



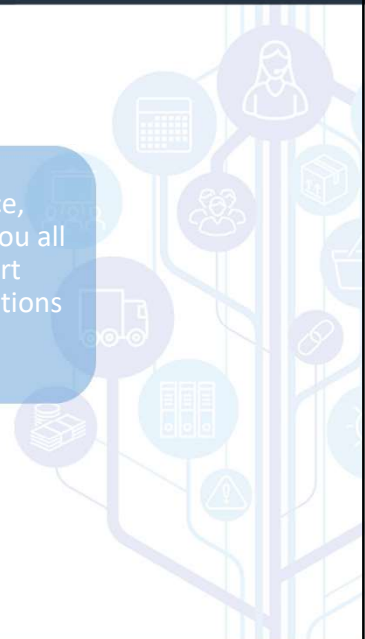
Product Training Inventory Transactions

Where “Lean” principles are considered common sense and are implemented with a passion!



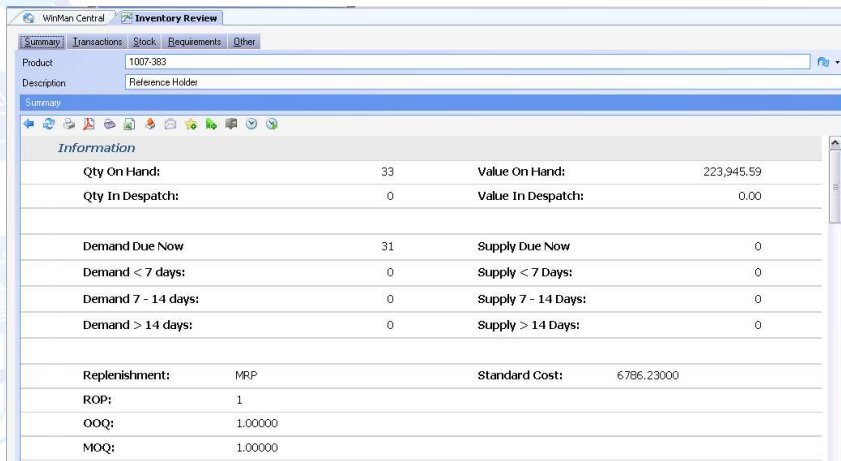
Inventory Transactions

To review inventory transactions that have taken place, there are two modules. Inventory Review will show you all the transactions that have happened for a specific part number. Inventory Trace will show you all the transactions that relate to a lot number or serial number.



Inventory Review

Summary Tab



Information			
Qty On Hand:	33	Value On Hand:	223,945.59
Qty In Despatch:	0	Value In Despatch:	0.00
Demand Due Now	31	Supply Due Now	0
Demand < 7 days:	0	Supply < 7 Days:	0
Demand 7 - 14 days:	0	Supply 7 - 14 Days:	0
Demand > 14 days:	0	Supply > 14 Days:	0
Replenishment:	MRP	Standard Cost:	6786.23000
ROP:	1		
OOQ:	1.00000		
MOQ:	1.00000		

Inventory Review

Summary Tab

- ☐ **Qty on Hand** – The quantity of the item on hand excluding items with availability of N.
- ☐ **Value on Hand** – The value of the inventory on hand.
- ☐ **Qty in Despatch** – The quantity of the item on un-finalised shipments.
- ☐ **Value in Despatch** – The value of the item on un-finalised shipments.
- ☐ **Demand now due** – Firm demand that has a due date less than or equal to the current date. Demand would be any requirements in WIP or any sales orders.
- ☐ **Demand < 7 Days** – Firm demand that is due in less than 7 days.
- ☐ **Demand 7-14 Days** – Firm demand that is due between 7 and 14 days.
- ☐ **Demand > 14 Days** – Firm demand that is due after 14 days.

