ramco

RAMCO AVIATION SOLUTION

VERSION 5.9

USER GUIDE

STOCK MANAGEMENT

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 7 chapters and index. Given below is a brief run-through of what each chapter consists of.

Chapter 1 provides an overview of the **Stock Management** business process. The sub processes are explained in the remaining chapters.

Chapter 2 focuses on the **Stock Disbursal Management** sub process.

Chapter 3 dwells on the **Stock Movement Administration** sub process.

Chapter 4 dwells on the **Kit Management** sub process.

Chapter 5 dwells on the **Stock Maintenance** sub process.

Chapter 6 dwells on the **Cycle Count Management** sub process.

Chapter 7 dwells on the **Physical Stock Verification** 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.

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1 INTRODUCTION

Maintaining adequate inventory of the required material, at optimal levels, at the required place helps achieving faster maintenance turnaround time. It is necessary to track the spares across the supply chain. Due to the mobile nature of the assets, it is necessary to maintain it and have a multi-site inventory management and advance planning strategies for the part replenishment. **Stock Management** business process primarily involves disbursal of stock to sources of demand, redistribution of surplus stock to deficit areas and stock verification.

This process chain extends support for lot and serial number tracking, storage of kits and capital items in addition to expendable spare parts, returnable material movement, multi-site warehouse management and parts planning.

The **Stock Management** business process comprises the Stock Disbursal Management, Stock Movement Administration, Stock Maintenance, Physical Stock Verification and Cycle Count Management sub processes.

The **Stock Disbursal Management** sub process extends facility to address the primary warehousing functions of issuing stock to demand sources and stock planning. The Stock Movement Administration sub process aims at addressing the redistribution of stock across various stocking points in an inventory network. The Stock Maintenance sub process extends support for all stock administration functions such as conversion of stocks of one status to another, correction of stock balances and value etc. The Physical Stock Verification sub process addresses the process of verifying the physical stock available in the various storage areas of an organization. The Cycle Count Management sub process establishes a regular stock verification process through a sampling approach, which helps in reducing imbalances between system stock balances and physical stock.

The **Kit Management** sub process enables warehouse clerks to build a kit part by allocating the required quantities of constituent parts to the kit part as indicated by the composition definition. You can even build an incomplete kit part; 1) when you do not allocate required quantities of constituent parts and/or 2) when you do not allocate all the constituent parts to the kit part. You can also break a kit and return the break quantity of constituents to a specific warehouse. Further, you can find out the number of kits that could be built in a warehouse on the basis of the available constituent parts.

2 STOCK DISBURSAL MANAGEMENT

The Stock Disbursal Management sub process addresses the primary warehousing functions of issuing the stock to the demand sources and also taking care of the stock planning. The sub process involves the entire cycle of the procurement, supply and demand of the material arising in the execution center, maintaining and updating the stock planning, issuing the requested material, and returning the unused excess material back to the warehouse from where it was allocated, or to any other warehouse in the organization set up.

Logistics Common Master business component facilitates defining the various data entities that are repeatedly used by other logistics components.

Material Request business component enables you to communicate to the stores personnel regarding the material requirement through a formal request document. The issue of materials happens with reference to the requesting document. Material request business component facilitates preparation of the requesting document on the basis of which the stores clerk issues the material.

Stock Demand Management business component facilitates the planner to view all unsatisfied demands in the inventory based on the material requests and its priority, and the various sources and transactions through which the material can be acquired to satisfy the demand.

Stock Issue business component enables you to record the issuing of parts from the warehouse, where they are usually stocked in assigned storage places, against the requesting document. The parts can be issued to fulfill the requirements like executing a maintenance activity, servicing the part etc.

Stock Return business component enables you to record details of return of material that are not consumed or that was initially marked to be returned after usage, from the maintenance location to the stocking points. The returning of the material back to the stores is done through a formal return document.

Goods Inward business component facilitates the recording of the goods received and its inspection. The received parts can be binned or quarantined.

Customer Parts Exchange business component enables you to manage exchange order for customer parts. An exchange order is initiated using a Shop Work Order, Repair Order or a Material Request as the reference document. Once the exchange order is created it is possible to source parts for exchange. Part can be sourced from inventory or from another Shop Work Order.

2.1 SETTING INVENTORY OPTIONS

You can set options for the system to follow while recording an inventory transaction.

1. Select **Set Inventory Options** under **Logistics Common Master** business component. The **Inventory Option Settings** page appears. *See Figure 2.1*.
2. Use the **AOG Material Request Authorization** drop-down list box to select “Manual” or “Automatic” in order to specify whether the material request created with “AOG” priority, should be automatically authorized or not.
3. Set the **Automatically Print Unsatisfied AOG MR?** drop-down list box as “Yes” to automatically print the unsatisfied AOG material request report for material planning purposes, if the material request is AOG and if there is a pending demand for the requested part in the MR.
4. Specify the Issue Routes for Line Work Order and Component Work Order.
5. Use the drop-down list box to specify the **Default Stock Status For Core Creation** to specify the **Stock Return**.
6. Specify the Stock Correction Option for Physical Inventory, Cycle Count and General correction.
7. Use the **Maintain Valuation at** drop down list box to select the level at which the stock must be valued. The options are “Warehouse Level” and “Location Level”.

    Note: You must select “Warehouse Level” from the drop-down list box, if the option “OFMS Applicable for the Installation” is “Yes” in the Set Global Parameters activity of the Installation Parameter Setup component.

In the Part Type Allowed For Transaction group box:

8. Select the **Transaction** as “General Material Request”, “Stock Transfer”, “Unplanned Issue”, “Unplanned Return”, “Stock Correction” or “Standard Cost Revaluation” for which the part types must be specified. Click the **Get Details** pushbutton. Check the appropriate box to allow the part type for the selected transaction.
9. Use the **Transaction** drop-down list box to select the transaction for which you wish to specify part type options for maintaining separate document. Click the **Get Details** pushbutton and check the appropriate box to allow the part type for the selected transaction.
10. Click the **Set Inventory Options** pushbutton, to store the option settings.

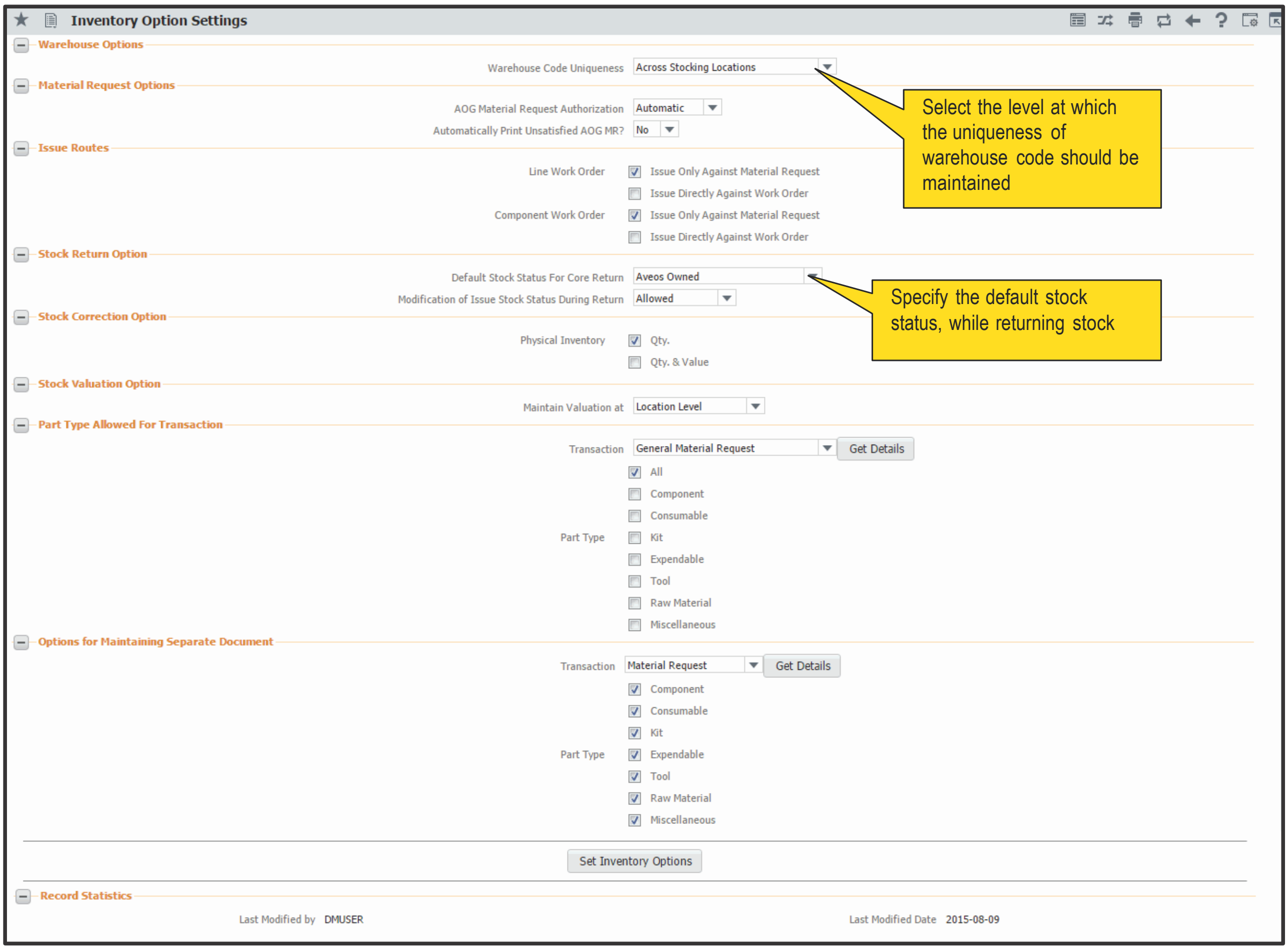


Figure 2.1 Setting inventory options

2.2 REQUESTING FOR MATERIAL

Material availability is a critical requirement for the success of maintenance execution. Material requirement planning can be initiated during planning of the maintenance event. At times there are certain planned and unplanned requirements that are felt midway through the execution of an activity. These requirements are communicated to the stores personnel, who issues material accordingly.

2.2.1 CREATING MATERIAL REQUEST QUICK CODES

Quick codes are user-defined values, used to categorize the material request based on certain characteristics. You can define the quick code values for different quick code types. These values are used in all the other material request activities.

The quick code type "MR Category" and "User Status" are predefined in the system. You can define a quick code for a specific quick code type, by providing a unique identifier and a description for it For example, if the parts requirements are of a high value, you can define the MR category as "Class A", and the "User Status" quick code type can contain "Transit", "Hold" and "Inspection".

Importantly, you can also choose to authorize a material request at the same time as creation.

1. Select **Create Quick Code** under **Material Request** business component. The Create Quick Code page appears. *See Figure 2.2.*

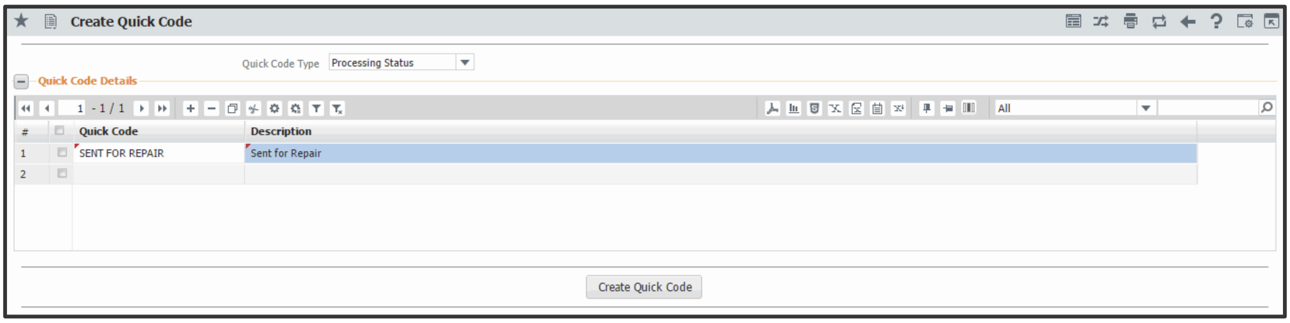


Figure 2.2 Creating material request quick codes

2. Use the **Quick Code Type** drop-down list box to select the quick code type as "MR Category" or "User Status" for which quick codes have to be defined.
3. In the **Quick Code Details** group, enter the **Quick Code**, which is the unique identifier for the quick code, and enter the **Description.**
4. Click the **Create Quick Code** pushbutton to create the quick codes. The status of the newly created quick code is set as "Active".

2.2.2 CREATING A MATERIAL REQUEST

Material Request (MR) is a document through which you can communicate the need for materials required for the execution of any activity, for a specific date to the respective warehouses. For planned maintenance activity, the planning or execution document such as the shop work order will have the complete list of material requirement but there are certain materials that may be required in different instances. Hence material request can be generated for different time frames to indicate when the particular set of material must be issued. As per the material request the relevant parts are issued from the warehouse. In case of non-availability of the material, during issue this material request can serve as a trigger to initiate a purchase activity or a stock transfer from another warehouse.

1. Select **Create Material Request** under the **Material Request** business component. The **Create Material Request** page appears. *See Figure 2.3.*

2. Use the **Numbering Type** drop-down list box to select the numbering type for the material request number generation. The numbering type must have been defined for the "Material Request" transaction type in the "Create Numbering Class" activity of the "Document Numbering Class" business component.

   - *Note: You can leave this field blank, only if the numbering type or the default numbering type is set for the specified warehouse, in the "Create Numbering Type" activity of the "Document Numbering Class" business component.*
   - *For details on creating numbering types, refer to the section "Defining numbering types for transactions" in the "Inventory Setup" User Guide.*

3. Select the **MR Class** as "Maintenance", "General" or "Replenishment", to indicate whether the material request is created for maintenance requirement, for general requirement or replenishment requirement.

   - *Note: By default, the system sets the MR class of the material request on the basis of the value specified for the process parameter "Default MR Class for manual Material Request' in the "Set Inventory Process Parameters" activity of the Logistics Common Master component. If the parameter is set as*
   - *'1' or left blank, the default MR class for the material request will be "General".*
   - *'2', the default MR class for the material request will be "Maintenance".*
   - *'3', the default MR class for the material request will be "Replenishment".*

4. Select the **MR Type** as "Planned" or "Unplanned", depending upon whether the material request is raised due to a planned maintenance activity that contains the list of the material required or due to an unplanned maintenance activity.

   - *Note: If the MR Class is "Replenishment", then the system loads and defaults with the value "For Stock".*

5. Enter the **Need Date** to specify the date by which the part is needed. The date entered should be greater than or equal to the current date.

   - *Note: It is mandatory that you specify the need date for the material request, if the process parameter 'Default Need Date for manual Material Request' is set as '0' in the "Set Inventory Process Parameters" activity of the Logistics Common Master component. However, if 'Default Need Date for manual Material Request' is set as '1' or left blank, the system defaults the need date to the current system date.*
   - *For material requests with priority as "AOG", ensure that the need date is either the current date or the next date from the current date.*

6. Select the **MR Priority** as "Normal" or" AOG" to specify whether the material requested is for a part of usual requirement of the aircraft, or for the aircraft on ground, if the **MR Type** is "Planned" or "Unplanned".

   - *Note: If the MR Type is set as "For Stock", then the system loads and defaults with the value "Low".*

7. Select the **Warehouse #** to specify the warehouse where you are located. If you are working in the Main base, the drop-down list displays all Active online warehouses defined in the Create Warehouse Information activity of Storage Administration that are not currently offline and, that are mapped to the Material Request transaction. However, if you are performing offline field operations in a Field base, the drop-down list displays all Active warehouses associated with the offline area and, that are mapped to the Material Request transaction.

8. Select the **MR Category** to which the material request belongs.
9. Select the Status of the material request as "Fresh" or "Draft". Select "Fresh" to indicate that all the information pertaining to the material request are recorded. Select "Draft" to indicate that some more information is yet to be recorded
10. If you wish to copy details from an existing material request, enter the From MR # in the Copy Details group box and click the Copy MR pushbutton.
11. Enter the Aircraft Reg #, Component #, Work Center # and the Station # in the Material Request For group box.
    - *Note: The aircraft registration number must be entered, if the "MR Priority" is "AOG".*
    - *Ensure that either the aircraft registration number or component number is entered for parts with stock status as "PBH".*
12. Select the **Ref. Document Type** as "Aircraft Maint. Exe. Ref. #" or "Others" based on which the material request is created.
    - *Note: If this page is launched from "Aircraft Maint. Exe. Ref. #" business component, the system displays "Aircraft Maint. Exe. Ref. #" by default. Else the system leaves the field blank by default.*
    - *For reference document type as "Aircraft Maint. Exe. Ref. #", the MR class must be set to "Maintenance".*
    - *Ensure that the reference document type is not left blank, if the "MR Class" is "Maintenance" and the "MR Type" is "Planned".*
    - *Ensure that the Reference Document Type is set as "Others", if the MR Class is selected as "Replenishment".*
13. Enter the **Ref. Document #** and other reference details.
    - *Note: Ensure the following while entering the reference document number:*
        - *a) If the reference document type is "Aircraft Maint. Exe. Ref. #", MR class is "Maintenance" and the MR type is "Planned", enter the "Aircraft Maint. Exe. Ref. # #" in "Fresh" status as defined in the "Flight log" business component.*
        - *b) If the reference document type is "Aircraft Maint. Exe. Ref. #", MR class is "Maintenance" and MR type is "Unplanned", enter either the "Aircraft Reg #" or the "Aircraft Maint. Exe. Ref. #".*

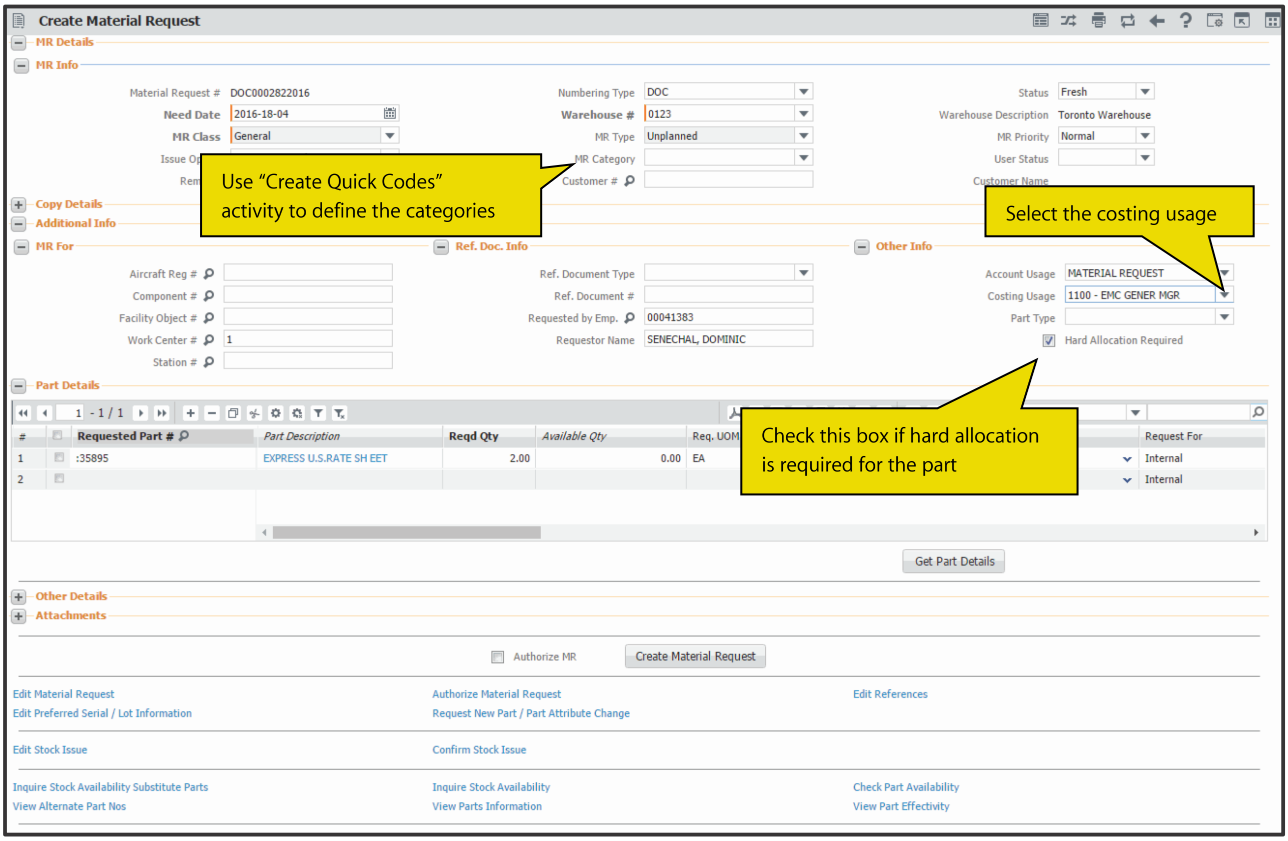


Figure 2.3 Creating material request

14. Select the Requesting **Location** from where the material request is prepared.

   Note: The Requesting Location must be selected if the MR Class is "Maintenance" and the MR Type is "Planned".

15. Select the **Account Usage** and the **Costing Usage** for the material request, in the **Accounting Details** group box.

   Note: Ensure that the "Account Usage" is blank, if the MR class is selected as "Replenishment".

   The Account Usage must be selected for a material request, if the part is of expense type "Revenue" or if the issue basis is other than "Returnable",

   a) if MR Class is "General".

   b) MR Class is "Maintenance" and no reference document number is entered.

   c) MR Class is "Maintenance" and reference document type is "Others".

16. Check Hard Allocation Required in the Options group box to indicate whether hard allocation reservation is required for the part. This box is unchecked, this check box, if the MR class is "Replenishment".
17. Use the **Part Type** drop-down list box to specify the type of part for which the material request is prepared. The system displays the options as set in the "Set Inventory Options" activity Logistic Common Master business component.
18. In the **Part Details** multiline, enter the Requested Part #, Mfr Part # and Mfr #.
19. Click the **Get Part Details** pushbutton to retrieve the part details.
20. Enter the **Required Qty** and the **Required UOM** if the Requested Part# has been entered.
21. Enter the **Substitute Part #** to identify the part that can be used incase of non -availability of the requested part.
22. Use the **Stock Status** drop-down list box to select the status in which the part is required.

- *Note: Ensure that the stock status of the part is set as "PBH", if the reference document type is "Aircraft Maint. Exe. Ref. #" and the aircraft on which the Aircraft Maint. Exe. Ref. # is raised, is under "PBH" control.*
- *Ensure that the stock status of the part is set as "Customer Goods", if the reference document type is "Aircraft Maint. Exe. Ref. #" and the aircraft on which the Aircraft Maint. Exe. Ref. # is raised, is customer-owned.*
- *Ensure that the stock status of the part is not set to "PBH" for material request with MR class as "General".*

23. Set the **Requirement Type** of the part as "Specific" or "Normal", based on whether the material request is being created for specific serial number and/or lot number part or not.
    - Specific - Indicates that the material request is being created only for a preferred serial number / lot number of the part.
    - Normal - Indicates that the material request is being created for any serial number and/or lot number for the part.
      - *Note: The requirement type can be "Specific" only for parts that are serial-controlled and/or lot-controlled. Also, the preferred serial number and lot number details must have been entered for the part in the "Edit Preferred Serial # / Lot #" page of the current business component.*
      - *Ensure that "Specific" is not selected in the "Requirement Type", if the MR Class is selected as "Replenishment".*
24. Select the **Preferred Condition** of the component as "New", "Overhauled", "Serviceable" or "Unserviceable". This is applicable for all Serial, Lot and Serial – Lot Controlled parts.
25. Select the **Request Mode** of the part as "Normal", "Conditional Requisition" or "Force Requisition".
26. Set the **Alternate Allowed?** as "Specific Alternates" if specific alternate part numbers should be considered, when the part entered in the "Requested Part #" is not available. Select "Not Allowed" otherwise.
    - *Note: If this field is set as "Specific Alternates", ensure that, a. Requirement type is set as "Normal" and b. Substitute part number is entered.*
27. Enter the Exp. Return Date for the returning of the part. This value must be entered if the Issue Basis is "Returnable", and if the MR Class is "Maintenance" or "General".
28. Enter the **User Defined Details**, **Delivery Instruction** and **Remarks** in the **Other Details** group box.
29. Enter the **File Name** of the document reference in the **Attachments** group box.
30. Select the **Authorize MR** check box to authorize the material request on creation.
31. Click the **Create Material Request** pushbutton to create the material request.
    - *Note: This action is workflow-enabled. Notification messages can be sent and you can configure further processing of this document in the "Workflow Management" business component.*
    - *The material request number is generated. If the status is set as "Fresh", the system creates a plan demand for the parts listed.*

To proceed further,

- Select the **Edit Material Request** link to modify the material request details.
- Select the **Authorize Material Request** link to authorize the material request.

- Select the **Request New Part / Part Attribute Change** link to request new part that is not available in the system or change part attributes for existing parts.
- Select the **Edit Preferred Serial / Lot Information** link to enter the preferred serial and lot number details for the part.
- Select the **Edit References** link to maintain the reference document details for the material request.
- Select the **Edit Stock Issue** link to modify the stock issue associated with the material request.
- Select the **Confirm Stock Issue** link to approve the stock issue associated with the material request.
- Select the **Inquire Stock Availability** link to view the stock balance details in the warehouse for the requested part.
- Select the **Inquire Stock Availability Substitute Parts** to view the stock balance details of alternate parts in the selected warehouse.
- Select the **View Alternate Part Info** link to view the alternate part details.
- Select the **View Parts Information** link to view the part details.

Recording the preferred serial number and lot number information for the part

For the selected material request you can specify the preferred serial number and lot number information for the part.

> *Note: You can record the preferred serial and lot number details only for the parts for which requirement type is set to "Specific".*

1. Select the **Edit Preferred Serial / Lot** link in the **Create Material Request** page. The **Edit Preferred Serial # / Lot # Information** page appears. *See Figure 2.4*.
2. Select the **Line #** containing the part for which the preferred serial and lot number information must be recorded and click the **Get Details** pushbutton.

> *Note: The system lists all the line numbers containing parts with requirement type set to "Specific" in the main page.*

In the Preferred Serial/Lot Details multiline:

3. Enter the **Seq #** specifying the order of preference for the serial numbers and lot numbers specified for the material request.
4. Enter the preferred **Serial #**, **Lot #** and **Qty** of the part.
5. Click the **Edit Serial / Lot Information** pushbutton to record the preferred serial number and lot number details.

> *Note: The system updates the status of the material request to "Fresh" when the preferred serial and lot information are entered for all the requested parts with requirement type "Specific".*

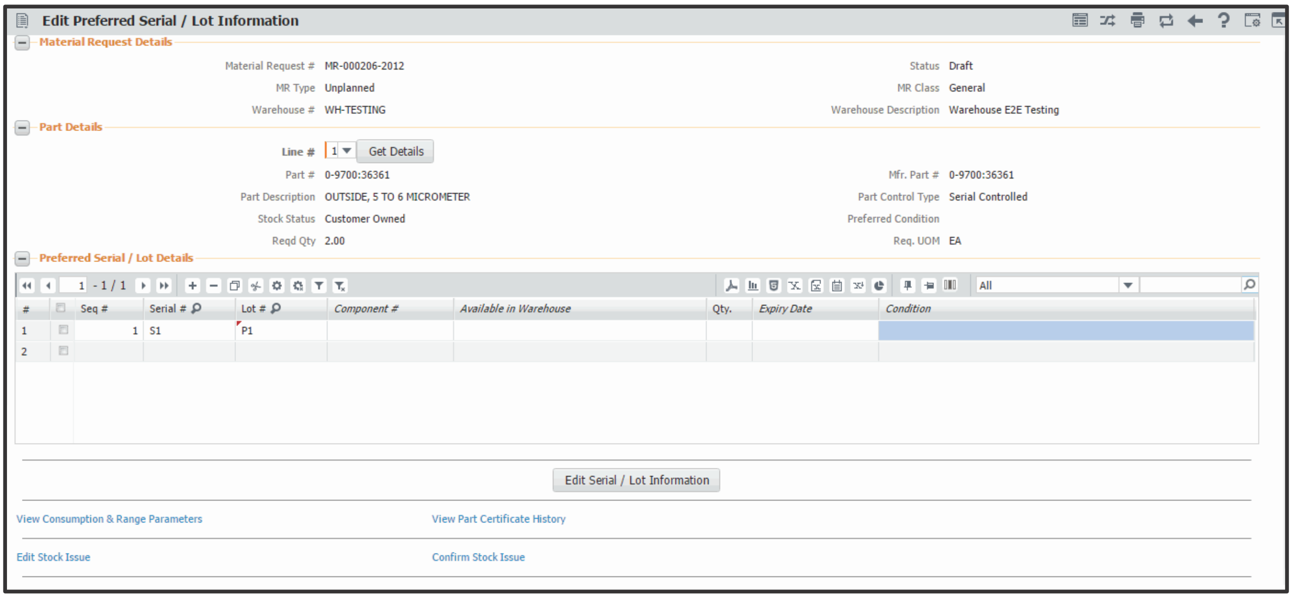


Figure 2.4 Recording preferred serial and lot information

To proceed further,

- Select the **Edit Stock Issue** link to modify the stock issue associated with the material request.
- Select the **Confirm Stock Issue** link to approve the stock issue associated with the material request.

Maintaining document references for the material request

You can maintain the reference information such as the reference document and file name for the material request.

1. Select the **Edit References** link in the **Create Material Request** page. The **Edit References** page appears.
2. Select the **Reference Doc Type** as “Aircraft Maint. Exe. Ref. #” or “Others”.
3. Enter the Document ID, File Name and Remarks.
4. Click the **Edit Reference** pushbutton to save the details.

2.2.3 CANCELING THE MATERIAL REQUEST

1. Select **Authorize Material Request** under **Material Request** business component. The Material Request Selection page appears.
2. Enter the **Search Criteria** to search for the material request and click the **Search** pushbutton.
3. Select the request to be cancelled in the multiline.
4. Click the **Cancel Request** pushbutton to cancel the material request.

2.3 AUTHORIZING THE MATERIAL REQUEST

The issue clerk issues the requested material only after the authorization of the material request. Only material requests that are in the “Fresh” status can be approved. You can modify request details before authorization.

The plan demand will get converted to a firm demand on the authorization of MR. If the “Hard Allocation Required” box is checked for the MR, the requested part will be reserved on the availability of the free stock.

1. Select **Authorize Material** under **Material Request** business component. The **Material Request Selection** page appears. *See Figure 2.5*.

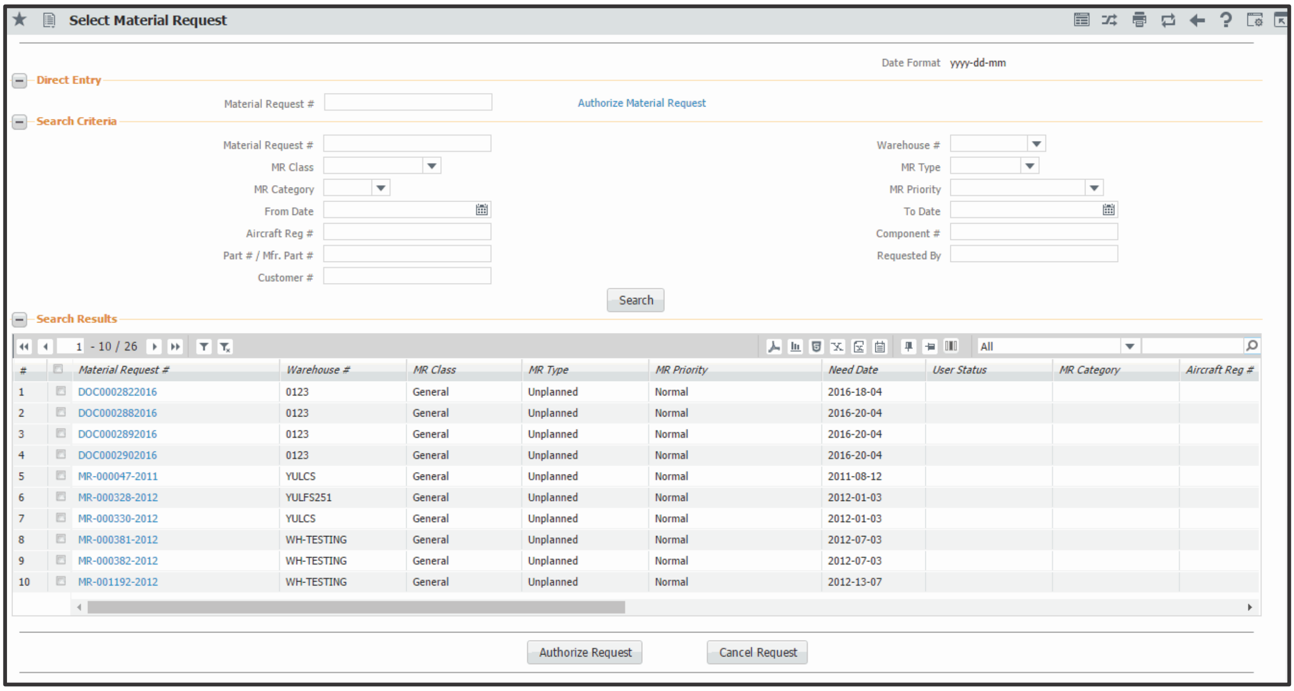


Figure 2.5 Authorizing MR without modifying

To authorize request without modifying the details

2. Enter the **Search Criteria** and click the **Search** pushbutton.

   Note: If you are working in the Main base, the system displays those material requests that exist in Fresh status. However, if you are working in a Field base, the system displays all available material requests, regardless of the status.

3. Select the material request to be authorized, in the multiline.
4. Click the **Authorize Request** pushbutton.

If you wish to modify request details before authorization

5. Enter the **Material Request #** in the **Direct Entry** group box and select the **Authorize Material Request** hyperlink provided alongside. Or, enter the **Search Criteria** to search for the material request and click the **Search** pushbutton. Select the hyper linked material request number in the multiline. The **Authorize Material Request** page appears. *See Figure 2.6*.

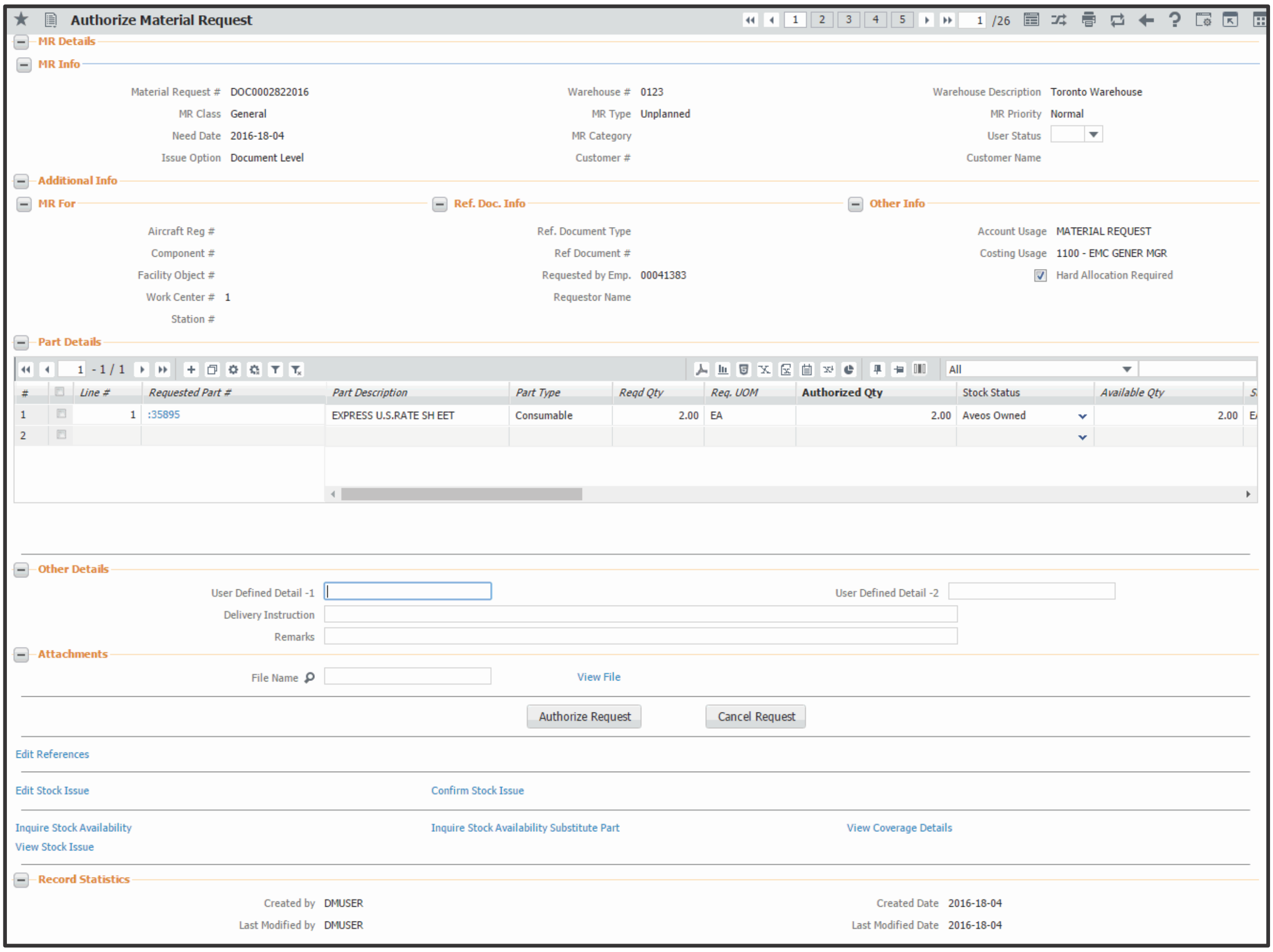


Figure 2.6 Authorizing MR after modifying details

6. Modify the required details.
7. Click the **Authorize Request** pushbutton to authorize the material request. The system sets the status of the material request as “Authorized”.

   - *Note: This action is workflow-enabled. Notification messages can be sent and you can configure further processing of this document in the “Workflow Management” business component.*
   - *If the “Hard Allocation Required” box is checked for the material request and the stock is available for the requested part in the specified warehouse, then the system allocates and creates a stock issue document for the specified quantity of the part.*
   - *If the requested part is not available and the alternate part specified by the user is available in the specified warehouse, then the system allocates and creates a stock issue document for the same.*
   - *If the requested part or the specified alternate part is not available, if the MR allows alternates and if any of the alternate part specified for the requested part in the ”Part Administration” business component is available, then the system allocates and creates a stock issue document for the same.*
   - *If the requested part or the alternate part is not available in the specified warehouse, but the requested part or the alternate part is available in any other warehouse defined in the “Set Options” activity of the current business component, then the system allocates and creates an issue or stock transfer order and stock transfer issue document for the same.*

- *If the requested part, specified alternate part or the substitute part is not available in the specified warehouse, the system allows an issue or stock transfer order based on the demand/receipt pegging preference option "Direct Alternates", "Cust. Specific Alternates" or "Alternate Stock Status", specified in the "Set Options" activity of the "Stock Demand Management" business component.*
- *The system automatically prints the "Material Movement Document" on creation of issue document for the parts.*

8. Click the **Cancel Request** pushbutton to cancel the material request.

   - *Note: This action is workflow-enabled. Notification messages can be sent as per the settings you have defined in the "Workflow Management" business component.*

To proceed further,

- Select the **Edit References** link to maintain the reference document details for the material request.
- Select the **Edit Stock Issue** link to modify the stock issue associated with the material request.
- Select the **Confirm Stock Issue** link to approve the stock issue associated with the material request

2.4 SHORT CLOSING A MATERIAL REQUEST

Short closing a material request enables you to stop further issues against the document, if the balance requirement is no more felt or the required part is not available. Unutilized reservation of the material will get cancelled on short closing the material request. You can short close only those material requests that are in the "Authorized" or "Partially Issued" status. You can short close the material request at the document level or at the line item level, by specifying the quantity of parts to be short closed.

2.4.1 SHORT CLOSING MATERIAL AT DOCUMENT LEVEL

1. Select **Short Close Material Request** under the **Material Request** business component. The **Short Close Material Request** page appears. *See Figure 2.7.*
2. Enter the **Search Criteria** to identify the material request that must be short closed.

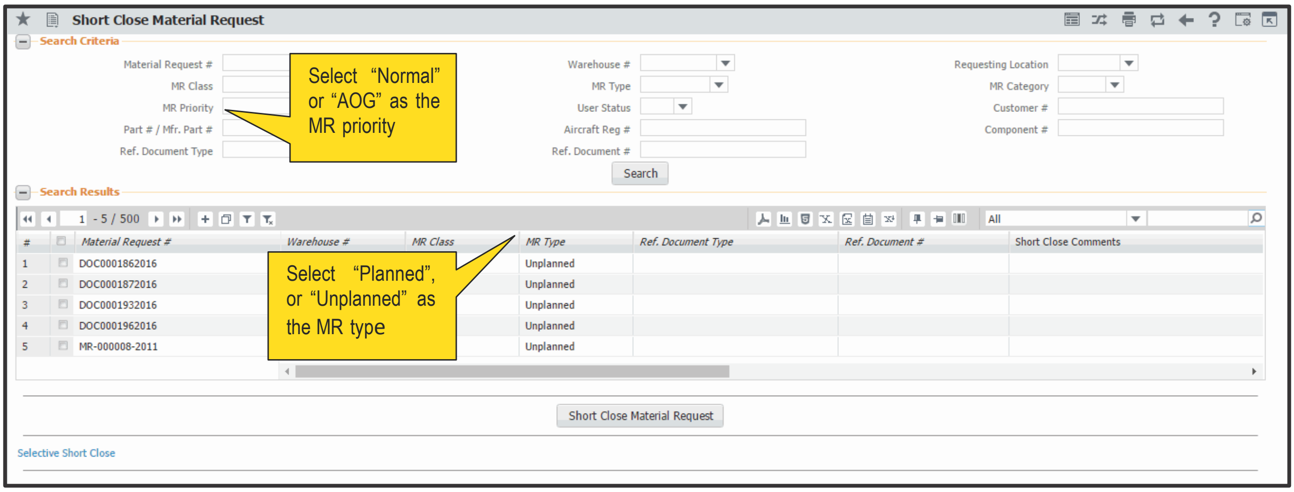


Figure 2.7 Short closing the material request

3. Click the **Search** pushbutton to search for the material request as per the filter criteria specified. The system retrieves all the material requests that are in the "Authorized" or "Partially Issued" status.
4. Enter the **Short Close Comments** in the **Search Results** multiline.
5. Click the **Short Close Request** pushbutton to short close the material request.

   Note: The system sets the material request to "Short Closed" status. The system deletes all the firm demands that are created for the selected material request.

To proceed further,

- Select the **Selective Short Close** link for selective short closing of the material request.

Selective short closing of material request

1. Select the **Selective Short Close** link in the **Short Close Material Request** page. The **Selective Short Close** page appears. *See Figure 2.8.*

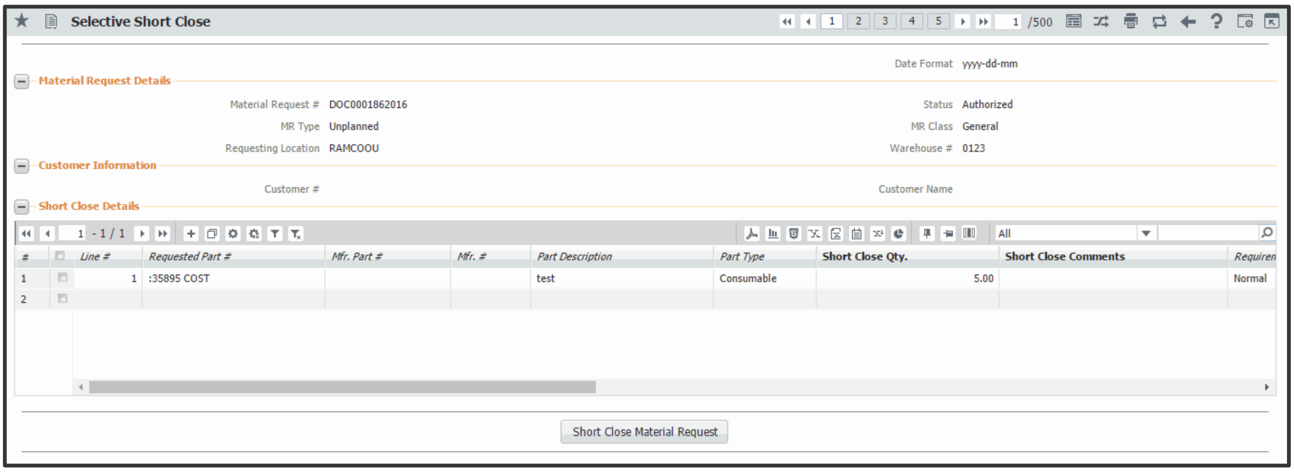


Figure 2.8 Selective short closing

2. Enter the quantity of the part to be short closed in the **Short Close Qty** field.
3. Enter the **Short Close Comments**.
4. Click the **Short Close Request** pushbutton to short close the part details.

   Note: The system updates the status of the material request document as "Short Closed", once all the line items are short closed

2.5 MANAGING STOCK DEMAND

The stock demand management process enables you to get appropriate information pertaining to

- All unsatisfied demands.
- List of warehouses from where the material can be acquired to satisfy the demands.
- Quantity of the parts available through various transactions such as “Purchase Order”, “Release Slip”, “Repair Order”, “Shop Work Order”, “Stock Transfer”, “Rental Order”, and “Loan Order”. Based on the information acquired, you can do one of the following:
- Use the alternate part, in case of non-availability of the requested part, to satisfy the demand.
- Raise a stock transfer order to transfer the material from the warehouse where it is available, to the warehouse on which the demand is raised and where no free quantity of the requested part is available.
- Reduce the shipping costs by deciding to transfer all required parts from the warehouse, rather than have the system automatically transfer the material from the first available source.
- Raise a purchase request for acquiring the required stock, if there are no other alternate sources for the stock.

2.5.1 SETTING OPTIONS FOR MANAGING STOCK DEMAND

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

You can set options for numbering type for issuing parts automatically from the stock received, and for automatic stock transfer transactions. You can define the “Request Matrix” and specify the sequence in which the warehouse must be searched for free stock, for material requests of ’AOG’ or ‘Normal’ priority.

Request Matrix is a setup that facilitates listing of warehouses containing free quantity of requested part and part type, in case the part requested through a material request (of “Normal” or “AOG” priority) is not available in the requested warehouse.

1. Select **Set Options** under **Stock Demand Management** business component. The **Set Options** page appears. *See Figure 2.9.*

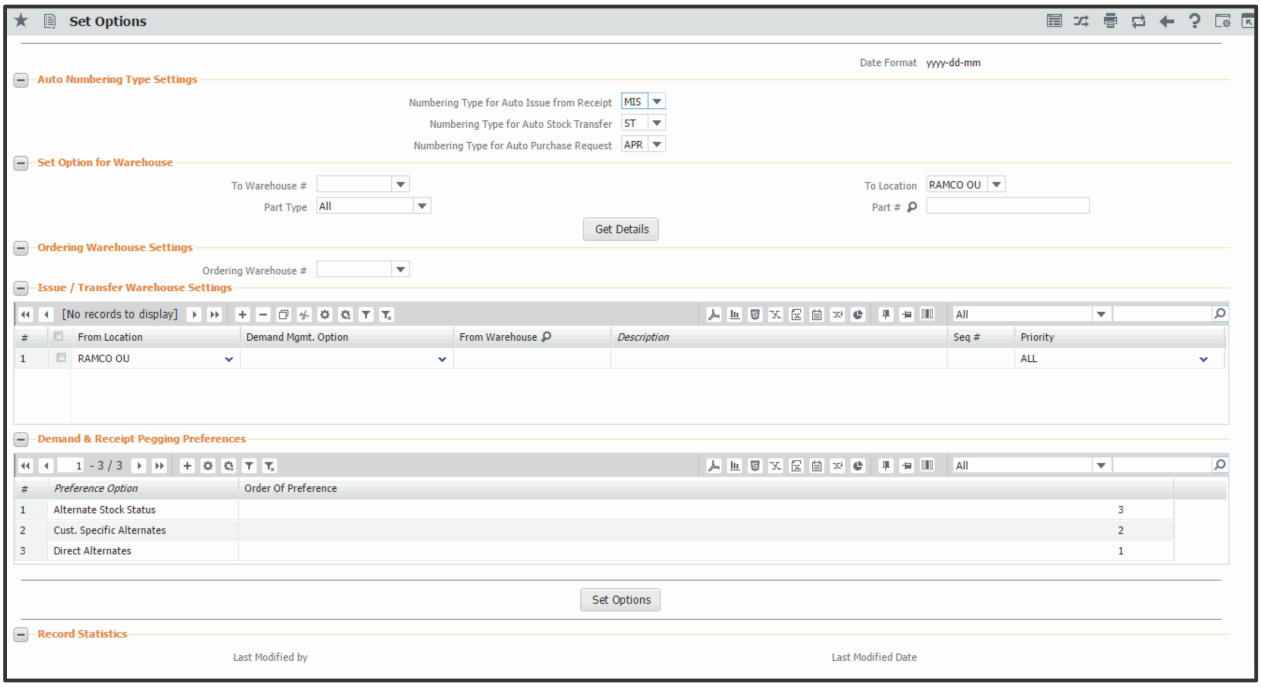


Figure 2.9 Setting Options

2. Select the **Numbering Type for Auto Issue From Receipt** to specify the numbering type for automatic issue of material from the stock received.
3. Select the **Numbering Type for Auto Stock Transfer** to specify the numbering type for stock transfer transaction created in the "Plan Material" page of the "Stock Demand Management" business component.
4. Select the **Numbering Type for Auto Purchase Request** to specify the numbering type for the purchase requests created in the "Plan Material" page of the "Stock Demand Management" business component.

In the Set Option for Warehouse group-box:

5. Enter the **Part #** and select the **Part Type** for which the transfer settings must be set.
6. Select the **To Location** and **To Warehouse #** to specify the organization unit and warehouse to which the parts must be received / transferred. The system lists all Active warehouses defined for the "Stock Transfer Receipt" transaction in the Storage Administration business component from the organization unit specified in the To Location field, which are currently not offline.

   Note: The selected warehouse must allow the stocking of part type selected.

7. Click the **Get Details** pushbutton to retrieve the transfer setting details, if already set, for the specified part number, part type, location and warehouse.

In the Ordering Warehouse Settings group-box:

8. Select the **Ordering Warehouse #** to specify the warehouse to which the parts must be transferred, if the requesting warehouse does not allow "Goods Inward" transaction. The system lists all the "Active" warehouses defined for "Goods Receipt" transaction in the "Create Warehouse Information" activity of the "Storage Administration" business component from the organization unit specified in the **To Location** field, which are currently not offline.

In the Issue/Transfer Warehouse Settings multiline:

9. Use the **From Location** drop down list box to select the organization unit from which the parts can be issued.
10. Use the drop-down list box to specify the **Demand Mgmt. Option**.

    *Note: When the value is selected as "Direct issue, and stock is not available in "To warehouse" but available in the "From Warehouse", then an issue is created. When the value is selected as "Stock Transfer", and stock is not available in "To warehouse" but available in the "From Warehouse", then a Stock Transfer Order and a Stock transfer issue is created. You must specify a warehouse that is not currently offline, in the **From Warehouse** field.*

11. Enter the warehouse from which the parts can be issued, in the **From Warehouse #** field.

    Note: You must specify a warehouse that is not currently offline, in this field.

12. Enter the **Seq #** to specify the preferred sequence in which the warehouse must be searched for free quantities of requested parts.

    Note: The sequence number is entered based on the priority of the material request, which could be "AOG" or "Normal". In the case of "AOG", the parts have to be made available immediately because the aircraft cannot fly without the part. "Normal" priority denotes that the parts are needed for the usual requirement of an aircraft.

    Note: The sequence number must be:

a) *Unique for the same priority but can be repeated for different priorities.*

b) *Continuous for specific priority.*

13. Select the **Priority** of the material request. The drop-down list box is loaded with the string "ALL" and all the MR priorities specified in the "Maintain Material Request Priority" activity of the Logistics Common Master business component and defaulted with the string "ALL".

In the Demand & Receipt Pegging Preferences multiline,

14. The system displays the Preference Option such as Direct Alternates, Cust. Specific Alternates, Alternate Stock **Status** or **Alternate Warehouse,** for issuing the parts requested through the material request.
15. Modify the **Order of Preference** to indicate the precedence accorded to the parts.
16. Click the **Set Options** pushbutton to set the stock demand management options.

2.5.2 PLANNING MATERIAL

You can view the list of all the unsatisfied material requests, total quantity of the requested parts inclusive of the alternate parts that are available for allocation, and also the warehouse from where the part can be transferred.

This page also provides you with the option of transferring the stock or raising a purchase order to satisfy the material request:

- If the requested stock is available in any warehouse, you can transfer the stock to the respective warehouse where the demand is raised.
- If the stock is not available in any warehouse, you can raise a purchase request, which triggers the purchasing process and notifies the purchasing department of the request.

1. Select the **Plan Material** activity under **Stock Demand Management** business component. The **Plan Material** page appears. *See Figure 2.10.*

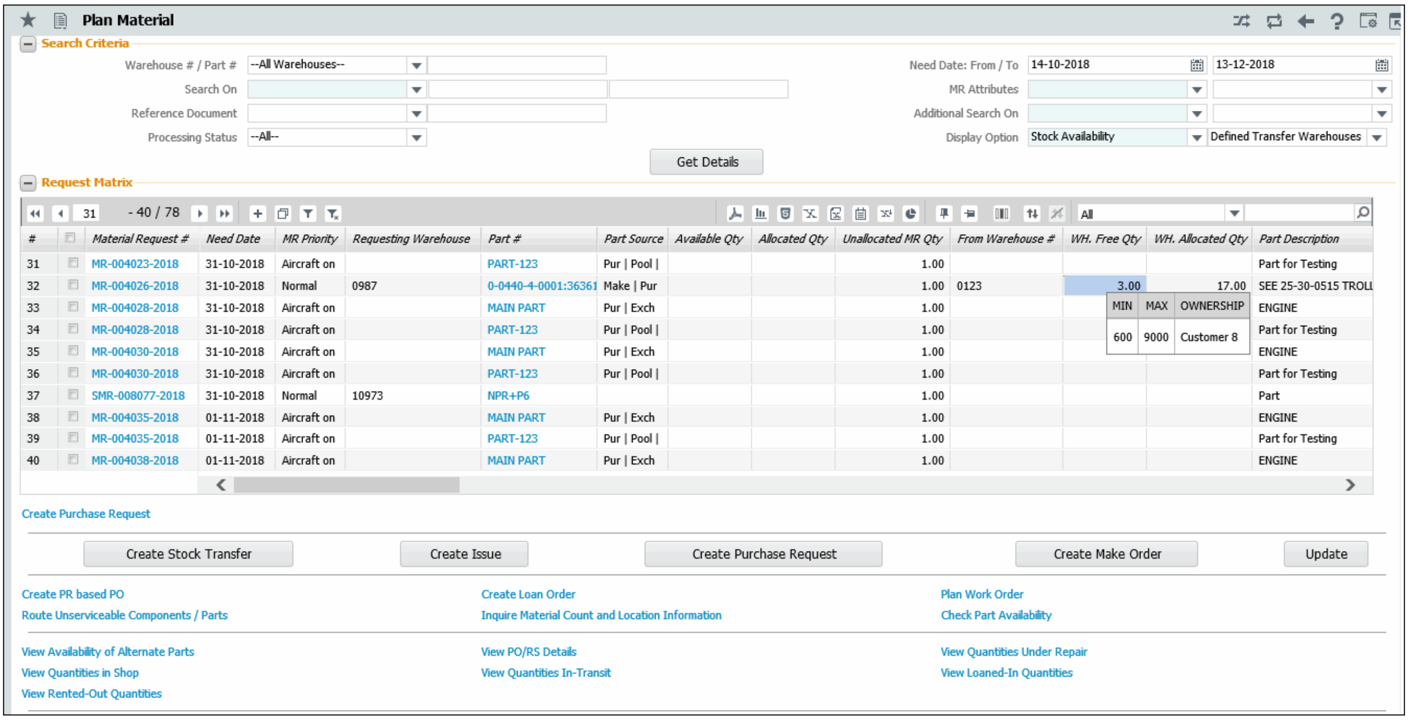


Figure 2.10 Planning material

In the **Search Criteria** group box:

2. Select the **Warehouse #** or **Part #** for material planning. If The drop-down list box displays the following:

- All Warehouses: Select this option to retrieve unsatisfied material requests for all warehouses that are not currently offline.
- WH Not Specified: Select this option to retrieve unsatisfied material requests that contain no warehouse details.
- All Active warehouses defined in the "Create Warehouse Information" activity of "Storage Administration"
- business component, which allow offline usage or Material Request transaction.

3. Enter the **Need Date From/To** of the material requests for material planning.
4. Select any one of the options from the **Search On** drop-down list box. The valid options are Aircraft Reg #, Customer# and Work Center #. Enter the identifier in the adjacent field.
5. Select the **MR Attributes** of the material requests for material planning. The valid options are MR Priority, MR Class, Request For, MR Type and Stock Status. The adjacent drop-down list box values get loaded depending on the selection of the **MR Attributes** value.
6. Select the Reference Document Type or Reference Doc# from the Reference Document drop-down list box.
7. Select any one of the options from the **Additional Search On** drop-down list box. The valid options are Buyer Group, Part Category, Part Type, Requesting Unit, Exchange Entity, Reason for Deferral, Deferral Type and Package type. The adjacent drop-down list box values get loaded depending on the selection of the Additional Search On value.
8. Select the processing status from the **Processing Status** drop-down list box. The valid options are "Not Specified", "All", The system also loads all the active Processing Statuses defined in Material Request component against the "Processing Status" quick code type.
9. Select the display option from the **Display Option** drop-down list box. The valid options are "Stock Availability" and "New Part".
10. Click the **Get Details** pushbutton to retrieve all the material requests for which quantities remain pending, awaiting allocation.

    Note: If the material request is of "Normal" priority, then the system:

    a. Retrieves all the warehouses as identified in the "Set Options" activity of the current business component for the specified priority and for which the free quantity is greater than zero.

    b. Checks for the availability of free quantity in the warehouses identified, in the order of the sequence as defined in the "Set Options" activity.

    Free quantity = (Stock Quantity in stock status requested) - (Reserved Qty in stock status requested)

    c. Displays "Suggested Transfer Location" and "From Warehouse" as blank, if none of the identified warehouses has free quantity.

    Note: If the material request priority is "AOG", then the system:

    d. Retrieves all the locations and warehouses that are not identified for "AOG" priority in the "Set Options" activity of the current business component, and for which free quantity is greater than zero.

    Free quantity = (Stock Quantity in stock status requested) - (Reserved Qty in stock status requested).

11. On mouse hover of **WH. Free Qty**, a Pop-up appears displaying the quantity of parts.

    *Note: If the "Planning Type" in the **Maintain Warehouse Planning Parameters** activity of the **Storage Administration** business component is set as 'Min-Max', then the Pop-up displays the "Min. Qty.", "Max. Qty." and "Ownership".*

- *If the "Planning Type" is set as 'Reorder Level', then the Pop-up displays the "Reorder Level", "Safety Stock" and "Ownership".*

12. Enter the Preferred supplier number of the part in the **Pref. Supplier #** field.
13. Enter the quantity of material which will be processed in the **Process Qty** field.
14. Select the mode of the shipment from the **Ship By** drop-down list box.
15. Enter any instructions pertaining to the shipment of material in the **Shipping Instructions** field.
16. Enter the **Remarks,** to specify any comments or remarks pertaining to the material request.
17. Check the **Adjust PR against Scrap Qty** checkbox to adjust the PR quantity against scrap replenishment quantity.

    - *Note: When "Adjust PR against Scrap Qty" checkbox is selected, the Scrap Qty must be greater than zero.*
    - *When the "Scrap Qty" is adjusted in the PR, then the "Covered Qty" is updated as the "Repl. Qty" in the respective scrap note document.*

18. Select the processing status from the **Processing Status** drop-down list box.
19. Click the **Update** pushbutton to update the details pertaining to the selected material request.
20. Click the **Create Stock Transfer** pushbutton to transfer the stock.

    - *Note: On creation of Stock Transfer Order with Hazmat Part from the Plan Material screen, the system will display a Warning Message, based on the set option defined in the **Set Inventory Process Parameter** screen of the **Logistics Common Master** business component. If User selects "Continue" in Warning Message, the system will generate Stock Transfer Order in 'Authorized' status. If the user selects "Cancel" in the Warning Message, then the process stops and the system will not generate STO for the selected MR.*

21. Click the **Create Make Order** pushbutton to create a shop work order of Job Type 'Make'.

    - *Note: You can create a Make work order only if Source is 'Make' and Planning Status is 'Active' for the part'. It is also mandatory that Shop Job Types (Shop Work order Types) be defined for Default Exe. Doc. Type of the part in the Define Process Entities activity of Common Master. However, you cannot create a "Make' work order;*

22. Click the **Create Purchase Reques**t pushbutton to create a purchase request for the stock.
23. Click the **Create Issue** pushbutton to create a maintenance issue document for the part and the required quantity of material.
24. Click the **Previous** and **Next** pushbuttons to view the previous and next set of records, respectively.

To proceed

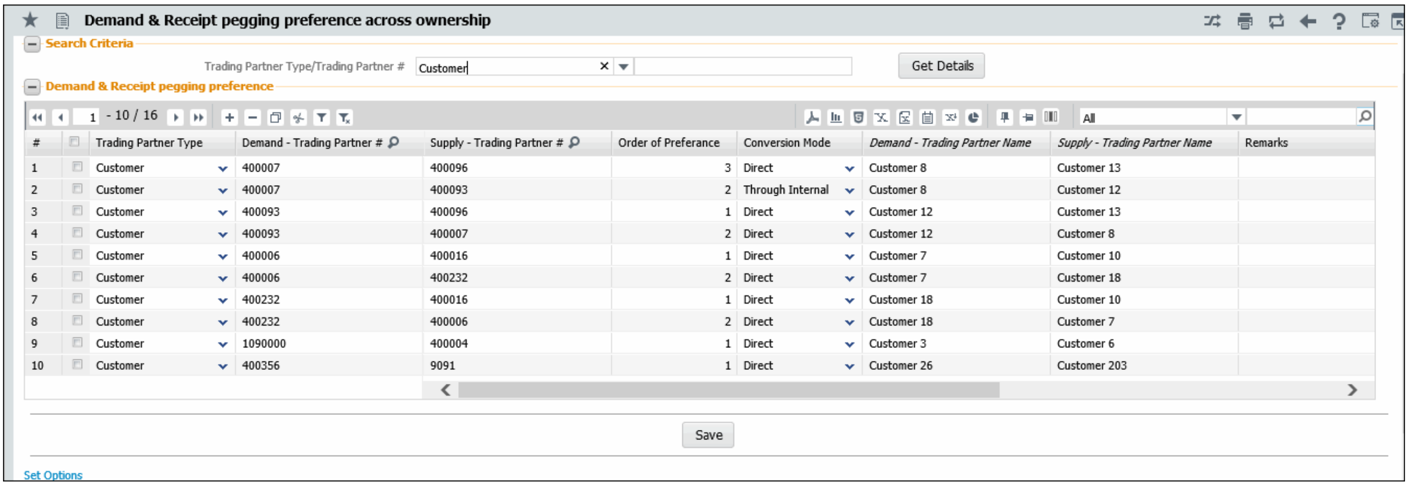
- Select **Create Purchase Request** link to create purchase request for the selected material requests, if the material is not available in any warehouse.
- Select the **Create PR Based PO** link to create Purchase Request based Purchase Order.
- Select the **Create Loan Order** link to create loan order.
- Select the **Plan Work Order** link to create / modify work order.
- Select the **Route Unserviceable Components / Parts** link to route unserviceable components / parts to the warehouse.

2.5.3 MANAGING DEMAND & RECEIPT PEGGING PREFERENCE ACROSS OWNERSHIP

When both the customer and owned stock are not available, and the same part is available with other customer ownership, then the other customer ownership part will be used based on other customer parts usage. Usage of other customer part, when the requested customer part or internal ownership part is not available will avoid the stock out situations and improves the operational efficiency.

The **Demand & Receipt pegging preference across ownership** page provides the ability to manage Demand and Receipt pegging preference across Ownerships. (i.e. identify which customer stock can be issued to which customer). It defines the 'Demand and Receipt pegging preference across ownership' for usage of other customer stocks when the requested part is not available with the Requested Customer.

1. Select the **Demand & Receipt pegging preference across ownership** activity under **Stock Demand Management** business component. The **Demand & Receipt pegging preference across ownership** page appears. *See Figure 2.11.*



#	Trading Partner Type	Demand - Trading Partner #	Supply - Trading Partner #	Order of Preferance	Conversion Mode	Demand - Trading Partner Name	Supply - Trading Partner Name	Remarks
1	Customer	400007	400096	3	Direct	Customer 8	Customer 13	
2	Customer	400007	400093	2	Through Internal	Customer 8	Customer 12	
3	Customer	400093	400096	1	Direct	Customer 12	Customer 13	
4	Customer	400093	400007	2	Direct	Customer 12	Customer 8	
5	Customer	400006	400016	1	Direct	Customer 7	Customer 10	
6	Customer	400006	400232	2	Direct	Customer 7	Customer 18	
7	Customer	400232	400016	1	Direct	Customer 18	Customer 10	
8	Customer	400232	400006	2	Direct	Customer 18	Customer 7	
9	Customer	1090000	400004	1	Direct	Customer 3	Customer 6	
10	Customer	400356	9091	1	Direct	Customer 26	Customer 203	

Figure 2.11 Demand & Receipt pegging preference across ownership

2. In the **Search Criteria** group box, select the **Trading Partner Type/Trading Partner #** for specifying the demand & receipt pegging preference for the Trading Partner. The drop-down list box displays the following:
   - Customer: Select this option to indicate that the trading partner is the Customer.
   - Owned: Select this option to indicate that the part is internally owned.
3. Enter the **Trading Partner #** in the adjacent input field to specify the Trading Partner whose demand & receipt pegging preference is to be saved or retrieved.
4. Click the **Get Details** pushbutton to retrieve all the saved demand and receipt pegging preference for the specified Trading Partner.

In the Demand & Receipt pegging preference multiline:

5. Use the **Trading Partner Type** drop down list box to select the type of the trading partner which could be customer or internally owned.
6. Enter the trading partner # that requires the part, in the **Demand - Trading Partner #** field.
7. Enter the trading partner # that supplies the requested part, in the **Supply – Trading Partner #** field.
8. Enter the **Order of Preference** to specify the priority wise sequence in which the Supply - Trading Partner must be considered for the required part.
9. Use the **Conversion Mode** drop down list box to select the Stock Status Conversion mode as follows:
   - Direct: Select this option to indicate that the Stock Status and Owning Agency # of the part will be updated directly to other customer.
   - Through Internal: Select this option to indicate that the Stock Status and Owning Agency will be updated as 'Ownership Internal' during initial Stock Status Conversion and then it is changed to Requested Customer.

10. Enter any **Remarks** pertaining to the demand & receipt pegging preference across ownership.
11. Click the **Save** pushbutton to save the Demand & Receipt pegging preference across ownership.

To proceed

- Select **Set Options** link to set the stock demand management options.

2.5.4 MANAGING STOCK ALLOCATION RULES

When a Part is requested in the Material Request, typically the allocation happens based on the key entities such as Need Date, Ref. Doc details, MR priority and part attributes. The **Manage Stock Allocation Rules** activity enables the user to allocate parts based on other parameters that are specific to a Customer/Sale Contract/Pool. Various Allocation Rules which will be evaluated when a Part is requested in the Material Request can be defined in this activity.

1. Select the **Manage Stock Allocation Rules** activity under **Stock Demand Management** business component. The **Manage Stock Allocation Rules** page appears. *See Figure 2.11.*

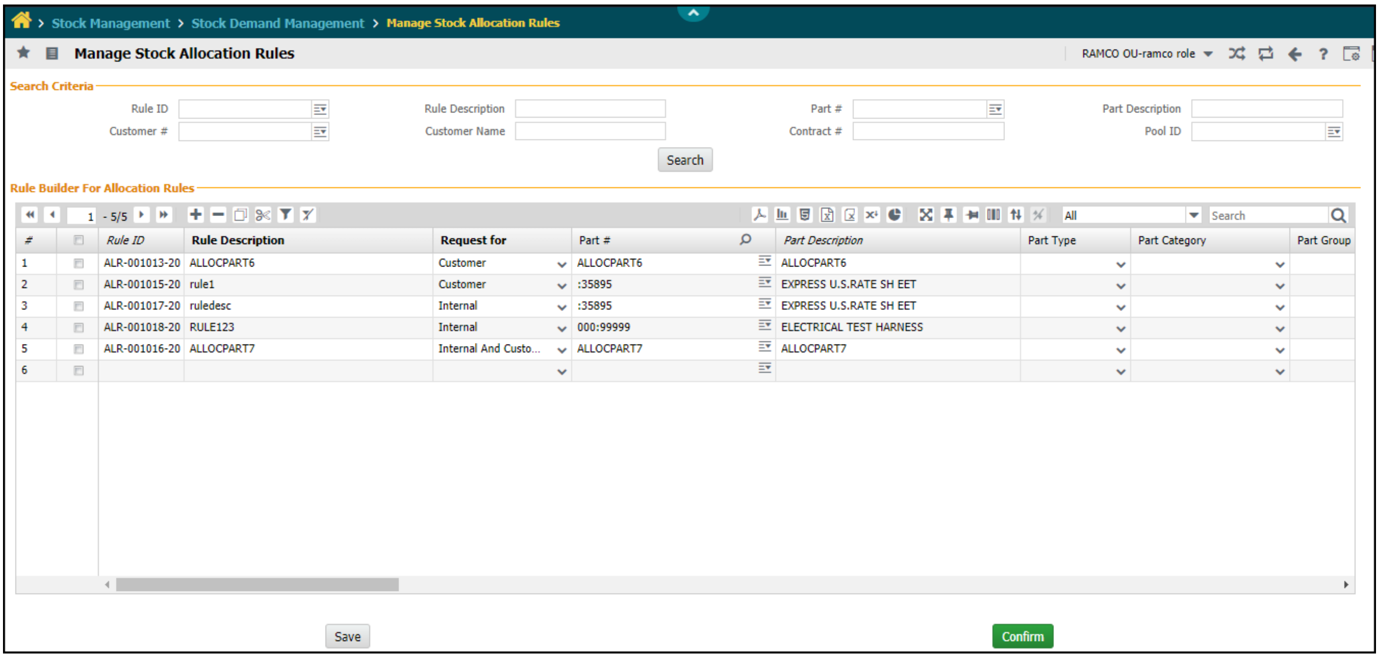


Figure 2.11 Managing Stock Allocation Rules

2. In the **Search Criteria** group box, enter the **Rule ID, Part #, Customer #, Contract #** and **Pool ID** and click the **Search** pushbutton:
3. Enter the **Rule Description** for the Rule ID.
4. Use the **Request for** drop-down field to specify for whom the allocation rule is defined. The system lists the following values:
   - Customer- Indicates that the Rule ID is defined for the internal.
   - Internal - Indicates that the Rule ID is defined for the Customer.
   - Internal and Customer - Indicates that the Rule ID is defined for the Customer.
5. Enter the **Part #**, **Part Description** and specify the **Part Type**, **Part Category** and **Part Group**.
6. Enter the **Customer #** to whom the stock allocation rule is defined.
7. Enter the **Contract #** and **Pool ID** for which the allocation rule is defined.
8. Click the  icon displayed in the **Rule** field to define the parameters for the Rule ID. The **Allocation Rules** pop-up appears.

> *Note: If the Rule parameters are defined, the icon will be displayed in green colour. If the Rule parameters are not defined, then the icon will be displayed in grey colour.*

9. Enter the **Effective From** and **Effective To** dates for which the Rule ID Is effective.
10. Click the **Save** pushbutton to record the stock allocation rule details.
11. Click the **Confirm** pushbutton to confirm the Rule ID.

ALLOCATION RULES POP-UP

The **Allocation Rules** pop-up enables defining stock allocation rules using different combination of multiple parameters like Component TSN/TSO/CSN/CSO, Remaining Life, Remaining Shelf Life, Remaining Warranty Life, Mod # etc. with 'AND' and 'OR' operators.

1. Select the hyperlinked icon displayed in the **Rule** field of the **Manage Stock Allocation Rules** screen. The **Allocation Rules** pop-up appears. *See Figure 2.11.*

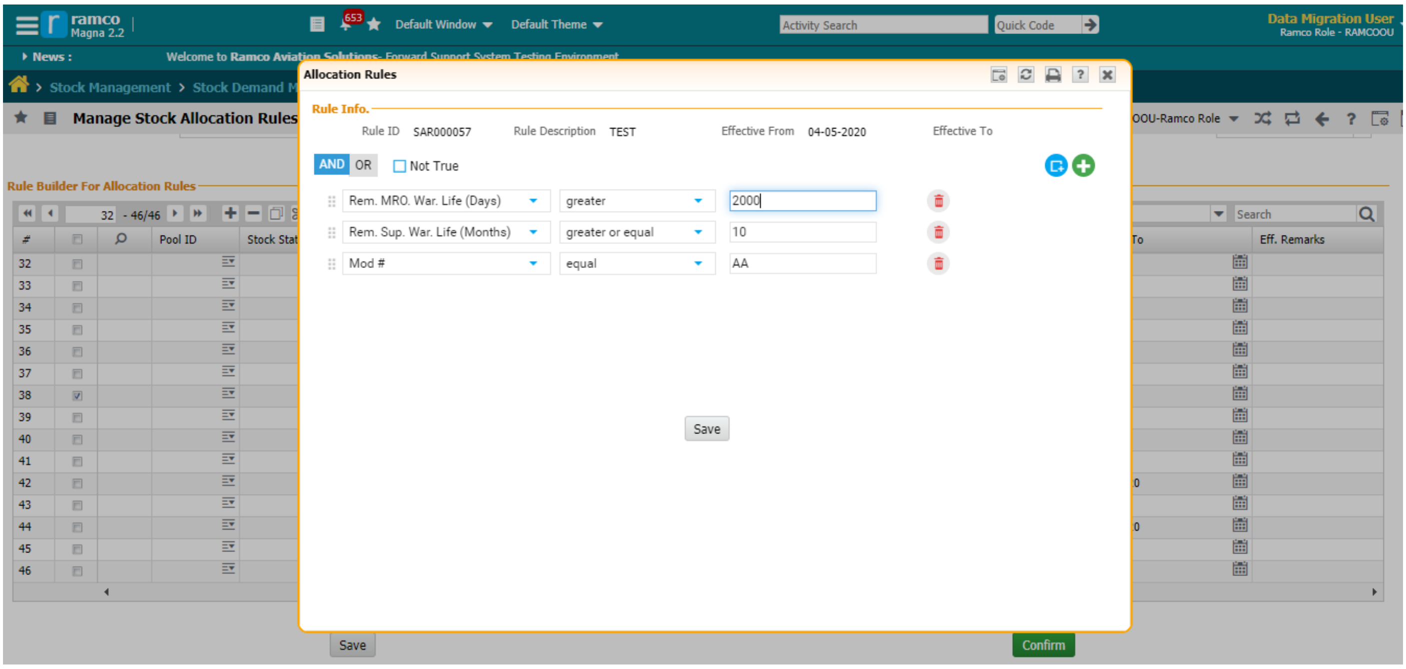


Figure 2.11 Allocation Rules pop-up

2. Select the **AND** and **OR** tiles to retrieve the parts that satisfies all the filters.
3. Select the **Not True** checkbox to retrieve the parts that do not satisfy the filters.
4. Specify the **parameter**, **relational operator** and enter the **value** of the parameter.
5. Click the **Save** pushbutton to save the entered parameter values for the Rule ID.

REVIEWING ALLOCATION DETAILS POP-UP

Apart from the basic factors that decide the allocation such as Need Date, Ref. Doc details, MR priority and part attributes, the necessity of considering other parameters that are specific to a Customer/Sale Contract/Pool is also required for allocation of parts. The parts are allocated to the Material Request based on the Allocation Rules set at the Pool/Contract/Customer level. The **Review Allocation Details** pop-up enables the user to view the compliance of the Rule parameters of Allocation Rule for various Parts serials in addition to the serials that are allocated to the Material Request based on the Allocation Rules.

1. Select the **Allocation Rule Compliance?** field in the multiline of the **Edit Storage Information** page. The **Review Allocation Details** pop-up appears.

In the 'Header' section,

2. The system displays **Part #**, **Serial #**, **Mfr. Serial #** and **Part Description**.
3. The system displays the **Rule ID** identifying the stock allocation details.
4. The system displays the **PTDR Rev. #/Date** identifying the revision number of the part technical data requirements and the date on which the PTDR details are recorded.

In the 'multiline' section, the following fields are displayed:

6. The **allocation parameter** of the part defined in the Rule ID.
7. The **actual value** for the allocation parameter of the part.
8. **Complied** field indicates whether the specific Part Serial/Lot is complied with the Allocation Rules completely.

2.5.5 MAINTAIN STOCK ALLOCATION PREFERENCES

The **Manage Stock Allocation Preferences** activity enables the user to define the preferences against unique Preference IDs based on different criteria. The stock allocation preferences are used to define preferences for simulation of allocation in Demand Management Hub. This activity is also used to define the priority among various part sources.

1. Select the **Maintain Stock Allocation Preferences** activity under **Stock Demand Management** business component. The **Manage Stock Allocation preferences** page appears. *See Figure 2.12.*

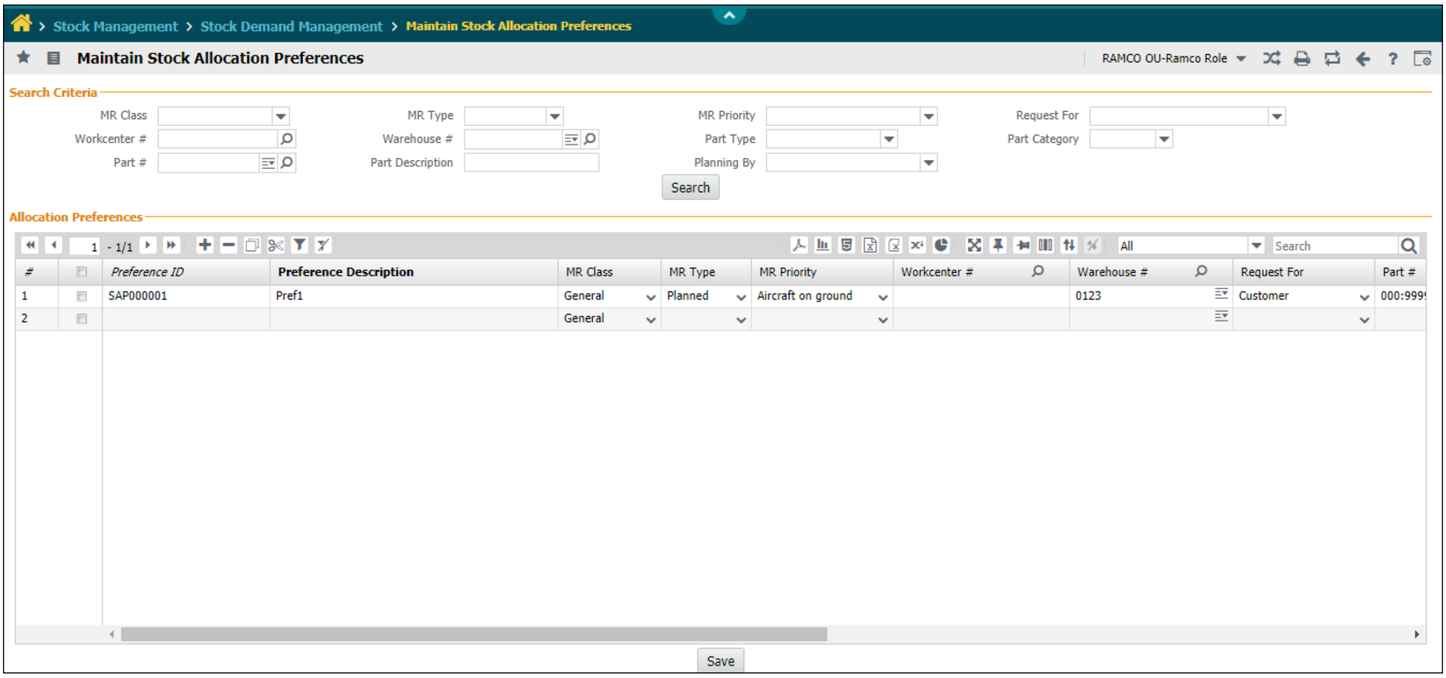


Figure 2.12 Maintaining Stock Allocation Preferences

2. Provide the **Search Criteria** and enter the **Search** pushbutton.
3. Enter the **Preference Description** for the stock allocation preference ID.
4. Specify the **MR Class**, **MR Type** and **MR Priority**.
5. Enter the **Workcenter #** and **Warehouse #** where the parts are required.
6. Use the **Request for** drop-down field to specify for whom the allocation preference is defined. The system lists the following values:
   - Customer- Indicates that the material request is created for customer parts.
   - Internal - Indicates that the material request is created for internal parts.
   - Internal and Customer - Indicates that the material request is created for internal and customer parts.

7. Enter the **Part #**, **Part Description** and specify the **Part Type**, **Part Category** and **Part Group**.
8. Select the **Include Alt. Parts** checkbox to identify whether the alternate part is to be included or not.
9. Enter the **Effective From** and **Effective To** dates for which the Preference ID Is effective.
10. Click the **Save** pushbutton to record the stock allocation preference.

Managing Planning Options

This pop-up enables the user to manage the planning options, warehouse type and planning sequence for the Preference ID.

1. Select the **Planning Options** field in the **Maintain Stock Allocation Preferences** screen. The **Manage Planning Options** pop-up appears. *See Figure 2.13.*

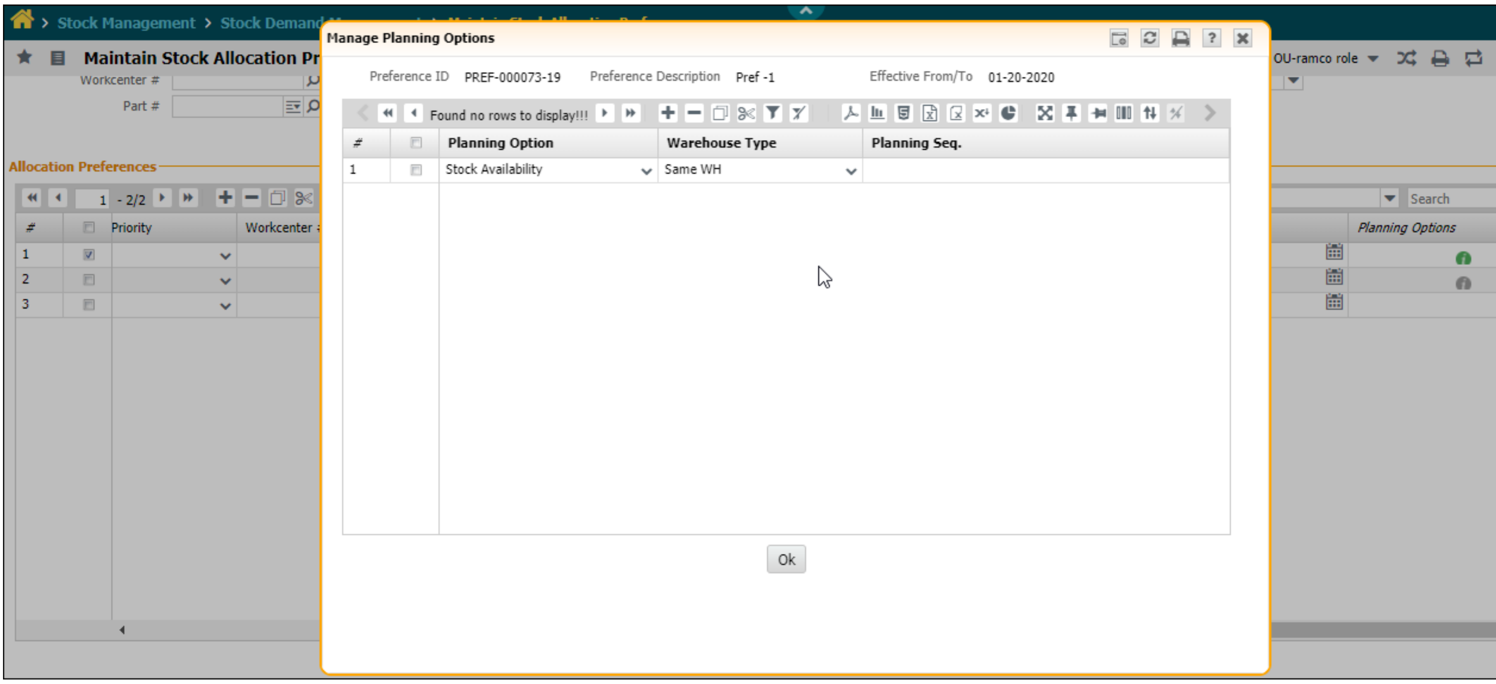


Figure 2.13 Managing Planning Options pop-up

2. Specify the **planning option** for the Preference ID. The system lists the following values:
   - Stock Availability - Indicates that the part available in the warehouse is the planning option for the Preference ID.
   - Purchase Order - Indicates that the part available in the open purchase order is the planning option for the Preference ID.
   - Loan Order - Indicates that the part available in the open loan orders is the planning option for the Preference ID.
   - Repair Order - Indicates that the part available in the open repair order is the planning option for the Preference ID.
   - Stock Transfer - Indicates that the part available in the different warehouse is the planning option for the Preference ID.
3. Specify the **Warehouse Type** of the planning option which could be ‘Same WH’ or ‘Alt. WH’.
4. Enter the **Planning Sequence** of the planning option.
5. Click the **Ok** pushbutton to record the Planning Options for the Stock Allocation Preference ID.

2.6 ISSUING MATERIAL

This business function allows you to create issues based on the work order document such as shop work order, material request, repair order, stock transfer, loan order, PBH exchange purchase order, exchange purchase order, or rental order. The issue document records the issue of the required quantity of the parts from the warehouse to the requesting location.

2.6.1 CREATING QUICK CODES

Quick codes are user-defined values, used to categorize details based on certain characteristics. You can define the quick code values for each of the quick code types. These quick codes are later used in other activities, where the details are classified. The basic quick code types such as “Issue Category” and “Issue User Status” are defined in the system. These quick code types categorize the issue and user status of the issue. Quick codes can be defined under each of these quick code types. For example, “High Value Items”, “Low Value Item”,” Fast Consuming” are quick codes for the quick code type “Issue Category”.

1. Select **Create Quick Codes** under **Stock Issue** business component. The **Create Quick Codes** page appears. *See Figure 2.14.*

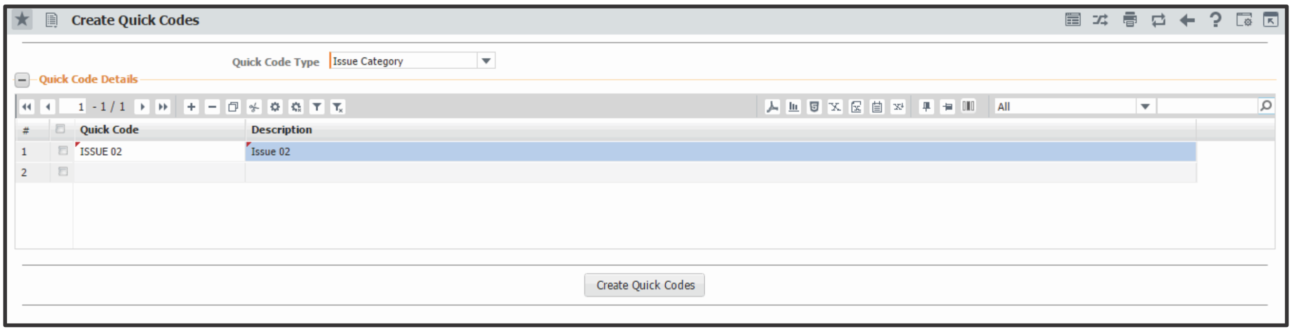


Figure 2.14 Creating quick codes

2. Use the **Quick Code Type** drop-down list box to select the quick code type as “Issue Category”, “Issue User Status”, “Shipment Category” or “Shipment User Status” for which the quick code must be created.
3. In the **Quick Code Details** multiline, enter the Quick Code and the Description.
4. Click the **Create Quick Codes** pushbutton to create the quick codes .The status of the newly created quick code is set as “Active”.

2.6.2 SETTING STOCK ISSUE OPTIONS

While creating or modifying the issue, you can enter the quantity to be issued in fractions, if the transaction UOM for part allows fractions. You can set the option based on which the fractional issue quantity will be converted. You can round off, round up or round down the fractional quantity according to the option set.

1. Select **Set Options** under the **Stock Issue** business component. The **Set Options** page appears. *See Figure 2.15.*
2. Select the **Method For Conversion of Fractional Issue Qty** as “Round UP” or “Round Down” or “Round Off”. In the Default Numbering Type Allowed group box:
3. Select the **Auto Issue Against Stock Transfer Numbering Type** to specify the numbering type for auto issue against stock transfer.

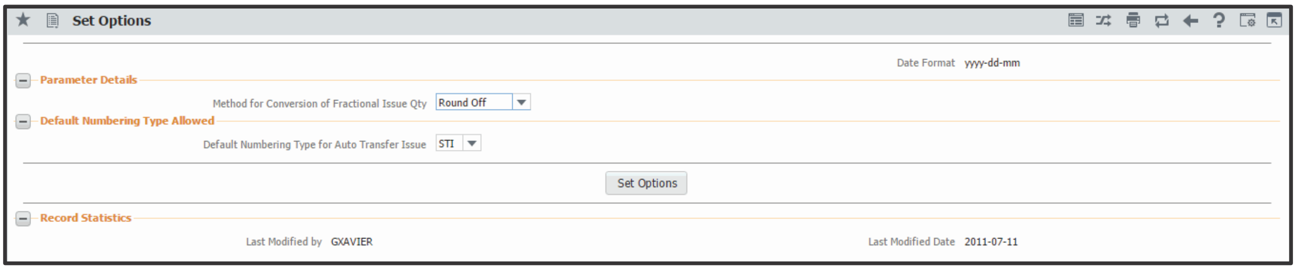


Figure 2.15 Setting stock issue options

2.6.3 CREATING REPAIR ORDER ISSUE

You can create an issue based on the repair order selected. Using this activity you can create issue for repair orders that are in “Quoted”, “Confirmed”, “Amended”, “Authorized”, or “Released” status.

1. Select **Create Repair Order Issue** under the **Stock Issue** business component. The **Select Repair Order** page appears.
2. Enter the **Search Criteria** and click the **Search** pushbutton.
3. Click the hyperlinked **Repair Order #** in the **Search Results** multiline to create the repair order issue. The **Create Issue** page appears. *See Figure 2.13.*

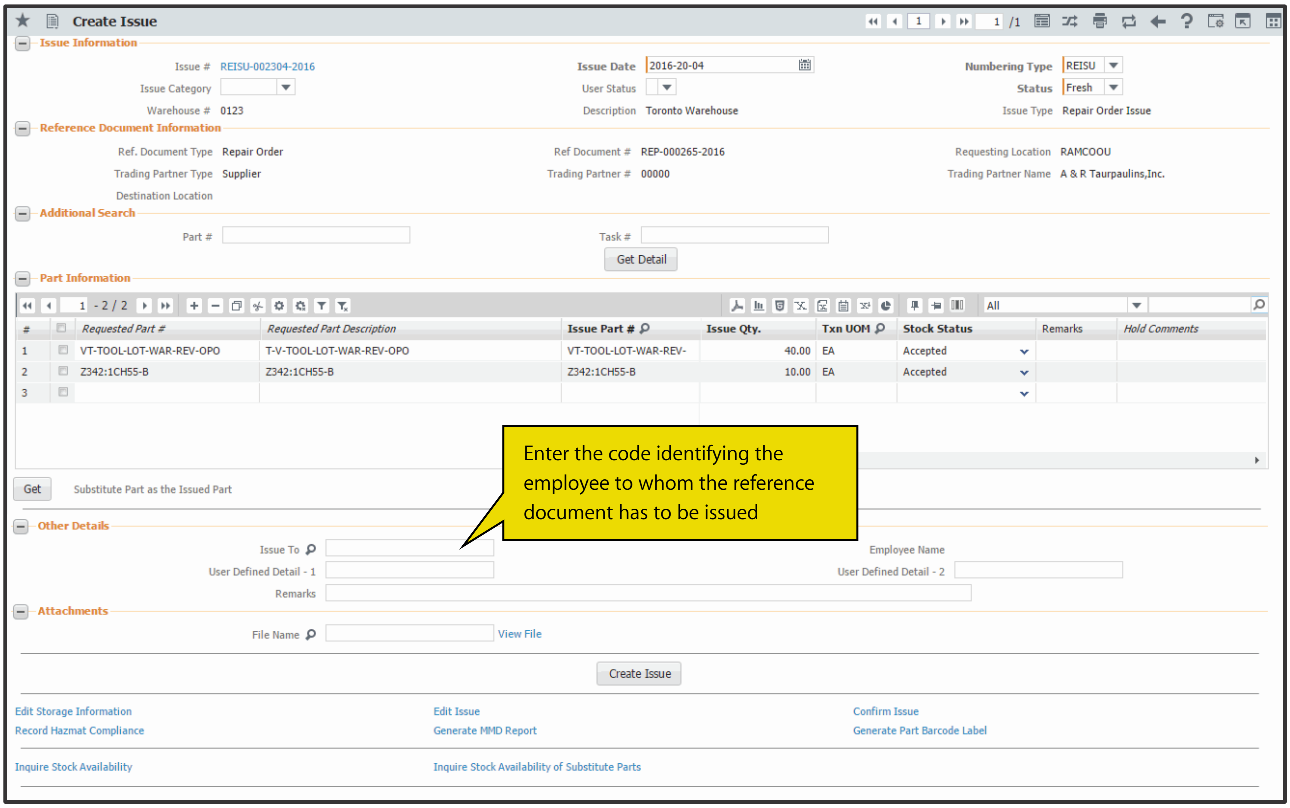


Figure 2.13 Creating Issue

Entering issue details

9. Use the **Numbering Type** drop-down list box to select the numbering type for the issue document.

> *Note: The system lists all the active numbering types for issue types “Maintenance Issue” or “General Issue” or “Stock Transfer Issue” or “Repair Order Issue” or “Loan Order Issue” or “Rental Order Issue” or “Exchange Issue” or “PBH Exchange Issue”, depending on the selection in the previous page for creating an issue.*

- *You can leave this field blank, only if the numbering type or the default numbering type is set for the specified warehouse, in the "Create Numbering Type" activity of the "Document Numbering Class" business component*
- *For details on creating numbering types, refer to the section "Defining numbering types for transactions" in the "Inventory Setup" User Guide.*

10. Select the **Status** of the issue document as "Fresh" or "Draft", to indicate whether all the details pertaining to the issue are entered, or some more details are yet to be entered.
    - *Note: The system lists all the statuses that are mapped to the "User Defined Stock Status" business component for the transaction types "Maintenance Issue" or "General Issue" or "Stock Transfer Issue" or "Repair Order Issue" or "Loan Order Issue" or "Rental Order Issue", based on the issue type.*
11. Enter the **Issue Date** on which the parts are issued to the requesting organization. The current date is generally defaulted as the Issue Date.
12. The **Additional Search** group box facilitates the issue sequence for issuing on the part or/and task combination. Enter the Part # for which the reference document is raised and for which the issue need to be carried out or enter the Task # to identify the task comprising of the parts to be issued. Click the Get Detail pushbutton.
13. In the **Part Information** multiline, enter the Issue Quantity.
14. Enter the **Txn UOM** to indicate the unit of measurement for the requested quantity to execute the transaction.
15. Use the **Stock Status** drop-down list box to select the stock status from values such as "Maintenance Issue", "Stock Transfer Issue", ""Repair Order Issue", "General Issue", "Loan Order Issue", "Exchange Issue", "PBH Exchange Issue", "Rental Order Issue" and other values as defined by the user.

