U311: Part/Warehouse Record Management
EXAMPLES NEEDED FOR TRAINING

Make sure all student logins have a default warehouse of ZN5.

Answers for Exercises:

1. 40
2. 3 transfers, all were for ZN4
3. 2
4. -15
5. ZN4
# U311 PART/WAREHOUSE RECORD MANAGEMENT

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INTRODUCTION

What is a COMPASS Part record?

- A COMPASS Part record is the definition of a part in the parts catalog, including its attributes.

What is a COMPASS Part-Warehouse record?

- A COMPASS Part-Warehouse record contains data for that part which is relevant to each storeroom.
PART RECORD ATTRIBUTES

The *Part* form contains two separate functions which are segregated based on COMPASS security.

1. The Part record itself along with its attributes are modified by a Planner/Scheduler.

2. The Part-Warehouse record attributes are modified by storeroom personnel for each warehouse.
PART RECORD ATTRIBUTES
PART RECORD ATTRIBUTES

1. Access the Part form from the Navigator screen.

Reference fields as defined by Planner/Scheduler use are:

- **Part Number**: Unique, 6-digit part number.
- **Unlabeled field**: Short part description, sometimes includes sizes, manufacturer part numbers, colors.
- **Category**: All parts are put into categories so they are easier to search for.

**General Description**

- **Commodity**: Code assigned for classifying type of part.
- **Unit of Measure**: Measurement at which the part is charged.
- **Unit of Purchase**: Measurement at which the part is purchased.
- **ABC Class**: Not used.
- **MSDS**: Box is checked if a Material Safety Data Sheet is required with the part when it is issued.
PART RECORD ATTRIBUTES

**General Description**
- **Commodity**: 1800
- **Unit of Measure**: EA
- **Unit of Purchase**: EA
- **ABC Class**: MSDS
- **Status**: ACTIVE
- **Type**: STOCK
- **Shelf Life Days**:

**Long Description**
GLOVE, ANSELL EDMOND "VIBRAGUARD" ANTI-VIBRATION GLOVE, RIGHT HAND, FULL FINGER, SIZE 10, GELFOAM PADDDED MFG. ANSELL EDMONT: PART NO. 07-112, NO SUB

**Warehouse Information**
- **Warehouse**: ZNI
- **Safety Stock**:
- **Reorder Point**: .00
- **EOQ**: .00
- **Lead Time**: 1
- **Price**: 15.8700
- **Markup %**:
- **Sell Price**: 15.8700
- **Amount**: .00
PART RECORD ATTRIBUTES

Reference Fields cont’d:

• **Status:**
  - **ACTIVE:** Part is active in the system and can be ordered.
  - **DEPLETE:** When the current stock is used up, the status will change to OBSOLETE and the part will no longer be available to order.
  - **DIRECT:** Not used.
  - **OBSOLETE:** Part can no longer be ordered, but must be preserved in the system for historical data.

• **Type:**
  - **STOCK:** All COMPASS parts, stocked and un-stocked, are assigned this type.
  - **BENCHSTOCK:** Not used.
  - **DIRECT:** Not Used.
  - **NON-STOCK:** Not Used.
  - **VEN-STOCK:** Not Used.

• **Shelf Life:** Not used.

• **Shelf Life Days:** Not used.

**Long Description**

• Includes a detailed description of the part, size, colors, manufacturer’s model name and part number, whether it can be substituted with a different part.
PART RECORD ATTRIBUTES

Details: Additional detailed information for the part, based on the Category.

Bills of Material: Bills of Material files where this part is included.

Vendors: Suppliers of the part, vendor part number, and price.

Substitution: Valid parts which could be substituted.
**PART RECORD ATTRIBUTES**

- **Mfrs:** Manufacturer of the part.

- **Dates:** Audit information for the part record.

- **Shelf Life:** Not used by FM.

- **Multi-Warehouse:** Is available for use when creating a new part record. This is where the warehouses are selected for the new part record appear.

