

In this manual you will learn about Inventory Transactions.

We will cover:

- Inventory Adjustment
 - Cost
 - Quantity
- Warehouse Transfer
- Pick Tickets
- Counter Release
- Counter Return

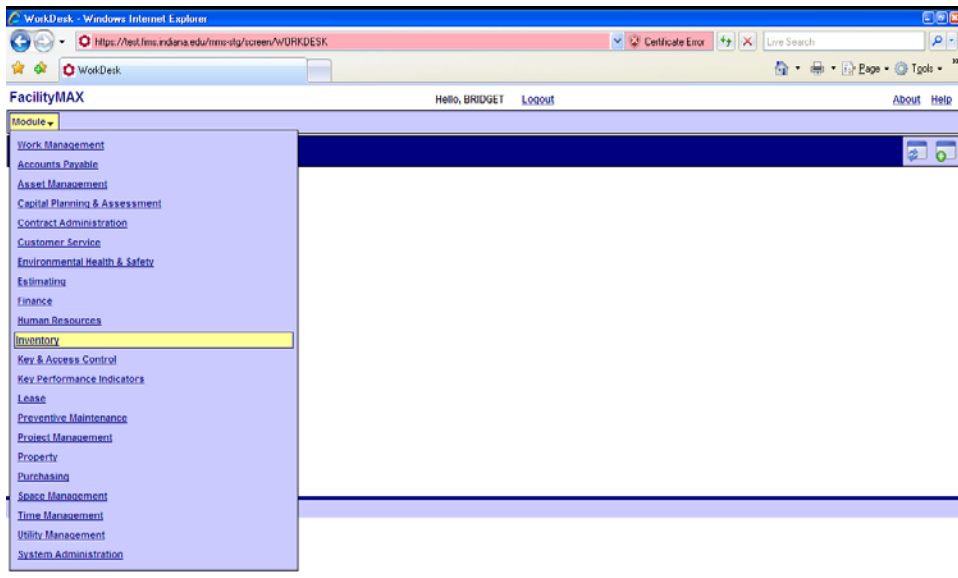
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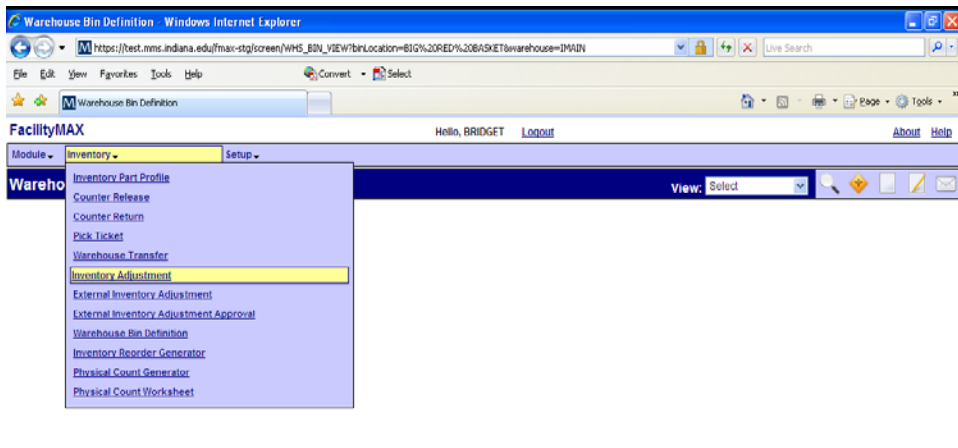
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Inventory Adjustment Cost



From the Module Menu, choose Inventory. From the inventory menu choose Inventory Adjustment.



Inventory Adjustment - Windows Internet Explorer

https://test.mms.indiana.edu/fmac-stg/screen/INV_ADJ_VIEW

File Edit View Favorites Tools Help

Inventory Adjustment

FacilityMAX

Hella, BRIDGET Logout

Module Inventory Setup

Inventory Adjustment

Transaction

Description

Editor

Edit Date

Transaction Type

Part

Warehouse

Part

Unit Cost

Quantity

Current Unit Cost 0.0000

Current Quantity 0

Done

Above you will see a blank inventory adjustment screen. Click the new icon. You can now choose COST on the inventory adjustment type and click the blue arrow to continue.

