AIMS/ERP tm

Procedures

Inventory Management

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I. COMPANY INVENTORY POLICY:

All material moved in and out of inventory must be documented and transacted in AIMS/ERP. The overall responsibility for the accuracy of the inventory rests with the Inventory Manager. This accuracy depends on enforcement of a strict paperwork policy, as well as the accuracy of the processing of the AIMS/ERP transactions for material receipts and issues. All departments and personnel with a need to store or remove inventory are to cooperate with Inventory Manager and adhere to this policy.

In certain instances material (including finished goods, sub-assemblies, raw materials and components) is required to be removed from inventory and used for some purpose, other than to satisfy the normal fulfillment of a kit or customer sales demand. This reason as well as other movement of parts and materials to and from inventory locations which are not covered by specific transactions for receipts and issues, are to be documented by using the **Storeroom Requisition.**

Transactions caused by excessive or short issues for normal production are often caused by incorrect or improperly processed documentation. (Kits and Bills of Material). The improper documentation should be corrected and evidence shown to Inventory Management that the correction has been accomplished. This supporting evidence should be furnished with the request for material or parts, to correct any shortage, as well as the return of the excess. These special inventory movements require the use of the **(SR)**

II. THE STOREROOM REQUISITION DOCUMENT:

The **Storeroom Requisition** (**SR**) document should be prepared and used for all of transactions which are not one of the standard material movements. The standard transactions will have some other form of AIMS/ERP prepared document.

When preparing the (SR) document, follow the guidelines of the specific transaction instructions. The person keying the document for the appropriate AIMS/ERP transaction will require this consistency.

The transaction to be keyed depends on the use. The data are keyed from the white copy of the **SR** document only. Refer any discrepancies noticed on the document to supervisor. In all cases, the green copy of the document should be routed to accounting.

A. Work order to *work order transfer:*

Parts may be pulled from a kit or work order to satisfy a demand on another. In this instance a **SR** will be prepared showing both the TRANSFER TO work order and the TRANSFER FROM work order. Two transactions will ultimately be processed, one for the return and the other for the issue. The result of the transactions having been processed will cause a shortage (unless an over issue for a like quantity) for the FROM work order. It may satisfy a shortage on the TO work order. Refer to Paragraph VI.A.

This transfer may be a paperwork transfer only, the movement of the parts may have already occurred, or is not required. The **SR** document is still required in order to process the transaction in AIMS/ERP. Refer to Paragraph VI.B.

Production Control should prepare the **Storeroom Requisition** (**SR**) document to document the transfer.

Write the TO and FROM work order numbers in the WO #/GL ACCT. NO. columns.

Write the Material Operation number in the left portion of the reason for request column. Write "OPR" in the heading above the operation number.

List the Part Numbers to be transferred in the PART NUMBER column, with the transfer quantity written in the QTY. ISSUED column.

Check the TRANSFER ☐.

Write any comments to support the transfer as required. Data Entry will key them as comments in the AIMS/ERP transaction.

Retain the pink copy of the **SR** and forward the rest to **Data Entry** for processing and subsequent distribution of the copies.

B. Material scrapped while work in process:

Material found to be defective while in production, or damaged while in production is disposed of through the DMR process. The initial DMR transaction processed may cause a shortage to appear on the shortage report. When the issue of the replacement is processed, it will satisfy that shortage. The issue of the replacement may occur first. In this case the reporting of a shortage will be avoided.

1. This replacement is issued to the line with a **Storeroom Requisition** (**SR**) document. The document is prepared with the following information by the requester.

Write the work order number on the TO line of the WO #/GL Acct. NO. section.

Write the operation number on the TO line in the left portion of the REASON FOR REQUEST section. Write "OPR" in the heading above the operation.

List the Part Numbers requiring replacement in the PART NUMBER column together with the requested quantities in the QTY. REQ. column.

Enter the Warehouse Number(s) in the WHS. column. If parts are being requested from multiple warehouses, a separate form for each should be used to facilitate handling.

Check the Issue ☐ and write "scrap replacement" in the REASON FOR REQUEST Column.

2. The requester should attach any additional documents to the form, retain the pink copy of the **SR** and forward the rest to the appropriate warehouse where the **Material Handlers** will pull the material to be issued and complete the document as follows:

   Write the location(s) used to pull the material in the LOCATION column.

   Write the Quantity Issued for each part in the QTY. ISSUED column.

   Note any comments which will be required to document the activity.

3. The **Material Handler**(s) will retain the yellow copy for their files and forward the remainder to **Data Entry.**

C. Material returns:

Raw materials, components and subassemblies which are to be returned to inventory from a completed work order (the result of an excess issue), as well as material or parts determined "use as is" by MRB action are returned to inventory using the **SR**. See Paragraph III.D.

RETURNS FROM WORK ORDERS:

1. If the parts are being returned having previously been issued to a work order, and are being returned for an over issue credit, The requester should fill out the SR as follows:

Write the work order number on the FROM line of the WO #/GL Acct. NO. section.

Write the operation number on the FROM line in the left portion of the REASON FOR REQUEST section. Label this entry "OPR" in the heading.

List the part numbers in the PART NUMBER column.

Write the quantities in the QTY. ISSUED column.

Write "Over Issue" in the REASON FOR REQUEST column. and check the CREDIT ☐.

The requester should attach the blue copy of the completed form to the material as a packing list, retain the pink copy and forward the remaining copies to the warehouse. Where multiple warehouses are involved, use a separate **SR** document for each.

The **Material Handler**(s) return the stock to their locations and record such on the **SR**.

Write the warehouse number in the WHS. column.

Write the location stored in the LOCATION column.

Write any comments pertaining to the process on the margin of the document. These will be keyed as Transaction Comments.

Retain the Yellow copy of the **SR** and forward the remainder to Data Entry.

MRB ACTION RETURNS TO STOCK

2. If the parts are being returned to inventory as a result of the MRB action, the SR document can be used in lieu of the DMR ticket. The requester should write the DMR ticket number in the TOP MARGIN of the SR and check the Credit ☐

    Write in the Part Number being returned in the PART NUMBER column.

    Write in the quantity being returned in the QTY. ISSUED column.

    The requester should attach the blue copy of the completed form to the material as a packing list, retain the pink copy and forward the remaining copies to the warehouse.

    The **Material Handler** returns the stock to its location and records such on the **SR**.

    Write the warehouse number in the WHS. column.

