MMS

Inventory Part Set up

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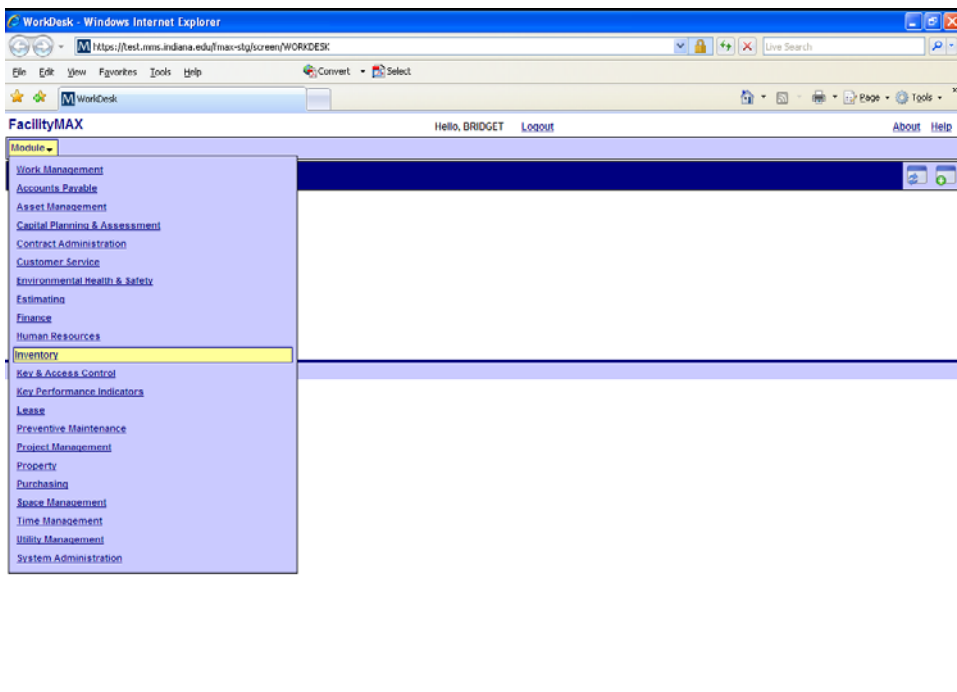of MMS
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In this manual you will learn to

▪Add a new inventory part to part profile screen

▪Set up a bin in the warehouse bin definition screen

▪Set the mark up on a part in the warehouse definition screen

▪Create an inventory adjustment for initial part entry
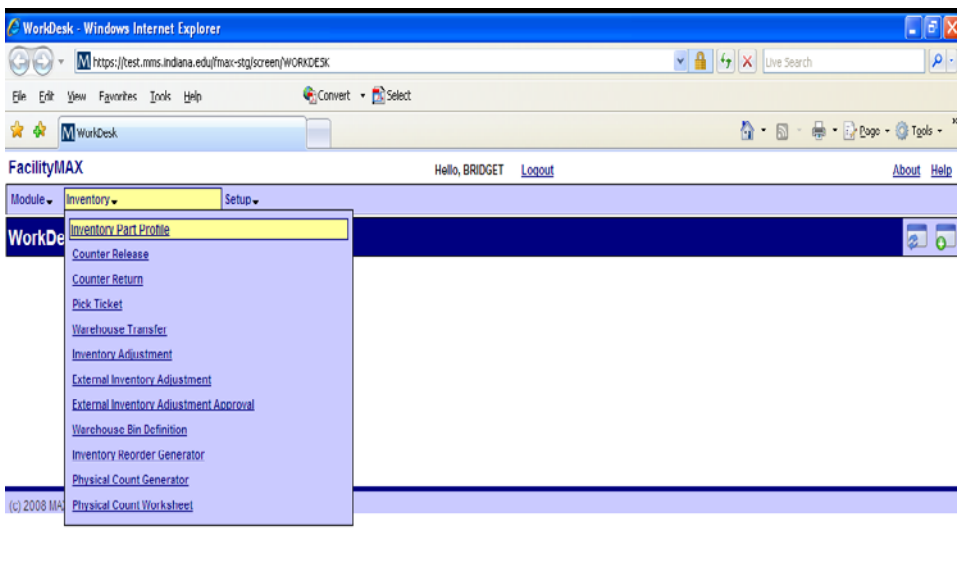
▪Associate parts in vendor catalogs

Inventory

Adding a part

From the Module Menu, choose Inventory.
From the Inventory Menu, choose Inventory Part Profile.

