Controlling Inventory

An accurate, appropriate inventory of spare parts is essential to your maintenance effort. Parts must be easy to look-up, easy to find in the crib, and easy to report usage.

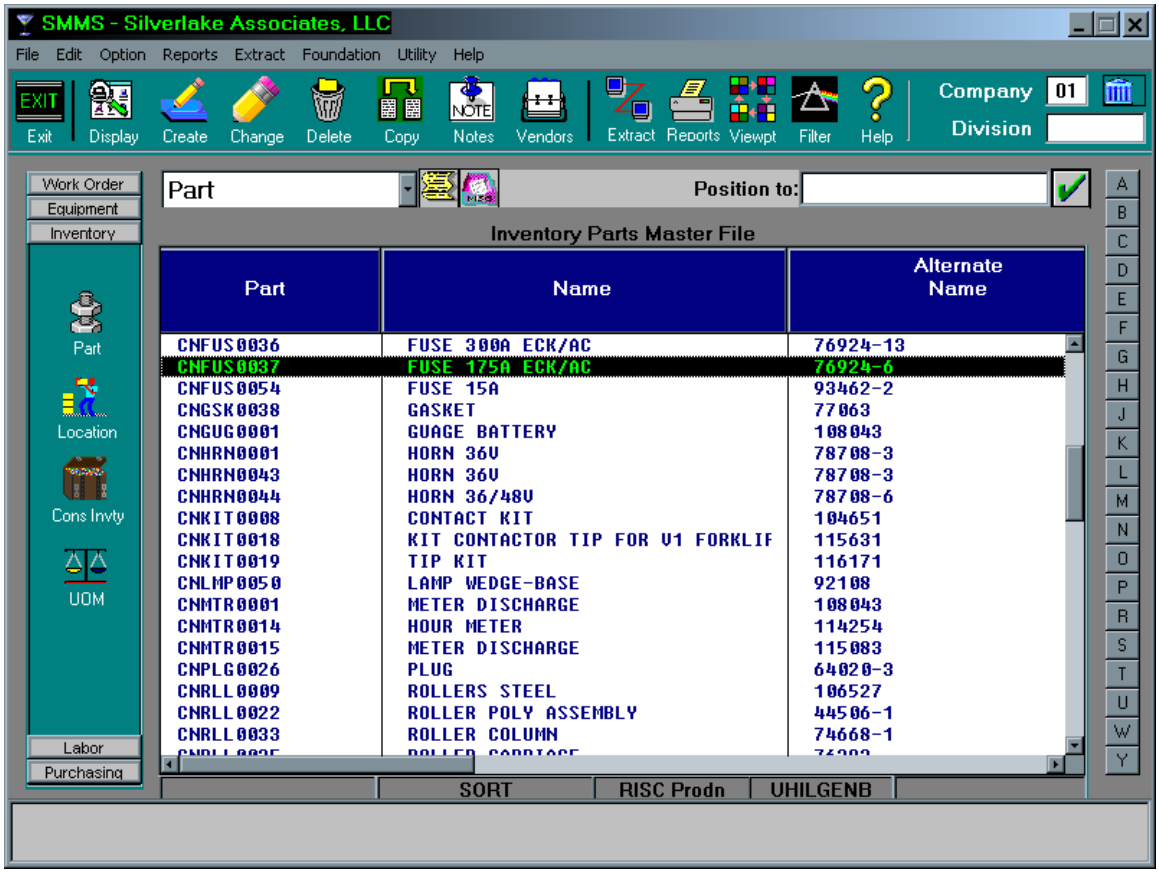


FIGURE 1.

SMMS offers a full-featured inventory management module integrated with work orders and purchasing modules. You can also seamlessly interface inventory with external systems such as ERP and accounting.

How do I find the correct part number?

In any system, the first thing a maintenance mechanic needs to be able to do is look up the part he just took off a machine, quickly and accurately! SMMS helps by providing extensive sorting, cross-reference and lookup capabilities.