- **UM Conversion:** Not used by FM.
PART-WAREHOUSE ATTRIBUTES

1. Inventory:
   - ABC Analysis
   - Bill Of Material
   - Issue Request
   - Maintenance Issue
   - Material Charges
   - Material Documents Search

2. General Description:
   - Commodity: 1800
   - Unit of Measure: EA
   - Unit of Purchase: EA
   - Type: STOCK
   - Shelf Life: 

3. Long Description:
   - GLOVE, ANSELL EDMOND "VIBRAGUARD" ANTI-VIBRATION GLOVE, RIGHT HAND, FULL FINGER, SIZE 10, GELFOAM PADDED MFG.ANSELL EDMONT PART NO.07-112, NO SUB

4. Warehouse Information:
   - Warehouse: ZNI
   - On Order: .00
   - Safety Stock: 
   - Reorder Point: 
   - EOQ: .00
   - Lead Time: 1

5. Details:
   - Bin
   - Bills of Mat'l
   - Vendors
   - Substitution
   - Mfrs
   - History
   - Orders
   - Warehouses
   - Dates
   - Reservation
   - Shelf Life
   - Unit Conversion
   - Accounts...
   - Alias...
PART-WAREHOUSE ATTRIBUTES

1. Access the Part form.
2. When storeroom personnel query a part record, the warehouse information that defaults will be for their default storeroom.

Part-Warehouse reference fields that are modified by storeroom personnel include:

- **Warehouse**: Your default storeroom. This value cannot be changed here.
- **On Hand**: The number of parts in stock in this storeroom.
- **Transferred**: The quantity of parts that have been transferred to your storeroom (from another FM storeroom) that have not yet gone through the “Transfer Part In” transaction. In theory these parts should be available to you in your storeroom.
- **Reserved**: The quantity of this part currently reserved for work orders. The quantity displayed here may be greater than the amount in On Hand. If it is, the additional parts required will be automatically ordered in the next Purchasing GENREQ process which is run daily. This field is incremented by Issue Request transactions, and is decremented by Issue Request cancellations or Maintenance Issues.
- **On Order**: The amount of this part which is currently on approved Purchase Requisitions and open Purchase Orders.
- **Safety Stock**: The number of parts which should be kept On Hand, over and above the Reorder Point amount; currently not being used by FM.
- **Reorder Point**: The number of parts which should be kept On Hand for this storeroom. When the On Hand quantity falls below this amount the part will be automatically ordered in the next Purchasing GENREQ process which is run daily.
- **EOQ**: The minimum number of parts which should be automatically ordered when the storeroom falls below the Reorder Point.
PART-WAREHOUSE ATTRIBUTES

PART NUMBER: 043091
CATEGORY: TOOLS & SHOP SUPPLIES \ SUPPLIES \ GLOVE \ ANTI-VIBRATION

GENERAL DESCRIPTION
Commodity: 1800
Unit of Measure: EA
Unit of Purchase: EA
ABC Class: MSDS

Long Description:
GLOVE, ANSELL EDMOND "VIBRAGUARD" ANTI-VIBRATION GLOVE, RIGHT HAND, FULL FINGER, SIZE 10, GELFOAM PADDDED MFG. ANSELL EDMONT: PART NO. 07-112, NO SUB

WAREHOUSE INFORMATION
Warehouse: ZNI
Safety Stock: 0.00
Reorder Point: 0.00
EOQ: 0.00
Lead Time: 1

Calc: 0.00
Factor: 1
Markup %: 0.00
Price: 15.8700
Sell Price: 15.8700
Amount: 0.00
PART-WAREHOUSE ATTRIBUTES

- **Lead Time**: The number of days required for the vendor to deliver this part. This is not a calculated value. It can be entered as a reference by Storeroom personnel.
- **Calc Safety Stock flag**: Not currently being used by FM.
- **Calc Reorder Point flag**: If checked, this field will automatically calculate and update the Reorder Point. This functionality is not being used by FM.
- **Calc EOQ flag**: If checked, this field will automatically calculate and update the EOQ. This functionality is not being used by FM.
- **Factor**: The level of risk for this part for a stock outage; not currently being used by FM.
- **Markup %**: If an amount is entered, it will apply this percentage to the Average Unit Price when the part is issued. No value should be entered into this field; it is against FM policy to mark-up parts.
- **Price**: The Average Unit Price of the parts in this storeroom. This is the price which will be charged when the part is issued.
- **Sell Price**: If Markup % is used this would be the marked up Average Unit Price.
- **Amount**: This is the total inventory value of the parts in this storeroom (On Hand x Average Unit Price).
PART-WAREHOUSE ATTRIBUTES

Bins - The bin in which the part is inventoried. Storeroom personnel have the ability to update and add additional bins. A bin cannot be deleted unless it’s On Hand balance is zero. Qty On Hand can only be affected by receipts, issues, transfers, and adjustments.