The **Requirement Type** of the part is displayed as "Specific" or "Normal" based on whether the preferred serial number and lot number for the part is entered or not.

16. Enter the **Exp Return Date** on which the part being issued must be returned.
    - *Note: For the part with the Issue Basis as "Non-returnable" the Exp.Return Date need not be mentioned.*
17. If the requested part is not available in the specified quantity click the **Get** pushbutton to get the substituted part as the issued part.
    - *Note: The system retrieves the alternate parts based on the "Order of Preference" set in the "Set Options" activity of the "Stock Demand Management" business component, irrespective of the "Alternate Warehouse" and the "Alternate Stock Status" of the part.*
    - *If the user clicks the Get button more than once, the system retrieves the Alternate Part based on the "Order of Preference" specified in the "Set Options" activity of the "Stock Demand Management" business component.*
18. Click the **Create Issue** pushbutton to create the issue.
    - *Note: The system generates the issue number according to the numbering type.*
    - *This action is workflow-enabled. Notification messages can be sent and you can configure further processing of this document in the "Workflow Management" business component.*

On Manual Creation of Issue document either in Draft/Fresh status for Issues with Material Request, Stock Transfer Issue, Repair Order Issue, Loan Order Issue, Rental Order Issue and Exchange Issue as reference documents, the system ensures that Hard Allocation is done in "Stock Maintenance" business component based on the following conditions:

- The “Hard Allocation Required” check box must be selected in the “Material Request” business component.
- The “Allocable” check box must be checked in the “Maintain Planning Information” page in the “Part Administration” business component
- The Stock Status with Status Attribute “Allocable” must be mapped as “Yes” in the “User Defined Stock Status” business component.
- The “Allow Reservation/Hard Allocation” check box must be selected for the particular Warehouse from where the Issue is happening in the “Storage Administration” business component.
- The same Part for the same Ref. Doc #/MR # should not have been allocated earlier.
- For a particular Ref. Doc # - Part # - Lot #/ Serial # - WH-Zone-Bin combination, if Hard Allocation happened partially at the time of Material Request, then Hard Allocate the balance requested quantity if Stock is available for the particular requested Part in specified Serial/Lot in specified Warehouse-Zone-Bin.

  Note: For Issue Type “Exchange Issue”, if the PO Type is “PBH-Exchange”, the system allows the part issue only in the stock status specified in the “PBH” and if the PO Type is “Exchange”, the system allows the part issue only in the Stock Status with Ownership Attribute as “Internal”.

  For Issue Types “General Issue” and “Maintenance Issue” (Having MR Document as Reference Document), if the “Request For” in the reference MR is “Internal”, then ensure that only Stock Status with Ownership Attribute as either “Internal” or “Supplier” is selected for the Requested Part, provided, the Consignment Stock Status is not allowed. If the “Request For” is “Customer”, then ensure that only Stock Status with Ownership Attribute as “Customer” or defaulted Stock Status in the reference document is selected for issuing the Requested Part. If the “Request For” is “Customer and Internal”, then ensure that only Stock Status with Ownership Attribute as either “Customer” or “Internal” is selected for the Requested Parts.

19. The system updates the issue details in the corresponding “Material Request”, “Shop Work Order”, “Stock Transfer”, Repair Order”, “Rental Order”, “Exchange Issue”, “PBH Exchange Issue”, or “Loan Order” business components, based on the reference document type and issue type.
20. To provide further details,

- Select the **Edit Storage Information** link to enter the storage information, that is, the serial and lot details, for the issue.

Entering storage information

You can enter details regarding the zones and bins of the warehouse from where the parts are issued along with the lot number and serial number. You can enter other details such as the condition of the spare that is issued and the number of spares required. You are also provided with the option of converting the status of the document to “Fresh”, after updating the details. You can also modify the details that have already been entered.

1. Select the **Edit Storage Information** link in the **Create Issue** page. The **Edit Storage Information** page appears. *See Figure2.14.*
2. Use the **Line #** drop-down list box to select the line number for which the storage information must be entered and click the Get Details pushbutton.

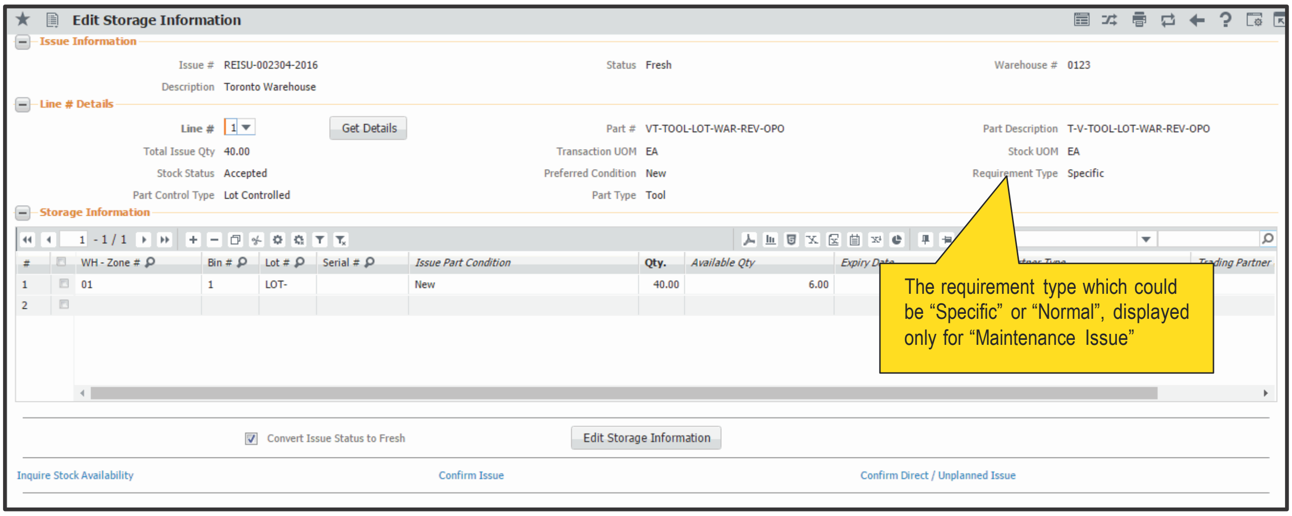


Figure 2.14 Entering storage details

3. In the Storage Information multiline enter the WH-Zone # from where the part is issued.
4. Enter the **Bin #** in the warehouse from where the part is issued, and the **Lot#** of the lot to which the part belongs.

   Note: If the Zone-Bin (storage address) is modified in the multiline for any of the Stock Transfer Issue, Repair order Issue, Loan Order Issue, Rental Order Issue, Exchange Issue, General Issue, Maintenance Issue and Unplanned Issues, the existing hard allocation must be cancelled and the hard allocation for the modified details must be done.

5. Enter the **Serial#** of the part that is issued.

   Note: If the Serial Number or the Lot Number is modified in the multiline for any of the Stock Transfer Issue, Repair order Issue, Loan Order Issue, Rental Order Issue, Exchange Issue, General Issue, Maintenance Issue and Unplanned Issues, the existing hard allocation must be cancelled and the hard allocation for the modified details must be done.

6. Enter the **Qty** of the part required. You can enter a fraction in this field if the transaction UOM allows fractions.

   Note: If the quantity which is already allocated for any of the Stock Transfer Issue, Repair order Issue, Loan Order Issue, Rental Order Issue, Exchange Issue, General Issue, Maintenance Issue and Unplanned Issues, is modified in the multiline, the existing hard allocation must be cancelled and the hard allocation for the modified details must be done.

7. Check the **Convert Issue Status** to Fresh to convert the status of the issue document to "Fresh" when all the part quantity has been specified with storage details such as zone # / Bin# or /and Serial # / lot# .
8. The system indicates whether the allocated serial/lot # is complied with the Allocation Rules of the corresponding material request in the **Allocation Rule Compliance? f**ield. The system displays "Green Indicator" if the allocation rule complies and "Orange Indicator" if not complied. On click of the icon, **Review Allocation Details** pop-up appears to view the actual values and compliance indicators against each rule parameter.
9. Click the **Edit Storage Information** pushbutton to update the details of the issue.

   The system updates the status of the issue as "Fresh" from "Draft" if the Convert Issue Status to Fresh box is checked.

If the ownership attribute of the stock status is "Customer", "Supplier" or "Owned" for the issued part, then, for the part#-serial#-Lot#-Condition-Warehouse-Zone-Bin combination the quantity of stock specified in the multiline must be same as the stock quantity defined in the "Stock Maintenance" business component.

10. Note: For the above mentioned combination, if the ownership has been determined as "Supplier" or "Customer" the system ensures that the trading partner information (if any) defined in the unplanned issue document is same as the trading partner information specified in the "Stock Maintenance" business component.

2.6.4 CREATING GENERAL ISSUE

You can create issue based on the material request selected. The issue document records the issue of the required quantity of the parts from the warehouse to the requesting location. You can also select the material request category and the organizational unit that is requesting the issue.

1. Select **Create General Issue** under the **Stock Issue** business component. The **Select Material Request** page appears.
2. Enter the **Search Criteria** like the **Material Request #, MR Category, Part Type** to search for a material request and click the **Search** pushbutton.
3. Click the hyperlinked material request number in the **Search Results** multiline to create a General Issue. The **Create Issue** page appears.
4. To proceed further, follow the steps described under **Entering Issue Details** in the **Creating Repair Order Issues** section.

2.6.5 CREATING STOCK TRANSFER ISSUE

You can create issue based on the stock transfer selected. The issue document records the issue of the required quantity of the parts from the warehouse to the requesting shop work order.

For further details refer to "Creating a Stock Issue based on Stock Transfer" in Chapter 3- **Stock Movement Administration**.

2.6.6 CREATING A MAINTENANCE ISSUE

You can create an issue based on the reference document selected. To carry out the maintenance work, a work order containing information regarding the tasks to be performed and the part requirements is created. Material request document can also be created for the work order requirement. Issue document created for the part requirements of work order or a maintenance type of material request is termed as "Maintenance Issue".

Note: A maintenance issue is created for the reference documents such as "Maintenance Material Request" or "Shop Work Order" based on the options set in the "Set Inventory Options" activity of the "Logistics Common Master" business component.

1. Select **Create Maintenance Issue** under **Stock Issue** business component. The **Select Reference Document** page appears.
2. Enter the **Reference Document Type**, to indicate the document based on which the issue must be made. Enter other **Search Criteria** and click the **Search** pushbutton.
3. Click the hyperlinked **Ref Document #** in the multiline to create the Maintenance Issue.
4. To proceed further, follow the steps described under **Entering Issue Details** in the **Creating Repair Order Issues** section.

2.6.7 CREATING LOAN ORDER OR RENTAL ORDER ISSUE

You can create an issue document for issue of parts against a loan order or a rental order.

- **Loan Order Issue**: A loan order is a document that contains the information of the parts that are loaned by the supplier to the inventory. The 'loan order issue' is created to return the loaned part from the inventory to the supplier.

  Note: You can create a loan order issue only for those loan order documents, which are in the "Received" status.

Rental Order Issue: A rental order is a document acknowledging the customer's request to overcome short- term requirements, and recording the details of the parts to be rented to the customer. The rental order issue is created to issue the requested part from the inventory to the customer for a specific period.

Note: You can create a rental order issue only for those rental order documents, which are in the "Released" status.

1. Select Create Loan / Rental Issue link under Stock Issue business component. The Select Reference Document page appears.
2. Select the **Ref Document Type** as "Loan Order" or "Rental Order", to indicate the document based on which the parts must be issued.

Based on the reference document type selected, the system displays the **Trading Partner** as "Customer" or "Supplier".

- Customer: When the reference document type is "Rental Order".
- Supplier: When the reference document type is "Loan Order".

3. Enter other **Search Criteria** and click the **Search** pushbutton.
4. Click the hyperlinked **Ref Document #** in the multiline to create the Loan Order or Rental Order Issue.
5. To proceed further, follow the steps under the topic "**Entering Issue Details**" in the "**Creating Repair Order Issues**" section

2.6.8 CREATING EXCHANGE/SUBCONTRACT ISSUE

An exchange issue is created for the return of the parts in "UnServiceable" condition. Subcontract PO will be retrieved to facilitate issue of spare parts. You can create an issue document for issue of parts against PO of type "Exchange", "PBH Exchange", "General" or "Express".

You can create an exchange/Subcontract issue for only those purchase documents of type "Exchange" (if the PO is raised for components), "General", "Express" or "PBH Exchange" (if the PO is raised for non-components) and are in "Open" or "Core Due" status. Also, for issues based on "PBH Exchange PO", the stock status of the part must be "PBH". And for an issue based on "Exchange PO", the stock status of the part must be other than "PBH", "Customer Goods" or "Consignment".

1. Select **Create Exchange/Subcontract Issue** under the **Stock Issue** business component. The page appears. **Select Purchase Order**
2. Select the **PO Type** as "Exchange" (if the PO is raised for components), "PBH Exchange" (if the PO is raised for non-components), "General" or "Express" to indicate the document based on which the parts must be issued.
3. Enter other **Search Criteria** and click the **Search** pushbutton.
4. In the **Search Results** multiline, select the **Issue Warehouse #** from where the parts must be issued.
5. Select the purchase order document for creating the issue. Select the **Create Issue** link to create the exchange/Subcontract issue.

6. To proceed further, follow the steps under the topic "**Entering Issue Details**" in the "**Creating Repair Order Issues**" section.

2.6.9 CREATING DIRECT / UNPLANNED ISSUE

This business function allows you to create issue in unforeseen circumstances. Unplanned issues refer to parts issued from a warehouse with or without any reference document. The document for reference could probably be an inter-office memo.

1. Select **Create Direct / Unplanned Issue** under the **Stock Issue** business component. The **Create Direct / Unplanned Issue** page appears. *See Figure 2.16.* Use the **Numbering Type** drop-down list box to select the numbering type for the unplanned issue transaction.

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

2. Use the **Warehouse #** drop-down list box to select the warehouse for the unplanned issue transaction.
3. Select the **Status** of the unplanned issue as "Fresh" or "Draft" to indicate whether all the details pertaining to the issue are completely entered, or some more details are yet to be entered.

   Note: If the Issue Warehouse is "Free" and if all the parts are not serial or lot controlled, then the document can be created in "Fresh" status. If the stock status of the part(s) in the issue document is "PBH", the issue document can be created only in "Draft" status.

4. Select the **Issue Category** and the **User Status** of the unplanned issue.
5. Enter the **Ref Document #** to indicate the reference document based on which the unplanned issue is created.
6. Enter the **Issue Date** on which the parts are to be issued to the requested location.
7. Enter the Aircraft Reg. #, Discrepancy #, Work Center # and the Station for which the parts must be issued.
8. Select the **Trading Partner Type** as "Supplier" or "Customer" to indicate whether the part has been received by the supplier or customer, in the **Trading Partner Information** group box.

   Note: Ensure that a value is selected in this field, if the trading partner number is entered. For an unplanned issue of PBH parts, the trading partner type must be set to "Supplier".

9. Enter the Trading Partner #.
10. Select the **Account Usage** and the **Costing Usage** to be used, in the **Accounting Details** group box.

    Note: The Account Usage must be entered for the unplanned issue with any part having expense type other than "Capital" or having issue basis other than "Returnable".

11. In the **Part Information** multiline, enter the **Issue Part #** to indicate the number of the part to be issued. This part number can be the requested part number or the alternate part number specified for the requested part number.
12. Enter the **Issue Qty.** of the parts that are issued.

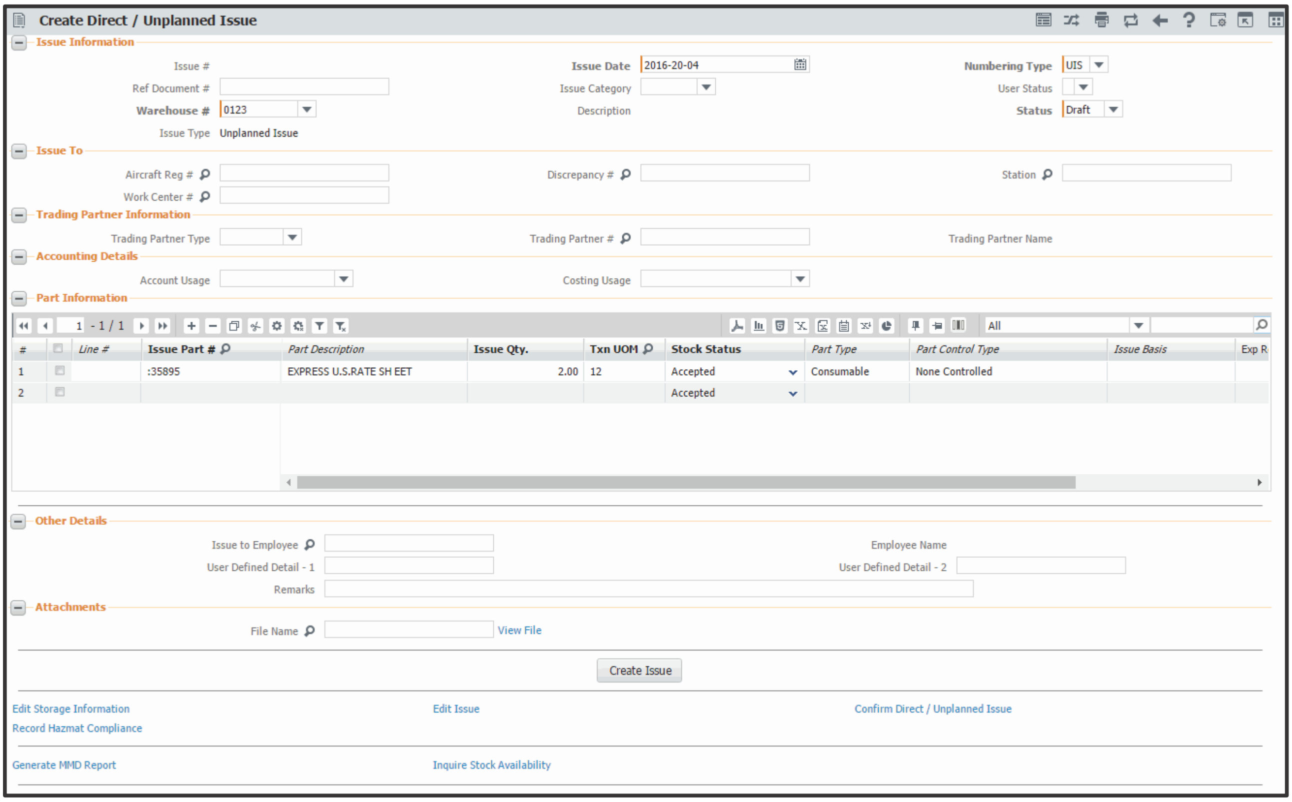


Figure 2.16. Create Direct / Unplanned Issue

13. Enter the **Txn UOM** to indicate the unit of measurement in which the part is requested for the transaction.
14. Use the **Stock Status** drop-down list box to assign a user defined stock status value for the issued part.
15. Enter the **Exp Return Date** on which the part being issued must be returned, for a part with issue basis as "Returnable".
16. In the **Attachments** group box enter the **File Name** of the document reference that is associated to the unplanned issue.

    Note: For an unplanned issue, the system validates if the stock status of any one of the part in the multiline is "PBH", then all the parts in the multiline is also of "PBH" stock status.

    The system ensures that the parts in the multiline are already defined as "Under PBH" with the "Trading Partner #", in the "Supplier" business component.

17. Click the **Create Issue** pushbutton to create the unplanned issue.

    Note: This action is workflow-enabled. Notification messages can be sent and you can configure further processing of this document in the Workflow Management business component.

To provide further details,

- Select the **Edit Storage Information** link to enter the storage information for the issue.

2.6.10 MANAGING CONSIGNMENT CONSUMPTION REPORTING

You can record, modify or view the consumption reporting details. On saving the consumption report, the details in the report gets grouped against a part sale order # and Line # level. User can review and confirm the consumption reporting details. Upon confirmation, the issue gets generated against each line in the 'Sale Order Line Level Summary' tab.

1. Select **Manage Consignment Consumption Reporting** under **Stock Issue** business component. The **Manage Consignment Consumption Reporting** page appears. *See Figure 2.18.*

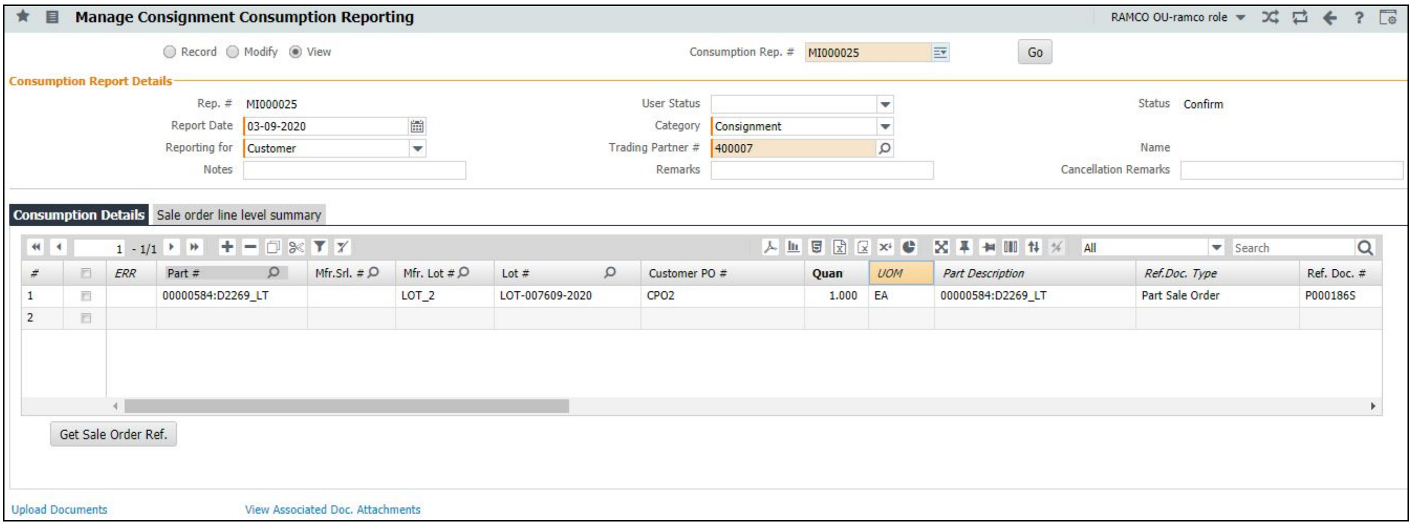


Figure 2.18 Managing Consignment Consumption Report

2. Select the **Record** radio button to record the Consignment Consumption Report.

In the Consumption Report Details group box:

3. Enter the **Report Date** of the Consignment Consumption Report.
4. Use the **Category** drop-down list box to select the category of the Consignment Consumption report.
5. Use the **Reporting for** drop-down list box to select "Customer" for whom the Consumption reporting is done.
6. Enter the **Trading Partner #** which could be customer #.
7. Select the **Consumption Details** tab to record / modify / view the consignment consumption details.
8. Select the **Sale Order Line Level Summary** tab to view the part quantities that are displayed part sale order line number wise,
9. Click the **Save** pushbutton to save the consignment consumption report details.
10. Click the **Confirm** pushbutton to confirm the consignment consumption report details.
11. Click the **Cancel** pushbutton to cancel the consignment consumption report details.

To proceed further,

- Select the Upload Documents link to upload documents for the consumption report.
- Select the View Associated Doc. Attachments link to view the associated documents.

Consumption Details

This tab allows recording / modifying / viewing the consignment consumption details. You can specify the quantity of parts, condition of the part, warehouse in which the consumption is reported etc. The reference document against which the part quantity is ordered can be also be retrieved.

1. The **Consumption Details** tab appears by default on launch of the **Manage Consignment Consumption Reporting** page. *See Figure 2.18.*
2. Enter the **Part #** and **Quantity** of the part for Consumption Reporting.
3. Use the **Warehouse #** drop-down list box to specify the warehouse in which the consumed parts were stocked.
4. Enter the **Ref. Doc. #**, **Ref. Doc. Line #**, **Notes** and **Remarks** fields.
5. Enter the **Customer PO #** against which the part quantity is ordered.

6. Click the **Get Sale Order Ref.** pushbutton to retrieve the reference document details in the multiline.

Sale Order Line Level Summary

In this tab, part quantities are displayed part sale order line number wise. On saving the consumption report, the details in the report gets grouped against a part sale order # and Line # level. User can review and confirm the consumption reporting details. Upon confirmation, the issue gets generated against each line in the **Sale Order Line Level Summary** tab.

1. Select the **Sale Order Line Level Summary** tab in the Manage Consignment Consumption Reporting page. *See Figure 2.19.*

   *Note: The **Sale Order Line Level Summary** tab appears only if the 'Modify' or 'View' radio button is selected.*

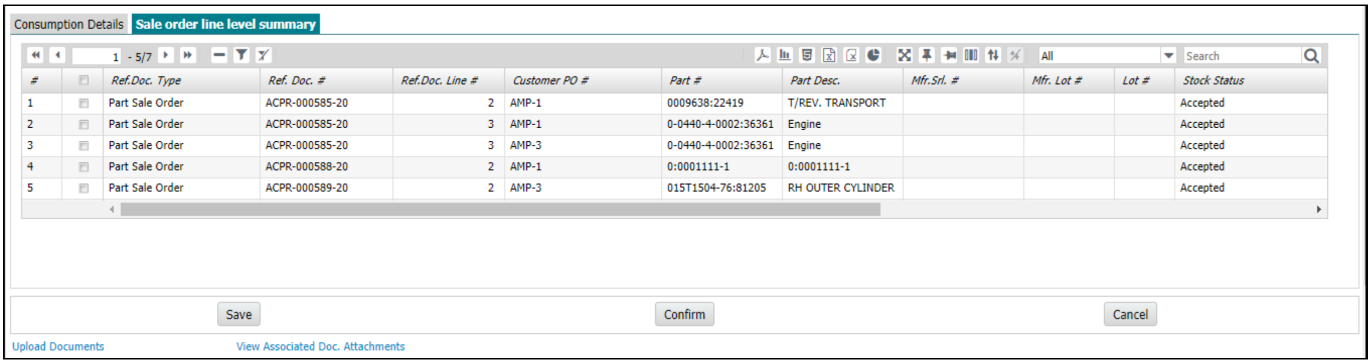


Figure 2.19 Sale Order line level Summary

2. On saving the consumption report, the details in the report gets grouped against a part sale order # and Line # level and displayed in the multiline.

To confirm or cancel Consignment Consumption Report

1. Select the **Modify** radio button in the **Manage Consignment Consumption Reporting** page.
2. Select the **Consumption Rep. #** of the document that you wish to close or cancel and click the **Go** pushbutton. The specified replenishment document that you wish to cancel or close appears.
3. Select the **Confirm** or **Cancel** pushbutton.

2.6.11 MAINTAINING ADDITIONAL SHIPMENT INFORMATION

Majority of international shipments are routed through a freight forwarder to reduce shipping cost and avoid customs management for these shipped items. These freight forwarders are selected by the customer and communicated to MRO in their Purchase Order / Repair Order forms sent along with the unserviceable unit. There are also cases where a unit will transit through multiple countries before reaching its final destination. This activity enables the user to map/review the Additional Shipment details of the issue document.

1. Select **Maintain Additional Shipment Information** activity under **Stock Issue** business component. The **Maintain Additional Shipment Information** page appears. *See Figure 2.18.*

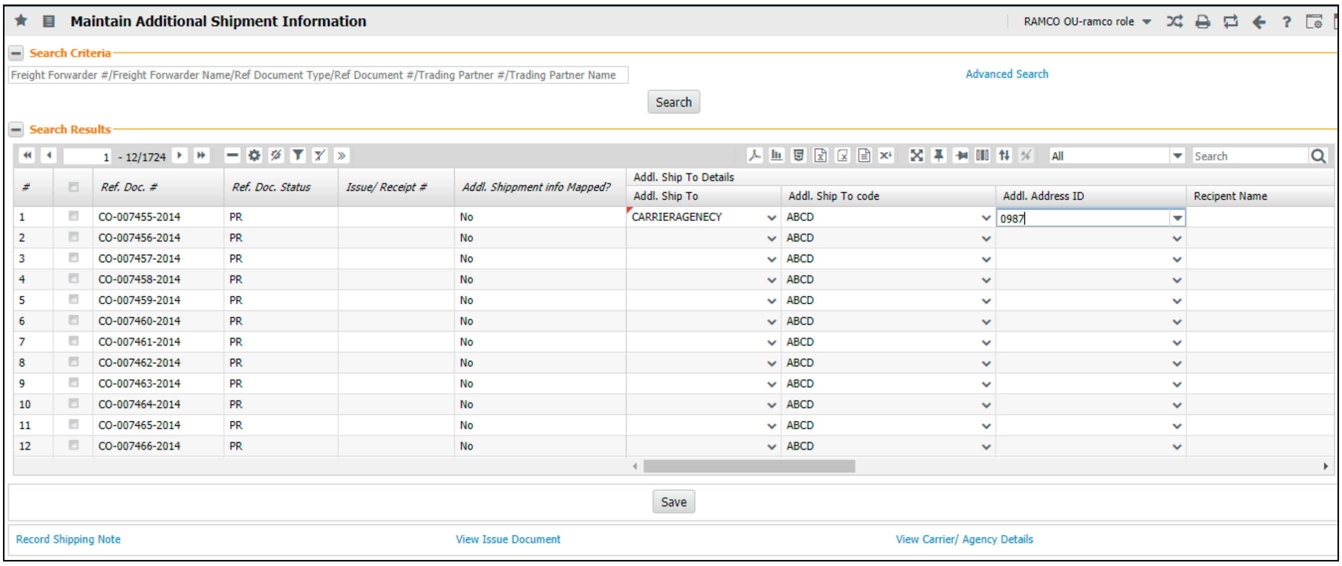


Figure 2.20 Maintain Additional Shipment Information

1. In the **Search Criteria** group box, enter the filter criteria such as **Freight Forwarder #**, **Freight Forwarder Name, Ref Document Type, Ref Document #, Trading Partner #, Trading Partner Name** and click the **Search** pushbutton to retrieve the search results in the multiline.
2. Select the **Advanced Search** link to retrieve the parts based on the search criteria specified in the 'Advanced Search' pop-up.

In the **Search Results** multiline,

2. The system displays the **Ref. Doc. #** and **Ref. Doc. Status**.

In the **Addl. Ship To Details** section of the multiline,

3. Use the **Addl. Ship To** drop-down list box to specify the additional information for the shipment.
4. Use the **Addl. Ship To Code** drop-down list box to specify the Carrier/Agency #, if Ship To Details of the Parent Reference Document # is mapped to the Carrier/Agency #.
5. Use the **Addl. Address ID** drop-down list box to specify the Address ID of the .Carrier/Agency.
6. Enter the **Recipient Name**, **Addl. Address**, **City, State**, **Country** and **Zip Code**.

In the **Ship To Details** section of the multiline,

7. The system displays the **Ship To, Ship To Code**, **Recipient Name**, **Address ID**, **City, State**, **Country** and **Zip Code**.
8. Click the Save pushbutton to record the additional details of the shipment.

To proceed, carry out the following

- Select the **Record Shipping Note** link at the bottom of the page to record the shipping note details.
- Select the View Issue Document link at the bottom of the page to view the Issue details.
- Select the View Carrier/Agency Details link at the bottom of the page to view the details of the Carrier/Agency.

2.7 AUTHORIZING MATERIAL ISSUES

You can confirm or cancel the transactions in bulk or for the selected issue document. On confirmation, the stock levels would be updated by the stock maintenance component. The pending issue quantity would also be updated in the requesting documents.

2.7.1 CONFIRMING OR CANCELING ISSUES

You can confirm the issue documents that are created in the Create Maintenance Issue, General Issue, Repair Order Issue, Stock Transfer Issue, PBH Exchange Issue, Exchange/Subcontract Issue, and Loan / Rental Issue. You can confirm the issue document only if it is in the “Fresh” status. You can also cancel the documents that are already created. The system confirms or cancels the issue documents and updates the stock levels for the part in the Stock Maintenance business component.

1. Select **Confirm Issue** under **Stock Issue** business component. The **Confirm Issue** page appears. *See Figure 2.17.*

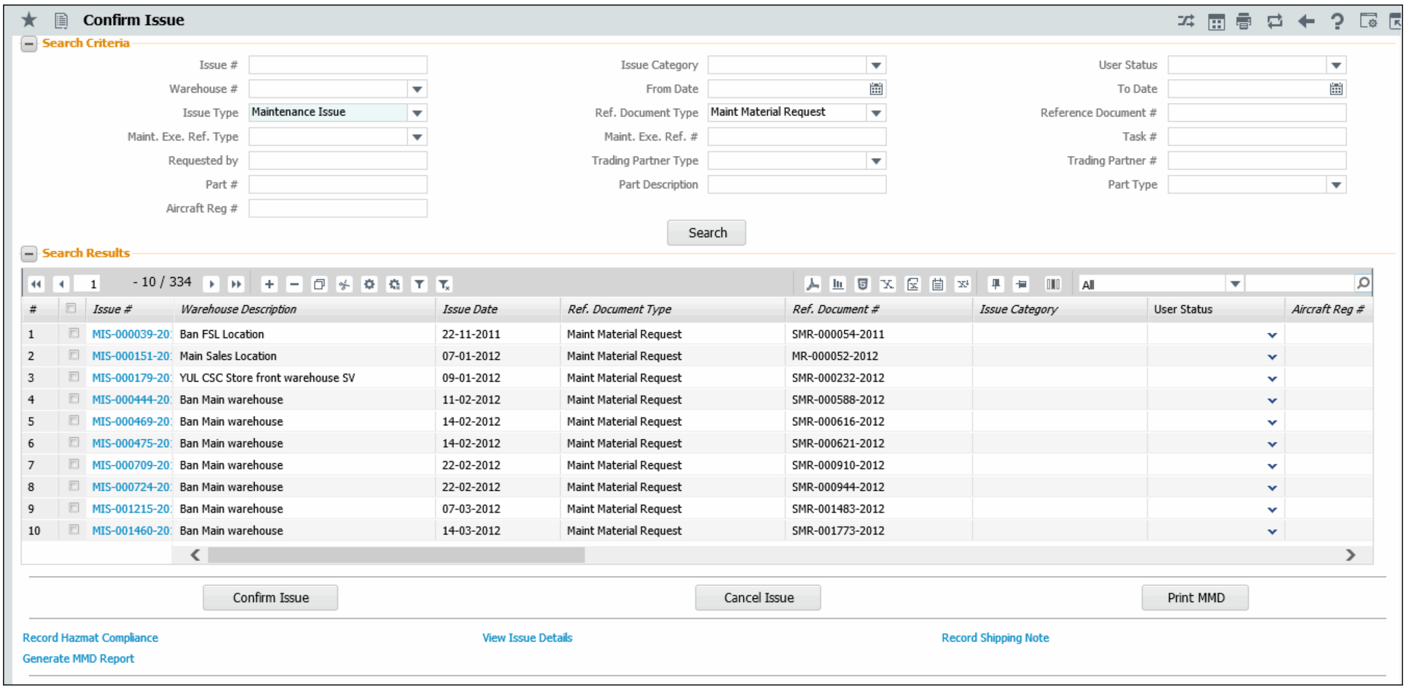


Figure 2.17 Confirming issues

2. Select the **Issue Type** as “General Issue” or ”Maintenance Issue” or “Repair Order Issue” or “Stock Transfer Issue” or “Loan Order Issue”, “PBH Exchange Issue”, “Exchange Issue”, “Rental Order Issue” or “Subcontract Issue”. Enter other **Search Criteria** and click the **Search** pushbutton.
3. Enter **Remarks** pertaining to the confirmation or cancellation of issue document.
4. Select the user status of issue document in the **User Status** drop-down list box.
5. Select the issue document for confirmation or cancellation.
6. Click the **Confirm Issue** pushbutton, to confirm the issue document.

   Note: This action is workflow-enabled. Notification messages can be sent and you can configure further processing of this document in the “Workflow Management” business component.

   Note: For part being issued the shelf life period must be greater than zero.

The system performs the following:

- Before confirming the selected issue, the system checks for the availability of the specified quantity of the part in the warehouse/ zone/ bin, and accordingly notify the user on the non-availability of the stock

- On confirmation of the issue, if the available part quantity reduces below or equals the "Min-Max Level" or the "Reorder Level", the system automatically generates a purchase order, purchase request or stock transfer document, based on the planning details defined in the "Part Administration" or the "Storage Administration" business component, to replenish the part quantity.
- For the parts with Expensing Policy set as "Core Value on Phase Out" in the "Maintain Planning Information" activity of the "Part Administration" business component, and with stock status attribute "Ownership-Internal", the system ensures that the core value is specified for the part number and the serial number in the "Maintain Core Value" activity of the "Stock Maintenance" business component, and there is an Authorized Maintenance Program for the component.
- The system ensures that the parts of type "Component" with Expensing Policy set as "Core Value on Phase Out", and with stock status attribute "Ownership-Internal", should have "Overhaul Value" defined in the "Edit Usage Based Schedule" page of the "Component Maintenance Program" business component, same as the lead parameter unit in the "Maintain Maintenance Info. for Part" activity of the "Aircraft" business component.
- For issues based on "Repair Order", the system updates the status of the repair order in "Released" status, to "Shipped" if the core component / spares are issued. If the status of the repair order is other than "Released", then on confirmation of the issue, the status remains the same.

7. Click the **Cancel Issue** pushbutton, to cancel the issue document.

   Note: This action is workflow-enabled. Notification messages can be sent as per the settings you have defined in the Workflow Management business component.

   The system sets the status of issue document to "Confirmed" or "Cancelled", and updates the stock levels for the parts to be issued in the Stock Maintenance business component.

   Note: On cancellation of the Stock Transfer Issue, Repair order Issue, Loan Order, Rental Order, Exchange/ PBH Exchange Issue, Subcontract Issue, General, Maintenance and Unplanned Issue documents, the system de-allocates the parts in the "Stock Maintenance" business component. This is applicable for the parts that are serial- controlled, serial and lot-controlled, lot-controlled and neither serial-controlled nor lot-controlled.

2.7.2 CONFIRMING OR CANCELING AN UNPLANNED ISSUE

You can confirm the unplanned issue document that is created. Only issue documents that are in the "Fresh" status can be confirmed. You can also cancel the unplanned issue document.

1. Select **Confirm Unplanned Issue** under **Stock Issue** business component. The **Confirm Unplanned Issue** page appears. *See Figure 2.18.*

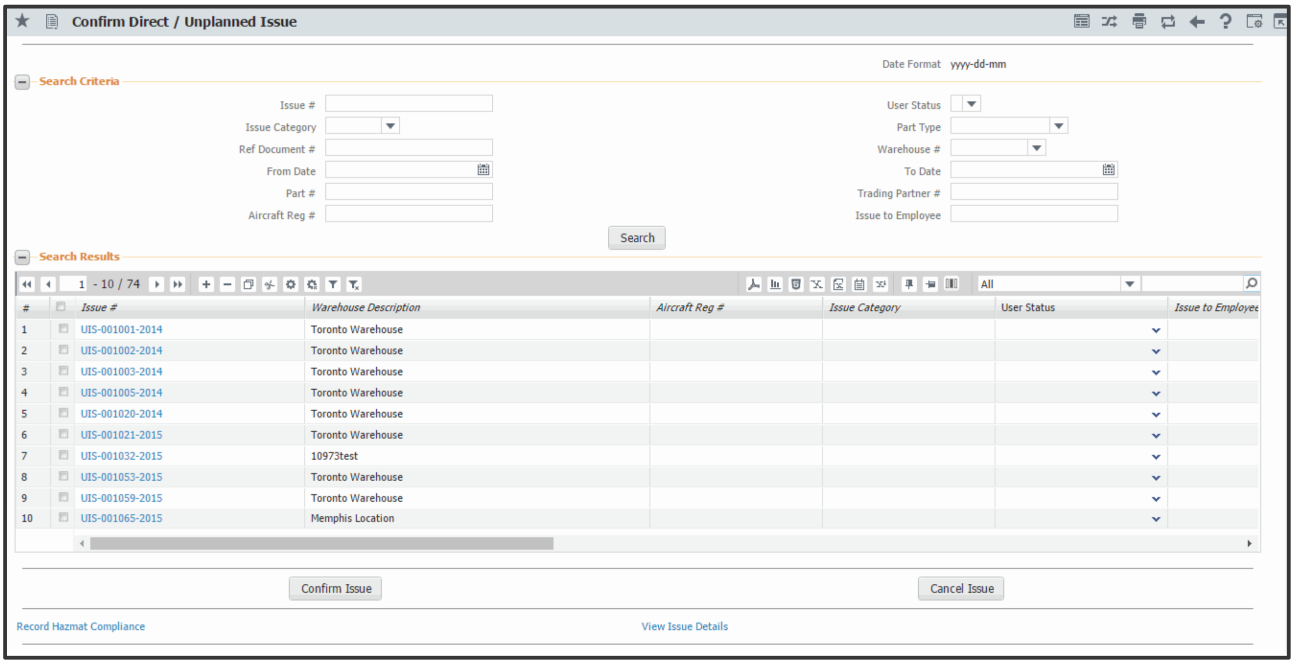


Figure 2.18 Confirming unplanned issue

2. Enter the **Issue Type** as “Unplanned Issue” and click the **Search** pushbutton.
3. Enter the **User Status** of the unplanned issue and the **Issue To Employee** to whom the parts have been issued in the **Search Results** multiline.
4. Enter the **Trading Partner Type**, indicating the type of trading partner that could be “Supplier” or “Customer”.
5. Enter the **Trading Partner #** and the **Trading Partner Name**.
6. Select the unplanned issue in the multiline, for confirmation or cancellation.
7. Click the **Confirm Issue** pushbutton to confirm the unplanned issue.

   - *Note: Before confirming the unplanned issue, the system checks whether the required quantity of the part for which the unplanned issue is raised is available in the warehouse/zone/bin.*
   - *When the Reference Document Type for the Direct Issue is Scrap Note, it updates the status of the direct issue as confirmed, and de-allocate the parts for all the parts in the issue.*
   - *This action is workflow-enabled. Notification messages can be sent and you can configure further processing of this document in the Workflow Management business component.*
   - *Hazmat Compliance should be recorded for all the Hazardous parts in the Unplanned Issue document if the option for Hazmat Compliance for Unplanned Issue is set as “Enforce Compliance” in “Set Inventory Process Parameters” activity of the Logistics Common Master business component. Else the system will throw an error message.*
   - *For the parts with Expensing Policy set as “Core Value on Phase Out” in the “Maintain Planning Information” activity of the “Part Administration” business component, and having stock status attribute as “Ownership- Internal”, the system ensures that the core value is specified for the part number and the serial number in the “Maintain Core Value” activity of the “Stock Maintenance” business component, and there exists an Authorized Maintenance Program for the component.*

Note: The system ensures that the parts of type "Component" with Expensing Policy set as "Core Value on Phase Out" in the "Maintain Planning Information" activity, and having stock status attribute set as "Ownership-Internal", should have "Overhaul Value" defined in the "Edit Usage Based Schedule" page of the "Component Maintenance Program" business component, same as the lead parameter unit defined in the "Maintain Maintenance Info. for Part" activity of the "Aircraft" business component.

8. Click the **Cancel Issue** pushbutton to cancel the unplanned issue.

Note: This action is workflow-enabled. Notification messages can be sent as per the settings you have defined in the Workflow Management business component.

When a direct issue has the Ref. Document Type as "Scrap Note", then the issue cannot be cancelled.

The system sets the status of the unplanned issue as "Confirmed" or "Cancelled", and updates the stock levels for the parts to be issued in the Stock Maintenance business component.

2.8 MANAGING SPARES USAGE DETAILS

You can record the usage information of shipped spares. Based on Usage details (i.e. Used Quantity), system will update the return quantity information in Goods Inward. Through Goods Inward, Receiving clerk will receive the Manufactured Units as well as unused parts while manufacturing part. Buyers can identify the spares that are not used (needs to be returned).

1. Select the **Manage Spares Usage Details** activity under **Stock Issue** business component. The **Manage Spares Usage Details** page appears. *See Figure 2.19.*

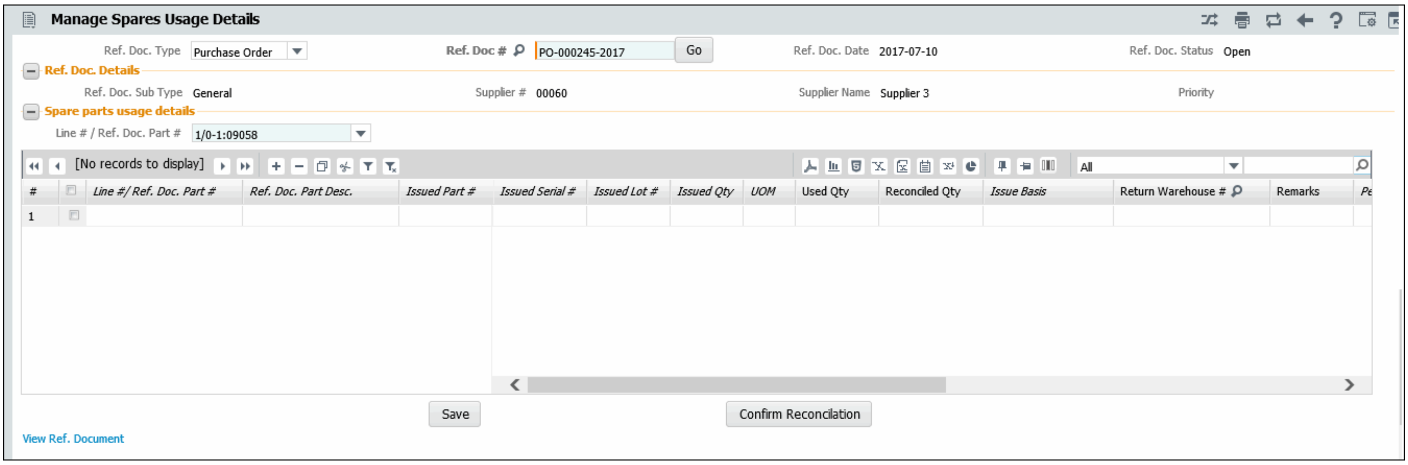


Figure 2.19 Managing Spares Usage Details

2. Enter the **Ref. Doc #** to specify the document number based on which the usage details of the spares are managed.
3. Click the **Go** pushbutton to retrieve the details of the reference document.
4. Use the **Line # / Ref. Doc. Part #** drop-down list box to select the line # / part # of the reference document in the **Spare parts usage details** group box.
5. Enter the Used Qty, Reconciled Qty, Return Warehouse # and Remarks fields in the multiline.
6. Click the **Save** pushbutton to save the usage details of the spare parts.
7. Click the Confirm **Reconciliation** pushbutton to confirm the details of the non-returnable spare parts.

2.9 RECORDING / EDITING/CONFIRMING SHIPPING NOTE

This activity allows you to record shipping note to ascertain the items that are being shipped out of the warehouse in a transaction. You can create a shipping note against an Issue # that is of Confirmed status. Also, you have a provision to create a shipping note for partially shipped items and hazmat parts (hazardous items), if required.

Selecting reference document to record the shipping note details: You can enter the search criteria to retrieve the reference document of the Issue # for which the shipping note needs to be created. The search criteria allow you to narrow the search and select the records for which you require to record the shipping note details. Example, if you select the option “Exclusive” from the “Hazmat Parts” field and click on “Search”, the system will retrieve only the hazmat parts records associated to the Issue #. You can record the shipping note details for the selected records in the “Record Shipping Note” page.

Also, you have the provision to select the “Shipping Details Recording Option” as Part # or Serial/Lot# to record the shipping note against the part # or serial/Lot # of the parts.

2.9.1 RECORDING SHIPPING NOTE

Recording shipping note details: The “Record Shipping Note” page allows you to record the shipping note details for the selected Issue #. You can record the following key details:

- Shipping Document Details
- Recipient / sender address details and contact details.
- Freight Details and Insurance Details
- Packaging Details, Part Details, Container Details and Other Details

You can record a shipping note by invoking “Record Shipping Note” and the system updates the Status to “Fresh”. You can cancel the shipping note by invoking the “Cancel Shipping Note”, if required. Note that you can only cancel the shipping note of “Fresh” status. You can confirm the shipping note by invoking “Confirm Shipping Note”. The system updates the status to “Confirmed”.

FedEx Integration: Ramco Aviation Solution is integrated with Shipping Service Providers like FedEx in order to complete the shipping transaction. The benefits of FedEx Integration are as follows:

- Eliminates the need for the shipping clerk to traverse back and forth between Ramco Aviation and the shipping service website.
- Simplifies the shipping process and reduces error.
- Facilitates reversal of shipping note and modify the shipment information easily.
- Allows tracking the status of the shipment.

You can attach documents to the shipping note in the “Attach/View Documents” page.

1. Select the **Record Shipping Note** activity from the **Stock Issue** business component. The **Select Reference Document** page appears.
2. Enter the **Search Criteria** and click the **Search** pushbutton.
3. Select the checkbox against the record in the multiline and click the Record Shipping Note link at the bottom of the page, OR
4. Select the **Record Direct Shipping Note** from the left pane, OR
5. Select the **Edit/Confirm Shipping Note** link in the **Select Reference Document** page.
6. The Record **Shipping Note** page appears. *See Figure 2.20*

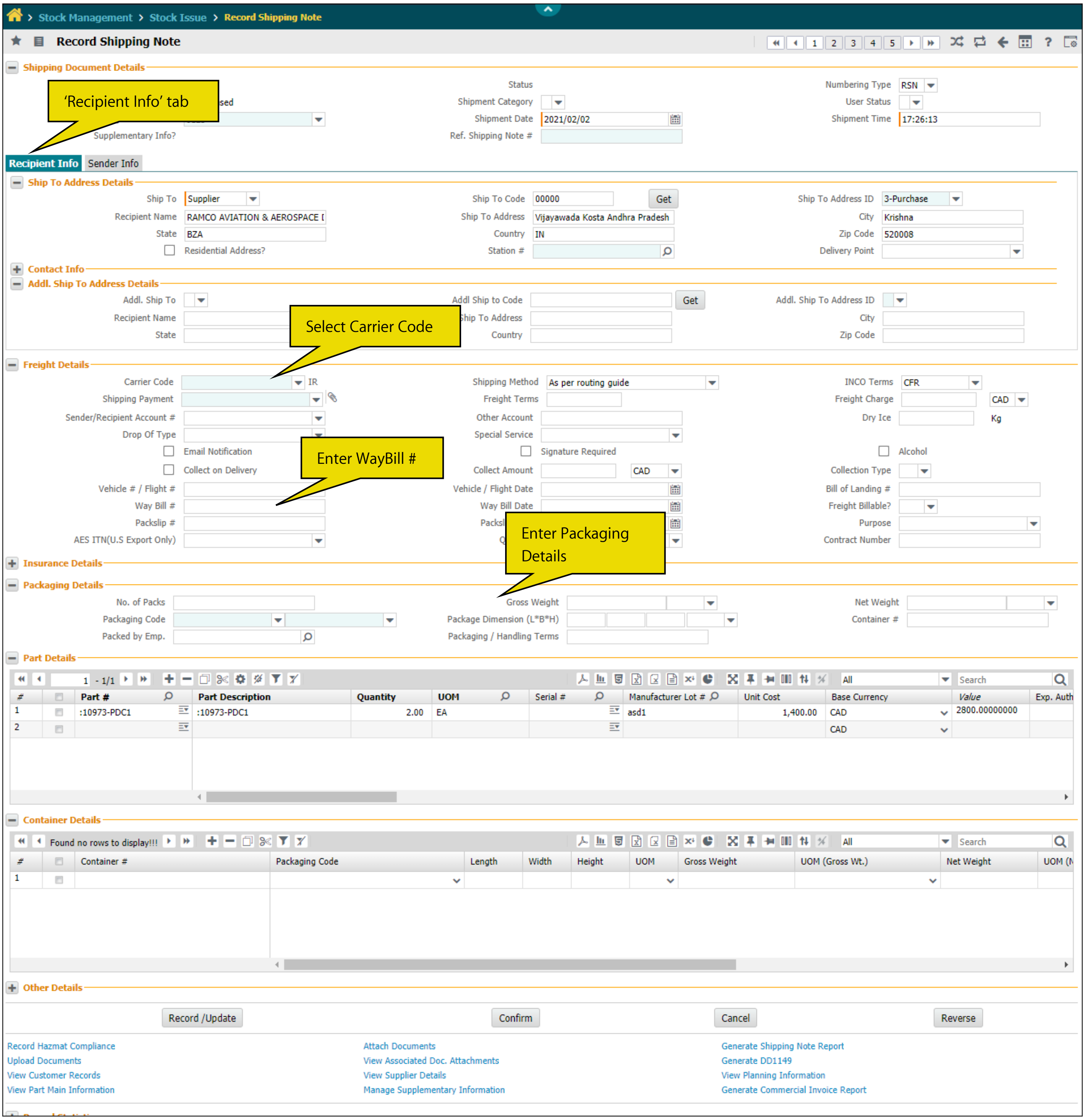


Figure 2.20 Recording shipping note

In the Shipping Document Details group box,

7. Enter the date and time of shipment in the **Shipment Date** and **Shipment Time** field.
8. Enter the **Ref. Shipping Note #**.

Note: This field is visible only if the process parameter "Temporary License Management Required" under category 'Trade Compliance' is set as "Yes" in the "Set Inventory Process Parameters" activity of the "Logistics Common Master" business component.

Tabs

9. Select the **Recipient Info** tab to record the recipient details.

10. Select the **Sender Info** tab to record the sender details. In the **Freight Details** group box,
11. Select the **Carrier Code** for shipment and **Shipping Payment** applicable for the carrier as "Account", "Collect", "Recipient", "Sender" or "Third Party".
12. Select the **Shipping Method** applicable for the carrier. The system lists additional values for freight services, if the carrier code is selected as 'FedEx'.
13. Enter the **Freight Terms** and **Freight Charge** for shipping parts.
14. Select the **Sender / Recipient Account #** listed based on the selection of **Shipping Payment**.
15. Enter **Dry Ice** indicating amount of dry ice used during shipment of parts
16. Select the **Drop Of Type** indicating the method by which the package is to be tendered to FedEx. The system lists "Regular Pickup", "Drop Box", "Business Service Center", "Request Courier" and "Station".
17. Check the boxes: Alcohol, Collect on Delivery, Email Notification and Signature Required.
18. Enter the Vehicle # / Flight #, Vehicle / Flight Date, Bill of Lading #, Way Bill #, Way Bill Date, Packslip # and Packslip Date.

    Note: You must specify 'Drop Of Type', 'Shipping Payment' 'Way Bill #' and 'Way Bill Date', if Carrier Code is selected as "FedEx" and if at least one "Active" Account exists for the Carrier code 'FedEx' in ***Maintain Carrier Account Information*** *page of the* ***Logistics Common Master*** *business component.*

19. Select the **Purpose** drop-down list box to specify the purpose for shipment of stock.
20. Select the **User Defined** drop-down list box to specify any user defined freight detail.

In the Insurance Details group box,

21. Select the **Insurance Liability**, enter the **Insurance Amount** and **Insurance Terms**. In the Packaging Details group box,
22. Enter the No. of Packs, Gross Weight, Net Weight of all packs and Container #.
23. Specify the Packaging Code, Package Dimension, Packed by Emp. and Packaging / Handling Terms.

In the **Part Details** multiline,

24. Enter **Part #**, **Part Description**, **Quantity**, **UOM**, **Manufacturer Lot #**, **Freight Charge** and other details of the part.
25. Enter the **Exp. Auth. #** which is the number identifying the export authorization of the part.

    Note: If the Shipping Note does not have trade compliance Data, then the user can manually enter the Exp. Auth. # for the Document.

26. Enter the **Ext. License #** of the part and **Comm. Inv. Value** of the Materials/Parts available in the package.
27. **Exp. Comp. Ref** indicates whether the part contains trade compliance reference which could be "Yes" or "No". On click of the hyperlink, "Trade Compliance Reference" pop-up appears to view the details of Trade Compliance Data, License and Authorization Details for the Part # which mentioned in the shipping note.

In the **Container Details** multiline,

28. Click the 'History' icon, in the multiline to view the "Shipping Note History" popup. The popup displays the previous history of shipment for a part between From and To destinations to identify appropriate carrier. On mouse hover of the History icon, the system displays the last carrier information for the combination of selected Part, From Destination and To Destination.

29. Enter Container Details like Container #, Length, Width, Gross Weight and Net Weight of the container, Package by Employee and Packaging and Handling Terms.
30. Click the **Record / Update** pushbutton to record the shipping note.

    Note: The system generates the Shipping Note # in the header and updates the Status to "Fresh".

31. Click the **Confirm** pushbutton to confirm the shipping note.

    Note: The system generates and saves the Way Bill #, if Carrier Code is set as "FedEx".

    On successful generation of the Way Bill #, the system generates and prints the Shipping Label in PDF format in the printer configured for printing FedEx Shipping Label.

    On Record / Confirm, the system displays a warning message for shipments with Shipment Readiness as "Group Shipment - Awaiting Parts", if issue has not been generated for few of the parts in the Customer Order belonging to the Group Ship ID.

32. Enter the **Cancellation Comments** in the **Other Details** group box.
33. Click the **Cancel** pushbutton to cancel the shipping note.
34. Click the **Reverse** pushbutton to reverse the shipping note.

    Note: Only those Shipping Notes that are in "Confirmed" status can be "Reversed".

    *If the Carrier is "FedEx" and if the Account information is saved for the Carrier code 'FedEx' in **Maintain Carrier Account Information** screen, the system verifies the package picking status and performs the following:*

    a. If the Package is yet to be picked (Pending For Shipment), the generated Way Bill # is cancelled.

    b. If the Package is already picked (Shipment is created), the generated Way Bill # considered as void.

To proceed further,

- Select the **Attach Documents** links to attach documents.
- Select the **Record Hazmat Compliance** link to record hazmat compliance.
- Select the **Generate Shipping Note Report** link to generate shipping note report.
- Select the **Upload Documents** link to upload necessary documents pertaining to shipping note.
- Select the **View Associated Doc. Attachments** link to view all the necessary documents associated with the shipping note.
- Select the **View Shipping Rate / Delivery Schedule** link to view the shipping rate and delivery details.
- Select the View Part Main Information link to view the part details.
- Select the View Planning Information link to view the planning information of the part.
- Select the Generate Commercial Invoice Report link at the bottom of the page to view the Trade Compliance and Commercial Invoice details of the Shipping Note.

Recipient Information

1. Select the **Recipient Info** tab in the **Record Shipping Note** page. *See Figure 2.20*.
2. Use the drop-down list box to select any one of the following options from the **Ship To** drop-down list box in the **Ship to Address Details** group box: Supplier, Customer, Warehouse, Others.
3. Enter the unique code of the entity to which the goods are shipped in the **Ship to Code** field.
4. Click the **Get Details** pushbutton.

5. Use the drop-down list box to select the address identifier of the entity to which the goods are shipped in the **Ship to Address ID** field.
6. Enter Recipient Name, Ship To Address, City, State, Country and Zip Code.

   *Note: You must enter 'Ship To Address', 'Country' and 'Zip Code' if Carrier Code is selected as "FedEx" and if at least one "Active" Account exists for the Carrier code 'FedEx' in **Maintain Carrier Account Information** page of the **Logistics Common Master** business component.*

7. Check the **Residential Address?** box to indicate whether the address of the recipient where parts needs to be shipped is residential address.
8. Enter the details of the contact person in the **Contact Info** group box.

Sender Information

1. Select the **Sender Info** tab in the **Record Shipping Note** page. *See Figure 2.21*.

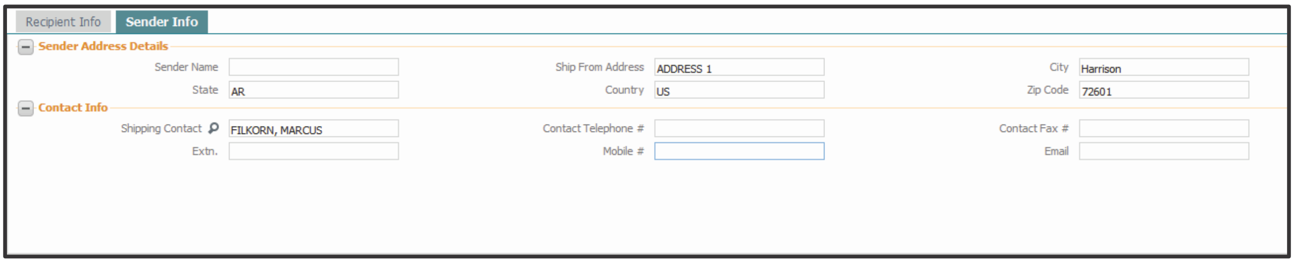


Figure 2.21 Recording shipping note – Sender information

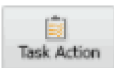
2. In the Sender Address Details group box, enter the **Sender Name**, **Ship From Address**, **City**, **State**, **Country** and **Zip Code**.

   *Note: You must enter 'Ship From Address', 'Country' and 'Zip Code' if Carrier Code is selected as "FedEx" and if at least one "Active" Account exists for the Carrier code 'FedEx' in **Maintain Carrier Account Information** page of the **Logistics Common Master** business component.*

3. Enter the details of the contact person in the **Contact Info** group box.

Recording Shipping Note History popup

This popup provides the facility to review the previous history of shipment for a part between From and To destinations to identify appropriate carrier.

1. Select the **'History'** icon, 

in the Part Details multiline of the "Record Shipping Note" screen. *See Figure 2.22.*

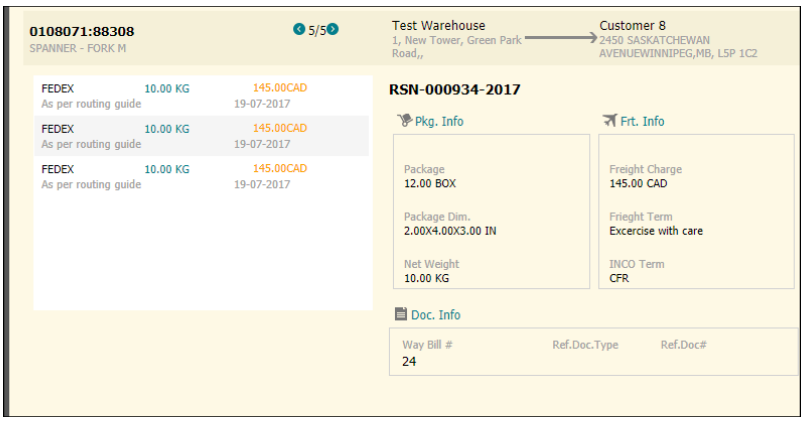


Figure 2.22 Shipping Note History popup

2. The “Shipping Note History” popup displays the following shipment details of the part:

a. Header Details:

The system displays the following details in the header:

- Part #
- Part Description
- Sender Location Info: Displays the Ship From (i.e. Shipping Warehouse) details such as Sender Name, Sender Address, City, State, Country and Zip Code.
- Movement Icon: Displays the Movement Icon,  next to the Ship From details.
- Recipient Location Info: Displays the Ship to address (i.e. Customer # or Supplier # or Warehouse #) details such as Recipient Name, Ship to Address, City, State, Country and Zip Code.

b. Shipping History List:

The system displays the previous five shipping note transactions details for the combination of shipped part # from the Shipping Warehouse to Ship To Customer # & Address ID such as Carrier Code, Ship Note Date, Net Weight, Shipping Method, Freight Charges and UOM.

c. Shipping Information:

The Shipping Note details are displayed corresponding to the record selected in the Shipping History List. The system displays various details such as Shipping Note #, Package Information, Freight Details and Document Information.

a. Shipping Note #: The shipping Note for the record selected in the Shipping History list.
b. Package Info: The packaging Code, packaging dimension and the net weight of the package are displayed for the selected Shipping Note #.
c. Freight Info: The freight charges, Freight Terms and INCO Terms available for the selected Shipping Note # are displayed in this section.
d. Doc. Info: The document details like Way Bill #, Ref. Doc. Type and the INCO Terms (International Commercial Terms) available for the selected Shipping Note # are displayed in this section.

3. The Package, Package Dim., Net Weight fields are displayed in the Pkg. Info section.
4. The Freight Charge, Freight Term, INCO Term fields are displayed in the Frt. Info section.
5. The Way Bill #, Ref. Doc. Type, Ref. Doc # fields are displayed in the Doc. Info section.

2.9.2 MAINTAINING CARRIER ACCOUNT INFORMATION FOR SUPPLIER / CUSTOMER

This page captures account information of carrier specific to supplier / customer for external shipping requirements from the **Supplier** business component. For the specified trading partner (supplier / customer), you can capture the carrier, account number, default shipping method and the status of the carrier account.

1. Select **Maintain Carrier Account Information for Supplier / Customer** link in the **Edit Supplier Details** page of **Supplier** business component. The **Maintain Carrier Account Information for Supplier / Customer** page appears. *See* Figure *2.23.*

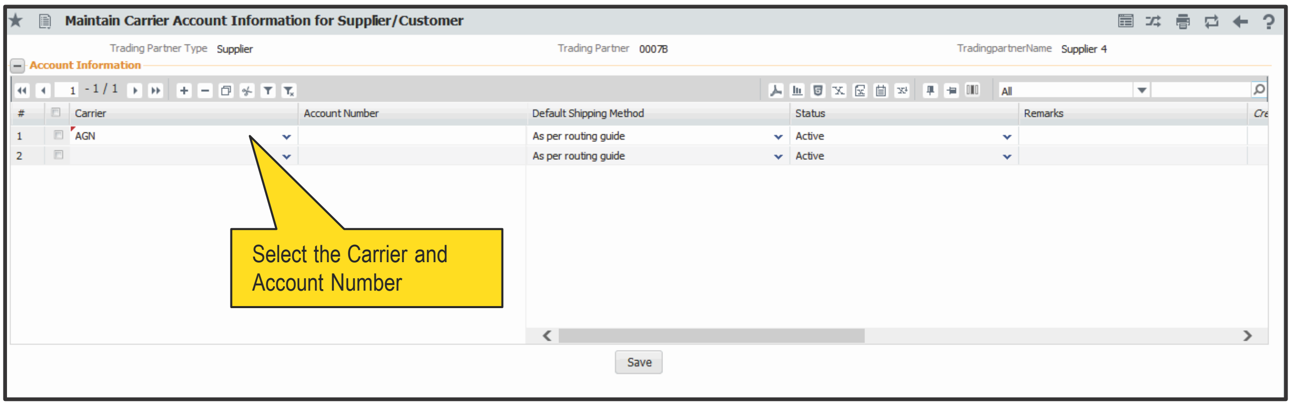


Figure 2.23 Maintaining carrier account information for supplier / customer

The system displays the Trading Partner details in the header.

2. Select the **Carrier** code.
3. Enter the **Account Number** of the carrier.

   Note: The Carrier - Account Number combination must be unique for a Supplier / Customer.

4. Select the **Shipping Method** and **Status** of the Carrier account.
5. Click the **Save** pushbutton to save the carrier account details.

2.9.3 GROUPING REFERENCE DOCUMENTS FOR SHIPPING

In today's unprecedented business scenario, it is imperative for organizations to fulfill their business requirements, while keeping costs under control. Shipping charges account to a large amount of cost. In order to reduce the cost of shipments, companies often group shipment and send them together instead of creating individual shipments. In certain cases, the customer may request to group some parts and send them together.

This activity allows retrieving the order documents containing the parts that need to be shipped together. These documents can be grouped together to enable shipping. A comprehensive search criteria is provided to retrieve the customer orders and select the ones that need to be grouped together for shipping. Also, facility to remove one or more order documents from a group is also provided.

1. Select **Group Ref. Documents for Shipping** activity under **Supplier** business component. The **Group Ref. Documents for Shipping** page appears. *See Figure 2.24.*

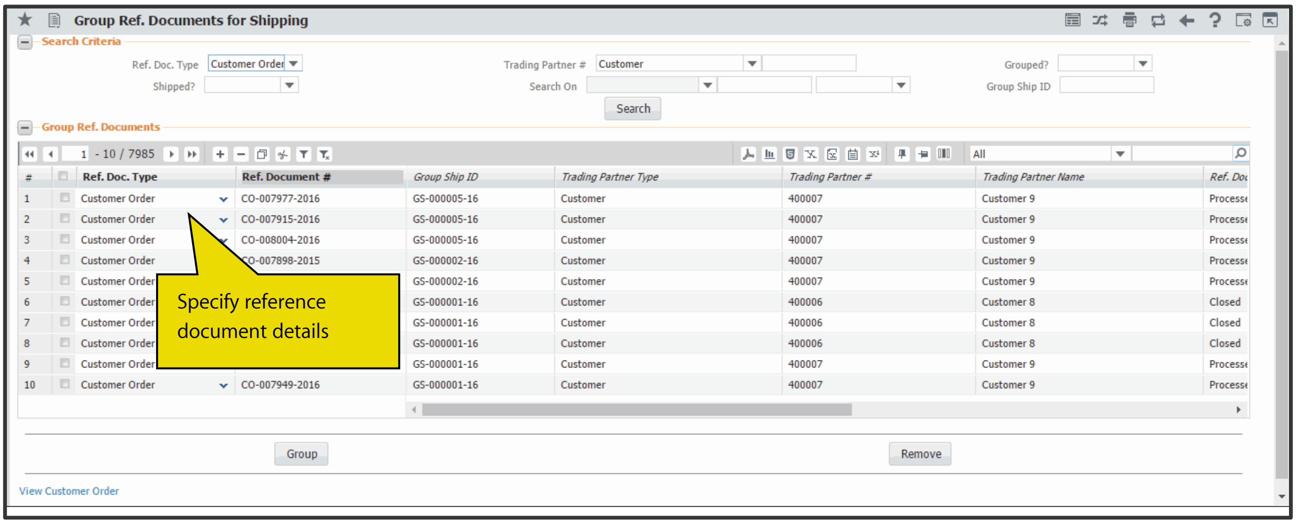


Figure 2.24 Grouping reference documents for shipping

2. Enter **Search Criteria** and click the **Search** pushbutton.
3. In the **Group Ref. Documents for Shipping** multiline, select the Ref. Doc. Type and enter the Ref. Document #.
4. Click the **Group** pushbutton to group the reference documents.

   Note: The system generates unique Group Ship ID to group all the Ref. Document # selected, if all the records selected for processing does not have a Group Ship ID.

   If Group Ship ID is not available for few of the records that are selected for processing but is available for the other records selected, the system copies the same Group Ship ID to the records that does not have Group Ship ID and saves the information.

5. Click the **Remove** pushbutton to remove the reference document(s) from the group.

2.10 RETURNING EXCESS OR CORE OR RETURNABLE

Materials required for execution of some maintenance activity are issued from stores. If all the issued quantities are not consumed, then the excess material is returned to the stores. If any core is issued, then another serial number or part is returned, in place of the issued part. Similarly, tools need to be returned to Inventory after use.

2.10.1 CREATING GENERAL RETURN

Return is an inventory document through which you can return excess material, core or tools to the stores after their intended use. You can record the details of the return of materials from the maintenance point to the stocking point. Stores issue the materials required for the execution of maintenance. If all the issued quantities are not consumed, then the excess material must be returned to the stores.

1. Select **Create General Return** under the **Stock Return** business component. The **Select Issue Document** page appears.
2. Enter the **Issue#** and select the **Create Material Return** hyperlink provided alongside. Or, enter the **Search Criteria** and click the **Search** pushbutton. Select the hyperlinked reference document in the multiline. The **Create General Return** page appears. *See Figure 2.25.*
3. Use the **Numbering Type** drop-down list box to select the numbering type for the stock return document.

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

4. Select the **Status** of the return document as "Draft" or "Fresh", to indicate whether some more information pertaining to the stock return is pending, or it is completely entered.
5. Select **Return Category**, **Return Warehouse#** and **Return Date**.
6. In the **Part Information** multiline, specify the classification of the returned part, in **Return Classification** drop-down list box.

   Note: This field must be left blank, if the "Return Basis" is "Returnable" and if the "Return Valuation Based On Return Classification" is set as "Yes" in the "Set Options" activity of the "Stock Maintenance" business component.

7. Enter the **Return Part#** to identify the part that is returned.
8. Enter the Return Quantity and the Return UOM.

   Note: The system defaults the return quantity as 1 on clicking the "Create Material Return" push button, if the return part is serial-controlled, or both serial-controlled and lot-controlled.

9. Use the **Return Stock Status** drop-down list box to set the user-defined status of the part that is returned.

   Note: The stock status of the part must be set to "PBH", only if the stock status of the issued part is "PBH".

10. Enter the Return Serial # and the Manufacturer Serial #.

    Note: This is applicable only if the part is "Serial Controlled" or "Serial and Lot Controlled".

    Note: Only serial numbered parts issued to the maintenance shop can be returned for which the issue basis is set as "Returnable" in the Part Administration business component.

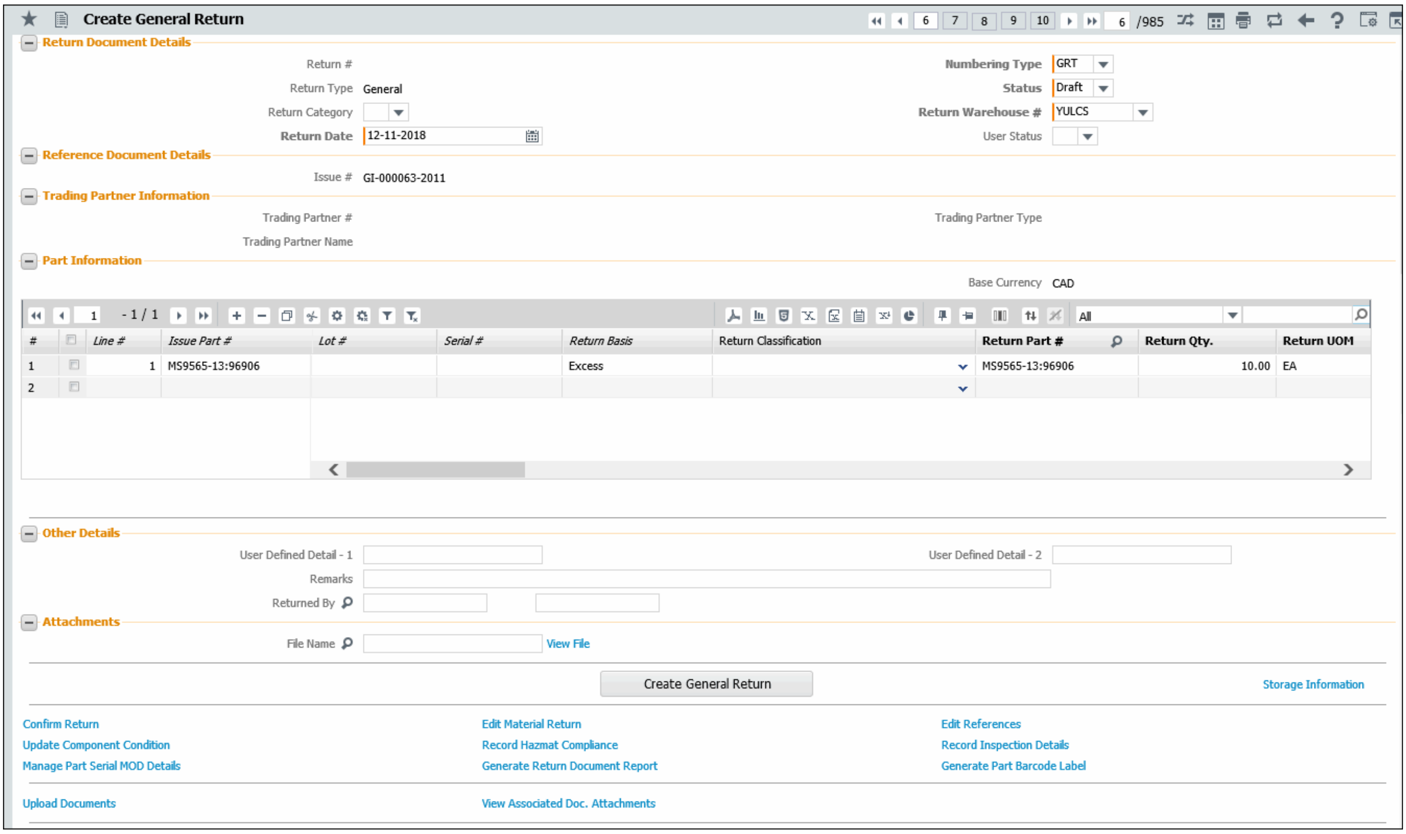


Figure 2.25 Creating general return

11. Enter the **Return Lot #** to identify the lot to which the part belongs, the **Manufacturer Lot #** and the **Return Serial/ Lot Type**.

    Note: For the Part # Lot # combination, the system retrieves and displays the Manufacturing Lot # as defined in the "Stock Maintenance" business component.

12. Use the **Condition Returned** drop-down list box to select the condition in which the stock is being returned.
13. Select Certification Type and, enter Certificate # and Certificate Date.
14. Enter the **Expiry Date** of the part being returned. This date must be entered if the part being returned is a Shelf-Life Controlled part.

    Note: If the part returned is set as "Shelf Life" controlled in the "Part Administration" component and the expiry date is not entered, then the system,

    a. Calculates the expiry date as the sum of the "Return Date" and "Shelf Life" in days defined in the "Part Administration" component, for "Main Core Returns" and for parts with return basis "Returnable" or "Core".

    b. Retrieves the expiry date from the "Stock Maintenance" business component for parts with return basis "Excess".

15. In the **Attachments** group box, enter the **File Name** of the reference document associated with the stock return.
16. Click the **Create Material Return** pushbutton to create the material return.

    Note: The return number is generated according to the numbering type specified.

    Note: For serial controlled parts, the system ensures that there exists only one return document in draft or fresh status, for every returned part number-serial number combination.

    Note: The system checks if the Part Classification is allowed in the return warehouse, based on the Part Classification mapped to the warehouse in the "Storage Administration" business component.

To proceed further,

- Select the **Storage Information** link to update the storage details.
- Select the **Edit Material Return** link to modify the general and maintenance details.
- Select the **Edit References** link to enter reference document details for the return.
- Select the **Update Component Condition** link to update the component condition.
- Select the **Record Hazmat Compliance** link at the bottom of the page to record Hazmat compliance details.
- Select the **Generate Return Document Report** link to generate return documents report.
- Select the Manage Part Serial MOD Details link record / manage the MOD details for the part serial combination.
- Select the Upload documents link to upload various documents associated with the parts.
- Select the View Associated Doc. Attachments link to view the various documents that are associated to the return document.

Updating Storage Details

You can update the storage details of the return document.

1. Select **the Storage Information** link in the **Create General Return** page. The **Storage Information** page appears. *See Figure 2.26.*
2. Use the **Line#** drop-down box to specify the line number of the part for which the return details must be updated.
3. Click the **Get Details** pushbutton to retrieve the line details.
4. In the **Storage Details** multiline, enter the **WH-Zone#** and **Bin #**.

Note: WH-Zone# must be entered for the warehouse of "Normal" storage type. BIN# must be entered for the zone of "Normal" storage type.

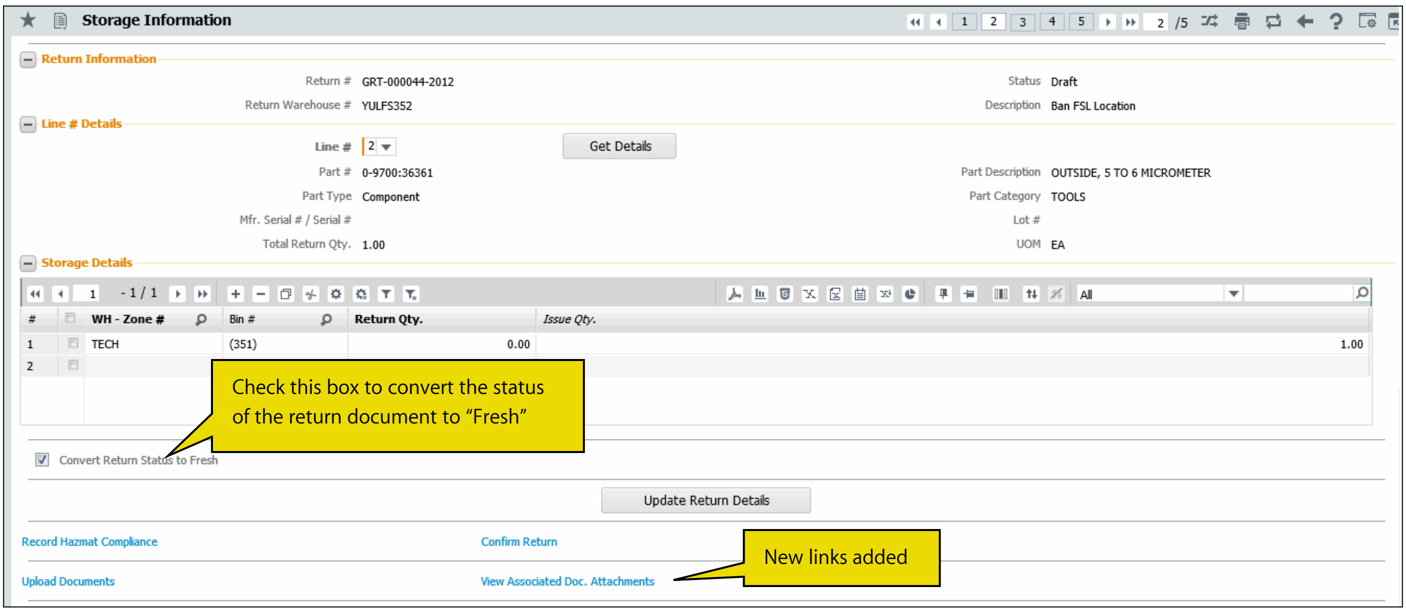


Figure 2.26 Updating storage information

5. Enter the **Return Quantity**.

Note: Return quantity is entered if returned part is associated with more than one zone/ bin combination.

If the return quantity is not entered and the returned part is associated with only one zone/bin combination, the system defaults the return quantity of the part specified in the "Edit Material Return" page, on clicking the "Update Return Details" pushbutton.

6. Check the **Convert Return Status to Fresh** box to convert the status of the return document to “Fresh”.
7. Click the **Update Return Details** pushbutton to update the return details.

Modifying general and maintenance details

You can modify the details of the parts return document.

1. Select **Edit Material Return** link in the **Create General Return** page. The **Edit Material Return** page appears. *See Figure 2.27.*

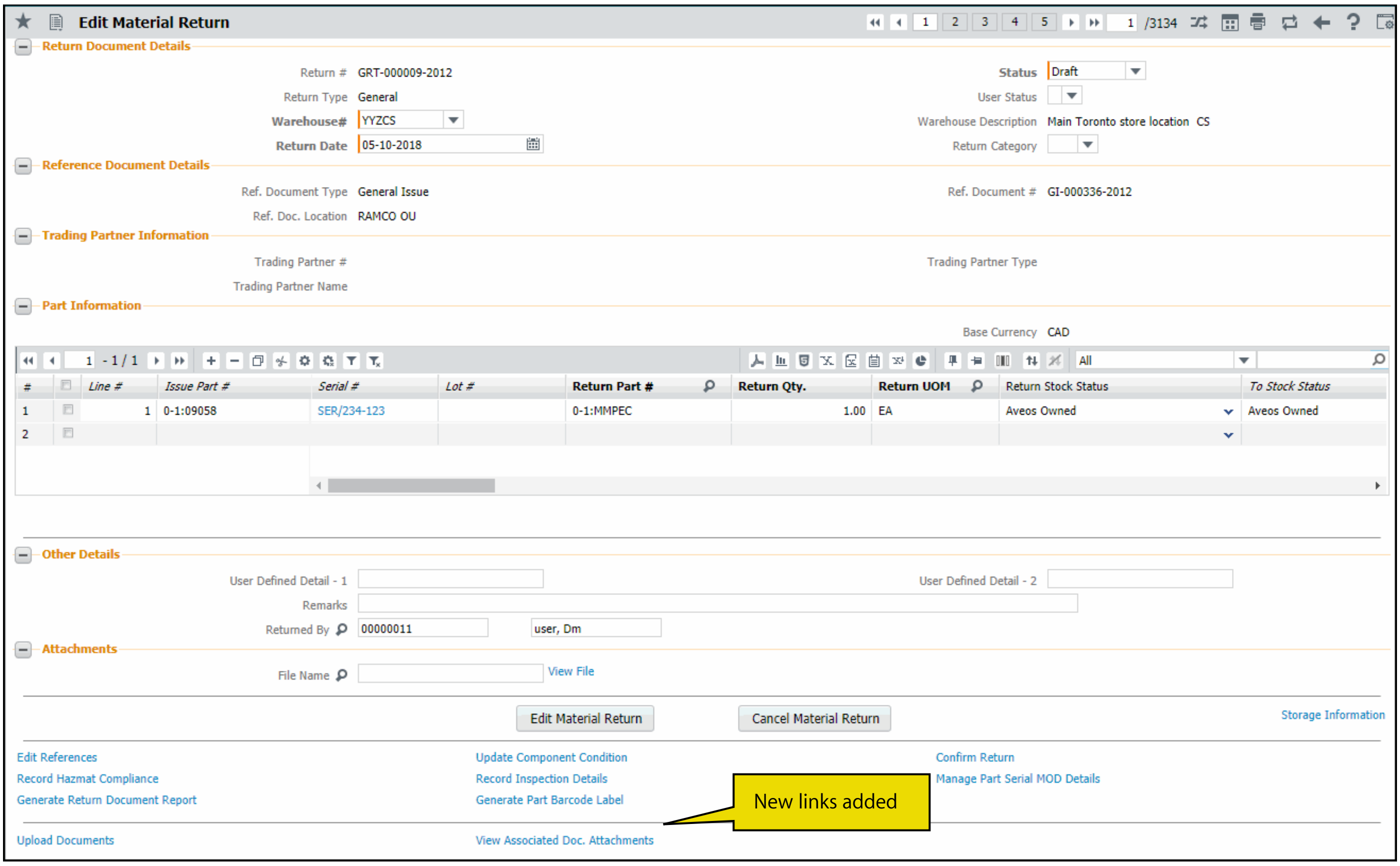


Figure 2.27 Editing material return

2. Select the **Status** of the return document as “Fresh” or “Draft”.
3. Use the **Warehouse#** drop-down list box to specify the warehouse selected for the material return.
4. Enter the **Return Date**.
5. In the **Parts Information** multiline, specify the classification of the returned part in the **Return Classification** drop- down list box.

   Note: This field must be left blank, if the “Return Basis” is “Returnable”, the material type is “Main Core” and the “Return Valuation Based On Return Classification” is set as “Yes” in the “Set Options” activity of the “Stock Maintenance” business component.

   Ensure that the Return Classification is not modified for return with reference document type “Return Slip”.

6. Enter the **Return Part #**, **Return Quantity**, **Return UOM**, **Return Stock Status**, **Return Serial #**, **Mfr. Serial #**, **Return Serial/Lot Type**, **Return Lot #** and **Mfr. Lot #**.

   Note: If the returned part is serial-controlled, the stock quantity for the part serial number in the “Stock Maintenance” business component must be zero.

7. Enter **Certificate** details and select **Account Usage** and **Costing Usage**.
8. Enter **Expiry Date** of the returned part#.
9. In the **Attachments** group box enter the **File Name** of the reference document associated to the stock return.
10. Click the **Edit Material Return** pushbutton to update the return details.
11. Click the **Cancel Material Return** pushbutton to cancel the return document.

Note: The system updates the stock levels of the returned part in the respective reference documents and "Stock Maintenance" business component.

For serial controlled parts, the system ensures that there exists only one return document in draft or fresh status, for every returned part number-serial number combination.

The system checks if the Part Classification is allowed in the return warehouse, based on the Part Classification mapped to the warehouse in the "Storage Administration" business component.

Entering Reference Document Details for Return

You can enter the reference information for the return. The creation of return might involve referencing documents, file names etc. These details are recorded as the reference information.

1. Select the **Edit References** link in the **Create General Returns** page. The **Edit References** page appears.
2. In the **Reference Document Details** multiline, use the **Reference Doc. Type** drop-down list box to select the type of the reference document.
3. Enter the **Document ID**, **File Name** and **Remarks**.
4. Click the **Edit References** pushbutton to update the reference details.

2.11 CREATING MAINTENANCE RETURN

You can record details of return of the materials from the maintenance point to the stocking point. Material returns can be based on a work order, issue or a return slip.

2.11.1 SELECTING REFERENCE DOCUMENT FOR CREATING MAINTENANCE RETURN

1. Select **Create Maintenance Return** under the **Stock Return** business component. The **Select Reference Document** page appears.
2. Select the **Ref Document Type** as “Material Request”.
3. Select the **Execution Document Type** specifying the reference document associated with the material request, based on which the maintenance return document is generated.
4. Enter other search criteria and click the **Search** pushbutton.
5. Select the reference document in the multiline for creating the maintenance return.

Creating issue wise returns

1. Select the hyperlinked **Reference Document#** in the **Select Reference Document** page. The **Issue Wise Returns** page appears. *See Figure 2.28.*

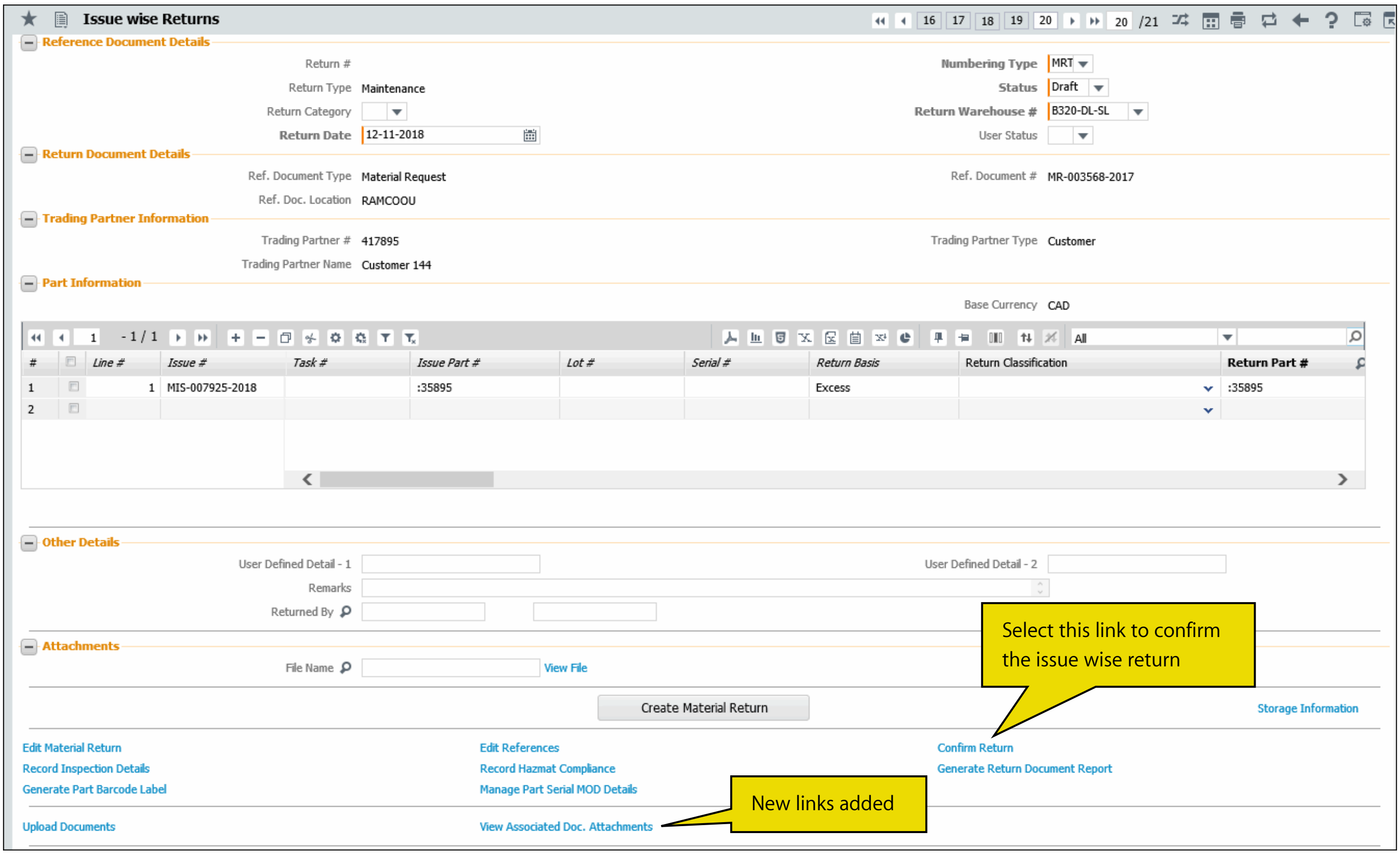


Figure 2.28 Creating issue wise return

2. Use the **Numbering Type** drop-down list box to specify the numbering type of the material return.
3. Select the **Status** of the return document as “Fresh” or “Draft”.
4. Enter the **Return Date** on which the parts are returned.
5. Use the **Return Warehouse#** drop-down list box to select the warehouse number to which the parts are returned.