Inventory Adjustment - Windows Internet Explorer

https://test.mms.indiana.edu/fmac-stg/screen/INV_ADJ_TRANS_TYPE_EDIT

File Edit View Favorites Tools Help

Inventory Adjustment

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Module Inventory Setup

Inventory Adjustment

Inventory Adjustment Transaction Type

Please Select

☐ Quantity

☒ Cost

☐ Initial Entry

Inventory Adjustment - Windows Internet Explorer

https://test.fms.indiana.edu/fms-olp/screen/INV_ADJ_EDIT

Inventory Adjustment

FacilityMAX Hello, BRIDGET Logout About Help

Module Inventory Setup

Inventory Adjustment

Transaction	711574	Editor	BLGENTRY	Transaction Type	INVENTORY ADJUSTMENT
		Edit Date	Jul 02, 2009 02:57 PM		
Description	PRICE WAS ENTERED INCORRECTLY				

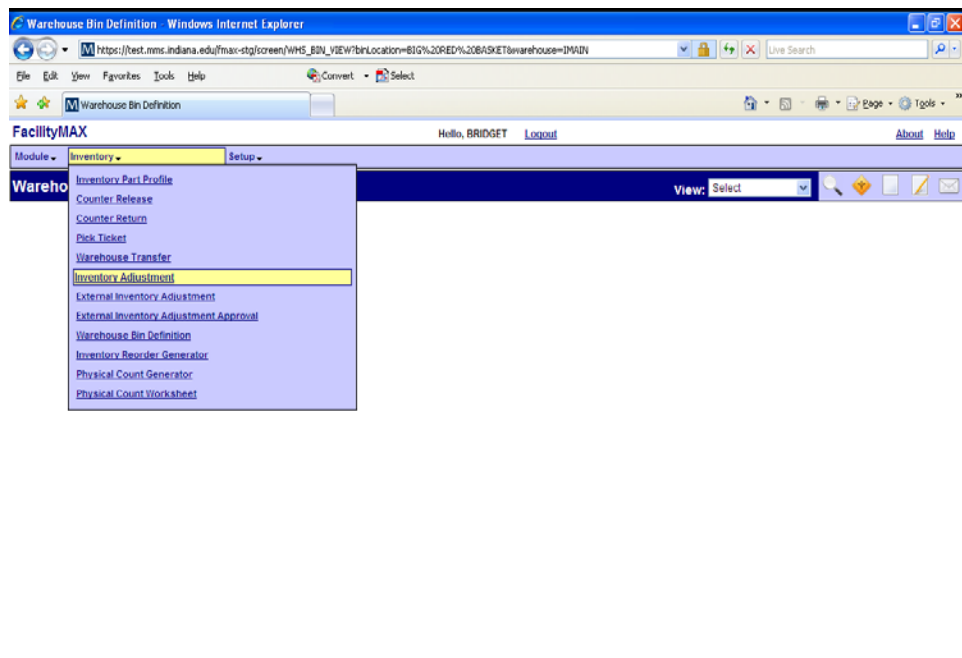
Part	Adjustment
Warehouse	Unit Cost
BPP MAIN STOREROOM	1.0000
Part	Quantity
B12TESTINGPART34	
THIS IS A REALLY BIG TESTING PART FOR TRAINING	
Current Unit Cost	1.0000
Current Quantity	25

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Done Internet 100%

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. The cost will auto fill. Change the cost to the correct unit cost amount. You can now click on the save icon.

Inventory Adjustment Quantity



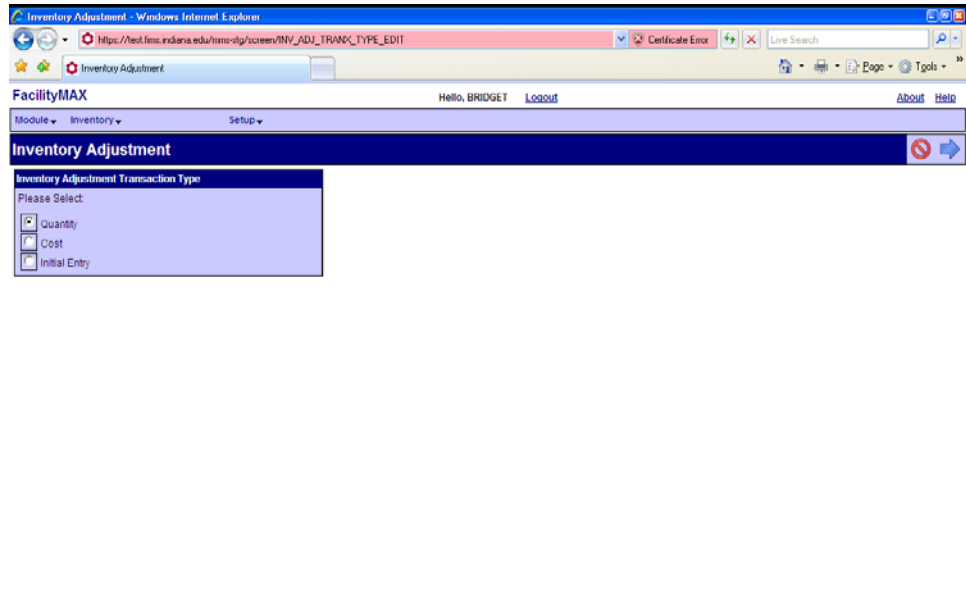
Choose inventory adjustment from the inventory menu. Below you will see a blank inventory adjustment screen. Click the new icon.