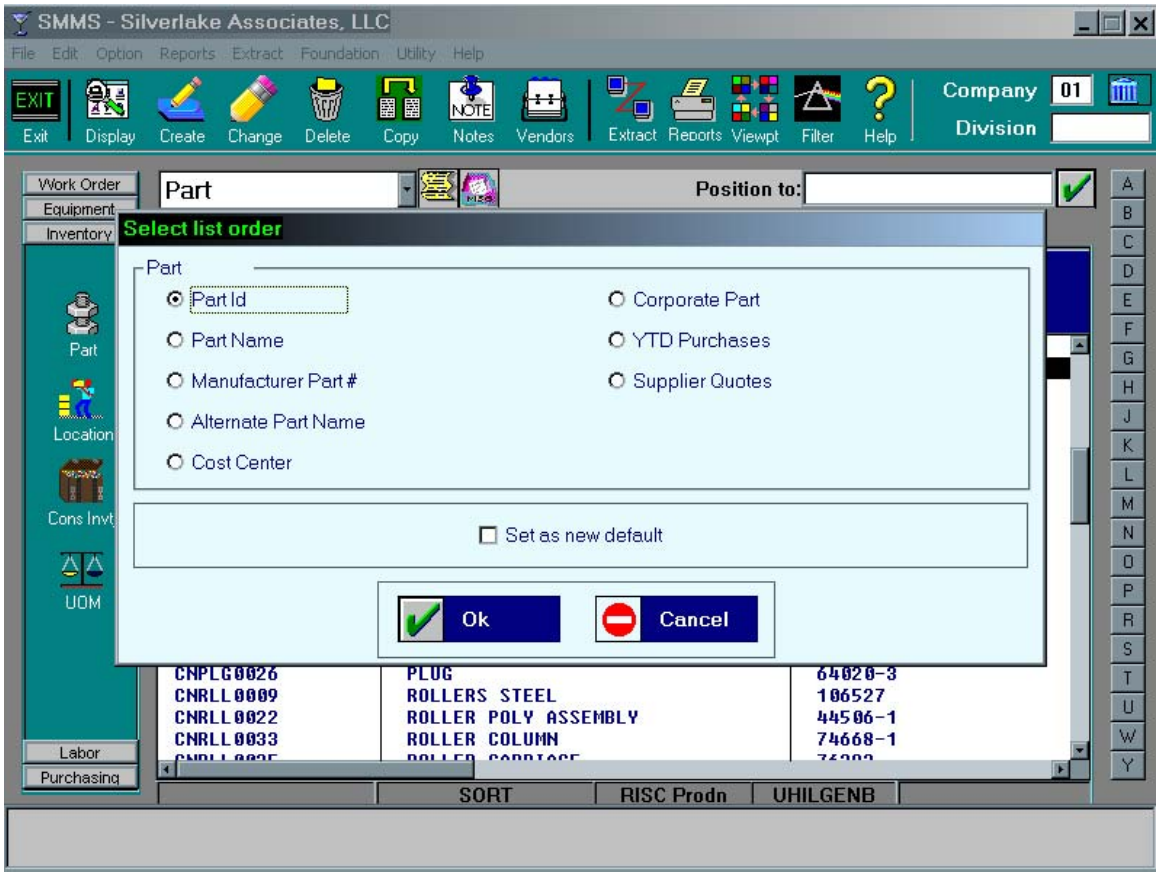


FIGURE 2.

Figure Two (above) shows the standard viewpoints available for the Inventory Parts master file. The “corporate part” number allows multi-location companies to create a standard cross-reference for all parts, even though each separate location has unique part coding standards.

There is also a “consolidated inventory” list that shows inventory availability at each location…allowing you to quickly check for surplus stock at other locations before you purchase the part.

