2011 CHEMSPRO TRAINING
– INVENTORY –

A) PART SETUP
   a. Setup -> Inventory -> Master
      i. Walk through basic setup of a part, including:
         1. Warehouse button
            a. Order Lead Time
            b. Order Alert Date
            c. Warehouse
            d. Location
            e. Order Point
            f. Order Quantity
         2. Vendor Button
            a. Importance of Vendor ID and Item Number

B) DAILY OPERATIONS – USAGE
   a. Yellows
      i. Mechanics write in the information
      ii. Parts person verifies
      iii. Equipment, Job number assignments completed
         1. Show completed Yellows
   b. Data Entry
      i. Daily -> Inventory -> Entry
         1. Inventory Category – P(art)
         2. Usage Button
      ii. Using the Yellow worksheet, the fields can be filled in easily and quickly
         1. Remember to use the "ENTER" key to move to the next field, not the Tab, or Arrow Keys.
            a. Status: default, no entry
            b. USE-Date: enter date of use
            c. Inventory ID: "P" is default, "F2" lookup available
            d. Whse: enter Warehouse name or number; defaults to the indicated "DEF" within setup
            e. Eq/Wrk/Job: enter the Equipment, Work Order or Job number; defaults to "W"; can overwrite with "J" or equipment number
            f. Act: enter activity code, "F2" lookup available
            g. Qty: enter the number of items used

     h. C/P: enter "C" to charge item out at Cost or "P" to charge out at indicated price. Cost is system calculated average for item; Price will be entered in the "Price" field.

     i. War: default is "N", enter "Y" if item is warrantied

     j. UTx: Use Tax; default is "N"; applies to equipment use of fuel. For Parts and Materials enter "N". (Fuel use, "Y" for Highway Equipment, "N" if equipment is off-road and qualifies for fuel tax refund.)

     k. Meter: optional entry; odometer or hour meter reading

     l. Driver: optional entry; driver number or name

     m. Cost: default calculated by system (only override if reversing a transaction)

     n. Handle: handling charge defaults from Inventory Master Part record

     o. Tax: defaults from the Inventory Master record, generally for Fuel

     p. Price: accept the calculated amount or default from the Inventory Master Part record

     q. Reference: optional entry; initials…we commonly use "Yellow" to indicate the entry was from the yellow shop record

2. Subsequent entries the following will auto-fill from previous record:
   a. Date
   b. Inventory ID
   c. Activity
   d. C/P, War, UTx
   e. Driver
   f. Reference

3. **CTRL + D** - erases current line entry
   a. If line is deleted **before** "F9" save, line item is completely lost and not recoverable.
   b. If line is deleted **after** "F9" save, exit data entry window (F8 or ESC) and say "No" to save.

iii. Save frequently

iv. Use checkmarks for line completion

v. Be consistent with how you mark things off as done…every day.

vi. Use colors if helpful

vii. Verify Pre-Post report

1. Return to Entry window and make corrections if necessary.
   a. **ALT + D** – will delete **all** Pre-post inventory records. If option is exercised, there will be three (3) choices available on the warning pop-up window:
      i. **YES =** data on ALL TABS will be deleted.

ii. **NO =** data on the <u>CURRENT TAB</u> will be deleted.

iii. **CANCEL =** nothing will be deleted.

iv. Recommend using <u>NO</u> and proceed with deletion by each tab or CANCEL.

v. For your protection…CANCEL is the default selection, in case you accidently hit "Enter" or the spacebar.

viii. Post transactions

1. Usage Report

C) DAILY OPERATIONS – RECEIPTING

a. Invoice is date stamped as of date it is received and this is the entry value we use within the REC field.

b. Inventory ID

i. Can use the "F2" lookup feature.

ii. Our numbering system allows you to refine the search by entering the first 2 or 3 numbers.

iii. You can "click & drag" the description field header to look by description

c. Warehouse is set to default; ours is MAIN.

d. Vendor ID

i. Can use the "F2" lookup feature

ii. You can "click & drag" the description field header to look by description

iii. <mark>Field will auto-fill to "DEF" vendor ID listed within Part setup</mark>

e. Vendor Item

i. Vendor's referenced part number from invoice

1. Will auto-fill from default vendor within part setup

f. Invoice Number

i. From invoice – be sure to double check

g. Reference

i. A short word or two of what the part is (i.e.; Flasher)

h. Subsequent entries the following will auto-fill from previous record:

i. Inventory ID

ii. Invoice Number

iii. Reference

i. Default fields within entry line are:

i. Warehouse

ii. Vendor Number

iii. Vendor Name

iv. Vendor Item

D) DAILY OPERATIONS – NON-INVENTORY

a. *<mark>Page Up and Page Down keys can be used to move between categories.</mark>*

b. Receipts are posted as Non-Inventory when purchased item will not be added to inventory, but directly charged to a job or equipment.

