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

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

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

Part Main Catalog

Part Identification

Number: [Create Duplicate](#) Manufacturer:

X Refs: Status:

Description: New/Used/Rebuilt:

Used Part No.: Used Part Manufacturer: Adjust Used Part Inventory Upon Issue: ☐

Superseded By Part: Superseded By Part Manufacturer:

Extended Part Description

Settings

System Prices

Standard:

Average:

Retail:

Discount Code:

Unit of Inventory / Issue: Hazardous:

Commodity: Disable Receipt:

Date Added: Warranty:

Charge Code: Exempt Position Code Prompts:

Cost Category: National Part:

Part Class:

[HazMat Info](#) [Resource Type](#)

ATA Classification

Sys/Assembly/Part:

Validate Sys on Job:

Location Defaults

Stock Type: [Location Main](#)

Primary Vendor:

Secondary Vendor:

Season Code:

Serialized: [Serial Info](#)

Auto Generate Serial No: Reusable Serial No:

Lotted Part: [Lot Info](#)

Core Charge: Core Tracking:

Points: Allow Mass Claims: ☐

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

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

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

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

Field	Description	Notes
Reusable Serial No. Flag	If a serial number can be reused, this flag should be set to Yes.	
Lotted Part	A lotted part cannot be serialized if the part is a lotted part, then the lot number will be captured for every part transaction.	Yes or No dropdown.
Lot Info	The Lot Info button is enabled when Yes is selected for the Lotted Part. <i>Lotted Parts Detail</i> opens when you select the Lot Info button.	
Core Charge	Enter the value of the core, the part has a core.	
Core Tracking	If the part has a core, select Yes from the dropdown menu.	
Allow Mass Claims	Only available if the part is a core part. Select the checkbox to allow the creation of mass claims for the given part.	
Points	Enter the number of points this part is worth. Used in the quartermaster functionality.	Only available if System Flag 5227 is set to Y.

Hazardous Material Setup

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

Settings		ATA Classification
System Prices Standard: \$10.00 Average: \$10.00 Retail: \$10.00	System Receipt Prices Standard: \$10.00 Discount Code: <input type="text"/>	Sys/Assembly/Part: <input type="text"/> / <input type="text"/> / <input type="text"/> Validate Sys on Job: <input type="text" value="No"/>
Unit of Inventory / Issue: <input type="text" value="EACH"/> Commodity: <input type="text"/> Hazardous: <input type="text" value="Yes"/> Disable Receipt: <input type="text" value="No"/> Warranty: <input type="text" value="No"/> Exempt Position Code Prompts: <input type="text" value="No"/> National Part: <input type="text" value="No"/> Date Added: <input type="text" value="12/30/2018"/> Charge Code: <input type="text"/> Cost Category: <input type="text"/> HazMat Info Resource Type Part Class: <input type="text"/>		Location Defaults Stock Type: <input type="text" value="Stock"/> Primary Vendor: <input type="text"/> Secondary Vendor: <input type="text"/> Season Code: <input type="text"/> Serialized: <input type="text" value="No"/> <input type="button" value="Serial Info"/> Auto Generate Serial No: <input type="text" value="No"/> Reusable Serial No: <input type="text" value="No"/> Lotted Part: <input type="text" value="No"/> <input type="button" value="Lot Info"/> Core Charge: \$0.00 Core Tracking: <input type="text" value="No"/> Allow Mass Claims: <input type="checkbox"/>

SAVE	UNDO	REFRESH	DELETE	FIND	ATTACH	RELATED ▾
<h2>Hazardous Material Setup</h2>						
Part No: <input type="text" value="HAZARDOUS PA HAZARDOUS"/>						
Hazardous Information:						
Proper Shipping Name: <input type="text" value="TESTER"/>						
Haz Class: <input type="text" value="1"/> Pack Group: <input type="text" value="I"/>						
ID Number: <input type="text" value="123"/>						

Associated Parts

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

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



Note: Associated parts might not have a price and they must be stock.

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

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

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

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

Lotted Part Details

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

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

Location Defaults

Stock Type:

Stock

▼

[Location Main](#)

Primary Vendor:

Secondary Vendor:

Season Code:

Serialized:

No

▼

Serial Info

Auto Generate Serial No:

No

▼

Reusable Serial No:

No

▼

Lotted Part:

Yes

▼

Lot Info

Lotted Parts Detail

Part Lot Info

Location:

ANY

ALL LOCATIONS

Include lots with none on hand for all locations?

☐

Part No:

1EQV1

NEW PART FROM SUPERCEDE

Total Qty:

0

Lotted Part Detail (Loaded 0 records)

Lot No	Quantity On Hand	Last Receipt Date	Last Issued Date	Manufactured Date	Expiration Date	

Part Manufacturers

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

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

Part Manufacturers

Manufacturers (Loaded 3214 records)

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

Part Main Catalog

SAVE UNDO REFRESH DELETE FIND ATTACH RELATED ▾

Part Identification

Number: Create Duplicate

X Refs:

Manufacturer:

Status:

RELATED ▾

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

Resource Type Entry

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

Unit of Inventory / Issue: Hazardous:

Commodity: Disable Receipt:

Date Added: Warranty:

Charge Code: Exempt Position Code Prompts:

Cost Category: National Part:

Part Class:

HazMat Info **Resource Type**

Resource Type Entry

Part Info:

Part No: 1EQV1 NEW PART FROM SUPERCEDE

Resource Type Entry (Loaded 1 records)

Resource Type	Description
SERV	SERVICE

Part Serial Number Detail

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

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

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

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

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

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

Location Defaults

Stock Type: Stock [Location Main](#)

Primary Vendor:

Secondary Vendor:

Season Code:

Serialized: Mandatory [Serial Info](#)

Auto Generate Serial No: No Reusable Serial No: No

Lotted Part: No [Lot Info](#)

Core Charge: \$0.00 Core Tracking: No Allow Mass Claims: ☐

Points:

Part Serial Number Detail

Part Info

Location: NORMM NORMANDIE COMPLEX MAINTENANCE

Part No: TEST

Part Serial Detail (Loaded 5 records)

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

Serialized Parts Physical Inventory

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

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

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

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

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

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



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

Serialized Parts Physical Inventory

Location:

Query Information

Commodity:

Part Number:

X Refs:

Description:

Phys Inv ID:

Manufacturer:

Bin:

Status:
None

New Count

Finalize

Clear

Retrieve

(Loaded 0 records)

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

Lotted Parts

A lot number is a value stamped by the manufacturer on a box containing a number of parts or on the part itself. The box or part can display a manufactured date, an expiration date, or both.