Above you will see a blank Part Profile Screen. Click on the new icon.
Below you can see that I have filled in the fields for the part. Description,
Class, Commodity, item, type, MSDS required, Active, and UOM.
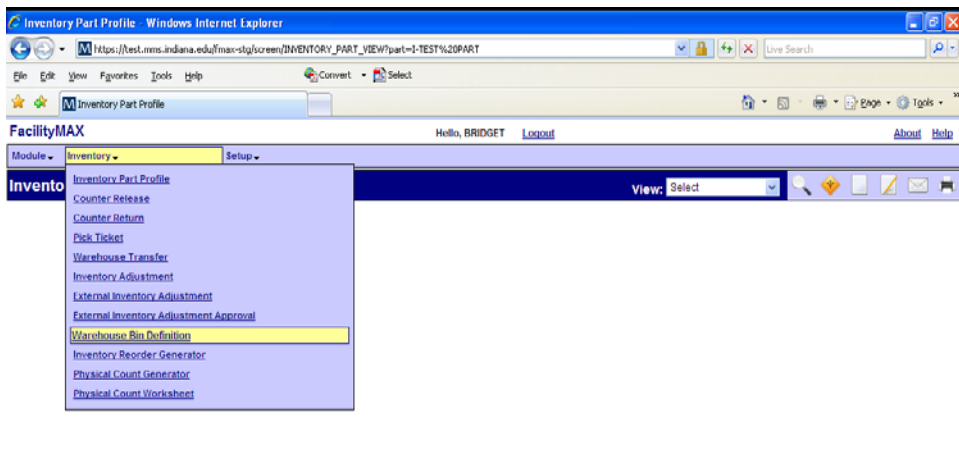Once you fill in the blanks, click on save.

Here is the saved part profile screen.

Warehouse Bin Definition

Adding a bin and associating a part

You are still using the Inventory Module, but this time from the Inventory Menu, choose Warehouse Bin Definition. Below, you will see what the blank Warehouse Bin Definition screen looks like. Click on the NEW icon.

Name your bin, add a description of the location, choose your warehouse and part. Put in your quantities for reordering purposes. Choose bin order if there is more than one bin with this part. Click the save icon once you have filled in the blanks.

Warehouse Definition – Update ONLY
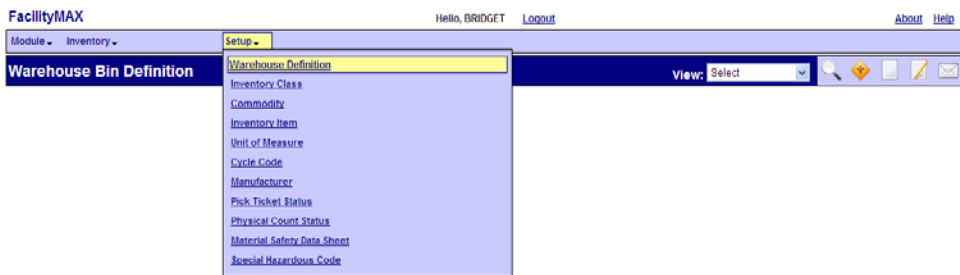
Now we need to take a look at the Warehouse Definition. This time look at the setup drop down menu and go to warehouse definition.

At the very bottom right of the screen, enter the warehouse name and click on the filter icon. In this case I am using BMAIN. (I have enlarged the picture for you)

Click on the edit icon.

Once you have clicked the **edit** icon, the fields turn red. Go to the view drop down menu and click on Inventory Parts.

Notice there are several pages and the page navigation buttons are on the TOP of this page.

Find your part and click on it

Fill in the Account number, Subcode and Mark up percentage. You can use the zoom icon on the account and subcode if needed. Click on the green done flag. Click the green done flag on the parts list page and then click on save on the warehouse definition page.

Inventory Adjustment
Initial part entry
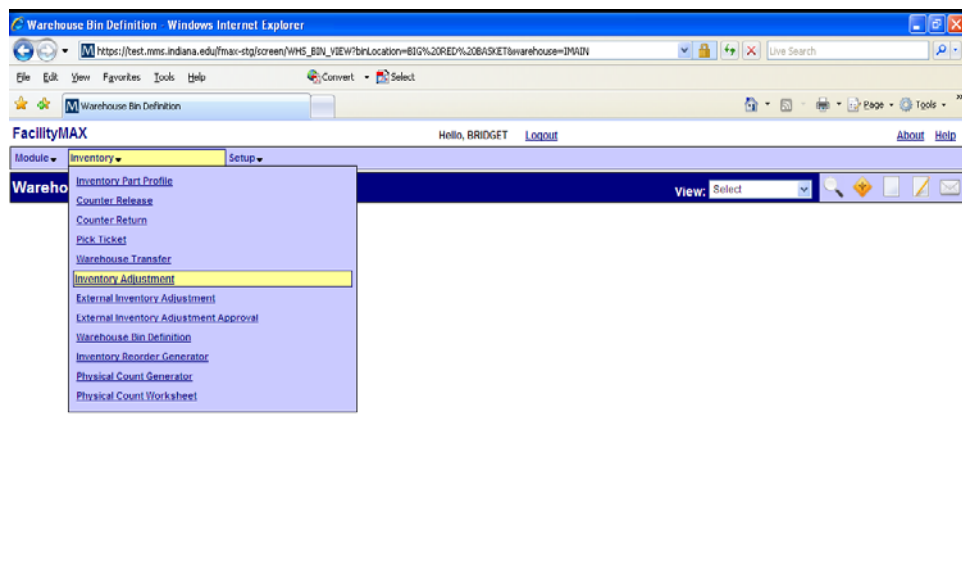
You are still in the inventory module, but this time choose inventory adjustment from the inventory menu. Below you will see a blank inventory adjustment screen. Click the new icon.

