ramco
Aviation Solutions

Inventory Setup

User Guide

Version 5.5

DISCLAIMER

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The documentation has been provided for the entire Aviation solution, although only a part of the entire solution may be deployed at the customer site, in accordance with the license agreement between the customer and Ramco Systems Limited. Therefore, the documentation made available to the customer may refer to features that are not present in the solution purchased / deployed at the customer site.

About this manual

This manual briefly describes the basic processes and functions in Ramco Aviation Solution.

Who Should Read This Manual

This manual is intended for users who are managing the Aviation industry processes and are new to Ramco Aviation Solution.

This manual assumes that the user is familiar with the Aviation Industry nomenclatures and systems based software.

How To Use This Manual

Ramco Aviation Solution provides extensive Online Help that contains detailed instructions on how to use the application. Users are suggested to use this manual for specific references, along with the Online Help. This manual contains enough information to help the users perform the basic tasks and points toward the Online Help for more detailed information.

How This Manual is organized

The User Guide is divided into 3 chapters and index. Given below is a brief run-through of what each chapter consists of.

Chapter 1 provides an overview of the entire **Inventory Setup** business process. The sub processes are explained in the remaining chapters.

Chapter 2 focuses on the **Parts Catalogue Administration** sub process.

Chapter 3 dwells on the **Storage Area Administration** sub process.

The **Index** offers a quick reference to selected words used in the manual.

Document Conventions

- The data entry has been explained taking into account the "Create" business activity. Specific references (if any) to any other business activity such as "Modify" and "View" are given as "Note" at the appropriate places.
- **Boldface** is used to denote commands and user interface labels.
  Example: Enter **Company Code** and click the **Get Details** pushbutton.
- *Italics* used for references.
  Example: *See Figure 1.1.*
- The ✎ icon is used for Notes, to convey additional information.

Reference Documentation

This User Guide is part of the documentation set that comes with Ramco Aviation Solution.

The documentation is generally provided in two forms:

- The Documentation CD in Adobe® Systems' Portable Document Format (PDF).
- Context-sensitive Online Help information accessible from the application screens.

Whom To Contact For Queries

Please locate the nearest office for your geographical area from www.ramco.com for assistance.

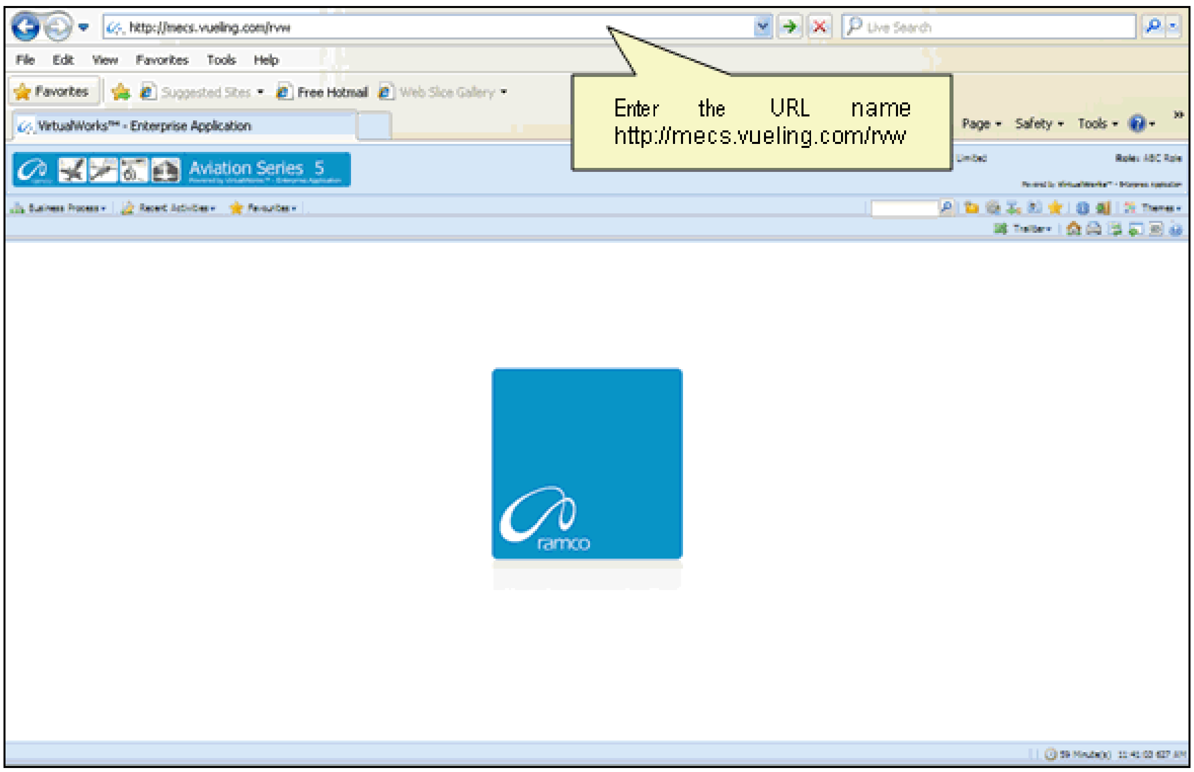
Table of Contents

Using Ramco Aviation Solution

This section explains the basics of using a Ramco Aviation Solution web page. At the end of this section, you will be familiar with the concepts based on which Ramco Aviation Solution works, and also understand how to navigate around Ramco Aviation Solution.

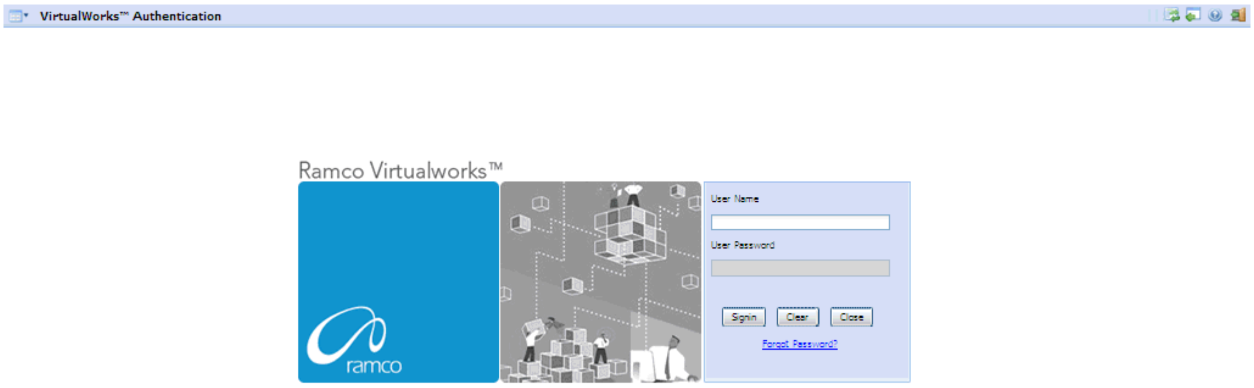
Logging into Ramco Aviation Solution for the first time

Enter the URL of the Ramco Aviation Solution in the Internet Explorer window. For example, URL: http://mecs.vueling.com/rvw.

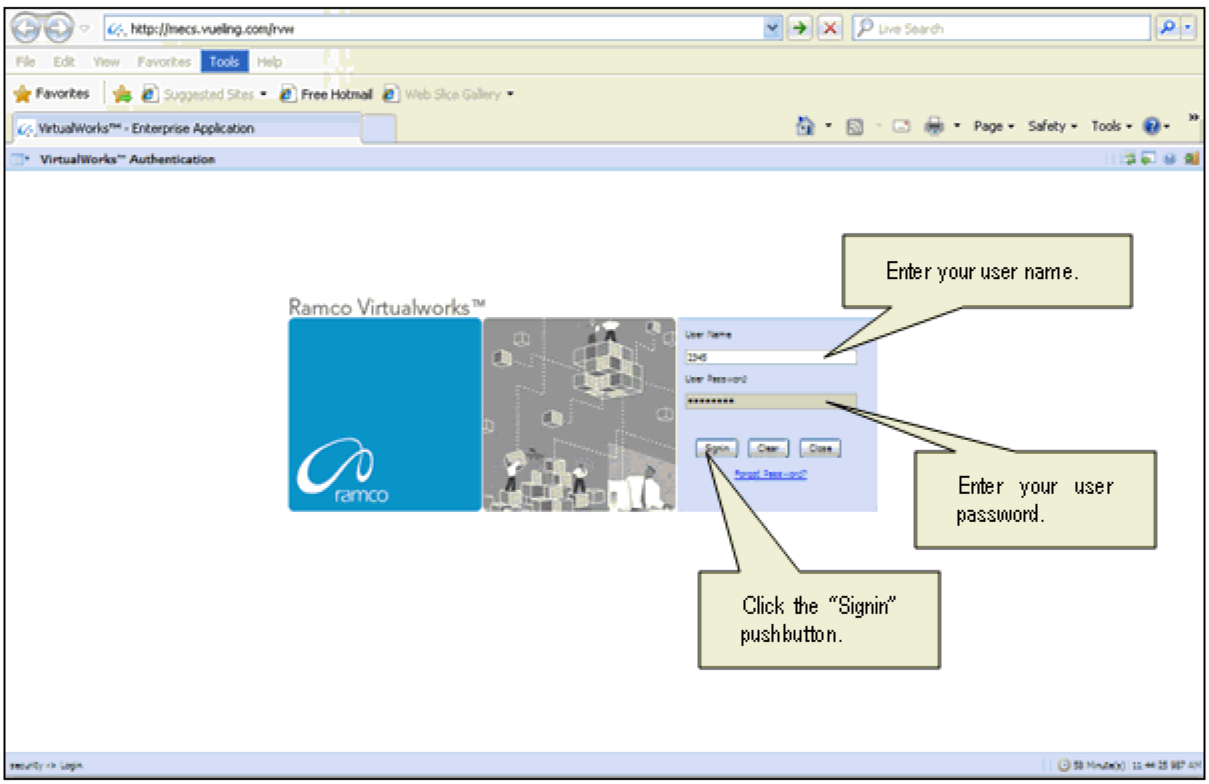


Note: The recommended browser platform for Ramco Aviation Solution is IE8.

The Login page appears.



Enter your **User Name** and **User Password** in the Login page, which have been provided by the System Administrator. Refer to the figure below.



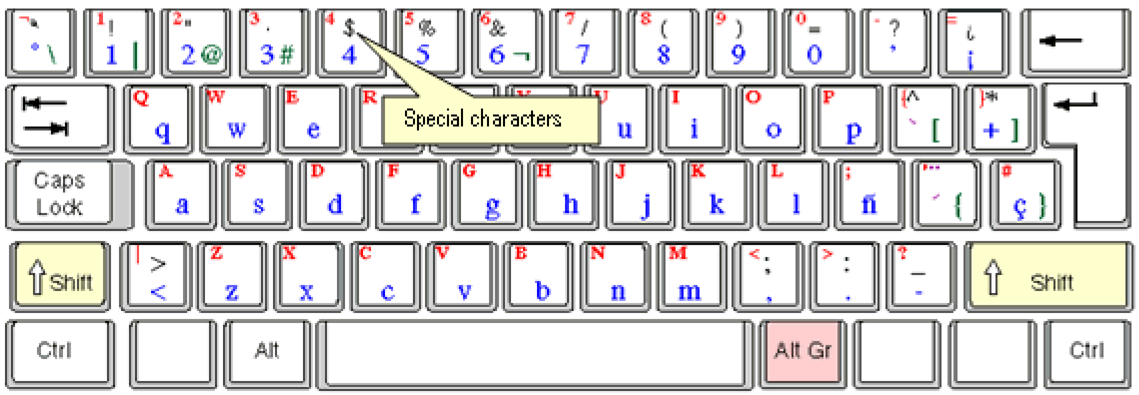
User Name: A unique identifier name or code for logging into Ramco Aviation Solution.

Password: A sequence of characters which, when combined with the user name, ensures that only the user with this password and user name can access Ramco Aviation Solution, where Ramco Aviation Solution offers the user a predefined set of business processes and components.

Passwords must be difficult to guess, and kept secret by the user.

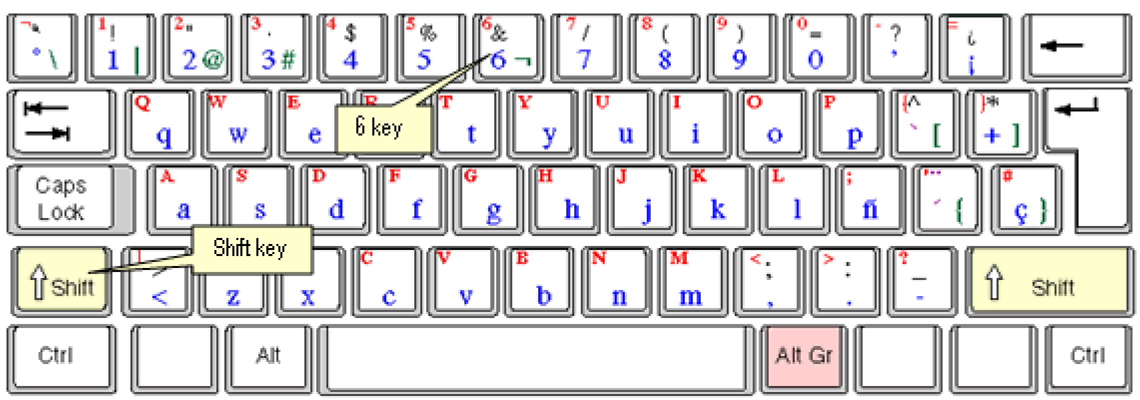
What is a Special Character?

A special character is a non-numeric character (not in the a-z alphabet and 0-9 numbers). Common examples are “!”, “@”, “#”, “$”, “%”, ^“”, “&”, “*”.



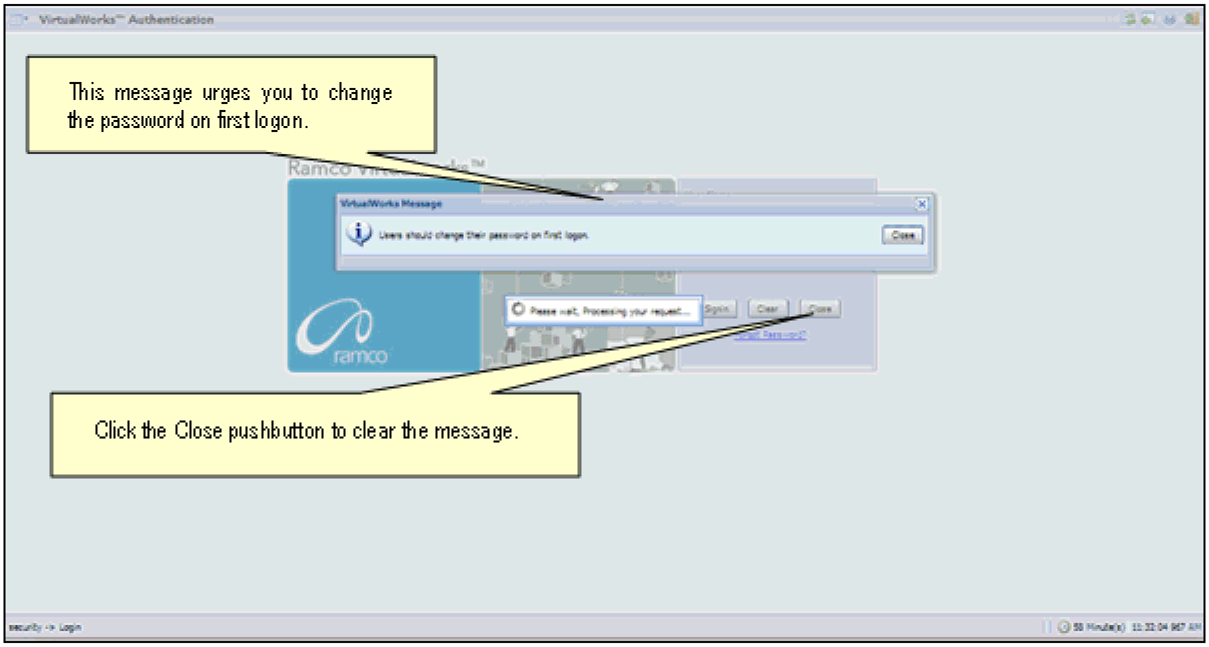
You can type the special characters by pressing Shift + the required character key.

Example: If you want to type “&” as the special character, then press Shift button + 6 Key.



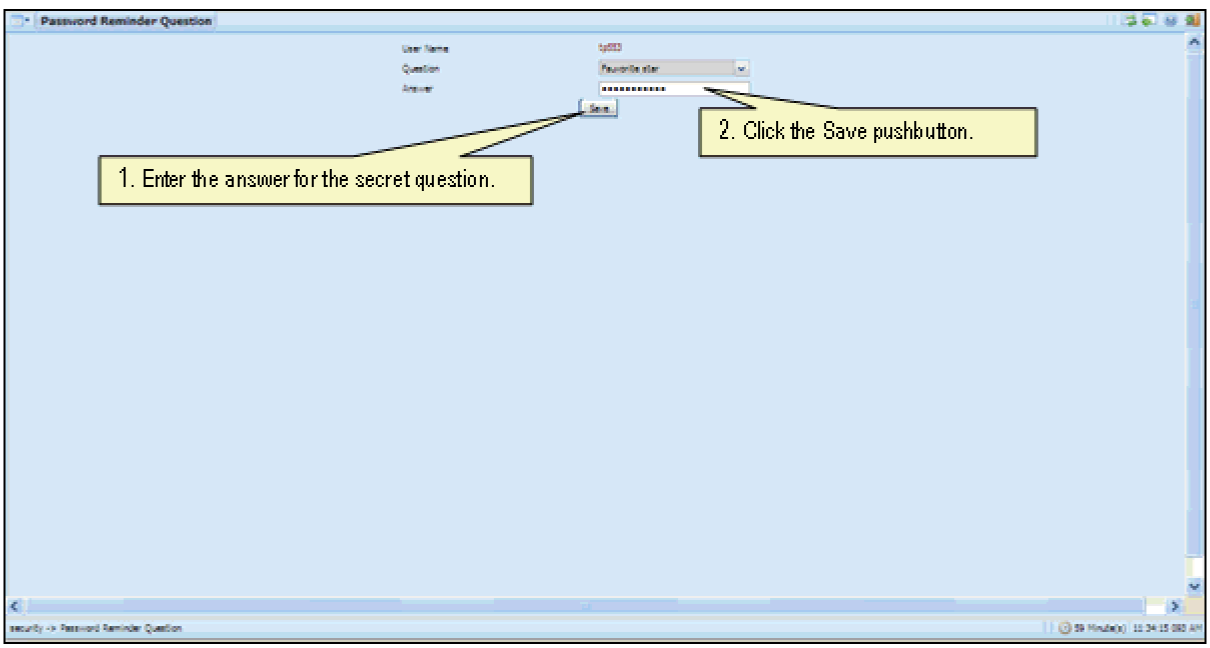
After entering the User Name and Password, click the **Login** pushbutton.

The system will prompt you to change the password, because it is your first login. Refer to the following figure.



Close the window by clicking the **Close** pushbutton.

The **Password Reminder Question** screen appears. The system prompts you to provide an answer to the question.

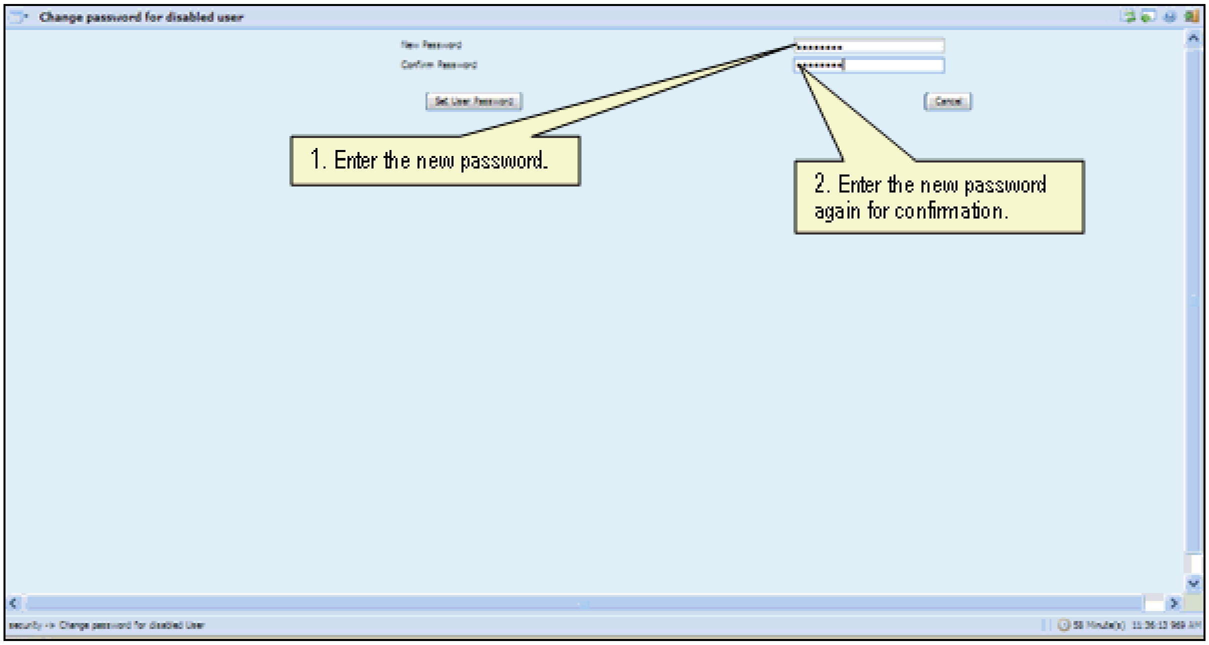


Enter the **answer**.

Click the **Save** pushbutton to save the answer.

Note: The answer provided here will be used for changing the password if you forget your password.

The “Change Password” screen appears.

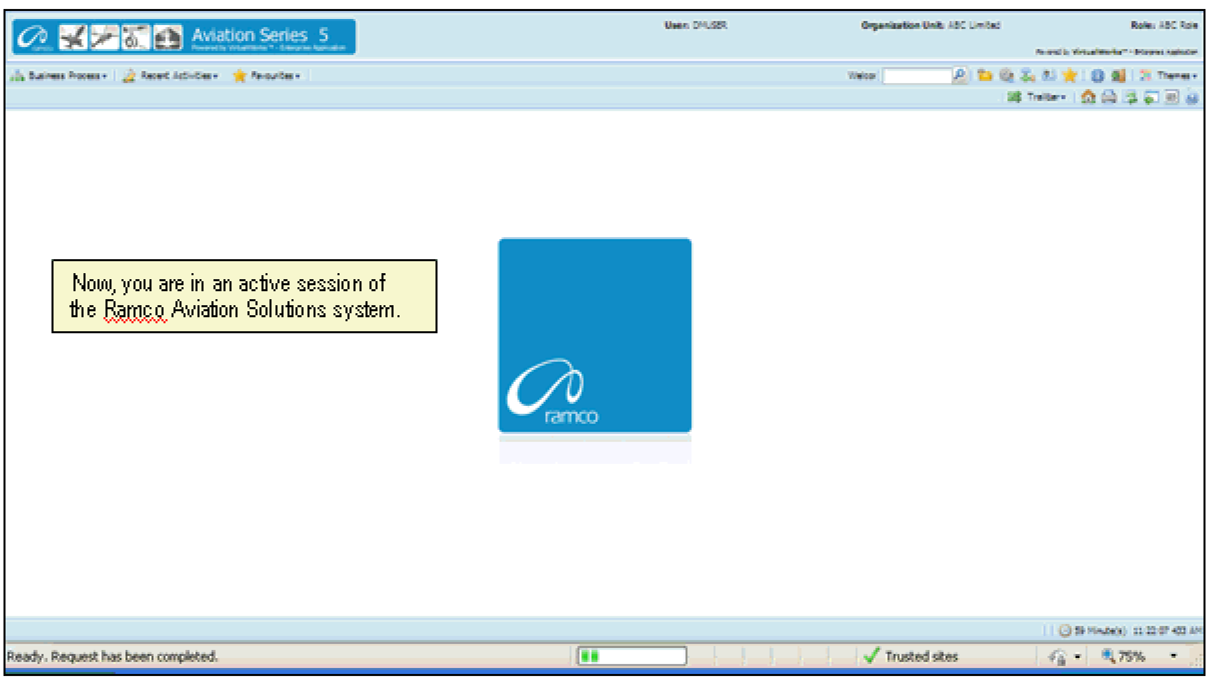


Enter a password of your choice. Ensure that the new password comprises a minimum of six characters and a maximum of 15 characters and includes a special character as well.

Example of passwords: abcd&, abcd*, abc@best

Click the **Set User Password** pushbutton, to save the password.

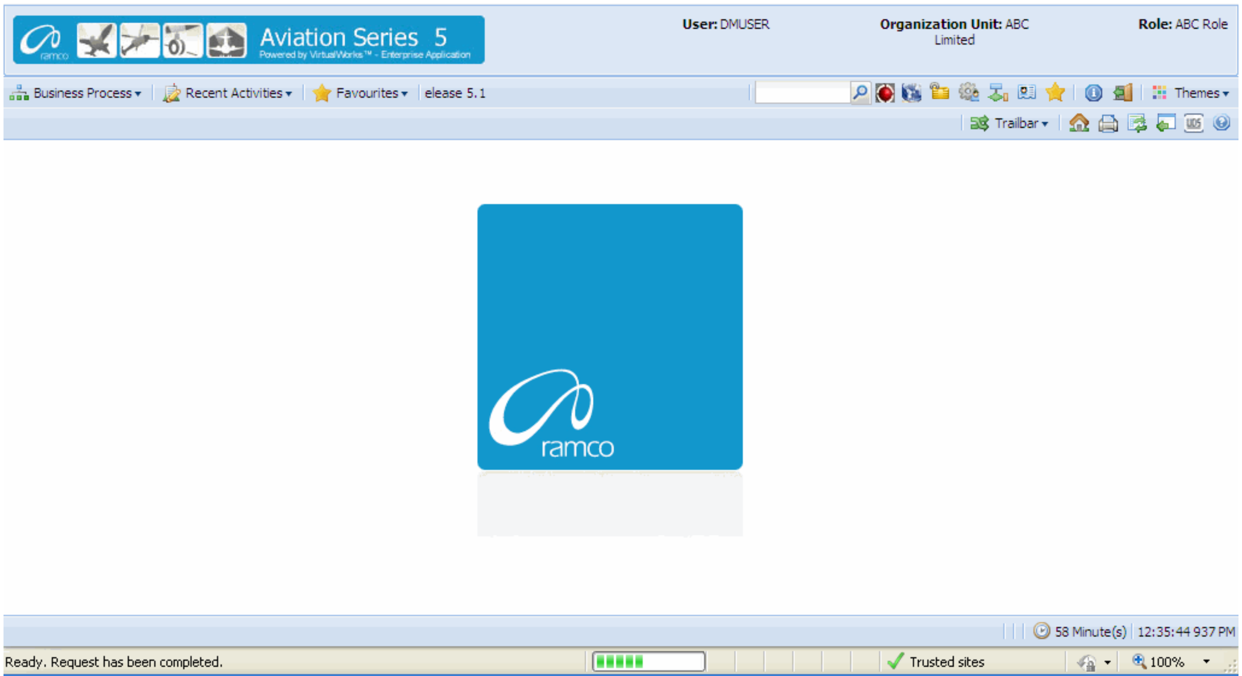
The home page of Ramco Aviation Solution appears. You can now access the activities for which you have permission, from this page.



Ramco Aviation Solution Home page

Welcome to Ramco Aviation Solutions!

You are now in the Ramco Aviation Solutions Home page. This is the first page you encounter, after successfully logging into the application.



From now on, your user name, organization unit and role are displayed on the top right of every Ramco Web page.

Default login details

This section, which occupies the area immediately below the address bar and to the right, side, shows:

- Your user name
- The default role to which your user name is mapped
- The organization unit mapped to the default role

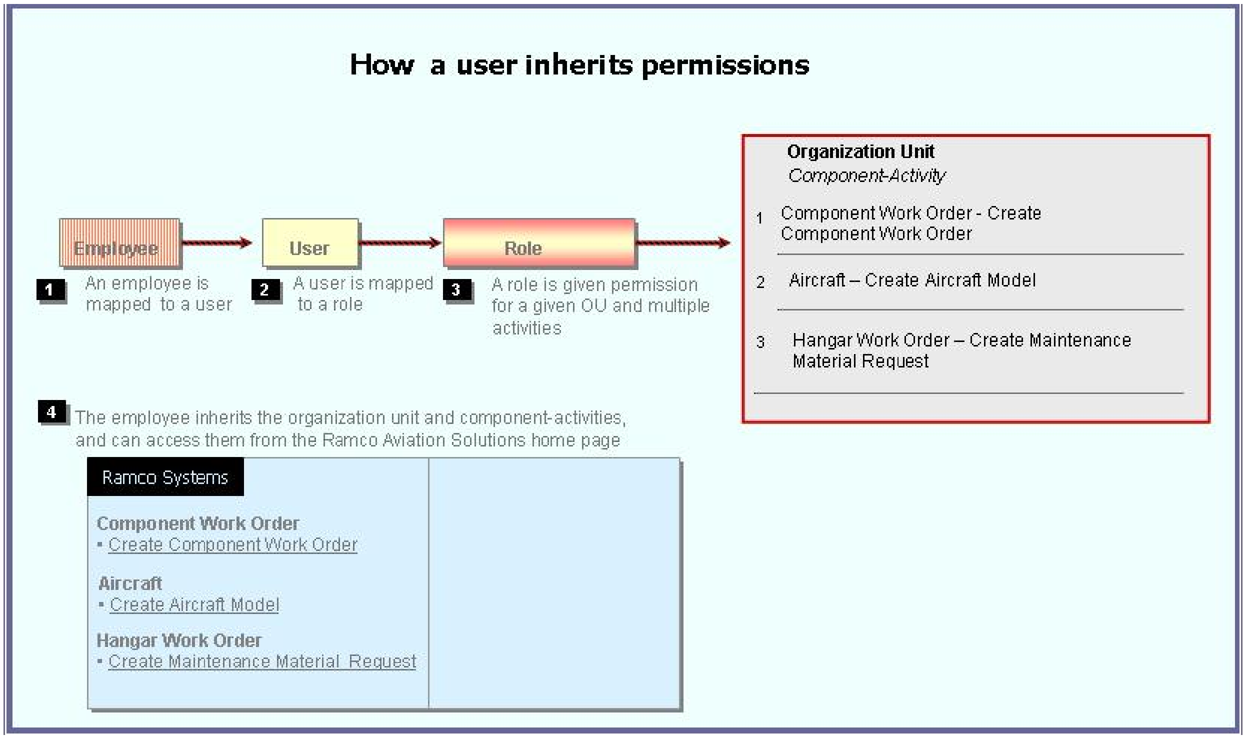
How a user inherits permissions

During deployment, each user name can be mapped or linked to multiple role-organization unit combinations. Shown below are a few examples.

User Name	Role	Organization Unit
John	Configuration Administrator	Tech Records-Indianapolis
John	Engineering Manager	Engineering-New York
John	HR User	Engineering-New York
Andrea	Stores Clerk	Central Warehouse-Los Angeles
Andrea	Shift In charge	Line Station-Chicago
Daniel	Shop Maintenance Manager	Maintenance Shop-Memphis
Daniel	Project Engineer	Head office-New York

For each user name-role-organization unit combination, permission is given to a set of activities. These activities could be across the components deployed in the organization unit. Each user name-role-organization unit combination, therefore, refers to access to (i) a specific organization unit and (ii) one or more activities.

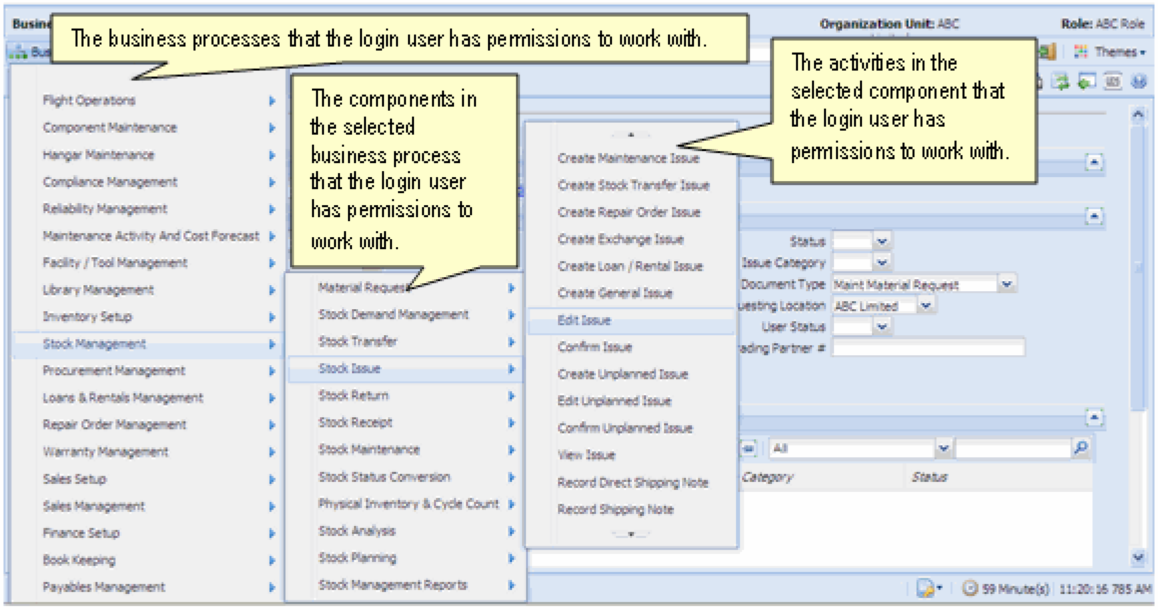
Although a user name can be mapped to multiple role-organization units, the user is assigned a default role-organization unit. This is accomplished through the Setup Defaults icon on the Web toolbar. Therefore, when you login with a given user name, the system retrieves the default role-organization unit and displays it to the right of the page.



Note that there is no separate permission to be obtained for a business process or a component. When you log into a permitted organization unit, the system displays all the business processes and components whose activities your role is permitted to access.

For example, your role may be given permission to two activities under the **Component Work Order** component, and one activity under the **Aircraft** component. When you log in, the system will show the following business processes: **Component Work Order** and **Aircraft**.

- Under the **Component Work Order** business process, the **Create Component Work Order** and **Edit Component Work Order** activities for which you have permission are displayed.
- Under the **Aircraft** business process, the **Create Aircraft Record** activity for which you have permission is displayed.



Business Processes and Activities

Immediately below your user name, the system displays two rows of icons in the Web page toolbar.

On the left half of the first row, there will be three adjacent tabs: they are labeled Business Processes, Recent Activities and Favorites.

Business Process	Those business processes to which your role-organization unit has been entitled permission. Click this icon at the left top of the Web page to find the business process list.
Recent Activities	The most recent list of business activities that you have visited. These activities could be across components and even business processes Click any link, to directly launch the recently visited page.
Favourites	This list, represented by the third icon from the left in the Web toolbar, shows those activities already earmarked as your favorites, using the Favorite icon on the Web toolbar. They will be activities to which your user name-role has been entitled permission. An activity under Favorites provides you a short cut to directly select it after you log into Ramco Aviation Solution, without having to search for the business process and component under which it is logically arranged. Pull down the Favorites menu and select the required activity. The activity is instantly invoked and the first page of the activity appears. This saves users time and effort of traversing to a Web page from the business process, the component and then the activity.

To start an activity under the Recent Activities or Favorites tabs

Select an activity listed under the Recent Activities or Favorites tab.

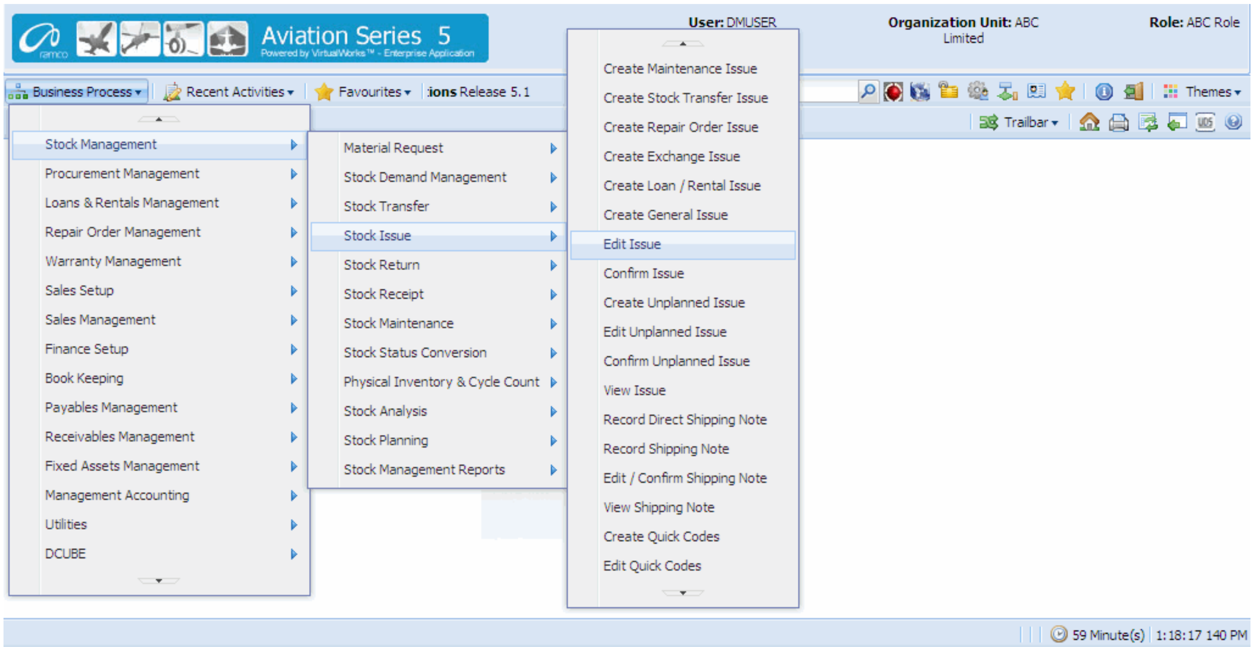
The system displays the first page of the selected activity.

For instance, if the activity Create Component Work Order is listed under the Favorites tab and you select it, the system will display the Select Component page.

To start a business process under the Business Process tab

Select any business process listed under the Business Process tab.

The system displays the components of the selected business process, in the submenu to the right of the selected business process.



Before using a Ramco Aviation Solution Web page

Components, activities and tasks

Before you get started on the Ramco Aviation Solution Web page, you need to know a few concepts based on which Ramco Aviation Solution works. These can be summed up in the few key words that follow.

- Business process
- Business component
- Activity
- Web page or user interface

A business process is a collection of interrelated components that pertain to a specific business domain/department, such as Book Keeping, Hangar Maintenance, Stock management, Human Resources Management, etc.

A business component refers to a set of logical actions or transactions that happen during the course of a business process. For example, components Stock Issue, Stock Return and Stock Receipt components are classified under the Stock Management BPC. Likewise, Journal Voucher, Currency Revaluation and Bank Reconciliation components are grouped under the Book Keeping BPC.

An activity refers to any task/transaction under a business component. For example, Create Maintenance Issue, Confirm Issue and Record Shipping Note activities under the

Stock Issue component enable users to perform specific functions of the Stock Issue process.

Business Component	Stock Management Stock Management	Click the arrow of any business process to display the list of components. Alternatively, click this icon to display the list of components for the previously selected business process.
Activity	Stock Management Edit Issue	Click the right arrow for any component to view the list of activities. Click the activity to view the first page of the activity. You can click links in this page to view more pages in the activity.

Essentially, clicking an Activity opens the **Web page** with which you work. When you are working with a Web page, you would be performing a task in an activity. However, it may or may not be necessary to perform all the tasks in an activity at one go. You may revisit the activity and perform some other tasks that are not mandatory at a later point of time. Hence, it may be concluded that you may have worked with as many **Web pages** as the number of tasks you have performed.

Note that there are several instances when a single Web page is used to carry out the activity straight away. Many of the activities comprise of a single Web page by which the user can both search for a specific record and perform the relevant task on the record.

Correlating tasks to web pages

Given below is an example of the Web pages under an activity, and the task correlating to each Web page.

Go to page…	…To carry out task
Select Issue to Edit	Selecting the stock issue for modification
Edit Issue	Editing the stock issue details
Confirm Issue	Confirming stock issue
Generate MMD Report	Generating MMD for the stock issue
Generate Part Barcode Label	Generate part barcode label for the stock issue

The second page is a hyperlink from the first page. The remaining pages are hyperlinks from the first page or other pages.

More about Search Criteria and the Select web page

You normally encounter a Select page before recording, editing or viewing a record. The "Select Issue Document" is an example of a select page. From this page, you can search for stock issue document you want to edit/view in the following way:

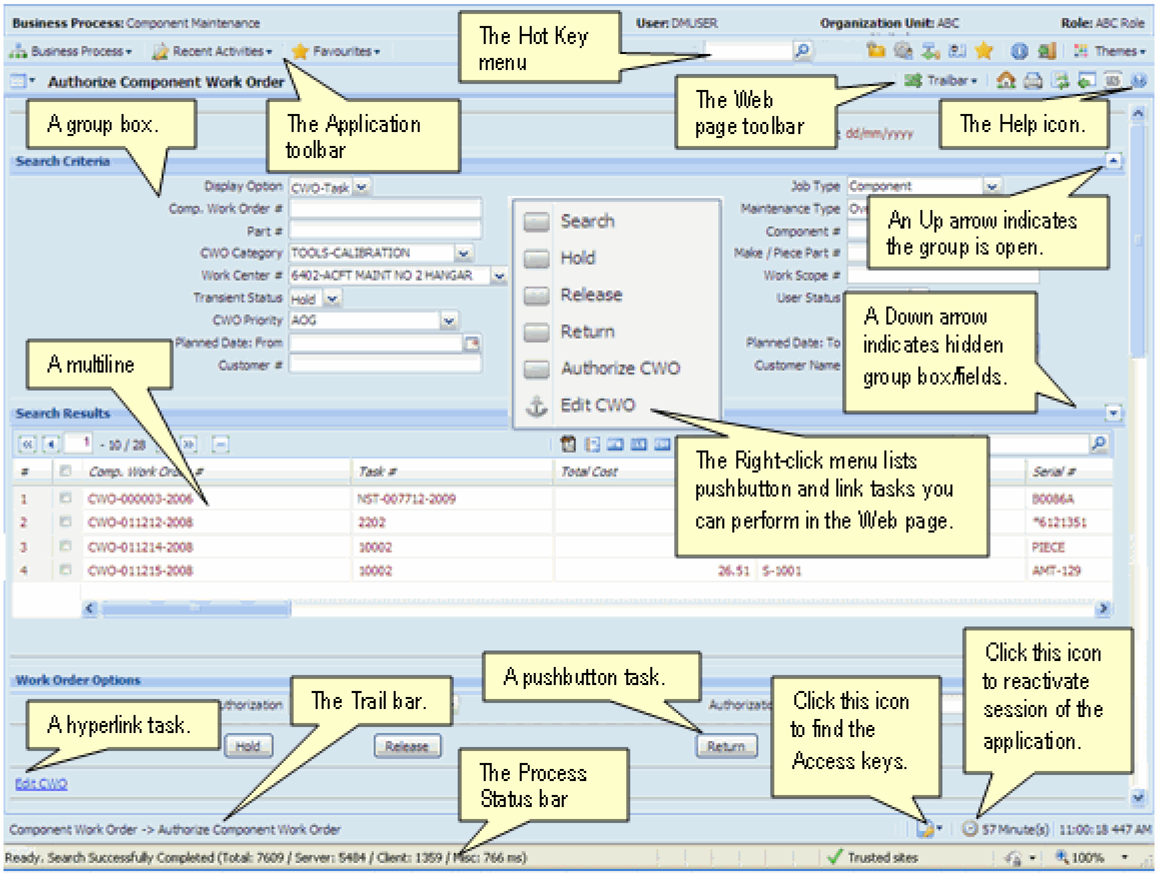
- Select search criteria such as Issue #, Warehouse #, Issue Type or Issue Category.
- You may also specify attributes of a stock issue such as, Ref. Document Type, Ref. Document #, Part # and/or Aircraft Reg. Type.

- The system displays all the stock issue records that satisfy the search criteria, in a multiline.
- From the multiline, select the specific issue record whose details are to be viewed or edited.
- From the Select page, click the link that takes you to the Edit page, Record Page or the View page. Alternatively, one of the fields in the multiline employee records will be hyperlinked, in the Select page. Select the hyperlinked field, to enter the Edit, Record or View page.

A typical Ramco Aviation Solution Web Page

Select a Web page by clicking on the activity on the left pane of the application.

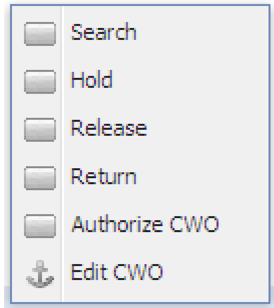
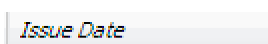
The web page appears.

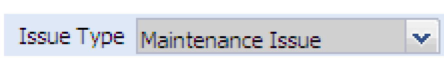


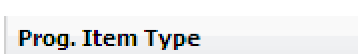
Knowing what a Web page consists of

A web page constitutes the entire document that you view online, which you use to either type in information or view information. All other elements described below, except the Menu button, will be inside the Web page.