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

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

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

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

Part Items

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

SAVE UNDO REFRESH DELETE FIND

Part Items

Part Identification
Number: 001030
X Refs: 001030 (MST)
Description: 001030
☐ Show All Items

Manufacturer:
Status: Active

001030 Item Information (Record 2 of 2)

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

Part Merge

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

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



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

Parts can only be merged if these rules apply:

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

SAVE
UNDO
REFRESH
DELETE
FIND

Part Merge

Part will be eliminated

Number: Manufacturer:

X Refs:

Description:

Part Number will remain

Number: Manufacturer:

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

Part Number Xref (Cross Reference)

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

SAVE
UNDO
REFRESH
DELETE
FIND
MORE ▾

Parts Setup Cross Reference

Part Identification

Master Number:

Manufacturer:

Description:
001030

Status:
Active ▾

001030 Cross Reference Info (Loaded 6 records)

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

For example, you want to indicate all oil filters as 123, but the various vendors from whom the filters are purchased use different numbers. These new numbers become vendor cross references. The **Part Number Cross Reference** types are allowed in M5:

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

Part Bins

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

The screenshot shows the 'Part Bins' interface. At the top, there are buttons: SAVE, UNDO, REFRESH, DELETE, FIND, and RELATED with a dropdown arrow. Below these is the title 'Part Bins'. Under the title, there is a 'Bin Code' input field with a 'Get going!' label and a 'Retrieve' button. Below this is a table titled 'Bin Information (Loaded 35 records)'. The table has three columns: Bin, Description, and Disabled. The table contains 13 rows of data, with the last row (140B) having a checked checkbox in the 'Disabled' column.

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

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

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

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

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

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

Part Bin Transfer

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

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

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

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



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

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

SAVE
UNDO
REFRESH
DELETE
FIND

Part Bin Transfer

Location/Bin Information

Inventory Location: FM FM Parking Location

Bin Number: 001 L3-001

New Bin Number:

Parts For Bin 001 (Loaded 40 records)

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

Part Kits

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

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

SAVE
UNDO
REFRESH
DELETE
FIND

Part Kit

Kit Identification

Kit Code:

Description:

JK1 Parts in the Kit (Loaded 2 records)			
Part Number	Description	Manufacturer	Quantity
JCP04	JIC 37, PLUG	GYR	3
JCP06	JIC 37, PLUG	GYR	4
<input type="text"/>			<input type="text"/>

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

Part Inventory Location Manager

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

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

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

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



Note: You must be signed in at the location to which you want to add the part. The location on the *Part Inventory Location Manager* frame will default to your current location.



Note: You need privileges **INSERT PART INVENTORY**, **UPDATE PART INVENTORY**, and **NATIONAL PARTS**.



Note: If System Flag 5355 is set to **Y**, the Primary Vendor, Unit of Measure, Standard Price, Core Charge, and Core Tracking values will be pushed down to *Part Inventory Location Manager* when they are changed on the *Part Main Catalog*.



Note: System Flag 1058 specifies the pricing method used to value the inventory:

- LOCAVG – Location Average
- LOCSTD – Location Standard
- SYSAVG – System Average
- SYSSTD – System Standard

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

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

Part Identification

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

Parameters Tab

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

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

Stock Status Tab

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

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

Last Event Tab

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

Parameters	Stock Status	Last Event	History	Reorder
Last Event				
Date	Quantity	Total Price		
Issue				
03/06/2020	1	\$2.29		
Receipt			Vendor:	
03/06/2020	1	\$2.29	0000000001	
Transfer-In			From:	
12/10/2015	1	\$3.00	FM	
Transfer-Out			To:	
	0	\$0.00	NORMM	
Physical Inventory			Variance:	
	0	\$0.00	0	

History Tab

The **History tab** displays the part's history by fiscal **Period**:

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

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

Reorder Tab

Parameters	Stock Status	Last Event	History	Reorder
------------	--------------	------------	---------	---------

Vendor Ordering Information
 U/M: Pack Size: Issue Qty: Vendor No.:
 Vendor Part Number: Alternate:
 Print Bar Code Labels:

Unit Of Issue:
 Reorder Method:

Manual Reorder Information
 Std Order Qty:
 Average Use/Day:
 Turnover Ratio:
 Max Inv Qty:
 Max Inv Level: Day(s)
 Min Inv Qty:
 Min Inv Level: Day(s)

Automatic Reorder Information
 Season Code:
 Min Inv Qty:
 Econ Order Qty:
 Max Inv Qty:
 Safety Stock:
 Actual/Forecast Ratio:
 Average Lead Time: Day(s)
 Forecast Qty:
Smoothing Factors
 User Value System Value
 ABC Class:
 Usage Factor:
 Service Level %:

Reorder Days
 Mon. ☒ Tue. ☒ Wed. ☒ Thu. ☒ Fri. ☒ Sat. ☒ Sun. ☒

Field	Description	Notes
Vendor Ordering Information	U/M (unit of measure) and Pack Size information.	The Vendor No. and Alternate vendor can be changed at this level if necessary.
Issue Qty	The requirements of the primary vendor for ordering the part.	
Vendor Part Number	Number of the part ordered by the vendor.	
Print Bar Code Labels	M5 prompts the user to print barcodes for the part after the part is received when you select Yes from the dropdown.	
Units of Issue	The type of unit to be issued.	
Reorder method	The reorder methods are manual and automatic.	The manual reorder method allows the user to manually enter the reorder, minimum and maximum quantities. The automatic method uses ABC classification and historical transactions to calculate reordering information.
Manual Reorder Information		
Std Order Qty	The standard quantity to reorder.	If this field is not entered, then the maximum quantity and the quantity on hand will be subtracted to be used as the reorder quantity.
Average Use/Day	The average use per day of the part will be calculated automatically by M5.	This will give the user some guidance as to setting up the minimum and maximum reorder quantities for the part. The average usage per day is calculated during the end of period process.
Turnover Ratio	It is the Qty. of this part that have been received and issued within one fiscal period.	The turnover ratio is calculated automatically by M5 during the end of period process. This information is helpful to the user entering in manual reorder information.
Max Inv Qty	The maximum amount of parts to keep on hand.	

Field	Description	Notes
Max Inv Level: Day(s)	The maximum amount of total inventory at the location.	
Min Inv Qty	The minimum amount of parts to keep on hand.	
Min Inv Level: Day(s)	The minimum amount of total inventory at the location.	
Reorder Days	The reorder days are set by the vendor on the <i>Vendor Main</i> frame.	
Automatic Reorder Information	All fields in this section are calculated based on the ABC class assigned and historical transactions on the part.	
Season Code	The season code assigned to the part.	
Min Inv Qty	The minimum inventory quantity as calculated by M5.	
Econ Order Qty	The order quantity as calculated by M5.	
Max Inv Qty	The maximum inventory quantity as calculated by M5.	
Safety Stock	The quantity that must be kept on hand in case it is needed.	The safety stock takes vendor lead time into consideration.
Actual/Forecast Ratio	Actual vs. Forecasted ratio.	
Average Lead Time: Day(s)	Lead time from the time the order is placed to the vendor to the time the part is received.	
Forecast Qty	Forecasted order quantity as determined by M5.	
Smoothing Factors	The smoothing factors are set up with the ABC class code. The values are displayed in this section.	
ABC Class	The ABC class code can be added manually to the part or through an automated process.	
Usage Factor	The usage factor as per the ABC class code.	The usage factor defines how active or fast moving the part is.

Field	Description	Notes
Service Level %	The service level % as defined on the ABC class code.	
System Value	The system value for each user value.	