6. In the **Part Information** multiline, specify the classification of the returned part in the **Return Classification** drop- down list box, and enter the **Return Part#**.

   ✍ *Note: This field must be left blank, if the "Return Basis" is "Returnable" and if the "Return Valuation Based On Return Classification" is set as "Yes" in the "Set Options" activity of the "Stock Maintenance" business component.*

7. Enter the **Return Quantity** and the **Return UOM**.

   ✍ *Note: The system updates the return quantity as 1, on clicking the "Create Material Return" pushbutton, if the returned part is serial-controlled, or both serial-controlled and lot-controlled.*

8. Use the **Return Stock Status** drop-down list box to select the status of the stock.

   ✍ *Note: The stock status of the part must be set to "PBH", only if the default stock status of the part is "PBH".*

9. Enter the **Return Serial#** to identify the serial number of the part that must be returned and the **Manufacturer Serial #**.
10. Enter the **Return Lot #** to identify the lot to which part belongs.
11. Enter the **Manufacturer Lot #** to identify the lot number issued by the manufacturer and the **Return Serial/ Lot Type**.
12. Enter the **Expiry Date** of the part being returned.

   ✍ *Note: The expiry date can be ignored, if the part being returned is not "Shelf Life" controlled in the "Part Administration" business component.*

   ✍ *If the part being returned is "Shelf Life" controlled in the "Part Administration" business component and the expiry date is not entered then the system,*

   a. Calculates the expiry date as the sum of the "Return Date" and "Shelf Life" in days for "Main Core Returns" and for parts with return basis "Returnable" or "Core".

   b. Retrieves the expiry date from the "Stock Maintenance" business component for parts with return basis "Excess".

13. In the **Attachments** group box enter the **File Name** of the reference document associated with the stock return.
14. Click the **Create Material Return** pushbutton to create an issue wise material return.

   ✍ *Note: For serial controlled parts, the system ensures that there exists only one return document in draft or fresh status, for every returned part number-serial number combination.*

   ✍ *The system checks if the Part Classification is allowed in the return warehouse, based on the Part Classification mapped to the warehouse in the "Storage Administration" business component.*

2.12 CONFIRMING OR CANCELING MATERIAL RETURNS

You can confirm or cancel the material return.

1. Select **Confirm Return** under the **Stock Return** business component. The **Confirm Return** page appears. *See Figure 2.29.*

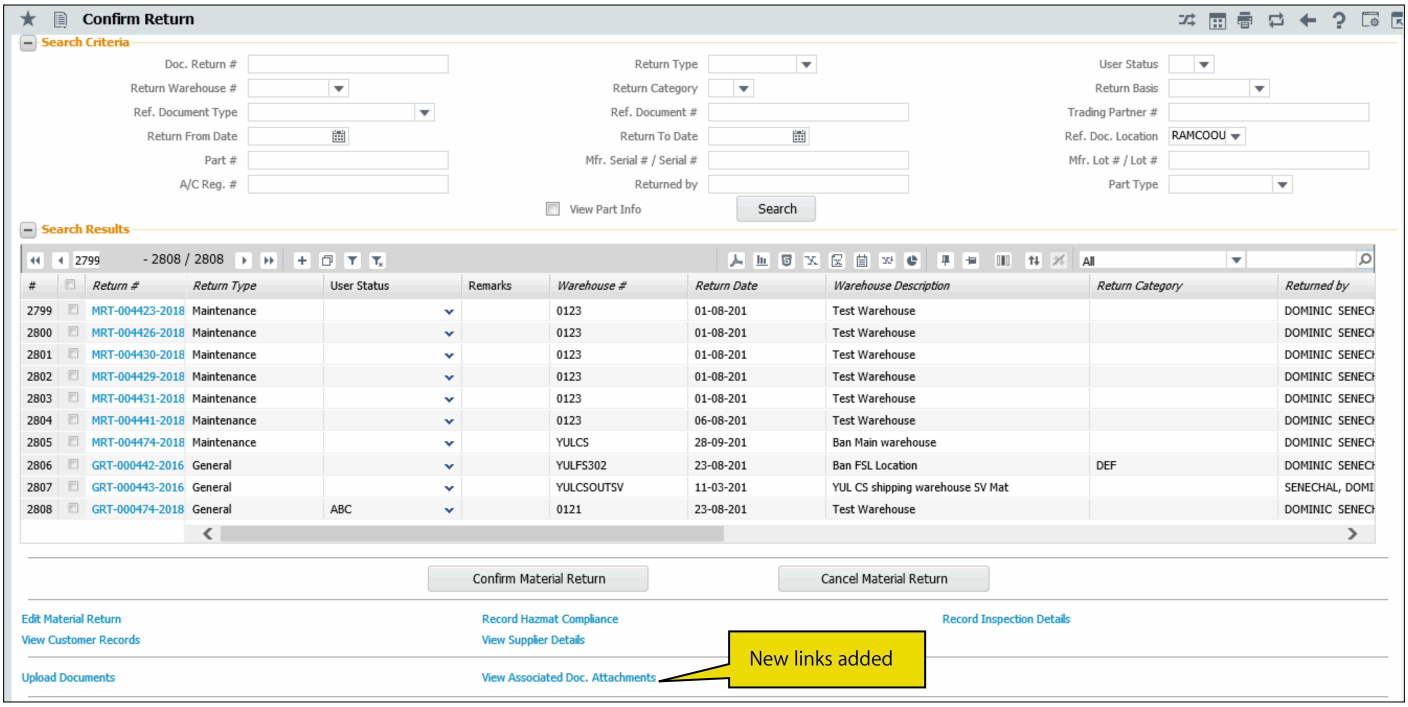


Figure 2.29 Confirming or canceling material return

2. Enter the **Search Criteria** to search for the return document.
3. Select the **View Part Info** checkbox to display the part details in the “Search Results” multiline.
4. In the **Search Results** multiline, use the **User Status** drop-down list box to select the status of the material return.
5. Enter the **Remarks** pertaining to canceling or confirming of the return document.
6. Select the return document for confirmation or cancellation, in the multiline.
7. Click the **Confirm Material Return** pushbutton to confirm the return document.

   - *Note: For the parts with Expensing Policy set as “Core Value on Phase Out” in the “Maintain Planning Information” activity of the “Part Administration” business component, and having stock status attribute as “Ownership-Internal”, the system ensures that the core value is specified for the part and serial number in the “Maintain Core Value” activity of the “Stock Maintenance” business component, and there exists an Authorized Maintenance Program for the component.*
   - *The system ensures that the parts of type “Component” with Expensing Policy set as “Core Value on Phase Out” and having stock status attribute set as “Ownership-Internal”, should have “Overhaul Value” defined in the “Edit Usage Based Schedule” page of the “Component Maintenance Program” business component, same as the lead parameter unit defined in the “Maintain Maintenance Info. for Part” activity of the “Aircraft” business component.*
   - *For the parts with Expensing Policy set as “Core Value on Phase Out”, 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 in the “Maintain*

Additional Valuation Information" page of the "Part administration" component. This is applicable when new serial number is generated for the parts and when the stock is moved into the warehouse.

- *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 (i.e. 20000-4000).*
- *For parts with Expensing Policy set as "Core Value on Phase Out", Variable Value Basis set as "Life to Overhaul" in the "Maintain Additional Valuation Information" page, stock status attribute set as "Ownership-Internal", and with Overhaul Value same as the lead parameter unit, the system calculates the return stock value during Aircraft Maint. Exe. Ref. # Return, using the following formula:*

Return Stock Value = Core Value+ New Variable value, where

New Variable Value= Variable Value *(Overhaul Value - Current Lead Parameter Value)/Overhaul Value

8. Click the **Cancel Material Return** pushbutton to cancel the return document.

   - *Note: The system sets the status of the maintenance return document as "Confirmed" or "Canceled" and updates the stock levels for the parts to be returned in the Stock Maintenance business component.*

2.13 CREATING UNPLANNED RETURNS

You can record an unplanned return. An unplanned return does not have a reference document such as return slip. You can also create an unplanned return when parts are returned to the common pool.

1. Select **Create Unplanned Return** under the **Stock Return** business component. The **Create Unplanned Return** page appears. *See Figure 2.30.*

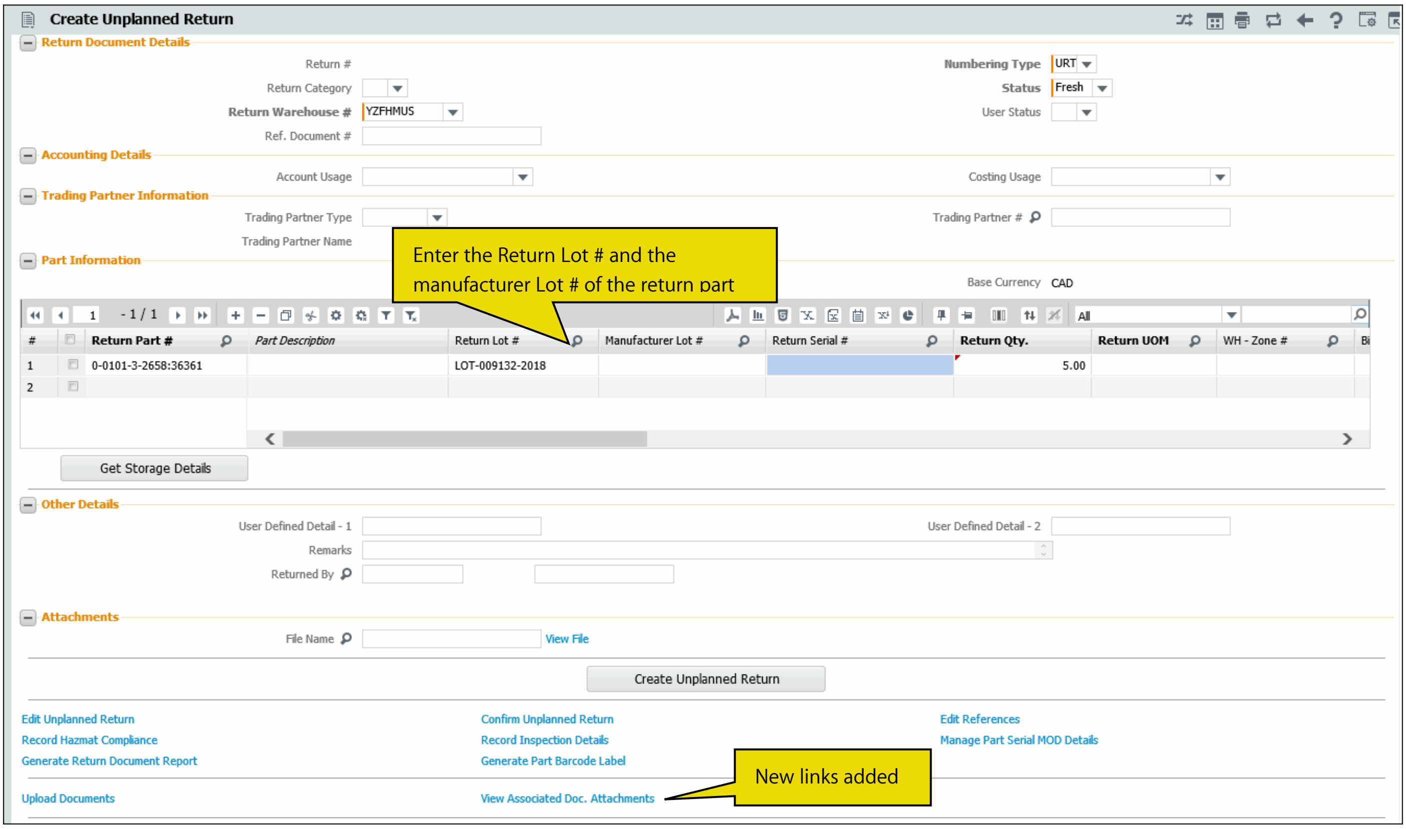


Figure 2.30 Creating unplanned return

2. Use the **Numbering Type** drop-down list box to specify the numbering type.

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

3. Set the **Status** of the unplanned return as "Draft" or "Fresh", depending on whether any information is pending or all the information has been furnished.
4. Use the **Return Warehouse#** drop-down list box to select the warehouse for the unplanned return transaction.
5. Select the Account Usage and Costing Usage to be used, in the Accounting Details group box.

   Note: The Account Usage must be selected for the unplanned return document, if the part is of expense type other than "Capital" or if the issue basis for the part is other than "Returnable".

6. Select the **Trading Partner Type** as "Supplier" or "Customer".
7. Enter the Trading Partner #, if the "Stock Status" selected in the multiline is owned by the "Trading Partner Type" in the "User Defined Stock Status" business component.
8. In the **Part Information** multiline enter the **Return Part#** to identify returned part
9. Enter the **Return Lot #** and **Manufacturer Lot #** of the return part.
10. Enter the **Return Serial#** to indicate the serial number of the part that is returned.

    Note: Return Serial# is applicable only when the part is serial controlled or lot and serial controlled.

- *Only serial numbered parts issued to the maintenance shop can be returned for which the issue basis is set as "Returnable" in the Part Administration business component.*

11. Enter the **Return Quantity** and the **Return UOM**.
    - *Note: If the Return UOM is left blank, on clicking the "Create Unplanned Return" pushbutton, the system defaults the stock UOM.*
12. Enter the **WH-Zone # and Bin #** to identify the zone and bin in the warehouse from where the part is issued.
    - *Note: These fields must be entered if the storage type of the warehouse is "Normal".*
13. Use the **Stock Status** drop-down list box to select the stock status.
    - *Note: For the Trading Partner Information entered in the header, the stock status must be owned by "Trading Partner Type" in "User Defined Stock Status" business component.*
14. Select the **Return Basis** of the part as "Core" or "Excess" or "Returnable".
15. Specify the classification of the returned part, in the **Return Classification** drop-down list box.
    - *Note: This field must be left blank, if the "Return Basis" is "Returnable" and if the "Return Valuation Based On Return Classification" is set as "Yes" in the "Set Options" activity of the "Stock Maintenance" business component.*
16. Enter the **Expiry Date** of the part being returned.
    - *Note: The Expiry Date must be entered, if the part being returned is set as "Shelf Life Controlled" in the Part Administration business component.*
17. In the **Attachments** group box enter the **File Name**, to attach other documents for reference.
18. Click the **Create Unplanned Return** pushbutton to create the unplanned return.
    - *Note: For serial controlled parts, the system ensures that there exists only one return document in draft or fresh status, for every returned part number-serial number combination.*
    - *The system checks if the Part Classification is allowed in the return warehouse, based on the Part Classification mapped to the warehouse in the "Storage Administration" business component.*

2.13.1 CONFIRMING OR CANCELING UNPLANNED RETURNS

You can confirm or cancel unplanned returns. Only those return documents, which are in "Fresh" status, can be confirmed. The part details are updated in the inventory after confirmation. On confirming, the system updates the status of the unplanned return as "Confirmed".

You can also cancel the unplanned returns. The status of the return after cancellation is updated as "Canceled".

1. Select **Confirm Unplanned Return** under the **Stock Return** business component. The **Confirm Unplanned Return** page appears. *See Figure 2.31.*
2. Enter the **Search Criteria** and click the **Search** pushbutton.
3. In the **Search Results** multiline, enter the **User Status** of the return and the remarks pertaining to the return.
4. Select the unplanned return document in the multiline, for confirmation or cancellation.
5. To process all documents in the multiline, check the **Select All** box.

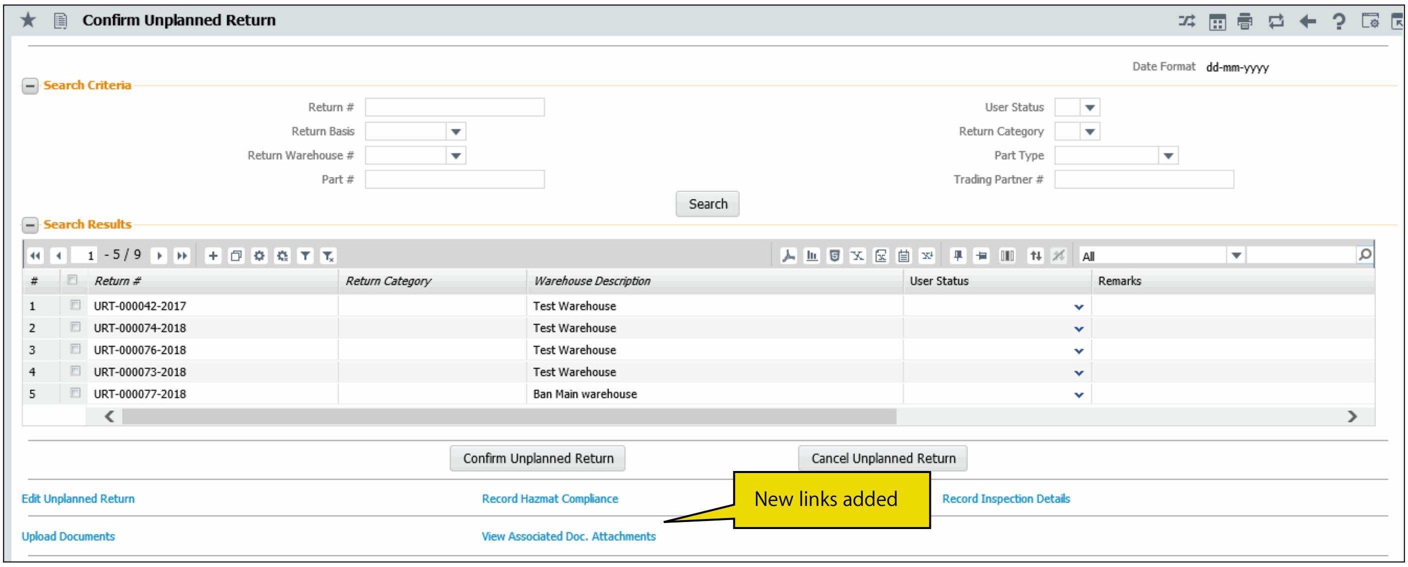


Figure 2.31 Confirming or canceling unplanned return

6. Click the **Confirm Unplanned Return** pushbutton to confirm the selected unplanned return.

- *Note: The system checks if the Part Classification is allowed in the return warehouse, based on the Part Classification mapped to the warehouse in the "Storage Administration" business component.*
- *For the parts with Expensing Policy set as "Core Value on Phase Out" in the "Maintain Planning Information" activity of the "Part Administration" business component, and having stock status attribute as "Ownership- Internal", the system*
  - *Ensures that the core value is specified for the part number and the serial number in the "Maintain Core Value" activity of the "Stock Maintenance" business component, and there exists an Authorized Maintenance Program for the component.*
  - *Updates the total value, variable value and the core value in the "Stock Maintenance" business component, based on the Std. Core Value % specified in the "Maintain Additional Valuation Information" page of the "Part administration" component. This is applicable when new serial number is generated for the parts and when the stock is moved into the warehouse.*
- *The system ensures that the parts of type "Component" with Expensing Policy set as "Core Value on Phase Out" in the "Maintain Planning Information" activity, and having stock status attribute set as "Ownership- Internal", should have "Overhaul Value" defined in the "Edit Usage Based Schedule" page of the "Component Maintenance Program" business component, same as the lead parameter unit defined in the "Maintain Maintenance Info. for Part" activity of the "Aircraft" business component.*
- *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 (i.e. 20000-4000).*
- *For parts with Expensing Policy set as "Core Value on Phase Out", Variable Value Basis set as "Life to Overhaul" in the "Maintain Additional Valuation Information" page, stock status attribute set as "Ownership-Internal", and with Overhaul Value same as the lead parameter unit, the system calculates the return stock value during Aircraft Maint. Exe. Ref. # Return, using the following formula:*

Return Stock Value = Core Value+ New Variable value, where

New Variable Value= Variable Value *(Overhaul Value - Current Lead Parameter Value)/Overhaul Value.

7. Click the **Cancel Unplanned Return** pushbutton to cancel the selected unplanned return.

   Note: The status of the unplanned return is updated to “Confirmed” or “Canceled”.

2.14 GOODS INWARD

You can record the goods received with reference documents like Purchase Order, Release Slip, Customer Order and Repair Order or even without reference document like Direct Customer Goods Receipt.

2.14.1 MANAGING THE GOODS RECEIPT

1. Select the **Manage Goods Receipt** under **Goods Inward** business component. The **Manage Goods Receipt** page appears. *See Figure 2.32.*
2. Use the **Ref. Document #** drop-down list box to select the reference document for which you wish to create goods receipt. Select the reference document type from the adjacent drop-down list box. The drop-down list box displays the following reference document types: “Purchase Order”, “Customer Order”, “Release Slip”, “Repair Order”, “Direct Customer Goods Receipt”, “Regular Purchase”, “Repair Receipt”, “Customer Goods Receipt” and “Receipt without Ref. Doc. #”.
3. Select the **Go** pushbutton.
4. In the **Receipt Info.** group box, use the **Receipt #** drop-down list box to select the receipt # with which you wish to work. The drop-down list box displays all the receipts created against the reference document that you have selected in the “Select Ref. Doc. #/ Receipt #” group box. The receipts are displayed along with the short code of their status in the drop-down list box. Receipt # and status short code suffix. If some pending quantity exists in the Purchase Order or Release Slip or Repair Order or Customer Order, then the value ‘New Receipt’ shall be loaded in this drop-down and this value can be selected to record a new receipt.
5. Enter Receipt Date, Way Bill # and Way Bill Date.
6. Use the **Receipt Priority** drop-down list box to select the priority defined by the user for the receipt document.
7. Enter the **Packing Slip #** and **Packing Slip Date** for the delivery note that is received from the supplier.
8. Use Receiving Location, Receiving Warehouse #, and Receiving Area drop-down list boxes to select the appropriate details for the goods to be received.
9. Enter **Supplier #** and/or **Customer #** identifying the customer.

   Note: The Customer # or Supplier # or both should be entered when a receipt is created for an invalid reference document.

10. Enter **Ref. Doc#** to indicate the reference document against which parts were received. In the **Additional Details** group box, enter the following:
11. Enter the **No. of Packs** in which the material has been packed.
12. Enter the **Consignment Weight** and **Consignment Comments** pertaining to the consignment.
13. Enter the **Received By**, who is the user receiving the consignment
14. Enter the **Gate Pass #** and **Gate Pass Date** for the gate pass.
15. Use the **Receipt Category** drop-down list to select the category of the receipt document defined by the user.
16. Use the **User Status** drop-down list to select the user status of the receipt document defined by the user.
17. Enter **Cancellation Comments** in the event of cancellation of the goods/repair receipt.
18. Enter **Remarks** pertaining to the receipt document.

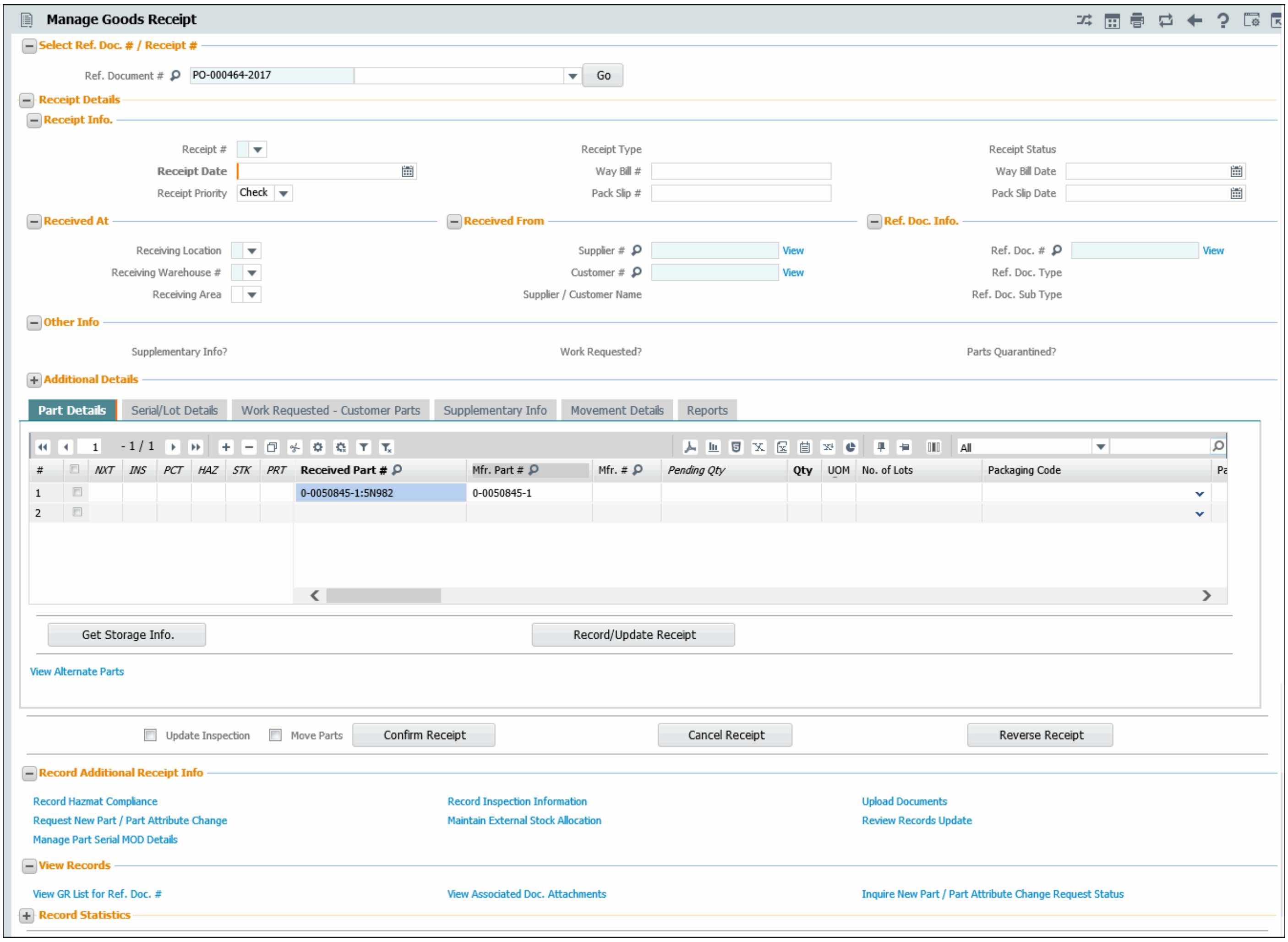


Figure 2.32 Managing goods receipt

- Select the **Part Details** tab for recording the details of the part.
- Select the **Serial/ Lot Details** tab for recording the serial/ lot details of the part.
- Select the **Work Requested – Customer Parts** tab for recording the work requested on customer parts.
- Select the **Supplementary Info** tab for recording the additional details of the receipt / part.
- Select the **Movement Details** tab for recording details of the part movement.
- Select the **Report**s tab for generating or printing report details of the part.

19. Select the **Update Inspection** check box to enable automatic inspection of parts at the time of receipt of delivery.

    Note: 1) The "Update Inspection" check box is selected by default, if the process parameter "Default 'Update Inspection' check box" under the category Goods Inward in the Set Inventory Process Parameters activity of the Logistics Common Master component is '1'. Alternately, the check box appears deselected, if the process parameter is set as '0'. However, if required, you may select/deselect the check box,

20. Check the **Move Parts** check box to automatically move those parts to the warehouse that does not require inspection.

    Note: The "Move Parts" check box is selected by default, if the process parameter "Default 'Move Parts' check box" under the category Goods Inward in the Set Inventory Process Parameters activity of the Logistics Common Master component is '1'. Alternately, the check box appears deselected, if the process parameter is set as '0'. However, if required, you may select/deselect the check box,

21. To confirm the receipt of a part, select the part in the multiline and then click the **Confirm Receipt** pushbutton.

    Note: However, the part you wish to confirm must hold the “Pending Receipt Confirmation” line status. If you have selected both the Update Inspection and Move Parts check boxes, the system automatically updates the inspection and movement details for the received part and, moves the part to the Receiving warehouse. To confirm the entire receipt, all the parts in the receipt must hold the “Pending Receipt Confirmation” line status. On movement of a ‘Capital’ part procured through an Exchange/PBH-Exchange purchase order, the asset ID/tag of the issued part is shifted to the received part. However, this occurs only if the login OU is linked to Maintenance Asset Tracker.

22. Click the **Confirm Receipt** pushbutton to confirm the receipt document.

    Note: Receipt can be confirmed only if the line in the receipt is in “Fresh” status.

23. Click the **Cancel Receipt** pushbutton to cancel the receipt document.

    Note: Receipt can be canceled only if all the lines in the receipt are in “Draft” or “Fresh” status.

    A receipt with invalid reference document # can also be cancelled.

In the Record Additional Receipt Info group box:

- Select the **Record Hazmat Compliance** link at the bottom of the page to record the Compliance details for Hazmat parts in the document.
- Select the **Record Inspection Information** link at the bottom of the page to record the inspection information of the received part number.
- Select the **Upload Documents** link at the bottom of the page to upload the documents for goods receipt.
- Select the **Request New Part / Part Attribute Change** link at the bottom of the page to request new part or to change the attribute of the existing part.
- Select the **Maintain External Stock Allocation** link at the bottom of the page to maintain external stock allocation details.
- Select the Manage Part Serial Mod Details link at the bottom of the page to record / manage the Part – Serial level MOD details.

In the **View Records** group box:

- Select the **View GR List for Ref Doc** # link at the bottom of the page to view the details of the goods receipt raised for a reference document.
- Select the **View Associated Doc. Attachments** link at the bottom of the page to view the associated document attachments for goods receipt.
- Select the **Inquire New Part/ Part Attribute Change Request Status** link at the bottom of the page to view the new part / part attribute change.

Record Part Details

1. Select the **Part Details** tab for recording the basic details of the part. *See Figure 2.33.*

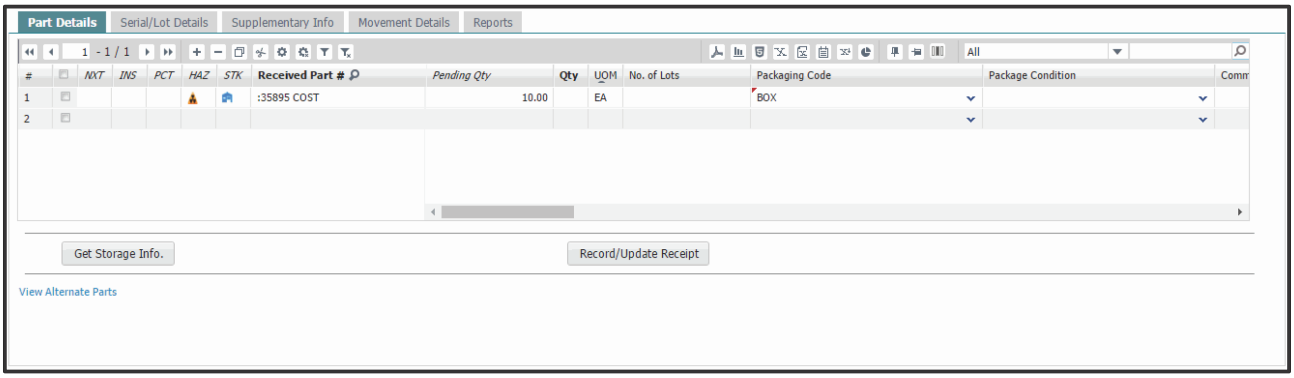


Figure 2.33 Part Details tab in Manage Goods Receipt page

2. Enter the Received Part #, Mfr. Part #, and Mfr. # of the part.
3. Enter the **Qty** of parts received.
4. Use **UOM** drop-down list box to select unit of measurement for the received part.
5. Enter the **No. of Lots** received for lot controlled parts.
6. Use the **Packaging Code** drop-down list box to select the type of the package in which the customer dispatched the unserviceable core part for repair purpose.
7. Enter **Package ID** of the package in which the customer dispatched the unserviceable core part for repair purpose.
8. Enter **Package Location** where the package is kept till the core part is repaired; after which the part is shipped back to the customer in the same package.
9. Use the **Package Condition** drop-down list box to select the condition of the package.
10. Enter **Comments** specified by the warehouse clerk.
11. Use the **Material Type** drop-down list box to select the type of material.
12. Use the **Stock Status** drop-down list box to select the stock status of the part.

    Note: The stock status is mandatory for None-controlled received parts only.

13. Enter the **Warehouse #**, **Zone #,** and **Bin #** for the warehouse.
14. Select the **Quarantined?** box to indicate whether the part is quarantined.
15. Use the **Reason for Quarantine** to select the reason for quarantine.
16. Enter **Quarantine Comments** pertaining to quarantine.
17. Use the **Quarantine Status** drop-down list box to select the user-defined status of quarantine.
18. Use the **Resolution Resp.?, Resolution Comments, Quarantine Area,** and **Inspection Area** drop-down list boxes to select the resolution responsibility, area of quarantine, and area of inspection respectively.
19. Enter the **Rejected Qty** after inspection.
20. Use the **Reason for Rejection** drop-down list box to select the reason for rejecting the part.
21. Select the **New Part?** box to indicate if the part is a new part and not available in the "Part Administration" business component.
22. Enter **Ref. Doc. Line #** for the received part in the reference document for the goods receipt.
23. Enter **Warehouse #**, **Zone #** and **Bin #** to which the received part must be moved.
24. Click the **Get Storage Info.** pushbutton to retrieve the warehouse, zone, bin information for the parts to be received.

25. Click the **Record/ Update Receipt** pushbutton to record or update the receipt document with all the part details.

   Note: When a receipt is created for an invalid reference document the system ensures the following:

   - *A Supplier # or Customer # is available.*
   - *At least one Part # or an invalid Part # is available for processing.*
   - *All the parts in the receipt are quarantined and the quarantine or resolution process is triggered.*
   - *The serial / lot information is entered for the received parts.*
   - *The UOM entered is valid.*

   Note: When a receipt is processed against an invalid reference document initially, but later a valid Ref. Doc. # is provided and the system has accordingly determined the Receipt Type, then the system ensures that the "Ref. Doc Line #" is not null and a valid Line #, when the "Ref. Doc. Type" is set as "Purchase Order" or "Release Slip".

Record Serial/Lot Details

*Note: If you have changed or deleted the part #, the serial/lot details recorded for the part will not be available in the Serial/Lot Details tab anymore. Similarly, if you change the serial/lot details for a part, details recorded for the serial/lot # in the **Work Requested By** Details tab would also be removed.*

1. Select the **Serial/ Lot Details** tab for recording the serial/ lot details of the part. *See Figure 2.34.*

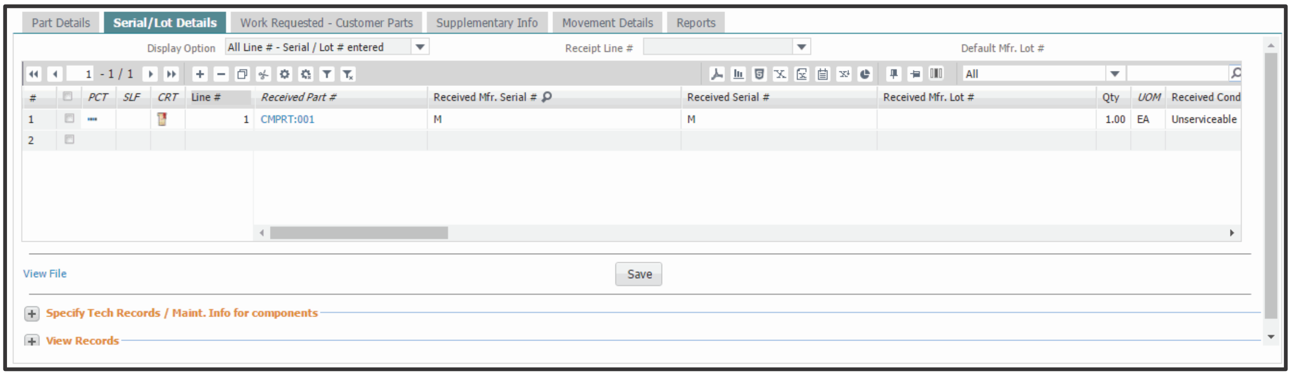


Figure 2.34 Serial/Lot Details tab in Manage Goods Receipt page

Note: When a part received for an invalid reference document is a valid Part #, then the user can enter the serial/lot information in the tab.

2. Use the **Display Option** drop-down list box to select the display option and **Receipt Line #** drop-down list box to select the parts received in the receipt document.
3. Enter the Received Mfr. Serial #, Serial #, Received Mfr. Lot #, and Qty received for the parts.
4. Use the **Received Condition** drop-down list box to select the condition of the received goods.
5. Use the **Change Type** drop-down list box to select the dissimilarity between issued and received parts. The drop- down list box displays the following: b, **Part #** & **Serial #** and **Serial #**.
6. Use the **Change Basis** drop-own list box to select the reason for dissimilarity between the issued and received part # and/or serial # details.
7. Enter the **Operator #** of the airline entered by the user.
8. Specify whether any **Physical Damage** is present in the received Part or not.
9. Select **Certificate Type** and, specify **Certificate #**, and **Certificate Date** for the received part.
10. Enter the **Mfr. Date**, **Certificate Supplier #** of the part and **Expiry Date** when the certificate expires.

11. Select the **Shelf Life Check?** box to select whether to enforce or override the shelf life check on the part based on the Expiry Date entered.
12. Select the **Quarantined?** box to indicate that the part is quarantined.
13. Specify the Reason for Quarantine, Quarantine Comments, and Quarantine Status of the received part.
14. Use the **Resolution Resp.?** and **Quarantine Area** drop-down list boxes to select the resolution responsibility and quarantine Area where the part has to be moved and kept in quarantine.
15. Enter the Rejected Qty and Reason for Rejection for the part.
16. Select the **Deviated Part?** box to indicate that the part received is deviated from maintenance process it should have complied
17. Enter any **Deviation Comments** pertaining to the deviated part.
18. Enter the **File Name** that contains additional details about the Part # - Serial/lot combination.
19. Select a row and click on the **View File** link at the bottom of the tab to view the associated file content.
20. Enter **Authorization #** for the received part from the customer/supplier/repair shop.
21. Click the **Save** pushbutton to save the serial/ lot details.

Record Work Requested – Customer Parts

Note: If you have changed/deleted the part # in the Part Details tab or serial and/or lot # in the Serial/Lot Details tab, any details recorded for the part/serial/lot # will not be available in the ***Work Requested By*** *tab anymore.*

1. Select the **Work Requested – Customer Parts** tab for recording the work requested for main core customer parts. *See Figure 2.35.*

   Note: This tab is not enabled for a receipt with invalid reference document # or if the Ref. Document Type is Purchase Order / Release Slip.

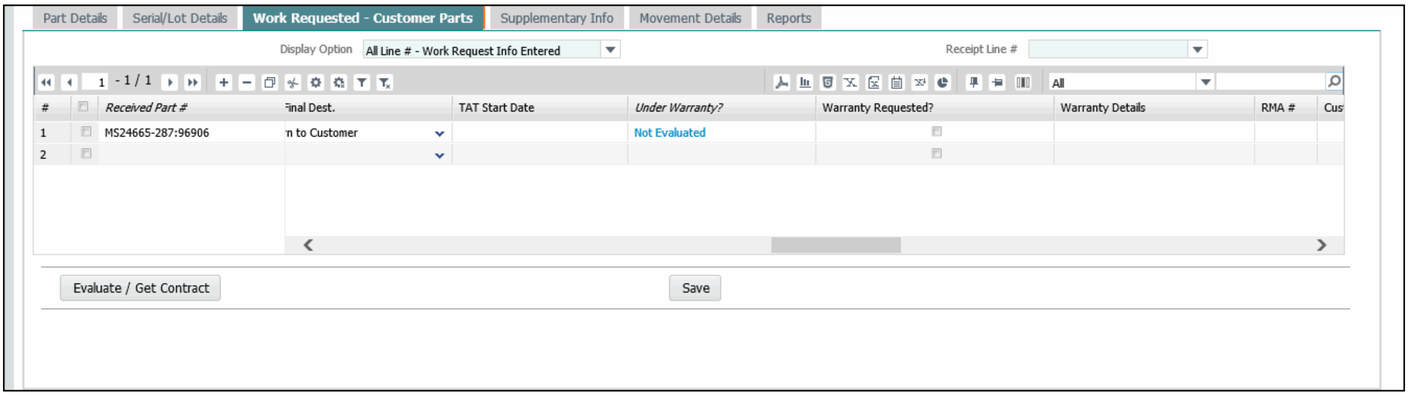


Figure 2.35 Work Requested-Customer Parts tab in Manage Goods Receipt page

2. Use the **Display Option** drop-down list box available to filter the data to be retrieved.
3. Use the **Receipt Line #** drop-down list box to retrieve received parts.
4. Use the **Removed from A/C Reg. #** drop-down list box to specify the aircraft from which the main core part was removed and sent for repair.
5. Use the Removed from Part #, Removed from Mfr. Part #, Mfr. #, Removed from Serial #, Removed Date & Time and Reason for Removal drop-down list boxes to specify the details of the removed part.
6. Enter **Work Requested** by the customer to be performed on the Received Part #.
7. Use the **Repair Process Code** drop-down list box to select the unique number identifying the repair process.

8. Enter the **MOD instructions** that have to be performed on the Received Part #.
9. Specify the **Customer PO #**, **Customer Reqd. Date**, and **Customer Priority** details of the Customer Order.
10. Use the **Part Final Dest.** drop-down list box to select the final destination where the part has to be returned after repair.
11. Enter the **TAT Start Date** of the turnaround time for the part to be repaired.
12. Click the hyperlinked field **Under Warranty?** which could be "Yes", "No" or "Not Evaluated" in order to view the warranty instance of the part.
13. Select the **Warranty Requested?** box if the warranty is requested by the customer for the Received Part #.
14. Enter the **RMA#** authorization code given by the user authorizing the customer to send the part back, if the customer is returning the part which was already repaired by the user.
15. Enter the Cust. Maint. References, Job Card References, and Discrepancy References for the Received Part.
16. Enter the **Contract #** between the user and customer under which the received part – serial or lot is covered.
17. Enter the **Customer Order #** for the Part # - Serial # combination.
18. Specify the **Removal Reason** and **Repair Classification** of the received part.
19. Select the **Return As Is** checkbox to indicate that the received Part # is returned without any damage.
20. Enter **Comments** pertaining to the part received for repair.
21. Select the **Quarantined?** box to indicate that the part is quarantined.
22. Specify the Reason for Quarantine, Quarantine Comments, Quarantine Status, and Quarantine Area.
23. Use the **Resolution Resp.?** drop-down list box to select the resolution responsibility.
24. Click the **Evaluate/ Get Contract** pushbutton to retrieve or validate the contract number.
25. Click the **Save** pushbutton to save the work request of customer part details.

Record Supplementary Info

1. Select the **Supplementary Info** tab for recording the user defined additional details for part level and document level. *See Figure 2.36.*

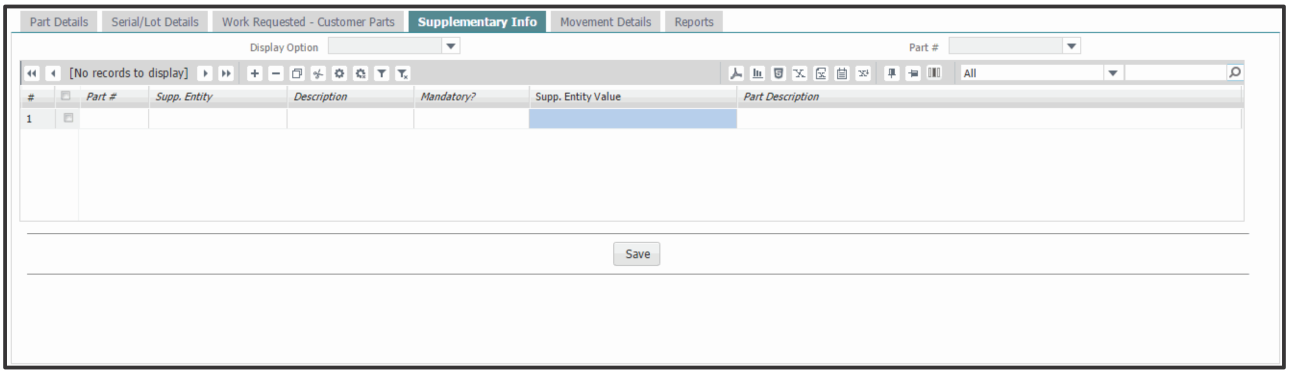


Figure 2.36 Supplementary Info tab in Manage Goods Receipt page

2. Use the **Display Option** and **Part #** for which supplementary information needs to be recorded.
3. Enter the **Supp. Entity Value** used by the receiving clerk to enter values for the Supp. entities.
4. Click the **Save** pushbutton to save the supplementary information of the part.

Record Movement Details

1. Select the **Movement Details** tab for recording the details of the part movement. *See Figure 2.37.*

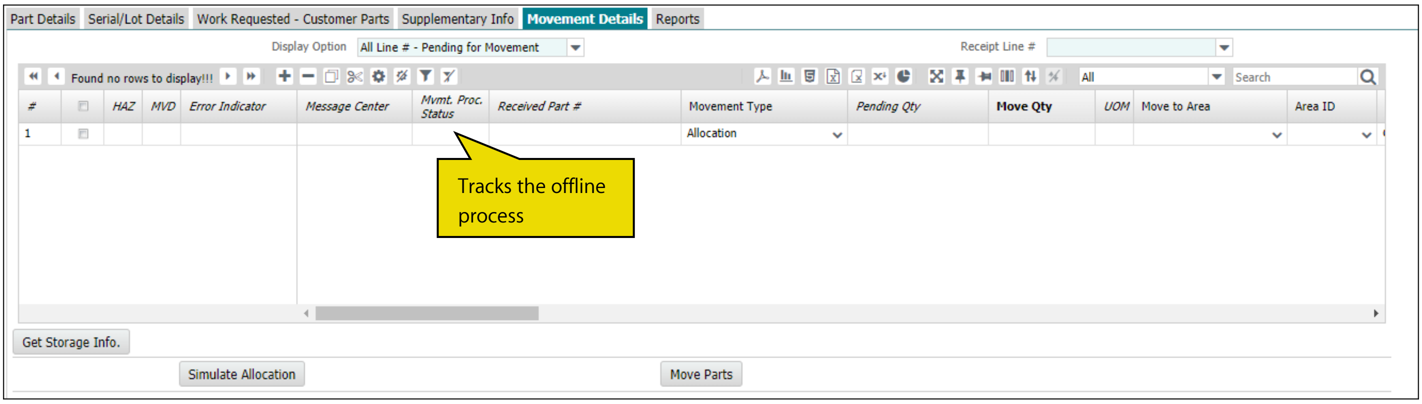


Figure 2.37 Movement Details tab in Manage Goods Receipt page

2. Use the **Display Option** and **Receipt Line #** drop-down list boxes to retrieve the part based on the value selected here.
3. Use the **Movement Type** drop-down list box to select the movement type of the part received.
4. Enter the **Move Qty** that is the total quantity to be moved.
5. Use the **Move to Area** drop-down list box to select the area where the part is to be moved.
6. Use the **Area ID** drop-down list box to specify the interim area.
7. Use the **Stock Status** and **Condition** drop-down list boxes to select the stock status of the part and the condition of the received goods respectively.
8. Enter the **Warehouse #, Zone #,** and **Bin #** of the warehouse where the part is stored.
9. Enter **Comments** if any specified for movement.
10. Enter the **Moved By** user who made the movement and the **Moved Date** when the line was moved.
11. Enter the **Transfer to Warehouse #** identifying the warehouse where the part is to be transferred.
12. Click the **Get Storage Info.** pushbutton to retrieve the warehouse, zone, bin information for the parts to be received.
13. Click the **Simulate Allocation** pushbutton to allocate pending material requests, which is permitted only for certain movement types.

    Note: When a Received part has undergone a Part Data Change, then Simulate Allocation is not allowed.

14. Click the **Move Parts** pushbutton to save and move the part to the specified movement type.

    Note: If Movement Type is "Rejection" system will not change the MVD flag or Line status of that particular line. Movement Type "Rejection" will generate a routing slip to the Rejection Area specified awaiting instruction whether to return to vendor or scrap locally.

Updating Component Removal Assessment Data

When parts are received from Customer (on Exchange / Rental basis), evaluation of the part for Repair based on certain rules happens. The last removal information, including Removed from A/C Reg. #, Removal Reason, Removed Date/Time, etc. of the Part is needed for the evaluation of the part for repair. The "Update Component Removal Assessment Data" screen enables to identify these details during Customer Goods Receipt and Rental Receipt.

1. Select the **Update Component Removal Assessment Data** link in the **Manage Goods Receipt** page. The **Update Component Removal Assessment Data** page appears. *See Figure 2.38.*

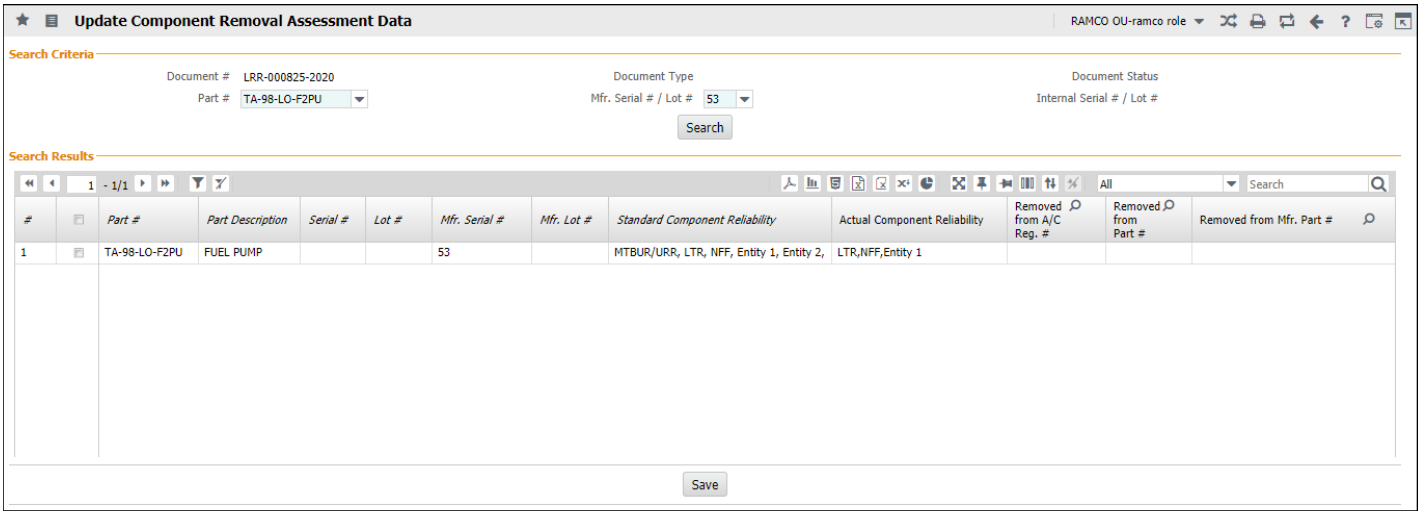


Figure 2.38 Updating Component Removal Assessment Data

2. In the **Search Criteria** section, enter the filter fields such as **Part #** and **Mfr. Serial # / Lot #** and click the **Search** pushbutton.

In the **Search Results** multiline,

3. Enter the **Actual Component Reliability** as the concatenation of the component reliability entities that are applicable for the part.
4. Enter the **Removed from A/C Reg. No** from which the main core part was removed.
5. Enter the **Removed from Part #**, **Removed from Mfr. Part #**, **Mfr. #** and **Removed from Serial #** of the part from which the received part # was removed.
6. Enter the **Removed Date & Time**, **Removal Reason** and **Removal Comments.**
7. Select the **Return As Is** checkbox to indicate that the received Part # is returned without any damage.
8. Specify the **Repair Classification** of the received part.
9. Click the **Save** pushbutton to record the entered component removal details.

2.14.2 INSPECTING THE PARTS

1. Select the **Inspect Parts** under **Goods Inward** business component. The **Inspect Parts** page appears. *See Figure 2.39.*

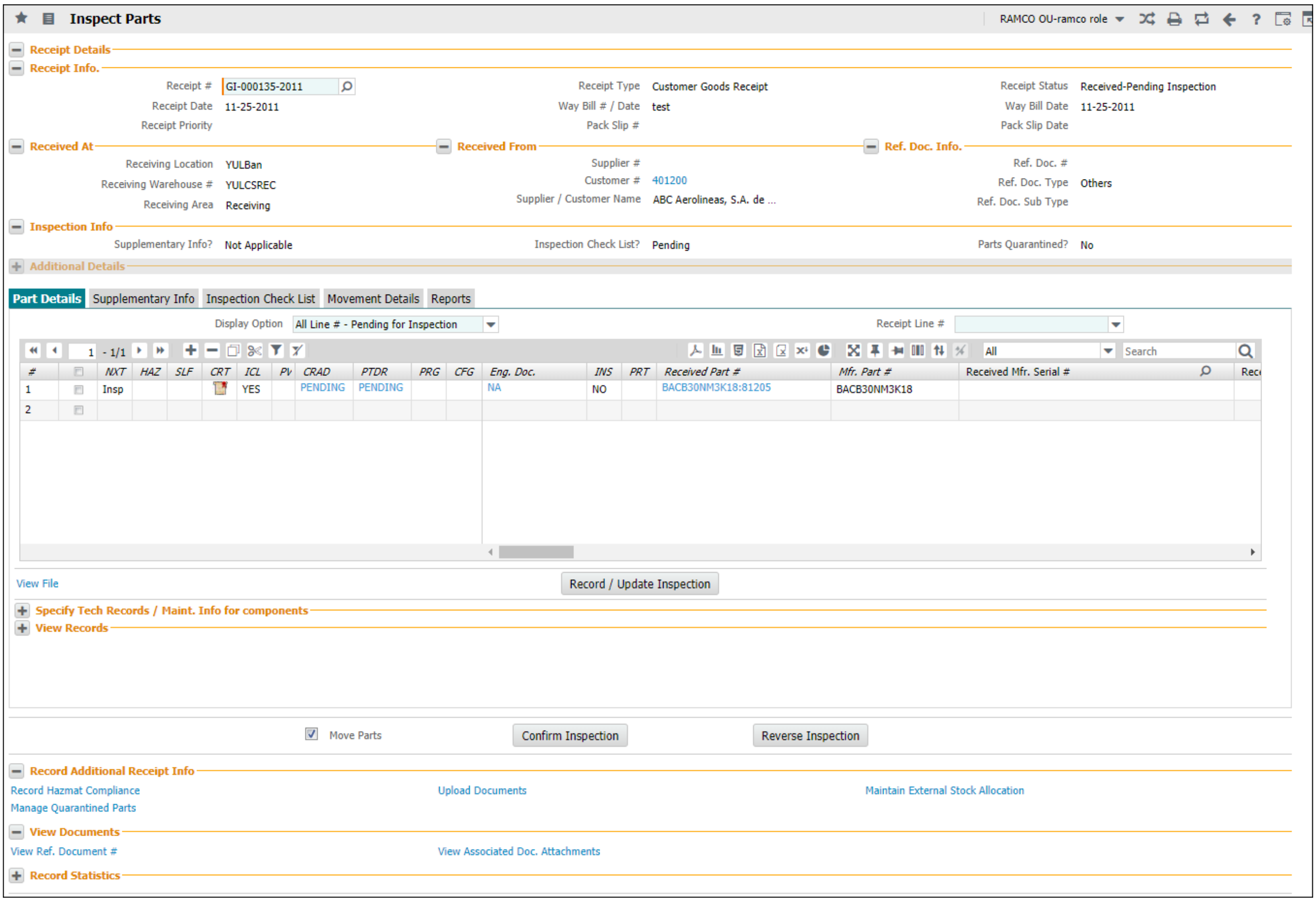


Figure 2.39 Inspecting the parts

2. Enter the **Receipt #** in the **Receipt Info** group box. In the **Additional Details** group box, enter the following:
3. Use the **Receipt Category** drop-down list to select the category of the receipt document defined by the user.
4. Use the **User Status** drop-down list to select the user status of the receipt document defined by the user.
5. Enter **Remarks** pertaining to the receipt document.
6. Select the **Part Details** tab for recording the details of the part.
7. Select the **Supplementary Info** tab for recording the additional details of the receipt / part.
8. Select the **Inspection Check List** tab for recording the inspection check list of the part.
9. Select the **Movement Details** tab for recording details of the part movement.
10. Select the **Reports** tab for generating or printing report details of the part.
11. Select the **Move Parts** box to move / bin the parts automatically on Confirm Inspection.
12. Click the **Confirm Inspection** pushbutton to confirm the inspection of the part.
13. To reverse inspection, retrieve the requisite record and select the **Reverse Inspection** pushbutton. In the **Record Additional Receipt Info** group box:

- Select the **Record Hazmat Compliance** link at the bottom of the page to record the Compliance details for Hazmat parts in the document.
- Select the **Upload Documents** link at the bottom of the page to upload the documents for goods receipt.
- Select the Manage Quarantined Parts link to manage the quarantined parts of the receipt.

In the **View Records** group box:

- Select the **View Ref. Document #** link at the bottom of the page to view the reference document.

- Select the **View Associated Doc. Attachments** link at the bottom of the page to view the associated document attachments for goods receipt.

Record Part Details

1. Select the **Part Details** tab for recording the basic details of the part. *See Figure 2.39.*

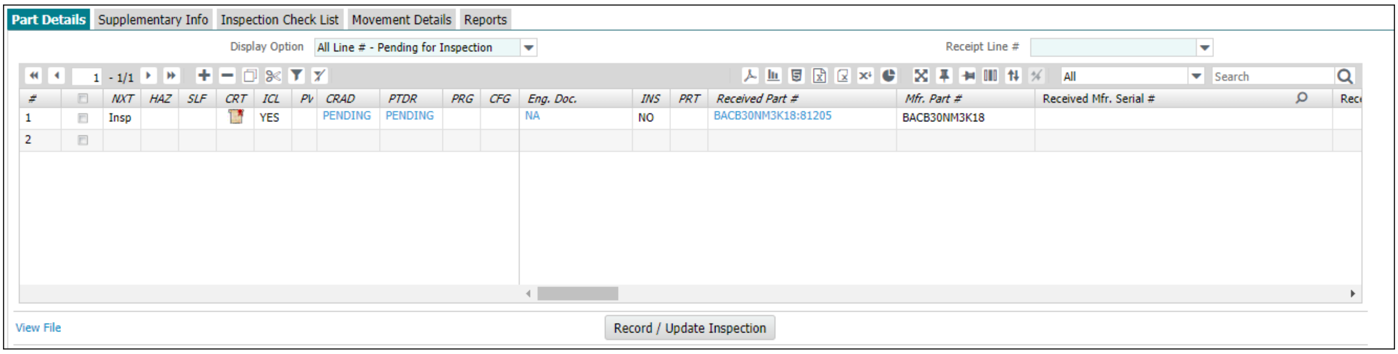


Figure 2.39 Part Details tab in Inspect Parts page

2. Use the **Display Option** and **Receipt Line #** drop-down list boxes to retrieve the part details based on the values selected.
3. The **CRAD** displays the component removal assessment data for the part as 'Entered' or 'Pending'. On click of the hyperlink "Update Component Removal Assessment Data" page appears.

   Note: This field appears only if the Receipt Type is 'Customer Goods Receipt'.

4. The **PTDR** displays the technical data requirements for the part as 'Entered' or 'Pending'. On click of the hyperlink "Record Part Technical Data" page appears.

   Note: This field appears only if the Receipt status is 'Received-Pending Inspection'.

5. Enter the **Received Mfr. Serial #**, **Received Mfr. Lot #** of the part.
6. Enter the **Accepted Qty** that is accepted by the inspector.
7. Use the **Condition** drop-down list box to select the condition of the received goods.
8. Use the **Change Type** drop-down list box to select the dissimilarity between issued and received parts. The drop- down list box displays the following: Part #, Part # & Serial # and Serial #.
9. Use the **Change Basis** drop-own list box to select the reason for dissimilarity between the issued and received part #and/or serial # details. The drop-down list box displays the following:
   - Not Applicable, if core return option for the repair order (reference document) is "No Change Allowed".
   - Modification, Exchange and Not Applicable, if core return option for the repair order (reference document) is not "No Change Allowed" and the RO type of the repair order is Normal.
   - Exchange and Not Applicable, if core return option for the repair order (reference document) is not "No Change Allowed" and the RO type of the repair order is Exchange.
10. Enter the **Operator #** of the airline.
11. Use the **Records Update** drop-down list box to select the status of the technical records update corresponding to the serial number being inspected.
12. Enter any **Comments** specified by the inspector.
13. Enter the **Quar. Qty** of parts quarantined by the inspector.
14. Use the **Reason for Quarantine** drop-down list box to select the reason for quarantine.
15. Enter **Quarantine Comments** pertaining to quarantine.
16. Use the **Quarantine Status** drop-down list box to select the user-defined status of quarantine.

17. Use the **Resolution Resp.?,** and **Quarantine Area** drop-down list boxes to select the resolution responsibility and area of quarantine.
18. Enter the **Rejected Qty** after inspection.
19. Use the **Reason for Rejection** drop-down list box to select the reason for rejecting the part.
20. Select Certificate Type and, enter Certificate #, Certificate Date, and Certificate Supplier # for the received part.
21. Enter the **Expiry Date** when the received part expires.
22. Use the **Shelf Life Check?** drop-down list box to select whether to enforce or override the shelf life check on the part based on the Expiry Date entered.
23. Select the **Deviated Part?** box to indicate that the part received is deviated from maintenance process it should have complied.
24. Enter any **Deviation Comments** pertaining to the deviated part.
25. Enter the **Inspected By**, the user who inspected the part and **Inspected date**.
26. Enter serial # of the received part in the **Received Serial** field**.**
27. Enter **Authorization #** for the received part from the customer/supplier/repair shop.
28. Enter **Mfr. Date** of the received part and the **File Name** contains details about the Part # - Serial/lot combination.
29. Select a row and click on the **View File** link at the bottom of the tab to view the associated file content.
30. Click **Record/ Update Inspection** pushbutton to save the inspection details by the inspector for the parts received.

In the Specify Tech Records/ Maint. Info for components group box:

- Select the **Edit Component Record** link to modify the details of components that are already defined.
- Select the **Edit Component Maintenance Program** link to modify the component maintenance program.
- Select the **Maintain Discrepancy Information** link to edit the deferment details already specified for a work unit.
- Select the **Create Engineering Service Request** link to raise an ESR and confirm it.
- Select the **Review Records Update** link to update record update status of parts received against various reference documents.

In the **View Records** group box:

- Select the **View Part Program** link at the bottom of the page to view the part program.
- Select the **View Component Program** link at the bottom of the page to view the component program.
- Select the **View Part Notes** link at the bottom of the page to view the part notes.
- Select the **Inquire Engineering Service Request Status** link at the bottom of the page to view the ESR status

Record Supplementary Info

1. Select the **Supplementary Info** tab for recording user defined additional details for part level and document level.
2. Use the **Display Option** and **Part #** for which supplementary information needs to be recorded.
3. Enter the **Supp. Entity Value** used by the receiving clerk to enter values for the Supp. entities.
4. Click the **Save** pushbutton to save the supplementary information of the part.

Record Inspection Check List

1. Select the **Inspection Check List** tab for recording the inspection check list of the part.
2. Specify the **Display Option** and **Part #** to enter the details for which inspection check list information needs to be recorded.
3. Enter **Comments** entered by the inspector after verifying the part.

4. Enter the **Avg Min. Value, Avg Max. Value, Avg Value** and **Qualitative Value** assigned to the attribute of the part.
5. Select the **Verified All** box to select the Verified? checkbox in the multiline for all the received parts in multiline.

   Note: If "Verified All" checkbox is checked, the "Verified?" field for all the records will be checked and inspection check list information will be saved at both part level and document level for the records.

6. Click the **Save** pushbutton to save the inspection check list information.

Record Movement Details

1. Select the **Movement Details** tab for recording the details of the part movement. *See Figure 2.40.*

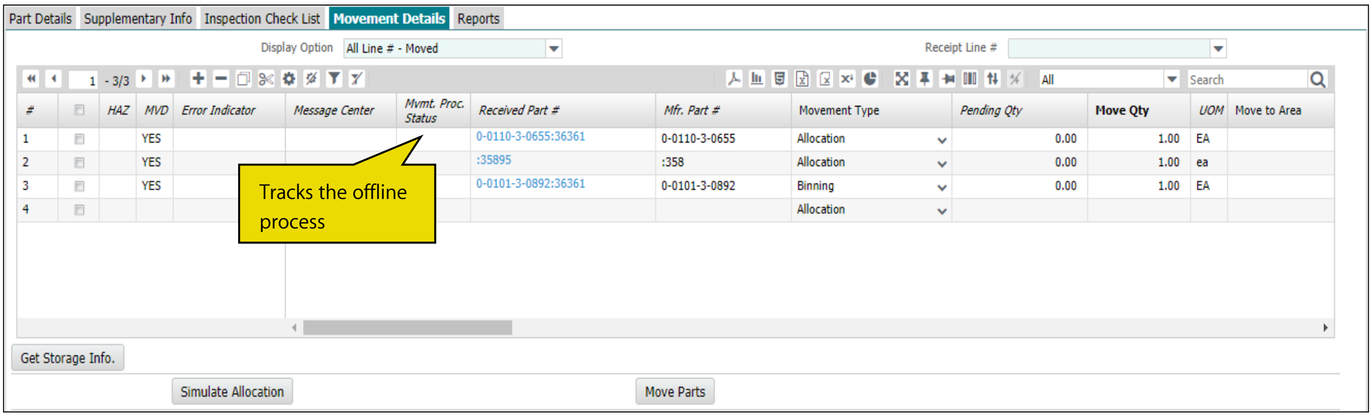


Figure 2.40 Movement Details tab in Inspect Parts page

2. Use the **Display Option** and **Receipt Line #** drop-down list boxes to retrieve the part details based on the value selected.
3. Use the **Movement Type** drop-down list box to select the movement type of the part received.
4. Enter the **Move Qty** that is the total quantity to be moved.
5. Use the **Move to Area** drop-down list box to select the area where the part is to be moved.
6. Use the **Area ID** drop-down list box to specify the interim area.
7. Select the **Stock Status** of the part and **Condition** of the received goods respectively.
8. Enter the **Warehouse #, Zone #,** and **Bin #** of the warehouse where the part is stored.
9. Enter **Comments** if any specified for movement.
10. Enter the **Moved By** user who made the movement and the Moved Date when the line was moved.
11. Enter the **Transfer to Warehouse #** identifying the warehouse where the part is to be transferred.
12. Click the **Get Storage Info.** pushbutton to retrieve the warehouse, zone, bin information for parts to be received.
13. Click the **Simulate Allocation** pushbutton to allocate pending material requests, which is permitted only for certain movement types.
14. Click the **Move Parts** pushbutton to save and move the part to the specified movement type.

2.14.3 BINNING THE PARTS

1. Select the **Bin Parts** under **Goods Inward** business component. The **Bin Parts** page appears. *See Figure 2.41.*

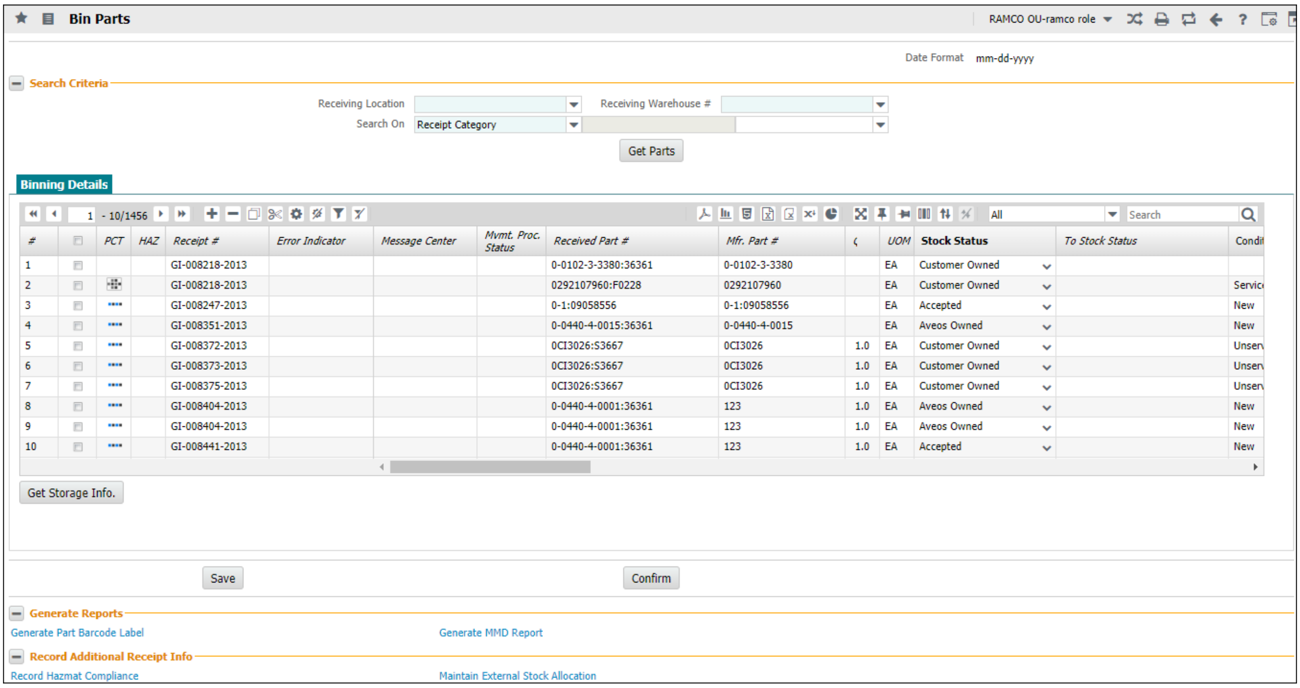


Figure 2.41 Binning the parts

2. Enter the **Search Criteria** and click the **Get Parts** pushbutton.
3. Select the **Stock Status** and enter the Warehouse #, Zone # and Bin #.
4. Click **Get Storage Info.** pushbutton to retrieve the warehouse, zone, bin information for the parts to be received.
5. Click the **Save & Confirm** pushbutton to save and confirm the bin part details.

To generate reports

- Select the **Generate Part Barcode Label** link to generate bar code labels for parts selected in the multiline.
- Select the **Generate MMD Report** link to generate MMD report for the receipt.

To record additional information

- Select the **Record Hazmat Compliance** link to record the Compliance details for Hazmat parts in the document.
- Select the **Maintain External Stock Allocation** link to maintain external stock allocation details.

2.14.4 MANAGING QUARANTINED PARTS

1. Select the **Manage Quarantined Parts** under **Goods Inward** business component. The **Manage Quarantined Parts** page appears. *See Figure 2.42.*
2. Enter the filter criteria and click the **Get Details** pushbutton to retrieve the search results in the multiline.
3. Enter the **Resolution Comments** given by the person or department acted on the quarantined part.

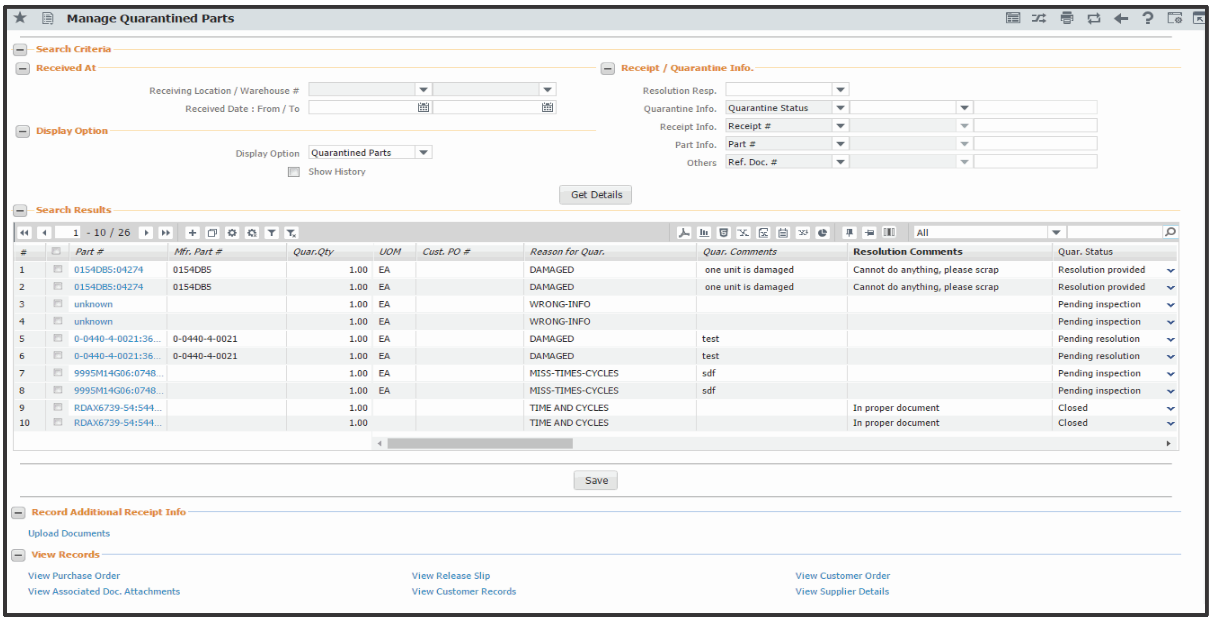


Figure 2.42 Managing quarantined parts

4. Use the **Quar. Status** drop-down list box to select the quarantine status of the part.
5. Use the **Resolution Responsibility** drop-down list box to select the person or department who has to act on the quarantine.
6. Click the **Save** pushbutton to save the quarantine details

To proceed, carry out the following

- In the Record Additional Receipt Info group box, select the **Upload Documents** link to upload all associated documents attached to the quarantined part.

2.14.5 MANAGING DUTY FOR INBOUND SHIPMENTS

Parts imported/exported from a country are subject to Customs clearance process and attracts Customs Duty/Cess/any other Taxes. As per Indian regulations, the Customs process in managing Imports involves assessing the value of the Parts imported and filing a Bill of Entry, which is then approved. The Parts gets cleared only when the Duty/GST applicable for the imported goods is paid. Based on an organization's policy, the Duty/GST may or may not be added to Stock value. Capturing the Duty/GST paid and adding it to the value of the Goods Received can be performed using this activity.

1. Select the **Manage Duty for Inbound Shipments** under **Goods Inward** business component. The **Manage Duty for Inbound Shipments page** appears. *See Figure 2.42.*

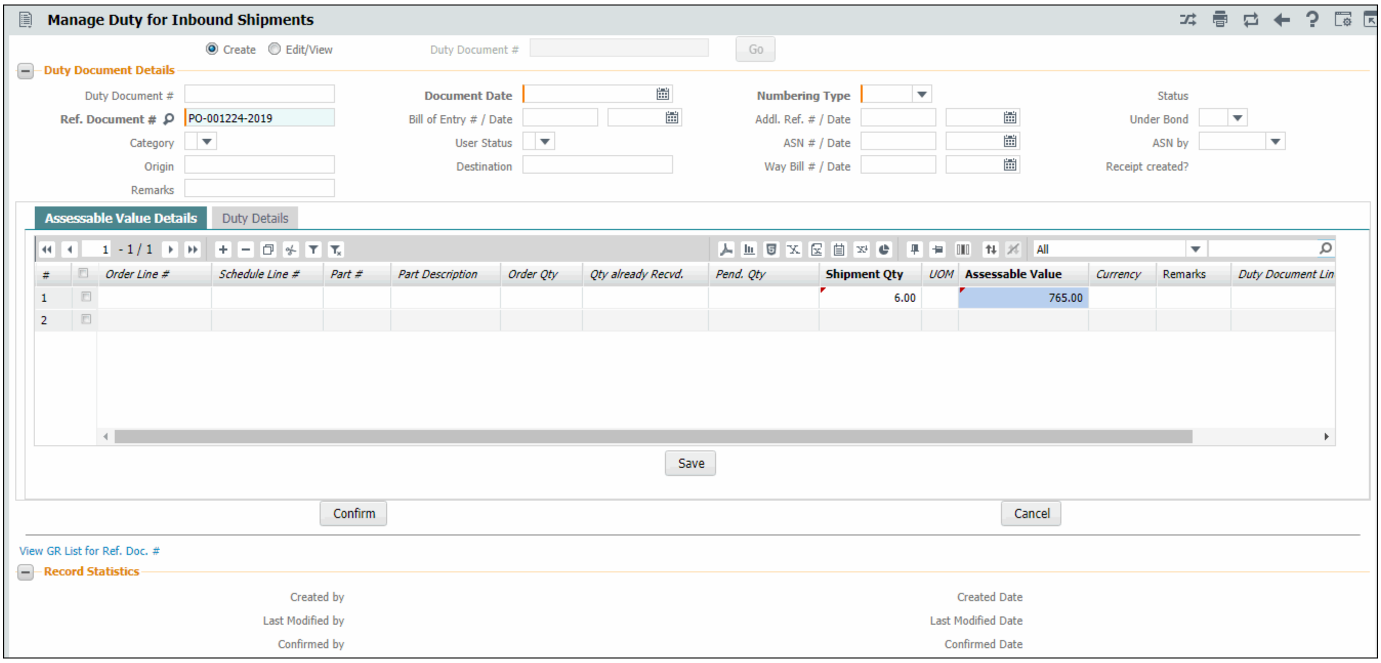


Figure 2.42 Managing Duty for Inbound Shipments

2. Select one of the radio buttons **Create** or **Edit/View** to create or edit/view the duty document.
3. Enter the **Duty Document** details such as **Ref. Document #**, **Document Date** and **Numbering Type**.

In the **Assessable Value Details** tab,

4. Enter the **Shipment Qty** and the **Assessable Value** of the Duty Document.

In the **Duty Details** tab,

5. Specify the Duty Document Line # generated in the **Assessable Value Details** tab.
6. Enter the **TCD #**, **Variant #**, **Taxable Amount** and **Tax Value** fields.
7. Specify the **Pay to Supplier #** to whom the payment must be made.
8. Click the **Save** pushbutton to save the duty document details.
9. Click the **Confirm** pushbutton to confirm the Duty Document.
10. Click the **Cancel** pushbutton to cancel the Duty Document.

To proceed, carry out the following

- Select the View GR List for Ref. Doc. # link to view the goods receipt list for the reference document.

2.15 CUSTOMER PARTS EXCHANGES

You can record the details of the problematic core part and initiate an exchange. Identify the sourcing part so as to satisfy the problematic core part and all related transactions and information with reference to the exchange order transaction that is recorded and tracked.

2.15.1 MANAGING EXCHANGE ORDER

1. Select the **Manage Customer Order** under **Customer Parts Exchanges** business component. The **Select Exchange Order** page appears.
2. In the Search Criteria group box enter the filter criteria details like Exch. Order Info, Exch. Order Status, Initiating Doc. Info, Source Doc. Info, Core Part Info, Source Part Info, and Core Availability Status.
3. Click the **Search** pushbutton to retrieve the search results in the multiline.
4. Click the hyperlinked **Exchange Order #** and the **Manage Exchange Order page** appears. *See Figure 2.43.*

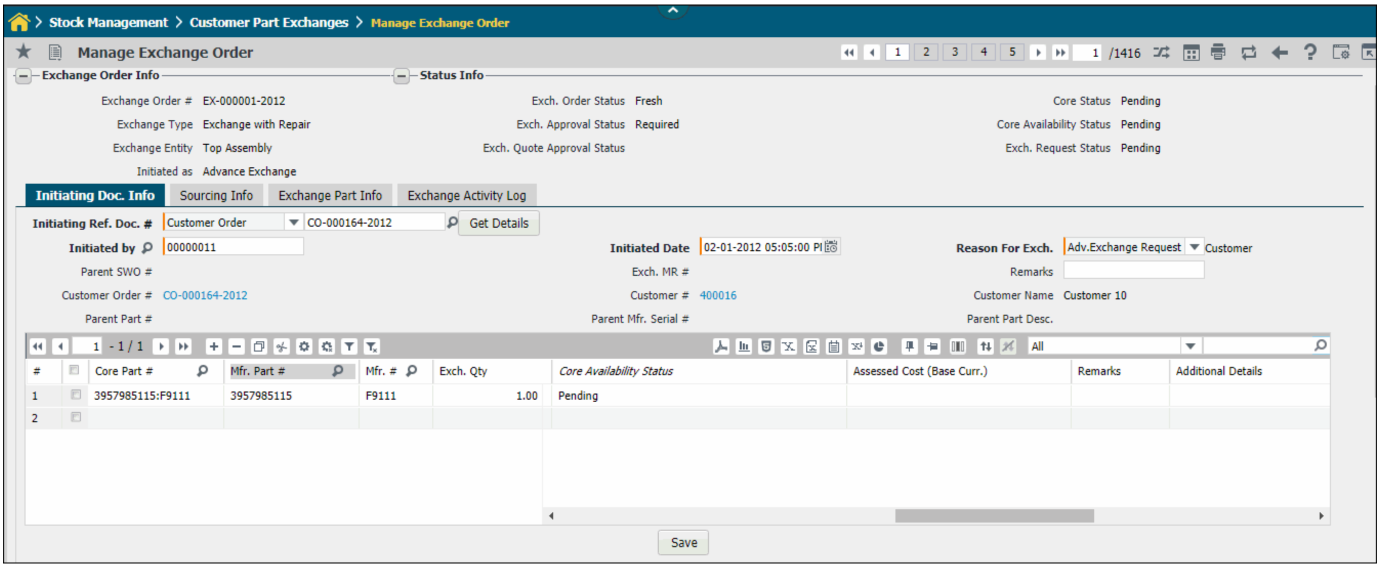


Figure 2.43 Managing exchange order

To proceed further

- Select the **Initiating Doc. Info** tab to record the details of the initiating document.
- Select the **Sourcing Info** tab to modify the sourcing details of the core part.
- Select the **Exchange Part Info** tab to view the details of both the core and source part info for the exchange order.
- Select the **Exchange Activity Log** tab to view the details of the various transactions related to the exchange order.
- Enter any **Comments** in the **Other Info** group box pertaining to the exchange.
- Click the **Confirm** pushbutton to confirm the exchange order document.
- Click the **Cancel** pushbutton to cancel the exchange order document.
- Click the **Short Close** pushbutton to short close the exchange order document.
- Click the **Force Close** pushbutton to force close the exchange order document

Record Initiating Doc. Info

1. Select the **Initiating Doc. Info** tab to record the details of the initiating document. *See Figure 2.40.*
2. Enter the **Initiating Ref. Doc. #** and click the **Get Details** pushbutton to view the details.
3. Enter the **Initiated By** indicating the user who initiated exchange order and the **Initiated Date** of exchange order.
4. Use the **Reason for Exch.** drop-down list to select the reason for exchange.
5. Enter any **Comments** pertaining to the exchange order document.
6. Enter the **Core Part #**, **Mfr. Part #, a**nd **Mfr. #** for the core part.
7. Enter the **Exch. Qty** of core parts ready for exchange and **Assessed Cost (Base Curr.)** of the core part.
8. Select the **Core Condition** and **Core Stock Status** to specify the condition and stock status of the core parts.
9. Click the **Save** pushbutton to save the details of the core part that needs to be exchanged.

Record Sourcing Info

1. Select the **Sourcing Info** tab to modify the sourcing details of the core part. *See Figure 2.44.*

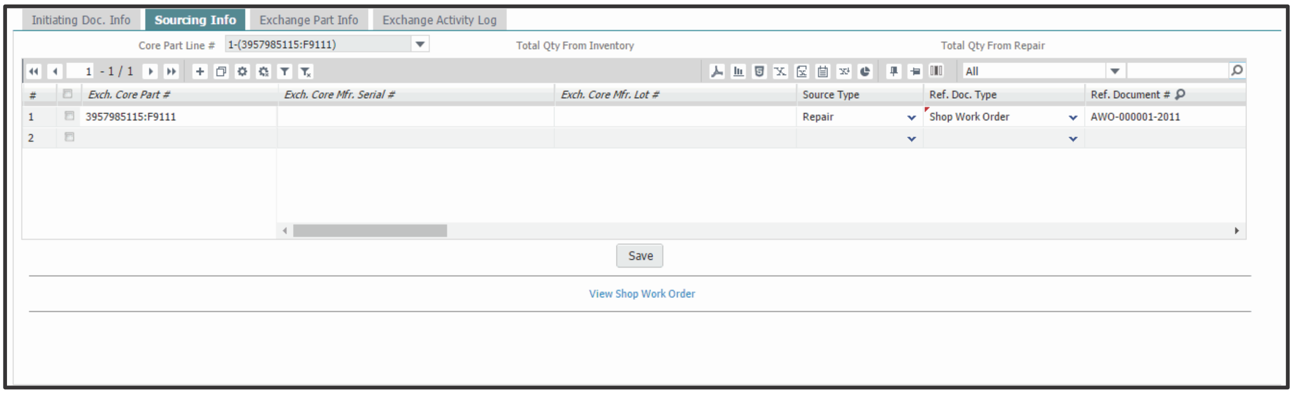


Figure 2.44 Managing sourcing info

2. Use the **Sourcing Type** and **Ref.Doc. Type** drop-down list boxes to select the sourcing and type of reference document for the exchange.
3. Enter the **Ref. Document #** for the exchange.
4. Use the **Inv. Sourcing Strategy** drop-down list box to select the sourcing strategy that can either be "Specific Part" or "Any Part".
5. Enter the **Source Qty** and **Exch. Source Part #** to satisfy the exchange request.
6. Enter the Mfr. Part # and Mfr. # for the manufacturer of the part.
7. Enter the Exch. Source Mfr. Serial # and Exch. Source Mfr. Lot # that is initiated for exchange.
8. Use the Source Condition and Source Status drop-down list boxes to select the condition and status of the source parts respectively.
9. Enter any Sourcing Instructions pertaining to the sourcing parts
10. Enter the Source Serial # and Source Lot # of the source part.
11. Select the **Hard Swap?** box to indicate if the sourcing for the troubled core part is performed through a part in another shop work order.
12. Enter the **Warehouse #** from where the part is sourced to the customer.
13. Click the **Save** pushbutton to save details of the source part.
14. Select the **View Shop Work Order** link to view the shop work order.

2.15.2 INITIATING EXCHANGE / SWAPS

1. Select the Initiate Exchange / Swaps under Customer Parts Exchanges business component. The Manage Exchange **Order** page appears. *See Figure 2.45.*
2. Select the **Initiating Doc. Info** tab for recording the details of the initiating document.
3. Select the **Sourcing Info** tab for recording the sourcing details of the core part.
4. Select the **Exchange Part Info** tab for viewing the details of the exchange part.
5. Select the **Exchange Activity Log** tab for viewing the log details of the exchange activity
6. Select the **Initiating Ref. Doc. #** to initiate the reference document which can be “Material Request”, “Repair Order” or “Shop Work Order” and enter the reference document number for the selected reference document in the **Initiating Doc. Info** tab.
7. Click the **Get Details** pushbutton to retrieve the initiating document information.

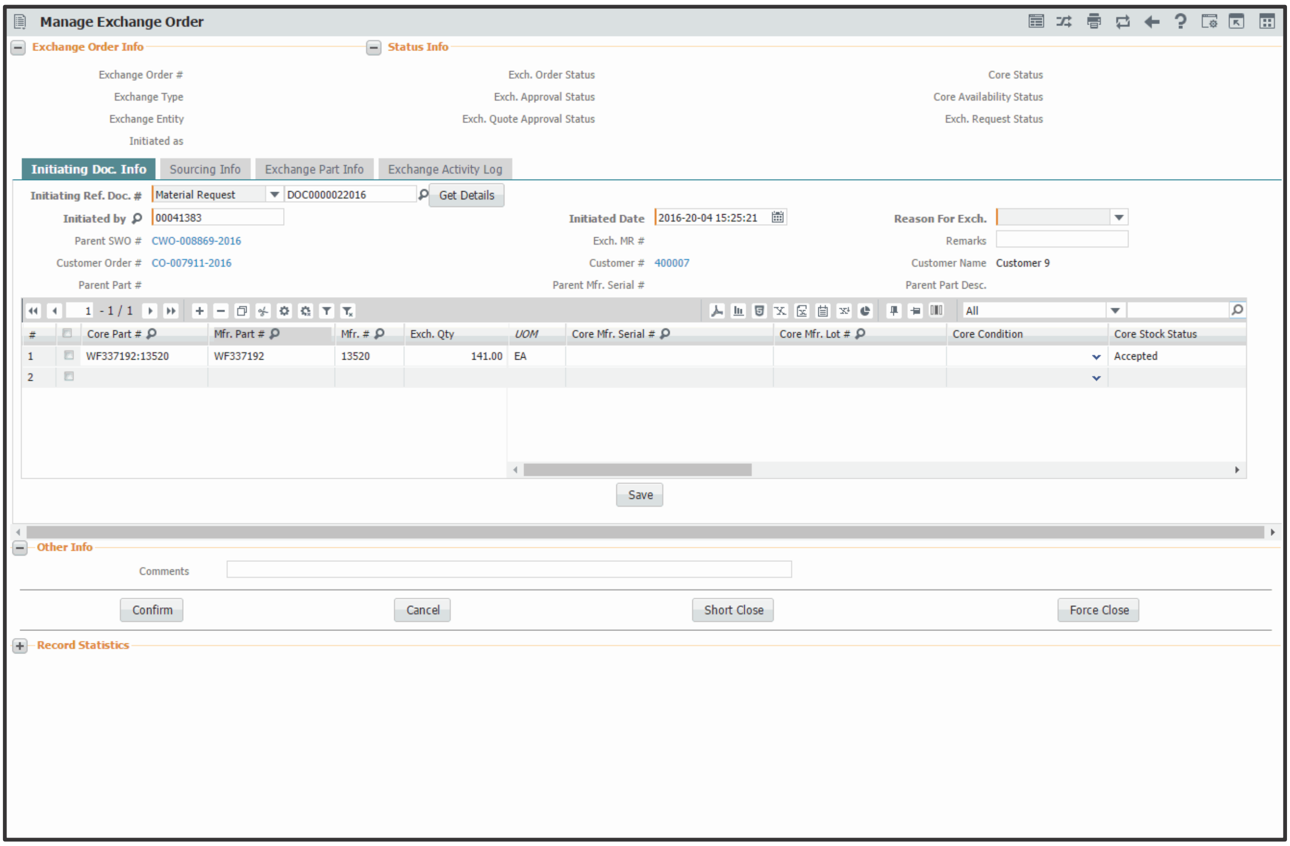


Figure 2.45 Initiating Exchange / Swaps

8. Alternatively enter the **Initiated by** to indicate the employee code of the user who is authorized to initiate exchange order and specify the **Initiated Date** the date on which the exchange was initiated.
9. Select the **Reason for Exch.** to indicate the reason for exchange of the top assembly or sub assembly.
10. Alternatively enter the **Mfr. Part #** and press “Enter” key for the system to retrieve the **Core Part #** and **Mfr. #.**
11. Click the **Save** pushbutton to record details of the core part which needs to be exchanged.
12. Click the **Confirm** pushbutton to confirm the exchange order document.
13. Click the **Cancel** pushbutton to cancel the exchange order document.
14. Click the **Short Close** pushbutton to short close the exchange order document.
15. Click the **Force Close** pushbutton to force close the exchange order document.

3 STOCK MOVEMENT ADMINISTRATION

Distribution requirements often necessitate transfer of stock between warehouses. A stock transfer order can be raised at a location different from the dispatching location and the receipt location. For instance, stock transfer orders could also be raised at a centralized distribution planning location, for moving stock between warehouses at different locations.

The **Stock Transfer** business component enables the transfer of stock between warehouses and locations. For an unplanned requirement of material for execution of any activity, a stock transfer order can be created for drawing material from one of the stocking points (warehouse). The order is authorized and is moved to the dispatch location for further processing. A stock transfer receipt is generated once the stock is received in the receiving location.

Stock transfers are of two types, namely, Inter Warehouse Stock Transfer and Intra Warehouse Stock Transfer.

Stock Issue business component enables you to record the issuing of parts from the dispatching location/warehouse.

Stock Receipt business component enables you to receive material, which has been transferred from another location/warehouse.

3.1 RAISING ORDER FOR STOCK TRANSFER ACROSS STORAGE AREAS

The stock transfer is of two categories. They are:

- **Intra-Warehouse**: Stock transfer within a warehouse across zones or bins.
- **Inter-Warehouse**: Stock transfer between different warehouses within the same/different location.

3.1.1 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 attached quick code.

For example, consider the details related to the transfer of a part. A reference to the transfer becomes fairly easy and manageable, if the transfer can be categorized as “Excess Material Transfer”, “Normal Transfer” etc. These categories are called **Quick Codes**. These quick codes are typically useful in viewing summary details and report generation.

1. Select **Create Quick Codes** under **Stock Transfer** business component. The **Create Quick Codes** page appears.

   See Figure 3.1.