While using a Web page, here are the basic elements you will be working with.

<table>
<tr><th>Element</th><th>Icon</th><th>Description</th></tr>
<tr><td>List of Tasks in Web Page</td><td>
</td><td>Right-click anywhere on the Web page to display a drop-down menu that lists the tasks you can perform in the Web page. The tasks include pushbuttons and links.</td></tr>
<tr><td>Record</td><td></td><td>A record refers to a collection of fields that represent attributes of an entity, such as aircraft, aircraft model, component or part. A record is uniquely identified by a key field, such as an identification number.</td></tr>
<tr><td>Multiline</td><td></td><td>A table, consisting of multiple rows and columns. Each row contains a single record. Each attribute of the record appears under a column with the field as the header in the multiline.</td></tr>
<tr><td>Field</td><td>



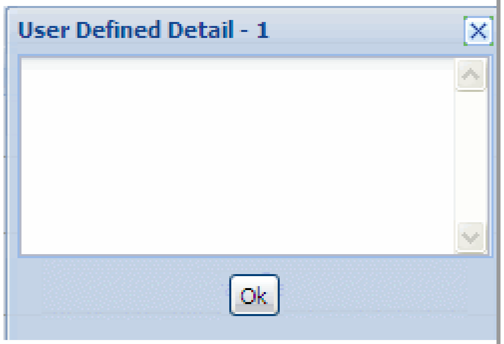
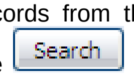
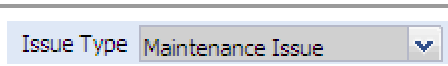

</td><td>Each data element in a page, which is either displayed automatically or which you enter/ type in, is a field.

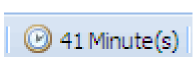
A display field appears in an Italic Regular font.

An input field may be a text box or a drop-down list box. You may provide a valid input value.

A drop-down list box displays a list of values from which you may select the required value.

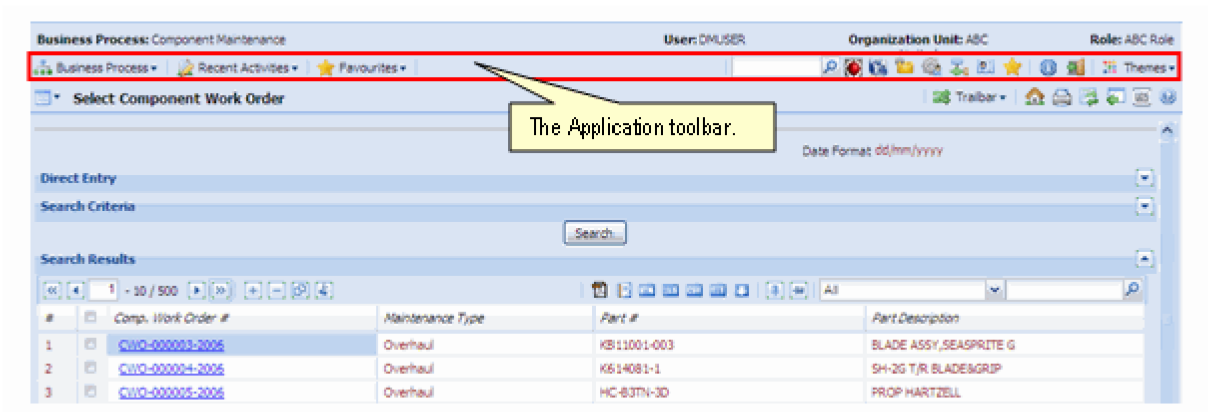
An input field appearing in Bold format implies data entry is mandatory for the field.</td></tr>
</table>

Field Input Window		Place your cursor inside an input field in any Web page and click the F2 key to open the input window. You can now type the required information, and click the  pushbutton to close the window. This proves convenient for data entry as you can type in text continuously without scrolling as well as view the typed text in its entirety.
Link		A hyperlink when selected opens up another Web page.
Data Hyperlink		Any data in a field when selected, takes you to another Web page.
Search Criteria		Refers to a group of fields you can specify, such as "From Date" and "To Date". It enables the system to retrieve those records that have the same attributes as you have specified. Essentially, fields in the Search Criteria group box are filters to enable the system to retrieve specific and precise records. After you specify filters for retrieving records from the database, you must click the  pushbutton to display records in the "Search Results" multiline. The number of records to be retrieved for each user interface is decided by the system administrator. Contact your system administrator for more details. The Search Criteria group box most commonly appears in Select pages; though it is not uncommon to find them in other pages as well.
Drop-down List Box		This refers to the list box that appears when you click inside a field containing a downward arrow. The list box shows a list of items, each of which represent an action you can choose.

Lens		The icon positioned next to fields where code search facility is available. Click this icon to search for a code or number. For example, Help on Employee Code.
Pushbutton		A rectangular button that performs an action when clicked. For example, clicking the "Add Employee" pushbutton saves the employee details entered in the page.
Up Arrow		Click this icon appearing at the top of certain drop-down menus to view the hidden list above.
Down Arrow		Click this icon appearing at the bottom of certain drop-down menus to view the hidden list below.
Show Group Box		Select this button to show/ expand a group box.
Hide Group Box		Select this button to hide a group box.
Reactivate Session		Click this icon to reactivate the current instance of the application. The timer next to the icon at the right bottom of the screen displays the time remaining for the end of the session.
Access Keys		Click this icon located at the bottom right of a Web page to view the short cut keys currently available for pushbuttons in the Web page.

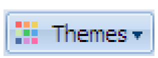
System Error Message		Click this icon located at the bottom right of any Web page to view error messages generated by the application whenever erroneous data is input. Note that this icon appears only when an error occurs.

Application Toolbar



You will find the following elements in the Application Toolbar.

Element	Icon	Description
Hot Key Menu		Use this text box to type in the menu code and then click the  icon for directly launching an activity page. Through the menu code you can open any activity page straightway by avoiding traversal across business components or business processes. Contact your System Administrator for more information.
Change Password		Use this icon on the Web page toolbar to change the password settings for the currently logged in user.
Setup Preferences		Use this icon to set the style and format for numeric, date and time displays.

Change User Context		Use this icon to switch across organization units or roles.
Setup Defaults		Use this icon to select the organization unit to which you will be logged in, by default.
Define Favorites		Use this icon to list down all the activities defined in the favorites. i) Click this icon to open the Organize Favorites window. ii) Specify the activities that must be set as favorites. iii) Click the Save user favorites pushbutton.
About VirtualWorks		Click this icon to know more about Ramco Aviation Solution.
Signout		Click this icon to log out of the current session of the Ramco Aviation Solution.
Themes		Use this drop-down list box to set the theme for the user interface (UI). Theme defines the color scheme, style and appearance of the user interface.

Note: Some more icons may appear in the Application toolbar, which may not be useful to end-users.

After the page appears, you may view it and then exit by clicking the Exit button on the Web page toolbar, after viewing the contents of the page.

When you complete selecting / viewing / entering data in all the required fields in the page, you can either:

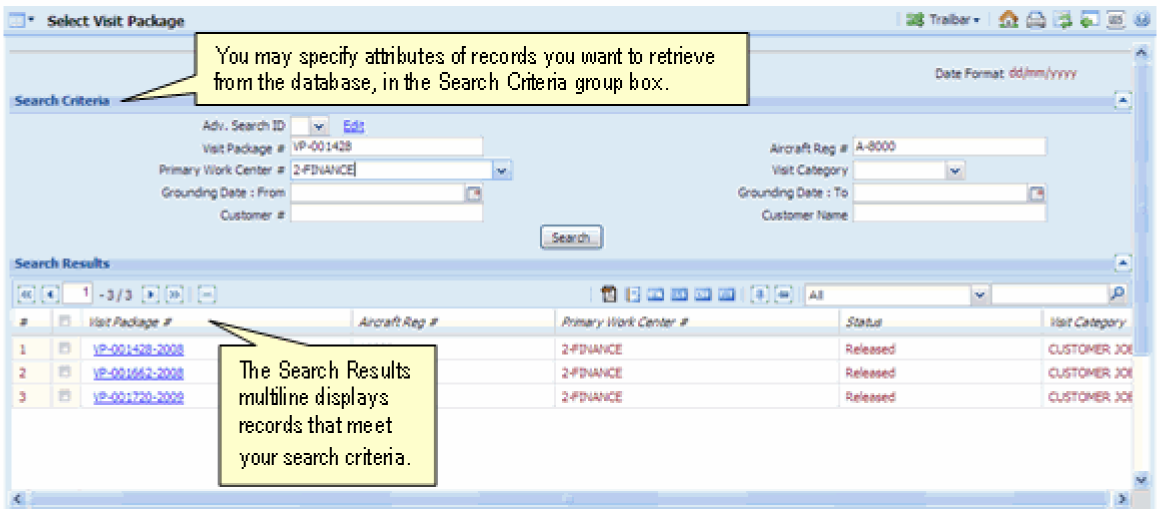
- Save the details you entered in the current Web page, by clicking the relevant pushbutton.
- Select or choose a row in the multiline, by checking the box that appears as the first field of the row. Traverse to the next page, by selecting a link in the current page. In the next page, you can enter additional details that pertain to the multiline row. (A row in a multiline represents a record.)
- Exit the Web page without effecting any action that you might have carried out in the Web page.

Adding a record

You can add a new record in a web page. You are to enter a unique code to identify the record, along with other details of the record such as description, type, etc. This unique code of the record

- Can identify it from other records
- Cannot be edited
- Can be used to retrieve the record for edit and delete tasks
- Selecting a record

For certain other actions such as edit, delete, authorize or report generation, at the onset you need to find and choose a record in a **Select** page.



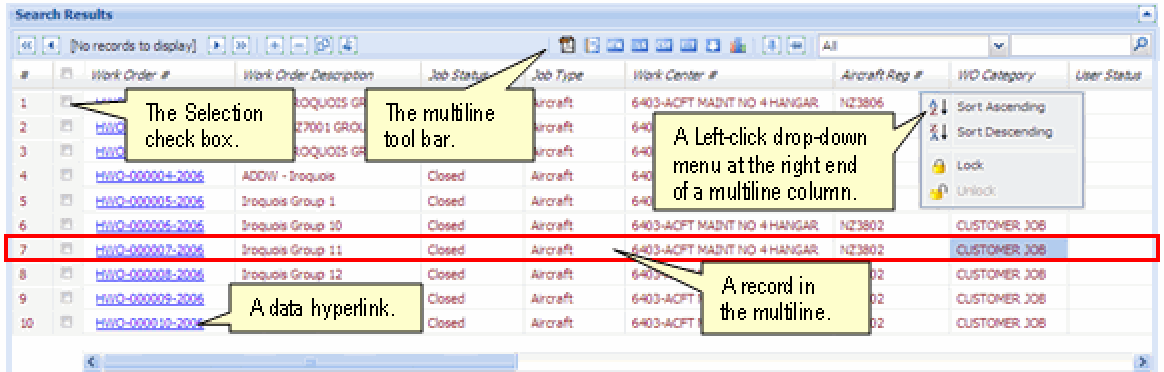
The Select page provides a **Search** facility to find a record based on the search criteria that you can specify. The application retrieves and displays records that match the search criteria in a multiline. You may then proceed to do the following,

- Select or choose a record in the multiline, by checking the box that appears in the second column of the multiline. (The first column displays the sequence number of the record, which depicts the order in the multiline.)
- Click the link for the required action/event at the bottom of the page.

The page for the chosen action/event appears, displaying all the details of the record you selected in the multiline of the previous page. You may now edit, delete, authorize or carry out any other valid action on the record.

However, some Select pages facilitate deletion, authorization or release of records in addition to the search and find feature.

Using the multiline



Adding a multiline row

A multiline row can be added, using the toolbar icons above the multiline. It can be either inserted between two existing multiline rows, or added to the end of the last row. You are to

- Position the cursor in the multiline row above which the row must appear.
- Click the icon on the toolbar above the multiline.

Deleting a multiline row

A multiline row can be deleted, using the toolbar icons above the multiline. The item to be deleted must not have been used in any transaction, so far. You are to

- Check the Selection check box for the record that appears in the second column of the multiline.
- Click the icon on the toolbar above the multiline.

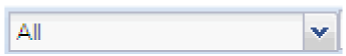
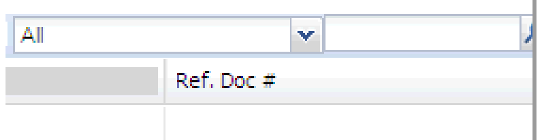
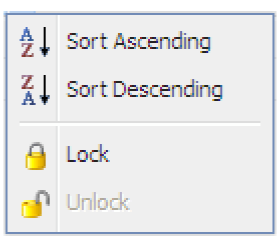
Multiline toolbar

The icons in the multiline toolbar are explained below.

Element	Icon	Description
Selection check box		A check box normally occurring as the second column of every multiline row. It precedes the record in the row. Check the Selection box to mark the record for copy and append, cut and append or deletion. You must also check this box to perform any pushbutton task or hyperlink task available in a Web page. Use the check box in the same row as the multiline header, to simultaneously select all the displayed records in the multiline.

First Record		Click this button, to view the first set of multiline records.
Previous Row Set		Click this button, to view the set of multiline records immediately preceding the currently displayed set of multiline records.
Next Row Set		Click this button, to view the next set of multiline records. However, this is applicable only if the number of retrieved records cannot be accommodated in the current set of multiline rows, and the rest need to be displayed in the next set of multiline rows.
Last Record		Click this button, to view the last set of multiline records.
Insert Record		Click this button on the toolbar above the multiline, to insert a record in the multiline.
Delete Record		Click this button on the toolbar above the multiline, to delete the selected record in the multiline.
Copy and Append Record		Click this button on the toolbar above the multiline, to copy a selected record and insert it at the end of the multiline.
Cut and Append Record		Click this button on the toolbar above the multiline, to remove a selected record and insert it at the end of the multiline.
Export to Excel		Click this button on the toolbar above the multiline, to export the multiline contents to Microsoft Excel.

Show PDF		Click this button to view all the multiline records in PDF format. All those records the system cannot accommodate in the current set of multiline rows can also be viewed in PDF.
Show report		Click this button to view the entire report including the header and the records in a pop-up window. All those records that the system cannot accommodate in the current set of multiline rows can also be viewed by maximizing the window. You can also (i) hide a column in the report and/or' (ii) group and view a report by any of the columns in the report.
Show Html		Click this button to view the multiline records in a browser. All those records that the system cannot accommodate in the current set of multiline rows are also displayed in the browser.
Export to Excel		Click this button to view the multiline records in an Excel worksheet in the XML format. All those records that the system cannot accommodate in the current set of multiline rows are also displayed in the worksheet.
Export to csv		Click this button to view the multiline records in an Excel worksheet in the CSV format. All those records that the system cannot accommodate in the current set of multiline rows are also displayed in the worksheet.
Export to text		Click this button to view the multiline records in the Text format. All those records that the system cannot accommodate in the current set of multiline rows can be viewed in Notepad.
Show chart		Click this button for generating charts based on numeric columns.

Import data		Select this button to import data from a CSV or an XML file.
Save Personalize		Use this button to save any change in the size or order of the columns in the multiline that you have made. Once saved, the changed settings will appear when the page is launched again.
Remove Personalize		Select this button to remove the personalization that you previously made.
List of columns in the multiline		Use the first drop-down list box at the top right of a multiline for a complete list of columns in the multiline.
Find specific record from among the retrieved records		Select the required column from the first drop-down list box on the top right of a multiline. Specify a search value for that column in the input box alongside. Thereafter, click the icon to pass the control to the first instance of the value in the selected column in the multiline.
Sort/lock multiline columns		You can use this menu to (i) sort rows in the multiline in ascending/descending order. (ii) lock columns in the multiline.

Editing a record

You can edit most records through an Edit page. Although the rules governing the fields to be edited will differ between record types, most records do not allow an edit of the unique code identifying the record. Example, an employee record can allow most of the fields to be edited except the Employee Code field.

You can edit a record, provided the record has not been authorized or mapped to any other record. In short, the record must not have been used by any other transaction. You are to

- Select the Edit activity option on the left pane. The Select page appears.
- Select the record to be edited, from the Select page.
- Select the "Edit" link from the Select page. The Edit page appears, showing the details of the selected record.
- Edit the fields that the system permits you to edit. After completion, save the page. The edited details are updated in the database.

Authorizing a record

A record is authorized by any employee who has been given supervisory rights. The rules governing the authorization of records will differ between record types.

Keeping two web pages open simultaneously

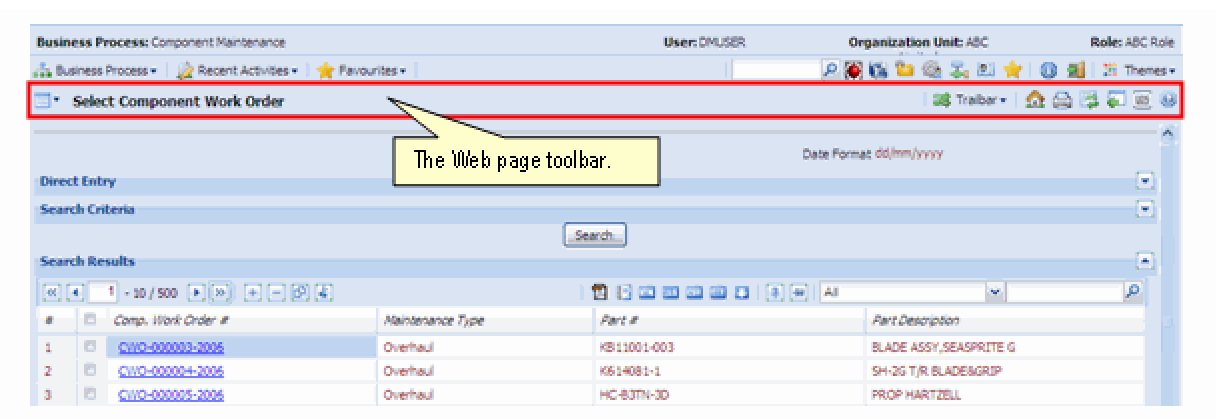
To keep two pages open at the same time, you are to open the browser twice. This implies that you login separately each time, and select the required activity and page.

IE8 is the recommended browser platform for Ramco Aviation Solution.

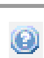
What is the bare minimum to enter?

In a typical Ramco Aviation Solutions Web page, certain fields crucial for identification of a record appear in **Bold** font. This implies they are mandatory and you must specify a value for the field. Conversely, any field that appears in the Regular font is not mandatory and hence the user need not provide any value for the field. However, certain mandatory fields are set to default values for easy usage, which you may modify, if required.

Web Page / User Interface Toolbar



Here are the elements you will be working with, in the Webpage Toolbar.

Element	Icon	Description
Trailbar		The Trailbar drop-down list box displays all the Web pages traversed to reach the current Web page.
Go to Home page		An icon you select to go to the Home page.
Print screen		Use this icon to obtain a hard copy of the Web page.
Refresh Screen		A button that you select on the Web Page toolbar to enable the system to fetch the most recently updated data from the database. When you select this button in a Create page, the fields are made empty.
Go Back		Click this icon to traverse to the previous page.
Launch UDS		Click this icon to launch the user-defined screens.
Show Help		Click this icon to open the online context -sensitive help for a Web page. Alternatively, click the F1 key to open the Help page. However, to access online Help for a tab page, position the cursor on the tab page and then click the F1 key.

Chapter 1/ Introduction

The **Inventory Setup** process addresses all the requirements for building up the basic entities for a warehouse management system and inducting a new part into the system. The basic entities like parts need to be stored in various units of an organization. Within an organizational unit, the parts can be stored in various locations called the warehouse. These warehouses can be further partitioned into sub units known as the zone and the bin. For easy accessibility purpose, parts are provided with unique number that describes their planning, purchasing and sales information. Being the basic entity the parts keep moving from one process to another process within an organization. Now these parts can be associated with various attributes based on their characteristic so that the right quality of parts can be procured.

The part being the basic entity, the organizations not only maintain the quantity of stock on hand, but also keep track of the quantity of stocks in various statuses. The stock statuses could be “Accepted”, “Rejected”, “Held” etc. based on the behavior of the statuses. The stocks can have various Units of Measurement depending upon the various attributes associated to the parts. A part can also have more than one Unit of Measurement based on the business requirement.

Most of the business requirements such as purchasing, inventory, accounting and engineering have a need to provide a unique identity to a document across the process flows. The numbering pattern, which serves as the unique identity of the document would largely depend on the type of transaction and the organization unit in which the transaction is taking place. The document numbering class business component can be used to define and generate the various such numbering patterns for different types of transaction of an organization. Document numbering is basically required for traceability purposes across business components and across locations to identify the reason due to which a business transaction has taken place.

The **Inventory Setup** business process comprises the **Parts Catalogue Administration** and **Storage Area Administration** sub processes. The Parts Catalogue Administration sub process addresses the process of inducting a new part into the system and managing the part library thereafter. The Storage Area Administration sub process addresses the setting up the warehouse organization and opening stock balance in each storage area.

Chapter 2/ Parts Catalogue Administration

The Parts Catalogue Administration sub process addresses the process of inducting a new part into the system and managing the part library thereafter. The parts catalogue provides the primary source of all information pertaining to a part, holding details such as its planning, sourcing, specifications and attributes. Parts are not only the core elements of a transaction in a logistics cycle; information like manufacturer part number, preferred supplier, standard warehouse, alternate part numbers etc., are used by almost all other business components like Work Order and Purchase Order.

Part Administration business component enables you to provide a unique identity to the part by identifying the main details of the part, which are common across all locations that share the parts master information. Other part numbers and alternate part numbers can also be maintained. Once the part is listed in the reference master list, each location, which has its own planning or procurement, can maintain their location specific planning, purchase and sales information. The typical process flow of the business component is shown below. *See Figure 2.1* The Part Administration business component also enables you to define service by providing a unique identity to the service. Service is broadly classified into main, planning and purchase information based on the role of the maintenance personnel. The main detail of the service is similar across all locations that share the service master information. Once the service is defined, each location can maintain its own planning and purchase information. The interaction of the business component with the other business components is also shown. *See Figure 2.2*

Typical Process Flow

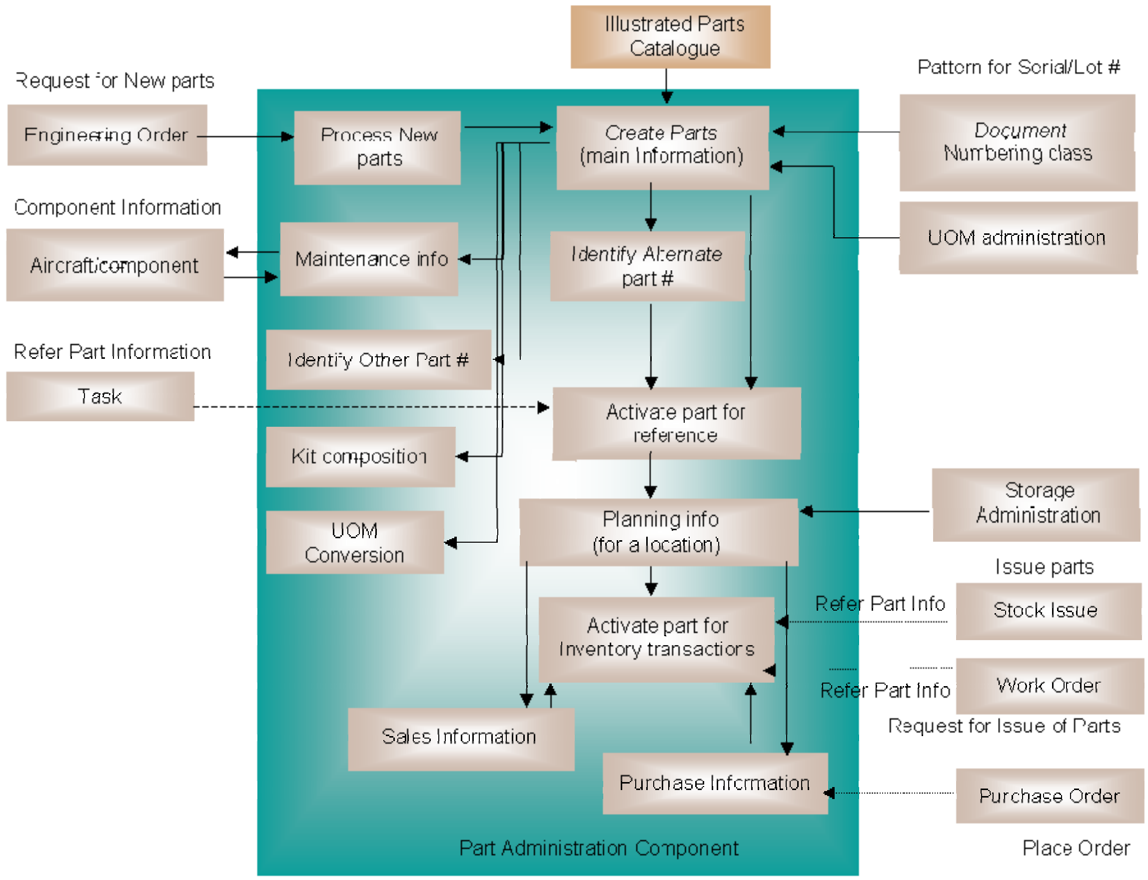


Figure 2.1 Part Administration - Typical process flow

Business Component Interaction

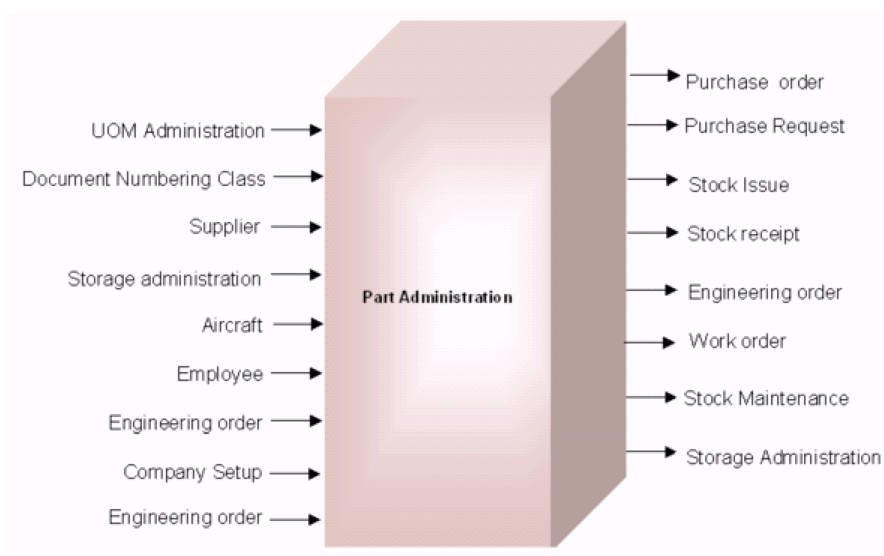


Figure 2.2 Business component interaction

Account Group business component facilitates the definition of account groups for parts, customers and suppliers for managing the item account and payable account details. This business component enables efficient tracking of the transactions in the system by tracking the stock or payables account as it flows through different processes in an organization.

Every organization maintains individual accounts as a ledger book for all items, suppliers and customers for tracking expenses or revenues incurred on these items or suppliers or customers. This business component provides you with the option of grouping the various accounts since many parts, suppliers or customers are associated with the same set of account codes based on the usage.

This information provided by this business component is used by almost all the business components of inventory as well as other business process chains that need account code information.

Attribute Definition business component enables you to track the characteristics of certain items as they move across various processes in the organization. It facilitates the definition of various attributes that are associated to parts and is used for functions like purchasing, to procure the right quality of the parts. To procure parts of the right quality, some of these quality characteristics, along with allowable values, can be communicated to the supplier along with the purchase order details. At the time of receipt, the user can check and ensure that the part has been delivered with the correct quality characteristics.

Processing request for creating a new part record

You can process the various requirements received from the “Engineering Order” business component for the creation of new parts. The new part numbers are created based on the reference of the suggested part number. To request for the creation of a new part, the corresponding engineering order must be in the “Fresh” status and suggested part number for which part details are to be defined should be in "Confirmed" status.

1. Select **Process New Part/ Part Attribute Change** under **Part Administration** business component. The **Process New Part/ Part Attribute Change** page appears. *See Figure 2.3.*

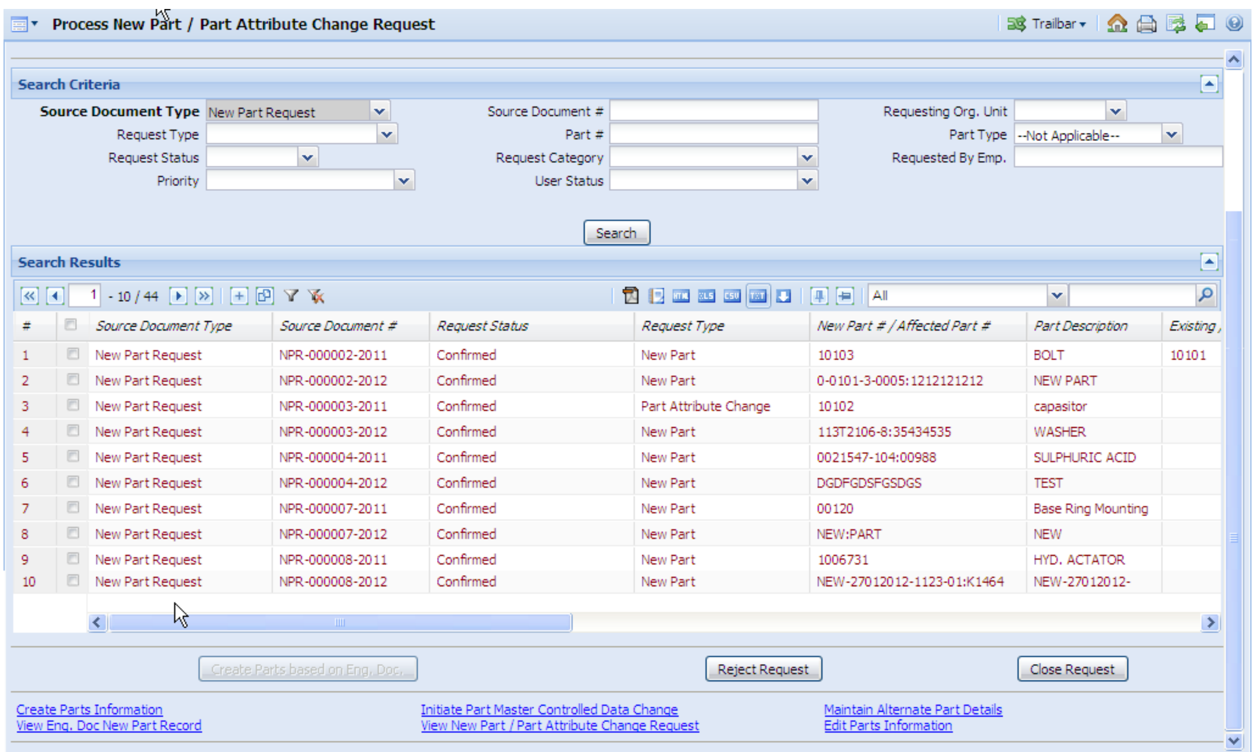


Figure 2.3 Processing request for new part record

2. In the **Search Criteria** group box, select the **Source Document Type** to specify the type of document that requested the creation of the new part. The source document could be “EO”.

3. To identify the source document that requested for the new part creation, enter **Source Document #**.

4. Enter the **Part #** for which the new part is to be created..

5. Select the **Part Type** as “Raw Material”, “Component”, “Expendable”, “Tool”, “Consumable”, “Kit” or “Miscellaneous”, to specify the type of the part under which the new part has to be created.

6. Use the **Request Type** and **Request Status** drop-down list box to select the type of request and status of the new part.

7. Enter the Requested By Emp. to specify the employee requesting the new part.

8. Use the **Request Org Unit** drop-down list box to select the organizational unit that has requested for the creation of the new part

9. Click the **Search** pushbutton to retrieve the search results.

10. The system displays the **Suggested Part #**, **Existing Part #**, **MCR Part #**, **Part Type**, **Source Document Type**, **Source Document#**, **Revision#** and the **Requesting Organization Unit** in the multiline.

11. Click the **Create Parts Based on EO** pushbutton to create the new part numbers as requested by the engineering order.

    To proceed further,

    - Select the **Create Parts Information** link to define the new part details manually.
    - Select the **Initiate Part Master Controlled Data Change** link to change the part master controlled data.
    - Select the **Maintain Alternate Part Details** link to update the alternate part numbers of the selected part.
    - Select the **View EO New Part Record Request** link to view the requirements raised by EO for the selected part.
    - Select the **View New Part/ Part Attribute Change Request** link to view the new part / part attribute change request details.
    - Select the **Edit Parts Information** link to modify the part details.

Setting masters

Setting options for part administration

You can set standards for the system to follow during a transaction. The standards, which are already set up by the system, can be modified as per your requirements.

1. Select **Set Options** under **Part Administration** business component. The **Set Options** page appears. *See Figure 2.4*.

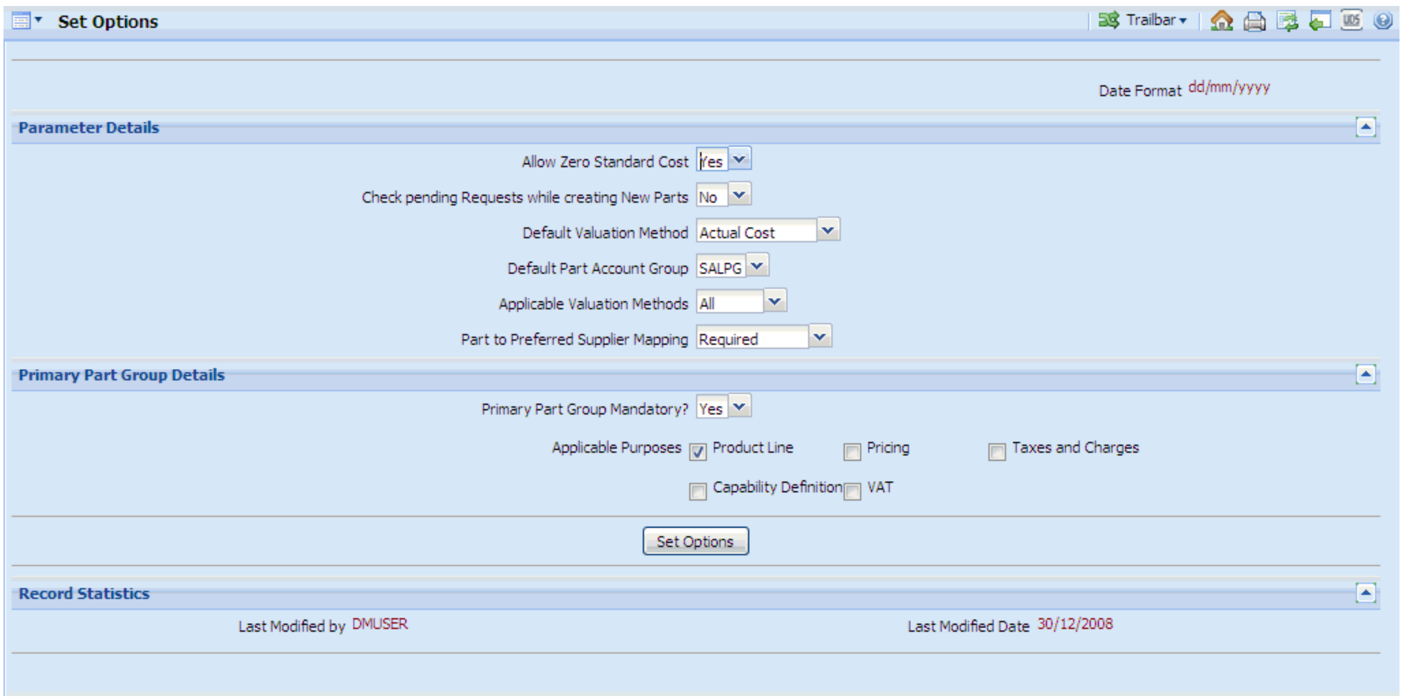


Figure 2.4 Setting options

2. In the **Parameter Details** group box select the **Allow Zero Standard Cost** as “Yes” or “No” to allow zero as the standard cost.

3. Set **Check pending Requests while creating New Parts** drop-down box to “Yes” to check the pending requests for the parts while creating the new parts.

4. Use the **Default Valuation Methods** drop-down list box to specify the default valuation method for parts. The system displays the following values: LIFO", "FIFO", "Weighted Average", "Standard Cost" and "Actual Cost".

5. Use the **Default Part Account Group** drop-down list box to specify the default part account group for parts.

6. Use the **Applicable Valuation Methods** drop-down list box to indicate the valuation methods applicable to parts at the time of recording planning details in the Maintain Planning Information activity. The drop-down list box displays “All” and “Default”.

7. Use the **Part to Preferred Supplier Mapping** drop-down list box to indicate whether the system must automatically map the part to the preferred supplier after the purchase information for the part is defined. The system displays the following values: “Required” and “Not Required”.

8. Indicate whether the system must automatically map the part to the preferred supplier after the purchase information for the part is defined using the **Part to Preferred Supplier Mapping** drop-down list box.

9. In the “**Primary Part Group Details** group box select the **Primary Part Group Mandatory?** as “Yes” or “No” to indicate whether primary part group for parts is mandatory select.

10. Check the values under **Applicable Purposes** such as **Product Line**, **Pricing**, **Taxes and Charges**, **Capability Definition** and **VAT**. Select the check box to include the active part groups mapped to this purpose to be listed in the Primary Part Group drop-down list box.

Note: Ensure that at least one applicable purpose is specified if you have selected “Yes” in the “Primary Part Group Mandatory?” field.

11. Click **Set Options** pushbutton to set the options.

Defining the quick codes

What are quick codes?

Quick Codes are user-defined values, used to categorize a set of details of identified behavior. These quick codes are later used in the process of retrieving or addressing the details by referring to the quick code attached with the set of details. The quick codes created must be unique for the organization unit.

You can define the quick code values for the different quick code types. These values are used in all the other part administration activities. The quick code types such as the “Part category” is predefined in the system. Values can be defined for the quick code types. For example, the quick code type “Part Category” can contain quick codes like “All Oils”, “Part Source” etc.

1. Select **Create Quick Codes** in **Part Administration** business component. The **Create Quick Code** page appears. *See Figure 2.5.*

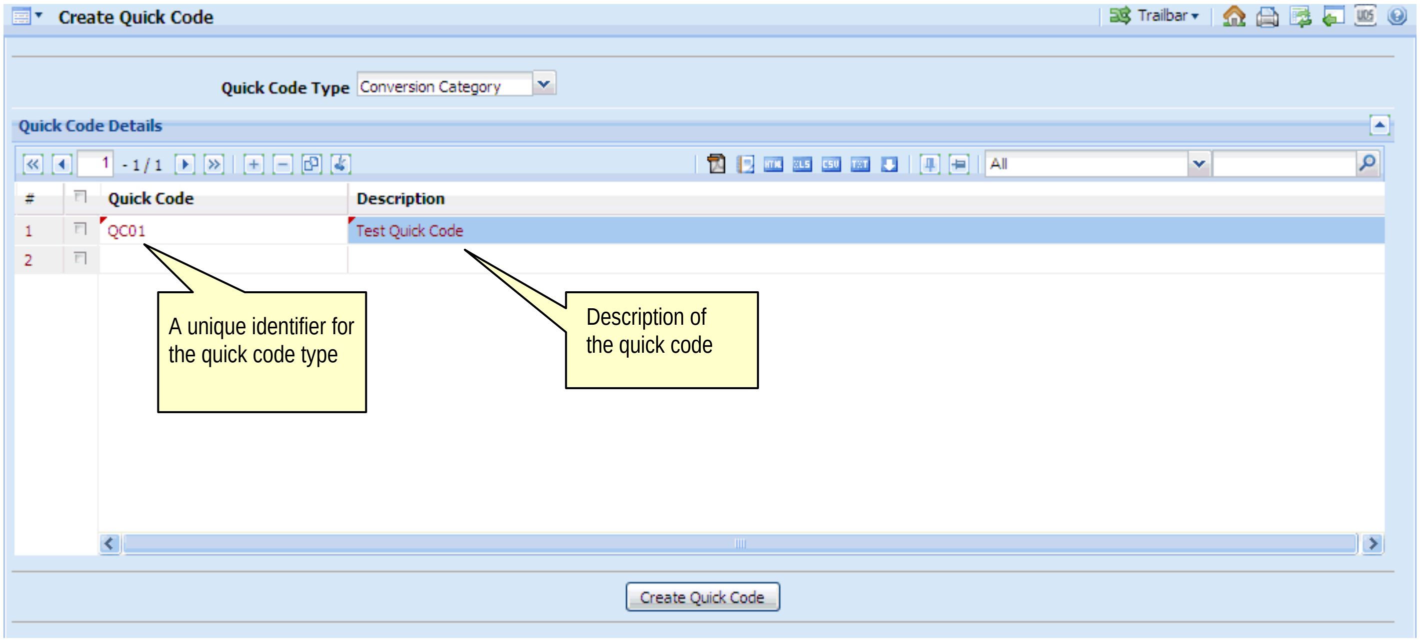


Figure 2.5 Creating quick codes

2. Select **Quick Code Type** as “Part Category”, “Service Category”, “Conversion Category”, “Request Category”, “Request Priority” or “User Status” for which the quick codes have to be defined.

3. In the **Quick Code Details** multiline enter the **Quick Code,** which is the unique identifier for the quick code.

4. Enter the **Description** of the quick code.

5. Click the **Create Quick Code** pushbutton to create the quick codes. The status of the newly created quick code is set to “Active”.

Creating attributes

Attributes are the specific characteristics or traits of a part, which are useful in analyzing the quality of a part. Each part defined in the inventory flows through different processes in the organization.

A part can be associated with number of attributes and these attributes can be recorded during different transactions. During part procurement, these attributes along with the values can be communicated to the supplier so that, at the time of receipt it can be ensured that the part has been delivered with the correct quality characteristics.

1. Select **Create Attributes** under **Attribute Definition** business component. The **Create Attributes** page appears. *See Figure 2.6*.

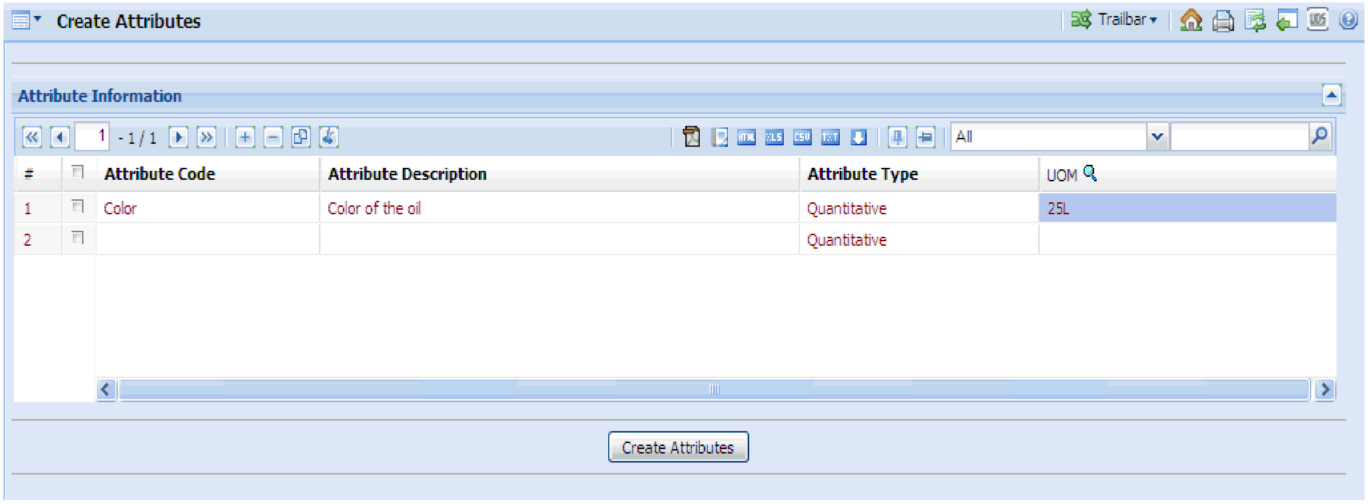


Figure 2.6 Creating Attributes

2. Enter **Attribute Code** to specify the unique code that identifies the attribute. This code could be a combination of digits and characters.

3. Enter **Attribute Description**.

4. Select the **Attribute Type** as "Qualitative" or "Quantitative".

5. For an attribute of type "Quantitative", enter the **UOM**.

6. Click the **Create Attributes** pushbutton to create the attributes.

Note: The system creates the attributes and sets the status of the attribute as "Active".

Defining source types

You can define the different sources from which a part can be obtained. These sources either manufacture or supply the same part but may have different part number or may have different part description. A part could be obtained from sources such as "Manufacturer", "Supplier", "Industry", "Competitor" or "Others".

1. Select the **Define Source Type** under the **Part Administration** business component. The **Define Source Type** page appears. *See Figure 2.7.*

2. In the **Source Type Details** multiline enter the **Source Type** as "Manufacturer", "Supplier", "Customer", "Industry", "Competitor" and "Others".