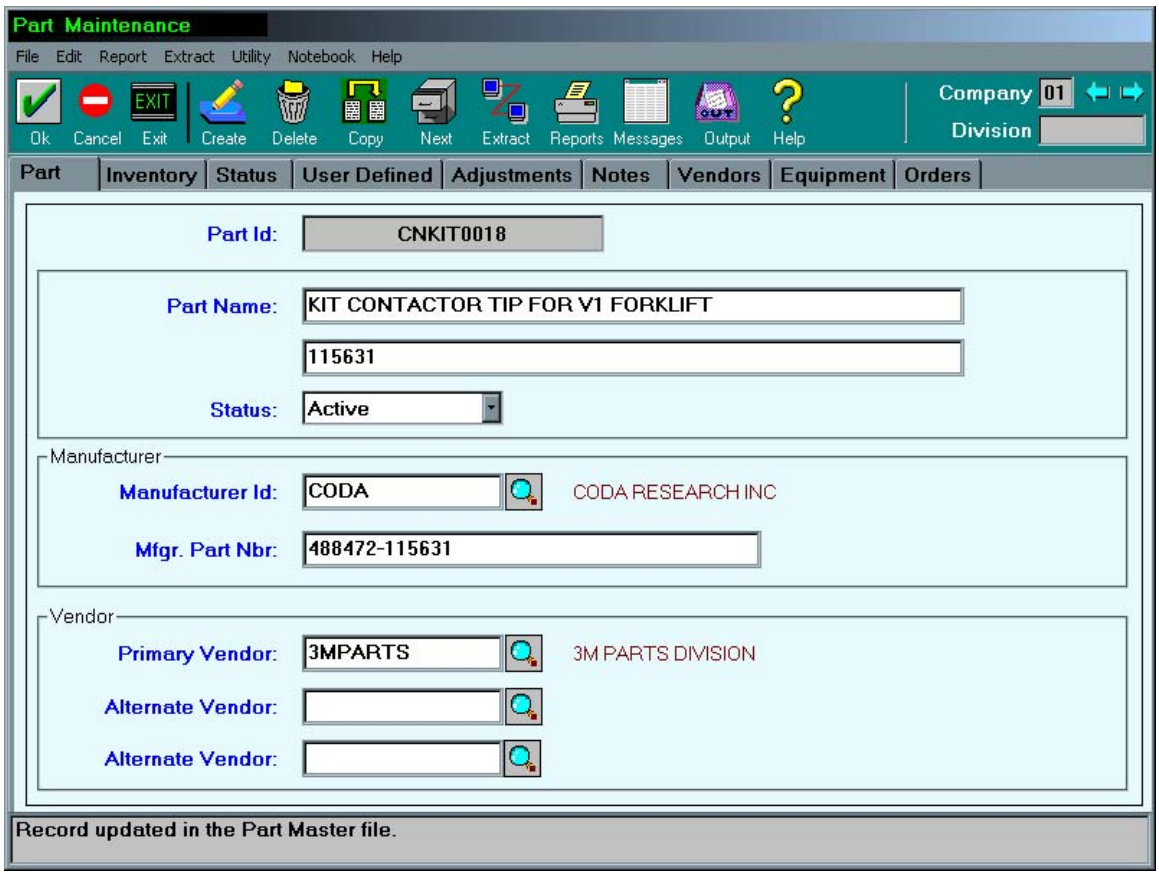


FIGURE 3.

The Part Inquiry and Maintenance screen (Figure 3) gives you access to functions related to your parts inventory: part notes, inventory rules, availability status and stocking locations, open & history purchase requisitions, and equipment cross-reference requirements.

Each inventory part in your SMMS part master file is defined as one of the following: assembly, sub-assembly, basic part, or a charge code.

Tracking Inventory Availability

The Inventory Part Status display (a part of the Part Inquiry & Maintenance screen) summarizes on-hand, on-order, work order commitments, and net available inventory, for each part number.

