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Course Overview

MMS Warehousing Module Overview

The IDEAS Materials Management System (MMS) is a fully integrated, comprehensive capability for requisitioning, procurement, warehousing and inventory accounting for oil and gas development projects. Effective materials management involves a complex set of interactions between processes, suppliers, inventory, and the data that links them all together. IDEAS MMS analyzes and balances these interactions to drive improvement and cost savings. The Warehousing module is an integral part of this functionality.

Course Description

This course provides an overview of the IDEAS Warehousing module, Warehousing setup and Warehousing utilities. Detailed functionality and data entry information is covered for processes provided by the Materials Requisition Menu, Warehouse Transaction Menu, and Warehouse Stock Inquiry Menu. The course concludes with an overview of reports, worksheets and logs provided by the Warehouse Reports Menu.

Audience, Course Level and Prerequisites

This class is recommended for those who use the IDEAS Warehousing module within the Materials Management System (MMS). Prerequisites: IDEAS UI Navigation modules and Introduction to IDEAS.

What You Will Learn

- Warehousing Overview
- Warehousing Setup
- Materials Requisition Menu Overview
- Warehouse Transaction Menu Overview
- Warehouse Stock Inquiry Menu Overview
- Warehouse Reports Menu Overview
Lesson One: WAREHOUSING OVERVIEW

The Warehousing (WH) module provides the ability to monitor the physical movement of inventory. It interfaces with the Inventory Accounting, Purchase Requisition, and Purchase Document modules. The module can be operated in a multi-warehouse environment to monitor and update stock quantities at each warehouse location.

The Warehouse module tracks inventory quantities through the following major processes:

- **Warehouse Receipts Entry** - Increases warehouse quantities for items received from vendors.
- **Warehouse Issues Entry** - Reduces warehouse quantities for items issued to field sites.
- **Warehouse Returns Entry** - Increases warehouse quantities for items returned from field sites.
- **Warehouse to Warehouse Transfer Entry** - Reduces quantities at warehouse “A” and increases quantities at warehouse “B” for items transferred from warehouse “A” to “B”.
- **Site to Site Transfer Entry** - Performs a return from field site “A” and an issue to field site “B” in one process resulting in no change to warehouse quantities.
- **Condition Code Change Entry** - Reduces quantities of an item with a condition code of “A” and increases quantities of the same item with a condition code of “B”, because of a change in the condition of an item from “A” to “B”.
- **Quantity Adjustment Entry** - Reduces or Increases warehouse quantities due to damage, write-downs, physical inventory results, and so forth.
- **Create Assembly Entry** - Reduces the warehouse quantities for multiple stock items and increases the quantity for the item(s) assembled.
- **Disassembly Entry** - Increases the warehouse quantities for multiple stock items and decreases the quantity for the item(s) disassembled.
- **Sales Entry** - Reduces warehouse quantities for items sold to outside buyers.
- **Transfer Issues Entry** - Reduces warehouse quantities for items issued out of a warehouse to another warehouse.
- **Transfer Receipts Entry** - Increases warehouse quantities for items received at a warehouse, which came from another warehouse.
Minimum and maximum quantities and warehouse sub-locations are set up using the Warehouse module. The minimum and maximum quantities are used to determine when stock needs to be replenished. Sub-locations designate where in the warehouse items are stored.

The Warehouse module provides several reports that analyze inventory quantity status, report warehouse transaction activity and assist in the physical inventory process. In addition, inquiry is provided to review inventory balances.

The Warehouse module is designed to address the day-to-day activities of an operating warehouse. In addition, it is equipped to handle non-routine actions, and is closely linked to the Purchase Documents, and Purchase Requisition modules.

The warehouse main menu covers the spectrum of typical warehouse operations. It consists of the following menus: Material Requisitions, Warehouse Transactions, Warehouse Stock Inquiry, Warehouse Reports, and Utilities.

**Materials Requisitions Menu Overview**

The Material Requisitions menu provides for the entry and control of requests made by a field site (rig, vessel, well, and so forth) for goods to be delivered out of the warehouse.

**Warehouse Transaction Menu Overview**

The Warehouse Transactions menu provides for the entry of goods received at the warehouse, which were delivered by a vendor and referenced against a specific purchase order. It also provides for the entry of all transactions that affect inventory quantities. The change in quantities can be the result of movements, issues to field sites, returns from field sites, condition changes, breakage, theft, sales, assemblies, disassembles, miscounts, physical inventory results, and so forth.

As a by-product of the warehouse transactions entered, an authorized person can conduct inquiries and produce reports to analyze the effects of warehouse transactions on inventoried stock.
Warehouse Stock Inquiry Menu Overview

The Warehouse Stock Inquiry menu provides the ability to inquire on the availability of stock to produce a “Bill of Materials”, the status of Material Requisitions, and the quantities and warehouse transactions related to a specific stock item.

Warehouse Reports Menu Overview

The Warehouse Reports menu contains a variety of reports needed for effective material management. In addition, it contains worksheets to aid in the receiving of materials and taking physical inventories.
Lesson Two: WAREHOUSING SETUP

The Warehouse Utilities provide the capability to administer selected codes and system information used by the Warehouse module.

Min/Max Quantity and Sublocation Setup

This screen is used to establish and maintain the minimum and maximum inventory stock levels for a Warehouse. In addition, this screen allows you to establish and maintain the stock item sub location detail. This sub location detail is used to identify the location of the inventory within the Warehouse location.

Field Descriptions

- **Company** – Enter the company possessing the inventory.
- **Location** – Enter the warehouse location where the stock is to reside.
- **Stock Number** – Select the stock number for which you want to establish or modify the min/max level, or sub location. When you click the search icon, a dialog box requires additional search parameters.
• **Condition Code** – Enter the condition code.

After entering the data for the company, location, stock number and condition code, the remaining fields display:

• **Stock Type**
• **Primary Units**

Complete the fields below:

• **Minimum Quantity** – Enter the minimum quantity level for the selected stock item.
• **Maximum Quantity** – Enter the maximum quantity level for the selected stock item.
• **Sub location 1** – Enter the first sub location for the selected stock item.
• **Sub location 2** – Enter the second sub location for the selected stock item.
• **Reorder Quantity** – Enter the re-order quantity (the suggested quantity, frequently the Economic Order Quantity) to be purchased when re-ordering this item. This data will be used to generate automatic purchase requisitions during the Create RQs for Stock Shortages process.
**Warehouse Miscellaneous Setup**

The Warehouse Miscellaneous utility is used during the installation process. Contact IDEAS support for more information.
Warehouse Parameter Setup

Warehouse Parameter Setup is used to indicate whether the system is configured to report on multiple companies.

Field Descriptions

- **Multiple Companies Reporting** – If the system is configured to report on a single company, then this option should not be selected. If the system is configured to report on multiple companies, then the check box should be selected. This provides the “All” option, where available, when producing reports.

- **Separate material requisition approval** – Selecting this option provides you with a separate MR approval screen. Approving MR through MR entry screen will be deactivated.

- **Disable MR stock reserve** – This option allows you to disable the MR stock reserve from the MR entry screen. You will not be able to reserve items from a warehouse if this option is selected.
MR Approval Setup

MR Approval Setup is used to define the permissions each appropriate user is to have for material requisitions. This indicates which material requisitions a user can approve.

Field Descriptions

- **User Name** – Enter the name of the user whose material requisition approval parameters are to be setup or modified, select the user name from the drop-down list, or click the Search icon (magnifying glass) to select the appropriate user from a list of available users.
- **Copy** – Click this button to copy the approval parameters from one user to another.
• **All Companies and Locations** – Select this option only if the user is to have approval permissions for material requisitions for all companies and all locations.

• **Company** – Select the company or companies for which the selected user should have material requisition approval permission.

• **Location** – Select the location(s) for which the selected user should have material requisition approval permission.

• **Location Description** – Displays the description of the selected location
Lesson Three: MATERIALS REQUISITION MENU

Materials Requisition menu provides access to the functions that are necessary to process material requisitions. From the Materials Requisition menu, click the drop-down arrow to access the menu functions.

Close Material Requisition

This screen is used to close material requisitions. A material requisition is closed when no further action related to the open material requisition is required.

The Close Material Requisition screen allows selection of one or multiple material requisitions to close. When you click the exclamation mark icon on the menu bar, the material requisition(s) are closed.

Field Descriptions

- **Company** – Select the company from the drop-down list provided or click the search icon to display a pop-up window with a company list.
• **Location** – Enter the location for which the material requisitions are being closed.

• Under **Requisition Type** select **Stock, Non-Stock** or **Both** and then click **Load Documents** to obtain the MR list.

• **Requisition No** – In the Requisition No field of the entry table, enter the material requisition numbers to be closed. If the quantity on each line item of the material requisition has not been fully issued to the site for which the goods were requested, the material requisition cannot be closed using this screen. (You must use the Material Requisition Entry screen). To simplify the selection process, the system automatically selects material requisitions and displays them. To view this selection, click the spyglass icon. You can then view the list and select the items to be closed. For each requisition chosen to be closed, the date, requestor and reference will display.