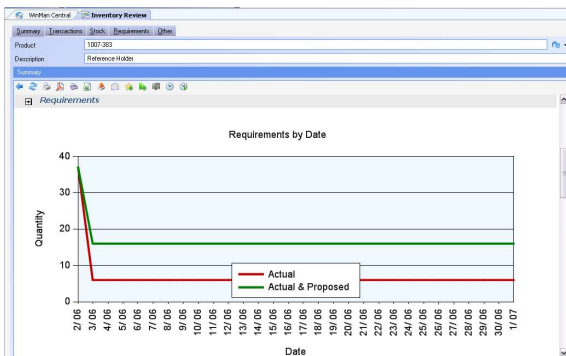
Inventory Review

Summary

- ❑ **Supply now due** – Firm supply that has a due date less than or equal to the current date. Supply would be any Purchase Order or any Manufacturing orders.
- ❑ **Supply < 7 Days** – Firm Supply that is due in less than 7 days.
- ❑ **Supply 7-14 Days** – Firm Supply that is due between 7 and 14 days.
- ❑ **Supply > 14 Days** – Firm Supply that is due after 14 days.
- ❑ **Replenishment: The method of replenishment from the Replenishment Tab in Products**
 - ❑ **ROP** – The Re-Order point from the Replenishment Tab in Products.
 - ❑ **OOQ** – The optimum order quantity from the Replenishment Tab in Products.
 - ❑ **MOQ** – The minimum order quantity from the Replenishment Tab in Products.
 - ❑ **Standard Cost** – The total standard cost for the item from the Costs Tab in Products.

Inventory Review

Summary Tab

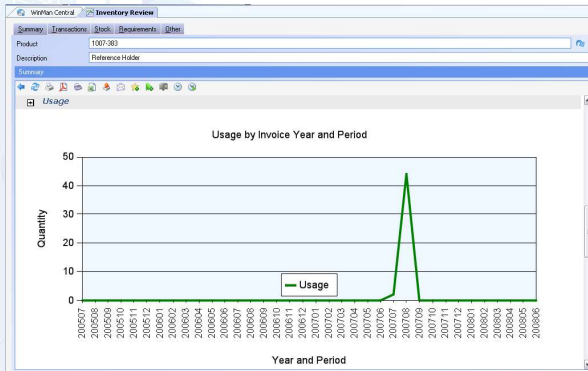


Requirements graph shows supply and demand as an aggregate quantity against the next 30 days.

Line graphs will show only Actual requirements as well as All requirements (including proposed and firm requirements).

Inventory Review

Summary Tab



Usage will show all sales of the items by GL year/period.

Inventory Review

Transactions Tab

Inventory Information							
Inventory # Effective Date	Quantity	Quantity o/a	Lot Number	Location Id	Source Type	Source	Availability
19 17/07/2007	1	0		MAIN	Stock Adjustment		Sales and Manufact
56 15/09/2007	2	0		MAIN	Stock Adjustment		Not Available
203 16/05/2008	2	0	MC00000005	R145	Consignment		Not Available
206 16/05/2008	2	2			Consignment batch		Not Available
29 23/07/2007	1	0		Shipped	Shipment	SH00001003	Not Available
52 16/09/2007	2	0		Shipped	Shipment	SH00001005	Not Available
53 16/09/2007	10	0		Shipped	Shipment	SH00001005	Not Available
72 16/09/2007	10	0		Shipped	Shipment	SH00001006	Not Available
73 16/09/2007	10	0		Shipped	Shipment	SH00001006	Not Available
85 21/09/2007	10	0		Shipped	Shipment	SH00001008	Not Available
205 16/05/2008	2	0		Shipped	Shipment	SH00001023	Not Available
75 16/09/2007	9	0		MAIN	Issued To Job	JP00000005	Not Available
26 23/07/2007	10	0	MC00000001	MAIN	Manufactured	MC00000001	Sales and Manufact
45 15/09/2007	20	0	MC00000003	MAIN	Manufactured	MC00000003	Sales and Manufact
65 16/09/2007	20	6	MC00000006	MAIN	Manufactured	MC00000006	Sales and Manufact
62 21/09/2007	10	10	MC00000009	MAIN	Manufactured	MC00000009	Sales and Manufact
217 23/05/2008	7	0	S000001054	MAIN	Manufactured	S000001054-00	Sales and Manufact
227 30/05/2008	10	10	GR00000017	MAIN	Purchased	PO00000116	Sales and Manufact
57 15/09/2007	2	0		MAIN	Returned Item	RM00000002	Not Available
74 16/09/2007	9	0		MAIN	Returned Item	RM00000003	Not Available

The Transactions tab is a detailed listing of all the transaction for a part.