The screen (Figure 4) also lists all inventory locations defined for the part, and the quantity on hand in each location.

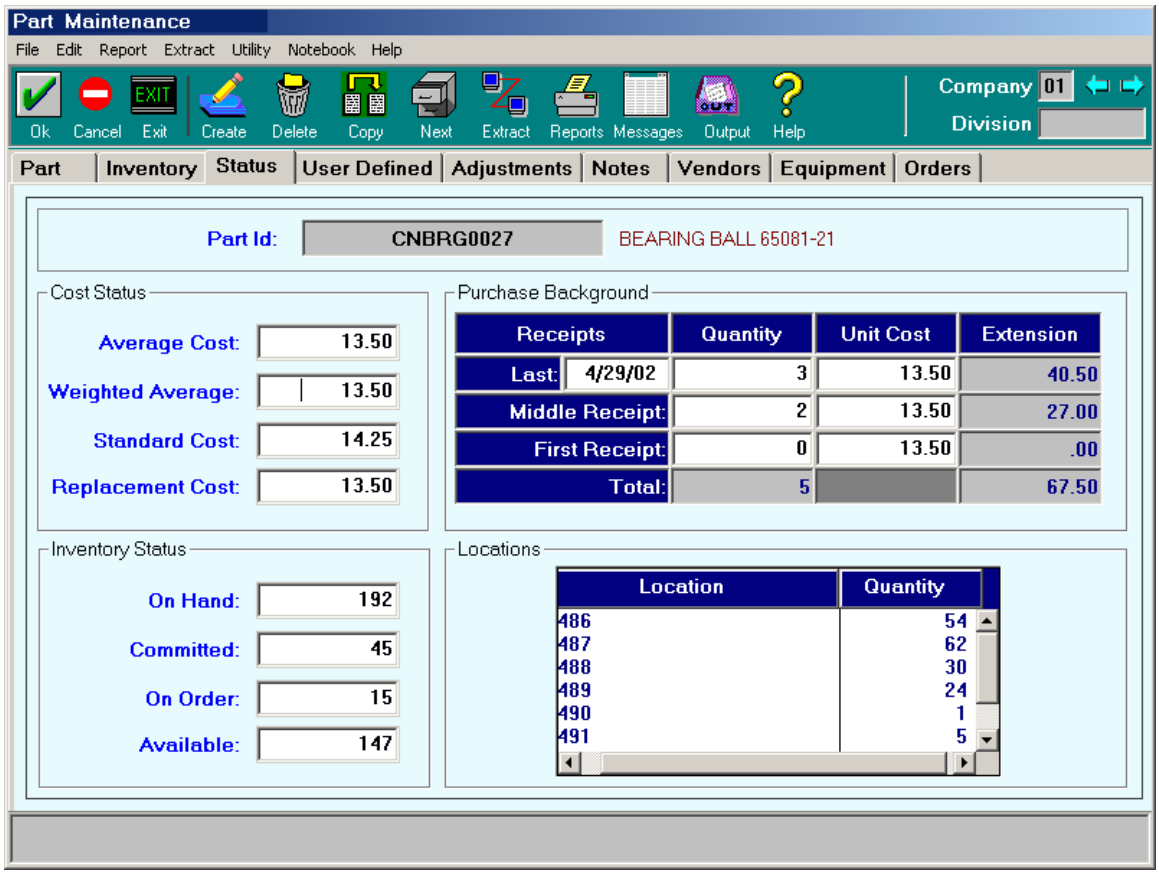


FIGURE 4.

Users authorized to see costs and rates are also able to review the current cost status and purchase background information on this screen.

SMMS offers four costing options for your inventory parts: average cost, weighted average, standard cost or replacement costs. The inventory costing method is selected at the Company / Division level and is applied across all inventory parts.

Managing Inventory Levels: Stock and Non-stock Parts

Parts may be considered "stocked" or "non-stocked" items in the SMMS system.