Section 4. Inventory Procurement Overview

M5 provides for:

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

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

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

Purchasing Contracts

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

The screenshot shows the 'Purchasing Contracts' application interface. At the top, there are buttons for 'SAVE', 'UNDO', 'REFRESH', 'DELETE', and 'FIND'. Below these is the title 'Purchasing Contracts'. The main form is divided into several sections:

- Contract Information:** Includes fields for 'Contract:' and 'Vendor No:', with a 'New Contract' button.
- Blanket Contract For:** Includes checkboxes for 'Parts', 'Fuel/Products', and 'Commercial'.
- Contract Dates:** Includes fields for 'Status:', 'Status Date:', 'Start Date:', 'End Date:', 'Award Date:', and 'Renewal Terms:'.
- Contract Amounts:** Includes fields for 'Award Amount:', 'CTD ORDER Amount:', 'CTD Rcvd Amount:', 'Balance Amount:', and 'Warn At Amount:'.
- Contract Notes:** A text area for notes.
- Filter Criteria:** Includes a dropdown for 'Part/Commodity:', and fields for 'Description:', 'Unit of Order:', 'Clear', and 'Retrieve'.
- Table:** A table titled 'Specific Parts or Commodities (Loaded 0 records)' with columns: Line, Type, Part or Commodity, Description, Price Type, Adj, Disc, Discount, Ship, Unit of, Unit, Price, Note.

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

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

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

Purchasing contracts can be established for:

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

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

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

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

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

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

Field	Description	Notes
Specific Parts or Commodities i-frame	If not a blanket contract then you will have to enter either specific parts or commodities to be purchased on this contract.	

Contract Items

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

SAVE
UNDO
REFRESH
DELETE
FIND

Contract Items

Contract Information
Contract:
321ABC
Vendor No:
VENT Test vendor
Status:
AWARDED
Show All Items
☐

Item Information (Record 1 of 1)

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

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

Updating Purchasing Contracts

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

Part Requests

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

Part Request

Technician: 010171
 Unit/Dept/Comp: 424110 2002 MACOM ORION WO No: 130494
 Check Status Clear

Existing Requests for WO 130494 (Loaded 1 records)

Job Code	Part No	Description	Avail Qty	Request Qty	Total Inv Cost Emp	Needed By Date	Requested By	Position	Status	Picked Employee up?	Signature	Ordered?	Notes	Attach
60-00	ANKA	FILTER, OIL (DET/CUMM LF380)	2	2		07/14/2015 02:00:00	102775		REQUEST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

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

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

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

Field	Description	Notes
Technician	The technician requesting parts for a job or work order.	This is the Employee ID from <i>Employee Main</i> .
Unit/Dept/Comp	The unit, department, or component number.	
WO No.	Work order number.	Open or Completed WO number.
Job Code	The job code for which parts are needed.	
Need by Date	When the parts are needed by the technician.	
Part No.	A valid stock or non-stock part number, List of Values available.	Can be left blank.

Field	Description	Notes
Part Description	The description for the valid part number entered or if the part number is not known, the description can be entered manually.	Part Description
Available Qty	The available qty for a part if it's a stock part and a valid part number was entered above.	Will be blank if only the part description was entered.
Request Qty	The qty of the part needed.	
Request Note	A note can be entered for each part request made	
Existing Requests for WO #	An i-frame that contains existing part requests for the work order job or jobs along with details of what part was requested, the part number, description, request qty, needed by date, requested by and status.	

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

A part request can have the following statuses:

- **REQUEST** – New request created.
- **ORDERED** – Part had to be ordered using part requisition or purchase order.
- **REQ APPROVE** – Requires supervisor approval.
- **IN-REQ** – The part request has been made into a part requisition.
- **APPROVED** – Supervisor approved part request.
- **READY** – Parts person has changed the status to ready which will alert the technician the parts are ready for pickup.
- **CANCELLED** – Either the Technician, Supervisor, or Parts Person can cancel the request.
- **CLOSED** – The part has been issued.

Notifications

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

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

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

Part Request Handling

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

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

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



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



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

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

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

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

Purchase Requisitions

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

Requisitions can be created automatically through an M5 Batch Process.



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



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

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

Field	Description	Notes
Location	The location the user is signed in at.	It must be an inventory location since this is the location the requisition is being created for.
Requisition No	The requisition number is a system generated number.	
Vendor	The parts are to be ordered from this vendor.	

Field	Description	Notes
Date	Automatically defaults to the current date and time of the creation of the requisition.	
Status	The status codes track the requisition from the time it is built to the time it is completed.	The statuses are Build , In Process , and Request .
Special Handling	Used to indicate if the requisitioned parts require special handling.	This indicator is used only with part procurement interfaces sending data to outside systems.
Requisition Detail	Each stock or non-stock part number to be placed on the requisition.	Non-stock parts must have a reservation.
Part Number	A valid part number to be requisitioned.	
Description	The part description.	
Quantity	The quantity to be requested.	
Unit Cost	The unit cost for the part to be requested.	This price is the last received price and can be changed.
Unit Inv.	Unit of inventory such as Each or Box.	
Vendor	The valid vendor number the order is to be placed with. This is optional.	
Need by	The date the part is needed by.	
Resv. Code	Parts can be reserved for units, accounts (indirect and direct), work orders, departments and stock inventory.	If the part is placed on reserve for any type other than stock, M5 will require additional information for the reservation. Non-stock parts cannot be ordered for stock and must have a reservation.
Resv. Ref. No.	Depending on what was selected in Resv Code as to what needs to be entered here.	For example, if Unit was selected as the Resv Code, then a valid unit number must be entered here.
Contract No.	If the part is under contract with the vendor, the contract number must be a valid contract and be chosen from the List of Values.	

Field	Description	Notes
App/Rej	If you have the privilege, APP/REJ REQ ON FLY , then you can approve or reject the part requested by selecting the checkbox.	If you are rejecting the line, enter the reject reason. After you save, a dialog box will display asking if you truly want to reject the row. Otherwise, you are approving the line item.
Reject Reason	If the requisition was not approved, enter the reason why you are rejecting the line item.	
Part Request	Tab on part requisition to pull in any part request that needs to be ordered.	The <i>Part Requisition</i> frame can also be launched from the more actions hyperlink on the <i>Parts Handling</i> frame.
Requisition Notes	Any notes for the requisition.	

Purchase Requisition Approval

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

SAVE
UNDO
REFRESH
DELETE
FIND
RELATED ▾

Part Requisition Approval - Multiple

Location: FM Parking Location

Requisition No.:

Vendor:

Start Date From:

Part Number:

Status:

Requestor:

Needed By Date:

End Date To:

Reserved For:

Retrieve
Clear

Requisition Extended Cost Total: \$0.00

Default Blanket Contract

Requisition List (Loaded 45 records)

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

No Requisition Selected

Process: ☐

Reject Reason:

Requisition Detail (Loaded 0 records)

Line	Part No	Description	Part Mfg	Vendor	Qty	Unit Cost	Unit Inv.	Need By	Resv Code	Resv Ref No	Contract No	Extended Cost	Note	Process	reason	Quoted
------	---------	-------------	----------	--------	-----	-----------	-----------	---------	-----------	-------------	-------------	---------------	------	---------	--------	--------



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

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

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

Field	Description	Notes
Requisition Number	The valid system generated requisition number.	
Location	The sign in location of the user.	This is the same location the requisition is being approved for.