c. Non-Inventory purchases/uses can be grouped and summarized by using Non-Inventory master records. These records are created for each Non-Inventory number under Setup, Inventory, Non-rate. They will then show up with regular inventory items in inquiries, search and explore listings and period reports…we don't currently use this feature.

d. Status: default, no entry

e. NON-Date
    i. First entry defaults to current date
    ii. Use date of receipt

f. Non-Inventory ID
    i. Cannot start with a P, M, F or L: they are reserved for Inventoried Parts, Material, Fuel and Lube categories
    ii. We use a short description (Shop Tools, Oil Dry)

g. Equipment/Work Order/Job #
    i. Enter the Equipment, Work Order or Job number to be charged. The first letter must be J or W to indicate Job or Work Order.
    ii. No "F2" lookup on Jobs
    iii. "F2" lookup on Work Orders

h. Activity
    i. "F2" lookup available
        1. Can "click & drag" for description

i. Description
    i. Very general description

j. Class
    i. "F2" lookup (initial entry searches on "Class" field)
        1. Wrong entry? Press "ESC" key.
        2. If looking at all classes (left initial Base Number blank), you can scroll down through list.
        3. Can "click & drag" Class or Description to search.

k. U/M - Unit of Measure
    i. "F2" lookup available
        1. Bag, BDL (bundle), Box, CA (case), BRL (barrel)
    ii. U/M is not showing up on reports

l. GL Account: *xxxx*
    i. "F2" lookup available

m. GL Append: *xxxxxxxxx*
    i. "F2" lookup available

n. T/B – Tire or Battery
    i. **Y** or **N** (N)
    ii. "N" is default

o. War - Warrantied
   i. **Y** or **N**   (N̲)
   ii. "N" is default
p. Quantity
q. C/P – Cost or Price
   i. Sets which is to be used, Cost or Price, to charge the item out at.
      1. C (Cost) is default
      2. The Cost is calculated by the system. The Price is entered in another field.
r. Cost
   i. Default calculated by system (only override if reversing a transaction)
s. Handle - Handling Charges
   i. Defaults from the master record (if applicable)
t. Price
   i. Will auto calculate (first time) off of Cost entry
   ii. Can be overwritten
u. Tax
   i. Defaults from defaults from the Master record, generally for Fuel
v. UTx – Use Tax
   i. Default is "N"
   ii. Applies to equipment use of fuel. For Parts and Materials enter "N"
   iii. Fuel use, "Y" for Highway Equipment, "N" if equipment is off-road and qualifies for fuel tax refund.
w. PTx – Purchase Tax
   i. Default is "N"
   ii. Enter Y if tax is included in the purchase price. Typically for fuel
x. Vendor Number
   i. "F2" lookup is available
      1. Can "click & drag" for description
   ii. Defaults to "DEF" vendor in master
y. Vendor Item
   i. Part number used by vendor
z. Reference
   i. We use Invoice number
aa. Meter
   i. Optional – can use if desired
   ii. Helpful if using Fleet
bb. Driver
   i. Same as Meter
cc. "**F9**"
   i. The more often the better!
dd. Subsequent entries the following will auto-fill from previous record:

      i. Date
     ii. Non Inventory ID
    iii. Activity
    iv. Description
     v. Class
    vi. U/M
   vii. GL Acct
  viii. GL Append
    ix. T/B and War
     x. C/P
    xi. Cost
   xii. Vendor #
  xiii. Vendor Item
  xiv. Reference
   xv. Driver

E) FUEL IMPORT
- a. Configuration setup by Jon
    - i. Import -> Inventory -> Inventory Category: Fuel/Lube
        1. Click on "View Configuration"
        2. File import location and name given
- b. Export data from fuel application
- c. Import data into ChemsPro
    - i. Import -> Inventory ->
        1. Inventory Category: Fuel/Lube
        2. Use Actual Dates: Yes
        3. "F9" for import to process
        4. View any errors if needed
    - ii. Return to Daily -> Inventory -> Entry
        1. Inventory Category: Fuel
            - a. Usage detail will appear
                - i. Edit/reassign as needed
                - ii. "F9" to save changes
                - iii. Exit Daily screen
    - iii. Daily -> Pre / Post -> Inventory
        1. Report Order: A) Entry Order
        2. Report Format: B) Import (Old Fuel)
        3. Detail Error: ☑
        4. Inventory Category: All
        5. Inventory Transaction Type: All
        6. Output Device: Screen
        7. Report Size: Extended