3. Click the **Define Source Type** pushbutton to add the details of the source types entered in the multiline.

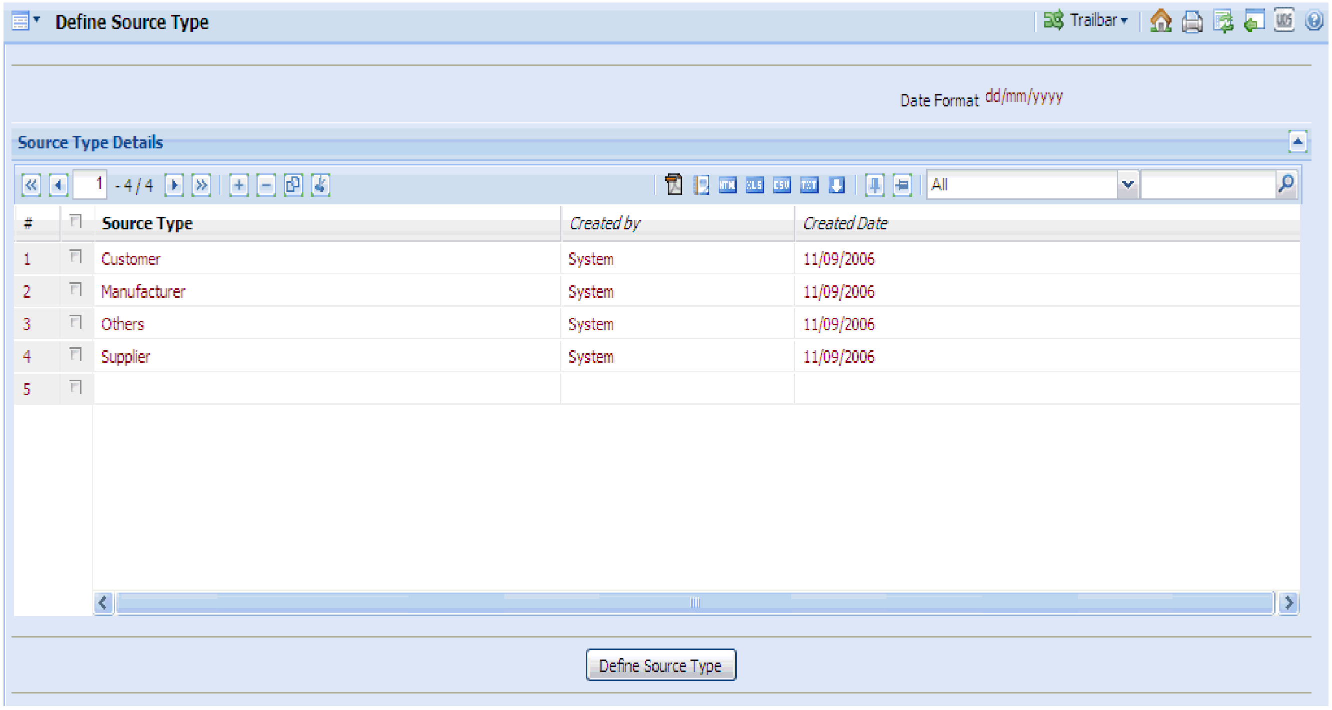


Figure 2.7 Defining source type

Setting options for part account group

You can set the default options for the various fields in the activities of the Account Group business component. You can also modify the options that are already defined.

1. Select **Set Options** under **Account Group** business component. The **Set Options** page appears. *See Figure 2.8.*

2. Set **Account Group in Part Master** as “Allowed” in the **Editing Options For Finance Information** group box, to allow the modification of the account group in the **Part Administration** business component. Select “Not Allowed” if you wish to disallow the modification of account group.

3. Set **Account Group of Activated Part** as “Allowed” to allow the modification of the account group of activated parts. Select “Not Allowed” if you wish to disallow the modification of account group for activated parts.

4. Set **Account Group in Supplier Master** as “Allowed” to allow the modification of the account group in the “Supplier” business component. Select “Not Allowed” if you wish to disallow the modification of account group in the “Supplier” business component.

5. Set **Account Group of In-use Supplier** as “Allowed” to allow the modification of the account group of in-use supplier.

6. Set **Finance Book for Warehouse** as “Allowed” to allow the modification of the finance book for the warehouse. Select “Not Allowed” if you wish to disallow the modification of the finance book.

7. Set **Account Group in Customer Master** as “Allowed” to allow the modification of the account group in the “Customer” business component. Select “Not Allowed” if you wish to disallow the modification.

8. Set **Account Group of Activated Customer** as “Allowed” to allow the modification of the account group of activated customer. Select “Not Allowed” if you wish to disallow the modification.

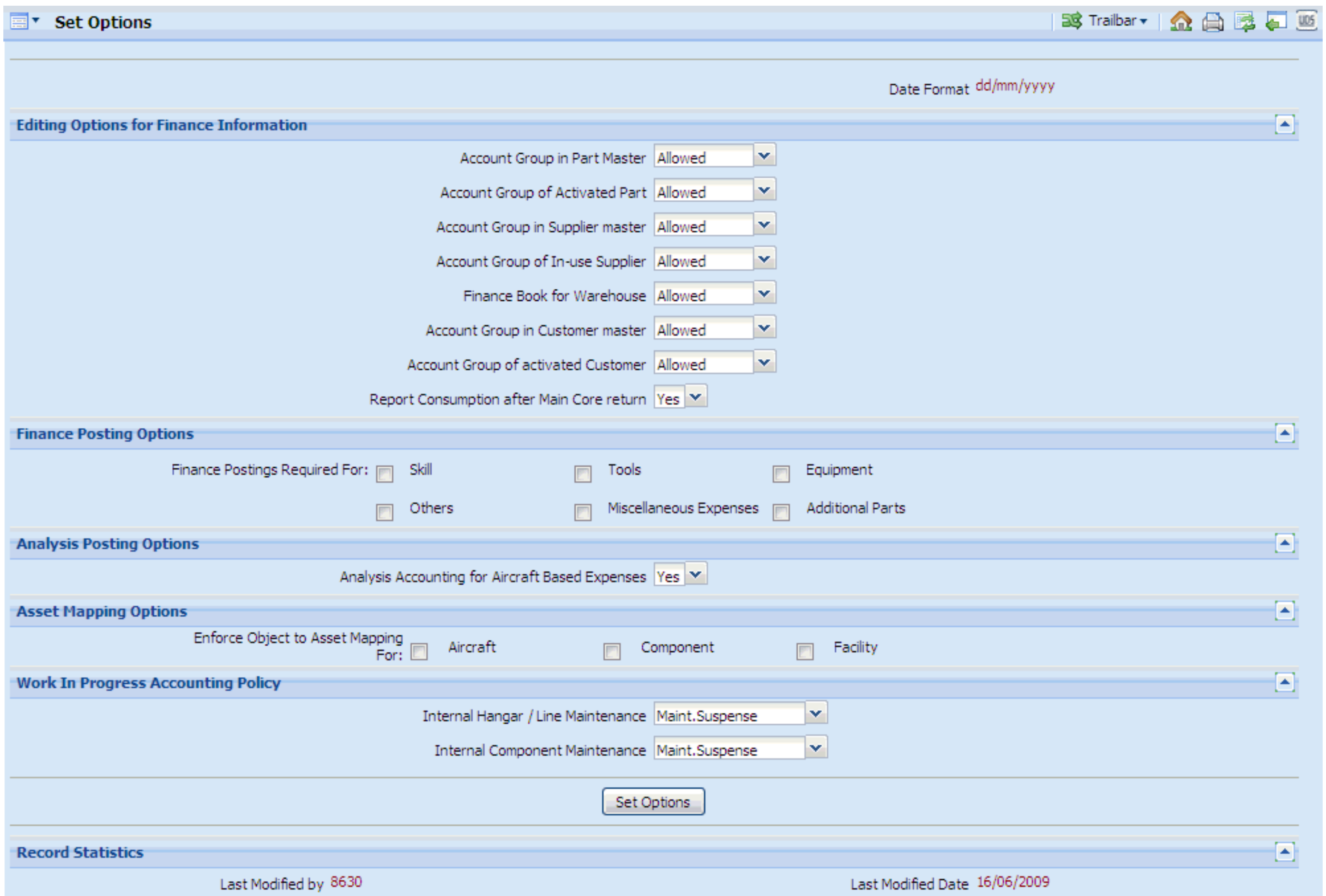


Figure 2.8 Setting options for part account group

9. Set **Report Consumption after Main Core Return** as “Yes” to carry out financial postings for spares being returned along with the main core part. Select “No” to carry out financial postings for main core part only.

10. Check the appropriate box in the **Finance Posting Options** group box to specify if the finance posting is required for “Skill”, “Tools”,” Equipment”, “Others”, “Miscellaneous Expenses” and “Additional Parts”.

11. Select the appropriate box in the **Analysis Posting Options** group box to specify if analysis accounting for aircraft based expenses is required.

12. Check the appropriate box in the "**Asset Mapping Options**" group box to specify the enforce object to asset mapping for "Aircraft", "Component" and "Facility".

13. Set **Internal Hangar/ Line Maintenance** as "Maintenance Consumption" or "Maintenance Suspense" in the **Work In Progress Accounting Policy** group box to specify the accounting policy for internal hangar maintenance.

14. Set **Internal Component Maintenance** as "Maintenance Consumption" or "Maintenance Suspense" to specify the accounting policy for internal component maintenance.

Note: You must select "Maintenance Suspense" in the Internal Component Maintenance field, if "Add to Stock" is specified in the Repair Expense - Component field in the Stock Maintenance business component of the Stock Management BPC. Similarly, ensure that you select "Maintenance Consumption" if "Expensed-off" has been selected in Repair Expense – Component field.

Maintaining part account group

You can create a part account group and activate or inactivate the part account group at any time.

1. Select **Maintain Part Account Group** under **Account Group** business component. The **Maintain Part Account Group** page appears. *See Figure 2.9.*

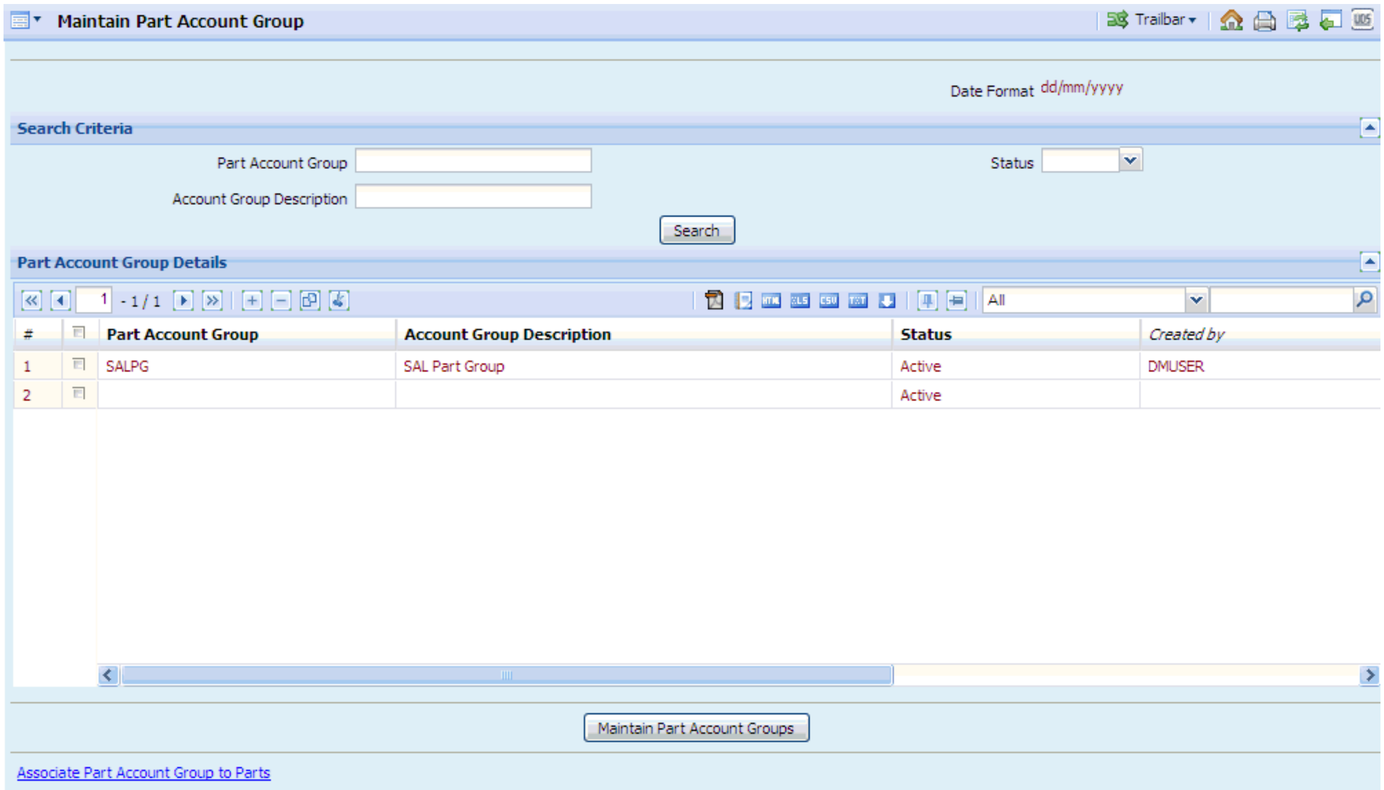


Figure 2.9 Maintaining part account group

2. Enter the Part Account Group and Account Group Description in the **Search Criteria** group box.

3. Set the **Status** of the part account group as “Active” or “Inactive”. Set the status as “Inactive” only when you wish to disable the part account group from future reference in other activities.

4. Click the **Search** pushbutton to retrieve the details based on the search criteria.

To modify the part account group details,

5. Enter the **Part Account Group** and **Account Group Description** in the Part **Account Group Details** multiline.

6. Select the **Status** of the part account group as “Active” or “Inactive”.

7. Click the **Maintain Part Account Groups** pushbutton to update the modified details.

To provide further details,

▼ Select the Associate Part Account Group to Parts link to associate parts to part account group.

Associating parts to account group

You can associate a part to a part account group that is already defined.

1. Select **Associate Parts to Account Group** under **Part Account Group** business component. The **Associate Parts** page appears. *See Figure 2.10.*

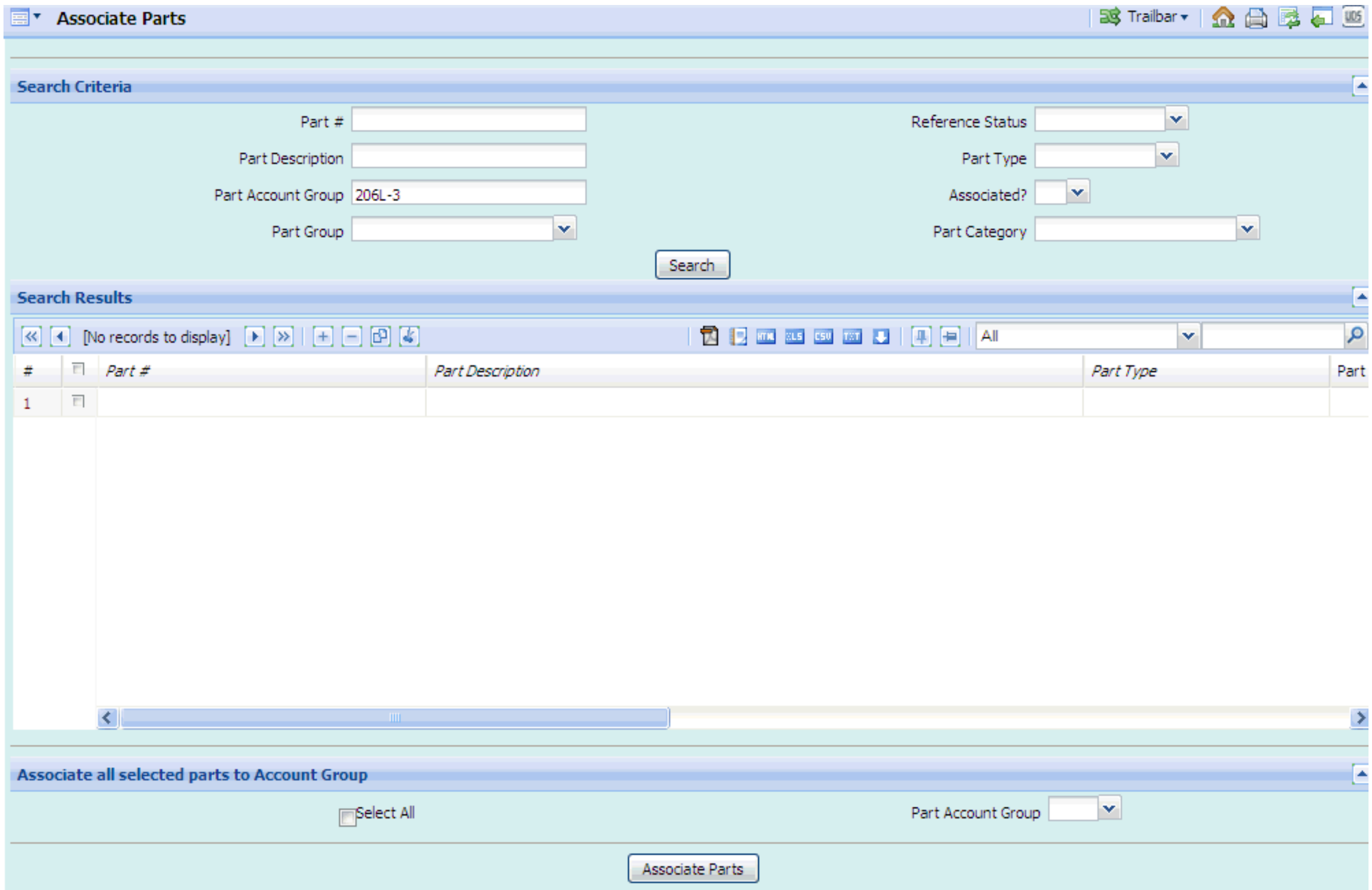


Figure 2.10 Associating parts to part account group

2. Enter the **Part #** and/or other search criteria in the **Search Criteria** group box.

3. Click the **Search** pushbutton to retrieve the details.

Modifying the already associated part and part account group details

4. Select the **Part Account Group** to which the parts displayed in the multiline, is to be associated.

Associating all selected parts to account group

5. Check the **Select All** box to select all the parts listed in the multiline to associate with a part account group.

6. Select the **Part Account Group** to which all the parts must be associated.

7. Click the **Associate Parts** pushbutton to associate the parts.

Note: The part account group associated to an active part can be modified, only if the "Account Group of Activated Part" option is set as "Allowed" in the "Set Options" activity.

Creating and activating parts information

A part is unique in an organization and all the information related to the planning requirement, purchase, sales and maintenance of the part is also specific to the organization unit. You can create a new part and incorporate all the main information pertaining to the part. While creating the part, you can also set the status of the part to “Under creation” or “Active”.

1. Select **Create Part Main Information** under **Part Administration** business component. The **Create Part Main Information** page appears. *See Figure 2.11*.

2. Enter the **Part #** to specify the unique number identifying the part. This number can also be generated automatically by checking the **Generate Part #** box.

3. Select the **Reference Status** as “Under Creation” or “Active”, to set the reference status of the part.

4. Enter the **Part Description**.

5. Select the **Part Type** as “Raw Material”, “Expendable”, “Component”, “Tool”, “Consumable”, “Kit” and “Miscellaneous”.

6. Select the **Part Category**.

7. Check the **Generate Part #** box to automatically generate the part number. If the part number is being generated automatically, enter the **Numbering Type**.

8. Select the **Main Details** tab.

9. Enter the **Manufacturer Part #** and **Manufacturer #** in the **OEM Details** group box to specify the part number given by the manufacturer.

Note: For parts of type “Component”, either “CAGE#” or “NSCM#” must be entered.

10. Select the **SI No Logic** as “Automatic Generation” or “Manufacturer SI Number”, in the **Serial/Lot Details** group box to specify the method for generating the part serial number.

Note: The “SI No Logic” must be set as “Automatic Generation” for a part, which is serial number-controlled and for which “SI No Type” is selected.

Note: This field must be left blank if the part is not serial number-controlled.

11. For a part of type “Component”, check the **SI No Controlled** box in the Serial/Lot **Details** group box, to generate the serial numbers for the part.

Note: This box must be checked for parts of type “Component”.

12. For a part, which is serial number, controlled and automatically generated by the system, select the **SI No Type Num**, to specify the numbering type.

Note: This field must not be left blank, if the part is serial number controlled and when the “Sl. No. Logic” field is set to “Automatic Generation”

Note: This field must be left blank if the part is not serial number-controlled.

13. Check the **Lot No Controlled** box, to specify the lot numbers for the part and select the **Lot No Type Num**, to specify the numbering type for the lot number.

Note: This field must be left blank, if the part is not lot number-controlled.

14. Enter the **Standard Cost** of the part in the Base **Details** group box. The standard cost must be greater than zero. The standard cost of the part is required for valuation of the part.

15. The system displays the **Base Currency** of the login organization unit in the “Base Details” group box.

16. Select the **Planning Type** as “Reorder Level”, “Min-Max”, or “None”, to select the method by which part requirement is planned.

- Reorder Level – indicates that the purchase activity is automatically initiated by the system, when the stock level falls below the fixed reorder quantity
- Min – Max – indicates that a purchase activity is automatically initiated by the system, whenever the stock on hand falls below the minimum level
- None – indicates that no specific method is followed for part requirement planning. The system displays “None” by default

Note: Ensure that the planning type is set to “None”, when the prime part number is different from the “Part #” specified in the “Part Identification Details” group box. This infers that the part is not a prime part.

Note: You can set the planning type as "None" for prime parts of any part type.

17. Select the **Expense Type** as “Capital” or “Revenue”, to specify the type of expense incurred while purchasing the part.

Note: The minimum shelf life must be less than or equal to the designed shelf life.

Note: The alert value must be less than or equal to the minimum shelf life.

18. Enter **Stock UOM**, to specify the unit of measurement of the part that is stocked.

19. Select the **Issue Basis** as “Returnable”, “Non-Returnable” or “Core-Returnable”, to specify the basis on which a part is issued.

- Returnable – Select this option to indicate that the part is returnable after issue.
- Core returnable – Select this option to indicate that the part is of type "Component" that must be returnable.
- Non-Returnable - Select this option to indicate that the part is non-returnable after issue.

20. Enter the **Part Account Group** for a part in “Active” reference status, to specify the account group to which the part is associated with.

21. Select the **Primary Part Group** for a part in “Active” reference status, to specify the part group to which the part is associated with.

22. Select the unit shelf life of a part in the **Shelf Life Unit** drop-down box to select the unit shelf life of a part as “Years”, “Months”, “Weeks”, “Days” or "None". The option "None" can be selected only for the parts that are neither serial controlled nor lot controlled.

23. Enter **Designed Shelf Life** and **Minimum Shelf Life**, to specify the period for which a part can be maintained in the shelf without getting deteriorated. The minimum shelf life should be less than or equal to the designed shelf life.

24. Enter **Alert Value**, to specify the minimum shelf life of the part when it is approaching expiry. The alert value should be greater than zero and less than or equal to minimum shelf life.

25. Select the **Shelf Life Extendable** drop-down box to indicate if the shelf life of the part can be prolonged. Select “Yes” to allow extension of shelf life and “No” to disallow extending the shelf life.

Note: Ensure that the Shelf Life Unit and Designed Shelf Life are selected if Shelf Life Extendable? is set as “Yes”.

26. Enter the **User Defined Details, Primary Aircraft Model #** and **Remarks** pertaining to the part creation in the **Other Details** group box.

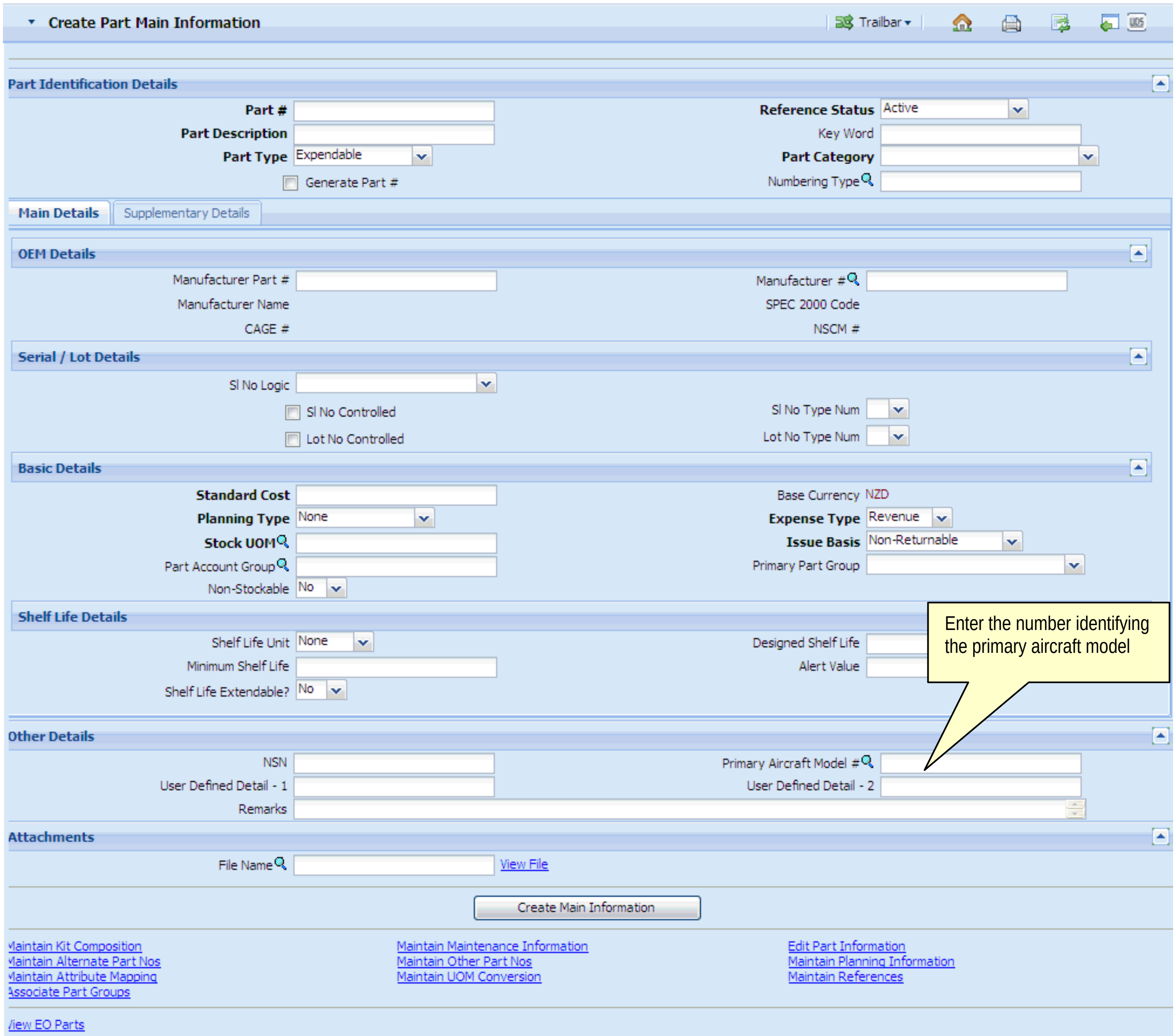


Figure 2.11 Creating parts main information

27. Click the **Create Main Information** pushbutton to save the part information .The system updates the status of the part to “Active” or “Under Creation”, depending upon the reference status that is selected.

Note: The system updates the prime part number to the “Interchangeable Part #” field in the “Maintain Alternate Part Nos” activity of the current business component.

Updating alternate part information

1. Select the **Maintain Alternate Part Nos** link in the **Create Part Main Information** page. The **Maintain Alternate Parts Nos** page appears. *See Figure 2.12.*

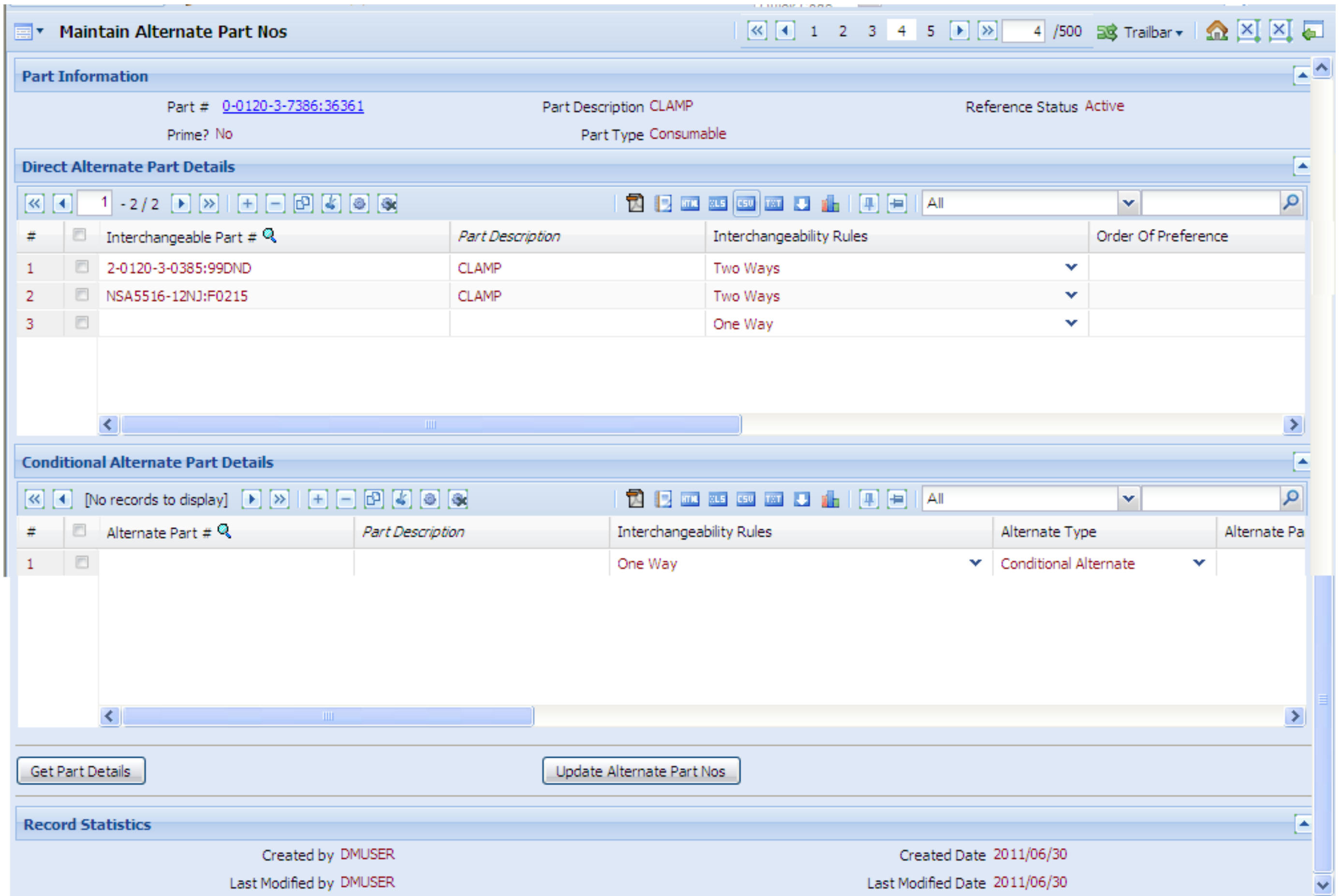


Figure 2.12 Updating alternate part numbers

2. Enter the **Interchangeable Part**# in the **Direct Alternate Part No Details** multiline, to identify the part number which can replace the reference part number.

Note: Ensure that the interchangeable part number and the part number displayed in the "Part Information" group box, belongs to the same part type.

3. Click the **Get Part Details** pushbutton to retrieve the part details. .

4. Enter the **Mfr Part #** provided by the manufacturer and press the "Enter" key for the system to retrieve the details.

Note: The part type of both the referenced part and the alternate part must be the same. Additionally, ensure that the part control type of the referenced part is the same as the alternate part. This means if the part controls type of the referenced *part is set to lot controlled or serial controlled or none-controlled; the part control type of the alternate part must also be the same.*

5. Select the **Interchangeability Rules** as "One Way" or "Two Way", to specify the method by which the parts can be replaced for the reference part.

Note: If the interchangeability rule is set as "One Way", ensure that the specified interchangeable part number is not the prime part of the "Part #" in the "Part Information" group box.

6. Enter the **Order Of Preference**, to specify the order in which the part numbers can be interchanged.

7. Enter **Remarks** for the alternate part.

8. Enter the **Alternate Part #** in the **Conditional Alternate Part No Details** multiline, to identify the part number, which can be fitted in place of the reference part number.

Note: if the reference part number is not available (Alphanumeric, 40).This part number cannot be the same as the part number displayed in the "Part Information" group box.

Note: Ensure that the alternate part number and the part number displayed in the "Part Information" group box belong to the same part type.

Note: The reference status of the specified alternate part # must be "Active" or "Under creation".

9. Click the **Get Part Details** pushbutton to retrieve the part details..

10. Enter the **Mfr Part #** provided by the manufacturer and press the "Enter" key for the system to retrieve the details..

Note: The part type of both the referenced part and the alternate part must be the same. Additionally ensure that the part control type of the reference part is the same as the alternate part. This means if the part control type of the referenced part is set to lot controlled or serial controlled or none-controlled, the part control type of the alternate part must be the same.

11. Select the **Interchangeability Rules** as "One Way" or "Two Way" to specify the method in which the part can be alternated for the reference part.

- "One Way"- indicates that the alternate part can substitute the reference part, but the vice versa is not allowed.
- "Two Way" indicates that the alternate part and the reference part are interchangeable, that is, they can be substituted for each other.

Note: The part # shown in the "Part Information group box at the top of the page is referred to as the reference part.

12. Select the **Alternate Type** to specify the alternate type of the part. The system displays the following values: "Conditional Alternate" and "Customer Specific".

13. Enter the **Alternate Part Condition** to specify the circumstance in which you can use the alternate part as a substitute for the referenced part.

Note: Ensure that this field is entered, if you have selected "Conditional Alternate" in the Alternate Type field.

14. Enter the **Customer #** which is the identification number of the customer. It should be an active and valid customer #.

Note: Ensure that this field is entered, if you have selected "Customer Specific" in the Alternate Type field.

15. Enter the name of the specified customer in **Customer Name**.

16. Enter the **Customer Part #** which is the identification number of the part as specified by the customer.

Note: If the "Alternate Type is specified as Customer Specific & if no value has been specified in Customer Part # field, then Customer Part # as defined for the Alternate Part # would be displayed on page refresh. If new Customer Part # has been specified for the Alternate Part #, then it will be back updated in the Customer Part Master List & Other Part No's Details (with Source Type as Customer).

Note: If' the "Alternate Type" is specified as Customer Specific, the alternate part # and customer # combination must be unique. Similarly, if Conditional Alternate is selected as the alternate type, the alternate part # alternate type combination must be unique.

17. Enter the **Order Of Preference** to specify the precedence accorded to the interchangeable part numbers (Alphanumeric, 6).

Note: The reference part number will be alternated based on this precedence. The order of preference must be unique across organization units.

Note: If the Order of Preferences is provided then the preference is based on the ascendance rule, i.e. 1 will be given the highest preference. The value specified must be greater than zero. The value must be unique which means no two parts can have the same order of preference.

18. Enter **Remarks** for the conditional alternate part.

19. Click the **Update Alternate Part Nos** pushbutton to update the alternate part information.

Updating kit composition details for a part

You can enter the kit composition details for a newly created part. A kit is usually made up of parts, with valid part numbers, existing in the inventory. A kit comprises a collection of unique part numbers.

1. Select the **Maintain Kit Composition** link in the **Create Part Main Information** page. The **Maintain Kit Composition** page appears. *See Figure 2.13.*

2. Enter the **Part #, Mfr Part #** and **Mfr #** in the **Kit Composition Details** multiline, to identify the part which constitutes the kit.

3. Enter the **Quantity** of the part for constituting the kit. This value should be greater than zero.

4. Enter the **Standard Cost, Alternate Allowed, Minimum Qty** and **Remarks** regarding the composition of the kit.

5. Click the **Maintain Kit Composition** pushbutton to update the kit composition details.

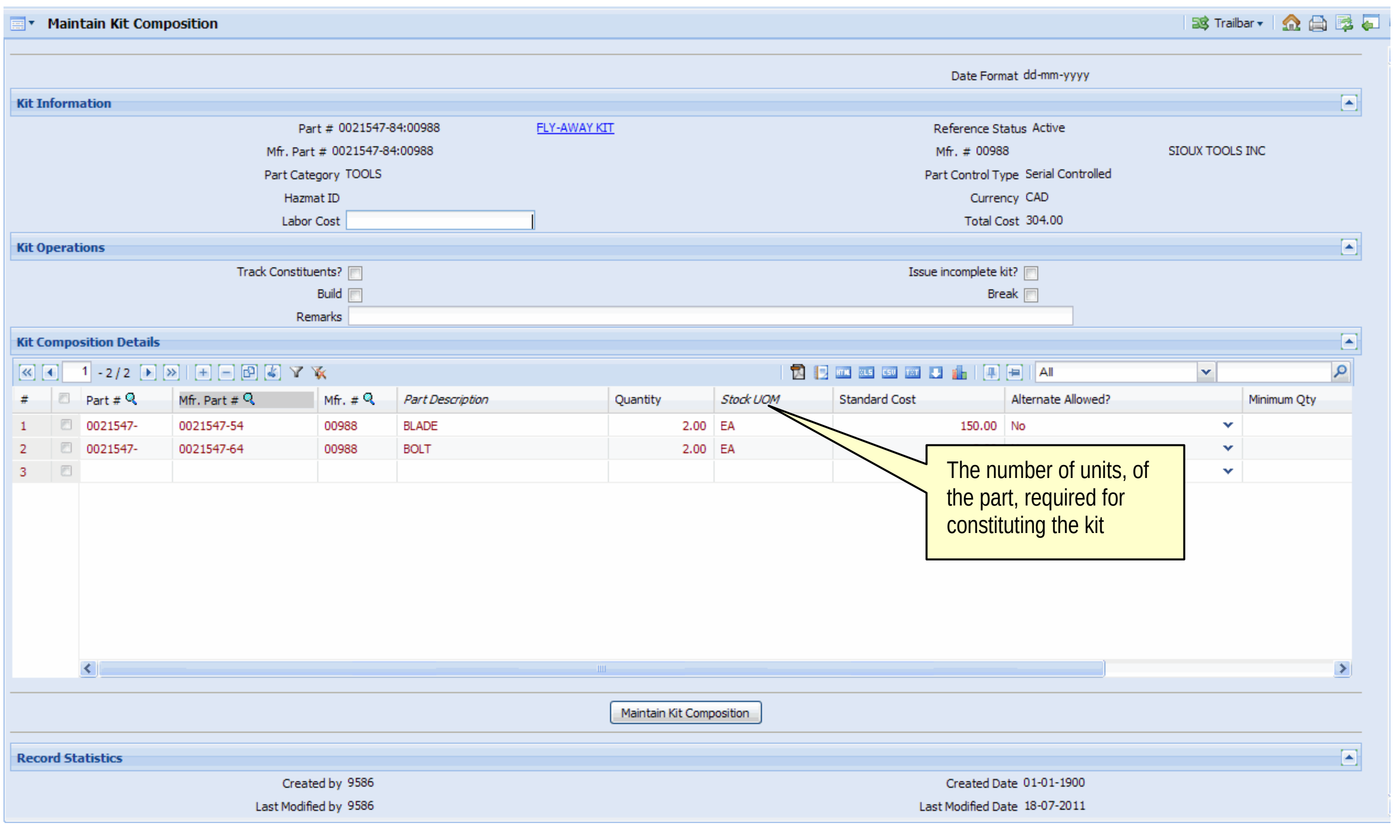


Figure 2.13 Updating kit composition

Updating the other part number information for a part

1. Select **Maintain Other Part Nos** link in the **Create Part Main Information** page. The **Maintain Other Part Nos** page appears. *See Figure 2.14.*

2. Enter the **Other Part #** in the **Other Part Numbers** details multiline, to identify the equivalent of the part number. This could be a number, which is used by the supplier, competitor or the manufacturer.

3. Enter the **Other Part Description**.

4. Select the **Source Type** as “Manufacturer”, “Customer”, “Others” and “Supplier”, to specify the source from where the part has been obtained.

5. Enter the **CAGE** #. This is the Commercial and Government Entity Code assigned to the manufacturer, by the government, for manufacturing the part.

6. Enter the **NSCM** #.This is the NATO Supply Code for Manufacturer **#,** assigned by the NATO to the manufacturer, for manufacturing the part.

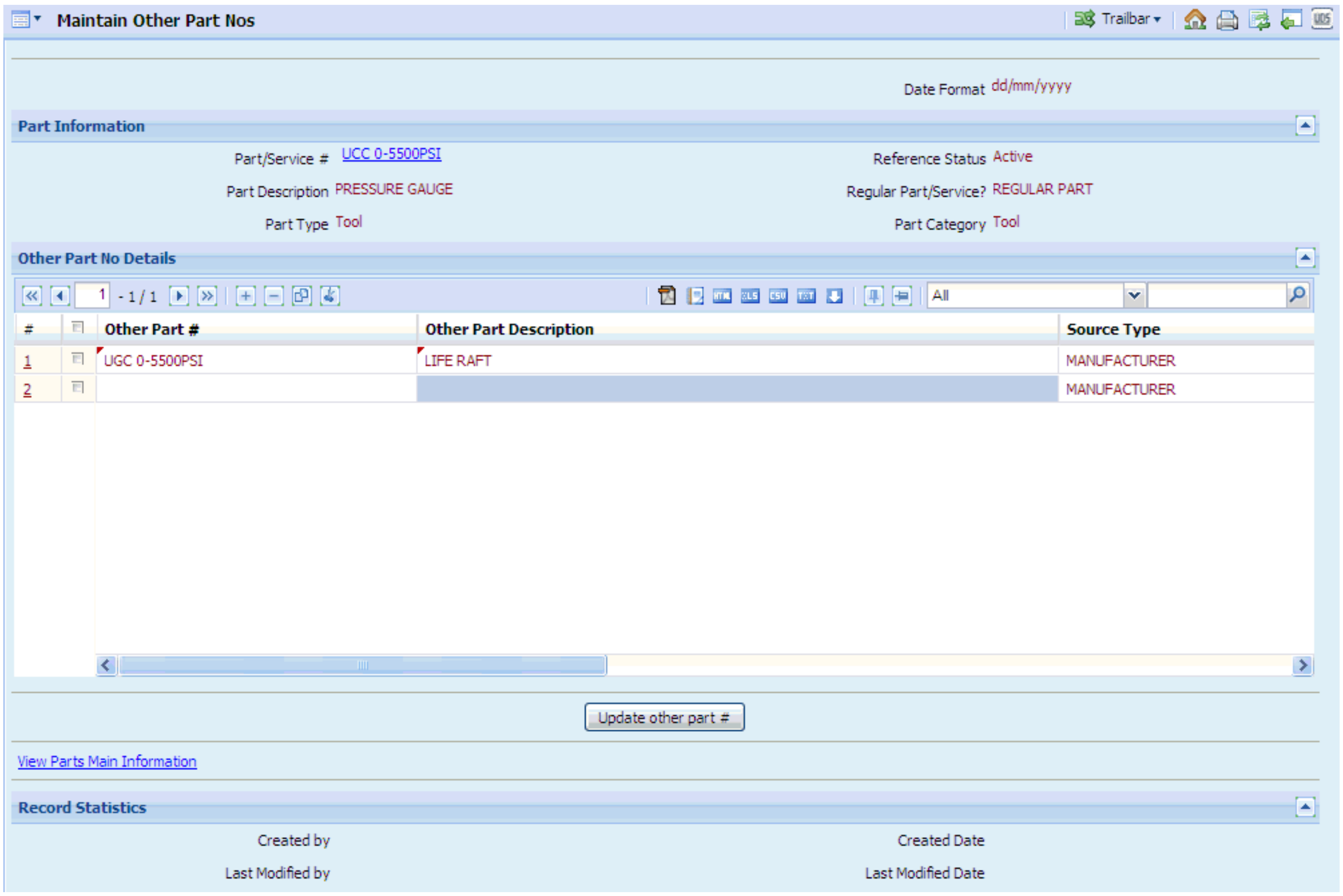


Figure 2.14 Updating other part numbers

7. Enter the **Source Description** and **Remarks**.

8. Click the **Update Other Part** # pushbutton to update the other part number details.

Updating planning information for a part

1. Select the **Maintain Planning Information** link in the **Create Part Main Information** page. The **Maintain Planning Information** page appears. *See Figure 2.15.*

2. Set the **Planning Status** as “Fresh“, “Active” or “Inactive”, to specify the inventory status of the part. The parts that are in “Active” status can be converted only to the “Inactive” status. If a part is in “Inactive” status, it cannot be converted to “Fresh”.

3. If you wish to copy the planning information from another location, select the **Location #** in the **Copy Details** group box.

4. Check the **Sales Information** box if you wish to copy the sales information of the part from the organization unit selected in the “**Location #”** field.

5. Check the **Purchase Information** box if you wish to copy the purchase information of the part from the organization unit selected in the “**Location #”** field.

6. Click the **Get Planning Details** pushbutton to retrieve the planning details for the part number in the in the selected organization unit.

7. Enter the **Material Controller** to specify the name of the employee who maintains the stocks at the location. The system displays the **Planning Type** as “Reorder Level” or “Min-Max” or “None” by which the part requirement is planned.

8. Enter the **Reservation Horizon (Days)** to specify the time period for which a part can be reserved for a supply.

9. Select the **Certification Reqd?** to specify if the certification is mandatory for the part. For parts that are components, the system displays only “Mandatory”, by default. For parts, that are non-components, the system displays “Mandatory” as well as “Optional” in the drop-down list box. However, by default the system sets this field to “Optional” for non-components. For non-controlled parts, by default only “Optional” in the drop-down list box.