    Write the location stored in the LOCATION column.

    Write any comments pertaining to the process on the margin of the document. These will be keyed as Transaction Comments.

    Retain the Yellow copy of the **SR** and forward the remainder to Data Entry.

D. Miscellaneous issues:

Parts or materials are often withdrawn from inventory to be used by R& D. Parts may also be used for some non production effort, such as to produce test equipment etc. These issues require the **SR** documentation. See Paragraph V.E.

1. The person requesting the material prepares the **SR** and obtains the authorizing signatures as required.

    Write the account number to charge the withdrawal to in the WO #/GL ACCT. NO. column in the heading of the **SR.** This must be a valid number in the chart of accounts and will be validated by the program. The reason for the request as well as the delivery instructions should be included.

    Write the part numbers requested in the detail lines of the SR document.

    Write the requested quantities in the QTY. REQ. column for the corresponding line.

    Include the **Requesters** Department number in the Deliver To area.

Print the name of the requester in the appropriate space in the lower left corner of the **SR.**

Write any comments needed to record the reason for the issue. These comments as well as the **SR** document number from the upper right heading will be keyed as part of the AIMS/ERP transaction.

Check the Issue ☐ retain the pink copy and forward the remainder to the appropriate warehouse.

2. The **Material Handlers** will pull the parts as available and record the location information on the document.

Write the warehouse number from the WHS. column.)

Write the locations used to pull the parts in the LOCATION column.)

Write the Quantity Issued in the QTY. ISSUED column.)

Print the **Material Handler's** name in the ISSUED BY space on the **SR.**

Retain the yellow copy, attach the blue copy to the material as a packing slip and forward the remainder of the copies to Data Entry.

E. Material Scrapped From Inventory:

It may be necessary to scrap parts or material found to defective or damaged while in inventory. If it is known that the parts must be scrapped and not reworked or returned for credit, they may be scrapped without following the DMR procedure and waiting for disposition by the MRB. This transaction may also be used to dispose of material no longer required or obsolete. Refer to paragraph V.F

1. The **Product Coordinator** will prepare the (**SR**) document as follows:

Write **S C R A P** boldly across the top of the document.

Fill in a short description of the reason for the scrap in the Reason For Request space.

Fill in the Part Number(s) to be scrapped

Write the quantity in the Qty Issued column.

2. Coordinate with the **Material Handlers** as to the Warehouse and Locations involved. Not all locations may contain defective parts.

   Record the warehouse number and the locations from which to retrieve the material, and forward the document to the **Warehouse Supervisor.**

3. The **Warehouse Supervisor** must approve all scrap transactions to authorize the removal of the parts or material.

4. The **Material Handlers** name should be written in the Issued By position.

   Retain the yellow copy of the document and forward the remainder to Data Entry.

F. Miscellaneous Receipts:

Raw materials, components and subassemblies which are to be entered into inventory from an unknown source, or are to be returned from a department having been previously issued for a non-productive purpose, use a **Storeroom Requisition** (**SR**) document for the transaction.

1. The document should be prepared by the person requesting the return according to the following instructions.

   a. Write the account to be credited on the FROM line of the WO #/GL Acct. NO. section.

      i. If the credit is for known previously issued material, the account should be the same as the one used to issue the material originally.

      ii. If the credit is for material from an unknown source, the Inventory write on account should be used.

   b. List the part numbers in the PART NUMBER column.

   c. Write the quantities in the QTY. ISSUED column.

   d. Write "Return for Credit" or "write on" as appropriate in the REASON FOR REQUEST column. and check the CREDIT ☐.

   e. Write the requesters name in the requested by space.

   f. Write the requesters department number in the Deliver To section. Mark it "from".

2. The requester should attach the blue copy of the completed form to the material as a packing list, retain the pink copy and forward the remaining copies to the warehouse. Where multiple warehouses are involved, use a separate **SR** document for each.

3. The **Material Handler**(s) return the stock to their locations and record such on the **SR**.

   a. Write the warehouse number in the WHS. column.

   b. Write the location stored in the LOCATION column.

   c. Write any comments pertaining to the process on the margin.

4. Retain the Yellow copy of the **SR** and forward the remainder to Data Entry.

III. RECEIPT PROCESSING:

A. Domestic Receipts:

1. For shipments from domestic suppliers, the Receiving Clerk should obtain the packing slip from the incoming freight. Verify the carton count and inspect the cartons or packages for physical damage. Note any physical damage on the carriers freight document, and on the packing slip. Shipments to Company that are freight collect require payment to the driver before the freight can be unloaded. Refer to Freight Collect Payment Procedure. (Paragraph III.C).

2. Access the AIMS/ERP Receipt-to-dock screen (Menu I +R+ D). The receiver number field is populated automatically by the system. Enter the purchase order number found on the packing slip. If the purchase order number is not found on the packing slip, or if the packing slip is missing, set the shipment aside for problem resolution and notify supervisor.

3. Verify that the correct PO record has been retrieved.

   a. The vendor name should match that of the Packing Slip.

   b. If the vendor name does not match the purchase order, it may be that the vendors supplier may have drop shipped the material directly to Company. In this case the name on the packing slip may not be the same as the purchase order record. If there is any doubt that the documentation of the shipment is incorrect, set the shipment aside and notify supervisor.

4. Note the PO Type displayed on the screen. The type of PO determines how the AIMS/ERP receipt program will process. The following are entered accordingly.

PACKING SLIP NUMBER	(All PO Types)
NUMBER OF CARTONS	(All PO types)
DELIVER TO:	(Optional for PO Type DE only if available on packing slip)
WORK ORDER NUMBER	(From packing slip if material or order. Field is bypassed if PO type is DO).
PRINT RECEIVING REPORT	(Field is bypassed for all PO types except DE. The default is YES).

NEXT RECEIVER SAME PO	(used for multiple receipts on the same Purchase Order. The data entered on the first receipt is retained).
COMMENTS	(Enter any appropriate damage, and or other information to be recorded in the AIMS/ERP record).

5. The next screen is accessed by using soft key "Shift + F1" The process will bring up the next screen depending on the PO Type.

   a. If the PO Type is DE then the "Shift + F1" key will bring up a screen to enter the item numbers only. Verify that the correct part or stock being received is displayed. Each line item quantity received is entered on a second screen. Access this second screen with "Shift + F1". The Receiving Report is printed depending on your response to the question on the first screen.

   b. If the PO Type is DO or DP then the item and quantity are entered on the next screen.

ITEM NO:	(Enter the purchase order line item number. Note that the packing slip may not reflect the same line items as the purchase order. For multiple line item purchase orders, use the options key "F2" to display a pop up window at the line item field and select the correct line number by using the part number from the packing slip. Verify this by checking the part number displayed on the screen).
QTY RCVD:	(This should be the counted quantity received. No determination of quality is made at this point. The parts specification or commodity specification should be used to determine the method of counting).

c. If the PO Type is DP then the "F9" key is used to save the item and quantity and proceed with the next line item. The receiving report will print automatically for each line item. Repeat steps 3 & 4 for each line item on the packing slip. See note below.

d. If the PO Type is DO then the "Shift + F1" key will allow you to select either of three work order move options. Certain edits are performed on the status of the work orders chosen and the operations selected. If the condition of the work order and the routing steps are not completed, the items can't be received in AIMS/ERP. Production Control should be notified when any of these edits fails. Repeat steps 3 & 4 for each item on the packing slip. See note below.

Option (1)	To Receiving Inspection/Stock. The only option to be entered on the next screen is the Completing Work Order entry. This is the Work Order for the outside production on the part being received.
Option (2)	Receive Directly to NHA Work Order. In this case the items being received result in a move to their next destination. NHA (Next Higher Assembly) The Completing Work Order satisfies the "from" side of the move. The "to" side is entered as the NHA Work Order No. and Linking Operation. No.
Option (3)	Drop Ship/Move. This is the selection to be chosen if the items are being moved on a work order. It is essentially a work order move transaction. The receipt process is used in order to provide a receiving record for the accounts payable process.

Note that there may be additional line items on the PO, however they are not part of the receipt being processed unless they are on the packing slip.

6. Move the material to the next destination

   a. Material received on PO Types DE will not normally require inspection other than the appearance of the packages or cartons received. Note any damage on the packing slip. Notify the appropriate Parts Runner for delivery to the requester.

   b. Material received for PO Types DP and DO requires inspection depending of the Parts Specification. Parts requiring inspection are routed to the Receiving Inspection lanes. Material without inspection requirements are moved to the appropriate Material Handlers location. The first position of the part number assists in determining the appropriate Material Handler.

7. Attach the pink copy of the receiving report to the packing slip and send to Accounting. Attach the white and yellow copies to the primary package or carton.

B. Receiving International Shipments:

1. Shipments from off shore suppliers generally arrive in shipboard containers directly from the port of entry The documents required to land the shipment in the US, clear customs, and route the container(s) to the Company facilities have been completed. There may be more than one vendors shipment in the container, as well as more than one **Purchase Order** represented. The **packing slips** have been forwarded to Company earlier. Sometimes the shipment is sent by our **Agent** with the responsibility of consolidating the various vendors shipments. The **International Traffic Manager** will furnish a copy of the **packing slips** to the **receiving clerks** responsible for unloading the container and processing the receipts.

   Finished goods are rarely in the same container(s) with raw materials, components and sub-assemblies. Finished goods containers are expected to be unloaded at the finished goods warehouse facilities. Containers with raw materials and sub-assemblies will be unloaded at their appropriate warehouse locations. Because of the economies gained by shipping full containers, this separation may not always be the case.

   The **Receiving Clerk**, unloads the container, taking note of the carton marks. The **packing slips** reflect the Purchase Order numbers, carton count for each item, the quantity per carton as well as the total quantity for the part number. The **packing slips** should be marked with the appropriate notations of each line item. Certain part numbers require a unit count. These Items are usually the more expensive parts, therefore the accuracy of count is important.

2. Access the AIMS/ERP Receipt-to-dock screen (Menu I + R+ D). The receiver number field is populated automatically by the system. Enter the purchase order number(s) found on the packing slip. If the purchase order number is not found on the packing slip, set the shipment aside for problem resolution and notify supervisor. Each item on the packing slip should be entered into AIMS/ERP receiving records.

   Verify that the correct Purchase Order number for the line item has record has been retrieved. The PO types for foreign shipments are FP, FO, and FE. Enter the following according to the PO type:

PACKING SLIP NUMBER	(If packing list is not indicated, use commercial invoice number or any other identifying document number).
NUMBER OF CARTONS	(This should be the number of cartons for the specific line item, <u>Not</u> the total number of cartons in the container).
DELIVER TO:	(Optional for PO Type FE only if available on packing slip).

WORK ORDER NUMBER	(From packing slip if material or parts are destined for a specific work order. Field bypassed for PO types is FO and FE).
PRINT RECEIVING REPORT	(Field is bypassed except for PO type FE. The default is YES).
NEXT RECEIVER SAME PO	(Used for multiple receipts on the same Purchase Order. The data entered for the first receipt is retained for the subsequent receipts)
COMMENTS	(Enter any appropriate comments important to the receipt. Such as notations on freight damage, and or other information to be recorded in the AIMS/ERP record).

3. Continue to the next step by using soft key "Shift + F1" The process will bring up the next screen depending on the PO Type. Be aware that the PO type may change as different PO numbers are processed for their packing slip.

    a. If the PO Type is FE then the "Shift + F1" key will bring up a screen to enter the item numbers only. Verify that the correct part or stock being received is displayed. Each line item quantity received is entered on a second screen. Access this second screen with "Shift + F1". The **Receiving report** is printed depending on your response to the question on the first screen.

b. If the PO Type is FO or FP, then the item and quantity are entered on the next screen.

ITEM NO:	(Enter the purchase order line item number. Note that the packing slip may not reflect the line items numbers. For multiple line item purchase orders, use the pull down window "F2" while the cursor is at the line item field, and select the correct line number by using the part number from the packing slip. Verify this selection by checking the part number displayed on the screen).
QTY RCVD:	(This should be the counted quantity received for the line item. There may be more that one entry on the packing slip for the part number. Be sure the cartons, part numbers and purchase order numbers all agree. The parts specification or commodity specification should be used to determine the method of counting).

i If the PO Type is FP then the "F9" key is used to save the item and quantity and proceed with the next line item. The receiving report will print automatically for each line item. Repeat steps 3 & 4 for each line item on the packing slip for that PO. *See note below*

ii If the PO Type is FO then the "Shift + F1" key will allow you to select either of three work order move options. Certain edits are performed on the status of the work orders used and the operations selected. If the condition of the work order and the routing steps are not completed, the items can't be received in AIMS/ERP. **Production Control** should be notified when any of these edits fails. Repeat steps 3 & 4 for each item on the packing slip for that PO. *See note below*

Option (1)	To Receiving Inspection/Stock. The only option to be entered on the next screen is the Completing Work Order entry. This is the Work Order for the outside production on the part being received.
Option (2)	Receive Directly to NHA Work Order. In this case the items being received result in a move to their next destination. NHA (Next

	Higher Assembly) The Completing Work Order satisfies the "from" side of the move. The "to" side is entered as the NHA Work Order No. and Linking Operation. No.
Option (3)	Drop Ship/Move. This is the selection to be chosen if the items are being moved on a work order. It is essentially a work order move transaction. The receipt process is used in order to provide a receiving record to be used in the accounts payable process.

Note that there may be additional line items on the PO, however they are not part of the receipt being processed unless they are on the packing slip.

4. Move the material to the next destination

   a. Material received for PO Type FE will not normally require inspection other than the appearance of the packages or cartons received. Note any damage on the **packing slip.** Notify the appropriate **Parts Runner** for delivery to the requester.

   b. Material received for PO Type FP & FO requires Inspection depending of the Parts Specification. Parts requiring inspection are routed to the **Receiving Inspection** lanes. Material without inspection requirements are moved to the appropriate **Material Handlers** location. The first position of the part number assists in determining the appropriate **Material Handler**.

5. Attach the pink copy of the receiving report to the packing slip and send to **Accounting**. Attach the white and yellow copies to the primary package or carton.

C. Freight Collect Payment Procedure:

(This brief is included here at this time until the appropriate accounting procedure is approved)

Certain freight carriers require that the freight charges be paid to the driver of the truck. Accounting should be notified when one of these shipments is expected. They will prepare a check for the freight. Normally the carrier will notify us that they have freight to be delivered which requires this payment. If not, they may have to leave without unloading the freight, unless a check can be obtained.

D. Material Returns:

Raw materials, components and subassemblies which are to be returned to inventory from a completed work order (the result of an excess issue), as well as material or parts determined "use as is" by the Material Review Board (MRB) are returned to inventory using the **Storeroom Requisition** (**SR**) document. The document should be prepared by the person requesting the return, and included with the parts being sent to the warehouse.

1. If the
parts are being returned having previously been issued to a work order, and are being returned for an over issue credit, The requester should fill out the SR as follows:

    a. Write the work order number on the FROM line of the <u>WO #/GL Acct. NO</u>. section.

    b. Write the operation number on the FROM line in the left portion of the <u>REASON FOR REQUEST</u> section. Label this entry "OPR" in the heading.

    c. List the part numbers in the <u>PART NUMBER</u> column.

    d. Write the quantities in the <u>QTY. ISSUED</u> column.

    e. Write "Over Issue" in the <u>REASON FOR REQUEST</u> column. and check the <u>CREDIT</u> ☐.

2. The requester should attach the blue copy of the completed form to the material as a packing list, retain the pink copy and forward the remaining copies to the warehouse along with the parts. Where multiple warehouses are involved, use a separate **SR** document for each.

3. The **Material Handler**(s) return the stock to their locations and record such on the **SR**.

    a. Write the warehouse number in the <u>WHS</u>. column.

    b. Write the location stored in the <u>LOCATION</u> column.

    c. Write any comments pertaining to the process on the margin of the document. These will be keyed as Transaction Comments.

4. Retain the Yellow copy of the **SR** and forward the remainder to Data Entry.

5. If the parts are being returned to inventory as a result of the MRB action, The SR document can be used in lieu of the DMR ticket. The requester should write the DMR ticket number in the TOP MARGIN of the SR and check the Credit ☐

    a. Write in the Part Number being returned in the <u>PART NUMBER</u> column.

b. Write in the quantity being returned in the QTY. ISSUED column.

6. The requester should attach the blue copy of the completed form to the material as a packing list, retain the pink copy and forward the remaining copies to the warehouse.

7. The **Material Handler** returns the stock to its location and records such on the **SR**.

   a Write the warehouse number in the WHS. column.

   b. Write the location stored in the LOCATION column.

   c. Write any comments pertaining to the process on the margin of the document. These will be keyed as Transaction Comments.

8. Retain the Yellow copy of the **SR** and forward the remainder to Data Entry.

F. Reverse Receipt:

Receipt to Dock transactions which have been entered in error may be reversed with the **Reverse Dock Receipt** transaction (Menu I + S + T).

No action can have been taken on the receiver prior to processing the reversal. The transaction will normally be entered by the **Inventory Manager**. All line items for a receipt will be reversed. There is no provision for reversing single line items of a receipt.

1. Enter the Receiver No.: to be reversed.

    a. If the receiver is reversible the conversation will continue and the information about the receipt will be displayed.

    b. If the receiver number is not reversible, it will not be allowed by the program.

2. Verify that the correct Receiver No. has been entered.

    a. If the receipt entered is incorrect, type NO (the default) at the reverse receipt question.

    b. If the correct Receiver No. has been entered, Type YES at the reverse receipt question and press "F9" The receipt will be reversed an the appropriate files will be updated.

    c. Depress the "Esc" key to return to the Menu.

IV. INSPECTING MATERIAL RECEIVED:

Material and or parts which are received on the dock, and the receipt process completed, are to be inspected in accordance with the specific guidelines pre-determined for each part group, and in certain instances, individual parts. As of this writing the inspection guidelines are not written.

These inspection guidelines include but are not limited to the following:

A. Visual Inspection:

Inspect the containers for damage. Often a damaged container will have the material damaged as well.

Inspect the containers and the material for proper markings, so that the parts can later be identified.

Inspect a sample of the parts for physical damage and appearance. The size of the sample depends of the part group.

Note any discrepancies on the receiving report. Notify the product coordinator of the discrepancy so that disposition of the parts can be made.

B. Count Verification:

The counts from receiving should be verified. The tolerance for variances is specific to each part group.

Mark the receiving report with "RECEIVED" stamp, noting the accepted quantity. Route the accepted parts with the receiving report for disposition.

C. Entry

Access the Receiving Inspection Acceptance Entry screen with (Menu I + R + Q) to post the inspection result.

Receiver No.	Enter the receiver number from the receiving report. A pull down list is available with (f2). If there is no quantity available to post as inspected for the receiver number, a warning will be flashed. If there is a quantity available to post the prior receiving inspection/DMR activity will be displayed.
R/I Quantity Accepted	Enter the quantity accepted as a result of this inspection. It must not be greater than the available for disposition.

V. STORING RECEIVED MATERIAL:

A. Purchase Order Receipts:

Material which has been received, and the Receipt -To-Dock transaction completed, are routed to receiving inspection. This procedure does not include the discrete functions of receiving inspection. It may be nothing more than a visual inspection of the cartons and an attempt to determine that the parts are indeed the items on the PO. Only the material which has been accepted as OK will be stored in the warehouse. Material which is unacceptable is handled by the <u>D</u>iscrepant <u>M</u>aterial <u>R</u>eport (DMR) subsystem. <u>See DMR Handbook.</u>

1. The **Material Handlers** obtain the **Traveler** (Receiving Report) attached to the inspected and acceptable material. The white copy should be marked with a "RECEIVED" stamp. **Travelers** not marked with the "RECEIVED" stamp should be returned to **Receiving Inspection**.

   a. The component parts on the **Shortage Report** are examined to determine if and where a shortage of the part to be stored may exist.

      i. If the **Shortage Report** indicates a shortage for the part, route the quantity of parts to that kit or work order. Record the quantity and storage location on both the **Traveler** and the **Shortage report.** Two transactions will be keyed from this activity. One for the store, from the traveler and another for the issue to the kit or work order from the shortage report.

      ii. If the part number does not appear on the **Shortage Report**, or if any quantities remain after any shortages are satisfied the material is routed for warehouse storage.

   b. Each part number may or may not have a previously recorded location in AIMS/ERP. The **Material Handler** (group owner) responsible for the specific part number determines the physical location for the part to be stored. The location(s) and quantities are recorded on the **Traveler.**

      i. The physical location to store the part is generally determined by examining the existing location(s), as previously recorded in AIMS/ERP, together with any physical limitations. Use (Alt. + 1 and selection I) to inquire to the existing locations. Where possible previously assigned locations should be used.

      ii. If a standard location has been assigned to the part, it should be used to its limits. This location will be used for issue complete transactions. View the standard location through (Menu I +S+ V).

c. The white copy of the completed **Traveler** is routed to the **Data Entry Clerk.** The yellow copy is retained for the group owner, filed by date, and retained for one year.

2. The **Data Entry Clerk** enters the store locations into the AIMS/ERP records using the Receiver Move to Stock Transaction. (Menu I + R + A).

   Enter the Receiver Number of the **Traveler.** Notice the <u>Accepted Qty Remaining in R/I.</u>

   a. If the quantity in R/I is zero the transaction can't be processed. It may have been previously recorded, or the quantity has never been marked as inspected.

   b. If the quantity is greater than zero, that quantity or any portion of it can be processed.

3. Enter the storage information as follows:

Warehouse	Enter the warehouse number. It must be valid. A list of valid warehouse numbers is available with Function Key "F2".
Location	Enter the location within the warehouse for the quantity stored at that location.
Quantity	Enter the quantity stored at the location just entered.

   Repeat the entries for as many location/quantities found on the **Traveler.**

4. When all quantities have been keyed, stamp the **Traveler** with the "COMPLETED" stamp. The completed documentation is routed to the Warehouse Supervisors files and filed by date.

5. Any entries on the shortage report determined in paragraph (IV.1.a) are keyed according to the instructions in the **Issue Procedure.** Refer to paragraph (V.B).

B. Material Returns:

Material Return transactions will be keyed from the (**SR**)document and will have the Credit ☐ . The document is prepared by production control and or the MRB inventory material control representative. As noted in paragraph (I) the reason for the excess material on a work order should be determined. Any corrections to the work order materials for the subject assembly or finished goods item should be made.

WORK ORDER RETURNS:

1. Use the **Work Order Credit Back to Stock** transaction (menu I + M + B) if the parts are being returned having previously been issued to a work order. An over issue credit. (The Reason for Request should have "Over Issue" written in it). Enter the following:

Work Order No.:	(Enter the work order written on the FROM line of the WO #/GL Acct. NO. section).
Operation No.:	(Enter the operation number written on the FROM line in the left portion of the REASON FOR REQUEST section. This will have been labeled OPR in the heading).
Part No.:	(Enter from the PART NUMBER column).
Warehouse No.	(Enter number from the WHS. column).
Location	(Enter from the LOCATION column).
Quantity Issued	(Enter the quantity written in the QTY. ISSUED column).
Transaction Comments:	(Enter any comments needed to record the reason for the transfer. Include the **SR** document number from the upper right heading).

Repeat the process for each part number on the **SR** document. The soft key (Alt. + C) will refresh the screen with the fields from the last transaction. **Use caution!** It's easy to repeat an unwanted transaction.

DMR RETURNS:

2. Use the **DMR Return To Inventory** transaction (Menu I +D + N) or (Q + T + N) for material being returned to stock as a result of MRB action. The **SR** document, if used for this purpose, should have the DMR ticket number written in the TOP MARGIN labeled DMR No. Enter this DMR Number. The screen will be populated with the Unreturned Quantity for the part.

   a. If the Unreturned Quantity is zero the transaction can't be processed. It may have been previously recorded, or the quantity has never been marked as processed by an MRB action.

   b. If the quantity is greater than zero, that quantity or any portion of it can be processed.

   Enter the storage information as follows:

Warehouse	Enter the warehouse number. It must be valid. A list of valid warehouse numbers is available with Function Key "F2".
Location	Enter the location within the warehouse for the quantity stored at that location.
Quantity	Enter the quantity stored at the location just entered

Repeat the entries for as many location quantities found on the **SR.**

When all quantities have been keyed, stamp the **SR** with the "COMPLETED" stamp. The completed documentation is routed to the Warehouse Supervisors files and filed by date.

C. Miscellaneous Receipts:

Data Entry should use the **Miscellaneous Receipt Transaction** (Menu I + M + R) and enter the following:

Part Number	(Enter the part number from the detail line of the SR document).
Quantity Received	(Enter the quantity written in the QTY. ISSUED column).
Rcvd From Dept.:	(Enter the correct Department number for the requester. It should be written in the Deliver To section of the heading, and marked "from". This entry is validated by the entry program. A list of acceptable values is obtained with Function Key "F2").
Rcvd From Person:	(Enter the name of the person requesting the material from the lower left corner of the **SR**).
GL Account No:	(Enter the account number from the WO #/GL ACCT. NO. column in the heading of the **SR**). *(The number is validated by the program and must be an account number. A work order is not used for this transaction).*
To Warehouse No.	(Enter number from the WHS. column).
To Location	(Enter from the LOCATION column).
Rcvd/Stored By:	(Enter the name of the person processing the receipt of the parts).
Comments:	(Enter any comments needed to record the reason for the issue. Include the **SR** document number from the upper right heading as well as a reference to any other documents attached).

VI. ISSUES:

Material to be issued to a work order may be done with transactions for each part number or by a transaction which issues all parts at once. The work order complete process is not functional in AIMS/ERP at this time. The Individual part number issues must me used

A. Processing Kit Issues:

1. The work order issue list (**KIT**) is printed when the work order is released by **Production Control**. Each major section of the **KIT** is for a specific commodity or part group. The **Kit Lead Person** separates the **KIT** into the various sections. The **Material Handler(s)** (owners) of the part group using their pages retrieve the part(s) from the specified locations and route them to the kit staging area.

   a. Each location which has been recorded for the part is illustrated on the **KIT**. The **Material Handler** will pull the parts from the locations and record the issue:

      b. Circle the location number(s) on the document and write in the quantity pulled from that location. When multiple locations are used to pull the material, each should be circled, and the proper quantity written on the same line.

      c. If insufficient quantity exists at the assigned location(s) for the part, write the quantity still required (**subtract the total quantity pulled from the requested quantity**) in the <u>Quantity Short</u> space on that line;

2. When all parts have been pulled, or otherwise accounted for, the **Material Handlers** return their individual pages to the **Kit Lead Person**. The pages are reassembled, checked for accuracy, and routed to **Data Entry** for keying.

   Each line item on the **KIT** which has any quantities issued, is keyed using the **Work Order Issue Shortage Transaction.** (Menu I + M + S). Line items with the total quantity short are not keyed.

Work Order No.:	(Enter the Work Order Number from the upper left corner of the **KIT**).
Operation No.:	(Enter the Operation No. from the document).
Part No.:	(Enter the part number for the line item).
Warehouse No.**	(Enter the number from the <u>WH.NO</u> column).

Location **	(Enter the circled location associated with the quantity written in the picked column).
Quantity Issued **	(Enter the number from the picked column on the same line as the circled location).

3. When all line items have been keyed, The **Data Entry Clerk** requests a shortage report for the work order. One copy of this report is given to the responsible **Planner**, another to the **Expediter**. The shortages are posted on the HOT BOARD. in the receiving area.

   A copy of the **KIT** is made for audit purposes. This copy is used in the kit staging area, to verify the fulfillment of the kit and ultimately travels with the parts to their destination. At the completion of the kit shipment process, the original **KIT** is filled in the warehouse files.

B. Filling Shortages on Kits:

1. The fulfillment of shortages are accomplished by using the **Shortage Report**. This report is printed each morning indicating all parts for all work orders which are yet to be issued. The **Shortage Report** may, and usually will be, for more that one work order requirement. Often the same part will be short for several work orders. The oldest requirement is the one to satisfy first.

   Just like the original **KIT** document, the **Shortage Report** is used by the **Material Handlers** to pull the parts and issue them to their respective kit. Once the shortage has been fulfilled, the line is dropped from the report. This fulfillment process continues until all shortages have been satisfied. It may indeed be after the kit has been moved to its next destination, and will have involved many periodic issues of the **Shortage Report**.

2. The line items with complete or partial issues on a shortage report are keyed similarly to those on the original **KIT**.

   Each line item on the report which has any quantities issued, is keyed using the **Work Order Issue Shortage Transaction.** (Menu I + M + S). Line items with the no issue recorded are not keyed.

Work Order No.:	(Enter the Work Order Number from the <u>WO_NO</u> column).
Operation No.:	(Enter the Operation No. from the <u>OPR.NO</u> column).
Part No.:	(Enter the part number for the line item from the <u>Component Part No</u>. column).
Warehouse No.**	(Enter the number for the warehouse appropriate for the location).
Location **	(Enter the <u>Issue Loc..</u> associated with the quantity written in the <u>Qty Issued..</u> column).
Quantity Issued **	(Enter the number written in the <u>Qty Issued..</u> column).

*** When parts have been pulled from different locations the unique quantities for the location and warehouse must be clearly written by the **Material Handler(s)**.*

3. Assemble the kit profile for shipment with the parts. If any shortages still remain open, a shortage report should be prepared to be sent with the kit profile.

4. When all of the available material has been issued to the kit, the appropriate shipping documents are prepared. Documentation for International shipments is complex and should follow the guidelines of the Import/Export administrator.

   Kits for domestic work orders, manufactured at Company, at local sites require only a packing slip to move the kit in its entirety to the manufacturing facility.

   Kits for domestic work orders to be assembled at a vendors site require additional shipping documentation suitable for common carriers.

C. Scrap Replacement:

Scrap replacement transaction will have the Issue ☐ checked on the (**SR**).

Use the Work Order Shortage Issue Transaction (Menu I + M + S) and enter the following:

Work Order No.:	(Enter the work order written on the TO line of the WO #/GL Acct. NO. section).
Operation No.:	(Enter the operation number written on the TO line in the left portion of the REASON FOR REQUEST section. This will have been labeled OPR in the heading).
Part No.:	(Enter from the PART NUMBER column).
Warehouse No.	(Enter number from the WHS. column).
Location	(Enter from the LOCATION column).
Quantity Issued	(Enter the quantity written in the QTY. ISSUED column).
Transaction Comments:	(Enter any comments needed to record the reason for the transfer. Include the **SR** document number from the upper right heading as well as a reference to the DMR).

D. Sales Order Shipments:

The Sales Order Issue transaction is essentially an issue from inventory if the Customer Interface Module (Customer Order Entry) is not in use. The Sales transactions are processed one line item at a time. The Sales are recorded in AIMS/ERP with (Menu I + M+ O).

Record the shipment as follows:

Part Number:	Enter the part number for the sale. This part number will be validated against the Part Master and the Inventory record. Even though a part number may exist in the Part Master, It may not satisfy the requirement for a valid Inventory record.

Any valid part number can be entered, not just finished goods items.

Sales Order:	Enter the sales order number. An entry is required in this field, however it is not validated at this time.
## From Warehouse:	Enter the warehouse number from were the product is being shipped. A pull down option is available with the soft key "f2", indicating the valid warehouse numbers for the part. If a warehouse number is entered where no inventory exists, a warning prompt will be displayed and an alternate warehouse must be chosen. Or, if the transaction is processed a negative inventory will result.
## From Location:	Enter the inventory location from which the parts were stored. A pull down option is available indicating the valid locations for the warehouse and part number. If an inventory location other than one containing the part number is chosen a warning prompt will be displayed.

	An alternative location should be chosen. Or, if the transaction is processed a negative inventory will result.
## Quantity:	Enter the quantity shipped. A greater than 0 value must be entered. If the quantity shipped is more that has been recorded as stocked in the chosen location a warning prompt will be displayed. If the location/quantity are correct a "Y" response is required.
Issued By:	The default is the used currently logged on. Any characters can be entered.
Comments:	Enter any comments needed to further document the shipment.

A soft key (SF1) can be used to assist in the selection of the quantities, warehouses, and locations that are valid for the part.

When the data have been entered, complete the transaction with "f9"

E. Miscellaneous Issues:

Miscellaneous Issues will have the Issue ☐ checked on the (**SR**) document, and will have an account number written in the WO #/GL ACCT. NO. column.

Use the **Miscellaneous Issue Transaction** (Menu I + M+ I) and enter the following:

Part Number	(Enter the part number from the detail line of the SR document).
Qty Issued:	(Enter the quantity written in the QTY. ISSUED column).
Issued to Dept.:	(Enter the correct Department number for the requester. It should be written in the Deliver To section of the heading. This entry is validated by the entry program. A list of acceptable values is obtained with Function Key "F2").
Issued to Person:	(Enter the name of the person requesting the material from the lower left corner of the **SR**).
GL Account No:	(Enter the account number from the WO #/GL ACCT. NO. column in the heading of the **SR**). The number is validated by the program).
From Warehouse No.	(Enter number from the WHS. column).
From Location	(Enter from the LOCATION column).
Issued By:	(Enter the name of the person issuing the parts).
Comments:	(Enter any comments needed to record the reason for the issue. Include the **SR** document number from the upper right heading as well as a reference to any other documents attached).

F. Material Scrapped from Inventory

This scrap transaction will have the word **S C R A P** written across the top of the document. The warehouse supervisor will have affixed his/her signature as an approval.

Use the **Inventory Scrap Transaction** (Menu I + M+ P) and enter the following:

Part Number	Enter the part number from the document
From Warehouse	Enter the warehouse number written on the document.
From Location	Enter the location written in the location column. There may be multiple locations. In this case a separate entry must be made for each.
Quantity Issued	Enter the quantity for this location from the appropriate line associated with the location.
Issued/Scrapped By	Enter the material handlers name from the issued by position.
Comments	Enter any comments including the SR serial number from the upper right corner.

VII. COMPONENT TRANSFERS:

As part of the work order closing process, the transaction can be used to account for the following conditions:

- Excess issues for attrition which were not consumed by the manufacturing process;
- Material left over from a work order which was completed short of the requested production quantity;
- Excess issues caused by differences in stocking U/M and work order quantity requirements;
- Changes to the component requirements resulting in more material issued initially than in now required.

Production Control personnel should document the transfer for traceability. Improper processing of the transfers can cause erroneous shortages and over issues. The following cautions are illustrated.

- If a **KIT** has not been printed for the TO work order, the pick quantity will be reduced, appropriately, by the transfer quantity.
- If a **KIT** has been printed for the TO work order, and picking is in process, the **Material Handlers** may erroneously issue the material in excess.
- The transfer of material may, appropriately, satisfy a shortage existing on a **Shortage Report**, for the TO work order.
- The transfer may cause a shortage to appear on the **Shortage Report** even though no other activity is in process for the FROM work order. The material transferred may not be in excess.

A. Physical Movement Transfers:

The transfer of component parts from one work order to another where previously issued parts are to be moved to a different location is accomplished with two separate transactions. The transfer FROM portion uses a **Work Order Credit Back to Stock Transaction**. The TO side requires a **Work Order Shortage Issue.**

If the material does not require movement, and only requires a paperwork transfer. <u>See paragraph VI.B</u>

1.A **Storeroom Requisition** (**SR**) document is used to document the transfer.

a Write the TO and FROM work order numbers in the <u>WO #/GL ACCT. NO.</u> columns.

b. Write the Material Operation number in the left portion of the reason for request column. Write "<u>OPR</u>" in the heading above the operation number.

c. List the Part Numbers to be transferred in the <u>PART NUMBER</u> column, with the transfer quantity written in the <u>QTY. ISSUED</u> column.

d Write the warehouse number appropriate for the material movement in the <u>WHS.</u> column

e. Write the in transit location in the <u>LOCATION</u> column. (*This in transit location is arbitrary. The same value is used for both the FROM and TO locations).*

f. Check the TRANSFER ☐.

g. Write any comments to support the transfer as required. **Data Entry** will key them as comments in the AIMS/ERP transactions.

2. **Production Control** should retain the pink copy of the **SR** and forward the rest to **Data Entry** for processing and subsequent distribution of the copies.

   a. Select (menu I + M + S) Enter the following for the TO side of the transfer with the **Issue** transaction:

Work Order No.:	(Enter the work order written on the TO line of the WO #/GL Acct. NO. section).
Operation No.:	(Enter the operation number written on the TO line in the left portion of the REASON FOR REQUEST section. This will have been labeled OPR in the heading).
Part No.:	(Enter from the PART NUMBER column).
Warehouse No.	(Enter number from the WHS. column).
Location	(Enter from the LOCATION column).
Quantity Issued	(Enter the quantity written in the QTY. ISSUED column).
Transaction Comments:	(Enter any comments needed to record the reason for the transfer. Include the **SR** document number from the upper right heading).

   b. Select (menu I + M + B). Enter the following for the FROM side of the transfer with the **Credit Back To Stock** Transaction:

Work Order No.:	(Enter the work order written on the FROM line of the WO #/GL Acct. NO. section).
Operation No.:	(Enter the operation number written on the FROM line in the left portion of the REASON FOR REQUEST section. This will have been labeled OPR in the heading).
Part No.:	(Enter from the PART NUMBER column).
Warehouse No.	(Enter number from the WHS. column).
Location	(Enter from the LOCATION column).