• **Execute the Close of Selected Material Requisitions** – Click the exclamation mark icon on the menu bar to close the selected material requisitions.
Create Purchase Requisitions for Stock Shortages

Create Purchase Requisitions for Stock Shortages is used to select stock items with current minimum quantity shortfalls to automatically create purchase requisitions in the RQ module.

If you have maintained the minimum required quantity and the actual stock on hand falls below that quantity, then the system will identify these shortages and create a temporary list in a worktable. You can then select the items that need to be reordered.

The process will be done by location and can create one Requisition (RQ) for a location. Alternatively, RQs can be created by preferred vendor as defined in the stock master definition for each stock item.
Field Descriptions

- **Company** – Select the company from the drop-down list provided or use the search icon to display a list in a popup window.
- **Main Location** – Enter the location for which purchase requisitions are to be created or use the search icon.
- **Use Default Preferred Vendors** – Select this check box to signify that the Preferred Vendor defined for the stock item (see Purchase Document Utilities, Stock Master Maintenance) should be included in the generated Purchase Requisition.
- **Stock Description** – The description of the highlighted stock item is displayed in this box.
Material Requisition Entry

This screen is used to enter and maintain material requisitions. These requisitions may later be transferred to the Purchase Requisitions module.
Field Descriptions

- **Company** – Select the company that will own the material.
- **Material Requisition Number** – Enter the requisition to be created or modified. Click on the **New** button to enter a new requisition and assign a system generated number.
- **Complete** – Indicate whether the requisition has been treated completely.
- **Approved** – Indicate whether the requisition has been approved.
- **Close Material Requisition** – Select this check box to close a Material Requisition, which signifies no further action is needed.
- **Location** – Select the location requesting the goods.
- **Requisition Date** – Enter the date of the material requisition or press “Tab” on your keyboard to default to the current date.
- **Requested By** – Enter the initials of the person authorizing the material requisition.
- **Comments** – Enter comments regarding this requisition.
- **Reference** – This is a free-form field. Enter a reference number or other information.
- **Description** – Enter information concerning stock whose stock number is unknown or does not exist. This field will default to the stock number short description if the stock number is entered in the Stock Number field.
- **Bill of Material Code** – Enter the “Bill of Material Code” using the spyglass provided.
- **Stock Description** - Enter the description for the material code.
- **Line** – Double-click in the line to proceed to the detail line items entry screen.
- **Line Status** – Displays the status of each detail line item (Open or Closed). Double-click on any line to add or change detail line items of the Material Requisition.
- **Stock Number** – Enter a valid stock number or click the spyglass to use the stock search utility to locate a stock number in the stock master file (see further explanation below). If the number is unknown, you may skip this field and provide enough information in the description field to complete the line request.
- **Short Description** – If a stock number is selected, the short description for the stock item will be displayed from stock master. If no stock number is specified, enter a short description for the item being requested.
- **Condition** – Enter the desired condition for the material being requested. Example: A-New B- Serviceable-Used C- Used- requires re-work.
- **Primary Quantity** – Enter the quantity being requested for the item specified.
- **Primary Unit of Measure** – Displays the unit of measure, which applies to the item being requested.
• **Date Need** – Enter the date by which the item is needed.

• **Reserved and Warehouse Location** – Click on the reserved box to reserve the requested material at specific warehouse location. The warehouse location field is available only when the reserved box is selected.

• **Line Comments** – Enter comments related to the stock item (e.g. supplier, lead time, cost).
Material Requisition Print

This screen is used to print specified material requisitions.

Field Descriptions

- **Company** – Select the company name for the material requisition to be printed.
- **Location** – Enter the location code for the site which requested the goods.
- Under **Options**, select **One or Multiple** locations, a **Range** of locations, or **All** the locations.
- If you select a range of locations, you must enter the **Beginning** location code to be included and the **Ending** location to be included.
• **Requisition No** – Enter the requisition numbers to print. You have the option of selecting One or Multiple requisitions, a **Range** of requisition numbers or **All** the requisitions. Should you select a range of requisitions to print, you must enter the **Beginning** requisition number and the **Ending** requisition number.

• Under **Print Options** – Select **New/Modify Requisitions** to print the new and modified requisitions only, or select **All Requisitions** to print all the requisitions.

**Printing**
Click the printer icon to print the current material requisition.
Outstanding Material Requisition Report

This screen is used to report requisition items that are outstanding. A requisition line item is considered outstanding until it is closed.

Field Descriptions

- **Company** – Select the company for which you wish to have this report. You may select all companies simply by selecting the **All** check box.
• **Location** – You have the option of selecting one or multiple locations, a range of locations or all the locations. Should you select a range of locations you must enter the beginning location code to be included and the ending location to be included.

• **Approval status** – Indicate if you want to run the report for approved MR or unapproved or both.

• **Process status** – Indicate at which step (from the MR entry till the MR close), you want to run the report: MR transferred to PO, MR transferred to RQ, MR closed and so forth.
Warehouse Reserve Inventory Stock

This screen is used to change the reserved status on material requisition line items.

Field Descriptions

- **Company** – Select the company that will reserve the stock.
- **Material Requisition Number** – Select an existing finalized material requisition number.

Only the **Reserved** and **Warehouse Location** fields are available to be edited.
Non-Stock Material Requisition Entry

Field Descriptions

- **Material Requisition Number** — Enter the requisition to be created or modified. Click **New** to enter a new requisition and assign a system generated number.
- **Complete** – Indicate whether the requisition has been treated completely.
- **Approved** – Indicate whether the requisition has been approved.
- **Close Material Requisition** – Select this check box to close a Material Requisition, which signifies no further action is needed.
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- **Location** – Select the location requesting the goods.
- **Requisition Date** – Enter the date of the material requisition or press Tab on your keyboard to default to the current date.
- **Requested By** – Enter the initials of the person authorizing the material requisition.
- **Comments** – Enter comments regarding this requisition.
- **Reference** – This is a free-form field. Enter a reference number or other information.
- **Description** – This is a free-form field. Enter any description you want.
Lesson Four: WAREHOUSE TRANSACTION MENU

Warehouse Transaction menu provides access to all functions which affect warehouse quantities and movements. From the Warehouse Transaction menu, click the drop-down arrow to access the menu functions.

Inventory Receipts Entry

This screen is used to receive items into stock. All items received require entry of a purchase document number existing in the purchasing module.

When you save (file the receipts batch), Receipt (R) type transactions are created for each line item in the receipts batch. In addition, warehouse quantities are immediately increased by the number of items received.
Field Descriptions

- **Company** – Select the company from the drop-down list provided or choose it from the list that appears in the popup window once you utilize the search icon.
- **Location** – Enter the location receiving the goods using the drop-down list or spyglass options.
- **Reference No** – Enter a reference number for receipts (up to 14 alphanumeric characters) after the prefix R appears. If an existing reference number is entered, the receipt information for that reference will be displayed for inquiry purposes only.

**Receipts Information Tab**

Field Descriptions

- **Document Type** – Enter a purchase document type for the purchasing document to be received against.
• **Document No** – Enter the purchase document number that relates to this receipt. The location entered on this screen must be the same as the location on the selected purchase document.

• **Received Date** – The current date will be displayed. To override, enter the date of receipt in the following format: MMDDYY.

• **Received By** – Enter the initials of the individual who received the inventory receipt.

• **Received From** – Enter the location, vendor, name or initials from which the inventory was received.

• **Country** – Enter the name of the originating country.

• **Comments** – Enter any comments applicable to this inventory item.

---

**Line Item Tab**

![Image of line item tab](image)

**Field Descriptions**

• **Line Item Grid** – The line number, stock number, condition, and Pooled or Specific will be displayed for each line item from the selected Purchase Document. Complete the grid for each column requiring input.

• **Owner** – This is an unedited field where any entry which designates ownership may be entered, or enter the name or initials of the person receiving the materials.

• **Open Qty** – (Display only) The open quantity field will auto-fill from the purchase document line item containing the stock number being received. Open quantity is ordered quantity less the previously received quantity.
• **Open UOM** - (Display only) the unit of measure field will auto-fill from the purchase document line containing the stock number being received.

• **Dual Units** - (Display only) If the stock number on the current line is defined as using dual unit control, this field will display YES, otherwise it will display NO.

• **Primary Received Quantity/Unit of Measure** – Enter the primary quantity received. The unit of measure will be displayed based on the Stock Master record. If a secondary unit of measure is applicable, the unit of measure may be changed, in which case the open quantity or unit of measure will be systematically adjusted. (For an explanation of primary and secondary units, please refer to the documentation for the Purchase Documents module, Stock Master Maintenance screen.)

• **Secondary Received Quantity/Unit of Measure** – If this item is subject to dual unit control, enter the secondary quantity received and the unit of measure. (For an explanation of dual unit control, please refer to the documentation for the Purchase Documents module, Stock Master Maintenance screen.)

• **Line Comments** – Enter any comments related to this receipt line.