10. Enter the **Allocation Horizon (Days)** to specify the period for which the part can be hard allocated.

11. Select the **Action on Phase –out** from the drop-down list. Set the field to “Generate PR”, if a purchase request must be automatically generated, when the component is phased-out. Else, set the field to “None”. The system displays “None” by default.

12. Select the **Valuation Method** as “Standard Cost”, “LIFO”, “FIFO”, “Actual Cost” or “Weight Average Rate”, to specify the method by which the costing of the part can be done at the inventory.

13. Specify the **Expensing Policy** for the part, as “On First Issue”, “On Phase Out”, “Core Value on Phase Out” or “On Receipt”..

Note: The system ensures the following, if the expensing policy is set as Core Value on Phase Out”:

   a. *the “Expense Type” is set as “Revenue” in the current business component.*

   b. *the “Sl No Controlled” check box in the “Edit Main Information” page of the current business component, is checked.*

   c. *the valuation method for the part is set to “Actual Cost”.*

14. Select **Replenishment Activity By** as “Purchase Order”, “Purchase Request”, “Stock Transfer” or “None”, to select the procedure by which the part must be reordered.

Note: If the “Replenishment Activity By” is set as “Stock Transfer”, the system will generate a “Low” priority material request in “Authorized” status, for replenishment of the parts.

15. Select **Replenishment Activity At** as “Warehouse” or “Location” or “None”.

16. Enter the **Reorder Level** to specify the quantity level of the part below which, the purchase activity is automatically initiated by the system.

17. Enter the **Reorder Qty** to specify the quantity of the part that has to be ordered when the reorder level is reached.

18. Enter the **Minimum Issue Qty** that can be issued from the warehouse.

19. Enter the **Safety Stock** to specify the quantity of the item that is stored in the location. The safety Stock must be specified if the planning type is “Reorder Level”.

20. Enter the **Average Transfer Lead Time** and **Lead Time Unit**.

Note: If the planning detail such as “Reorder Qty”, “Safety Stock”, and “Reorder Level” is left blank, then the system automatically calculates these details, based on the replenishment parameter details entered.

Note: Automatic calculation will happen only if all the fields, “Reorder Qty”, “Safety Stock”, and “Reorder Level”, are left blank.

21. Use the **Action on Phase out** drop-down list box and set the field to “Generate PR”, if a purchase request must be automatically generated, when the component is phased out. Else, set the field to “None”.

In the Replenishment Parameter Details group box:

22. Enter the **Annual Consumption** of the part stocked in the inventory.

23. Enter the **Service Level in %** to specify the level (in percentage) to which the service has been provided to the MRO for the request of material.

24. Enter the **Per Order Cost** and **Carrying Cost** for the part.

25. Enter the **Lead Time** and **Lead Time Unit** for the completion of the replenishment activity.

Note: Refer to the Part Administration Online Help, for more details on automatic calculation of reorder quantity, safety stock and reorder level.

26. Classify the part for analysis, in the **ABC Class** drop-down list box in the **Part Analysis Classification** group box. This part analysis classification is based on the consumption records of the parts. According to this principle, by controlling lower consumption value items, effort and money can be saved.

27. Use the **XYZ** drop-down list box, to select the XYZ Class, in the part analysis classification. This analysis is done on the basis of the stock availability.

28. Use the **FSN** drop-down list box, to select the FSN Class, in the part analysis classification. This analysis is based on the movement of the stock from the inventory. The options that are available are “F-fast”, “S-slow” and “N-for non moving”.

29. Use the **VED** drop-down list box, for part analysis classification based on the relative importance of the item with respect to the other parts in daily operations. The options that are available are “V-vital”, “E-essential” and “D-desirable”.

30. Select the **Placement Strategy** as “Fixed Storage”, “Storage Proximity”, “Existing Stock Addition”, “Next Empty Storage” or “Manual” in the **Default Stock Movement Strategies** group box, to specify the method of placement of the parts in the zone or bin.

31. Select the **Picking Strategy** as “LIFO”, “FIFO”, ”Min Remaining Shelf Life”, “Min Remaining Life”, “Max Remaining life”, “Min Lot” or “Manual”, to specify the picking of parts from the stock on issuing.

Note: The picking strategy for the part is not set as “Manual”, if the “Allocable” box is checked.

32. Specify the **Usage** of the part in the **Usage & Source Details** group box. A part could be used for “Maintenance”, “Sale”, “Pool”, “Loan” or “Exchange”.

33. Specify the **Source** of the part in the **Usage and Source Details** group box. A part could be obtained through “Purchase” or “Sub Contracted” or “On Loan” or “On Exchange” or “From Pool”.

34. Specify **General** characteristics of the part in the **Other Details** group box. Check the box **Allocable** to ensure that the part is available for issue at the time of requirement. This box can be checked only for non-dispositionable parts. The

various general characteristics of a part could be “Q C (quality control) Clearance Required”, “Back Flushing Required”, “Storage Allocation Mandatory”, “Hazardous” and “On Warranty”.

35. Enter the **HAZMAT ID, Shipping Name, HAZMAT Class, Limited Quantities, Packing Type, Packing Group, Packing Instruction, Handling Instruction**, and **File Name** in the **Hazardous Details** group box.

36. Enter the **Default Warehouse** in the **Default Storage Details** group box.

37. Enter **Transfer From Location** to specify the location from where the part can be transferred.

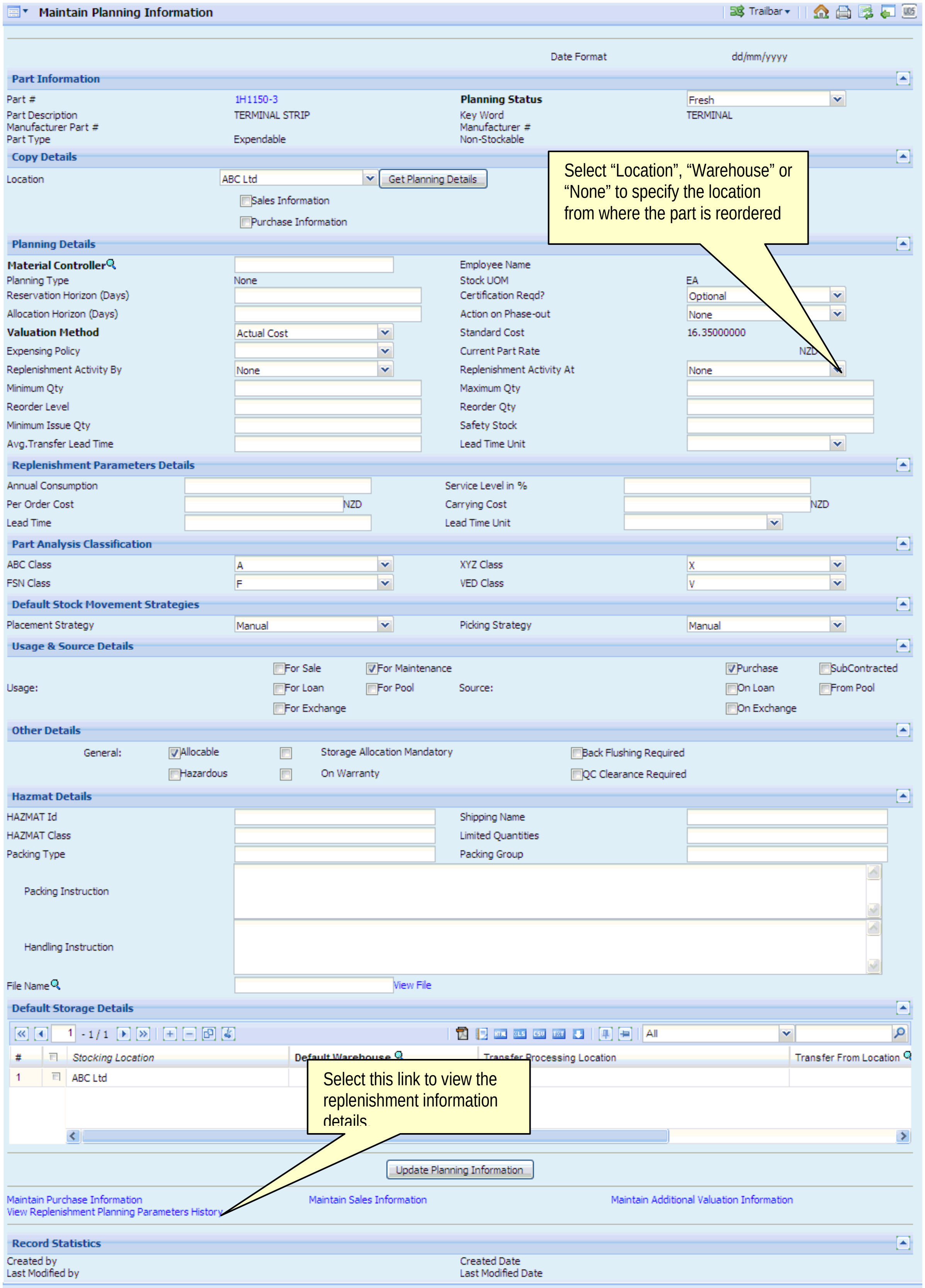


Figure 2.15 Updating planning information

38. Enter the **Sourcing Warehouse** to specify the warehouse to which the part can be transferred.

39. Enter **Transfer Processing Location** to specify the location from where the stock transfer order can be processed.

40. Click the **Update Planning Information** pushbutton to update the planning details for the part. The planning status gets updated to “Active” or “Fresh” depending upon the option selected in the **Planning Status** drop-down list box.

Note: The system ensures that the additional valuation information is maintained for the part with “Expensing Policy" set as "Core Value on Phase Out", if the “Planning Status” is Active.

To provide further details,

- Select the **Maintain Purchase Information** link, to provide purchase information for the part.

Note: The purchase information can be entered, only when the part source is marked as “Purchase”.

- Select the **Maintain Sales Information link**, to provide sales information for the part.

Note: The sales information can be entered, only when the part usage is set as “For Sale”.

- Select the **Maintain Additional Valuation Information** link to update the additional valuation information of the part.

- Select the **Initiate Part Master Controlled Data Change** link to change the part master controlled data

Updating purchase information

1. Select the **Maintain Purchase Information** link in the **Maintain Planning Information** page. The **Maintain Purchase Information** page appears. *See Figure 2.16*.

2. Enter **Preferred Supplier** in the **Basic Purchase Information** group box.

3. Enter the **Standard Purchase Price** and **Purchase UOM**.

4. Enter the **Minimum Order Quantity**.

5. Select the **Lead Time Unit** as “Days”, “Weeks”, “Months” or “Years” to specify the unit of measurement of the lead time.

6. Enter the **Pre Order Lead Time** to specify the time taken for the preordering process.

7. Enter the **Process Order Lead Time** to specify the time taken for the order processing.

8. Enter the **Post Order Lead Time** to specify the time between date of ordering and supplying of the part.

Note: The Lead Time Unit should be specified, if the Pre Order Lead Time, Process Order Lead Time or Post Order Lead Time is been specified.

In the **Inspection Work Unit** Details,

9. Use the drop-down list box to specify whether the component work order must be executed for the part, during inspection on receipt of the part. Select any one of the following options:

   - Required – Select this option, if the work order must be executed during inspection of the part.
   - Not Required – Select this option, if the work order need not be executed during inspection of the part
   - As Required - Select this option, if the work order can be executed as desired during the inspection of the part.

10. Use the **Work Unit Type** drop-down list box to specify the type of the work unit, which could be “Standard Procedure” or “Task”, that must be included in the work order.

11. Select the **Work Unit #** to identify the work unit (Alphanumeric, 30).

Note: Ensure that the work unit is applicable for the organization unit selected in the "Task Authoring OU" field, as defined in the “Maintenance Task” business component. You must specify a valid task # if you have selected “Task” in the Work Unit Type field and a valid standard procedure #, when “Standard Procedure” is selected.

Note: “Work Unit Type”, “Work Unit #”, “Task Authoring OU” and “COM?” fields will be ignored, if the “Insp. WO?” field is set as “Not Required”.

12. Use the **Task Authoring OU** drop-down list box to specify the organization unit (OU) where the work unit must be performed.

13. Set the **COM?** field to “Required” or “Not Required”, to specify whether Certificate Of Maintenance must be issued on execution of the work order.

14. Enter **Receipt +ve Tolerance** % in the **Receipt Information** group box, to specify the maximum excess quantity in percentage, which can be received in comparison to the quantity ordered (Integer). The value in this field must be greater than zero.

15. Enter **Receipt –ve Tolerance** % in the **Receipt Information** group box, to specify the maximum excess and minimum deficit quantity in percentage that can be received in comparison to the quantity ordered.

16. Enter **Receipt Horizon** to specify the in between time interval between two purchase requests for the part. The value in this field must be greater than zero.

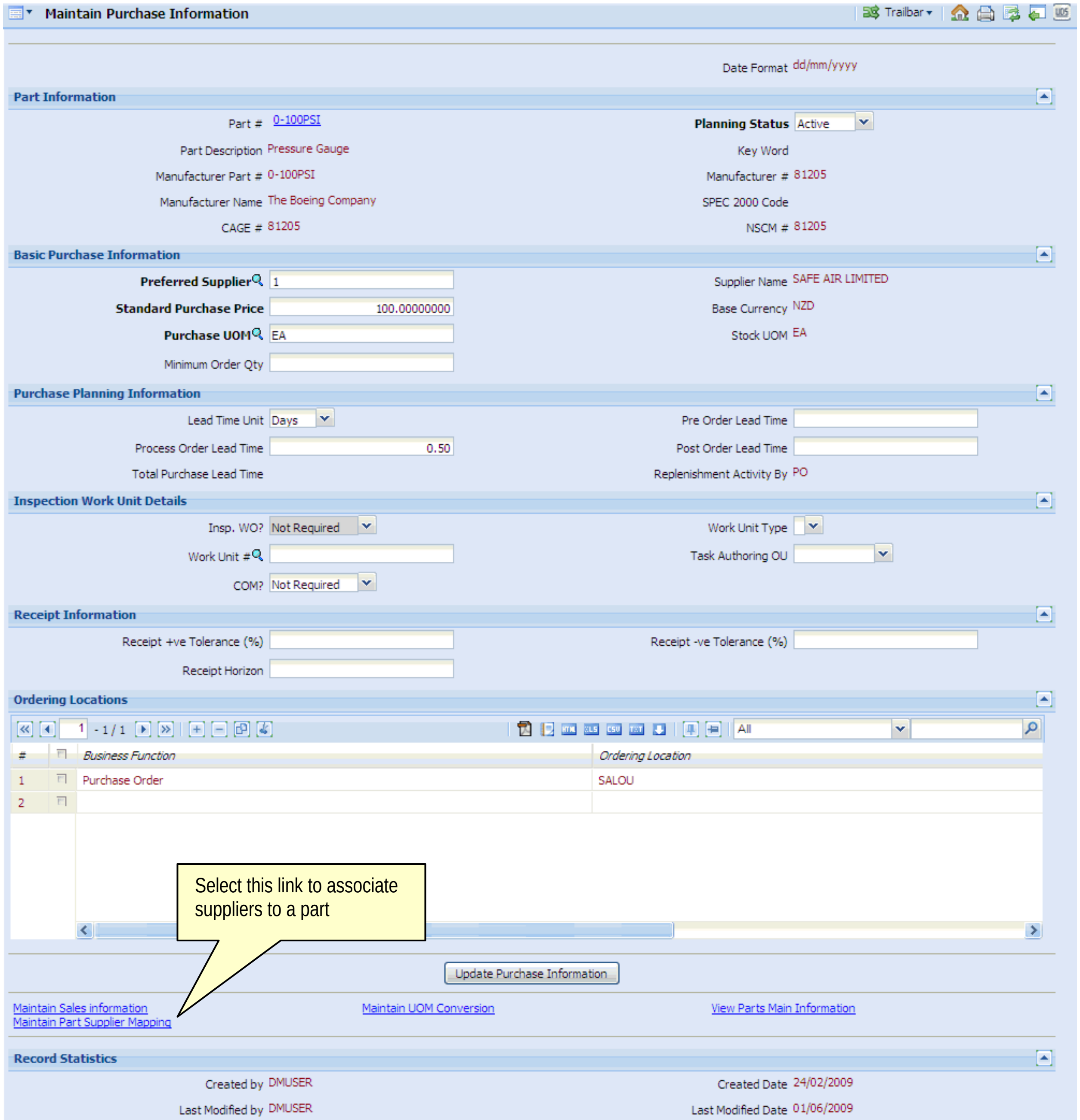


Figure 2.16 Updating purchase information

17. Use the **Applicable** drop-down list box in the **Ordering Locations** multiline, to specify whether the ordering location available in the multiline is applicable for the part.

18. Use the **Default Ordering Location** drop-down list box to specify whether the ordering location can still be designated as the default ordering location.

19. Click the **Update Purchase Information** pushbutton to update the purchase details. The system automatically maps the part to the preferred supplier in the Supplier component, thereby saving the manual effort of mapping in the Supplier component.

Note: The system ensures that the additional valuation information is maintained for the part with "Expensing Policy" set as "Core Value on Phase Out" in the "Maintain Planning Information" activity, if the "Planning Status" is Active.

Updating sales information

1. Select the **Maintain Sales Information** link in the **Maintain Planning Information** page. The **Maintain Sales Information** page appears. *See Figure 2.17*.

2. Select the **Planning Status** from the drop-down list box to set the planning status of the part.

Note: You can modify the planning status from "Fresh" to "Active", "Active" to "Inactive", "Inactive" to "Active".

3. Enter the **Standard Sales Package** in the "Sales Information" group box, to specify the number of parts that comprise a unit during sales.

4. Enter the **Sales UOM**.

5. Enter the **Standard Sales Price** at which the part is sold.

6. Use the **Variable Pricing** drop-down list box to specify if variable pricing is allowed. The system displays the following values: "Allowed and "Not Allowed".

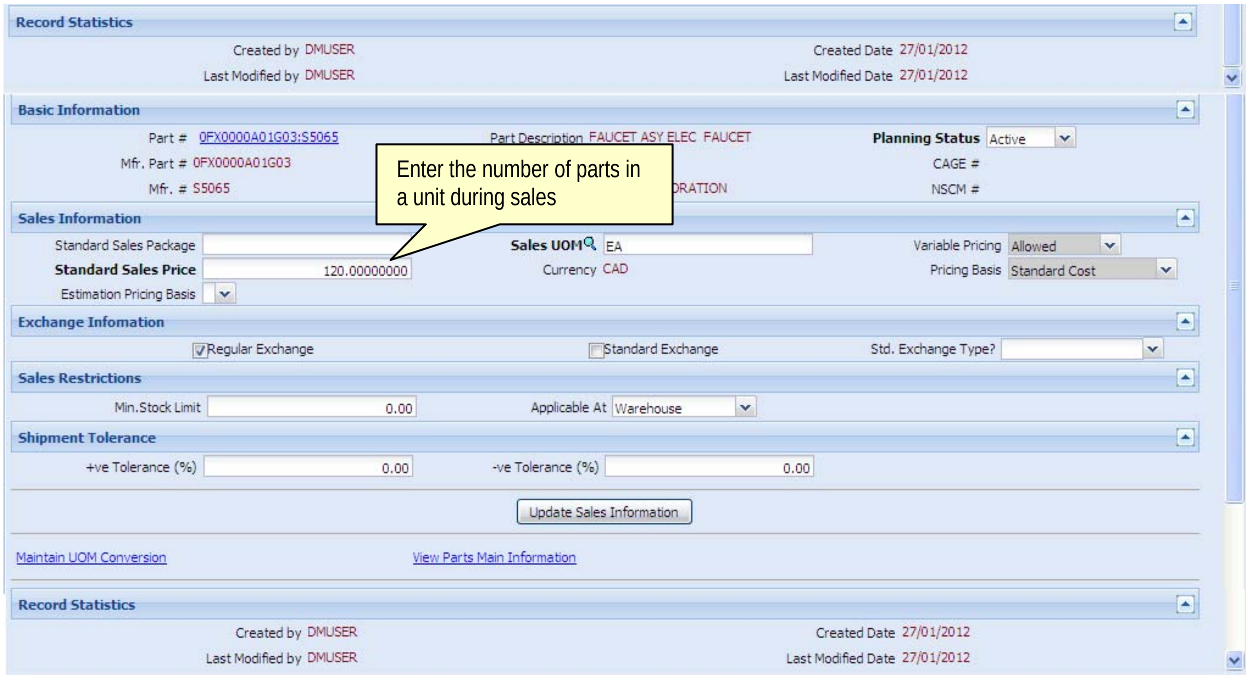


Figure 2.17 Updating sales information

7. Use the **Pricing Basis** drop-down list box to specify the basis for setting the price of the part. The system displays the following values: Std.Purchase Price"," Standard Cost", "Std.Sales Price", and "Actual Issue Cost", if “Allowed” is selected in the Variable Pricing field.

Note; The system defaults this field with space, if you have selected “Not Allowed” in the Variable Pricing field.

Note: You can select “Std. Purchase Price” only for parts for which the Part-Usage flag in the “Maintain Planning Information” activity is set to “Purchase”.

8. Use the **Estimation Pricing Basis** drop-down list box to specify the basis for estimating the price of the part during quotation.

Note: The system displays "Maximum Purchase Price" and "Std. Sales Price, if you have selected "Actual Issue Cost" in the Pricing Basis field, else the system defaults this field with Space.

9. Select the **Regular Exchange** or **Standard Exchange** checkbox, in the “Exchange Information group” box, based on the type of exchange the part is participating.

10. When the part is participating in a standard exchange, use the **Std. Exchange Type** drop-down list box to specify the whether the exchanged part has a repair cost associated or it is a “Flat Exchange”.

11. Enter the **Min. Stock Limit** in the “Sales Restrictions” group box, to specify the minimum amount of stock that is required at the location you have selected in the “Applicable At” field.

Note: The system defaults this field with Zero, if you do not enter any value.

12. Use the **Applicable At** drop-down list box to specify the location where the minimum stock must be maintained. The system displays the following values: "Warehouse", "Location", "Across Location".

13. Enter **+ve Tolerance** % in the **Shipment Tolerance %** group box, to specify the maximum excess quantity in percentage, which can be shipped in comparison to the quantity ordered by the customer.

14. Enter **–ve Tolerance** % to specify the minimum deficit quantity in percentage that can be shipped in comparison to the quantity ordered by the customer.

15. Click the **Update Sales Information** pushbutton to update the sales details.

Note: The system ensures that the additional valuation information is maintained for the part with “Expensing Policy" set as "Core Value on Phase Out" in the “Maintain Planning Information” activity of the current business component, if the “Planning Status” is Active.

Updating additional valuation information for a part

1. Select the **Maintain Additional Valuation Information** link in the **Maintain Planning Information** page. The **Maintain Additional Valuation Information** page appears. *See Figure 2.18*.

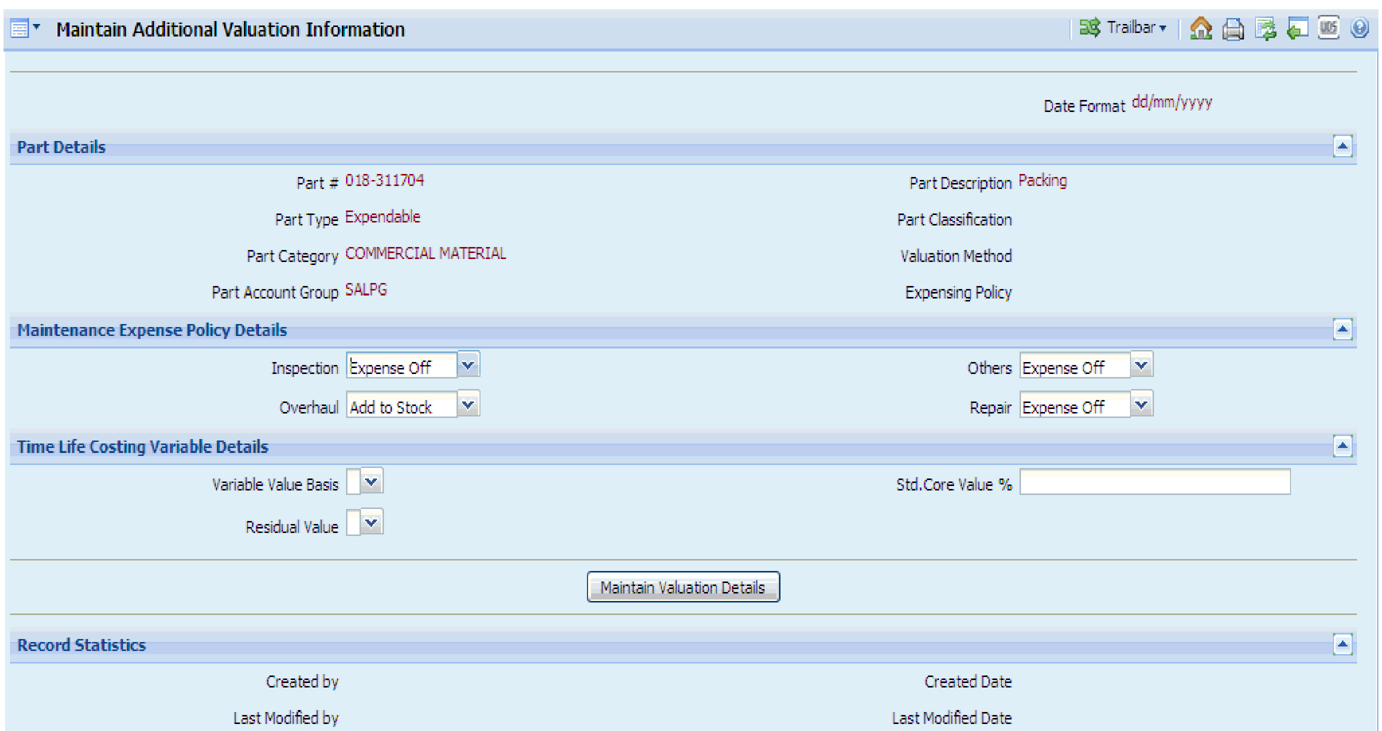


Figure 2.18 Updating additional valuation information

2. Use the drop-down list boxes to specify the maintenance expense policy for the maintenance types **Inspection, Others, Overhaul** and **Repair,** as “Add to Stock” or “Expense Off.”

3. In the **Time Life Costing Variable Details** group box**,** select the variable value basis as "Life to Overhaul”, “Life Phase Out” or “Non-Life”.

4. Enter the **Std. Core Value %** to specifiy the percentage of the standard core value.

Note: For the parts with Expensing Policy set as “Core Value on Phase Out” in the “Maintain Planning Information” page, and having stock status attribute as “Ownership-Internal”, the system updates the total value, variable value and the core value in the “Stock Maintenance” business component, based on the Std. Core Value % specified here. This is applicable when new serial number is generated for the parts and when the stock is moved into the warehouse.

Note: For example, if the Std. Core Value % is specified as 20% and if the total value or the stock value of the part is 20,000, then the core value will be updated as 4000 (i.e. 20% of 20,000) and the variable value will be updated as 16000.

5. Select the **Residual Value** as “Carry Forward” or “Expense Off” to specify whether the remaining variable value is retained or not, when the component is returned back to the inventory.

6. Click the **Maintain Valuation Details** pushbutton to update the additional valuation details of the part.

Updating Unit Of Measurement conversion information for a part

1. Select the **Maintain UOM Conversion** link in the **Create Part Main Information** page. The **Maintain UOM Conversion** page appears. *See Figure 2.19.*

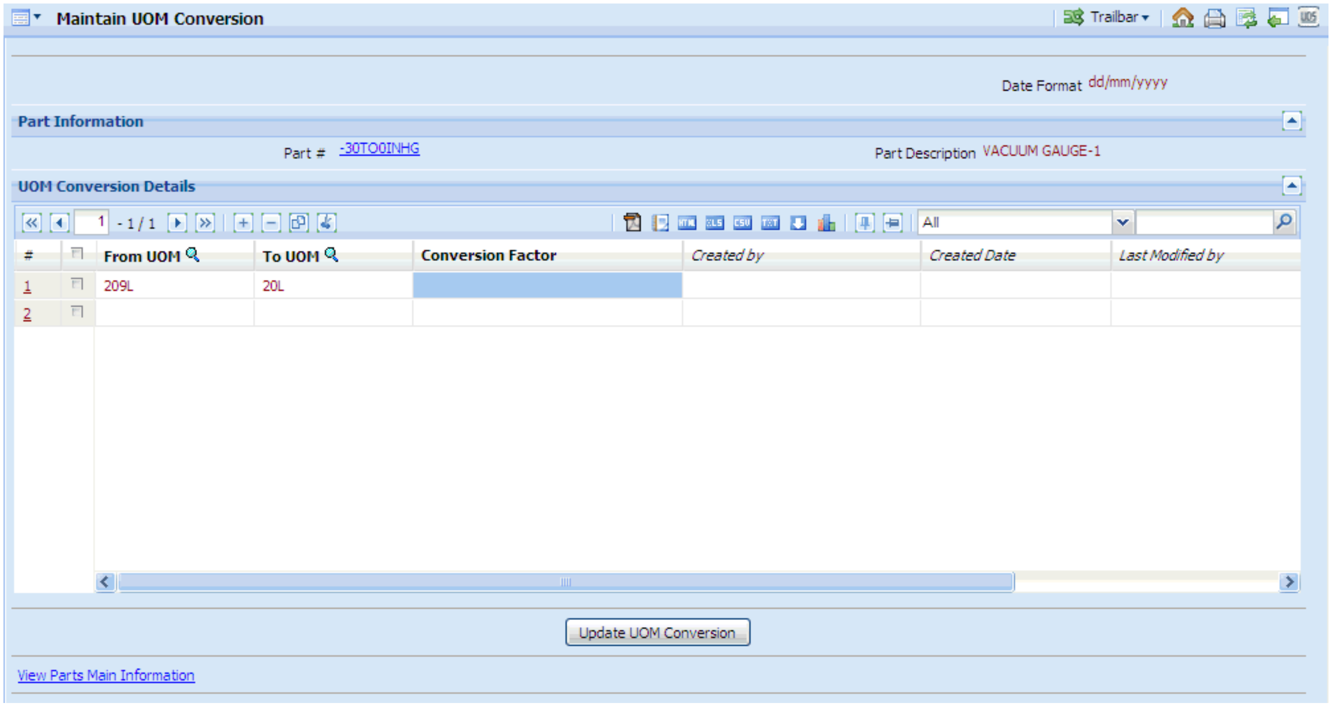


Figure 2.19 Updating unit of measurement conversion

2. Enter **From UOM** in the **UOM Conversion Details** multiline, to identify the UOM for which the conversion factor must be entered.

3. Enter **To UOM**, to identify the UOM to which the **From UOM** is converted.

4. Enter the **Conversion Factor**. This value should be greater than zero and for any given **From UOM** and **To UOM** conversion; there can be only one conversion factor.

5. Click the **Update UOM Conversion** pushbutton to update the UOM conversion.

Creating quick part information

This activity enables quick and easy creation of a part (which is not of type “Component”) in a single transaction. You can enter general information, basic details, planning information, usage and source details, default storage details, purchase information, ordering location details and sales information for the part.

The system sets the reference status of the part to “Active” after the information entry is complete.

1. Select **Create Quick Parts** under **Part Administration** business component. The **Create Part Information** page appears. *See Figure 2.20.*

2. Enter the **Part #** to specify the unique number identifying the part.

3. Enter the **Part Description**.

4. Select the type of the part from **Part Type** field, which could be “Raw Material”, “Expendable”, “Tool”, “Consumable”, “Kits” or “Miscellaneous”.

5. Select the **Part Category** from the drop-down list.

6. If you wish to copy details from an existing part for creating the quick part, enter **Copy Details From** group box.

To provide the basic details:

7. For a part of type “Component”, check the **SI No Controlled** box in the **Serial/Lot Details** group box, to generate the serial numbers for the part.

8. Select the **SI No Logic** as “Automatic Generation” or “Manufacturer SI Number”, to specify the method for generating the part serial number.

9. For a part, which is serial number, controlled and automatically generated by the system, enter the **SI No Type Num**, to specify the numbering type.

Note: This field must be left blank if the part is not serial number-controlled.

10. Check the **Lot No Controlled** box, to specify the lot numbers for the part.

11. Enter the **Lot No Type Num**, to specify the numbering type for the lot number.

Note: This field must be left blank if the part is not serial number-controlled.

12. Enter the **Standard Cost** of the part in Basic Details group box.

13. Select the appropriate **Planning Type** and **Expense Type** for the part.

Note: Ensure that the planning type is set to “None” when the prime part number is different from the part number entered in the “Part Information” group box.

14. Enter the **Stock UOM** and identify the basis on which the part will be issued, in the **Issue Basis** field.

15. Enter the **Part Account Group** to which you wish to associate the quick part.

16. Use the **Primary Part Group** drop-down list box to specify the primary part group of the part.

17. Use the **Non-Stockable** drop-down list box to specify whether there is no stock available for the part in all the warehouse.

18. Specify the **Manufacturer Part #** and the **Manufacture #** of the part.

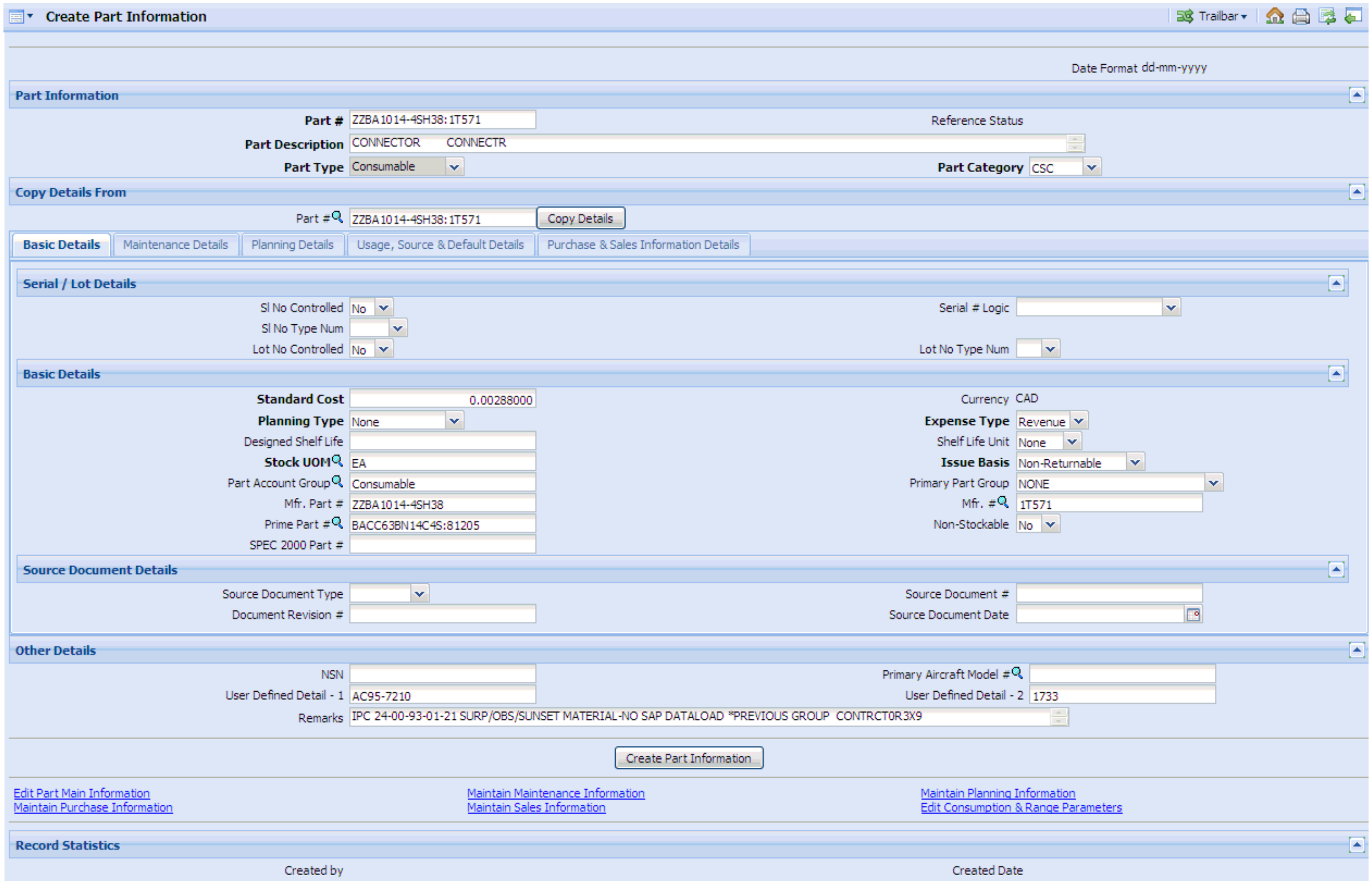


Figure 2.20 Creating quick part information

19. Enter the **Prime Part #** to retrieve a set of alternate parts for the defined part number.

Note: If the part number entered in this field is not same as the part number entered in the "Part Identification Details" group box, then ensure that the prime part entered is in "Active" reference and planning status as identified in the "Part Administration" business component.

Note: If the prime part number is left blank, the "Part #" entered in the "Part Information" group box is updated as the prime part number.

20. Select the **Source Document Type** based on which the part number is being created which can be "IPC", "Eng. Doc" or "Others".

21. Enter the **Source Document #** and **Document Revision #.**

22. Select the **Maintenance Details** tab.

23. Specify the **Planning Base** and select the **Default Maintenance Base** in which the maintenance activity of the part is to be carried out.

24. Select the "**Planning Information Details**" tab and enter the following fields in **Planning Information** group box.

25. Identify the **Valuation Method** and select the **Planning Status** of the part in the **Planning Information** group box.

26. Specify the **Expensing Policy** for the part, as “On First Issue”, “On Phase Out” or “Core Value on Phase Out”.

Note: The system ensures the following, if the expensing policy is set as Core Value on Phase Out”:

> *a) the “Expense Type” is set as “Revenue” in the current business component.*
>
> *b) the “Sl No Controlled” check box in the “Edit Main Information” page of the current business component, is checked.*
>
> *c) the valuation method for the part is set to “Actual Cost”.*

27. Set **Replenishment Activity At** as “Warehouse” or “Location” or “None”.

28. Enter the **Reorder Qty** to specify the quantity of the part that must be ordered when the reorder level is reached.

29. Enter the **Minimum Issue Qty** that can be issued from the warehouse.

30. Check the **Allocable** box to ensure that the part is available for issue at the time of requirement.

31. Enter the **Allocation Horizon (Days)** to specify the period for which the part can be hard allocated.

32. Select the “**Purchase and Sales Information Details**” tab and enter the following fields in “**Purchase Information**” group box.

33. Enter the **Preferred Supplier** with whom the order must be placed (Alphanumeric, 45).

34. Enter the **Purchase UOM** in which the part is purchased (Alphanumeric, 10).

35. Enter the **Standard Purchase Price**, the standard rate of the part.

Note: When purchase requests or purchase orders are generated (Integer), ensure that the value in this field is greater than zero.

36. Use the **Applicable** drop-down list to select “Yes” or “No” and to indicate whether the organization unit contained in the multiline row is applicable for the part.

Note: If the part is marked as "Purchase" in the “Usage & Source Details” group box then, ensure that this field is set to "Yes" at least for one record in the multiline.

Note: This field must be set to “Yes” in at least one row of the “Ordering Locations” multiline.

37. Use the **Default Ordering Location** drop-down list box to select “Yes” or “No” and to indicate whether the organization unit can still be designated as a default ordering location.

Note: If this field is set to “Yes”, the ordering location will be considered as the default location for the part in the login organization unit.

Note: This field cannot be set to “Yes”, if a “PO” or “RS” ordering location is already defined as the default ordering location.

38. Enter the **Sales UOM** in which the sales of the part is done (Alphanumeric, 10).

39. Enter the **Standard Sales Price** at which the part is sold (Decimal).

40. Use the **Variable Pricing** drop-down list to specify whether variable pricing is allowed. The system displays the following values: “Allowed and “Not Allowed”.

41. Use the **Pricing Basis** drop-down list to specify the basis for setting the price of the part. The system displays the following values: Std.Purchase Price"," Standard Cost", "Std.Sales Price", and "Actual Issue Cost", if “Allowed” is selected in the Variable Pricing field.

Note: You can select “Std. Purchase Price” only for parts for which the Part-Usage flag in the “Maintain Planning Information” activity is set to “Purchase”.

42. Use the **Estimation Pricing Basis** drop-down list box to specify the basis for estimating the price of the part during quotation. The system displays "Maximum Purchase Price" and "Std. Sales Price, if you have selected "Actual Issue Cost" in the Pricing Basis field, else the system defaults this field with space.

43. Select the **Regular Exchange** or **Standard Exchange** checkbox based on the type of exchange the part is participating.

44. When the part is participating in a standard exchange, use the **Std. Exchange Type** drop-down list box to specify the whether the exchanged part has a repair cost associated or it is a “Flat Exchange”.

45. Select the “**Usage, Source and Storage Details**” tab.

46. Select the appropriate **Placement Strategy** and **Picking Strategy,** in the **Default Stock Movement Strategies** group box.

Note: The picking strategy must not be “Manual”, if “Allocable” box is checked.

47. Furnish **Usage & Source Details** for the part by checking the appropriate boxes.

48. Specify the default storage details for the part in the **Default Storage Details** multiline.

49. Enter the **National Stock Number** of the part in Other Details group box.

50. Enter the **Primary Aircraft Model #**.

Note: Ensure that the primary aircraft model is "Active" as identified in the "Aircraft" business component.

51. Click the **Create Part Information** pushbutton to create the quick part details.

To provide further details,

- Select the **Edit Part Main Information** link to edit the part details.
- Select the **Maintain Maintenance Information** link to update the maintenance information of the newly created part.
- Select the **Maintain Planning Information** link to enter the planning information for the part.
- Select the **Maintain Purchase Information** link to enter the purchase information for the part.
- Select the **Maintain Sales Information** link to enter the sales information for the part

Associating attributes to the part

Attributes are certain characteristics or traits of a part, which help in tracing the quality of a part. You can associate the attributes to the part.

Attribute Part Mapping

1. Select **Associate Attributes** under **Part Administration** business component. The **Select Part #** page appears.
2. In the **Direct Entry** group box enter the **Part#** and click the **Attribute Part Mapping** link provided alongside to associate attributes to the part. A **Part#** can also be searched by providing the filter criteria like **Part Type**, **Part Category**, **Manufacturer** in the **Search Criteria** group box and click on the **Search** pushbutton.
3. The system displays the **Part#, Part Description**, **Part Type** and **Part Category** in the **Search Results** multiline. Check the **Select** column to mark a part number to which the attributes have to be mapped and .The **Associate Attributes** page appears. *See Figure 2.21.*
4. In the **Part Information** details group box the system displays the **Part/Service#**, **Part Type** and **Part Category**.
5. In the **Attribute Information** multiline enter **Attribute Code** that has to get associated to the part.
6. To associate a quantitative type of attribute enter the **Minimum Value, Standard Value** and **Maximum Value.**

7. To associate qualitative value enter the **Std Qualitative Value**.

8. Select the **Usage Type** of the attribute as "Sales" or "Purchase" or "Both" or "None".

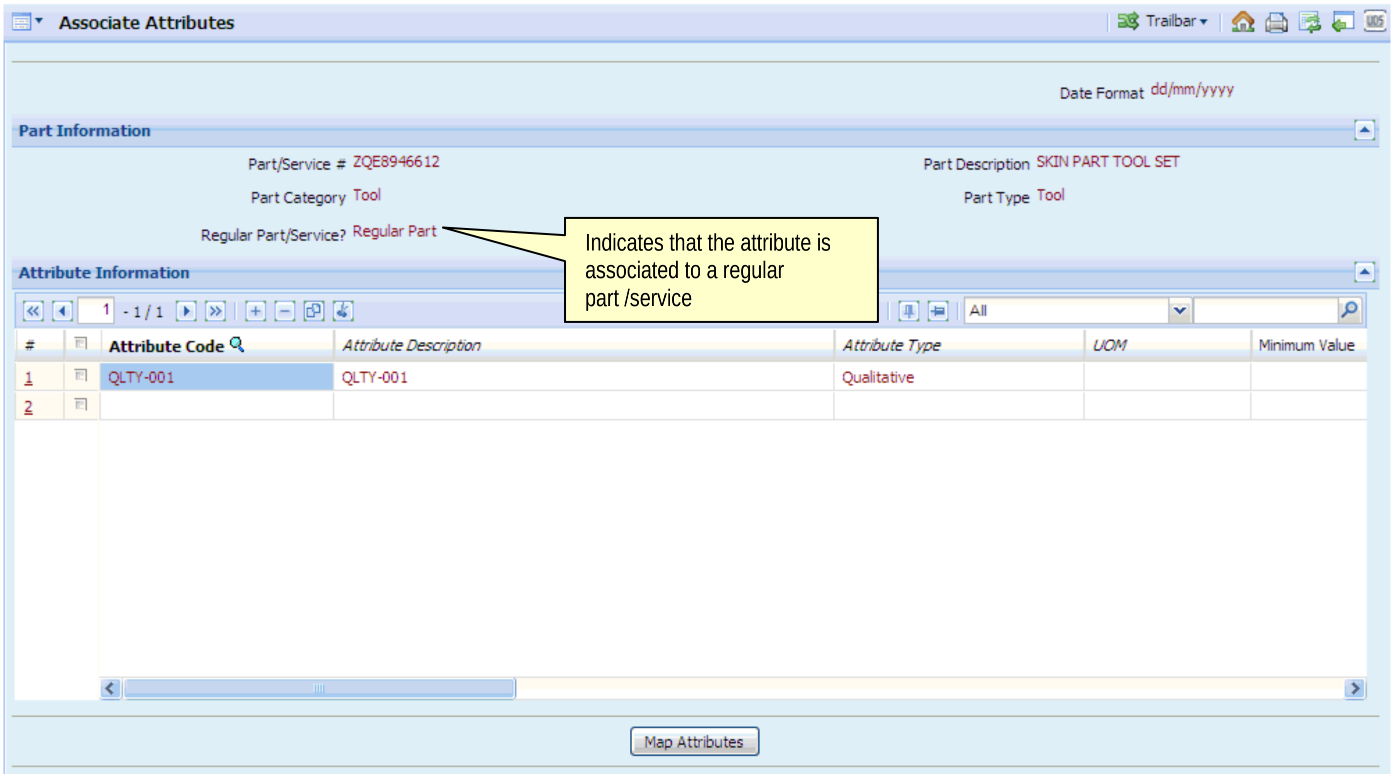


Figure 2.21 Associating attributes to part

9. Set the **Trackable** drop-down box as "Yes" or "No" to specify whether the attribute is trackable or not.

10. Click the **Map Attributes** pushbutton to associate the attributes to the part.

Creating part groups

You can group all the parts with some common feature, under various part groups. These part groups can be used for various purposes like generating reports, conducting inquiries with respect to a particular group etc. The grouping of parts can be done based on the common properties or on the convenience of the user. Thus, a part group could be attribute-based or user-defined. Once a part group is created, you can associate the attributes and parts to it.