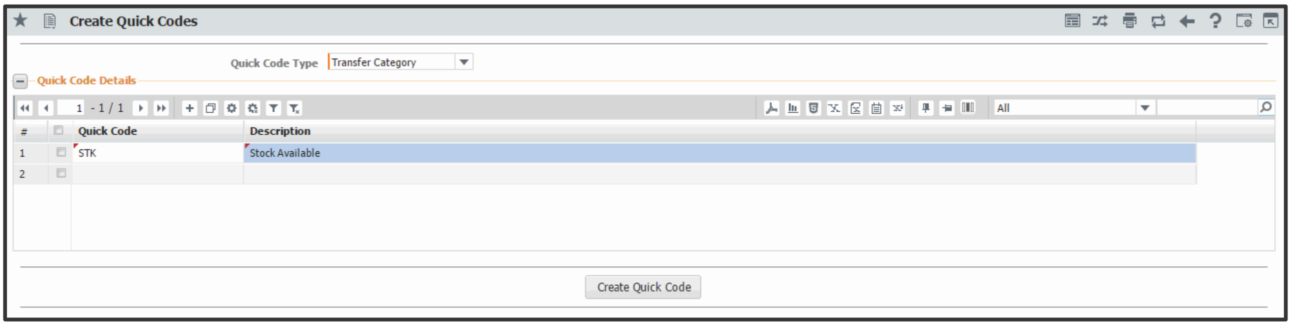


Figure 3.1 Creating quick codes

2. Use the **Quick Code Type** drop-down list box to select the type of quick code to be created.
3. Enter unique quick codes for the selected type, in the **Quick Code** field.
4. Enter the **Description** for the quick code.
5. Click the **Create Quick Codes** pushbutton.

   Note: The system assigns the “Active” status to the quick codes entered in the multiline

3.1.2 SETTING OPTIONS FOR STOCK TRANSFER

1. Select **Set Options** under **Stock Transfer** business component. The **Set Options** page appears. *See Figure 3.2.*

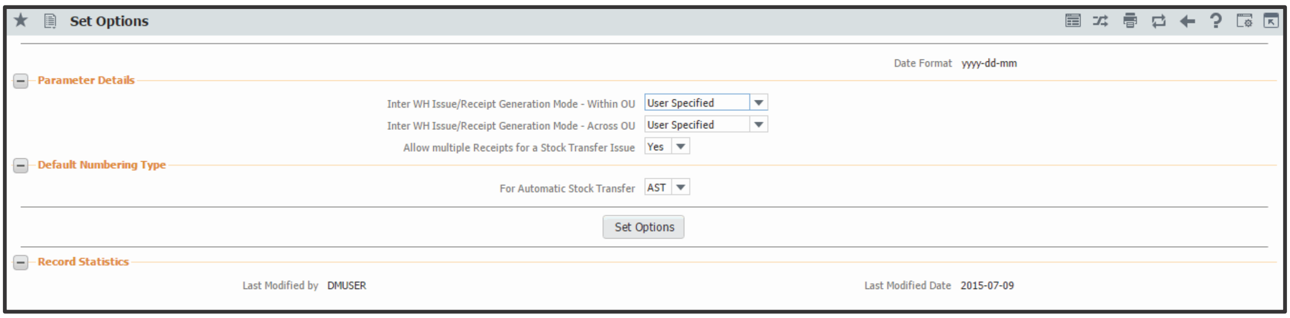


Figure 3.2 Setting options for stock transfer

2. Select the option for **Inter WH Issue / Receipt Generation Mode – Within OU as** "Automatic" to automatically transfer the stock within the organizational unit, or select "Manual" for manual transfer. Select "User Specified" to have both the options available, while creating inter warehouse stock transfer.
3. Select the option for **Inter WH Issue Receipt Generation Mode – Across OU** as "Automatic" to automatically transfer the stock across the organizational unit, or select "Manual" for manual transfer. Select "User Specified" to have both the options available, while creating inter warehouse stock transfer.
4. Select the option for **Allow Multiple Receipts for a Stock Transfer Issue** as **Yes** to allow multiple receipts for a stock transfer issue. Otherwise, select **No.**
5. Enter the **For Automatic Stock Transfer** field to select the default numbering type for automatic stock transfer.

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

3.1.3 CREATING A STOCK TRANSFER

Creating inter warehouse stock transfer

1. Select **Create Inter Warehouse Stock Transfer** link under **Stock Transfer** business component. The Create Inter Warehouse Stock Transfer page appears. *See Figure 3.3.*
2. Use the **Numbering Type** drop down list box to select the numbering type based on which the stock transfer number is generated.

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

3. Enter the **Need Date**, the date on which the stock is required.

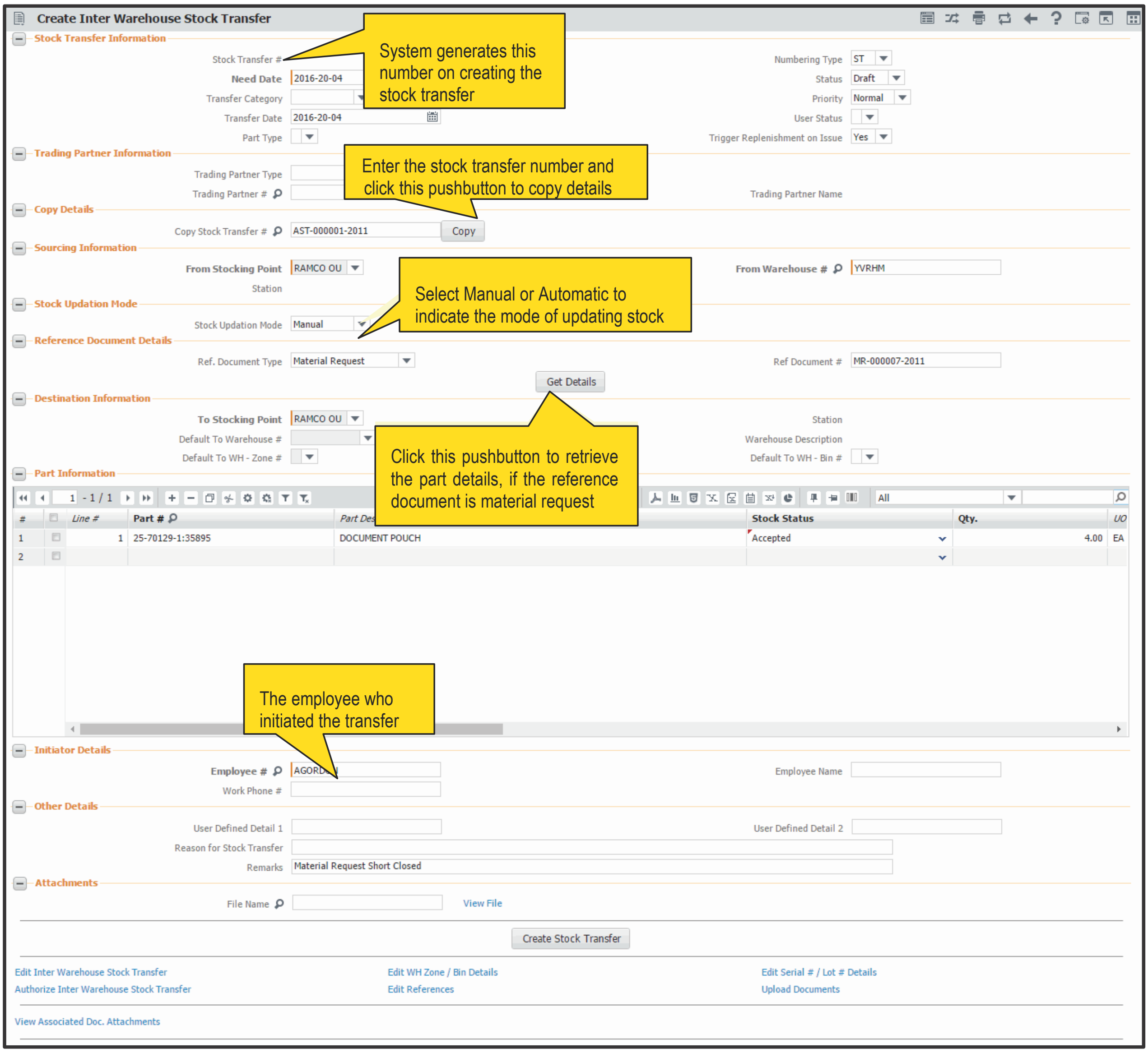


Figure 3.3 Creating inter warehouse stock transfer

4. Use the **Status** drop down list box to assign a status for the transfer, which could be “Fresh” (if all the mandatory details are complete) or “Draft” (if the mandatory details not completely entered).

   Note: The status of the stock transfer order can be changed from “Draft” to “Fresh” after furnishing the necessary details.

5. Select the **Priority**, which could be “Normal” or “AOG”.
6. Enter the **Transfer Category** and **User Status**.
7. Enter the **Transfer Date** and **Part Type**, which could be “Raw Material”, “Component”, “Expendable”, “Tool”, “Consumable”, “Miscellaneous” or “Kit”.
8. Enter the **Trading Partner Type and Trading Partner #** in the **Trading Partner Information** group box.

   Note: The trading partner type and trading partner number combination must be valid. This infers the following: 1) If the trading partner type is “Customer” the trading partner number must be a customer number. 2) If the trading partner type is “Supplier” the trading partner number must be a supplier number.

9. Enter the **Copy Stock Transfer #** in the **Copy Details** group box and click the **Copy** pushbutton if you wish to copy the details of the already existing stock transfer document.
10. Enter the From Stocking Point and From Warehouse # in the Sourcing Information group box.

    ✍ *Note: If working in the main base, you must specify an Active warehouse that is not currently offline as **From Warehouse**. Conversely, in a field base you must specify an Active warehouse associated with the offline area.*

11. Enter the To Stocking Point in the Destination Information group box.
12. Select the **Stock Updation Mode** as "Manual" or "Automatic", to indicate if the transfer of stock from one organization unit / warehouse to another organization unit / warehouse should take place automatically or manually.

    ✍ *Note: The options listed in this field are dependent on the options set in the "Set Options" activity of the "Stock Transfer" business component. If the option is set as "User Specified", then the systems provides both the options "Manual" and "Automatic".*

    ✍ *If "Automatic" is selected as the Stock Updation Mode, the login user must possess privileges as predefined for the warehouse specified in the "To Warehouse #" field.*

13. In the Reference Document Details group box, enter the Ref. Document Type and Ref. Document #.
14. Click the **Get Details** pushbutton only if the reference document is material request, to retrieve the **Part Information** multiline details from the material request.

    ✍ *Note: Do not modify the "Part #", "Stock Status", "Preferred Condition", "To Warehouse #", "Substitute Part#" and the "Transfer Type" details that are retrieved from the material request document.*

15. In the **Part Information** multiline, enter only the **Quantity** to be transferred if the reference document is material request.
16. Enter the details of the parts such as the **Part #, Stock Status**, **Quantity** to be transferred in the **Part Information** multiline.

    ✍ *Note: If the reference document is "Material request", ensure that the quantity specified is equal to or lesser than the unallocated part quantity defined in the material request.*

    ✍ *If the reference document is "Forecast", ensure that the quantity specified is equal to or lesser than the estimated part quantity defined for the pending work units in the "Aircraft Maintenance Planning" or "Component Maintenance Planning" or "Maintenance Task" business component.*

17. Select the **Preferred Condition** of the part as "New", "Overhauled", "Serviceable" or "Unserviceable".

    ✍ *Note: The preferred condition must be specified for a part of type "Component" and the reference document is other than material request.*

18. Enter the number identifying the warehouse where the transferred stock is received in the **To Warehouse #** field.
19. Enter the **Substitute Part #**, of the part that can be a substitute if the requested part is not available.
20. Select the **Transfer Type**, of the stock transfer document as "Specific" or "General" to indicate whether a specific "component" with a particular serial number is to be transferred, or no specification is mentioned.

    ✍ *Note: If the reference document is "Material Request", the system sets the transfer type as:*

    - *General, if the requirement type of the selected material request is set as "Normal".*

- *Specific, if the requirement type of the selected material request is set as "Specific", irrespective of whether the requested part is of type "Component".*

21. Enter **Remarks** pertaining to the modification of the inter warehouse stock transfer.
22. Enter the details of the employee who initiates the stock transfer in the **Initiator Details** group box.
23. Enter additional information on the stock transfer in the **Other Details** group box.
24. Enter the **File Name** of the reference document that is associated to the stock transfer in the **Attachments** group box.
25. Click the **Create Stock Transfer** pushbutton to create the stock transfer with the specified details.

    Note: The system creates a stock transfer order in the "Fresh" or "Draft" status, depending on whether all the mandatory details are entered or not.

    Note: This action is workflow-enabled. Notification messages can be sent and you can configure further processing of this document in the "Workflow Management" business component.

    Note: The system checks if the Part Classification is allowed in the return warehouse, based on the Part Classification mapped to the warehouse in the "Storage Administration" business component.

You can proceed to associate the following additional information:

- Specify the warehouse zone and bin details for the stock transfer.
- Specify serial number and lot number details of the part specific to the zone and bin.
- Specify serial and lot number details of the part, if the "From Warehouse" and "To Warehouse" are "Free".
- Specify the component serial and lot number to be transferred.
- Specify the shipping details of the transfer.
- Record reference document details.
- Upload documents/files associated with the inter-warehouse transfer into the common repository.

Specifying warehouse zone and bin details

Note: You can enter the warehouse zone and bin details, only if the Transfer Type is "Specific". However, if the Transfer Type is not "Specific", you can launch this page when the "Stock Updation Mode" is "Manual" and the Part Type Control is "Serial/Lot Controlled".

1. Select **Edit WH Zone/Bin Details** link in the **Create Inter Warehouse Transfer** page. The **Edit WH - Zone/Bin Details** page appears. *See Figure 3.4.*

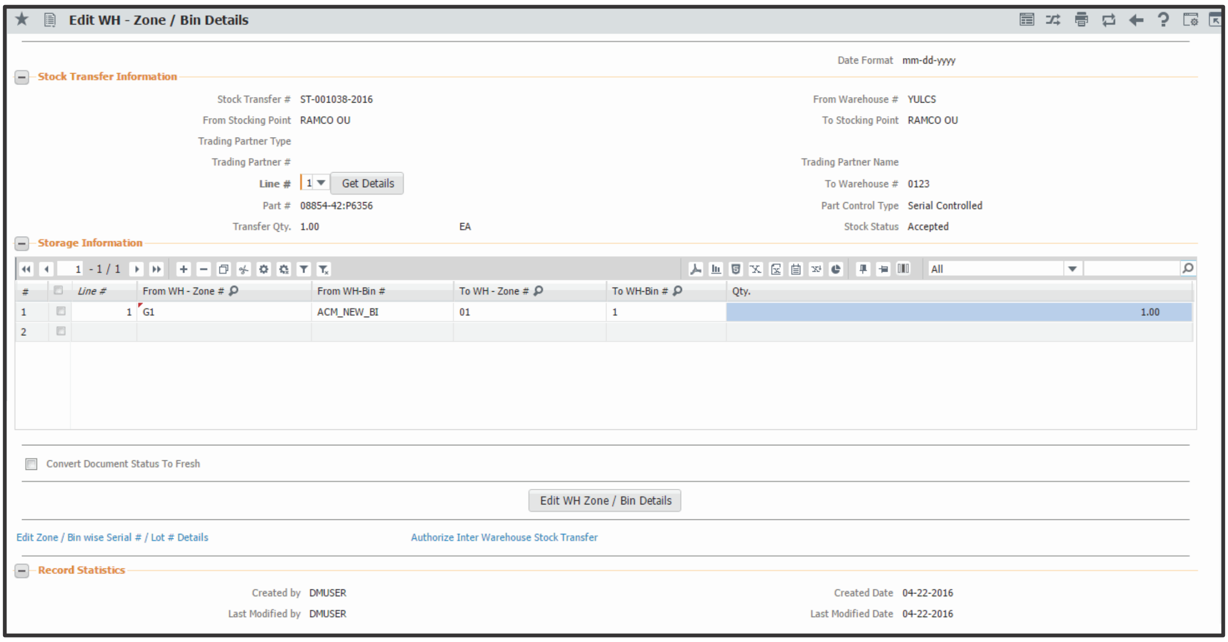


Figure 3.4 Specifying zone and bin details in the warehouse

Specifying serial number and lot number details of the part specific to the zone and bin

You can enter the serial and lot numbers for the parts, which are serial number and/or lot number controlled and specific to the zone and bin details entered.

1. Select **Edit Zone/Bin wise Serial #/Lot # Details** link in the **Edit WH Zone/Bin Details** page. The **Edit Zone/Bin wise Serial #/Lot # Details** page appears. *See Figure 3.5.*
2. Select the **Line #** of the stock transfer for which the serial and lot details must be entered. The system displays all the line numbers that are serial number and lot number controlled.
3. Click the **Get Details** pushbutton to retrieve the transfer details.

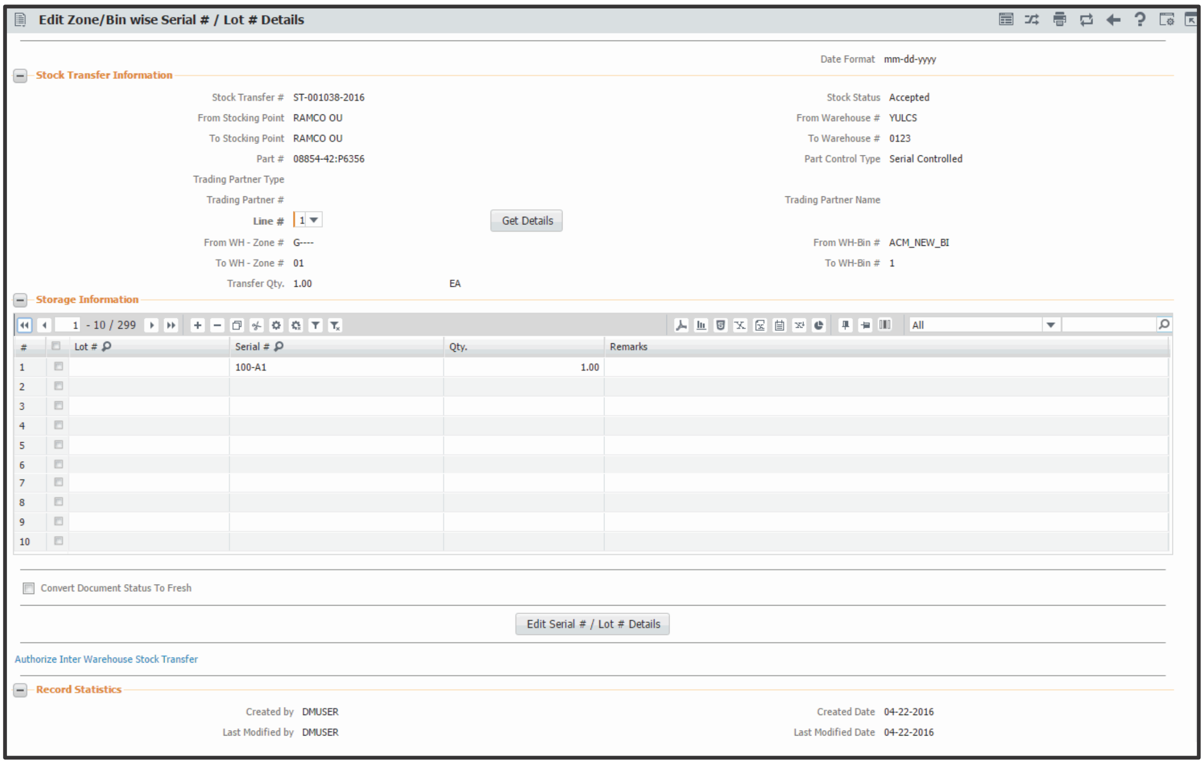


Figure 3.5 Specifying the serial number and lot number specific to the zone and bin

4. Enter the Lot #, Serial #, Quantity and Remarks fields in the Storage Information multiline.
5. Check the **Convert Document Status To Fresh** box, if you wish to change the status of the stock transfer document to "Fresh".
6. Click the **Edit Serial # / Lot # Details** pushbutton to store the details.
7. Use the **Line #** drop down list box to specify the line number attached to the requested part for specifying the zone and bin details. Click the **Get Details** pushbutton to get the part details and storage information.
8. Enter the From WH-Zone, From WH-Bin, To WH-Zone, To WH-Bin and the Quantity fields.
9. Check the **Convert Document Status To Fresh**, if you wish to change the status of the stock transfer document to "Fresh".

   *Note: If all the mandatory details are not entered the status of the document will not get updated as "Fresh" even when the **Convert Document Status** To Fresh box is checked.*

10. Click **Edit WH Zone / Bin Details** pushbutton to record the zone and bin details attached to the stock transfer.

Specifying the serial and lot number details of the part

Note: You can enter the serial and lot number details of the transferred part in the zone or the bin in the following situations; a) The Stock Updation Mode is "Manual", the Transfer Type is "Specific" and the Part Control Type of the transferred part is "Serial Controlled" and/or "Lot Controlled". b) The Stock Updation Mode is "Automatic", the Transfer Type is "Specific", the Part Control Type of the transferred part is "Serial Controlled" and/or "Lot Controlled" and the From and To warehouses are Free.

1. Select the **Edit Specific Serial #/Lot # Details** link or **Edit Serial #/ Lot # Details for Free Warehouses** link in the **Create Inter Warehouse Stock Transfer** page based on the above said conditions. The **Serial #/Lot # Details** page appears. *See Figure 3.6.*

   *Note: You can invoke the **Edit Specific Serial #/Lot # Details** link only if the stock updation mode is "Manual", stock transfer type is "Specific" and the part type is component.*

   *Note: You can invoke the **Edit Serial #/ Lot # Details for Free Warehouses** page only if the stock updation mode is "Automatic", and the "From Warehouse" and "To Warehouse" for any of the part is "Free".*

2. Use the **Line #** drop down list box to specify the line number of the stock transfer which contains the part for which the serial and lot details must be entered.

   Note: If the page is invoked through the "Edit Specific Serial # / Lot # Details" link, the system displays all the line numbers, with stock updation mode set as "Manual" and the stock transfer type set as "Specific" in the main page.

   Note: If the page is invoked through the "Edit Serial # / Lot # Details for free Warehouses" link, the system displays all the serial and/or lot number controlled parts with stock updation mode set as "Automatic" and the "From Warehouse" and "To Warehouse" as "Free" in the main page.

3. Click the **Get Details** pushbutton to retrieve the transfer details.
4. Enter the Lot #, Manufacturer Lot #, Serial #, Quantity and Remarks fields in the Storage Information multiline.
5. Check the **Convert Document Status To Fresh**, if you wish to change the status of the stock transfer document to "Fresh.

6. Click the **Edit Serial # / Lot # Details** pushbutton to store the details.

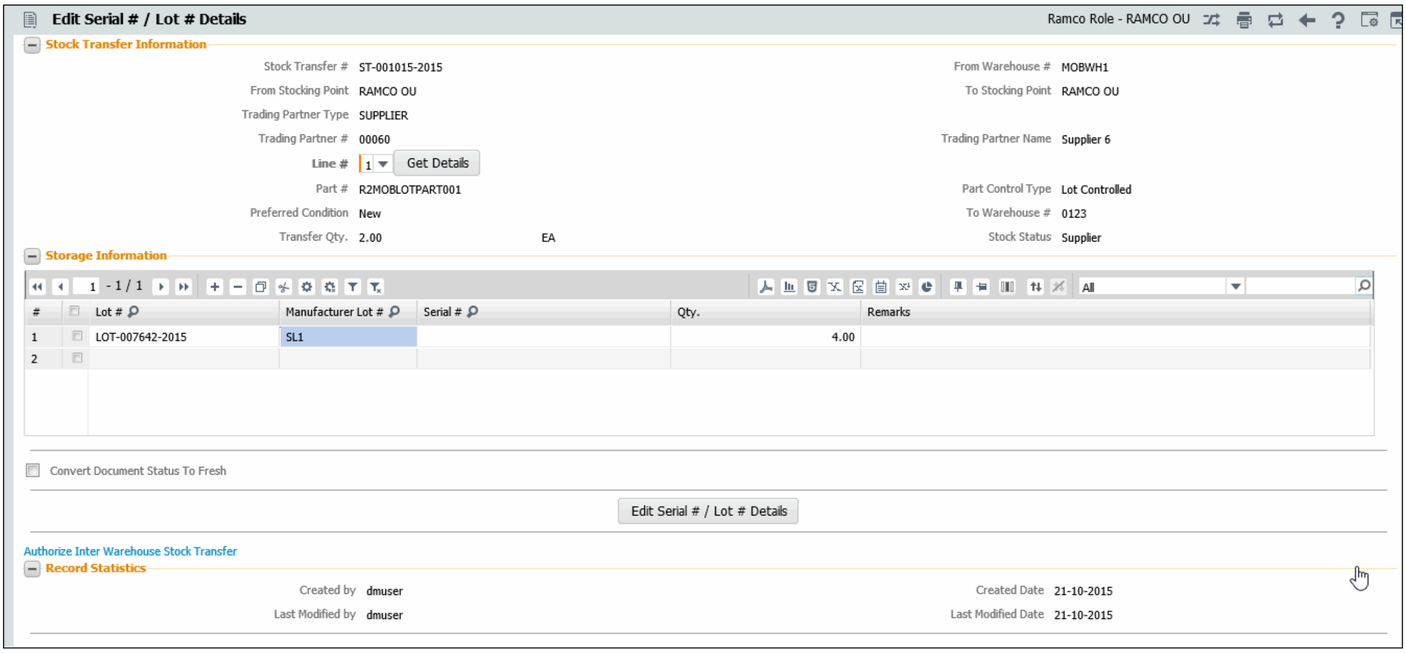


Figure 3.6 Specifying serial and lot number for parts

Recording reference document details

You can record the details of documents pertaining to the stock transfer.

1. Select the **Edit References** link in the **Create Inter Warehouse Stock Transfer** page. The **Edit References** page appears.
2. Use the **Reference Doc Type** drop down list box to select the type of reference document.
3. Enter **Document ID** and **File Name**, the name of the file containing the reference information.
4. Click the **Edit References** pushbutton to record the details.

3.2 AUTHORIZE STOCK TRANSFER ORDER

A stock transfer created in the “Fresh” status need to be authorized, to proceed with the actual movement of the stock.

3.2.1 AUTHORIZING OR CANCELING INTER WAREHOUSE STOCK TRANSFER

1. Select **Authorize Inter Warehouse Stock Transfer** under **Stock Transfer** business component. The **Authorize Inter Warehouse Stock Transfer** page appears. *See Figure 3.7.*

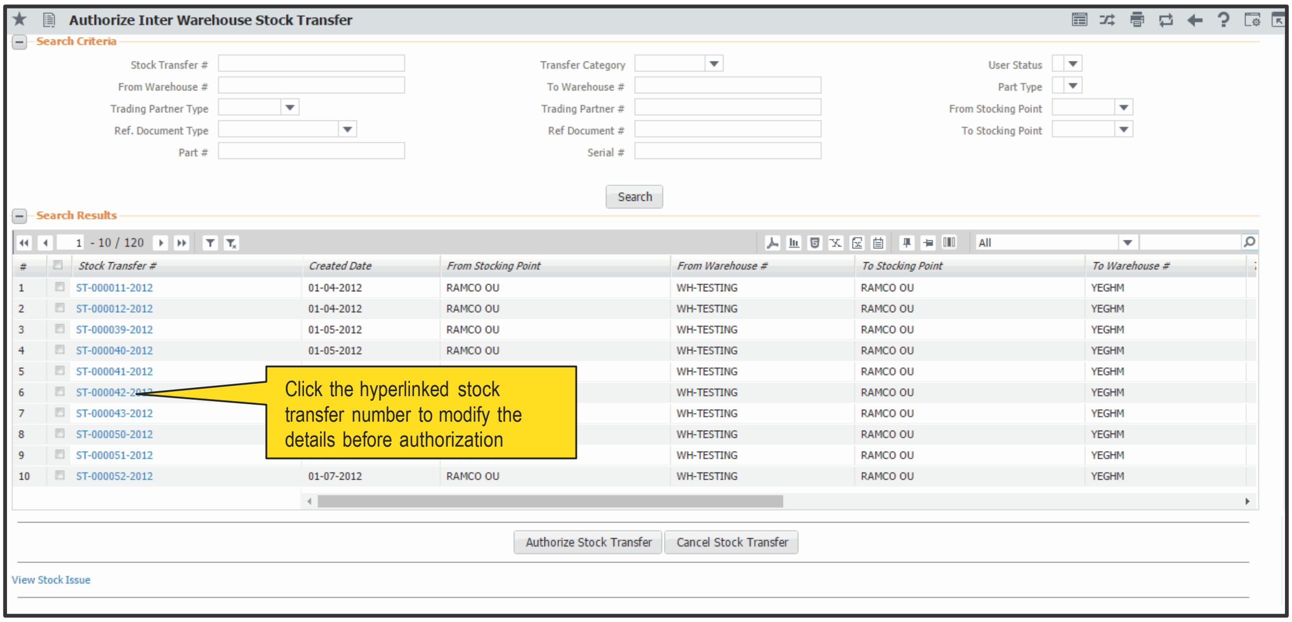


Figure 3.7 Authorizing a inter warehouse stock transfer

2. Enter **Search Criteria** and click **Search** pushbutton. The system retrieves all the stock transfer orders in the “Fresh” status.
3. Select the stock transfer order to be authorized, in the multiline.
4. Click the **Authorize Stock Transfer** pushbutton, to authorize the selected stock transfer(s).

   *Note: On clicking the **Authorize Stock Transfer** pushbutton, the status of the stock transfer document is updated as “Authorized” and the stock transfer issue document is created automatically in “Fresh” status, if the Updation Mode is “Manual”.*

   Note: The status is changed to “Closed”, if the Updation Mode is “Automatic” and the corresponding stock transfer issue and stock transfer receipt will be created and authorized automatically. The stock will also be updated in the stocking points and warehouses.

   Note: The system checks if the Part Classification is allowed in the return warehouse, based on the Part Classification mapped to the warehouse in the “Storage Administration” business component.

   Note: This action is workflow-enabled. Notification messages can be sent and you can configure further processing of this document in the “Workflow Management” business component.

5. Click the **Cancel Stock Transfer** pushbutton to cancel the selected stock transfers. The system updates the status as “Cancelled”.

   Note: You can cancel stock transfers that are in the “Fresh” status.

   Note: This action is workflow-enabled. Notification messages can be sent as per the settings you have defined in the “Workflow Management” business component.

3.2.2 AUTHORIZING OR CANCELING INTRA WAREHOUSE STOCK TRANSFER

1. Select **Authorize Intra Warehouse Stock Transfer** under **Stock Transfer** business component. The **Authorize Intra Warehouse Stock Transfer** page appears. *See Figure 3.8.*
2. Enter **Search Criteria** and click **Search** pushbutton. The system retrieves all the stock transfer orders in the "Fresh" status.
3. **Select** the stock transfer order to be authorized, in the multiline.
4. Click the **Authorize Stock Transfer** pushbutton, to authorize the selected stock transfer(s).

   Note: The status of the stock transfer document is updated as "Authorized" and the movement of stock between the zones and bins is updated.

   Note: This action is workflow-enabled. Notification messages can be sent and you can configure further processing of this document in the "Workflow Management" business component.

5. Click the **Cancel Stock Transfer** pushbutton to cancel the selected stock transfers. The system updates the status as "Cancelled".

   Note: You can cancel stock transfers that are in the "Fresh" status.

   Note: This action is workflow-enabled. Notification messages can be sent as per the settings you have defined in the "Workflow Management" business component.

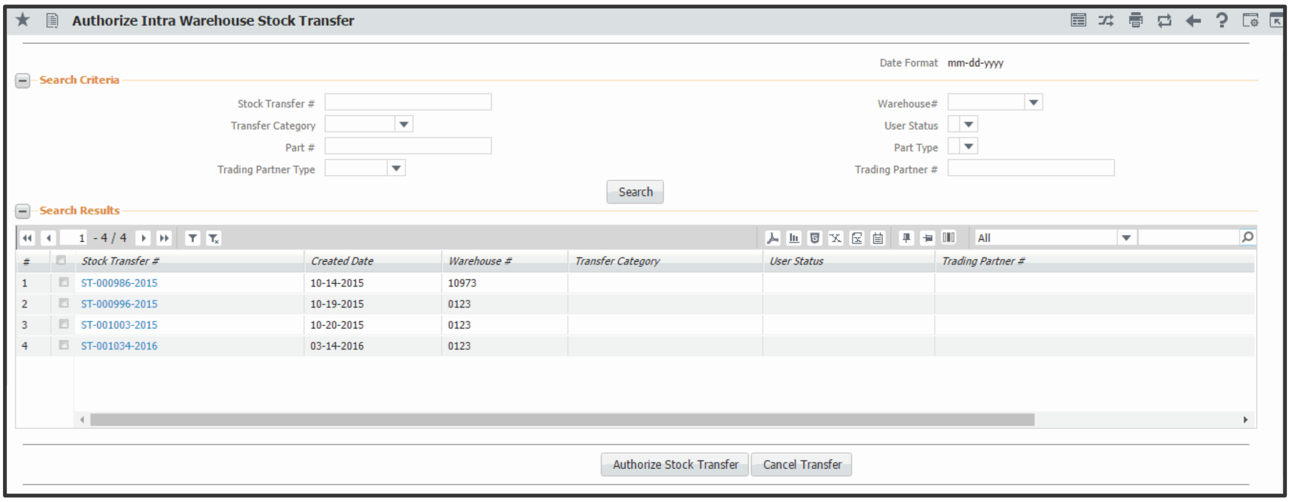


Figure 3.8 Authorizing intra warehouse stock transfer

3.2.3 MANAGING INTRA WAREHOUSE STOCK TRANSFER

You can create and authorize intra warehouse stock transfers simultaneously. However, to achieve this, you must possess user rights for authorization of the intra-warehouse transaction. Alternatively, you may just choose to create stock transfers. You can transfer parts available in stock from one zone/bin to another zone/bin within the same warehouse. However, such transfer of parts can be carried out only in warehouses of type 'Normal'.

You can search and find unallocated quantities of parts that you wish to transfer within a warehouse and specify the destination zone and bin for the transferred parts.

The status of the intra warehouse stock transfer becomes 'Authorized', if you create and authorize the stock transfer transaction at the same time. If you choose to create the stock transaction alone, the status becomes 'Fresh'. To edit and authorize such stock transfers, you may use **Edit Intra-warehouse Stock Transfer** and **Authorize Intra-warehouse Stock Transfer** tasks.

Managing intra-warehouse stock transfer

1. Select the **Manage Intra-warehouse Stock Transfer** link from the **Stock Transfer** business component. The **Manage Intra-warehouse Stock Transfer** page appears. *See Figure 3.9.*

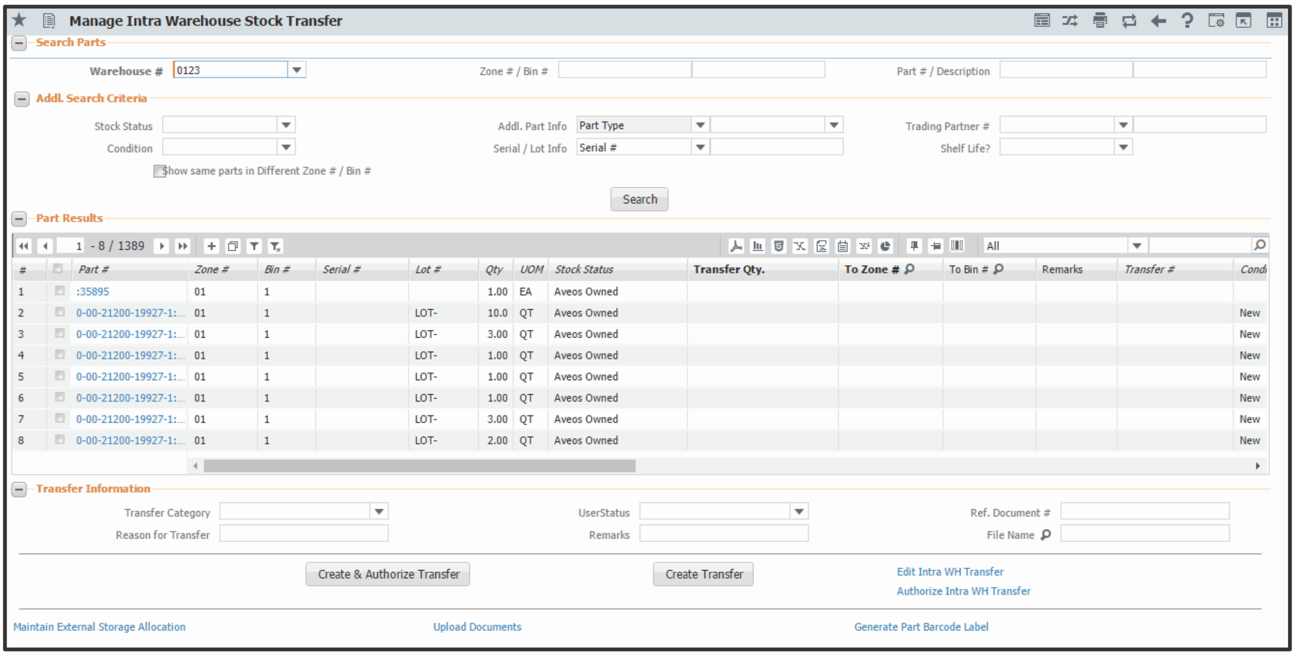


Figure 3.9 Managing intra warehouse stock transfer

2. To search for those parts that you wish to transfer in the **Search Parts** group box**,** use the **Warehouse #** drop-down list box to select the warehouse for intra-warehouse stock transfer. *Mandatory*. The system lists all the “Active” warehouses of type “Normal” from the “Storage Administration” business component, which allow Intra-Warehouse Stock Transfer transaction. If you are working in the Main base, the drop-down list box displays those warehouses that are not currently offline. However, if you are working in a Field base, the drop-down list box displays those warehouses that are mapped to the offline area.

   Note: The login user must have access rights for the warehouse that you select here to enable the transfer.

3. Specify the **Zone # / Bin #** in the warehouse from which parts must be transferred.
4. Specify the **Part # / Description** of the part that you wish to transfer to another zone/bin of the warehouse.
5. In the **Addl. Search Criteria** group box, you can provide more part attributes to search for parts that you wish to transfer within the warehouse.
6. Use the **Stock Status** drop-down list box to select the stock status of the par.
7. Use the **Addl. Part Info.** drop-down list box to select Part Type, Part category, Part Classification and Primary Part Group. Use the second drop-down list box to select the value of the part attribute.
8. Use the **Trading Partner #** drop-down list box to select the trading partner type. The drop-down list box displays the following: Supplier, Customer and Owned. Specify the trading partner # in the input box provided alongside.
9. Select the **Condition** of the part as follows: New, Overhauled, Phased Out, Serviceable and Unserviceable.
10. Use the **Serial/Lot Info.** drop-down list box to select the serial/lot attribute that you wish to provide for the search, like Serial #, Mfr. Serial #, Lot # and Mfr. Lot #. Specify the value of the attribute in the input box provided alongside.

11. Use the **Shelf Life?** drop-down list box to indicate whether part is shelf life-controlled or not. The drop-down list box displays Yes and No.
12. Select the **Show same parts in Different Zone #/ Bin #**check box to retrieve those parts that are available in more than one zone/bin of the specified warehouse. It is recommended that you do not specify any zone/bin and part #/ part description to retrieve only those parts that are found in multiple bins/zones.
13. Select the **Search** pushbutton to display parts that satisfy the search criteria in the **Part Results** multiline.
14. Specify for **Trn. Qty**, **To Zone #** and **To Bin #**the intra warehouse stock transfer.
15. In the **Transfer Information** group box, use the **Transfer Category** drop-down list box to select the category for the intra warehouse stock transfer.
16. Use the **User Status** drop-down list box to select the user status for the intra warehouse stock transfer.
17. Specify the **Ref. document #** and the **Reason for Transfer** for the stock transfer.
18. Enter the **Remarks** and the **File Name** associated with the stock transfer.
19. Select the part record in the multiline that you wish to transfer to another zone/bin in the warehouse.
20. To create stock transfer, select the **Create Transfer** pushbutton.
21. To create and authorize stock transfer, select the **Create and Authorize Transfer** pushbutton.

To proceed

- Select the **Edit Intra WH Transfer** link to modify details of the new intra warehouse transaction.
- Select the **Authorize Intra WH Transfer** link to authorize the new intra warehouse transaction.
- Select the **Maintain External Stock Allocation** link to specify storage information for customer-owned and supplier-owned parts.
- Select the **Upload Documents** link to upload documents to a common repository.

Entering warehouse zone and bin details for intra warehouse stock transfer

You can enter the warehouse zone and bin details for the intra warehouse stock transfer. You can specify the details such as the zone and bin from which the part is being transferred to the zone and bin which receives it.

1. Select the **Edit WH Zone/Bin Details** link in the **Edit Intra Warehouse Stock Transfer** page. The **Edit WH Zone / Bin Details** page appears. *See Figure 3.10*.

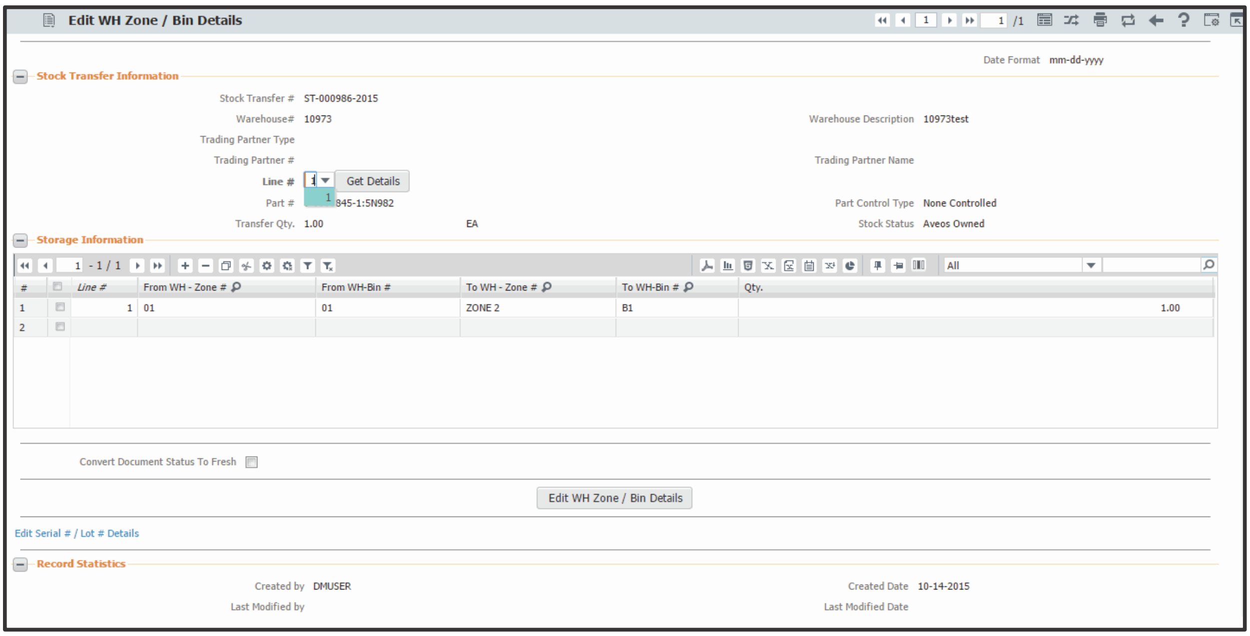


Figure 3.10 Entering the warehouse zone and bin details

2. Select the **Line #** of the part involved in the intra warehouse stock transfer for updating the zone and bin details and click the **Get Details** pushbutton.
3. Enter the storage information such as **From WH-Zone #**, **From WH-Bin** #, **To WH-Zone** #, **To WH-Bin #** and the **Quantity** in the **Storage Information** multiline.
4. Check the box Convert Document Status To Fresh.

   Note: The status of the document gets converted to "Fresh" only if all the mandatory details are entered.

5. Click the **Edit WH Zone / Bin Details** pushbutton to update zone and bin details.

Entering the serial number and lot number details of the part

You can specify the serial number and lot number details of the part, which are serial number and/or lot number controlled.

1. Select the **Edit Serial # /Lot # Details** link in the **Edit WH Zone / Bin Details** page. The **Edit Serial # / Lot # Details** page appears. *See Figure 3.11*

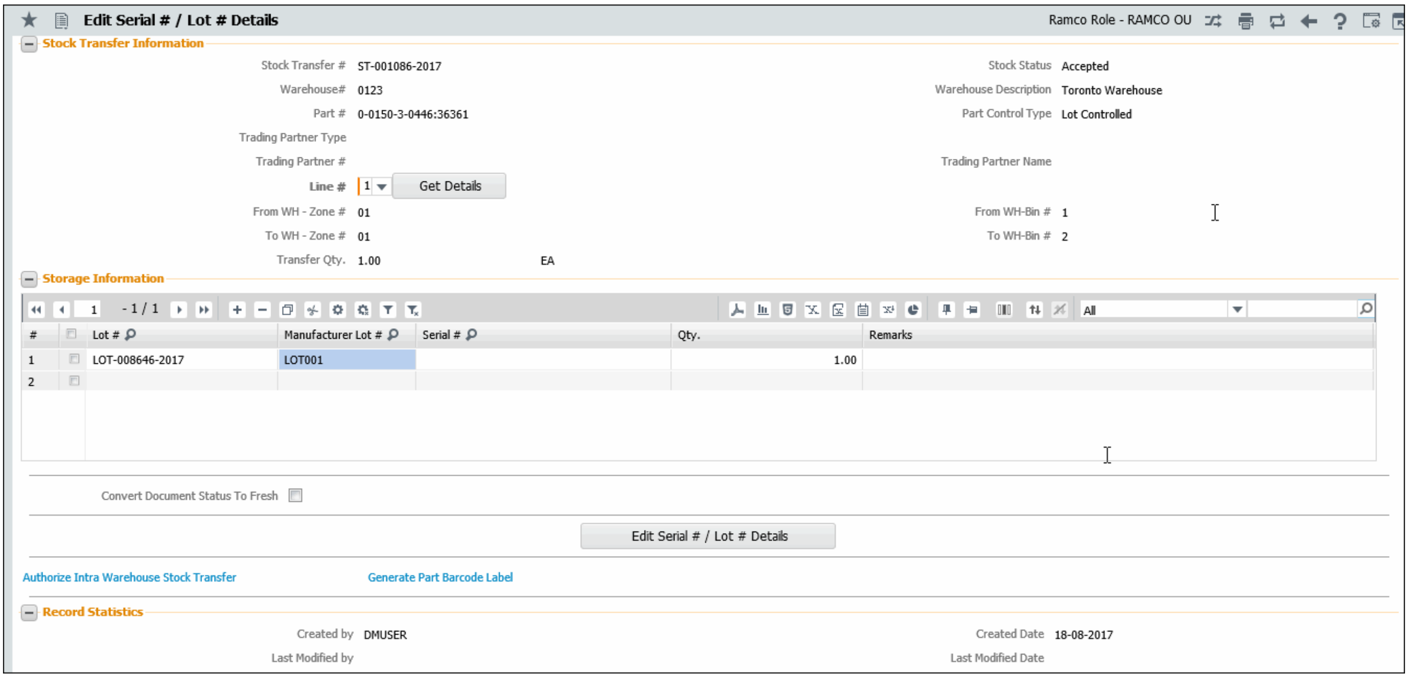


Figure 3.11 Entering warehouse serial and lot details

2. Select the **Line #** of the part for which you wish to update the serial and lot number details and click the **Get Details** pushbutton.
3. Enter the Lot #, Manufacturer Lot #, Serial # and the Quantity in the Storage Information multiline.
4. Check the box **Convert Document Status To Fresh**, if you wish to update the status of the document to "Fresh".
5. Click the **Edit Serial # / Lot # Details** pushbutton to update the serial and lot number details of the part.

3.3 ISSUING STOCK FROM THE WAREHOUSE

You can issue stock based on a stock transfer order selected. This issue of stock is termed as Stock Transfer Issue. Stock Transfer Issue is applicable only for the inter warehouse stock transfer.

3.3.1 CREATING A STOCK ISSUE BASED ON A STOCK TRANSFER

You can select a stock transfer based on which the stock issue is created. The stock transfer document acts as a reference document for creating the stock issue.

1. Select **Create Stock Transfer Issue** under **Stock Issue** business component. The **Select Stock Transfer Document** page appears. *See Figure 3.12.*

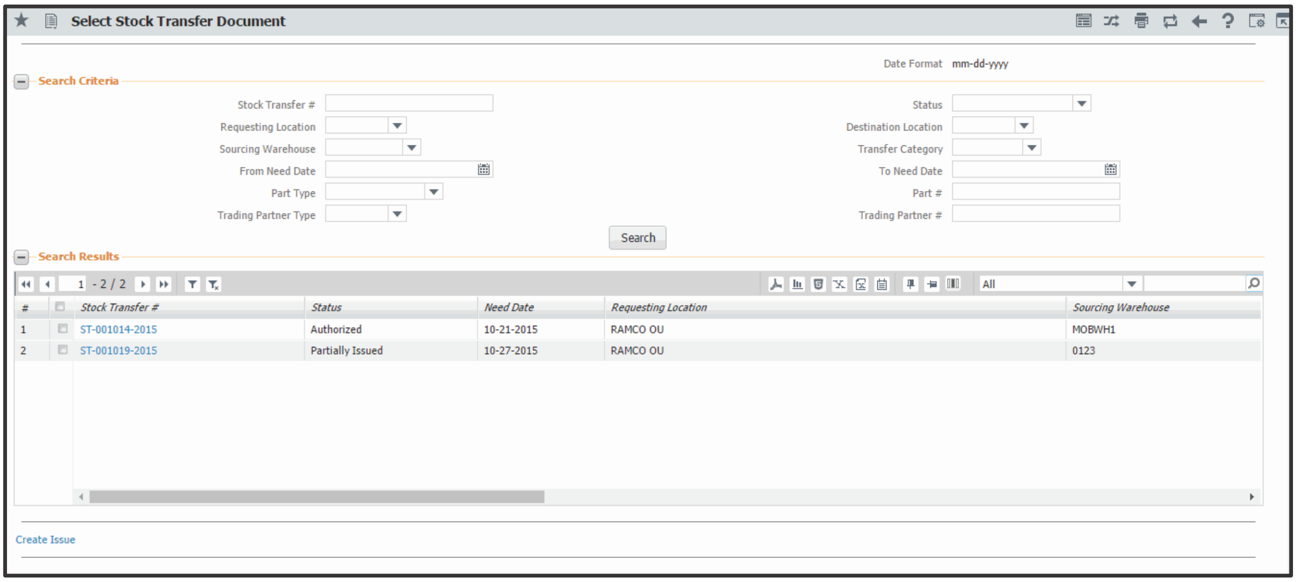


Figure 3.12 Selecting a stock transfer document to create a stock issue

2. Enter the **Search Criteria** to search for a stock transfer document and click the **Search** pushbutton.
3. Click the hyperlinked stock transfer number in the multiline, to generate the stock issue. The **Create Issue** page appears. *See Figure 3.13.*

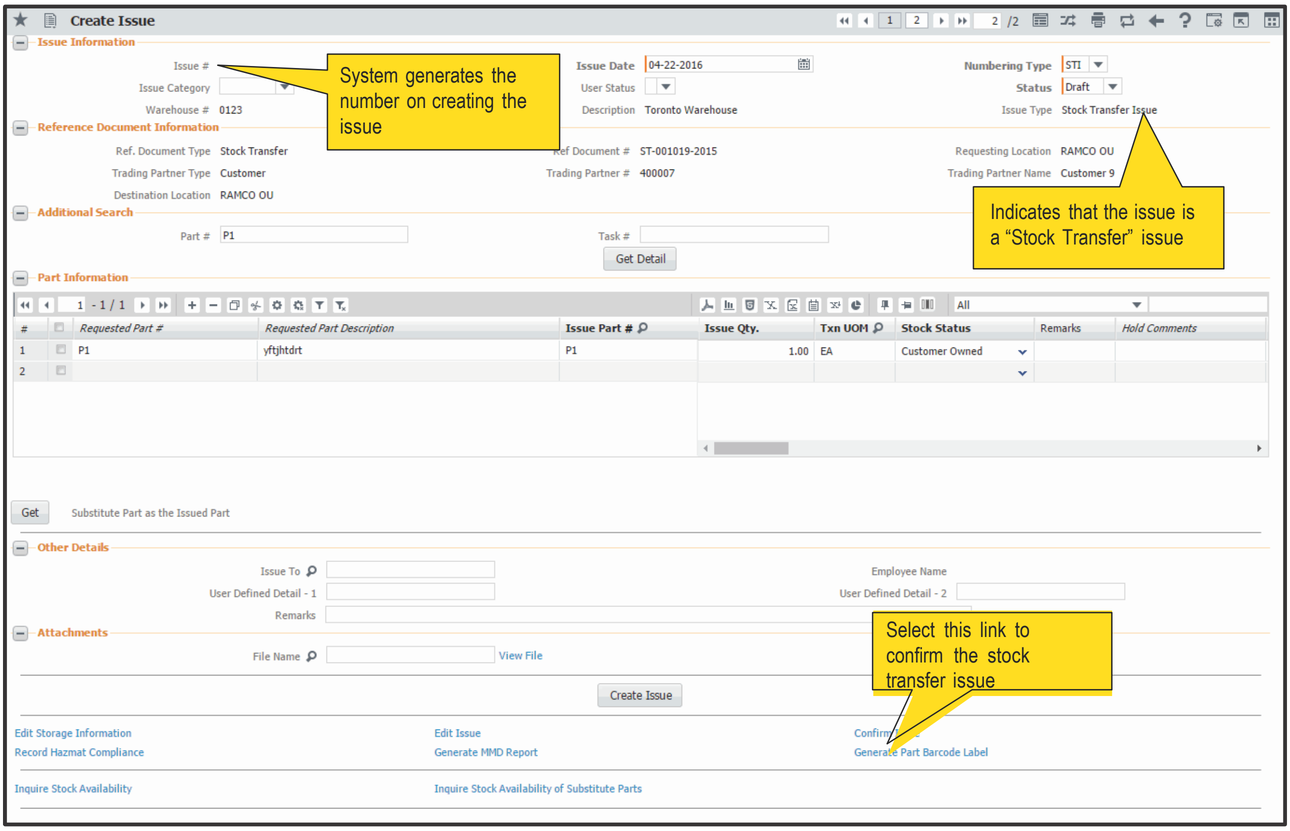


Figure 3.13 Creating stock issue

Refer to the topic "Issuing material" in **Chapter 2/ Stock Disbursal Management** for further details on recording stock issue.

3.3.2 CONFIRMING OR CANCELING THE STOCK TRANSFER ISSUE

You can confirm the stock transfer issue. You can confirm the issue document only if it is in the "Fresh" status. You can also cancel the documents that are already created. The system confirms or cancels the issue documents and updates the stock levels for the part in the "Stock Maintenance" business component.

On confirmation of the issue, the system updates the status of the "Stock Transfer Issue" reference document as "Partially Issued" if only a part of the requested quantity is issued, or as "Closed" if all the requested quantity is issued. For further details on confirming or canceling issues, refer to **Chapter 2 Stock Movement Administration**.

3.4 RECEIVING TRANSFERRED STOCK

Parts received into the warehouse through stock transfers from other warehouses, are recorded in this business activity. Stock Transfer Receipt is applicable only for the inter warehouse stock transfer.

You can receive the stock from a source warehouse and issue it to the destination warehouse. You can receive the transferred stock from a warehouse, which could be in the same location or different location.

3.4.1 RECORDING STOCK TRANSFER RECEIPTS

You can use the **Record Stock Transfer Receipt** page, if you wish to create the stock transfer receipt and confirm the stock transfer receipt details using the same page.

1. Select **Record Stock Transfer Receipt** under **Stock Receipt** business component. The **Record Stock Transfer Receipt** page appears. *See Figure 3.14*.
2. Enter the **Stock Transfer Issue #** based on which the stock transfer receipt must be created and click the "Get Details" pushbutton to retrieve the details of the stock transfer issue.
3. Use the **Numbering Type** drop-down list box to select the numbering type for generating the stock transfer receipt document number.

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

4. Enter the Receipt Date.
5. Use the **Receipt Warehouse #** drop-down list box to select the warehouse in which the parts are to be received. If you are working in the Main base, the system lists all Active warehouses defined in the Storage Administration business component for the Transfer Receipt transaction, which are not currently offline. However, if you are working in a Field base, the drop-down list box displays warehouses that are mapped to the offline area. The system displays the "To Warehouse" specified in the stock transfer order based on which the selected stock transfer issue was created, as the receipt warehouse. If there are more than one "To Warehouse #" specified in the reference stock transfer, then the stock transfer issue - part number -stock transfer order number - Line # combination will be considered to identify the receipt warehouse.
6. Select the User Status and the Receipt Category.
7. Specify the **WH – Zone #** and the **Bin #** details for the receipt part.
8. Enter the quantity of the parts received in the warehouse, in the **Qty** field.
9. Select the checkbox **Quarantined?** to indicate that the part must be quarantined.
10. Use the **Reason for Quarantine** drop-down list box to select the reason for quarantine as defined when the part was quarantined.
11. Select the Quarantine Status, Resolution Resp,? and Quarantine Area.
12. Specify the date and time during which the stock transfer receipt was created, in the **Received Date & Time** field.
13. Click the **Record Transfer Receipt** pushbutton, to create the stock transfer receipt document.

   Note: The system updates the status of the stock receipt document as "Fresh".

   This action is workflow-enabled. Notification messages can be sent as per the settings you have defined in the "Workflow Management" business component.

For none-controlled parts with ownership set to "Customer" or "Supplier", the system ensures the following:

a) The specified warehouse is mapped to the trading partner as an exclusive storage category in the "Maintain External Stock Allocation" page of the "Storage Administration" business component. This is applicable, if the type of the warehouse is "Free".

b) The warehouse-zone combination is mapped to the trading partner as an exclusive storage category inthe "Maintain External Stock Allocation" page of the "Storage Administration" business component. This is applicable, if the type of the warehouse is "Normal" and the type of the zone is "Free".

c) The warehouse-zone-bin combination is mapped to the trading partner as an exclusive storage category in the "Maintain External Stock Allocation" page of the "Storage Administration" business component. This is applicable, if the warehouse and the zone are of type "Normal" and the bin is specified.

Note: For serial number-controlled, lot number-controlled, or both serial number-controlled and lot number- controlled parts with ownership set to "Customer" or "Supplier", the system ensures the following:

a) The specified warehouse is mapped to the trading partner as exclusive or shared storage category in the "Maintain External stock Allocation" page of the "Storage Administration" business component. This is applicable, if the type of the warehouse is "Free".

b) The warehouse-zone combination is mapped to the trading partner as exclusive or shared storage category in the "Maintain External stock Allocation" page of the "Storage Administration" business component. This is applicable, if the type of the warehouse is "Normal" and the type of the zone is "Free".

c) The warehouse-zone-bin combination is mapped to the trading partner as exclusive or shared storage category in the "Maintain External stock Allocation" page of the "Storage Administration" business component. This is applicable, if the warehouse and the zone are of type "Normal" and the bin is specified.

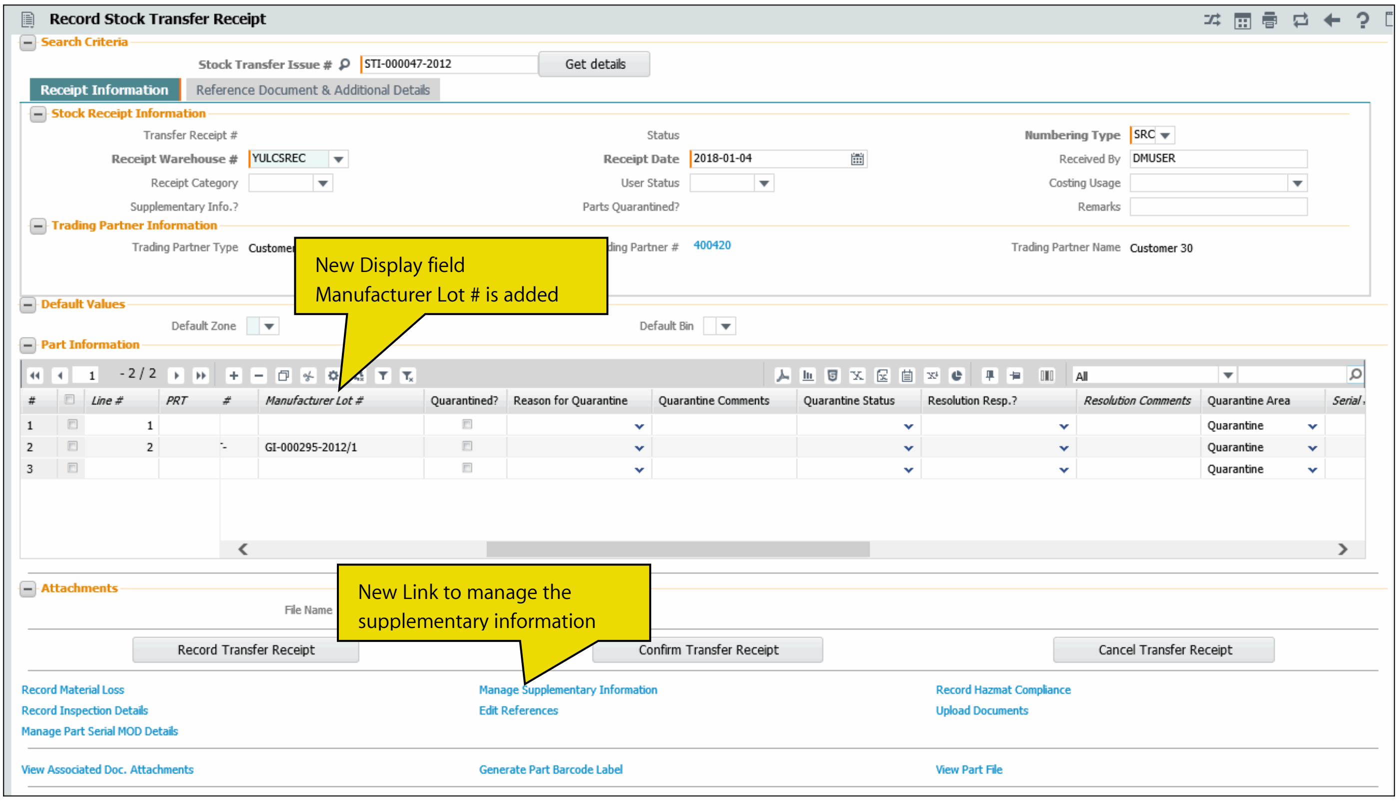


Figure 3.14 Recording stock transfer receipts

14. Click the **Confirm Transfer Receipt** pushbutton, to confirm the stock transfer receipt document.

    - *Note: The system updates the status of the receipt document as "Confirmed".*
    - *The system updates the receipt details in inventory, and stores the login user ID and the server date along with the confirmation details.*
    - *When the Stock Transfer receipt is confirmed with Quarantined parts and if the Option Setting 'Automatic creation of Stock Transfer Receipt for Quarantined Parts' is set as '1' in the "Set Inventory Process Parameters" activity of the "Logistics Common Master" business component, the system creates a new receipt for the Quarantined Parts in 'Fresh' Status.*

To proceed

- Select the **Record Material Loss** link to record the material loss details.
- Select the **Manage Supplementary Information** link to record supplementary Information for stock transfer receipt.
- Select the **Edit References** link to enter the references pertaining to the stock transfer receipt.
- Select the **Record Hazmat Compliance** link to record HAZMAT compliance information for the HAZMAT parts in the receipt.
- Select the **Record Inspection Details** link to record the inspection information for unplanned receipt.
- Select the **Upload Documents** link to upload documents/files associated with the stock transfer receipt into the common repository.
- Select the **View Associated Doc. Attachments** link to view documents/files associated with the stock transfer receipt from the common repository.
- Select the **View Part File** link to view the image of the part selected.

Managing the Supplementary Information for the stock transfer Receipt

This page allows you to record and manage the supplementary information for the stock transfer receipt while receiving the stock transferred from a warehouse that could be in the same location or at different location.

1. Select the Manage Supplementary Information link in the Record Stock Transfer Receipt page. The Manage Supplementary Information page appears. *See Figure 3.15*.

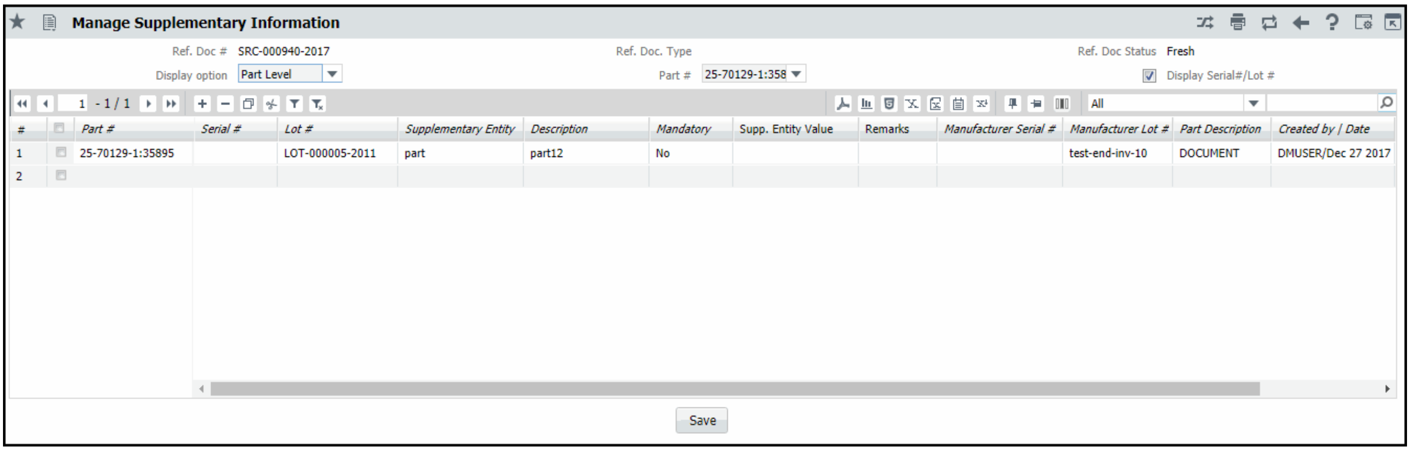


Figure 3.15 Managing the Supplementary Information

2. Select the **Display Option** to display the supplementary Information which could be "Document Level", "Part Level" or "All".
3. Select the **Part #** for which the supplementary information is to be recorded.
4. Check the box **Display Serial #/Lot #** to display the supplementary information at serial #/ Lot # level.

5. The **Supp. Entity Value** field is used by the receiving clerk to enter values for the Supp. Entities listed down in the multiline.
6. Click the **Save** pushbutton to record the supplementary information for the stock transfer receipt.

3.4.2 CONFIRMING OR CANCELING STOCK TRANSFER RECEIPTS

You can confirm or cancel the stock transfer receipt. You can confirm or cancel only those receipts that are in the "Fresh" status. After confirmation or cancellation, the status of the receipt is updated as "Confirmed" or "Cancelled". Inventory postings are made on confirmation of the receipt.

1. Select **Confirm Stock Transfer Receipt** under **Stock Receipt** business component. The **Authorize Stock Transfer Receipt** page appears. *See Figure 3.15*.

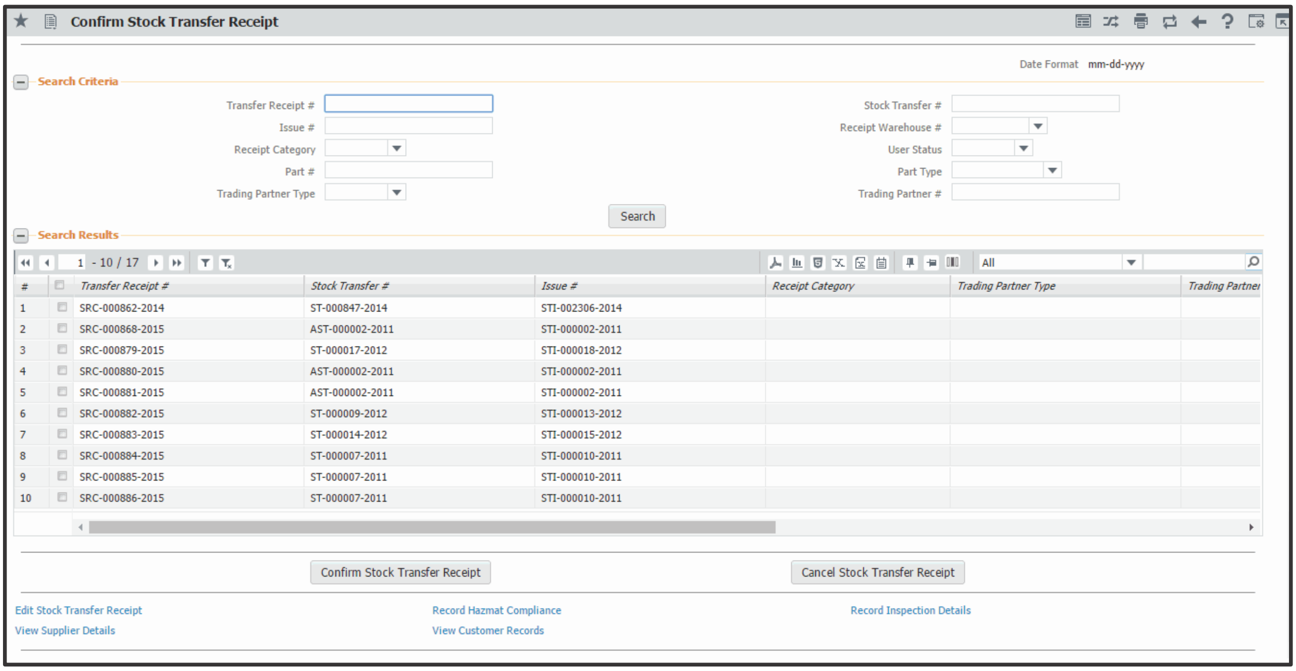


Figure 3.15 Confirming or canceling stock transfer receipt

2. Enter the **Search Criteria** and click the **Search** pushbutton, to retrieve the stock transfer receipts.
3. Select the receipt to be confirmed or cancelled, in the multiline.
4. Click the **Confirm Stock Transfer Receipt** pushbutton to confirm the selected receipt. The status of the stock transfer receipt is updated as "Confirmed" and stock details are updated.

   Note: This action is workflow-enabled. Notification messages can be sent and you can configure further processing of this document in the "Workflow Management" business component.

   When the Stock Transfer receipt is confirmed with Quarantined parts and if the Option Setting 'Automatic creation of Stock Transfer Receipt for Quarantined Parts' is set as '1' in the "Set Inventory Process Parameters" activity of the "Logistics Common Master" business component, the system creates a new receipt for the Quarantined Parts in 'Fresh' Status.

5. Click the **Cancel Stock Transfer Receipt** pushbutton to cancel the stock transfer receipt. The status of the document is updated as "Cancelled".

   Note: This action is workflow-enabled. Notification messages can be sent as per the settings you have defined in the "Workflow Management" business component.

3.5 SHORT CLOSING INTER WAREHOUSE STOCK TRANSFER

Short closing a inter warehouse stock transfer enables you to stop further issues against the document if the stock requirement is no more felt. You can short close the stock transfer partially or in full. For example, when 20 window panes are to be transferred from one location to another, only 14 are available and transferred, and when remaining 6 are not required, the transaction can be short closed.

Note: You can short close only those stock transfer documents which are in authorized or partially issued status and for which the stock updation is "Manual".

1. Select **Short Close Inter Warehouse Stock Transfer** under **Stock Transfer** business component. The **Short Close Inter Warehouse Stock Transfer** page appears. *See Figure 3.16.*

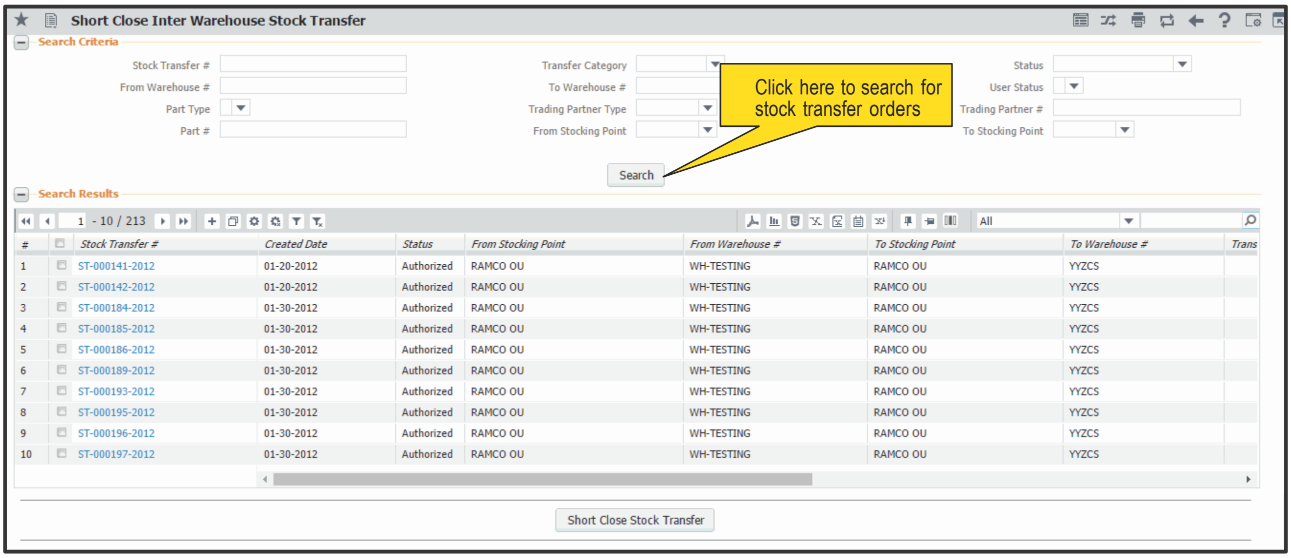


Figure 3.16 Short closing inter warehouse stock transfer

2. Enter the **Search Criteria** and click the **Search** pushbutton.
3. Select the stock transfer order to be short closed, in the multiline.
4. Click the **Short Close Stock Transfer** pushbutton to short close the selected stock transfer orders.

Note: The system changes the status of the stock transfer to "Short Closed", and prevents any further issue on the stock transfer.

3.6 MANAGING TAX FOR INVENTORY TRANSACTIONS

In order to manage the GST framework for Inter-State Stock Transfers under Indian GST, this activity "Manage Tax for Inventory Transactions" is added in the "Stock Maintenance" Business Component. This activity enables the following features:

- Tax (GST) can be applied for stock transfers - Issue and Receipt.
- Auto inheritance of Tax in Stock Transfer Issue from Manage Sales tax rules.
- Auto inheritance of Tax in Stock Transfer Receipt from Manage Purchase Tax Rules.
- 'Tax region from' (Issue Warehouse location) and 'Tax region to' (Receipt Warehouse location), in addition to Part group are used to apply the applicable GST from the above tax rules.
- Ability to review and adjust tax applied for stock transfer Issue/ Receipt.
- Tax can be also manually provided by the user.

1. Select **Manage Tax for Inventory Transactions** under **Stock Maintenance** business component. The **Manage Tax for Inventory Transactions** page appears. *See Figure 3.17.*

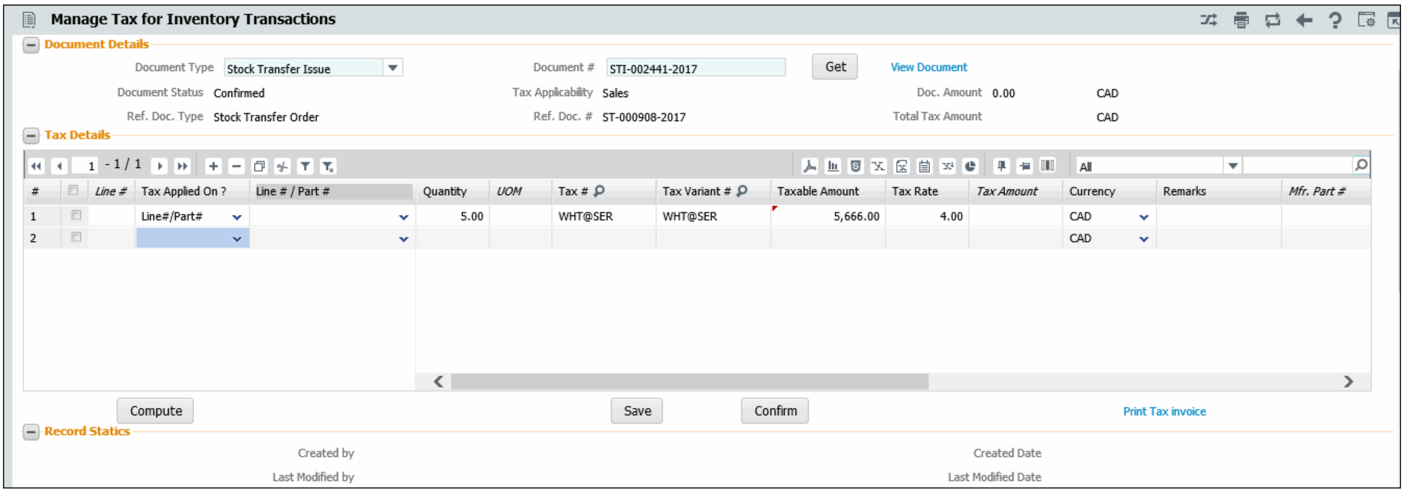


Figure 3.17 Managing Tax for Inventory Transactions

2. In the **Document Details** group box, select the **Document Type** as **'S**tock Transfer Issue' or 'Stock Transfer Receipt', enter the **Document #** and click the **Get** pushbutton to retrieve and display the details of the documents.
3. In the **Tax Details** multiline, use the **Tax Applied On?** drop-down list box to specify whether the tax is applied on "Document" and "Part".
4. Select the **Line #/ Part #** to which the tax is incurred. The system lists all the Part # that are available in the selected document.
5. Enter the Quantity, Tax #, Tax Variant #, Taxable Amount and Tax Rate fields.
6. Enter the **Remarks** field.
7. Click the **Compute** pushbutton to compute the Tax Amount.
8. 1Click the **Save** pushbutton to save the records if the tax details are modified.
9. Click the **Confirm** pushbutton to update the Total tax Amount with the sum of total tax amount of all the saved records in the multiline.

To proceed further,

- Select the Print Tax Invoice link to print the Tax Invoice.

4 KIT MANAGEMENT

An aircraft is made up of innumerable parts or components. Each and every part or component has a pre-designated position and level at which it is attached to the aircraft. Parts can be of the following types: Raw Material, Expendable, Component, Tool, Miscellaneous, Consumable and Kit. A part of type kit is called a kit part. A kit part comprises multiple pieces though it is a single entity like parts of other types. This trait of a kit part necessitates additional tasks, such as building, breaking and re-building for its maintenance. These tasks required exclusively for kit parts are facilitated by the Kit Management process.

The Kit Management process facilitates warehouse clerks in building, breaking and re-building of tool kits. Tool kits are essentially parts of type “Kit”. A tool kit is a collection of parts/tools. It consists of requisite number of specific parts. Prior to building kits, it is mandatory to record the following in the Part Administration component:

- Part main information
- Kit composition definition.

Here is a brief on the important activities of the Kit Management component.

- Building kit parts: This activity involves the allocation of constituent parts towards creation of a kit part. The allocation of specific quantities of constituent parts is determined by the definition recorded in the Maintain Kit Composition task of the Part Administration process. The kit on completion is move to stock for issue towards maintenance.
- Breaking kit parts: This involves removal of specific number of constituent parts from a kit part. These break away parts are issued to other critical maintenance tasks, such as AOG.
- Re-building kit parts: You rebuild a kit part to restore it after it was broken up previously. When re-building a kit part, you allocate the required constituent parts to the kit part.
- Inquiring parts in warehouses: You can make inquiries in a specific warehouse to determine the number of kits that can be built on the basis of the availability of constituent parts in the warehouse.

4.1 BUILDING KIT PARTS

The kit building process enables warehouse clerks to build/rebuild kits.

In this sub-process, you define those parts and their numbers that constitute the kit. You must indicate whether alternate parts of constituent parts can be used to build the kit. You must also specify the operations that can be performed on the kit part: build, rebuild or break. Note that you can build the kit only if the Build operation is allowed on the kit.

You can build a kit part in two ways: completely or partially. You can build a kit part completely by allocating the required quantities of constituent parts to the kit part as indicated by the composition definition. You build an incomplete kit part;

1) when you do not allocate required quantities of constituent parts and/or 2) when you do not allocate all the constituent parts to the kit part.

After a kit part is built, it is moves to stock to be issued for maintenance tasks.

You build kits using a Kit Build transaction, which is identified by its kit build #. The creation of a kit build transaction document initiates the kit building process. You may create one or more kits using a kit build document. A kit build document is deemed complete only when creation of all the kit parts in the document is complete.

Creating a kit part involves the following stages:

- **Creation of a kit:** In this stage, you create a kit build document. You specify the constituent parts and their quantities required for the part serial # using the kit build document. You also specify the placement details of the new kit parts and the picking strategy for the constituent parts of a kit part. The kit build document is allotted a unique number by the system on creation.
- **Confirmation of a kit part** : To allocate constituent parts for a kit part, you must confirm the kit part. The system automatically generates stock issues for each of the kit parts on confirmation.
- **Completion of the kit build**: In this last stage of kit building, the system automatically confirms stock issue and stock return for the new kit part. This indicates that the new kit part has been created and moved to stock.
- **Cancel kit part**: You may also cancel a previously created kit part using this sub process.

4.1.1 BUILDING/RE-BUILDING TOOL KIT

1. Select the **Build Kit** link under **Kit Management** business component. The **Build Kit** page appears. *See Figure 4.1*.

   Note: To build a kit part, the Build option for the part must be flagged in the Maintain Kit Composition activity of the Part Administration component.

In the Kit Details group box,

2. Enter additional details related to the kit build transaction in the **Reference Details** field.
3. Use the **Kit Category** drop-down list box to select the category of the kit part you want to build. The drop-down list box displays the categories defined under Category For “Build Kit” in the Create Common Category activity of the Logistics Common Master business component.
4. Use the **User Status** drop-down list box to select the user status of the kit. The drop-down list displays the user statuses defined for the document type “Build/Break Kit” in the Logistics Common Masters component.
5. The code and name of the employee who requested for the kit in the **Requested by** field.
6. The code and name of the employee who assembled the kit in the **Kitted by f**ield.

   *Note: To build a kit part, the Build option for the part must be flagged in the **Maintain Kit Composition** activity of the Part Administration component.*

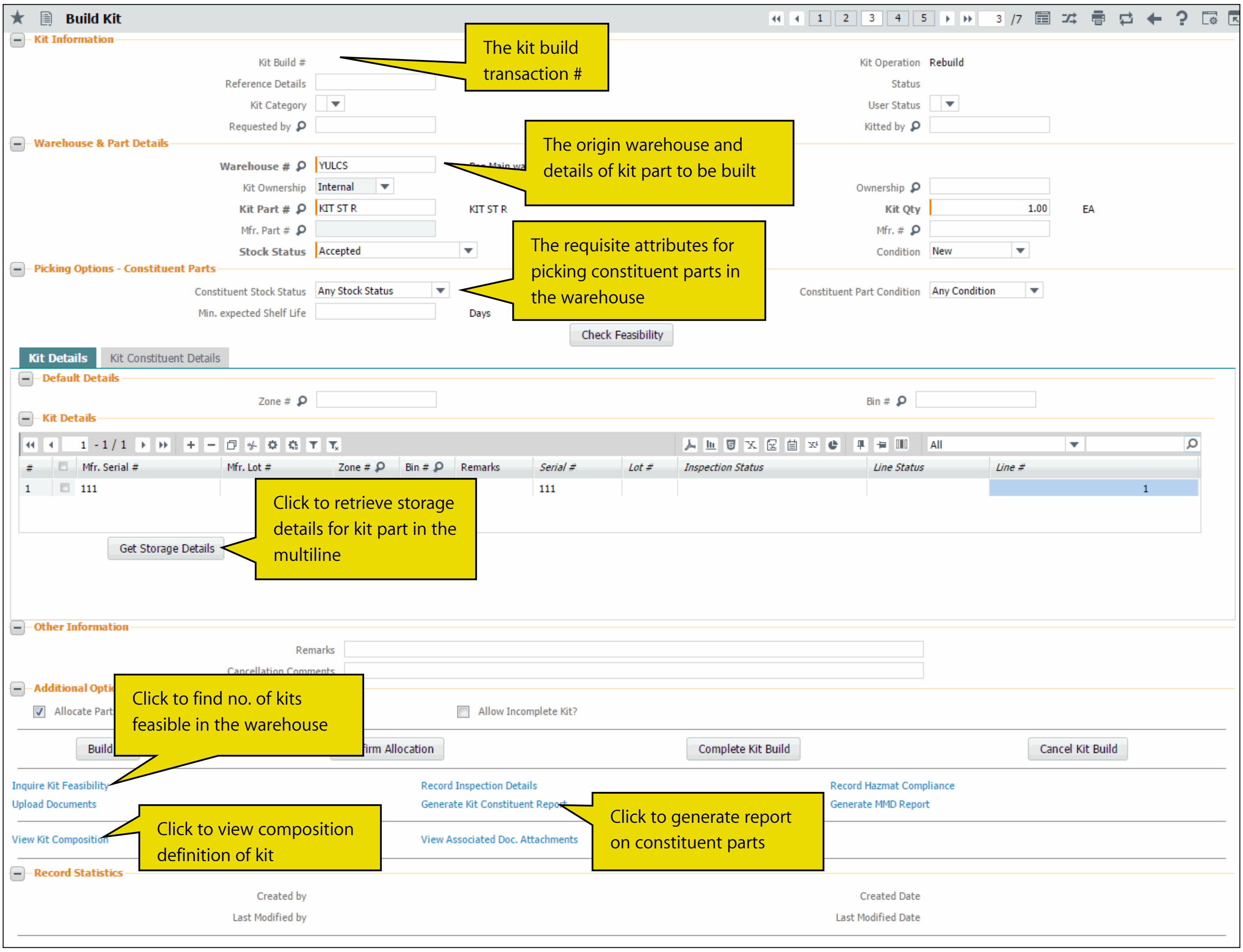


Figure 4.1 Building kit parts

In the **Kit Details** group box,

7. Enter additional details related to the kit build transaction in the **Reference Details** field.
8. Use the **Kit Category** drop-down list box to select the category of the kit part. The drop-down list box displays all the quick codes defined under the "Build/Break Kit" quick code type in the Logistics Common Masters component.
9. Use the **User Status** drop-down list box to select the user status of the kit. The drop-down list displays the user statuses defined for the document type "Build/Break Kit" in the Logistics Common Masters component.
10. The code and name of the employee who requested for the kit in the **Requested by** field.
11. The code and name of the employee who assembled the kit in the **Kitted by f**ield.

In the Warehouse & Part Details group box.

12. The placement warehouse for the kit parts in the Warehouse# field, *Mandatory*.
13. Use the **Kit Ownership** drop-down list box to select the ownership of the kit part. The drop-down list box displays: Internal and Customer.
14. The **Ownership** of the kit part. This field is mandatory, if the owner of the kit is a customer.
15. The customer #, who is the owner of the kit part in the **Ownership #** field.
16. The **Kit Part #** of the kit, *Mandatory*.

17. The number of kit parts you wish to build in the Kit Qty field.
18. The **Mfr. Part #** and **Mfr. #** of the kit part.
19. Use **Stock Status** the drop-down list box to select the stock status of the kit, *Mandatory*.
20. Use the Condition drop-down list box to select the operational condition of the kit. The drop-down list box displays: New, Overhauled, Serviceable and Unserviceable.
21. Use the **Constituent Stock Status** drop-down list box to select the status of the constituent parts that must be picked for the kit. The drop-down list box displays: Any Stock Status and Kit Stock Status. Select,
    - Any Stock Status, to indicate that parts with any of the stock statuses mapped to the ownership of the kit can be allocated for the kit.
    - Kit Stock Status, to indicate that parts with stock status the same as the kit must be allocated for the kit.
22. Use the **Constituent Part Condition** drop-down list box to select the condition of the constituent parts that must be picked for the kit. The drop-down list box displays: Any Condition and Kit Condition. Select,
    - Any Condition, to indicate that parts with any of the conditions mapped to the ownership of the kit can be allocated for the kit.
    - Kit Condition, to indicate that parts with condition the same as the kit must be allocated for the kit.
23. The period during which all the constituent parts of the kit part are valid for use in the Min. Expected Shelf Life field.
24. Click the **Check Feasibility** pushbutton to know the number of kits that can be built with the stock available in the inventory.
25. Select **Kit Details** tab to record details of kit
26. Select **Kit Constituent Details** tab to record details of kit constituent parts.
27. In the **Other Information** group box, reasons for the cancellation of the kit in the **Remarks** field. This field is mandatory only if you want to cancel the kit building process.

In the **Additional Options** group box.

28. Select the **Allocate Parts** check box, if you want the system to automatically allocate constituents to the kit part based on the pre-defined picking strategy for constituents. (The picking strategy for parts is defined as part of Planning definition in the Part Administration component.) However, if the picking strategy for a constituent part is set to “Manual”, the system allocates the required quantities of constituent parts to the kit part on the basis of FIFO strategy.
29. Select the **Allow Incomplete Kit?** check box to create an incomplete kit. This means a kit can be created even if one or more of the constituents are allocated in less than requisite quantities.

    Note: To disallow building of incomplete kits, do not select the ”Allow Incomplete Kit”.

Building/re-building kit parts

30. Click the **Build Kit** pushbutton.

Confirming kit parts

31. Select a kit serial # in the **Kit Details** tab.
32. Click the **Confirm Allocation** pushbutton.

Completing kit parts

33. Click the **Complete Kit Build** pushbutton.

To proceed

- Select **Inquire Kit Feasibility** link to view deficit quantities of constituent parts for kit parts. You can also generate material requests for scarce parts.
- Select **Record Inspection Details** link, to record inspection details for a kit part.
- Select **Record Hazmat Compliance** link to record Hazmat compliance details for a kit part.
- Select **Upload Documents** link to upload kit part-related documents to the system.
- Select **Generate Kit Constituent Report** link, to generate report on constituent parts for kits.
- Select **Generate MMD Report** link, to generate Material Movement document for the kit parts

Recording kit details

1. Select the **Kit Details** tab. *See Figure 4.2*.

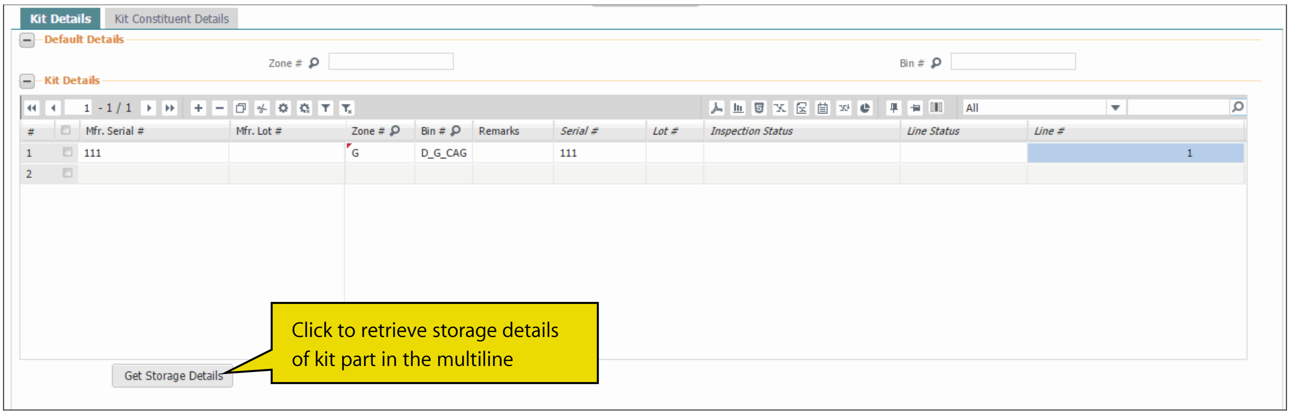


Figure 4.2 Recording kit details

Note: If the kit operation is "Rebuild", the Kit Details tab page is displayed in a disabled state. (This indicates you cannot input any values in the tab page.)

In the **Kit Details** multiline.

2. Enter the placement **Zone #** and **Bin #** in the warehouse of the kit part.
3. Enter the Mfr. Serial # and Mfr. Lot # of the kit part.
4. Click the **Get Storage Details** pushbutton to retrieve bin and zone details for the kit part as defined in the Part Administration component.

Recording kit constituent details

This tab page enables you to enter details of constituent parts of the kit serial #. The system uses these details to source, allocate, and issue constituent parts towards the creation of the kit part # serial #. However, if you have selected the "Allocate Parts" check box, you may visit this tab page only after you have clicked the "Create Kit" pushbutton. You can then see details of constituent parts allocated to the kit part automatically by the system.