• **Serial Button** – The Serial Button located above the grid on the right side of the screen is enabled when the current line item contains a specific (serialized) stock item. Click this button to enter the serial number for the current line item.

**Warehouse Control Receipts Report**

When you save (file) a newly entered receipt batch, the Warehouse Control Receipts Report displays. The report may be printed and attached to the receipts paperwork as confirmation of the items reception.
### Warehouse Control Receipts

**Company:**
- Location: [Image]
- PD Type: PD
- PD No.: 20160014

**Reference No.:** R2017P002
**Received By:** [Image]
**Trans Date:** 02/05/17
**Country:** THAILAND

**Comments:**
- [Image]

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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Prepared by:** [Image]
**Date:** 2/9/2017 6:34:07 PM
**Warehouse Inventory Issues Entry**

This screen is used to record the issue of inventory items from a warehouse location to a field site (or any other type of site where it is appropriate to charge the location with the cost of the stock). The items must exist in inventory before being issued.

When you save (file) the issues batch, Issue (I) type transactions are created for each line item in the issues batch, and warehouse quantities are immediately decreased by the number of items issued.

Field Descriptions

- **Company** – Select the company using the drop-down list or search icon.
- **Location** – Enter or select the warehouse location from which the stock is being issued.
- **Reference Number** – Enter any reference number for the issue (up to 13 characters, alphanumeric) after the prefix I. If an existing reference number is entered, the issue information for that reference will be displayed for inquiry purposes only.
- **Issued Date** – Enter the date of the issue in the following format: MMDDYY. Press Tab on your keyboard to enter the current date.
- **Batch FQA Button** – Click this button to enter the FQA to be charged (pertains to controllable items only). **Note:** This button only displays next to the **Issued Date** field if in the Purchase Documents module, Purchasing Parameter setup screen, FQA prompting is set to Batch Level.
Stock Long Description – The stock item description only displays after a stock number has been selected.

- Stock Description – As you complete the Line items grid, the description of the stock item for the current line displays in this box.
- Prim/Sec OH Qty – Upon entry of a Stock No in the Line items grid, the available on hand information for the stock item displays.
- Bill of Material Code – If you would like to issue items from an existing Bill of Materials, enter the Bill of Material code by using the spyglass.

- Line Item Grid – Enter or select the requested column information to complete the grid:
  - Line – (Display only)
  - Trans No – (Display only)
  - Stock No – Enter the stock number or select the number using the spyglass.
  - Condition – Enter a condition code that was set up in Condition Code Setup function of the Purchase Document module. The stock number/condition code must exist at the selected location for it to be issued.
  - Issued By – Enter the initials of the individual who issued the inventory item.
  - Issued to Location – Enter the location to where the inventory is being sent or select the number using the spyglass.
  - MR No. – (Optional) Enter the material requisition number that is being serviced by this transaction or select the MR number using the spyglass.
  - MR Line – (Optional) Enter the related material requisition line number or select the number using the spyglass.
  - Primary Qty – Enter the primary quantity being issued.
  - Primary Unit – Enter the unit of measure in which the item is being issued.
  - Secondary Qty – For Dual Unit Control items, enter the secondary quantity being issued.
  - Secondary Unit – Enter the secondary unit of measure or select the unit using the spyglass.
  - Work Order No. – If applicable, enter a work order number for the issue.
  - Owner – (Optional) Enter the initials of the owner.
  - Line Comment – Enter comments regarding the current line item.
Line FQA Button – Click this button to enter the FQA to be charged (pertains to controllable items only) for the current line item. **Note:** This button only displays next to the Bill of Material Code field if in the Purchase Documents module, Purchasing Parameter setup screen, FQA prompting is set to Line Level.

- **Serial Button** – The Serial Button is enabled when the current line contains a serialized (specific) stock item. Click this button to enter the serial number for the line item.

**Warehouse Control Issue Report**

When a newly entered issue batch is filed, the Warehouse Control Issue Report displays. It may be printed and attached to the issues paperwork as confirmation of the items issue.
Warehouse Inventory Returns Entry

This screen is used to return items into warehouse stock from a field location.

When you save (file) the Returns Entry screen, Return (RT) type transactions are created for each line item in the receipts batch, and warehouse quantities are increased by the number of items returned.

![Warehouse Inventory Returns Entry](image)

Field Descriptions

- **Company** – Select the company using the drop-down list or the search icon.
- **Location** – Enter the location receiving the returned goods.
- **Reference Number** – Enter any reference number for the return (up to 13 characters, alphanumeric) after the prefix RT. If an existing reference number is entered, the return information for that reference will be displayed for inquiry purposes only.
- **Return Date** – Enter the date of the return. Press Tab on your keyboard to default to the system date.
- **Batch FQA Button** – Click this button to enter the FQA offset to the inventory account for all line items to be entered in the batch. Note: This button only displays next to the **Return Date** if in the Purchase Documents module, Purchasing Parameter setup screen, FQA prompting is set to Batch Level.
- **Line Item Grid** – The information from the selected Purchase Document displays. Enter or select the requested column information to complete the grid:
  - **Line Number** – (Display only)
  - **Transaction Number** – (Display only)
  - **Stock Number** – Enter the stock number or select the number using the spyglass.
  - **Condition** – Enter a condition code for the item being returned.
- **Returned By** – Enter the initials of the individual who returned the inventory item.
- **Return from Location** – Enter the location from which the inventory is being returned or select the number using the spyglass.
- **Primary Quantity** – Enter the primary quantity being returned.
- **Primary Unit of Measure** – Enter the unit of measure of the item being returned.
- **Secondary Quantity** – For Dual Unit Control items, enter the secondary quantity being returned.
- **Secondary UOM** – Enter the secondary unit of measure or select the unit using the spyglass.
- **Work Order Number** – If applicable, enter a work order number for the return.
- **Owner** – (Optional) enter any text which designates ownership, or enter the name or initials of the person receiving the materials.
- **Line Comments** – Enter comments regarding the line item.
- **Bill of Material Code** – If there is a Bill of Materials associated with the items being returned, the code may be used to populate the grid with the list of items contained in the Bill of Materials. You may also use the spyglass to select the Bill of Materials code. If a Bill of Materials code is entered, the items from the Bill of Materials may be edited in the grid.
- **Line FQA Button** – Click this button to enter the FQA offset to the inventory account for the current line item. **Note**: This button only displays next to the **Bill of Material Code** field if in the Purchase Documents module, Purchasing Parameter setup screen, FQA prompting is set to Line Level.
- **Serial Button** – The Serial Button becomes enabled when the current line contains a specific (serialized) stock item. Click this button to enter the serial number for the line item.
Warehouse Returns Report

When you save (file) a newly entered returns batch, the Warehouse Control Returns Report displays. The report may be printed and attached to the returns paperwork as confirmation of the items return.

![Warehouse Control Returns Report](image-url)
Warehouse to Warehouse Transfer Entry

This screen is used to record transfers between warehouse locations. It provides the means to generate two transactions using a single-entry screen:

- Transfer Issue
- Transfer Receipt

The result is efficient data entry, eliminating the need to enter two transactions.

Upon saving (filing) the Warehouse-to-Warehouse Transfer screen, a Transfer Issue (TI) type transaction and Transfer Receipt (TR) type transaction is created for each line item in the warehouse-to-warehouse transfer batch. The Warehouse quantities are immediately adjusted accordingly.

Field Descriptions

- **Company** – Select the company using the drop-down list or search icon.
- **Location** – Enter the location transferring the stock items.
- **Reference No** – Enter a new reference number (maximum 13 alphanumeric characters) following the T prefix. To display an existing Warehouse to Warehouse Transfer batch, enter an existing reference number or use the spyglass to select an existing reference number.
• **Bill of Material Code** – If there is a Bill of Materials associated with the items being transferred, enter the Bill of Materials code or use the spyglass to select a Bill of Materials code. The items listed from the Bill of Materials may be edited.

• **Line Item Grid** – Enter or select the requested column information to complete the grid:
  - **Line No.** – (Display only)
  - **Trans No.** – (Display only)
  - **Trans Type** – (Display only)
  - **Stock No** – Enter the stock number or select the number using the spyglass.
  - **Condition** – Enter a condition code for the item being returned.
  - **Transferred By** – Enter the initials of the individual who transferred the inventory item.
  - **Transferred To** - Enter the location to which the inventory is being transferred or select the number using the spyglass.
  - **Primary Qty** – Enter the primary quantity being returned.
  - **Primary Unit** – Enter the unit of measure of the item is being returned.
  - **Secondary Qty** – For Dual Unit Control items enter the secondary quantity being returned.
  - **Secondary Unit** – Enter the secondary unit of measure or select the unit using the spyglass.
  - **Work Order No** – Enter the Work Order related to this transaction, if any.
  - **Line Comments** – Enter comments regarding the current line item.
  - **Serial Button** – The Serial Button is enabled when the current line includes a serialized stock item. Click this button to enter the serial number for the current line item.

