

Fleet-Net® for Windows
Product of Avail Technologies, Inc.
Inventory Management
Prepared By
Fleet-Net Corporation

Disclaimer

Fleet-Net® Corporation, wholly owned subsidiary of Avail Technologies, Inc. makes no warranties about the contents of the manual and specifically disclaims any implied warranties of merchantability or fitness for any particular purpose. Fleet-Net® Corporation, wholly owned subsidiary of Avail Technologies, Inc. further reserves the right to make changes to the specifications of the program and contents of the manual without obligation to notify any person or organization of such changes.

Copyright Notice

This software package and manual are copyrighted 2022. All rights reserved worldwide. No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system or translated into any language by any means without the express written permission of Fleet-Net® Corporation, wholly owned subsidiary of Avail Technologies, Inc., 1960 Old Gatesburg Rd, Suite 200, State College, PA 16803.

License Agreement

The software described in this manual is furnished under a license agreement and may be used or copied only in accordance with the terms of the agreement. Failure to sign this agreement and still use the software is illegal.

Trademark Acknowledgment

Fleet-Net® is the Registered Trademark of Fleet-Net® Corporation, wholly owned subsidiary of Avail Technologies, Inc. Microsoft®, Access®, Windows®, the Windows® Logo, and other Microsoft® Office Products are either registered trademarks or trademarks of Microsoft® Corporation in the United States and/or other countries. The names of actual companies and products mentioned herein may be the trademarks of their respective owners.

TABLE OF CONTENTS

ABOUT THIS GUIDE	5
ABOUT INVENTORY MANAGEMENT	6
SYSTEM REQUIREMENTS.....	6
INVENTORY CYCLES.....	7
AUTO REORDER	7
PHYSICAL INVENTORY FLOW CHART	8
PHYSICAL INVENTORY – MANUAL METHOD.....	8
PHYSICAL INVENTORY USING - FAST TRACK METHOD.....	10
RECOMMENDED INVENTORY NUMBERING METHODOLOGY.....	11
INVENTORY MASTER& SETUP OPTIONS.....	12
MISCELLANEOUS CODE MAINTENANCE.....	12
PRODUCT CLASSES SETUP.....	16
INVENTORY QUANTITY & COST SETUP	17
TRAN CONTROL RECORD SETUP	18
INVENTORY MASTER.....	18
<i>Vendors</i>	21
<i>Search</i>	22
<i>Renumber</i>	23
<i>Notes</i>	24
<i>History</i>	24
<i>User</i>	25
<i>Perpetual</i>	26
RE-CALC MIN/MAX LEVELS	27
RESET BID FLAG	27
PURGE PERPETUAL DATA.....	28
DELETE OBSOLETE PARTS.....	28
INVENTORY INQUIRIES & REPORTS	30
ITEM INQUIRY	30
<i>Vendors</i>	31
<i>Search</i>	31
<i>Notes</i>	33
<i>History</i>	33
<i>Perpetual</i>	33
PERPETUAL ITEM INQUIRY	34
VENDOR OEM # INQUIRY	34
INVENTORY REPORTS.....	34
INVENTORY VALUE REPORT	37
OBSOLETE PARTS REPORT	39
AUTO RE-ORDER	40
<i>Suggested Reorder Report</i>	43
<i>Report by Vendor</i>	44
<i>Generate Purchase Orders</i>	44
INVENTORY ADJUSTMENTS & TRANSFERS	46
INVENTORY ADJUSTMENTS	46
INVENTORY TRANSFERS.....	50
ADJUSTMENT/TRANSFER AUDIT REPORT	50
PHYSICAL INVENTORY	51
COMPLETE PHYSICAL INVENTORY METHOD	52


CYCLE COUNT.....	55
SPOT CHECK.....	55
PHYSICAL INVENTORY UPDATE	57
UOM CONVERSION	59
GENERATE INVENTORY LABELS.....	59
LABEL PRINTING.....	60
APPENDIX A	61
SUPPORT TIP-PHYSICAL INVENTORY STANDARD MANUAL METHOD.....	61
APPENDIX B.....	61
SUPPORT TIP-PHYSICAL INVENTORY USING BAR CODE UNITS.....	61
APPENDIX C	62
SUPPORT TIP-SPOT CHECK.....	62
APPENDIX D	63
SUPPORT TIP-CYCLE COUNT	63
APPENDIX E.....	64
SUPPORT TIP-UTILIZING INVENTORY MASTER SEARCH FEATURE	64
APPENDIX F	70
SUPPORT TIP-PHYSICAL INVENTORY AND BCU INSTRUCTIONS	70


About This Guide



This guide contains standard cycles and checklists for operation and a description of each feature released with the module. The module description provides the intended application or use of the module and any comments that relate to this specific module.


The standard cycles are to be used when operating the software to ensure that all necessary steps are being taken in the correct order, i.e., Daily Service Cycle and the Monthly Service Cycle.


As with all Fleet-Net® for Windows modules, the module must first be installed as directed in the System Administrator Guide.


To correctly exit a form, or exit out of Fleet-Net® completely click on the  Fleet-Net® icon always located in the upper right of every form.

Throughout Fleet-Net® modules, there are Green Checkmarks  that will appear next to specific fields. These Green Checkmarks when selected will open the Misc. List Codes form allowing the user to set up the necessary codes and their value for the associated field.

When the  binoculars search function is not available, nor a drop-down list, select 'Ctrl F' as a search tool. When using the  button to search the following sample form will open up. Use any of the search item criteria to find your item select it and it will populate at the bottom of this form. To populate the previous form with the selected item simply hover over the item # and double click it. Close the search form.

The clock  button allows for changing the time entry.

The calendar  button allows for quick selection of a specific date via a calendar.

The calculator  button allows for quick simple calculations on the fly. It opens up your systems calculator.

About Inventory Management

The Inventory Module is designed to assist in managing, tracking; and maintaining inventory, costs and quantities through Purchasing, Receipts, Invoices, Issues and associated costs. Inventory Adjustments, Transfers and Physical Inventory Counts are also processed using this module. The Automatic Reorder process provides the ability to manage minimum and maximum stock levels for auto-generation of Purchase Orders, which may be adjusted before placing the purchase orders.

Daily Service Issues in Vehicle Maintenance and Work Order Issues are interfaced with the Inventory Module and are capable of automatically reducing the level of inventory and interface with the General Ledger. Adjustments to inventory can be processed at any time. Multiple inventory locations may be tracked.

PO Invoicing computes the average costs for each item and updates the invoice information to Accounts Payable. This method of average costing is a standard practice used by the transit industry.

Historical data is always available and maintained within the Inventory Module to assist in reporting, analyzing and auditing purposes.

Physical inventory counting and cycle counting are made easy using Fleet-Net's Fast Track module, which can utilize the inventory bar code system.

System Requirements

The following master files must be built before Inventory Management can take place.

This checklist follows the instructions outlined on the following pages.

Done	Menu		Program/Procedure
_____	PO05	(a)	Use Modify/Add Vendor to build the vendor master files.
_____	GL 01	(b)	Set up the General Ledger Chart of Accounts via Chart of Accounts Setup in the General Ledger Module.
_____	IN02	(c)	Set up the Product Class Codes via Product Class Codes Setup .
_____	IN02	(d)	Build Inventory Master files via Inventory Master Maintenance in the Inventory Management Module.

Inventory Cycles

The Inventory Management module has no standard cycle.

Inventory levels are automatically updated and affected by the following transactions:

- Purchase Orders – Increase on-order quantities.
- PO Receipts – Reduces on-order quantities and increases on-hand quantities.
- PO Invoicing – Updates the average costs of inventory items.
- WO Issues – Reduces the on-hand quantities.
- Completed Rebuilds increase the on-hand quantities.
- Daily Service Issues – Reduces on-hand quantities.
- The following transactions can also be used to affect inventory levels and values:
 - Inventory Transfers
 - Inventory Purchase Adjustments
 - Inventory Warranty Adjustments
 - Inventory Usage Adjustments

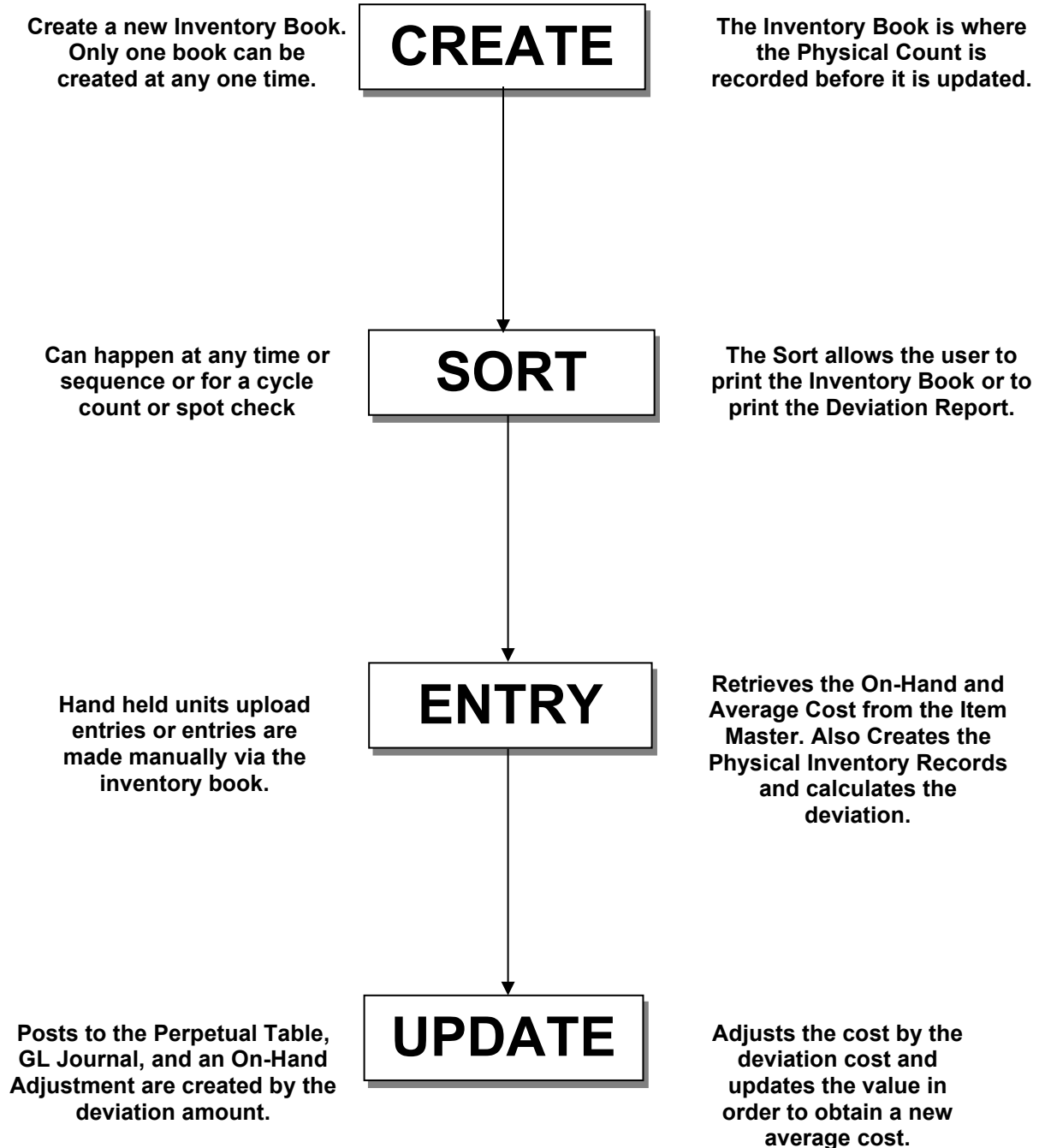
Auto Reorder

At the end of this cycle the user can automatically generate purchase orders for stock items according to on-hand quantities and the Min/Max Levels set per item.

STEP	DONE	MENU	ACTION
1.		IN	Select a warehouse and the Vendor category and run Reorder_Calculation in the Auto Reorder form. This feature calculates items to be reordered based on the Min/Max levels pre-set in the Inventory Master Maintenance function.
2.		IN	Analyze the Suggested Reorder Report in the Auto Reorder form to determine whether or not to adjust quantities for ordering.
3.		IN	Modify the reorder list through Modify Reorder List in the Auto Reorder form to make appropriate adjustments to vendors and quantities.
4.		IN	If desired, run the Report by Vendor for analysis. This is the Suggested Reorder Report sorted by Vendor then Item #.
5.		IN	Once satisfied with the Reorder listing, run the Generate Purchase Orders to pass the information to purchasing to generate the purchase orders.
			- End of Cycle -
			Note: For more details refer to the auto-reorder section of this Online Help File for the more specific Procedures.

Physical Inventory Flow Chart

The following consists of the correct flow in the Physical Inventory and Cycle Counts process.



Physical Inventory – Manual Method

Use the physical inventory cycle to correct any differences between Fleet-Net Inventory and the “on-the-shelf” quantities. The Physical Inventory Cycle is also utilized for the Cycle Counting process.

STEP	DONE	MENU	ACTION
1.		IN01	Select Inventory Reports and run the Extended Price Book BEFORE performing a physical inventory and again AFTER in order to obtain the audit verification against the Deviation Report.
2.		IN	Select Physical Inventory , then select Inventory Cycle Count and select a cycle if performing a cycle count or select Spot Check if only checking a portion of the inventory not defined by cycles. Leave blank if doing a full inventory.
3.		IN	Create Inventory Book which will display selected item #'s to allow entering counts. This is also the same sort criterion used if printing a hardcopy of the inventory listing that will be used to walk the shelves and enter counts, if not using Fast Track to perform the inventory.
4.		IN	To re-sort the data of the current selected range of items, Select the Re-sort Inventory Book .
5.		IN	Using the Current Inventory Book , enter total counts into the List displayed, which, if not re-sorted, is in the same order as The printed Inventory Book.
6.		IN	Run a Deviation Report to verify the correct quantities, make Appropriate changes prior to executing the Physical Inventory Update. May need to run a Deviation Report several times in The correction process of recounting for errors.
7.		IN	Once all counts and deviations are corrected and final, run the Physical Inventory Update , which will update all inventory Counts and create a variance journal entry that is passed to the GL for review and posting.
			- End of Cycle -
			Note: For more details refer to the Physical Inventory section of this Online Help File for the more specific Procedures.

Physical Inventory Using - Fast Track Method

This cycle is to perform the same function as the Manual Method; however, it is made much easier, quicker and more cost efficient using Bar Code Units.

STEP	DONE	MENU	ACTION
1.		IN01	Run the Extended Price Book BEFORE performing a physical inventory and again AFTER in order to obtain audit verification against the Deviation Report.
2.		IN	Select Physical Inventory , then select Inventory Cycle Count and select a cycle if performing a cycle count or select Spot Check if only checking a portion of the inventory not defined by cycles. Leave blank if doing a full inventory.
3.		IN	Create Inventory Book which will display selected item #'s to Allow entering counts. This is also the same sort criterion use if printing a hardcopy of the inventory listing that will be used to "walk the shelves" and enter counts, if not using Fast Track to perform the inventory.
4.		IN	To re-sort the data of the current selected range of items, Select the Re-sort Inventory Book .
5.		IN	The following function is not necessary and is optional with the Fast Track Method. Run the Print Book to print the book that is used to 'walk the shelves" and enter physical inventory Counts for the manual method.
6.		FT	Continue with the normal Fast Track Physical Inventory Process (See the FT Manual). Note: It is advised, to make certain that all data files are transferred into the Fleet-Net environment and updated prior to starting this process. The physical inventory count process needs to be coordinated with other processes that would effect on-hand quantities, i.e., Work Order Entry/Update, Daily Service etc.
7.		FT	Continue with the Fast Track File Transfer & Update Process (See FT Manual).
8.		IN	Run the Physical Inventory Update or the Cycle Inventory Update process, depending on which type of inventory is Currently being performed.
9.		IN	Using the Current Inventory Book, enter any manual entries Necessary.
10.		IN	Run a Deviation Report to verify correctness and make appropriate changes prior to updating.
11.		IN	Once all counts and deviations are corrected and final, run the Physical Inventory Update , which will update all inventory counts and create a variance journal entry that is passed to The GL for review and posting.
			- End of Cycle -
			Note: For more details refer to Physical Inventory section of this Online Help File for the more specific Procedures.

Recommended Inventory Numbering Methodology

Any integrated computer system is made user-friendly if a standard method of logic is used for setup of the original data files during implementation and maintained throughout.

The following are some suggestions for 'best practice' methodology for specific elements within the Fleet-Net Inventory module. Please keep in mind that due to the differences in transits, not all suggestions will be appropriate, however, a modified method may be utilized.

For developing an Inventory Item numbering scheme, it is recommended to segment the field as follows:

XX SSSS R

The "XX" can represent the use of the item, as in Product Code, which is described further in this document.


The "SSSS" can represent a sequential numbering scheme of the item that is user defined.

The "R" can represent rebuild items (Finished Goods)

Inventory Management Menu

Below is sample view of the main inventory menu.

Inventory		
1	Inventory Inquiries & Reports	?
2	Inventory Master & Setup Options	?
3	Auto Re-Order	?
4	Inventory Adjustments & Transfers	?
5	Physical Inventory	?
6	FAST TRACK	?
9	UOM Conversion	?
10	Label Printing	?
11	Generate Inventory Labels	?
12	Parts Catalog	?
16	Return To Previous Menu	?



Inventory Master & Setup Options Menu

Fleet-Net provides Master and Setup for setting up, maintaining and creating Inventory Items. Below is a sample view of the Inventory Master and setup menu.



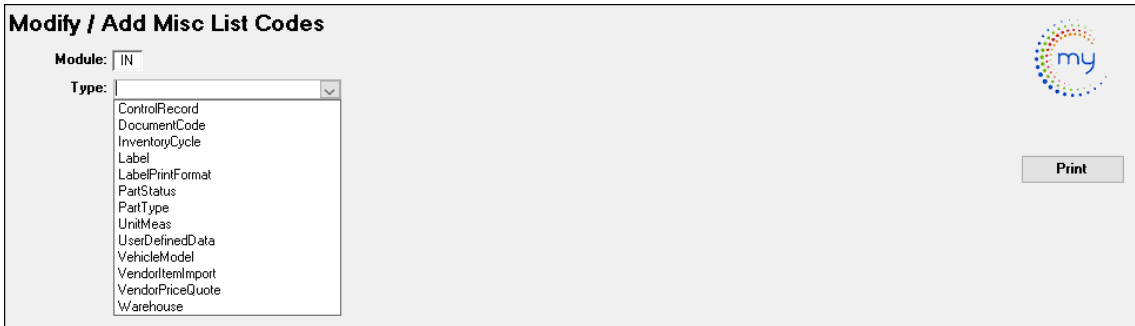
Inventory Master& Setup Options

The following describes the step-by-step setup of the Inventory Module for first time installation. This section can be referred to if specific items need to be added or changed in the setup.

Miscellaneous Code Maintenance

Click **Miscellaneous Codes** to define all codes used throughout the Inventory module.

Each Fleet-Net application includes a list of miscellaneous codes that are used within the system. Some of these codes are preset by Fleet-Net (Specific) while others are user defined.



Field	Description
Type	Select from the drop-down options.
Code	Code used to identify the type of code
Value	Definition of code

The **Print** button will print a listing of all Miscellaneous Codes. The report will display the **TYPE**, **CODE** and **VALUE**.