Quantity Issued	(Enter the quantity written in the <u>QTY. ISSUED</u> column).
Transaction Comments:	(Enter any comments needed to record the reason for the transfer. Include the **SR** document number from the upper right heading).

Repeat the process for each part number on the **SR** document. The soft key (Alt. + C) will refresh the screen with the fields from the last transaction. Use caution. It's easy to repeat an unwanted transaction.

B. Paper Only Transfer:

The transfer of component parts from one work order to another, where no actual material movement or relocation is required, is accomplished by the **Work Order to Work Order Component Transfer Transaction.**

This transaction is available to reallocate parts or materials to another work order. The parts remain as Work-In-Process., for accountability purposes, and are not returned to inventory. If the parts are to be returned to inventory a different transaction must be processed. See paragraph VI.A

1. A **Storeroom Requisition** (**SR**) document is used to document the transfer. See Section II for the document preparation guideline.

   a Write the TO and FROM work order numbers in the WO #/GL ACCT. NO. columns.

   b. Write the Material Operation number in the left portion of the reason for request column. Write "OPR" in the heading above the operation number.

   c. List the Part Numbers to be transferred in the PART NUMBER column, with the transfer quantity written in the QTY. ISSUED column.

   d. Check the TRANSFER ☐.

   e. Write any comments to support the transfer as required. Data Entry will key them as comments in the AIMS/ERP transaction.

2. **Production Control** should retain the pink copy of the **SR** and forward the rest to **Data Entry** for processing and subsequent distribution of the copies.

   The document is keyed as a transfer if the Transfer ☐ is checked The process is repeated for each part number on the SR document. The soft key (Alt. + C) will refresh the screen with the fields from the last transaction. Use caution. It's easy to repeat an unwanted transaction.

   Select the **Work Order to Work Order Component Transfer Transaction** (Menu M + T) and enter the following:

From Work Order No.:	(Enter the work order written on the FROM line of the <u>WO #/GL Acct. NO</u>. section).
From Operation No.:	(Enter the operation number written on the FROM line in the left portion of the <u>reason for request</u> section. This will have been labeled OPR in the heading).
Component Part No.:	(Enter the part number written on the detail line(s) of the (**SR**)
Transfer Qty.:	(Enter the quantity written in the QTY. ISSUED column for the line).
To Work Order No.:	(Enter the work order written on the TO line of the <u>WO #/GL Acct. NO</u>. section).
To Operation No.:	(Enter the operation number written on the TO line in the left portion of the <u>reason for request</u> section. This will have been labeled OPR in the heading).
Transaction Comments:	(Enter any comments needed to record the reason for the transfer. Include the **SR** document number from the upper right heading).

VIII. INVENTORY LOCATION MANAGEMENT:

Good inventory management requires not only the accuracy of the counts of the materials, parts, subassemblies and finished goods within the warehouses, but accuracy of their physical locations as well. Movement of materials from one Company warehouse to another, or the movement from one location to another within the same warehouse requires accurate record keeping disciplines.

A. Movement within a warehouse:

The relocation within a warehouse is recorded with the **Location to Location Move Transaction** (Menu I + M + L).

Part Number.	Enter the part number with movement to be recorded. The part number must be valid.
Warehouse No.:	Enter the warehouse number. The warehouse itself will be validated. There must be at least one location with an inventory quantity recorded in the warehouse. The quantity can be zero or negative
From Location:	The location must me one associated with the current part number
Quantity Moved:	The quantity will be examined. If the quantity in the From location is equal to or greater than the quantity requested to be moved, it will be accepted. If the move would create a negative quantity at the From location, a warning will be flashed. The warning can be ignored and the quantity accepted by entering "Y" to as a response to the "Continue?" prompt.

To location.	The location will be validated and must be one already set up for the warehouse. A pull down window is available to assist in the selection.
Comments:	Enter any appropriate comments which are to appear on movement reports.

Press "F9" to record the movement. Each movement requires a separate entry

B. Movement between warehouses:

1 The movement of material from one warehouse to another requires a two step process. One to set up the move documentation and record the removal, another to record the receipt and store..

In addition to the warehouse and the TO and FROM locations being recorded, the warehouse facilities, and the responsibilities are also changed.

CREATING A TRANSFER:

2. The first part (the FROM side) is accomplished by the **Issue to Transfer List Transaction** (Menu I +S + O). Enter the following:

Transfer List No.:	A new transfer request is initialized by skipping the Transfer List No. field. A "**NEW**" transfer request will be generated. A transfer list which is in process can be accessed by entering the Transfer List No.. The previous parts entered will be appear in the display area and the addition process can continue.
Out of Warehouse No.	Enter the From warehouse number. The number must be valid.
Part Number	Enter at the Part Number in the transaction additions box. Any valid part number can be entered, however it will be disallowed if it in not recorded in a location for the Out Of Warehouse.
Out of Location:	Enter the location where the parts have been removed. The location entered must be a valid location for the part number.
Quantity	Enter the Quantity to be transferred. The quantity can be any number. It can cause the location to result in a negative number.

Depress "F9" to save the entry. Each part number for the transfer is completed with "F9". The last part number entered must be saved with The "F9" key prior to requesting the print of the list. Note that the list will only contain one entry for a specific part number. The quantities are cumulative.

The **Transfer Ship List** can be printed any time after the last "F9" entry. After the list is printed, It serves as a **packing list** to travel with the parts to their new warehouse.

Depress the "Esc" key and respond "Y" to the prompt to exit the process.

RECEIVING TRANSFERRED MATERIAL:

3. The transfer receipt or TO side is accomplished with the **Receipt from Transfer List Transaction**. (Menu I + S +I). The transfer list must have been completed by the (Menu I + S + O) or the FROM transaction. Enter the following:

Transfer List No:.	Enter the Ship List Number from the heading of the transfer list document.
In to Warehouse No.:	Enter the warehouse number to which the parts have been transferred. Once a part is received in a warehouse, that is the only warehouse number allowed.
Part Number	Enter the part numbers received. They must be on the transfer list, and can't have been previously received in total.
In to Location	Enter the location number where the parts have been stored.
Quantity	Enter the quantity stored at the current location

Depress "F9" for each part, location and quantity. The numbers are cumulative. Each entry of a part, quantity and location are added to the Qty In field. When the last quantity for the last part is received the **Transfer List** is closed.