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

Purchase Requisition Approval – Single



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

SAVE UNDO REFRESH DELETE FIND

Part Requisition Approval - Single

Approve/Reject Inventory Requisition
Req No.: 4452 Status: INPROCESS
Location: FM Date: 02/22/2017
Requestor ID: U0005013 Requestor Name: Aruna's Test Role

Requisition Notes

Requisition Detail (Loaded 1 records)

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

Approval Action
Rejection Reason: Reject All
Skip / Next Process

Purchase Orders

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

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

The screenshot displays the 'Purchase Orders' application interface. At the top, there are buttons: SAVE, UNDO, REFRESH, DELETE, FIND, ATTACH, MORE, and RELATED. Below these, the 'Purchase Orders' title is shown. The interface is divided into several sections:

- PO Information:** Includes fields for Location (NORMANDIE COMPLEX MAINTENANCE testing zz), PO No. (1222), Status (Ordered), Ordered By (0002), PO Ref No., PO Total (\$455.00), and Selected Requisition Total (\$0.00). There is a 'New PO' button.
- Vendor:** Includes fields for Number (NAPR), Name (test Napa), Address (any napa address), and City (napatown PA 19087). There is an 'X' button.
- Delivery Terms:** Includes fields for Ship Via, Name, Title, and Phone.
- Order Lines:** A tabbed interface with options: Get Vendor Reqs, Get Other Reqs, Part Request, PO Note, Shipping Addr Distributor, and PO Items.
- Purchase Order Request Detail (Record 3 of 3):** A table showing details for three records.

Line No	Part No	Contract	Recv Location	Qty	Unit Cost	Flag	Core Unit of Charge	Line Total Needed By	Reqs Code	Reqs Ref No	Ref No	Req No	Printed Note
1	1213		NORMM	20	\$22.0000	N	EACH	\$440.00	Stock			001222	
2	0NRLV21		NORMM	0	\$12.0000	N	EACH	\$0.00	Unit	001CN20			
3	051		NORMM	1	\$15.0000	R	EACH	\$15.00	Stock				

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

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

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

Creating Purchase Orders

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



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



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

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

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

Updating a Purchase Order

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

Field	Description	Notes
PO Information		
Location	The location the user is signed in at and the location the purchase order is being created for.	
PO No	The PO number is a user defined number or a system generated number and is used to track the purchase with the vendor.	
Status	The purchase order will go through several statuses.	The statuses are <i>Build</i> , <i>Ordered</i> , <i>Aclosed</i> and <i>Mclosed</i> .
Status Date	Read-only field. Date the status changes.	
Ordered By	The user id of the person generating the purchase order.	
PO Ref No	A user defined reference number.	

Field	Description	Notes
PO Total	As parts are ordered, the total will adjust accordingly.	
Vendor		
Vendor Number	A valid vendor number the order is being placed with.	
Name	Name of the vendor.	Read-only field.
Phone	Phone number of the vendor.	Read-only field.
Address	Address of the vendor.	Read-only field.
City / State / Zip Code	City, State, and Zip Code of the vendor.	Read-only field.
Delivery Terms	A valid shipping term can be entered.	Valid employee can also be identified (Optional).
Ship Via	Terms of the shipment.	For example, one day.
Name	Name of the employee placing the purchase order.	
Title	Title of the employee.	
Phone	Phone number of the employee.	
Order Lines tab	The order lines are used to add parts to the purchase order if a requisition was not created and displays parts that have been requisitioned when added to the purchase order.	
Line No	Line number for each purchase order.	
Part No	Part number for the purchase order.	
Contract	If the part is under contract with the vendor, the contract number must be a valid contract.	
Recv Location	Where the part is received.	
Qty	Quantity of the part for the purchase order.	
Unit Cost	Per unit cost of the part.	Price is the last received price and can be changed.
Core Flag	See System Flags 5383 and 5384.	

Field	Description	Notes
Core Charge	See System Flags 5383 and 5384.	
Unit of Order	The part unit of order.	For example, Each.
Line Total	Total of the quantity multiplied by the unit cost.	
Needed By	Date the part is needed.	
Resv Code	Parts can be reserved for units, accounts (indirect and direct), work orders, departments and stock inventory. If the part is placed on reserve for any type other than stock, the system requires additional information for the reservation. Non-stock parts cannot be ordered for stock and must have a reservation.	
Resv Ref No	The value selected in the reserve code determines what is entered in this field.	For example, if unit was selected, then a valid unit number must be entered in this field.
Ref No	Reservation reference number.	
Req No	Part request number.	
Printed	Determines if a purchase order has been printed.	
Note	User-defined notes.	The <i>Note for Part No.</i> window displays when you select the Note icon.
Get Vendor Reqs tab	Any approved requisitions that have parts listed for the vendor number entered on the purchase order.	Select All Vendor Requisitions button allows you to select all requisitions when a Contract number is entered.
Select	Select the checkbox to add the parts to the requisition.	
Location	The MC location.	
Part Number	Part to be merged.	
Req Qty	Quantity of the part.	
Unit Cost	Per unit cost of the part.	

Field	Description	Notes
Needed By	Date the part is needed.	
Resv Code	Part placed on reserve.	
Resv Ref No	Based on the value selected in the Resv Code field.	
Contract	Must be a valid contract number.	
From Request	From Request checkbox for the requisition parts.	
Requisition	When you select the link, the <i>Part Requisition Notes</i> window displays.	
Get Other Reqs tab	All other approved requisitions display on this tab.	
Location	The location the user is signed in at and the location the purchase order is being created for.	
Vendor No.	A valid vendor number the order is being placed with.	
Part Number	Part to be merged.	
Req Qty	Quantity of the part.	
Unit Cost	Per unit cost of the part.	
Needed By	Date the part is needed.	
Resv Code	Part placed on reserve.	
Resv Ref No	Based on the value selected in the Resv Code field.	
Contract	Must be a valid contract number.	
From Request	From Request checkbox for the requisition parts.	
Requisition	When you select the link, the <i>Part Requisition Notes</i> window displays	
Part Request tab	Displays available part requests.	
Select	Checkbox allows you to add the parts to the requisition	
Part No	Part number requested.	
Description	Part description.	