8. "F9"
    a. If any errors, print report and return to Daily Entry Screen to make changes.
    b. Once completed, run above report again.
9. Close report (print if desired) and click on POST "XXX" ITEMS

F) ORDERING
    a. Parts can be setup with reorder points (on hand and/or date) as well as minimum order quantities (Setup -> Inventory -> Master: Vendor button)
    b. Run reorder report to find what parts need to be ordered
        i. Report -> Status -> Inventory
            1. Report Order: A) ID
            2. Report Type: Ordering Status
            3. Inventory Category: Selected
            4. All other selected items = "ALL"
            5. Output device: Screen
            6. Report Size: Extended
    c. Enter the quantities to be ordered
        i. Daily -> Inventory -> Orders
        ii. On order quantities are cleared when order is received and receipted

G) DISPOSAL
    a. You can not dispose of a part when there are quantities on hand
    b. Use the entry screen to dispose of any remaining quantities
        i. Daily -> Inventory -> Entry
            1. Inventory Category: Part
            2. Disposal Button
                a. Status: no entry – default
                b. DIS-Date: date item is to be marked disposed in master record
                c. Inventory ID
                    i. "F2" lookup available
                d. Warehouse: select or defaults to indicated warehouse
                e. Quantity
                    i. If completely disposing of part, enter all remaining quantities of item
                    ii. If rectifying inventory, dispose of items to be removed from quantity on hand
                f. Reference
                    i. Give yourself a good point of reference when disposing of any parts.

H) PART SEARCH
  a. Via ID
  b. Via Vendor ID
    i. Search -> Inventory
      1. Enter Vendor Item number
        a. Click LOCATE
          i. Detail tab = usage

I) YEAR END
  a. Print "Current Costed Report by GL Append" (save as a PDF)
    i. Reports -> Status -> Inventory
      1. Report Order: E) G/L Append
      2. Report Type: Current Costed
      3. Inventory Category: Selected
      4. Remaining Selected Items = "ALL"
      5. Output Device: Screen
      6. Report Size: Extended
      7. "**F9**"
      8. From Active Inventory Categories pop-up select "PART"
    ii. This report is your starting point; will be used to determine the variance in inventory status by comparing it to the final report after count is completed.
  b. Print "Physical Inventory Count Sheets" (best thing since soap)
    i. Reports -> Year End -> Inventory -> Count Sheets
      1. Report Order: B) Location No Barcode
      2. Physical Count Year: (year being counted)
      3. Show Page Count: ☑
      4. Inventory Category: Selected
      5. Inv. Whse, Inv. Class, Inv. GL Acct, Location: "ALL"
      6. Inv. ID Status: Active (so you don't get "inactive" parts)
      7. Output Device: Screen
      8. Report Size: Standard
      9. From Active Inventory Categories pop-up select "PART"
    ii. If sheets look correct, print
    iii. Designated personnel to count and initial/sign EACH sheet
  c. FREEZE INVENTORY
    i. Annual -> Freeze Inventory
      1. Category: PART
      2. Class: ALL
  d. Export part master listing for spreadsheet data entry
    i. Export -> Inventory -> Master
      1. Export Type: A) UPC Variable Length, comma Delimited
      2. Inventory Category: Part

3. Single Warehouse: Selected
4. Filename: (network driver letter and subdirectory)\UPC.CSV
   a. Can export as a "text" file as well
5. "**F9**"
ii. I use Window Explorer to rename the file right away; because there will be another file by the same name towards the end of the processing.
1. I select a name that is associated with the date: UPC-20110106.csv
iii. Open the file in Excel
1. Save as: "PIC 20110106-Setup Copy.xls"
   a. Add "Trans Code" column and place "PIC" within
      i. Basically overwrite "P" column
   b. Move UPC column to second place (from 5th), overwriting description
   c. Move location to third place
   d. Insert "Reference" column and place "(year)PIC" within
   e. Warehouse is fifth column
   f. Add "Item Count" column
   g. Add "Date" column
   h. Save
   i. Then "Save As" and name it: PIC 20110106-Entry Sheet.xls
      i. Parts personnel will use this spreadsheet to enter all counts from count sheets
2. Once count is completed and all data entered into spreadsheet, open PIC 20110106-Entry Sheet.xls
   a. Save As: PIC 20110113-Import Copy.xls
      i. Make sure dates within "Date" column are all 12/31/xx
      ii. Delete column "Location"
      iii. Remove column headers
      iv. Save
   b. Save As: PIC 20110113-Import Copy.**CSV** (MS-DOS)
   c. Save As: UPC.CSV
e. Import inventory into ChemsPro
   i. Import -> Inventory
      1. Inventory Category: PARTS
      2. Use Actual Dates: YES
      3. "**F9**"
f. Verify import
   i. Daily -> Inventory -> Entry
      1. Physical Count (PIC) button
g. Post transactions
   i. Daily -> Pre / Post -> Inventory
      1. Report Order: A) Entry Order