Inventory Review

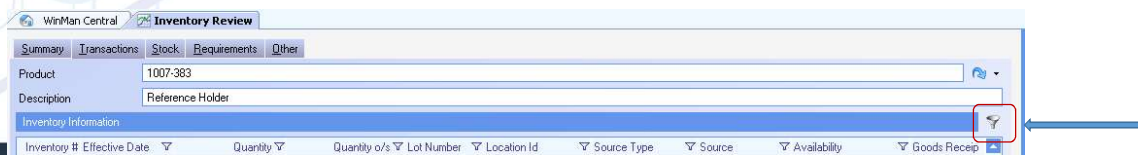
Transaction Tab

- ❑ An automatic filter is placed on the screen showing all transactions that have an outstanding balance, as well as all transactions that are less than 90 days old.

SYSTEM SETTING:

The number of days of old transactions included on the inventory review screen is set to 90 but can be changed. Use the Inventory Review system option **Days to look back** to change the number of days. Enable the option and set the value to the number of days. With a high number of daily transactions, it is better to set this number lower, but if there is a low number of daily transactions it would be okay to increase the number. The more transactions that need to be returned from the server the longer it will take for the screen to populate with data.

- ❑ The filter can be changed by clicking on the Funnel as indicated below.



Inventory Review

Transaction Tab

Date Range | Location / Lot Number | Types

From:

To:

Date Range | Location / Lot Number | Types

Location:

Lot Number:

Date Range | Location / Lot Number | Types

Source:

Availability:

Show Detailed Shipments: ☐

- ❑ Use the filter to change the default filter by;
 - **From Date** – Go back in history more than 90 days (or the number of days in the option).
 - **To Date** – Filter up to a specific date.
 - **Location** – Filter a specific location.
 - **Lot Number** – Filter a specific lot number or serial number.
 - **Source** – Filter a specific type of transaction.
 - **Availability** – Filter a specific availability.
 - **Show Detailed Shipments** – Show picking records for shipments.

Inventory Review

Right Click on a Batch Action

- ☐ **View** – View the transaction.
- ☐ **Change Availability** – Change the current availability of the batch. See locations and areas for a list of Availabilities and their functions. No accounting transaction takes place.
- ☐ **Decrease Quantity** – A stock adjustment to decrease the quantity. A stock adjustment reason code must be selected to generate the accounting transaction.
- ☐ **Change Value** – A stock adjustment to increase or decrease the value of the batch. A stock adjustment reason code must be selected to generate the accounting transactions.
- ☐ **Change Location** – Select the location an item is to be moved to. An accounting transactions will take place as the inventory GL account used, will reflect the division of the location the item is moved to.
- ☐ **Change Lot Number** – Change the lot number of the batch. Lot numbers are automatically generated for transactions. Goods Receipts use the Goods receipt number and the line number, and Manufacturing Orders us the Manufacturing Order number. The lot number field is also used as the serial number field if serial numbering options are being used. No accounting transaction takes place.

Inventory Review

Right Click on a Batch Action

- ☐ **Change Expiry Date** – Change the Expiration date of a batch. No accounting transaction take place.
- ☐ **Split Batch by Serial Number** – This will take a batch of inventory and split it into individual items and assign a serial number to each item. No accounting transaction takes place.
- ☐ **View Source** – View the source of the transactions. If the item is a purchased item, purchase order and goods receipt information can be viewed. If an item is a manufactured item, the manufacturing order can be viewed.
- ☐ **Return Components to Stock** – A manufactured item will be stock adjusted off hand and all the components will be put on hand. An option to explode transients is available if a transient item should not be put on-hand.
- ☐ **Create a Re-Work Order** – A re-work manufacturing order will be created for the item selected, and have as the only component on the order, the item selected. Any costs associated with the work order are added and the item is put back in stock when the order is completed.
- ☐ **Return to supplier** – A return to supplier record is created. See the guide on Supplier Returns for processing instructions.