1. Select **Create Part Groups** under **Part Administration** business component. The **Create Part Groups** page appears. *See Figure 2.22*.

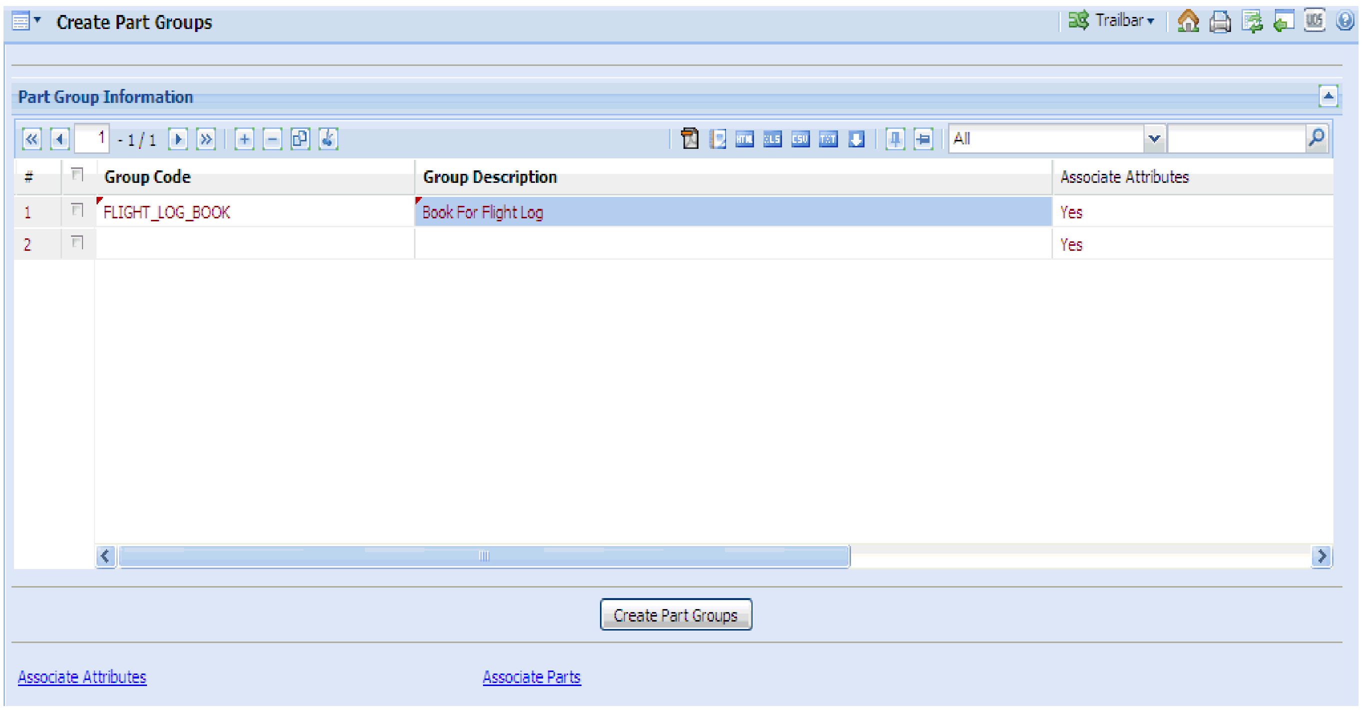


Figure 2.22 Creating part groups

2. Enter the **Group Code** in the **Part Group Information** multiline, to specify the unique code that identifies the group. This could be a combination of digits and characters.

3. Enter the **Group Description**.

4. Select “Yes” in the **Associate Attributes** drop-down list box to associate the attributes to the part group.

5. Select “Yes” in the **Associate Parts** drop-down list box to associate parts to the part group.

6. Select “Yes” in the **Controlled?** Drop-down list box to make the part group controlled. Select “No”, if you do not want the part group to be controlled.

7. Select **Purpose** from the drop-down list box as "Pricing", "Taxes and Charges", "Product Line", "Capability Definition", “Reliability Analysis” and, "VAT", to specify the applicable purposes of the part group.

8. Click the **Create Part Groups** pushbutton to create the part group.

Note: The Controlled? and Purpose attributes bear implications when you associate a part to a part group. If a part is associated to a Controlled Part Group with a specific purpose, then it cannot be associated to another “Controlled” part group with the same purpose. However it can be associated to any other “non-controlled” Part Group with different/ same purpose.

To provide further details,

- Select the Associate Attributes link, to associate attributes to the part group.

- Select the Associate Parts link, to associate parts to the part group.

Associating attributes to the part group

1. Select the **Associate Attributes** link in the **Create Part Groups** page. The **Associate Attribute** page appears. *See Figure 2.23*.

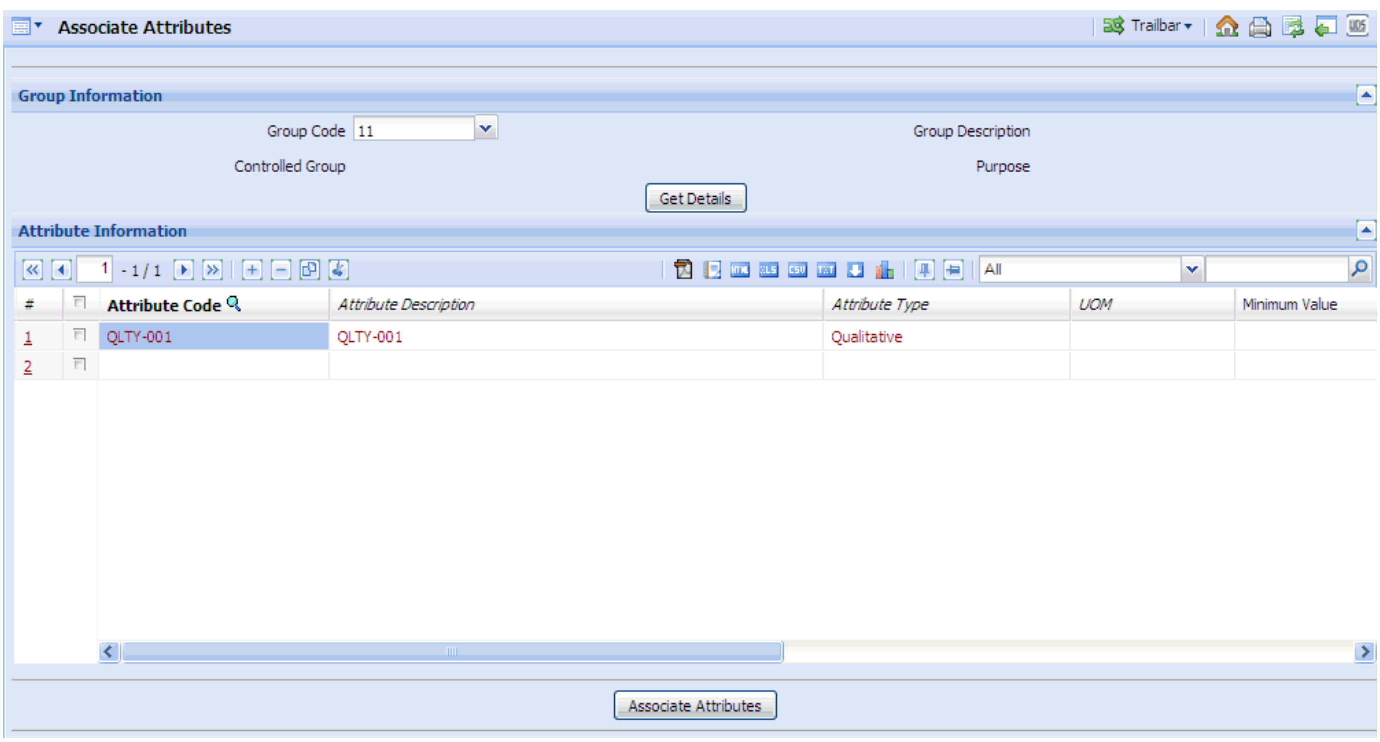


Figure 2.23 Associating attributes

2. Use the **Group Code** drop-down list box in the **Group Information** group box, to select the part group to which the attributes must be associated.

3. Select "Yes" in the **Controlled Group** drop-down list box to make the part group controlled and "No" if the part group is not controlled.

4. The applicable **Purpose** of the part group. The system displays the one of the following values: "Pricing", "Taxes and Charges", "Product Line", "Capability Definition" and, "VAT".

5. Enter the **Attribute Code**, to identify the attribute to be associated to the part group.

6. Enter the **Minimum Value**, **Maximum Value** and **Standard Value** for associating the **Quantitative** type of attributes to the part group.

7. Enter the **Std Qualitative Value** for associating the **Qualitative** type of attributes to the part group.

8. Click the **Associate Attributes** pushbutton to associate attributes to the part group.

Associating parts to a part group

1. Select the **Associate Parts** link in the **Create Part Groups** page. The **Associate Parts** page appears. *See Figure 2.24*.

2. Use the **Group Code** drop-down list box to select the part group to which you wish to associate the parts.

3. **Controlled Group** indicates whether the part group is controlled. The value "Yes" means the part group is controlled and "No" indicates the part group is not controlled.

4. The applicable **Purpose** of the part group, which can be one of the following: "Pricing", "Taxes and Charges", "Product Line", "Capability Definition" and, "VAT".

Note: Controlled Group and Purpose attributes bear implications when you associate a part to a part group. If a part is associated to a Controlled Part Group with a specific purpose, then it cannot be associated to another "Controlled" part group with the same purpose. However it can be associated to any other "non-controlled" Part Group with different / same purpose.

Note: If part group selected in the header is defined as Primary part group for the part, then the part cannot be deleted from the multiline.

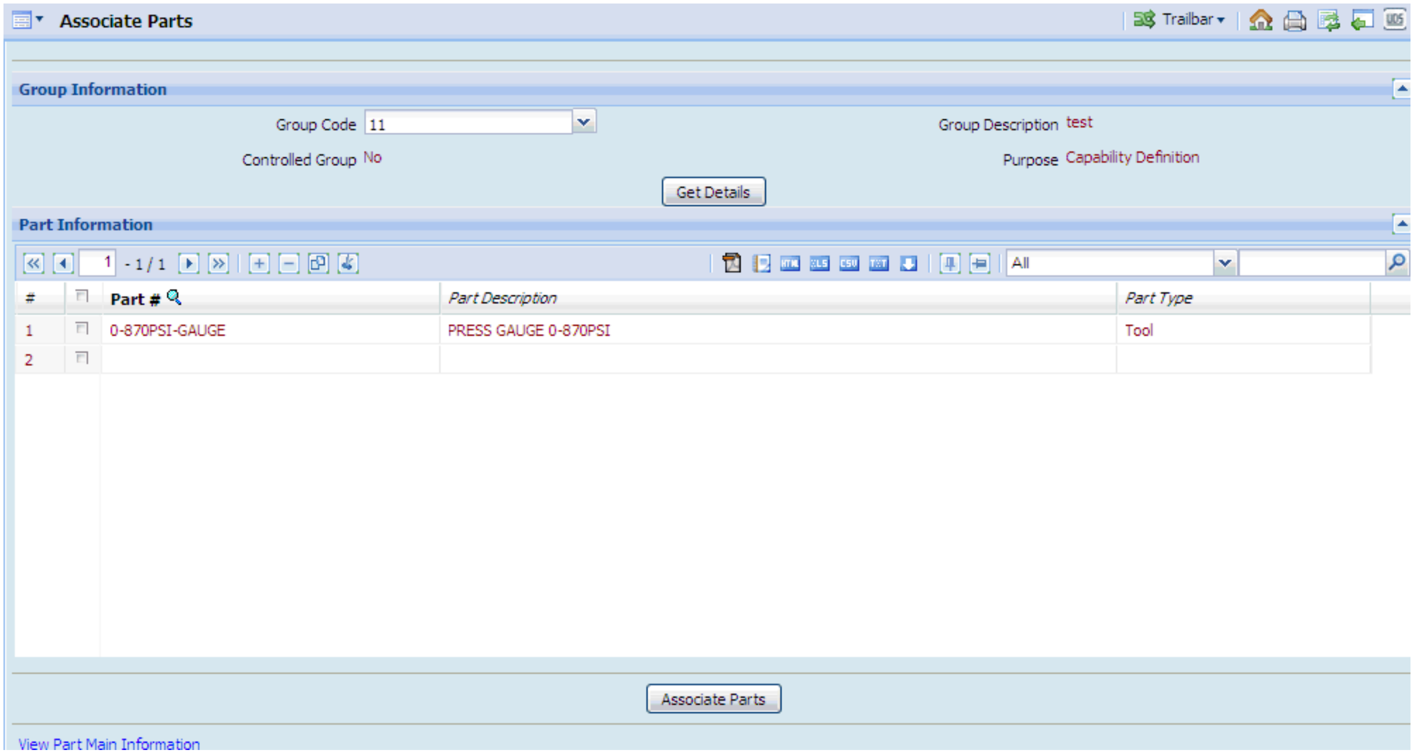


Figure 2.24 Associating parts

5. Enter the **Part#** in the **Part Information** multiline, to specify the part number that must be associated to the part group. The part number should be in "Active" status.

6. Click the **Associate Parts** pushbutton to associate parts to the part group.

Creating group types

You can combine together parts with similar characteristics to form a parts group. These part groups can be further combined and classified into group types and can be given a unique code. These group types can also be specified as "Maintenance", "Inventory", "Purchase", "Sales", "Operation", or "Accounting" based on the usage.

1. Select the **Create Group Type** link under the **Part Administration** business component. The **Create Group Types** page appears. *See Figure 2.25.*

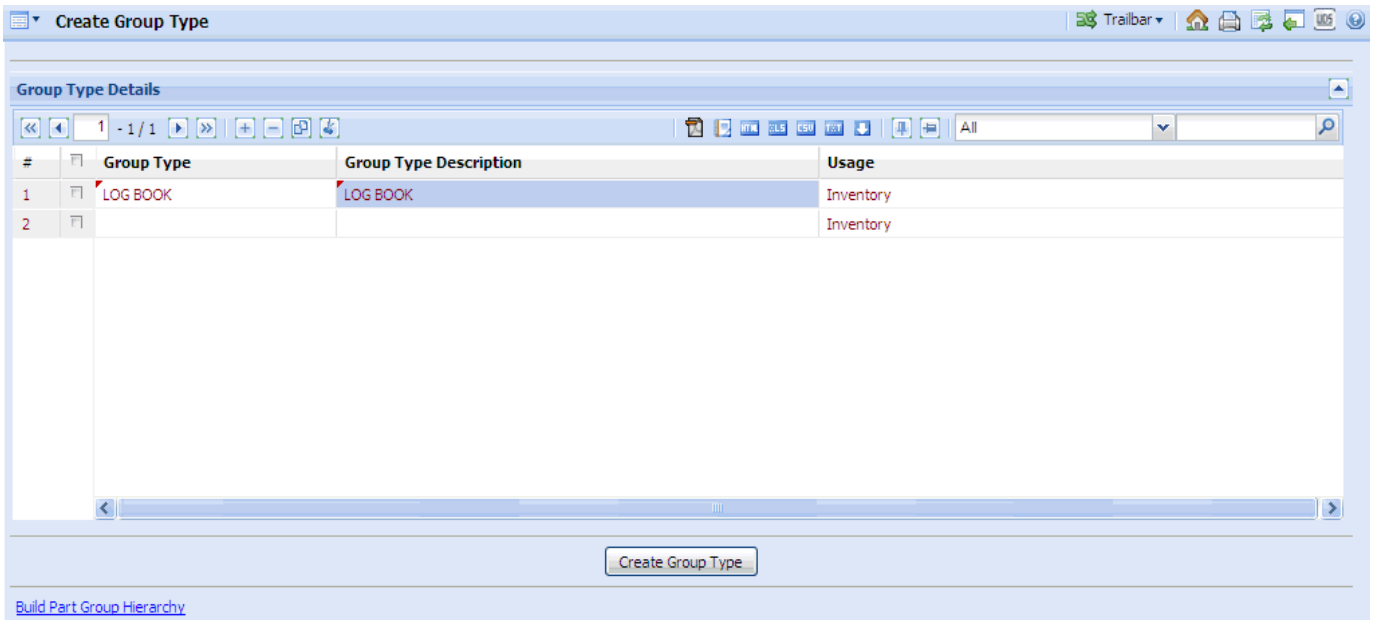


Figure 2.25 Creating group type

2. Enter the **Group Type** and **Group Type Description** in the **Group Type Details** multiline.

3. Select the **Usage** as “Maintenance”, “Operation”, “Inventory”, “Purchase”, “Sales”, “Accounting” or “Others” to specify the usage of the group type.

4. Click the **Create Group Type** push button to create the group types.

Building part group hierarchy

A hierarchical relationship can be established between the part groups and group type. A group hierarchy can be defined where in the part groups are associated to the part group type. The various part groups created can be grouped under a part group type.

1. Select the **Build Group Hierarchy** link under the **Part Administration** business component. The **Build Group Hierarchy** page appears. *See Figure 2.26*.

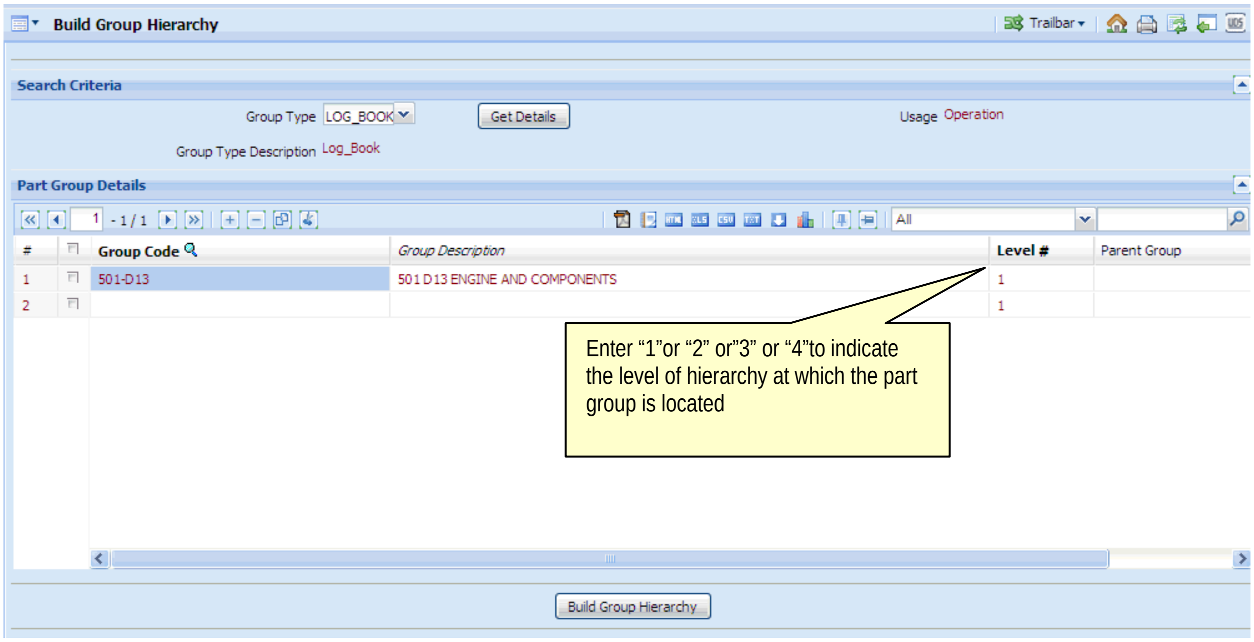


Figure 2.26 Building group hierarchy

2. Use the **Group Type** drop-down list box in the **Search Criteria** group box to specify the part group type for which the hierarchy details have to be defined.

3. Enter the **Group Code** in the **Part Groups Information** multiline.

4. Select the **Level #** as "1", "2", "3" or "4" to indicate the level of hierarchy at which the part group is located.

5. Enter the **Parent Group**.

6. Click the **Build Group Hierarchy** push button to build the part group hierarchy.

Creating a service

A service may refer to an activity such as cleaning, painting, supply of adhoc items, upholstery work etc. that are usually outsourced by airline operators and MROs. It is usually created based on the illustrated service catalogue of an organization. A service created is classified into main, planning and purchasing information, based on the various roles that require the need of the services.

The main information is the same across the organization and locations, but the planning and purchasing information are very specific to the individual organization or location. A purchase personnel belonging to a specific organization unit usually defines the purchase information of a service while the planner defines the planning requirement information of the service.

Creating service main information

You can define a service by creating a unique identity for their main, planning and purchasing information. The service is identified by the unique number, which is generated by the system based on the predefined numbering pattern.

1. Select **Create Service Main Information** under the **Part Administration** business component. The **Create Service Main Information** page appears. *See Figure 2.27*.

2. Enter the **Service #** to specify the unique number of the service. The service number can also be generated automatically by checking the **Generate Service #** check box.

3. Select the **Reference Status** of the service as “Under Creation” or “Active” to specify whether the service information has been completely furnished.

4. Enter the **Service Description**.

5. Select the **Service Type** as “Regular” or “Conversion” or “Activity” to specify if the service is for regular purposes or for adhoc purposes.

    - Regular: Select this option if a regular type of service such as cleaning the aircraft or component is to be performed.
    - Conversion: Select this option if a service is to be performed for the conversion of primary input to some output (such as conversion of parts or components).
    - Activity: Select this option if the service is performed as an activity on the part. For example, overhauling of engine.

6. Select the Service Category.

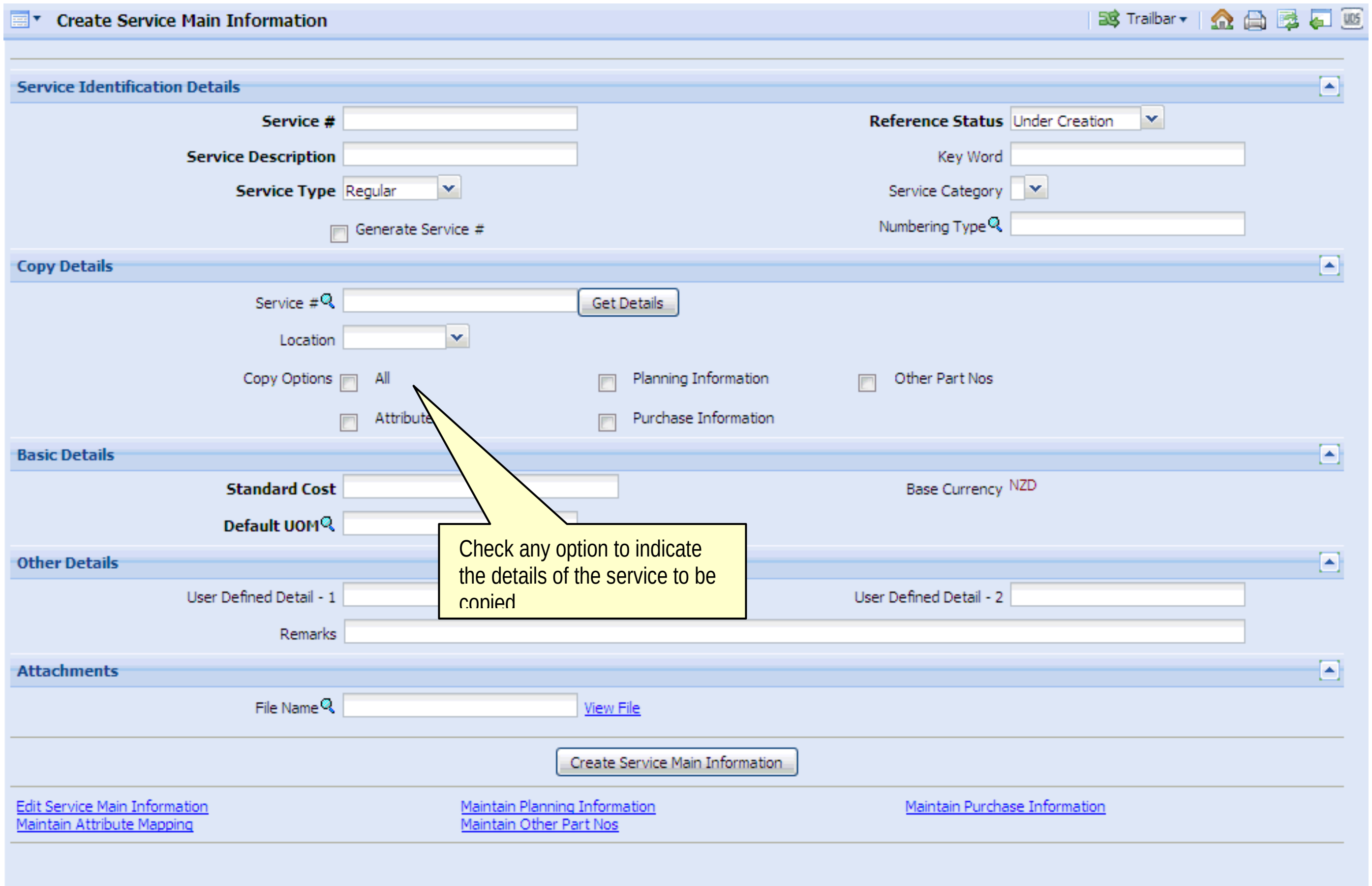


Figure 2.27 Creating service main information

7. Check the **Generate Service #** to automatically generate the service number and enter the **Numbering Type** based on which the service number is to be generated.

Note: For details on creating numbering types, refer to the section “Defining numbering types for transactions” in the “Inventory Setup” User Guide.

8. To copy details from an existing service, enter the **Service #** in the **Copy Details** group box and click the **Get Details** pushbutton to retrieve the details pertaining to the service.

9. Select the **Location**, to specify the organization unit from where the service details must be copied.

10. Check **All**, **Planning Information**, **Other Part Nos**, **Attributes** or **Purchase Information** box in the **Copy Option** group box to indicate the details of the service to be copied.

Note: If you enable the “All” option, the system copies all the service details and assigns the “Active” reference status to the new service. The system sets the planning status as “Fresh”, if you copy the planning and purchase information for the service. Only users who have appropriate rights can copy the service details.

11. Enter the **Standard Cost** and the **Default UOM** of the service.

12. Click the **Create Service Main Information** pushbutton to save the service information details.

13. The status of the service is updated to “Active” or “Under Creation”, according to the value selected in “Reference Status” field. Check the **Generate Service #** to automatically generate the service number and enter the **Numbering Type** based on which the service number is to be generated.

Note: For details on creating numbering types, refer to the section “Defining numbering types for transactions” in the “Inventory Setup” User Guide.

To provide further details,

- Select the **Maintain Planning Information** link, to provide planning information for the service.
- Select the **Maintain Purchase Information** link, to provide purchase information for the service.
- Select the **Maintain Attribute Mapping** link, to provide attribute-mapping information.
- Select the **Maintain Other Part Nos** to provide other part numbers information

Refer to the topic “Updating the other part information for a part” for further details.

Maintaining planning and purchase information for the service

You can add or modify the planning information and purchase information for a service. You can select a service and enter planning and purchase information for a service. The planning and purchase information of the service can be specified for each location. A service can be used in transactions only when the planning status of the service is “Active”.

Updating planning information

You can specify the planning information associated with services in “Active” reference status.

1. Select **Maintain Service Planning and Purchase Information** under the **Part Administration** business component. The **Select Service #** page appears.

2. In the **Search Criteria** group box, enter the filter criteria such as **Service#, Planning Status**, **Service Description**, **Key Word**, **Service Type** and **Service Category** and click the **Search** pushbutton to retrieve the service number for which you wish to update the planning information and purchase information.

3. Select the Maintain Planning Information link in the Select Service # page. The Maintain Service Planning Information page appears. *See Figure 2.28*.

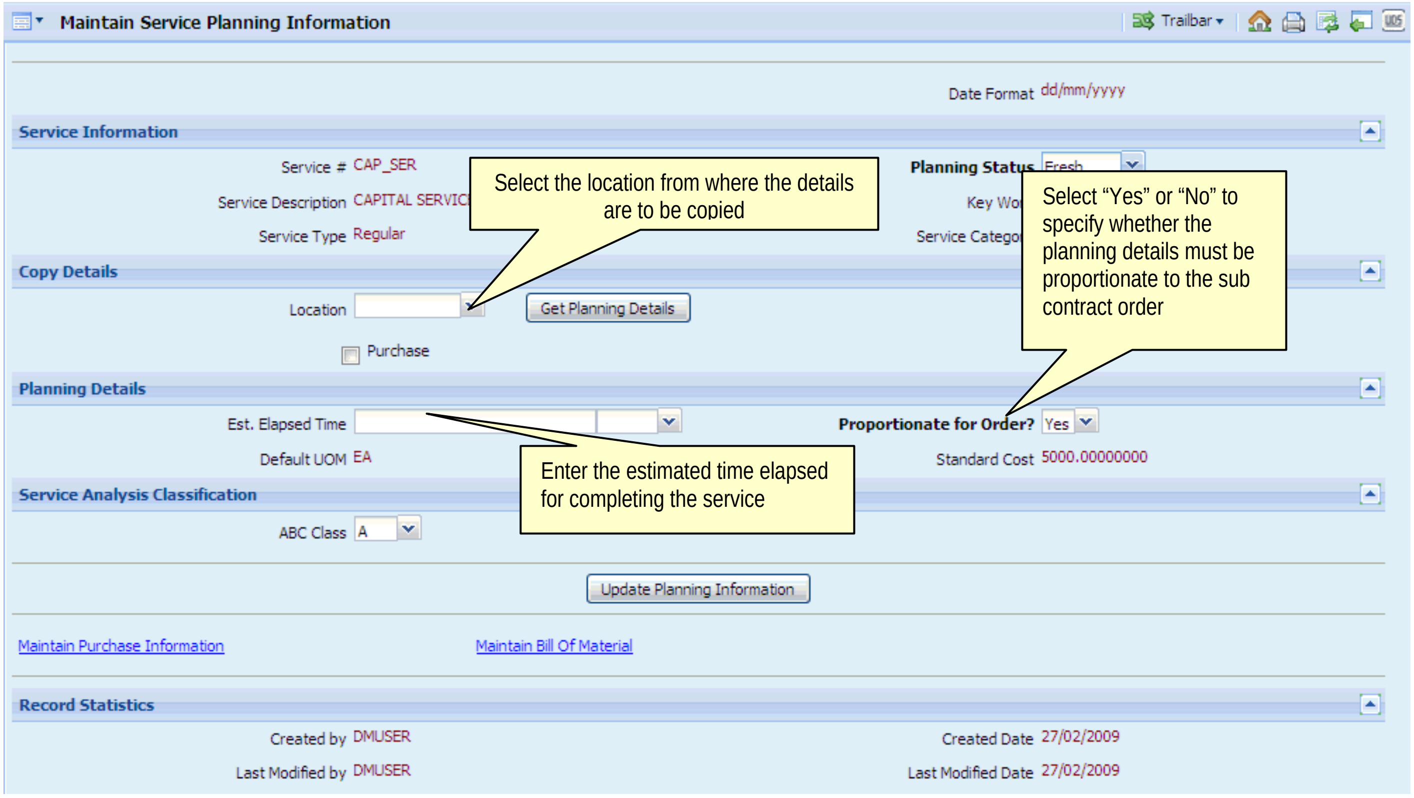


Figure 2.28 Updating service planning information

4. Select the **Planning Status** of the service as "Fresh", "Active" or "Inactive".

Note: Services that are already in the "Active" status cannot be changed to "Fresh". Similarly, services in "Inactive" status cannot be changed to "Active" or "Fresh".

5. Select the **Location** from where you wish to copy the planning details in the **Copy Details** group box.

6. Check the **Purchase** box, if you wish to copy the purchase information also from the selected location and click the **Get Planning Details** pushbutton.

7. Select the **ABC Class** analysis classification as "A", "B" or "C", to specify the different levels of classification under which the service can be represented. This analysis is based on the earlier consumption records of the service.

8. Click the **Update Planning Information** push button to update the planning information of the service.

To provide further details,

▼ Select the **Maintain Bill Of Material** to update the bill of material details.

Updating bill of material details

The bill of material is a document associated with the service to be performed along with details of the part to be serviced. You can create only one bill of material for every service. You can modify the bill of material details only for those services, which are in the "Active" planning status.

1. Select the **Maintain Bill Of Material** link in the **Maintain Service Planning Information** page. The **Maintain Bill Of Material** page appears. *See Figure 2.29.*

In the **Service Information** group box:

2. Enter the **Version #** specifying the version number of the bill of material for the specified service.

3. Set the **Modifiable At Order** as "Yes" to allow modification of bill of material at order level. Select "No" otherwise.

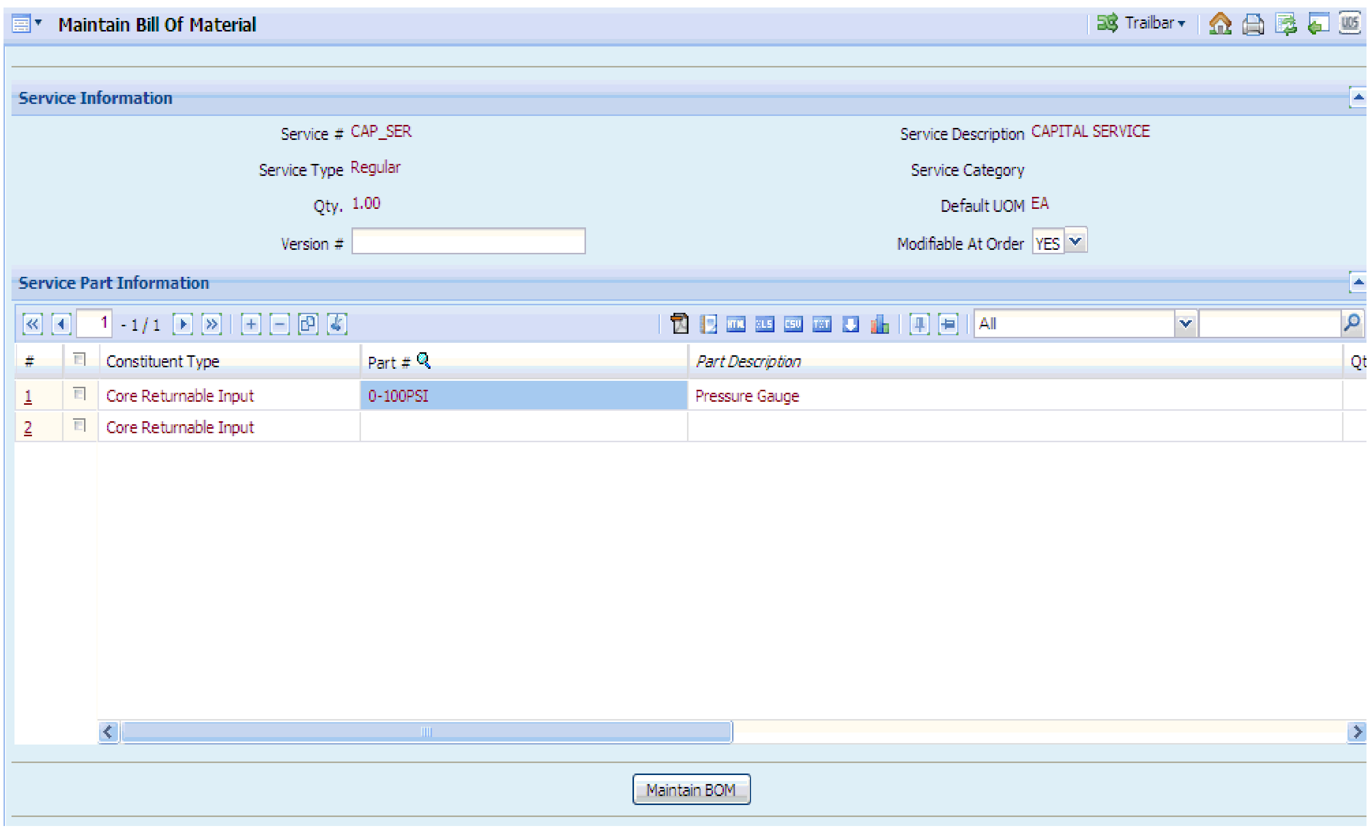


Figure 2.29. Updating bill of material

In the **Service Part Information** multiline:

4. Set the **Constituent Type** for the service as “Primary Part”, “Primary Output”, “Secondary Output”, “Core Returnable Input”, “Returnable Input”, “Issuable Input” or “Non Issuable Input” for which the bill of material details must be updated.

Note: If the service type is “Conversion”, then the constituent type could be “Primary Output”, “Secondary Output”, “Returnable Input”, “Issuable Input” or “Non Issuable Input”.

Note: If the service type is “Regular”, then the constituent type could be “Returnable Input”, “Issuable Input”, “Non Issuable Input” or “Core Returnable Input”.

Note: If the service type is “Activity”, then the constituent type could be “Principal Part”, “Issuable Input”, “Non Issuable Input”, “Returnable Input” or “Core Returnable Input”.

5. Enter the **Part #** and **Quantity** of the part associated with the service for which the bill of material details must be updated.

6. Click the **Maintain BOM** pushbutton to update the bill of material details.

Updating purchase information for the service

You can specify the purchase information that must be associated with the service.

1. Select **Maintain Service Planning** and **Purchase Information** under the **Part Administration** business component. The **Select Service** # page appears.

2. In the **Search Criteria** group box, enter the filter criteria such as **Service#, Planning Status**, **Service Description**, **Key Word**, **Service Type** and **Service Category** and click the **Search** pushbutton to retrieve the service number for which you wish to update the planning information and purchase information.

3. Select the **Maintain Purchase Information** link in the **Select Service** # page. The **Maintain Service Purchase** Information page appears. *See Figure 2.30*.

4. Select the **Planning Status** of the service as “Fresh”, “Active” or “Inactive” in the **Purchase Information** group box, to indicate whether the planning details have been completely furnished and if the service is referred in various transactions.

5. Enter the **Preferred Supplier** to specify the default supplier from whom the service is obtained.

Note: The preferred supplier must have been defined in the “Create Supplier” activity of the “Supplier” business component and must be in “Active” status. This supplier should be a ‘Purchase Supplier’.

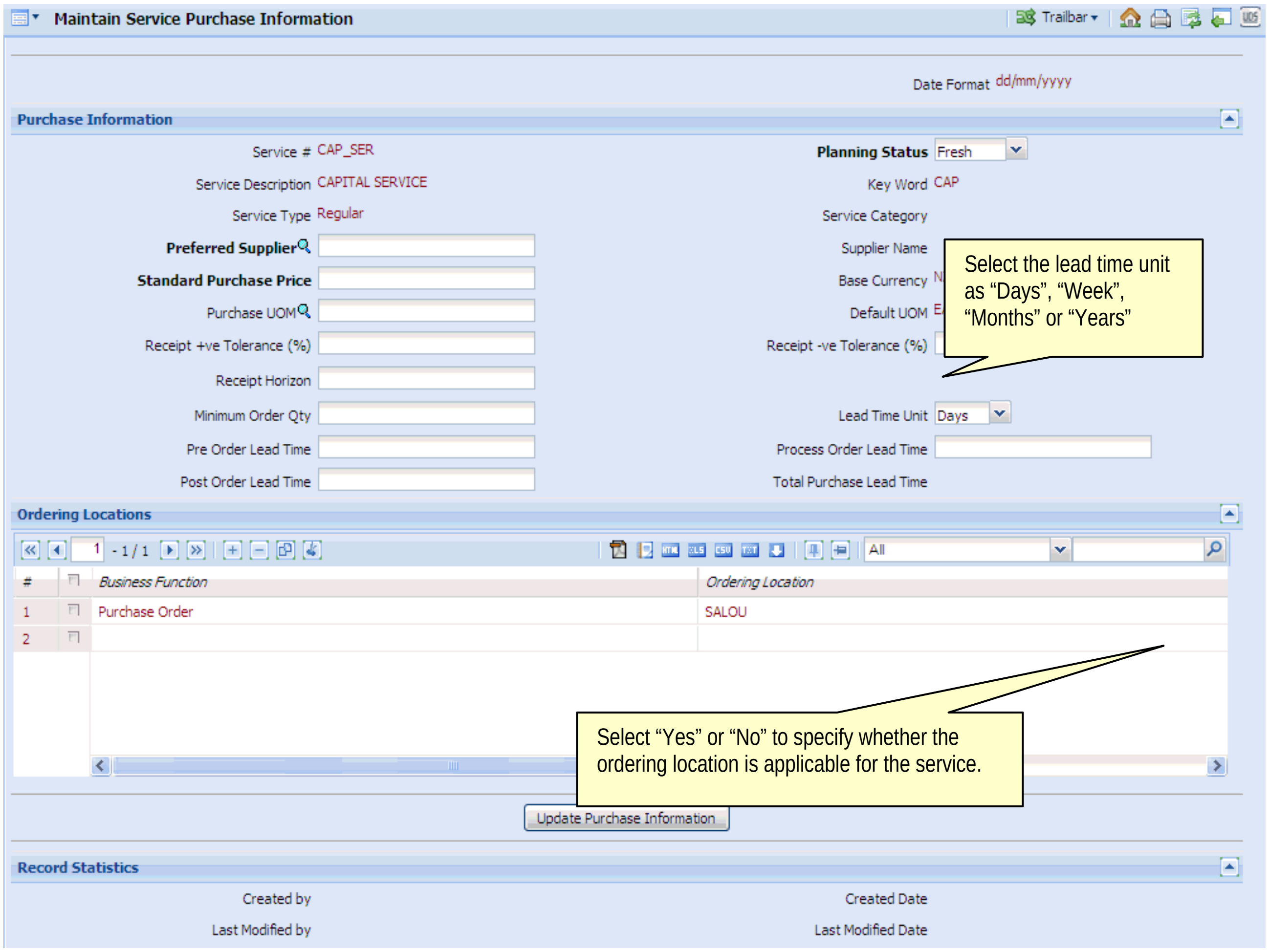


Figure 2.30 Updating service purchase information

6. Enter the **Standard Purchase Price** of the service obtained from the supplier.

7. Enter the **Purchase UOM** of the service.

8. Enter the **Receipt +ve Tolerance (%)** and **Receipt –ve Tolerance (%)**, to specify the maximum excess and minimum deficit tolerance in percentage, which can be received for the service.

9. Enter the **Receipt Horizon** specifying the interim time interval between two subcontract orders for the service.

10. Enter the **Minimum Order Qty** for which the subcontract order was generated.

11. Enter the **Pre Order Lead Time**, **Process Order Lead Time** and **Post Order Lead Time**.

12. Click the **Update Purchase Information** pushbutton to update the purchase information for the service.

Associating attributes to the service

Attributes are certain characteristics or traits of a service, which help in tracing the kind of service being provided.

1. Select the **Maintain Attribute Mapping** link in the **Create Service Main Information** page. The **Associate Attributes** page appears. *See Figure 2.31*.