1. Select the **Kit Constituent Details** tab. *See Figure 4.3*.

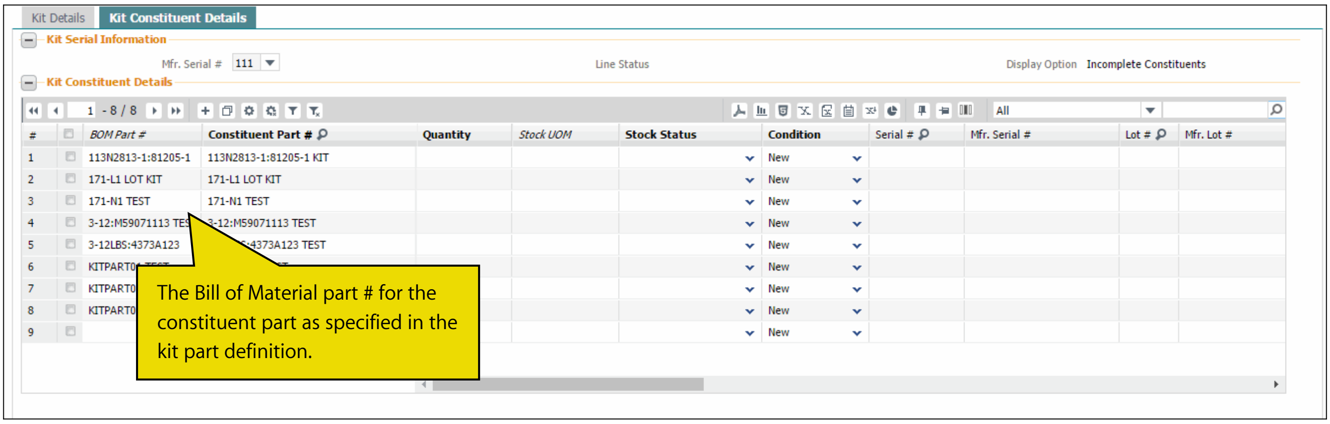


Figure 4.3 Recording kit constituent details

In the Kit Serial Information group box,

2. Use the **Mfr. Serial #** drop-down list box to select the serial # of the kit for which you are to record constituent details. The drop-down list box displays all the numbers available in the **Mfr. Serial # column in the Kit Details** multiline of the **Kit Details** tab

In the Kit Constituent Details multiline, specify the following details:

3. The **Constituent Part #** of the kit. The constituent part # must be the same as the BOM part #, if “Alternate Allowed?” set to “No” as defined in the Maintain Kit Composition” activity in the Part Administration” component. However, if “Alternate Allowed?” is “Yes”, the constituent part # must a valid alternate of the BOM part#.
4. The **Quantity** of the constituent part in the kit. The quantity you specify must be greater than 0.
5. The **Stock Status** and **Condition** of the constituent part.
6. The **Serial #** and **Mfr. Serial #** of the constituent part.
7. The Lot # and **Mfr. Serial #** of the constituent part.
8. The **zone#** and **Bin#** of the warehouse from where the constituent parts are issued for creation of the kit serial #.
9. The **Mfr. Constituent Part #** and **Mfr. #** of the constituent part.
10. The **Expiry Date** of the constituent part.
11. The BOM Part Description as available in the Maintain Kit Composition activity.
12. The **Constituent Part Description** and **Part Control Type** of the constituent part, such as Lot Controlled, Serial Controlled or None.

4.2 BREAKING KIT PART

The Break kit sub process enables warehouse clerks to break parts. Normally, you break a kit part for the following reasons:

- Unable to acquire requisite constituent parts
- Shelf life expired for at least one of the constituent part serial / lot as on current date.
- Tasks for components of the kit part overdue for execution (Next Schedule Date for the task prior or equal to the current date).
- The condition of one or more constituent part serial/lot is “Unserviceable”.
- Urgent requirement of constituent parts for maintenance, such as AOG.
- Constituent parts do not match the BOM Part # or its alternate (based on alternate option at the BOM Part # level) in the kit.

Breaking of a kit part involves taking away quantities of constituent parts known as break quantity from a kit part and returning them to a specific zone/bin in the warehouse.

The process of breaking a kit part (serial #) is associated with a Break Kit transaction and involves the following steps:

- Breaking the kit: The status of the transaction is set to “Fresh”.
- Confirming the kit break: The status of the transaction is set to “Confirmed”.

You can also cancel breakup of the kit part that exists in any of the above-listed statuses.

1. Select the **Break Kit** link in **Select Kit** page. The **Break Kit** page appears. *See Figure 4.4*. In the **Kit Information** group box,
2. Use the **Kit Category** drop-down list box to select the category of the kit part you want to break. The drop-down list box displays the categories defined under Category For “Break Kit” in the Create Common Category activity of the Logistics Common Master business component.
3. Use the **User Status** drop-down list box to select the user status of the kit. The drop-down list displays all “Active” user statuses defined for the document type “Build / Break Kit” in the Logistics Common Masters component.
4. Enter additional details on the kit part in the Reference Details field.
5. Enter the employee code and name of the person who requested for the breakup of the kit in the Requested by field.

In the Kit Constituent Details multiline,

6. The quantity of the constituent part that must be removed from the kit part in the **Break Quantity** field.
7. The **Placement Zone #** and **Bin #** in the warehouse where the break quantity of the constituent part is stored.
8. Use the **Replenishment MR** drop-down list box to select the mode of generating material request for replenishment of requisite constituent part. The drop-down list box displays the following: “Automatic” and “Manual”. By default, this field displays the value as defined in the Set Inventory Process Parameters in the Logistics Common Masters component.

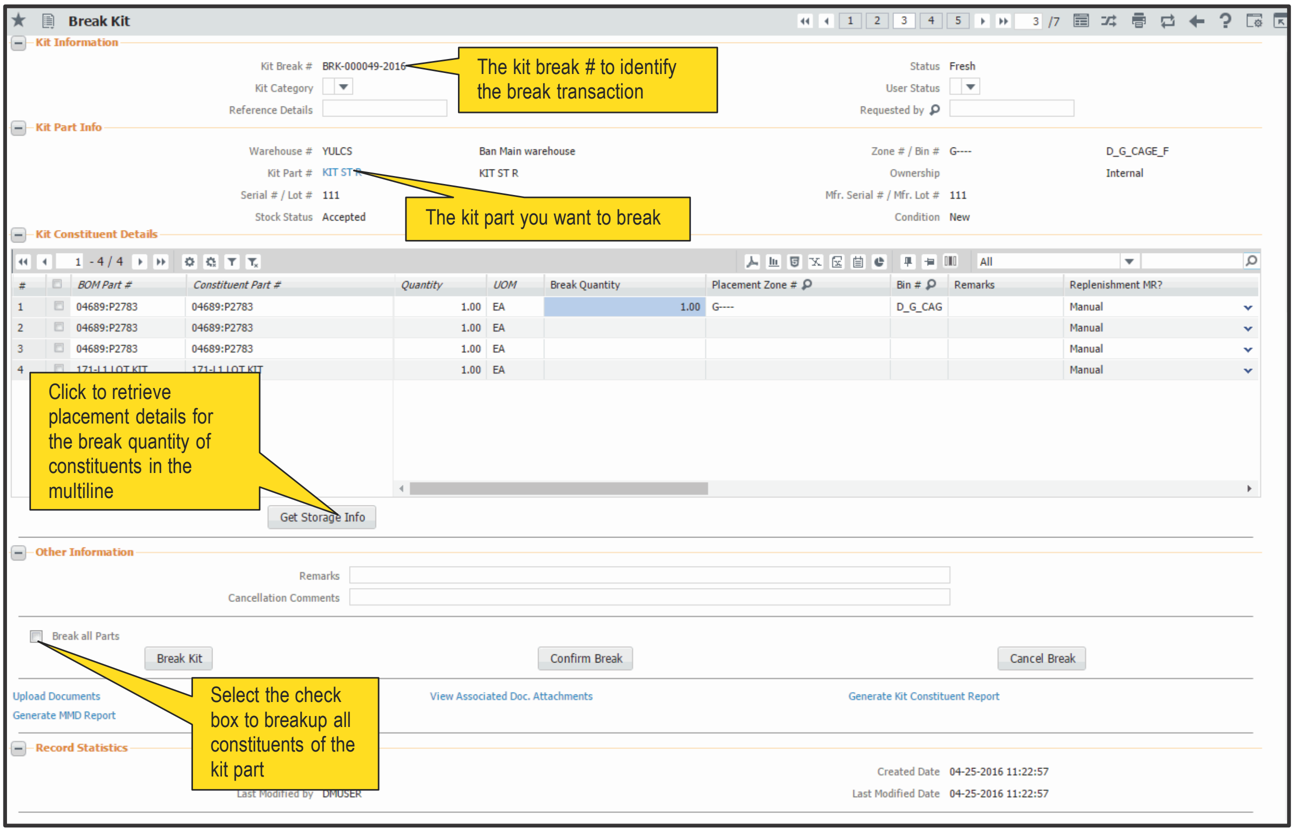


Figure 4.4 Breaking kits

9. Select the **Get Storage Information** pushbutton to retrieve placement details of constituent parts in the **Kit Constituent Details** multiline. The multiline displays the placement details of constituent parts as defined in the planning information of the Part Administration component.

In the **Other Information** group box.

10. Additional information on the breakup of the kit part in the **Remarks** field.
11. Reasons for canceling the breakup of the kit part in the **Cancellation Comments field**. Cancellation comments are mandatory only if you want to cancel breakup of the kit.
12. Select the **Break all Parts** check box to indicate all constituents of the kit part must be broken up.

Note: The system processes only those constituent parts for which break quantity is greater than Zero and placement zone/bin is not specified. However, if the "Break all Parts" check box is selected, it sets the break quantity of all the constituents to the quantity that is required for creation of the kit part.

Breaking kit

13. Select the **Break Kit** pushbutton.

Confirming kit break

14. Select the **Confirm Break** pushbutton.

Canceling kit break

15. Select the **Cancel Break** pushbutton.

4.3 RE-BUILDING KIT

A kit part is normally re-built, If it was not completely built or if it was earlier broken down. As part of re-building you allocate required quantities of constituent parts to the kit part.

Similar to building a kit part, rebuilding involves the following tasks:

- Allocating constituent parts to the kit part
- Confirming allocation of constituent parts
- Complete building of the kit part

For details on the procedure for re-building of kit parts, see **Building/re-building tool kit**.

4.4 INQUIRING FEASIBLE QUANTITY OF KITS IN A WAREHOUSE

Warehouse clerks can find out the number of kits that could be built in a warehouse on the basis of the available constituent parts.

You can specify those attributes of the constituent parts that the system must pick up for building the kit parts. You can choose stock status, condition and minimum shelf life of those constituent parts that must be included in the kit parts.

The system computes the number of kits that could be built in the following way:

- *Ascertains the total required quantity of each of the constituent parts for all kits*
- *Ascertains the free quantity of each of the constituent parts existing with specific attributes in the warehouse.*
- *In the event of any shortage of constituent parts in the warehouse, the system checks whether alternates are allowed for the kit as defined in the "Maintain Kit Composition" activity of the Part Administration activity. If alternates are allowed for the kit, the system takes into consideration those quantities of 1) constituent parts with the alternate stock status and/or 2) direct alternate parts that are required to overcome the shortfall.*
- *Thus, the number of feasible kits will be equal to the number of kits for which all the constituent parts (including alternates, if allowed) are available in the requisite quantities in the warehouse.*

1. Select the **Inquire Stock availability to Kit** link under the **Kit Management** business component. The **Inquire Stock availability to Kit** page appears. *See Figure 4.5*.

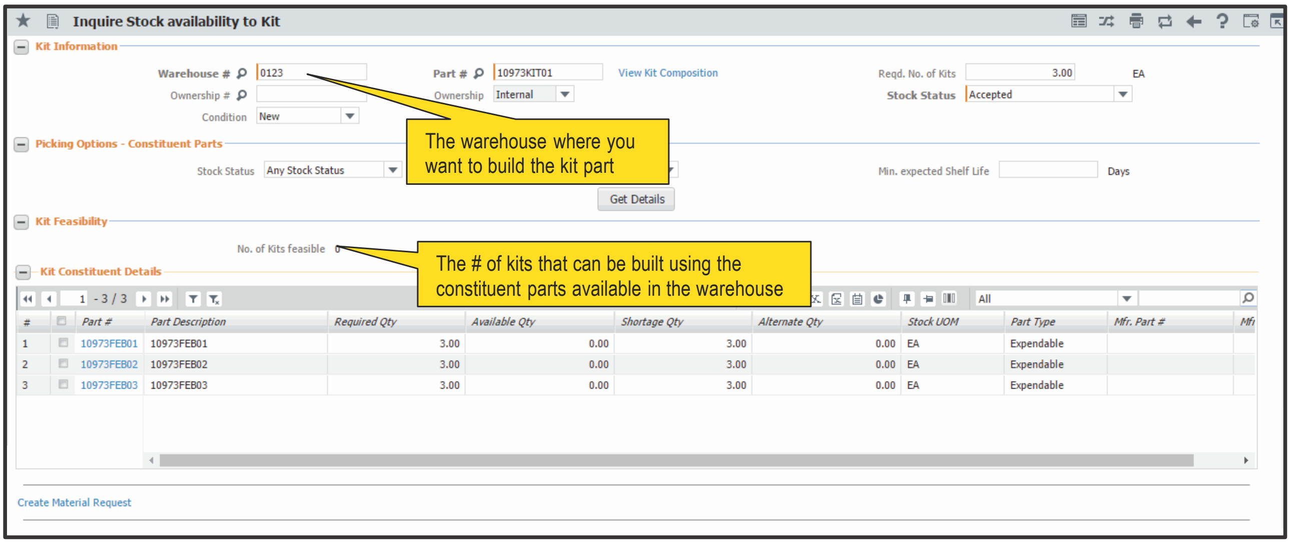


Figure 4.5 Finding availability of kits

2. In the Kit Information group box, specify the Warehouse # in which you want to know the number of kits that can be assembled with the currently available constituent parts. *Mandatory*. Further, enter the following:
3. Use the **Ownership** drop-down list box to select the type of ownership of the kit part The drop-down list box displays the following: Customer and Internal.
4. The Part # of the kit part of which you want to find the availability in the warehouse, Mandatory.
5. Specify the require number of kits to be built in the **Reqd. No. of Kits field.**
6. Use the **Stock Status** drop-down list box to select the stock status of the requisite kit part, Mandatory.
7. Use the Condition drop-down list box to select the condition of the requisite kit part. The drop-down list box displays the following: New, Serviceable and Overhauled.

In the **Picking Options – Constituent Parts** group box, enter the requisite attributes of constituent parts of the kit parts.

8. Use the **Constituent Stock Status** drop-down list to select the requisite stock status of constituents of the kit part. The drop-down list box displays the following: Any Stock Status and Kit Stock Status.
9. Use the **Constituent Part Condition** drop-down list box to select the condition of the requisite kit part. The drop- down list box displays the following: Any Condition and Kit Part Condition.
10. Enter the least estimated shelf life of the constituent part of the kit part in days in the **Min. Expected Shelf Life field**.
11. Click the **Get Details** pushbutton to find the number of kit parts that can be assembled in the warehouse.

The Kit feasibility group box, displays the **#** of Kits feasible in the warehouse.

To proceed

- Select the **Create Material Request** link to create material request for any constituent part that is not available in requisite quantity for the kit part.

5 STOCK MAINTENANCE

The **Stock Maintenance** sub process extends support for all stock administration functions such as receipt of unplanned material, conversion of stocks of one status to another.

Stock Receipt business component enables you to receive unplanned material into a warehouse, receive material, which has been transferred from another location and also keep a record of planned receipts into the warehouse.

Stock Conversion business component enables you to describe the usage value of material held in stock. Materials acquire different statuses over a period of time. The changes could be triggered through normal stock maintenance activities or the stock might be subjected to a manual status conversion. This business component facilitates the maintenance of statuses for stockable material and their conversion from one predefined status to another. Further, any change in the stock condition and the resulting storage location variation can also be maintained in this business.

Stock Maintenance business component comprises a central set of activity to record or compute the stock levels of different parts and also update the stock rate/value based on the issue and receipt transactions.

After the completion of the physical stock verification process, if any discrepancy in the system stock quantity and physical stock quantity exists, the discrepancy reported can be corrected using the Stock Correction activities.

Stock Valuation can be done using the part valuation methods such as “Standard Cost”, “Weighted Average”, “LIFO”, “FIFO” or “Actual Cost”.

Stock Analysis business component enables decision-making in Materials Management or Inventory Management in any organization. Organizations perform periodic inventory analysis with the aim of maintaining inventory accuracy and to impose tight control on parts of high importance.

5.1 RECEIVING STOCK

Parts are usually received into a warehouse through purchasing activity or through stock transfers from other warehouses. The receipt for all purchasing activity in the inventory is considered as a planned receipt, as they are the outcome of replenishment activities planned in advance.

5.1.1 CREATING STOCK RECEIPT QUICK CODES

Quick codes are user-defined values, used to categorize the stock receipts based on certain characteristics. You can define the quick code values for different quick code types. These values can be used in the other stock receipt activities. You can define a quick code for a specific quick code type, by providing a unique identifier and a description for it.

1. Select the **Create Quick Codes** under **Stock Receipt** business component. The **Create Quick Codes** page appears. *See Figure 5.1.*

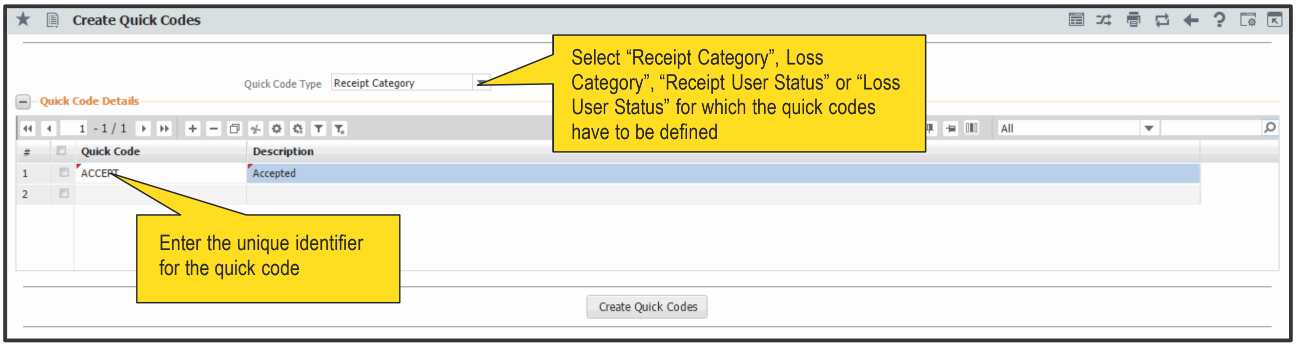


Figure 5.1 Creating quick codes

2. Use the **Quick Code Type** drop-down list box to select the quick code type for which quick codes have to be defined.
3. In the **Quick Code Details** multiline, enter the **Quick Code** and the **Description** of the quick code.
4. Click the **Create Quick Codes** pushbutton to create the quick codes.

✍ *Note: The system sets the status of the created quick code as "Active".*

5.1.2 SETTING OPTIONS FOR STOCK RECEIPT

You can set the options, which are the standards, set for the system to follow while recording a stock receipt transaction. You can set the options to allow input of the stock value for the parts, whose valuation method is "Standard Costing", the method in which the received quantity should be converted, if they are received in fractions and to default the numbering type for automatic transfer receipts.

1. Select **Set Options** under **Stock Receipt** business component. The **Option Settings** page appears. *See Figure 5.2.*

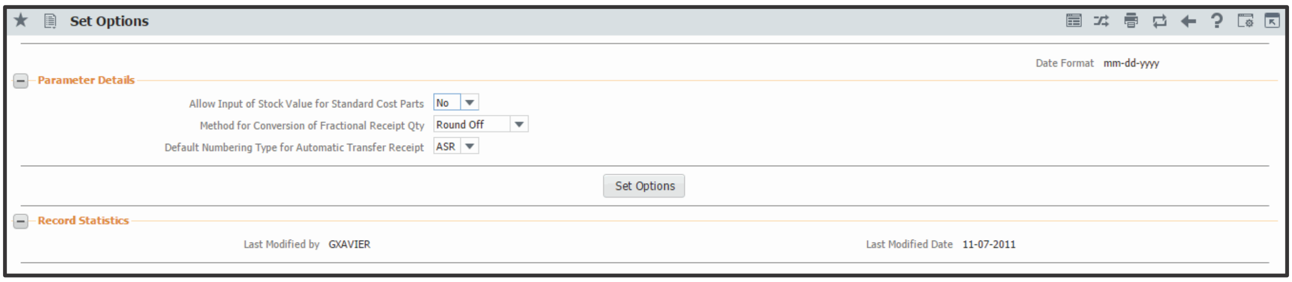


Figure 5.2 Setting options for stock receipt

2. Use the **Allow Input of Stock Value for Standard Cost Parts** drop-down list box to "Yes" or "No", to indicate whether the stock value should be entered, for the parts of valuation method "Standard Costing", during receipt

3. Use the **Method for Conversion of Fractional Receipt Qty** drop-down list box to "Round Up", "Round Off" or "Round Down" to indicate the method in which you wish to round off the decimals.
4. Specify the Default Numbering Type For Automatic Transfer Receipt.

   Note: This option is applicable only for a stock transfer receipt that is automatically generated.

5. Click the **Set Options** pushbutton to store the options settings.

5.1.3 CREATING UNPLANNED RECEIPTS

You can record the unplanned receipt for a particular warehouse. Unplanned receipts refer to the receipt of parts in a warehouse without reference documents such as the purchase order and the release slip. These receipts could be made against cash purchases for items like stationery, or purchases for which procurement planning was not done. An unplanned receipt receives the material into a warehouse and also updates the inventory accordingly.

1. Select **Create Unplanned Receipts** under **Stock Receipt** business component. The **Create Unplanned Receipts** page appears. *See Figure 5.3*.

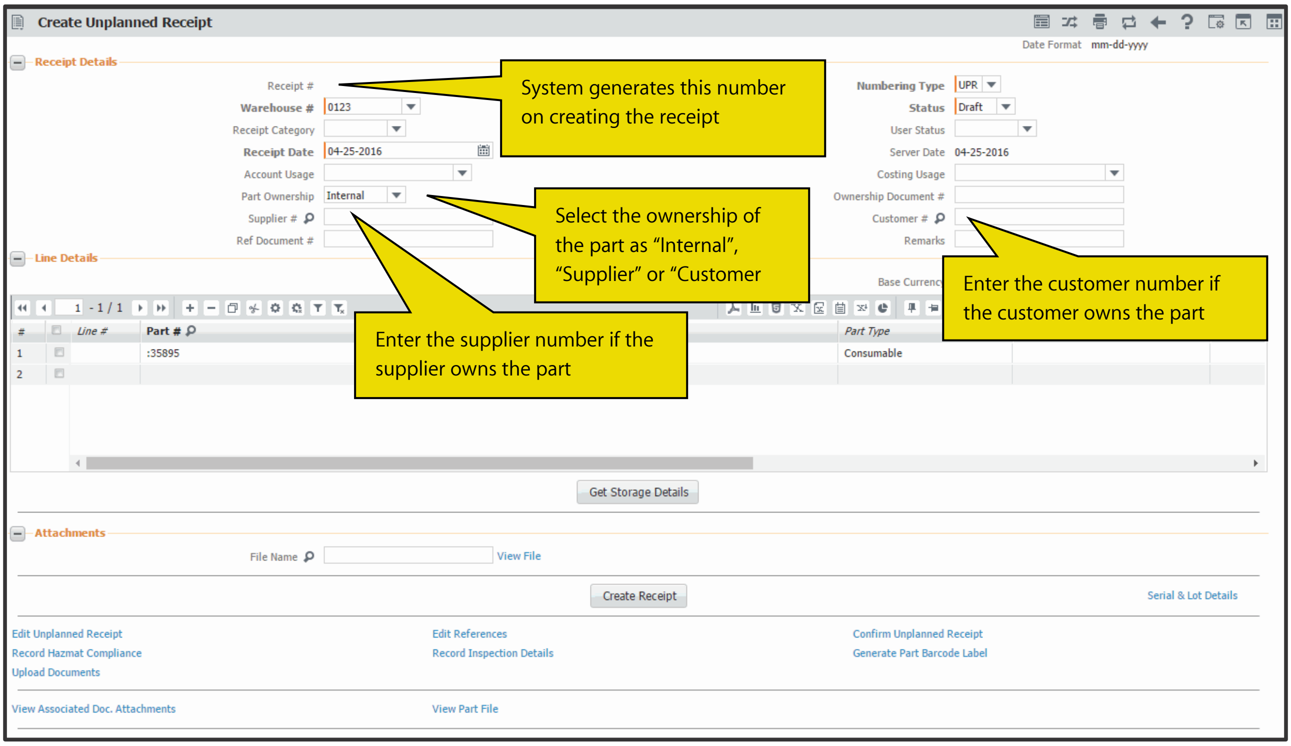


Figure 5.3 Creating unplanned receipts

2. Use the **Numbering Type** drop-down list box to select the numbering type of the unplanned receipt transaction.

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

3. Select the **Warehouse #** of the unplanned receipt**.**
4. Set the **Status** of the unplanned receipt to "Draft" or "Fresh", to indicate whether some more information regarding the unplanned receipt is yet to be entered or entire detail is furnished.

   Note: Only the unplanned receipt in" Fresh" status can be sent for confirmation.

5. Select the **Receipt Category** and the **User Status** of the unplanned receipt.
6. Enter the **Receipt Date** of the unplanned receipt.

7. Select the Account Usage and Costing Usage.

   Note: The Account Usage and the costing usage must be specified for the unplanned receipt, if there exist a part in the multiline, with expense type "Revenue" or a part with issue basis other than "Returnable".

8. Select the **Part Ownership** as "Internal", "Supplier" or "Customer" to indicate the ownership of the part.
9. Enter the **Ownership Document #** if the part ownership is set to "Internal".
10. In the **Line Details** multiline, enter the **Part#**, **Quantity** and the **UOM** of the part received.
11. Click the **Get Storage Details** pushbutton to retrieve the placement strategy for the part.

    *Note: The placement strategy for a part is set as "Fixed Storage", "Storage Proximity", "Existing Stock Addition", "Next Empty Storage" or "Manual" and it is defined in the **Maintain Storage Allocation and Strategies** activity of the **Storage Administration** business component.*

12. Enter the **WH-Zone#** and the **WH-Bin#** to indicate the warehouse and the zone where the part must be stored, if the placement strategy for the Part is "Manual".
13. Select the **Stock Status** of the part.

    Note: The stock status attribute "Ownership-Internal" must be set to "Yes" in the "User Defined Stock Status" business component, if the "Part Ownership" is "Internal".

    Note: The stock status attribute "Ownership-Supplier" must be set to "Yes" in the "User Defined Stock Status" business component, if the "Part Ownership" is "Supplier".

    Note: The stock status attribute "Ownership-Customer" must be set to "Yes" in the "User Defined Stock Status" business component, if the "Part Ownership" is "Customer".

14. Enter the Total Part Cost.
15. Click the **Create Receipts** pushbutton to update the unplanned receipts details.

    Note: You cannot create an Unplanned Receipt if the Expense Type for any part is set to "Capital".

    Note: This action is workflow-enabled. Notification messages can be sent and you can configure further processing of this document in the "Workflow Management" business component.

    Note: If the "Stock Status" is selected as "PBH", ensure that "Under PBH" is set as "Yes" in the "Edit Supplier Part Mapping" page of the "Supplier" business component.

    Note: The system updates the status of the receipt as "Draft", if the part numbers received are serial number- controlled or lot number-controlled. If all the mandatory information is entered, the document will attain the status "Fresh".

    Note: The system checks if the Part Classification is allowed in the return warehouse, based on the Part Classification mapped to the warehouse in the "Storage Administration" business component.

    Note: For none-controlled parts with ownership set to "Customer" or "Supplier", the system ensures the following:

    a) The specified warehouse is mapped to the trading partner as an exclusive storage category in the "Maintain External Stock Allocation" page of the "Storage Administration" business component. This is applicable, if the type of the warehouse is "Free".

b) The warehouse-zone combination is mapped to the trading partner as an exclusive storage category in the “Maintain External Stock Allocation” page of the “Storage Administration” business component. This is applicable, if the type of the warehouse is “Normal” and the type of the zone is “Free”.

c) The warehouse-zone-bin combination is mapped to the trading partner as an exclusive storage category in the “Maintain External Stock Allocation” page of the “Storage Administration” business component. This is applicable, if the warehouse and the zone are of type “Normal” and the bin is specified.

- *Note: For serial number-controlled, lot number-controlled, or both serial number-controlled and lot number-controlled parts with ownership set to “Customer” or “Supplier”:*
- *a) The specified warehouse is mapped to the trading partner as exclusive or shared storage category in the “Maintain External stock Allocation” page of the “Storage Administration” business component. This is applicable, if the type of the warehouse is “Free”.*
- *b) The warehouse-zone combination is mapped to the trading partner as exclusive or shared storage category in the “Maintain External stock Allocation” page of the “Storage Administration” business component. This is applicable, if the type of the warehouse is “Normal” and the type of the zone is “Free”.*
- *c) The warehouse-zone-bin combination is mapped to the trading partner as exclusive or shared storage category in the “Maintain External stock Allocation” page of the “Storage Administration” business component. This is applicable, if the warehouse and the zone are of type “Normal” and the bin is specified.*

To proceed further,

- Select the **Serial & Lot Details** link, to enter the serial and lot number details.
  - *Note: The serial number and the lot number details for the part has to be entered if the part number received is serial number or lot number controlled.*
- Select the **Edit Unplanned Receipt** link at the bottom of the page, if you wish to modify the details of the unplanned receipt after creation.
- Select the **Edit References** link at the bottom of the page, to enter the reference details pertaining to stock receipt.
- Select the **Record HAZMAT Compliance** link at the bottom of the page to record HAZMAT compliance information for HAZMAT parts in the receipt.
- Select the **Record Inspection Details** link at the bottom of the page to record the inspection information for unplanned receipt.
- Select the **Upload Documents** link to upload documents/files associated with the stock receipt into the common repository.

Entering serial and lot number details

You can enter the serial number and the lot number details of the received part. You are provided with the option of converting the status of the unplanned receipt from “Draft” to “Fresh”. Only “Fresh” unplanned receipts can be sent for confirmation

1. Select the **Serial & Lot Details** link in the **Create Unplanned Receipt** page. The **Serial & Lot Details** page appears.

   See Figure 5.4.

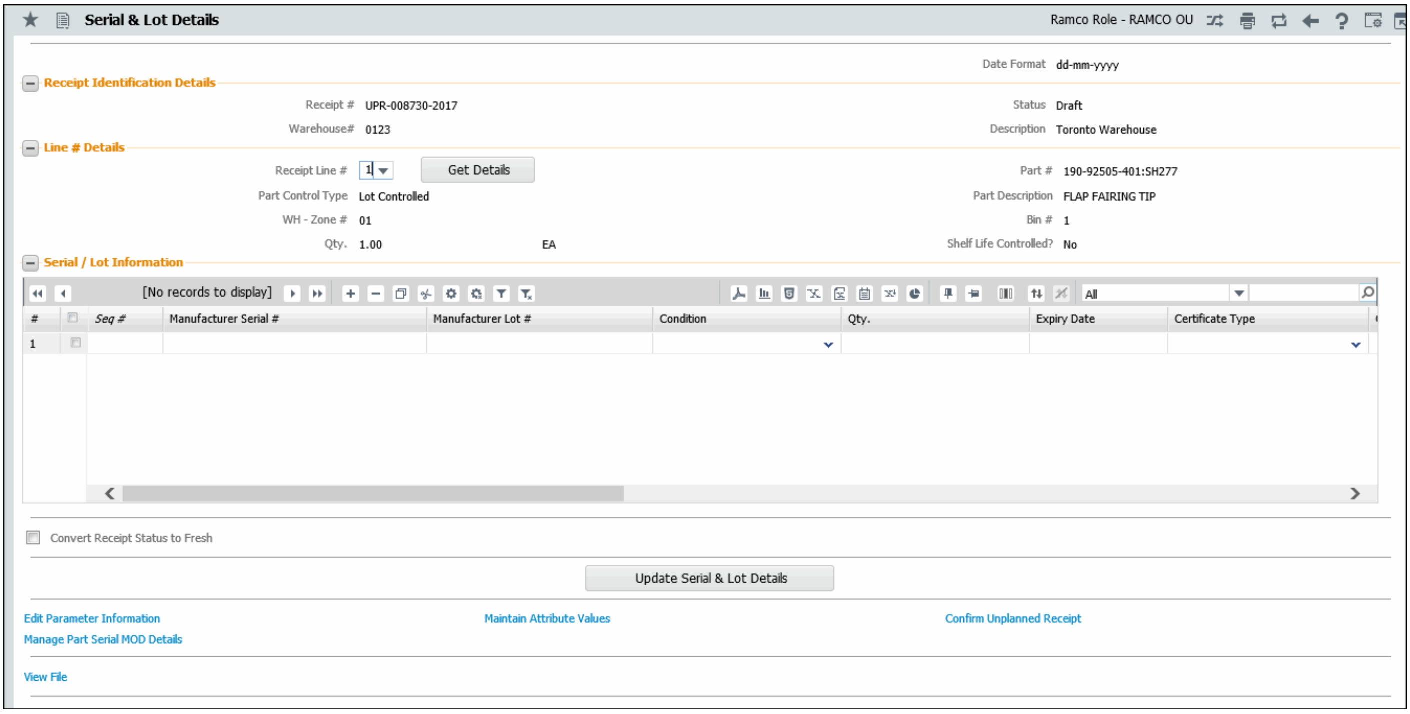


Figure 5.4 Updating serial and lot details

2. Use the **Receipt Line#** drop-down list box to select the line number for which the serial and lot details are to be entered.
3. Click the **Get Details** pushbutton to retrieve the details of the selected Line #.
4. In the **Serial / Lot Information** multiline, enter the **Manufacturer Serial #** and the **Manufacturer Lot#** to identify the serial and lot number issued by the manufacturer.

   Note: The total number of serial numbers entered must be equal to the quantity received for the part.

5. In the **Condition** drop-down list box, select the condition for all serial / Lot and Serial & lot parts.
6. Enter the **Quantity** of the part received for the serial and lot number entered.

   Note: In case the part number is Serial Controlled or Serial & Lot Controlled, the quantity will be set as "1" (one), irrespective of the value entered in the field.

7. Enter the **Expiry Date** of the part being received.

   Note: The Expiry Date must be entered if the part is "Shelf Life Controlled".

   Note: The expiry date must be the same as, or greater than the sum of the "Receipt Date" and the minimum shelf life period defined for the part in the "Part Administration" business component.

8. Use the **Certificate Type** drop-down list box to specify the type of certificate for the **Part #** received.
9. Enter the Certificate # and Certificate Date.

   Note: The certificate details must be specified, if the "Certification Reqd?" field is set to "Mandatory" in the "Maintain Planning Information" activity of the "Part Administration" business component.

10. Enter the **Authorization #** of the certificate.
11. Enter the **System Tracking Ref #** to track the received part.
12. Check the **Convert Receipt Status to Fresh** box to convert the status of unplanned receipt once serial and lot number details are entered for the part.
13. Click the **Update Serial & Lot Details** pushbutton to update the serial number and lot number details for the part.

- *Note: The system sets the status of receipt to "Fresh", **if Convert Receipt Status to Fresh** box is checked and all the details of unplanned receipt are entered.*
- *Note: The system ensures that the parameter details are entered for serial-controlled parts of type "Component, only if the "Parameter Update" field is set to "Mandatory" for at least one parameter for the specified parts, in the "Maintain Maintenance Info. for Part" activity of the "Aircraft" business component.*
- *Note: The part condition specified here must be allowed to be stocked in receipt warehouse, as identified in the "Edit Warehouse – Stock Status / Condition Allowed" page of the "Storage Administration" business component. For example, if warehouse 'W001' is defined to store parts in "New" or "Overhauled" condition, only parts in this condition can be moved to the warehouse.*

Entering parameter information

You can enter the parameter values for the Parts of part type "Component".

1. Select the **Edit Parameter Information** link in the **Serial & Lot Details** page. The **Edit Parameter Information** page appears. *See Figure 5.5.*
2. Select the **Part Serial #** and click the **Get Details** pushbutton to retrieve the part, Certificate and Parameter details.
3. In the **Certificate Details** group box enter the **Warranty Lapse Date** of the part serial number.
4. In the **Parameter Details** multiline, enter **Since New** to specify the cumulative flying hours or flying cycles of the component since it is manufactured.

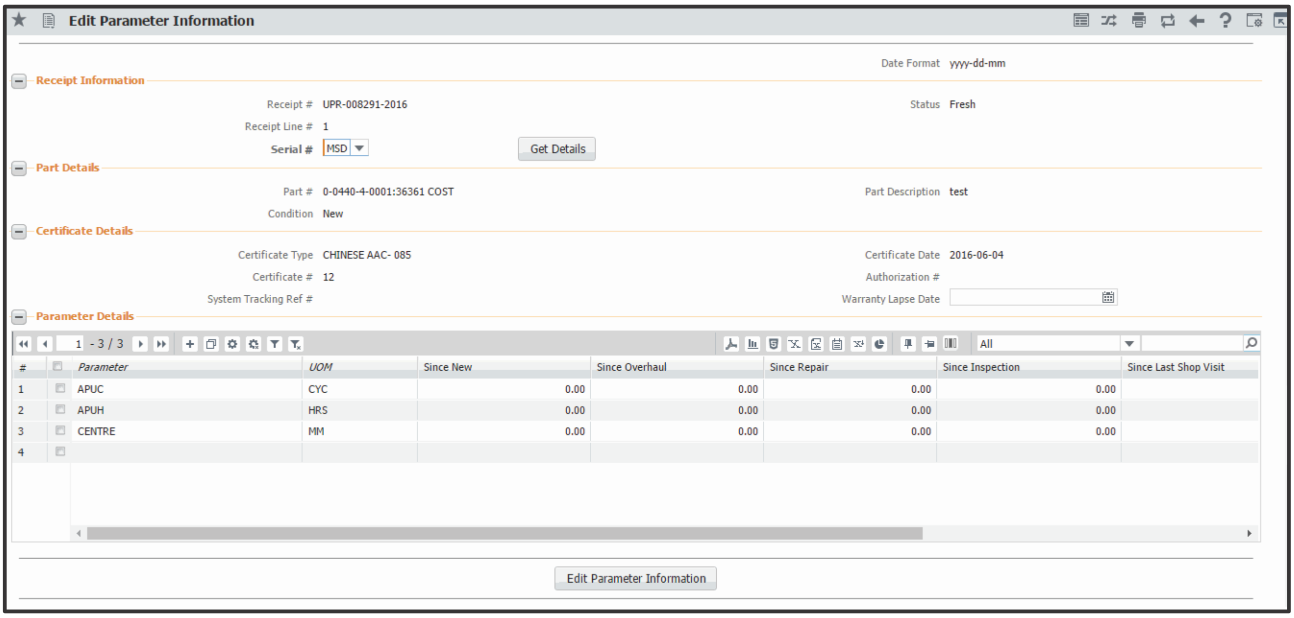


Figure 5.5 Entering parameter information

5. Enter **Since Overhaul** to indicate the cumulative flying hours or flying cycles of the component since it is overhauled.
6. Enter **Since Repair** to indicate the cumulative flying hours or flying cycles of the component since it is repaired.
7. Enter **Since Inspection** to specify the cumulative flying hours or flying cycles of the component since it is inspected
8. Enter **Since Last Shop Visit** to specify the cumulative flying hours or flying cycles of the component since its Last shop visit.

Note: If the condition of the part is "Serviceable", then the parameter values must be greater than zero.

9. Enter the **Warranty Value** if the **Warranty (Y/N)** field is set as "Yes".
10. Click the **Edit Parameter Information** pushbutton to update parameter values.

Note: The system ensures that all the details are entered for the parameters for which "Parameter Update" is set as "Mandatory" in the "Create Component Record" activity of the "Aircraft" business component.

Entering attribute details for the part

By giving attributes to a part number, you can ensure that the part has been delivered with the correct quality characteristics. The parts can be accepted only when they possess the certification on the quality and its attribute.

1. Select the **Maintain Attribute Values** link in the **Serial & Lot Details** page. The **Maintain Attribute Values** page appears. *See Figure 5.6.*
2. In the **Lot and Serial Details** group box, select the **Line #** of the receipt for which the attribute details are to be entered.
3. Click **Get Details** pushbutton to retrieve lot number and serial number details. Only those attributes are retrieved, which are mapped for the selected part.
4. Enter the **Quantitative Value** of the attribute, if the **Attribute Type** is set as "Quantitative".
5. Enter the **Qualitative Value** of the attribute, if the **Attribute type** is set as "Qualitative".

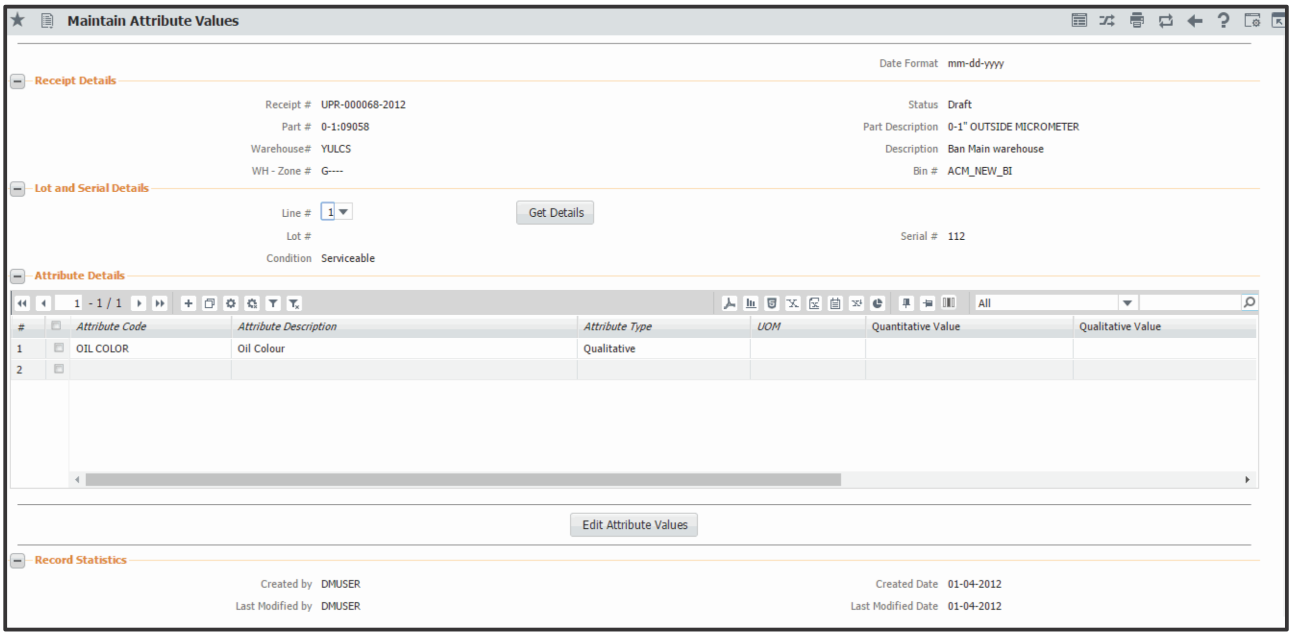


Figure 5.6 Maintaining attribute values

6. Enter the **Remark**s pertaining to the attribute value.
7. Click the **Edit Attribute values** pushbutton to update the attribute values of the line number.

5.2 AUTHORIZING RECEIPTS

You can confirm the unplanned receipt. You can confirm only those receipts that are in the "Fresh" status. After confirmation, the status of the receipt is updated as "Confirmed". Inventory postings are made on confirmation of the receipt.

You can also cancel the unplanned receipt. The status of the receipt after cancellation is updated as "Canceled". You are also provided the facility of bulk confirmation or cancellation of the unplanned receipt.

5.2.1 CONFIRMING OR CANCELING UNPLANNED RECEIPTS

1. Select **Confirm Unplanned Receipt** under **Stock Receipt** business component. The **Confirm Unplanned Receipt** page appears. *See Figure 5.7.*

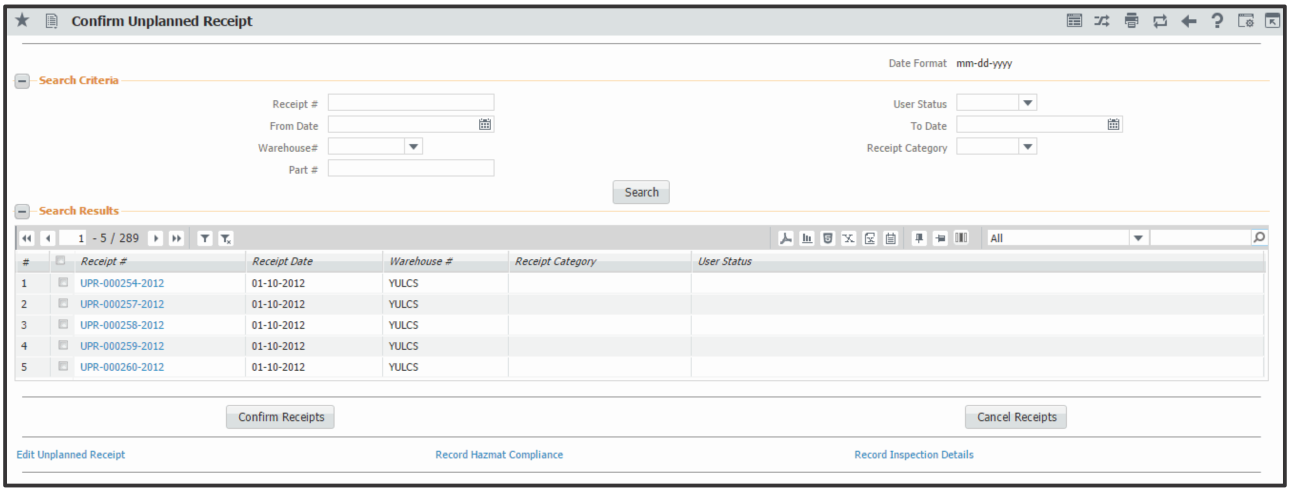


Figure 5.7 Confirming or canceling unplanned receipts

2. Enter the **Search Criteria** and click the **Search** pushbutton to retrieve the unplanned receipts.
3. **Select** the unplanned receipt for confirmation or cancellation, in the multiline.
4. Click the **Confirm Receipts** pushbutton to confirm the unplanned receipt. The status of the receipt is updated to "Confirmed".

   - *Note: This action is workflow-enabled. Notification messages can be sent and you can configure further processing of this document in the "Workflow Management" business component.*
   - *The system updates the stock account details in the Finance Books, for parts with Stock Status for which Status Attributes is set as 'Yes' for "Ownership-Internal" and "Valuated. This setting for stock status is done in the interacting "User Defined Stock Status" business component.*
   - *The system checks if the Part Classification is allowed in the return warehouse, based on the Part Classification mapped to the warehouse in the "Storage Administration" business component.*

5. Click the **Cancel Receipts** pushbutton to cancel the unplanned receipts. The status of the receipts changes to "Canceled".

   - *Note: This action is workflow-enabled. Notification messages can be sent as per the settings you have defined in the "Workflow Management" business component.*

5.3 RECORDING/CONFIRMING MATERIAL LOSS

You can record, modify or confirm the material loss. After recording the status of the material loss document is updated as “Fresh”. You can confirm only those material loss documents that are in “Fresh” status. The status of the material loss document after confirmation is updated as “Confirmed”.

You can also cancel the material loss document that are in “Fresh” status and if the “Cancellation Comments” is specified. The status after cancellation is updated as “Cancelled”.

5.3.1 RECORDING MATERIAL LOSS

1. Select **Record/ View Material Loss** under **Stock Receipt** business component. The **Record/ View Material Loss** page appears. *See Figure 5.8.*

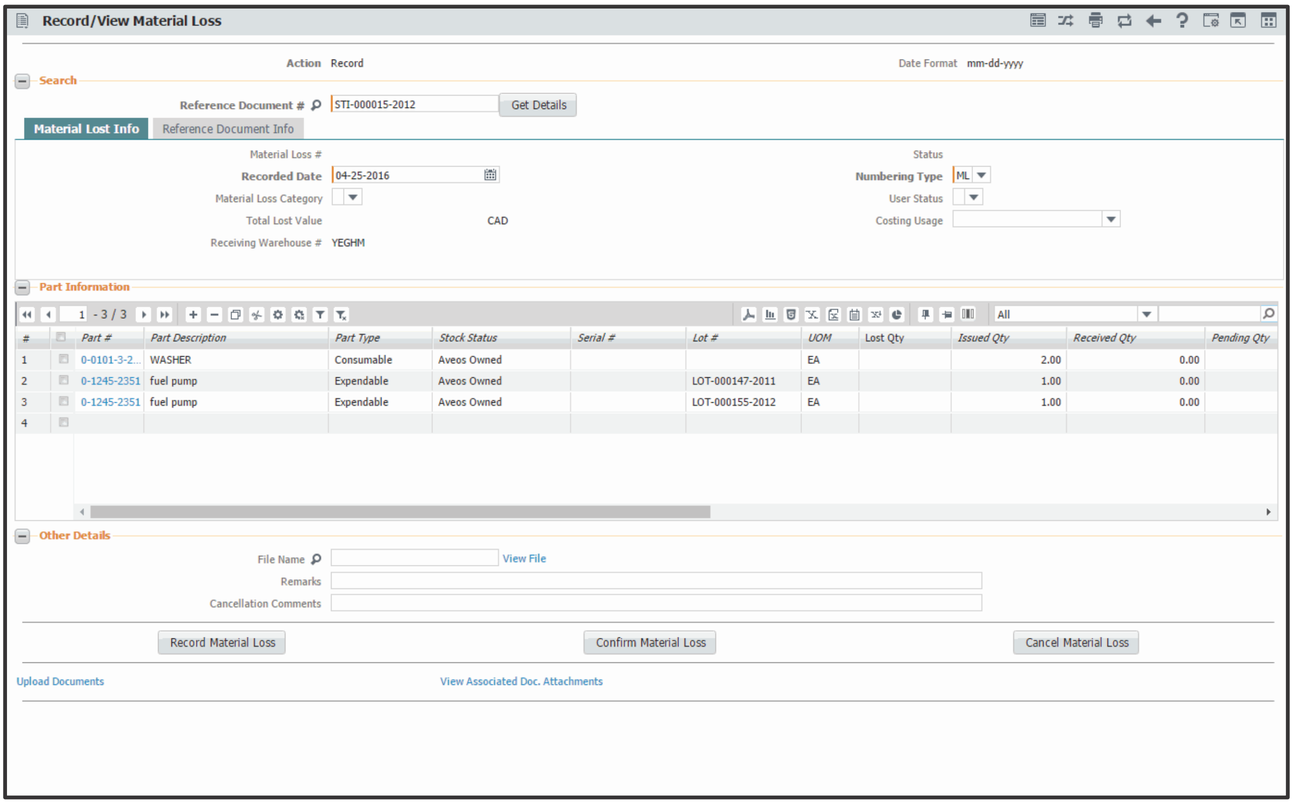


Figure 5.8 Recording/ confirming material loss

2. Enter the **Search Criteria** and click the **Get Details** pushbutton to retrieve the reference document details.
3. Enter the Recorded Date in the Material Loss tab page.
4. Click the **Record Material Loss** pushbutton to record the stock transfer material loss.
5. Click the **Confirm Material Loss** pushbutton to confirm the material loss.
6. Click the **Cancel Material Loss** pushbutton to cancel the material loss.

To proceed further,

- Select the **Upload Documents** link to upload documents/files associated with the material loss into the common repository

5.3.2 CREATING STOCK MAINTENANCE QUICK CODES

Quick codes are user-defined values, used to categorize the stock based on certain characteristics. You can define the quick code values for different quick code types. These values can be used in the other stock maintenance activities. You can define a quick code for a specific quick code type, by providing a unique identifier and a description for it.

1. Select the **Create Quick Codes** under **Stock Maintenance** business component. The **Create Quick Codes** page appears. *See Figure 5.9.*

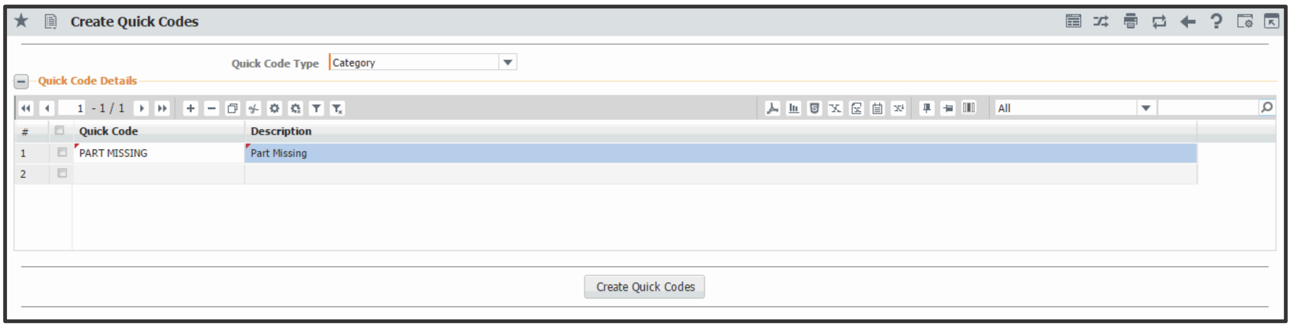


Figure 5.9 Creating quick codes

2. Select the **Quick Code Type** as "Category", "User Status", "Correction Category", "Correction User Status", "Revaluation Category", "Revaluation User Status" and "Pool Category".
3. In the **Quick Code Details** multiline enter the **Quick Code** and the **Description** of the quick code.
4. Click the **Create Quick Codes** pushbutton to create the quick codes.

   Note: The system sets the status of the created quick code as "Active".

5.3.3 SETTING OPTIONS FOR MATERIAL INQUIRY

You can set the options for the system, to be considered while computing the material count and the location details.

You can set the options to specify whether the stock status must be considered as External Ownership Stock Status, and also to specify whether the warehouse category must be considered as 'Unserviceable', while computing the material count and the location details.

1. Select **Set Material Inquiry Options** under **Stock Maintenance** business component. The **Set Material Inquiry Options** page appears. *See Figure 5.10.*

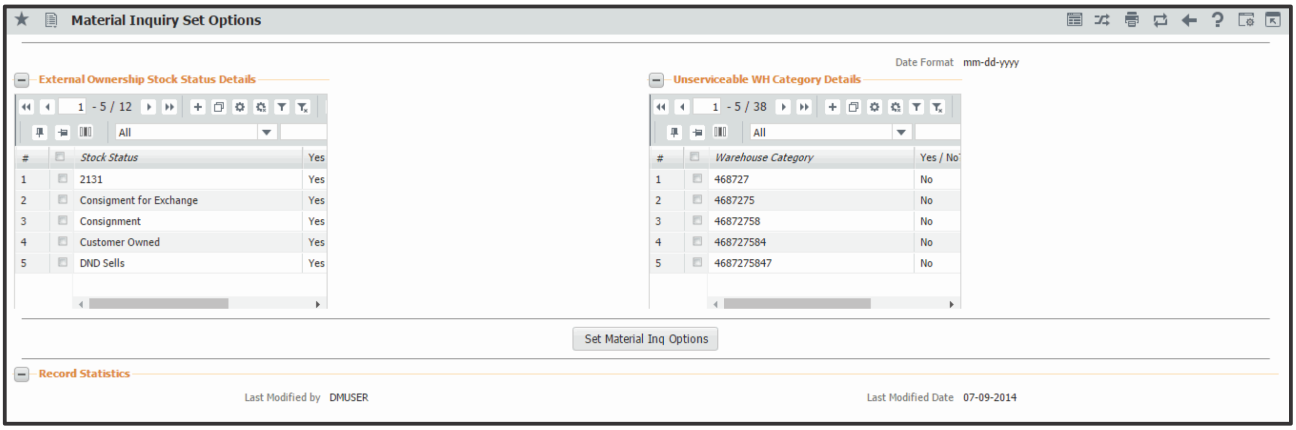


Figure 5.10 Setting options for maintain material inquiry

The system displays the following in the **External Ownership Stock Status Details** multiline

- The **Stock Status** assigned to specific quantities of the stock, stored in Inventory. The system lists all the "Active" stock statuses other than the internal stock status as defined in the "User Defined Stock Status" business component. Refer to Chapter 3 of **Inventory Setup** User Manual for more details on stock status.

2. Use the **Yes / No?** drop-down list box and select "Yes" or "No", to specify whether the stock status must be considered as 'external ownership' stock status or not.

Note: The system will consider only those parts for which the stock status is identified as 'External Ownership', for computing the external ownership part quantity.

The system displays the following in the **Unserviceable WH Category Details** multiline.

- The **Warehouse Category** details. The system lists all the quick codes that are defined for the quick code type "Warehouse Category" in the "Create Quick Codes" activity of the "Storage Administration" business component. Refer to Chapter 3 of **Inventory Setup** User Manual for more details on warehouse category.

3. Use the **Yes / No?** drop-down list box and select "Yes" or "No", to specify whether the warehouse category must be considered as Unserviceable or not.

Note: All the part quantities of type other than "Component" will be considered as unserviceable, if they belong to a warehouse of the unserviceable category.

5.3.4 CHECKING PART AVAILABILITY

You can check the availability of the part and its alternate part in the requesting stock status and in other stock statuses. The part or its alternate part can be checked in the defined transfer warehouse which are user defined warehouses or in other warehouses.

1. Select **Check Part Availability** under **Stock Maintenance** business component. The **Check Part Availability** page appears. *See Figure 5.11*

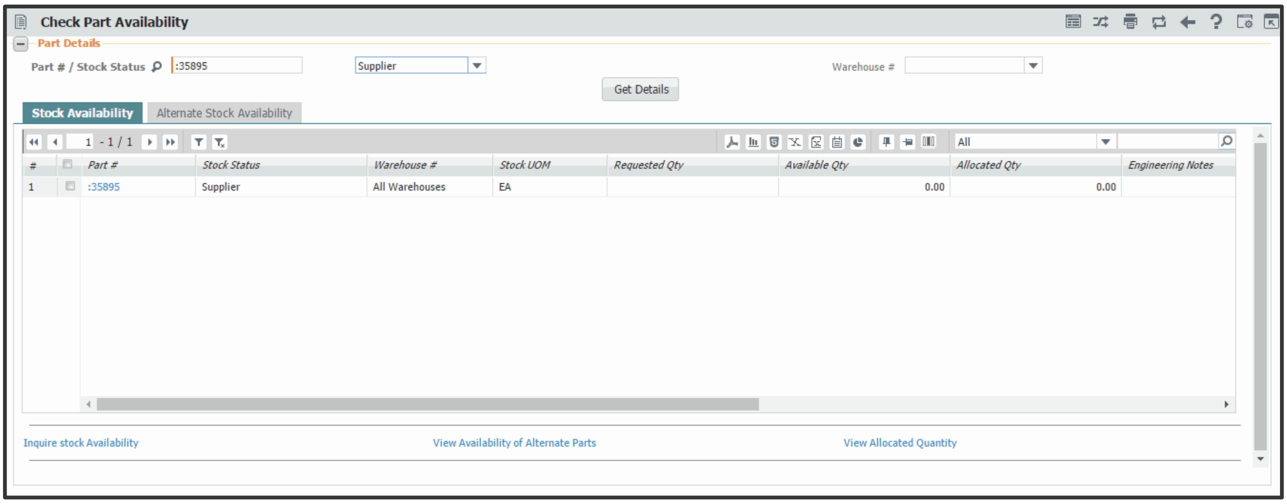


Figure 5.11 Setting options for maintain material inquiry

2. Enter the **Part #,** select the **Stock Status** and click the **Get Details** pushbutton. The system displays the stock availability and the alternate stock availability in the requesting stock status and in other stock statuses.

5.3.5 VIEWING MATERIAL COUNT AND LOCATION DETAILS

You can view the count and the location details, which includes the quantity of the part under different stock transactions, stock value, Internal Ownership quantity and External Ownership quantity, for the selected part and its alternate parts.

1. Select **View Material Count and Location Information** under the **Stock Maintenance** business component. The **Select Part #** page appears.
2. Enter the **Part #** directly and select the **View Material Count and Location Information** link provided alongside. Or, provide **Search Criteria** to search for a part and click the **Search** pushbutton.

3. Select the hyperlinked **Part #** number in the **Search Results** multiline. The **View Material Count and Location Information** page appears. *See Figure 5.12.*

The system displays the following in the **Part Details** group box:

- The **Part #** for which the material count and location details are displayed.
- The Stock UOM, Part Description, Part Type, Part Control Type and the Part Category details.

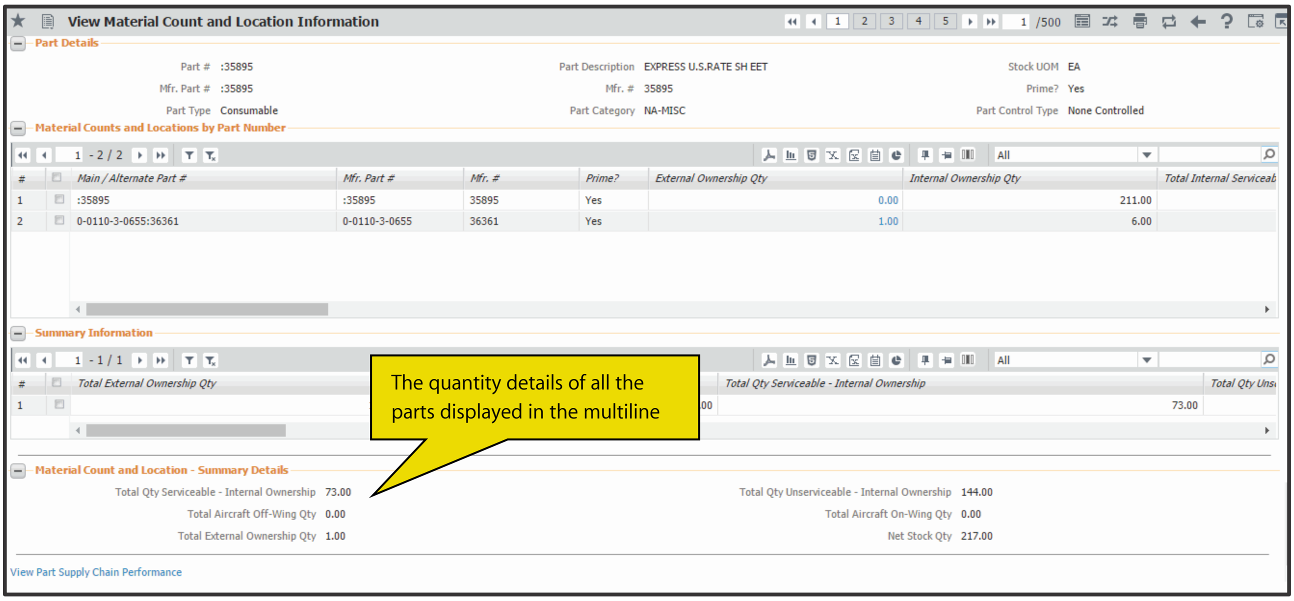


Figure 5.12. Viewing material count and location details

The system displays the following in the **Material Counts and Locations By Part Number** multiline: Refer to Figure 5.13 to view the multiline details.

- The number identifying the part, for which the details are displayed in the **Main / Alternate Part #** field. If any alternate part number is defined for the selected part, then the alternate part numbers will be displayed in the subsequent multiline rows.
- The **Mfr. Part #** and **Mfr. #** fields are displayed for the part.
- The **Prime?** field indicates whether the prime part number is the same as the part number.
- The quantity of the part owned externally, in the **External Ownership Qty** field.

  Note: Only parts in stock statuses that are identified as 'External Ownership' in the "Set Material Inquiry Options" activity will be considered for computing the "External Ownership quantity".

- The quantity of the part owned internally, in the **Internal Ownership Qty** field.

  Note: The part quantities with stock status as "Accepted" will only be considered for computing the Internal Ownership Qty.

- The serviceable quantity of the part, owned internally in the **Total Internal Serviceable Qty** field.

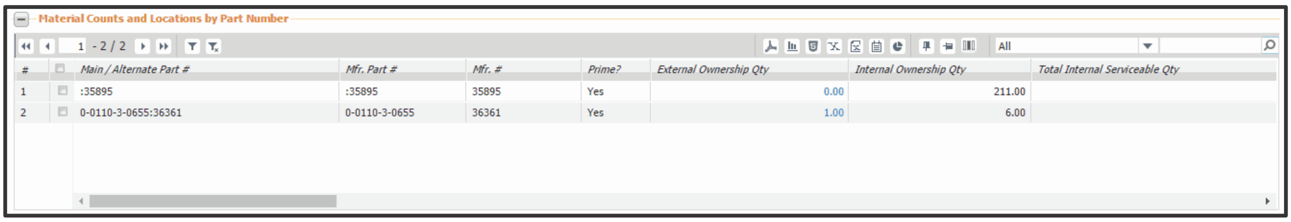


Figure 5.13. Material Counts and Locations By Part Number multiline details

- The unserviceable quantity of the part, owned internally, in the **Total Internal Unserviceable Qty** field.

- The stock value of the Internal Ownership part quantity, in the **Stock Value** field.
- The number of active and mandatory position codes defined in the "Configuration" business component, which are empty and where the part must be attached, in the **Aircraft Off-Wing Qty** field. Refer to Chapter 2 of **Configuration User Manual** for more details on position codes.
- The total number of serial numbers of the part attached to all the position codes and level codes in the aircraft, in the **Aircraft On-Wing Qty** field.
- The serviceable quantity of the part, available in the warehouses defined for the login organization unit, in the **WH – Serviceable Qty** field.
- The unserviceable quantity of the part, available in the warehouses defined for the login organization unit, in the **WH – Unserviceable Qty** field.
- The quantity of the part received through a goods receipt/repair receipt with line level status as "Inspected", and is yet to be moved to the warehouse, in the **In GR/RR Qty** field.
- The quantity of the part in "Under Quarantine" status as defined in the "Goods Receipt" business component, in the **Under Quarantine Qty** field.
- The quantity of the part of material type "Main Core", issued against a Shop Work Order through "Maintenance
- Issue" transaction, and is yet be returned to inventory, in the **In Shop Due Qty** field.
- The quantity of the part issued out to repair, through "Repair Order Issue" and/or "Subcontract Order Issue" transaction, and is yet to be received into the inventory through the "Goods Receipt" transaction, in the **Third Party Repair Qty** field.
- The quantity of the part with issue basis "Returnable" issued against a Shop Work Order or Aircraft Maintenance
- Execution Ref. # and is yet to be returned to the inventory, in the **Spares Due Qty** field.
- The serviceable quantity of the part that is issued through "Stock Transfer Issue" transaction and is yet to be received into the inventory through the "Stock Transfer Receipt" transaction, in the **In Transit Qty – Serviceable** field.
- The unserviceable quantity of the part that are issued through "Stock Transfer Issue" transaction and are yet to be received into the inventory through the "Stock Transfer Receipt" transaction, in the **In Transit Qty – Unserviceable** field.
- The pending material request quantity for the part, in the **Due Out Qty** field.
- The purchase order quantity of the part that is yet to be received, in the **Due In Qty** field.
- The open purchase request quantity of the part in the **Open PR Qty** field.
- The quantity of the part that is yet to be received against a loan order, in the **Loan In Qty** field.
- The quantity of the part issued to a customer through "Rental Order Issue" transaction and is yet to be received from the customer, in the **Loan Out Qty** field.
- The total number of a specific part available in all kit parts, in the **Qty in Kit** field.
- The quantity of the part that is removed from the aircraft / component but not returned to the stock, in the **Removed - Pending Return Qty** field.
- The quantity of the part that is issued against a Maintenance Issue but not attached to any aircraft / component, in the **Issued - Not Attached Qty** field.

  Note: The system displays the serviceable/unserviceable warehouse quantity, in- receipt quantity, in-shop due quantity, third party repair quantity, spares due quantity, serviceable/unserviceable in-transit quantity, loan- in quantity and the loan-out quantity details only for the internal- owned parts. The system will consider both internal and external owned parts while computing the due-in and due-out part quantity.

The system displays the following in the **Summary Information** multiline,

- The sum of the respective quantities of all the parts displayed in the multiline in the Total External Ownership Qty, Total Internal Ownership Qty, Total Qty Serviceable – Internal Ownership, Total Qty Unserviceable – Internal Ownership, Total Stock Value, Total Aircraft Off-Wing Qty, Total Aircraft On-Wing Qty, Total External Ownership Qty, Total WH – Serviceable Qty, Total WH – Unserviceable Qty, Total In GR/RR Qty, Total Under Quarantine Qty, Total In Shop Due Qty, Total Third Party Repair Qty, Total Spares Due Qty, Total In Transit Qty – Serviceable, Total In Transit Qty – Unserviceable, Total Due Out Qty, Total Due In Qty, Total Open PR Qty, Total Loan In Qty, Total Loan Out Qty, Total Qty in Kit, Total Removed - Pending Return Qty, Total Issued - Not Attached Qty fields.

The system displays the following in the **Summary Details** group box,

The consolidation of part quantities shown in the **Summary Information** multiline; **Total Qty Serviceable – Internal Ownership**, **Total Qty Unserviceable – Internal Ownership**, **Total Aircraft Off-Wing Qty**, **Total Aircraft On-Wing Qty**, **Total External Ownership Qty** and **Net Stock Qty**. If you wish to view the individual quantity details of the part, then proceed with the following:

- Click the hyperlinked **External Ownership Qty** to view the non-PHI-owned quantity details of the part.
- Click the hyperlinked **Aircraft Off-Wing Qty** to view the aircraft off-wing quantity details for the part.
- Click the hyperlinked **Aircraft On-Wing Qty** to view the aircraft on-wing quantity details for the part.
- Click the hyperlinked **WH-Serviceable Qty** to view the warehouse serviceable quantity details of the part.
- Click the hyperlinked **WH-Unserviceable Qty** to view the warehouse unserviceable quantity details of the part.
- Click the hyperlinked **In Receipt Qty** of the part to view the in-receipt quantity details of the part.
- Click the hyperlinked **Under Quarantine Qty** of the part to view the quantity of the parts that are in "Under Quarantine" status.
- Click the hyperlinked **In Shop Due Qty** to view the main core quantity details of the part.
- Click the hyperlinked **Spares Due Qty** to view the spares due quantity details of the part.
- Click the hyperlinked **Serviceable In Transit Qty** to view the serviceable in-transit quantity details of the part.
- Click the hyperlinked **Unserviceable In Transit Qty** to view the unserviceable in-transit quantity details of the part.
- Click the hyperlinked **Due Out Qty** to view the due-out quantity details of the part.
- Click the hyperlinked **Due In Qty** to view the due-in quantity details of the part.
- Click the **Open PR Qty** to view the open purchase quantity of the part.
- Click the hyperlinked **Loan In Qty** to view the loan-in quantity details of the part.
- Click the hyperlinked **Loan Out Qty** to view the loan-out quantity details of the part.
- Click the **Removed - Pending Return Qty** to view the quantity of the part that is removed from the aircraft / component, but not returned to the stock.
- Click the **Issued - Not Attached Qty** to view the quantity of the part that is issued against a Maintenance Issue, but not attached to any aircraft / component.

5.3.6 INQUIRING MATERIAL COUNT AND LOCATION INFORMATION

With the **Inquire Material Count and Location Information** activity, you can analyze quantum of a part in stock, in need, under procurement and in-transit. In addition, you can also scan for the part across the organization, may that be on ground in a warehouse or a work center or off ground in an aircraft. You can also determine the quantities lying with repair agencies that are external to the organization. Further, you could fetch the number of mandatory position codes in aircraft that are currently not fitted with the component indicating the impending demand for the part. The number of position codes to which the part is presently attached is also available indicating the current location of various components. All this helps to know the quantities of parts that are due to be received by/returned to/issued by warehouses.

The 'Serviceable' and 'Unserviceable' quantities of a part are segregated at the first level and then quantity breakup under logically grouped entities and sub-entities representing the following is available:

- Available in warehouses
- Requested for purchase
- Ordered for purchase
- Received through goods/repair/loan/rental receipts
- Quarantined
- Issued to work centers but not attached to aircraft/NHA
- Returnable Unserviceable parts
- Returnable against issues
- In-transit against stock transfers
- Issuable against exchange purchase orders
- Attached to position codes in aircraft

You may select a part under a specific ownership to know the above details.

In addition to the above, you can also know the number of Mandatory position codes in aircraft to which parts are not attached.

Special feature: A Google map in the activity shows the geographical location of warehouses. Just a click of the location pin displays Serviceable and Unserviceable quantity breakup of parts currently in stock in the warehouse.

1. Select the **Inquire Material Count and Location Information** under the **Stock Maintenance** business component.

   The **Inquire Material Count and Location Information** page appears. *See Figure 5.14.*

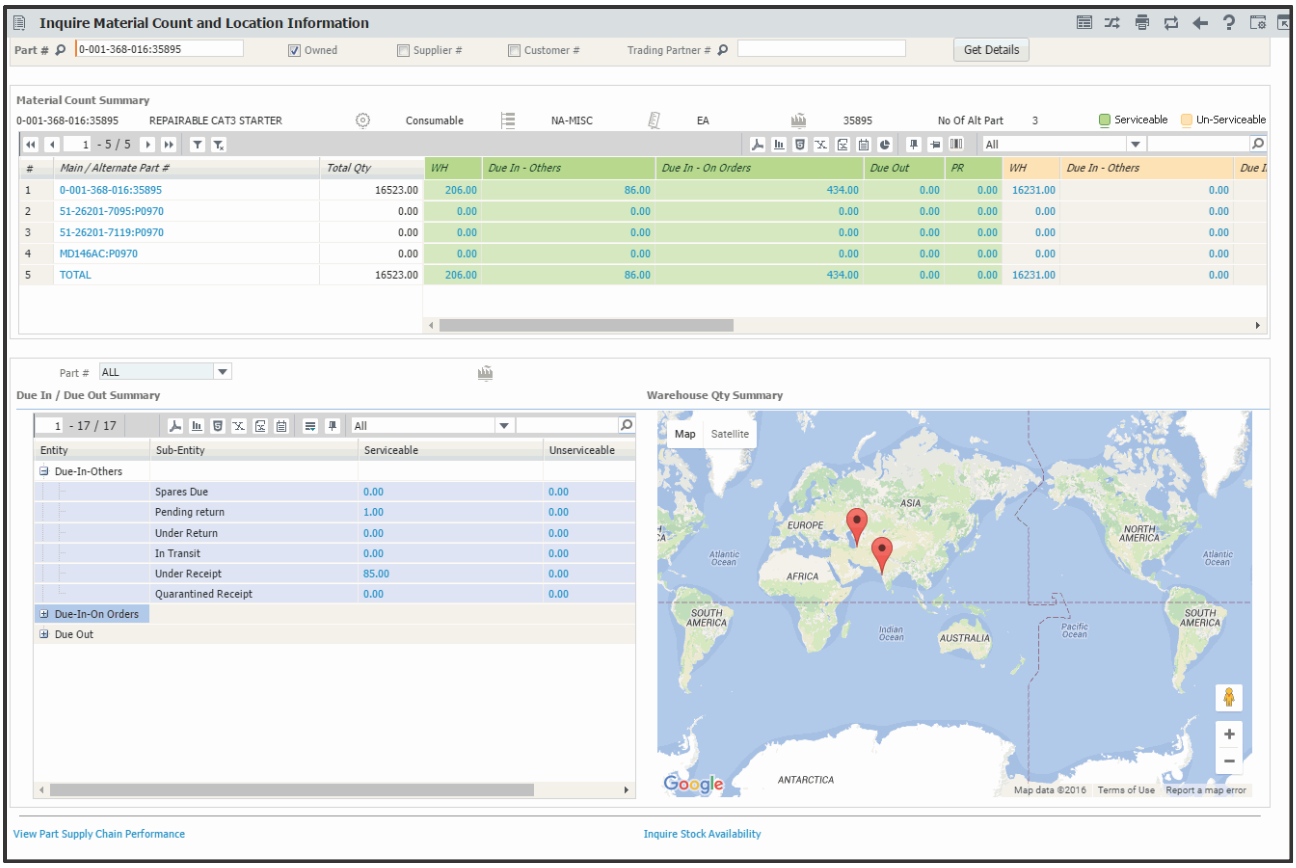


Figure 5.14. Inquiring material and count information for a specific part

2. Enter search criteria to retrieve the part for which you wish to analyze count and location details.

3. Select the **Get Details** pushbutton to retrieve count and location details of the part that satisfies the ownership criteria and its alternates.

Material Count Summary

The multiline displays the count details of the retrieved part and its alternates under specific heads/entities in conjunction with the process parameter definition available in set Inventory Process Parameters activity of Logistics Common Master. The reasoning behind field /quantity consolidation for both Serviceable/Unserviceable parts is explained in the below table.

Process parameter under category Material Count and Location in Set Inventory Process Parameters	Process parameter value	Impact in the Material Count Summary multiline
Display 'Spares Due' Sub-Entity under	0 for Due In – Others	The quantity issued to AME/SWO as Spare for which stock return not created till now is included in the entity Due In- Others.
	1 for Due In - On Orders	The quantity issued to AME/SWO as Spare for which stock return not created till now is included in the entity Due In- On Orders.
Display 'Pending Return' Sub-Entity under	0 for Due In – Others	The sum of quantity of the part removed in an AME/SWO or Core Returnable Parts that were issued to AME/SWO for which return is not created till now is included in the entity Due In- Others.
	1 for Due In - On Orders	The sum of quantity of the part removed in an AME/SWO or Core Returnable Parts that were issued to AME/SWO for which return is not created till now is included in the entity Due In- On Orders.
Display 'Under Return' Sub-Entity under	0 for Due In – Others	The quantity of the part from yet-to-be-confirmed stock returns is included in the entity Due In- Others.
	1 for Due In - On Orders	The quantity of the part from yet-to-be-confirmed stock returns is included in the entity Due In- On Orders.
Display 'In Transit' Sub-Entity under	0 for Due In – Others	The quantity of the part from yet-to-be-confirmed stock transfer receipts is included in the entity Due In- Others.
	1 for Due In - On Orders	The quantity of the part from yet-to- be-confirmed stock transfer receipts is included in the entity Due In- On Orders.
Display 'In Shop Due' Sub-Entity under	0 for Due In – Others	The quantity of the Part issued to SWO as Main Core for which return is pending is included in the entity Due In-Others

	1 for Due In - On Orders	The quantity of the part issued to a SWO as Main Core for which return is pending is included in the entity Due In-On Orders
Display ‘Under Receipt’ Sub-Entity under	0 for Due In – Others	The quantity of the part from yet-to-be confirmed goods, repair, loan and rental receipts is included in the entity Due In-Others.
	1 for Due In - On Orders	The quantity of the part from yet-to-be confirmed goods, repair, loan and rental receipts is included in the entity Due In-On Orders.
Display ‘Quarantined Receipt’ Sub-Entity under	0 for Due In – Others	The quantity of the part quarantined against goods, repair, loan and rental receipts is included in the entity Due In-Others.
	1 for Due In - On Orders	The quantity of the part quarantined against goods, repair, loan and rental receipts is included in the entity Due In-On Orders.
Display ‘PO / Release Slip’ Sub-Entity under	0 for Due In – Others	The quantity of the part for available in authorized PO/release slips for which Goods receipts are yet to be created is included in the entity Due In-Others
	1 for Due In - On Orders	The quantity of the part from authorized PO/release slips for which Goods receipt are yet to be created is included in the entity Due In-On Orders
Display ‘Third Party Repair’ Sub-Entity under	0 for Due In – Others	The quantity of the part from repair orders against which repair receipts are yet to be recorded is included in the entity Due In- Others.
	1 for Due In - On Orders	The quantity of the part from repair orders against which repair receipts are yet to be recorded is included in the entity Due In- On Orders.
Display ‘Loan In’ Sub-Entity under	0 for Due In – Others	The quantity of the part from loan orders for which loan receipts is yet to be recorded is included in the entity Due In-Others.
	1 for Due In - On Orders	The quantity of the part from loan orders for which loan receipt are yet to be recorded is included in the entity Due In-On Orders.

Display 'Loan Out' Sub-Entity under	0 for Due In – Others	The quantity of the part sent out by rental orders against which rental receipt is yet to be recorded is included in the entity Due In- Others.
	1 for Due In - On Orders	The quantity of the part sent out by rental orders against which rental receipt is yet to be recorded is included in the entity Due In- On Orders

4. Click the data hyperlink in the multiline to open the **View Quantity Breakup Details** page. The **View Quantity Breakup Details** page displays data for the part # & entity combination.

- Due-In /Due-Out Summary

5. Use the **Part #** drop-down list box to select the part for which you wish to view count details under different sub- entities. You may select 'All' from the drop-down list box to view the count details of the main part and its alternates under different sub-entities.

On selection of part # or entity, the multiline displays the count details under entities as illustrated in the next table.

Serviceable		
Entity	**Sub-Entity**	**What it means………**
Due In – Others	Under Receipt	The quantity of the Serviceable part from yet-to-confirmed Goods/ Repair/Loan/ Rental receipts
	Pending Return	The quantity of the Serviceable Core part issued to AME/SWO that yet to be returned.
	Spares Due	The quantity of the Serviceable Spare part issued to AME/SWO that is yet to be returned.
	In Transit	The quantity of the Serviceable part from yet-to-be confirmed stock transfer receipts.
	Under Return	The quantity of the Serviceable part from yet-to-be confirmed stock returns.
	Quarantined Receipt	The quantity of the Serviceable part quarantined from Goods/Repair/ Loan/ Rental receipts.
Due In - On Orders	PO / Release Slip	The quantity of the Serviceable part from purchase orders/release slips, which is yet to be received.
	Loan In	The quantity of the Serviceable part from loan orders, which is yet to be received.
	Loan Out	The quantity of the Serviceable part from rental orders, which is yet to be received.
	Third Party Repair	The quantity of the part from repair orders yet to be received.
Due Out	Material Request	The quantity of the Serviceable part from material requests, for which issues are due.
	Loaned - Pending Return	The quantity of part received against loan orders, which is yet to be returned.
Unserviceable part		
Entity	**Sub-Entity**	
Due In – Others	In Shop Due	The quantity of the Unserviceable Core part issued to AME/SWO that yet to be returned.
	Pending Return	The quantity of the Unserviceable part from yet-to-confirmed Goods/ Repair/Loan/ Rental receipts
	Under Return	The quantity of the Unserviceable part from yet-to-be confirmed stock returns.
	In Transit	The quantity of the Unserviceable part from yet-to-be confirmed stock transfer receipts.
	Under Receipt	The quantity of the Unserviceable part from yet-to-confirmed Goods/ Repair/Loan/ Rental receipts
	Quarantined Receipt	The quantity of the Unserviceable part quarantined from Goods/ Repair/Loan/ Rental receipts.

Due In - On Orders	PO / Release Slip	The quantity of the Unserviceable part from purchase orders/release slips yet to be received.
	Third Party Repair	The quantity of the part from repair orders yet to be received.
Due Out	Material Request	The quantity of the Serviceable part from material requests, for which issues are due.
	Pending Core - Exch. PO	The quantity of the Unserviceable Core part yet to be issued against Exchange/PBH Exchange purchase orders.

To proceed

- Select the **View Part Supply Chain Performance** link for details on supply, demand and consumption of parts.
- Select the **Inquire Stock Availability** link for details of stock-in-hand in various warehouses of the organization.

Viewing quantity breakup details of parts

1. Select the data hyperlink in the multiline under "Material Count Summary" section. Alternately, select the data hyperlink in the multiline under the "Due In/Due Out Summary" section. The **View Quantity Breakup Details** page appears with data for the part # & entity combination. *See Figure 5.15.*

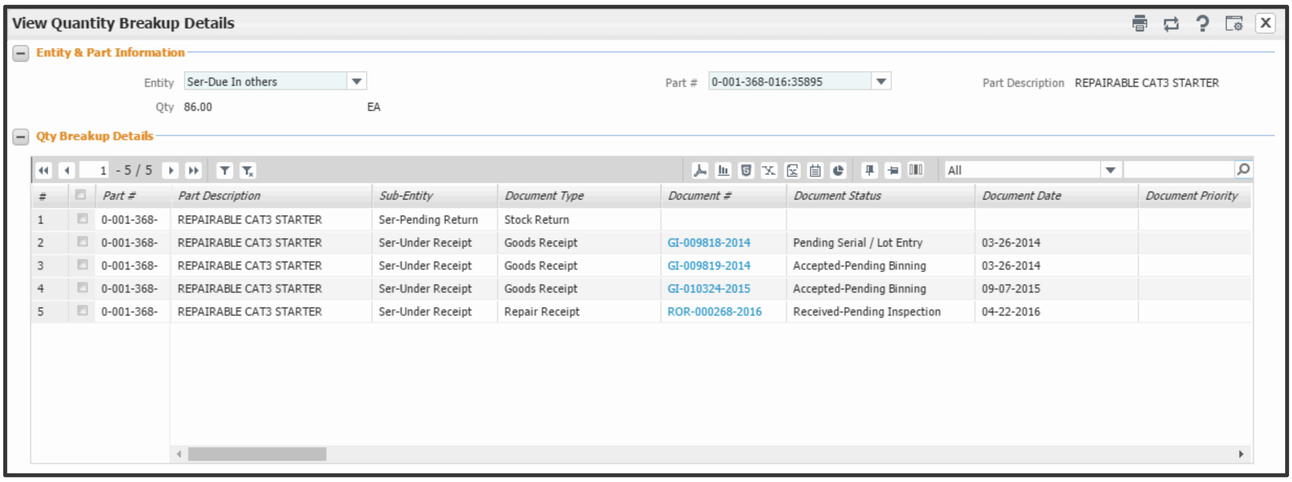


Figure 5.15 Viewing part quantity breakup for a specific part

2. However, you may specify **Entity** and **Part #** in the **Entity & Part Information** group box to retrieve information of breakup quantities.
3. Select the box for the required part in the multiline and then select the relevant link to view the requisite information.

To proceed

- Select the **View Component Replacement Details** link to know the component replacement history of the part.
- Select the **View Component Maintenance Log** link to know the component maintenance history of the part.

5.3.7 INQUIRING PART CERTIFICATE HISTORY

You can view the certificate details of a selected part. Based on the certification history you can know whether the part is eligible to be attached to the aircraft or component.

1. Select the **Inquire Part Certificate History** under the **Stock Maintenance** business component. The **Inquire Part Certificate History** page appears. *See Figure 5.16*

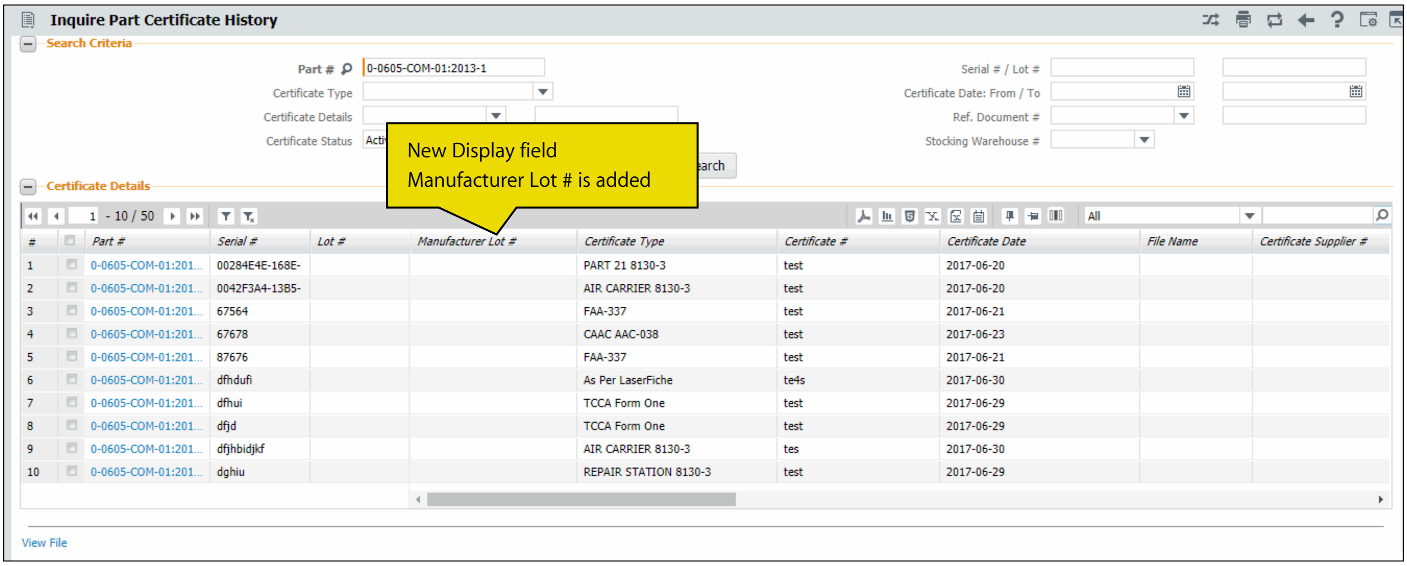


Figure 5.16. Inspect Part Certificate History

2. In the **Search Criteria** group box enter the filter criteria like **Part #** and other certificate details and click the **Search** pushbutton.
3. The system retrieves the certificate details based on the search criteria provided.

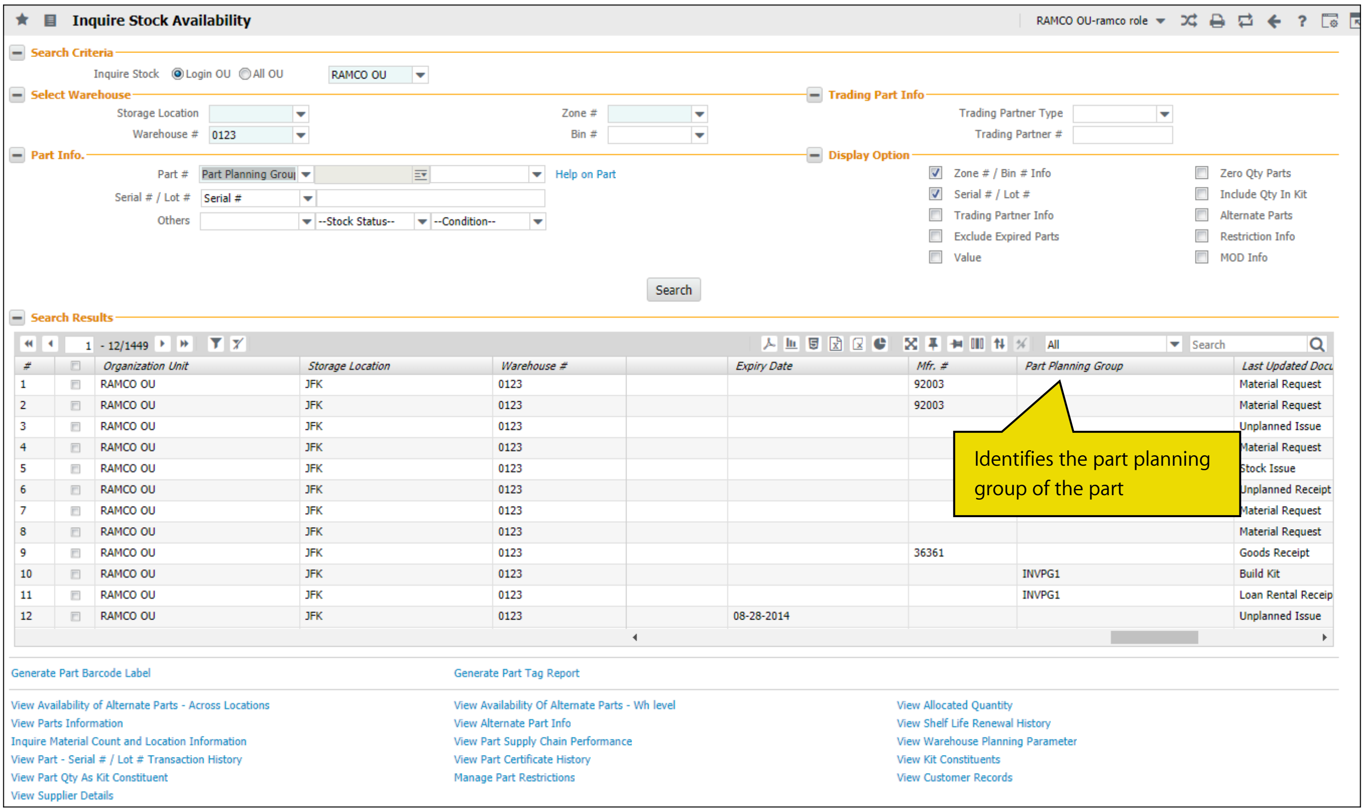
To proceed

4. Click the hyperlinked part number in the multiline, to mark a part for view the part information.
5. Select a record in the multiline and then select the “File Name” link to view the certificate attached to the part.

5.3.8 INQUIRING STOCK AVAILABILITY

You can view the stock availability details of a selected part in the inventory. Before executing transactions such as work orders, issues, and receipts you can view the availability of a part in different warehouses in the login organizational unit, for the supply of the required parts.

1. Select the **Inquire Stock Availability** under the **Stock Maintenance** business component. The **Inquire Stock Availability** page appears. *See Figure 5.17.*



#	Organization Unit	Storage Location	Warehouse #		Expiry Date	Mfr. #	Part Planning Group	Last Updated Docu
1	RAMCO OU	JFK	0123			92003		Material Request
2	RAMCO OU	JFK	0123			92003		Material Request
3	RAMCO OU	JFK	0123					Unplanned Issue
4	RAMCO OU	JFK	0123					Material Request
5	RAMCO OU	JFK	0123					Stock Issue
6	RAMCO OU	JFK	0123					Unplanned Receipt
7	RAMCO OU	JFK	0123					Material Request
8	RAMCO OU	JFK	0123					Material Request
9	RAMCO OU	JFK	0123			36361		Goods Receipt
10	RAMCO OU	JFK	0123				INVPG1	Build Kit
11	RAMCO OU	JFK	0123				INVPG1	Loan Rental Receip
12	RAMCO OU	JFK	0123		08-28-2014			Unplanned Issue

Figure 5.17 Inquiring stock availability

In the **Search Criteria** group box,

2. In **Inquire Stock** field, select one of the radio buttons 'Login OU' and 'All OU' to retrieve stock availability either in login OU or across other OUs.
3. Enter the filter criteria like warehouse, trading part or part details.
4. Click the **Search** pushbutton to retrieve the stock availability details in the multiline.
5. Click the data hyperlink in the Serial # or Lot # field in the multiline. The **Part Serial Name** Plate pop-up appears.