The screenshot shows the "Inventory Adjustment" screen in the FacilityMAX system. The page header is the same as the previous screenshot. The main content area contains a form with several sections:

Transaction		Editor	Transaction Type
		Edit Date	

Part		Adjustment	
Warehouse		Unit Cost	
Part		Quantity	
Current Unit Cost	0.0000		
Current Quantity	0		

At the bottom of the screen, there is a status bar with the text "Done" and a search icon.

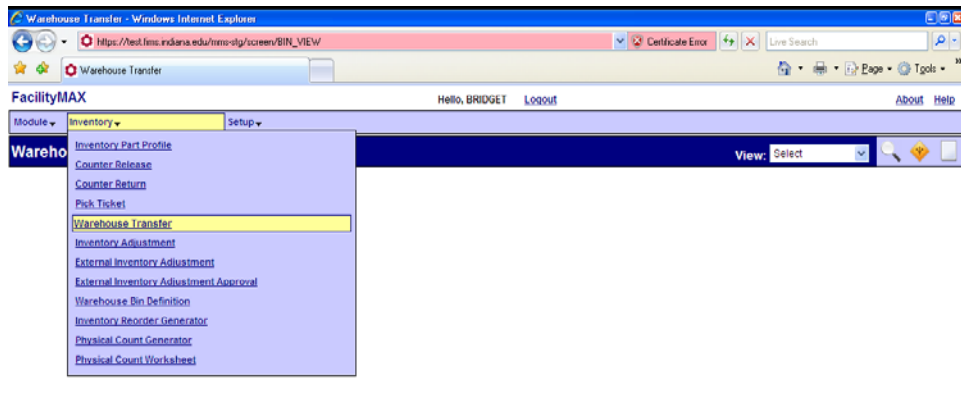


This time click on quantity and click on the blue arrow to continue. Enter the warehouse, part, and bin. The price will populate. Enter A negative or positive number to adjust the quantity amount. I am subtracting 10 on this one so I will enter -10. Click save and the adjustment is complete.

Transaction	711573	Editor	BLGENTRY	Transaction Type	INVENTORY ADJUSTMENT
		Edit Date	Jul 02, 2009 02:54 PM		
Description	WRONG QUANTITY ON ENTRY				
Part	Adjustment				
Warehouse	B14AIN	Unit Cost	1.0000		
Part	B12TESTINGPART34	Quantity	-10		
Bin	B-SHELF-34	THIS IS A REALLY BIG TESTING PART FOR TRAINING			
Current Unit Cost	1.0000				
Current Quantity	35				

Warehouse Transfer

TIP: Remember you need to have your target bin already set up before you try to transfer to it. This is done on the Warehouse Bin Definition Screen



From the Inventory Menu Choose warehouse transfer. Below you will see a new Warehouse screen. Click on the NEW icon in the upper right corner.

A screenshot of the FacilityMAX 'Warehouse Transfer' screen. The browser address bar shows 'https://test.fms.indiana.edu/nms-olp/screen/WAREHOUSE_TRANSFER_VIEW'. The application header is the same as the previous screenshot. The main content area is titled 'Warehouse Transfer' and includes a 'View: Select' dropdown. It features a form with fields for 'Transaction', 'Description', 'Editor', and 'Edit Date'. To the right of this form is a cost summary table. Below the main form is a section for 'Warehouses' with 'Sending' and 'Receiving' sub-sections. At the bottom is a 'Line Items' table with columns: Line, Part, Description, UOM, Source Bin, Target Bin, Quantity, and Unit Cost. The status bar at the bottom indicates 'Done' and 'Internet' connectivity.

Warehouse Transfer - Windows Internet Explorer

https://test.fms.indiana.edu/fms-olp/screen/WAREHOUSE_TRANSFER_EDIT

Warehouse Transfer

FacilityMAX Hello, BRIDGET Logout About Help

Module Inventory Setup

Warehouse Transfer View: Select

Transaction	400003	Editor	BLGENTRY	Shipping Cost	\$0.00
Description	TRANSFER FROM BASB TO BMAIN FOR EASY BMAIN ACCESS			Total Cost	\$0.00
Edit Date		Jul 09, 2009 08:52 AM			

Warehouses

Sending BASB BPP ASBESTOS SHOP STOREROOM

Receiving BMAIN BPP MAIN STOREROOM

Line Items

Line	Part	Description	UOM	Source Bin	Target Bin	Quantity	Unit Cost
------	------	-------------	-----	------------	------------	----------	-----------

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Done

Enter the description, sending and receiving warehouses. Next click on the Small green plus sign to add line items. Fill in the part number and click the zoom. The UOM, Cost and quantity should auto fill for you. Select the source bin and target bin and enter the quantity you want to move. Click on the green done flag.