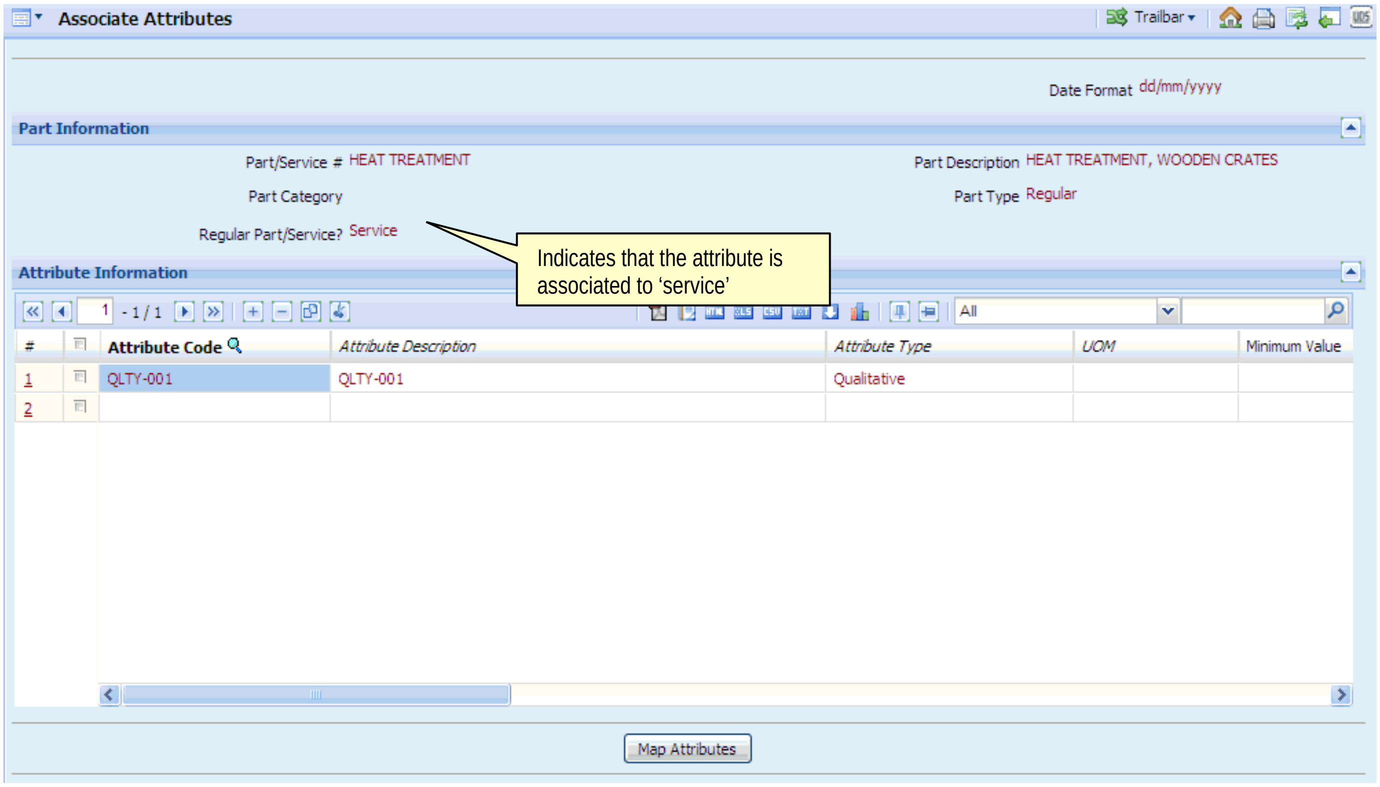


Figure 2.31 Associating attributes to the service

2. Enter the **Attribute Code** that must be associated to the service in the **Attribute Information** multiline.

3. To associate a quantitative type of attribute, enter the **Minimum Value, Standard Value** and **Maximum Value**.

4. To associate qualitative values, enter the **Std Qualitative Value**.

5. Select the **Usage Type** of the attribute as “Sales”, ”Purchase”, “Both” or “None”.

6. Set the **Trackable** drop-down list box as “Yes” or “No” to specify whether the attribute is trackable.

7. Click the **Map Attributes** pushbutton to update the attribute mapping details of the service.

Converting part attributes

You can modify the attributes of the parts such as Part Type, Expense Type, Issue Basis, Valuation Method, Stockable and Expensing Policy. Multiple attributes as mentioned above can be changed in the same document and multiple parts' attributes can be changed in a single document.

Managing controlled data for part record

1. Select the **Initiate Part Master Controlled Data Change** link under the **Part Administration** business component. The **Manage Controlled Data for Part Record** page appears. *See Figure 2.33.*

2. Use the **Change Category** drop-down list box to select the category change**.**

3. Use the **User Status** drop-down list box to assign a user-defined status for the data change document.

4. In the **Part Details** multiline, enter the **Part #** for which the key attributes needs to be changed.

Note: The specified part number must be defined in the "Part Administration" business component.

5. Click the **Get Part Details** pushbutton to retrieve the part details.

6. Use drop-down list box to modify any one of the key attributes of the part such as "Part Type", "Expense Type", "Issue Basis", "Valuation Method", "Stockable" and "Expensing Policy".

Note: Change of any part attribute that would require the control type to be modified cannot be performed.

7. Click the **Save** pushbutton to save the modified part attributes of the data change document.

8. Click the **Process** pushbutton to process the part attributes of the data change document.

9. Click the **Cancel** pushbutton to cancel part attributes of the data change document.

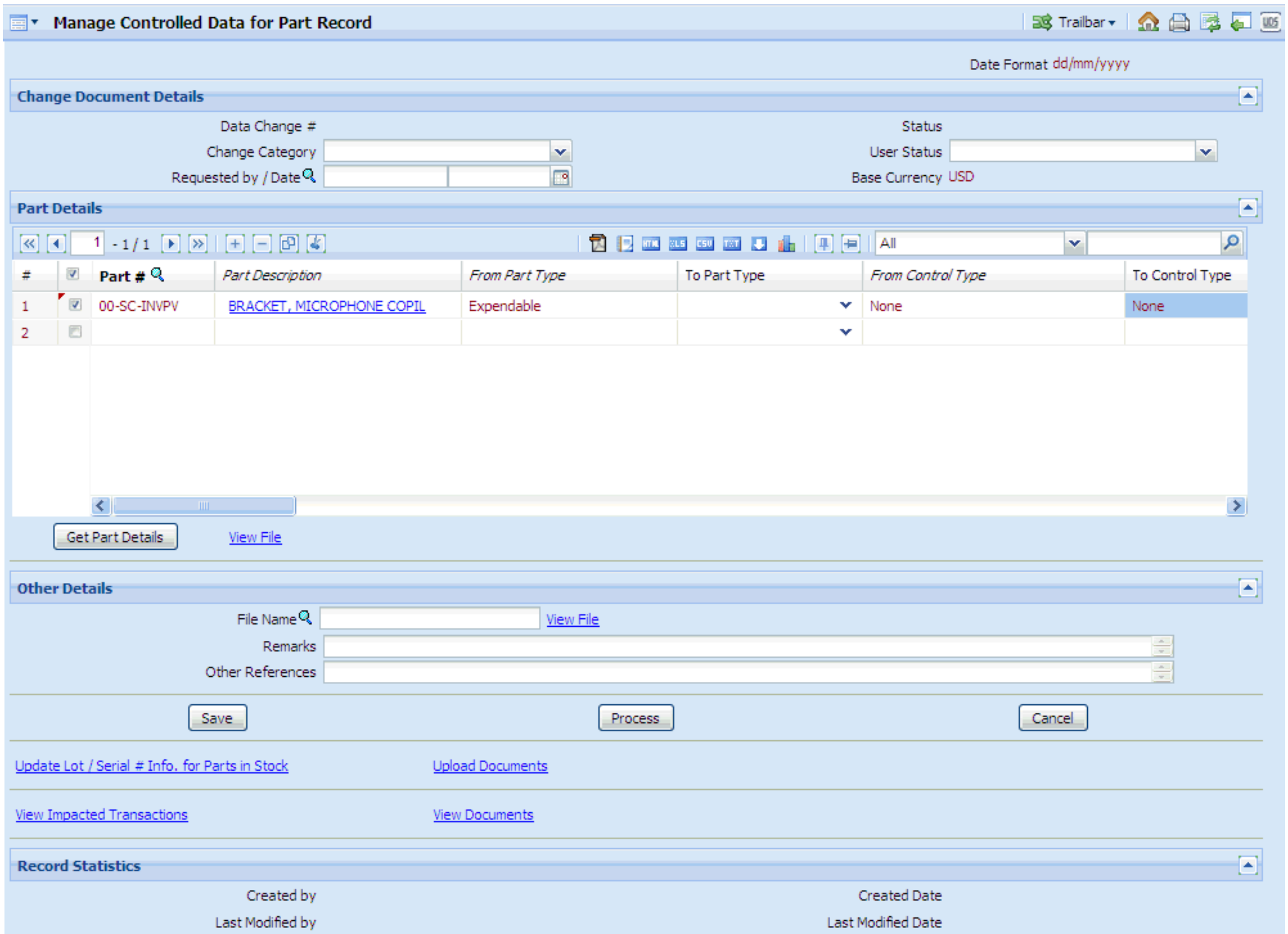


Figure 2.32 Managing controlled data for part record.

To proceed, carry out the following

- Select the **Maintain Maintenance Information** link at the bottom of the page to update the maintenance information of the part.

Notes

Notes can be used to elucidate the cause or background of a transaction, situation or a task.

You can create generic or specific notes to justify various transactions, such as Inventory Control, Maintenance, Purchase, and Repair pertinent to parts.

By creating standard notes, you can avoid data entry during various processes/tasks.

Maintaining notes

1. Select the **Maintaining Notes** link under the **Part Administration** business component. The **Maintain Notes** page appears.
2. In the **Part Details** group box, enter **Note Type** and **Notes**.
3. Indicate whether the notes is standard or non-standard in **Standard?**.
4. Enter the **Remarks** and the valid date for the notes in **Reference Date**.
5. Enter the **Classification** of the note and the **File Name**.
6. Click the **Maintain Notes** pushbutton to save the note.

Chapter 3/ Storage Area Administration

Setting up the warehouse organization and opening stock balance in each storage area is addressed in this sub process.

Storage Administration business component enables you to define the various storage units for stocking the parts in various feasible locations of an organization.

User Defined Stock Status business component enables you to define your own stock status. An organization not only prefers to maintain the quantity of stock on hand, but would also like to track the quantity of stock in various statuses. This business component fulfills the need for defining your own stock status as well as configuring the behavior of the status.

Document Numbering Class business component enables you to define and generate the various numbering patterns for the different types of transactions in an organization. Document Numbering Class being a utility business component will be deployed centrally and all other business components that require the facility of document numbering will utilize the services of this business component.

Unit Of Measurement Administration business component is a master component that enables you to define various units of measurement for measuring different stock (parts) and is used across the organization in various business processes.

Defining applicable stock status

Creating a user defined stock status

1. Select **Create User Defined Stock Status** under **User Defined Stock Status** business component. The **Create User Defined Stock Status** page appears. *See Figure 3.1.*

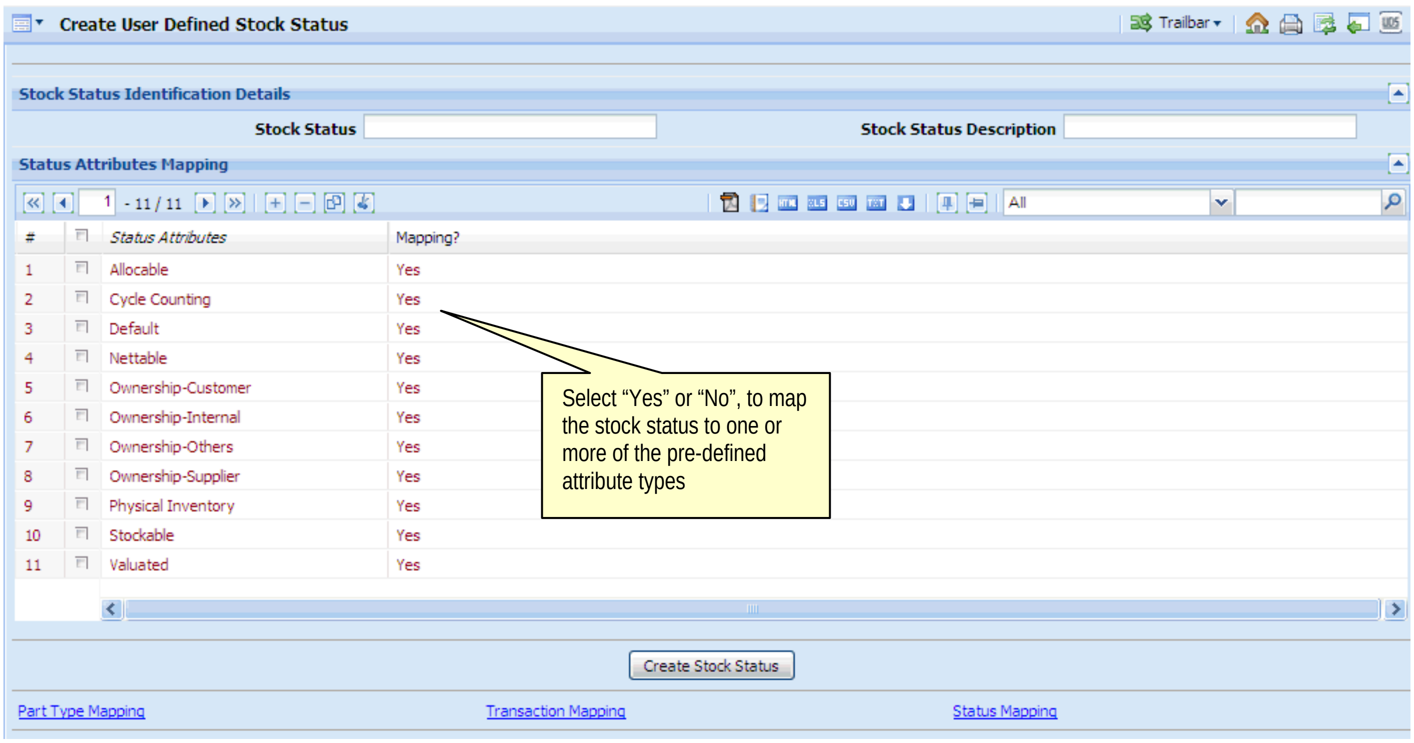


Figure 3.1 Creating user defined stock status

2. Enter the **Stock Status**.

3. Enter the **Stock Status Description**.

4. In the **Status Attributes Mapping** multiline, use the **Mapping?** drop-down list box to map the stock status to one or more of the pre-defined attribute types "Stockable", "Valuated", "Allocable", "Physical Inventory", "Cycle Counting", "Nettable", Ownership-Customer, Ownership-Supplier, Ownership-Internal, Ownership-Others and Default. The user-defined stock status is categorized based on the status attributes.

5. Ensure that only one Ownership attribute is set as "Yes" for a particular stock status.

6. Ensure that the "Nettable", "Valuated" or "Physical Inventory" status attribute is set as "Yes" only if the status attribute "Ownership-Internal" is mapped as "Yes".

7. Ensure that the "Valuated" status attribute is set as "Yes" if the ownership attribute "Ownership-Internal" is mapped as "Yes".

8. Ensure that the “Cycle Counting” is not set as “Yes” if stock status with ownership attribute of '”Ownership-Others” is set as “Yes”.

9. Ensure that the "Default" stock attribute is set as "Yes" only for one active stock status with ownership attribute of "Ownership-Internal" or “Ownership-Customer”.

Note: "Default" stock attribute cannot be set as "Yes" for multiple internal or customer stock statuses.

10. Ensure that the "Default" stock attribute is not set as "Yes" for the stock statuses with ownership attribute of either "Ownership-Supplier" or "Ownership-Others".

11. Click the **Create Stock Status** pushbutton to create the stock status. The system creates the user defined stock status and sets the status of the UDSS as “Active”.

*Note: You can inactivate the stock status in the **Edit User Defined Stock Status** activity under the **User Defined Stock Status** business component.*

To provide further details,

- Select the **Part Type Mapping** link to map part types to the stock status defined.
- Select the **Transaction Mapping** link to map transactions to the stock status defined.
- Select the **Status Mapping** link to enable the stock conversion of stock from one status to another status and to set the alternate stock status for the selected stock status.

Mapping part types to stock status

You can identify the part types for which the stock status can be associated.

1. Select the **Part Type Mapping** link at the bottom of the **Create User Defined Stock Status** page. The **Part Type Mapping** page appears.

2. Use the **Stock Status** drop-down list box to select the stock status to which part types must be mapped.

3. In the **Part Type Mapping Details** multiline, use the **Mapping?** drop-down list box to map one or more part type to the stock status.

4. Click the **Edit Part Type Mapping** pushbutton to update the details.

Mapping transactions to stock status

You can identify the transactions for which the stock status can be associated.

1. Select the **Transaction Mapping** link at the bottom of the **Create User Defined Stock Status** page.

2. Use the **Stock Status** drop-down list box to select the stock status to which transactions must be mapped.

3. In the **Transaction Mapping Details** multiline, use the **Mapping?** drop-down list box to map one or more transactions to the stock status. Use the **Default?** drop-down list box to set the stock status as the default status for the transaction.

Note: Ensure that the "Mapping?" field is set as "No" for "Unplanned Return" and “Opening Balance” transactions, if the stock status is selected as "PBH”.

Ensure that the "Mapping?" field is set as "No" for "Unplanned Receipt", "Unplanned Return" or “Material Request” transactions, when the stock status is selected as "Consignment”.

4. Click the **Edit Transaction Mapping** pushbutton to update the details.

Enabling conversion of stock from one status to another

You can define the possible ways for setting stock status conversion. For example, if the "Quarantined" status is mapped to "Accepted" status, you are allowing the stock status to be converted from "Quarantined" to "Accepted", while recording transactions.

1. Select the **Status Mapping** link at the bottom of the **Create User Defined Stock Status** page.

2. Use the **Stock Status** drop-down list box to select the stock status for which you want to set Conversion and Alternate attributes.

The system displays the system defined as well as the user defined stock status with the Active status in the drop-down list box.

3. In the **Status Mapping** multiline, use the **Conversion Permitted ?** drop-down list box to map one or more status to the selected stock status. Select “Yes” to allow conversion of the stock status you selected in the “Stock Status Identification Details” group box to the stock status. displayed in the Stock Status column and “No” to disallow conversion.

Note: You must set the “Conversion Permitted?” field is set to “Yes” if the stock status in the header and the selected stock status in the multiline are having the same Ownership attribute.

Note: When the ownership attribute of stock statuses is different, the following conversion is possible:

   a. *From "Consignment" to any stock status with Ownership attribute "Ownership-Internal".*

   b. *From "PBH" to any stock status of Ownership attribute "Ownership-Internal".*

   c. *From "Ownership-Internal" to any stock status with Ownership attribute "PBH".*

4. Use the **Alternate ?** drop-down list box to set the alternate attribute of the stock status. Select “Yes” to set the stock status as a substitute for the stock status you have selected in the “Stock Status Identification Details” group box and “No” to disallow the stock status to be a substitute.

5. Enter the **Order of Preference** for the alternate stock status.

Note: The order of preference facilitates the system to allocate the alternate stock status, if you have specified multiple alternate stock statuses. For example, the stock status with the highest order of preference i.e., ‘1’ is picked up as the first alternate. If this stock status is invalid or unavailable, the stock status with the order of preference set to ‘2’ is sought and so on.

6. Click the **Edit Status Mapping** pushbutton to update the details.

Defining stock transaction unit of measurement

A part may be transacted in more than one unit of measurement based on the business requirement. You can define the unit of measurement for the different parts dealt by the organization. You can activate or inactivate a unit or measurement and convert a unit of measurement to another.

Defining the quick codes

What are quick codes?

Quick Codes are user-defined values, used to categorize a set of details of identified behavior. These quick codes are later used in the process of retrieving or addressing the details by referring to the quick code attached with the set of details. The quick codes created must be unique for the organization unit.

You can define the quick code values for the different quick code types. These values are used in all the other unit of measurement administration activities. The quick code type such as the "UOM category" is predefined in the system. Values can be defined for the quick code types.

1. Select the **Create Quick Code** under **Unit of Measurement Administration** business component. The **Create Quick Code** page appears. *See Figure 3.2.*

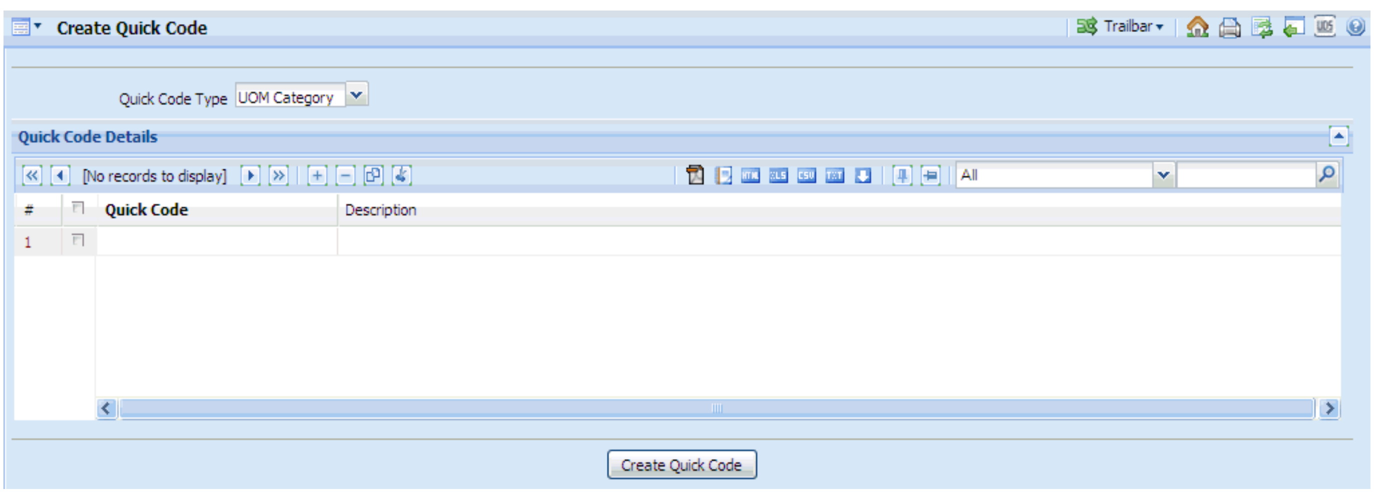


Figure 3.2 Creating Unit of measurement quick code

2. Select **Quick Code Type** as “UOM Category” for which the quick codes have to be defined.

3. In the **Quick Code Details** multiline enter the Quick Code, which is the unique identifier for the quick code.

4. Enter the **Description** of the quick code.

5. Click the **Create Quick Code** pushbutton to create the quick codes. The status of the newly created quick code is set to “Active”.

Creating a unit of measurement

1. Select **Create UOM** under **Unit of Measurement Administration** business component. The **Create UOM** page appears. *See Figure 3.3.*

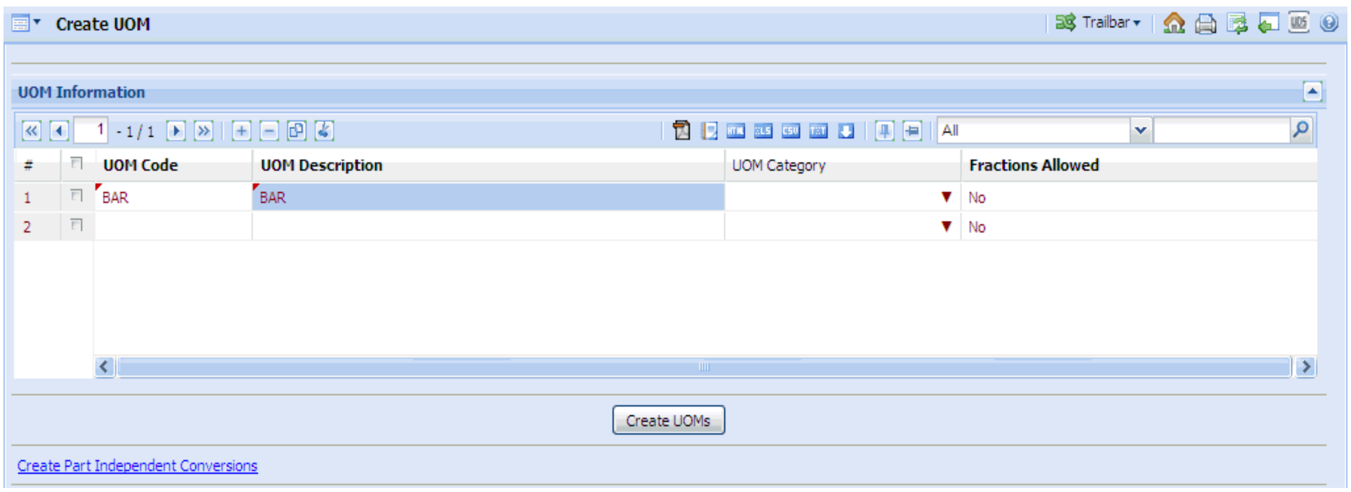


Figure 3.3 Creating Unit of measurement

2. Enter the **UOM Code** in the **UOM Information** multiline.

3. Enter the **UOM Description**.

4. Select **UOM Category**.

5. Set the **Fractions Allowed** drop-down list box to “Yes”, if the UOM can be used with fractions while recording transactions.

6. Click the **Create UOMs** pushbutton to create and save the UOM. The status of the unit of measurement is set to “Active”.

*You can inactivate the unit of measurement in the **Edit UOM** activity under the **Unit Of Measurement Administration** business component.*

Creating unit of measurement conversion

1. Select **Create UOM Conversion** under **Unit Of Measurement Administration** business component. The **Create UOM Conversion** page appears. *See Figure 3.4.*

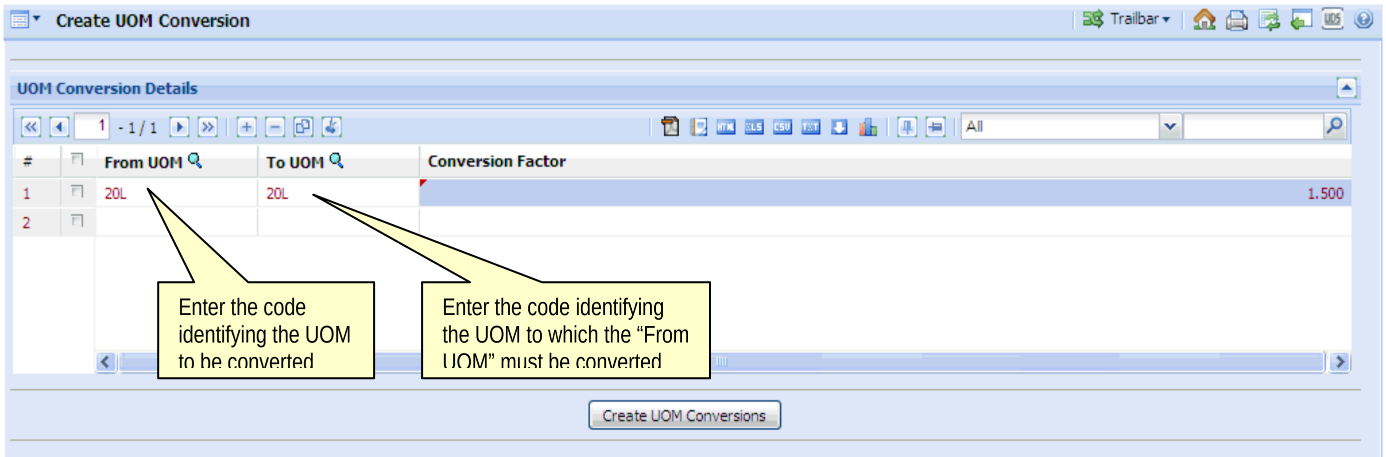


Figure 3.4 Creating unit of measurement conversions

2. Enter **From UOM** and **To UOM** in the **UOM Conversion Details** multiline.

3. Enter the **Conversion Factor**.

4. Click the **Create UOM Conversions** pushbutton to save the details.

Setting up storage areas

Setting parameters for stock administration

You can customize the storage and warehousing of parts, by defining parameters vital to inventory management.

These parameters are system-defined and mandatory. Hence, you must specify one of the permitted values for each of them. Subsequently you can modify the values of parameters, though you cannot change the category of the parameter.

1. Select the **Set Options** link under the **Storage Administration** business component. The **Set Options** page appears. *See Figure 3.5.*

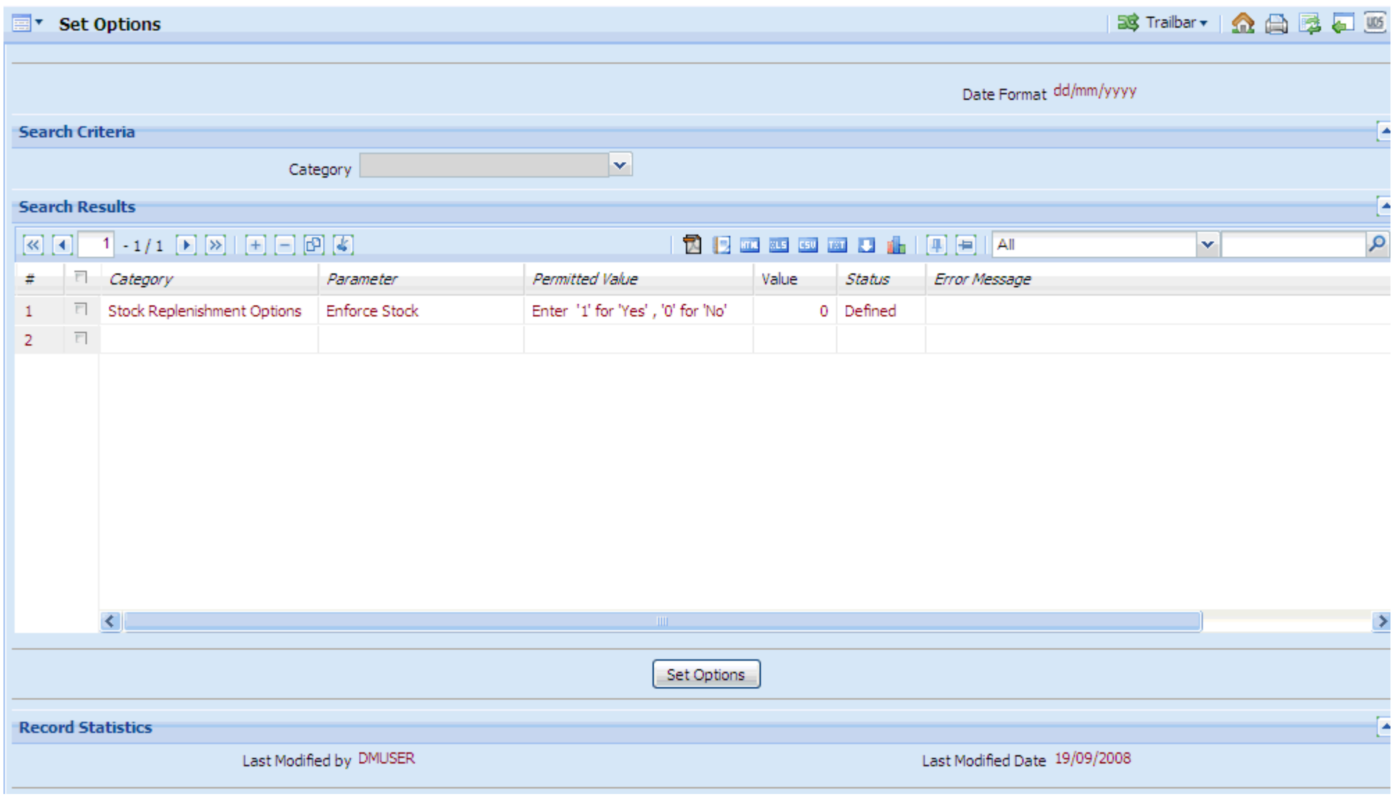


Figure 3.5 Setting parameters for storage administration

The **Search Results** multiline displays the categories, parameters and the permitted values.

2. Enter one of the permitted values in the **Value** field for the parameter.

3. Click the **Set Options** pushbutton.

Creating warehouse quick codes

You can define the quick code values for the different quick code types. These values are used in all the other storage administration activities. The quick code types such as the "warehouse category" is predefined in the system. Values can be defined for the quick code types.

1. Select **Create Quick Codes** under **Stock Administration** business component. The **Create Quick Codes** page appears. *See Figure 3.6.*

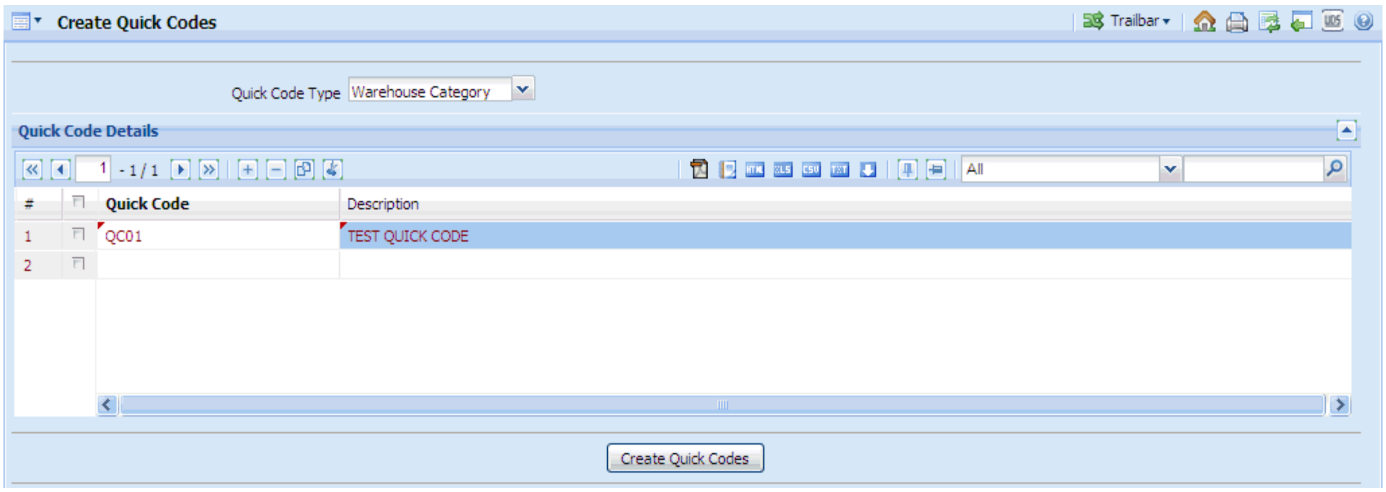


Figure 3.6 Creating stock administration quick codes

2. Select the **Quick Code Type** as "Warehouse Category" for which the quick code type is to be defined.

3. In the **Quick Code Details** multiline enter the Quick Code, which is the unique identifier for the quick code.

4. Enter the **Description** of the quick code.

5. Click the **Create Quick Codes** pushbutton to create the quick code. The status of the newly created quick code is set as "Active".

Creating warehouse information

1. Select **Create Warehouse Information** under the **Storage Administration** business component. The **Create Warehouse Information** page appears. *See Figure 3.7.*

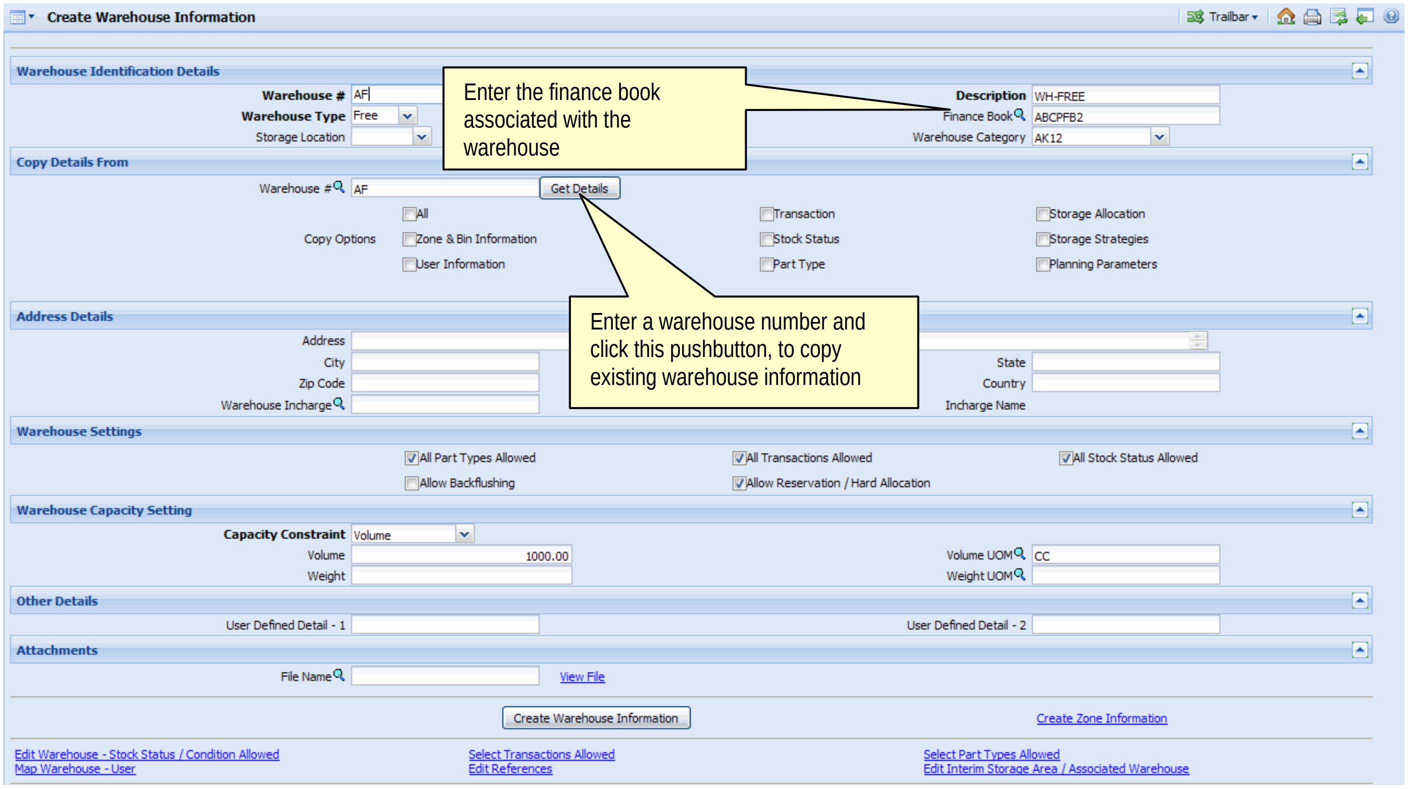


Figure 3.7 Creating warehouse information

2. Enter the warehouse number in **Warehouse #** field.

3. Enter the **Description**.

4. Specify the **Warehouse Type** as “Normal” or “Free”.

5. Select the **Warehouse Category**.

6. Enter the **Finance Book** associated with the warehouse.

7. If you wish to copy existing warehouse details, enter **Warehouse #** and specify the **Copy Options** in the **Copy Details From** group box and click the **Get Details** pushbutton.

8. Specify **Warehouse Settings**. Check **All Part Types Allowed** box to allow storage of all types of parts. Check **All Transactions Allowed** box to allow all transactions that are predefined in the system. Check **All Stock Status Allowed** box to allow storage of stocks that are in any user-defined stock status. Check **Allow Reservation / Hard Allocation** box to allow the parts in the warehouse to be reserved or hard allocated. Check **Allow Backflushing** to allow the parts in the warehouse to be back flushed.

9. In the **Warehouse Capacity Setting** group box, select the **Capacity Constraint** as "Volume", "Weight", "Quantity" or "Not Applicable", to specify the capacity of the stock accommodated in the warehouse. If the Warehouse is of type "Free" then the capacity constraints can be defined at the Warehouse level, else either at the Zone level (Free Zone) or at Bin level (Normal Zone).

10. Enter **Volume** and **Volume UOM** if the capacity constraint is "Volume".

11. Enter **Weight** and **Weight UOM** if the capacity constraint is "Weight".

12. Click the **Create Warehouse Information** pushbutton to store the warehouse details. The system creates the warehouse number and sets the status of the warehouse as "Active".

To provide further details

- Select the **Create Zone Information** link, to create zones for the warehouse of type "Normal".

- Select the **Select Edit Warehouse-Stock Status / Condition Allowed** link, to specify the stock statuses and the component conditions that are allowed in the warehouse.

- Select the **Select Transactions Allowed** link, to specify the transactions such as receipts and issues that can be allowed in the warehouse.

- Select the **Select Part Types Allowed** link, to select the part types such as components and expendables that can be stored in the warehouse.

- Select the **Grant Access Privileges** link, to map multiple warehouses to the selected user.

- Select the **Edit References** link, to specify the reference details for the Warehouse.

- Select the **Edit Interim Storage Area/ Associated Warehouse** link to specify the interim storage area details.

Creating zone information

1. Select the **Create Zone Information** link in the **Create Warehouse Information** page. The **Zone Information** page appears. *See Figure 3.8.*

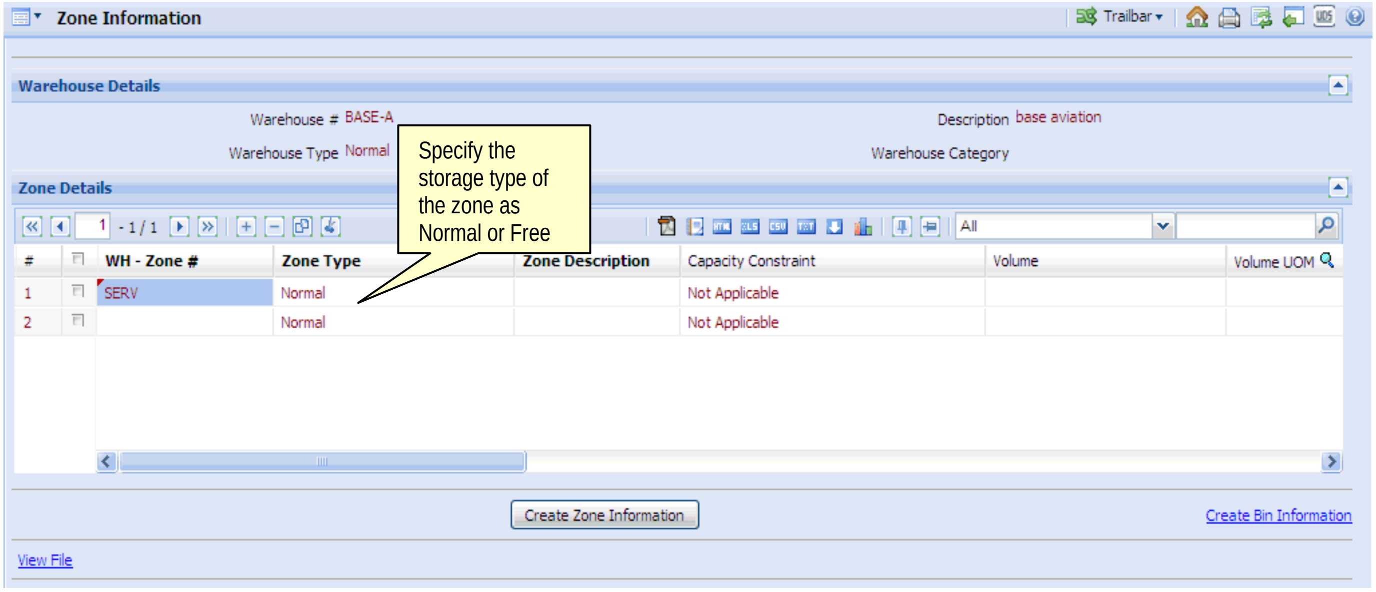


Figure 3.8 Creating zone information

2. Enter **WH - Zone #, Zone Type** and **Zone Description** in the **Zone Details** multiline.

3. Select the **Capacity Constraint** as "Volume", "Weight", "Quantity" or "Not Applicable", to specify the capacity of the stock accommodated in the zone. The capacity constraint can be specified for a "Free" zone in this user interface.

4. Enter **Volume** and **Volume UOM**, if the capacity constraint is set as "Volume".

5. Enter **Weight** and **Weight UOM** if the capacity constraint is set as "Weight".

6. Set the **Proximity Indicator** as "Near", "Medium" or "Far", to specify the position of the stock from a reference point to be placed in the zone.

7. Enter the **Placement Priority**, to specify the priority with which parts must be placed into the various zones.

8. Enter **Picking Priority** to specify the priority with which parts must be issued from the various zones.

9. Click the **Create Zone Information** pushbutton to create the zone within the warehouse. The system creates the unique zone number and sets the status as "Active".

To provide further details,

▼ Select the **Create Bin Information** link, to create bins for the normal zone.

Creating bin information

1. Select the **Create Bin Information** link in the **Zone Information** page. The **Bin Information** page appears. *See Figure 3.9*.

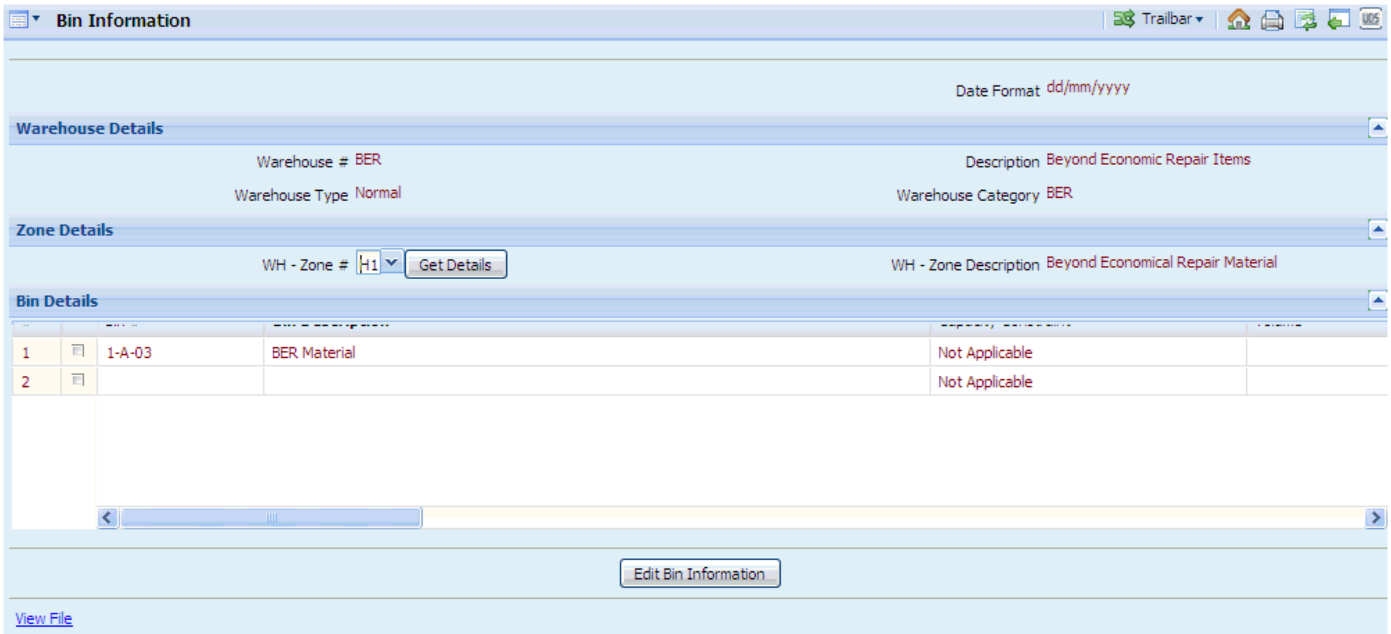


Figure 3.9 Creating bin information

2. Enter the **Bin #** and **Bin Description** in the **Bin Details** multiline.
3. Select the **Capacity Constraint** as “Volume”, Weight”, “Quantity” or “Not Applicable”, to specify the capacity of the stock accommodated in the bin.
4. Enter **Volume** and **Volume UOM** if the capacity constraint is set as “Volume”.
5. Enter **Weigh**t and **Weight UOM** if the capacity constraint is set as “Weight”.
6. Set the **Proximity Indicator** as “Near”, “Medium” or “Far”, to specify the position from a reference point of the stock to be placed in the bin.
7. Enter the **Placement Priority** to specify the priority with which parts must be placed into the various bins.
8. Enter **Picking Priority** to specify the priority with which parts must be issued from the various bins.