Part Serial Name Plate details

You can view the basic, maintenance, repair, component replacement, transaction & condition history details and tech record status of Serial-Controlled and Lot-Controlled parts. *See Figure 5.18.*

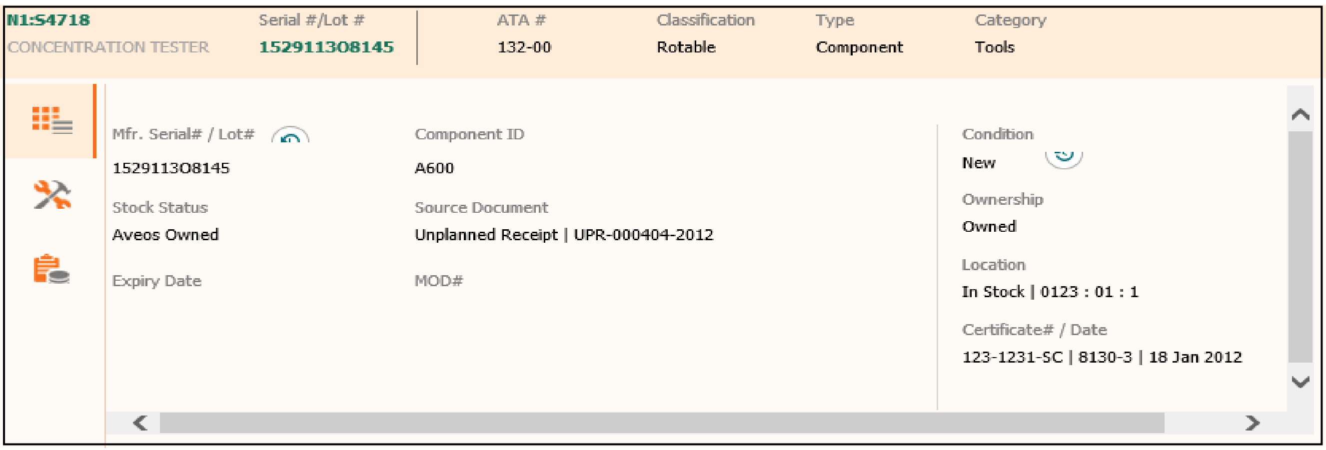
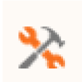


Figure 5.18 Part Serial Name Plate

1. The **Part #**, **Part Description**, **Serial #/Lot#**, **ATA #**, **Classification, Type**, **Category fields** and Part Planning Group are displayed.

2. The **Serial Lot Information** tab displays the following fields: Refer Figure 5.18.

- Mfr. Serial #/Mfr. Lot #
- Component ID
- Stock Status
- Source Document
- Expiry Date
- MOD #
- Condition
- Ownership
- Location
- Certificate # / Date

3. Select the  icon.

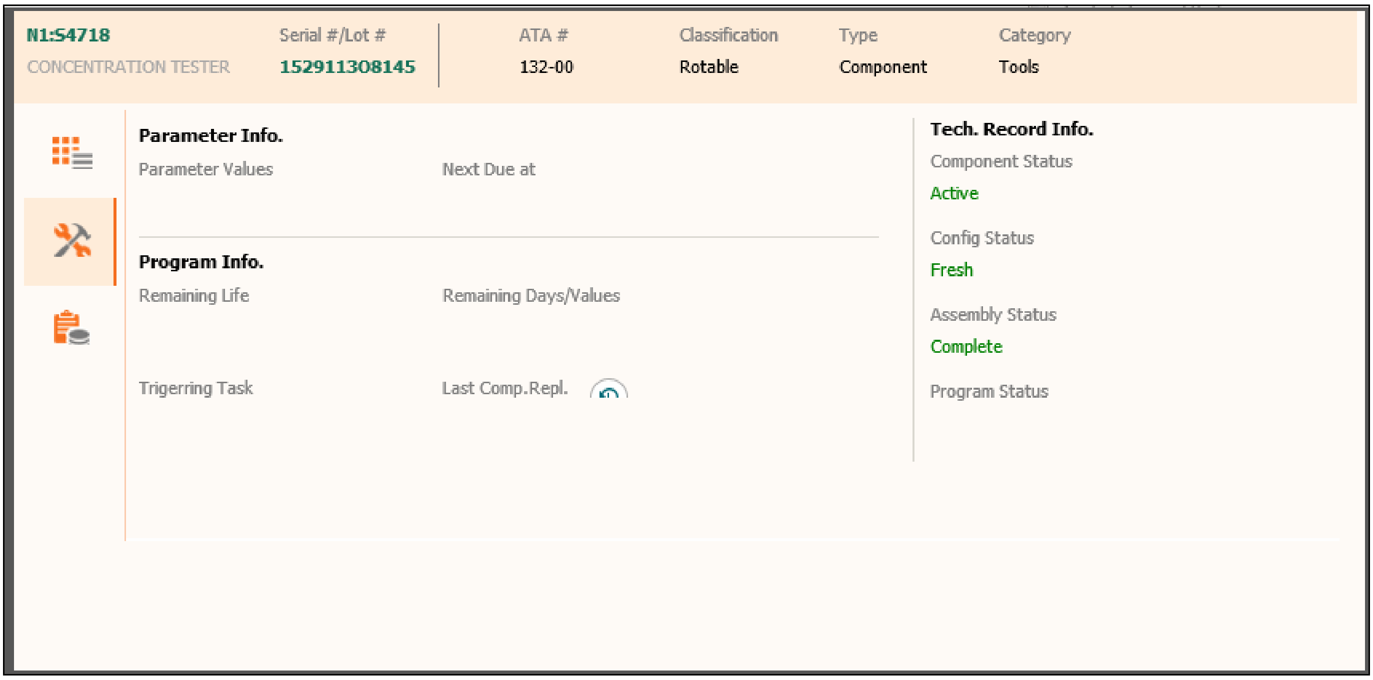


Figure 5.19 Recording Maintenance Information

4. The **Maintenance Information** tab displays the following fields: Refer Figure 5.19.

- The **Parameter Values** and **Next Due at** fields are displayed in the **Parameter Info.** Section.
- The **Remaining Life**, **Remaining Days/Values**, **Triggering Task #**, **Last Component Replacement #** fields are displayed in the **Program Info.** Section.
- The **Component Status**, **Config Status**, **Assembly Status**, **Program Status** are displayed in the **Tech. Record Info.** Section.

5. Select the  icon.

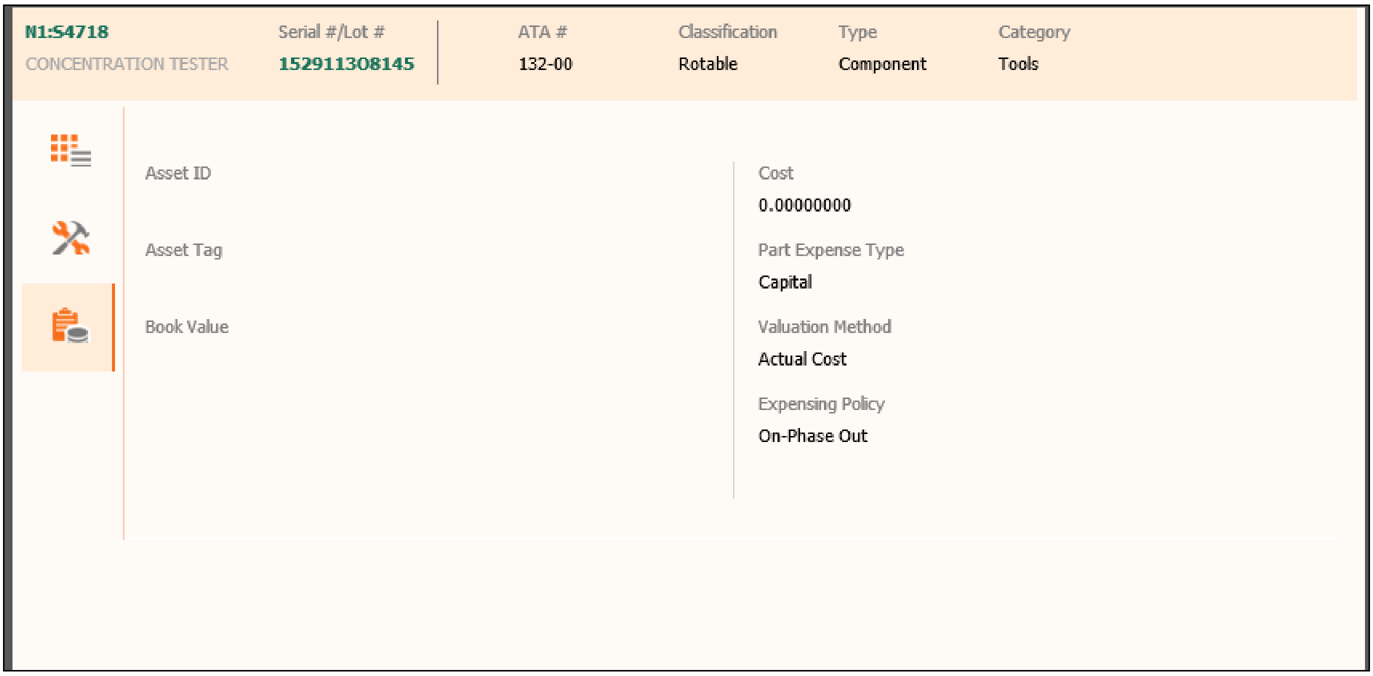


Figure 5.20 Recording Finance and Cost Information

6. The **Finance and cost Information** tab displays the following fields: Refer Figure 5.20.

- The **Asset ID**, **Tag No**, **Book Value** fields are displayed in the left section.
- The **Cost/Value**, **Part Expense Type**, **Valuation Method** and **Expensing Policy** fields are displayed in the right section.

Inquiring Part Float Summary

The **Inquire Part Float Summary** screen displays the Current Inventory Float and Target Inventory float. A specific Float Type will be used to compute Float for the overall Qty and the latest result computed will be displayed. *See Figure 5.21.*

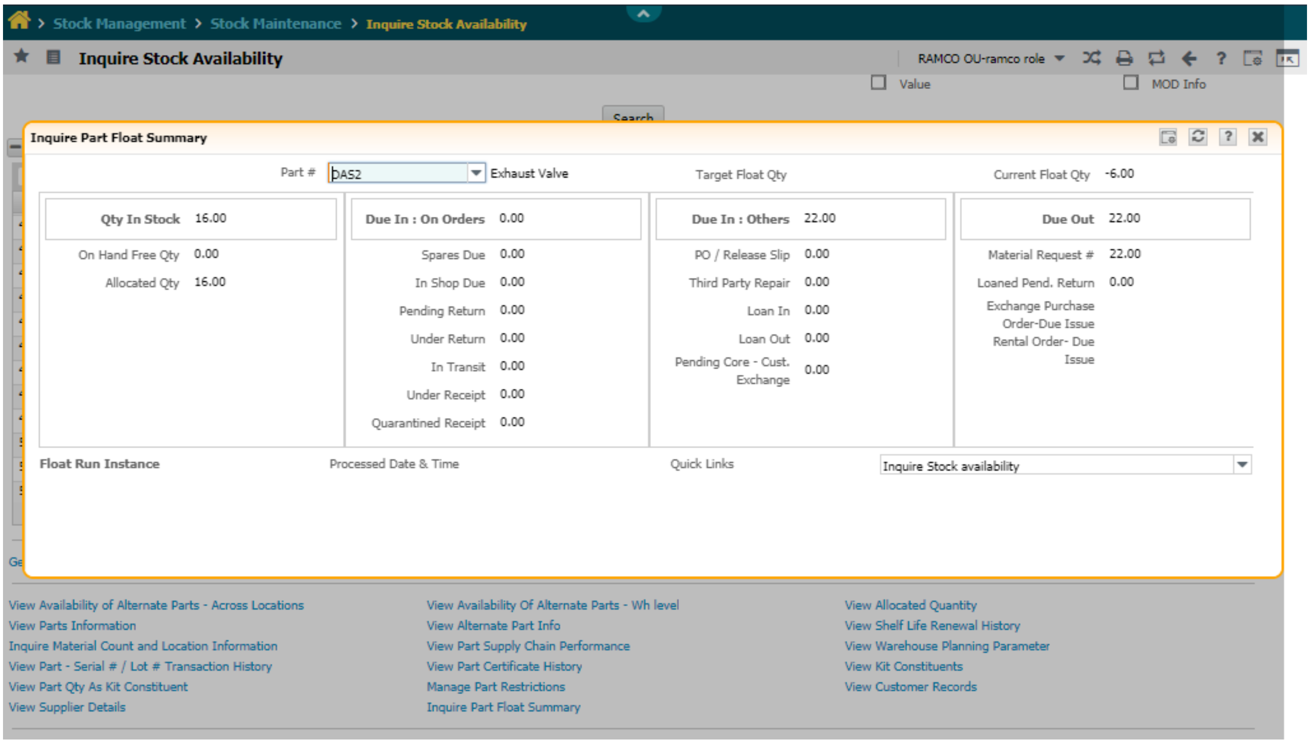


Figure 5.21 Inquiring Part Float Summary

1. Select the **Inquire Part Float Summary** link in the **Inquire Stock Availability** screen. The **Inquire Part Float Summary** pop-up appears.
2. Select the **Part #** to specify the part for which the Current Inventory Float and Target Inventory float is to be displayed.
3. The **Target Float Qty** displays the target float quantity of the Part # in Float Run Instance and the **Current Float Qty** displays the value **"**Qty In Stock + Due In – Due Out".
4. The system displays the **Qty In Stock**, **On Hand Free Qty** and **Allocated Qty**.
5. In **Due In: On Orders** section, the system displays the total quantity of parts that are yet to be received in inventory through order documents.

Due In: On Orders= Spares Due+ In Shop Due+ Pending Return+ Under Return+ In Transit+ Under Receipt+ Quarantined Receipt

6. In **Due In: Others** section, the system displays the total quantity of parts that are yet to be received in inventory.

Due In: Others = PO / Release Slip+ Third Party Repair+ Loan In+ Loan Out+ Pending Core – Cust. Exchange

7. In **Due Out** section, the system displays the total quantity of parts that are yet to be issued from inventory.

Due Out = Material Request #+ Loaned Pend. Return+ Exchange Purchase+ Order-Due Issue+ Rental Order-Due Issue

8. The system displays the **Float Run Instance** and **Processed Date & Time.** Click the hyperlinked "Float Run Instance" to navigate to the "Manage Float Run" screen.

To proceed, carry out the following

9. Select the **Quick Links** drop-down list box to navigate to the required screen. The system lists the following screens:
   - Inquire Stock Availability
   - Inquire material count and location info.

5.3.9 INSPECTING/ RE-CERTIFYING PARTS

You can record inspection or recertify parts.

1. Select the **Inspect/ Recertify Parts** under the **Stock Maintenance** business component. The **Inspect/ Recertify Parts** page appears. *See Figure 5.22.*

   Note: Only login users with access rights can launch this page.

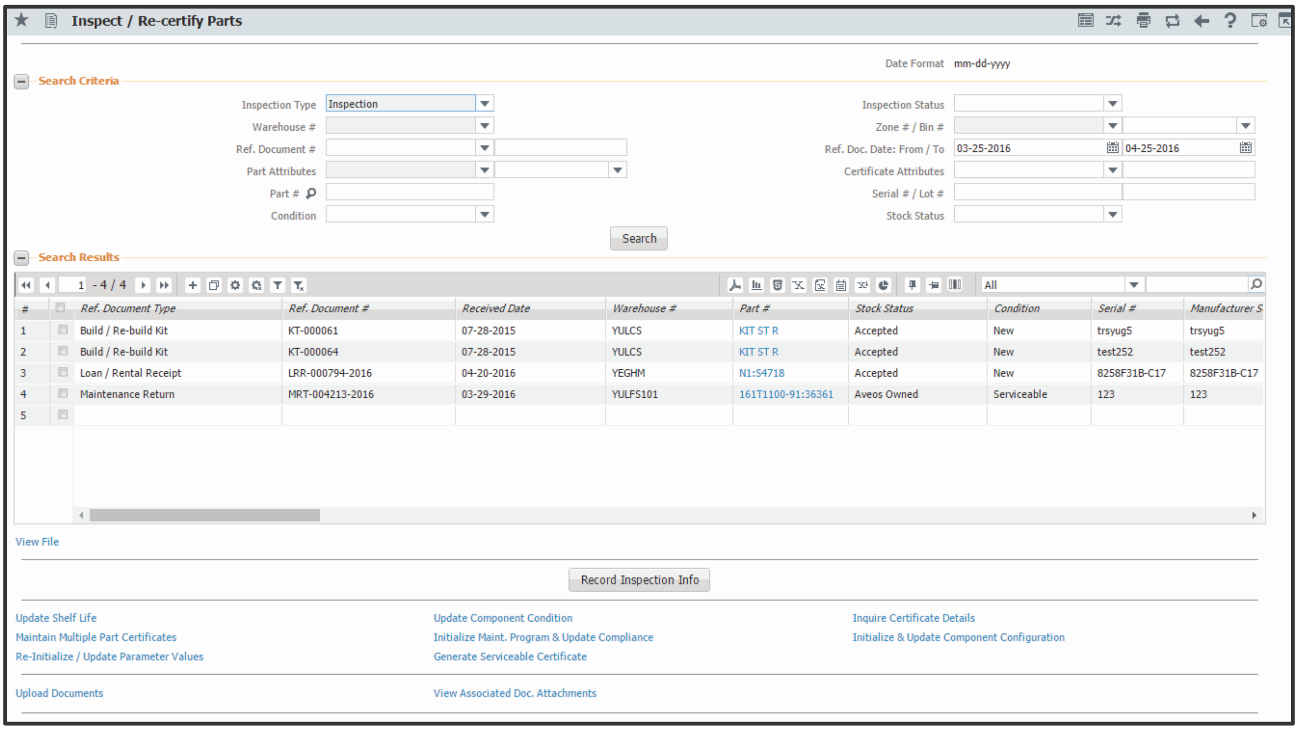


Figure 5.22 Inspect/ Recertify Parts

2. In the **Search Criteria** group box enter the filter criteria details like Inspection, Warehouse, Part and Certificate Attributes, Reference Document, Condition and Stock Status of the part and click the **Search** pushbutton.
3. The system retrieves the details based on the search criteria provided and on certain conditions.
4. Select the **Inspection Status**, **Reason Code**, **Certificate Type**, **Primary Certificate** and enter the certificate details.
5. Click the **Record Inspection Info** pushbutton to record the inspected or recertified details of the part.

5.3.10 MANAGING PART SERIAL MOD DETAILS

You can manage / view the list of Mod #s complied on a specific Part # - Serial # or across Part # and Serial #s.

1. Select the Manage Part Serial MOD Details under the Stock Maintenance business component. The **Manage Part Serial MOD Details** page appears. *See Figure 5.23.*
2. Select the **Manage** radio button to save, authorize and reverse the Part Serial Mod compliance details.

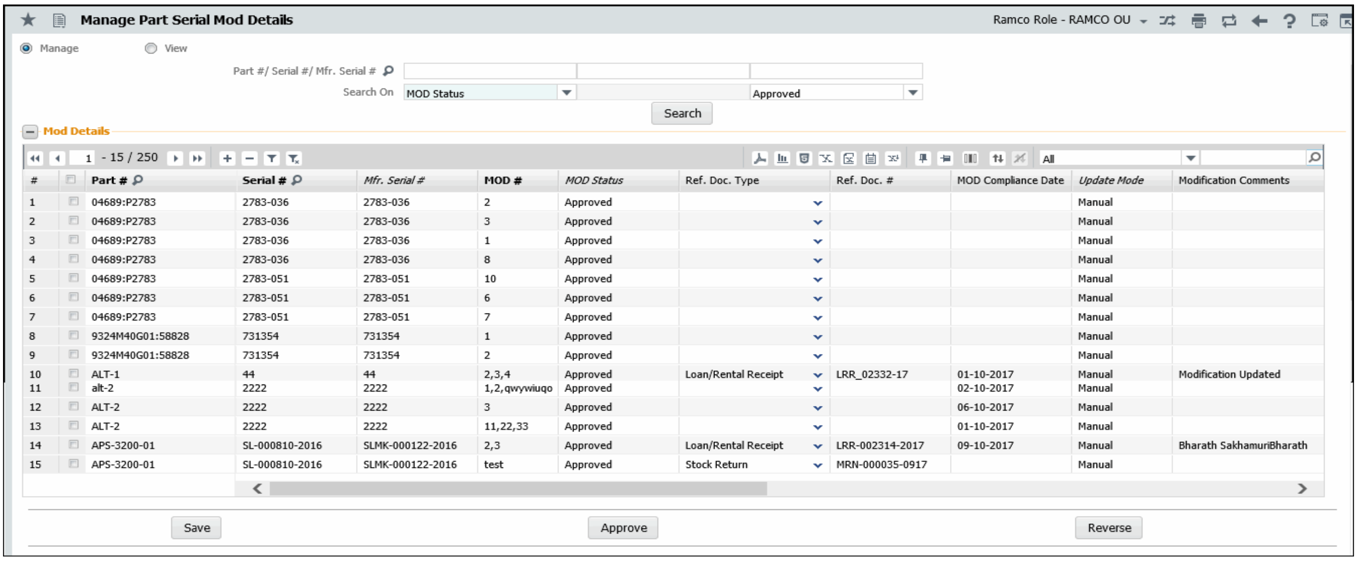


Figure 5.23 Managing Part Serial MOD Details

3. In the **Search Criteria** group box enter the filter criteria details like **Part #**, **Serial #** and **Mfr. Serial #** and click the **Search** pushbutton to retrieve the previously saved part serial mod details.
4. Alternatively, you may enter the details in the multiline to save the newly part serial mod details complied.
5. Enter the **Part #** in which modification is done.
6. Enter the **Serial #** generated for the part in which modification is done.
7. Enter the **MOD #** which is a unique number identifying the part modification done.
8. Use the **Ref. Doc. Type** drop-down list box to select the reference document for which you wish to save the part serial mod details. The drop-down list box displays the following reference document types: “'Goods Inward”, “Stock Transfer Receipt”, “Stock Return”, “Unplanned Receipt”, “'Unplanned Return”, “Loan/Rental Receipt”, “'Shop Work Order”.
9. Enter the Ref. Doc #, MOD Compliance Date, Modification Comments, Remarks and Reason for Reversal fields.
10. Click the **Save** pushbutton to save the part serial mod details and the status of the MOD changes to ‘Fresh’.
11. Click the **Authorize** pushbutton to approve the part serial mod details and the status of the MOD changes to ‘Approved’.
12. Click the **Reverse** pushbutton to reverse the part serial mod compliance and the status of the MOD changes to ‘Fresh’.

5.4 GENERATING SUMMARY OF PART TRANSACTION

5.4.1 VIEWING TRANSACTION DETAILS OF THE PART

You can view the transaction summary, which includes the receipt type, total number of receipts, total receipt quantity, issue type, total number of issues and total issue quantity, for the selected part and its alternate parts, and the transaction detail, which include document number, warehouse number, reference document number, quantity in stock UOM and quantity in transaction UOM.

1. Select **Part – Serial #/Lot # Transaction History** under the **Stock Maintenance** business component. The **Part – Serial #/Lot # Transaction History** page appears. *See Figure 5.24*.

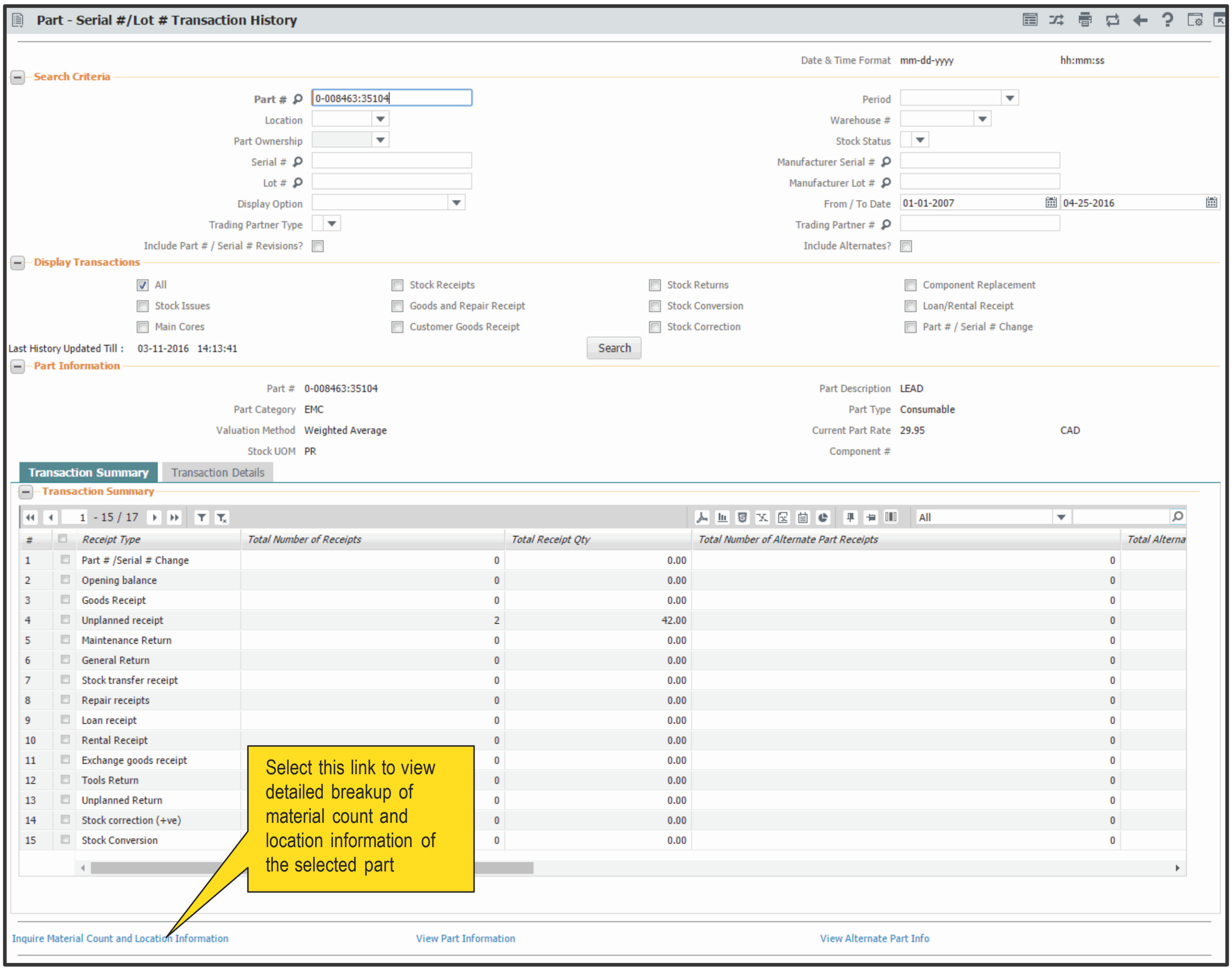


Figure 5.24 Part – Serial #/Lot # Transaction History with Summary

2. In the Search Criteria group box enter the filter criteria like Part #, Part Ownership, Serial # and Manufacturer Serial #.
3. Check the **Include Part # / Serial # Revisions?** box to view all the transactions including the part # / serial # revisions for the specified part-serial combination.
4. Select the **Display Transactions** and click the **Search** pushbutton

The system displays the **Part Information** group box based on the search criteria entered.

5. Select the **Transaction Summary** tab to view the summary of the selected part and alternate part transaction in the multiline.

6. Select the **Transaction Details** tab to view the summary of the selected part and alternate part transaction in the multiline. *See Figure 5.24*.

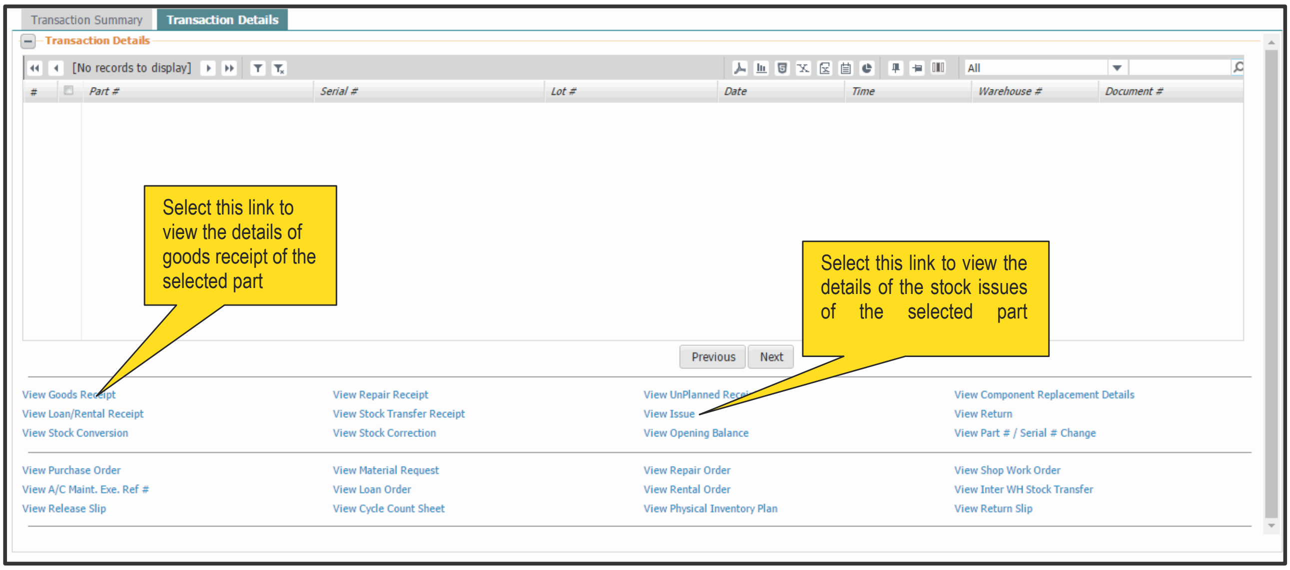


Figure 5.24 Part – Serial #/Lot # Transaction Details

7. Click **Previous** pushbutton to view the details of the previous records of the selected part.

8. Click **Next** pushbutton to view the details of the next records of the selected part.

5.5 CHANGING PART # / SERIAL # OF THE PART

5.5.1 RECORDING PART # / SERIAL # CHANGE OF THE PART

The part number and serial number of any component or non-component that is recorded incorrectly can be updated through this activity. Example: Stock Correction, Goods Receipt, Components attachment through Aircraft Readiness log in Build Aircraft Configuration etc., You can view the Open transaction for the part # / serial # change, which means the transaction that is not logically completed.

1. Select **Record Part # / Serial # Change** under the **Stock Maintenance** business component. The **Record Part # / Serial # Change** page appears. *See Figure 5.25.*

In the Transaction Details group box,

2. Enter the **Existing Part #** for which the serial number requires to be changed.
3. Enter the **Existing Serial #** for which the serial number requires to be changed.
4. Select the **Change Basis** drop-down list box to select the value “Correction”, “Engg. Change-Direct”, “Engg. Change- Work Execution”, to update the Existing Part #.with the appropriate serial # and Serial # combination.
5. Select the **Change Type** drop-down list box to select the value “Part Reference Change”, “Serial Reference Change” and “Part and Serial Reference Change” to update with the appropriate part # / serial # for the Existing Part #.
6. Enter the **Change Date & Time,** to record the date and time from when the change for the part or serial number is effective. This format is displayed from the “User Preferences” business component, based on the login user ID.

In the Part Change Details group box,

7. Enter new part # in the **New Part #** field. This is applicable only for Part Reference Change or Part and Serial Reference Change.

   - *The part number entered must be in “Active” status and of type “Serial Controlled” or “Serial and Lot Controlled” as defined in the “Part Administration” business component. The entered “Existing Part #” and “Existing Serial #” combination must not exist in the Aircraft business component, for any of the values in the “Change Type” drop-down list box.*
   - *If the “Change Type” is set as “Serial Reference Change”, the “Existing Part #” and “New Part #” must be the same.*

8. Enter the **Manufacturer Serial #** for the existing part. It is mandatory to enter the manufacturer serial number, if “Change Type” is selected as “Serial Reference Change” or “Part / Serial Reference Change”.
9. Enter the **Reason for Change** of the part number and serial number.
10. Enter the **Remarks** pertaining to change the part number and serial number.

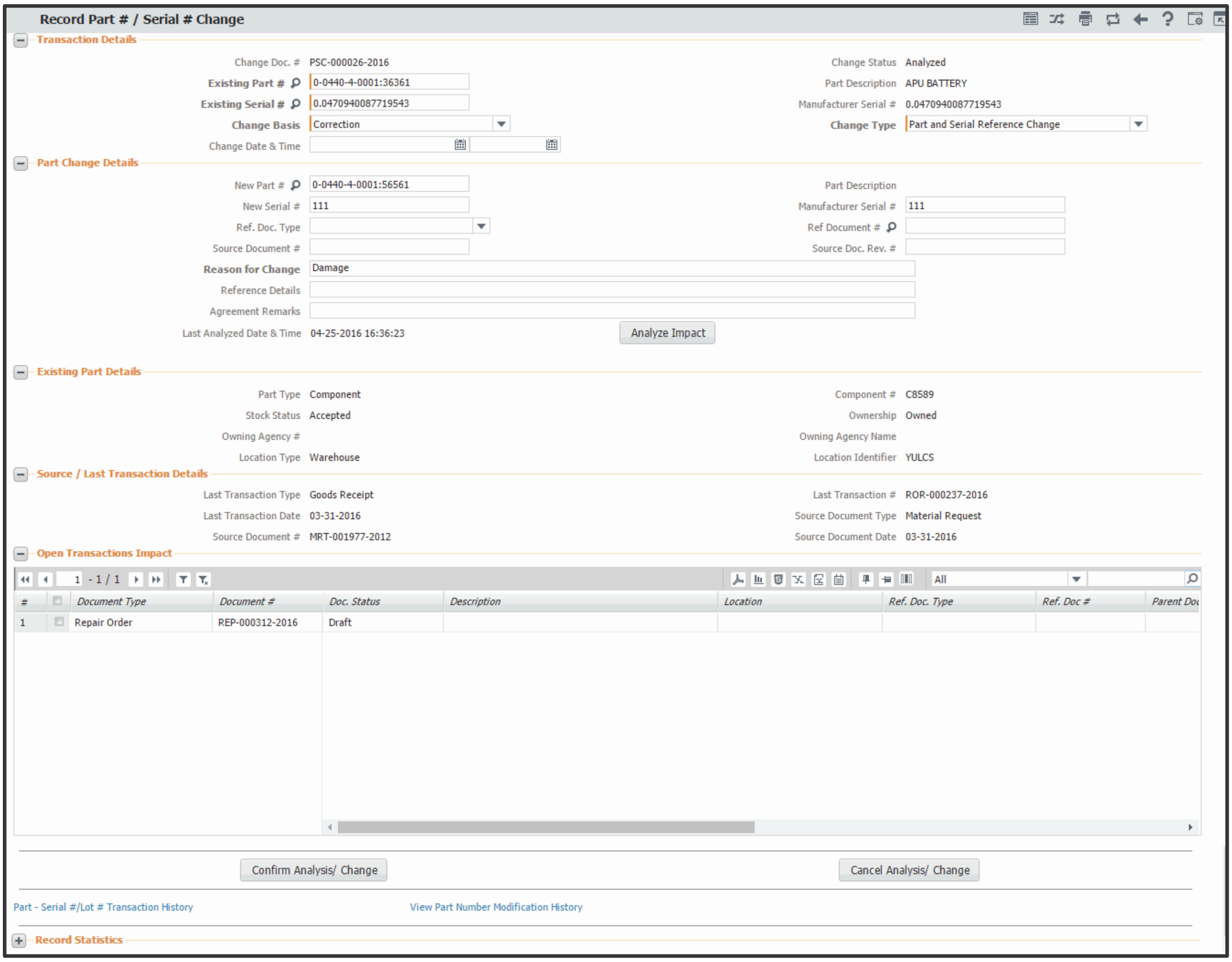


Figure 5.25 Recording Part # / Serial # Change

11. Click the **Analyze Impact** pushbutton to retrieve the open transactions existing for the existing part/ serial number. The system ensures the following while updating the serial numbers, when “Change Type” is set as “Serial Reference Change”.

- The “Existing Serial #” and the “New Serial #” are different.
- The “Existing Part #” and “New Serial #” combination is unique. Example:

There exists Part # - Serial # in the following combinations

1) P1 - S1
2) P1 - S2

The system ensures that the serial # of P1 is not changed from S1 to S2, because the combination P1 - S2 already exists.

Note: Ensure that the entered “Existing Part” and “Existing Serial #” combination does not exist for the Aircraft in “Frozen” status, in the “Aircraft” business component, for any of the values in the “Change Type” drop- down list box.

Note: The system updates the “Change Status” as “Analyzed” and the “Last Analyzed Date And Time” with the last date and time when a change document was analyzed, after fetching all the open records for the given Part # and Serial # combination in the “Open Transactions Impact” multiline.

12. The system displays the **Part Type, Component #,** Stock **Status, Ownership, Owning Agency #, Owning Agency Name, Location Type** and **Location Identifier** in the **Existing Part Details** group box.

13. The system displays the Last Transaction Type, Last Transaction #, Last Transaction Date, Source Document Type, Source Document # and Source Document Date in the Source / Last Transaction Details group box.
14. The system displays the Transaction OU, Document Type, Document #, Document Status, Description, Location, Ref. Doc Type, Ref Doc #, Parent Doc. Type, Parent Doc #, Customer Order # and Change Allowed? in the Open Transactions Impact multiline,
15. Click the **Confirm Analysis/Change** pushbutton to update the Part # / Serial # change.
16. Click the **Cancel Analysis/Change** pushbutton to cancel the Part # / Serial # change. To proceed further,

- Select the **Part – Serial #/Lot # Transaction History** link provided at the bottom of the page, to record the part-serial # or lot # transaction details.
- Select the **View Part # Modification History** link provided at the bottom of the page, to view the part-serial # or lot # transaction details.

5.5.2 INQUIRING / UPDATING PART # / SERIAL # CHANGE OF THE PART

The **Inquire/Update Part # / Serial # Change** activity enables you to record the change of serial number of a component or a serial controlled non-component. The serial number of any component or non-component that is recorded incorrectly can be updated through this activity.

1. Select the **Inquire/Update Part # and Serial # Change** link under the **Stock Maintenance** business component. The **Inquire/Update Part # and Serial # Change** page appears. *See Figure 5.26.*

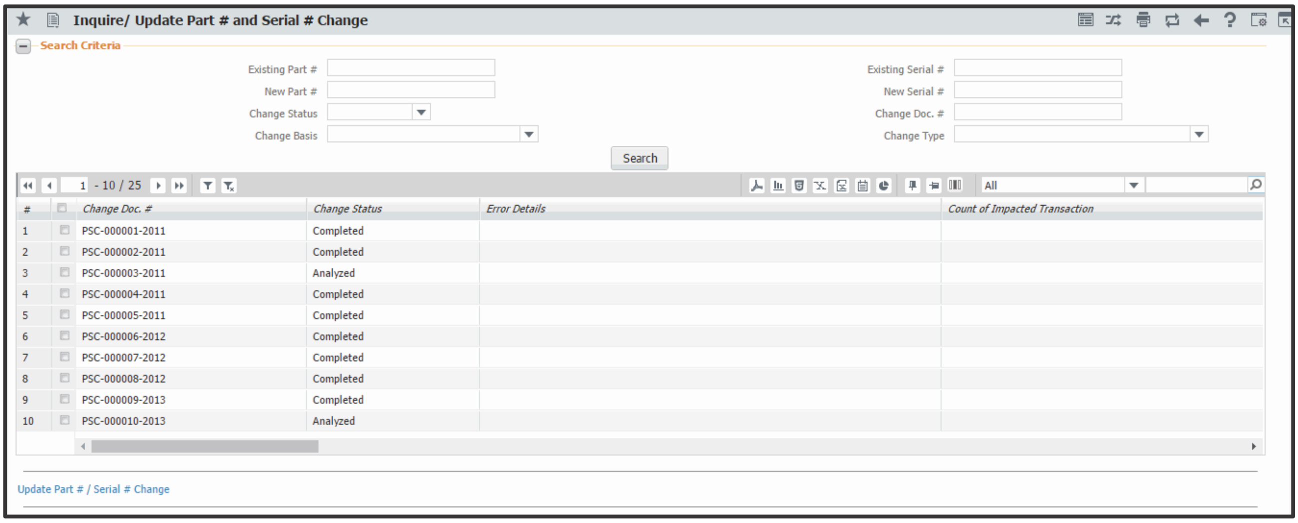


Figure 5.26 Inquiring/Updating Part # / Serial # Change

2. In the **Search Criteria** group box you can enter/select values for the filter criteria like **Existing Part #, New Part #, Existing Serial # New Serial # , Change Type Change Status** and **Change Basis.**
3. Click the **Search** pushbutton to view the search results in the **Search Results** multiline.
4. Select at least one record in the **Search Results** multiline and click the **Update Part # / Serial # Change** link at the bottom of the page, to view the page **Record Part # / Serial # Change**.

5.5.3 VIEWING THE IMPACTED TRANSACTIONS

1. Click the hyperlinked **Count of Impacted Transactions** in the multiline, in the **Inquire/Update Part # and Serial # Change** page. The **View Impacted Transactions** page appears. *See Figure 5.27.*

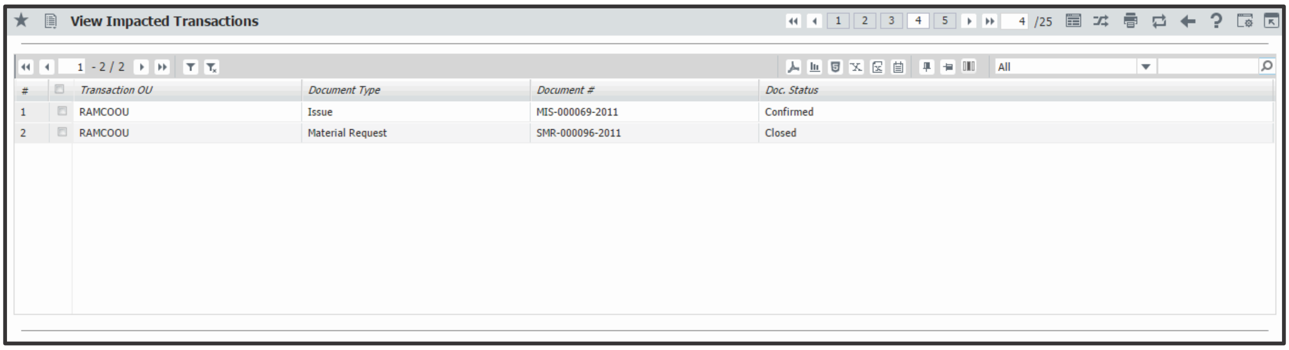


Figure 5.27 Viewing impacted transactions

2. The system displays the **Component #, Change Doc #, Part #** and **Serial # i**n the **Component Details** box.
3. The system displays the **Transaction OU, Document Type, Document #** and **Doc. Status,** in the **Part Change Impact Summary** multiline.

5.6 CONVERTING OWNERSHIP, STATUS AND CONDITION OF THE STOCK

Stock Conversion is an inseparable part of Inventory Management in a variety of business scenarios, such as

- Change in ownership of parts from Internal to Customer and vice versa
- Change in stock status of parts between Internal and Customer ownership and vice versa
- Change in condition of damaged / part mishandled / shelf life expired parts on re-certification. For example, a warehouse clerk may want to change the condition from Unserviceable as a result of recertification.
- Change storage location as result of above events.

Stock Statuses describe the usage value of material held in stock. Materials acquire different statuses over a period of time. While some of these changes are triggered through normal stock maintenance activities (for example, a lot maybe automatically “quarantined” on expiry of the prescribed shelf life), inventoried stock might be subjected to a manual status conversion.

Ownership of parts is typically held by customers, suppliers or organizations. Customer and suppliers are also referred to trading partners. These trading partners and the organization referred to as Internal are mapped to one or more stock statuses. This implies that parts can only hold stock statues to which their owners/trading partners/Internal are mapped. You can convert stock status of a part or its ownership along with the stock status. However, the new stock status must be valid for the new owner/trading partner. Conversion of stock statuses and ownership of parts can also be carried out in this activity. Permitted Stock Conversions

Condition of parts in stock can be changed, such as a Serviceable part can be converted into an Overhauled part. On change of condition, the system posts relevant entries in the finance books and also revalues the converted parts on the basis of Condition Based Valuation method.

Storage location change subsequent to conversion can also be carried out in this activity by specifying a new zone/bin for the converted parts.

5.6.1 CREATING STOCK CONVERSION QUICK CODES

Quick codes are user-defined values, used to categorize stock conversion based on certain characteristics. The basic quick code types are defined in the system. You can define the quick code values for the different quick code types and these values can be used in all Stock Conversion activities. You can define a quick code for a specific quick code type, by providing a unique identifier and a description for it. The quick code must be unique for the organization unit.

1. Select **Create Quick Codes** under **Stock Conversion** business component. The **Create Quick Code** page appears. *See Figure 5.28.*

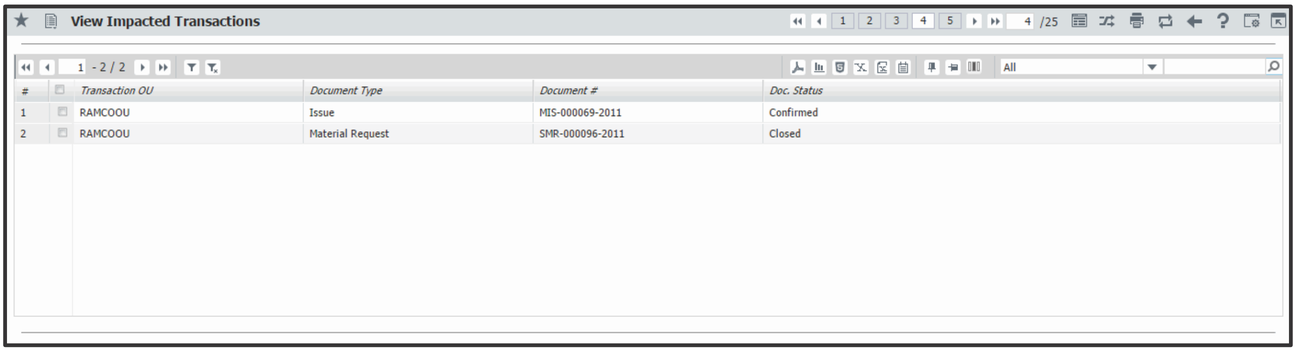


Figure 5.28 Creating quick codes

2. Use the **Quick Code Type** drop-down list box to select the quick code type as “Category” or “User Status” for which quick codes have to be defined.

3. In the **Quick Code** details multiline enter the **Quick Code** and **Description** for the quick code.
4. Click the **Create Quick Codes** pushbutton to create the quick codes.

Note: The system updates the status of the newly created quick code to "Active".

5.6.2 CREATING STOCK CONVERSION

1. Select **Create Stock Conversion** under **Stock Conversion** business component. The **Create Stock Conversion** page appears. *See Figure 5.29.*

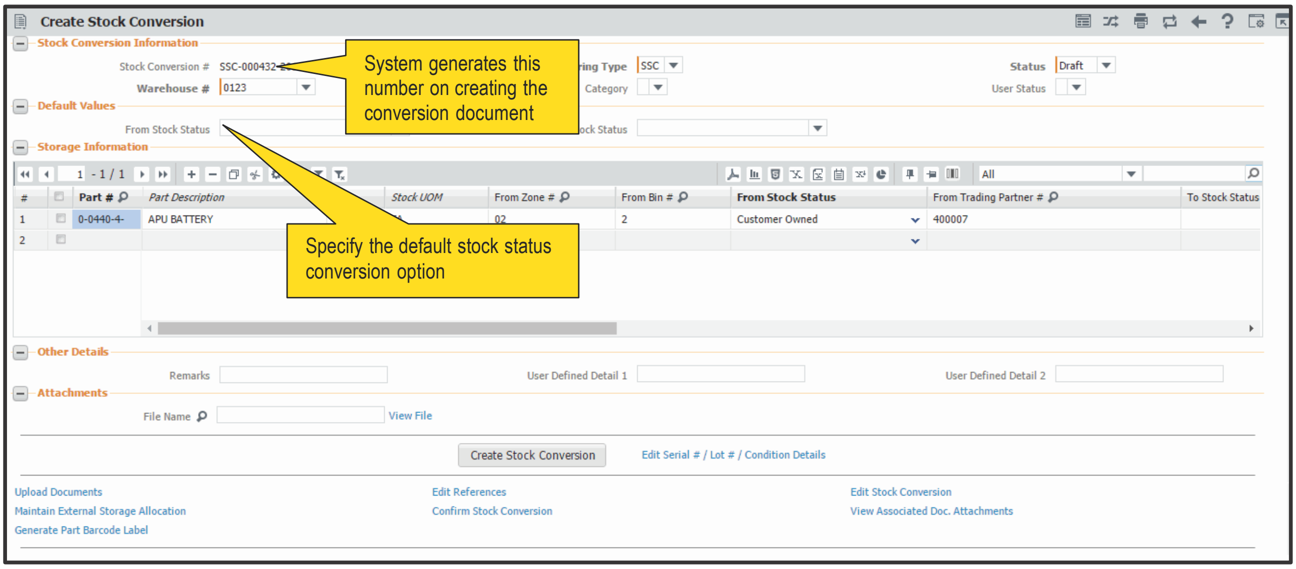


Figure 5.29 Creating Stock Conversion

2. Use the **Numbering Type** drop-down list box to indicate the numbering pattern to be followed for the Stock Conversion document.

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

3. Use the **Category** drop-down list box to set the stock conversion category.
4. Set the **Status** of the stock conversion document as "Draft" or "Fresh".
5. Use the **Warehouse#** drop-down list box to select the number identifying the warehouse.
6. Use the **User Status** drop-down list box to assign a user-defined status for the Stock Conversion document.
7. In the **Storage Information** multiline enter the **Part#** identifying the part to be converted.
8. Enter the **Quantity** of the part, which has to be converted.
9. Enter the **From WH-Zone#** to identify the zone in which the part to be converted is stored in the warehouse.

Note: Warehouse zone number should be entered for the warehouse of type "Normal".

10. Enter the **From Bin#** to identify the bin in which the part to be converted is stored in the zone.

Note: The warehouse bin number should be entered for the zone of type "Normal".

11. Use the **From Stock Status** drop-down list box to select the current status of the part.

Note: The Stock Status for which Status Attribute "Scrap" is mapped as "Yes" is not loaded, though it is mapped to the transaction "Stock Conversion".

12. Enter the current owner of the part, in the **From Trading Partner #** field.
13. Use the **To Stock Status** drop-down list box to select the status of the part to which, it is to be converted.

- *Note: The Stock Status for which Status Attribute "Scrap" is mapped as "Yes" is not loaded, though it is mapped to the transaction "Stock Conversion".*
- *Note: The stock status of a part can be converted from any stock status with Ownership Attribute as "Internal" to stock status "PBH" only if the part is defined as "Under PBH" for a supplier in the "Maintain Supplier PBH Mapping" activity of the "Supplier " business component.*
- *Note: For the Warehouse – Zone – Bin combination, the storage area should be mapped to the supplier for converting the stock status to "PBH". For None-Controlled parts, the storage area should be mapped "Exclusively" for the supplier.*

14. Enter the new owner of the part consequent to stock conversion in the **To Trading Partner #** field.
15. Enter **To Zone #** and **To Bin #** to identify the zone and the bin in the warehouse to which the part must be transferred post conversion.
16. Click the **Create Stock Conversion** pushbutton to save the created stock conversion details.

- *Sometimes, when the part is none-controlled / serial / lot controlled, its stock status in the "Stock Status From" field has the ownership attribute set to "Internal and the "Stock Status To" field set to "PBH", in "Create Stock Conversion" business component. In such instances, the system ensures that the part is defined as "Under PBH" in the "Supplier" business component and has a valid storage area mapping.*
- *Note: On conversion of the stock status, the system updates the ownership of the part from 'Owned' to 'Supplier', in the "Stock Maintenance" business component.*

To proceed further,

- Select the **Edit Serial# / Lot# /Condition Details** link to enter the serial and lot number details for the part number, whose stock status has to be converted.
- Select the **Edit References** link, to provide document references.
- Select the **Upload Documents** link to save documents associated with the stock conversion transaction to the central repository.
- Select the **View Associated Doc. Attachments** link to view documents associated with the stock conversion transaction.

Entering serial, lot number and condition details

You can enter the serial number, lot number and condition of the part, for which the stock status is to be converted. Serial number and lot number details can be entered only if the parts are serial number and/or lot number controlled. You are also provided with the option to convert the status of the document from "Draft" to "Fresh".

1. Select the **Edit Serial #/Lot # /Condition Details** link in the **Create Stock Conversion** page. The **Edit Serial# / Lot#/ Condition Details** page appears. *See Figure 5.30.*

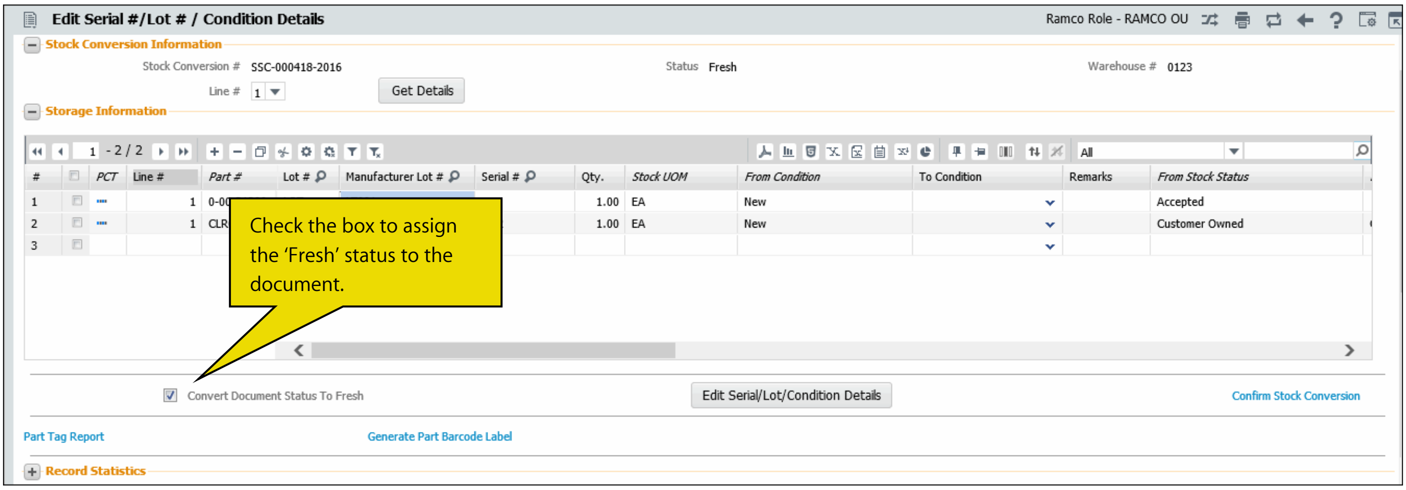


Figure 5.30 Entering serial and lot details

2. In the **Stock Conversion Information** group box use the **Line#** drop-down list box to select the line number of the Stock Conversion document which contains the part for which the serial or lot number details must be entered. Click the **Get Details** push button to retrieve the details of the selected part.
3. In the Storage Information multiline, enter the Lot#, Manufacturer Lot # and Serial#.
4. Enter the **Quantity** of the part to be converted, for the serial number or lot number entered.
5. Use the **To Condition** drop-down list box to select the condition to which you wish to convert the serial #/lot # of the part. The drop-down list box displays the following: New, Overhauled and Serviceable.
6. Click the **Edit Serial/ Lot/Condition Details** pushbutton to update the serial and lot number details for the part. The serial number and lot number is updated for the corresponding stock conversion number and line number.

Note: The status of the stock conversion document gets updated from "Draft" to "Fresh", if the Convert Document Status to Fresh box is checked and serial number or lot number details of all serial number or lot number or both serial-controlled and lot-controlled parts have been entered.

5.7 CONFIRMING STOCK CONVERSION

You can confirm the Stock Conversion documents, which are in “Fresh”, status. On confirmation, the stock statuses are converted and updated. After confirmation, the status of the stock conversion document is updated to “Confirmed” status. Only those documents that are in the “Fresh” status can be confirmed.

You can also cancel a Stock Conversion document. The status of the stock conversion document after cancellation is updated to “Cancelled” status. You are also provided with the facility to bulk authorize or cancel the Stock Conversion documents.

1. Select **Confirm Stock Conversions** under Stock Conversion business component. The Confirm Stock Conversion page appears. *See Figure 5.31.*
2. Enter the **Search Criteria** and click the **Search** pushbutton to retrieve the stock conversion documents to be confirmed or cancelled.

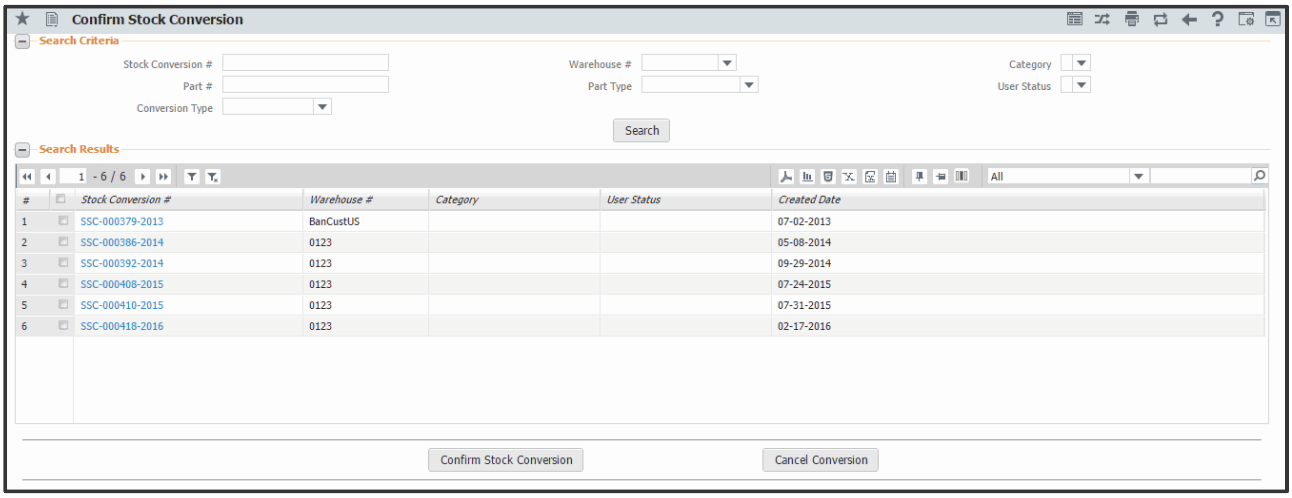


Figure 5.31 Confirming Stock Conversion

3. **Select** the stock conversion document in the multiline, for confirmation or cancellation.
4. Click the **Confirm Stock Conversion** pushbutton to confirm the documents.
5. Click the **Cancel Conversion** pushbutton to cancel the Stock Conversion documents.

Note: The status of the Stock Conversion document is updated to “Authorized” or “Cancelled” depending upon the pushbutton selected.

5.8 PROCESSING RECOMMENDATION FOR STOCK ADJUSTMENTS

Correction of stock balance is a must in any organization to correct the discrepancy between the system stock level and the physical stock level. The stock level of a part of a particular stock status in a particular warehouse / zone / bin can be corrected using the stock correction procedure, after physical stock verification processes are carried out in the organization. The correction can be with respect to stock quantity, value or both.

Physical stock verification methods are used by organizations, with a goal to maintain the minimum level of discrepancy between the system and the actual physical stock.

Once the discrepancy reported during the physical stock verification is confirmed, it triggers the process of stock correction. Stock Correction documents are automatically created on authorizing the count results, of the physical stock verification processes.

5.9 CORRECTING STOCK QUANTITY

Through this process, you can correct the inconsistencies existing between the stock quantity in the system and the physical stock available in the warehouse. The inconsistencies are reported during the process of physical stock verification.

The inconsistency or discrepancy may be ‘positive’, ‘negative’ or ‘zero quantity’. The discrepancy is positive, when the system quantity is less than the physical stock quantity. The discrepancy is negative, when the system stock quantity is more than the physical stock quantity. When there is a discrepancy in the value of the stock, it is a zero quantity discrepancy.

This business activity enables you to carry out the stock correction of the basis “General” only.

1. Select **Create Stock Correction** under the **Stock Maintenance** business component. The **Create Stock Correction** page appears. *See Figure 5.32*.
2. Select the **Numbering Type** based on which you wish to generate the stock correction document number.
3. For details on creating numbering types, refer to the section “Defining numbering types for transactions” in the “Inventory Setup” User Guide.
4. Select the **Warehouse #** for which the stock correction is to be generated.
5. Select the **Status** of the stock correction document as “Fresh” or “Draft”, to depending on whether all the mandatory details are entered or not.
6. Select the **Correction Type** as “Quantity” or “Value” or “Quantity & Value” to indicate whether the stock correction is to be done for the quantity or value or for both.
7. Select the **User Status** of the stock correction document.
8. Enter the Correction Date.
9. Select the Correction Category.
10. Select the **Costing Usage** to be used for the stock correction document.

    *Note: The **Costing Usage** must be entered for the stock correction document, if any of the part has the expense type other than “Capital” or a part with Issue Basis other than “Returnable”.*

11. Select the **Account Usage** to be used for the stock correction document.

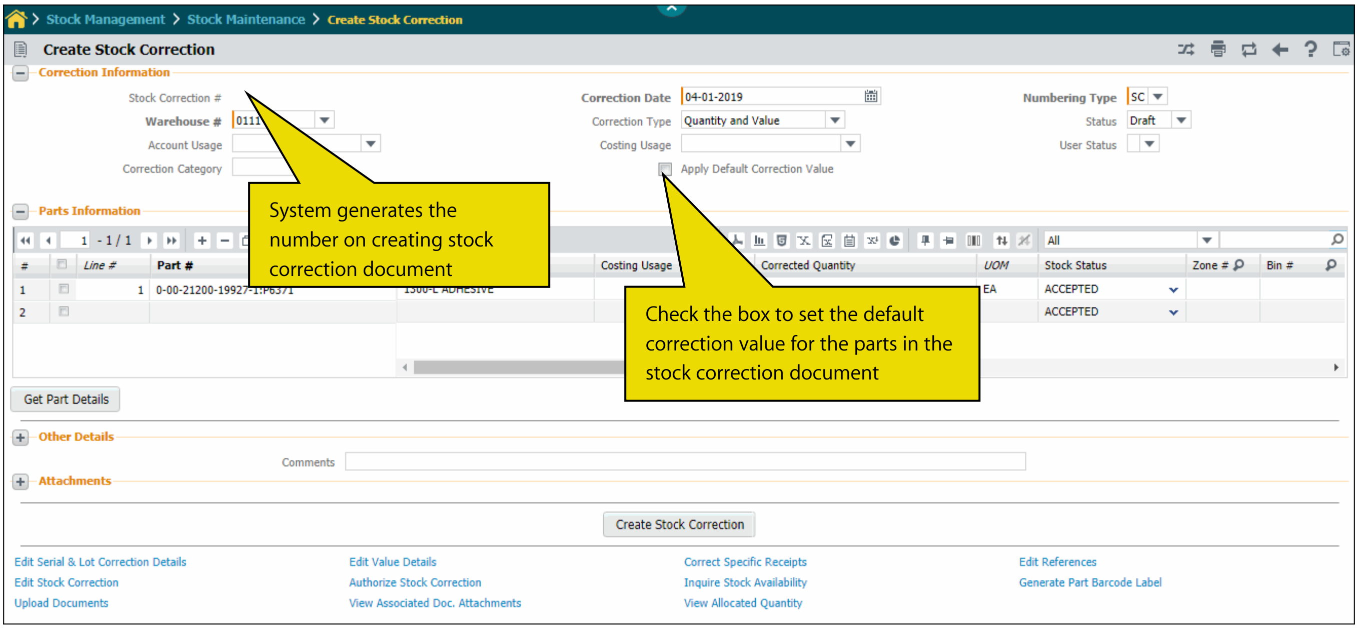


Figure 5.32 Creating stock correction document

12. Check the box **Apply Default Correction Value**, to set the default correction value for the parts of the stock correction document.

    Note: You can set the default correction value for the parts in the stock correction document only a) If the "Correction Type" of the document is set to "Quantity & Value"

    b) If the "Consolidated Correction Quantity" for the part in the stock correction document is positive

    c) If the "Valuation Method" of parts in the stock correction document is "Weighted Average" / "LIFO" / "FIFO".

13. Enter the **Part #** in the **Parts Information** multiline.
14. Select the Costing Usage and enter the Corrected Quantity.

    *Note: Ensure that **Corrected Quantity** is entered, if **Correction Type** is "Quantity" or "Quantity & Value".*

15. Select the **Stock Status** of the part.
16. Enter the WH-Zone # and the Bin #.

    Note: "Zone #" and "Bin #" need not be entered if the Correction type of the document is "Value" and if the parts in the multiline are of valuation method "Weighted Average", "LIFO", "FIFO" or "Actual Costing".

    Note: For serial number-controlled, lot number-controlled, or both serial number-controlled and lot number- controlled parts with stock status attribute set to "Ownership-Supplier" and "Ownership-Customer" in the "User Defined Stock Status" business component, the warehouse-zone-bin combination must be mapped to the trading partner in the "Maintain External Stock Allocation" page of the "Storage Administration" business component.

17. Use the **Reason for Correction** drop-down list box to select the cause of stock correction. The drop-down list box displays all reason codes in 'Active' status as defined in the Logistics Common Master component.
18. Click the **Create Stock Correction** pushbutton to update the corrected details.

Note: The system checks if the Part Classification is allowed in the warehouse, based on the Part Classification mapped in the "Storage Administration" business component.

*Note: The system updates the values in the **S/L Details Link, Value Details Link** and **Specific Receipts Link** fields. Refer to the Stock Maintenance Online Help, for more details on the values filled by the system in these fields.*

To proceed further,

- Select the **Edit Serial & Lot Correction Details** link to carry out the stock correction of the parts that are serial number and lot number controlled.
- Select the **Edit Value Details** link, to correct the stock value details.
- Select the **Correct Specific Receipts** link to correct specific receipt details.
- Select the **Edit Stock Correction** link to modify the stock correction details.
- Select the **Edit References** link to modify the reference document details.
- Select the **View Stock Availability** link to view the availability of the stock.
- Select the **Generate Part Barcode Label** link at the bottom of the page to generate barcode label for parts selected in the **Parts Information** multiline.
- Select the **Upload Documents** link to save documents associated with the stock correction in the central repository.
- Select the **View Associated Doc. Attachments** link to access documents associated with the stock correction from the central repository

5.9.1 CORRECTING THE DETAILS OF SERIAL AND LOT NUMBER CONTROLLED PARTS

You can enter the serial and lot number details of the part along with the correction quantity and correction value. You can enter the serial and lot number details of a part under the following circumstances:

- For a serial /lot controlled part with correction type as "Quantity".
- For the serial / lot controlled part, with the correction type as "Quantity & Value", and the valuation method as "LIFO", "FIFO", "Weighted Average" or Actual Costing.
- For the serial controlled or serial and lot controlled part, with the correction type as "Value", and the valuation method as "Actual Costing".

1. Select the **Edit Serial & Lot Correction Details** link in the Create Stock Correction page. The Edit Serial & Lot Details page appears. *See Figure 5.33*.

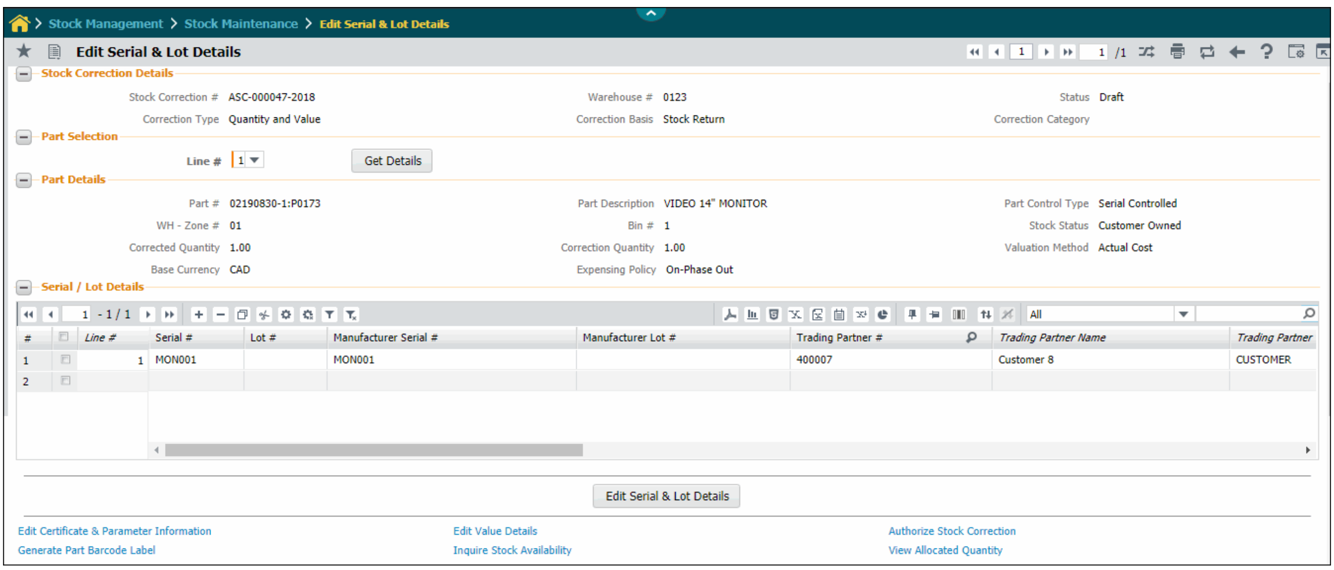


Figure 5.33 Correcting the details of serial and lot controlled parts

2. Select the **Line #** containing the part for which you wish to enter the serial and lot number details and click the **Get Details** pushbutton to retrieve the details of the part in the **Part Details** group box.

   Note: The system lists the line numbers containing the part when:

   a) the part is "Serial/Lot Controlled", correction basis is General" and the correction type is "Quantity" or "Quantity & Value"

   b) the part is "Serial Controlled" or "Serial and Lot Controlled", correction type is "Value" and valuation method is "Actual Costing"

   c) the part is "Serial/Lot Controlled", correction basis is "Physical Inventory" or "Cycle Count", correction type is "Quantity & Value" and valuation method is "Actual Costing".

3. Enter the **Serial #** and **Lot #** of the part in the **Serial/Lot Details** multiline.
4. Enter the **Manufacturer Serial #** and **Manufacturer Lot #** details indicating the serial and lot number of the part provided by the manufacturer.
5. Enter the Trading Partner #.

   Note: You can modify the trading partner number only if the "Allow Owner Change of External Parts" is set to "Yes" in the "Set Options" activity of the current business component.

6. Enter the Correction Quantity and the Correction Value.
7. Enter the Certificate # and the Certificate Date.
8. Specify the type of the certificate associated with the part, in the **Certificate Type** drop-down list box**.**

   Note: You must specify the certificate details if the "Certification Reqd?" field is set to "Mandatory" in the "Maintain Planning Information" activity of the "Part Administration" business component.

9. Enter the **Expiry Date** of the part #/serial# or part#/lot# for which you are recording stock correction details.
10. Use the **Reason for Correction** drop-down list box to select the cause of stock correction. The drop-down list box displays all reason codes in 'Active' status as defined in the Logistics Common Master component.
11. Click the **Edit Serial & Lot Details** pushbutton to update the serial and lot number details.

    Note: If the Correction Basis is "General", Correction Type is "Quantity" or "Quantity & Value", Part Control Type is "Serial/Lot Controlled" and the Part Type is "Component", the system updates the certificate and parameter information for the new serial/lot controlled parts in the "Edit Certificate & Parameter Information" page, only if the "Parameter Update" is set as "Mandatory" in the "Create Component Record" activity of the "Aircraft" business component.

    Note: For the parts with Expensing Policy set as "Core Value on Phase Out" in the "Maintain Planning Information" activity of the "Part Administration" business component, the system ensures that the following:

    a) The core value is specified for the part number and the serial number in the "Maintain Core Value" activity of the current business component.

    b) The core value is lesser than or equal to the sum of the correction value and the current value.

To proceed further,

- Select the **Edit Certificate & Parameter Information** link to correct the certificate and parameter details.
- Select the **Edit Lot Value Details only for Actual Costing- Lot Controlled Parts** link to correct the valuation details for the lot controlled part of valuation method "Actual Costing".

- Select the **Authorize Stock Correction** link to authorize the stock correction document.
- Select the **Generate Part Barcode Label** link to generate barcode label for parts selected in the **Serial/Lot Details** multiline.
- Select the View Allocated Quantity link to view the details of allocated quantity out of the available stock balance.

Correcting the certificate and parameter details

You can correct the certificate and parameter information of the part serial number and/or lot number.

1. Select the **Edit Certificate & Parameter Information** link in the **Edit Serial & Lot Details** page. The **Edit Certificate & Parameter Information** page appears.
2. In the **Part Selection** group box, select the **Line #** containing the serial number and/or lot number of the part for which you wish to enter the certificate and parameter information.
3. Select the **Condition** of the part as “New”, “Overhauled”, “Serviceable” or ”Unserviceable” in the **Part Details** group box.
4. Select the Certificate Type associated with the part in the Certificate Details group box and enter the Certificate Date, Certificate #, Authorization #, System Tracking Ref # and the Warranty Lapse Date.
5. Enter **Since New**, **Since Overhaul**, **Since Repair**, **Since Inspection** and **Since Last Shop Visit** to indicate the cumulative flying hours or flying cycle of the component.
6. Enter the Warranty Value.
7. Click the **Edit Certificate & Parameter Information** to update the modified details.

5.9.2 CORRECTING VALUATION DETAILS OF THE PART

You can correct the value details of the part that are serial or/and lot controlled in the following circumstances:

- The correction type is “Value” and the valuation method is “Weighted Average”.
- The correction type is “Quantity & Value”, the valuation method is “LIFO” or “FIFO” or “Weighted Average” and the correction quantity is positive.

  *Note: In both the above-mentioned circumstances, you need to select the **Edit Value Details** link in the main page.*

- The part is “Lot Controlled”, correction type is “Quantity & Value”, the valuation method is “Actual Costing” and the correction quantity is “Positive”

  *Note: In this case, you would be selecting the Edit Lot Value Details only for Actual Costing- Lot Controlled **Parts** link in the **Edit Serial & Lot Details** page.*

1. Select the **Edit Value Details** link in **Create Stock Correction** page or **Edit Lot Value Details only for Actual Costing-Lot Controlled Parts** link in **Edit Serial & Lot Details** page. The **Edit value Details** page appears. *See Figure 5.34.*

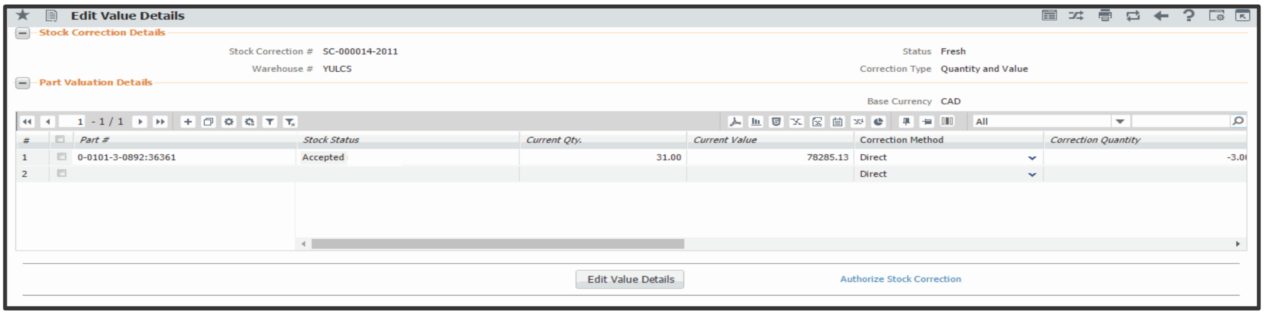


Figure 5.34 Correcting value details

2. The system retrieves the information such as Part #, Stock Status, Manufacturer Lot #, Lot #, Current Quantity, Current Value, Correction Quantity and Valuation Method in the Part Valuation Details multiline based on from where the page is being invoked.
3. Select the **Correction Method** as "Direct", if the value can be directly corrected in the system or "Costing Method" if the correction value must be calculated by the system based on the valuation method.

   Note: The correction method must be "Direct", for a document of correction type "Value".

4. Enter the **Correction Value** of the part.
5. Enter the **Corrected Value** to specify the value of the part corrected.
6. Click the **Edit Value Details** pushbutton to update the value details.

5.9.3 CORRECTING SPECIFIC RECEIPTS

You can correct the quantity and value details of specific receipts. You can correct the details of only those documents, which have the correction type as "Value" or "Quantity & Value" and the valuation method as "LIFO" or "FIFO". If the correction type is "Quantity & Value", the consolidated correction quantity should be positive for the part number and stock status.

1. Select the **Correct Specific Receipts** link in the **Create Stock Correction** page. The **Correct Specific Receipts** page appears. *See Figure 5.35.*

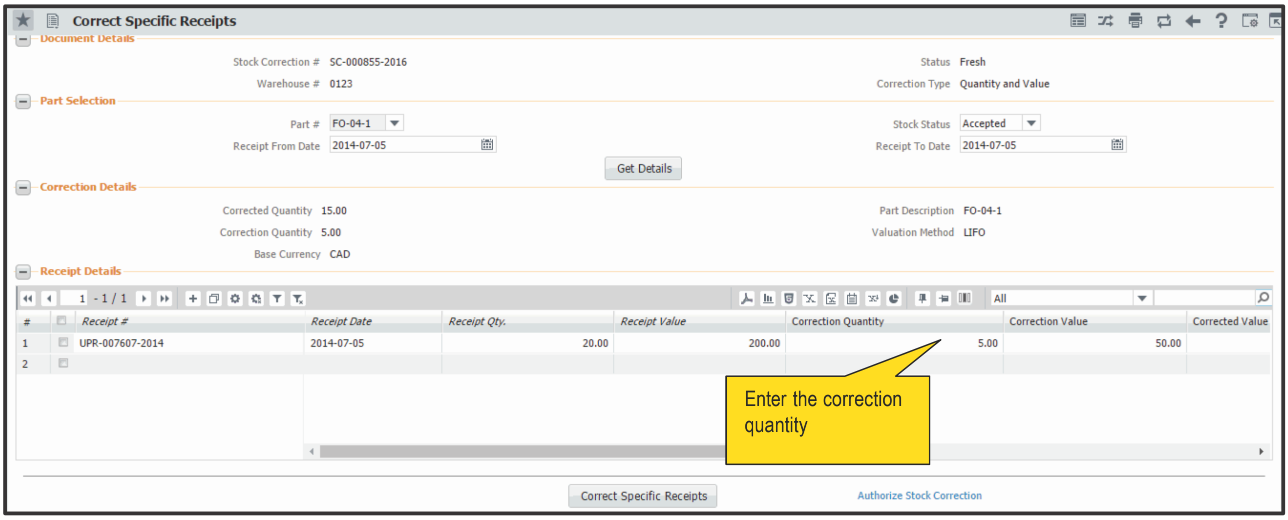


Figure 5.35 Correcting specific stock receipt

2. Select the **Part #** for which the individual receipt details must be corrected, in the **Part Selection** group box.
3. Select the **Stock Status** of the part.

4. Enter the **Receipt From Date** and **Receipt To Date** to specify the period for which the receipt detail must be corrected and click the **Get Details** pushbutton to retrieve the receipt details
5. Enter the **Corrected Value**, which is the total of the receipt value and the correction value in the **Receipt Details** multiline.
6. Click the **Correct Specific Receipts** pushbutton to update the corrected receipt details.

5.10 MAINTAIN CORE VALUE

Core value is a market-driven value that is assigned to the parts for which time life costing is applicable. Time Life Costing, is a method applicable for the serial number controlled parts whose cost is very high and whose costing is done based on the overhaul life of the part or phase value

5.10.1 MAINTAINING CORE VALUE FOR PARTS

You can maintain the core value for the parts. Core value is captured at part number level and serial number level, and remains with the serial number under any condition of the part, serviceable or unserviceable.

1. Select **Maintain Core Value** link under **Stock Maintenance** business component. The **Maintain Core Value** page appears. *See Figure 5.36.*
2. Enter the **Search Criteria** and click the **Search** pushbutton.
3. In the **Core & Variable Value Details** multiline, enter the **Core Value** defined for the part.
4. Enter the **Total Value** which is the stock value of the part.

The system displays the following in the **Core & Variable Value Details** multiline:

- The present value of the flying hours of the component since it's new, in the **TSN** field, and the present value of the flying cycles of the component since it's new in the **CSN** field.
- The cumulative flying hours of the component since its last overhaul in the shop in the **TSO** field, and the cumulative flying cycles of the component since its last overhaul in the shop in the **CSO** field.
- The cumulative flying hours of the component since its last inspection in the shop in the **TSI** field, and the cumulative flying cycles of the component since its last inspection in the shop, in the **CSI** field.
- The initialized core value of the part, the initialized variable value of the part, and the initialized total value of the part.

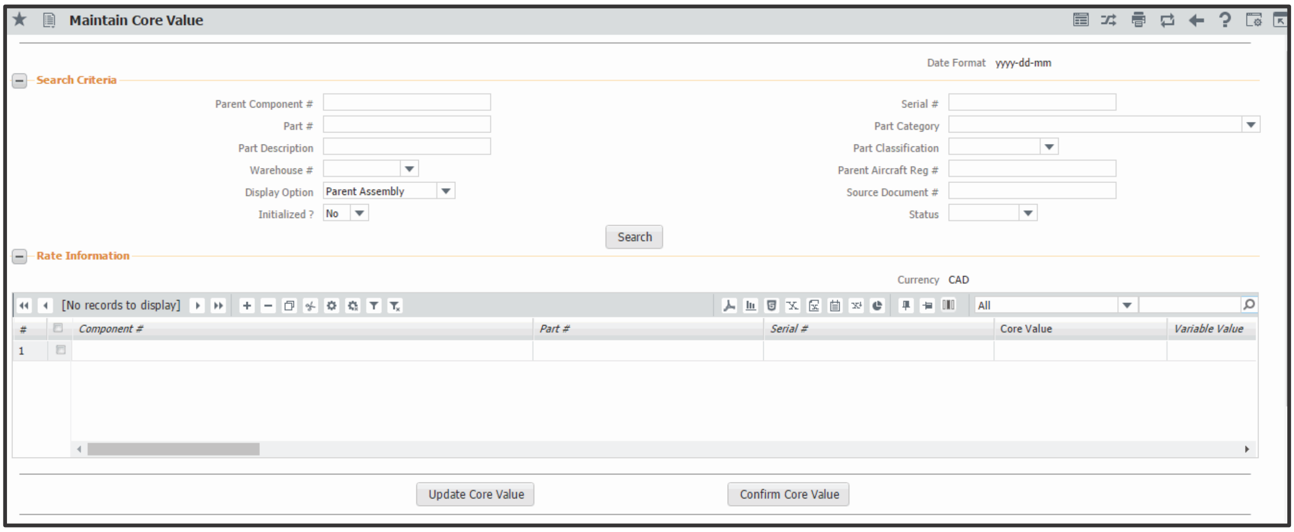


Figure 5.36 Maintaining core value for the parts

5. Click the **Update Core Value** pushbutton to update the core value of the part.
6. Click the **Confirm Core Value** pushbutton to confirm the core value of the part.

5.11 REVALUATING THE STOCK

Revaluation of the stock is performed when the standard cost of the part is changed. Through this process you can do the revaluation of only those parts for which the valuation method is "Standard Cost". The standard cost of the part is defined in the "Part Administration" business component, and it can be changed using this process.

The revaluation of the standard cost of the stock goes through the following sequence:

- There is a change in the standard cost of the part. The standard cost of a part is defined in "Part Administration" business component.
- The system triggers the process of standard cost revaluation.
- Once the standard cost revaluation is processed, it needs to be authorized.
- After the authorization of the standard cost revaluation, the system updates the stock record and simultaneously updates the "Part Administration" business component.

5.11.1 CREATING STANDARD COST REVALUATION

You can enter the change in the standard cost of the part and proceed with the revaluation process.

1. Select the **Create Standard Cost Revaluation** link under **Stock Maintenance** business component. The Create **Standard Cost Revaluation** page appears. *See Figure 5.37*.
2. Select the **Numbering Type** based on which the revaluation document is to be generated.

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

3. Select the **User Status** of the revaluation document.
4. Select the **Status** of the revaluation document as "Fresh" or "Draft", depending on whether all the mandatory details are entered or not.
5. Select the Revaluation Category.
6. Select the **Costing Usage** for the revaluation document.

   Note: The "Costing Usage" must be entered for the standard cost revaluation document, if any of the parts has the expense type other than "Capital", or if any of the parts is with Issue Basis other than "Returnable".

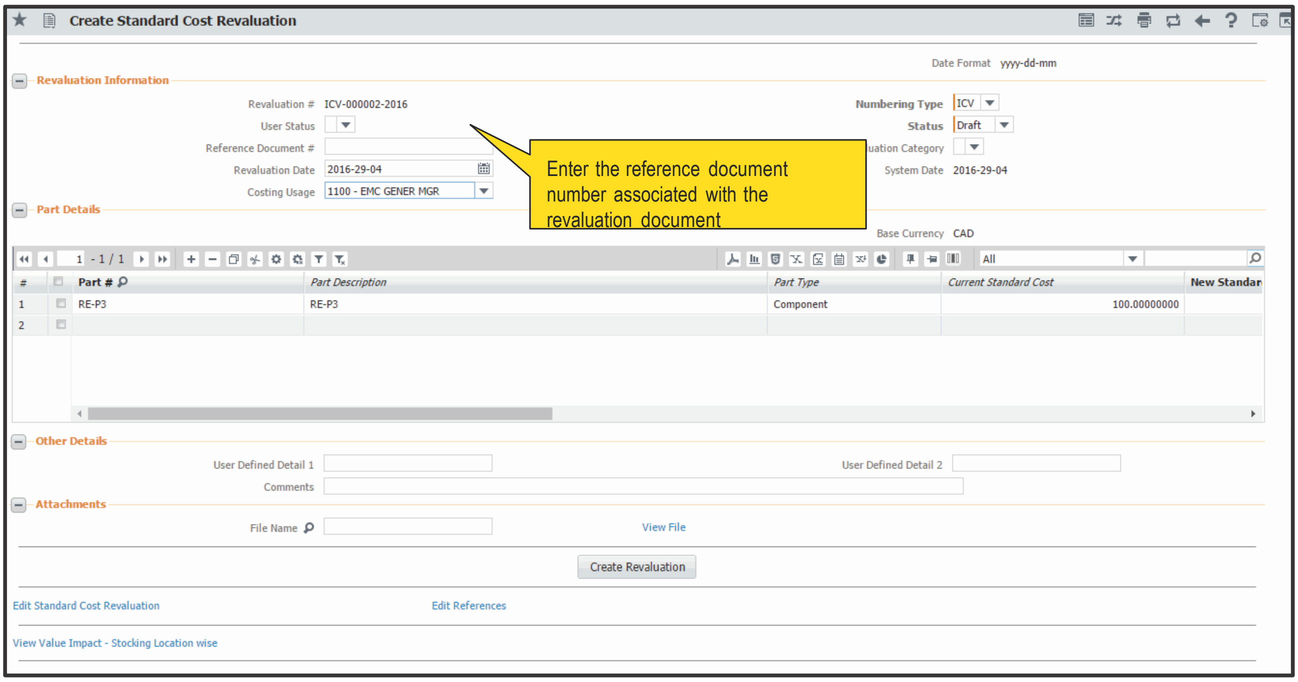


Figure 5.37 Creating standard cost revaluation

7. Enter the **Part #** in the **Part Details** multiline for which the standard cost is to be changed.

   Note: For the part number entered, the valuation method must have been set as "Standard Cost" in the Part Administration business component.

8. Enter the **New Standard Cost** of the part.

The system displays the Current Stock Quantity across all locations / warehouses, Current Stock Value, New Stock Value and the Value Difference in the Part Details multiline.

a) **Current Stock Value** = Current Stock Quantity * Current Standard Cost

b) **New Stock Value** = Current Stock Quantity * New Standard Cost

c) **Value Difference**= New Stock Value – Current Stock Value

9. Click the **Create Revaluation** pushbutton to update the revaluation details.

5.12 REVALUATING THE INVENTORY

You can revaluate the inventory based on the supplier part price list at the ""Revaluation Period<To Date>" or later, with the automatic creation of the stock correction document and the reversal journal voucher. The stock correction is performed for the current date, even if the "Revaluation Period<To Date>" is earlier than the current date. The "Balance Sheet Revaluation" is performed for the "Revaluation Period<To Date>".

5.12.1 COMPUTING INVENTORY REVALUATION

You can revaluate the inventory to create stock correction document and reversal journal voucher.

1. Select the **Compute Inventory Revaluation** link under the **Stock Maintenance** business component. The **Compute Inventory Revaluation** page appears. *See Figure 5.38.*
2. Select the **Numbering Type** based on which the revaluation document is to be generated.
3. Select the **Accounting Usage** for the revaluation document
4. Select the **Costing Usage** for the revaluation document
5. Select the **Storage Location** to select one of the warehouses pertaining to that Storage Location.
6. Select the **Warehouse #** of the revaluation document
7. Select the **Part Type** of the revaluation document.

Note: Ensure that a value is specified in the "Revaluation Period" field.

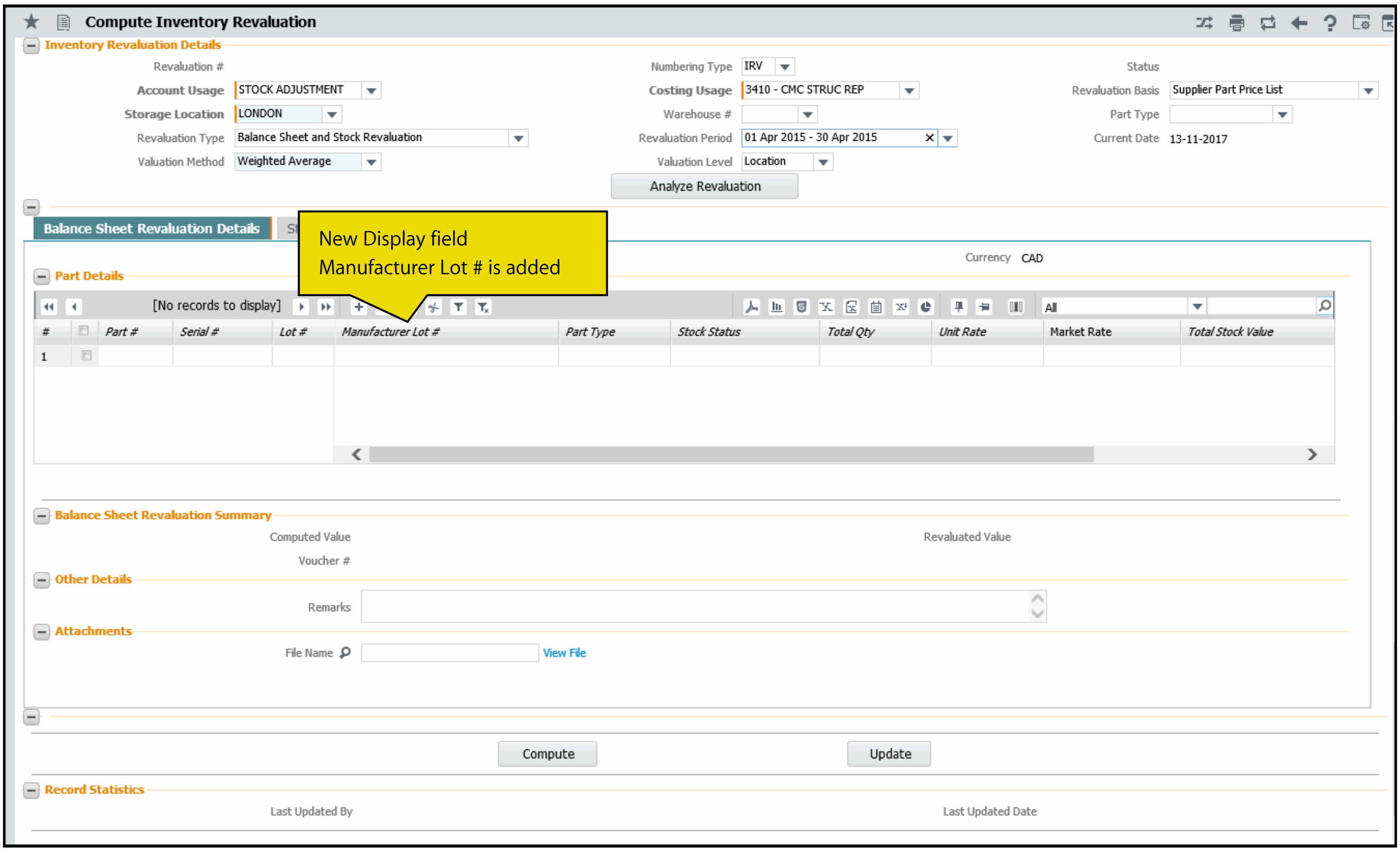


Figure 5.38 Computing Inventory revaluation

8. Click the **Update** pushbutton, to store the revaluation details.

Note: Ensure that the "Get Details" pushbutton is clicked before clicking the "Update" pushbutton

5.13 AUTHORIZING STOCK ADJUSTMENTS

You can authorize the stock correction and standard cost revaluation documents. On authorization, the stock statuses are converted and updated. After authorization, the status of the stock correction document and standard cost revaluation document is updated to "Authorized" status. Only those documents that are in the "Fresh" status can be authorized.

You can also cancel the stock correction and standard cost revaluation documents. The status of the stock correction and standard cost revaluation documents after cancellation is updated to "Cancelled" status. You are also provided with the facility to bulk authorize or cancel the stock correction and standard cost revaluation documents.

5.13.1 AUTHORIZING THE STOCK CORRECTION

You can authorize or cancel a stock correction document, which is in "Fresh" status.

1. Select the **Authorize Stock Correction** link under the **Stock Maintenance** business component. The **Authorize Stock Correction** page appears. *See Figure 5.38.*
2. In the **Search Criteria** group box, enter the filter criteria to search for stock correction documents and click the **Search** pushbutton.