Warehouse Transfer Line Item - Windows Internet Explorer

https://test.fms.indiana.edu/fms-olp/screen/WAREHOUSE_TRANSFER_ITEM_EDIT

Warehouse Transfer Line Item

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Module Inventory Setup

Warehouse Transfer Line Item

Item	1	Editor	BLGENTRY	Shipping	0
Edit Date		Jul 09, 2009 09:01 AM			

Part

Part B9100570 BOX CARDBOARD 14" X 14" X 14"

UOM EA

Unit Cost \$1.2800

Quantity on Hand 200.0000

Plans

Source Bin 91-00-08

Target Bin 91-00-08

Transfer Qty 20

Equipment

Equipment

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Done

Warehouse Transfer - Windows Internet Explorer

https://test.fms.indiana.edu/fms-slp/screen/WAREHOUSE_TRANSFER_VIEW?transNum=400005

Certificate Error

Warehouse Transfer

FacilityMAX

Hello, BRIDGET Logout

Module Inventory Setup

Warehouse Transfer View: Select

Transaction	400005	Editor	BLGENTRY	Shipping Cost	\$0.00
		Edit Date	Jul 06, 2009 09:22 AM		
Description	TEST FOR TRAINING			Total Cost	\$25.00

Warehouses

Sending	BASB
	BPP ASBESTOS SHOP STOREROOM
Receiving	BMAIN
	BPP MAIN STOREROOM

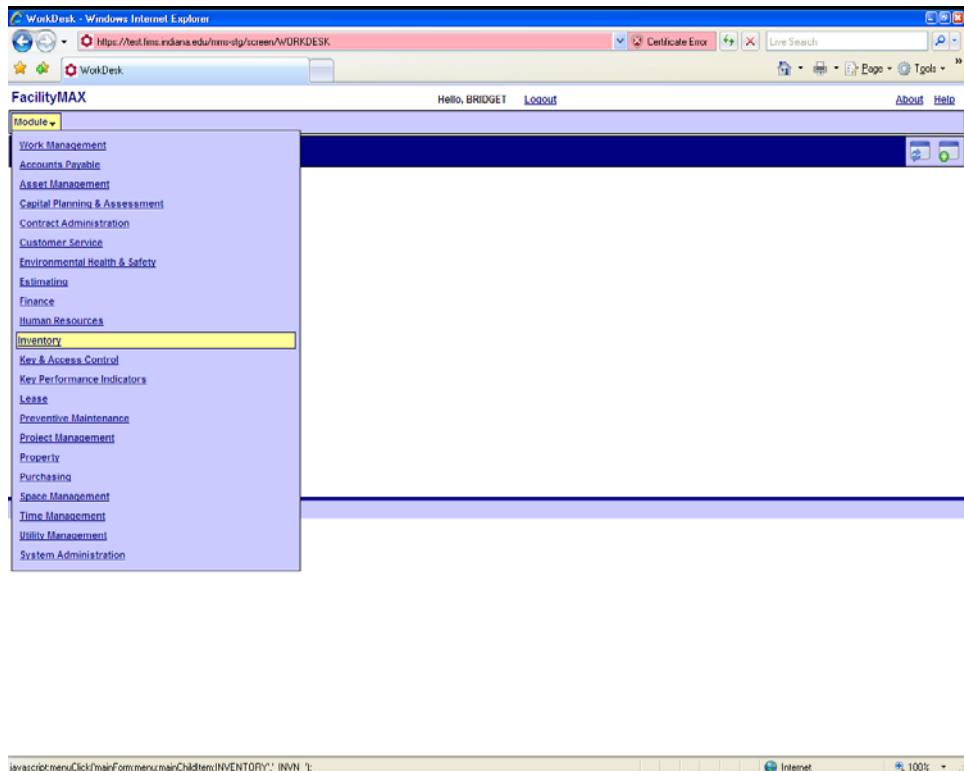
Line Items

Line	Part	Description	UOM	Source Bin	Target Bin	Quantity	Unit Cost
1	09100070	BOX CARDBOARD 14" X 14" X 14"	EA	91-00-00	91-00-00	20.0000	\$1.2000