9. Enter **File Name** to provide a document reference and **Remarks**.

10. Click the **Create Bin Information** pushbutton to create the bin within the normal zone. The system creates the bin number and sets the status as “Active”.

Selecting the stock status / component condition allowed for the warehouse

1. Select **Stock Status / Condition Allowed** link in the **Create Warehouse Information page**. The **Edit Warehouse -Stock Status / Condition Allowed** page appears. *See Figure 3.10.*

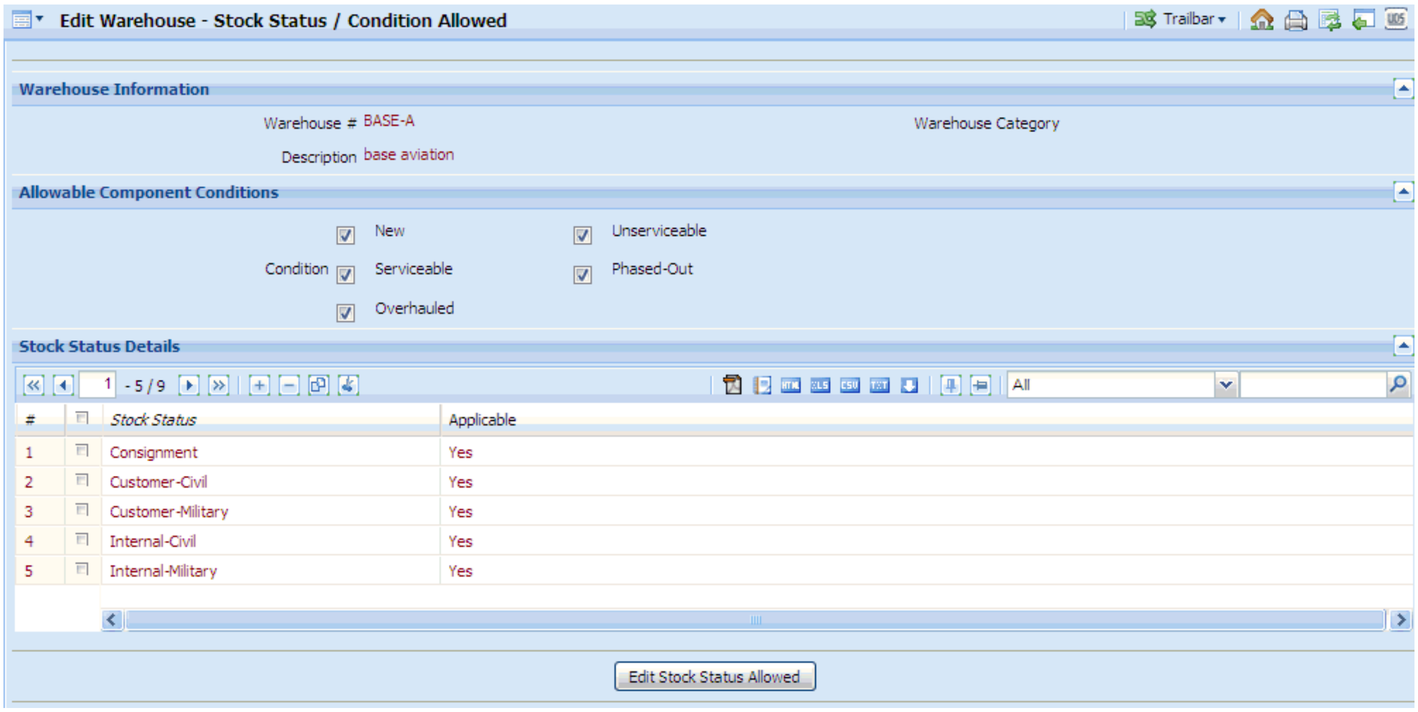


Figure 3.10 Entering stock status allowed

2. The system displays the **Warehouse #, Warehouse Category** and **Description** in the Warehouse Identification Details group box.

3. The system lists all the user defined **Stock Status** that are in Active status.

4. Check the **New**, **Unserviceable**, **Serviceable**, **Phased Out** and/or **Overhauled** box in the **Allowable Component Conditions** group box, to specify the component conditions that are allowed in the warehouse.

5. Set the status setting to “Yes” or “No” in the **Applicable** drop-down list box to allow the status setting for the stocks in the warehouse.

6. Click the **Edit Stock Status Allowed** push button to update the list of status and component conditions allowed for the stocks in the warehouse.

Selecting the part types allowed for the warehouse

1. Select **Select Part Type Allowed** link in the **Create Warehouse Information** page. The **Warehouse- Part Types Allowed** page appears. *See Figure 3.11.*

2. Set the status to **Yes** in the **Applicable** drop-down box in the Part Classification Details multiline to allow parts of the selected part classification to be stored in the warehouse.

3. Set the status to **Yes** in the **Applicable** drop-down box in the Part Types Details multiline to allow parts of the selected part types to be stored in the warehouse

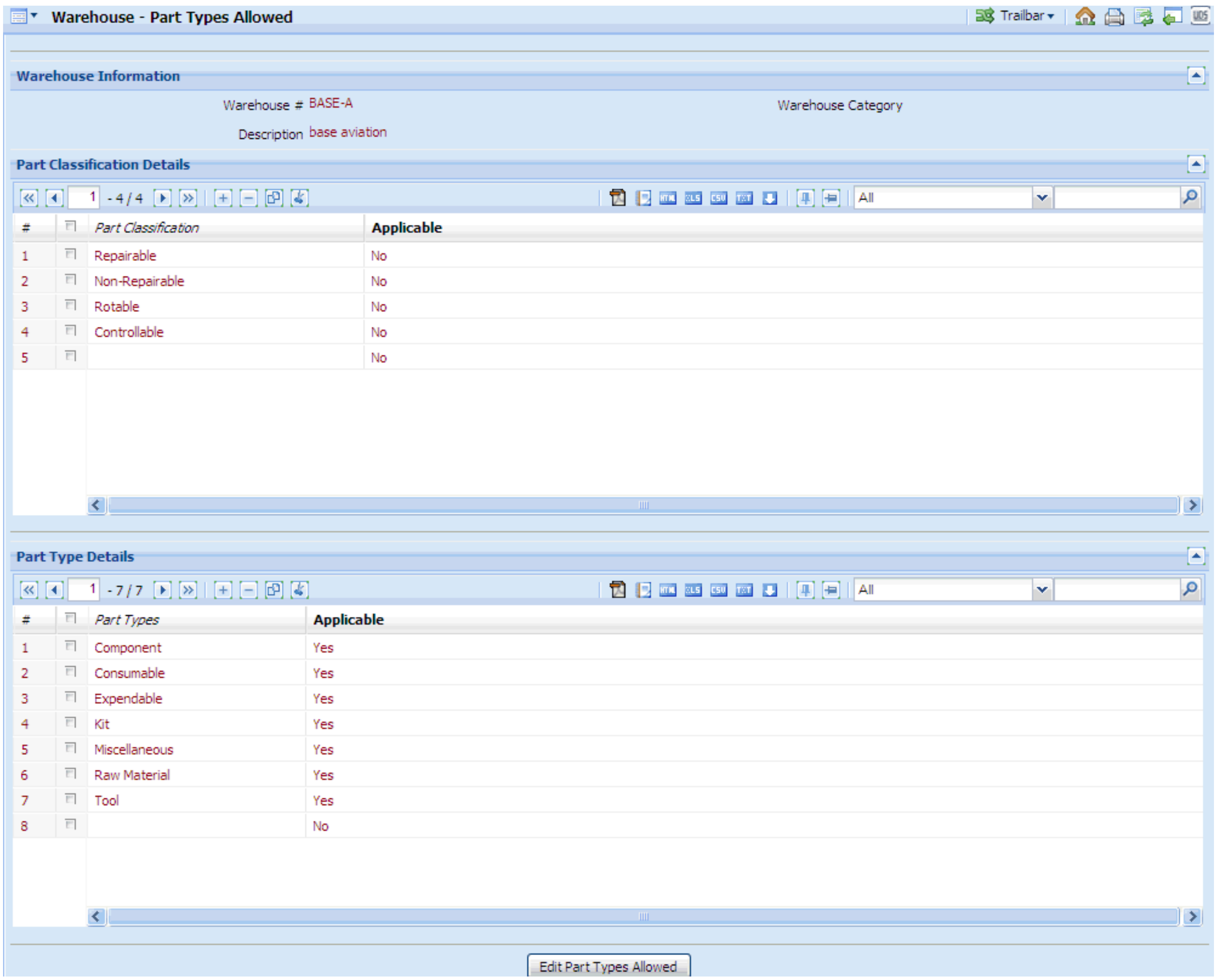


Figure 3.11 Entering part types allowed

4. Click **Edit Part Types Allowed** pushbutton to update the list of the part types allowed in the warehouse.

Selecting the transactions allowed for the warehouse

1. Select the **Select Transactions Allowed** link in the **Create Warehouse Information** page. The **Warehouse- Transactions Allowed** page appears. *See Figure 3.12.*

2. In the Warehouse Information group box the system displays **Warehouse #, Warehouse Category** and **Description**.

3. In the **Transaction Types** details multiline the system displays the **Business Component Name** and the **Transactions**.

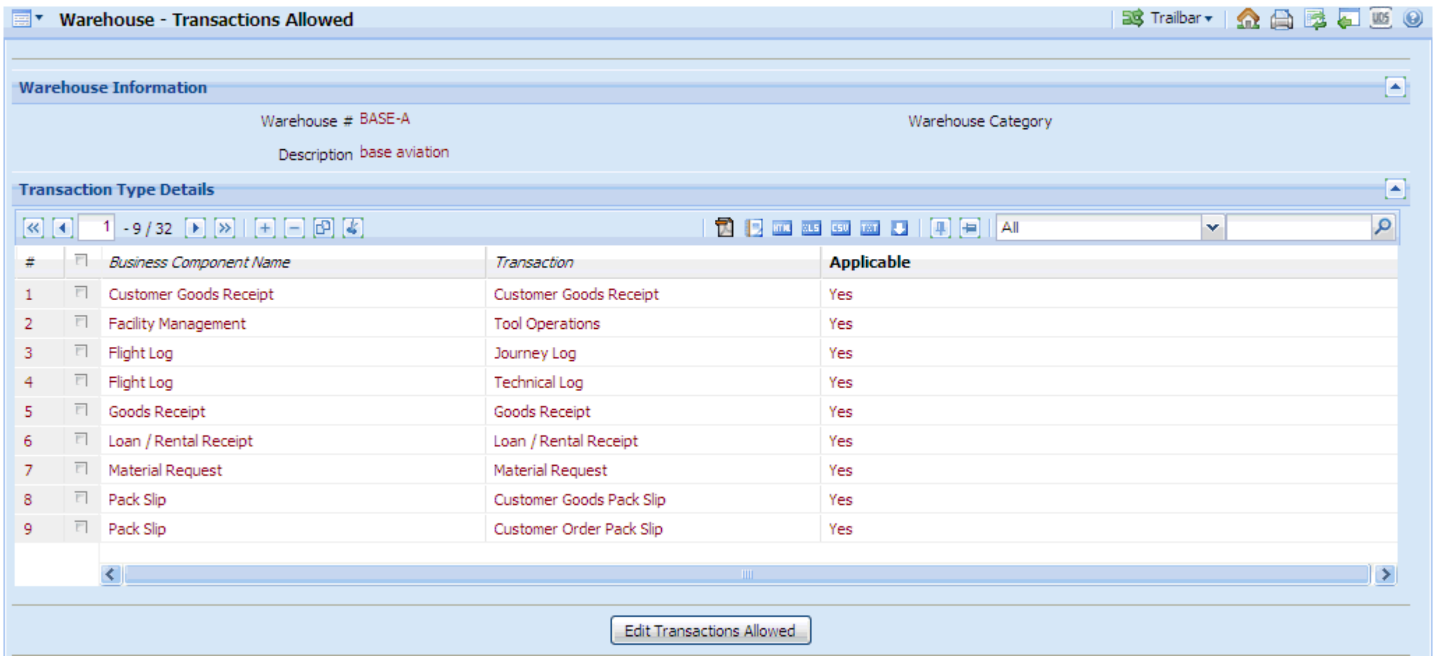


Figure 3.12 Entering transactions allowed

4. Set the status to “Yes” or “No” in the **Applicable** drop-down box to allow transactions in the warehouse.

5. Click the **Edit Transactions Allowed** pushbutton to update the list of transactions allowed for the warehouse.

Granting warehouse access privilege for user

You can give privileges to users to access multiple warehouses.

1. Select **Set Warehouse – Access Privileges** under the **Storage Administration** business component. The **Select User** page appears.

2. Select **Grant Warehouse Access to Users** link in the **Select User** page. The **Grant Warehouse Access to User** page appears. *See Figure 3.13.*

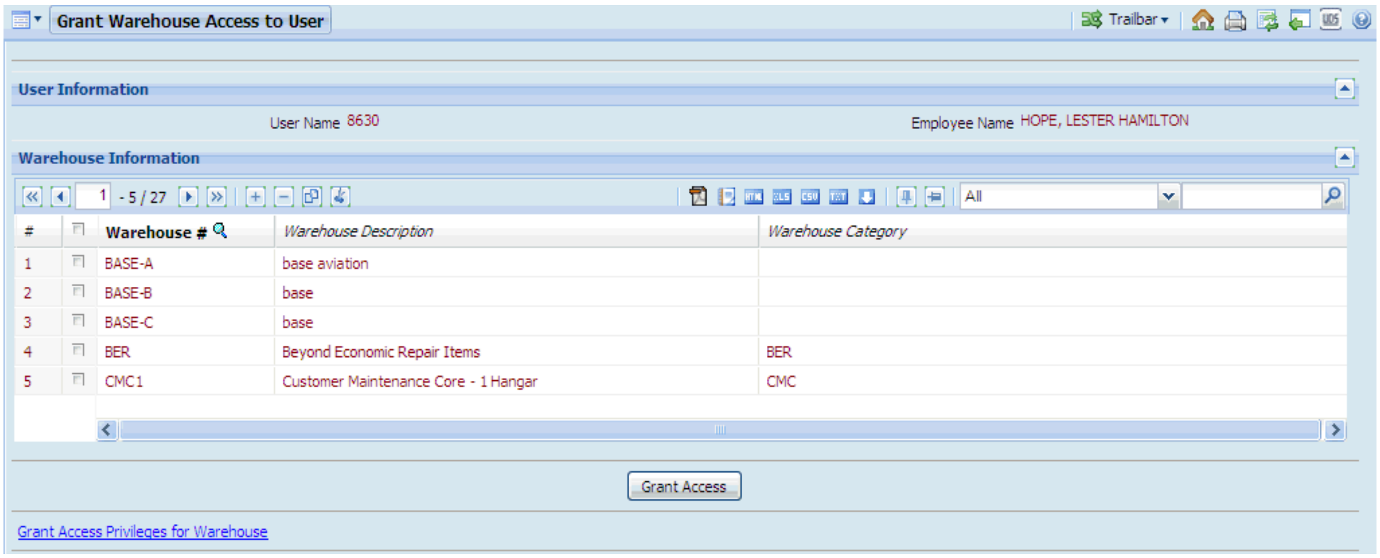


Figure 3.13 Granting warehouse access to user

3. The system displays **User Name** and **Employee Name** in the **User Information** group box.

4. Enter the **Warehouse #** for which the user must be provided the access rights.

5. The system displays the **Warehouse Category** and **Warehouse Description**.

6. Check the **Select Column** box in the multiline to mark the warehouse number to which the user must be mapped.

7. Click on the **Grant Access** push button to map the warehouse to the user.

Associating users to warehouse

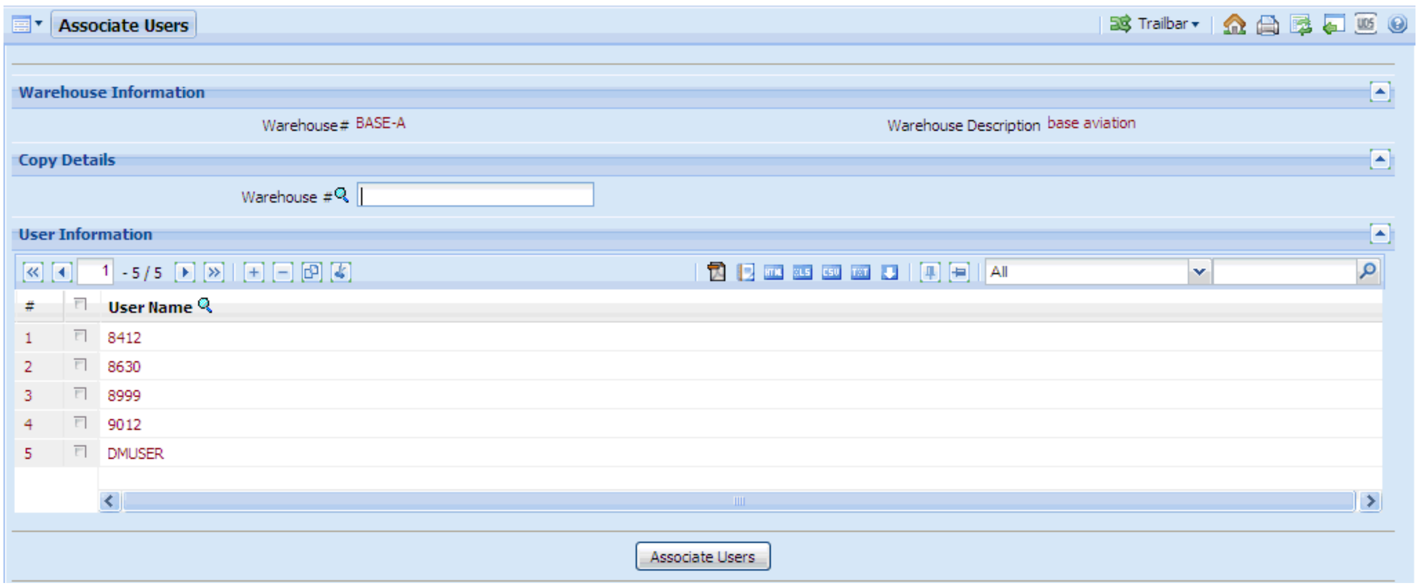
1. Select **Grant Access Privilege For Warehouse** link in the **Grant Warehouse Access to User** page. The **Associate Users** page appears. *See Figure 3.14.*

2. The system displays the **Warehouse #** and **Warehouse Description** in the warehouse information group box.

3. In the **Copy Details** group box enter the **Warehouse #** from which the various users accessing the Warehouse shall be copied. The system displays all the users mapped to the specified warehouse #.

4. Enter the **User Name** that has to be mapped to the particular warehouse.

5. Click the **Associate Users** pushbutton to associate the users to the particular warehouse.

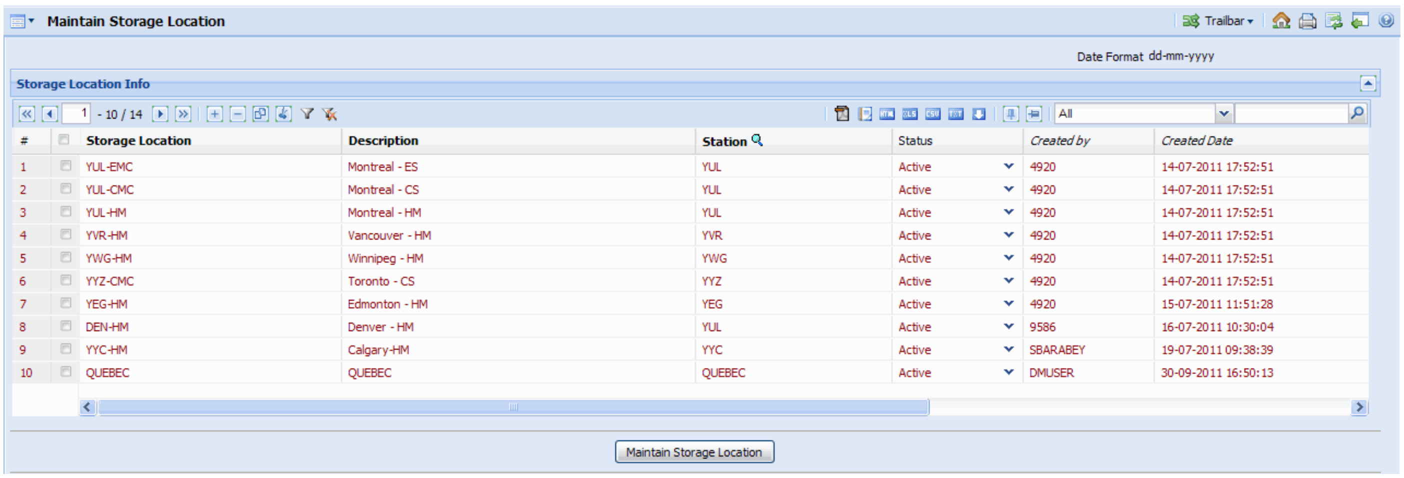


#	User Name
1	8412
2	8630
3	8999
4	9012
5	DMUSER

Figure 3.14 Associating users to warehouse

Maintaining storage location

1. Select **Maintain Storage Location** link under **Storage Administration** business component. The **Maintain Storage Location** page appears. *See Figure 3.15*



#	Storage Location	Description	Station	Status	Created by	Created Date
1	YUL-EMC	Montreal - ES	YUL	Active	4920	14-07-2011 17:52:51
2	YUL-CMC	Montreal - CS	YUL	Active	4920	14-07-2011 17:52:51
3	YUL-HM	Montreal - HM	YUL	Active	4920	14-07-2011 17:52:51
4	YVR-HM	Vancouver - HM	YVR	Active	4920	14-07-2011 17:52:51
5	YWG-HM	Winnipeg - HM	YWG	Active	4920	14-07-2011 17:52:51
6	YYZ-CMC	Toronto - CS	YYZ	Active	4920	14-07-2011 17:52:51
7	YEG-HM	Edmonton - HM	YEG	Active	4920	15-07-2011 11:51:28
8	DEN-HM	Denver - HM	YUL	Active	9586	16-07-2011 10:30:04
9	YYC-HM	Calgary-HM	YYC	Active	SBARABEY	19-07-2011 09:38:39
10	QUEBEC	QUEBEC	QUEBEC	Active	DMUSER	30-09-2011 16:50:13

Figure 3.15 Maintaining storage location

2. Enter the **Storage Location** to indicate the code defined under a station to which multiple warehouses can be mapped in the “Storage Location Info” multiline.

3. Specify the textual **Description** of the storage location.

4. Enter the **Station** to indicate the code identifying the station which has many storage locations under it.

5. Click the **Maintain Storage Location** pushbutton to define and update the storage location details in a station.

Maintaining storage allocation strategies

1. Select **Maintain Storage Allocation Strategies** link under **Storage Administration** business component. The **Warehouse Selection** page appears.

2. Enter **Warehouse #** directly and select **Maintain Storage Allocation** link provided alongside or specify the **Search Criteria** to search for a warehouse, select the warehouse in the multiline and select the **Maintain Storage Allocation** link below the multiline. The **Maintain Storage Allocation** page appears. *See Figure 3.16.*

3. Enter the **WH - Zone #** and **Bin #** in the **Default Values** group box.

4. Set the **Storage Category** as “Exclusive”, “Shared”, “Blank”, or “Not Applicable”, to specify the category of storage allocation. Free Warehouse shall take up the value “Not Applicable”.

5. Set the **Storage Rule** as “Only At” or ”Also at” or “Space” or “Not Applicable”, to specify whether the parts entered in the multiline must be stored only in this warehouse and/or at other warehouses. Free warehouse shall take up the value “Not Applicable”.

6. Enter the **Part #** in the multiline.

7. Enter the **WH - Zone#**. You can leave this field blank, if the associated warehouse is of type” Free”.

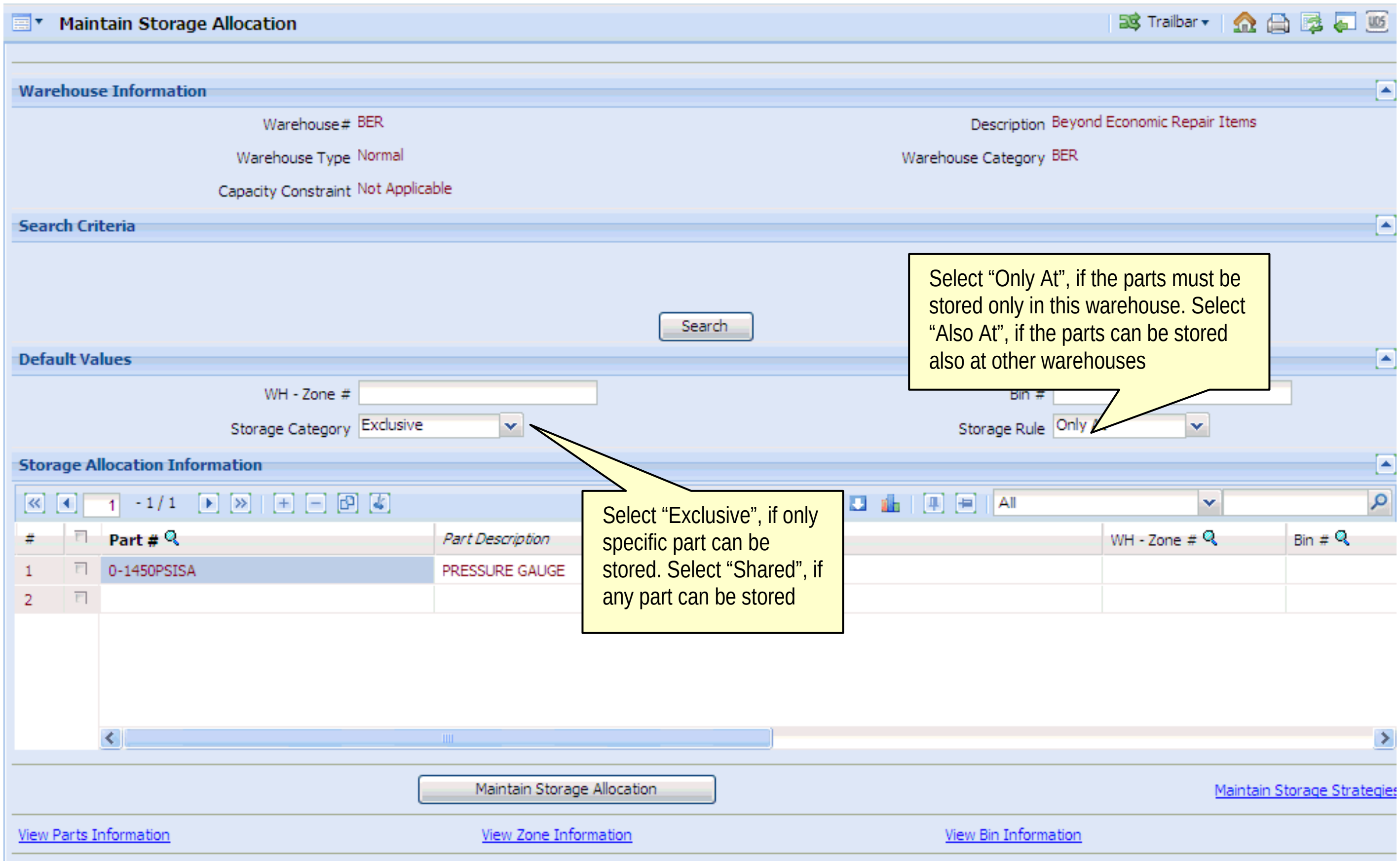


Figure 3.16 Maintaining storage allocation

8. Enter **Bin #**. You can leave this field blank, if the associated zone is of type "Free".

9. Enter the **Storage Category** and **Storage Rule**.

10. Enter **Capacity - Maximum Quantity** to specify the maximum quantity of the part that can be allocated in the warehouse, zone or bin.

11. Click the **Maintain Storage Allocation** pushbutton to update allocation details.

To provide further details,

- Select **Maintain Storage Strategies** link, to adopt a strategy for the storage allocation procedure.

Maintaining storage strategies

1. Select the **Maintain Storage Strategies** link in the **Warehouse Selection** or **Maintain Storage Allocation page**. The **Maintain Storage Strategies** page appears. *See Figure 3.17*.

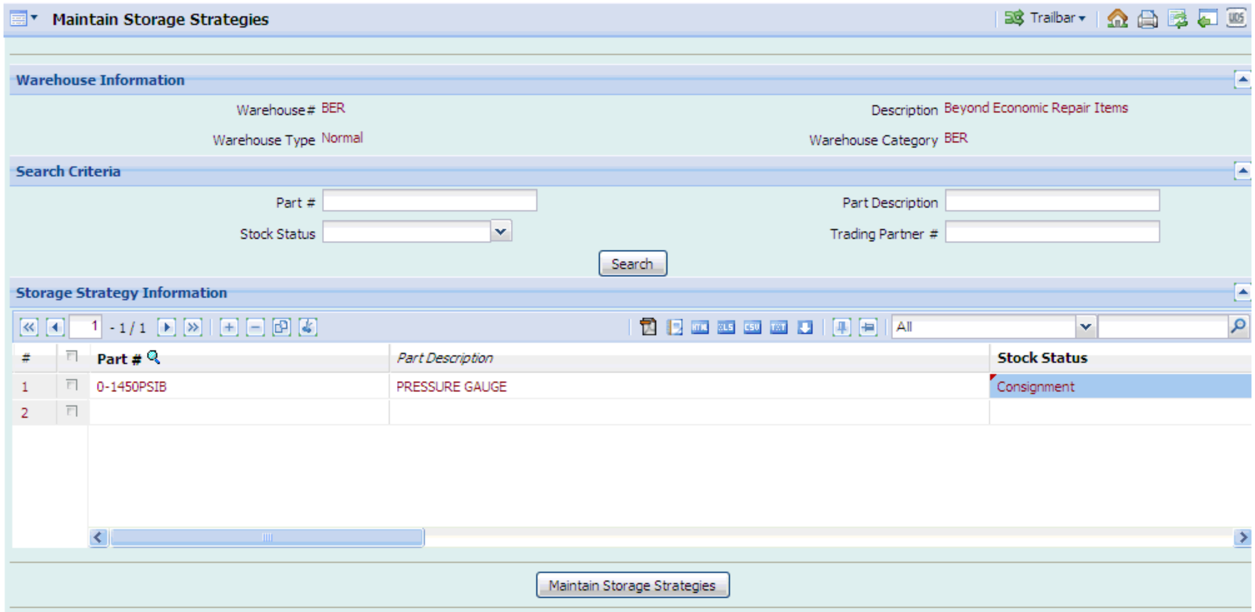


Figure 3.17 Maintaining storage strategies

2. Enter the **Search Criteria** to specify the **Part #** for which the storage strategy information must be retrieved.

3. Use the **Stock Status** drop-down list box to select the stock status of the part. The system lists all the "Active" stock statuses, as defined in the "User Defined Stock Status" business component. Leave this field blank to retrieve all parts irrespective of their stock status.

4. Enter the **Trading Partner Type**.

5. Enter the **Trading Partner #** which could be supplier code or customer code (Alphanumeric 45).

Note: The code can be entered fully or partially using the "" character. The system retrieves all the records containing the trading partner number entered here.*

Note: Ensure that the code entered here is valid for the trading partner type that is mapped to the selected stock status in the "User Defined Stock Status" business component. Also ensure that the code entered here is an active trading partner, as defined in the "Customer" or "Supplier" business component.

Note: Ensure that the "Trading Partner #" is not left blank if the stock status selected has the 'Ownership' attribute mapped as either Customer or Supplier.

6. Set the "**Placement Strategy**" as "Fixed Storage", "Storage Proximity", "Existing Stock Addition", "Next Empty Storage" or "Manual", to set the method of placing the part in the zone or bin.

7. Enter the **Default Placement Zone** to specify the zone where the stock must be placed.

8. Enter the **Default Placement Bin** to specify the bin where the stock must be placed.

9. Select the **Picking Strategy** as “LIFO”, “FIFO”, “Min Remaining Shelf Life”, “Min Remaining Life”, “Max Remaining Life”, “Maximum Zone/Bin”, “Min Lot”, “Manual”, “Default Zone/Bin” or “Minimum Zone/Bin”.

10. Enter the **Default Picking Zone** and **Default Picking Bin**.

11. Click the **Maintain Storage Strategies** pushbutton to store the information.

Maintaining external stock allocation

1. Select the **Maintain External Stock Allocation** link in the **Select Warehouse**. The **Maintain External Stock Allocation** page appears. *See Figure 3.18* .

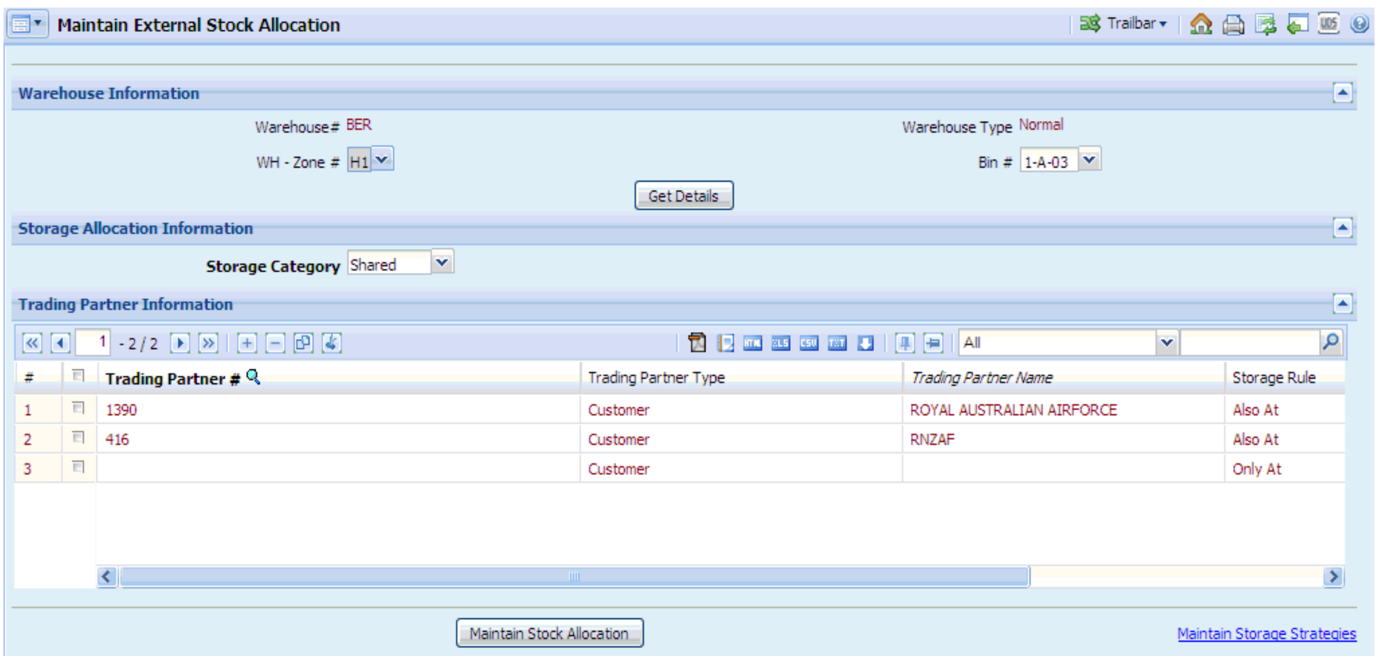


Figure 3.18 Maintaining external stock allocation

2. Use the **WH – Zone #** drop-down list box in “Warehouse Information” group box to specify the zone.

Note: If the warehouse type is “Normal”, the system lists all the active zones valid for the specified warehouse. If the warehouse type is "Free", the system leaves this field blank.

3. Use the **Bin #** drop-down list box to specify the bin number.

4. Click the **Get Details** push button to retrieve the storage allocation and trading partner details.

5. Use the **Storage Category** drop-down list box in "**Storage Allocation Information**" to specify the category of storage allocation. The system lists the options, "Shared" and "Exclusive".

- Exclusive: Select this option to store only a specific part in the storing address (warehouse/zone/bin).
- Shared: Select this option if any part can be stored in the storing address (warehouse/zone/bin).

Note: If the warehouse type is "Normal", the zone is entered, and storage category is selected as "Exclusive", ensure that this storage area is not already allocated to any other trading partner.

Note: If the zone type is "Normal", the bin is entered, and storage category is selected as "Exclusive", ensure that this storage area is not already allocated to any other trading partner.

Note: If the warehouse type is "Normal", the zone is entered, and storage category is selected as "Shared", ensure that this storage area is not already allocated to any other trading partner as "Exclusive".

Note: If the zone type is "Normal", the bin is entered, and storage category is selected as "Shared", ensure that this storage area is not already allocated to any other trading partner as "Exclusive".

6. Enter the **Trading Partner #** in "**Trading Partner Information**" group box which could be supplier code or customer code (Alphanumeric 45).

Note: Ensure that the trading partner number is not repeated for a particular storage address (warehouse-zone-bin combination), if the storage category is "Exclusive".

An existing trading partner number cannot be modified.

7. Use the **Trading Partner Type** drop-down list box to specify the trading partner type. The system lists the options as "Customer" and "Supplier".

Note: If the trading partner type is "Customer", ensure that the value entered in the "Trading Partner #" field is a valid customer number as defined in the "Customer" business component.

Note: If the trading partner type is "Supplier", ensure that the value entered in the "Trading Partner #" field is a valid supplier number as defined in the "Supplier" business component.

Note: If the Storage Category is "Shared", ensure that the trading partner number-trading partner type combination is not repeated for a specific storage area.

8. Use the **Storage Rule** drop-down list box to specify the storage rule. The system lists the options "Only At" and "Also At".

- Only At – Select this option if the parts can be stored only in the warehouse specified.
- Also At – Select this option if the parts can be stored in any other warehouse.

Note: If the storage rule is "Also At", ensure that the trading partner is not allocated as "Only At" in another storage area in the warehouse.

Note: If the storage rule is "Only At", ensure that the trading partner is not allocated another storage area in the warehouse.

9. Use the **Default Location?** drop-down list box and select "Yes" to specify whether there exists a default location. Otherwise, select "No".

Note: Ensure that the default location value is set as "Yes" for only a specific storage address (warehouse-zone-bin combination) for a specific trading partner.

10. Ensure that at least one record is entered in the multiline.

11. Click the **Maintain Stock Allocation** pushbutton to maintain the stock allocation details.

To provide further details,

- Select **Maintain Storage Strategies** link, to specify the storage strategies.

Maintaining planning parameters for the warehouse

1. Select **Maintain Warehouse Planning Parameter** under **Storage Administration** business component. The **Warehouse Selection** page appears.

2. Enter **Warehouse #** directly and select **Warehouse Planning Parameter** link provided alongside. Or, specify the **Search Criteria** to search for a warehouse and click the hyperlinked warehouse number in the multi-line. The **Warehouse Planning Parameter** page appears. See *Figure 3.19*.

3. Enter the **Search Criteria** to specify the **Part #** for which the part planning information must be retrieved.

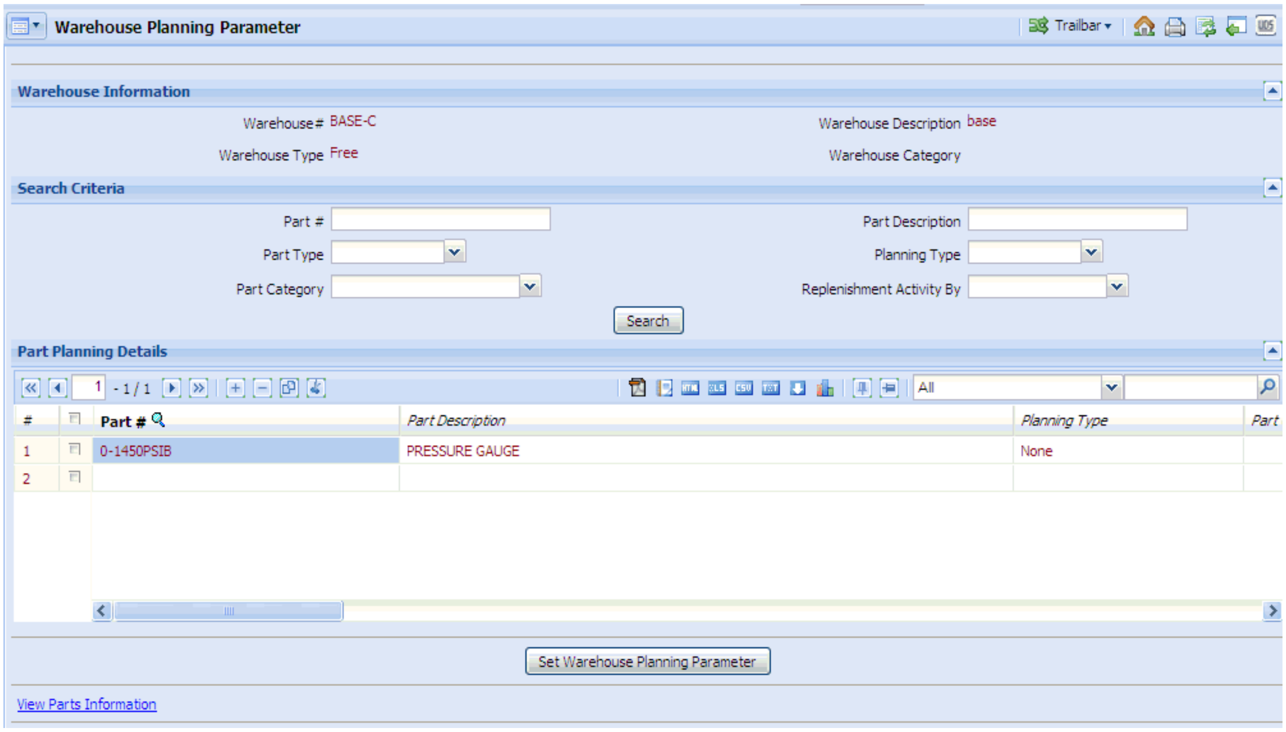


Figure 3.19 Maintaining warehouse planning information

4. Enter **Minimum Qty** and **Maximum Qty**, to specify the minimum and maximum quantity of the part to be held in stock at any point of time.

5. Enter **Safety Stock**. This is the quantity of the part that is stored in the warehouse as a buffer stock to meet the consumption rate fluctuations.

6. Enter **Reorder Level**. This is a fixed quantity level of the part below which, the purchase activity is automatically initiated by the system.

7. Enter **Reorder Qty**. This is the quantity for which the order must be placed, when the reorder level is reached.

Note: The fields "Reorder level", "Reorder Qty", "Safety Stock", "Minimum Qty" and "Maximum Qty" must be entered only if the part number entered in the "Part #" field of the "Part Planning Details" multiline, is defined as prime part number in the "Part Administration" business component.

8. Use the **Replenishment Activity By** drop-down list box to specify the procedure in which part must be reordered. The part can be reordered through a "Purchase Order", "Purchase Request"," or a "Stock Transfer".

Note: If the "Replenishment Activity By" is set as "Stock Transfer", the system will generate a "Low" priority material request in "Authorized" status, for automatic replenishment of the parts.

9. Use the **Transfer From Location** drop-down list box to specify the location of the organization from which the stock must be reordered or transferred.

10. Enter the **Transfer From Warehouse #**.

11. Use the **Transfer Processing Location** drop-down list box to specify the location of the organization from which the stock transfer order gets triggered.