Inventory Review

Stock Tab



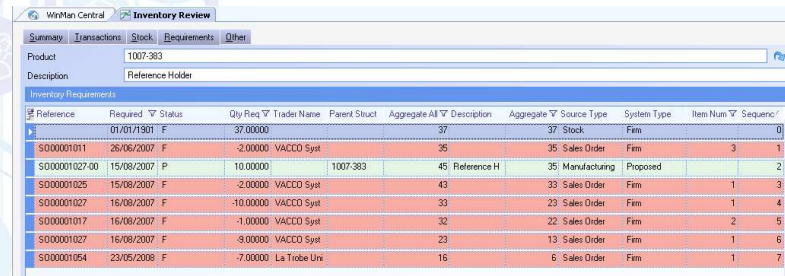
The screenshot shows the 'Inventory Review' window with the 'Stock' tab selected. The 'Product' field is set to '1007-383' and the 'Description' is 'Reference Holder'. The 'Stock Information' table displays the following data:

Quantity	Material Value Outst	Labour Value Outst	Overhead Value Outst	Value Outst	Effective Da	Location Id	Availability	Source Type
6	\$ 757.38	\$ 39,960.00	\$ 0.00	\$ 40,717.38	16/08/2007	MAIN	Sales and Manufacturing	Manufactured
10	\$ 1,262.30	\$ 66,600.00	\$ 0.00	\$ 67,862.30	21/08/2007	MAIN	Sales and Manufacturing	Manufactured
1	\$ 5.00	\$ 0.00	\$ 0.00	\$ 5.00	04/03/2008	MAIN	Not Available	Returned Item
2	\$ 252.46	\$ 13,320.00	\$ 0.00	\$ 13,572.46	16/05/2008	R145	Not Available	Consignment batch
1	\$ 126.23	\$ 6,660.00	\$ 0.00	\$ 6,786.23	23/05/2008	MAIN	Sales and Manufacturing	SerialNumbers
1	\$ 126.23	\$ 6,660.00	\$ 0.00	\$ 6,786.23	23/05/2008	MAIN	Sales and Manufacturing	SerialNumbers
1	\$ 126.23	\$ 6,660.00	\$ 0.00	\$ 6,786.23	23/05/2008	MAIN	Sales and Manufacturing	SerialNumbers
1	\$ 126.23	\$ 6,660.00	\$ 0.00	\$ 6,786.23	23/05/2008	MAIN	Sales and Manufacturing	SerialNumbers
1	\$ 126.23	\$ 6,660.00	\$ 0.00	\$ 6,786.23	23/05/2008	MAIN	Sales and Manufacturing	SerialNumbers
1	\$ 126.23	\$ 6,660.00	\$ 0.00	\$ 6,786.23	23/05/2008	MAIN	Sales and Manufacturing	SerialNumbers
1	\$ 126.23	\$ 6,660.00	\$ 0.00	\$ 6,786.23	23/05/2008	MAIN	Sales and Manufacturing	SerialNumbers
1	\$ 6,786.23	\$ 0.00	\$ 0.00	\$ 6,786.23	28/05/2008	MAIN	Not Available	Returned Item
10	\$ 1,262.30	\$ 66,600.00	\$ 0.00	\$ 67,862.30	30/05/2008	MAIN	Sales and Manufacturing	Purchased

The stock works exactly the same as the Transaction Tab, however it has an additional filter that only shows transactions that have a quantity outstanding greater than 0.

Inventory Review

Requirements Tab



The screenshot shows the 'Inventory Review' window with the 'Requirements' tab selected. The 'Product' field is set to '1007-383' and the 'Description' is 'Reference Holder'. The 'Inventory Requirements' table displays the following data:

Reference	Required	Status	Qty Req	Trade Name	Parent Struct	Aggregate All	Description	Aggregate	Source Type	System Type	Item Num	Sequence
	01/01/1901	F	37.00000				37	37	Stock	Firm		0
S000001011	26/06/2007	F	-2.00000	VACCO Syst			35	35	Sales Order	Firm	3	1
S000001027-00	15/08/2007	P	10.00000		1007-383		45	Reference H	Manufacturing	Proposed		2
S000001025	15/08/2007	F	-2.00000	VACCO Syst			43	33	Sales Order	Firm	1	3
S000001027	16/08/2007	F	-10.00000	VACCO Syst			33	23	Sales Order	Firm	1	4
S000001017	16/08/2007	F	-1.00000	VACCO Syst			32	22	Sales Order	Firm	2	5
S000001027	16/08/2007	F	-9.00000	VACCO Syst			23	13	Sales Order	Firm	1	6
S000001054	23/05/2008	F	-7.00000	La Tride Unit			16	6	Sales Order	Firm	1	7

The requirements tab shows all the supply and demand for the item in real time. Note that there are 2 columns that show aggregate totals. The Aggregate column shows only transactions that are firm, while the Aggregate All column shows all transactions including proposed items.