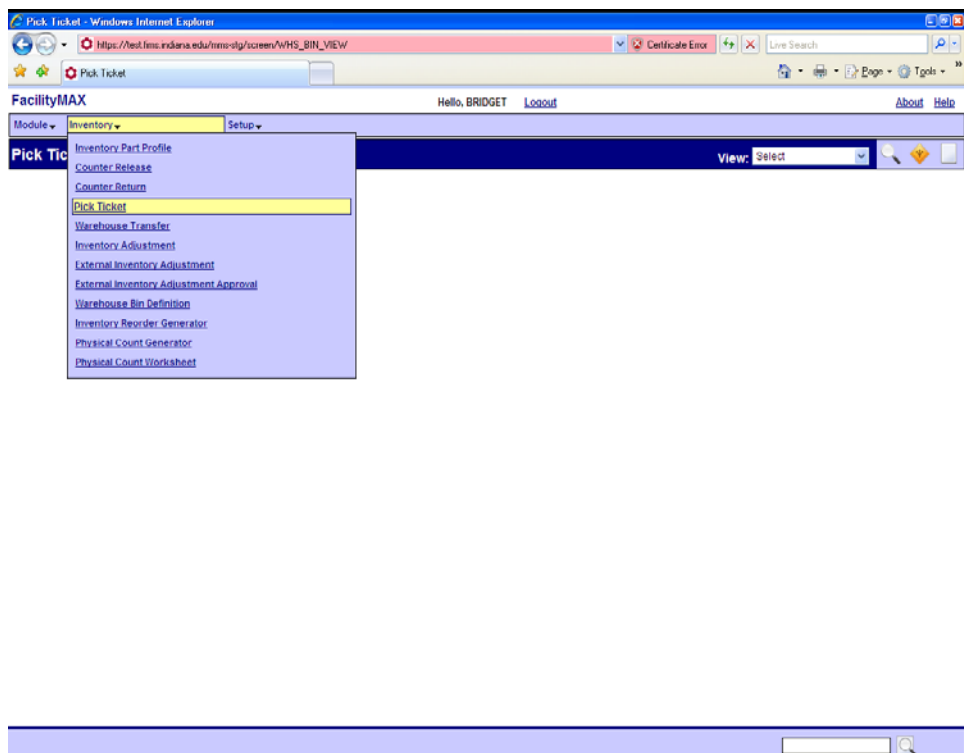
Done

Click on save and you will have a completed transfer as shown below.

Pick Ticket



To create a pick ticket, you will need to choose Inventory from the module menu and Pick ticket from the inventory menu.



Above you see a blank pick ticket screen. Click on the new icon.
 Fill in the description, warehouse, date needed, time needed, and work order /phase. Then click on the green plus sign to add lines.

Pick Ticket Line Item - Windows Internet Explorer

https://test.fms.indiana.edu/fms-slg/screen/PICK_TICKET_ITEM_EDIT

FacilityMAX Hello, BRIDGET Logout About Help

Module Inventory Setup

Pick Ticket Line Item

Line	1	Editor	BLGENTRY	Status	Open
		Edit Date	Jul 06, 2009 01:33 PM		

Part	Quantities	Material Request
Part	Requested Quantity	Transaction
B3031300	1	
Bin	Quantity on Hand	Line
UNDERGROUND 63	1.0000	
BALLAST 1500 WATTS METAL HALIDE 480V FOR FLOOD LIGHT TYPE 11		
Unit Cost	Released Quantity	
\$169.0000		
UOM		
EA		

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Done

Fill in the Part, Bin and requested quantity. Click on the green done flag when you have finished entering items. Make sure the status is finalized and click on the save icon.

Pick Ticket - Windows Internet Explorer

https://test.fms.indiana.edu/fms-slg/screen/PICK_TICKET_EDIT

FacilityMAX Hello, BRIDGET Logout About Help

Module Inventory Setup

Pick Ticket

View: Select

Transaction	50009	Editor	BLGENTRY	Status	FINALIZED
		Edit Date	Jul 06, 2009 01:09 PM		
Description	PICK TICKET FOR TRAINING			Warehouse	0MAIN
					BPP MAIN STOREROOM
				Date Needed	6 Jul 2009
				Time Needed	8 : 00 AM

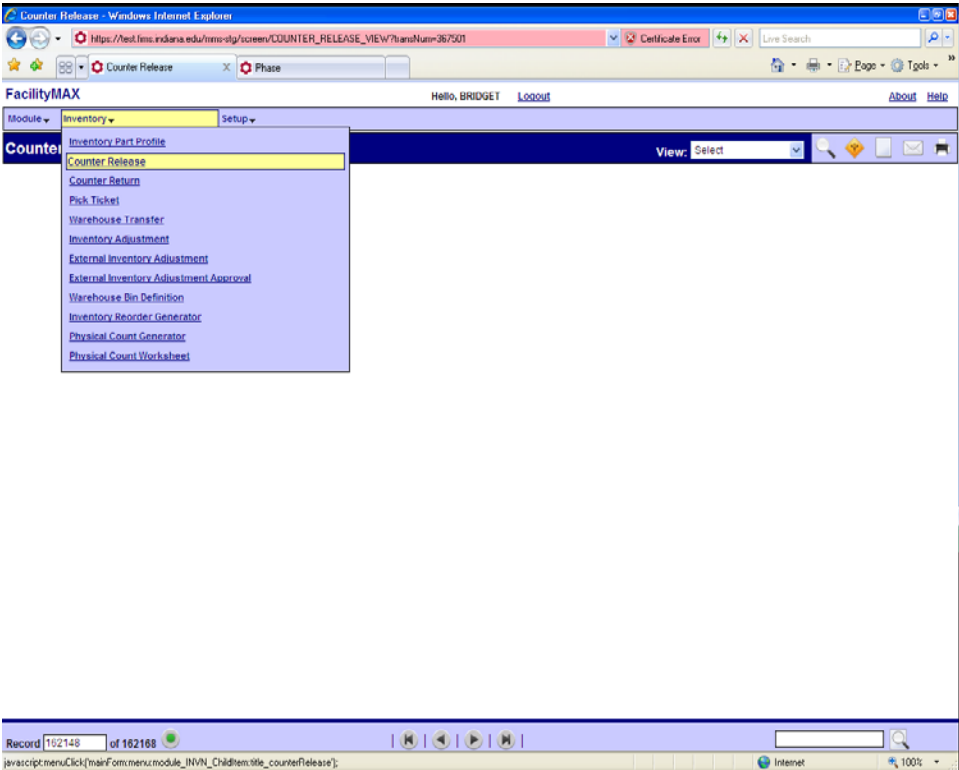
Work Order	Location
Work Order	Region
981536	BL
ROOM 599, REPAIR OR REPLACE	BLOOMINGTON
	Facility
	SWAIN WEST
	727 E 3RD ST
Phase	Property
001	BL027
ROOM 599, REPAIR OR REPLACE	Location
	SWAIN WEST