12. Click the **Set Warehouse Planning Parameter** pushbutton to store the planning parameter details.

The system performs the following on clicking the **Set Warehouse Planning Parameter** pushbutton:

- If the available part quantity reduces below or equals the “Min-Max Level” or the “Reorder Level” and if the “Replenishment Action on Resetting Min/Reorder Qty” is set as “Yes” in the “Set Options” activity of the “Stock Maintenance” business component, the system automatically replenishes the part quantity.
- If the planning type of the prime part of the part to be replenished is "Reorder Level" and the "Reorder Activity” field is at Warehouse Level, the system generates the purchase order, purchase request or stock transfer document, based on the warehouse planning parameter defined in the “Storage Administration” business component. This is applicable, when the stock available for the direct alternate parts for the issued parts in the warehouse, is equal to or less than the reorder level set for the prime part.
- If the planning type of the prime part of the part to be replenished is "Min-Max Level" and the "Reorder Activity” field is at Warehouse Level, the system generates the purchase order, purchase request or stock transfer document, based on the warehouse planning parameter defined in the “Storage Administration” business component. This is applicable, when the stock available for the direct alternate parts for the issued parts in the warehouse, is equal to or less than the min-max level set for the prime part.

Note: The document number for the purchase order, purchase request or the material request, is generated based on the numbering type set in the “Set Options” activity of the “Stock Maintenance” business component.

Note: The purchase request generated for auto replenishment of the parts will be of type “Owned” and of priority “Normal”.

Note: For replenishment, the system considers only those parts:

a. *Having “Replenishment Activity By” set to “Stock Transfer” in the “Part Administration” or “Storage Administration” business component.*

b. *Whose stock status attributes “Nettable” and “Ownership-Internal” are set as “Yes” in the “User Defined Stock Status” business component.*

c. *Whose stock status is the default internal stock status defined in the “User Defined Stock Status” business component. Defining numbering types for transactions.*

Maintaining numbering privileges

1. Select **Maintain Numbering Privileges** under the **Document Numbering Class** business component. The **Maintain Numbering Privileges** page appears. *See Figure 3.20.*

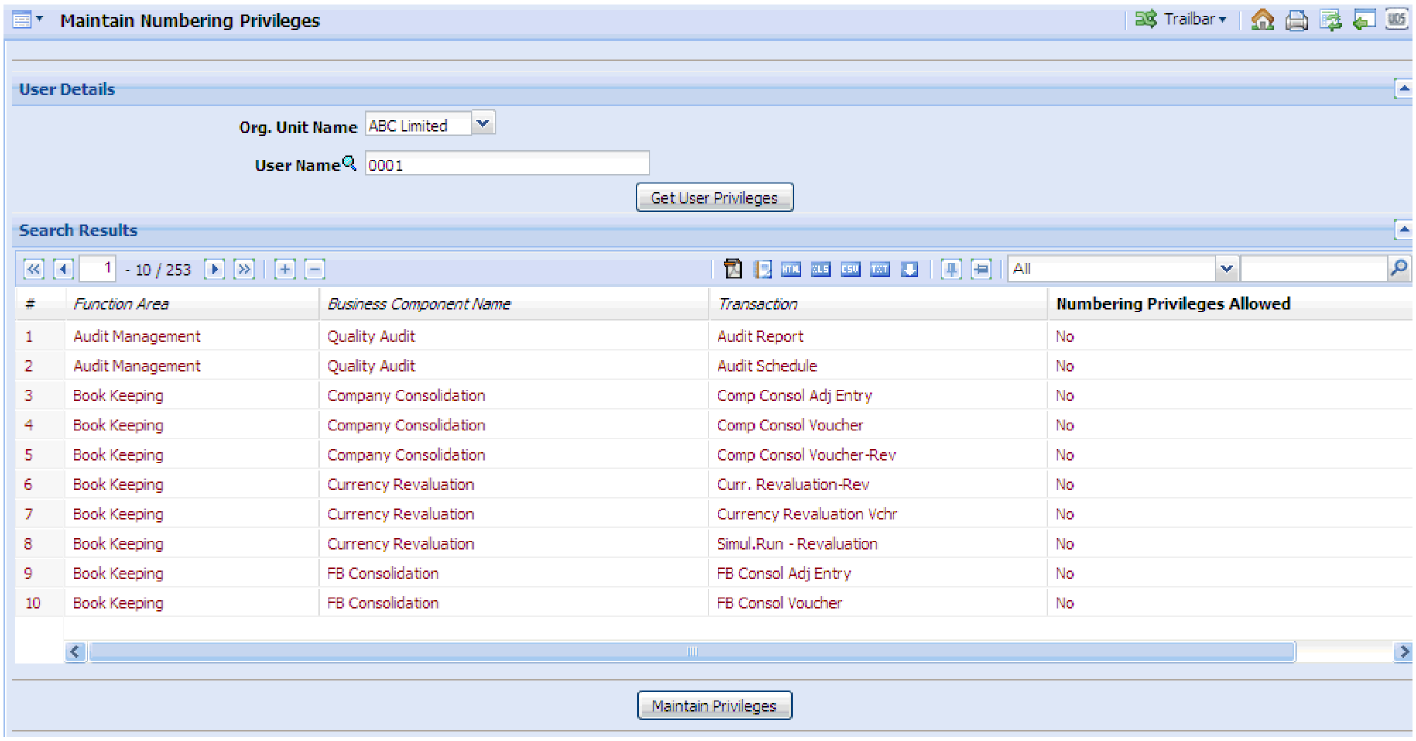


Figure 3.20 Maintaining numbering privileges

2. Select the **Org. Unit Name** to specify the name of the organization unit for which numbering privileges must be defined.

3. Enter the **User Name** to specify the user for which the numbering privileges must be granted.

4. Set the **Numbering Privileges Allowed** drop-down list box in the multiline to "Yes", to grant permission for creating and modifying numbering classes. Set this field to "No", to deny permissions for the selected user.

5. Click the **Maintain Privileges** pushbutton. The system updates the numbering privileges for the selected user and organizational unit.

Defining numbering type information

1. Select **Create Numbering Type** under the **Document Numbering Class** business component. The **Create Numbering Type** page appears. *See Figure 3.21.*

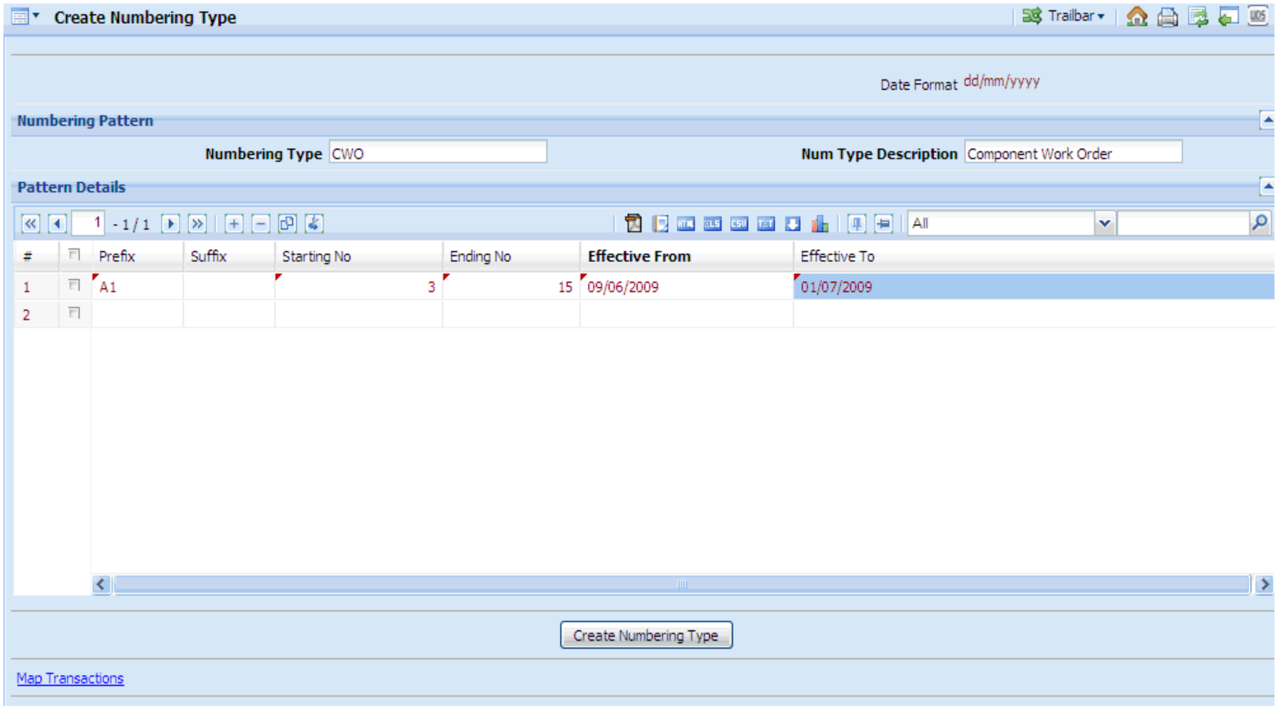


Figure 3.21 Creating numbering type

2. Enter the **Numbering Type** and **Num Type Description**.

3. Enter the **Prefix** and the **Suffix** for the numbering type, in the **Pattern Details** multiline. Either the prefix or the suffix must be compulsorily entered.

4. Enter the **Starting No** and **Ending No**.

5. Enter **Effective From** and **Effective To fields**, to define the period for which the numbering type remains effective.

6. Click the **Create Numbering Type** pushbutton to create the numbering type. The system updates the status of the numbering type as “Active”.

To provide further details,

▼ Select the **Map Transactions** link, to associate transactions to the numbering type.

Mapping transactions to the numbering type

1. Select **Map Transactions** link at the bottom of the **Create Numbering Type** page. The **Transaction Mapping** page appears. *See Figure 3.22*.

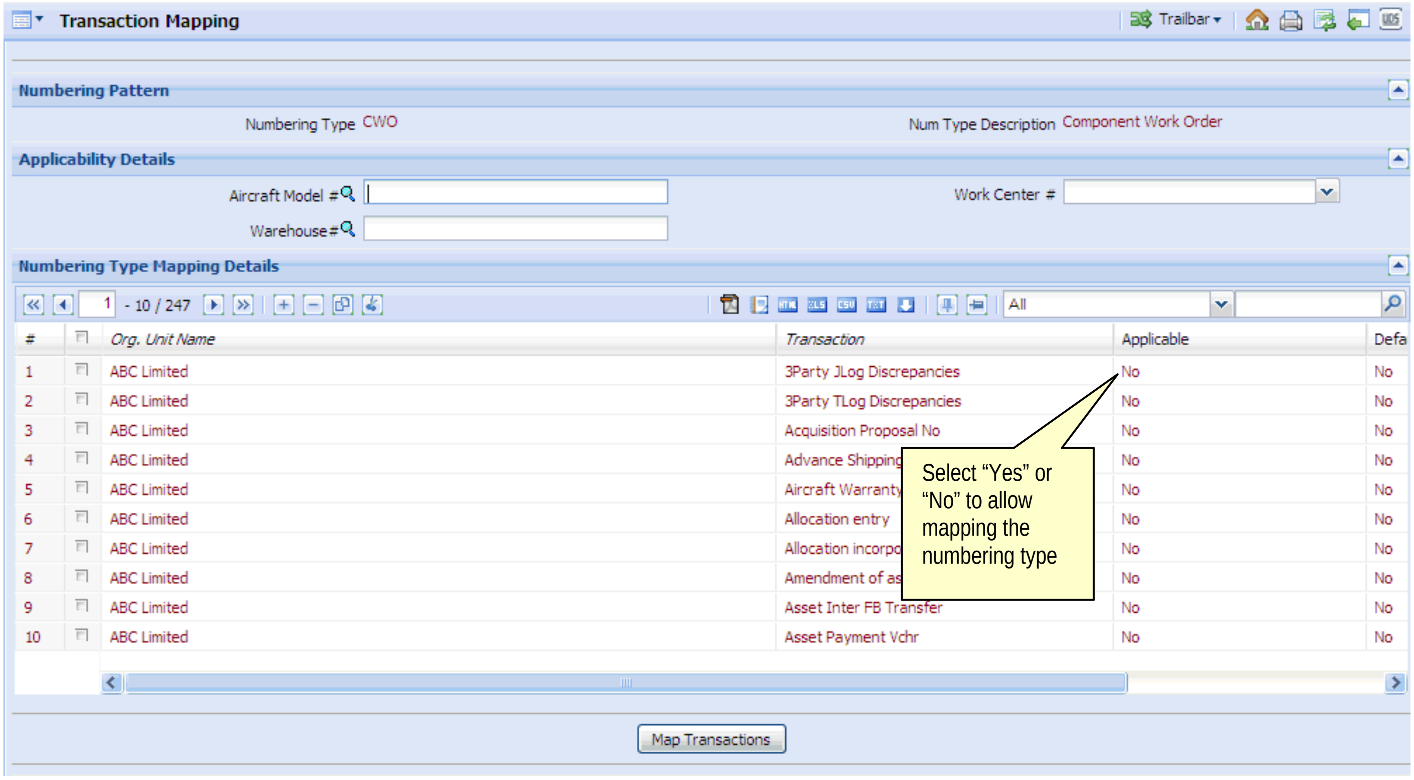


Figure 3.22 Mapping transactions

2. Enter the **Aircraft Model #**, **Work Center #** and the **Warehouse #** in the **Applicability Details** group box only for "Journey Log", "Tech log", "Component Replacement", "Material Request" and "Stock Issue" transactions.

*Note: You can specify the **Aircraft Model #** and the **Work Center #**, only for "Journey Log", "Tech Log" and "Component Replacement" transactions.*

*Note: You can specify the **Warehouse #**, only for "Material request" and "Stock Issue" transactions.*

3. Select "Yes" in the **Applicable** drop-down list box to map the numbering type to the transaction. Select "No" if the numbering type is not applicable for the transaction.

4. Set the **Default Numbering Type** drop-down list box to "Yes", if the numbering type must be defaulted for the transaction in the organizational unit.

5. Click the **Map Transactions** pushbutton to map the numbering type to the transactions belonging to the organizational unit.

Note: The system updates the status of the numbering type as "Active".

Recording opening balance of stock

Setting Options

You can set standards for the system to be followed during different transactions. The standards, which are already set up by the system, can be modified as per your requirements.

1. Select **Set Options** under **Stock Maintenance Business** component. The **Set Options** page appears. *See Figure 3.23.*

Figure 3.23 Setting options

In the **Parameter Details** group box,

2. In the **Parameter Details** group box use the **Method for Conversion of Fractional Quantity** drop down list box to “Round Up” or “Round Off” or “Round Down” the fractional quantity.

3. Select the **Part Expense Basis as** “Expense At Issue” or “Expense At Retirement” for evaluating parts expense in the inventory.

- Expense At Issue – Select this option, if, after the first issue, the part should be maintained at zero cost, and if the cost of the part is charged to the aircraft only for the first issue of the part from the aircraft.
- Expense At Retirement– Select this option, if the part must be issued and maintained in the system based on the “Valuation Method” set for the part, the cost of the part is charged to the aircraft every time the part is issued from the aircraft and the cost is reversed when the part is returned. The part will be expensed out of the system when it is scrapped.

In the Default Numbering Type group box,

4. Use the **For Automatic Stock Transfer - Replenishment** drop-down list box to select the numbering type for automatic stock transfer transaction for auto replenishment of the parts.

5. Use the **For Automatic Material Request - Replenishment** drop-down list box to select the numbering type for automatic material request generation for auto replenishment of the parts.

6. Use the **For Automatic Purchase Requisition – Replenishment** drop-down list box to select the numbering type for automatic purchase request generation for auto replenishment of the parts.

7. Use the **For Automatic Purchase Order – Replenishment** drop-down list box to select the numbering type for automatic purchase order generation for auto replenishment of the parts.

8. Click the **Set Options** pushbutton to set the options.

Creating opening balance

1. Select **Create Opening Balance** under the **Stock Maintenance** business component. The **Create Opening Balance** page appears. *See Figure 3.24.*

2. Select the **Numbering Type** for the opening balance document.

3. Enter the **Opening Balance Date**. This is the date on which the opening balance is recorded. This date should be the same or earlier than the system date.

4. Use the **Status** drop-down list box to assign a status, “Draft” or “Fresh”, for the opening balance transaction.

5. Select the **Category** and **User Status**.

6. Enter the **Warehouse #** to specify the warehouse for which the opening balance details are entered.

7. Enter the **Part #** in the **Part Details** multi-line, to specify the part for which the opening balance details are recorded for the first time.

8. Enter the **Quantity** of the part that has been received in the warehouse.

9. Enter **WH – Zone #** to specify the zone in the warehouse where the parts are stored. This field should be entered if the warehouse selected is of type” Normal”.

10. Enter **Bin #** to specify the bin in the zone where the parts are to be stored. This field must be entered if the zone selected is of type “Normal”.

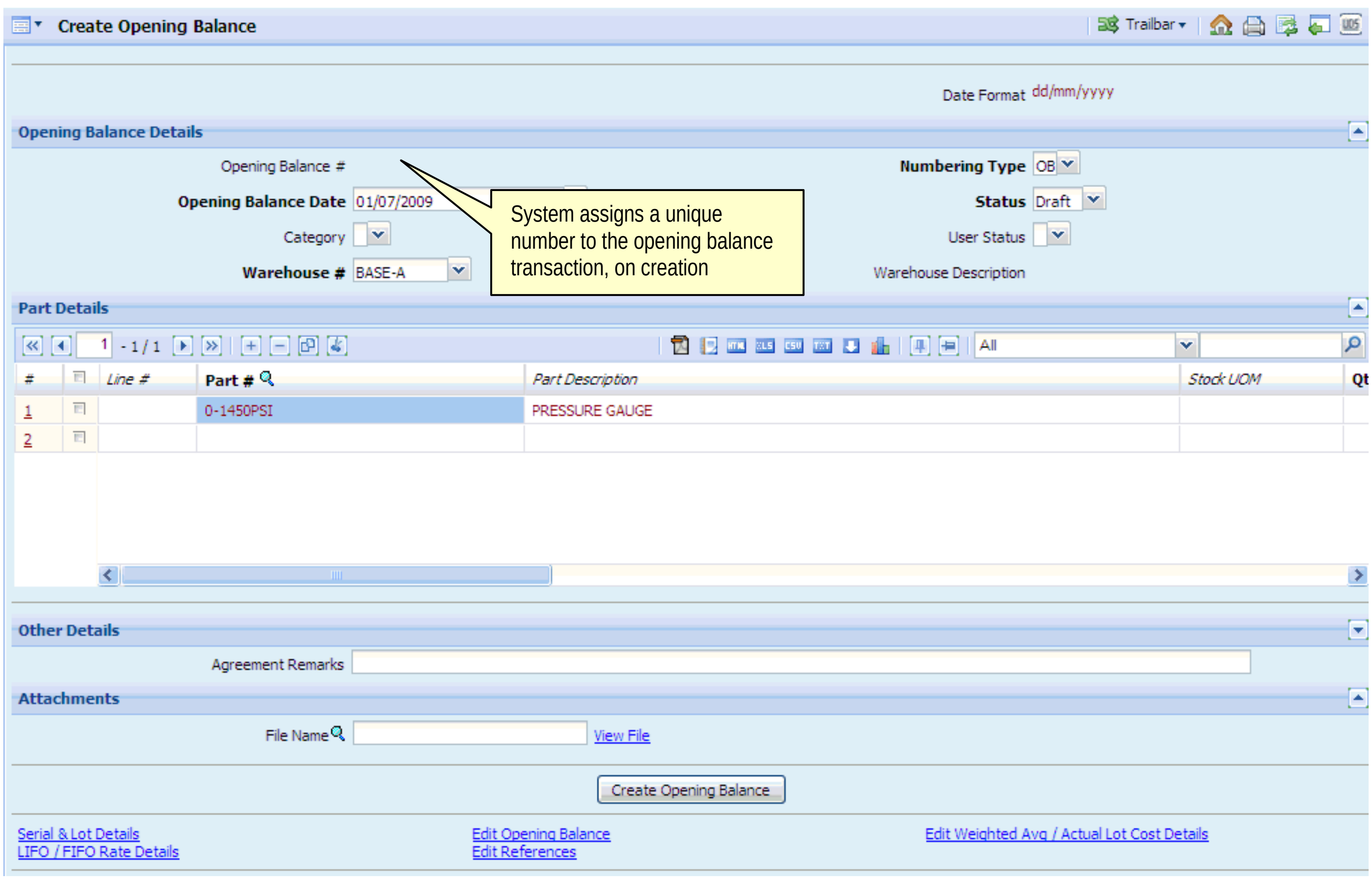


Figure 3.24 Creating opening balance

11. Use the **Stock Status** drop-down list box to assign a user defined stock status for the part.

12. Enter the **Reference Document #** to specify the reference document based on which the opening balance is recorded.

13. Enter the **File Name** of the reference document or the file that is associated to the opening balance.

14. Enter **Remarks** if any for the document.

15. Click the **Create Opening Balance** pushbutton to record the opening balance details for the warehouse.

Note: The system checks if the Part Classification is allowed in the warehouse, based on the Part Classification defined in the "Part Administration" business component.

Note: If the Part Classification is set as "None" or not defined in the "Part Administration" business component, then the part is classified as Non-Repairable.

To provide further details,

- Select **Serial & Lot Details** link, to enter the serial number and lot number details of the part.
- Select **Edit Weighted Avg / Actual Lot Cost Details** link, to calculate the stock value based on the weighted average and actual cost.
- Select **LIFO/FIFO Rate Details** link, to specify the LIFO, FIFO and Weighted Average cost of parts.

Recording the serial and lot number details

1. Select the **Serial & Lot Details** link at the bottom of the **Create Opening Balance** page. The **Serial & lot Details** page appears. *See Figure 3.25.*

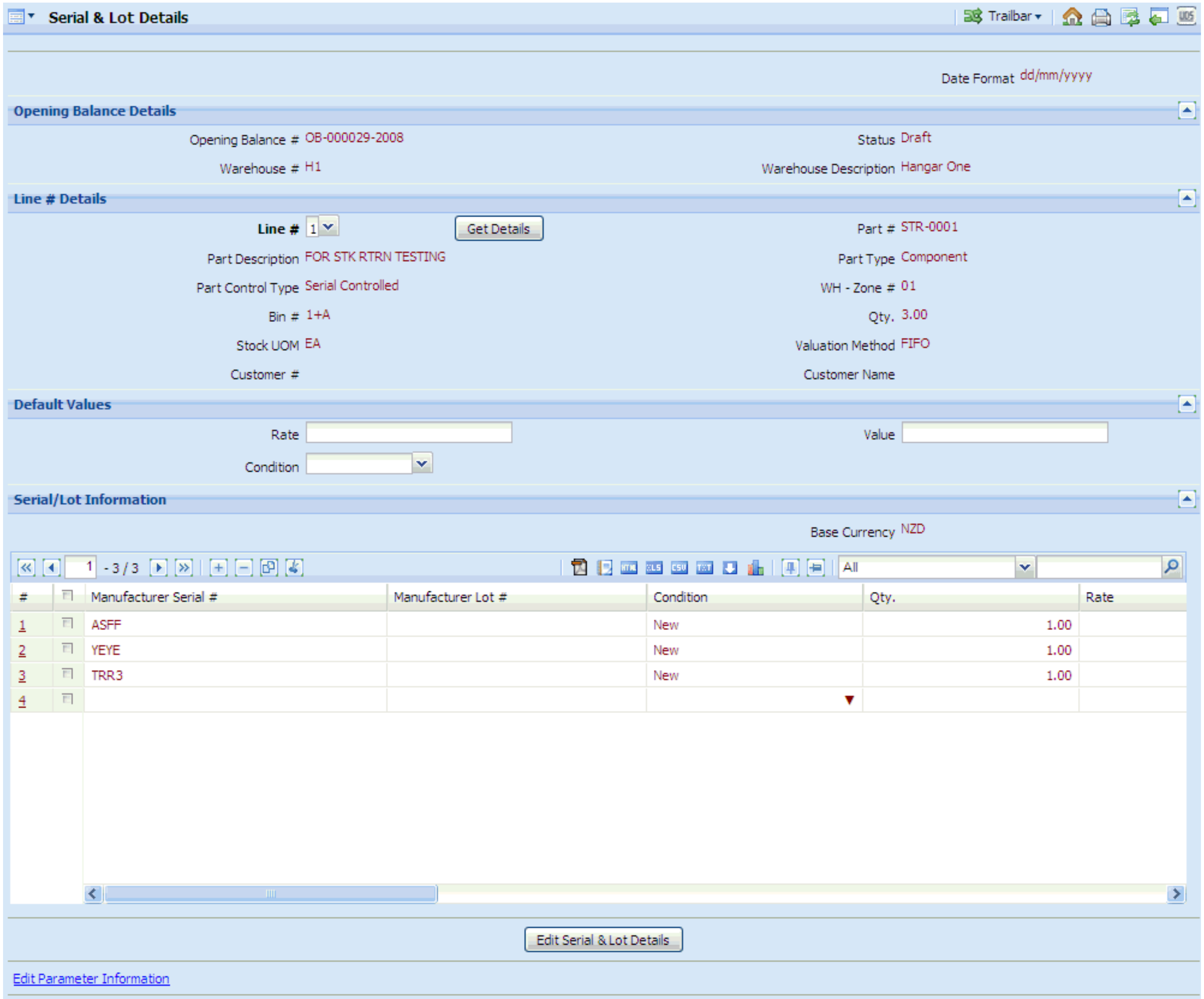


Figure 3.25 Entering serial and lots details

2. Use the **Line #** drop-down list box in the **Line # Details** group box, to select the line number of the opening balance document which contains the part(s) for which the serial or the lot number details must be entered.

3. Click the **Get Details** pushbutton to retrieve the details for the selected line #.

4. Enter the **Rate** per quantity of the part and the **Value** of the part as default values.

5. Use the **Conditions** drop-down list box to specify the condition of the part as default values.

6. Enter the **Supplier #** to identify the supplier of the part.

7. Enter the **Manufacturer Serial#** and **Manufacturer Lot #** in the **Serial/Lot Information** multiline.

8. Specify the **Condition** of the part received. The part could be in one of the conditions “New”, “Overhauled”, “Serviceable”, “Phased Out” or “Unserviceable”. **Condition** needs to be specified if the part is of type “Component”.

9. Enter the **Quantity** of the part received, for the serial number or lot number entered.

10. Enter the **Expiry Date** of the part.

Note: The date of expiry of the part need to be entered, if the part is set as “Shelf Life” controlled in the “Part Administration” business component.

11. Enter the **Rate** per unit of the part.

12. Enter the **Value** of the part. The system calculates the total value as “Rate” multiplied by “Quantity”.

13. Select the **Certificate Type**, **Certificate #** and **Certificate Date**.

14. Enter the **Authorization #** and **System Tracking Ref#**. **System Tracking Ref#** is mandatory for parts of type “Component”.

15. Enter the **Supplier #** to identify the supplier of the part.

16. Click the **Edit Serial & Lot Details** pushbutton to update the serial and lot number details of the part.

Editing the parameter information for the serial or lot numbered controlled part

You can modify the maintenance parameter values of the parts whose opening balance has been recorded.

1. Select the **Edit Parameter** link in the **Serial and Lots Details** page. The **Edit Parameter Information** page appears.

2. In the **Opening Balance Information** group box the system displays the **Opening balance#, Status** and **Line #.**

3. Directly select the **Part Serial #** in the drop-down list box to select the serial number of the part to update the parameter information or click on the **Get Details** push button to retrieve all the serial numbers of the part.

4. Enter the **Warranty Lapse Date** to specify the date when the warranty gets lapsed.

Note: The Warranty Lapse Date need to be entered if the "Warranty Y/N" field is set as "Yes" in the "Aircraft" business component.

5. The system displays **Parameter** and **UOM** in the **Parameter Details** multiline.

6. Set the **Unknown?** Field to "Yes" or "No" to specify whether the "Since New" value is known or not for the parts of condition other than "New", when the part is first inducted into the system.

7. Enter **Since New** to specify the cumulative flying hours or flying cycles of the component since it is manufactured.

Note: If the part is first inducted into the system, and if the condition of the part is other than "New", then the "Since New" value can be entered, only if the "Unknown?" field is set as "No".

8. Enter **Since Overhaul**, **Since Repair**, **Since Inspection** and **Since Last Shop Visit**.

9. The system displays the warranty as "Yes" or "No' in the **Warranty Y/N** field depending upon if the part has warranty or not.

10. Enter the **Warranty Value** for a part that has the Warranty Y/N field set to "yes".

11. Click the **Edit Parameter Information** to save the values.

If the part is first inducted into the system and if the option set in the "Unknown" field is "Yes", the system performs the following:

- If any one of the "Since Overhaul", "Since Inspection", "Since Last Shop Visit", or "Since Repair" field is entered, the system updates the "Since New" field with the available parameter value.
- If values are available in more than one of the "Since Overhaul", "Since Inspection", "Since Last Shop Visit", and "Since Repair" fields, the system updates the "Since New" field with the greatest of the available parameter value.

Recording the weighted average or actual lot cost information

1. Select **Edit Weighted Avg/ Actual Lot Cost Details** link in the **Create Opening Balance** page. The **Edit Weighted Avg/ Actual Lot Cost Information** page appears. *See Figure 3.26.*

2. In the **Opening Balance Identification** Details group box the system displays the **opening Balance #, Status**, **Warehouse #**, **Warehouse Description**.

3. In the **Rate Information** multiline the system displays the **Basic Currency, Part#, Lot#, Stock UOM** and **Total Quantity**.

4. Enter the **Rate** for per quantity of the part. Rate is calculated as “Value” divided by “Quantity”.

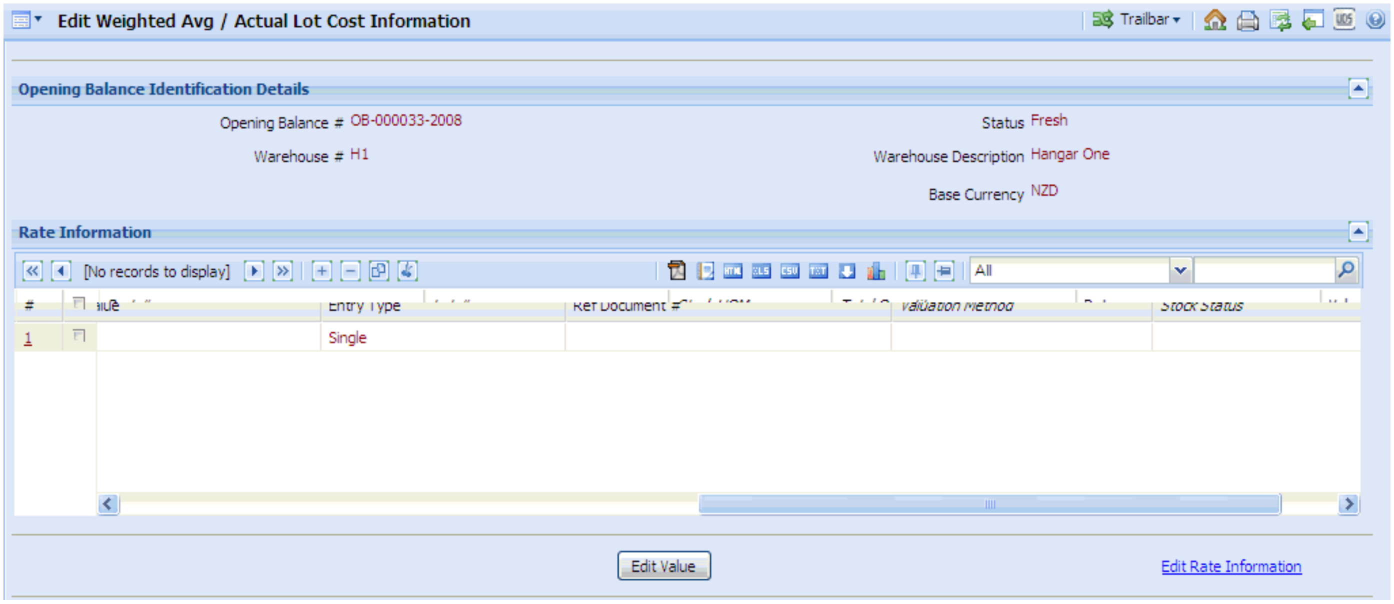


Figure 3.26 Editing weighted average/ actual lot cost information

5. Enter the **Value** of the part. This is calculated as “Rate x Quantity”.

Note: The system ignores the “Value” entered, if both “Rate” and “Value” are entered for a lot-controlled part with valuation method as “Actual Cost”.

6. Select “Single” or “Multiple” in the **Entry Type** drop-down list box to specify the entry type of the rate.

7. Enter the **Reference Document #** of the reference document for the cost information of the opening balance.

8. Click the **Edit Value** pushbutton to save the values.

Recording the Last In First Out and First In First Out rate details

1. Select the **LIFO/FIFO Rate Details** link at the bottom of the **Create Opening Balance** page. The **Edit Rate Information** page appears. *See Figure 3.27.*

2. Use the **Part #** drop-down list box in the **Part Details** group box to specify the part number for which the rate details must be entered.

3. Click the **Get Details** pushbutton to retrieve the rate information for the selected part.

4. Enter **Seq #** in the **Rate Information** multiline to identify the sequence in which the LIFO or FIFO stock came into the warehouse. This value must be positive.

5. Enter the **Quantity** of the part.

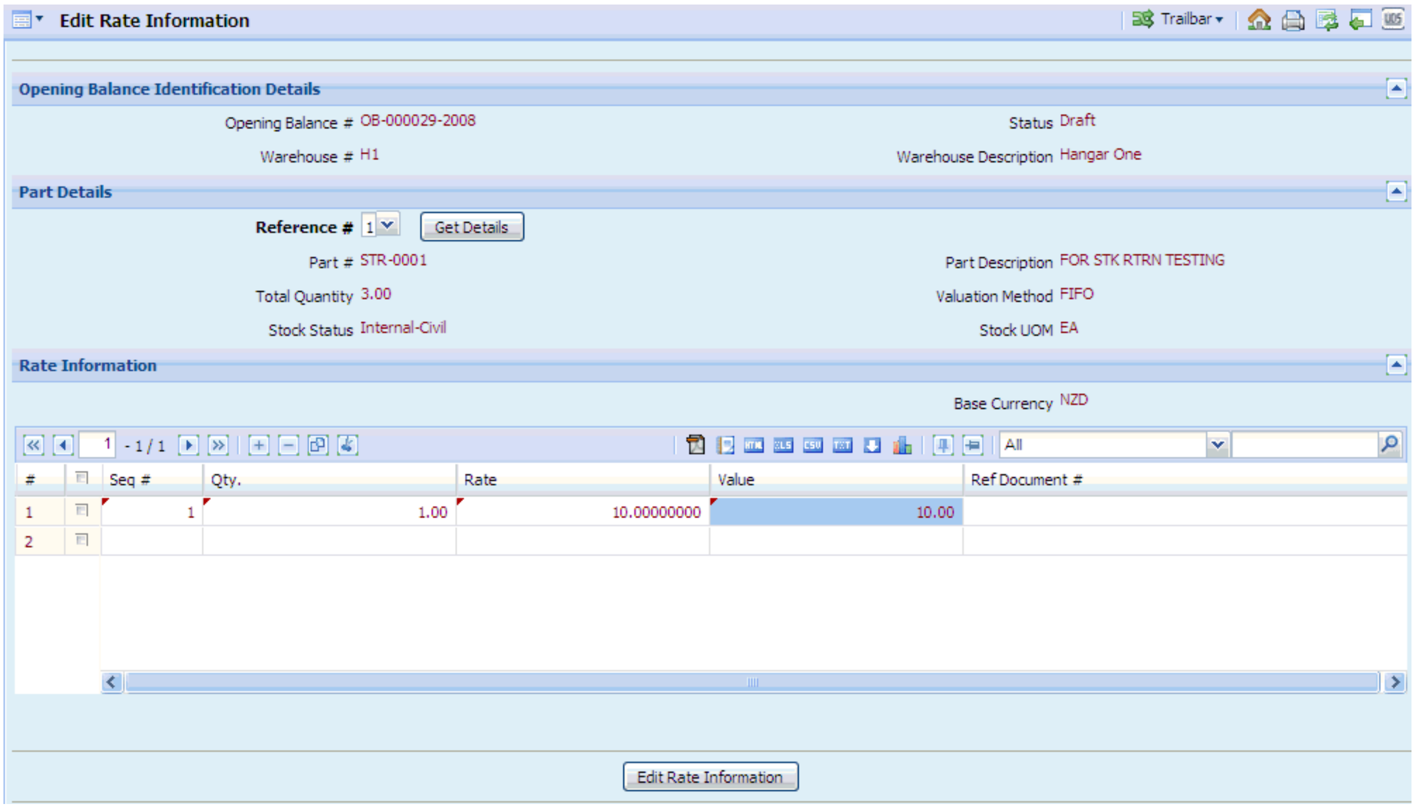


Figure 3.27 Specifying the LIFO/FIFO rate Information

6. Enter the **Rate** per quantity of the part. Rate is calculated as “Value” divided by “Quantity”. The rate should be greater than zero.

7. Enter the **Value** of the part. This is calculated as “Rate x Quantity”.

8. Enter the **Reference Document #** of the reference document for the rate information of opening balance.

9. Click the **Edit Rate Information** pushbutton, to store the values.

Canceling an opening balance transaction

1. Select **Edit Opening Balance** under **Stock Maintenance** business component. The **Select Opening Balance Document** page appears.

2. Enter the **Opening Balance #** directly and select the **Edit Opening Balance** link provided alongside. Or, specify **Search Criteria** to search for opening balance document. Click the **Search** pushbutton and select the hyper linked document number in the multiline. The **Edit Opening Balance** page appears. *See Figure 3.28.*

Note: The document can also be "cancelled" by taking up the "Authorize Opening Balance" activity route too.

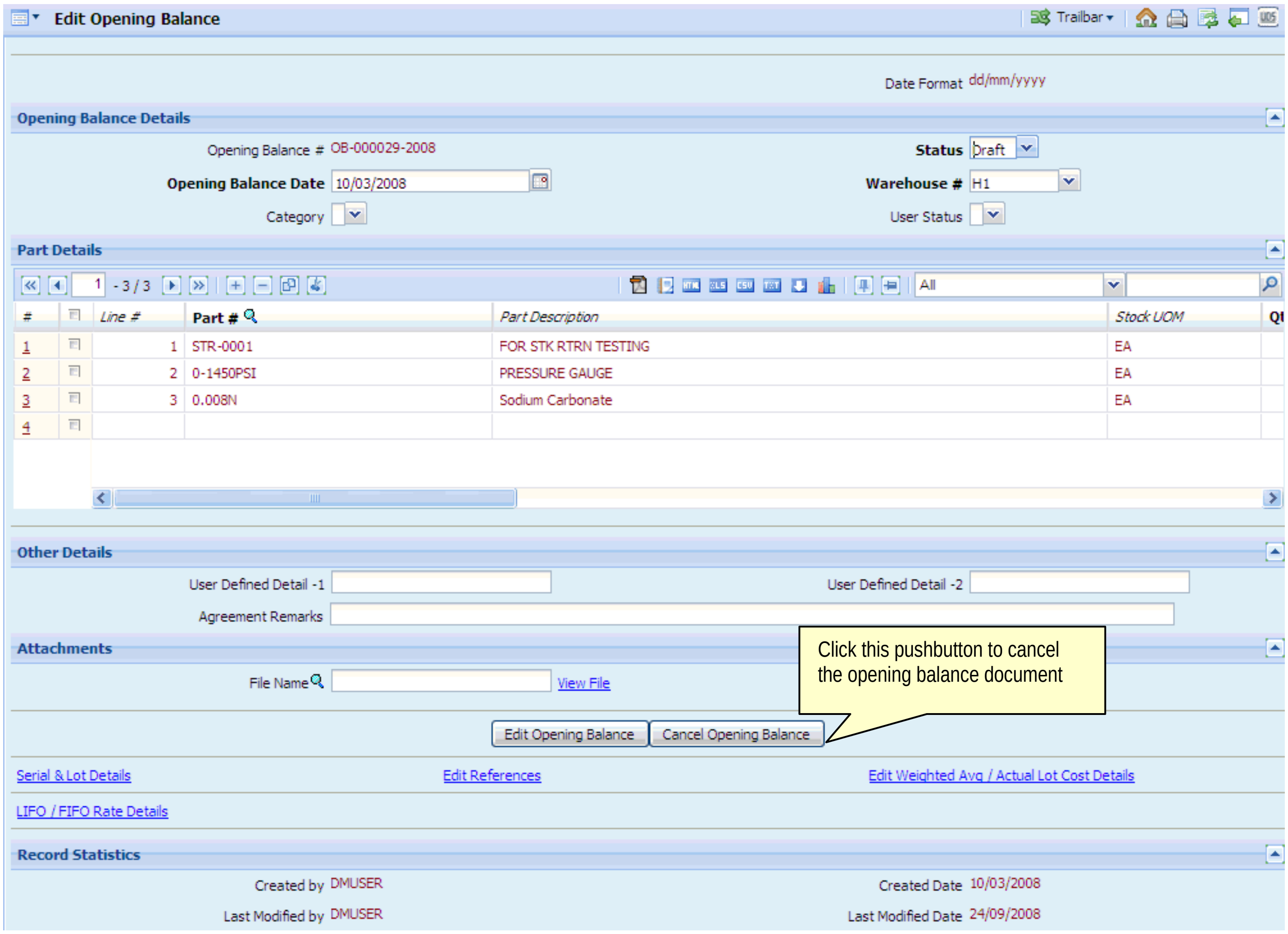


Figure 3.28 Canceling opening balance document

3. Click the **Cancel Opening Balance** pushbutton at the bottom of the page, to cancel the opening balance document. "Cancellation" process will happen only for the documents selected in the multi-line.

Note: The status of the document changes to "Cancelled" upon cancellation.

Authorizing the opening balance transaction

You can authorize the opening balance transaction, which is in "Fresh" status. You can modify the transaction before authorizing it. The document status is updated to "Confirmed" upon authorization.

1. Select **Authorize Opening Balance** under the **Stock Maintenance** business component. The **Authorize Opening Balance** page appears. *See Figure 3.29.*

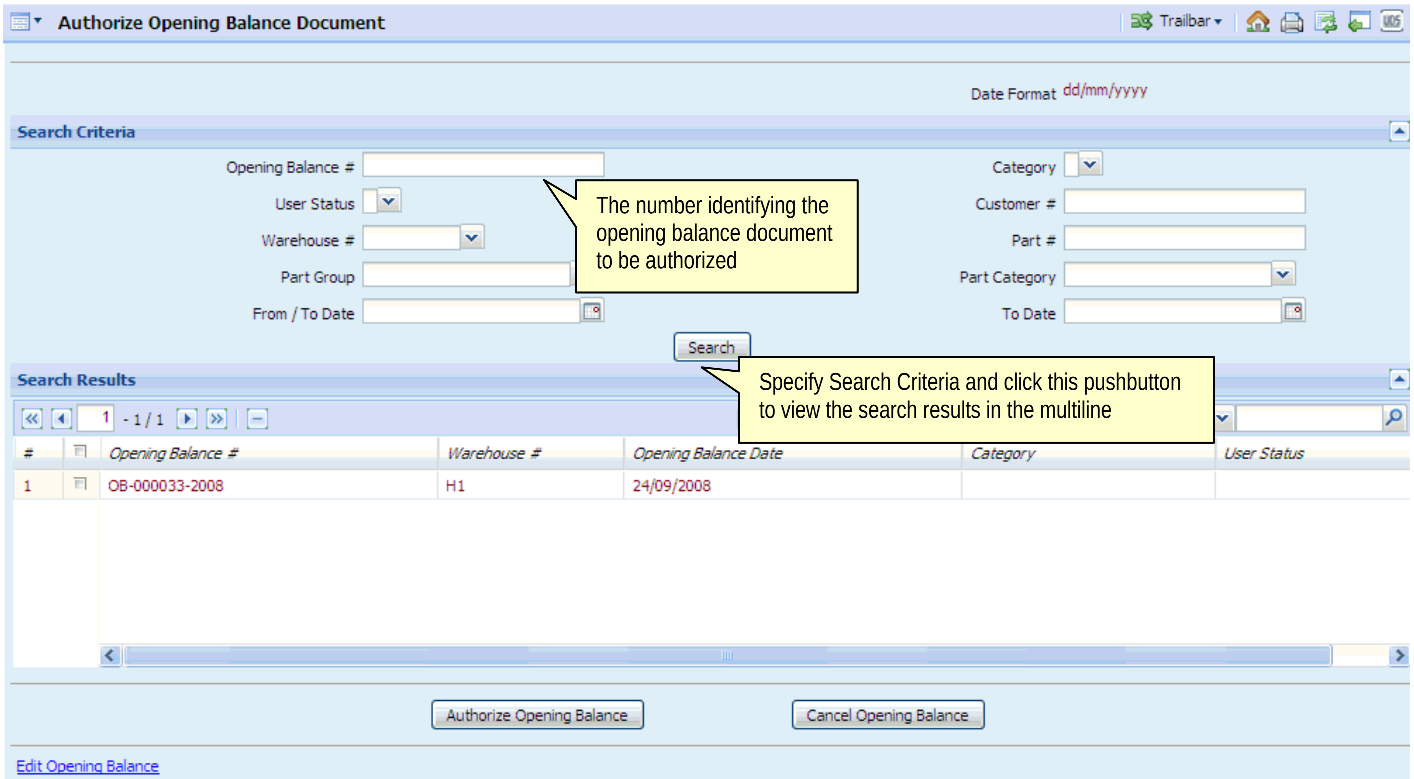


Figure 3.29 Authorizing an opening balance document

2. Enter the **Search Criteria** to search for the opening balance document to be authorized.

3. Click the **Search** pushbutton.

4. Check the box in the first column of the multiline, to mark the document for authorization.

5. Click the **Authorize Opening Balance** pushbutton, to authorize the opening balance documents selected in the multiline.

Note: The status of the document changes to "Confirmed".

Note: The system checks if the Part Classification is allowed in the warehouse.

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