**Warehouse-To-Warehouse Transfer Report**

When you save (file) a newly entered warehouse-to-warehouse transfer batch, the Warehouse-To-Warehouse Transfer Report displays. It may be printed and attached to the warehouse-to-warehouse transfer paperwork as confirmation of the transfer.
Site-To-Site Transfer Entry

This screen is used to record transfers between two non-warehouse locations. It provides the means to generate two logical transactions, a return and issue transaction, using a single-entry screen. All transfers between field locations (sites) are recorded “passing through” a warehouse.

The Location field designates the warehouse while the From and To fields in the entry grid represent the field locations. The result is more efficient data entry by eliminating the need to enter two transactions. When you save (file) the Site to Site Transfer screen, a Return (RT) type transaction and an Issue (I) type transaction are recorded effectively cancelling each other out with no impact on quantities in the warehouse.

Field Descriptions

- **Company** – Select the company using the drop-down list or the search icon.
- **Location** – Enter the location that is receiving the stock items.
- **Reference No** – Enter a new reference number (maximum 13 alphanumeric characters) following the ST prefix. To display an existing Site-to-Site Transfer batch, enter an existing reference number or use the spyglass to select an existing reference number.
- **Transferred Date** – Enter the date of the transfer or press Tab on your keyboard to accept the current system date.
- **Comments** – Enter comments regarding Site-to-Site transfer.
- **Bill of Material Code** – If there is a Bill of Materials associated with the items being sold, enter or use the spyglass to select the Bill of Materials. The items listed from the Bill of Materials may be edited.
- **Line Item Grid** – Enter or select the requested column information to complete the grid:
  - **Line** – (Display only)
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- Trans No – (Display only)
- Trans Type – (Display only)
- Stock No – Enter or use the spyglass to select the number.
- Condition – Enter a condition code for the item being returned.
- Transferred By – Enter the initials of the individual who transferred the inventory item.
- Returned from Site - Enter or use the spyglass to select the location from which the inventory is being returned. Note: The “returned” terminology relates to the fact that the transaction is viewed by the system as a return to the warehouse from a field location then issued to another field location.
- Issued to Site – Enter or use the spyglass to select the location the line items are issued to.
- Prim Qty – Enter the primary quantity being received.
- Prim Unit – Enter the unit of measure of the item is being received.
- Sec Qty – For dual unit control items, enter the quantity being received.
- Sec Unit – Enter or use the spyglass to select the secondary unit of measure.
- Work Order No – Enter the Work Order related to this transaction, if any.
- Line Comments – Enter comments regarding line item.
- Serial Button – The Serial Button will become enabled when a line that includes a serialized stock item is referenced. Click this button to enter the serial number for the current item.
Site-To-Site Transfer Report

When you save (file) a newly entered site-to-site transfer batch, the Warehouse Control Site-to-Site Transfer Report displays. It may be printed and attached to the site to site transfer paperwork as confirmation of the transfer.

The Site–To–Site Transfer Report provides a listing of transfers that were made from one non-warehouse site to another non-warehouse site.
Warehouse Inventory Condition Code Change

This screen is used to change the condition of stock due to weathering, usage, breakage, repairs, and so forth.

When you save (file) the Warehouse Inventory Condition Code screen, two Quantity Adjustments (QA) type transactions are created, and warehouse quantities are adjusted to reflect the change in conditions.
Field Descriptions

- **Company** – Select the company from the drop-down list or use the search icon.
- **Location** – Select the location from the drop-down list or use the search icon.
- **Stock No** – Enter the stock number of the item requiring the condition change. When you click the search icon, a popup window displays information about the stock number. Enter the required information on this screen, including the manufacturer’s name, a part number, a description of the stock item, and/or the group to which it belongs.
- **Original Condition Code** – Enter the original condition code of the item in inventory.
- **New Condition Code** – Enter the New Condition code for the item.
- **Reason Code** – Select a Reason Code for the change. Reason codes are defined in the Purchase Document module, under Utilities.
- **Primary Quantity** – The unit of measure for the item, the description, and the original On Hand quantity displays.
- **Move to New Condition Code Quantity** - Enter the quantity to be moved from the Original condition code to the new condition code.
- **Secondary Quantity** – For dual unit of measure items; the unit of measure for the item, the description, and the original On Hand quantity will be displayed. If the Move To New Condition Quantity box is enabled for the secondary quantity, it must be completed.
- **Serial Number** – Click the Serial button to display a window which allows you to complete serial number entry for all line items containing specific stock. The window will not allow access to lines containing pooled items.
- **Reference** – (Optional) Enter any reference related to the condition code change.
- **Comment** – (Optional) Enter comments related to the condition code change.

**Condition Code Change Report**

When you save (file) a newly entered condition code change, the Warehouse Condition Code Change Report displays. The report may be printed and attached to the condition code change paperwork as confirmation of the condition code change.
Field Descriptions

- **Company** – Select the company from the drop-down list or use the search icon.
- **Location** – Select the location from the drop-down list or use the search icon.
- **Stock No** – Enter the stock number of the item requiring the condition change. When you click the search icon, a popup window displays information about the stock number. Enter the required information on this screen, including the manufacturer’s name, a part number, a description of the stock item, and/or the group to which it belongs.
- **Original Condition Code** – Enter the original condition code of the item in inventory.
- **New Condition Code** – Enter the New Condition code for the item.
- **Reason Code** – Select a Reason Code for the change. Reason codes are defined in the Purchase Document module, under Utilities.
- **Primary Quantity** – The unit of measure for the item, the description, and the original On Hand quantity displays.
- **Move to New Condition Code Quantity** – Enter the quantity to be moved from the Original condition code to the new condition code.
- **Secondary Quantity** – For dual unit of measure items; the unit of measure for the item, the description, and the original On Hand quantity will be displayed. If the Move To New Condition Quantity box is enabled for the secondary quantity, it must be completed.
- **Serial Number** – Click the Serial button to display a window which allows you to complete serial number entry for all line items containing specific stock. The window will not allow access to lines containing pooled items.
- **Reference** – (Optional) Enter any reference related to the condition code change.
- **Comment** – (Optional) Enter comments related to the condition code change.

**Condition Code Change Report**

When you save (file) a newly entered condition code change, the Warehouse Condition Code Change Report displays. The report may be printed and attached to the condition code change paperwork as confirmation of the condition code change.
Warehouse Inventory Quantity Adjustment Entry

This screen is used to record adjustments to the inventory quantity on hand reported by the system. Adjustments may be necessary due to obsolescence, incorrect data entry, or unreported inventory activity. The current quantity on hand displays on the screen for verification. The system allows entry of either the adjustment amount or the final adjusted quantity.

When you save (file) the Warehouse Inventory Quantity Adjustment Entry screen, Quantity Adjustment (QA) type transactions are created and warehouse quantities are immediately increased or decreased by the number of items adjusted.
Field Descriptions

- **Company** – Select the company from the drop-down list or using the Search icon.
- **Location** – Select or enter the location where the item is or was being held.
- **Transaction No** – Select an existing transaction number or click the New button to enter a new quantity adjustment. A new transaction number is assigned automatically when the adjustment is filed. Transaction numbers are assigned consecutively within each company/location combination.
- **Stock No** – Enter or use the spyglass to select the stock number to adjust.
- **Stock Long Description** – The stock item description displays once a stock number has been selected.
- **Condition Code** – Enter the condition code of the item to adjust.
- **Adjust to Quantity/Quantity Adjustment** – Enter a quantity in either the Primary Adjust to Quantity field or the Primary Quantity Adjustment field. When entering a quantity in the Primary Adjust to Quantity field, enter the adjusted quantity that is to replace the current primary quantity. When entering a quantity in the Primary Quantity Adjustment field, enter the quantity to adjust by. The system calculates and displays the corresponding field.
- **Secondary Adjust to Quantity/Secondary Quantity Adjustment** – For dual unit control items, enter a quantity in either the Secondary Adjust to Quantity field or the Secondary Quantity Adjustment field.
- **Reason Code** – Enter or use the spyglass to select an adjustment reason code. Adjustment reason codes are defined in the Purchase Documents module. The text description associated with the code will automatically be displayed.
- **Reference** – Enter any reference information regarding the adjustment.
- **Comments** – Enter comments regarding the inventory adjustment.
- **Serial No** – If the stock item being adjusted is a specific item, enter or use the spyglass to select the same number of serial numbers as the quantity being adjusted. This field is not used for pooled items.
Create Warehouse Assembly Entry

Create Warehouse Assembly is used to create an assembled stock item out of one or more existing stock on hand items.

When you save (file) the Create Warehouse Assembly screen, an Assembly Parts (AP) type transaction is created for each line item making up the assembly, and a Transfer Assembly (TA) type transaction is created for the newly assembled item. Warehouse quantities are immediately adjusted accordingly.

Field Descriptions

- **Company** – Select the company using the drop-down list or the Search icon.
- **Location** – Select the location for the Warehouse using the drop-down list or the spyglass.
**Reference No** – Enter any reference number for assembly (up to 13 characters, alphanumeric) after the prefix TA. If an existing reference number is entered, the assembly information for that reference will be displayed for inquiry purposes only.

**Trans Date** – The System Date will automatically fill in the Transaction Date field. This date can be overridden with the actual date of the assembly.

**Trans No** – (Display Only) A Transaction Number displays if the company, location, and reference number combination already exists. This transaction number is assigned when each new assembly is filed.

**Comments** – Enter comments regarding the transaction.

**Stock Tab**

![Stock Tab](image)

<table>
<thead>
<tr>
<th>Company</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference No</td>
<td>TA</td>
</tr>
<tr>
<td>Trans Date</td>
<td>New</td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
</tbody>
</table>

![Stock Tab](image)

<table>
<thead>
<tr>
<th>Stock No</th>
<th>Stock Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Condition Code</td>
<td>Created By</td>
</tr>
<tr>
<td>Prim Qty</td>
<td>Prim UOM</td>
</tr>
<tr>
<td>Sec Qty</td>
<td>Sec UOM</td>
</tr>
<tr>
<td>Serial No</td>
<td></td>
</tr>
</tbody>
</table>
Field Descriptions

- **Stock No** - Select the stock number for the item to be assembled using the spy glass. Follow these steps to use the Stock Search Utility to look up an existing Stock Number:
  1. Click on the spy glass to access the Stock Search pop-up window.
     - **Tip:** You may search on the Manufacturer, Part Number, or the Text Description text boxes using the wildcard character (*) to represent one or many characters of the text or number.
  2. Click on the execute button (!) to start the search. The search will return a list of items from which to select.
  3. Highlight a stock number and then click the OK button.

- **Stock Description** – The long description associated with the entered stock number is displayed from Stock Master.

- **Condition Code** - Select the valid condition codes using the dropdown list or the spyglass.

- **Created By** – Enter the user that created the inventory assembly.

- **Prim Qty** - Enter a positive numeric value for the primary quantity of new stock items created because of the assembly.

- **Prim UOM** – (Display Only) the unit of measure associated with the entered stock number will be displayed from Stock Master.

- **Serial No.** – If the assembly will be a specific (non-pooled) item, enter a serial number for the item.
Line Items Tab

This form is used select the items to be included in the assembly.

Field Descriptions

- **Line Item Grid** – Complete the grid. Select values using the spyglass for the **Stock No** and **Condition** columns and enter a **Primary Quantity**. The **Secondary Quantity** is required for items designated as dual unit control items. A line comment may also be entered. To include an item in an assembly, sufficient on hand quantities must exist.

- **Stock Description** – As you complete the Line items grid, the description of the stock item for the current line displays in this box.

- **Bill of Material Code** – If you would like to create an assembly that includes the items within an existing Bill of Materials, enter the Bill of Material code using the spyglass.

- **Available on Hand** – As you complete the line items grid, the available on hand quantity for the current line item displays.
Create Warehouse Assembly Report

When you save (file) a newly entered assembly, the Warehouse Control Create Warehouse Assembly Report displays. It may be printed and attached to the assembly paperwork as confirmation of the assembly.
Disassemble Warehouse Stock

Disassemble Warehouse Stock is used in the Warehousing module to disassemble an existing stock item into one or more parts.

When you save (file) the Disassemble Warehouse Stock screen, a Disassembled Parts (DP) type transaction is created for each line item which resulted from the disassembly. A Transfer Disassembly (TD) type transaction is created for the item disassembled. Warehouse quantities are immediately adjusted accordingly.
Field Descriptions

- **Company** – Select the company, using the drop-down list or the spy glass.
- **Location** - Select the location for the inventory disassembly, using the drop-down list or the spy glass.
- **Reference No** – Enter any reference number for assembly (up to 13 characters, alphanumeric) after the prefix TD. If an existing reference number is entered, the disassembly information for that reference will be displayed for inquiry purposes only.
- **Transaction Date** – The System Date automatically fills in the Transaction Date field. This date can be overridden with the actual date of the disassembly.
- **Transaction Number** – (Display Only) A Transaction Number displays if the company, location, and reference number combination already exists. This transaction number is assigned when each disassembly is filed.
- **Comments** - Enter comments regarding the inventory disassembly.
**Stock Tab**

**Field Descriptions**

- **Stock No** - Select the stock number for the item to be assembled using the spy glass. Follow these steps to use the Stock Search Utility to look up an existing Stock Number:
  1. Click on the spy glass to access the Stock Search pop-up window.
     - **Tip:** You may search on the Manufacturer, Part Number, or the Text Description text boxes using the wildcard character (*) to represent one or many characters of the text or number.
  2. Click on the execute button (!) to start the search. The search will return a list of items from which to select.
  3. Highlight a stock number and then click the OK button.
**Stock Description** – The long description associated with the entered stock number is displayed from Stock Master.

**Condition Code** - Select the valid condition codes using the dropdown list or the spyglass.

**Disassembled By** - Enter the user that created the disassembled items.

**Available on Hand** - The available on hand quantity displays for this item.

**Prim Qty** - Enter a positive numeric value representing the item quantity disassembled.

**Prim UOM** – (Display) This field displays the primary unit of measure for the stock item as defined in stock master.

**Serial No** – If the assembly is a specific (non-pooled) item, enter a serial number for the item.

---

**Line Items Tab**

Field Descriptions

- **Line Item Grid** – Complete the grid. Select values using the spyglass for the **Stock No** and **Condition** columns and enter a **Primary Quantity**. The **Secondary Quantity** is required for items designated as dual unit control items. A line comment may also be entered.

- **Stock Description** – As you complete the Line items grid, the description of the stock item for the current line displays from stock master.

- **Bill of Material Code** – If you would like to disassemble an item into an existing Bill of Materials, enter the Bill of Material code using the spyglass.
Disassembly Warehouse Stock Report

When you save (file) a newly entered disassembly, the Warehouse Control Disassemble Warehouse Stock Report displays. It may be printed and attached to the disassembly paperwork as confirmation of the disassembly.

Warehouse Inventory Sales Entry

This screen is used to record the sale of items from the warehouse to a buyer outside of the company. When you save (file) the Sales Entry screen, Sale (SL) type transactions are created for each line item in the sales batch. In addition, warehouse quantities are immediately decreased by the number of items sold.

Field Descriptions

- **Company**– Use the drop-down list or spyglass to select the company.
- **Location** – Enter the warehouse location selling the goods.
- **Reference Number** – Enter any reference number for the sale (up to 13 characters, alphanumeric) after the prefix SL. If an existing reference number is entered, the sales information for that reference displays for inquiry purposes only.
- **Sales Date** – Enter the date of the sale or tab through the field to default to the system date.
• **Sold To** – Enter the location of the related site or name of the unrelated party to whom the goods are being sold.

• **Comments** – Enter comments regarding the Sale.

• **Bill of Material Code** – If there is a Bill of Materials associated with the items being sold, enter or use the spyglass to select a Bill of Materials code. The items listed from the Bill of Materials may be edited.

• **Line Item Grid** – Enter or select the requested column information to complete the grid:
  - **Line No.** – (display only)
  - **Trans No** – (display only)
  - **Stock No.** – Enter the stock number or select the number using the spyglass.
    Follow these steps to use the Stock Search Utility to look up an existing Stock Number:
    1. Click on the spy glass to access the Stock Search pop-up window.
      **Tip:** You may search on the Manufacturer, Part Number, or the Text Description text boxes using the wildcard character (*) to represent one or many characters of the text or number.
    2. Click on the execute button (!) to start the search. The search will return a list of items from which to select.
    3. Highlight a stock number and then click the OK button.
  - **Condition Code** – Enter a condition code for the item sold.
  - **Primary Qty** – Enter the primary quantity being sold.
  - **Primary Unit** – Enter the unit of measure for the quantity being sold.
  - **Secondary Qty** – For dual unit control items, enter the secondary quantity being sold.
  - **Secondary Unit** – Enter the secondary unit of measure or select the unit using the spyglass.
  - **Owner** – (Optional) Enter the initials of the owner.
  - **Line Comments** – Enter comments regarding line items.
  - **Serial Button** – The Serial Button is enabled when a line that includes a serialized stock item is referenced. Click this button to enter the serial number for the item.
  - **Line FQA Button** – This button only displays next to the Bill of Material Code field if in the Purchase Documents module, Purchasing Parameter setup screen, FQA prompting is set to Line Level. Click this button to enter the FQA to offset the inventory account (pertains to controllable items only) for the current line item.
Warehouse Control Sales Report

When you save (file) a newly entered sales batch, the Warehouse Control Sales Report displays. It may be printed and attached to the sales paperwork as confirmation of the sale.
Warehouse Inventory Transfer Issues Entry

Warehouse Inventory Transfer Issues Entry is used to record the issue of items being transferred from one warehouse to another warehouse. Use Warehouse Inventory Transfer Issues Entry rather than Warehouse-to-Warehouse Transfer when the item being transferred has not yet been received at the receiving warehouse.

When you save (file) the Transfers Issues Entry screen, Transfer Issue (TI) type transactions are created for each line item in the transfer issues batch. In addition, the number of items issued immediately decreases warehouse quantities.

Field Descriptions

- **Company** – Use the drop-down list or spyglass to select the company.
- **Location** – Enter the warehouse location that is issuing the stock items.
- **Reference No** – Enter a new reference number (maximum 13 alphanumeric characters) following the TI prefix. To display an existing Transfer Issue batch, enter an existing reference number or use the spyglass to select an existing reference number.
- **Transferred Date** – Enter the date of the transfer issue or press Tab on your keyboard to default to the system date.
- **Comments** – Enter comments regarding the inventory transfer issue.
- **Bill of Material Code** – If you would like to issue items from an existing Bill of Materials, use the spyglass to enter the Bill of Material code.
Line Item Grid – Enter or select the requested column information to complete the grid:

- Line – (Display only)
- Trans No – (Display only)
- Stock No – Enter or use the spyglass to select the stock number.
- Condition Code – Enter a condition code for the item being transfer issued.
- Transferred By – Enter the initials of the individual who transferred the inventory item.
- Transfer to Loc – Enter the transfer to warehouse location or select the number using the spyglass.
- Primary Qty – Enter the primary quantity being transfer issued.
- Primary Unit – Enter the unit of measure of the item is being transfer issued.
- Secondary Qty – For Dual Unit Control items, enter the secondary quantity being transfer issued.
- Secondary Unit – For dual unit control items, enter the secondary unit of measure or select the unit using the spyglass.
- Line Comments – Enter comments regarding the current line item.
- Serial Button – The Serial Button is enabled when a line that includes a serialized stock item is referenced. Click this button to enter the serial number for the current line item.

Warehouse Control Transfer Issue Report

When you save (file) a newly entered transfer issues batch, the Warehouse Control Transfer Issue Report displays. It may be printed and attached to the transfer issues paperwork as confirmation of the transfer issue.
Warehouse Inventory Transfer Receipts Entry

Warehouse Inventory Transfer Receipts Entry is used to record the receipt of items issued using the Transfer Issues screen.

When you save (file) the Transfer Receipts Entry screen, Transfer Receipt (TR) type transactions are created for each line item in the transfer receipts batch, and the number of items received immediately increases warehouse quantities.

Field Descriptions

- **Company** – Use the drop-down list or spyglass to select the company.
- **Location** – Enter the location that is receiving the stock items.
- **Reference No** – Enter a new reference number (maximum 13 alphanumeric characters) following the TR prefix. To display an existing Transfer Receipts batch, enter or use the spyglass to select an existing reference number.
- **Transferred Date** – Enter the date of the transfer or press Tab on your keyboard to accept the current date.
- **Comments** – Enter comments regarding transferring receipts.
- **Bill of Material Code** – If there is a Bill of Materials associated with the items being sold, enter or use the spyglass to select the Bill of Materials code. The items listed from the Bill of Materials may be edited.
- **Line Item Grid** – Complete the grid by entering or selecting the requested column information:
  - **Line No** – (Display only)
  - **Trans No** – (display only)
  - **Stock No** – Enter the stock number or select the number using the spyglass.
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- **Condition** – Enter a condition code for the item being received.
- **Transferred By** – Enter the initials of the individual who is receiving the transferred inventory item.
- **Transferred from Loc** – Enter the location that transferred the item, or select the location using the spyglass.
- **Issue Reference No** – Enter the Transaction Number for the Transfer Issue transaction related to this receipt.
- **Prim Qty** – Enter the primary quantity being received.
- **Prim Unit** – Enter the unit of measure of the item being received.
- **Prim Issue Qty Variance** – (Display) The variance between the issue quantity and received quantity is displayed.
- **Sec Qty** – For dual unit control items, enter the secondary quantity being received.
- **Sec Unit** – For dual unit control items, enter the secondary unit of measure or select the unit using the spyglass.
- **Line Comments** – Enter comments regarding line items.
- **Serial Button** – The Serial Button is enabled when a line that includes a specific (serialized) stock item is referenced. Click this button to enter the serial number for the item.

**Inventory Transfer Receipts Report**

When you save (file) a new transfer receipt batch, the Warehouse Control Transfer Receipt Report displays.
Intercompany Transfers Entry

Intercompany Transfer Entry is used to create transactions to transfer stock between companies (via warehouses). It is only used if the system is set up for inter-company processing.

Field Descriptions

- **Company** – Enter the company ID for which you wish to create inter-company transfers or view inter-company transfers that have previously been created.
- **Location** – Enter the location for which you wish to create inter-company transfers or view inter-company transfers that have previously been created.
- **Reference No** – Enter the reference number that represents the inter-company transfer entered. (Inter-Company Transfer reference numbers always begin with IT.)
- **Comments** – Enter free-form comments related to the inter-company transfer you wish to create or display the comments entered for an inter-company transfer that has previously been created.
- **Line Items** – Enter the detailed information related to the inter-company transfer you wish to create or display the detailed information related to an inter-company transfer that has previously been created. The information is entered or displayed in a grid, which indicates the field contents with descriptive headings.
Inventory Vendor Returns Entry

This process has been added to the Warehouse Transaction menu. Vendor Returns are associated with Purchase Orders (PO) and provide for the capability to return goods to vendors on “Open” purchase orders. This process can be used to return over-deliveries by the vendor, correct excess quantity errors on Receipts, or return of good damaged in transit. The Vendor Return (VR) transaction type will reduce the total quantity received on a PO line and could result in the reversal of accrued warehouse receipts, if goods received have not been invoiced.

Field Descriptions

- **Company** – Enter the company ID for which you wish to create vendor returns or view vendor returns that have previously been created.
- **Location** – Enter the location for which you wish to vendor returns or view vendor returns that have previously been created.
- **Reference No** – Enter the reference number that represents the vendor returns entered.
Return Information Tab

Field Descriptions

- **Document Type** – Enter or use the drop-down list or spyglass to select the document type for the purchase document that has receipts that should be returned to the vendor.
- **Document No** – Enter or use the spyglass to select the document number of the purchase document which has receipts that should be returned to the vendor.
- **Return Date** – The date of the current vendor return transaction
- **Returned By** – Name of the location or person that is returning the items
- **Returned To** – Name of the vendor to whom the items are being returned
- **Country** – The country to which the items are being returned
- **Comments** – Any comments or description necessary for the vendor return
Line Item Tab

Field Descriptions

- **Stock Description** – Displays the long description of the stock item on the selected line
- **Line No.** – The line number of the vendor return transaction
- **Stock No.** – The stock number for each line of the vendor return transaction
- **Condition** – The stock number for each line of the vendor return transaction
- **Pooled/Specific** – Shows whether the stock number for the line is Pooled or Specific type
- **Owner** – The owner of the stock for each line
- **Prior Receipts** - The quantity of existing receipts for each line
- **Control UOM** – The control unit of measure for the stock number for each line
- **Dual Units** - Whether the stock number is setup to use dual units of measure or not
- **Primary Return Qty** – Enter the primary quantity to be returned for each line.
- **Primary Unit of Measure** – The primary unit of measure for each line
- **Sec. Return Qty** – Enter the secondary quantity to be returned for each line (if the stock number uses dual units of measure).
- **Sec. UOM** – The secondary unit of measure for each line (if the stock number uses dual units of measure)
- **Line Comments** – Any comments or description related to the line of the vendor return transaction
Restricted Returns Entry

Restricted Returns Entry is used instead of the standard return processing. The restriction imposed by this process is that the return item and quantity are compared to past issues to the same location. If the item and return quantity are equal to or less than historical issues to the same location, then the return is allowed. If the item has not been previously issue or quantity issued is less than the return quantity, the return is not allowed. Both the Restricted and Standard Return entry processes are active in the system at the same time. The Standard Return Entry process should have user access limited through the security mode to enforce the use of the Restricted Returns Entry process.

Field Descriptions

- **Company** – Enter the company ID for which you wish to create inter-company transfers or view inter-company transfers that have previously been created.
- **Location** – Enter the location for which you wish to create inter-company transfers or view inter-company transfers that have previously been created.
- **Reference No** – Enter the reference number which represents the inter-company transfer entered. (Inter-Company Transfer reference numbers always begin with IT.)
- **Return Date** – The date of the return transaction
Lesson Five: WAREHOUSE STOCK INQUIRY MENU

This menu provides access to three Warehouse Inquiry functions: Stock Status Inquiry, Bill of Material Inquiry, and Material Requisition Inquiry. From the Warehouse Stock Inquiry menu, click the drop-down arrow to access the menu functions.

Bill of Materials Inquiry

This process is used to review the status of stock items that make up a bill of materials. It provides both on hand and on order information to arrive at total available quantities.

Field Descriptions

- **Company** – Enter the company on which to inquire.
- **Location** – Enter the location where the stock has been maintained.
- **Bill of Material Code** – Enter the bill of materials number to be reviewed
- **Condition Code** – Enter the condition code for the items found on the BOM. The remaining fields display when you press Tab key on your keyboard.
Material Requisition Inquiry

This process is used to review the status of material requisitions including their relationship with purchase requisitions and purchase documents.