First we will start by doing an adjustment to enter a brand new part. The blue box above gives you the choice of Quantity, cost or Initial Entry adjustments. For this example we are choosing Initial Entry.

A transaction number is assigned. Enter a description of the adjustment. **This is very important to document so that others know why you made an adjustment.** Fill in the warehouse, part, bin, unit cost and quantity. You can now click on the save icon.

Vendor Catalog Part
Associate a part and vendor
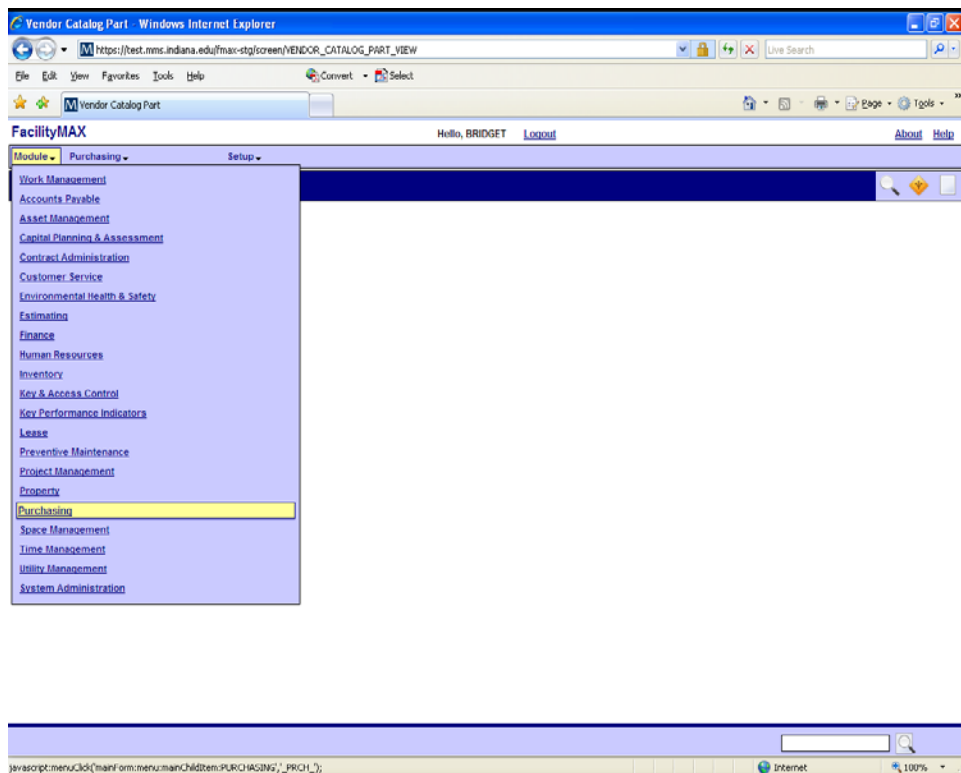
Now lets associate our part to a vendor catalog. You will need to select Purchasing from the Module Menu. Then from the Purchasing menu, choose Vendor Catalog Part.
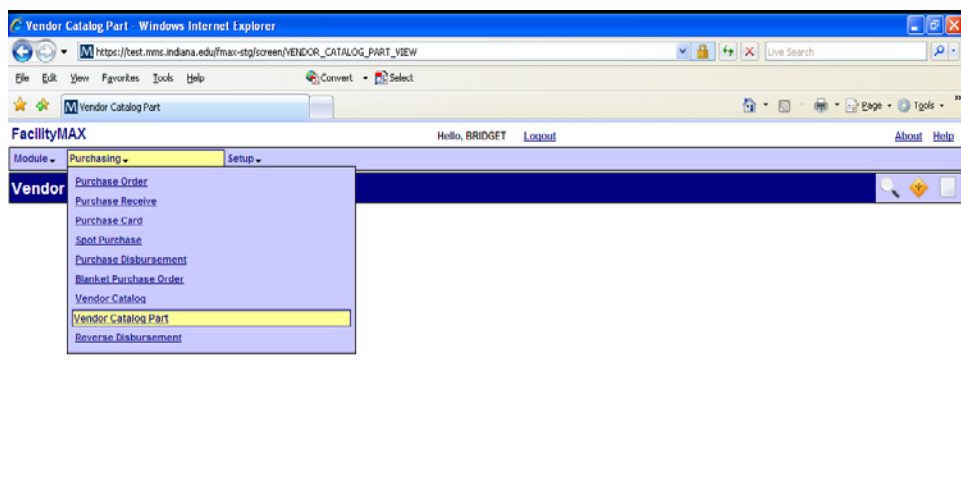
This is dealing with one part and one vendor. The Vendor Catalog deals with multiple parts for a vendor. Click on the new icon at the top right.