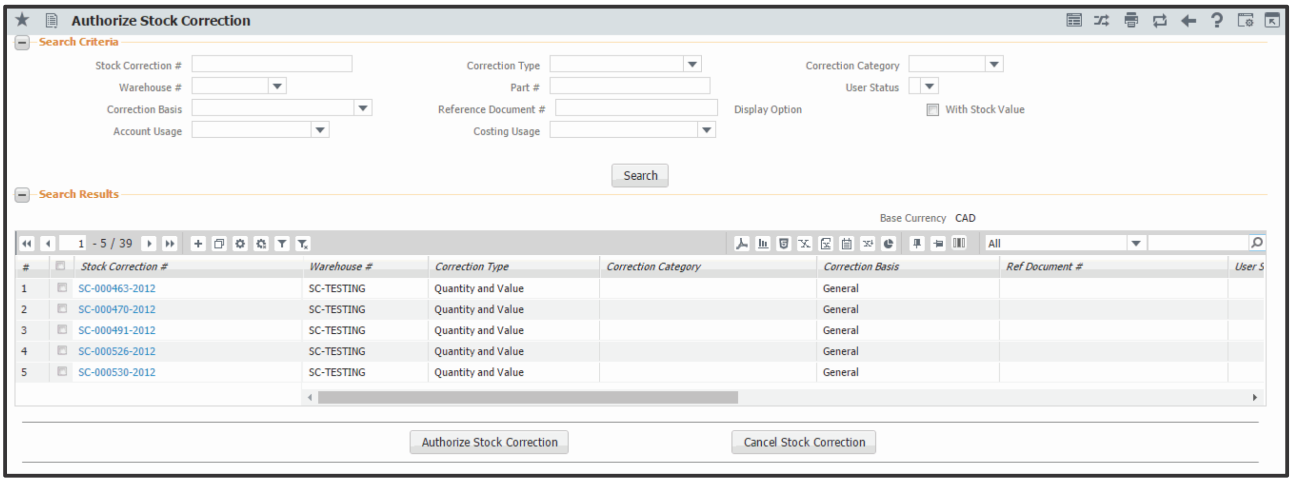


Figure 5.38 Authorizing stock correction

The system displays the **Search Results** in the multiline based on the filter criteria entered.

3. Enter the **Remarks** pertaining to the authorization of the stock correction document.
4. Select the stock correction document to be authorized or cancelled.
5. Click the **Authorize Stock Correction** pushbutton to authorize the stock correction document.

   - *Note: The system checks if the Part Classification is allowed in the warehouse, based on the Part Classification mapped in the "Storage Administration" business component.*
   - *The system updates the status of the stock correction document as "Authorized". The system updates the quantity and/or value corrections as mentioned in the Stock Maintenance business component.*
   - *For the parts with Expensing Policy set as "Core Value on Phase Out" in the "Maintain Planning Information" activity of the "Part Administration" business component, and with stock status attribute "Ownership-Internal" set as "Yes" in the "User Defined Stock Status" business component, the system ensures that the core value is specified in the "Maintain Core Value" activity of the current business component.*

- *For the parts with Expensing Policy set as "Core Value on Phase Out" in the "Maintain Planning Information" activity, the stock value for the part number and the serial number must be greater than the core value specified in the "Maintain Core Value" activity.*
- *For the parts with Expensing Policy set as "Core Value on Phase Out" in the "Maintain Planning Information" activity, and having stock status attribute as "Ownership-Internal", the system updates the total value, variable value and the core value in the current business component, based on the Std. Core Value % specified in the "Maintain Additional Valuation Information" page of the "Part administration" component. This is applicable when new serial number is generated for the parts and when the stock is moved into the warehouse.*
- *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 (i.e. 20000-4000).*

6. Click the **Cancel Stock Correction** pushbutton to cancel the stock correction document.

   Note: The system updates the status of the stock correction document as "Cancelled".

5.13.2 AUTHORIZING THE STANDARD COST REVALUATION

You can authorize or cancel a standard cost revaluation document, which is in "Fresh" status.

1. Select the **Authorize Standard Cost Revaluation** link under the **Stock Maintenance** business component. The **Authorize Standard Cost Revaluation** page appears. *See Figure 5.40.*

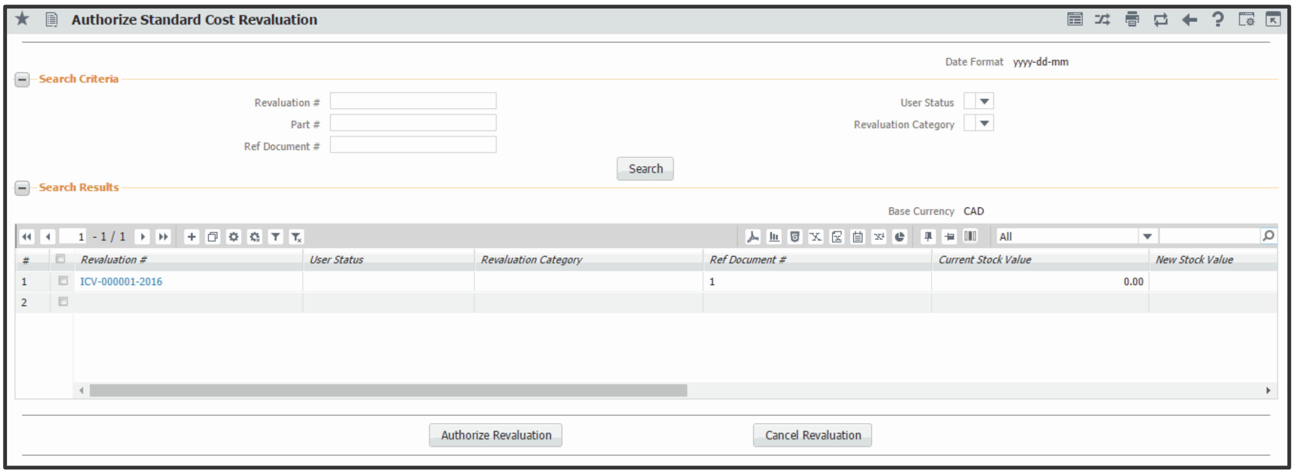


Figure 5.40 Authorizing standard cost revaluation

2. In the **Search Criteria** group box, enter the filter criteria to search for standard cost revaluation documents and click the **Search** pushbutton.

The system displays the search results in the **Search Results** multiline.

3. Enter the **Remarks** pertaining to the authorization of the revaluation document.
4. Select the revaluation document for authorization or cancellation.
5. Click the **Authorize Revaluation** pushbutton to authorize the revaluation document.

   *Note: The system updates the status of the revaluation document as "Authorized" and updates the standard cost of the part in the **Part Administration** business component.*

6. Click the **Cancel Revaluation** pushbutton to cancel the revaluation document.

5.14 GENERATING SUMMARY OF THE STOCK BALANCE

In any organization unit, due to transactions such as stock issue, stock receipt, stock return, stock correction and stock transfer, there is always an increase or decrease in the stock level of the various parts. Also, there is always a variation in the rate and value of the stock available.

Through this process, you can view the statistical details of the stock available in the organization unit for the current or any of the past financial years and the corresponding financial periods. You can also view the statistics of the stock in a specified warehouse or across warehouses in a location. You can also view the statistical details of part such as its opening balance, closing balance, total receipt quantity, total issue quantity, total transfer quantity and total correction quantity, with values for a financial year and period.

5.15 PERFORMING STOCK ANALYSIS

Stock analysis process assigns the actual classification to each part in the Inventory System based on the classification methodology selected for the analysis and also on past records or current information provided.

The following are the various classification methodologies adopted by an organization:

- ABC Analysis: This analysis for the stocked part is based on the past consumption values for a given period.
- FSN Analysis: This analysis classifies parts on the basis of their movement in the Inventory system. The average stay of the part in Inventory and the consumption rate of the part are considered for this analysis.
  - *Note: For a part, if the consumption rate is not available, the part will be classified as “Fast” or “Slow” or “Non-moving”, based on the average stay of the part in the inventory.*
- XYZ Analysis: This analysis is based on the current value of stock in the Inventory.
- VED Analysis: This analysis classifies inventory parts on the basis of their relative importance with respect to each other in the day-to-day operations in the location.
  - *Note: A part can be classified as “Vital” or “Essential” or ”Desirable” class only in the “Part Administration” business component.*
  - *Note: In the “Part Administration” business component, the materials personnel while defining the planning parameters, defines the various part classifications for each part based on the standard cost and anticipated behavior of the part in the organization.*
  - *After a certain period of usage, the part classification details of “ABC Class”, “XYZ Class” and “FSN Class” can be overwritten with the actual class of the part on the basis of the stock analysis results, which will be updated in the “Part Administration” business component.*
- The organization can also perform a combination of analyses. The different possible combinations are ABC-FSN, ABC-VED, ABC-XYZ, XYZ-VED, FSN-XYZ and FSN-VED Analysis.
- Refer to the Stock Analysis Online Help, for more details on the process of various part classification analyses.

5.15.1 SETTING STOCK ANALYSIS PARAMETER

Stock analysis process starts with setting up the limiting value or modified percentage for every class of item, under each classification methodology adopted by the organization. This activity allows you to

- Set up the limiting values for the part to be classified as “ABC Class”, “FSN Class” or “XYZ Class”.
- Allow or disallow the selection of part for analysis using selection of part filters such as Part Category, Part Group, Part Type and Expense Type to update part classification details in the “Part Administration” business component.
- Select the valuation method for revenue type components.

1. Select **Set Stock Analysis Parameter** under the **Stock Analysis** business component. The **Set Stock Analysis Parameter** page appears. *See Figure 5.41.*

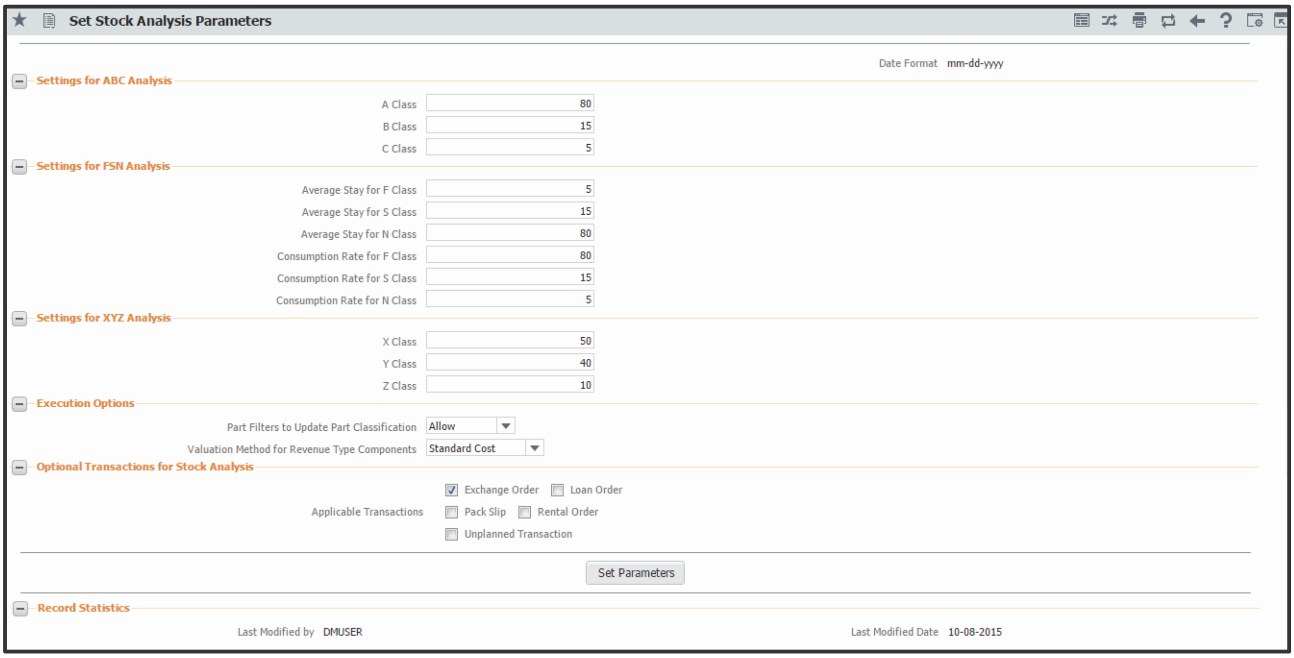


Figure 5.41 Setting stock analysis parameter

In the Settings For ABC Analysis group box,

2. Enter the value in percentage in the **A Class** field to specify the consumption value of a part to be classified as “A Class”.
3. Enter the value in percentage in the **B Class** field to specify the consumption value of a part to be classified as “B Class”.
4. Enter the value in percentage in the **C Class** field to specify the consumption value of a part to be classified as “C Class”.

   Note: Ensure that consumption value entered in percentage for “A Class” is greater than “B Class” and “C Class”. Similarly, the consumption value entered in percentage for “B Class” should be greater than “C Class”.

In the Settings For FSN Analysis group box,

5. Enter the value in percentage in the **Average Stay for F Class** field to specify the average stay in the inventory for a part to be classified as fast moving.
6. Enter the value in percentage in the **Average Stay for S Class** field to specify the average stay in the inventory for a part to be classified as slow moving.
7. Enter the value in percentage in the **Average Stay for N Class** field to specify the average stay in the inventory for a part to be classified as non-moving.

   Note: Ensure that the value entered in percentage for “Average Stay for F Class” is lesser than “Average Stay for S Class” and “Average Stay for N Class”. Similarly, the value entered in percentage for “Average Stay for S Class” should be lesser than “Average Stay for N Class”.

8. Enter the value in percentage in the **Consumption Rate for F Class** field to specify the consumption rate of a part to be classified as fast moving.

9. Enter the value in percentage in the **Consumption Rate for S Class** field to specify the consumption rate of a part to be classified as slow moving.
10. Enter the value in percentage in the **Consumption Rate for N Class** field to specify the consumption rate of a part to be classified as non-moving.

    Note: Ensure that the consumption rate entered in percentage for "Consumption Rate for F Class" is greater than "Consumption Rate for S Class" and "Consumption Rate for N Class". Similarly, the consumption rate entered in percentage for "Consumption Rate for S Class" should be greater than "Consumption Rate for N Class".

In the Settings For XYZ Analysis group box,

11. Enter the value in percentage in the **X Class** field to specify the current stock value for a part in the inventory to be classified as "X Class".
12. Enter the value in percentage in the **Y Class** field to specify the current stock value for a part in the inventory to be classified as "Y Class".
13. Enter the value in percentage in the **Z Class** field to specify the current stock value for a part in the inventory to be classified as "Z Class".

    Note: Ensure that the current stock value entered in percentage for "X Class" is greater than "Y Class" and "Z Class". Similarly, the current stock value entered in percentage for "Y Class" should be greater than "Z Class".

In the **Execution Options** group box,

14. Set the **Part Filters to Update Part Classification** as "Allowed", to enable part filters such as Part Category, Part Group, Part Type and Expense Type to update the part classification details in the "Part Administration" business component. Select "Not Allowed" otherwise.
15. Set the **Valuation Method for Expense Type Parts** as "Standard Cost", "Issue Cost" or "Acquisition Cost", to specify the valuation method for the part of expense type "Revenue".
16. Click the **Set Parameters** pushbutton to update the stock analysis parameter details.

5.15.2 ANALYZING PART CLASSIFICATIONS

This activity allows you to perform part classification analysis of the parts in the inventory. The system generates a unique number for the analysis document generated and updates the details of the part classification in the "Part Administration" business component.

1. Select the **Analyze Part Classification** link under the **Stock Analysis** business component. The **Analyze Part Classification** page appears. *See Figure 5.42.*
2. Select the **Numbering Type** based on which the stock analysis document must be generated.

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

In the Analysis Type group box,

3. Check the **ABC Class** box to select the ABC classification method for inventory analysis.
4. Check the **FSN Class** box to select the FSN classification method for inventory analysis.

5. Check the **XYZ Class** box to select the XYZ classification method for inventory analysis.
6. Check the **VED Class** box to select the VED classification method for inventory analysis.

    Note: It is mandatory to select an analysis method for the parts in the inventory.

    Note: The "VED Class" box must be checked only if you wish to generate the stock analysis report for all the parts, which are classified as VED or for a combination of classification methods with VED classification.

7. Select the **Analysis Level** as "Warehouse" or "Location" or "Across Locations".

- Warehouse – Select this option to perform the analysis at the warehouse level.
- Location - Select this option to perform the analysis at the location level.
- Across Locations - Select this option to perform the analysis across locations.

8. Select the **Result Display Option** as "All Parts" or "Revised Class Parts" to specify the parts for which the result must be displayed.

- All Parts – Select this option to view the results for all parts.
- Revised Class Parts – Select this option to view the results only for revised class parts.

9. Enter the login ID in the **Planned By** field to specify the user who planned the part classification analysis.
10. Select the **Location** for which the part classification analysis must be done.

    Note: This field should be entered only if the analysis level is set as "Warehouse" or "Location".

11. Select the **Warehouse #** to specify the warehouse for which the part classification analysis must be done. In the **Part Details** group box,
12. Select the **Part Category** and **Part Group** for which the analysis must be performed.
13. Check the appropriate **Part Type**, which could be "All", "Raw Material", "Tool", "Kit", "Expendable", "Component", "Consumable" or "Miscellaneous", to specify the type of part to be considered for the part classification analysis.
14. Enter the **Expense Type** as "Revenue" or "Capital" in the **Part Details** group box. In the **Analysis Period** group box,
15. Select the **Period Type** as "Financial Year", "Financial Period" or "General", to specify the period type for which the part classification analysis must be done.
16. Select the **Financial Year** or **Financial Year & Financial Period** for which the part classification analysis must be done.
17. Enter the **From Date** and **To Date** to specify the range of dates to be considered.

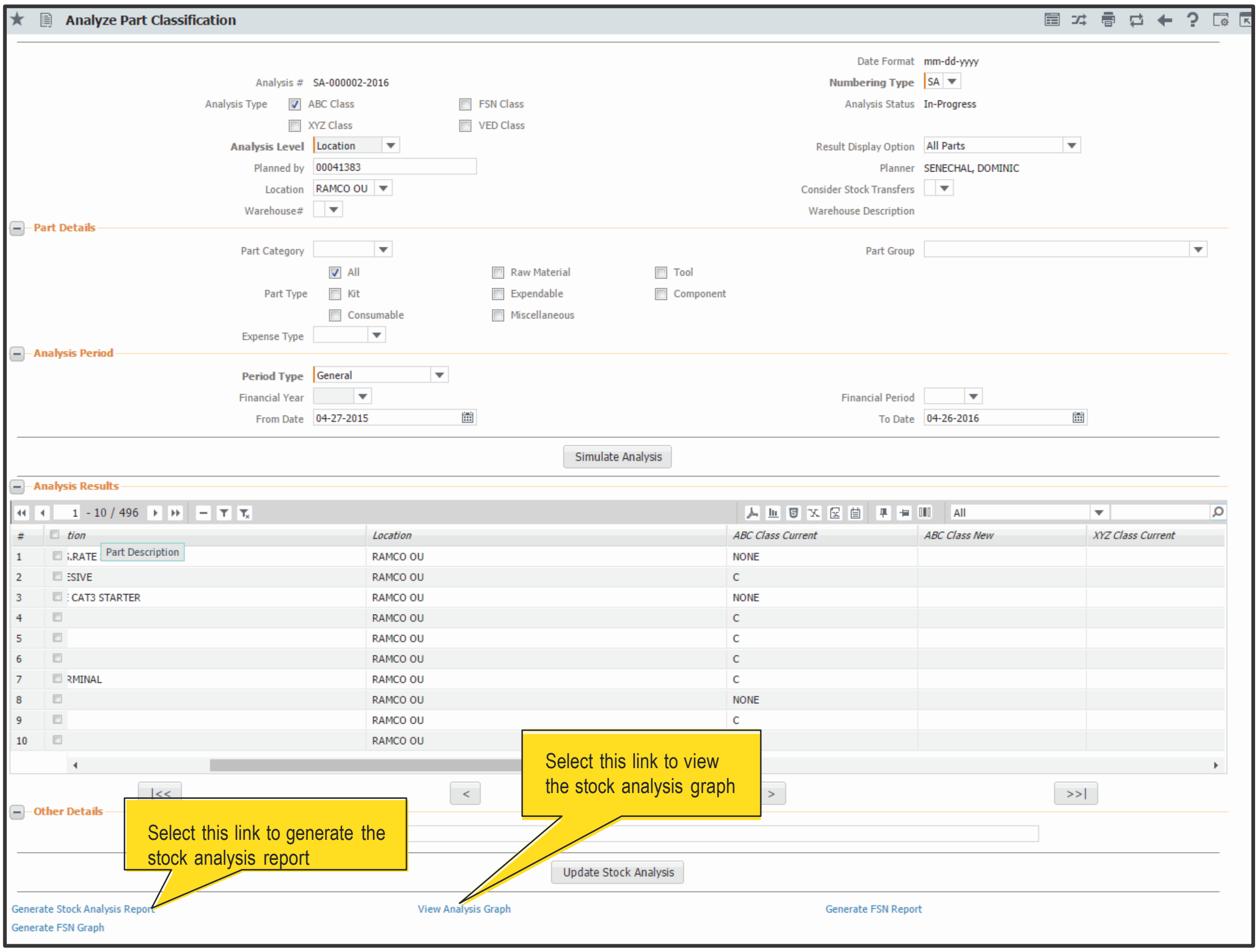


Figure 5.42 Analyzing part classification

18. Click the **Simulate Analysis** pushbutton to perform the part classification analysis.

   Note: Ensure that at least one analysis type is selected before simulation. You cannot select more than two analysis types at a time.

The system records all the part classification details specified and displays the new part classification details based on the stock analysis performed, along with the current part classification details from the "Part Administration" business component in the "Analysis Results" multiline.

19. Select parts in the multiline for updating the stock analysis details in the "**Part Administration**" business component.
20. Click the **Update Stock Analysis** pushbutton to update the stock analysis details.

The system updates the part analysis classification details in the "Part Administration" business component.

   Note: Ensure that the analysis is simulated before updating the stock analysis.

   Note: If the "Part Type", "Part Group", "Part Category" and "Expense Type" are selected, then the system updates the analysis details for the part classification in the "Part Administration" business component, only if the option of "Part Filters to Update Part Classification" is set as "Allowed" in the "Set Parameters for Stock Analysis" activity.

Refer to the Stock Analysis Online Help, for more details on the process of classifying the parts in the inventory.

To proceed further,

- Select the **Generate Stock Analysis Report** link to generate the stock analysis report..

- Select the **View Stock Analysis** link to select the analysis document for viewing the details.
- Select the **View Analysis Graph** link to view the stock analysis graph.

5.15.3 SETTING REPLENISHMENT PARAMETERS

This activity allows you to compute and set the replenishment parameters for the various parts available in the inventory. You can set the replenishment parameters by computing the “Reorder Qty Parameters” and “Service Level Details” for the part.

- The reorder quantity parameter is generally computed for a time period, based on the consumption value of the part in the inventory. Hence, only parts that are classified under “ABC” classification will be considered.
- Service level parameter is generally computed based on the relative importance of the part in the inventory.
- Hence, only parts that are classified under “VED” classification will be considered.

1. Select **Set Replenishment Parameter** under the **Stock Analysis** business component. The **Set Stock Analysis Parameter** page appears. *See Figure 5.43.*

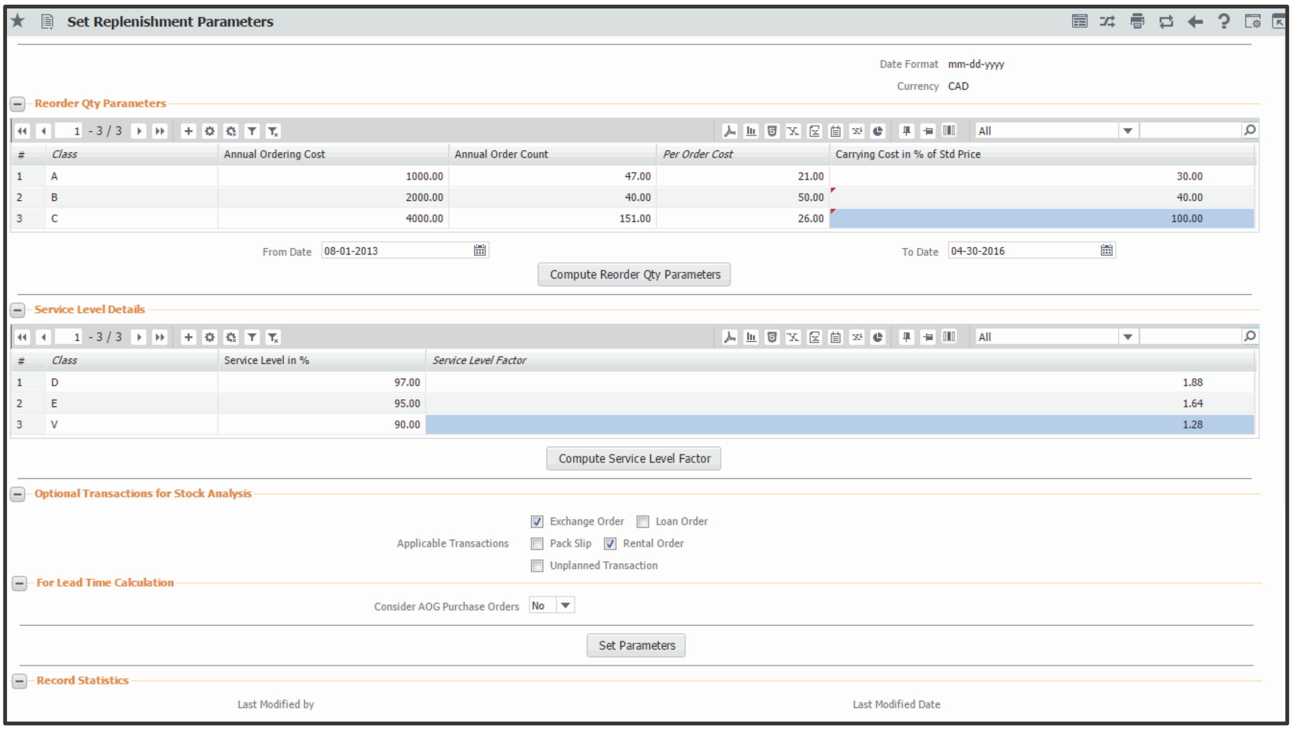


Figure 5.43 Setting replenishment parameters

In the Reorder Qty Parameters multiline:

2. Enter the Annual Ordering Cost, Annual Order Count and the Carrying Cost In % Of Std Price.
3. Enter the **From Date** and **To Date** to specify the period for which the replenishment parameter is valid.

   Note: The time interval between “From Date” and “To Date” must be “365” days.

4. Click the **Compute Reorder Qty Parameters** pushbutton, to compute the reorder quantity parameters. In the **Service level Details** multiline:
5. Enter the **Service level In %** specifying the level (in percentage) to which the service has been provided to the MRO for the request of material.
6. Click the **Compute Service Level Factor** pushbutton to compute the service level factor.
7. Click the **Set Parameters** pushbutton to update the replenishment parameters.

5.15.4 COMPUTING REPLENISHMENT PARAMETERS

You can compute and update the replenishment information for the parts available in the inventory. You can compute and update replenishment details such as “Reorder Level”, “Reorder Quantity” and “Safety Stock” in the “Part Administration” and “Storage Area Administration” business components.

Note: You can compute the replenishment information only for parts classified as “ABC” or “VED”.

1. Select **Compute Replenishment Information** under the **Stock Analysis** business component. The Compute **Replenishment Information** page appears. *See Figure 5.44.*
2. Enter the **Service level In %** specifying the level (in percentage) to which the service has been provided to the MRO for the request of material.

   Note: If the service level is not entered in the current page for parts classified as “V”, “E” or “D” class, the system considers the service level computed for the parts in the “Set Replenishment Parameters” page.

3. Enter the Per Order Cost and Carrying Cost In % of Std Price. In the Annual Constants Details group box:
4. Enter the Annual Consumption, Forecast Factor, Lead Time and Lead Time Unit.
5. Enter the **From Date** and **To Date** to specify the period for which the replenishment parameter is valid.

   Note: The time interval between “From Date” and “To Date” must be “365” days.

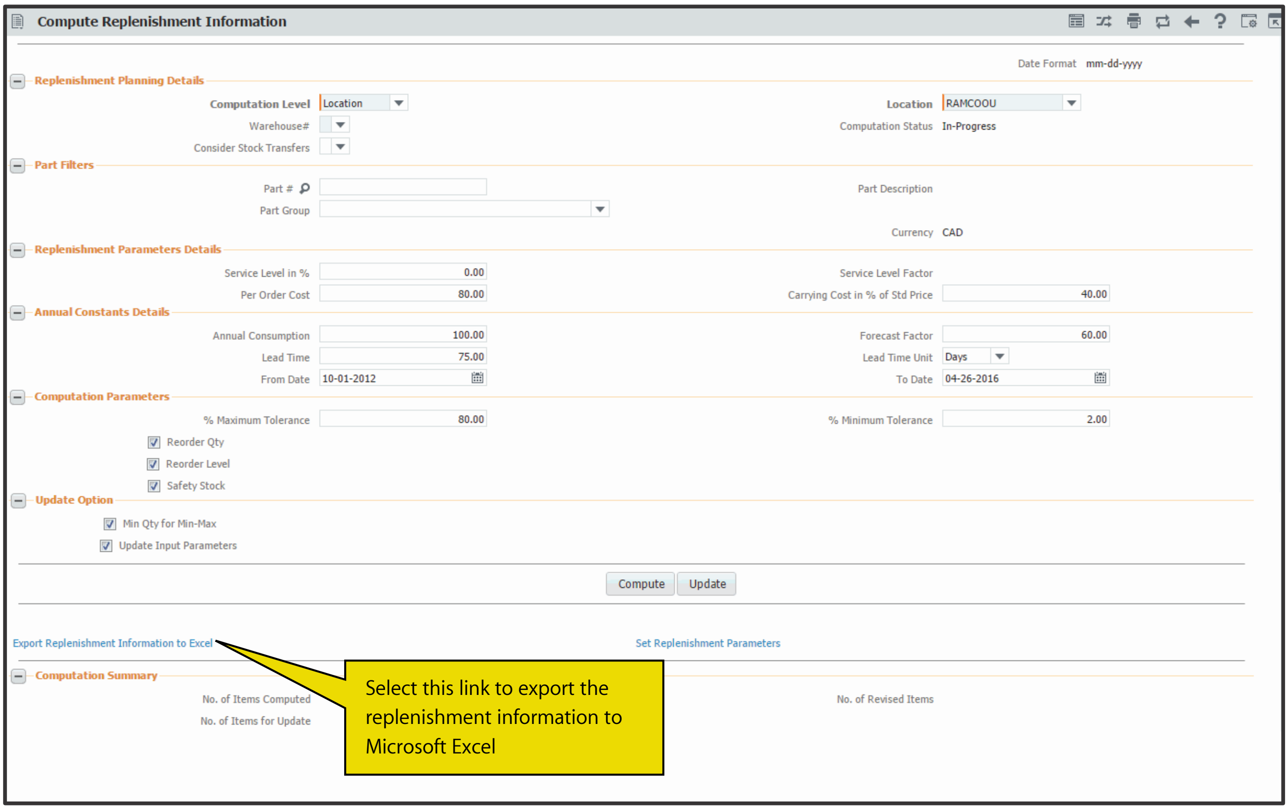


Figure 5.44 Computing replenishment parameters

In the Computation Parameters group box:

6. Enter the % Maximum Tolerance and % Minimum Tolerance allowed for the parts.
7. Check the **Reorder Qty, Reorder Level** or **Safety Stock** field to compute the reorder quantity, reorder level or safety stock for the part.

In the **Update Option** group box:

8. Check the **Min Qty for Min – Max** to update the computed reorder level as the minimum quantity of the 'Min-Max' quantity available for the part.
9. Check the **Update Input Parameters** to update the replenishment details such as "Annual Consumption", "Per Order Cost", "Service Level Factor", "Lead Time" in the "Part Administration" and "Storage Area Administration" business components.
10. Click the **Compute** pushbutton to compute the replenishment parameters.
11. Click the **Update** pushbutton to update the replenishment information. To proceed further,

- Select the **Export Replenishment Information to Excel** link to export the replenishment information to Microsoft Excel.
- Select the **Set Replenishment Parameters** link to set the replenishment parameters.

5.15.5 MANAGING STOCK REPLENISHMENT

The **Manage Stock Replenishment** activity aims to simulate and compute replenishment levels for parts in a scientific way based on vital planning parameters. These planning parameters include: Service Level %, Per Order Cost, Carrying Cost in % Std. Cost, Annual Consumption, Std. Dev. Of Consumption, Lead Time (Days), DDLT and Mean Forecast Error Factor. You can then proceed to update part replenishment levels in warehouses.

Replenishment levels including Reorder Qty, Reorder Level, Safety Stock, Min Qty and Max Qty for parts using varied planning parameter values can be simulated in this activity. Such simulation/What If analysis of replenishment levels is done taking into account possible changes in demand and supply to arrive at optimum part replenishment levels in warehouses. Alternatively, you may let the system compute the replenishment levels based on the existing planning levels. Appropriate replenishment levels reduce bottlenecks in the supply of parts or reduce/prevent idle stock/capital in warehouses.

You can primarily facilitate two significant tasks required for replenishment of parts in warehouses.

- Computation of replenishment levels of parts in warehouses, using the replenishment option "Compute Replenishment".
- Update of replenishment levels of multiple parts in multiple warehouses, using the replenishment option "Maintain WH Planning Parameter".

You can record, update, view, close or cancel replenishment levels for parts in this activity.

Special Feature: An intuitive Action bar guides users in the tracking and processing of replenishment data. At the very onset of the activity, it displays the next valid action. For instance, if you have chosen to edit a replenishment document, the Confirm action is highlighted hinting that the document can now be confirmed.

1. Select the **Manage Stock Replenishment** link under the **Stock Analysis** business component. The **Manage Stock Replenishment** page appears. *See Figure 5.45.*

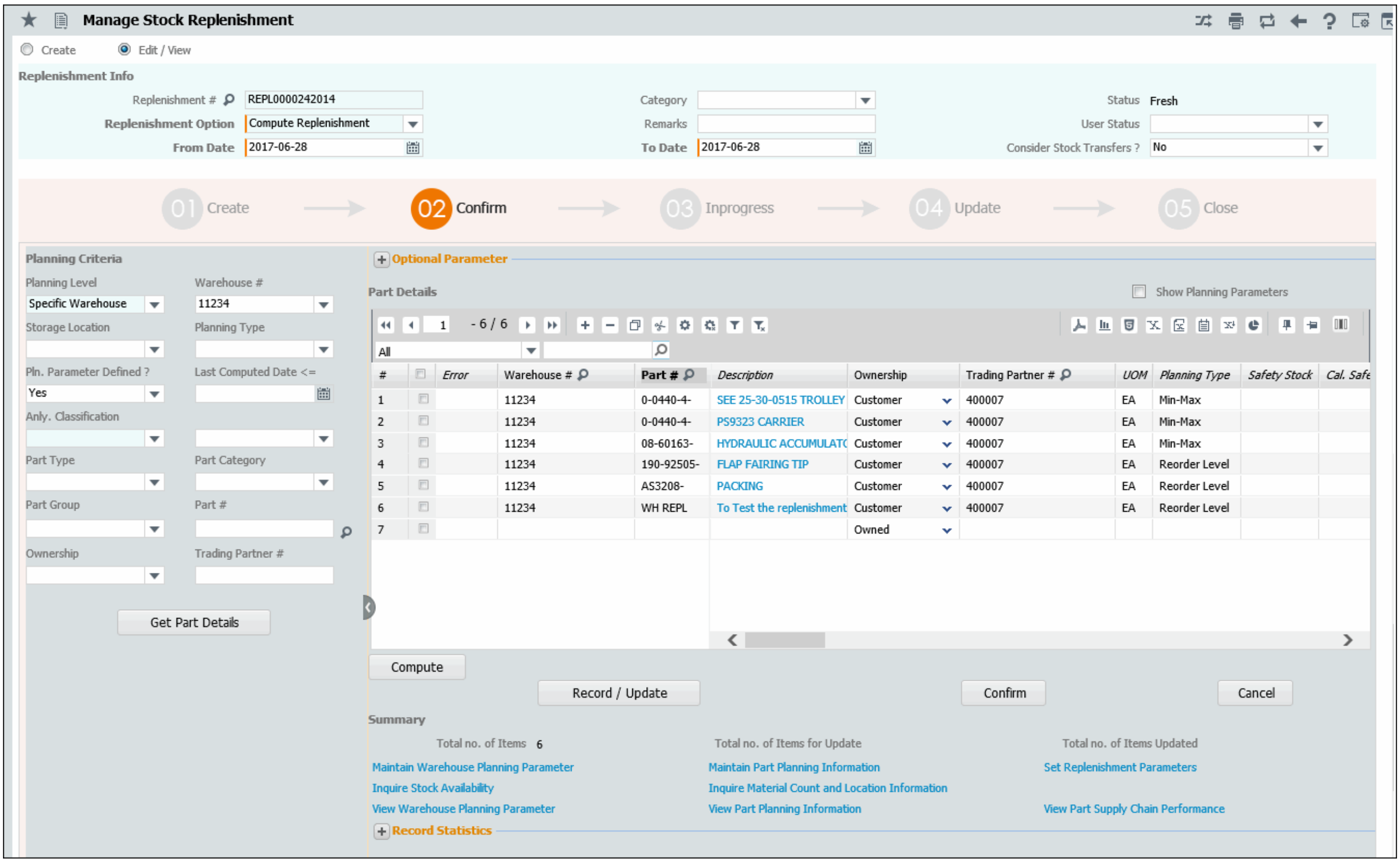


Figure 5.45 Managing stock replenishment

2. Select the **Create** radio button to create a replenishment document.
3. In the **Replenishment Info** group box; use the **Category** drop-down list box to select the category of the replenishment #.
4. Use the **Replenishment Option** drop-down list box to indicate whether replenishment levels must be computed or updated in the warehouses.

- Select **Manage WH Planning Parameter**, to set new replenishment levels for parts in warehouses.
- Conversely, select **Compute Replenishment** to compute replenishment based on user-specified or existing planning parameters for parts.

5. Use the **User Status** drop-down list box to select the user status of the replenishment document.
6. The **From Date** and the **To Date** of the period of which annual consumption must be considered for computation of replenishment quantities.
7. Use the **Consider Stock Transfers** drop-down list box to indicate whether stock transfers during the period between **From Date** and **To Date** must be considered for arriving at the replenishment quantity.
8. Specify values in the **Planning Criteria** group box and then click **Get Part Details** pushbutton to retrieve parts for which you wish to compute/update replenishment levels.
9. Alternatively, in the **Part Details** multiline, you may enter **Warehouse #** at which you intend to set replenishment levels and **Part #** for which you wish to compute/update replenishment levels at the warehouse.

To compute replenishment levels with new planning parameter definition

10. In the **Part Details** multiline, specify the planning parameters (Service Level %, Per Order Cost, Carrying Cost in % Std, Cost. Annual Consumption, Std. Dev. Of Consumption, Lead Time (Days), DDLT and Mean Forecast Error Factor), if you wish to derive replenishment levels based on new planning parameter definition.
11. In the **Update Option** group box; select check boxes of stock levels that you wish to update for the part in the warehouse.
12. Click the **Record/Update** pushbutton to save details in the replenishment document.
13. Click the **Confirm** pushbutton to approve the replenishment document.
14. Select the **Compute** pushbutton to compute replenishment levels for parts in the warehouse on the basis of new planning parameter values. The system computes and displays the following in the **Part Details** multiline: **Cal. Safety Stock**, **Cal. Min/Reorder Level**, **Cal. Reorder Qty (EOQ)** and **Cal. Max Qty**.
15. You may enter new replenishment levels (New Min/Reorder **Level**, **New Reorder Qty**, **New Max. Qty** and **New Safety Stock**), if you wish to override the system-calculated values. However, this can happen only if the process parameter "Allow modification of Calculated Replenishment Levels?" under the category Stock Analysis – Replenishment" is '1' in the Set Inventory Process Parameters activity of Logistics Common Master. Conversely, you cannot change any of the calculated levels post computation, if parameter "Allow modification of Calculated Replenishment Levels?" is '0'.
16. Click the **Update** pushbutton to update replenishment levels for the parts in the warehouses.
17. Click the **Close** pushbutton to close the replenishment document.

To compute replenishment levels with existing planning parameter definition

18. In the **Update Option** group box; select check boxes of stock levels that you wish to update for the part in the warehouse.
19. Click the **Record/Update** pushbutton to save details in the replenishment document.
20. Click the **Confirm** pushbutton to approve the replenishment document.
21. Select the **Compute** pushbutton to let the system compute replenishment levels for parts in the warehouse on the basis of existing planning parameter values. The system computes and displays the following in the **Part Details** multiline: **Cal. Safety Stock**, **Cal. Min/Reorder Level**, **Cal. Reorder Qty (EOQ)** and **Cal. Max Qty**.
22. You may enter new replenishment levels (**New Safety Stock, New Min/Reorder Level**, **New Reorder Qty and New Max. Qty**), if you wish to override the system-calculated values. However, this can happen only if the process parameter "Allow modification of Calculated Replenishment Levels?" under the category Stock Analysis – Replenishment" is '1' in the Set Inventory Process Parameters activity of Logistics Common Master. Conversely, you cannot change any of the calculated levels post computation, if parameter "Allow modification of Calculated Replenishment Levels?" is '0'.

To update replenishment levels for parts in warehouses

23. In the Part Details multiline, specify the following replenishment data: New Safety Stock, New Min/Reorder Level, New Reorder Qty and New Max. Qty,
24. In the **Update Option** group box; select check boxes of stock levels that you wish to update for the part in the warehouse.
25. Click the **Record/Update** pushbutton to save details in the replenishment document.

26. Click the **Confirm** pushbutton to approve the replenishment document.
27. Click the **Update** pushbutton to revise replenishment quantities of parts in warehouses.

To delete parts from Warehouse Planning Parameters

You can delete those parts that are seldom used and hence do not require warehouse planning parameter definition in this activity itself without visiting the Warehouse Planning Parameter activity in Storage Administration.

> *Note: The Delete pushbutton is available only for those replenishments that have attained the "Processed" status.*

28. Select the parts for which you want to remove warehouse planning parameter definition.
29. Click the **Delete** pushbutton.
30. A window appears prompting for your confirmation for deletion.
31. Select "Yes".

> *Note: On deletion, Updated? Is set to 'Deleted' for parts and no further changes are allowed in the replenishment document. If all parts in the multiline are deleted, the status of the replenishment is set to "Closed".*

To close or cancel replenishment document

32. Select the Edit/View radio button in the Manage Stock Replenishment page.
33. In the **Replenishment Info** group box, select the replenishment # of the document that you wish to close or cancel. The specified replenishment document that you wish to cancel or close appears.
34. Select **Cancel** or **Close** pushbutton.

Update shelf life

Shelf life is defined as the period for which the part can be maintained on the shelf without any deterioration of characteristics. You can update the shelf life of the parts available in the organization unit, by computing the new expiry date for the part based on the shelf life reset date and the designed shelf life of the part defined in days.

5.15.6 UPDATING SHELF LIFE OF PARTS

You can update the shelf life of the part.

1. Select the **Update Shelf Life** link under the **Stock Maintenance** business component. The **Shelf Life Update** page appears**.** *See Figure 5.46.*
2. Specify the Warehouse #, Part #, Part Description, Serial #, Lot #, Part Type, Component #, Part Category and the **Prime Part #** in the **Search Criteria** group box.

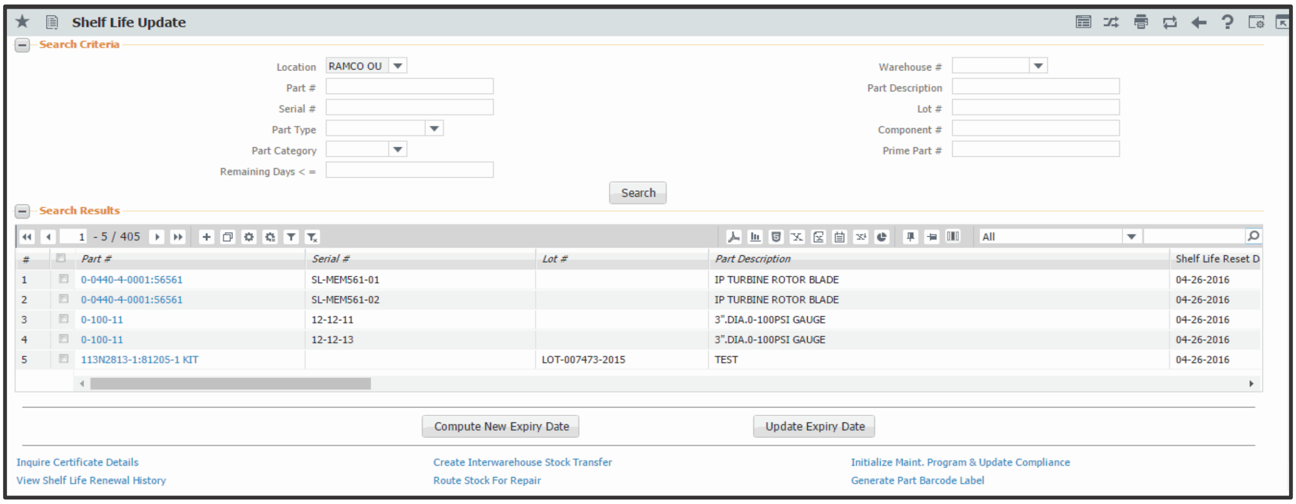


Figure 5.46 Shelf Life Update

3. Enter the remaining days for the part to get expired, in the **Remaining Days <=** field and click the **Search** pushbutton. The system displays the **Search Results** in the multiline based on the filter criteria entered.
4. Enter the Shelf Life Reset Date, New Expiry Date, Shelf Life Renewal Comments and the Ref Doc # in the multiline.

   Note: The new expiry date must be later than the current system date.

   Note: The system retrieves only those parts with "Shelf Life Extendable?" set to "Yes" in the "Part Administration" business component, and with shelf life expiry date set between the current system date and the current system date + Remaining Days <=.

5. Click the **Compute New Expiry Date** pushbutton to compute the new expiry date of the part.
6. Click the **Update Expiry Date** pushbutton to update the expiry date of the part.

To proceed further,

- Select the **Inquire Certificate Details** link to view the certificate details of the page.
- Select the **Create Interwarehouse Stock Transfer** link to transfer stock between warehouses.
- Select the **View Shelf Life Renewal History** link to view the shelf life renewal history of the parts.
- Select the **Route Stock For Repair** link to route the unserviceable parts or components to the warehouse.
- Select the **Generate Part Barcode Label** link at the bottom of the page to generate barcode label for parts selected in the **Search Results** multiline.

5.16 MAINTAINING UNIQUE IDENTIFIER

Unique Identification Marking is a part of the compliance process mandated by the United States Department of Defense. It is a permanent marking method used to give equipment the unique ID. As part of internal process and control there is a need to tag all part/serials and lots against an asset tag # for tracking inventory for defense. Such ID's and Tags are in addition to manufacturer serial/lot numbers and internally generated serial/lot ID'S. These requirements also vary based on part attributes and part value.

5.16.1 MANAGING OPTIONS FOR ADDITIONAL INFORMATION

This screen will cater to 5 identifiers, 5 user defined combos, text and date fields that can be dynamically labelled and managed.

1. Select **Manage Options for Additional Information** under the **Stock Maintenance** business component. The **Manage Options for Additional Information** page appears. *See Figure 5.47.*

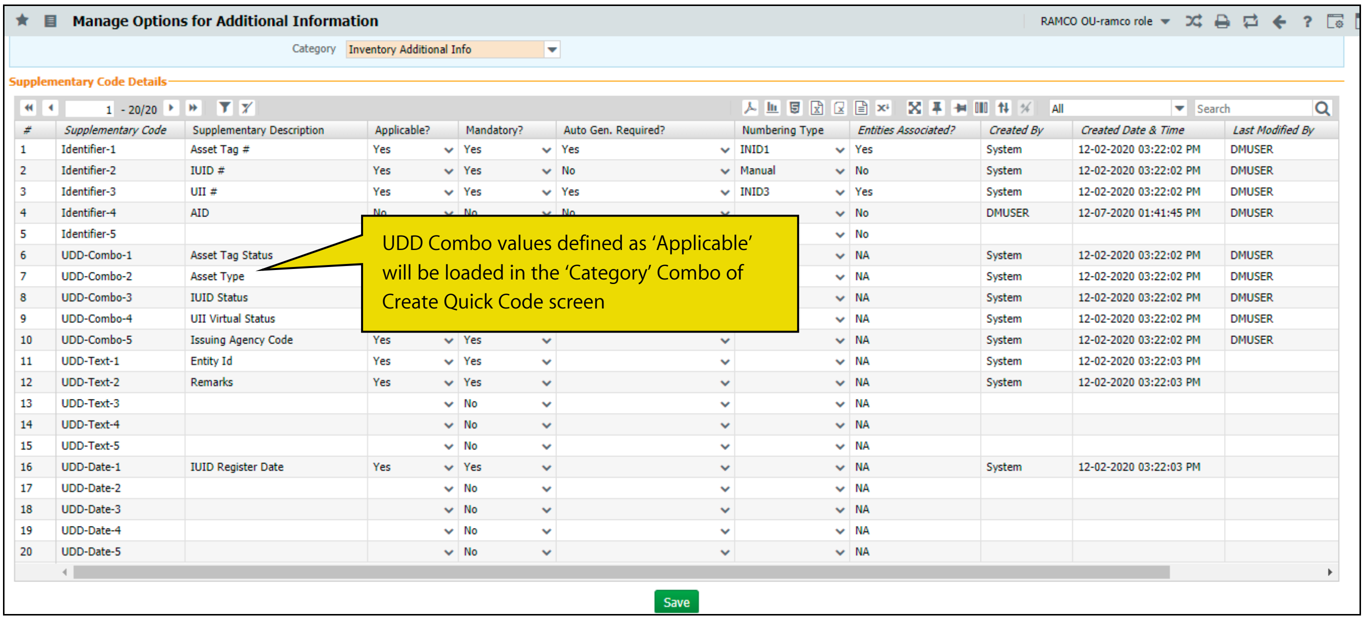


Figure 5.47 Managing Options for Additional Information

2. Use the **Category** drop-down list box to specify the category for which the Additional Inventory Information is recorded. The system lists the value "Inventory Additional Info".

In the **Supplementary Code Details** multiline,

3. Enter the Supplementary Description.
4. If the **Applicable** field is set as "Yes", then details given in the Supplementary Description will be fetched as separate columns in **Manage Additional Inventory Information** screen and the same will be reflected in **Associate Entities** and **Manage Quick Codes** screens.
5. If the Mandatory Column is set as "Yes", then Values in **Manage Additional Inventory Information** screen will be validated for the Mandatory Entry.
6. Use the **Auto Gen. Required?** drop-down list box to specify whether the Identifier # is automatically generated. The system lists the values "Yes", "No" and "Not Applicable" along with a blank value.

   Note: This field is only applicable for Identifier-1 to identifier-5.

7. Use the **Numbering Type** drop-down list box to specify the numbering Type of the Supplementary Code.
8. Click the **Save** pushbutton to record the Options for Additional Information.

To proceed further,

- Select the **Associate Entities** link to associate entities to Identifiers.
- Select the **Manage Quick Codes** link to associate quick Codes to the User Defined Details.

5.16.2 ASSOCIATING ENTITIES

1. Select the **Associate Entities** link in the **Manage Options for Additional Information** screen. The **Associate Entities** page appears. *See Figure 5.48.*

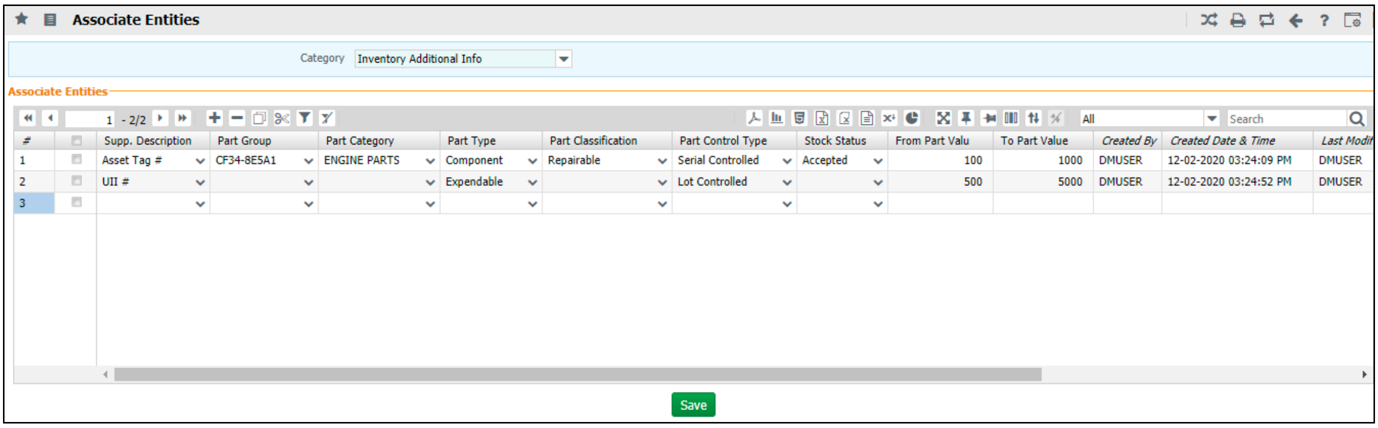


Figure 5.48 Associating Entities

2. Use the **Category** drop-down list box to specify the category for which the Entity is recorded. The system lists the value “Inventory Additional Info”.

In the **Associate Entities** multiline,

3. Use the **Supp. Description** drop-down list box to specify the supplementary description for which the entities are to be associated. The system lists all the Supplementary Descriptions for which “Applicable” is defined as “Yes” in the **Manage Options for Additional Information** screen.
4. Specify the **Part Group**, **Part Category**, **Part Type**, **Part Classification** and **Part Control Type**.
5. Enter the **From Part Value** and **To Part Value** which is allowed for the Supplementary Description Identifiers.
6. Click the **Save** pushbutton to associate entities to Identifiers.

5.16.3 MANAGING ADDITIONAL INVENTORY INFORMATION

1. Select **Manage Additional Inventory Information** under the **Stock Maintenance** business component. The **Manage Additional Inventory Information** page appears. *See Figure 5.49.*

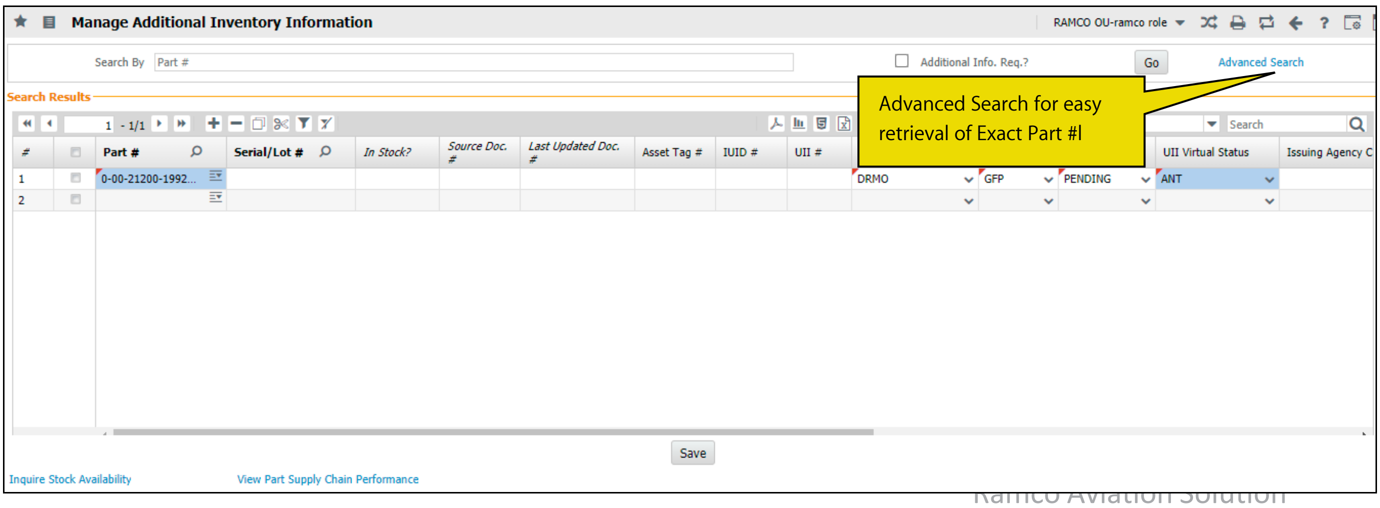


Figure 5.49 Computing replenishment parameters

2. Use the **Search By** to perform search based on the value entered.
3. Select the **Additional Info. Req?** check box toretrieve all the Parts which need Additional Information along with the already saved details .
4. Click the **Go** pushbutton to retrieve the results based on the search criteria entered.

In the **Search Results** multiline,

5. Enter the **Part # and Serial/Lot #** for which the Additional Inventory Information is recorded.
6. The Supplementary Description for which the 'Applicable' field is set as "Yes" in the "Manage Options for Additional Information" screen, will be retrieved as separate columns in this screen.
7. The **In Stock?** field indicates whether the part is available in stock or not which could be "Yes" or "No".
8. Click the **Save** pushbutton to record the additional Inventory information of the part #.

To proceed further,

- Select the Inquire Stock Availability link at the bottom of the page to view the stock availability details of a selected part in the inventory.
- Select the View Part Supply Chain Performance link at the bottom of the page to view the details of the current supply and demand scenario for a part.

6 CYCLE COUNT MANAGEMENT

Cycle Counting is the periodic counting of individual items at pre-specified intervals in a year to control and systematically improve inventory quantity accuracy. The primary purpose of Cycle Counting is "Stock Reconciliation" and "Inventory Accuracy".

Cycle Counting (CC) is the process of counting inventory items throughout the year on a "performance dependent" schedule. This inventory control method checks and controls the variation between the system inventory records and the actual inventory levels. The primary focus is on items that are more valuable (and/or items that move very frequently) with less attention given to items that are less valuable (and/or items that move less frequently). Cycle count can uncover process faults that produce inventory inaccuracies and can thus systematically improve the inventory accuracy. Update on stock quantity and status, as a result of such frequent counting mechanism, helps update the inventory valuation. It also helps reduce the stock transactional problems arising out of the discrepancy between the stock records and the stock actuals.

Cycle counting process involves the following steps:

- Preparing cycle count plan for parts
- Generating cycle count sheets

- Updating system records with the count results
- Updating current inventory accuracy
- Adjusting any discrepancy between the system stock and the physical stock.

Cycle Count Management sub process establishes a regular stock verification process through a sampling approach, which helps in reducing imbalances between system stock balances and physical stock. Figure 6.1 depicts the cycle count process.

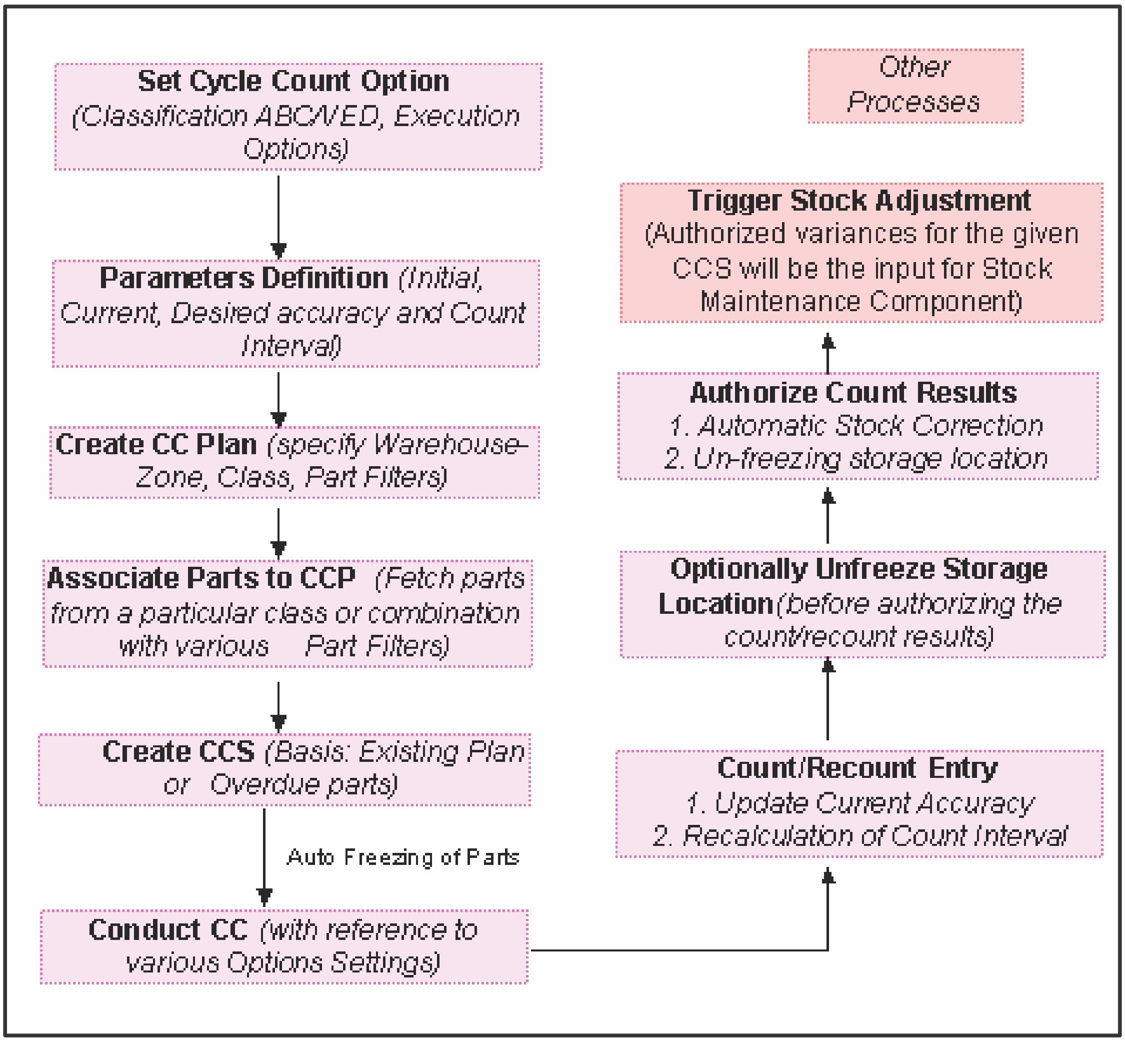


Figure 6.1 A diagrammatical representation of the Cycle Count Process

6.1 SETTING CYCLE COUNT POLICIES

You can specify various options and system parameters needed for the execution of cycle counting. You can also set user privileges for certain parameters.

6.1.1 SETTING CYCLE COUNT OPTIONS

1. Select **Set Cycle Count Options** under **Physical Inventory & Cycle Count** business component. The **Set Options for Cycle Count** page appears. *See Figure 6.2.*
2. Select the **Classification Method** for the CC plan. The system lists “ABC” and “VED” as options. In the **Tolerance Settings** multiline,
3. In the **Count Tolerance In %** field, enter the minimum adjustment tolerance level in percentage, below or equal to which no adjustment is required for the existing discrepancy.
4. In the **Recount Tolerance In %** field, enter the minimum adjustment tolerance level, below or equal to which no recounting is required for the existing discrepancy.

In the Execution Options group box,

5. Select **System Quantity Display** as “Show system quantity” or “Do not show system quantity” to indicate whether to show or hide the system quantity of parts while recording the CC count results.
6. Select “Yes” in the **Sheet Level Modification** field provided alongside, to allow the modification of the “System Quantity display” setting at the user level. Select “No” otherwise.
7. Select **Recount Mandatory** as “Required” or “Not Required”, to indicate whether recounting is mandatory or not.
8. Select “Yes” in the **Sheet Level Modification** field provided alongside, to allow the modification of the “Recount Mandatory” setting at the user level. Select “No” otherwise.
9. Use **Zero Qty Parts** field to indicate whether to “include” or “exclude” zero and **Consumption period** to indicate the consumption period of the cycle count.
10. Select the **Count Entry Mode** as “All Stock” or “Discrepant Stock” to indicate whether to enter count results for all the items or only for the discrepant items.

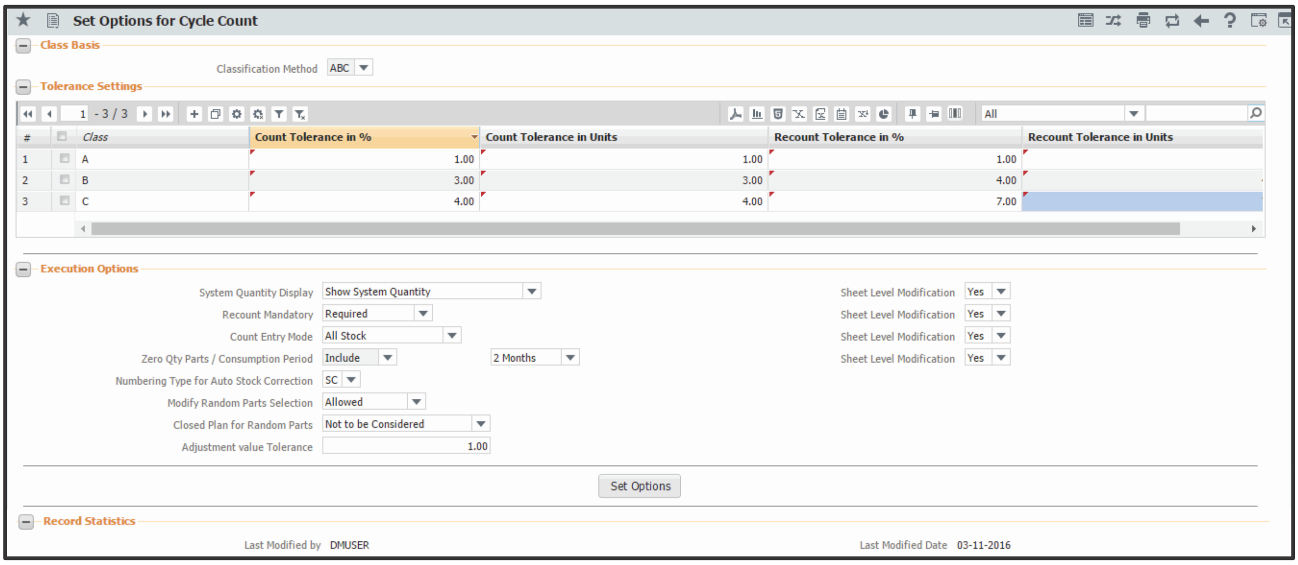


Figure 6.2 Setting cycle count options

11. Select “Yes” in the **Sheet Level Modification** field provided alongside, to allow the modification of the “Count Entry Mode” setting at the user level. Select “No” otherwise.

12. Select the Numbering Type for Auto Stock Correction transaction.
13. Set **Modify Random Parts Selection** as “Allowed” to allow the modification of parts selected randomly. Else, select “Not Allowed”.
14. Set the **Closed Plan For Random Parts** as “To be Considered” to consider the parts available in also closed plan for random selection. Else, select “Not To be Considered” to omit parts available in closed plan for random selection.
15. Enter the **Adjustment Value Tolerance**, below or equal to which adjustment is not required.
16. Click the **Set Options** pushbutton to set the cycle count options.

6.1.2 SETTING CYCLE COUNT PARAMETERS

You can set the parameters for the execution of the cycle count.

Note: Before setting execution parameters, ensure that the cycle count options are set in the “Set Cycle Count Options” activity.

1. Select **Set Cycle Count Parameters** under the **Physical Inventory & Cycle Count** business component. The **Set Cycle Count Parameters for Warehouse** page appears.
2. Enter the warehouse number directly and select the **Set Cycle Count Parameters** link provided alongside. Or, search for the warehouse and click the **Search** pushbutton. Select the hyperlinked warehouse number in the multiline.
3. The **Set Cycle Count Parameters** page appears. *See Figure 6.3.*

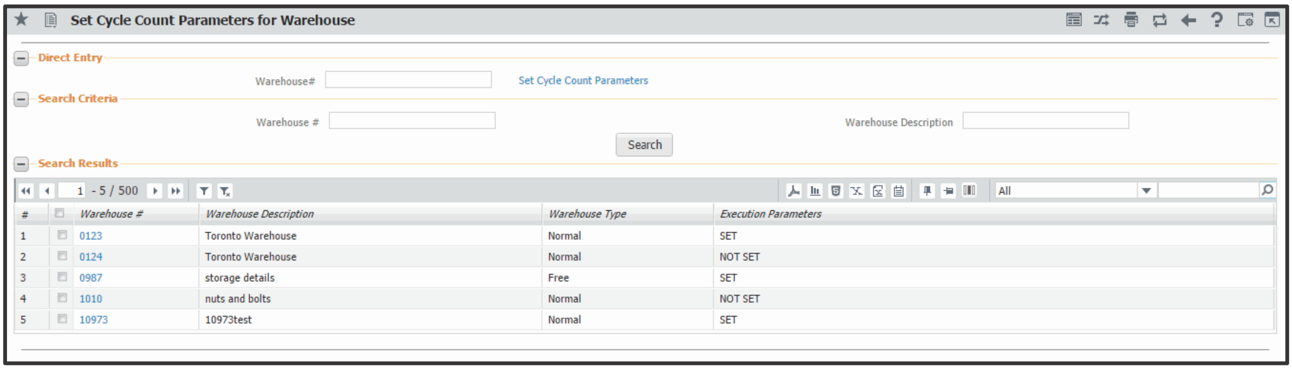


Figure 6.3 Setting cycle count parameters

4. Enter the Initial Accuracy (%) and Desired Accuracy (%) for the item.

Note: For the first cycle count, you need to specify the initial accuracy. For subsequent cycle counts, the system updates the current accuracy.

5. Enter the number of days after which the cycle count must be repeated for the item of the specified class, in the **Count Interval (Days)** field.
6. Click the **Compute Count Interval** pushbutton, to calculate the count interval.

Note: Based on the desired accuracy percentage, the system calculates the count interval.

7. Click the **Set Parameters** pushbutton, to store the cycle count parameters for the warehouse.

6.2 GENERATING CYCLE COUNT PLAN

Cycle Counting is the method used by organizations for stock verification with a goal to maintain the minimum level of discrepancy between the system and the actual physical stock. A cycle count plan is generated, so that an attempt is made to cover all parts at least once a year, for cycle counting. The primary focus is on items that are more valuable and move more frequently.

6.2.1 DEFINING THE QUICK CODES

Quick codes are user-defined values, used to categorize or group physical inventory and cycle count plans. These quick codes are later used in the process of retrieving or addressing the details by referring to the attached quick code.

For example, the quick code type “Plan Category” can contain quick codes such as “High Value Parts”, ”Medium Value Parts”, ”Low Value Parts” and so on.

1. Select **Create Quick Code** under the **Physical Inventory and Cycle Count** business component. The **Create Quick Codes** page appears. *See Figure 6.4.*

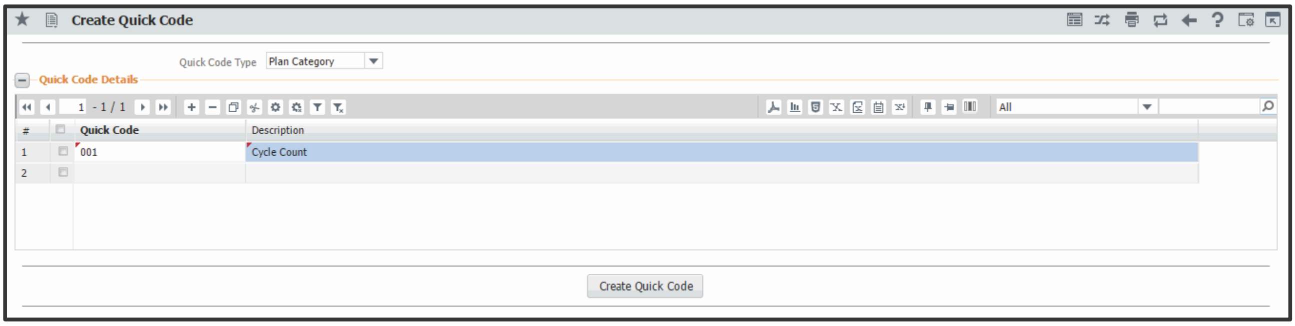


Figure 6.4 Creating quick codes

2. Select the **Quick Code Type** for which the quick code values must be defined. The system lists the options “Plan Category”, “Plan Group” and “User Status”.
3. Enter unique quick codes for the selected type, in the **Quick Code** field.
4. Enter the **Description** for the quick code.
5. Click the **Create Quick Codes** pushbutton.

Note: The system assigns the “Active” status to the quick codes entered in the multiline.

6.2.2 CREATING CYCLE COUNT PLAN

You can create a cycle count plan for a specific warehouse – zone – bin combination You can define the attributes of the cycle count plan and associate parts to the cycle count plan. Further, you can view the count interval details and associate the bins to the cycle count plan if the ‘CC Plan Level’ is “Warehouse-Zone-Bin" only.

Note: You can generate a cycle count plan only for those parts for which the user defined stock status “Mapping?” is set as “Yes” for the transaction “Cycle Counting”, in the “Create User Defined Stock Status” activity of the “User Defined Stock Status” business component.

1. Select **Create Cycle Count Plan** under the **Physical Inventory & Cycle Count** business component. The **Create Cycle Count Plan** page appears. *See Figure 6.5.*

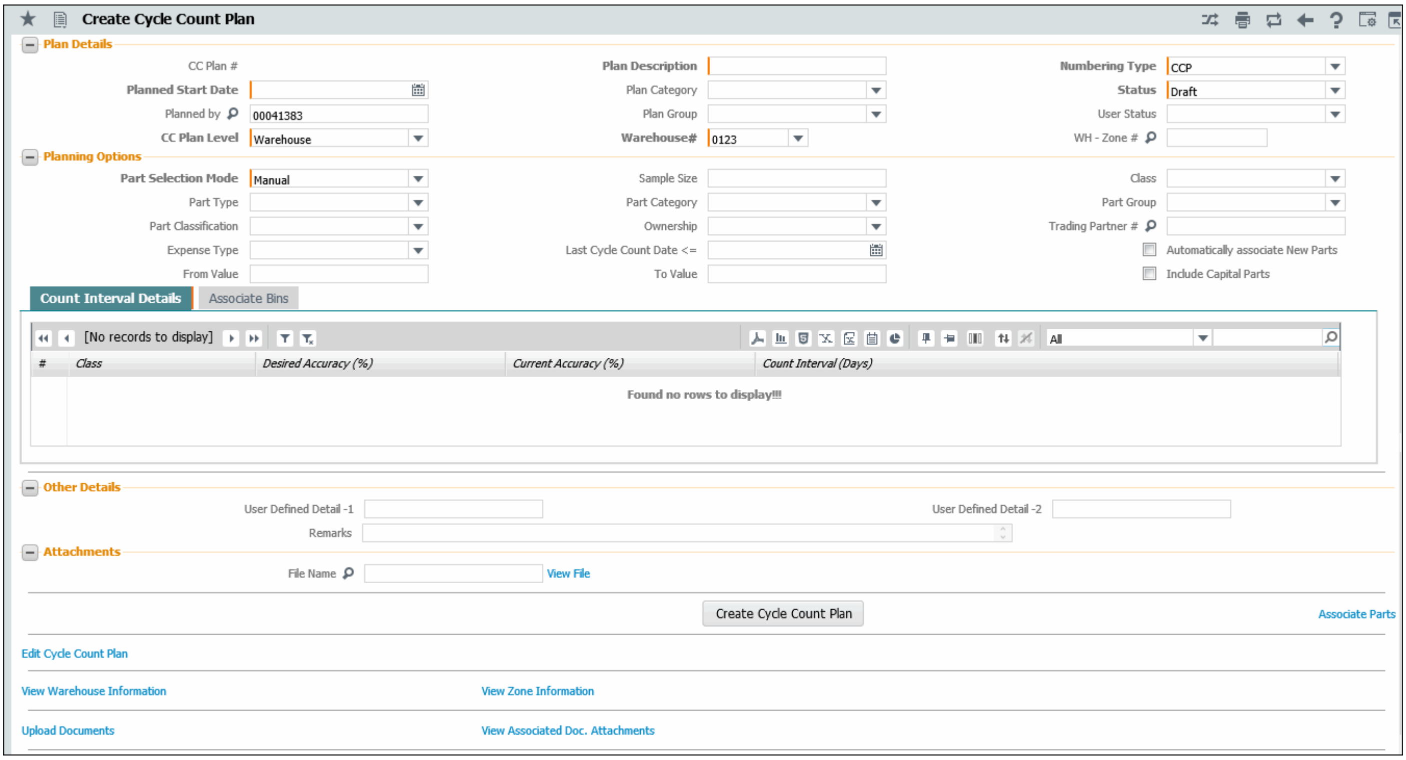


Figure 6.5 Creating cycle count plan

2. Select the **Numbering Type** for generating the CC plan number automatically.

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

3. Enter the textual description of the plan in the **Plan Description** field.
4. Select the **Status** of the CC plan. The system displays the options "Draft" and "Fresh".

   Note: Set the status as "Fresh", only when the data entry is complete and the cycle count plan is ready for authorization.

5. Enter the starting date of the cycle count plan in the **Planned Start Date** field.
6. Select the **CC Plan Level** as "Warehouse", "Warehouse-Zone" or "Warehouse-Zone-Bin" to specify the storage level for which the cycle count plan must be generated.

   Note: If the storage type of the warehouse is "Free", then the "CC Plan Level" cannot be set to "Warehouse- Zone" or "Warehouse-Zone-Bin". 2) You must specify the bin or bins that must be associated to the CC plan in the "Associate Bins" tab only if the CC plan level is "Warehouse-Zone-Bin".

7. Select the **Warehouse #** for which the cycle count plan is generated.

   Note: If the CC Plan Level is 'Warehouse', the system will include only specific parts under the CC plan for the selected warehouse. These specific parts refer to those for which the stock status is mapped to the attribute type 'Cycle Count', as defined in the "User Defined Stock Status" business component.

8. Specify WH-Zone # in which the items on which the cycle count must be executed are stored.
9. Select the Class, Part Category, Part Type, Part Group and Part Classification of the item for which the CC plan is generated, in the Planning Options group box.

10. Set the **Part Selection Mode** as “Manual” if the part is to be selected manually from the warehouse for cycle count plan generation. Else, select “Random”, if the part is to be selected randomly from the warehouse for cycle count plan generation.
11. Enter the **Sample Size** specifying the number of various parts to be considered for random selection from the warehouse.

    Note: The sample size entered will be ignored, if the part selection mode is set to “Manual”.

12. Enter the **From Value** and **To Value** to specify the starting and the ending range value of the parts.

    Note: Ensure that the To Value entered here is a positive value, and starts from 1. The value entered must be greater than the “From Value”.

    Note: The system considers the ‘From Value’ and ‘To Value’ only if the part selection mode is “Manual”. If the part selection mode is ‘Random,’ the system will ignore the values entered.

13. Enter the **Ownership** to specify the ownership of the parts to be included and the **Trading Partner #** to specify the trading partner of the cycle count plan.
14. Enter the **Last Cycle Count Date <=** to specify the date on which earlier cycle count plans were closed. The earlier dates to the date entered in this field will also be considered, for retrieval of information.
15. Select the **Automatically associate New Parts** checkbox to automatically include in the CC plan those parts available in the warehouse/zone/bin that are not associated with the CC plan.
16. Select the **Include Capital Parts** to include parts with expense type ‘Capital’ in the CC plan.

    Note: The system includes the Capital parts in the CC Plan on selection of this checkbox even if you have specified the From Value and To Value fields.

17. The system displays the Class, Desired Accuracy (%), Current Accuracy (%) and Count Interval (Days) of the part class, as defined in the Set Cycle Count Parameters activity.
18. Select the **Count Interval Details** tab to know count interval details for the CC plan.
19. Select the **Associated Bins** tab to associate specific bins in the zone to the CC Plan.
20. In the “Attachment” group box, specify the reference document for the cycle count plan.
21. Click the **Create Cycle Count Plan** pushbutton, to create the cycle count plan.

View Count Interval Details

You can view the count interval details for the CC plan in this tab. See Figure 6.5.

Associating specific bins to CC Plan

22. Select the **Associate Bins** tab in the **Create CC Plan** page. See Figure 6.5a

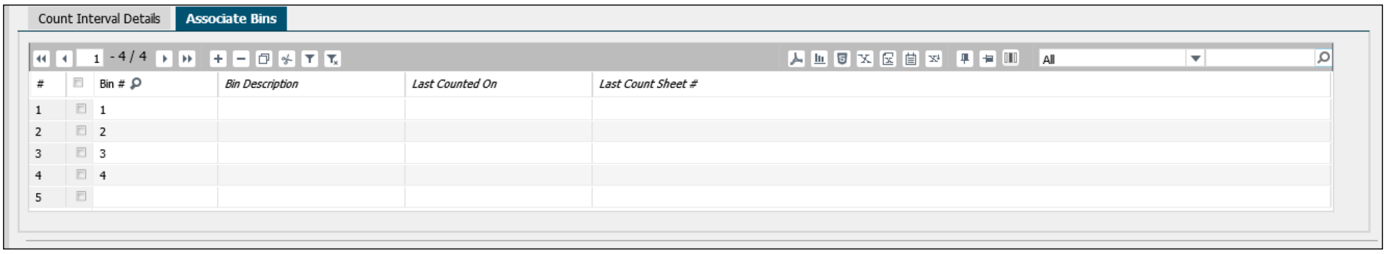


Figure 6.5a Creating cycle count plan

23. In the multiline, enter Bin # in the zone-warehouse that you want to associate with the CC plan. The bin # is mandatory, if CC Plan Level is selected as ‘Warehouse-Zone-Bin’

To provide further details,

- Select the **Associate Parts** link to associate parts to the cycle count plan.
- Select the **Edit Cycle Count Plan** link to modify the details of the CC plan.
- Select the **View Warehouse Information** link to view the warehouse information.
- Select the **View Zone Information** link to view the zone information.
- Select the Upload Documents link to upload the documents against the cycle count plan.
- Select the View Associated Doc. Attachments link to view the associated document attachments against the cycle count plan.

Associating parts to a cycle count plan

You can select and associate only those parts, which are not included in any other CC plan.

1. Select the Associate Parts link in the Edit Cycle Count Plan page or Create Cycle Count Plan page. The Associate **Parts to Cycle Count Plan** page appears. *See Figure 6.6.*
2. The details of the CC plan and the planning options are displayed from the **Create Cycle Count Plan** page.
3. Click the **Get Uncovered parts** pushbutton to retrieve the details of the parts that are not covered in the plan.

   Note: The system retrieves the parts which are not included in any other plan and for which the user defined stock status "Mapping?" is set as "Yes" for the transaction "Cycle Counting", in the "Create User Defined Stock Status" activity of the "User Defined Stock Status" business component.

The part details are displayed in the **Part Information** multiline.

4. Click the **Previous** pushbutton, to retrieve the set of parts existing prior to the set of records currently displayed.

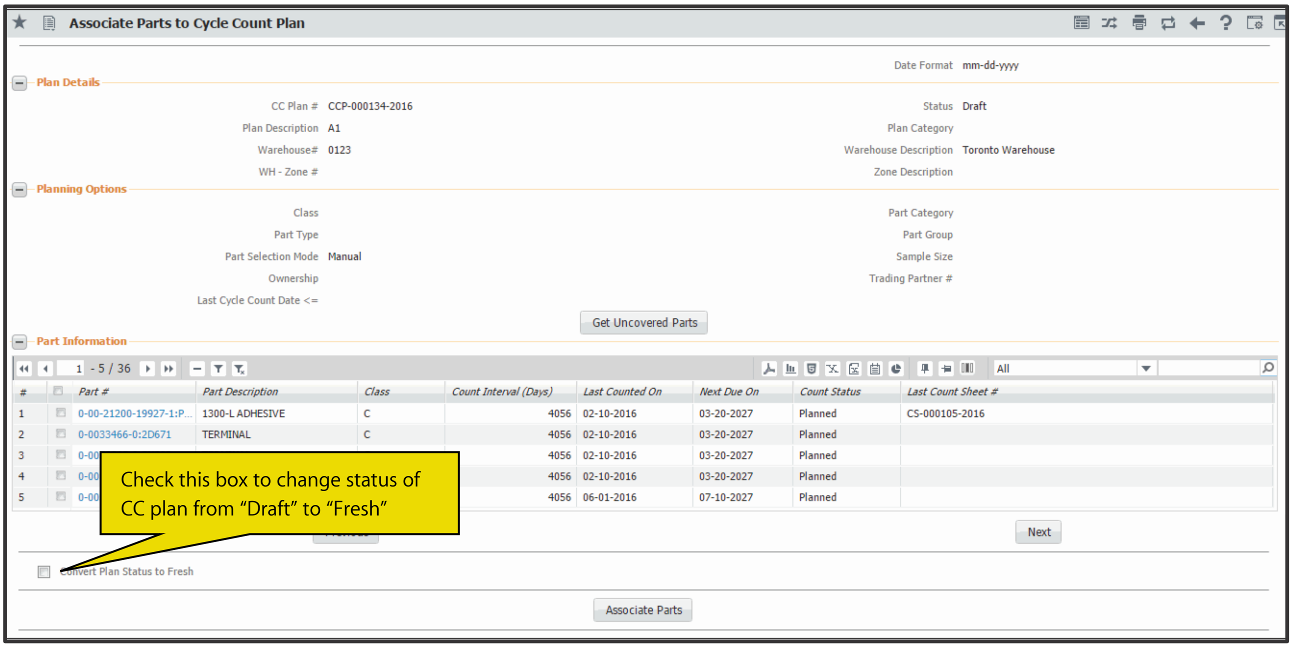


Figure 6.6 Associating parts to a cycle count plan

5. Click the "**Next**" pushbutton, to retrieve the set of parts existing next to the set of records currently displayed.

   Note: For example there could be 200 records, and records 1-100 are currently displayed in the multiline. When you click the "Next" pushbutton, the system displays the next set of records in the multiline; in other words, records 101-200.

- *Similarly, records 101-200 could be currently displayed in the multiline. When you click the "Previous" pushbutton, the system displays the previous set of records in the multiline; in other words, records 1-100.*
- *The system displays an error message on clicking the "Previous" or "Next" pushbuttons, when no set of records prior and next to the set of records currently displayed exists.*

6. Check the box in the **Select** column of the multiline, to select the parts for associating to the CC plan.
7. Click the **Associate Parts** pushbutton, to add the selected parts to the CC plan.

6.2.3 CREATING BULK CYCLE COUNT PLAN

This page provides the ability to create a Cycle Count Plans in Bulk for multiple warehouses at different CC Plan Levels. Also, ability to associate parts in Cycle Count Plan based on cumulative % of Inventory value has been provided.

1. Select **Create Bulk Cycle Count Plan** under the **Physical Inventory & Cycle Count** business component. The **Create Bulk Cycle Count Plan** page appears. *See Figure 6.16.*

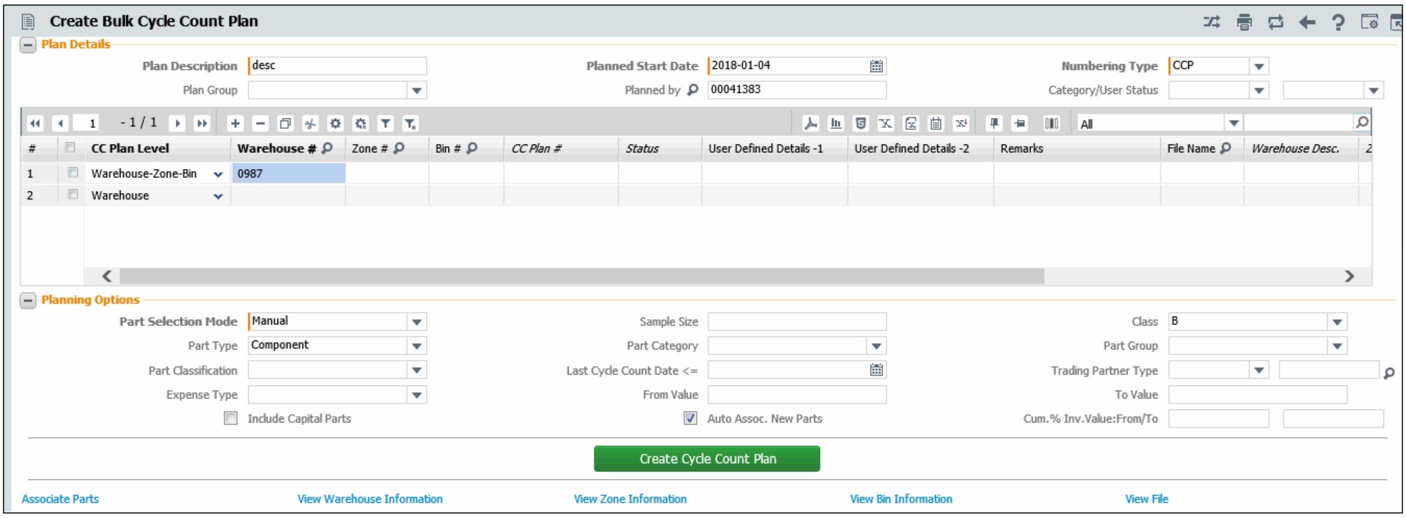


Figure 6.16 Creating Bulk cycle count plan

2. Enter the textual description of the plan in the **Plan Description** field.
3. Enter the starting date of the cycle count plan in the **Planned Start Date** field.
4. Select the **Numbering Type** for generating the CC plan number automatically.

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

5. Select the **CC Plan Level** as "Warehouse", "Warehouse-Zone" or "Warehouse-Zone-Bin" to specify the storage level for which the cycle count plan must be generated.

   - *Note: If the storage type of the warehouse is "Free", then the "CC Plan Level" cannot be set to "Warehouse- Zone" or "Warehouse-Zone-Bin". 2) You must specify the bin or bins that must be associated to the CC plan in the "Associate Bins" tab only if the CC plan level is "Warehouse-Zone-Bin".*

6. Select the **Warehouse #** for which the cycle count plan is generated.

   - *Note: If the CC Plan Level is 'Warehouse', the system will include only specific parts under the CC plan for the selected warehouse. These specific parts refer to those for which the stock status is mapped to the attribute type 'Cycle Count', as defined in the "User Defined Stock Status" business component.*

7. Specify **Zone #** and **Bin #** in which the items on which the cycle count must be executed are stored.

In the Planning Options group box,

8. Set the **Part Selection Mode** as "Manual" if the part is to be selected manually from the warehouse for cycle count plan generation. Else, select "Random", if the part is to be selected randomly from the warehouse for cycle count plan generation.
9. Enter the **Sample Size** specifying the number of various parts to be considered for random selection from the warehouse.

   Note: The sample size entered will be ignored, if the part selection mode is set to "Manual".

10. Enter the **From Value** and **To Value** to specify the starting and the ending range value of the parts.

    Note: Ensure that the 'To Value' entered here is a positive value, and starts from 1. The value entered must be greater than the "From Value".

    Note: The system considers the 'From Value' and 'To Value' only if the part selection mode is "Manual". If the part selection mode is 'Random,' the system will ignore the values entered.

11. Enter the **Last Cycle Count Date <=** to specify the date on which earlier cycle count plans were closed. The earlier dates to the date entered in this field will also be considered, for retrieval of information.
12. Select the **Automatically associate New Parts** checkbox to automatically include in the CC plan those parts available in the warehouse/zone/bin that are not associated with the CC plan.
13. Select the **Include Capital Parts** checkbox to include parts with expense type 'Capital' in the CC plan.

    Note: The system includes the Capital parts in the CC Plan on selection of this checkbox even if you have specified the From Value and To Value fields.

14. Enter the **Cum. % Inv. Value From** and **Cum. % Inv. Value To** to specify the starting and the ending range value of the cumulative percentage inventory value for the part in a particular warehouse-Zone-Bin.
15. Click the **Create Cycle Count Plan** pushbutton, to create the cycle count plan.

    Note: On creation of Cycle Count Plan, the system sets the status of the documents to "Draft". Also, an offline scheduler (background activity) begins to associate parts to each of the CC plan created based on the CC Plan Level and Planning Options. On successful completion of the process, system would update the status of the documents as 'Fresh', if there is no error encountered in the offline process. Else the status would still continue to remain in 'Draft' status.

To provide further details,

- Select the **Associate Parts** link to associate parts to the cycle count plan.
- Select the **View Warehouse Information** link to view the warehouse information.
- Select the **View Zone Information** link to view the zone information.
- Select the **View Bin Information** link to view the bin information.
- Select the **View File** link to view the file associated to the cycle count plan.

6.3 AUTHORIZING CYCLE COUNT PLAN

You can authorize a CC plan, which is in the “Fresh” status. The cycle count plan becomes active, only after authorization.

You can also cancel a CC plan, which is in the “Draft” or “Fresh” status. However, you cannot cancel a CC plan for which the CC sheet is generated. On cancellation, the status is changed to “Cancelled”.

1. Select **Authorize Cycle Count Plan** under the **Physical Inventory & Cycle Count** business component. The **Authorize Cycle Count Plan** page appears. *See Figure 6.7.*

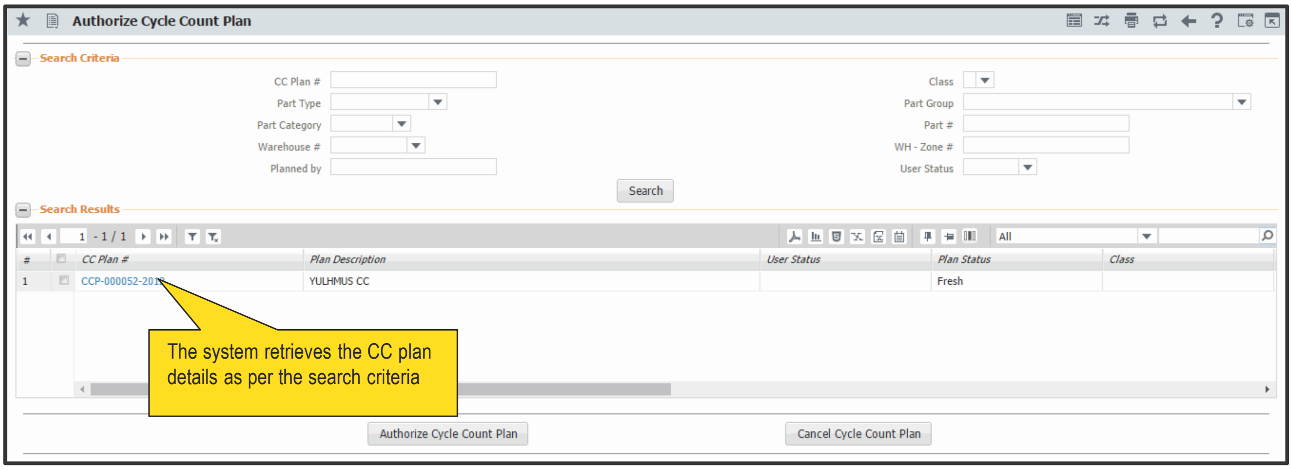


Figure 6.7 Authorizing a CC plan

2. Search for the CC plans to be authorized or cancelled, and click the **Search** pushbutton.
3. In the **Search Results** multiline, select the CC plan number to be authorized or cancelled.
4. Click the **Authorize Cycle Count Plan** pushbutton, to authorize the selected CC plan.