Field Descriptions

- **Company** – Enter the company for which the material requisition was prepared.
- **Requisition Number** – Enter or select the requisition number to be reviewed.

The following information related to the requisition displays:

- **Location** – Displays the location for which the material requisition was prepared
- **Requisition Date** - Displays the date on which the material requisition was prepared
- **Requested by** - Displays the ID of the user who prepared the material requisition
• **Reference** – Displays the free-form reference text entered by the user who prepared the material requisition

• **Approval and Closed Status**
  - The **Approved** check box shows as selected for an approved material requisition, while a material requisition which has not been approved shows the **Approved** check box as unselected.
  - The **Closed Material Requisition** check box shows as selected for a closed material requisition, while a material requisition which has not been closed will display the **Closed Material Requisition** check box as unselected.

• **Comments** – Displays the free-form comments entered by the user who prepared the material requisition

• **Description** – Displays the free-form description entered by the user who prepared the material requisition

**Issue Transactions Button** - Use this option to list any issues against this Material Requisition.

**Receipt Transactions Button** - Use this option to list any receipts against this Material Requisition.
Stock Status Inquiry

This process is used to review the status of stock items within a warehouse regarding quantities and usage.

Field Descriptions

- **Company** – Enter the company on which to inquire.
- **Location** – Enter the location where the stock is maintained.
- **Stock Number** – Enter or select the stock number of the item to be reviewed.
- **Stock Description** - After the stock number is entered the description of the item displays.
- **Sub-Location 1 and 2** – Displays location information for selected item

**SOH Information Tab**

The Stock on Hand tab provides the following information:

- Unit of Measure
- Available Quantity (On Hand less Reserved)
- Reserve Quantity
- On Hand Quantity
- On Order Quantity
- Minimum and Maximum Quantity
Re-Order Quantity

Over/(Under) - If Under: Available – Min; If Over: Available -Max

Net Over/(Under) – Use available + On Order

Stock Usage Tab
The Stock Usage Tab provides historical usage information. The usage in primary quantity units is displayed for each period of the selected year.

- **Year** – Select the year for which the usage information should be displayed.
- **Period – Primary Quantity** – (Display) The period and usage information display for the selected year.

**Transaction Tab**

The Transactions Tab of the Warehouse Stock Status Inquiry process provides a listing of all transactions that affected the selected stock item (item and condition).

The following information is displayed in the grid:

- **Transaction Number** – The transaction number for this transaction.
- **Transaction Type** – The Transaction Type indicates the nature of the transaction as follows:
  
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Receipt</td>
</tr>
<tr>
<td>I</td>
<td>Issue</td>
</tr>
<tr>
<td>TR</td>
<td>Transfer Receipt</td>
</tr>
<tr>
<td>TI</td>
<td>Transfer Issue</td>
</tr>
<tr>
<td>QA</td>
<td>Quantity Adjustment</td>
</tr>
<tr>
<td>RT</td>
<td>Return</td>
</tr>
<tr>
<td>SL</td>
<td>Sale</td>
</tr>
</tbody>
</table>

![Warehouse Stock Status Inquiry](image-url)
### MMS Warehousing Module Training Guide

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA</td>
<td>Transfer Assembly</td>
</tr>
<tr>
<td>AP</td>
<td>Assembly Part</td>
</tr>
<tr>
<td>TD</td>
<td>Transfer Disassembly</td>
</tr>
<tr>
<td>DP</td>
<td>Disassembly Part</td>
</tr>
<tr>
<td>SU</td>
<td>SAP Update</td>
</tr>
<tr>
<td>VA</td>
<td>Value Adjustment</td>
</tr>
</tbody>
</table>

- **Transaction Date** - The date of the transaction.
- **Reference Number** – The Reference number of the transaction.
- **From/To** – The location or vendor code that the transaction was from or to.
- **Owner** – If the transaction was associated with a specific Owner, the owner code is displayed.
- **Primary Quantity** – The number of primary units for the transaction.
- **Primary Unit** – The unit of measure for the transaction.
- **Secondary Quantity** – For dual unit control items, the number of units in the secondary unit of measure for the transaction.
- **Secondary Unit** – For dual unit control items, the unit of measure for the transaction.
Lesson Six: WAREHOUSE REPORTS MENU OVERVIEW

The Warehouse Reports menu provides access to reports associated with warehouse inventory activity.

Inventory Activity Report

The Inventory Activity Report generates reports showing total quantity and stock transactions by stock item or group and / or accounting period or transaction date. Up to three reports may be generated.
Field Descriptions

- **Company** – Select the company code(s) for which you wish to produce the report, or select All to report on all companies.

- **Location** – Under Options, select one of the following: One or Multiple locations, a Range of locations, or All locations for which the report is to be prepared. Then select the desired Location(s) or Start Location and Ending Location, if you are using a range.

- **Transaction Dates** - Select option for a single specified transaction date or a range of specified transaction dates, and enter the desired date(s).

- **Options** – You may select the specific reports you wish to produce or use the All reports option to produce all available reports. The Quantity option provides the total quantity of stock transactions by stock item or group. The Inventory Currency 1 option provides the total primary currency value of stock transactions by stock item or group. The Inventory Currency 2 option provides the total secondary currency value of stock transactions by stock item or group.

- **Selection Criteria**
  The report may be grouped by Stock Number or by Group, depending on your selection for report grouping.

  Under Options, you may also specify One or Multiple stock numbers or groups, a Range of stock numbers or groups, or All stock numbers or groups for which the report is to be prepared, and then select the desired stock numbers or groups.

  If the Group option is selected and the All groups option is not selected, you may select the option to include any or all specified groups.
**Warehouse Inventory Activity Report Example**

![Inventory Activity Report](image)

<table>
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<tr>
<th>Cond. Code</th>
<th>Beginning Balance</th>
<th>Receipts</th>
<th>Returns</th>
<th>Transfer In</th>
<th>Transfer Out</th>
<th>Issues</th>
<th>QTY/VALUE ADJUSTMENTS</th>
<th>Ending Balance</th>
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</thead>
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</tbody>
</table>

*Run Date: 2/19/2017 7:05:30 PM*
Warehouse Inventory on Order Status Report

This process generates a report showing the current order status in each company, warehouse by stock number and condition code. The report displays the on hand, on order and committed quantities.

Field Descriptions

- **Company** – Enter the company on which to report.
- **Location** – Enter the warehouse location to be reviewed. You have the option of choosing a location to be included in the report as well as the option to include several locations in the report. If you select a range of locations to be included, you must select the beginning location and the ending location.
• **Selection Criteria** – Select the criteria to be included in this report. The options are selection by Stock Number, by Group number or by Stock Type.

**Stock No Tab**

• **Options** – Select the option type One or Multiple to form a selection criteria list (1,2,3), select Range to select by a range of values (1-3) or select All to select all values for this option.

• **Text Boxes** – The text boxes will be available based on your selections under Options. For One or Multiple, you will be able to complete the top box. The selection will then display in the Selection Edit box. To include additional items in the list, enter the value in the text box and press Tab. To delete items in your selection, highlight the selection in the edit box, and click the Delete button. For the Range option, the Start and End boxes will be enabled. There is no further action required if you selected the All option.

**Group Tab**

• **Options** – Select the option type One or Multiple to form a selection criteria list (1,2,3), select Range to select by a range of values (1-3) or select All to select all values for this option.

• **Text Boxes** – The text boxes will be available based on your selections under Options. For One or Multiple, you will be able to complete the top box. The selection will then display in the Selection Edit box. To include additional items in the list, enter the value in the text box and press Tab. To delete items in your selection, highlight the selection in the edit box, and click the Delete button. For the Range option, the Start and End boxes will be enabled. There is no further action required if you selected the All option.
Warehouse Inventory on Order Status Report Example

![Warehouse Inventory on Order Status Report Example](image-url)
P2 IDEAS
MMS Warehousing Module Training Guide

Inventory Quantity Status Report

This process generates a report showing the current level of inventory items in each warehouse by stock number and condition code. The report displays the on hand, on order and committed quantities.

Field Descriptions

- **Company** – Enter the company on which to report.
- **Location** – Enter the warehouse location to be reviewed. You can choose one location to be included in the report or you can choose to include several locations in the report. If you select a range of locations to be included, you must select the beginning location and the ending location.
- **Selection Criteria** – Select the criteria to be included in this report. The options are Stock number, Group number or Stock Type.
Stock No Tab

- **Options** – Select the option type **One or Multiple** to form a selection criteria list (1,2,3), select **Range** to select by a range of values (1-3) or select **All** to select all values for this option.

- **Text Boxes** – The text boxes will be available based on your selections under Options. For One or Multiple, you will be able to complete the top box. The selection will then display in the Selection Edit box. To include additional items in the list, enter the value in the text box and press Tab. To delete items in your selection, highlight the selection in the edit box, and click the Delete button. For the Range option, the Start and End boxes will be enabled. There is no further action required if you selected the All option.