Field	Description	Notes
Vendor	Vendor for the part requested.	
Qty	Quantity requested for the part.	
Unit Cost	Cost per unit of the part.	
Need By	Date the part is needed.	
Resv Code	Requested part reservation.	
Resv Ref No	Based on the value in the <i>Resv Code</i> field.	
Unit/Dept/Comp	Displays the value of the associated work order.	
Contract No.	Contract for the part number.	
Note icon	Opens the <i>Part Request Note Editor</i> window.	Displays notes entered on <i>Part Request</i> or <i>Part Request Handling</i> .
Attach icon	Opens the <i>Show Attachments</i> window.	Displays attachments entered on <i>Part Request</i> or <i>Part Request Handling</i> .
PO Note tab	Purchase order notes can be entered.	
Notes	Free form note field to add additional information pertaining to the purchase order.	
Shipping Addr Distributor tab	Shipping Address and Distributor Information for the parts.	
Shipping Address	Address that parts are to be shipped.	
Distributor	Distributor associated with the vendor on PO.	
PO Items tab	Available and mandatory purchase order items display here. This information is based on the data entered on the <i>Item Master Definition</i> frame for purchase orders.	For sticky field functionality, you must tab from the PO No field for the data to load. The purchase order does not automatically load.
Item	Purchase order item.	
Type	Item type (for example, Character).	
Mandatory	Indicates the item is mandatory when the checkbox is selected.	

Field	Description	Notes
Validated	Indicates the item is validated when the checkbox is selected.	
Value	Item value.	

Purchase Order Query

Regardless of the status of a purchase order, you can view it at any time using the *Purchase Order Query* frame. The frame is useful to view outstanding purchase orders.

You can only cancel or manually close a Purchase Order by selecting the **PO No** link on the *Purchase Order Query* frame.

Field	Description	Notes
Selection Criteria		
Location	The location the user is signed in at and the location of the purchase order.	
Department	Department name associated with the purchase order.	
Vendor	Vendor number and name associated with the purchase order.	
Part No	Part number and name associated with the purchase order.	
PO Number	PO Number associated with the purchase order.	
Status	Purchase order status	<i>All, Canceled, Ordered, AClosed, MClosed, Ordered</i>
Requisition No	The part approved requisition number associated with the purchase order.	
Manufacturer	Manufacturer associated with the purchase order.	
PO Open Date Range	From and To date of the purchase order.	
List i-frame	Displays the results that match the selection criteria.	
Location	Displays the location of the purchase order.	

Field	Description	Notes
PO No	Displays the PO Number associated with the purchase order.	The link opens the <i>Purchase Order Detail</i> frame.
PO Amt	Displays the PO amount.	
Status	Displays the status of the purchase order.	
Status Date	Displays the status date of the purchase order.	<i>All, Canceled, Ordered, AClosed, MClosed, Ordered</i>
Buyer	Displays the Buyer number.	
Vendor No	Displays the Vendor number associated with the purchase order.	
Vendor Name	Displays the Vendor Name associated with the purchase order.	
PO Ref	Indicates the reference number associated with the purchase order.	
Note	Opens the <i>Line Note Editor</i> that allows you to enter notes.	

SAVE
UNDO
REFRESH
DELETE
FIND
RELATED ▾

Purchase Order Query

Selection Criteria

Location: FM Parking Location Status: ORDERED ▾

Department: EXECUTIVE Requisition No:

Vendor:

Part No: Manufacturer:

PO Number:

PO Open Date Range

From: To: Retrieve Clear

List (Loaded 252 records)

Location	PO No	PO Amt	Status	Status Date	Buyer	Vendor	PO Ref	Note
FM	YC0000006862	\$18,185.55	ORDERED	10/10/2017 02:49:01	U0005007	1		
FM	Y00000006857	\$7.77	ORDERED	10/04/2017 23:58:09	U0005007	1		
FM	Y00000006863	\$100.00	ORDERED	10/10/2017 07:26:13	BR3961	0000000413602		
FM	S0000005329	\$275.00	ORDERED	12/28/2016 14:05:03	U0005041	000000001201		
FM	P890	\$3.98	ORDERED	01/09/2017 07:57:20	U0005013	1		
FM	P3808	\$279.96	ORDERED	03/31/2016 14:59:07	U0005013	1		
FM	P3783	\$37.00	ORDERED	03/21/2016 12:46:30	U0005013	1		
FM	P3777	\$16.00	ORDERED	03/21/2016 11:42:55	U0005013	1		
FM	NCP0#07336	\$45.22	ORDERED	12/04/2019 23:21:48	U0005007	1		

Reviewing Part Reserves

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

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

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

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

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

Field	Description	Notes
	date, PO or ticket number, requisition number, and PO/Tfr.	
Reserved type and for	Both of these fields can be changed.	If the reservation was made for the unit by mistake, for example, it can be changed here to work order and the work order would have to be entered.

SAVE UNDO REFRESH DELETE FIND RELATED ▾

Part Reserves

Location:
FM FM Parking Location

Status Date From:

Reserves:
OUTSTANDING ▾

Part Number:

Part Status:
ALL ▾

Status Date To:

Reserve:

Click to retrieve part reserves

Retrieve Clear

Part Reserves Detail (Loading)

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

Part Receive

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

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

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

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



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

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

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

Field	Description	Notes
Location	The location the user signed in and it is the location where the parts will be received.	
Type	The type must be chosen to receive the part.	The <i>Manual PO</i> type is used to receive the part without a purchase order. <i>System PO</i> type is used if a purchase order was created. <i>Transfer</i> type is used if a transfer is being received. <i>Neg Receive</i> type will only be available if the user has the privilege, ALLOW NEG RECEIVE . Negative receive is only for stock parts. The default type is dependent on System Flag 5079. The header and fields will change depending on the type selected.
Receive All	Receive all allows user to autofill the receive qty with the request qty.	System Flag 5115 must be set to Y to use this function.
If receiving without a PO – Vendor without a PO	The vendor number, contract number if necessary, invoice number (system flag can make this required), P.O.#, effective date, tax and discount percentages must be entered.	
Tax Scheme	System Flag 2056 controls whether the vendor's tax scheme displays or the user can enter a tax scheme.	
Apply Discount	Will only display if System Flag 1341 is set to Y.	
Parts Detail	Each part to be received must be entered in this section. The valid part number can be entered or chosen from the List of Values. Enter the quantity to be received and the cost.	If a non-stock part is being received, the non-stock part issue window appears and must be completed. The receipt of non-stock parts is a two-step process to receive and issue at the same time since non-stock parts cannot be put on the shelf but issued to a unit, work order, department and indirect or direct account. Serial numbers and lot numbers will also be captured if configured to do so.

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

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

The order of the parts in the list:

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

Change Part Numbers when Receiving

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

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

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

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

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

Section 5. Core Tracking

Overview

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

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

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

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

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

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

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

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

Section 6. Inventory Movement

Overview

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

Part Issue

SAVE

UNDO

REFRESH

DELETE

FIND

MORE ▾

Part Issue

Part Type

Stock Type:

Location:

Stock

Depends On

Issue To:

Issuing Employee No:

Effective Date:

Work Order

Order Info

Vendor:

Invoice No:

Ref/Req No:

PO No:

Order Date:

Discount %:

PO Line:

PRO-Number:

Parts Issue to Work Orders (Loaded 0 records)

Unit/Dept/Comp	Work Order	Job	Job Inv Loc	From Reserve	Part Number	Description	Lot No	Avail Unit Qty Measure	Quantity	Position	Unit Cost	Core Cost	Charge Core?