   Note: Cycle count sheets can be generated only from an “Authorized” plan.

5. Click the **Cancel Cycle Count Plan** pushbutton, to cancel the selected CC plan.

   Note: You cannot cancel a CC plan for which the CC sheet is already generated.

6.4 GENERATING CYCLE COUNT SHEETS

The printed Cycle Count Sheet (CCS) is a physical document listing items to be counted and their location in the warehouse. CCS can be generated on ‘Plan Basis’, in which case, all the parts associated with this CCS are from a CC plan. CCS can also be generated on ‘Overdue basis’, in which case the parts associated with this sheet can belong to more than one plan in the same warehouse based on certain overdue date.

6.4.1 CREATING A CYCLE COUNT SHEET ON PLAN BASIS

You can create CC sheet on “Plan Basis”, in which all the parts associated with the CC sheet are from the selected CC plan.

1. Select **Create Cycle Count Sheet On Plan Basis** under the **Physical Inventory & Cycle Count** business component. The **Select Cycle Count Plan** page appears.
2. Enter the CC plan number directly and select the **Create Sheet On Plan Basis** link provided alongside. Or, search for the CC plan and click the **Search** pushbutton. Select the hyperlinked CC plan number in the multiline.
3. The Create Cycle Count Sheet On Plan Basis page appears. *See Figure 6.8.*
4. Select the **Numbering Type** for generating the CC sheet number automatically.

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

5. Enter the textual description of the CC sheet in the **Sheet Description** field.
6. Enter the date on which the cycle counting is due for the part, in the **OverDue Date** field.

   Note: The overdue date for cycle counting is mandatory for the part, if the process parameter “OverDue Date for cycle count sheet based on plan” is set as ‘1’ in the “Set Inventory Process Parameter” activity of the Logistics Common Master component. In addition, the system sets the overdue date to the current system date by default, if this process parameter is set as ‘1’. Conversely, if this process parameter is set as ‘0’, the overdue date field becomes a non-mandatory field.

The system displays the warehouse details.

7. Select the **System Quantity Display** as “Show system quantity” or “Do not show system quantity”, to indicate whether to show or hide the system quantity of parts while entering the count results.

   Note: The system displays both the options only if the “Sheet level Modification” option setting in the “Set Cycle Count Options” activity is set to “Yes”. Otherwise, the system sets the field to the option selected in the “System Quantity Display” field of the “Set Cycle Count Options” activity.

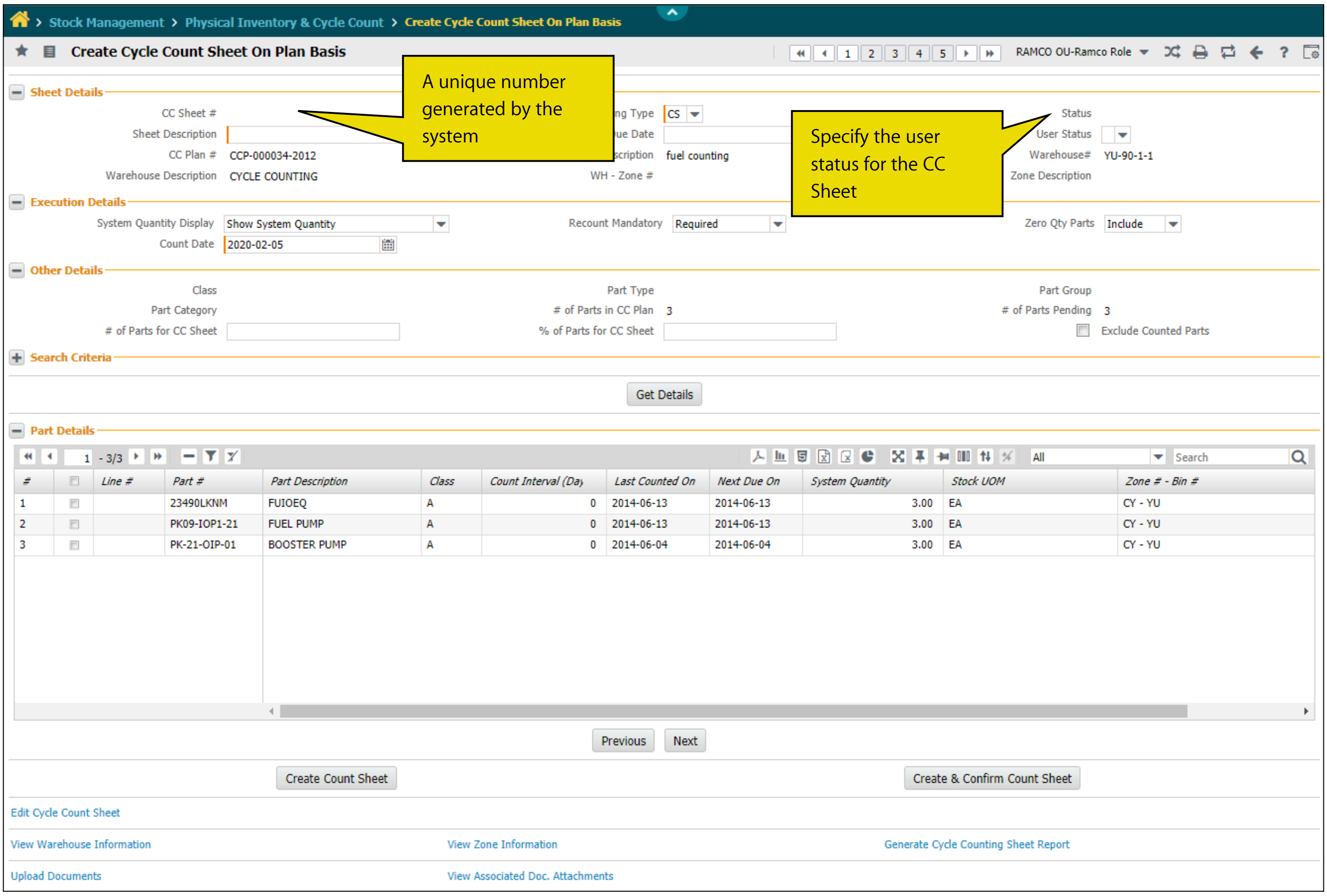


Figure 6.8 Creating cycle count sheet on plan basis

8. Select **Recount Mandatory** as “Required” or “Not Required”, to indicate whether recount is mandatory.

   Note: The system displays both the options only if the “Sheet level Modification” option setting in the “Set Cycle Count Options” activity is set as “Yes”. Otherwise, the system sets this field to the option selected in the “Recount Mandatory” field of the “Set Cycle Count Options” activity.

9. Enter the date on which the cycle counting is done for the parts, in the **Count Date** field.
10. Use the **Zero Qty Parts** field to specify whether to “include” or “exclude” zero quantity stock in cycle counting.

    Note: The system displays both the options only if the “Sheet level Modification” option setting in the “Set Cycle Count Options” activity is set as “Yes”. Otherwise, the system sets the field to the option selected in the “Zero Qty Parts” field of the “Set Cycle Count Options” activity.

11. The system displays the Class, Part Type, Part Group and Part Category in the Other Details group box.
12. Enter the **% of Parts for CC Sheet** for cycle counting.
13. Select the **Exclude Counted Parts** checkbox to exclude the counted parts from the CC Plan.
14. Enter the **Zone #** and **Bin #** in the **Search Criteria** group box.
15. Click the **Get Details** pushbutton, to retrieve the parts you wish to include in the CC sheet, in the multiline. The system retrieves those parts that satisfy the specified criteria from the cycle count plan.
16. Select the line number of the part for which count sheet has to be generated, in the **Part Details** multiline.
17. Click the “**Previous**” pushbutton, to retrieve the set of parts existing prior to the set of records currently displayed.
18. Click the “**Next**” pushbutton, to retrieve the set of parts existing next to the set of records currently displayed.

- *Note: For example there could be 200 records, and records 1-100 are currently displayed in the multiline. When you click the "Next" pushbutton, the system displays the next set of records in the multiline; in other words, records 101-200.*
- *Note: Similarly, records 101-200 could be currently displayed in the multiline. When you click the "Previous" pushbutton, the system displays the previous set of records in the multiline; in other words, records 1-100.*
- *Note: The system displays an error message on clicking the "Previous" or "Next" pushbuttons, when no set of records prior and next to the set of records currently displayed exists.*

19. Click the **Create Count Sheet** pushbutton, to create the cycle count sheet.
20. Click the **Create & Confirm Count Sheet** pushbutton to create and confirm the created cycle count sheet.

- *Note: The parts which are included as part of the cycle count sheet will be automatically "frozen" in their respective storage areas on confirmation of the sheet.*

To provide further details,

- Select the **Edit Cycle Count Sheet** link to modify the details of the CC sheet.
- Select the **View Warehouse Information** link to view the warehouse information.
- Select the **View Zone Information** link to view the zone information.
- Select the Upload Documents link to upload the documents against the cycle count sheet.
- Select the View Associated Doc. Attachments link to view the associated document attachments against the cycle count sheet.

6.4.2 CREATING A CYCLE COUNT SHEET ON OVERDUE BASIS

You can create a CC sheet on "Overdue Basis", in which the parts associated with the sheet can belong to more than one plan in the same warehouse based on certain overdue date.

1. Select **Create Cycle Count Sheet On OverDue Basis** under the **Physical Inventory & Cycle Count** business component. The **Create Cycle Count Sheet On Overdue Basis** page appears. *See Figure 6.9.*
2. Select the **Numbering Type** for generating the CC sheet number automatically.

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

3. Enter the textual description of the CC sheet in the **Sheet Description** field.
4. Select the **Status** of the CC Sheet.
5. Enter the **Warehouse#**.
6. Enter the date on which the cycle counting is due for the part, in the **Overdue Date** field.
7. Select the **System Quantity Display** as "Show system quantity" or "Do not show system quantity", to indicate whether to show or hide the system quantity of parts while entering the count results.

- *Note: The system displays both the options only if the "Sheet level Modification" option setting in the "Set Cycle Count Options" activity is set to "Yes". Otherwise, the system sets the field to the option selected in the "System Quantity Display" field of the "Set Cycle Count Options" activity.*

8. Select **Recount Mandatory** as "Required" or "Not Required" to indicate whether recount is mandatory.

Note: *The system displays both the options only if the "Sheet level Modification" option setting in the "Set Cycle Count Options" activity is set as "Yes". Otherwise, the system sets this field to the option selected in the "Recount Mandatory" field of the "Set Cycle Count Options" activity.*

9. Enter the date on which the cycle counting is done for the parts, in the **Count Date** field.

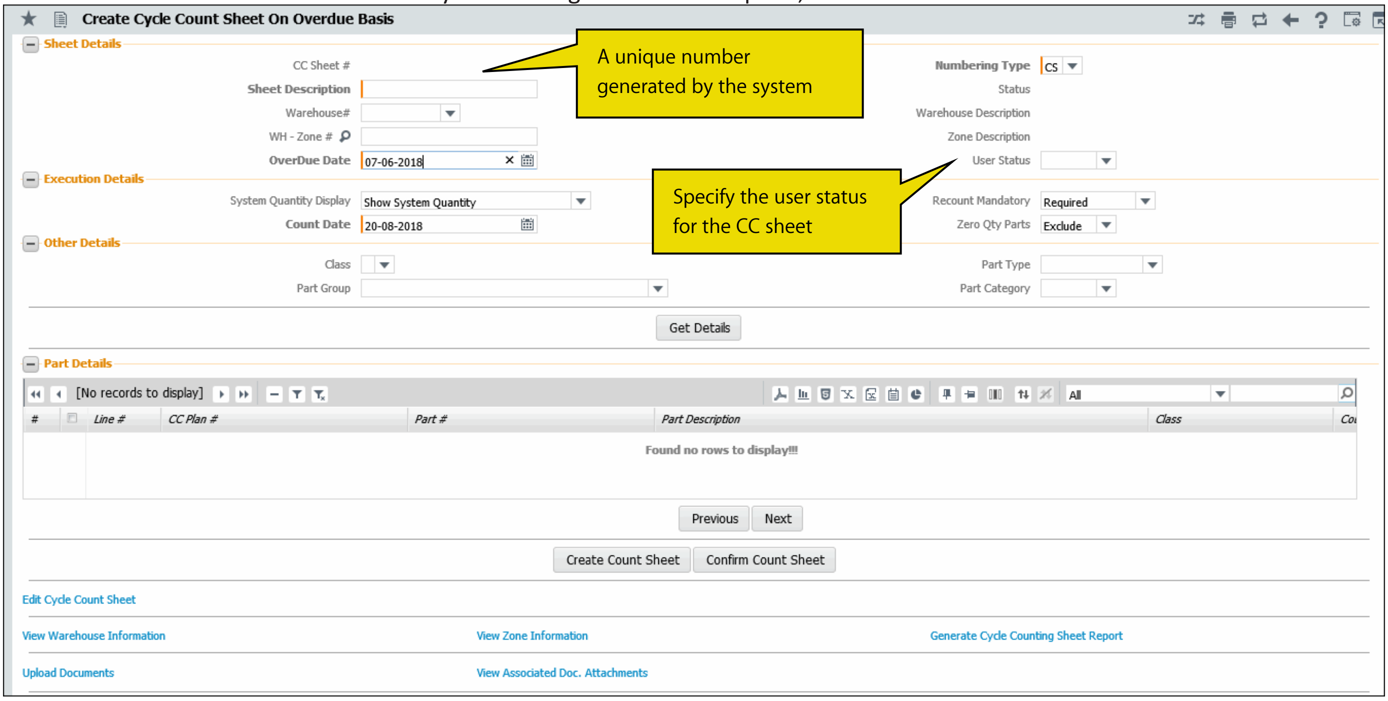


Figure 6.9 Creating CC sheet on overdue basis

10. Use the **Zero Qty Parts** to specify whether to "include" or "exclude" zero quantity stock in cycle counting.

Note: *The system displays both the options only if the "Sheet level Modification" option setting in the "Set Cycle Count Options" activity is set as "Yes". Otherwise, the system sets the field to the option selected in the "Zero Qty Parts" field of the "Set Cycle Count Options" activity.*

11. Select the Class, Part Type, Part Group and Part Category in the Other Details group box.
12. Click the **Get Details** pushbutton, to retrieve the part details in the multiline.
13. Select the line number of the part for which count sheet has to be generated, in the **Part Details** multiline.
14. Click the **Previous** pushbutton, to retrieve the set of parts existing prior to the set of records currently displayed.
15. Click the **Next** pushbutton, to retrieve the set of parts existing next to the set of records currently displayed.

Note: *For example there could be 200 records, and records 1-100 are currently displayed in the multiline. When you click the "Next" pushbutton, the system displays the next set of records in the multiline; in other words, records 101-200.*

Similarly, records 101-200 could be currently displayed in the multiline. When you click "Previous" pushbutton, the system displays previous set of records in the multiline; in other words, records 1-100.

The system displays an error message on clicking the "Previous" or "Next" pushbuttons, when no set of records prior and next to the set of records currently displayed exists.

16. Click the **Create Count Sheet** pushbutton, to create the cycle count sheet.
17. Click the **Confirm Count Sheet** pushbutton, to confirm the cycle count sheet.

To provide further details,

- Select the **Edit Cycle Count Sheet** link to modify the details of the CC sheet.
- Select the Upload Documents link to upload the documents against the cycle count sheet.
- Select the View Associated Doc. Attachments link to view the associated document attachments against the cycle count sheet.

6.5 FREEZING STORAGE AREA

The system automatically freezes the parts in the warehouse, once the cycle count sheet is confirmed. Further transactions are not possible on these items, till reconciliation is completed (by means of authorizing the count results) or the parts are unfrozen.

You can unfreeze items in the “Unfreeze Parts” activity as soon as the count results are entered in the system and confirmed. This feature is dependent on an option setting wherein the ‘Recount’ is made mandatory. Thus, if recount is mandatory, then unfreezing of parts can be done only after confirming recount results. If recount is not mandatory, unfreezing can be done as soon as the count results are confirmed.

6.6 COUNTING STOCK AND RECORDING CYCLE COUNT RESULTS

You can enter the count results for the cycle count sheets, which are in the "Confirmed" or "Partially Counted" status, after the physical counting (of stock) process is completed. You can also enter details such as the serial and lot number of the new part and the stock status details.

1. Select **Enter Cycle Count Results** under the **Physical Inventory & Cycle Count** business component. The **Select Cycle Count Sheet** page appears.
2. Enter the CC sheet number directly and select the **Enter Count Results** link provided alongside. Or, search for the CC sheet and click the **Search** pushbutton. Select the hyperlinked CC sheet number in the multiline. The **Record Count / Recount Results for Cycle Count** page appears. *See Figure 6.10.*

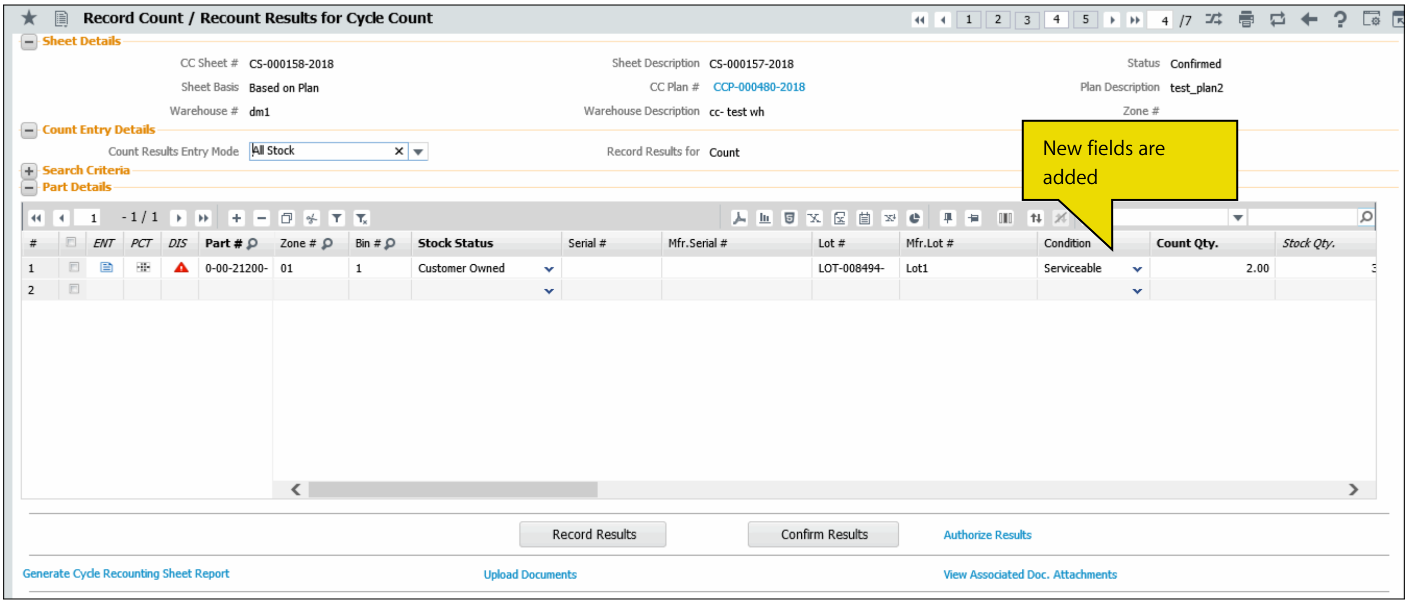


Figure 6.10 Entering cycle count results

The system displays the selected **CC** sheet details.

3. In the **Count Entry Details** group box, use the **Count Results Entry Mode drop-down list box to indicate whether you wish to record** count or recount *results for al*l or some parts in the CC sheet. The drop-down list box may display All Stock and Discrepant Stock or either of these based on the option "Count Entry Mode" defined in the Set Options for Cycle Count activity. If Count Entry Mode is set as All Stock or Discrepant Stock and Sheet Level Modification for Count Entry Mode is Yes, the drop-down will display both All Stock and Discrepant Stock. However, if the Sheet Level Modification is set as No, the selected value in the Count Entry Mode will be the sole option available to the user in this field. For example, if Count Enter Mode is All Stock in the Set Options activity, "'All Stock" appears in the drop- down list box.

The **Record Results for** field indicates whether you are to record count or recount results for parts in the CC sheet.

In the Part Details multiline, enter the following details of the part for which you wish to record count/recount results:

4. The **Part #** and, **Zone #** and **Bin #** in which the part is stored.
5. Use the **Stock Status** drop-down list box to select the stock status of the part,
6. The Serial #, Mfr. Serial #, Lot #, Mfr. Lot # of the part.
7. Use the **Condition** drop-down list box to select the condition of the part.

8. The **Count Qty.** of physical stock of the part in the warehouse-zone-bin.
9. Use the **Reason-Qty Mismatch** drop-down list box to indicate the cause of disparity in count quantity and stock quantity of the part.
10. The employee code of the person who performed the counting/recounting of parts in the **Counted by** field.
11. The **Date of Counting** the stock of the counted part.
12. The **Change in Stock Qty.?** displays whether there is a change in the quantity of stock which could be “Yes” or “No”.
13. The **Verified?** Checkbox indicates whether the cycle counting is done or not.
14. Use the **Certificate Type** drop-down list box to select the certificate type for the Part # - Serial # / Lot # combination counted in the cycle count sheet.
15. The Certificate # and Certificate Date of the part.
16. The **Expiry Date** of the part.
17. Use the **Trading Partner Type** drop-down list box to select the type of the trading partner for the regular purchase. The drop-down list box displays Customer and Supplier.
18. The **Trading Partner #** of the supplier or customer from whom the part is procured.
19. Click the **Record Results** pushbutton.
20. Click the **Confirm Results** pushbutton approve count/recount results of parts.

Note: For serial number-controlled and / or lot number-controlled parts, certificate and parameter information must be updated, before confirming count results.

To proceed

- Click the **Authorize Results** link to save count/recount results of parts.
- Select the Upload Documents link at the bottom of the page to upload the documents.
- Select the View Associated Doc. Attachments link at the bottom of the page to view the associated document attachments

6.7 RECOUNTING STOCK AND RECORDING RECOUNTED RESULTS

After the physical recounting (of stock) process, you can enter the recount results for the cycle count sheets, which are in" Pending Recount" or "Partially Recounted" status.

1. Select Enter Recount Results for Cycle Count under the Physical Inventory & Cycle Count business component. The **Select Cycle Count Sheet** page appears.
2. Enter the CC sheet number directly and select the **Enter Recount Results** link provided alongside. Or, search for the CC plan and click the **Search** pushbutton. Select the hyperlinked CC sheet number in the multiline.
3. The "Record Count / Recount Results for Cycle Count" page appears. *See Figure 6.10.*

For further details, refer to instructions under "Counting stock and recording cycle count results".

6.8 UNFREEZING STORAGE AREA

When you unfreeze a warehouse, all the frozen parts in the warehouse are unfrozen (released). You can resume transactions such as stock issue, stock receipt, stock transfer, stock return, stock status conversion, goods receipt and opening balance creation for the unfrozen parts and the warehouse.

1. Select **Unfreeze Parts** under the **Physical Inventory & Cycle Count** business component. The **Unfreeze Storage Area** page appears. *See Figure 6.11.*

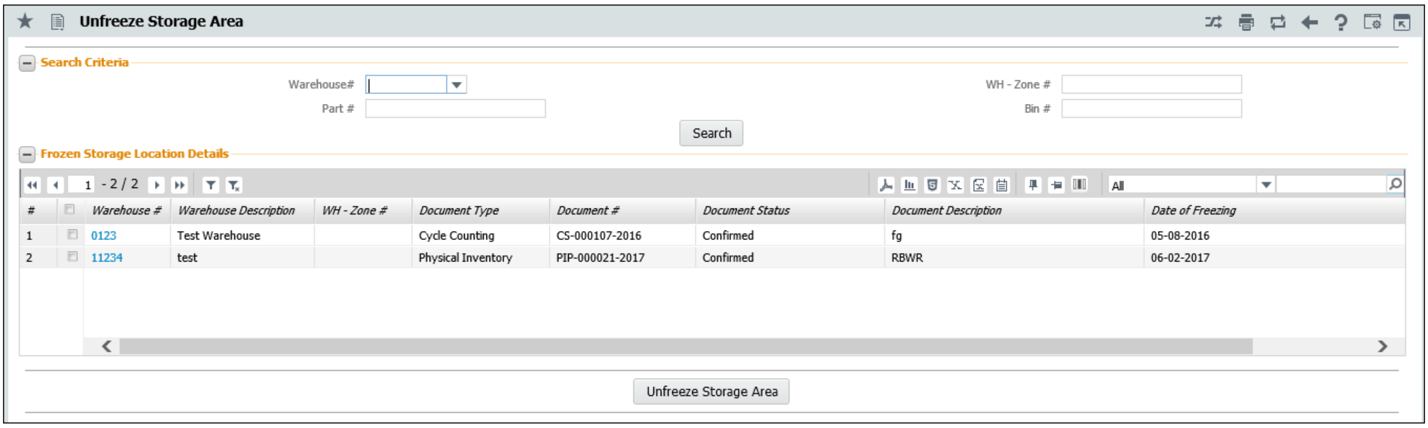


Figure 6.11 Unfreezing storage area

2. Search for the warehouse and click the **Search** pushbutton to retrieve the frozen storage location details in the multiline.
3. Select the warehouse number in the multiline, for unfreezing.
4. Click the **Unfreeze Storage Area** pushbutton to unfreeze the selected warehouse.

Unfreezing parts in a warehouse

You can unfreeze specific parts in the selected warehouse.

1. Select the hyperlinked warehouse number in the **Unfreeze Storage Area** page. The **Unfreeze Parts in Storage Area** page appears. *See Figure 6.12.*

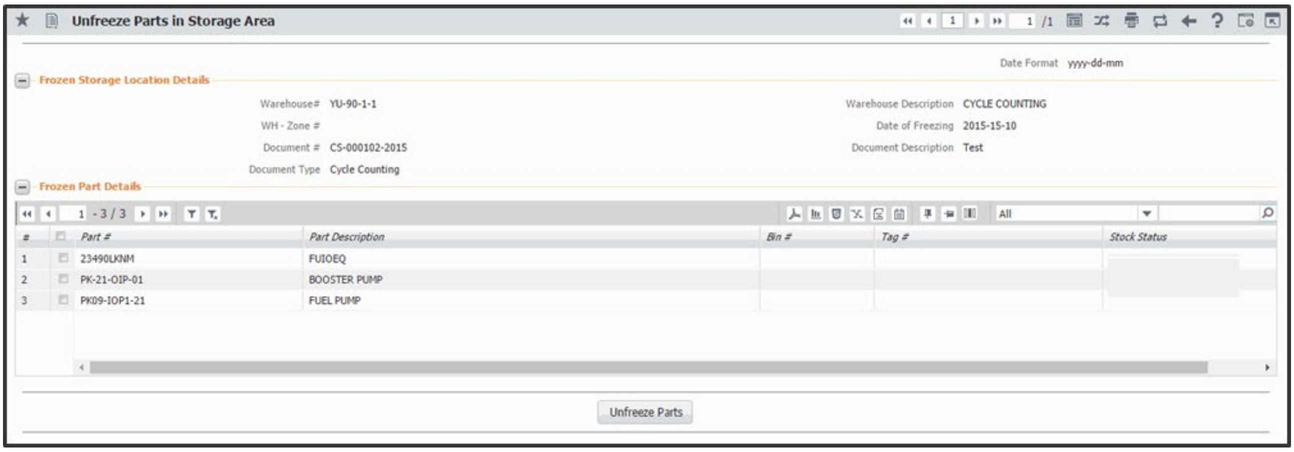


Figure 6.12 Unfreezing parts in a warehouse

The system displays the Frozen Storage Location Details.

2. Select the line number of the part that must be unfreezed, in the multiline.
3. Click the **Unfreeze Parts** pushbutton, to unfreeze the selected parts.

Note: You can unfreeze those parts for which count and recount results are confirmed, but not yet authorized.

6.9 AUTHORIZING COUNT RESULTS

You can authorize the count and recount results in a CC sheet, which is in the "Counted", "Recounted", "Partially Counted" or "Partially Recounted" status. You can authorize the count and recount results that are confirmed.

1. Select **Authorize Count Results** under the **Physical Inventory & Cycle Count** business component. The **Authorize Count Results** page appears. *See Figure 6.13.*

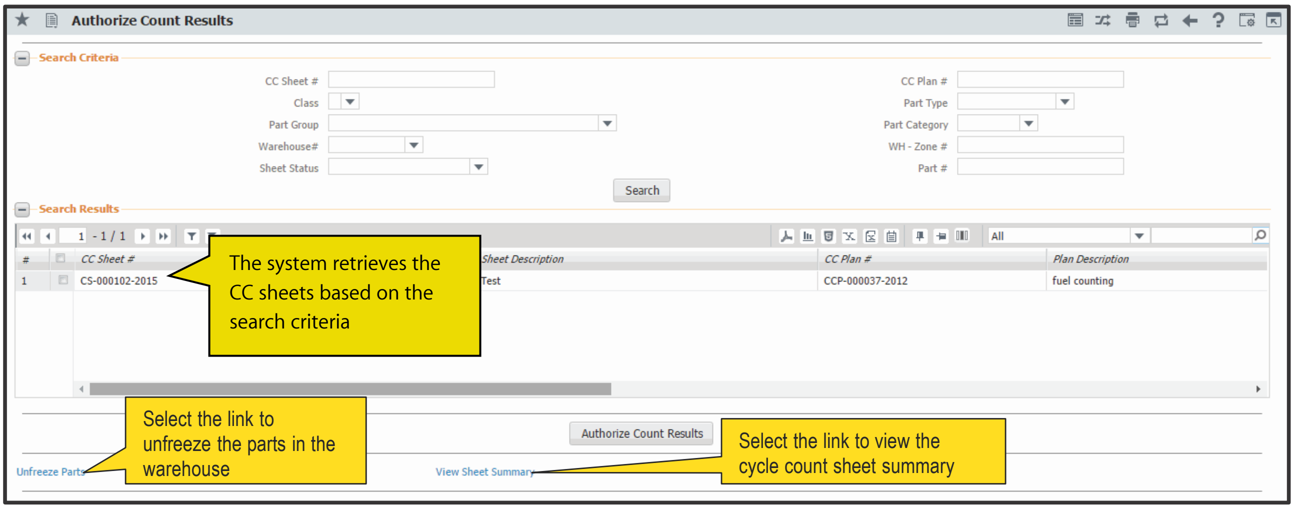


Figure 6. 13 Authorizing count results

2. Enter the CC sheet to be authorized and click the **Search** pushbutton.
3. Select the CC sheet to be authorized and click the **Authorize Count Results** pushbutton.

Note: The system updates the stock correction in the "Stock Maintenance" business component when,

a) Recount is mandatory, and the adjustment quantity exceeds the count tolerance or recount tolerance.

b) Recount is not mandatory, and the adjustment quantity exceeds the count tolerance.

c) Adjustment quantity is '0', and the serial/lot # details are modified for 'Serial & Lot' or 'Serial' controlled parts.

6.10 SHORT CLOSING CYCLE COUNT SHEET

You can short close a CC sheet. A short closed CC sheet will not be available for further transactions in other activities. You can attach the parts associated with the short closed sheet with other sheets.

1. Select **ShortClose Cycle Count Sheet** under the **Count Physical Inventory & Cycle** business component. The **Short Close Cycle Count Sheet** page appears. *See Figure 6.14.*

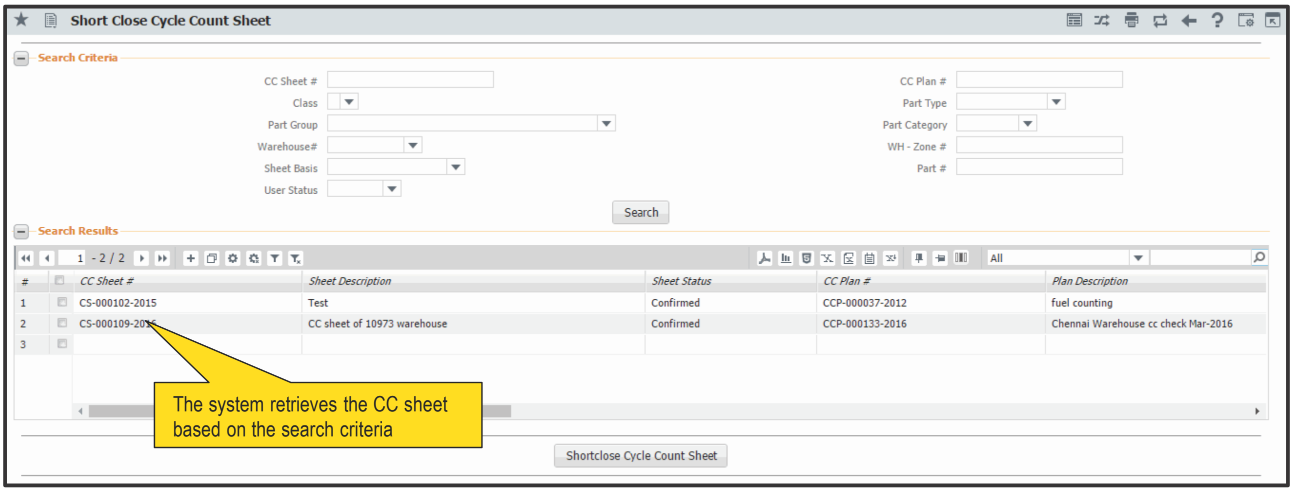


Figure 6.14 Short closing cycle count plan

2. Enter the CC sheet to be short closed and click the **Search** pushbutton.
3. Enter the reason for short closing the CC sheet in the **Short Close Comments** field.
4. Select the CC sheet to be short closed and click the **Shortclose Cycle Count Sheet** pushbutton.

Note: The system closes the sheet and changes the status as “ShortClosed”. The system calculates the accuracy percentage for those parts for which count (and recount) is completed and the count results are authorized.

6.11 RECOMMENDING STOCK QUANTITY CORRECTION

The two levels of tolerance, count and recount (in percentage and units), are defined for each item classification in the cycle count.

After the counting process, the counted quantity is compared with system quantity and if the difference

- is below the count tolerance, then, no adjustments need to be made.
- lies between the count and recount tolerances, then the items are in the "For adjustment" status.
- is greater than the recount tolerance, then items are in the "Pending Recount" status and need to be recounted. Items that are in 'For adjustment' status are passed to the **Stock Maintenance** business component for financial and stockpostings.
- Once the postings are complete, their status is changed to 'Adjusted' and they are unfrozen. The items will then be available for further transactions.

An adjustment value tolerance is defined for cycle counting. If the value (in respective currency) of the discrepancy for an item is greater than this tolerance (either positive or negative), then adjustments must be passed for the discrepancy, even though the quantity discrepancy is within the count tolerance.

The value of discrepancy is calculated by the system on the basis of item stock value obtained from **Stock Maintenance** business component.

6.12 CLOSING CYCLE COUNT PLAN

You can close the CC plan. A closed CC plan will not be available for further transactions in other activities. After closing a CC plan, the parts from the plan can be associated to other CC plans.

1. Select **Close Cycle Count Plan** under the **Physical Inventory & Cycle Count** business component. The **Close Cycle Count Plan** page appears. *See Figure 6.15.*

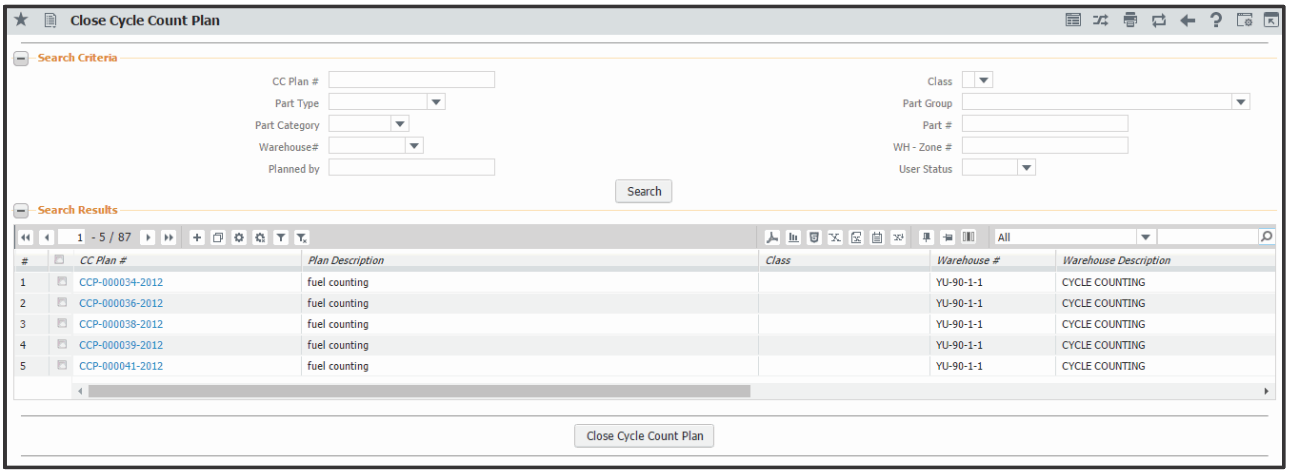


Figure 6.15 Closing cycle count plan

2. Enter **Search Criteria** to search for the CC plan and click the **Search** pushbutton. The system displays the CC plan details.

   Note: The system retrieves only those CC plans for which at least one CC sheet has been generated. If the cycle count sheet is based on the selected CC plan, then the CC sheet should be in the "Closed", "ShortClosed" or "Canceled" status. If some of the parts in the count sheet are from the selected CC plan, then the count results for the part should be "Authorized".

3. Enter the reason for closing the CC plan, in the **Closing Comments** field.
4. Select the CC plan to be closed and click the **Close Cycle Count Plan** pushbutton.

   Note: The system closes the CC plan and sets the status as "Closed".

7 PHYSICAL STOCK VERIFICATION

Physical Inventory (PI) is a Warehouse or WH-Zone level exercise, which is normally carried out once a year, to post the current stock records for valuation.

Physical Inventory is the method used by organizations for stock verification with a goal to maintain the minimum level of discrepancy between the system and the actual physical stock. The primary purpose of physical inventory is correction of stock records and valuation of inventory stock.

Physical Inventory process involves the following steps:

- Preparing physical inventory plan for a storage location
- Generating tags
- Actual physical count operation
- Updating system records with the count results
- Adjusting any discrepancy between the system stock and the physical stock.

Physical Stock Verification sub process addresses the process of verifying the physical stock available in the various storage areas of an organization. Figure 7.1 depicts the physical inventory process.

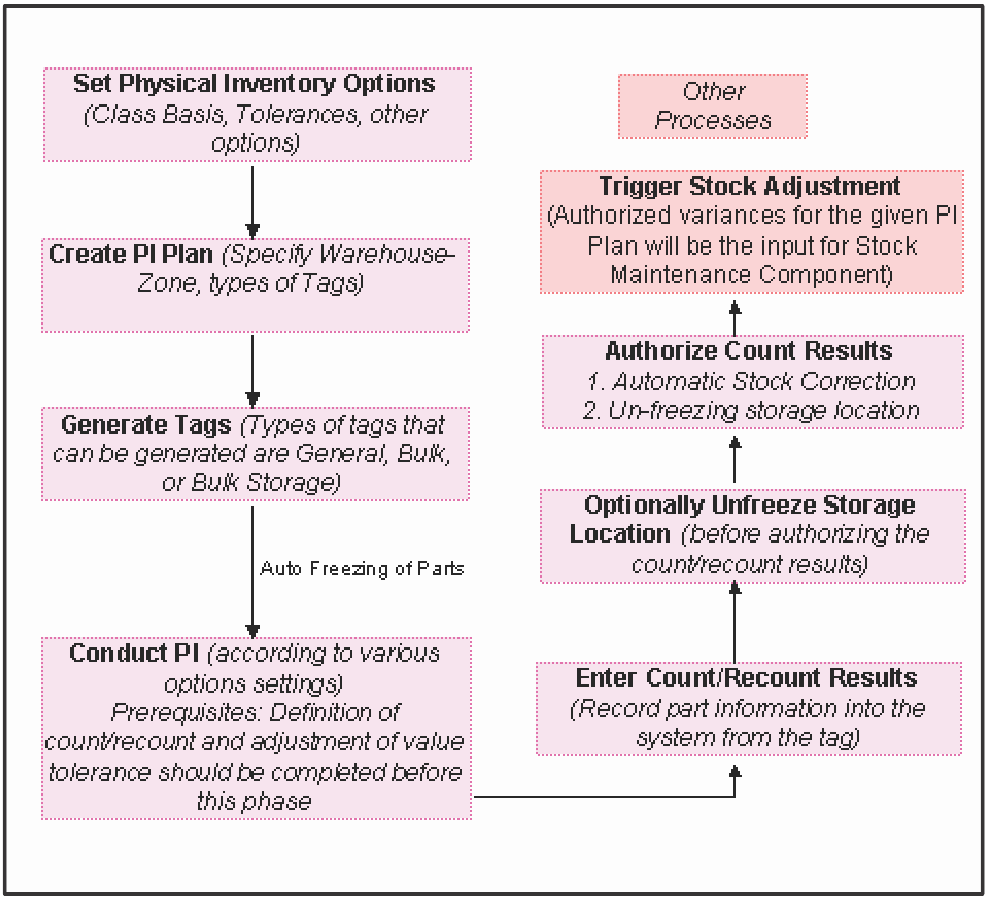


Figure 7.1 A diagrammatical representation of the Physical Inventory Process

7.1 SETTING STOCK QUANTITY TOLERANCES

You can record count and recount tolerance, both in percentage and units, for each item classification in the physical inventory plan. You can also define the adjustment value tolerance (positive or negative) for the physical inventory.

7.1.1 SETTING PHYSICAL INVENTORY OPTIONS

You can specify various system parameters needed for the execution of the physical inventory and also set user privileges for certain parameters.

1. Select **Set Physical Inventory Options** under **Physical Inventory & Cycle Count** business component. The **Set Options for Physical Inventory** page appears. *See Figure 7.2.*
2. In the **Count Tolerance In %** field, enter the minimum adjustment tolerance level in percentage, below or equal to which no adjustment is required for the existing discrepancy.
3. In the **Count Tolerance In Units**, enter the minimum adjustment tolerance level in units, below or equal to which no adjustment is required for the existing discrepancy.
4. In the **Recount Tolerance In %** field, enter the minimum adjustment tolerance level in percentage, below or equal to which no recounting is required for the existing discrepancy.
5. In the **Recount Tolerance In Units** field, enter the minimum adjustment tolerance level in units, below or equal to which no recounting is required for the existing discrepancy.
6. In the **Execution Options** group box, select the **System Quantity Display** as “Show system quantity” or “Do not show system quantity”, to indicate whether to show or hide the system quantity of parts while recording the PI count results.
7. Select “Yes” in the **Plan Level Modification** field provided alongside, to allow the modification of the “System Quantity display” setting at the user level. Select “No” otherwise.
8. Select **Recount Mandatory** as “Required” or “Not Required”, to indicate whether recounting is mandatory or not.
9. Select “Yes” in the **Plan Level Modification** field provided alongside, to allow the modification of the “Recount Mandatory” setting at the user level. Select “No” otherwise.

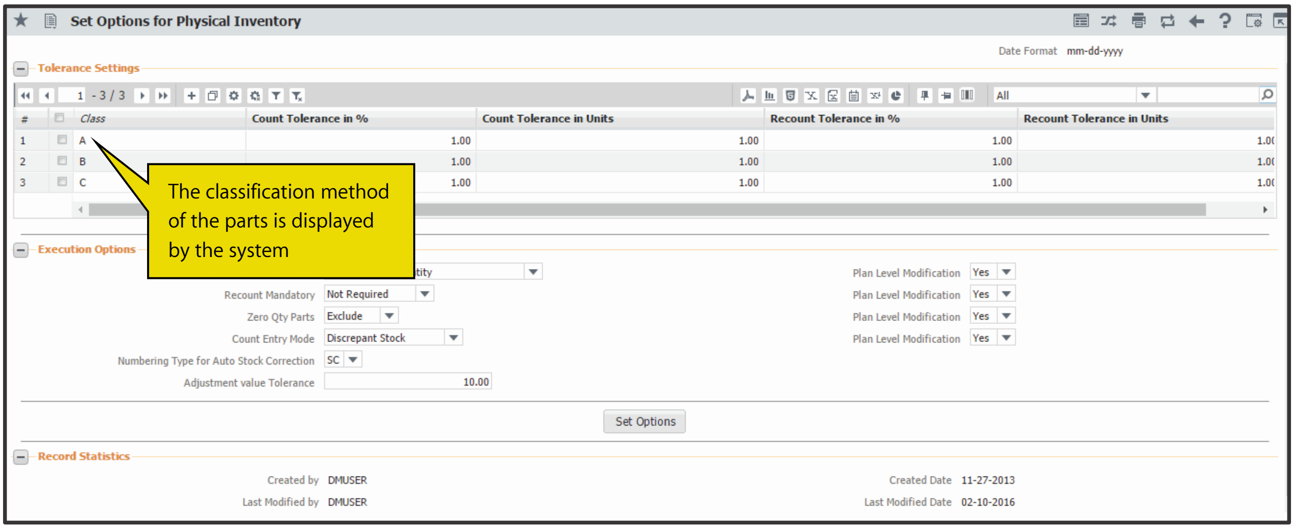


Figure 7.2 Setting physical inventory options

10. Use **Zero Qty Parts** field to indicate whether to “include” or “exclude” zero quantity stock in cycle counting.
11. Select “Yes” in the **Plan Level Modification** field provided alongside, to allow the modification of the “Zero Qty Parts” setting at the user level. Select “No” otherwise.

12. Select the **Count Entry Mode** as “All Stock” or “Discrepant Stock” to indicate whether to enter count results for all the items or only for the discrepant items.
13. Select “Yes” in the **Plan Level Modification** field provided alongside, to allow the modification of the “Count Entry Mode” setting at the user level. Select “No” otherwise.
14. Select the Numbering Type for Auto Stock Correction transaction.
15. Enter the **Adjustment Value Tolerance**, below or equal to which adjustment is not required.
16. Click the **Set Options** pushbutton to set the physical inventory options.

7.2 GENERATING PHYSICAL INVENTORY PLAN AND TAGS

Physical Inventory is the method used by organizations for stock verification with a goal to maintain the minimum level of discrepancy between the system and the actual physical stock. A physical inventory plan is created for a storage location and tags are generated for the physical inventory plan. Tag is a physical document, which is used for the purpose of recording the details at the time of actual counting.

7.2.1 DEFINING THE QUICK CODES

Quick codes are user-defined values, used to categorize or group physical inventory and cycle count plans. These quick codes are later used in the process of retrieving or addressing the details by referring to the attached quick code.

For example, the quick code type "Plan Category" can contain quick codes such as "High Value Parts", "Medium Value Parts", "Low Value Parts" and so on.

1. Select **Create Quick Code** under the **Physical Inventory and Cycle Count** business component. The **Create Quick Codes** page appears. *See Figure 7.3.*

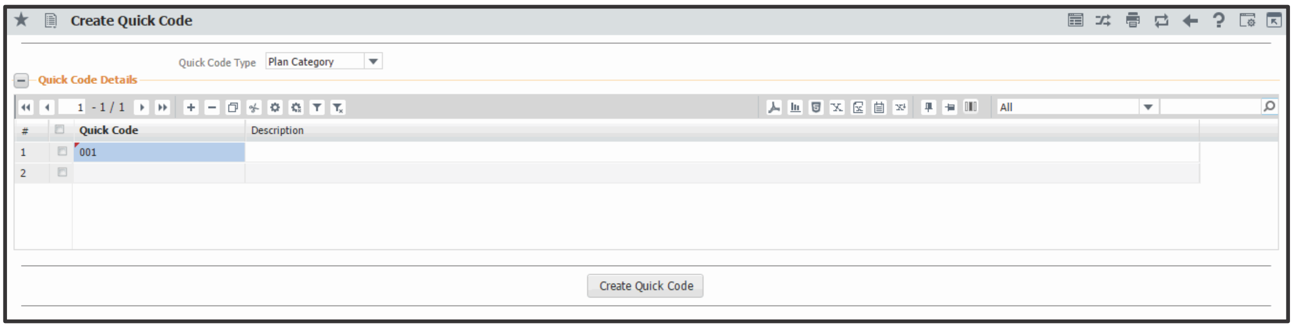


Figure 7.3 Creating quick codes

2. Select the **Quick Code Type** for which the quick code values must be defined. The system lists the options "Plan Category", "Plan Group" and "User Status".
3. Enter unique quick codes for the selected type, in the **Quick Code** field.
4. Enter the **Description** for the quick code.
5. Click the **Create Quick Codes** pushbutton.

Note: The system assigns the "Active" status to the quick codes entered in the multiline.

7.2.2 CREATING PHYSICAL INVENTORY PLAN

1. Select **Create Physical Inventory Plan** under **Physical Inventory & Cycle Count** business component. The **Create Physical Inventory Plan** appears. *See Figure 7.4.*

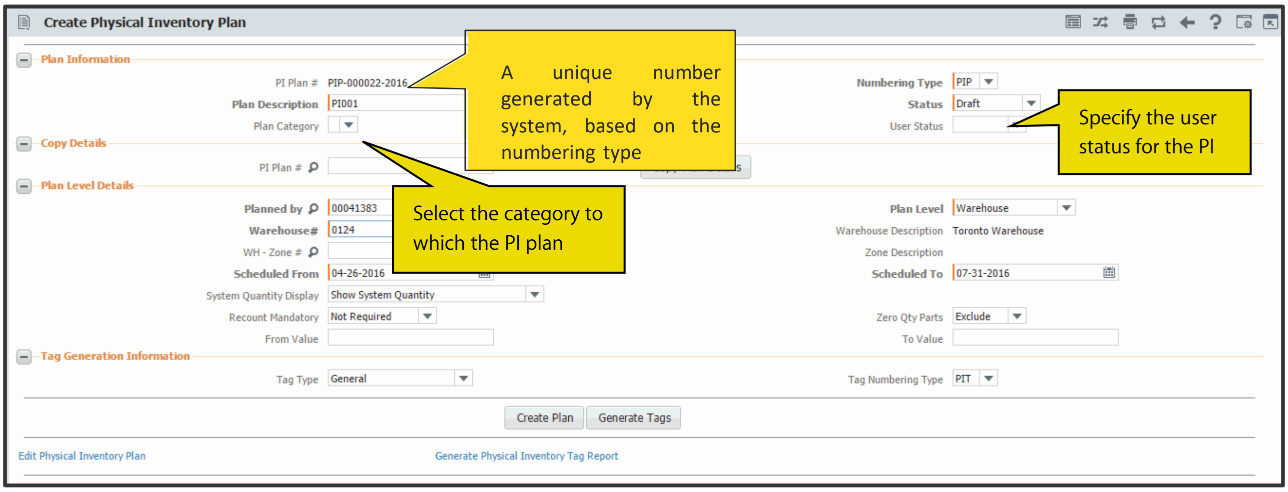


Figure 7.4 Creating physical inventory plan

2. Select the **Numbering Type** for generating the PI plan number automatically.

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

3. Enter the description of the PI plan in the **Plan Description** field.
4. Select the **Status** of the PI plan. The system displays the options "Draft" and "Confirmed".
5. If you wish to copy the details from an existing PI plan, enter the **PI Plan#** in the **Copy Details** group box and click the **Copy Plan Details** pushbutton.
6. Enter the name of the user who plans physical inventory in the **Planned By** field.
7. Select the **Plan Level** as "Warehouse" or "Warehouse-Zone" to specify the storage level for which the physical inventory plan must be generated.
8. Select the **Warehouse#** for which the physical inventory plan is generated.

   Note: The login user must have the access rights for the selected warehouse as defined in "Storage Administration" business component.

   Note: If the CC Plan Level is 'Warehouse', the system will include only specific parts under the CC plan for the selected warehouse. These specific parts refer to those for which the stock status is mapped to the attribute type 'Cycle Count', as defined in the "User Defined Stock Status" business component.

9. Enter the starting date of the PI plan in the **Scheduled From** field.
10. Enter the ending date of the PI plan in the **Schedule To** field.

    Note: Ensure that the "Schedule From" and "Schedule To" dates do not overlap in any of the other PI or CC plans for the specified warehouse or warehouse-zone (if the plan level is selected as warehouse-zone).

11. Select **System Quantity Display** as "Show system quantity" or "Do not show system quantity" to indicate whether to show or hide the system quantity of parts while recording the PI count results.

    Note: The system displays both the options only if the "Plan level Modification" option setting in the "Set Physical Inventory Options" activity is set to "Yes". Otherwise, the system sets the field to the option selected in the "System Quantity Display" field of the "Set Physical Inventory Options" activity.

12. Select **Recount Mandatory** as "Required" or "Not Required" to indicate whether recount is mandatory or not.

Note: The system displays both the options only if the "Plan level Modification" option setting in the "Set Physical Inventory Options" activity is set as "Yes". Otherwise, the system sets this field to the option selected in the "Recount Mandatory" field of the "Set Physical Inventory Options" activity.

13. Use the **Zero Qty Parts** field to indicate whether to "include" or "exclude" zero quantity stock in physical inventory.

    Note: The system displays both the options only if the "Plan level Modification" option setting in the "Set Physical Inventory Options" activity is set as "Yes". Otherwise, the system sets the field to the option selected in the "Zero Qty Parts" field of the "Set Physical Inventory Options" activity.

14. Enter the **From Value** and **To Value** to specify the starting and the ending range value of the parts.

    Note: Ensure that the To Value entered is a positive value, and starts from 1. The value entered must be greater than the "From Value".

    Note: The system considers the 'From Value' and 'To Value' only if the part selection mode is "Manual". If the part selection mode is 'Random,' the system will ignore the values entered.

15. Click **Create Plan** pushbutton, to create the physical inventory plan.

    Note: The status of the PI plan should be changed to "Confirmed" after which, the system associates all the valid parts in the specified warehouse and zone (if the plan is at the zone level) to the plan.

16. Select the **Tag Type**. The system lists the options "General", "Bulk" and "Bulk Storage Area".
17. Select the **Tag Numbering Type** for generating the tag number automatically.

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

18. Click the **Generate Tags** pushbutton, to generate the tag.

    Note: Ensure that the PI plan is in the "Confirmed" status before generating the tags.

To provide further details,

- Select the **Edit Physical Inventory Plan** link to modify the details of the PI plan.

7.2.3 CANCELING PI PLAN

You can cancel a PI plan, which is in the "Draft" status.

1. Select the Edit Physical Inventory Plan under the Physical Inventory & Cycle Count business component. The Select **Physical Inventory Plan** page appears. *See Figure 7.5.*

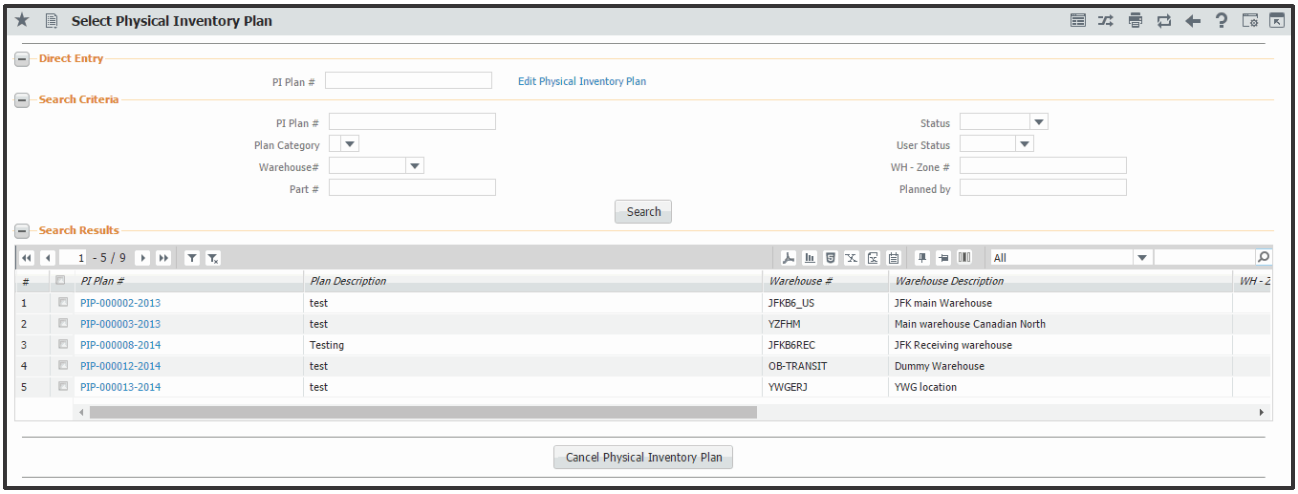


Figure 7.5 Canceling PI plan

2. Enter the **Search Criteria** to search for the PI plan and click the **Search** pushbutton. The system displays the PI plan details in the multiline.
3. Select the PI plan number to be cancelled and click **Cancel Physical Inventory Plan** pushbutton, to cancel the selected PI plan.

Note: Once cancelled, the plan will not be available for any further transactions. The parts associated with the cancelled plan can be associated with other plans.

7.3 FREEZING STORAGE AREA

The system automatically freezes the parts in the warehouse, once the tag is generated for the plan. Further transactions are not possible on these items, till reconciliation is completed (by means of authorizing the count results) or the parts are unfrozen.

You can unfreeze items in the "Unfreeze Parts" activity as soon as the count results are entered in the system and confirmed. This feature is dependent on an option setting wherein the 'Recount' is made mandatory. Thus, if recount is mandatory, then unfreezing of parts can be done only after confirming recount results. If recount is not mandatory, unfreezing can be done as soon as the count results are confirmed.

7.4 REGENERATING TAGS

Tag regeneration facility is provided to take care of the torn, spoilt or misplaced physical tags. A tag exists in two forms. The first form is the record in the system, which has the tag details with a unique tag number. The second form is the physical tag (printed on paper) on which all the inventory readings are recorded. When the tag is misplaced or torn, a new tag is generated with a new tag number, keeping all the old tag details intact.

1. Select **Regenerate Tags** under **Physical Inventory & Cycle Count** business component. The **Select Physical Inventory Plan** page appears.
2. Enter the **Search Criteria** to search for the PI plan and click the **Search** pushbutton. Select the PI plan number in the multiline.
3. Select the **Regenerate Tags** link at the bottom of the page. The **Regenerate Tags** appears. *See Figure 7.6.*

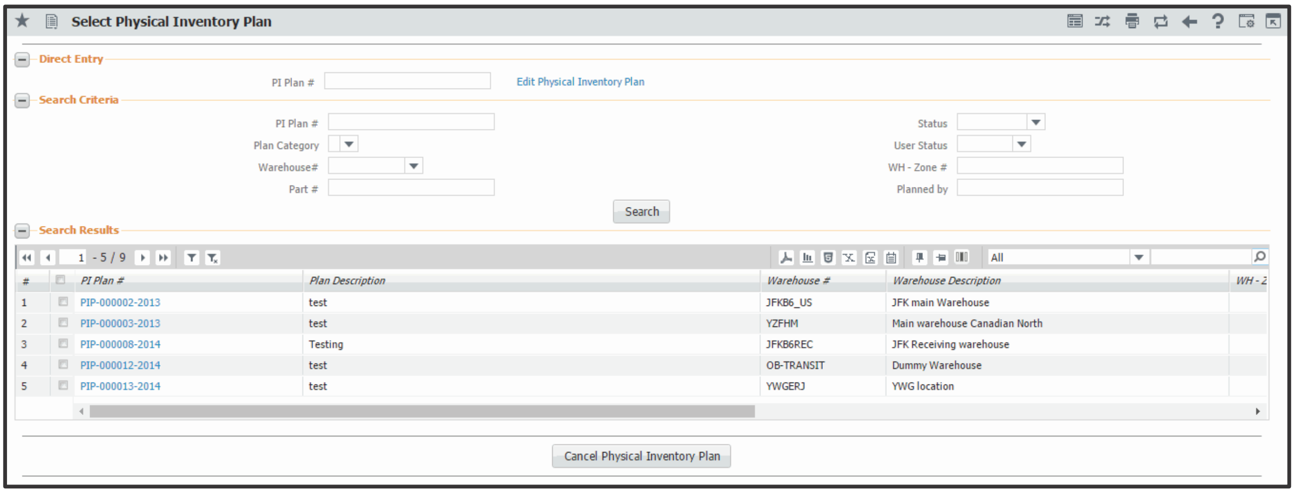


Figure 7.6 Regenerating tags

The system displays the details of the plan selected in the previous page.

4. Specify the **Tag #** to be regenerated, in the **Filter Options** group box.
5. Select the **Part #** for which the tags must be regenerated.
6. Select the zone for which tags must be regenerated, in **WH – Zone #** field.
7. Enter the additional information pertaining to the regeneration of tags in **Remarks** field of the **Part Details** multiline.
8. Click the **Get Details** pushbutton to retrieve the part details in the multiline.
9. Click the **Regenerate Tags** pushbutton to regenerate tags for the part.

7.5 COUNTING STOCK AND RECORDING THE PI COUNT RESULTS

You can enter the count results of the PI plan, for which the tags are in “Generated”, “Regenerated” or “Partially Counted” status, after the physical counting (of stock) process is completed. You can also enter details such as the serial and lot number of the new part and the stock status details.

1. Select **Enter Physical Inventory Count Results** under the **Physical Inventory & Cycle Count** business component. The **Select Physical Inventory Plan** page appears.
2. Enter the PI plan number directly and select the **Enter Count Results** link provided alongside. Or, use the **Search Criteria** to search for the PI plan and click the **Search** pushbutton. Select the hyperlinked PI plan number in the multiline.
3. The **Enter Phy. Inventory Count Results** page appears. *See Figure 7.7.*

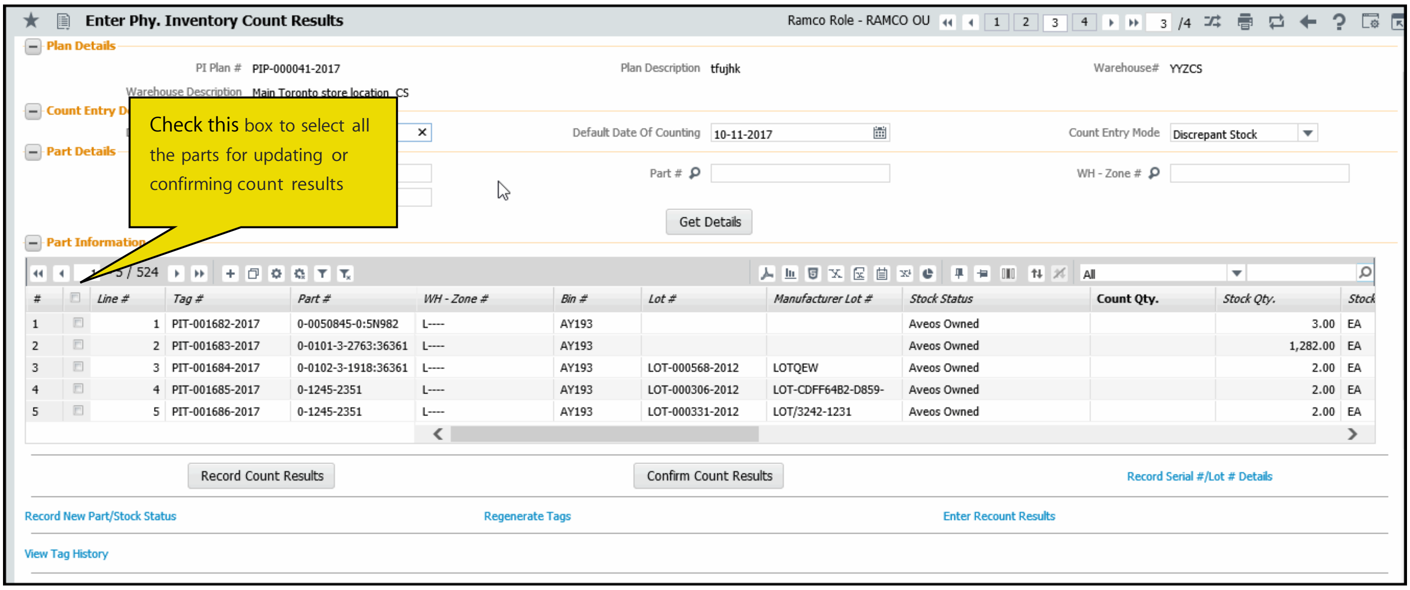


Figure 7.7 Recording count results for PI plan

The system displays the details of the PI plan selected in the previous page.

4. Enter the name of the user who performed the PI count, in the **Default Counted By** field.
5. Enter the date on which PI counting was performed, in the **Default Date of Counting** field.
6. Select the **Count Entry Mode** as “All Stock” or “Discrepant Stock”, to indicate whether to enter count results for all the items or only for the discrepant items.

   ✍ *Note: The system displays both the options only if the “Plan Level Modification” option setting in the “Set Physical Inventory Options” activity is set as “Yes” for the login user. Otherwise, the system sets the field to the “Count Entry Mode” option selected in the “Set Physical Inventory Options” activity.*

7. Enter the number identifying the tag generated for the PI plan, in the **Tag #** field.
8. Enter the **Part #**.
9. Enter the **WH-Zone #** and **Bin #** in which the part is stored.
10. Click **Get Details** to retrieve the part details in the multiline.
11. In the **Part Information** multiline, enter the quantity of parts counted during the PI count, in the **Count Qty.** field.
12. Use the **Reason-Qty Mismatch** drop-down list box to select the reason for mismatch between the stock quantity and the count quantity of the part.

13. Enter the unit of measurement of parts during PI count in the **Transaction UOM** field.
14. Enter the name of the user who performed the PI count, in the **Counted By** field.

    Note: Leave this field blank, to assign the default value specified in the "Count Entry Details" group box.

15. Enter the date on which part was counted, in the **Date of Counting** field.

    Note: Leave this field blank, to assign the default value specified in the "Count Entry Details" group box.

16. Enter the additional remark pertaining to the physical inventory results in the **Remarks** field.
17. Click the **Record Count Results** pushbutton, to update the count results.

    Note: Ensure that the tag line items in multiline are in "Generated" or "Regenerated" status.

18. Click the **Confirm Count Results** pushbutton, to confirm the count results.

    Note: For parts that are serial number-controlled and/or lot number-controlled, the certificate and parameter information must be updated, before confirming the count results.

To provide further details,

- Select the **Record Serial # / Lot# Details** link, to modify the serial and lot details of a part.
- Select the **Record New Part /Stock Status Balances** link, to enter new parts and stock balances.
- Select the **Regenerate Tags** link, to regenerate the tags.
- Select the **Enter Recount Results** link, to enter the recount results.
- Select the **View Tag History** link, to view the history of the tags.

Recording the serial and lot details for the counted parts in the PI plan

During the physical inventory counting, if you notice any discrepancy in the serial and lot numbers of the part, between the actual quantity stored in the warehouse and the system quantity, you can use this page to record the correct serial and lot numbers for the part.

You can modify the serial and lot numbers of the part even if there is no discrepancy in the count quantity, but if there is a difference in serial or lot number.

1. Select the **Record Serial # / Lot # Details** link in the **Enter Phy. Inventory Count Results** page. The **Record Serial #/ Lot# Information** page appears. *See Figure 7.8.*

The system displays the PI plan level details.

2. Select the line number of the part for which the lot or serial number details has to be modified, in the **Line #** drop- down list box.

    Note: The system lists the line numbers of all the parts from the "Enter Phy. Inventory Count Results" page for which count results have been updated, based on the "Recount Mandatory" option set in the "Set Physical Inventory Options" activity.

    a) If the option "Recount Mandatory" is set as "Required", then the system will not display parts with deviation greater than "Recount Tolerance", as the serial and lot number details for these parts can be modified only after recounting.

    b) If the option "Recount Mandatory" is set as "Not Required", then the system displays all parts irrespective of the "Recount Tolerance".

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

4. In the **Serial/Lot Details** multiline, enter the number identifying the corrected serial and lot number of the part in the **Serial #** and **Lot #** field.
5. Enter the **Manufacturer Serial #** and **Manufacture Lot #** of the part.

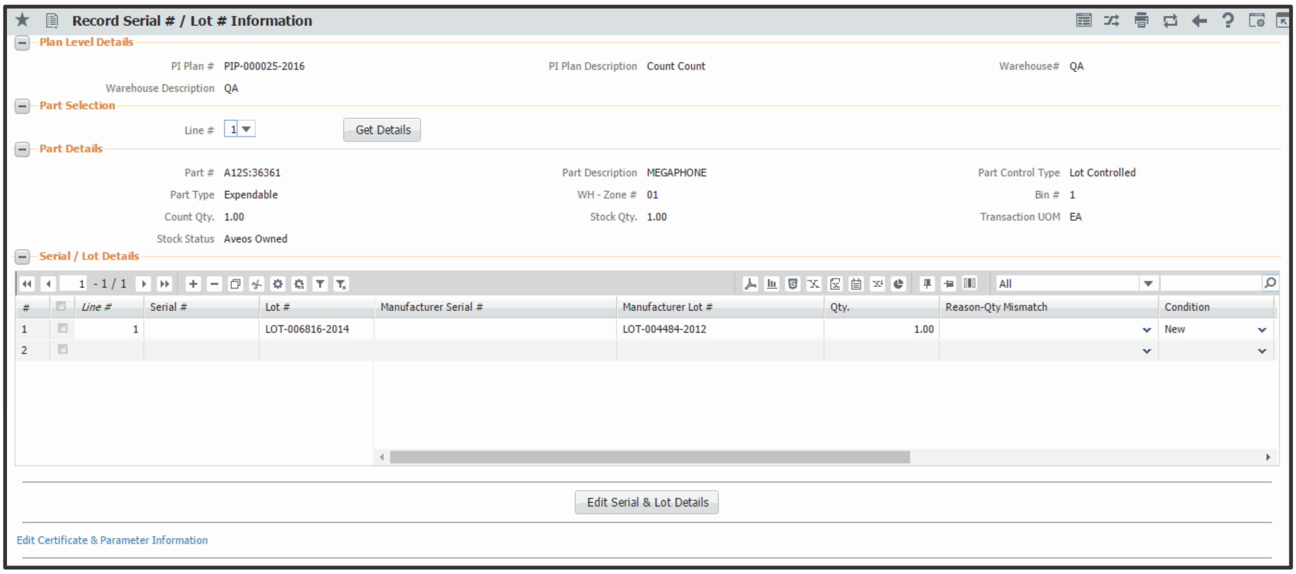


Figure 7.8 Recording the serial and lot details for the counted parts in the PI plan

6. Enter the quantity of the part counted, for the serial number or lot number entered in the **Qty.** field.
7. Use the **Reason-Qty Mismatch** drop-down list box to select the reason for mismatch between the stock quantity and the count quantity of the part.
8. Use the **Condition** drop-down list box to select the condition of the part # and serial # for which you are recording PI count results.
9. The **Expiry Date** of the part # and serial #. However, this is field is relevant only for shelf-life controlled parts.
10. Click the **Edit Serial & Lot Details** pushbutton, to update the modified serial and lot details of the part. To provide further details,

- Select the **Edit Certificate & Parameter Information** link, to record certificate and parameter information of the part.

Recording certificate and parameter information

You can record the parameter and certificate details for a counted part associated with the PI plan.

Note: You can record the certificate and parameter information, only if the part is "Shelf Life Controlled" or of part type "Component".

1. Select the **Edit Certificate & Parameter Information** link in the **Record Serial / Lot Information** page. The **Edit Certificate & Parameter Information** page appears. In the **Part Selection** group box:
2. Select the **Line #** of the part that is "Serial Controlled" or "Serial & Lot Controlled" or "Lot Controlled" for the specified PI plan, to enter the parameter and certificate details and click the **Get Details** pushbutton.

   Note: The system retrieves only those line numbers and for which the certificate information is updated as "Recorded" or "Not Recorded" in the "Record Serial# / Lot # Information" page.

3. Select the **Condition** of the part as "New", "Overhauled", "Serviceable", "Unserviceable" or "Phased Out".

   *Note: The **Condition** must be selected for a part of type "Component", which is "Serial Controlled" or "Serial & Lot Controlled".*

Note: If the part is "Shelf Life Controlled", the condition can be left blank. In the ***Certificate Details*** *group box:*

4. Select the Certificate Type and enter Certificate Date, Certificate #, Authorization # and System Tracking Ref #.
5. Enter the Warranty Lapse Date.

Note: If the part is of type other than "Component", the "Condition", "System Tracking Ref #" and "Warranty Lapse Date" fields need not be entered.

In the Parameter Details multiline,

6. Enter the parameter values for Since New, Since Overhaul, Since Repair, Since Inspection and Since Last Shop Visit.
7. Enter the Warranty Value.
8. Click the **Edit Certificate & Parameter Information** pushbutton, to update the certificate and parameter values

Recording the count results and the stock status for new parts in the PI plan

During physical inventory, you may come across a part, which is not already attached to a storage location. This page allows you to enter the details of the new part that is added to the warehouse and also enter the count quantity for the parts.

You can also update the stock status of the part in this page.

1. Select the **Record New Parts/Stock Status Balances** link in the **Enter Phy. Inventory Count Results** page. The **Record New Parts/ Stock Status** page appears. *See Figure 7.9.*

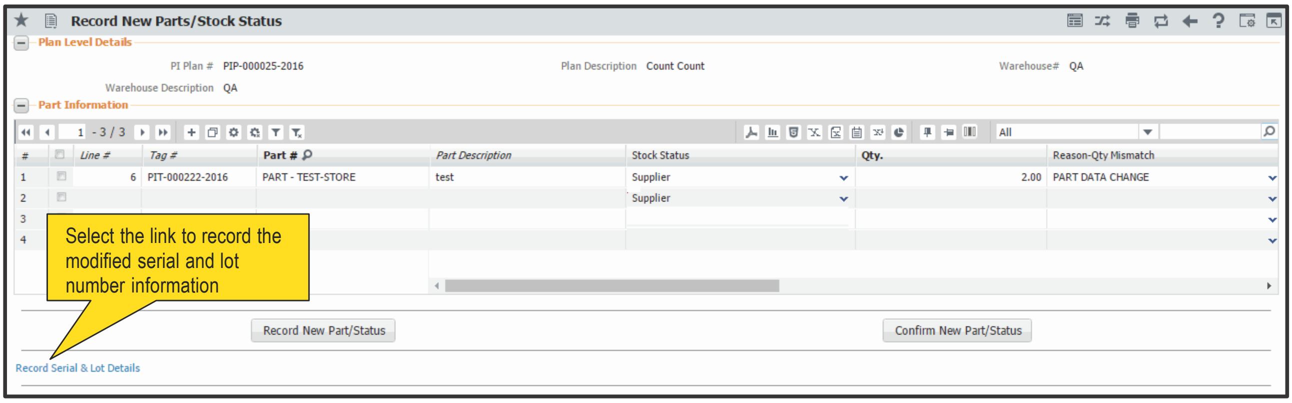


Figure 7.9 Recording the count results and the stock status for new parts in the PI plan

The system displays the PI plan level details.

2. Enter the new **Part #** in the **Part Information** multiline.

Note: Ensure the part does not already exist in the storage location.

3. Select the user defined stock status of the new part in the **Stock Status** drop-down list box.
4. Enter the quantity of parts found, in the **Qty.** field.
5. Use the **Reason-Qty Mismatch** drop-down list box to select the reason for mismatch between the stock quantity and the count quantity of the part.
6. Enter the unit of measurement of parts during PI count in the **Transaction UOM** field.
7. Enter **WH – Zone #** and **Bin #**.
8. Enter the name of the user who performed the physical inventory count, in the **Counted By** field.
9. Enter the date on which the physical inventory count was performed, in the **Date of Counting** field.
10. Enter the remarks pertaining to new part entry or the stock status change, in the **Remarks** field.
11. Click the **Record New Part/Status** pushbutton, to add the new part and its stock status.

- *Note: The system updates the stock records with the modified quantity (Original Quantity + New Stock Status Quantity) and the appropriate status in the "Storage Administration" business component.*
- *Note: If the plan level is "Warehouse" and the warehouse is "Free Warehouse", the system checks whether a unique part #- stock status combination exists for the "Warehouse" in the multiline. If it does not, the system throws an error message.*
- *Note: If the plan level is "Warehouse-Zone" and the warehouse is "Normal Warehouse", the system checks whether a unique part #-stock status combination exists for the "Warehouse-Zone-Bin" in the multiline. If it does not, the system throws an error message.*

12. Click the **Confirm New Parts/Status** pushbutton to confirm the new part and its stock status.

7.5.1 RECOUNTING STOCK AND RECORDING RECOUNT RESULTS

After the physical recounting (of stock) process, you can enter the recount results for the PI plan, which are in" Pending Recount" or "Partially Recounted" status.

1. Select **Enter Physical Inventory Recount Results** under the **Physical Inventory & Cycle Count** business component. The **Select Physical Inventory Plan** page appears.
2. Enter the PI plan number directly and select the **Enter Recount Results** link provided alongside. Or, use the **Search Criteria** to search for the PI plan and click the **Search** pushbutton. Select the hyperlinked PI plan number in the multiline.
3. The Enter Physical Inventory Recount Results page appears. *See Figure 7.10.*

The system displays the details of the PI plan.

4. Enter the name of the user who performed the PI recount, in the **Recounted By** field.
5. Enter the date on which PI recount was performed, in the **Date of Recounting** field.
6. In the **Part Details** group box, enter the number identifying the tag generated for the PI plan, in the **Tag #** field.
7. Enter the **Part #**.
8. Enter the **WH-Zone #** and **Bin#** in which the part is stored.
9. Click **Get Details** to retrieve the part details in the multiline.
10. In the **Part Information** multiline, enter the quantity of parts recounted during the PI count, in the **Recount Qty** field.
11. Use the **Reason-Qty Mismatch** drop-down list box to select the reason for mismatch between the stock quantity and the count quantity of the part.
12. Enter the name of the user who performed recounting, in the **Recounted By** field.
    - *Note: Leave this field blank, to assign the default value specified in the "Default Entries" group box.*
13. Enter the date on which recounting was performed, in the **Date of Recounting** field.
    - *Note: Leave this field blank, to assign the default value specified in the "Default Entries" group box.*
14. Enter the additional remark pertaining to recounting, in the **Remarks** field.

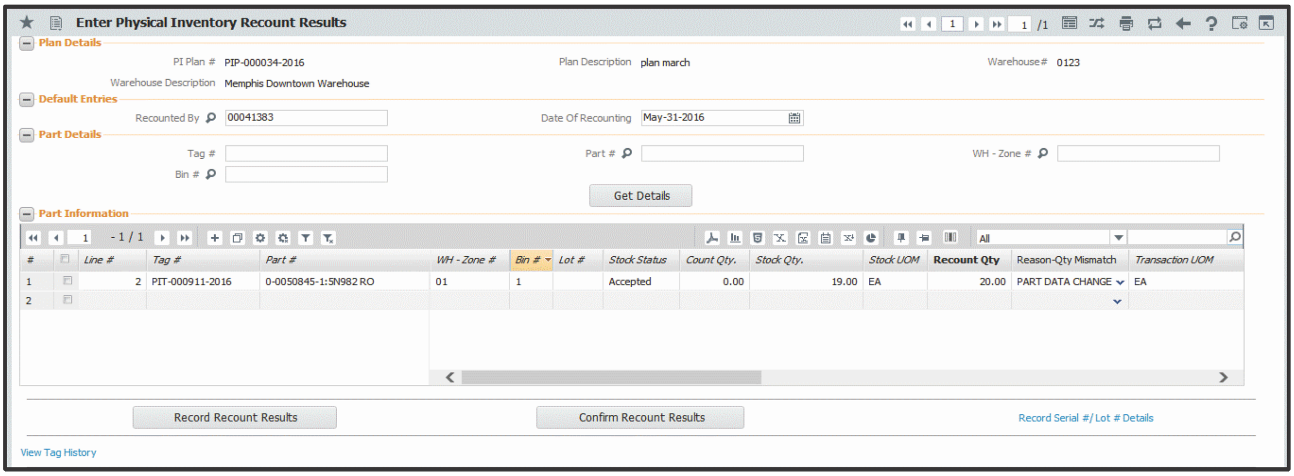


Figure 7.10 Recording recount results for PI plan

15. Click the **Record Recount Results** pushbutton, to update the recount results.
16. Click the **Confirm Recount Results** pushbutton, to confirm the recount results.

> *Note: For parts that are serial number-controlled and/or lot number-controlled, the certificate and parameter information must be updated, before confirming the count results.*

To provide further details,

- Select the **Record Serial # /Lot #Details** link, to record the modified serial and lot details of a part.
- Select the **Edit Certificate & Parameter Information** link, to record certificate and parameter information of the part.

Follow the steps listed under the "Recording Certificate & Parameter Information" topic.

- Select the **View Tag History** link, to view the history of the tags.

7.5.2 RECORDING SERIAL AND LOT NUMBER DETAILS FOR THE RECOUNTED PARTS OF A PI PLAN

1. Select the Record Serial # / Lot # Details link in the Enter Phy.Inventory Recount Results page. The Record Serial #/ **Lot# Information** page appears.
2. Select the line number of the part for which the lot or serial number details has to be modified, in the **Line #** drop- down list box.

> *Note: The system lists the line numbers of all parts from **Enter Phy. Inventory Count Results** page for which count results have been updated and for which deviation is greater than recount tolerance level.*

3. Click the **Get Details** pushbutton to retrieve the part details.
4. In the **Serial/Lot Details** multiline, enter the number identifying the corrected serial and lot number of the part, in the **Serial #** and **Lot #** fields.
5. Enter the Manufacturer Serial # and Manufacture Lot # of the part.
6. Enter the **Qty** of the part counted, for the serial number or lot number.
7. Use the **Reason-Qty Mismatch** drop-down list box to select the reason for mismatch between the stock quantity and the count quantity of the part.
8. Select the **Condition** of the part # and serial # for which you are recording PI recount results.
9. The **Expiry Date** of the part # and serial #. However, this is field is relevant only for shelf-life controlled parts.
10. Click the **Edit Serial & Lot Details** pushbutton, to record the serial and lot details of the part.

7.6 UNFREEZING STORAGE AREA

When you unfreeze a warehouse, all the frozen parts in the warehouse are unfrozen (released). You can resume transactions such as stock issue, stock receipt, stock transfer, stock return, stock status conversion, goods receipt and opening balance creation for the unfrozen parts and the warehouse.

1. Select **Unfreeze Parts** under the **Physical Inventory & Cycle Count** business component. The **Unfreeze Storage Area** page appears. *See Figure 7.11.*

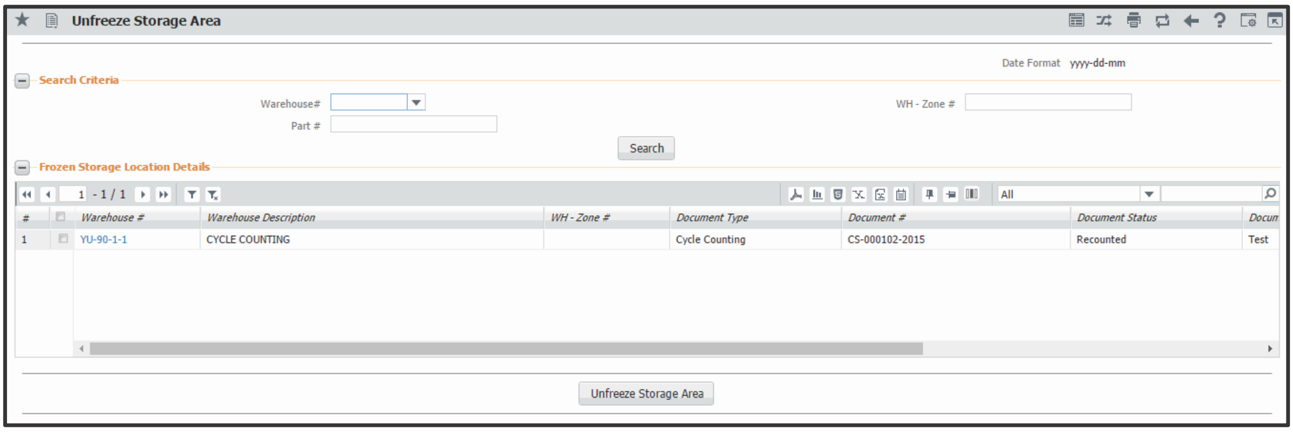
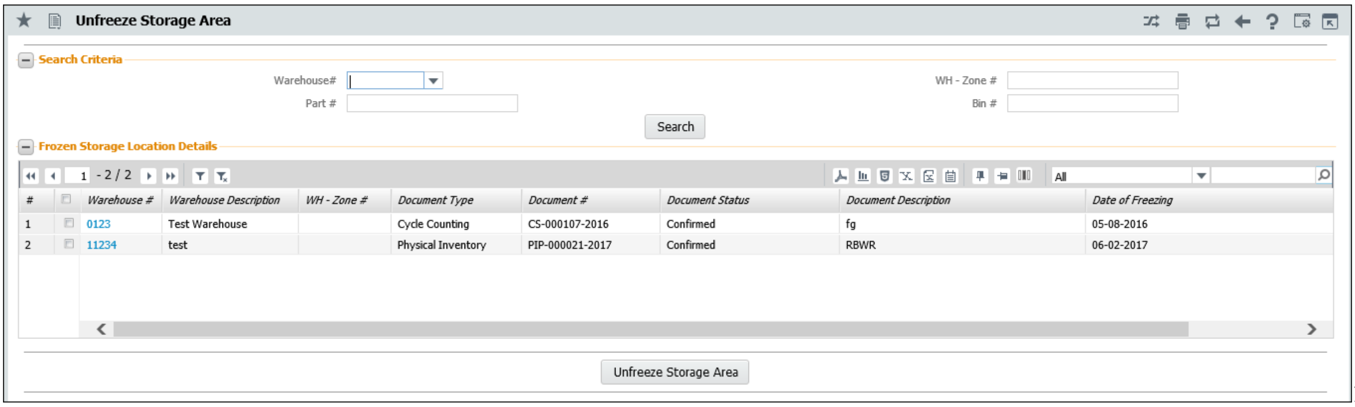


Figure 7.11 Unfreezing storage area

2. Search for the warehouse and click the **Search** pushbutton to retrieve the frozen storage location details in the multiline.
3. Select the warehouse number in the multiline, for unfreezing.
4. Click the **Unfreeze Storage Area** pushbutton to unfreeze the selected warehouse.

Unfreezing parts in a warehouse

You can unfreeze specific parts in the selected warehouse.



1.

Figure 7.12 Unfreezing parts in a warehouse

The system displays the Frozen Storage Location Details.

5. Select the line number of the part that must be unfreezed, in the multiline.
6. Click the **Unfreeze Parts** pushbutton, to unfreeze the selected parts.

Note: You can unfreeze those parts for which count and recount results are confirmed, but not yet authorized.

7.7 AUTHORIZING COUNT RESULTS

You can authorize the count and recount results for a PI plan, which is in the “Counted”, “Recounted”, “Partially counted” or “Partially recounted” status. You can authorize the PI count and recount results for a plan that has at least one confirmed count or recount result.

1. Select **Authorize Physical Inventory Count Results** under the **Physical Inventory & Cycle Count** business component. The **Authorize Phy. Inventory Count Results** page appears. *See Figure 7.13.*

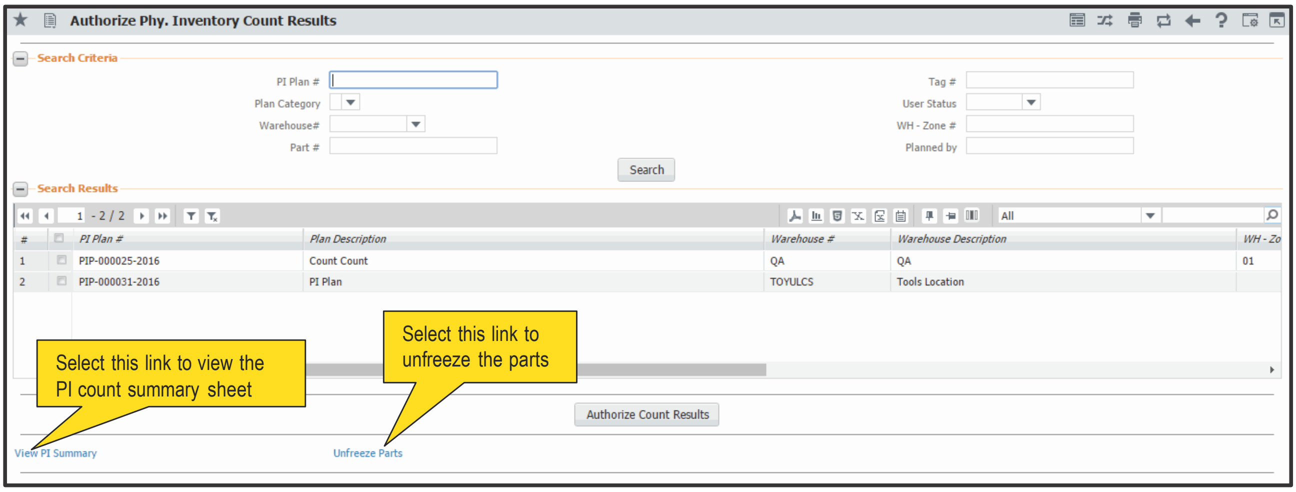


Figure 7.13 Authorizing count results

2. Enter the **Search Criteria** to search for the PI plan for which you need to authorize the count or recount results and click the **Search** pushbutton.
3. Select the PI plan number to be authorized and click the **Authorize Count Results** pushbutton.

Note: If the recount is not mandatory, and no adjustment is required, the system changes the status of the PI plan to “Closed”, after all the count results are authorized. If the recount is mandatory, and no adjustment is required, the system changes the status to “Closed” only after all the recount results are authorized.

The system updates the stock correction in the “Stock Maintenance” business component.

7.8 SHORT CLOSING PI PLAN

You can short close a PI plan. A short closed PI plan will not be available for further transactions in other activities. You can attach the parts associated with the short closed plan, to other plans.

> *Note: You can short close only the PI plans, which are in "Generated" status and for which the tags are generated.*

1. Select **Shortclose Physical Inventory Plan** under the **Physical Inventory & Cycle Count** business component.

   The **Shortclose Physical Inventory Plan** page appears. *See Figure 7.14.*

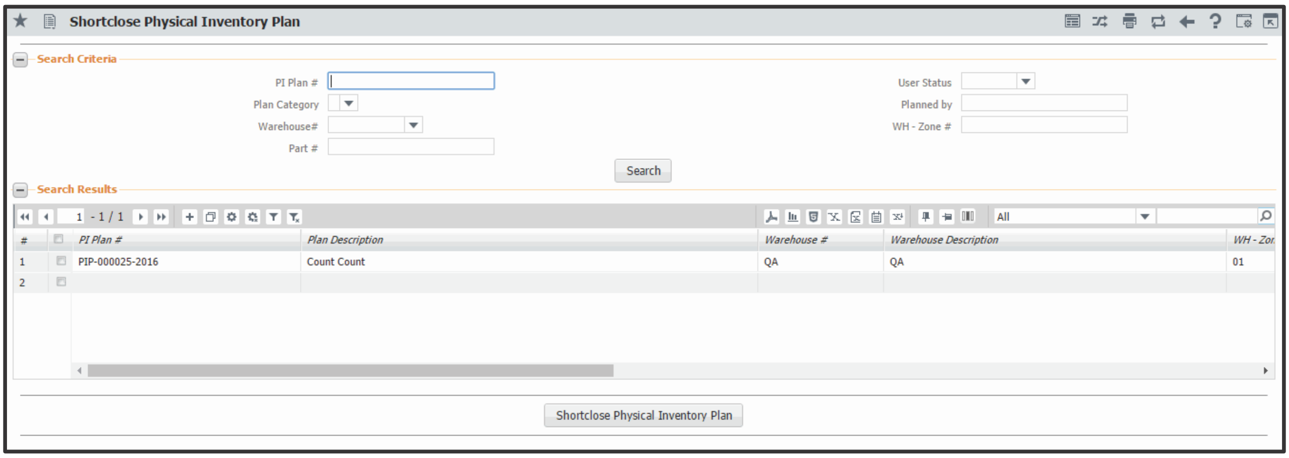


Figure 7.14 Shortclosing the PI plan

2. Enter the **Search Criteria** to search for the PI plan and click the **Search** pushbutton. The system displays the PI plan details in the multiline.
3. Enter the **Comments** regarding short closing the PI plan.
4. Select the PI plan numbers to be short closed and click the **Shortclose Physical Inventory Plan** pushbutton.

> *Note: On shortclosing the PI plan, the tag line items in the "Generated" status will be updated to "Shortclosed" status.*

7.9 RECOMMENDING STOCK QUANTITY CORRECTION

The two levels of tolerance, count and recount (in percentage and units), are defined for each item classification in the cycle count.

After the counting process, the counted quantity is compared with system quantity and if the difference

- Is below the count tolerance, then, no adjustments need to be made.
- Lies between the count and recount tolerances, then the items are in the "For adjustment" status.
- Is greater than the recount tolerance, then items are in the "Pending Recount" status and need to be recounted. Items that are in 'For adjustment' status are passed to the **Stock Maintenance** business component for financial and stock postings. Once the postings are complete, their status is changed to 'Adjusted' and they are unfrozen. The items will then be available for further transactions.

An adjustment value tolerance is defined for physical counting. If the value (in respective currency) of the discrepancy for an item is greater than this tolerance (either positive or negative), then adjustments must be passed for the discrepancy, even though the quantity discrepancy is within the count tolerance.

The value of discrepancy is calculated by the system on the basis of item stock value obtained from **Stock Maintenance** business component.

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