If the bin is ORO (On Request Only), then the part is not kept in stock, but will be ordered when needed. Generally, there should not be a Qty On hand value or an ROP for an ORO part, unless it has been received but not yet issued to a worker.

Vendors (Suppliers) - Provides information on who this part is ordered from, including the last price paid. This information provides a quick reference of the most recent purchase transactions for the part. Note: Information for all storerooms will be presented.
PART TRANSACTIONS AND HISTORICAL DATA

Part transactions include ...

- Issue Requests (Reservations)
- Receipts
- Maintenance Issues
- Returns
- Returns To Vendor
- Adjustments
- Purchase Requisitions
- Purchase Orders
The *Transaction History* form appears; click any button to review the part history.

When the *Issue History*... button is clicked, the *Issue Summary* form appears and displays data for previous years, grouped by months. Highlight an amount, then click the *Details* button to review the *Issue Detail* form, which displays the date of the issue, the Issue No., the quantity issued, equipment number and description, and the work order number charged for the parts.
Click the **Receipt History...** button to view the *Receipt Summary* form.

The *Receipt Summary* form displays the total number of receipts by year and month. To view the individual receipt records, highlight an amount and click the **Details** button to view the receipt date, quantity received, unit of purchase, PO number, and vendor number who the part was ordered from.
Click the **Quantity Adjustment History**... button to view the **Quantity Adjustment Summary** form.

The **Quantity Adjustment Summary** form displays adjustments by year, month and the total number of adjustments for this part. To display the individual adjustment records, click into a period and click the **Details** button. The **Adjustment Detail** form displays the date of the adjustment, the quantity adjusted, the adjustment type, and the part unit price at the time of the adjustment.
PART TRANSACTIONS AND HISTORICAL DATA

The Price Adjustment History... and Return To Vendor History... are not currently tracked here.
PART TRANSACTIONS AND HISTORICAL DATA

Click the Transfer History... button to view the Quantity Adjustment Summary form.

The Transfer History form displays transfers to different warehouses by year, month and the total number of transfers for this part. To display the individual transfer record, click into a period and click the Details button. The Transfer Detail form displays the Transfer No, the warehouse the part was transferred from, the location or bin number of the part, the quantity transferred out, who created the transfer, the warehouse the part was transferred to, the location or bin number of the part and the quantity transferred in.
PART TRANSACTIONS AND HISTORICAL DATA

Click the **Orders** button and the **Orders** form will be displayed. By default, only the Active Orders will be displayed. Click the **All Orders** radio button to view all open and closed orders for this part. Highlight a PREQ or PO number and then click the **View** button to view the details of the order. If you wish to see the PREQ or PO information for this part in other storerooms, you can also select an individual storeroom or ALL storerooms.
Click the **Warehouses** button to bring up the *Warehouses* form. This form displays essential data grouped by FM warehouse.

Information presented on this screen includes ...

- The **Warehouses** (storerooms) in which this part is set up.
- The **Safety Stock** defined for the part in that storeroom.
- The **Reorder Quantity** defined for the part in that storeroom.
- The **Economic Order Quantity** defined for the part in that storeroom.
- The current **Quantity on Requisition** of the part in that storeroom.
- The current **Quantity on (Purchase) Order** of the part in that storeroom.
- The current **Quantity Staged** of the part in that storeroom.
- The current **Quantity on Hand** of the part in that storeroom.
- Information relating to the **Locked and Unlocked Dates and Users** for the part in that storeroom.
PART TRANSACTIONS AND HISTORICAL DATA

Click the **Reservation** button to display the part’s current reservations or Issue Requests.

The screen will display the MDOC number for the Issue Request, the current status, the WO Number used to order the parts, and the quantity of parts that have been requested, issued, and staged.
EXERCISES

1. How many parts are on hand in ZN1 for part number 002584?
2. How many transfers were performed in January 2006 for part number 023197? How many of those transfers in were to Warehouse ZN4?
3. How many completed POs are there for part number 006340 in ZN1?
4. What was the quantity of units adjusted in 2002 for part number 011234?
5. You want to order 5 units of part number 000426 and there aren’t any on hand in your default warehouse. What other warehouse could you order them from?
The End!!!

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