Line Items Load Material Request							
Line	Part	Description	UOM	Bin	Requested Quantity	Unit Cost	Status
1	B3031300	BALLAST 1500 WATTS METAL HALIDE 480V FOR FLOOD LIGHT TYPE 11	EA	UNDERGROUND 63	1.0000	\$169.0000	Open

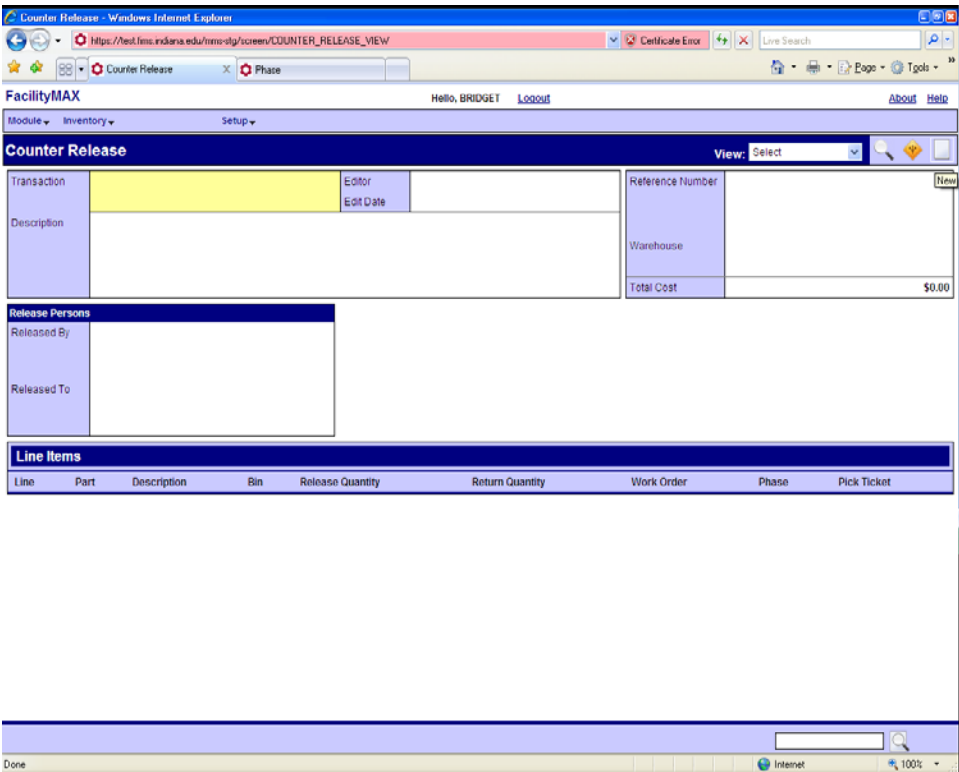
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Done

Counter Release



For a counter release, choose counter release from the Inventory menu. Below you will see a new counter release page, click on the new icon.



Counter Release - Windows Internet Explorer

https://test.fms.indiana.edu/fms-slg/screen/COUNTER_RELEASE_EDIT

FacilityMAX Hello, BRIDGET Logout About Help

Module Inventory Setup

Counter Release

View: Select

Transaction	400003	Editor	BLGENTRY	Reference Number	
		Edit Date	Jul 06, 2009 04:50 PM		
Description	Delivered to Zone 2 (delivery instructions)			Warehouse	BLMAIN
				BPP MAIN STOREROOM	
				Total Cost	\$0.00

Release Persons	
Released By	CADALLEN
	CARLA ALLEN
Released To	BLGENTRY
	BRIDGET GENTRY

Default Work Order 001536 001

Line Items

Load Pick Tickets

Line	Part	Description	Bin	Release Quantity	Return Quantity	Work Order	Phase	Pick Ticket
------	------	-------------	-----	------------------	-----------------	------------	-------	-------------

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Enter a description, Warehouse, released by, released to and work orders and phase. Once you have filled in those fields, click on the small green plus sign to add line items.