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

Part Calculations

Total Cost:

Total Tax:

Total Discount:

Total Extended Cost:

0.0

0.0


0.0

0.0

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

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

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

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

Field	Description	Notes
Unit/Dept	The unit or department number the part is being issued to. If there is an open work order at that location, it will display automatically. If issuing to a WO and System Flag 5057 is set to Y , then the Unit/Dept/Comp field will display and the user can enter the <i>Unit/Comp No</i> or Work Order number.	
Work Order Number	The work order number the part is being issued to. The work order status must be open or completed.	
Job	The job code the part is being issued to. The job code must be a valid job code on the work order.	
Job Inv Loc	The inventory location of the job.	
From Reserve	Issues part that have a reservation.	
Part Number and Description	If the non-stock part is new to M5, it will have to be created in the <i>Non-stock Part</i> frame that will appear.	
Unit of Measure	The default is <i>Each</i> .	
Available Quantity	The quantity on hand of the part if it is stock.	
Quantity	The quantity of the part being issued.	
Position	If System Flag 5016 is set to Y or A , then the position field will display. If this flag is set to <i>Advanced</i> , multiple position codes can be entered when the system or system/assembly code always requires a position code entry and the quantity exceeds one.	
Unit Cost	The unit cost can be changed for non-stock parts.	
Core Cost	If the part was designated as a core, the core cost will automatically display. It can be changed, as necessary.	

Field	Description	Notes
Charge Core?	If the part is a core and there is a core charge, this checkbox is automatically selected.	
Failure Code	If System Flag 1321 is set to Y , then this field will be required entry.	
Discount	If selected, the discount entered above will be applied to this part issue.	
Extended Cost	The extended cost of the part issue including the discount and markups if any. If the part is a core and if System Flag 5209 is set to Y , then the core charge will be included in this cost.	
Contract	If the part being issued is covered under contract, the contract can be selected from here.	
Warranty Terms	The part being issued is under warranty.	
Note	User notes can be entered here.	
Part Issue to Units - Differences	If the part is non-stock the vendor information must be entered.	
Unit No	The unit number the part is being issued to.	
Meter Readings	The meter readings can be entered for both primary and secondary meters (if the user has the privilege).	
Part Issue to Direct and Indirect Accounts – Differences	A valid direct account number must be entered. The part must have a flag set on the inventory location record to be allowed to be issued to direct accounts.	



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



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

Part Transfer

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

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

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

The screenshot shows the 'Part Transfer' frame with the following elements:

- Buttons:** SAVE, UNDO, REFRESH, DELETE, FIND, MORE (dropdown), RELATED (dropdown).
- Shipping Location:** FM FLEET MAINT FACILITY, Ship All Available? button.
- Employee ID:** Input field.
- Filter Criteria:**
 - Recv Location: Input field.
 - Reserve Code: Input field.
 - Reserve Ref No: Input field.
 - # of Days Back: Input field.
 - PRO-Number: Input field.
 - Ref No: Input field.
 - Part No: Input field.
 - Manufacturer: Input field.
 - Vendor: Input field.
- Statuses:**
 - Added: ☒
 - Request: ☒
 - In Transit: ☐
 - Back Ordered: ☐
 - Complete: ☐
 - Delete: ☐
 - Cancelled: ☐
 - Display Summary: ☐
- Clear** and **Retrieve** buttons.
- Part Transfer Detail (Loaded 0 records):**

Status	Date	Request Date	Recv Loc	Part No	Description	Manufacturer	Vendor	Cancel	From Bin Location	Unit of Measure	Avail Qty	Req Qty	Back Order	Ship Qty	Ref No

Pick/Ship

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

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

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

Part Transfer Request

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

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

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

Field	Description	Notes
Filter Criteria		Select Retrieve to run a query based on your filter criteria.
Shipping From Loc	Shipping location for the Part Transfer.	Must be a valid inventory location from <i>Location Main</i> .
Reserve Code	From the dropdown menu, select <i>ALL</i> , <i>Direct Account</i> , <i>Department</i> , <i>Indirect Account</i> , <i>Unit</i> , or <i>Work Order</i> .	
# of Days Back	Transfers within the last x amount of days are displayed.	See System Flag 5156 to set a default value for this field.
Reserve Ref No.	Reference number for the transaction depends on the value selected from the Reserve Code dropdown menu.	
Reference Number	The <i>Part Transfer Request</i> reference number.	
Part No	Part number being requested.	Must be a valid part from <i>Part Main Catalog</i> .

Field	Description	Notes
Status	From the dropdown menu, select <i>ALL</i> , <i>Hold</i> , or <i>Request</i> .	
Transfer Request Detail i-frame	Displays the query results that match your filter criteria.	Create new Part Transfer Requests by entering new data in an empty row.
Part No	<i>Part Main Catalog</i> number of the part for which you are making the transfer request.	
Description	Automatically populates based on the part number.	
Bin	Bin number where the part is located.	
Shipping From Loc	Shipping location for the transfer request.	
Qty	Quantity being transferred.	
Unit of Measure	Automatically populates based on the part number.	Read-only field.
Unit Cost	Automatically populates based on the part number.	Read-only field.
Core Cost	Automatically populates based on the part number.	Read-only field.
Part No	<i>Part Main Catalog</i> number of the part for which you are making the transfer request.	
Description	Automatically populates based on the part number.	
Bin	Bin number where the part is located.	
Shipping From Loc	Shipping location for the transfer request.	
Qty	Quantity being transferred.	

Notifications

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

Part Returns

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

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

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

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

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



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

SAVE
UNDO
REFRESH
DELETE
FIND
MORE ▾

Part Return

Return Type
Return From: Work Order ▾
Search From Date: 06/01/2021 11:27:00 ⓘ
Work Order Number:
PRO-Number:
Transaction Date To: Original Date ▾

Retrieve

Parts Returned (Loaded 0 records)

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

Bill of Lading

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

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

SAVEUNDOREFRESHDELETEFINDMORE ▾

Bill of Lading

Bill of Lading

BOL #:Effective Date:

New BOL

Shipping Information

From Loc:

To Loc:

Vendor No:

PRO-Number:

Ship Detail (Loaded 0 records)

Line No	#PCS	H/M	Description	Weight(LBS)
---------	------	-----	-------------	-------------