Inventory Misc Values		
Module: IN		
Type	Code	Value
ControlRecord	JournalSource	INV
DocumentCode	A	
InventoryCycle	AB	B - BRAKES
InventoryCycle	AC	C - STEERING
InventoryCycle	AD	D - ENGINE
InventoryCycle	AE	E - TRANSMISSION
InventoryCycle	AF	F - FAST MOVING ITEMS
InventoryCycle	AG	G - COOLING / FUEL
InventoryCycle	AH	H - AIR
InventoryCycle	AI	I - ELECTRICAL
InventoryCycle	AJ	J - HVAC / HEATING
InventoryCycle	AL	DECAL
InventoryCycle	AM	EXTERIOR PANEL
InventoryCycle	BC	STEERING
InventoryCycle	BD	ENGINE
InventoryCycle	BJ	HVAC / HEATING
InventoryCycle	KK	BODYSHOP
InventoryCycle	RAIL	RAIL PARTS
InventoryCycle	YR	CAD/AVL/RADIO
Label	FNIN_LabelDymo310Report	Inventory Label Printing Dymo310
LabelPrintFormat	FNIN_LabelDymo310Report	1
LabelPrintFormat	FNIN_LabelDymo400LFReport	2
LabelPrintFormat	FNIN_LabelDymo400Report	3
LabelPrintFormat	FNIN_LabelDymo450Avery9170Report	Dymo 450 Avery 9170 2-5/8" by 1"
LabelPrintFormat	FNIN_LabelDymo450TurboReport	Inventory Label Printing 11/8" x3.5"
LabelPrintFormat	FNIN_LabelLextranReport	4
LabelPrintFormat	FNIN_LabelReport	Inventory Label Printing 1" x 3.5"

ControlRecord (Specific)

Modify / Add Misc List Codes

Module:

Type:




Code	Value
JournalSource	INV
*	

Documentcode (User Defined)

Modify / Add Misc List Codes

Module:

Type:




Code	Value
Description	Description
Diagram	Drawing
Notes	Notes
Photo	Photo

Inventorycycle (User Defined)

Modify / Add Misc List Codes

Module: IN

Type: InventoryCycle



Code	Value
AB	B - BRAKES
AC	C - STEERING
AD	D - ENGINE
AE	E - TRANSMISSION
AF	F - FAST MOVING ITEMS
AG	G - COOLING / FUEL
AH	H - AIR
AI	I - ELECTRICAL
AJ	J - HVAC / HEATING
AL	DECAL
AM	EXTERIOR PANEL
BC	STEERING
BD	ENGINE
BJ	HVAC / HEATING

Record: 14 of 17 | No Filter | Search


Print

LabelPrintFormat (User Defined)

Modify / Add Misc List Codes

Module: IN

Type: LabelPrintFormat



Code	Value
FNIN_LabelDymo310Report	1
FNIN_LabelDymo400LFRReport	2
FNIN_LabelDymo400Report	3
FNIN_LabelDymo450Avery9170Report	Dymo 450 Avery 9170 2-5/8" by 1"
FNIN_LabelDymo450TurboReport	Inventory Label Printing 11/8" x 3.5"
FNIN_LabelLextranReport	4
FNIN_LabelReport	Inventory Label Printing 1" x 3.5"


Print

PartStatus (User Defined)

Modify / Add Misc List Codes

Module: IN

Type: PartStatus



Code	Value
A	ACTIVE (Required)
I	INACTIVE
O	OBSOLETE


Print

PartType (User Defined)

Modify / Add Misc List Codes

Module: IN

Type: PartType



Code	Value
N	Non Stock
S	Stock
▶	


Print

UnitMeas (User Defined)

Modify / Add Misc List Codes

Module: IN

Type: UnitMeas



Code	Value
BX	Box
EA	Each
FT	Foot
GL	Gallon
IN	Inches
LB	Pound
QT	Quart
YD	Yard
▶	


Print

UserDefinedData (Specific)

Modify / Add Misc List Codes

Module: IN

Type: UserDefinedData




Code	Value
▶ Bid Date	Date
Core Charge	Number
Date Quoted	History
Expiration Date	Date
Hazardous Clothing Required	Text
Location	Text
Serial# and Date Of Rebuilt	History
Vendor Quoted	History

Print

Vehiclemodel (User Defined)

Modify / Add Misc List Codes


Module: 

Type:

Code	Value
▶ 06 ORION	2006 ORION V 2006
08 NEW FLYER	NEW FLYER SR 1200 C40LF
159 SHOP TRUCK	SHOP TRUCK
2007 DAR	2007 DAR VAN
2008 F250	STOPS AND ZONES NEW TRUCK
2010 DAR	2010 DAR VAN
99 FORD VAN	SUPERVISOR VAN
EZ RIDER 11	2009 30" EL DORADO

Warehouse (User Defined)

Modify / Add Misc List Codes

Module: 


Type:

Code	Value
A	DOWNSTAIRS
B	UPSTAIRS
C	NORTH MEZZ
D	RAILS
K	BODYSHOP
D	OBSOLETE
W	HYBRID
X	HYDROGEN
Y	CAD / AVL
Z	
▶	

Product Class Setup

This function allows the user to define/set up a Product Class Codes that will generate General Ledger Journal entries when used with Purchase Orders and Physical Inventory Deviations. If a General Ledger is not being used it is not necessary to set up a Division and Account Number. Product Class codes should be assigned to each stocked item in order to be included in physical inventory.

Modify / Add Product Class Codes

Accounts for Fiscal Year: 

Product Class Code	Product Class Description	Posting GL Division	Posting GL Account	Expense GL Division	Expense GL Account
▶ 01	Inventory Parts	00 <input type="button" value="v"/>	1030100000 <input type="button" value="v"/>	00 <input type="button" value="v"/>	5040504000 <input type="button" value="v"/>
02	Fuel/Lubricants Rev	00 <input type="button" value="v"/>	1030200000 <input type="button" value="v"/>	00 <input type="button" value="v"/>	5040101000 <input type="button" value="v"/>
03	Farebox	00 <input type="button" value="v"/>	1030100000 <input type="button" value="v"/>	00 <input type="button" value="v"/>	5041304000 <input type="button" value="v"/>
04	Building & Grounds	00 <input type="button" value="v"/>	5040404000 <input type="button" value="v"/>	00 <input type="button" value="v"/>	5040404000 <input type="button" value="v"/>
05	Prepaid Contracts	00 <input type="button" value="v"/>	1510100002 <input type="button" value="v"/>	00 <input type="button" value="v"/>	1510100002 <input type="button" value="v"/>
06	Accounting	00 <input type="button" value="v"/>	5040404000 <input type="button" value="v"/>	00 <input type="button" value="v"/>	5040404000 <input type="button" value="v"/>
07	Non Stock Parts	00 <input type="button" value="v"/>	5040504000 <input type="button" value="v"/>	00 <input type="button" value="v"/>	5040504000 <input type="button" value="v"/>
08	Calibrations	00 <input type="button" value="v"/>	5040304000 <input type="button" value="v"/>	00 <input type="button" value="v"/>	5040304000 <input type="button" value="v"/>
*		<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>

The table below has the description of the fields available on the Modify/Add Product Class Codes form and their functions.

Once this form is populated, proceed to the Inventory Master Maintenance form and for each item, assign the appropriate Product Class Code.

Note: Each item must be associated with a Product Class Code in order to be included in physical inventory. The exception to this is when the GL module is not used. In this case, the Control record for JournalSource must be removed.

Field	Description
Product Class Code	Define the 2-digit code to represent the Product Class Code. Example: GA = Gasoline, DF = Diesel Fuel and/or BP = Bus Parts.
Product Class Description	Define a brief description for the new 2-digit Product Class Code.
Posting GL Division and Account #	Select the appropriate GL Division and Account number from the drop-down that will be used when posting inventory item costs from a Purchase Order Transaction. This same account is also used when performing a Physical Inventory deviation posting to the General Ledger holding file.
Expense GL Division and Account #	Select the appropriate GL Division and account number from the drop-down that will be used when posting a Physical Inventory deviation posting to the General Ledger holding file.

Inventory Quantity & Cost Setup

For new customers in Fleet-Net, once all inventory items are set up with cost and quantities and are correct, run Inventory Quantity & Cost Setup. This is used to set up the inventory value. Select the **sort order** and **part type** of stock. Click the **Load New Data** button and the list of all inventory parts with On-Hand Quantity and calculated Average Cost will display. Click the **Save New Setup** and this will provide a starting point for inventory value for future reporting and physical inventory.

Physical Inventory Quantity & Cost Setup

Select Sort Order

Item

Part Type: S

All Types

Item #	Description	On-Hand Qty	Average Cost	Date	Class
8D	BATTERY, 1450CCA (BUS)	2.00	\$206.070000	11/7/2022	01
C5	OIL, REFRIGERANT (SUTRAK)	0.00	\$0.000000	11/7/2022	07
GQ	CHAIN	0.00	\$0.000000	11/7/2022	07
GR	BOLT	0.00	\$4.200000	11/7/2022	01
GS	BOLT	0.00	\$0.000000	11/7/2022	07
LH	O'RING	0.00	\$0.000000	11/7/2022	07
PO	DNO	0.00	\$0.000000	11/7/2022	01
QW	U-CAP SEAL	0.00	\$0.000000	11/7/2022	07
QX	WIPER RING SEAL	0.00	\$0.000000	11/7/2022	07
225	VAN SEAT, PASSENGER (904-907)	0.00	\$0.000000	11/7/2022	01
31V	VAN PLUG, SPARK 3.3L	0.00	\$0.000000	11/7/2022	01
382	FILTER, FUEL	0.00	\$0.000000	11/7/2022	01
50J	ENGINE, (96>97) (JIMMY DIESEL)	0.00	\$0.000000	11/7/2022	01

Transaction Control

The Transaction Control Record Types are required to generate Part Numbers and Product Class. For each record typed enter the next value. The TranNumber, NextIDClass and NextPartNumber refer to primary keys in the database and are not visible to the user on any forms. Via the database table a Fleet-Net Technician or System Administrator will be able to determine the value to be entered.

Transaction Control Record Setup Form	
Record Type	Value
NextIDClass	8
NextPartNumber	10870
TranNumber	458509

Inventory Master

This form is the control center for all Items and all information related to items. This form can be used to add, modify and inquire about Items, in addition to retrieving history information, view the perpetual, vendor information, adding, modifying and deleting vendors and vendor xref information. Comments, attachments and links can also be associated with items from this form. We have also added a User button for you to set up codes specific to your needs.

Inventory Master Maintenance	
Status: A	Item #: <input type="text"/>
Vendor Part #: <input type="text"/>	Select Current Date: 9/11/2017 <input type="button" value="📅"/>
<input type="button" value="Master"/> <input type="button" value="Vendors"/> <input type="button" value="Search"/> <input type="button" value="Renumber"/> <input type="button" value="Add New"/> <input type="button" value="Notes"/> <input type="button" value="History"/> <input type="button" value="User"/> <input type="button" value="Perpetual"/>	

Select an item # one of two ways. Select via the item number itself using the drop-down list or select by Vendor Part # drop-down list. The vendor part numbers in the drop-down list are limited to the most current vendor numbers purchased. In either case when you chose the item the master form will display.

Inventory Master Maintenance

Status: A Item #: 001452F SWITCH, LAMP TEST (DPDT SLD)

Vendor Part #: 001452

Select Current Date: 9/11/2017

Item: 001452F Description: SWITCH, LAMP TEST (DPDT SLD) 739

Product Class Code: 01 Type: S Status: A Unit of Measure: EA

Warehouse: A Bin Location: AI-2-1 Vehicle Model: N4

Min Stock: 2 Max Stock: 4 Units Per Pack: 1

Last Cost: \$21.000000 Avg Cost: \$20.463333 Current Value: \$61.39

On Hand: 3.00 On Order: 0.00 Reserved: 0.00 Committed: 0.00 Available: 3.00

Last Count: 3.00 Count Date: 12/12/2020

Inventory Cycle: Commodity Code: Comment:

Updated: knapper 12/12/2020 9:04:57 AM FNIN_PhysicalInventoryForm

To add a new Item, click **Add New** button and the following dialog box will appear.

Microsoft Access

?

Add New Item #?

Yes No

Select **YES**, the following dialog form will open.

Microsoft Access

Please enter a new item # (20 char max)

OK Cancel

Note: Item #'s can have a maximum of 20 alphanumeric characters. (Refrain from using lower case letters. Code39 is not compatible and will cause spaces when bar code labels are printed.)

Once the Item # is created, a blank Master form will display to allow data entry in the remaining necessary fields. The following table provides the name and explanation of each field on the Master form.

Field	Description
Description	Once the Item # is created the system will move the cursor to this field. The Description is a user-defined field that supports up to 30 characters.

Field	Description
Prod Class Code	Product Class Code is a required 2-digit code setup in Misc. List codes within the Inventory module. GL accounts are tied to each product code for tracking and distributing inventory value and expense cost appropriately. Refer to setup section if product class codes are not set up.
Type	The Type field is to identify 'S' for Stock Items and 'N' for Non-Stock Items and can be used for reporting, restocking, and Physical inventory purposes.
Status	This field is to identify if an Item is 'A' for Active or 'I' for In-active. This field allows for filtering of inactive parts from the part number selection. Historically, the program allowed for the deletion of these records which is not a best practice for data integrity. The system no longer allows the deletion of master records that are used across the system and reports. This filter allows those inactive parts to be excluded from the drop-down. Note: Before changing the Status of an item from Active to In-active it is imperative to verify that no active transactions are still open which involve this item.
UOM	Enter the Unit Of Measure for the current item #. (EA, GL, PK etc.)
Min Stock	Enter the lowest quantity that will be stocked for this item. This field will be utilized to determine additional purchases of an item through Auto-Reorder.
Max Stock	Enter the highest quantity that will be stocked for this item. This field will be utilized to determine additional purchases of an item through Auto-Reorder.
Units Per Pack	Enter the number of items that are in a pack and maintained in the inventory as such. For example, if widgets come packaged by the vendor as 10 widgets per pack, the Units Per Pack would be 10. This does not affect Qty on hand, or Available fields nor does this affect any cost fields. This is for information purposes only and inventory views each pack as one unit. It is recommended that UOM be PK for pack rather than EA for each in this case.
Last Count	This field is system generated and will display the quantity at the time of the last physical inventory count.
Count Date	This field is system generated and will display the date of the last physical inventory count.
Inventory Cycle	This field is for setting up inventory items in groupings, which can be later used for cycle counting. An example of cycle counting groups could be items of a dollar value range to cycle count at certain intervals, i.e., Cycle A = Items valued at \$5000 or more. Another grouping or cycle might be for items that turn over quite frequently, and in this case Cycle B = 3 month, for a quarterly check of those items. Refer to Physical Inventory Section of this manual for more information on Cycle Counts.
Hazardous	This checkbox is for items that are considered hazardous material. As a suggestion, the MSDS can be attached in the notes section and made available when needed.
Warehouse	Enter the Warehouse in which the item will be located. (Required field)
Bin Location	Enter the Bin Location in which the item will be located in the Warehouse.(Required Field)
Last Cost	This field is system generated and represents the last purchased cost for this item, the last time it was transacted.
On Hand	This field is system generated and represents the item quantity currently 'on-the-shelf' available to pick for use. Inventory adjustments can be made to change the On Hand Qty.
On Order	This field represents the quantity that is currently on order with the Vendor via purchase orders.
Reserved	Not available. Will be used in conjunction with Task from Work Orders to reserve parts that are needed for certain tasks already set up and assigned to a work order.
Committed	System generated field showing the number of units committed to Work Orders that have not been updated yet.
Available	System generated field showing the number of units available based on the difference between committed and On Hand.

Field	Description
Vehicle Model	If applicable, enter the Vehicle Model(s)
Substitute Item #	If there is an alternate item that can be used in place of the current item, enter this substitute item #. If this item has zero On Hand, a Substitute Item # maybe available to minimize down time for that vehicle.
Preference	If there is more than one substitute item # for the item being set-up, a preference number can be set to indicate which substitute item should be used first, second and so on.

The following is a description of the buttons available on the Inventory Master form and a description of their functions.

Button	Description
Master	This button will take the user to the main Inventory Master Maintenance form from any other place within the Inventory Master Maintenance. See form and description of all fields previously displayed and discussed in this document.
Vendors	This button will take the user to the Vendor information pertaining to the inventory item selected in the Master form. The Vendors OEM and Xref information can be changed and updated in this form. New vendors are added in the Accounts Payable module
Search	This button displays a search form that allows the user to search for items based on other criteria, such as: Item Description, Product Class Code, and Warehouse/Bin Location etc.
Renumber	This button allows the user to renumber an item
Add New	This button allows the user to add/create a new inventory item.
Notes	Used to enter additional notes pertaining to the specific item. In addition, a picture or diagram maybe attached for visual reference. A hyperlink to additional information may also be added to the notes form.
History	This button displays the history for the selected item. Information will display such as monthly usage activity, MTD and YTD totals, Min and Max stock levels, Quantities on hand and on order, average and last costs, and prior year total usage. Sample history record is shown below.
User	User defined for tracking criteria not already being tracked in the item master.
Perpetual	When clicking the Perpetual button on the selected item allows for selection of inquiry criteria from date range to types of transactions, to minimize or narrow your search for more specific information.

Vendors

The Vendor tab displays a list of vendors for the part. The vendor information may be entered in this form or it will be populated when the part is entered as a line item on a purchase order. Information such as OEM number and Unit cost maybe updated as needed here. This is sorted by last purchase date.

Inventory Master Maintenance

Status: A Item #: 001452F SWITCH, LAMP TEST (DPDT SLD)

Vendor Part #: []

Select Current Date: 10/30/2022

Vendor #:	N2290	NEW FLYER INDUSTRIES		
Vendor Part #:	001452	Description: DPDT SLD LAMP TEST SWITCH U/M: EA		
Previous Part #:		Last Unit Cost: 21.0000 Bid Item: [] Bid Date: []		
Last PO Date	Last Qty Recd	Last PO #	Last Received	Lead Time
4/2/2003	4.00	051481	4/14/2003	12

* Vendor #: [] Description: [] U/M: []

Previous Part #: [] Last Unit Cost: [] Bid Item: [] Bid Date: []

Last PO Date Last Qty Recd Last PO # Last Received Lead Time

[] [] [] [] []

Search

Select from the **Search Item By** drop-down list to set the search parameters. The options are Item Description and Vendor Description.

2/22/2012

Search Item By

Item Description []

Search Item Text Contains: [] Add []

Filters

Warehouse: [] Add []

Bin Location: [] Add []

Product Class: [] Add []

Vendor Part #: [] Add []

Previous Vendor Part #: [] Add []

Vendor Account: [] Add []

Vehicle Model: [] Add []

Include Inactive Items: []

Search [] Reset []

Select Item []

Load Item []

Enter key word in Search Item Text Contains: field and click **Add**. If more data is desired to narrow the search, like Product Class, etc. these can be typed in or chosen by the drop-down and added to the search via the **Add** button.

2/22/2012

Search Item By

Item Description

Search Item Text Contains:

fuel Add

Filters

Warehouse: [] Add []

Bin Location: [] Add []

Product Class: [] Add []

Vendor Part #: [] Add []

Previous Vendor Part #: [] Add []

Vendor Account: [] Add []

Vehicle Model: [] Add []

Include Inactive Items:

Search Reset

Select Item

[]

Load Item

Once all the criteria have been entered and added, click the **Search** button at the bottom. The drop-down list will display the part's description, Part Item number, Bin Location, Warehouse, and Vehicle Module.

If only active parts are needed, uncheck the box Include Inactive Items.