"Stocked" parts are items normally kept in inventory at your plant until needed by an order, and "non-stocked" parts are ordered and used based strictly on current open work order requirements.

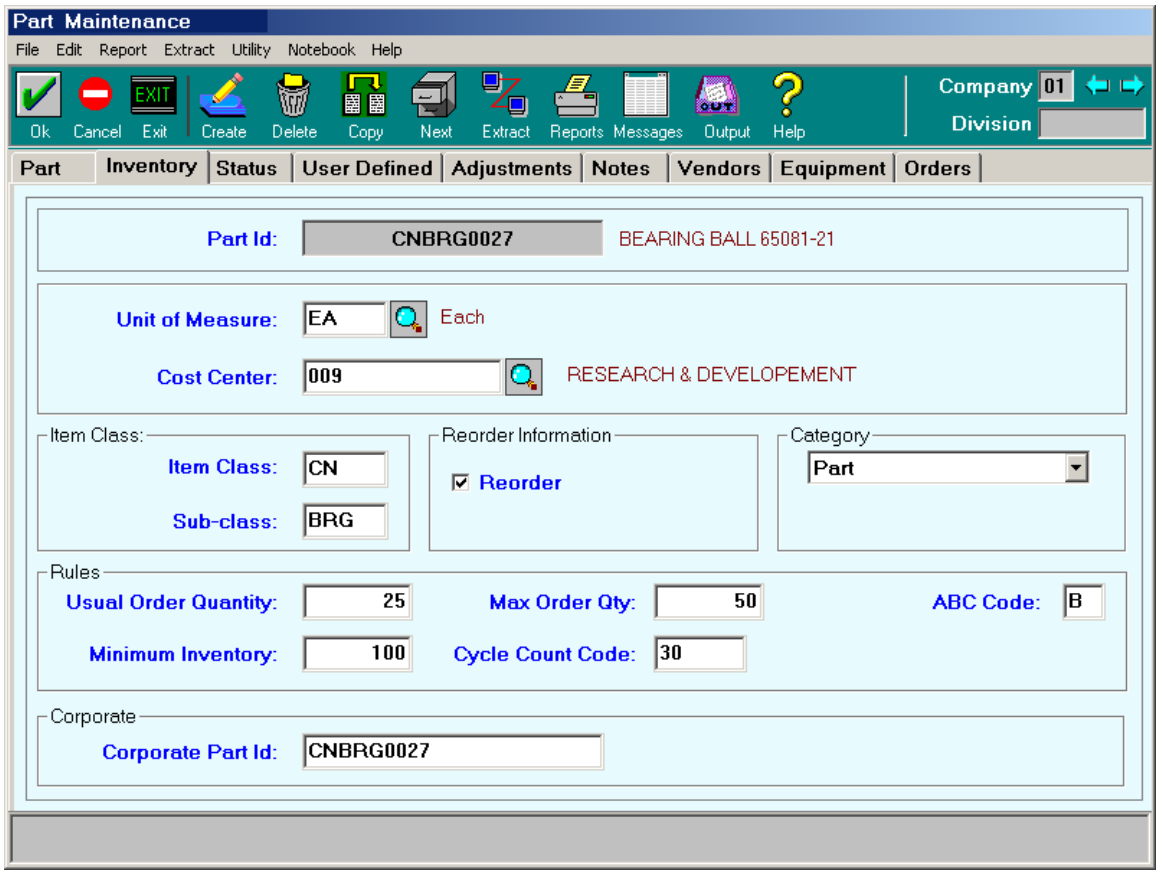


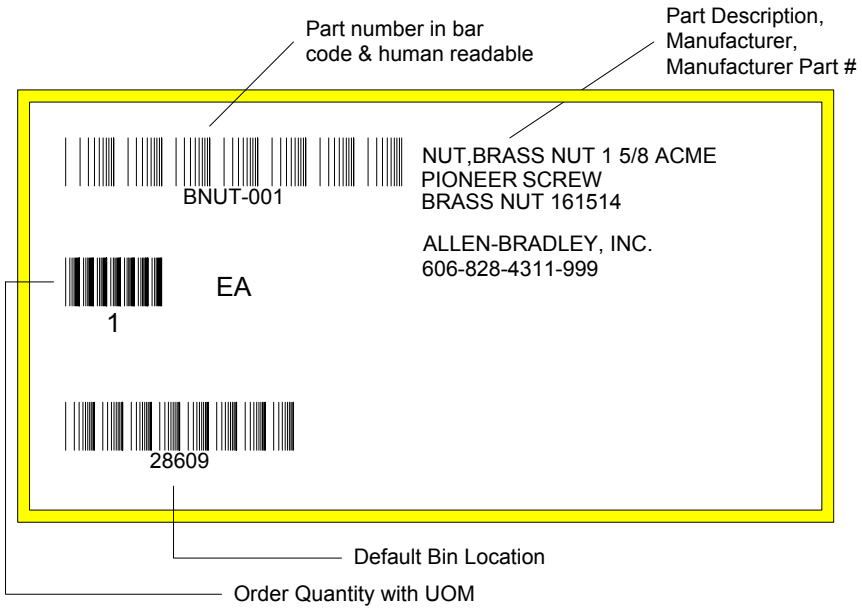
FIGURE 5.

Inventory rules are defined for the “stocked” items on the Inventory rules screen shown in Figure 5. These rules are used by SMMS purchasing to determine when a requisition is needed to replenish an inventory part.

You can also control purchasing on a job-by-job basis. In that case, purchase requisitions are entered manually into the system and work order records are automatically updated with the order requirements.

Issuing Parts to Work Orders

A good rule to make for any maintenance operation is that "No parts are to be taken from inventory without a valid open work order!"