Section 7. Inventory Reordering

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

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

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

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

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

Manual Reorder Calculations

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

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

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

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

Parameters	Stock Status	Last Event	History	Reorder								
Vendor Ordering Information U/M: <input type="text" value="EA"/> Pack Size: <input type="text" value="1"/> Issue Qty: <input type="text" value="1"/> Vendor No.: <input type="text" value="NAPA"/> <input type="text" value="NAPA AUTO PARTS"/> Vendor Part Number: <input type="text"/> Alternate: <input type="text"/> Print Bar Code Labels: <input type="text" value="Yes"/>												
Unit Of Issue: <input type="text" value="EA"/> Reorder Method: <input type="text" value="Manual"/>		Automatic Reorder Information Season Code: <input type="text"/> Min Inv Qty: <input type="text" value="0"/> Econ Order Qty: <input type="text" value="0"/> Max Inv Qty: <input type="text" value="0"/> Safety Stock: <input type="text" value="0"/> Actual/Forecast Ratio: <input type="text" value="0"/> Average Lead Time: <input type="text" value="0"/> Day(s) Forecast Qty: <input type="text" value="0"/>										
Manual Reorder Information Std Order Qty: <input type="text" value="10"/> Average Use/Day: <input type="text" value="0"/> Turnover Ratio: <input type="text" value="0"/> Max Inv Qty: <input type="text" value="100"/> Max Inv Level: <input type="text" value="0"/> Day(s) Min Inv Qty: <input type="text" value="5"/> Min Inv Level: <input type="text" value="0"/> Day(s)		Smoothing Factors <table border="1"> <thead> <tr> <th>User Value</th> <th>System Value</th> </tr> </thead> <tbody> <tr> <td>ABC Class:</td> <td><input type="text" value="A"/></td> </tr> <tr> <td>Usage Factor:</td> <td><input type="text" value="0.000"/></td> </tr> <tr> <td>Service Level %:</td> <td><input type="text" value="50"/></td> </tr> </tbody> </table>			User Value	System Value	ABC Class:	<input type="text" value="A"/>	Usage Factor:	<input type="text" value="0.000"/>	Service Level %:	<input type="text" value="50"/>
User Value	System Value											
ABC Class:	<input type="text" value="A"/>											
Usage Factor:	<input type="text" value="0.000"/>											
Service Level %:	<input type="text" value="50"/>											
Reorder Days Mon. <input checked="" type="checkbox"/> Tue. <input checked="" type="checkbox"/> Wed. <input checked="" type="checkbox"/> Thu. <input checked="" type="checkbox"/> Fri. <input checked="" type="checkbox"/> Sat. <input checked="" type="checkbox"/> Sun. <input checked="" type="checkbox"/>												

Automatic Reorder Calculations

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

ABC Classification

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

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

SAVE
UNDO
REFRESH
DELETE
FIND

ABC Class Codes

ABC Class & Location Codes

Location Code: FM Parking Location

ABC Class Code:

Class Definition

This Code	Other Codes	Total should not exceed 100%
Line Item: 20 %	80 %	100 %
Usage Value: 50 %	50 %	100 %

Smoothing Factors

Usage Factor (Value between 0 and 1):

Service Level Factor: %

Physical Inventory Parameters

Recount Quantity:

Recount %:

Recount Dollars:

Cycle Count Days:

Establish the next cycle count date

☒ Set random date for all new parts
 ☐ Set fixed date for all parts

☐ Use as default for new parts

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

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

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

Inventory Location Settings

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

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

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

SAVE
UNDO
REFRESH
DELETE
FIND
ATTACH
MORE ▾
RELATED ▾

Location Main

Location Information

General Location: Disabled:

General Information
Configuration
Hierarchy
Inventory
Maintenance
Product Codes
Vendor Email

Inventory Location: ☒

Inventory Information

Auto-Receipt on Transfer: ☐

Inventory Account No:

Immediate Issue Upon Auto Transfer: ☐

Allow Negative Inventory: ☐

Internal P.O. Overhead Cost:

Inventory Carrying Cost: %

Indirect Account:

Receipt Price Variance: %

Must a supervisor approve a manual requisition? ☒

Must a supervisor approve an automatically-created requisition? ☐

Hold Auto-Generated Part Request? ☐

Wifi Enabled? ☒

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

Calculation The Reorder Point

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

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

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

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

current usage = (period's issues + transfers-out) / days elapsed

previous usage = (period's issues + transfers-out) / length of period

Usage = (current usage + previous usage) * total days

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

a = old forecast + (usage_factor * (Usage - old forecast))

b = old b + (a - old b)

new forecast = a + (a - b)

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

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

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

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

The safety stock is:

safety stock = safety factor *

(actual/forecast ratio * lead time) / length of previous period

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

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

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

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

The maximum inventory level is:

maximum inventory level = reorder point + economic order quantity

Setting The Reorder Point

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

Generating Requisitions and/or Purchase Orders

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

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

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

Batch Process Manager

Batch Process:
Parts Requisitions

Run the Automatic Requisition Job

Run Date:
01/18/2019 00:00:00

Generate:
Requisitions Only

Location Group:

Location:

To Location Range:
 (Optional)

Vendor:
 (Optional)

Schedule Details

Run Interval:
Once

Exclude weekends and holidays:
☐

Schedule / Reschedule

Generating Recommended Orders

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

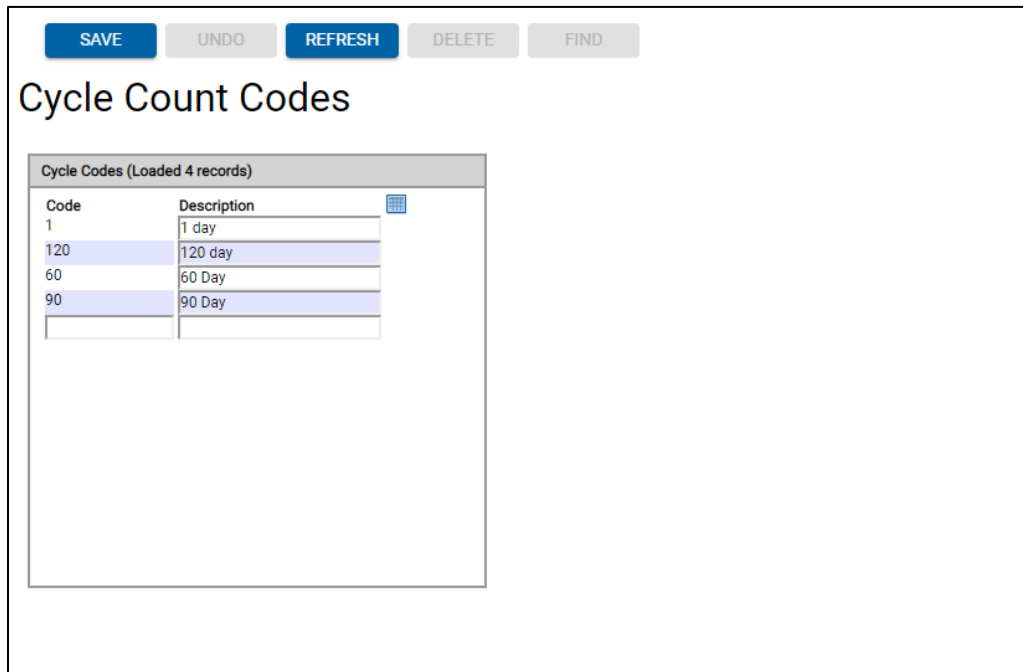
The **Inventory Reorder Summary** report displays another report that shows the recommended number of parts to order for all stock parts, whether using the manual minimums or automatic reorder points. This report prints a reorder form by vendor and address. These reports does not create purchase orders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