2/22/2012

Search Item By

Item Description

Search Item Text Contains:

Add fuel

Filters

Warehouse: [] Add []

Bin Location: [] Add []

Product Class: [] Add []

Vendor Part #: [] Add []

Previous Vendor Part #: [] Add []

Vendor Account: [] Add []

Vehicle Model: [] Add []

Include Inactive Items:

Search Reset

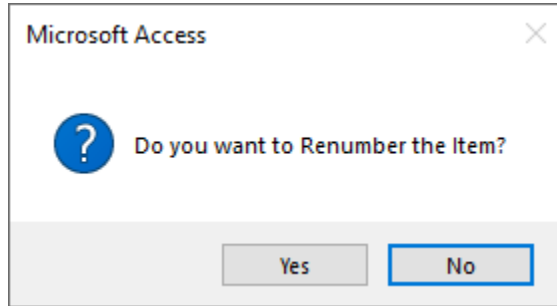
Select Item

[]

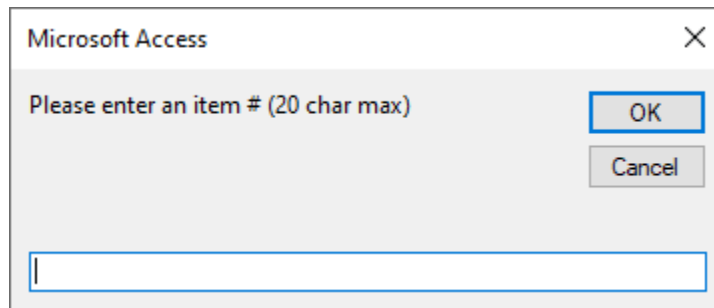
Load Item

Renumber

The following form displays for Item Renumbering.



Click **Yes** to enter the new number that you want the item be changed too and click **ok**. The Renumbering will automatically take place and the master form will open showing the new item number. This will change the number in any open Work orders and Purchase orders.



Notes

This form allows for entry of additional information or notes pertaining to the item. The **Document Code** is selected to identify what kind of note is being added for example are you adding a photo, diagram, description or just user notes about that item that may need to be referenced in the future. Enter a **Reference** to uniquely identify this note addition and can be a date reference or most commonly the name of the person making the note. The **Comments** block will date and time stamp any note entries to help in future research on the item. **Attachments** maybe added and can be in the form of a photo or text document and simply copied and pasted in the attachment block. A **Hyperlink** may also be entered to access a specific web page or to access a file on your computer or Fleet-Net Server. This is also a very good place to attach MSDS for hazardous materials.

 A screenshot of the "Inventory Master Maintenance" form. The form has a header with a logo and the title "Inventory Master Maintenance". Below the header are several fields: "Status: A", "Item #: 0100001747", "Vendor Part #: 135", and "Select Current Date: 9/12/2017". The main body of the form is divided into sections: "Document Code: Photo", "Reference: 09/12/2017", "Comment: digenbaum 9/12/2017 9:42:44 AM", and "Attachment: Bus 100.jpg". At the bottom, there are fields for "Hyperlink:", "Created: digenbaum 9/12/2017 9:42:01 AM FNIN_InventoryMasterForm", and "Updated:". On the right side of the form, there is a vertical menu with buttons: "Master", "Vendors", "Search", "Renumber", "Add New", "Notes", "History", "User", and "Perpetual".

History

The History form is an information only form where no entry or changes can be made in this form and provides historical data on the item usage and costs. The Usage History section shows how many items per month were used or issued in past months, going back up to 12 months. MTD

Totals and YTD Totals will provide you with totals for current month and current year. Current data is provided for comparison to see the current stock level of the item. Usage Prior Fiscal Year provides the total usage from the prior fiscal year.

Inventory Master Maintenance

Status: A Item #: 001452F
 Vendor Part #:
 Select Current Date: 10/30/2022

USAGE HISTORY				MTD TOTALS		YTD TOTALS	
1 Month Ago	0	7 Months Ago	0	Item Usage			
2 Months Ago	0	8 Months Ago	0	Amount Used			
3 Months Ago	0	9 Months Ago	0	BackOrders			
4 Months Ago	0	10 Months Ago	0	Purchases			
5 Months Ago	0	11 Months Ago	0	Min Stk Lvl:	2.00	Qty On Hand	3.00
6 Months Ago	0	12 Months Ago	0	Max Stk Lvl:	4.00	Qty On Order	0.00
Last 12 Mos Total				Avg Cost	\$20.463333	Last Cost	\$21.00

Usage Prior Fiscal Year

User

This allows the user to identify a unique code for tracking information not already being tracked in the item master. Add a new Transaction Code by selecting from the drop-down list. The Field Type will indicate the type of Data you can enter in the Data field.

Inventory Master Maintenance

Status: A Item #: 0100001747 switch door
 Vendor Part #: 135 There are NOTES on this item.
 Select Current Date: 9/29/2017

User Defined Data			
Transaction Code	Field Type	Data	
Bid Date	Date		<input checked="" type="checkbox"/>
Hazardous Clothing Required	Text		<input checked="" type="checkbox"/>
Serial# and Date Of Rebuilt	History		<input checked="" type="checkbox"/>
*			<input checked="" type="checkbox"/>

Click the Green Check box to take you there directly or you can add user defined transaction codes in Modify/Add Misc. List Codes from inventory setup and selecting UserDefinedData Type. Below, is a sample form which shows where to add the code name, up to 50 characters, and in the value enter either Date, Text, or Number for the type of Data that is to be entered in the Data field on the User Defined Data Form.


Modify / Add Misc List Codes

Module: TN
 Type: UserDefinedData

Code	Value
Bid Date	Date
Core Charge	Number
Date Quoted	History
Expiration Date	Date
Hazardous Clothing Required	Text
Location	Text
Serial# and Date Of Rebuilt	History
Vendor Quoted	History

Perpetual

Perpetual Item Inquiry tracks all transactions of inventory items. This feature provides a complete audit trail by item number, date and transaction type. The inquiry function allows a user to look up the information without the ability to add or modify the information.



Inventory Master Maintenance

Status: A Item #: 0100001747 switch door

Vendor Part #: 135 There are NOTES on this item.

Select Current Date: 9/29/2017

Perpetual Item Inquiry

From: 1/1/2017 To: 9/16/2017

Ordered

Receipts

Order Cancellation

Backorder

Purchase Adjustment

Usage Adjustment

Issues

Invoiced

Invoice Cancellation

Finished Goods

Return To Inventory

Transfers

Physical Inventory Deviations

All Transactions

Tran Date	Quantity	Unit Cost	Extended Cost	Ref Code	Ref #	Veh #	Vendor	Tran Description
9/11/2017	-1.00	83.333300	(\$83.33)	IN				Usage Adjustment
8/30/2017	1.00	50.000000	\$50.00	PO	G0001538-000		10	Receipts
7/25/2017	20.00	85.000000	\$1,700.00	IN	01			Physical Inventory
7/18/2017	1.00	50.000000	\$50.00	PO	00099999-000		10	Order Cancellation
7/18/2017	1.00	50.000000	\$50.00	PO	00099999-000		10	Ordered
7/17/2017	1.00	50.000000	\$50.00	PO	G0001538-000		10	Ordered
6/7/2017	2.00	50.000000	\$100.00	PO	77777777-000		12	Ordered
6/7/2017	-1.00	-50.000000	\$50.00	IN	00123456			Purchase Adjustment
6/7/2017	5.00	50.000000	\$250.00	PO	G0001531-000		12	Ordered
6/7/2017	2.00	50.000000	\$100.00	PO	G0001532-000		11	Ordered

Record: 14 of 32 No Filter Search

Master

Vendors

Search

Renumber

Add New

Notes

History

User

Perpetual

When clicking the **perpetual** button this form allows for selection of inquiry criteria from date range and types of transactions, to minimize or narrow the search for more specific information. **All Transactions** can also be checked to view all activity ever transacted on this item for the date range you select. Once you have selected the inquiry criteria, click the **Display Transaction** button to view the transactions. If selecting **All Transactions** it is not necessary to click on the **Display Transaction** button, transactions will display automatically. The **Print** button will print to screen the transactions in report form. If a hard copy needs to be printed, simply use your file print option to print to your printer.

Physical Inventory indicates the deviation that was created during the inventory cycle. The actual last count is displayed on the master.

Calculate Min/Max Levels

This feature makes it easy to maintain, modify and update the Minimum and Maximum Stock Levels for reordering.

Re-Calc Min / Max Stock Level

Enter # of months for maximum level

Show New Min/Max

Update Master Table

Item #	Min Stock Level	Max Stock Level	New Min	New Max	Print
			0	0	
00-00838-410	0.00	0.00	0	0	
000490F	0.00	0.00	0	0	
000502F	2.00	6.00	0	0	
000570F	0.00	0.00	0	0	
000578F	0.00	0.00	0	0	
000633F	0.00	0.00	0	0	
000634F	0.00	0.00	0	0	
000661F	1.00	1.00	0	0	

Record: 1 of 10500 No Filter Search

The Fleet-Net system will analyze the usage for the previous number of months selected. When selecting **Show New Min/Max** button, each item will display with current Min/Max levels and the new recommended Min/Max levels, which may be changed by the user and do not have to be accepted. The user may change stock levels based on knowledge of future business needs or various other reasons.

For example: If 12 is selected for # of Months and it is currently September 2017 then Fleet-Net will use the data from the last 12 months or September 2016 through September 2017. At this point, the new levels may be adjusted or accepted as they are.

To affect the new changes click on the **Update Master Table** and the new min and max levels will update to the item masters.

If no changes are desired at this time, click on the Fleet-Net icon to close and no update will take effect.

Reset Bid Flag

Once RFBs (Request for Bids) have been received back from the vendors, a determination can be made as to which vendor has given the best deal on a particular item(s). Once this is done, a vendor will be selected, and the **Reset Bid Flag** will be selected for the chosen vendor to whom the company will do business. Usually on an annual basis, vendors are asked to submit new bids, when this happens the bid flags may need to be changed, set or re-set for the vendors, Reset Bid Flag is the method of setting this flag.

Reset Bid Flag

Date

All Vendors OR Select Vendor

All Items OR Select Item #

Reset Bid Flag

Yes
 No

Reset Bid Flag
Search

Select the date and select the selection criteria for vendors and items. Select **yes** to have the flags set to select the Bid flag and Bid date for the selected criteria. Select **No** to unselect the Bid flag and Bid date for the selected criteria.

Once all the parameters are selected, click the **Reset Bid Flag button** to execute.

Note: If items or vendors do not appear in the drop-down list, it is because there are no items or vendors selected as current Bid items or Bid vendors.

Purge Perpetual Data

Use this Purge feature with **CAUTION**. The only dates that will be available to choose from in the Select Purge Date field show dates of previous physical inventory periods. Data cannot be purged in the middle of two physical inventory periods in order to assure that there is enough data remaining to calculate the Inventory Value Report, which uses the physical inventory dates to calculate data. This is discussed earlier in this document.

Note: Once purged, the transactions can no longer be accessed.

Purge Perpetual File

Select Purge Date

Start Purge

Select a Purge Date and click on the **Start Purge button**. A message of confirmation will be displayed and all data prior to the selected date will be purged.


Delete Obsolete Parts

This menu item should only be assigned to Managers/Supervisors. The only parts that will be available for selection from the drop-down list will be those that meet the following criteria:

- The Part is flagged as Inactive and
- The Quantity on Hand is zero and
- The Quantity on Order is zero

Delete Inventory Part

Note: For individual items the status must be inactive or obsolete, quantity on order must be zero, quantity on hand must be zero. For the warehouse option all items will be deleted as long as item status is obsolete (quantity on order and on hand are ignored).



Item #:

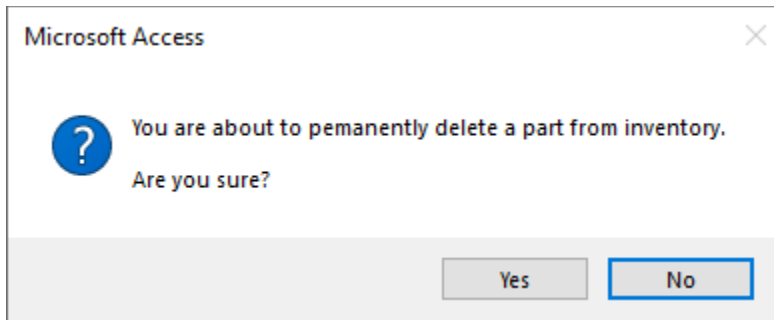
Quantity On Hand:

Quantity On Order:

Warehouse:

Delete

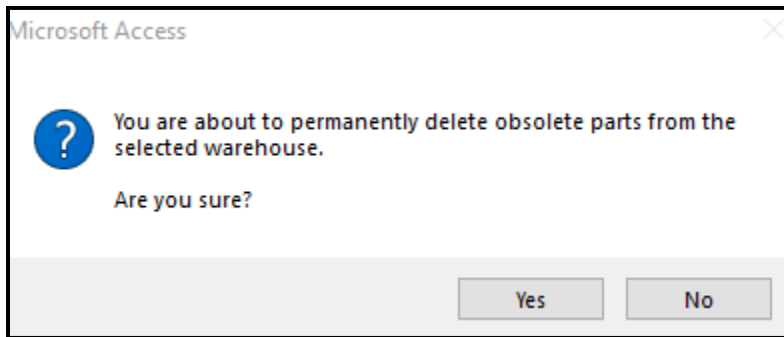
Select the part to be deleted from the drop-down list. Click **Delete** the following confirmation message displays:



Click **yes** to continue **No** to cancel. If Yes was selected the following confirmation message displays:




Use the Warehouse option with care. This will delete all items with a status of O, even if there is stock on hand or on order. When you choose the warehouse and hit start, you will receive this message.



Inventory Inquiries & Reports

Fleet-Net provides Inquiries and Reports for audit and tracking purposes. Additional reports may be written in Access to support user needs. Below is a sample Inquiries and Reports menu. These are for inquiry purposes therefore no changes can be made to the records.

Inventory Inquiries & Reports		
1	Item Inquiry	?
2	Perpetual Item Inquiry	?
3	Vendor OEM# Inquiry	?
4	Inventory Reports	?
5	Inventory Value Report	?
6	Obsolete Parts Report	?
16	Return to Previous Menu	?



Item Inquiry

The Inventory Master Inquiry works the same way as Inventory Master Maintenance with one exception, in Inquiry is information that is viewable only and cannot be changed. This provides a look-up feature to view the Item Master information without having the capabilities to add or change any of the information.

Note: This form is almost identical to the Item Master form, however, cannot be changed, modified, deleted or renumbered.

Select the Item from the **Item** or **OEM #** drop-down list and the current Inventory Master information will display for the specific Item.

Inventory Master Inquiry

Status:

Item:

OEM#: There are NOTES on this item. Select Current Date:

Item: Description:

Product Class Code: Type: Status: Unit of Measure:

Min Stock: Max Stock: Units Per Pack:

Last Count: Count Date:

Inventory Cycle: Hazardous:

Commodity Code:

Comment:

Updated:

Master

Vendors

Search

Notes

History

Perpetual

Warehouse	Bin Location
01	12
*	

Vehicle Model
06 ORION
*

Substitute Item #	Preference
TEST123	1
*	

Vendors

To see Vendor information for the selected item, click on the **Vendors** button.

Inventory Master Inquiry

Status:

Item:

OEM#: There are NOTES on this item. Select Current Date:

Vendor #:

Vendor Part #: Description: U/M:

Previous Part #: Last Unit Cost: Bid Item Bid Date:

Last PO Date	Last Qty Recd	Last PO #	Last Received	Lead Time
7/17/2017	1.00	G0001538	8/30/2017	44

Vendor #:

Vendor Part #: Description: U/M:

Previous Part #: Last Unit Cost: Bid Item Bid Date:

Last PO Date	Last Qty Recd	Last PO #	Last Received	Lead Time
6/7/2017	1.00	77777777	6/7/2017	0

Master

Vendors

Search

Notes

History

Perpetual

Note: Selecting the Master Button at any time will return you back to the master inquiry screen.

Search

Select from the **Search Item By** drop-down list to set the search parameters. The options are Item Description and Vendor Description.

2/22/2012

Search Item By

Item Description

Search Item Text Contains:

Add

Filters

Warehouse: Add

Bin Location: Add

Product Class: Add

Vendor Part #: Add

Previous Vendor Part #: Add

Vendor Account: Add

Vehicle Model: Add

Include Inactive Items:

Search

Reset

Select Item

Load Item

Enter key word in Search Item Text Contains: field and click **Add**. If more data is desired to narrow the search, like Product Class, etc. these can be typed in or chosen by the drop-down and added to the search via the **Add** button. Once all criteria has been entered and added, click the **Search** button at the bottom. The drop-down list will display the part, Item number, Bin Location, Warehouse, and Vehicle Module.

If only active parts are needed, uncheck the box Include Inactive Items.

2/22/2012

Search Item By

Item Description

Search Item Text Contains:

Add fuel

Filters

Warehouse: Add

Bin Location: Add

Product Class: Add

Vendor Part #: Add

Previous Vendor Part #: Add

Vendor Account: Add

Vehicle Model: Add

Include Inactive Items:

Search

Reset

Select Item

Load Item

Notes

Another feature available from the 'Inventory Master Inquiry' form is the **Notes** button. This feature maintains a Hyperlink, Document or Notes attached to an Item, originally created at the Item Master level. Selecting the Document Code, you can view the different notes and attachments for the selected item. Remember you can't make any changes or make additions here; this is only for inquiry purposes only.

Inventory Master Inquiry

Status: A Item #: 0100001747

Vendor Part #: 135

Select Current Date: 9/12/2017

Document Code: Photo Reference: 09/12/2017

Comment: djigenbaum 9/12/2017 9:42:44 AM:

Attachment: Bus 100.jpg

Hyperlink:

Created: djigenbaum 9/12/2017 9:42:01 AM FNIN_InventoryMasterForm

Updated:

Master
Vendors
Search
Renumber
Add New
Notes
History
User
Perpetual

History

History of each item can be viewed when clicking the **History** button. The form below shows a sample History form. The Usage History section shows how many items per month were used or issued in past months, going back up to 12 months. MTD Totals and YTD Totals will provide you with totals for current month and current year. Current data is provided for comparison to see the current stock level of the item. Usage Prior Fiscal year provides the total usage from the prior fiscal year.

Inventory Master Inquiry

Status: A

Item: 001452F SWITCH, LAMP TEST (DPDT SLD)

OEM#:

Select Current Date: 10/30/2022

USAGE HISTORY

1 Month Ago	0	7 Months Ago	0
2 Months Ago	0	8 Months Ago	0
3 Months Ago	0	9 Months Ago	0
4 Months Ago	0	10 Months Ago	0
5 Months Ago	0	11 Months Ago	0
6 Months Ago	0	12 Months Ago	0
Last 12 Mos Total		0	

MTD TOTALS

Item Usage	
Amount Used	
BackOrders	
Purchases	

YTD TOTALS

Qty On Hand	3.00
Qty On Order	0.00
Avg Cost	\$20.463333
Last Cost	\$21.00

Min Stk Lvl: 2.00 Max Stk Lvl: 4.00

Usage Prior Fiscal Year:

Master
Vendors
Search
Notes
History
Perpetual

Perpetual

When clicking the **perpetual** button this form allows for selection of inquiry criteria from date range and types of transactions, to minimize or narrow the search for more specific information. **All Transactions** can also be checked to view all activity ever transacted on this item for the date range you select. Once you have selected the inquiry criteria, click the **Display Transaction** button to view the transactions. If selecting **All Transactions** it is not necessary to click on the **Display Transaction** button, transactions will display automatically. The **Print** button will print to screen the transactions in report form. If a hard copy needs to be printed simply, use your file print option to print to your printer

Inventory Master Inquiry

Status: A
 Item #: 0100001747 switch door
 OEM#: Select Current Date: 9/29/2017

Perpetual Item Inquiry

From: 1/1/2017 To: 9/16/2017

Ordered
 Receipts
 Order Cancellation
 Backorder
 Purchase Adjustment
 Usage Adjustment
 Issues
 Invoiced
 Invoice Cancellation
 Finished Goods
 Return To Inventory
 Transfers
 Physical Inventory Deviations
 All Transactions

Display Transaction Print

Tran Date	Quantity	Unit Cost	Extended Cost	Ref Code	Ref #	Veh #	Vendor	Tran Description
9/11/2017	-1.00	83.333300	(\$83.33)	IN				Usage Adjustment
8/30/2017	1.00	50.000000	\$50.00	PO	G0001538-000		10	Receipts
7/25/2017	20.00	85.000000	\$1,700.00	IN	01			Physical Inventory
7/18/2017	1.00	50.000000	\$50.00	PO	00099999-000		10	Order Cancellation
7/18/2017	1.00	50.000000	\$50.00	PO	00099999-000		10	Ordered
7/17/2017	1.00	50.000000	\$50.00	PO	G0001538-000		10	Ordered
6/7/2017	2.00	50.000000	\$100.00	PO	77777777-000		12	Ordered
6/7/2017	-1.00	-50.000000	\$50.00	IN	00123456			Purchase Adjustment
6/7/2017	5.00	50.000000	\$250.00	PO	G0001531-000		12	Ordered
6/7/2017	2.00	50.000000	\$100.00	PO	G0001532-000		11	Ordered

Record: 1 of 32 No Filter Search

Perpetual Item Inquiry

Perpetual Item Inquiry tracks all transactions of inventory items. This feature provides a complete audit trail by item number, date and transaction type. The inquiry function allows a user to look up the information without the ability to add or modify the information.

Perpetual Item Inquiry

Status: A
 Item #: From: To:

Ordered
 Receipts
 Order Cancellation
 Backorder
 Purchase Adjustment
 Usage Adjustment
 Issues
 Invoiced
 Invoice Cancellation
 Finished Goods
 Return To Inventory
 Transfers
 Physical Inventory Deviations
 All Transactions

Display Transaction Print

Vendor OEM # Inquiry

The Vendor OEM Xref (cross reference) Inquiry provides a look-up feature to view all the Vendors information for a specific Item #.

Vendor OEM Xref Inquiry

Status: A Item: 001452F SWITCH, LAMP TEST (DPDT SLD)

Vendor #: N2290 NEW FLYER INDUSTRIES

Vendor Part #: 001452 Description: DPDT SLD LAMP TEST SWITCH U/M: EA

Previous Part #: Last Unit Cost: 21.0000 Bid Item Bid Date:

Last PO Date	Last Qty Recd	Last PO #	Last Received	Lead Time
4/2/2003	4.00	051481	4/14/2003	12

Note: This form is identical to the Vendor sub-form in the Item Master, however, cannot be changed, modified or deleted.

Select the Item desired from the drop-down list and the Vendor information will populate below.

Inventory Reports

This feature creates Inventory Reports that may be printed or viewed. The following reports available via this form are as follows: **History Analysis, Analysis Listing, Inventory Item Listing, Extended Price Book and Inventory Listing.**

Select the report from the drop-down.

The Select Date field will have the current date populated however; you can change this to a previous date. An example of this would be if you wanted a history analysis report but did not want to include the current period, simply use the calendar button to select a date prior. The report will report on all data prior to that date.

Select the selection criteria and date range or check the **All Items** checkbox. Then simply click the **Show Report** button to view your report.

Analysis Listing Report

This report provides a snap shot detailed analysis of the transactions for each item or specified inventory items in the selection criteria, as of the Select Date. Based on the activity of the item, a message with suggestions for changing Min/Max stock levels may appear. See sample below. To print hard copies of any report simply maximize the report screen and select print from your file menu to send it to your local or network printer. This report is sorted by the last vendor order from.

Analysis Listing Report																
Qty On-Hand	Qty On-Order	Last P/O Date	Min Level	Max Level	Days Lead	Order Pack	#Mo Active	Avg Use /Mo	Wtd Avg Use/Mo	Times B/O YTD	Times B/O MTD	Days Turn Arnd	Days Sply Onhand	Days Sply Avail	Recom Purch Qty	Purch Reason Min Ld Stk Tm
Item # 000594																
2	0		0	0	0	0										0
Description switch-das h w/ch lft: 601-604																
UOM EA																
VendorName																
Bin Location ?																
Item # 0101000004																
8	0		0	1	0	0	2	2	1.48							0
Description a/c turnbuckle																
UOM EA																
VendorName																
Bin Location 6																
Item # 0101000005																
3	0		0	0	0	0										0
Description a/c rod end turnbuckle 3/4 rh																
UOM EA																
VendorName																
Bin Location 12																
Item # 0101000024																
22	2		1	3	0	1	2	10	10.84							0
Description a/c o ring																
UOM EA																
VendorName																
Bin Location 10																

Calculations for this report:

- The last Purchase Order date is not printed if there is no quantity on order.
 - The H & L flags after the minimum & maximum quantities let the user know if these quantities should be changed.
 - If the minimum quantity is less than 75% of the daily average usage times the lead time the minimum quantity is flagged as low.
 - If the maximum quantity is greater than 1½ times the daily average usage times the lead time, the minimum quantity is flagged as high.
 - If the maximum quantity is less than the daily average usage times lead time it is flagged as low.
 - If the maximum quantity is greater than 5 times the daily average usage times the lead time it is flagged as high.
- The weighted usage is based on giving the present month a weight of 1 and each month proceeding receiving a weight of 1 less. In other words, 1 month ago has a weight of 12, 2 months ago a weight of 11.
- Day's turnaround minimum/maximum is an average of the minimum & maximum divided by the average daily usage.
- The purchase reason tells how the purchase quantity was arrived at, either by the available quantity falling below the =MIN or by not having at least a week of stock =LT.
- The purchase quantity is calculated from the quantity available plus on order and is first divided by the sales unit to get number of packages, then multiplied by sales unit to get total units rounded to whole packages.

History Analysis Report

This report lists all items and does not offer a range of items. This report displays the last 12 months of activity. The Select Date is used as the most recent date and displays the 12-month previous history. Below is a sample.

History Analysis Report													
Item #	Description	-----Monthly Activity-----											
		Sep-2017	Aug-2017	Jul-2017	Jun-2017	May-2017	Apr-2017	Mar-2017	Feb-2017	Jan-2017	Dec-2016	Nov-2016	Oct-2016
	Prev Y.T-D	Curr Y.T-D	Curr M.T-D										
0100001747	switch door			-1	0	0	0	0	0	0	0	0	0
	Quantity	-1	-1										
	\$ Cost	(\$83.33)	(\$83.33)										
0101000003	a/c dehydrators			0	0	0	2	2	0	0	0	0	0
	Quantity	0	0										
	\$ Cost	\$0.00	\$0.00										
0101000004	a/c tumbuckle			0	2	0	1	0	0	0	0	0	0
	Quantity	2											
	\$ Cost	\$13.30											
0101000024	a/c o ring			9	0	0	0	12	0	0	0	0	0
	Quantity	9	9										
	\$ Cost	\$17.10	\$17.10										

Inventory Item Listing Report

This report provides item information that is found in the Inventory Master, in addition, can be used as a quick reference for Min/Max stock levels, among other usages. See Sample below.

Inventory Item Listing									
Item #	Item Description	UM	Last Cost	Avg Cost	Quantities				
0100001747	switch door	EA	50.0000	83.3333	Min	10	On Hand	20.00	
	Product Class BP				Max	20	On Order	14.00	
							Qty/Pkg:	0	
	Warehouse/Bin:	01 12							
	Models compatible with:	06 ORION							
0101000001	pump rebuild kit	KT	50.5000	850.2100	Min	0	On Hand	5.00	
	Product Class BP				Max	0	On Order	2.00	
							Qty/Pkg:	0	
	Warehouse/Bin:	01 1							
	Models compatible with:	06 ORION 2008 F250							
0101000002	fan assy radiator cooling	EA	300.0000	785.3600	Min	0	On Hand	3.00	
	Product Class BP				Max	0	On Order	9.00	
							Qty/Pkg:	0	
	Warehouse/Bin:	01 5							
	Models compatible with:								

Extended Price Book Report

The Extended Price Book provides a listing of all items and includes such information as Unit and Extended Cost. As a very efficient auditing tool, it is recommended that this report be run before every physical inventory as well as after. The difference of the two reports should be matched to the Deviation Report.

Extended Price Book							
Item #	PC	Description	UOM	Qty On Hand	Avg Unit Cost	Extended Cost	
0100001747	BP	switch door	EA	20	83.33	1,666.67	
0101000001	BP	pump rebuild kit	KT	5	850.21	4,251.05	
0101000002	BP	fan assy radiator cooling	EA	3	785.36	2,356.08	
0101000003	BP	a/c dehydrators	EA	5	235.53	1,177.65	
0101000004	BP	a/c turnbuckle	EA	8	6.65	53.20	
0101000005	BP	a/c rod end turnbuckle 3/4 in	EA	2	43.77	87.54	
0101000024	BP	a/c o ring	EA	21	1.90	39.90	
0101000030	BP	car radiator	EA	2	891.20	1,782.40	
0101000047	BP	relief valve	EA	9	5.88	52.92	
0101000048	BP	heater valve repair kit	KT	1	129.87	129.87	
0101000050	BP	low pressure cut off switch	EA	10	63.00	630.00	

Inventory Value Report

The Inventory Value Report provides a report containing the dollar value of the inventory for the date requested. The information is available at Summary or Detail level.


The method that is used to calculate the quantity and value is as follows



1. The system looks at the From date selected by the user, i.e., Jun 1st
2. Then finds the last **FULL** physical inventory prior to the From date, In this case, May 1st.



3. Then the system adds all the transactions that occurred from the last physical inventory date (May 1st), to the “from” date (Jun 1st) the user selected.
4. This new amount will be used as the Beginning Balance.
5. For example:
 - a. May 1st, last Physical Inventory = \$41,000.00
 - b. Transactions from May 2nd through May 31st = \$20,000.00
 - c. Total Inventory value as of June 1st = \$61,000.00

\$61,000.00 is now used as the Beginning Balance for the report.
6. Then the system calculates all the new transactions that have occurred during the year from date (Jun 1st) through to the end date (Jun 30th) and these are the Total Transactions that have taken place.
7. When the **Detail** box is checked a separate section appears at the bottom of the report showing detail of all these transactions.
8. Fleet-Net then adds the Total Transactions to the new Beginning Balance to get the Ending Balance.

Inventory Value Reports



From  To 

All Items Status:  OR Select Item # 

Details

VSN: 0906.0001 [9/19/2022]

Select a “**From**” and “**To**” date range for which the value will be displayed.

Select the **All Items** checkbox or select a single Item # from the drop-down list.

If selecting the **Details** checkbox the report will display the Beginning Balance, Ending Balance in addition to all the transactions in between.

The following is a copy of a sample report in Summary and Detail form.

Inventory Value Report

Item#	All	
	QTY	AMOUNT
Beginning Balance	1603	\$10,173.43
Invoice/Receipts	572	\$3,406.95
Issues	4163	\$9,843.78
Usage Adjustments	-447	(\$744.22)
Purchase Adjustments	3503	\$5,937.50
Finished Goods	0	\$0.00
Return To Inventory	0	\$0.00
Phys Inv Deviations	-1	(\$1.89)
Total Transactions	-536	(\$1,245.44)
Ending Balance	1067	\$8,927.99

Detail Report

Inventory Value Report						
Item#	All					
	QTY	AMOUNT				
Beginning Balance	1603	\$10,173.43				
Invoice/Receipts	572	\$3,406.95				
Issues	4162	\$9,821.70				
Usage Adjustments	-447	(\$744.22)				
Purchase Adjustments	3503	\$5,937.50				
Finished Goods	0	\$0.00				
Return To Inventory	0	\$0.00				
Phys Inv Deviations	-1	(\$1.89)				
Total Transactions	-536	(\$1,223.36)				
Ending Balance	1068	\$8,950.07				

Item #	Description	Transaction Date	Ref Number	Transaction Description	Quantity	Extended Cost
AA12112	Airfile r Orlov B us	5/17/2005	1V0000004	ISSUE	1.00	\$17.50
AA12112	Airfile r Orlov B us	6/3/2005	1V0000024	ISSUE	1.00	\$17.50
AA12112	Airfile r Orlov B us	7/12/2005	1V0000028	ISSUE	1.00	\$17.50
AA12112	Airfile r Orlov B us	5/17/2005	66000200	INVOICED	10.00	\$175.00
AA12112	Airfile r Orlov B us	5/17/2005	66000201	INVOICED	10.00	\$175.00
GA100	Unloaded file	5/17/2005	0002	PURCHASE ADJUSTMENT	750.00	\$1,125.00
GA100	Unloaded file	5/18/2005	0518001	USAGE ADJUSTMENT	-97.60	(\$146.40)
GA100	Unloaded file	5/17/2005	Service	ISSUE	13.00	\$19.50
GA100	Unloaded file	5/18/2005	Service	ISSUE	26.50	\$39.75

Note: Please remember that with the Inventory Value Report the Beginning Balance is obtained from calculating the last full physical inventory plus any transactions that have transpired, up to the Beginning Date selected in the selection criteria for the report


Obsolete Parts Report



This report can be used to determine any parts that have not been issued for the date range selected. Example if looking for all parts not used in a calendar year the Start Date: 01-01-XXXX and the End Date: 12-31-XXXX



The system will populate a list of all parts with quantities on hand, that have not been issued on a work order during that date range.

The report should include any inactive item numbers if they check Include Inactive Items. The report should include all parts not used with 0 quantity if they check the Include Zero on Hand.


Obsolete Inventory Report



Start Date: 
End Date: 

Start Warehouse: 
End Warehouse: 

(Leave Warehouse Range Blank For All)

Status:  (Leave Status Blank For All)

Include Zero On Hand



Field	Description
Start Date	Enter a start date to be used as a starting point for the report
End Date	Enter an end date to be used as an ending point for the report
Start Warehouse	Enter or select a warehouse to start with
End Warehouse	Enter or select a warehouse to end with
Include Inactive Items	Utilized to either include or exclude inactive parts
Status	Leave Status blank for All
Include Zero On Hand	Utilized to either include or exclude parts with zero qty on hand

Selecting the **print button** will display a report based on criteria entered.



Obsolete Inventory Report						
Bin	Part Number	Part Description	Qty On Hand	Average Cost	Current Value	
Warehouse: 01						
?	000594	switch-dash w/ch lift 601-604	2	\$450.00	\$900.00	
1	0101000001	pump rebuild kit	6	\$850.21	\$5,101.26	
10	0101000024	a/c o ring	22	\$1.90	\$41.80	
10	0101000053	diffuser	1	\$4.09	\$4.09	
10	0101000081	heater valve	10	\$63.23	\$632.30	
10	0101000091	heater valve adapter	5	\$2.99	\$14.95	
10	0101000794	latch, battery door	8	\$65.32	\$522.56	
10	0101001281	fitting	8	\$5.15	\$41.20	

Auto Re-Order

The Auto Re-Order function creates recommendations for replenishing inventory quantities using Min/Max stock levels set in the Inventory Master. The system recommendations can be adjusted at any time. Once order quantities have been adjusted to desired levels, Purchase Orders can be generated, which can be modified in Purchase Order Entry.

Auto-Reorder Select Warehouse: 
 Select Vendor: 

Use vendor with lowest cost
 Use last vendor purchased from
 Contract Items
 Reorder if less than minimum
 Use vendor with shortest Lead Time
 Items with no vendor #
 Bid Items
 Reorder if less than or equal to minimum

The Select Warehouse and the Select Vendor fields are optional search criteria and if left blank the re-order will include all items with active status.

Select Vendor Category, either *Use Vendor with lowest cost*, *Use Last Vendor purchased*, *Use Vendor with shortest lead-time* or *Items with no vendor*.

Bid Items can be selected as a search criterion or combined with another selection.

Must select either Reorder if (min stock is) Less than minimum or Reorder if (min stock is) less or equal to minimum.

The following table provides a description of the button functions available on the Auto Re-order form.

Button	Description
Reorder Calculation	Once the warehouse and vendor information is selected, click on Reorder Calculation. This will display the suggested reorder information, at which time the Last Cost, Quantity To Order and Vendor information (last purchased) can be changed.
Modify Reorder List	Editing the list is done here, changing quantities, etc. After creating the Auto Reorder listing through Reorder Calculation, the user can leave the system, come back another time, click on this button and continue with the process.
Suggested Reorder Report	This button creates a report from the Modify Reorder List which can be viewed on screen or hard copy printed.
Report By Vendor	This button creates the same report as above, however, is sorted by Vendor.
Generate Purchase Orders	This button will transfer the reorder information to purchasing and create appropriate Purchase Order Requisitions, which can be modified in PO.

Reorder Calculation

When executing the **Reorder Calculation**, the following form displays.

Auto-Reorder Select Warehouse: X

Select Vendor:

Use vendor with lowest cost
 Use last vendor purchased from
 Reorder if less than minimum
 Use vendor with shortest Lead Time
 Items with no vendor #
 Bid Items
 Reorder if less than or equal to minimum

Item #	Description	On Order	On Hand	Min Stock Level	Max Stock Level	Last Cost	Qty To Order
TiresTest	TireTest	1	5	20	30	\$280.32	24 EA
Vendor #: AA123456 <input checked="" type="checkbox"/> AA Auto Parts				Vendor UOM Conversion: 24 EA		Total Cost: \$6,727.68	
OEM #: 444							
* Vendor #: <input type="text"/> <input checked="" type="checkbox"/>				Vendor UOM Conversion:		Total Cost:	
OEM #: <input type="text"/>							

Reorder Calculation
Modify Reorder List
Suggested Reorder Report
Report by Vendor
Generate Purchase Orders

When clicking the **Green Check box** beside the vendor #, on the auto re-order form above, the following form will display vender specific information and giving last order information.

Inventory Master Maintenance

Item #: TiresTest TireTest

Vendor Part #: 444

Select Current Date: 5/28/2019

Vendor #: AA123456 <input checked="" type="checkbox"/> AA Auto Parts	Description: 444	U/M: EA <input checked="" type="checkbox"/>
Vendor Part #: 444	Last Unit Cost: 280.3200	Bid Item: <input type="checkbox"/> Bid Date: 5/2/2019
Previous Part #: <input type="text"/>	Last PD Date: 9/27/2018	Last Qty Recd: 2.00
Last PD Date: 9/27/2018	Last PO #: 10000326	Last Received: 9/27/2018
Lead Time: 0		
Vendor #: V0386 <input type="checkbox"/> Goodyear Tire & Rubber Company	Description: 16-40-G42	U/M: EA <input checked="" type="checkbox"/>
Vendor Part #: 1234	Last Unit Cost: 280.3200	Bid Item: <input type="checkbox"/> Bid Date: 5/2/2019
Previous Part #: 1234	Last PD Date: 4/23/2018	Last Qty Recd: 4.00
Last PD Date: 4/23/2018	Last PO #: 10000250	Last Received: 4/23/2018
Lead Time: 0		
* Vendor #: <input type="text"/> <input type="checkbox"/>	Description: <input type="text"/>	U/M: <input type="text"/> <input checked="" type="checkbox"/>
Vendor Part #: <input type="text"/>	Last Unit Cost: <input type="text"/>	Bid Item: <input type="checkbox"/> Bid Date: <input type="text"/>
Previous Part #: <input type="text"/>	Last PD Date: <input type="text"/>	Last Qty Recd: <input type="text"/>
Last PD Date: <input type="text"/>	Last PO #: <input type="text"/>	Last Received: <input type="text"/>
Lead Time: <input type="text"/>		

Record: 1 of 2 | No Filter | Search

Changes may be made to the Qty to Order, Vendor and OEM# before PO generation is started.

The following table provides explanation of the fields on the Auto Re-order form.



Field	Description
Item #	Once criteria are selected, all inventory items will appear that satisfy the criteria specified. Double clicking this field will link back to the Inventory Master form.
Description	Item description defaults from the item number created in the Inventory Master Maintenance function.
On Order	This field is system generated from the quantities that have been ordered via Purchase Orders and have not been received.
On Hand	This field is system generated and represents the quantity on hand in the inventory master.
Min Stock Level	This field is system generated and represents the minimum stock level for the specific item. This field cannot be changed in Auto Reorder.
Max Stock Level	This field is system generated and represents the maximum stock level for the specific item. This field cannot be changed in Auto Reorder.

Last Cost	This field is system generated and represents the last purchased price and can be changed in Auto Reorder to reflect the expected unit cost on the PO that will be created from the Auto Reorder process.
Qty To Order	In this field the system generates a recommended reorder quantity based on the following methodology: If on hand quantity is less than minimum stock level then Qty To Order will equal maximum stock level less any current on hand quantity. This can be manually adjusted to a different desired quantity.
Vendor #	The Vendor will already be displayed according to the criteria selected when the Reorder was Calculated. If no Vendor is selected then one must be selected and this can be done from the drop-down list. The vendor name will auto populate in the next field to the right. This is required before generating a PO.
Vendor UOM Conversion	This field displays the quantity to order and the vendor UOM which was set up for this item. This quantity, UOM and total cost will be on the PO when generated.
OEM #	The OEM # will auto populate if the item had been ordered before. If not, enter the Vendor OEM #. This is required before generating a PO.
Total Cost	This is the extended cost, which is comprised of the Last Cost multiplied by the Qty To Order.

Suggested Reorder Report

Auto-Reorder Select Warehouse: Select Vendor:

Use vendor with lowest cost
 Use last vendor purchased from
 Contract Items
 Reorder if less than minimum
 Use vendor with shortest Lead Time
 Items with no vendor #
 Bid Items
 Reorder if less than or equal to minimum

Fleet-Net Corporation Suggested Reorder Report										
Item #	Vendor #	OEM #	Description	On Order	On Hand	Min Stock Level	Max Stock Level	Last Cost	Reorder	Total Cost
010102010	M1508	010102010	ANTI-SWAY BAR	0	0	1	1	\$23.27	1	\$23.27
Vendor Name: MO HAWK MFG & SUPPLY CO			Wh/EIn Location: 1	1-C3-FLR						
010102021	01809	010102021	NUT SWAY BAR LINK	0	1	4	8	\$16.40	1	\$14.79
Vendor Name: DAIMLER/CHRYSLER COMMERC			Wh/EIn Location: 1	1-13-6-5						
010212511	N0102	010212511	BRAKE CHAMBER	0	2	3	6	\$116.92	4	\$467.68
Vendor Name: NORTH AMERICAN BUS IND.,			Wh/EIn Location: 1	1-C3-14						
011009580	U1422	011009580	W/S WASHER PUMP	0	4	5	8	\$10.66	4	\$42.64
Vendor Name: MCI SERVICE PARTS INC.			Wh/EIn Location: 1	1-07-A-4						
011230506	N0102	011230506	BRAKE RELAY R-14 REAR	0	1	3	4	\$87.92	3	\$173.76
Vendor Name: NORTH AMERICAN BUS IND.,			Wh/EIn Location: 1	1-07-C-4						
011239408	M2114	011239408	PRESSURE REGULATOR 85PSI	0	2	4	6	\$45.15	4	\$180.60
Vendor Name: MUNCIE RECLAMATION & SUP.			Wh/EIn Location: 1	1-07-B-2						
011815511	U1422	011815511	RUBBER HOOD FASTENERS	0	4	7	12	\$1.75	8	\$14.00
Vendor Name: MCI SERVICE PARTS INC.			Wh/EIn Location: 1	1-07-B-3						

Report by Vendor

Auto-Reorder Select Warehouse:

Select Vendor:

Use vendor with lowest cost Use last vendor purchased from

Use vendor with shortest Lead Time Items with no vendor #

Contract Items Reorder if less than minimum

Bid Items Reorder if less than or equal to minimum

Reorder Calculation

Modify Reorder List

Suggested Reorder Report

Report by Vendor

Generate Purchase Orders

Fleet-Net Corporation
Suggested Reorder Report by Vendor

Item #	Vendor #	Vendor Name	OEM #	Description	On Order	On Hand	Min Stock Level	Max Stock Level	Last Cost	Reorder	Total Cost
A 1908 AMERICAN MOVING PARTS											
4592XXX			4592XXX	BRAKE SHOES REAR TRIPLE X	0	2	5	11	\$86.85	9	\$781.65
Wh/Bn Location: 1 1-R-FLOOR											
R010433904			010433904	STEERING GEAR BOX ORIGN	0	0	1	1	\$708.35	1	\$708.35
Wh/Bn Location: 1 1-C1-A3											
										Total Cost By Vendor	\$1,490.00
B0117 BARBER FORD											
PR6-HD			PR6-HD 102200	TRANSMISSION E-450 CUT-AWAY	0	0	1	1	\$2,333.56	1	\$2,333.56
Wh/Bn Location: 1 1-C1-A1											
										Total Cost By Vendor	\$2,333.56

Generate Purchase Orders

Auto-Reorder Select Warehouse:

Select Vendor:

Use vendor with lowest cost Use last vendor purchased from

Use vendor with shortest Lead Time Items with no vendor #

Contract Items Reorder if less than minimum

Bid Items Reorder if less than or equal to minimum

Reorder Calculation

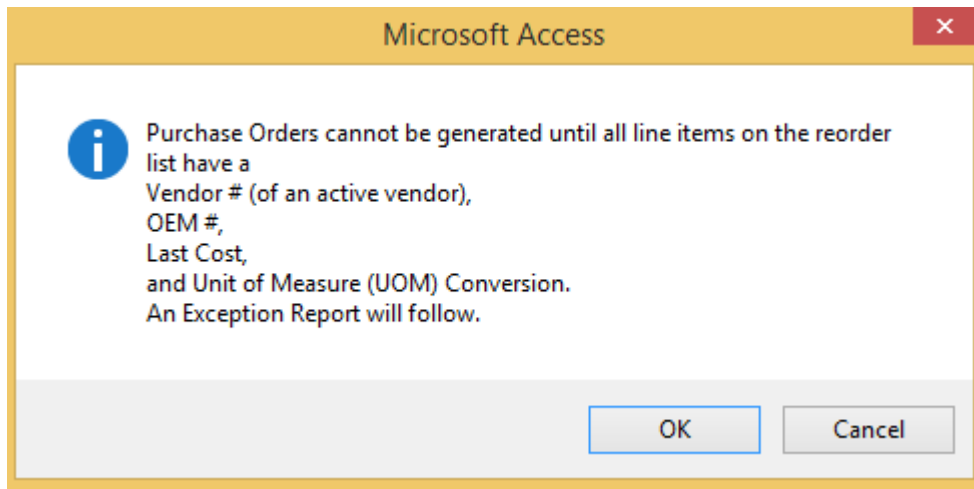
Modify Reorder List

Suggested Reorder Report

Report by Vendor

Generate Purchase Orders

The following message displays if all fields for reorder items are not completed.



Fleet-Net Corporation Auto Reorder Exception Report	
Part #: 41607744490	Description: BELT A/C NABI
Error:	No OEM #.
Part #: 99041000010	Description: DRIVERS SEAT AIR BOX A
Error:	No OEM #, No Order From Address.
Part #: 41600380473	Description: VALVE, QUICK RELEASE
Error:	No OEM #.
Part #: 43604951290	Description: LIGHT,SIDE,MARKER, AM
Error:	No OEM #.

These exceptions must be corrected or deleted from the reorder form to generate Purchase Order Requisitions.

Complete the following form to **Generate Purchase Orders**. All information entered will apply to all Purchase Orders generated.

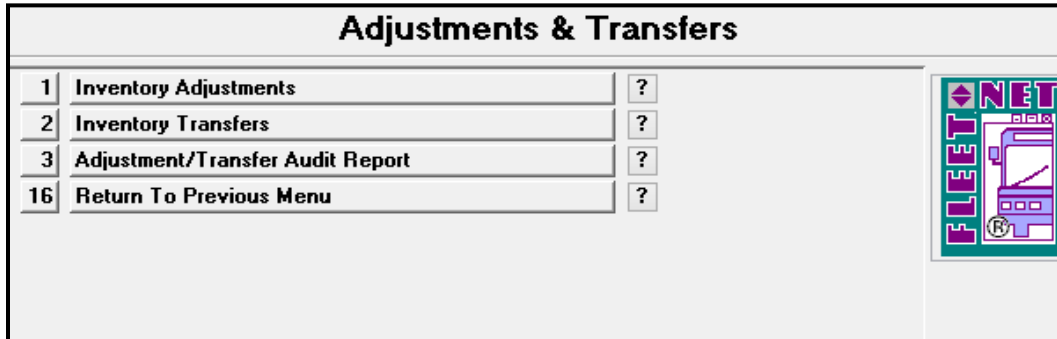
Date Ordered will default to the current date or it may be changed.
 Date Wanted, Department, and Location (use the drop-down list to select) are required before you click Start.
 Select a Project # from the drop-down list to have the purchase order line items assigned to the same project.

Budget Month and Budget Year will auto populate with the current month.
 ©2022 Avail Technologies, Inc. Inventory Management

GL Budget Division and Budget Account # are optional. Select the Div. and Account # to be encumbered.

Inventory Adjustments & Transfers

Fleet-Net provides a means to adjust, transfer and view audit reports for inventory management.




Inventory Adjustments


This function allows for the adjustment of inventory quantity and cost. Adjustments will create the journal entry in the General Ledger to the posting accounts entered at the time of the adjustment. Adjustments also in the Perpetual and of course the changes are made to the item master. There are three types of adjustments.

Adjustment Type	Description
Purchase Adjustment	This type of adjustment is used when a receipt from Purchase Orders was made incorrectly. This allows for corrections and leaves a proper audit trail.
Usage Adjustment	This adjustment is used when an item was issued incorrectly or needs to be returned to stock and taken out by other means other than by a work order.
Warranty Adjustment	For items that may be sent out for repair and then returned to stock or if an item was issued on a work order for warranty work and later replaced.

Inventory Adjustments & Transfers.... *continued*

Inventory Adjustments



Select Transaction Date 

Adjustment Type

Status: Item #

Qty On Hand Unit Cost Extended Cost

Reason Ref #:

Adjustment Qty	Unit Cost	Adjustment Amount
-1	\$253.53	(\$253.53)
New Qty	New Unit Cost	New Ext Cost
6	\$232.53	\$1,395.18

Fiscal Year

Div #	Account #	Amount
00	1010003	(\$253.53)
03	5140001	\$253.53

Enter the fields with the appropriate information necessary for adjusting inventory items. For additional assistance, the following table has explanations of each field.

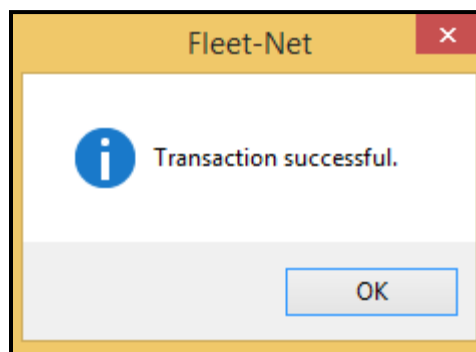
Field	Description
Select Transaction Date	Enter the transaction date (usually current date) by either typing the date or by using the calendar icon to the right of the field.
Adjustment Type	Using the drop-down list select the type of adjustment being entered. The three types of adjustments are Purchase Adjustment, Usage Adjustment and Warranty Adjustment. Refer to table above for explanation of each type of adjustment. Note: All adjustments affect the general ledger. GL Account #'s must be provided to complete adjustment.
Status	Specify the status of a part by picking it in this drop-down. Commonly used are Active or Inactive, but other statuses can be custom created and added to the drop-down. Depending on what status is chosen here, the Item # field will show the list of items with that status. By default this drop-down will filter/show parts with an A-Active status. Clearing the status field will show the list of all items with all statuses. Historically, the program allowed for the deletion of Inactive records which is not a best practice for data integrity. The system no longer allows the deletion of master records that are used across the system and reports. This filter allows those inactive parts to be excluded from the drop-down. Note: Before changing the Status of an item from Active to Inactive it is imperative to verify that no active transactions are still open which involve this item.
Item #	Using the drop-down list select the item # to be adjusted.
Qty On Hand	Auto populates when the item # is selected with the current Quantity on hand from the Item master. This cannot be modified from this field.
Unit Cost	Auto populates when the item # is selected with the current Average Cost from the Item master. This cannot be modified from this field.
Extended Cost	Auto populates when the item # is selected with the current Extended Cost from the Item master. This cannot be modified from this field.

Field	Description
Reason	An information field to enter a brief reason for the adjustment for audit purposes.
Ref #	Enter a Reference # to assist in identifying this adjustment transaction and for additional reporting. For example, you might enter a date-based number like: 20060519001 with the last 3 digits used to identify sequential transactions on that specific day or invoice or other unique identifier can be used.
Adjustment Qty	Enter the quantity to be adjusted. If you are decreasing inventory then you must put a credit sign (-) to the left of the quantity.
Unit Cost	Enter the Unit cost for the adjustment.
Adjustment Amount	Auto Populates based on the Adjustment Qty and Unit Cost adjustment information you entered.
New Qty	Auto Populates with the new Qty based on entries made in fields above.
New Unit Cost	Auto Populates with the New Unit Cost calculated based on the information entered in fields above.
New Ext Cost	Auto Populates with the new Extended Cost calculated based on the information entered in fields above.
Fiscal Year	Using the drop-down list, select the Fiscal Year of the adjustment.
Div#, Account # & Amount	Using the drop-down list, select the Division #'s and Account #'s to be Debited and Credited for this adjustment. The amounts will auto populate in the Amount fields for each division and account. Pay close attention, which is being credited and debited. These are the entries made to the GL.

To see previous adjustments click on the **Show All Adjustments for This Item**, before clicking the **Save Adjustment** button.

Tran Date	Quantity	Unit Cost	Extended Cost	Ref Code	Ref #	Veh #	Vendor	Tran Description
9/13/2017	1.00	235.530000	\$235.53	IN	092017			Purchase Adjustment
9/13/2017	1.00	235.530000	\$235.53	IN	09132017			Purchase Adjustment
9/11/2017	0.00	235.530000	\$0.00	IN				Usage Adjustment
5/9/2017	-6.00	3.300000	(\$19.80)	IN				Usage Adjustment
5/8/2017	8.00	0.000000	\$0.00	IN				Usage Adjustment

Once the adjustment is entered and correct, click **Save Adjustment** to initiate the adjustment. This will create GL Journal entries and update the Item Master and Perpetual. The following message displays:



To view the current adjustment after saving, select **Item #** then click **Show All Adjustments for This Item**.

Cost only Adjustment


Since cost adjustments cannot be made in the item master, this type of adjustment will need to be made here in Inventory Adjustments. Two adjustment entries are required. To make a cost only adjustment, follow the steps in table below:


Step	Field	Action
1.	Select Transaction Date	Enter the transaction date (usually current date) by either typing the date or by using the calendar icon to the right of the field.
2.	Adjustment Type	For cost only adjustment select Usage Adjustment
3.	Item #	Using the drop-down list select the item being adjusted.
4.	Qty On Hand	Auto populates when the item # is selected with the current Quantity on hand from the Item Master. This cannot be modified from this field.
5.	Unit Cost	Auto populates when the item # is selected with the current Average Cost from the Item Master. This cannot be modified from this field.
6.	Extended Cost	Auto populates when the item # is selected with the current Extended Cost from the Item Master. This cannot be modified from this field.
7.	Reason	An information field to enter a brief reason for the adjustment for audit purposes.
8.	Ref #	Enter Reference number to assist in identifying the adjustment transaction and for additional reporting. For example, you might enter a date-based number like: 20060519001 with the last 3 digits used to identify sequential transactions on that specific day.
9.	Adjustment Qty	Reference the Qty on hand field above and enter the exact quantity as a negative to remove the quantity from inventory. For example if there are 5 on hand, enter an adjustment quantity of -5 .
10.	Unit Cost	Reference the Unit Cost field above and enter that amount here.
11.	Adjustment Amount	Auto Populates based on the Adjustment Quantity and Unit Cost adjustment information entered.
12.	New Qty	Auto Populates with the new Quantity based on entries made in fields above.
13.	New Unit Cost	Auto Populates with the New Unit Cost calculated based on the information entered in fields above.
14.	New Ext Cost	Auto Populates with the new Extended Cost calculated based on the information entered in fields above.
15.	Fiscal Year	Using the drop-down list, select the Fiscal Year for the adjustment.
16.	Div. #, Account #, and Amount	Using the drop-down list, select the Division #'s and Account #'s to be Debited and Credited for this adjustment. The amounts will auto populate in the Amount fields for each division and account. Pay close attention, which is being credited and debited.
		Once all required entries to fields are made click the Save Adjustment button on the form and then OK on the responding dialog box indicating that the Transaction was successful.
17.	(Second Entry for Cost adjustment)	For the second half of the Cost Adjustment simply repeat the steps above starting with Step 2. However, at step 10 enter the opposite Adjustment Quantity. For example, a negative quantity was entered to bring your stock level a positive quantity will be entered with the new cost. If -5 was entered to remove the item, enter 5 to put it back into inventory.
		In step 11 enter the NEW Unit cost for the item. Then continue with the remaining steps and Save Adjustment .

Inventory Transfers

This function allows for the transfer of inventory quantity and cost from one item to another. The source item unit cost will be used to adjust the unit cost of the target item and all quantities will be adjusted appropriately in inventory.

Inventory Transfers



Transfer Date: 

Status:
Start Transfer

Source Item:

Qty On Hand:
Unit Cost:
Extended Cost:

Status:

Target Item:

Qty On Hand:
Unit Cost:
Extended Cost:

Quantity To Transfer:
Target Quantity:


Enter the fields with the appropriate information necessary for transferring inventory between items. For additional assistance, the following is a description of each field.

Fields	Description
Select Transaction Date	Enter the transaction date (usually current date) by either typing the date or by using the calendar icon to the right of the field.
Status	Specify the status of a part by picking it in this drop-down. Commonly used are Active or Inactive, but other statuses can be custom created and added to the drop-down. Historically, the program allowed for the deletion of Inactive records which is not a best practice for data integrity. The system no longer allows the deletion of master records that are used across the system and reports. This filter allows those inactive parts to be excluded from the drop-down. Note: Before changing the Status of an item from Active to Inactive it is imperative to verify that no active transactions are still open which involve this item.
Source Item	Using the drop-down list, select the Source Item to be transferred FROM.
Qty On Hand, Unit Cost & Extended Cost	The Qty On Hand, Unit Cost and Extended Cost are system generated fields, which display current Source Item Extended Cost information.
Target Item	Using the drop-down list, select the Target Item to be transferred TO.
Qty On Hand, Unit Cost & Extended Cost	The Qty On Hand, Unit Cost and Extended Cost are system generated fields, which display current Target Item Extended Cost information.
Quantity to Transfer	Enter the quantity of the source item to be transferred to the target item.
Start Transfer	Click this button to initiate the transfer.

Adjustment/Transfer Audit Report

This form provides selection criteria to run the Adjustment/Transfer audit report, which displays transaction detail for both Adjustments and Transfers.

Adjustment / Transfer Audit Report



Selection Criteria

From

To

Start Item

End Item

Select the desired date range. Keep in mind that if you are looking for transactions up through a given day, the 'To' day should be the following day in order to include those transactions. For example if you are looking for all transactions from the start of the calendar year to May 1st, then you would enter 1/01/2017 for your from date and 5/2/2017 as the 'To' date. Then select the item range. **You can leave this blank to include all items with adjustments or transfers** that happen within the selected date range or if looking for information on just one item then enter that time in both the Start and End Item fields. A sample report is below.

Fleet-Net Corporation										
Adjustments Audit Report										
Item #	Description	Transaction Date	Ref Number	Beg On-Hand	Beg Avg Cost	End On Hand	End Avg Cost	Adjusted Qty	Adjusted Cost	Extended Adjusted Cost
09002	Drain Plug	5/24/2006		7	\$2.02	2	2.01	-5	\$2.02	(\$10.10)
DP1	Dump Parts	5/24/2006		0	\$0.00	5	2.02	5	\$2.02	\$10.10
OL10W30	10w80 Motor oil	4/21/2006	04212006a	-20	\$0.00	80	2.31	100	\$1.85	\$185.00
		Tran#	Div#	Account#	Title					
		435	00	1540200000	Inventory Parts			\$185.00		
		436	33	5040900000	Other Consumables			(\$185.00)		
OLSYN30	Synthetic oil	4/21/2006	04212006b	0	\$0.00	100	1.75	100	\$1.75	\$175.00
		Tran#	Div#	Account#	Title					
		437	00	1540200000	Inventory Parts			\$175.00		
		438	33	5040900000	Other Consumables			(\$175.00)		

Physical Inventory

The purpose of physical inventory counting is to bring together any gaps there may be between on-hand quantities and actual On-The-Shelf quantities. Fleet-Net also provides the ability to correctly adjust the quantities and total value via deviation adjustments. Once update has taken place, a journal entry is created in GL Journal Entries with the total value deviation for auditing and then posting. There are three inventory methods. The first is a full complete inventory in which items are counted and deviations updated on the entire inventory. The second method is a cycle count in which preset selected items are inventoried and only those items are counted and deviations updated. The final method Fleet-Net offers is to do a spot check. A spot check can be

done on one or more items of your random choosing. More on each of these methods later in this section.

The physical inventory process is also utilized as a beginning point for the Inventory Valuation Report described earlier in this document.

A couple of warnings before getting started. It is advisable before doing any physical inventory, to make sure that all receipts have been entered and updated. Make sure all work order material is updated. If any adjustments are to be made do so and make sure they are updated. Finally, once all updates are complete, always create the inventory book before doing any physical count.

Note: The physical inventory process must be done in sequence to avoid errors.

Complete Physical Inventory Method

This method will count all items in inventory, produce deviations and update the physical count to your inventory, adjust the average and extended cost and update the general ledger with journal entries of the deviations. Two methods of collecting the counts are available. The standard manual count method in which an inventory book is printed which has no quantity on hand listed and each item is counted and written on the book during the shelf walk. The second method is to use Bar Code Units (BCU) and each item is scanned and a count is entered in the BCU. When the count is complete, the BCU is uploaded into the Fleet-Net Fast Track Module where it is then updated into the physical inventory book. Both methods are covered step-by-step in the tables below.

Standard Manual Count Method

STEP	ACTION
1.	Before doing inventory it is recommended that Extended Price Book be printed for audit purposes. From the main Inventory menu select Physical Inventory
2.	Select the Count date. Today's date may already be populated or can quickly be entered by clicking the calendar button beside the field and clicking the current date already selected for you. Verify that Inventory Cycle Count or Spot Check is not selected when doing a complete Physical Inventory (Check cycle count and select the cycle from the drop-down list only if doing a cycle count, otherwise leave blank.)
3.	Select Sort Order you would like your inventory book to be produced in. This Sort Order will be used to create the Inventory Book, which will be used to count the on-the-shelf items and enter the count into the system.
4.	Select Type: either all- Stock parts only or Non-stock parts, or check the All Types box, which will include both Stock and Non-Stock in the inventory book. If you do not want inactive items included in your Inventory book then click the Exclude Inactive Items box to have those items excluded from the book.
5.	Click on Create Inventory Book and the book will generate and show below the entry fields. You will note that no quantity on hand will be shown on the book. Once the book is created, the book can be printed to have a hard copy to take to the shelves for counting and recording. See Example 7.1A.

STEP	ACTION
6.	At any time once the book is created it can be Re-Sorted if needed. Change the Sort Order selections and then select Re-Sort Inventory Book button. Note: This will not bring in any additional records (items) into the book. This process will re-sort the existing records. To access completely new data, you must click the Clear Book-No Update button and begin with step 1. Only one Inventory Book can be created at any one time.
7.	Click the Print Book button to print the physical inventory book to be used to enter item counts while walking the shelves. You can close physical inventory any time after the book is created. No data will be lost and when you return the current book will display ready for you to enter the counts.
8.	Once the count is done, return to Physical Inventory. When you open you will notice that the current book is displayed and ready for you to enter the counts. Enter the physical counts and the date field will auto populate when you press enter or tab.
9.	At any time, as needed, you can select the Show Details button to see the details on each item. Physical count can be changed here as well. See Example 7.1B.
10.	Once all counts have been entered, select the Deviation Report button to display and print the report showing all items and any deviations from what is on hand and what was counted. To only show, items with deviations check the Deviations Only check box.
11.	If items were missed or corrections need to be made do so at this time and re-print the deviation report. Important Note: ALL items in the book must have a count to update. If any item was not counted and left blank physical inventory will not update. If the count is zero then a zero must be entered in the count, it cannot be left blank.
12.	Once all changes and corrections to inventory have been made, click on the Physical inventory Update button to initiate the update to inventory quantities, last count date, and create the deviation journal entries in General Ledger.
13.	Once the update is successful, the current inventory book will no longer be available and the file will be cleared.
14.	It is recommended that at this time you print a final Extended Price Book for audit purposes.
	Note: For a detailed checklist refer to the Appendix in the back of this Online Help File (OLHF) for the Support Tip Physical Inventory Standard Method Procedures.

Physical Inventory Count Date: 09/14/2017

Inventory Cycle Count
 Select Cycle: 06
 Spot Check
 Select Type: S
 Exclude Inactive Items

Select Sort Order:
 Warehouse
 Bin Location
 Item

Create Inventory Book
 Re-sort Inventory Book
 Print Book
 Clear Book - No Update
 Physical Inventory Update
 Show details
 Deviation Report Deviations only

Bin Location	Item #	Description	Physical Count	Count Date
12	0101000003	a/c dehydrators	7.00	9/14/2017
6	0101000004	a/c tumbuckle	8.00	9/14/2017
12	0101000005	a/c rod end tumbuckle 3/4 th	2.00	9/14/2017
6	0101000030	dar radiator	2.00	9/14/2017
12	0101000047	relief valve	9.00	9/14/2017
12	0101000048	heater valve repair kit	1.00	9/14/2017
12	0101000050	low pressure cut off switch	10.00	9/14/2017
10	0101000053	diffuser	1.00	9/14/2017
10	0101000081	heater valve	10.00	9/14/2017
10	0101000091	heater valve adapter	5.00	9/14/2017

Record: 14 of 45 | No Filter | Search

Fast Track bar Code Method

STEP	ACTION
1.	Before doing inventory it is recommended that Extended Price Book be printed for audit purposes. Also, make sure all necessary updates are completed. From the main Inventory menu select Physical Inventory
2.	Select the Count date. (Usually the last day of the fiscal year) Today's date may already be populated or can quickly be entered by clicking the calendar button beside the field and clicking the current date already selected for you. Check Inventory Cycle Count and select the cycle from the drop-down list only if doing a cycle count, otherwise leave blank. Or select Spot Check checkbox. This will allow the physical inventory update to complete if not all physical counts are entered.
3.	Select Sort Order for the inventory book. This Sort Order will be used to create the inventory book, which will be used to count the on-the-shelf items and enter the count into the system.
4.	Select Type: either all Stock parts only or Non-stock parts, or check the All Types box, which will include both Stock and Non-Stock in the inventory book. If you do not want inactive items included in your Inventory book then click the Exclude Inactive Items box to have those items excluded from the book.
5.	Click on Create Inventory Book and the book will generate and show below the entry fields. You will note that no quantity on hand will be shown on the book. It is not necessary to print the book since we are using the BCU's to scan and count the parts.
6.	At any time once the book is created it can be Re-Sorted if needed. Change the Sort Order selections and then select Re-Sort Inventory Book button. Note: This will not bring in any additional records (items) into the book. This process will re-sort the existing records. To assess completely new data, you must click the Clear Book No Update button and begin with step 1. Only one Inventory Book can be created at any one time.
7.	You can close physical inventory any time after the book is created. No data will be lost and when you return the current book will display ready for you to enter the counts.
8.	Set up the BCU for Physical Inventory, Scan and Enter the counts for all parts.
9.	Once the count is done, Upload the data from the BCU's to the Fast Track (FT) module. Then update the data to the inventory book. Refer to the FT Online Help File to assist you with this.
10.	Open Physical Inventory. When you open it you will notice that the current book is displayed and ready review and changes to be made.

STEP	ACTION
11.	At any time as needed you can select the Show Details button to see the details on each item. Physical count can be changed here as needed.
12.	Once all counts have been entered, select the Deviation Report button to display and print the report showing all items and any deviations from what is on hand and what was counted. To only show, items with deviations check the Deviations Only check box.
13.	If items were missed or corrections need to be made do so at this time and re-print the deviation report. Important Note: ALL items in the book must have a count to update. If any item was not counted and left blank physical inventory will not update. If the count is zero then a zero must be entered in the count, it cannot be left blank.
14.	Once all changes and corrections to inventory have been made, click on the Physical Inventory Update button to initiate the update to inventory quantities, last count date, and create the deviation journal entries in General Ledger.
15.	Once the update is successful, the current inventory book will no longer be available and the file will be cleared.
16.	It is recommended that at this time you print a final Extended Price Book for audit purposes.
	Note: For a detailed checklist refer to the Appendix in the back of this Online Help File (OLHF) for the Support Tip Physical Inventory Bar Code Procedures.

Cycle Count

A cycle count is a great way to count a select few items that maybe items with a high turnover rate or high cost times that need tracking more frequently. A cycle count could be done to simply check the status of those parts, and not update the current status or an update maybe done to realign those parts to what is physically on hand. Keep in mind that when an update is done it will not only update your Item master but also make GL Journal entries for the deviations and make entries to your perpetual. Before doing a cycle count, refer to Inventory Maintenance to make sure that the cycles are set up in the items master before creating the book. More than one cycle maybe set up for example if you want to cycle count high turnover items every month those items will have one cycle count. If you want to have an additional cycle count for a few high cost items you wish to check every quarter then those would have a different cycle count set up in the items master.

Note: As with the standard Physical Inventory, all items that are created in the Inventory Book must have a physical count before the book can be updated.

Use the tables above for systematic instructions when doing a cycle count. Note that in step 3 you will check the **Inventory Cycle Count** box and select the specific cycle you are doing. This will be the only difference from a normal full Physical Inventory.

Spot Check

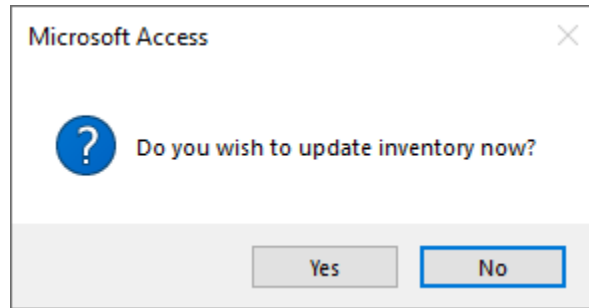
A quick way to check the current stock situation of one or more items would be to do a spot check. When you select the spot check box on the Physical Inventory form and create a book all items per criteria selected will show on the book. The difference from a cycle count or complete Physical Inventory and doing a spot check is that not all items need to have a count entered in order for the update to take place. Items left blank will be ignored when an update is done. You do have the option of just clearing the book and not updating if you're using spot check for information purposes. The table below gives step-by-step instruction on conducting a spot check.

STEP	ACTION
1.	Before doing Spot Check it is recommended that an Extended Price Book be printed for audit purposes however, it is not always necessary if not updating, instead just clear the book with no update when you're finished. Also, make sure all necessary updates are completed. From the main Inventory menu select Physical Inventory
2.	Select the Count date. Today's date may already be populated but if not, you can quickly enter the date by clicking the calendar button beside the field and double clicking the current date already selected for you.
3.	Check the Spot Check box.
4.	Select Sort Order for the inventory book. This Sort Order will be used to create the inventory book, which will be used to count the on-the-shelf items and enter the count into the system.
5.	Select Type: either all Stock parts only or Non-stock parts, or check the All Types box, which will include both Stock and Non-Stock in the inventory book. If you do not want inactive items included in your Inventory book then click the Exclude Inactive Items box to have those items excluded from the book.
6.	Click on Create Inventory Book and the book will generate and display. You will note that no quantity on hand will be shown on the book. It is not necessary to print a hard copy of the book if using the BCU's to scan and count the part'(s).
7.	At any time once the book is created it can be Re-Sorted if needed. Change the Sort Order selections and then select Re-Sort Inventory Book button. Note: This will not bring in any additional records (items) into the book. This process will re-sort the existing records. To assess completely new data, you must click the Clear Book No Update button and begin with step 1. Only one Inventory Book can be created at any one time.

STEP	ACTION
8.	You can close physical inventory any time after the book is created. No data will be lost and when you return, the current book will display, ready for you to enter the physical counts. If using the BCU for scanning and counting the part(s) continue on with Step 9. If manually entering the count then enter the physical count in the book and skip to Step 12 below.
9.	Set up the BCU for Physical Inventory, Scan and Enter the counts for all parts.
10.	Once the count is done, Upload the data from the BCU's to the Fast Track (FT) module. Then update the data to the inventory book. Refer to the FT Online Help File to assist you with this.
11.	Open Physical Inventory. When you open it, you will notice that the current book is displayed and ready to review and for changes to be made.
12.	At any time, as needed you can select the Show Details button to see the details on each item. Physical count can be changed here as well, as needed.
13.	Once all counts have been entered, select the Deviation Report button to display and print the report showing all items and any deviations from what is on hand and what was counted. To only show items with deviations, check the Deviations Only check box. If there are items in multiple warehouses and /or bin locations they all must be counted during a spot check or the on hand quantity updated will be incorrect.
14.	If items need to be corrected do so at this time and re-print the deviation report.
15.	Once all changes and corrections to inventory have been made, click on the Physical inventory Update button to initiate the update to make inventory adjustments, update last count date, and create the deviation journal entries in General Ledger.
16.	Once the update is successful, the current inventory book will no longer be available and the file will be cleared.
17.	It is recommended that at this time you print a final Extended Price Book for audit purposes. Again, if you clear the book with no update then this step is not always necessary.
	Note: For a detailed checklist refer to the Appendix in the back of this Online Help File (OLHF) for the Spot Check Procedures.

Physical Inventory Update

When you click the **Physical Inventory Update** button, the following selection box opens.



Clicking **yes** will first provide you one more opportunity to print a **Deviation Report** before updating. **Note: Once the data is updated the deviation report will no longer be available for this Physical Inventory.**

Deviation Report												
Item #	Description	Date Counted	Average Unit Cost	Phys Count	On Hand	Qty Com	Avail	Dev Qty	Dev %	Physical Ext Cost	Avail Ext Cost	Deviation Ext Cost
TEST 123 WH ? Bin Location ?	Testing	9/14/2017	\$0.00	0	0	0	0	0	0%	\$0.00	\$0.00	\$0.00
000594 WH 01 Bin Location ?	switch-dash w/ch lift 601-604	9/14/2017	\$0.00	0	0	0	0	0	0%	\$0.00	\$0.00	\$0.00
0101000001 WH 01 Bin Location 1	pump rebuild kit	9/14/2017	\$850.21	6	6	0	6	0	0%	\$5,101.26	\$5,101.26	\$0.00
0101000024 WH 01 Bin Location 10	a/c o ring	9/14/2017	\$1.90	21	21	1	20	1	5%	\$39.90	\$38.00	\$1.90
0101000053 WH 01 Bin Location 10	diffuser	9/14/2017	\$4.09	1	1	0	1	0	0%	\$4.09	\$4.09	\$0.00
0101000081 WH 01 Bin Location 10	heater valve	9/14/2017	\$63.23	10	10	0	10	0	0%	\$632.30	\$632.30	\$0.00
0101000091 WH 01 Bin Location 10	heater valve adapter	9/14/2017	\$2.99	5	5	0	5	0	0%	\$14.95	\$14.95	\$0.00
0101000531 WH 01 Bin Location 10	heater gasket	9/14/2017	\$452.00	4	4	0	4	0	0%	\$1,808.00	\$1,808.00	\$0.00

NOTE: The Deviation Percentage will be different when printing the report to include only deviations to one that is including all physical inventory items. The percentage is based only on what is printed on the report and not taking into account all items in the physical inventory when producing the report for deviations only, therefore the percentage could be much higher than the overall physical inventory deviation. This might be important when doing a spot or cycle count and looking at what the percentage of deviation is for a class of parts, for example electronic items. This could help pin point a potential problem. Physical Inventory.....continued

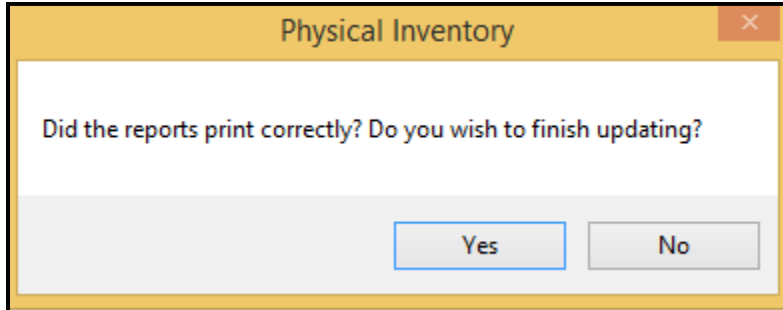
Close the Deviation Report and the GL Posting Recap report displays with the option to print using file print options. This report based on the deviations created in from the physical count will show what will be posted to GL Journal entry. It is highly recommended that this report be reviewed to make sure that the debits and credits are in balance before updating Physical Inventory. If it is out of balance check and make sure that your Product code accounts are set up correctly.

GL Posting Recap

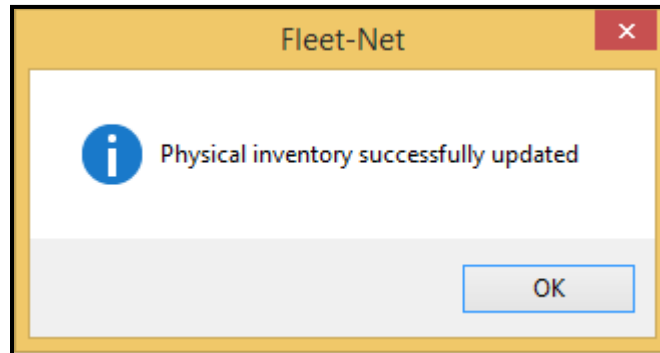
GL Posting Account Summary

Division	Account #	Title	Class Code	Debit	Credit
03	5140001	VEHICLE PARTS	BP		\$45.67
00	1030001	FACILITIES INVENTORY	BP	\$45.67	
				\$45.67	(\$45.67)

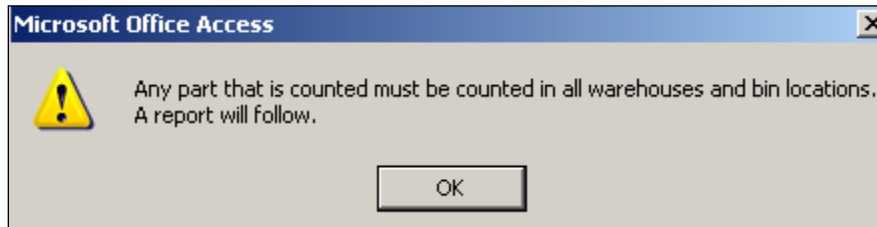
When the GL Posting Recap Report is closed the following confirmation message displays:



Click **yes** to complete the update, click **No** to abort.




If this is a Spot Check all parts with multiple warehouses and/or bin locations must have a physical count entered. The following message will display if the counts are not entered



Fleet-Net Corporation	
Physical Inventory Exception Report	
The following items have been partially counted across multiple warehouses/bin locations:	
Item #	Description
82-21244-000	RECEIVER-AVC SYSTEM 19&20S

UOM Conversion

Used to convert the unit of measure purchased to the unit of measure issued on a work order. For example, you may purchase oil in a 55-gallon drum but it might be issued in Quarts. This sets up that conversion so the transaction is converted automatically for you. The quantity and cost is calculated. The Vendor's UOM and the Item's UOM must be set up in the Inventory Master Form.

Unit Of Measure Conversion		
From UOM <input style="width: 100%;" type="text" value="BX"/> To UOM <input style="width: 100%;" type="text" value="KT"/> Factor <input style="width: 100%;" type="text" value="0.0000000800"/>	Description <input style="width: 100%; height: 40px;" type="text"/>	
From UOM <input style="width: 100%;" type="text" value="EA"/> To UOM <input style="width: 100%;" type="text" value="EA"/> Factor <input style="width: 100%;" type="text" value="1.0000000000"/>	Description <input style="width: 100%; height: 40px;" type="text"/>	

Before setting up the UOM Conversion, the 2-digit UOM code must be defined in Modify/Add Misc. List Codes.
 Enter the 'from' and 'to' 2-digit UOM code, enter the factor and a description.

Generate Inventory Labels

This feature is used to print bar code labels for items in the Master Maintenance for inventory purposes.

The list is generated by selecting yes to add to Label File when updating PO Receipts or by the generating labels via the following form:

Generate Labels For Selected Inventory Items




Warehouse # ALL
Bin Location ALL
Start Item # ALL
End Item # ALL

The default is All for Warehouse, Bin Location, Start and End Item #'s.
 Enter the criteria as needed and click the Generate button.
 Proceed to Label Printing.

Label Printing

Label Selection Form



Label Print Format:

Print Options
 Use Quantity On Hand
 Print One Label Per Item

Part #	Qty	Description	Ware- house	Bin Location	Print
<input type="text" value="001493F"/>	<input type="text" value="2"/>	ADAPTER, TRANSCOOLER HOSE	<input type="text" value="A"/>	<input type="text" value="AE-1-1"/>	<input checked="" type="checkbox"/>
<input type="text" value="001846F"/>	<input type="text" value="0"/>	TERMINAL 1/4 FEM	<input type="text" value="0"/>	<input type="text" value="NF2008"/>	<input type="checkbox"/>
<input type="text" value="001873F"/>	<input type="text" value="0"/>	MOUNT, FAN DRIVE MOTOR	<input type="text" value="0"/>	<input type="text" value="NF2009"/>	<input type="checkbox"/>
<input type="text" value="001471F"/>	<input type="text" value="0"/>	GASKET, ALTERNATOR (N1)	<input type="text" value="0"/>	<input type="text" value="NF2010"/>	<input checked="" type="checkbox"/>
<input type="text" value="001474F"/>	<input type="text" value="0"/>	VALVE, LEVELING RH FRONT (93)	<input type="text" value="0"/>	<input type="text" value="NF2020"/>	<input checked="" type="checkbox"/>
<input type="text" value="0017163"/>	<input type="text" value="0"/>	MIRROR, LH/RH (1004>3007)	<input type="text" value="0"/>	<input type="text" value="NF2021"/>	<input type="checkbox"/>
<input type="text" value="00178481"/>	<input type="text" value="0"/>	COVER, LATCH LINKAGE W/C (1007>)	<input type="text" value="0"/>	<input type="text" value="SMEZZ"/>	<input checked="" type="checkbox"/>
<input type="text" value="0017848"/>	<input type="text" value="0"/>	COVER, LATCH LINKAGE W/C (1007>)	<input type="text" value="0"/>	<input type="text" value="SMEZZ"/>	<input checked="" type="checkbox"/>

To print labels from the list confirm that the **print check box is checked** and verify the Part # and Qty of labels that will be printed. Next, select the **Label Print Format**

Choose to Use Quantity On Hand for the number of labels that will print per item or select **Print One Label per Item**, which might be put on the bin to identify the item in the bin, and also for easy scanning at inventory or issue time. When selections are verified then click the **Print Labels** button. This will print to screen first for you to review before sending to a printer. To print from a printer use file print option.

The **Delete** button will delete everything from the print label list. To delete an item from the print list, highlight and right click the small box to the left of the item number and press the delete key on the keyboard. To leave items on the list for print at a future time simply uncheck the **Print** check box and that time will not print.

APPENDIX A

Support Tip-Physical Inventory Standard Manual Method

STEP	DONE	MENU	ACTION
1.		IN01 and IN	Before doing inventory it is recommended that Extended Price Book be printed for audit purposes. Also, make sure all necessary updates are completed. From the main Inventory menu select Physical Inventory (Item 5) Verify that Inventory Cycle Count or Spot Check is not selected when doing a complete Physical Inventory
2.		Form	Select the Count date. Today's date may already be populated or can quickly be entered by clicking the calendar button beside the field and clicking the current date already selected for you.
3.		Form	Select Sort Order for the inventory book. This Sort Order will be used to create the inventory book, which will be used to count the on-the-shelf items and enter the count into the system. . (Check cycle count and select the cycle from the drop-down list only if doing a cycle count, otherwise leave blank.)
4.		Form	Select Type: either all Stock parts only or Non-stock parts, or check the All Types box, which will include both Stock and Non-Stock in the inventory book If you do not want inactive items included in your Inventory book then click the Exclude Inactive Items box to have those items excluded from the book.
5.		Form	Click on Create Inventory Book and the book will generate and show below the entry fields. You will note that no quantity on hand will be shown on the book. Once the book is created, the book can be printed to have a hard copy to take to the shelves for counting and recording. See Example 44A.
6.		Form	At any time once the book is created it can be Re-Sorted if needed. Change the Sort Order selections and then select Re-Sort Inventory Book button. Note: This will not bring in any additional records (items) into the book. This process will re-sort the existing records. To assess completely new data, you must click the Clear Book No Update button and begin with step 1. Only one Inventory Book can be created at any one time.
7.		Form	Click the Print Book button to print the physical inventory book to be used to enter item counts while walking the shelves. You can close physical inventory any time after the book is created. No data will be lost and when you return the current book will display ready for you to enter the counts.
8.		IN	Once the count is done, return to Physical Inventory. When you open it, you will notice that the current book is displayed and ready for you to enter the counts. Enter the physical counts and the date field will auto populate when you press enter or tab.
9.		Form	At any time as needed you can select the Show Details button to see the details on each item. Physical count can be changed here as needed. See Example 44B.
10.		Form	Once all counts have been entered, select the Deviation Report button to display and print the report showing all items and any deviations from what is on hand and what was counted. To only show items with deviations, check the Deviations Only check box.
11.			If items were missed or corrections need to be made do so at this time and re-print the deviation report. Important Note: ALL items in the book must have a count to update. If any item was not counted and left blank physical inventory will not update. If the count is zero then a zero must be entered in the count, it cannot be left blank.
12.		Form	Once all changes and corrections to inventory have been made, click on the Physical inventory Update button to initiate the update to inventory quantities, last count date, and create the deviation journal entries in General Ledger.
13.			Once the update is successful, the current inventory book will no longer be available and the file will be cleared.
14.		IN01	It is recommended that at this time you print a final Extended Price Book for audit purposes.

Appendix B

Support Tip-Physical Inventory using Bar Code Units

STEP	DONE	MENU	ACTION
1.		IN01 and IN	Before doing inventory it is recommended that Extended Price Book be printed for audit purposes. Also, make sure all necessary updates are completed. From the main Inventory menu select Physical Inventory (Item 5)
2.		Form	Select the Count date. Today's date may already be populated or can quickly be entered by clicking the calendar button beside the field and clicking the current date already selected for you.
3.		Form	Select Sort Order for the inventory book. This Sort Order will be used to create the inventory book, which will be used to count the on-the-shelf items and enter the count into the system. . (Check cycle count and select the cycle from the drop-down list only if doing a cycle count, otherwise leave blank.)
4.		Form	Select Type: either all Stock parts only or Non-stock parts, or check the All Types box, which will include both Stock and Non-Stock in the inventory book. If you do not want inactive items included in your Inventory book then click the Exclude Inactive Items box to have those items excluded from the book.
5.		Form	Click on Create Inventory Book and the book will generate and show below the entry fields. You will note that no quantity on hand will be shown on the book. It is not necessary to print the book since we are using the BCU's to scan and count the parts. See Example 45A.
6.		Form	At any time once the book is created it can be Re-Sorted if needed. Change the Sort Order selections and then select Re-Sort Inventory Book button. Note: This will not bring in any additional records (items) into the book. This process will re-sort the existing records. To assess completely new data, you must click the Clear Book No Update button and begin with step 1. Only one Inventory Book can be created at any one time.
7.		Form	You can close physical inventory any time after the book is created. No data will be lost and when you return the current book will display ready for you to enter the counts.
8.		FT	Set up the BCU for Physical Inventory, Scan and Enter the counts for all parts.
9.		FT	Once the count is done, Upload the data from the BCU's to the Fast Track (FT) module. Then update the data to the inventory book. Refer to the FT Online Help File to assist you with this.
10.		IN	Open Physical Inventory. When you open it you will notice that the current book is displayed and ready review and changes to be made.
11.		Form	At any time as needed you can select the Show Details button to see the details on each item. Physical count can be changed here as needed. See Example 45B.
12.		Form	Once all counts have been entered, select the Deviation Report button to display and print the report showing all items and any deviations from what is on hand and what was counted. To only show, items with deviations check the Deviations Only check box.
13.			If items were missed or corrections need to be made do so at this time and re-print the deviation report. Important Note: ALL items in the book must have a count to update. If any item was not counted and left blank physical inventory will not update. If the count is zero then a zero must be entered in the count, it cannot be left blank.
14.		Form	Once all changes and corrections to inventory have been made, click on the Physical inventory Update button to initiate the update to inventory quantities, last count date, and create the deviation journal entries in General Ledger.
15.			Once the update is successful, the current inventory book will no longer be available and the file will be cleared.
16.		IN01	It is recommended that at this time you print a final Extended Price Book for audit purposes.

Appendix C

Support Tip-Spot Check

STEP	DONE	MENU	ACTION
1.		IN01 and IN	Before doing Spot Check it is recommended that and Extended Price Book be printed for audit purposes however, it is not always necessary if not updating, instead just clear the book with no update when you're finished. Also, make sure all necessary updates are completed. From the main Inventory menu select Physical Inventory (Item 5)

STEP	DONE	MENU	ACTION
2.		Form	Select the Count date. Today's date may already be populated but if not, you can quickly enter the date by clicking the calendar button beside the field and double clicking the current date already selected for you.
3.		Form	Check the Spot Check box.
4.		Form	Select Sort Order for the inventory book. This Sort Order will be used to create the inventory book, which will be used to count the on-the-shelf items and enter the count into the system.
5.		Form	Select Type: either all Stock parts only or Non-stock parts, or check the All Types box, which will include both Stock and Non-Stock in the inventory book. If you do not want inactive items included in your Inventory book then click the Exclude Inactive Items box to have those items excluded from the book.
6.		Form	Click on Create Inventory Book and the book will generate and display. You will note that no quantity on hand will be shown on the book. It is not necessary to print a hard copy of the book if using the BCU's to scan and count the part'(s).
7.		Form	At any time once the book is created it can be Re-Sorted if needed. Change the Sort Order selections and then select Re-Sort Inventory Book button. Note: This will not bring in any additional records (items) into the book. This process will re-sort the existing records. To assess completely new data, you must click the Clear Book No Update button and begin with step 1. Only one Inventory Book can be created at any one time.
8.		Form	You can close physical inventory any time after the book is created. No data will be lost and when you return, the current book will display, ready for you to enter the physical counts. If using the BCU for scanning and counting the part(s) continue on with Step 9. If manually entering the count then enter the physical count in the book and skip to Step 12 below.
9.		FT	Set up the BCU for Physical Inventory, Scan and Enter the counts for all parts.
10.		FT	Once the count is done, Upload the data from the BCU's to the Fast Track (FT) module. Then update the data to the inventory book. Refer to the FT Online Help File to assist you with this.
11.		IN	Open Physical Inventory. When you open it, you will notice that the current book is displayed and ready to review and for changes to be made.
12.		Form	At any time, as needed you can select the Show Details button to see the details on each item. Physical count can be changed here as well, as needed.
13.		Form	Once all counts have been entered, select the Deviation Report button to display and print the report showing all items and any deviations from what is on hand and what was counted. To only show items with deviations, check the 'Deviations Only' check box.
14.			If items need to be corrected do so at this time and re-print the deviation report.
15.		Form	Once all changes and corrections to inventory have been made, click on the Physical inventory Update button to initiate the update to make inventory adjustments, update last count date, and create the deviation journal entries in General Ledger.
16.			Once the update is successful, the current inventory book will no longer be available and the file will be cleared.
17.		IN01	It is recommended that at this time you print a final Extended Price Book for audit purposes. Again, if you clear the book with no update then this step is not always necessary.

Appendix D

Support Tip-Cycle Count

STEP	DONE	MENU	ACTION
1.		IN01 and IN	Before doing Spot Check it is recommended that and Extended Price Book be printed for audit purposes however, it is not always necessary if not updating, instead just clear the book with no update when you're finished. Also, make sure all necessary updates are completed. From the main Inventory menu select Physical Inventory
2.		Form	Select the Count date. Today's date may already be populated but if not, you can quickly enter the date by clicking the calendar button beside the field and double clicking the current date already selected for you.
3.		Form	Check the Inventory Cycle Count box. Select the Cycle.

STEP	DONE	MENU	ACTION
4.		Form	Select Sort Order for the inventory book. This Sort Order will be used to create the inventory book, which will be used to count the on-the-shelf items and enter the count into the system.
5.		Form	Select Type: either all Stock parts only or Non-stock parts, or check the All Type box, which will include both Stock and Non-Stock in the inventory book. If you do not want inactive items included in your Inventory book then click the Exclude Inactive Items box to have those items excluded from the book.
6.		Form	Click on Create Inventory Book and the book will generate and display. Only parts assigned to this Cycle in the Inventory Master will display. You will note that no quantity on hand will be shown on the book. It is not necessary to print a hard copy of the book if using the BCU's to scan and count the part(s).
7.		Form	At any time once the book is created it can be Re-Sorted if needed. Change the Sort Order selections and then select Re-Sort Inventory Book button. Note: This will not bring in any additional records (items) into the book. This process will re-sort the existing records. To assess completely new data, you must click the Clear Book No Update button and begin with step 1. Only one Inventory Book can be created at any one time.
8.		Form	You can close physical inventory any time after the book is created. No data will be lost and when you return, the current book will display, ready for you to enter the physical counts. If using the BCU for scanning and counting the part(s) continue on with Step 9. If manually entering the count then enter the physical count in the book and skip to Step 12 below.
9.		FT	Set up the BCU for Physical Inventory, Scan and Enter the counts for all parts.
10.		FT	Once the count is done, Upload the data from the BCU's to the Fast Track (FT) module. Then update the data to the inventory book. Refer to the FT Online Help File to assist you with this.
11.		IN	Open Physical Inventory. When you open it, you will notice that the current book is displayed and ready to review and for changes to be made.
12.		Form	At any time, as needed you can select the Show Details button to see the details on each item. Physical count can be changed here as well, as needed.
13.		Form	Once all counts have been entered, select the Deviation Report button to display and print the report showing all items and any deviations from what is on hand and what was counted. To only show items with deviations, check the Deviations Only check box.
14.			If items need to be corrected do so at this time and re-print the deviation report.
15.		Form	Once all changes and corrections to inventory have been made, click on the Physical inventory Update button to initiate the update to make inventory adjustments, update last count date, and create the deviation journal entries in General Ledger.
16.			Once the update is successful, the current inventory book will no longer be available and the file will be cleared.
17.		IN01	It is recommended that at this time you print a final Extended Price Book for audit purposes. Again, if you clear the book with no update then this step is not always necessary.

Appendix E

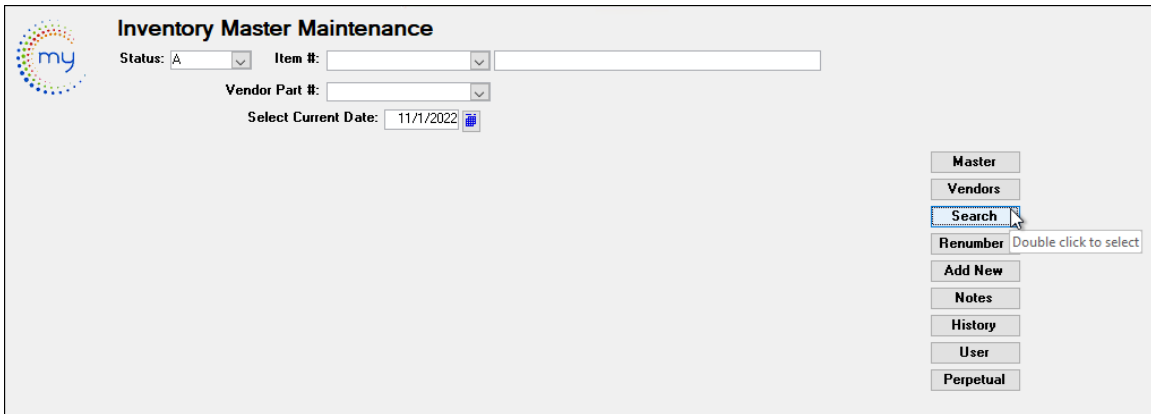
Support Tip-Utilizing Inventory Master Search Feature

Topic/Problem:

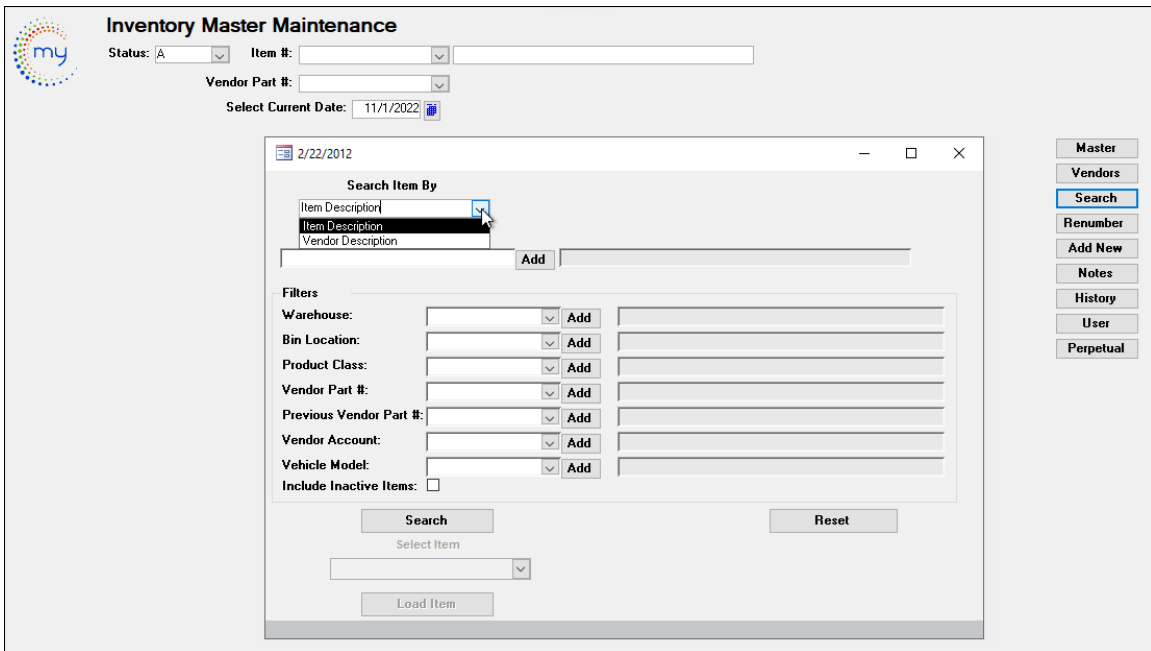
Step-by-Step instructions for Inventory Master Search feature

Procedure:

A search can be run from Inventory Master & Setup OR Inventory Inquiries & Reports. The following search example uses Inventory Master Maintenance.



Click Search - from the drop-down menu in *Search Item By* – choose either Item Description or Vendor Description



Enter description of item in *Search Item Text Contains* field:

The screenshot shows a software window titled "2/22/2012" with a "Search Item By" section. Under "Search Item Text Contains:", the text "bearing" is entered into a text box, and the "Add" button is highlighted. Below this is a "Filters" section with several dropdown menus for Warehouse, Bin Location, Product Class, Vendor Part #, Previous Vendor Part #, Vendor Account, and Vehicle Model, each with an "Add" button. There is also an "Include Inactive Items" checkbox. At the bottom, there are "Search" and "Reset" buttons, a "Select Item" label above a dropdown menu, and a "Load Item" button.

Click *Add* – description is added to the filter selection field

This screenshot is similar to the previous one, but the "Add" button is now being clicked, and a tooltip with the text "bearing" is visible over the button. The "bearing" text is no longer visible in the "Search Item Text Contains" field.

If description is the only known variable – select *Search*.

Once the *Search* is completed – the *Select Item* box is made available for item selection, chose the desired item from the drop-down menu.

NOTE: A *Select Item* sort criterion is based on *Search Item By* field. When Item Description is chosen – PartDesc is sort criteria. When Vendor Description is chosen – VendorPartDesc is sort criteria.]

The screenshot shows the 'Inventory Master Maintenance' application interface. At the top, there are fields for 'Status: A', 'Item #:', 'Vendor Part #:', and 'Select Current Date: 11/1/2022'. A search window is open, titled '2/22/2012', with 'Search Item By' set to 'Item Description'. The search text 'bearing' is entered in the 'Search Item Text Contains' field. Below this are various filter fields for Warehouse, Bin Location, Product Class, Vendor Part #, Previous Vendor Part #, Vendor Account, and Vehicle Model, each with an 'Add' button. At the bottom of the search window is a 'Select Item' dropdown menu. Below the search window, a table of search results is displayed:

PartDesc	PartNumber	BinLocation	Warehou	VehicleModel
BEARING, HUB UNIT (13-1)	6392545F	BA-1-4	B	N10
BEARING, #P812-8 TEFLON, PLAIN	800818-0003	GFI	B	
BEARING, A/C IDLER SHEAVE	049021F	AJ-1-3	A	N2,N3
BEARING, A-AXLE INNER	6329673F	AB-6-3	A	N4
BEARING, BALL (GILLIG)	01-37634N000	AJ-4-2	A	N7
BEARING, BALL ASSY ENTRANCE DOOR (201	6352377F	AP-1-5	A	N9
BEARING, CAMSHAFT (REAR)	6312115F	AB-3-2	A	N5
BEARING, CARRIER/ DRIVESHAFT SUPPORT	27CH0180	VAN-6-1	A	V3
BEARING, C-AXLE (01)	6329599F	AB-5-6	A	N4
BEARING, CENTER HOOP (JOINT ASSY)ARTIC	6357013F	AJ-1-7	A	N8
BEARING, CONE & ROLLER FRT OUT (E450)	BC22-1216-A	VAN-1-8	A	V2
BEARING, CONE & ROLLER FRT OUT (E450)	BC22-1216-A	VAN-1-8	A	V3
BEARING, DOOR (1004-3007)	CM6	VAN-5-6	A	V1
BEARING, DOOR SHAFT & ARM ASSY	6315345F	AP-1-4	A	N4
BEARING, DOOR SHAFT & ARM ASSY	6315345F	AP-1-4	A	N5

Click item to select - item populates in *Select Item* field

This screenshot shows the same search window as above, but with the 'Select Item' dropdown menu populated with the selected item: 'BEARING, #P812-8 TEFLON, PLAIN'. Below the dropdown is a 'Load Item' button. The rest of the search window, including the search criteria and filters, remains the same.

Click *Load Item* to populate Inventory Master Maintenance

2/22/2012

Search Item By
Item Description

Search Item Text Contains:
Add bearing

Filters

Warehouse: [] Add []
Bin Location: [] Add []
Product Class: [] Add []
Vendor Part #: [] Add []
Previous Vendor Part #: [] Add []
Vendor Account: [] Add []
Vehicle Model: [] Add []
Include Inactive Items:

Search [] Reset []

Select Item
BEARING, #P812-8 TEFLON, PLAIN

Load Item

Item is populated in Inventory Master Form

Inventory Master Maintenance

Status: A Item #: [] BEARING, #P812-8 TEFLON, PLAIN
Vendor Part #: []
Select Current Date: 11/1/2022

Item: B00818-0003 Description: BEARING, #P812-8 TEFLON, PLAIN 8136

Product Class Code: 03 Type: S Status: A Unit of Measure: EA
Min Stock: 0 Max Stock: 0 Units Per Pack: 0
Last Count: 0.00 Count Date: 12/12/2020
Inventory Cycle: [] Hazardous:
Commodity Code: [] Comment: []
Updated: knapper 12/12/2020 9:05:56 AM FNIN_PhysicalInventoryForm

Warehouse: GFI Bin Location: [] Vehicle Model: [] Substitute Item #: [] Preference: []

Last Cost: \$0.000000 Avg Cost: \$0.000000 Current Value: \$0.00
On Hand: 0.00 On Order: 0.00 Reserved: 0.00 Committed: 0.00 Available: 0.00

Contract #: []

Master
Vendors
Search
Renumber
Add New
Notes
History
User
Perpetual

VSN: 0906.0001 [9/19/2022]

To narrow the search criteria – choose item from drop-down menu from any/or of the following: *Warehouse; Bin Location; Product Class; Vendor Part #, Previous Vendor Part #, Vendor Account and/or Vehicle Model*. Click *Add* for each item chosen. Once all menu items are chosen – select *Search*.

The example below narrows the filter to display only those items containing the description 'bearing' and warehouse 'B'.

Search Item By
 Item Description

Search Item Text Contains:
 Add bearing

Filters

Warehouse: Add B

Bin Location: Add

Product Class: Add

Vendor Part #: Add

Previous Vendor Part #: Add

Vendor Account: Add

Vehicle Model: Add

Include Inactive Items:

Search Reset

Select Item

PartDesc	PartNumber	BinLocation	Warehou	VehicleModel
BEARING, HUB UNIT (13>)	6392545F	BA-1-4	B	N10
BEARING, #P812-8 TEFLON, PLAIN	800818-0003	GFI	B	N10
BEARING, A/C IDLER SHEAVE	049021F	AJ-1-3	A	N2,N3
BEARING, A-AXLE INNER	6329673F	AB-6-3	A	N4
BEARING, BALL (GILLIG)	01-37634N000	AJ-4-2	A	N7
BEARING, BALL ASSY ENTRANCE DOOR (201	6352377F	AP-1-5	A	N9
BEARING, CAMSHAFT (REAR)	6312115F	AB-3-2	A	N5
BEARING, CARRIER/ DRIVESHAFT SUPPORT	27CH0180	VAN-6-1	A	V3
BEARING, C-AXLE (01)	6329599F	AB-5-6	A	N4
BEARING, CENTER HOOP (JOINT ASSY) ARTIC	6357013F	AU-1-7	A	N8
BEARING, CONE & ROLLER FRT OUT (E450)	BC2Z-1216-A	VAN-1-8	A	V2
BEARING, CONE & ROLLER FRT OUT (E450)	BC2Z-1216-A	VAN-1-8	A	V3
BEARING, DOOR (1004>3007)	CM6	VAN-5-6	A	V1
BEARING, DOOR SHAFT & ARM ASSY	6315345F	AP-1-4	A	N4
BEARING, DOOR SHAFT & ARM ASSY	6315345F	AP-1-4	A	N5

Each criteria selected narrows the search further to aid in locating the item based on the information selected. Below is another example where chosen criteria further narrow the search.

Search Item By
 Item Description

Search Item Text Contains:
 Add bearing

Filters

Warehouse: Add B

Bin Location: Add GFI

Product Class: Add

Vendor Part #: Add

Previous Vendor Part #: Add

Vendor Account: Add

Vehicle Model: Add

Include Inactive Items:

Search Reset

Select Item

PartDesc	PartNumber	BinLocation	Warehou	VehicleModel
BEARING, #P812-8 TEFLON, PLAIN	B00818-0003	GFI	B	
BEARING, FLANGE	A03069-0001	GFI	B	
BEARING, FLANGE (#BJ4F081206)	B00827-0002	GFI	B	
BEARING, FLANGE (#BJ4F101408)	B00827-0001	GFI	B	
BEARING, FLANGE (#BJ4F121608)	B00827-0003	GFI	B	
BEARING, TEFLON, #P1216-6 PLAIN	B00818-0004	GFI	B	

Appendix F

Support Tip-Physical Inventory and BCU Instructions

Topic/Problem:

Physical Inventory process and using Psion Workabout Pro BCU units and wireless connection

Procedure:

1. **Warnings:** before beginning any physical inventory - it is advisable that all receipts have been entered and updated, all work order material is updated, and any adjustments are entered and updated. Once all updates are completed, always create the inventory book prior to doing any physical count.
2. Select Physical Inventory



3. Select or enter the following:
 - a. **Count Date** – default's to Today" date but can be changed, if needed
 - b. **Select Sort Order**
 - i. Choose sort order from each drop-down list (see example below)
4. Select **Create Inventory Book**

Physical Inventory		Count Date	11/01/2022		Create Inventory Book	Clear Book - No Update	
<input type="checkbox"/> Inventory Cycle Count	<input checked="" type="checkbox"/> Spot Check	Select Sort Order :		Re-sort Inventory Book	Physical Inventory Update		
Select Cycle <input type="text"/>	<input type="checkbox"/> All Types	<input type="text"/> Item	<input type="text"/> Bin Location	Print Book	Do Not Show details		
Select Type <input type="text" value="S"/>	<input checked="" type="checkbox"/> Exclude Inactive Items	<input type="text"/> Warehouse	Deviation Report <input type="checkbox"/> Deviations only				

Results after **Create Inventory Book** has been selected

Physical Inventory Count Date: 11/01/2022

Inventory Cycle Count
 Select Cycle: Spot Check

Select Type: All Types
 Exclude Inactive Items

Select Sort Order:
 Item
 Bin Location
 Warehouse

Deviations only

Bin Location	Item #	Description	Physical Count	Count Date
03-11 D	0000330	JOINT DOOR END DOOR ELDERADO		
11/12 H	000633	BUSHING ROD MT		
13-08 F	000685	ELBOW 90 TRANS COOLER		
03-11 F	0007818	PIN EMERGENCY RELEASE DOOR		
03-11 B	0007824	ARM COLLAR SWING		
03-11 I	00142	BOLT PIVOT, DOOR BOTTOM		
13-08 E	001493	ADAPTER		
03-10 G	0017926	LATCH, BATTERY DOOR		
03-11 F	0020199	GEAR, ENTRY DOOR IDLER		
03-11 F	0020202	BOLT 1/2 X 1 SCKT HD SHOULDR		
06-07 E	0020238-2	MOTOR HEATER 800S		
04-07 D	0023209	HOSE - A/C		
03-05 L	0027935-1	BARRIER		
05-04 G	002846	GROMMET - TAIL LIGHT		
05-04 C	0028619	LIGHT, BAR STOP		
07-01 E	0029098-01	SWITCH - ENTRY DOOR - ROCKER		

Record: 1 | No Filter | Search

5. Select **Print Book**

- a. A hard copy (see following example) can be printed to write down record counts during inventory process, if desired. Once the book is created, existing records can be resorted, as needed. Select the **Sort Order** fields, change the sort order and select **Re-sort Inventory Book** to achieve desired sort results. The Physical Inventory book can be closed – no data will be lost.

Physical Inventory Book						
Bin Location	Item #	Description	UOM	Count	Remarks	
03-11 D	0000330	JOINT DOOR END DOOR ELDERADO	EA			
11/12 H	000633	BUSHING ROD MT	EA			
13-08 F	000685	ELBOW 90 TRANS COOLER	EA			
03-11 F	0007818	PIN EMERGENCY RELEASE DOOR	EA			
03-11 B	0007824	ARM COLLAR SWING	EA			
03-11 I	00142	BOLT PIVOT, DOOR BOTTOM	EA			
13-08 E	001493	ADAPTER	EA			
03-10 G	0017926	LATCH, BATTERY DOOR	EA			
03-11 F	0020199	GEAR, ENTRY DOOR IDLER	EA			
03-11 F	0020202	BOLT 1/2 X 1 SCKT HD SHOULDR	EA			
06-07 E	0020238-2	MOTOR HEATER 800S	EA			
04-07 D	0023209	HOSE - A/C	EA			
03-05 L	0027935-1	BARRIER	EA			
05-04 G	002846	GROMMET - TAIL LIGHT	EA			
05-04 C	0028619	LIGHT, BAR STOP	EA			
07-01 E	0029098-01	SWITCH - ENTRY DOOR - ROCKER	EA			
03-09 H	0029291	FLANGE STANSION	EA			
05-02 E	0029458-1	LAMP STEPWELL	EA			
07-01 I	0030593-01	SWITCH DOOR	EA			
07-01 I	0030593-02	SWITCH DOME	EA			
07-01 I	0030593-03	SWITCH HEAT	EA			
07-01 I	0030593-13	SWITCH LIFT	EA			
04-09 F	0031539	BOARD AC CONTROL	EA			
04-09 E	0031539-4	AC BOARD 550 S 800 CHEVYS	EA			
07-04 E	0032192-70	ELECTRICAL CENTER BOARD	EA			
07-04 E	0032192-77	BOARD HEATER CONTROL	EA			
BRAKE RM	0033530	WINDOW	EA			

- Follow the procedures for using the BCUs for conducting physical inventory. Once all items have been scanned or entered and counted, proceed with the following.
- Open Physical Inventory, the current book with all items counted is ready for review. Review the current book and make any changes necessary. Click on **Show Details** if further detail is needed for review.
- Once all counts are entered, to review **all** items, select **Deviation Report**, **OR** check **Deviations only** checkbox to review **only** items with deviations.

Physical Inventory Count Date: 11/01/2022

Inventory Cycle Count
 Spot Check
 Select Cycle: [Dropdown]
 Select Type: [Dropdown] All Types
 Exclude Inactive Items

Select Sort Order:
 [Dropdown] Item
 [Dropdown] Bin Location
 [Dropdown] Warehouse

Create Inventory Book
 Re-sort Inventory Book
 Print Book
 Clear Book - No Update
 Physical Inventory Update
 Do Not Show details

Deviations only
 Deviation Report

Bin Location	Item #	Description	Physical Count	Count Date
03-11 D	0000330	JOINT DOOR END DOOR ELDERADD		
11/12 H	000633	BUSHING ROD MT		
13-08 F	000685	ELBOW 90 TRANS COOLER		
03-11 F	0007818	PIN EMERGENCY RELEASE DOOR		
03-11 B	0007824	ARM COLLAR SWING		
03-11 I	00142	BOLT PIVOT, DOOR BOTTOM		
13-08 E	001493	ADAPTER		
03-10 G	0017926	LATCH, BATTERY DOOR		
03-11 F	0020199	GEAR, ENTRY DOOR IDLER		
03-11 F	0020202	BOLT 1/2X1 SCKT HD SHOULDR		

- Review Deviation Report carefully for any missing data (see example below)

Deviation Report

Item #	Description	Date Counted	Average Unit Cost	Phys Count	On Hand	Qty Com	Avail	Dev Qty	Dev %	Physical Ext Cost	Avail Ext Cost	Deviation Ext Cost
010100001	MAR PUMP RBLD KIT	1/28/2011	\$33.98	1	18	1	17	-16	-94%	\$33.98	\$577.71	(\$543.72)
010100002	FAN ASSY RADIATOR COOLING	1/28/2011	\$2.31	2	36	5	31	-29	-94%	\$4.61	\$71.47	(\$66.86)
010100003	A/C DEHYDRATORS	1/28/2011	\$1.00	3	4	-6	10	-7	-70%	\$3.00	\$10.00	(\$7.00)
010100005	A/C ROD END TURNBUCKLE 3/4 RH	1/28/2011	\$20.42	1	6	-3	9	-8	-89%	\$20.42	\$183.78	(\$163.36)
010100006	A/C ROD END 3/4 MALE LH	1/28/2011	\$21.39	4	22	-1	23	-19	-83%	\$85.56	\$401.97	(\$406.41)
010100007	ED/WF SENSOR LOW COOLANT LEVEL	1/28/2011	\$209.68	6	1	-1	2	-4	200%	\$1,257.48	\$419.16	\$838.32
010100021	A/C RETAINER/ SEAL ASM	1/28/2011	\$0.00	2	0	3	-3	5	0%	\$0.00	\$0.00	\$0.00
010100031	A/C BELTS ORION 2006 NEW FLYER	1/28/2011	\$92.00	3	5	0	5	-2	-40%	\$276.00	\$480.00	(\$184.00)
010100041	OR08 FAN DRIVER 24 VOLT	1/28/2011	\$33.26	5	2	-1	3	2	67%	\$166.30	\$99.78	\$66.52
010100091	A/C EVAP MOTOR FAN HUB	1/28/2011	\$96.32	1	6	0	6	-5	-83%	\$96.32	\$577.92	(\$481.60)
010100111	24V MARINE PUMP-ROTRON		\$735.00						0%			
	No Entry For This Item											
0101000131	T-K SET SCREW		\$2.00						0%			
	No Entry For This Item											

- Go back to Physical Inventory book and make any necessary changes or corrections (see example below). Reprint the Deviation Report and review again. Repeat process until all inventory items are accounted for correctly.

Deviation Report

Item #	Description	Date Counted	Average Unit Cost	Phys Count	On Hand	Qty Com	Avail	Dev Qty	Dev%	Physical Ext Cost	Avail Ext Cost	Deviation Ext Cost
0101000001 WH 01 Bin Location BIN 23F	MAR PUMP RBLD KIT	1/28/2011	\$33.98	1	18	1	17	-16	-94%	\$33.98	\$677.71	(\$643.72)
0101000002 WH 01 Bin Location BIN 31A	FAN ASSY RADIATOR COOLING	1/28/2011	\$2.31	2	36	5	31	-29	-94%	\$4.61	\$71.47	(\$66.86)
0101000003 WH 01 Bin Location BIN 24B	A/C DEHYDRATORS	1/28/2011	\$1.00	3	4	-6	10	-7	-70%	\$3.00	\$10.00	(\$7.00)
0101000005 WH 01 Bin Location BIN 47A	A/C ROD END TURNBUCKLE 3/4 RH	1/28/2011	\$20.42	1	6	-3	9	-8	-89%	\$20.42	\$183.78	(\$163.36)
0101000006 WH 01 Bin Location BIN 47A	A/C ROD END 3/4 MALE LH	1/28/2011	\$21.39	4	22	-1	23	-19	-83%	\$85.56	\$491.97	(\$406.41)
0101000007 WH 01 Bin Location BIN 10A	ED/NF SENSOR LOW COOLANT LEVEL	1/28/2011	\$209.58	6	1	-1	2	4	200%	\$1,257.48	\$419.16	\$838.32
0101000021 WH 01 Bin Location BIN 23D	A/C RETAINER/ SEAL ASM	1/28/2011	\$0.00	2	0	3	-3	5	0%	\$0.00	\$0.00	\$0.00
0101000031 WH 01 Bin Location BIN 45A	A/C BELTS ORION 2006 NEW FLYER	1/28/2011	\$92.00	3	5	0	5	-2	-40%	\$276.00	\$480.00	(\$194.00)
0101000041 WH 01 Bin Location BIN 28D	OR06 FAN DRIVER 24 VOLT	1/28/2011	\$33.26	5	2	-1	3	2	67%	\$166.30	\$99.78	\$66.52
0101000091 WH 01 Bin Location BIN 23E	A/C EVAP MOTOR FAN HUB	1/28/2011	\$96.32	1	6	0	6	-5	-83%	\$96.32	\$577.92	(\$481.60)
0101000111 WH 01 Bin Location BIN 23D	24V MARINE PUMP-ROTRON	1/28/2011	\$735.00	2	1	0	1	1	100%	\$1,470.00	\$735.00	\$735.00
0101000131 WH 01 Bin Location BIN 24B	T-K SET SCREW	1/28/2011	\$2.00	2	8	0	8	-6	-75%	\$4.00	\$16.00	(\$12.00)

NOTE: ALL items in the book must have a count to update. If any item was not counted and left blank, physical inventory will not update. If the count is zero then a zero must be entered in the count, it cannot be left blank.