On the line item, fill in the part, bin and release quantity. If you did not fill in the work order / phase at the top part, fill it in now. Click on the green flag when you are finished. Then click save on the release page.

Counter Release Line Item - Windows Internet Explorer

https://test.fms.indiana.edu/fms-slg/screen/COUNTER_RELEASE_ITEM_EDIT

FacilityMAX Hello, BRIDGET Logout About Help

Module Inventory Setup

Counter Release Line Item

View: Select

Item	1	Editor	BLGENTRY
		Edit Date	Jul 06, 2009 05:04 PM

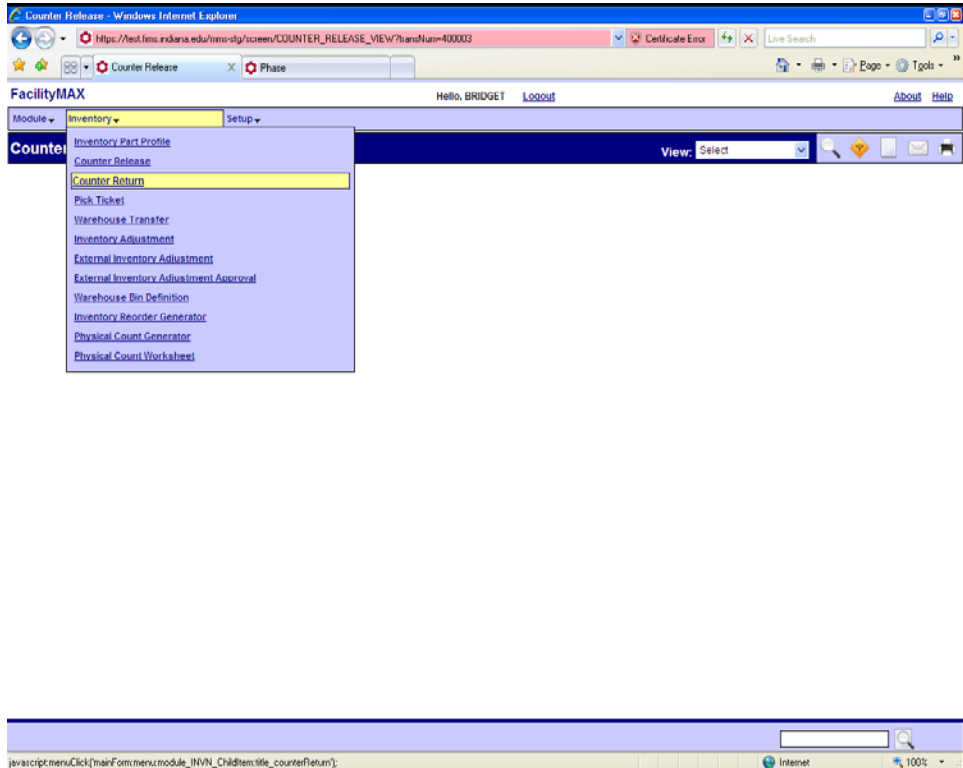
Part	B3013250	Work Order	001536	Pick Ticket	
Bin	H-7-2-A		ROOM 509, REPAIR OR REPLACE DEFECTIVE		
	CONDUIT LB 1-1/4"	Phase	001		
			ROOM 509, REPAIR OR REPLACE DEFECTIVE		
Unit Cost	\$7.9600	Release Quantity	1		
UOM	EA				
Quantity on Hand	14.0000				

Equipment	
Equipment	

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Counter Return



For a Counter Return choose counter return from the Inventory menu. Below you will see a blank Counter Return page. Click on the new icon.

The screenshot shows the FacilityMAX web application interface with the "Counter Return" page loaded. The browser window title is "Counter Return - Windows Internet Explorer". The address bar shows the URL "https://test.fms.indiana.edu/fms-olp/screen/COUNTER_RELEASE_VIEW". The page header includes "FacilityMAX", "Hello, BRIDGET", and a "Logout" link. The left sidebar shows a menu structure with "Module" and "Inventory" expanded. The "Counter Return" option is highlighted in the "Counter" sub-menu. The main content area displays the "Counter Return" form.

Transaction	Editor	Reference Number	New
Description	Edit Date	Warehouse	
		Total Cost	\$0.00

Release Persons	
Released By	
Released To	

Line Items									
Line	Part	Description	Bin	Released Quantity	Returned Quantity	Work Order	Phase	Pick Ticket	Adjustment

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Counter Release Transaction Search - Windows Internet Explorer

https://test.fms.indiana.edu/nms-olp/screen/COUNTER_RETURN_RELEASES_DOCUMENT_SEARCH

Counter Release Transaction Search

FacilityMAX

Hello, BRIDGET Logout

Module Inventory Setup

Counter Release Transaction Search

Counter Release

Transaction	#	400003
Trans Date	DD	
Description	DD	
Warehouse	#	
Released By	DD	
Released To	#	
Reference Number	#	
Editor	DD	
Edit Date	#	
Extra Description	#	

Counter Release Line Item

Item	#	
Work Order	#	
Phase	#	
Part	#	
Equipment	#	
Bin	#	
Release Quantity	DD	
Cost	#	
Account	#	
Subcode	DD	
Pick Ticket	#	
Line Item	#	

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Done

Fill in the transaction number of the counter release. Click on the execute search icon.
Click on the transaction.

Counter Release - Eligible Transactions - Windows Internet Explorer

https://test.fms.indiana.edu/nms-olp/screen/COUNTER_RETURN_RELEASES_BROWSE?transaction=400003

Counter Release - Eligible Transactions

FacilityMAX

Hello, BRIDGET Logout

Module Inventory Setup

Counter Release - Eligible Transactions

Transaction	Warehouse	Description
400003	SHARI	DELIVERED TO ZONE 2 (DELIVERY INSTRUCTIONS)

Page 1 of 1

Records Found = 1

Done

Counter Return - Windows Internet Explorer

https://test.fms.indiana.edu/fms-sql/screen/COUNTER_RETURN_EDIT

FacilityMAX Hello, BRIDGET Logout

Module Inventory Setup

Counter Return

View: Select

Transaction	400003	Editor	BLGENTRY	Reference Number	
Description	DELIVERED TO ZONE 2 (DELIVERY INSTRUCTIONS)	Edit Date	Jul 06, 2009 05:08 PM	Warehouse	BMAIN
				BPP MAIN STOREROOM	
				Total Cost	\$7.96

Release Persons	Return Persons Default
Released By: CADALLEN CARLA ALLEN	Returned By: BLGENTRY
Released To: BLGENTRY BRIDGET GENTRY	Returned To: CADALLEN CARLA ALLEN

Line	Part	Description	Bin	Released Quantity	Returned Quantity	Work Order	Phase	Pick Ticket	Adjustment
1	B3013250	CONDUIT LB 1-1/4"	H-7-2-A	1.0000	0.0000	981536	001		

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Done

Fill in the returned by and returned to. You can click on the Return all button if it applies. If it is a partial return, click on the line item and enter the number returned. Click on the done flag.

Counter Return Line Item - Windows Internet Explorer

https://test.fms.indiana.edu/fms-sql/screen/COUNTER_RETURN_ITEM_EDIT

FacilityMAX Hello, BRIDGET Logout

Module Inventory Setup

Counter Return Line Item

Item	1	Editor	BLGENTRY	Transaction	400003
		Edit Date	Jul 06, 2009 05:08 PM		

Part	Work Order	Return Persons
Part: B3013250 CONDUIT LB 1-1/4"	Work Order: 981536 ROOM S99, REPAIR OR REPLACE DEFECTIVE	Returned By: BLGENTRY
Bin: H-7-2-A	Phase: 001 ROOM S99, REPAIR OR REPLACE DEFECTIVE	Returned To: CADALLEN
Unit Cost: \$7.9600	Release Quantity: 1.0000	CARLA ALLEN
UOM: EA	Prior Return Quantity: 0.0000	
Quantity on Hand: 13.0000	Return Quantity: 1	

Equipment	Pick Ticket
Equipment:	Pick Ticket:
	Line Item:

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Counter Return - Windows Internet Explorer

https://test.fms.indiana.edu/fms-slg/screen/COUNTER_RETURN_VIEW?transNum=400003

Counter Return Phase

FacilityMAX Hello, BRIDGET Logout About Help

Module Inventory Setup

Counter Return

View: Select

Transaction	400003	Editor	BLGENTRY	Reference Number	
		Edit Date	Jul 09, 2009 05:09 PM	Warehouse	BMAIN
Description	DELIVERED TO ZONE 2 (DELIVERY INSTRUCTIONS)				BPP MAIN STOREROOM
				Total Cost	\$0.00

Release Persons	
Released By	CADALLEN CARLA ALLEN
Released To	BLGENTRY BRIDGET GENTRY

Line Items									
Line	Part	Description	Bin	Released Quantity	Returned Quantity	Work Order	Phase	Pick Ticket	Adjustment
2	B3013250	CONDUIT LB 1-1/4"	H-7-2-A	1.0000	1.0000	881538	001		1

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Done Internet 100%

Click on the save icon. You have a finished counter return.