Inventory Reorder Summary											
ASSETWORKS											
Report Printed: 01/19/2018 14:07:45 By User: TRANGS											
Part Number / Manufacturer / Description	Primary Bin	Qty On Hand	Qty Available	Qty In-Transit	Qty On Order	Min Stk Level	Max Stk Level	Std Order Qty	Last Price	Recmd Order Qty	Order Qty
Location: 01MAIN - 24th ST Maintenance Shop											
10771 3M NEG TESTER		-1.00	-1.00	0.00	0.00	0.00	0.00	0.00	100.00	M	1
- No Primary Vendor											
107712 3M NEG STOCK TESTER		-4.00	-4.00	0.00	0.00	0.00	0.00	0.00	0.00	M	4
- No Primary Vendor											
22778 3M HOSE GARDEN 1" X 75'											
	17	0.00	0.00	0.00	0.00	5.00	100.00	10.00	0.00	M	10
0000001526 - ASSET WORKS											
75-050 NAPA OIL (QUART) 5W30											
	001 B	3.00	3.00	0.00	0.00	5.00	10.00	0.00	2.39	M	7
0000002921 - NAPA AUTO PARTS											
KT6 3M TEST		-1.00	-2.00	0.00	0.00	0.00	0.00	0.00	1.00	M	2
- No Primary Vendor											
PART002SM 3M PART		0.00	0.00	0.00	0.00	0.00	0.00	5.00	0.00	M	5
VEN002SM - Vendor 1											
R134AWD NAPA R134A REFRIGERANT W/DYE											
	59	0.00	0.00	0.00	0.00	30.00	90.00	0.00	3.99	M	90
AUZ5000000 - AUTO ZONE											
:											
Part Count: 7 Total Quantity: 119 Est. Order Value: 477.83											
Location Summary: 01MAIN Part Count: 7 Total Quantity: 119 Est. Order Value: 477.83											
FleetFocus M5 - INVREORDERLIST - Inventory Location Reorder v17.0											
Page: 1											

Section 8. Inventory Control

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

Cycle Count Codes



The screenshot displays a web interface for managing Cycle Count Codes. At the top, there are five buttons: SAVE (blue), UNDO (light gray), REFRESH (blue), DELETE (light gray), and FIND (light gray). Below the buttons is the title "Cycle Count Codes". Underneath the title is a table titled "Cycle Codes (Loaded 4 records)". The table has two columns: "Code" and "Description". The table contains four rows of data, each with a blue highlight on the "Code" column. The data is as follows:

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

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

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

Part Inventory Parameters

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

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

SAVE
UNDO
REFRESH
DELETE
FIND
RELATED ▼

Part Inventory Parameters

Location:

FM
FM Parking Location

Part Identification

Number:

10237

Manufacturer:

X Refs:

▼

Description:
Status:

Inactive ▼

Type:

▼

Physical Inventory Parameters

Cycle Count
Code:

Next Physical Inventory
Date:
Cycle Count Baseline Date:

Current Physical Inventory
Id:

ABC Parameters

Override Values
System Values

ABC Class:

Cycle Count Days:

Recount Qty:

Recount Price %:

Recount Dollar:

10237 Last Physical Inventory (Loaded 0 records)

Date	Quantity	Price	Value	Variance

Physical Inventory Parameters

Cycle Count - One method for collecting physical inventory counts. Cycle Count Codes determine how often a physical inventory count is performed on a specific part. Enter a code or double-click in the field to select one from the List of Values.

Next Physical Inventory Date - Date of the next scheduled physical inventory. Read-only field.

Cycle Count Baseline Date - Used as the baseline to schedule future counts.

Current Physical Inventory ID - If the part is currently part of an existing Physical Inventory, the **ID** will display in this field.

Physical Inventory Manager

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

Complete the steps.

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

The screenshot shows the 'Physical Inventory Manager' interface. At the top, there is a toolbar with buttons: SAVE, UNDO, REFRESH, DELETE, FIND, and a RELATED dropdown menu. Below the toolbar, the title 'Physical Inventory Manager' is displayed. Underneath the title, there is a 'Location' section with a text input field containing 'FM' and a label 'FM Parking Location'. Below the location section, there is an 'Option Buttons' section with five buttons: 'Create Count Sheet', 'Upload Count', 'Enter Count', 'Variance Report', and 'Adjust Count'. At the bottom, there is a table titled 'Physical Inventory Detail (Loaded 0 records)'. The table has columns: 'Phys Inv ID', 'Status', 'Status Date', 'Last Upload Amount', 'Last Upload Indirect Processed Amount', and 'Method'. The table is currently empty.

Section 9. Bar Codes

Bar Code Writer

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

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

You can use the **Selection Options** to specify what type of labels you want to print. Each field has a List of Values to access by double-clicking in the field.

SAVEUNDOREFRESHDELETEFIND

Bar Code Writer

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

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

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

Part Location: Part Number: Indirect Code:
Downtime Status: Bin:

Ready for Printing (Loaded 0 records)

Code to Print	Description to Print	Type	Copies
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Form: Starting Label:

Printer:

Print

Part Bar Codes

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

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

SAVE UNDO REFRESH DELETE FIND

Part Bar Codes

Selection Options

Max Bar Codes:

Print Bar Codes for a
Specific Part ▼ Location: Part Number:

Ready for Printing (Loaded 0 records)

Code to Print	Description to Print	Bin	Copies
---------------	----------------------	-----	--------

Form:

Starting Label:

Printer:

Print

Section 10. Query Frames

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

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

Section 11. Additional Functionality

- Invoice Reconciliation
- Component Rebuild
- Spoke/Hub Distribution

Section 12. Inventory System Flags List

See the *System Flags Table* for a complete listing of system flags.

Section 13. Updates

The following updates apply to the *Inventory Application User Training Guide*.

Release	Section	Description
25.0	Section 4. Inventory Procurement Overview, Purchase Orders, Purchase Order Query	Updated the table and image for new field Vendor Name. Updated Vendor column to Vendor No.
25.0	Section 4. Inventory Procurement Overview, Purchase Orders, Updating a Purchase Order, Part Request tab	Added: <ul style="list-style-type: none"> • Unit/Dept/Comp field. • Note icon and Attach icon fields.
24.3	Section 6. Inventory Movement, Part Transfer Request	Added Part Transfer Request section.
24.3	Section 4. Inventory Procurement Overview, Part Requests	Added new PART TRANSFER REQUEST CREATED notification.
24.2	Section 3. Master Part Record vs. Inventory Location Record, Part Main Catalog	Added content and images: <ul style="list-style-type: none"> • Lotted Part Details • Part Manufacturers • Resource Type Entry • Part Serial Number Detail
24.2	Section 3. Master Part Record vs. Inventory Location Record, Part Main Catalog, Serialized Parts Physical Inventory	Added Serialized Parts Physical Inventory section.
24.2	Section 6. Inventory Movement, Part Transfer Request, Part Returns	Added new image with the Serial No field repositioned.
24.0	Section 12. Inventory System Flags List	Updated reference to the System Flags Table. Removed the System Flags table.
24.0	Section 5. Core Tracking	Updated the reference file title name.
24.0	Section 6. Inventory Movement, Part Transfer	Added new image with the Cancelled status and Cancel checkbox.
23.2	All sections	Applied miscellaneous writing style updates throughout the document.