Group Tab

- **Options** – Select the option type **One or Multiple** to form a selection criteria list (1,2,3), select **Range** to select by a range of values (1-3) or select **All** to select all values for this option.

- **Text Boxes** – The text boxes will be available based on your selections under Options. For One or Multiple, you will be able to complete the top box. The selection will then display in the Selection Edit box. To include additional items in the list, enter the value in the text box and press Tab. To delete items in your selection, highlight the selection in the edit box, and click the Delete button. For the Range option, the Start and End boxes will be enabled. There is no further action required if you selected the All option.

Stock Type Tab

- **Options** – Select the option type **One or Multiple** to form a selection criteria list (1,2,3), select **Range** to select by a range of values (1-3) or select **All** to select all values for this option.

- **Text Boxes** – The text boxes will be available based on your selections under Options. For One or Multiple, you will be able to complete the top box. The selection will then display in the Selection Edit box. To include additional items in the list, enter the value in the text box and press Tab. To delete items in your selection, highlight the selection in the edit box, and click the Delete button. For the Range option, the Start and End boxes will be enabled. There is no further action required if you selected the All option.
Warehouse Inventory Quantity Status Report Examples
### Warehouse Inventory Quantity Status Report

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<th>COND CODE</th>
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<th>STOCK TYPE</th>
<th>SUBLOC 1</th>
<th>SUBLOC 2</th>
<th>AVAILABLE QTY</th>
<th>QTY ON HAND</th>
<th>RESERVED QTY</th>
<th>EST. ON ORDER QTY</th>
<th>PRIMARY UNIT</th>
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<td>Ea</td>
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</table>
Warehouse Inventory Stocking Report

This screen is used to generate a report showing the current stock status of inventory items in each warehouse. The report compares the on-hand quantity to the minimum and maximum quantities that were set up on the Minimum/Maximum Quantity and Sub Location Setup screen. In addition, it compares the on hand and on order quantities to minimum and maximum quantities and displays any over/under variances.

Field Descriptions

- **Company** – Enter the company on which to report.
• **Location** – Enter the warehouse location. You have the option of choosing one or more locations in the report. If you select a Range of locations to be included, you must select the beginning location and the ending location.

• **Stock** – Select the stock number to be included in this report. You have the option of choosing one or more stock numbers as well as the option to include several locations in the report. If you select a Range of stock numbers to be included, you must select the beginning number and the ending number.

• **Report Options** – You can specify that only items with variance be listed in the report. Select either Exceptions Only or All.

---

**Warehouse Inventory Stocking Report Example**

![Warehouse Inventory Stocking Report Example](image-url)
Inventory Transactions Report

This screen is used to generate a report showing all Warehouse Inventory transactions that have occurred at the warehouse within a given time period. The report displays the transactions in the following order: Receipts, Transfer Receipts, Returns, Issues, Transfer Issues, Sales, and Quantity Adjustments.

Field Descriptions

- **Company** – Enter the company on which to report.
- **Location** – Enter the warehouse location. You have the option of choosing one or more locations in the report. If you select a Range of locations to be included, you must select the beginning location and the ending location.
- **Transaction Type** – Enter the corresponding code from the list displayed.
- **Transaction Date** – Select the transaction date. You may enter the beginning date for the transaction selection in the format MMDDYY and the ending date for the transaction selection. You also have the option of selecting All transaction dates.
- **Print Serial Number** – Select this field to have the serial number print on the report.
- **Selection Criteria** – Select the criterion choice that you desire. These are:
  - Stock Number
  - Group
  - To/From
- **Transaction Number** - With each of these choices you may select a record or a number of transactions or all transactions. If you select a range of transactions, you must enter the beginning range and the ending range.
**Warehouse Inventory Transactions Report Example**

![Inventory Transactions Report Example](image_url)
Physical Inventory Worksheet Report

This process generates a hard copy worksheet to record the results of physical inventory counts. The report shows the inventory that currently exists on the system and leaves worksheet space for recording the actual physical quantity.

Field Descriptions

- **Company** – Enter the company on which to report.
• **Location** – Enter the warehouse location. You have the option of choosing one or more locations in the report. If you select a Range of locations to be included, you must select the beginning location and the ending location.

• **Selection** – Select one of the following criteria from the choices provided:
  - **Stock No** (stock number)
  - **Subloc 1** (Sub location 1)

Depending on the criteria you select, enter the option you require. You may enter a particular stock or sub location, a range of stocks or sub locations or all stocks and sub locations to be included on the report. If you select a range you must enter the beginning range value and the ending range value.

• **Print Book (OH) Quantity** – Select this check box to print the book quantity on the report.

• **Include Zero (OH) Quantity** – Select this check box to print zero quantities on the report.

• **Print Serial Number** – Select this check box to print serial numbers on the report.

---

**Physical Inventory Worksheet Report Example**

![Physical Inventory Worksheet Report Example](https://example.com/physical-inventory-worksheet-report-example.png)
Purchase Receipts Worksheet

Purchase Receipts Worksheet prints a worksheet report that you can use to record receipt of ordered items. The report displays ordered items, purchase document references, and fields to record receipt of the items.

Field Descriptions

- **Company** – Enter the company on which to report.
• **Location** – Enter the location(s) on which to report. Select **One or Multiple** if you want to select a specific location or multiple specific locations. Select **Range** if you want to select a sequential or alphabetic range of locations. Select **All** to report on all locations.

• **Print Stock/Non-Stock** – Select Stock to produce a report for only stock items. Select **Non-Stock** to produce a report for only non-stock items. Select **Both** to produce two separate reports, one for stock items and one for non-stock items.

• **Sort Criteria** – Select **By Vendor No** to sort the report data by the vendor ID. Select **By Purchase Order** to sort the report data by the purchase document number.

### Vendor ID Tab

This option is used only if you have selected By Vendor for the Sort Criteria. Enter the vendor(s) on which to report. The **One or Multiple** option allows you to select a specific vendor or multiple specific vendors. The **Range** option allows you to select a sequential or alphabetic range of vendors. The **All** option reports on all vendors.

### Purchase Order Tab

This option is used only if you have selected By Purchase Order for the Sort Criteria. Enter the document type(s) on which to report and the vendor(s) on which to report. Select **All Document Types** to produce a report for all available document types. Select **One or Multiple** if you want to select a specific purchase document or multiple specific purchase documents. Select **Range** if you want to select a sequential or alphabetic range of purchase documents. Select **All** to report on all purchase documents. If specific purchase document numbers or a range of purchase document numbers is selected, then they should match the document type selected.
# Purchase Receipts Worksheet Examples

## Non-Stock Purchase Receipts Worksheet

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<thead>
<tr>
<th>VENDOR</th>
<th>DOC. TYPE</th>
<th>DOC. NO.</th>
<th>FQA DESCRIPTION</th>
<th>LINE</th>
<th>OPEN QTY</th>
<th>UNIT</th>
<th>ORDER UNIT RECEIVED</th>
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## Stock Purchase Receipts Worksheet

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<td>EA</td>
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</table>
Warehouse Quantity Adjustments Log

Warehouse Quantity Adjustments Log generates a report of any quantity adjustment entries made to inventory.

Field Descriptions

- **Company** – Enter the company on which to report.
- **Location** – Enter the warehouse location. You have the option of choosing one or more locations in the report. If you select a Range of locations to be included, you must select the beginning location and the ending location.
- **Transaction Date** – Select the transaction date to be included in the report. The options are to select a particular date, a range of dates or all the transaction dates. If you select a range of transaction dates, you must enter the beginning date and the ending date.
- **Sort by Reference** – Select this check box to sort the transactions by reference number.
- **Print Serial Number** – Select this check box to print serial numbers on the report.

**Warehouse Quantity Adjustments Log Example**

![Warehouse Quantity Adjustments Log](image)
Inventory Stock Usage Report

Inventory Stock Usage Report generates a report that provides usage history for items at benchmark periods of two months, six months, and twelve months. It also provides on-order and on-hand quantities, as well as the unit price.

Field Descriptions

- **Company** – Enter the company on which to report.
- **Location** – Enter the warehouse location. You have the option of choosing one or more locations in the report. If you select a Range of locations to be included, you must select the beginning location and the ending location.
• **Year** – Enter the year for which stock usage information should be reported or select All Years to report all information.

• **Period** – Select one or more periods for which stock usage information should be reported or select All Periods to report all information.

• **Selection Criteria** – Select the criterion choice that you desire. These are:
  o Stock Number
  o Group
  o Stock Type

Depending on the criteria you select, enter the option you require.

• **Options** – Select the option type One or Multiple to form a selection criteria list (1,2,3), select Range to select by a range of values (1-3) or select All to select all values for this option.

• **Text Boxes** – The text boxes will be available based on your selections under Options. For One or Multiple, you will be able to complete the top box. The selection will then display in the Selection Edit box. To include additional items in the list, enter the value in the text box and press Tab. To delete items in your selection, highlight the selection in the edit box, and click the Delete button. For the Range option, the Start and End boxes will be enabled. There is no further action required if you selected the All option.
Inventory Stock Usage Report Example