Choose your contractor/address code, enter the vendor part number, a description, UOM, Cost, lead time, and INV part number. Click zoom and the rest will auto fill. This is where you change the issue factor if needed.
Click on save once you have all of the information entered.

Vendor Catalog

Staying in the purchasing module, select vendor catalog from the purchasing menu this time. Lets look at the Vendor Catalog.
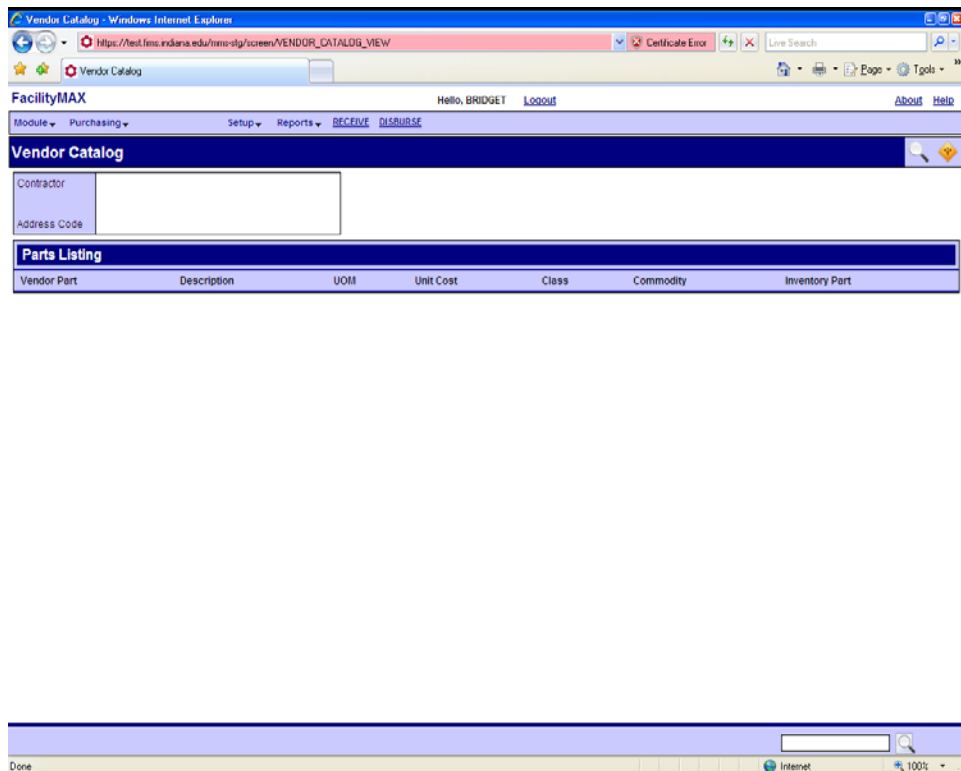Click on the search icon in the upper right corner.

I am looking for Big lots by description so I am going to use CONTAINS in my drop down menu. You can look by the contractor number also if you know it. Click the execute search icon.

There are two results. Make sure you choose the right address code. We want BL

My test part is the only one for Big Lots but if there were more in the catalog they would all be listed here.

I have added this part to the South Central catalog so that I can show how the part screen looks with two vendor's associated to the part.

If I go back to my Part Profile screen and pull up the part, I can look at the associated information. Here I have pulled up the part, I am going to click edit to show you how to set your vendor preference. Look at the drop down menu at the top of the screen.

You can see that there are 2 vendors associated with this part. Lets click on the second vendor which is South Central.

Here I will enter 1 in the preference field so that this will be the first vendor selected when this part is ordered. Select the re-order method and if you choose PO for that, fill in the PO type. Click on the done flag. To get back to vendors, click on the done flag again to get back to the part screen. Click save.

You can also view the associated warehouses by clicking on warehouse on the drop down menu.