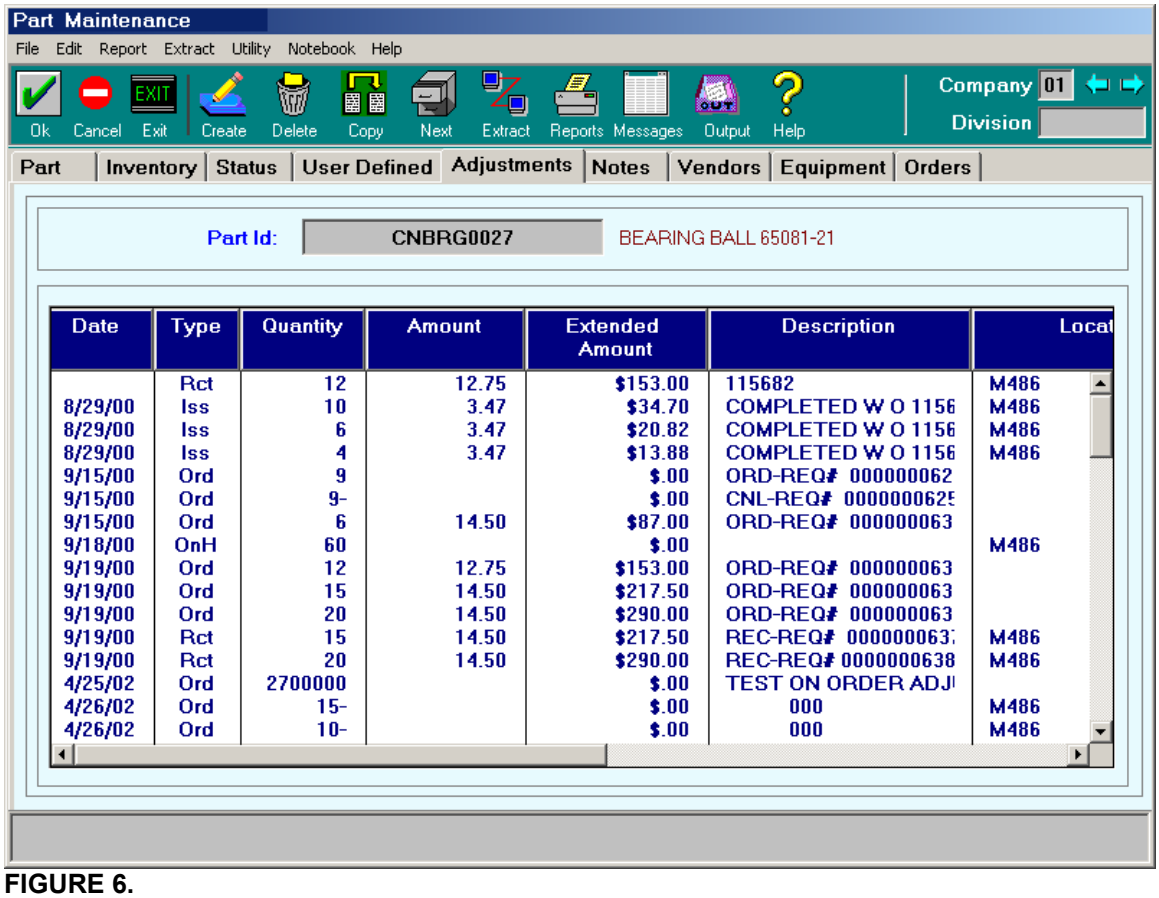


When inventory is removed from the stockroom, the part number, location and work order number are scanned into the system and the physical inventory item is "relieved" against the work order. You can accomplish this scanning with a portable data terminal as the item is taken from stock, or the mechanic can take an "inventory ticket" and turn this ticket in with the completed work order for scanning later.

Shown above is a sample inventory ticket. Tickets such as these are stored with the parts, and can be removed and turned in with the completed work order. The inventory ticket contains all the information required to issue the inventory to the work order, in bar code and human-readable formats.

(See the “Work Orders” overview for more information on issuing consumed parts to work orders.)

Inventory Adjustments: Issues & Receipts



Date	Type	Quantity	Amount	Extended Amount	Description	Locat
	Rct	12	12.75	$153.00	115682	M486
8/29/00	Iss	10	3.47	$34.70	COMPLETED W O 1156	M486
8/29/00	Iss	6	3.47	$20.82	COMPLETED W O 1156	M486
8/29/00	Iss	4	3.47	$13.88	COMPLETED W O 1156	M486
9/15/00	Ord	9		$.00	ORD-REQ# 000000062	
9/15/00	Ord	9-		$.00	CNL-REQ# 0000000625	
9/15/00	Ord	6	14.50	$87.00	ORD-REQ# 000000063	
9/18/00	OnH	60		$.00		M486
9/19/00	Ord	12	12.75	$153.00	ORD-REQ# 000000063	
9/19/00	Ord	15	14.50	$217.50	ORD-REQ# 000000063	
9/19/00	Ord	20	14.50	$290.00	ORD-REQ# 000000063	
9/19/00	Rct	15	14.50	$217.50	REC-REQ# 000000063	M486
9/19/00	Rct	20	14.50	$290.00	REC-REQ# 0000000638	M486
4/25/02	Ord	2700000		$.00	TEST ON ORDER ADJ	
4/26/02	Ord	15-		$.00	000	M486
4/26/02	Ord	10-		$.00	000	M486

FIGURE 6.

The Inventory Adjustment History screen (Figure 6) provides a complete history of all inventory usage reported by part number. This list includes all work order issues, purchase receipts, and miscellaneous issues, receipts and adjustments --- in short, *any* transaction impacting inventory levels or inventory cost.

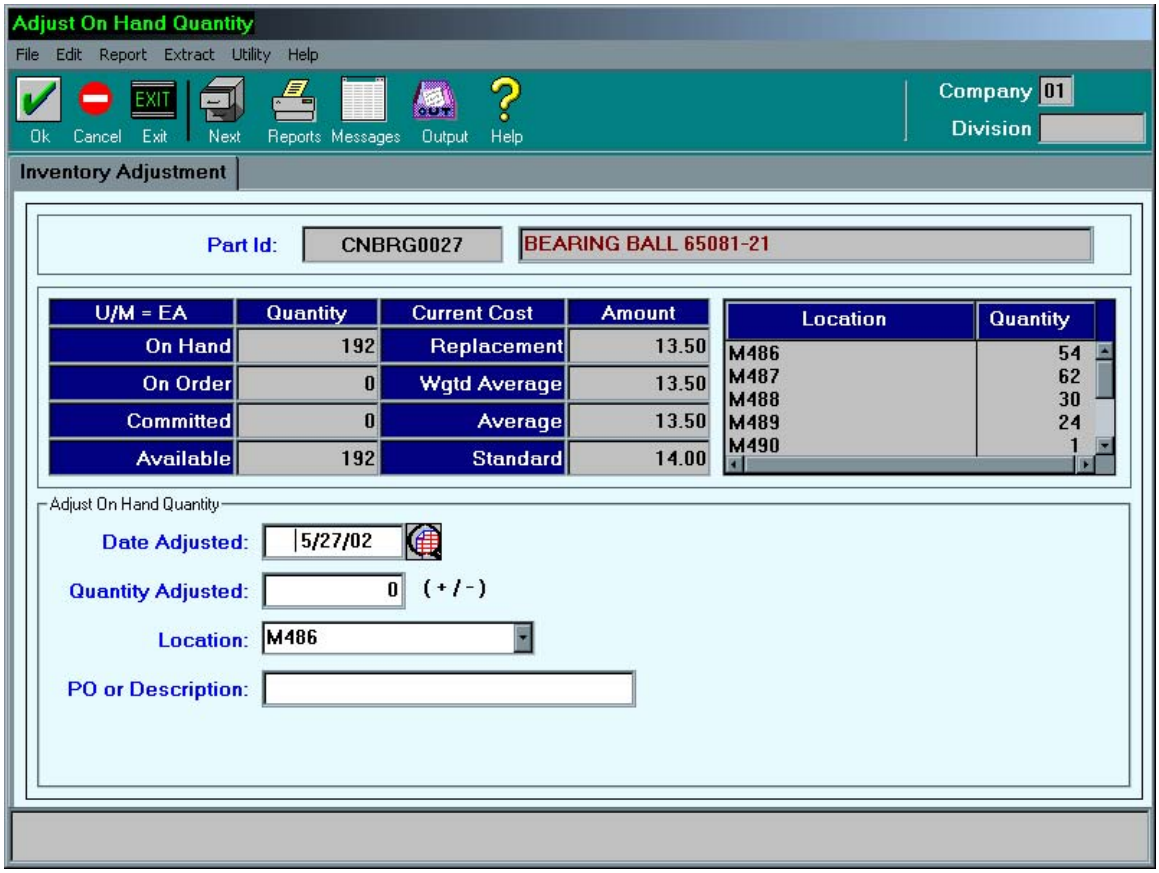


FIGURE 7.

In addition to standard work order issues and purchasing receipts, SMMS provides a complete set of inventory transaction screens for adjusting your inventory levels outside of these modules. Screens are available to update standard cost, adjust inventory based on shrinkage, report non-work order usage, and transfer inventory between locations.

For clients who choose not to use SMMS purchasing, there are also adjustment screens to enter "on order" and "receipt" quantities reported from other systems.

Physical Inventory and Cycle Counting

SMMS provides complete functionality for periodic and annual physical inventory counts. You can count your inventory manually or with the assistance of a bar code scanner.