2. Report Format: A) Vendor
3. Detail Errors: ☑
4. Inventory Category: Selected
5. Inv Txn Type: Selected
6. Output Device: Screen
7. Report Size: Extended
      ii. From Active Inventory Categories pop-up, select PART
      iii. At INV_TRANS_TYPE_POPUP window, click "OK"
      iv. From Active Postable Transaction Types pop-up select "PIC"
      v. Review Pre-Post and verify
      vi. Post transactions
      vii. Print Posted Transactions report:
            1. Name for easy recognition: 2010 PIC Import – Post.pdf
   h. Run Physical Counts Required report
      i. Reports -> Year End -> Inventory -> Status
            1. Report Order: G) Location
            2. Report Type: Physical Counts Required
            3. Inventory Category: Selected
            4. Inventory ID Status: Active
            5. Output Device: Screen
            6. Report Size: Standard
            7. "**F9**"
      ii. From Active Inventory Categories pop-up select: PART
      iii. Print report
   i. Run Quantity Discrepancy by Location report
      i. Reports -> Year End -> Inventory -> Status
            1. Report Order: G) Location
            2. Report Type: Quantity Discrepancy
            3. Inventory ID Status: Active
            4. Output Device: Screen
            5. Report Size: Extended
            6. "**F9**"
      ii. From Active Inventory Categories pop-up select: PART
      iii. Print report
   j. Run Quantity Discrepancy by ID report
      i. Reports -> Year End -> Inventory -> Status
            1. Report Order: A) ID
            2. Report Type: Quantity Discrepancy
            3. Inventory ID Status: Active
            4. Output Device: Screen
            5. Report Size: Extended
            6. "**F9**"

      ii.   From Active Inventory Categories pop-up select: PART
          1.   Print report

k.   Run Dollar Discrepancy by ID report
      i.   Reports -> Year End -> Inventory -> Status
          1.   Report Order: A) ID
          2.   Report Type: Dollar Discrepancy
          3.   Inventory ID Status: Active
          4.   Output Device: Screen
          5.   Report Size: Extended
          6.   "**F9**"
      ii.   From Active Inventory Categories pop-up select: PART
      iii.   Print report

l.   At this point, each part showing a discrepancy should be recounted and verified. If upon recounting a different count is attained, then a new PIC can be entered.
      i.   A different date needs to be used for the new PIC to differentiate it from the first PIC entered.
      ii.   It is suggested that the new PIC be entered manually into ChemsPro
          1.   Daily -> Inventory -> Entry
              a.   Inventory Category: PART
              b.   Physical Count (PIC) button
          2.   This entry will be added to the previous PIC entered.
          3.   Once again, post the PIC transactions as before.
          4.   Run same reports ("i", "j", "k" and "l")
              a.   Save, add "RECOUNT" to end of file name

m.   Adjust Inventory
      i.   Annual -> Adjust Inventory
          1.   This is the second to last step in the inventory process
          2.   Category: PART
          3.   Class: ALL
          4.   Adjust Date: 12/31/2011 (using end-of-year)
          5.   "**F9**"

n.   Move Year to Date Quantity Used
      i.   Annual -> Move YTD Qty Used
          1.   This is the last step in the inventory process (other than running some additional reports)
          2.   Rolls the current YTD quantities used into the previous YTD quantity used column; zero's the current YTD quantity for ALL Warehouses in all masters for the category specified
          3.   Category: PART
          4.   "**F9**"

o.   Print "Current Costed Report by GL Append", as you did in step "b".
      i.   Reports -> Status -> Inventory

1. Report Order: E) G/L Append
2. Report Type: Current Costed
3. Inventory Category: Selected
4. Remaining Selected Items = "ALL"
5. Output Device: Screen
6. Report Size: Extended
7. "**F9**"
8. From Active Inventory Categories pop-up select "PART"

    ii. This report is compared to the first report generated, thereby giving you the amount of the inventory variance.

p. Print the following support documents for the Parts Room and place within individual binders (mainly for mechanics use):

    i. Part Master by Class, Part Number
    ii. Part Master by Part Number
    iii. Part Master by Location
    iv. Vendor by Name
    v. Vendor by ID

q. END OF YEAR COMPLETED!!