SYSTEM SETTING:

By default, the stock record does not include items in locations that are set to Exclude from MRP. If items in locations that are designated Exclude from MRP should be included in the stock total, use the Inventory Review system option **Include MRP excluded locations in requirements tab**. Enable the option and set the value to Y to include these items.

Inventory Review Actions

Actions

- ❑ The Search dialog allows you to search for a part. The drop down selection below it allows you to pick the version of the product.
- ❑ **Increase Inventory** – Will allow you to create a stock adjustment to increase the quantity of the item on hand. The value of the item will default to the total standard cost. A stock adjustment reason code must be selected before the transaction can be completed.
- ❑ **Tools → Inventory Creation → Import** – A spreadsheet can be used to import inventory as part of a large stock adjustment. This is used when another company is purchased and the inventory must be added to WinMan.
- ❑ **Tools → Inventory Maintenance → Bulk location Transfer** – If a large quantity of items from multiple batches from a location need to be moved to another location the Bulk location transfer can be used. This will use FIFO and move items from a location to another location. If the item is in a single batch, the Right Click option to Change Location will do the same thing.

SYSTEM SETTING:

By default, when stock is increased the default value is the Material cost ONLY. Use the Inventory Review system option **Use total cost for default unit value when increasing inventory** to have a default value of the total standard cost. Enable the option and set the value to Y.

Inventory Trace

The inventory trace program is a way to track the history of a lot number. To use the program enter the lot number into the search dialog. The header will display the original quantity of the batch, the location as well as the quantity outstanding.

Inventory Trace

Where From Tab

WinMan Central - Inventory Trace

Where from | Where used | Other

Product: 1007-383

Product Description: Reference Holder

Location: MAIN Quantity: 20

LotNumber: M000000003 Quantity On Hand: 0

Where from

- 1007-173 - 10xNikon, Sleeve
Quantity 20, Quantity o/s 0, Manufacturing Component, M000000003
- 1007-173 - 10xNikon, Sleeve
Quantity 1,000, Quantity o/s 933, Stock Increase
- 1007-260 - tube lens mount
Quantity 20, Quantity o/s 0, Manufacturing Component, M000000003
- 1007-260 - tube lens mount
Quantity 1,000, Quantity o/s 918, Stock Increase
- 1007-570 - granite restraints
Quantity 20, Quantity o/s 0, Manufacturing Component, M000000003
- 1007-570 - granite restraints
Quantity 1,000, Quantity o/s 933, Stock Increase

The Where From dialog will show for manufactured parts, the lot numbers that went into the item. The Where From dialog will not show any data for purchased Parts.

Inventory Trace

Where Used Tab

- ❑ The Where Used Tab will show where the item was consumed. This could be a manufacturing order, or a shipment.
- ❑ To view entire detail of a batch in the Where From or Where Used tab, right click on the line and select the option Set as Base Record. This will become the new header and all detail can be reviewed for the batch.

WinMan Central - Inventory Trace

Where from | Where used | Other

Product: 1007-383

Product Description: Reference Holder

Location: MAIN Quantity: 20

LotNumber: M000000003 Quantity On Hand: 0

Where used

- 1007-383 - Reference Holder
Quantity 2, Quantity o/s 0, Picked For Shipping, SH00001005
- 1007-383 - Reference Holder
Quantity 10, Quantity o/s 0, Shipped, SH00001005
- 1007-383 - Reference Holder
Quantity 10, Quantity o/s 0, Picked For Shipping, SH00001006
- 1007-383 - Reference Holder
Quantity 10, Quantity o/s 0, Shipped, SH00001006
- 1007-383 - Reference Holder
Quantity 8, Quantity o/s 0, Picked For Shipping, SH00001006
- 1007-383 - Reference Holder
Quantity 10, Quantity o/s 0, Shipped, SH00001006

- ❑ To view the transaction, right click on the item in the Where Used or Where From tab and select Go to... and select the program to view the transaction.

Inventory Trace

Action – Select Information

Select Information	
Choose the info you wish to display	
Product Id	☒
Product Description	☒
Quantity	☒
Quantity Outstanding	☒
Location Id	☐
Type	☒
Reference	☒
Record Number	☐

Finish Cancel

- ❑ Users can select from the following fields to display for batches found in the Where Used or Where From tabs: