Kinetic Inventory Management User Guide

Version 2025.1

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Setup

This section describes the primary records you need to create for the Inventory Management module. These apps are contained within the Setup folder for this module. Only the primary records are described here. Some areas within the Operations section may also document setup records if they are required for a specific workflow.

You may also need to set up some parameters within Company Configuration. Some modules have global settings you define through this administration app. For more information, review application help for this module; the Configuration topic details the options you define within the Company Configuration app.

Creating a Part

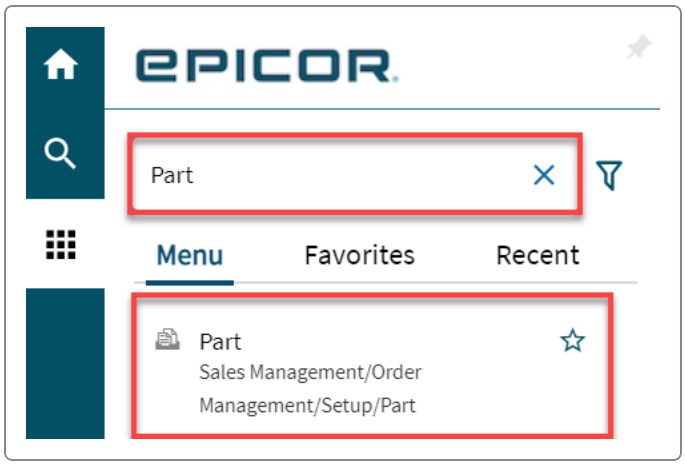
You enter information on each part you manufacture or purchase within the **Part** app. What details do you need to specify? A part has a unit of measure for its unit of cost, physical dimensions for storage or shipping. You can assign parts to part groups or part classes. You can also switch on such features as serial part tracking or constrained materials - when you activate them, the other programs handle the parts in the different manner. Using the 'Part' app you can also specify non-stock status, weight, and warehouse information (primary warehouse and bin, and minimum, maximum, and safety stock quantities).

Enter General Part Details

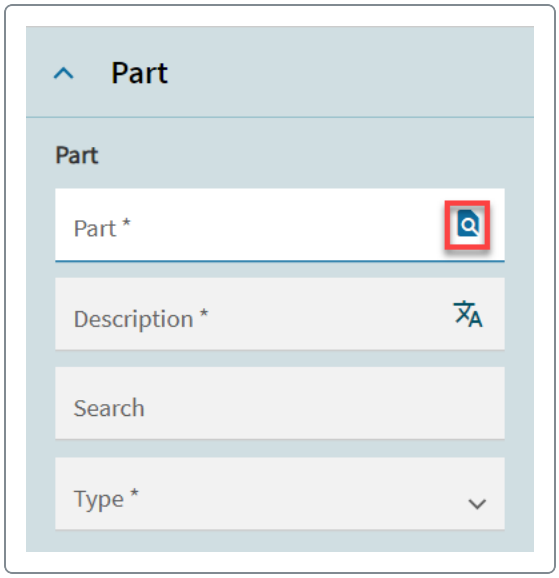
First, create a new part ID.

1. Open the **Part** app.

   The **Part** card displays.

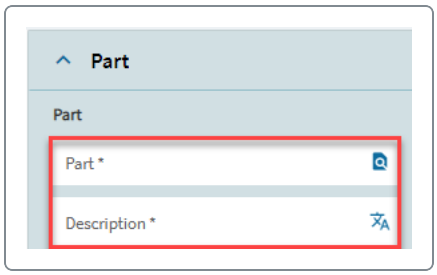


2. Search for and select a part.

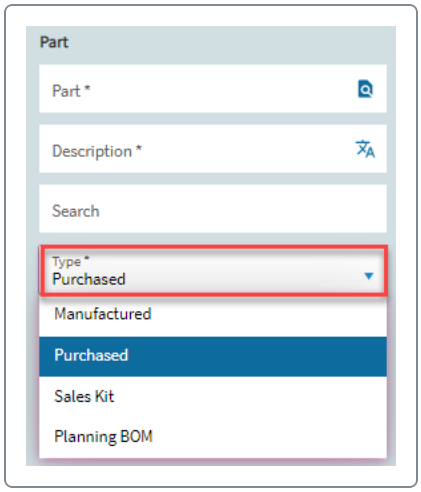


3. To add a new part, select **New**.

4. Enter the part ID and its description.



5. Select the type of the part.

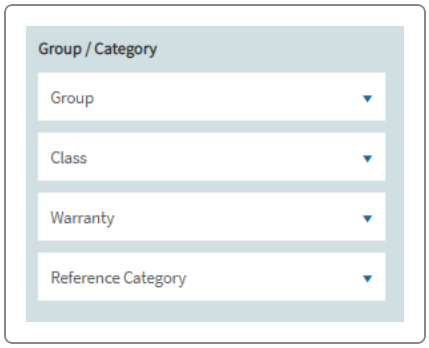


- **Purchased** - These are parts you normally purchase from external suppliers and use as raw materials.
- **Manufactured** - These are parts you normally manufacture and sell to your customers.
- **Sales Kit** - These are sales kit parts that are sold together as a sales kit.
- **Planning BOM** - These parts define all the possible material combinations that are used in the method of manufacture for related finished good items. The related finished good items are known as Planning Pool Parts. Planning BOM parts are then used to generate forecast demand for the Planning Pool parts.

The following rules apply if you set a part to Planning BOM. However, the rules don't apply to the materials you add to the Planning BOM part's bill of materials:

- You cannot setup replenishment/kanban actions against the part.
- You cannot cycle or physical inventory count this part.
- The part cannot be part of the RoHS compliance.
- You cannot use the part in Master Production Schedule (MPS).
- You cannot set this part to a different part type in other sites.
- The part cannot include a subcontract operation.
- The part cannot be set to a salvaged part.
- You cannot add materials that hold the Planning BOM part type.
- You cannot add co-parts that hold the Planning BOM part type.
- If a job is an un-firm job and the job header part holds the Planning BOM part type, you cannot add a co-part.
- If a job is a firmed job it cannot include the Planning BOM part on the job header.
- You cannot firm un-firmed jobs that include Planning BOM parts on the job header.

6. Specify the **Group/Category** values.



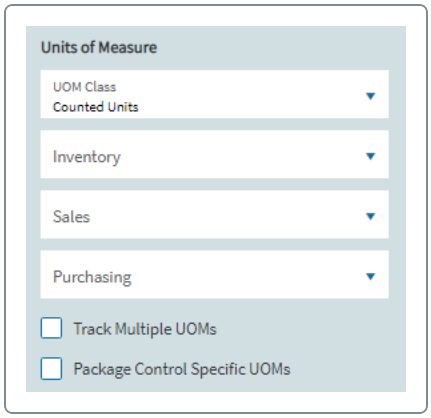
- **Group** - Identifies the product group to which this part is assigned. A product group classifies groups of your finished goods inventory parts. Product groups are not required in Kinetic. However, you can use them if it is important to classify any of your products for reporting purposes. For example, you may manufacture two distinct product lines. In this case, you would assign different product groups to track the sales of each product.

- **Class** - Identifies the part class to which this part is assigned. Kinetic uses the part class to identify various types of inventory parts. Select a part class that has been created in the 'Part Class' app.

- **Warranty** - If applicable, select the warranty that applies to this part. This field is only available if the license for the Field Service module has been installed.

- **Reference Category** - Specifies the reference category, if any, assigned to the part. Select the reference category that denotes the category of the material (for example, Resistor, LED) to which the item belongs.

7. Specify the **Units of Measure** values.



- **UOM Class** - Specifies the active Unit of Measure (UOM) class to assign to this part number. This is the UOM class that contains the UOM codes that designate the units of measure in which sales, inventory and purchase transaction quantities are expressed for this part.

- **Inventory** - This is usually the smallest UOM in which you normally stock the part, and is the default UOM for most inventory related transactions in Kinetic. The default for this field is the UOM code for which the 'Base UOM' check box is selected in the 'UOM Class' app, although you can assign any of the UOM codes associated with the UOM class specified in the 'UOM Class' field.

  The primary 'Inventory UOM' works in conjunction with the 'Track Multiple UOMs' check box to determine how inventory balances are stored for the part. If the 'Track Multiple UOMs' check box is cleared,Kinetic stores inventory balances for this part in the

specified UOM. This is unit of measure in which you stock this part. For example, if you specify 'Feet' in this field, Kinetic stores inventory balances for the part in feet.

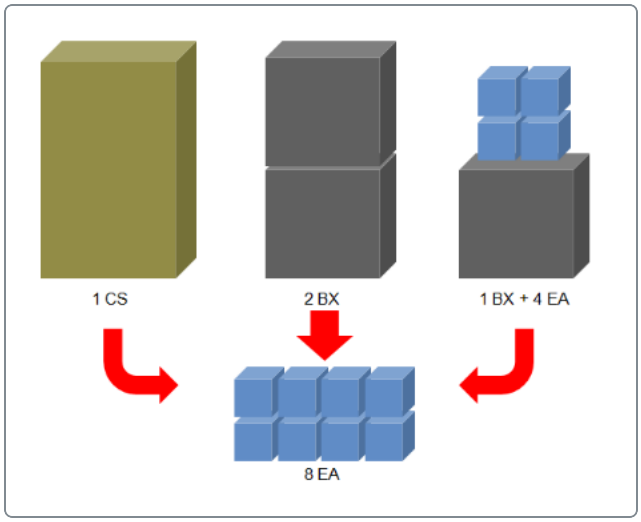
If the 'Track Multiple UOMs' check box is selected, Kinetic stores WIP inventory balances for this part in this UOM. For example, if you specify 'Feet' in this field, Kinetic stores WIP inventory balances for the part in feet.

- **Sales** - Select the primary sales and quotes UOM for the part. This is the unit of measure in which this item is sold or quoted, and is the default UOM for new sales order and quote lines. It also becomes the default UOM for the sales or unit price for the item.
- **Purchasing** - This is the unit of measure in which this item is normally purchased and is the default UOM for new purchase orders.

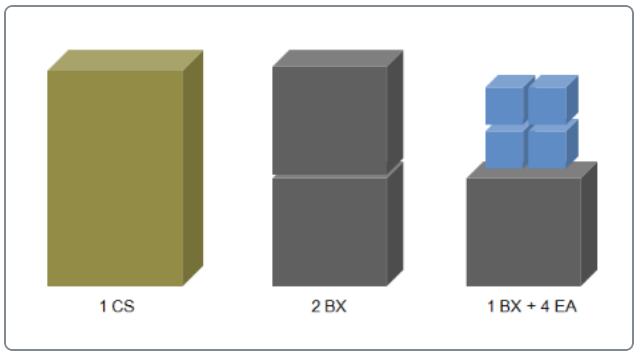
Specifies if inventory balances for this part should be stored in a single base unit of measure (for example, Each), or if Kinetic should store and track inventory balances for the part in multiple units of measure (for example, Each, Feet, Inches).

Take special care when determining how this check box should be answered. Your response has a profound impact on how Kinetic stores inventory for this part! This check box can be selected for any part at any time. Once the check box is selected, it can only be cleared if no inventory balances exist for the part. This check box is not available for use for parts set to 'Serial Tracked'.

- Clear the check box to store inventory balances for the part in a single base UOM only. Kinetic allows you to use and view alternate UOMs for specific transaction apps, however, it automatically converts the quantity entered for a transaction in an alternate UOM to the base UOM quantity before it updates any inventory balances. This is the default setting that will be used by the vast majority of users. The following pictorial illustrates how this works:



- Select the check box to store inventory balances for the part in a multiple UOMs. Kinetic uses the actual UOM entered for a transaction when updating inventory balances. When this check box is selected, Kinetic does not store or allow entry of negative inventory quantities. You cannot select this check box if the 'Track Serial Numbers' check box is selected for the part.



When the Track Multiple UOMs check box is selected for a part, the 'UOM Split/Merge' app is available from the Overflow menu on all apps that interact with inventory. It allows for breaking and combining UOM codes. For example, if you have a pallet in inventory and need to break down the pallet into smaller UOMs, you would use the UOM split transaction.

For example, the 'Base UOM' for the part is 'Each', and the part comes packed '10' each per box. If we receive two cases and five individual units of the part, the manner in which the resulting inventory quantities are displayed and reported is dependent on the setting of this check box:

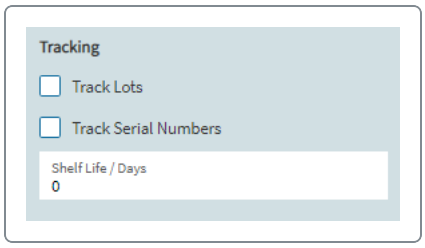
- If this check box is cleared (inventory quantities tracked in the base UOM only), an inventory report run after receipt would show that we have '25' Each in stock.
- If this check box is selected (inventory quantities tracked in multiple UOMs), the inventory for the part is simultaneously stored in multiple units of measure. An inventory report run after receipt would show that we have two boxes and five Each in stock. If you need to remove one 'Each' from a box, a special transaction must be used to break down the box.

A warning message displays if you attempt to select this check box but you have already established 'Automatic' or 'Manual' replenishment parameters for the part at the part warehouse level in the 'Part' app or at the part warehouse bin level. It states that Kinetic will clear this replenishment data when you save the changes you make to the 'Track Multiple UOMs' check box.

If you are using Package Control (PCID) functions, this indicates if associated packaging information is part specific or has been defined at the 'UOM Code/UOM' class level in the 'UOM Class' app.

Select the check box if you wish to assign a part specific package code to this part and an associated UOM code.

8. Define the **Tracking Parameters**.



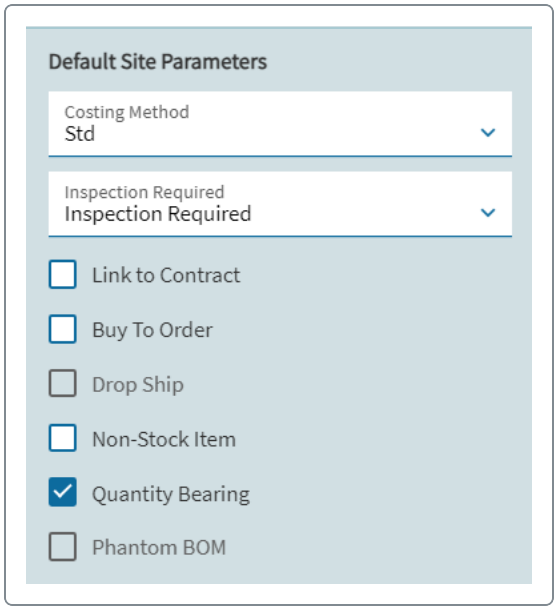
- **Track Lots** - Select this check box if this part is a lot tracked item. When a part is lot tracked, a lot number reference must be specified every time you enter an inventory transaction for this part. Kinetic stores this reference with every inventory transaction for reporting and audit purposes. You can select this check box for both purchased and manufactured parts.

  You cannot perform backflushing if you track lots for the part.

- **Track Serial Numbers** - Select this check box if serial number tracking is being used for this part. If you select this check box, you must define a serial number format for the part by clicking the 'S/N Format' button. The button displays in the top right hand corner of the app when you select this check box. You must select the serial number for this part each time you receive an order, set up a job, ship or receive, and accept or send this part if it is defective. Parts assigned serial numbers can be tracked individually by order, job, inventory, and by RMA/DMR number. This check box is only available if the 'Advanced Inventory Management' license is installed.

- **Shelf Life/Days** - This is the length of time for which an item remains usable.

9. Define the site parameters for the part you are entering.



Select the method you use to calculate the cost of the part. The selected costing method determines which calculation the application uses whenever it retrieves a unit cost (the usage cost of one part) for this part record.

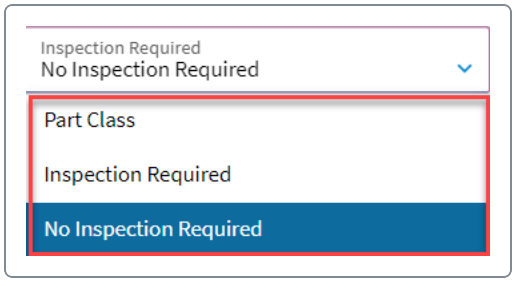
By default, Kinetic uses the costing method defined for the company within the 'Company Configuration' app. If you need, you can override it on a specific part record by selecting a method from this list.

Available costing methods include:

- **Average Cost** - Calculates a weighted average of all receipt costs for this part.
- **FIFO** - An abbreviation for 'First In First Out'. This method assumes that the next quantity to be issued or shipped from stock is the oldest quantity stored within the warehouse. As long as quantity remains from the original received quantity, the application uses this cost value until the entire quantity from the original receipt is consumed.
- **Last Cost** - Calculates the most recent receipt cost for this part.
- **Lot Average Cost** - Calculates an average cost of all parts in a lot. This is the total cost, divided by the total quantity, for all parts in a lot.
- **Lot FIFO** - Determines the cost of all parts in a lot by using the FIFO costing method described above.
- **Standard Cost** - Calculates a set cost that you establish and enter for this part. You define and update the standard cost for each part within the 'Costing Workbench' app.

If a part shipped using the 'Customer Shipment Entry' is standard costed, the shipment from WIP (MFG-CUS) transaction captures the standard unit cost for the part rather than actual costs from the job. If there are variances between the standard cost for the part and the actual costs of the job, Kinetic creates the 'MFG-VAR' transaction for the remaining WIP balances.

The 'Inspection Required' field includes '3' options as follows:

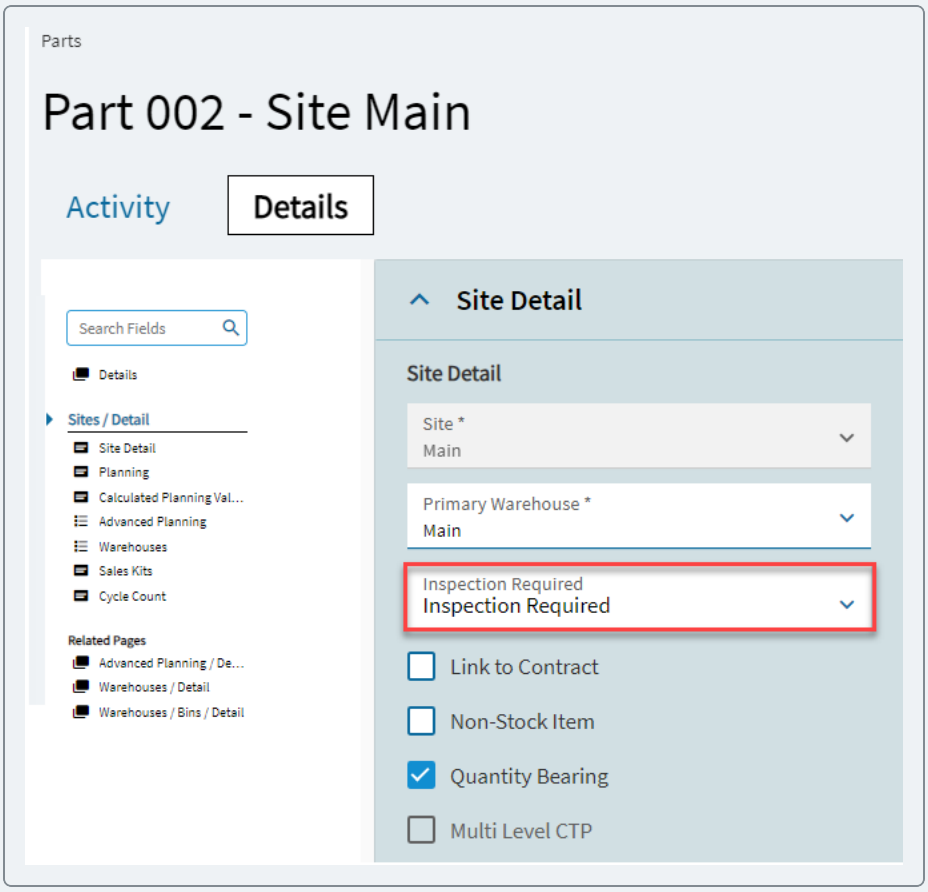


a. **Part Class** - If you select this option then Kinetic sends the part you are entering to inspection if the 'Part Class' for the part is set to 'Inspection Required'. This is a default option.

b. **Inspection Required** - If you select this options then Kinetic assumes the part needs inspection. This options overrides the 'Inspection Required' setting you set at the 'Part Class' level. Therefore, If you select this option, but select a 'Part Class' that is NOT set to 'Inspection Required' then the part still will go through inspection.

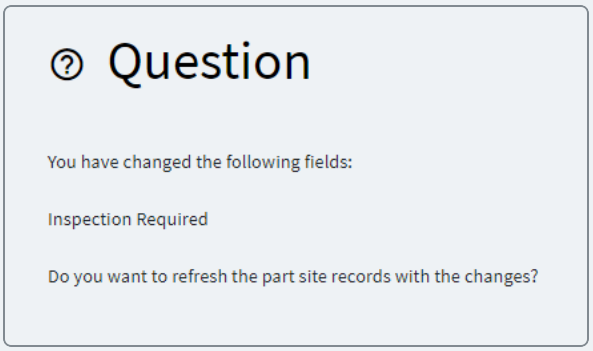
c. **No Inspection Required** - If you select this options then Kinetic does not send the part to inspection. This options overrides the 'Inspection Required' setting you set at the 'Part Class' level. Therefore, if you select this option, but select a 'Part Class' that is set to 'Inspection Required' then the part will not go through inspection.

The option you select in the Inspection Required field defaults on the 'Site Detail' card.



The following rules apply:

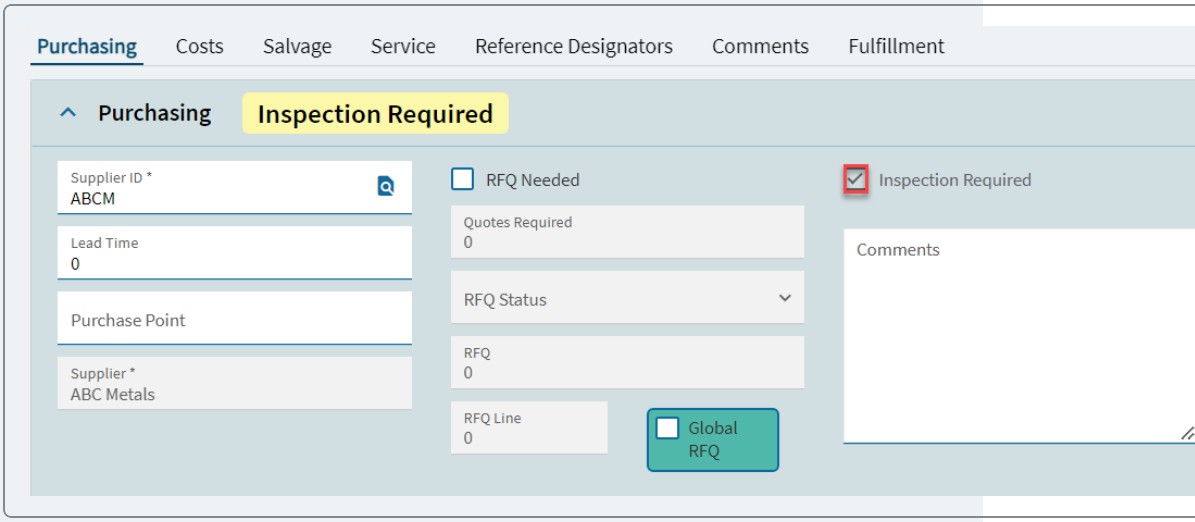
- If you change the 'Inspection Required' option on the 'Part' card, the following 'Yes' and 'No' message displays.



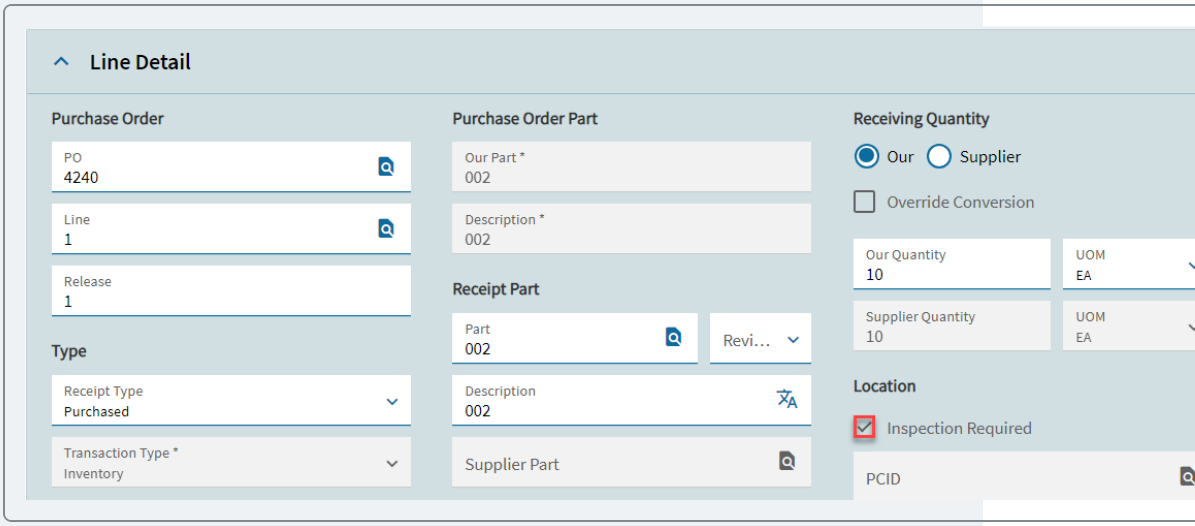
- Each site record you add to your part will default the option you select at the 'Part' card level. You can override the option if necessary. For example, one site might be set to the 'Part Class' setting, one site to 'Inspection

Required', and another site to 'No Inspection Required'.

- The 'Inspection Required' option you select on the 'Part' card impacts the 'Purchase Order Entry', 'Receipt Entry', 'Job Entry' ('Material' and 'Subcontract Operation') , 'PO Suggestions'(Generated by the 'MRP' and 'Generate PO Suggestions' processes), and 'Requisition Entry' apps. For example, your job requires material '002', and the material is set to 'Inspection Required' in the 'Part' app. When you add material '002' to your method of manufacture in the 'Job Entry' app, the 'Inspection Required' check box is selected by default.



or, you if are entering a packing slip using the 'Receipt Entry' app.



In Kinetic, you can activate default for the inspection requirement at the 'Part', 'Supplier', 'Part Class' levels. Therefore, Kinetic follows the following hierarchy:

- It first looks whether a supplier is set to 'Inspection Required'. If it is NOT, then
- It reviews a part record at the 'Site' level in the 'Part' app. If it is NOT, then
- If the 'Inspection Required' field located on the 'Part' card of the 'Part' app is set to 'Part Class' then Kinetic looks at the assigned 'Part Class' record to see whether the linked 'Part Class' is set to 'Inspection Required'.
- If it is then Kinetic will inspect the part and the 'Inspection Required' check box will be selected by default once you use this part in the 'Purchase Order Entry', 'Receipt Entry', 'Job Entry', 'PO Suggestions' and 'Requisition Entry' apps.
- If it is NOT then Kinetic will not inspect the part.

The 'Inspection Required' field is active if you install the 'Quality Assurance' license.

Link to Contract

If you select this check box, the part record in focus is considered to be linked to a planning contract. You can link a part to a contract at the 'Sales Order Entry', 'Job Entry', and 'Purchase Order Entry' levels.

For example, if you assign a contract to a job in the 'Job Entry' app, and the job's Method of Manufacture (MOM) includes five materials, three of which have the 'Link To Contract' check box selected, then only three materials automatically link to the assigned contract.

Non-Stock Item

Designates if this is a 'non-stock' item that is not normally stocked within your inventory, and how part requirements are satisfied.

When selected, this check box indicates that this part is not normally stocked within your inventory. Both 'purchased' and 'manufactured' parts can be either 'stocked' or 'non-stocked'. If you enter a 'non-stocked' part, its default description displays (just like stocked items) when you enter the associated part number on an order or a job.

For example, you take an order for a part you have not made before and do not expect to make again. The part should be entered into Kinetic and designated as a 'Non-Stock' part. The part displays in the parts search browser when you enter the order. When you select the part from this browser the associated part description automatically displays in the order.

This check box determines how part requirements are satisfied.

- If a 'Manufactured' part is 'Non-Stock', the part is not normally stocked; therefore, all requirements are satisfied by jobs. If the requirement is from a sales order, that order is linked to a job which is satisfied by the demand. If the requirement is from another part (for example, the current part is a sub-assembly); the demand is satisfied by creating a sub-assembly level on the same job.

- If a 'Manufactured' part is 'Stock', all requirements are satisfied from inventory and create allocations to pull the material on its need date. Requirements include any minimum, maximum, and/or safety stock levels as well as requirements from sales orders or other jobs.

- If a 'Purchased' part is 'Non-Stock', the part is not normally stocked; therefore, all requirements are satisfied by purchase orders linked to the job which created the requirement. This creates a purchasing suggestion for the part.

- If a 'Purchased' part is 'Stock', all requirements are satisfied from inventory and allocations are created to pull the material on its need date. Requirements include any minimum, maximum, and/or safety stock levels as well as requirements from sales orders or jobs.

- If a 'Sales Kit' is 'Non-Stock', the parent kit part is not normally stocked. This does not create a manufacturing suggestion as sales kits are not manufactured.

- If a 'Sales Kit' is 'Stock', all requirements are satisfied from inventory and allocations are created to pull the sales kit components on the parent kit part's need date. Requirements include any minimum, maximum, and/or safety stock levels as well as requirements from sales orders or other jobs for the kit components.

Quantity Bearing

Specifies if Kinetic should support full inventory functionality for this part. The 'Quantity Bearing' check box is selected by default, indicating that Kinetic supports full inventory functionality for this part.

Clear the check box if Kinetic should not maintain inventory on-hand balance information for the part.

- The part record for a non-quantity part is mainly used for standardization of description and for pricing purposes.

- You can use a non-quantity bearing part in a BOM. You can also purchase, sell, or transfer it. The related transactions, however, will never update on-hand quantity for the part.

- You would typically clear the check box if you were setting up a miscellaneous part that is expensed upon receipt and so it is not practical to keep accurate inventory levels.

Since the part is expensed at receipt, it does not need to be issued to a job or generate demand.

On a transaction level, clearing the 'Quantity Bearing' check box has the following effects:

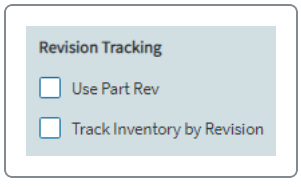
- In the 'Purchase Order Entry' app, the part status defaults to 'Other'. The user will not be able to change the status to 'Inventory' or 'Job Material'.
- Quantity adjustment will not be enabled.
- When used in a job, salvage for job material is not available.
- The part will not be selected for physical inventory.
- In the 'Quote Entry', 'Job Entry', and the 'Engineering Workbench' apps, the part can be added to the BOM. This lets the cost roll-up to take part into account in developing the price.
- Non-quantity bearing parts cannot be 'FIFO' or 'FIFO-LOT' costed.

Phantom BOM

Select this check box if this part is a phantom. A phantom bill of material represents a part that is built, but not stocked before it is used in the next level of manufacturing. When a part is designated as a phantom, Kinetic moves all related operations and materials up a level in the bill of material for the end item, and this assembly part number disappears. In addition, it also moves up attached or associated drawings and other information.

For example, your main product is a sound mixer board 'SoundBoard100'. Internally, your staff refers to '3' zones that make up the board - the 'input/output jacks', 'volume controls/meters', and the 'power area'. Each zone requires its own special operations and materials, and it makes sense to treat them as their own bills of material. However, the zones are not manufactured separately from the sound mixer board. You could set up parts 'ZoneA', 'ZoneB', and 'ZoneC' and mark them as phantoms, and then assign the applicable operations and materials to the various zones. When you do 'Get Details' for 'SoundBoard100', Kinetic lists manufacturing details zone, and then collapses them. This provides you with a single listing of all operations and materials for the board.

10. Activate the revision tracking.



Revision Tracking

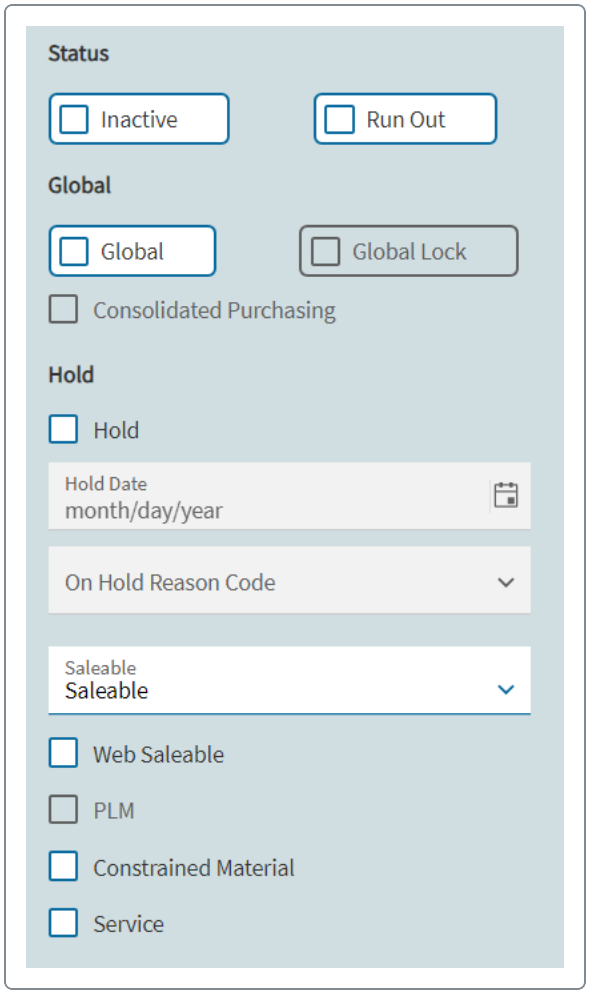
- **Use Part Rev** - Select this check box if the Material Requirements Planning (MRP) should use the highest (most current) revision available of the part. If the check box is selected, an entry of the part number automatically specifies the most current revision.

  If you clear this check box, you can manually create demand in MRP for different revisions of the same part, and the Epicor application honors the different revisions. his option does not apply to requirements for stock. This check box has no effect if you do not use MRP.

- Track Inventory By Revision - Select this check box if you want to track this part by revision.

  To learn about the concept of tracking parts by revisions, review the Track Inventory by Revision Overview article.

11. Define the settings located in the **Status**, **Global**, and **Hold** group boxes.



- **Run Out** - Indicates that you want to phase this part out of your business.
- **Global** - Select this check box to indicate that the part can be used among several companies, and can have its record sent from one company to another.
- **Global Lock** - Select this check box to indicate that the part cannot receive updates from another (parent) company. Leave the check box clear if the part can receive updates from another company.
- **Consolidated Purchasing** - Select this check box to indicate that this part is available for consolidated purchasing. When cleared, it indicates that the part is not available for consolidated purchasing.
- **Hold** - Indicates this part is on hold from the normal flow of operations. To place a part on hold, select this check box. When you select it, it enables the **Hold Date** field, and a field below it where you select a code that denotes the reason for the part hold. This check box is cleared by default.
- **Saleable** - Select one of the available options to set a part to be a saleable or non-saleable item. For example, one of your part records is never sold and you use it for internal purposes only. In such case, you would set the part to be 'Non-Saleable', so you cannot enter it on a sales order (Order Entry) or quote (Opportunity/Quote Entry) lines. Another example would be if you had a part that you do not usually sell, but sometimes you may get an order for the part. In this scenario, you would set the part to 'Non-Saleable Warning' so each time you enter an order or quote for this part you get a warning.

  The available options include:

  - **Saleable** - Indicates that this part is for sale and, therefore, you can add it to sales orders or quotes. This is the default option.
  - **Non-Saleable** - Indicates that this part is not for sale and, therefore, you cannot add it to sales orders or quotes.

    You cannot mark 'Web Saleable' parts as 'Non-Saleable'.

  - **Non-Saleable Warning** - Indicates that this part is not for sale but you get a warning if you add it to sales orders or quotes. You can override the warning if necessary.
- **Web Saleable** - Select the check box if part can be sold over a web site.
- **PLM** - Select this check box if this part is being tracked using the third party Product Lifecycle Management (PLM) software package.
- **Constrained Material** - Select this check box if the part is considered constrained for job scheduling purposes. The Scheduling engine determines when material will be available for an operation (including subcontract operations), and uses that date as the starting point for the related operation.
- **Service** - Indicates if this part is a services item.

- **Inactive** - If the art is obsolete you inactivate it by selecting the 'Inactive' check box. Inactive parts cannot be transacted in Kinetic.

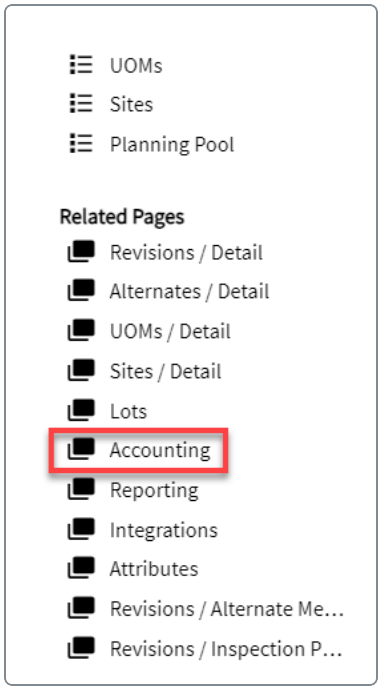
12. Select **Save**.

Specify Accounting Information

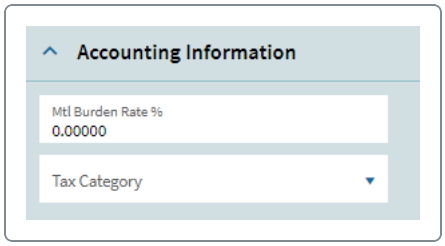
Use the **Accounting** cards to define the accounts and journal codes available to the posting processes for the 'Part' app and to define the part-specific tax exemptions.

1. In the Nav tree, select the **Accounting** node.

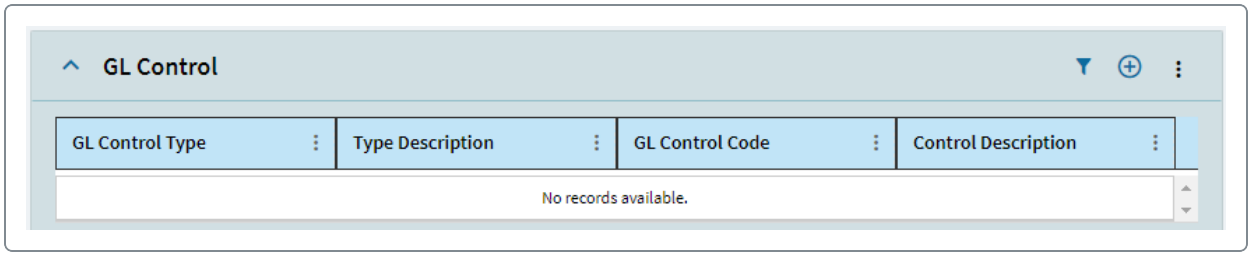
   A set of cards displays.



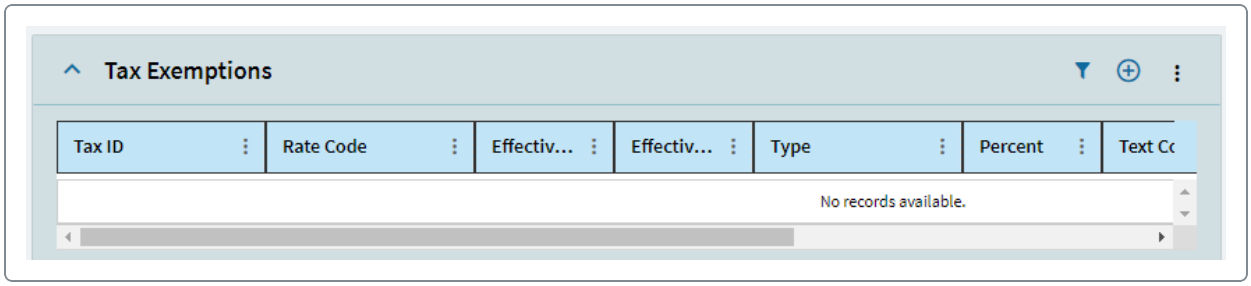
2. Expand the **Accounting Information** card and enter the material burden rate percentage and tax category.



3. On the **GL Control** card, you can associate one or more GL controls with a record in this setup program. Each control associated with a record must belong to a different control type.



4. Define the part-specific tax exemptions on the **Tax Exemptions** card.

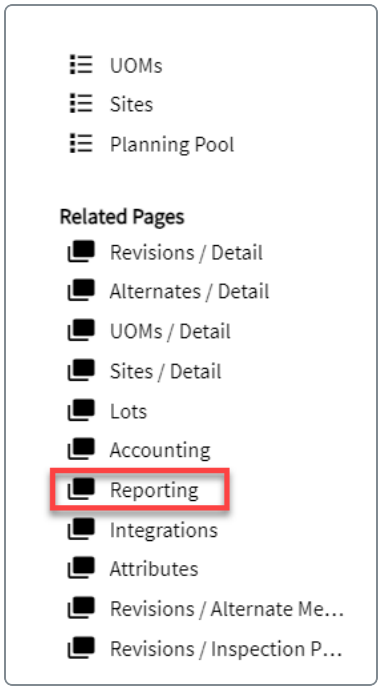


Enter Reporting Details

Review the **Reporting** cards to define the reporting functionality associated with the part.

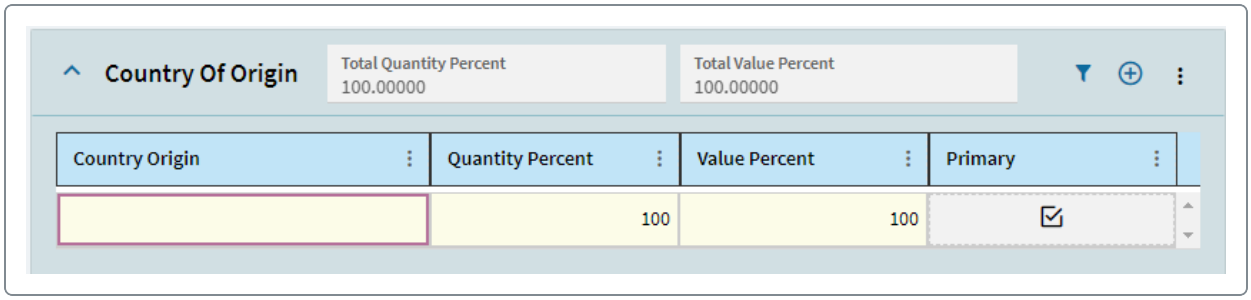
1. In the Nav tree, select the **Reporting** node.

   A set of cards displays.

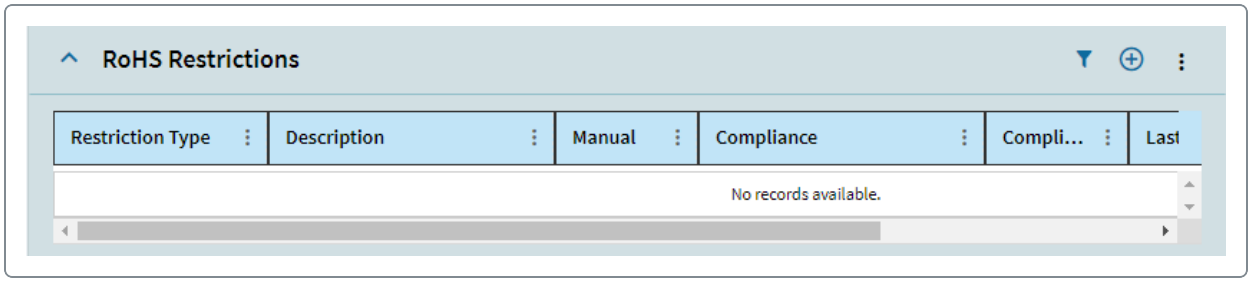


2. Expand the **Country of Origin** card to designate the countries of origin for this part. This denotes the specific countries in which the item was manufactured, produced or grown, and the percentage makeup based on quantity or value of the raw materials.

   Some European countries require reporting of the specific countries of origin and relative content/value percentage breakdowns per country when parts arrive from other European Union (EU) countries. The rules determining the country of origin vary greatly, depending on the industry and country to which or from the product is being shipping. The content and value percentage breakdown is a labeling requirement for some industries. This information can be overridden for specific shipments throughout the application.



3. Expand the cards **RoHS Restrictions** card to specify if the parts needs to be identified as 'Substance Restricted' part.

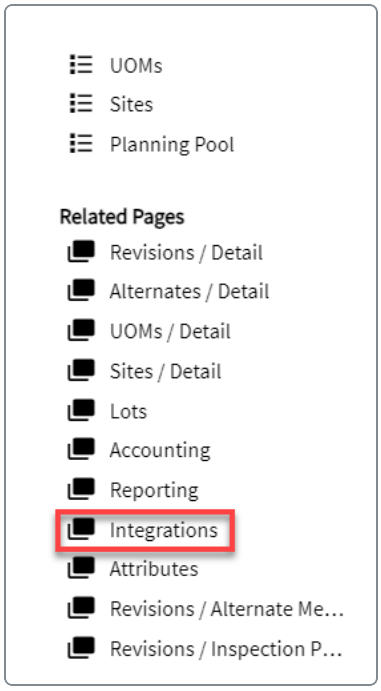


Insert Integrations

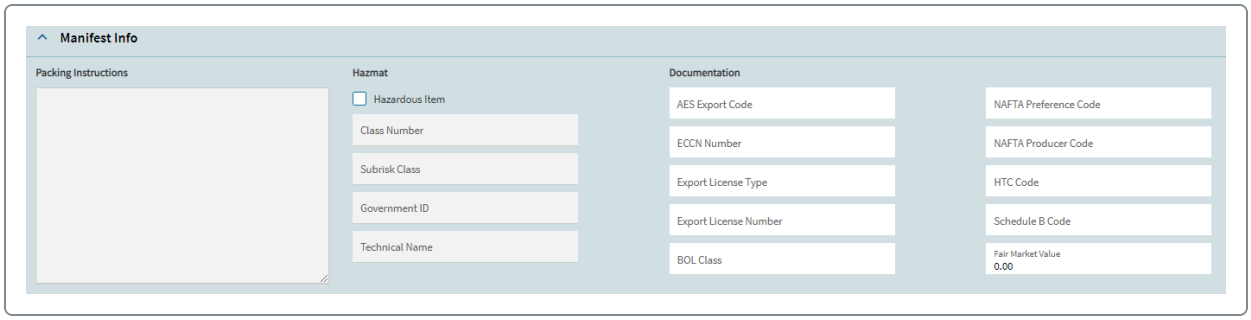
Use the cards in the **Integrations** section to enter various integration-specific information related to the part record.

1. In the Nav tree, select the **Integrations** node.

   A set of cards displays.

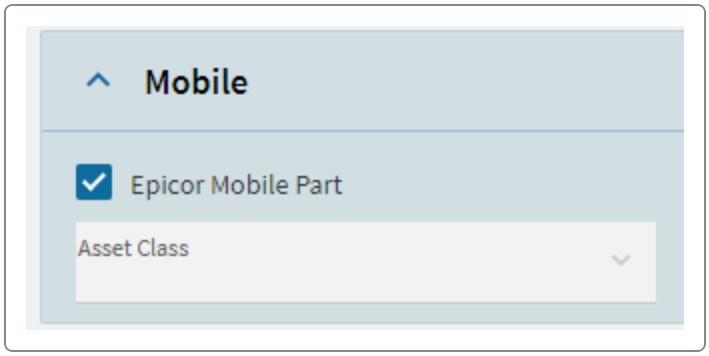


2. Use the **Manifest Info** card to enter manifest carrier information that should be sent to an interfaced shipping product, in particular Agile or Insite. The application does not specifically use this information, but it is available for a custom report that you may wish to build.

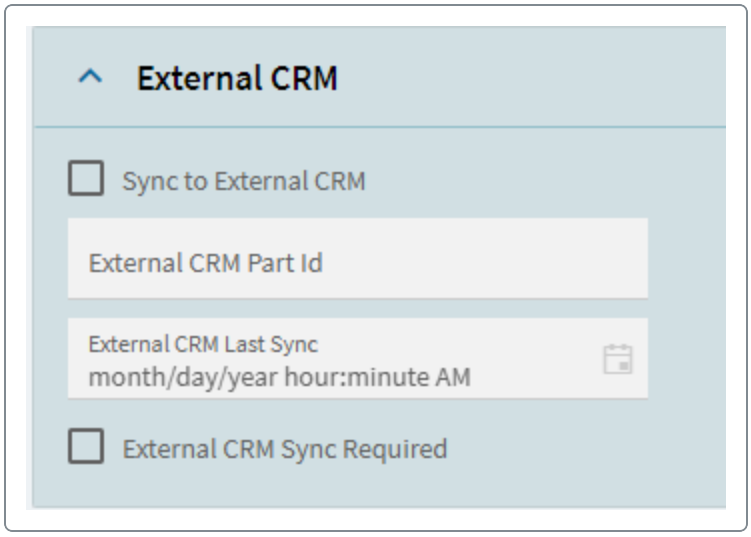


3. Use the **Mobile** card to mark the part record in focus as a Mobile part.

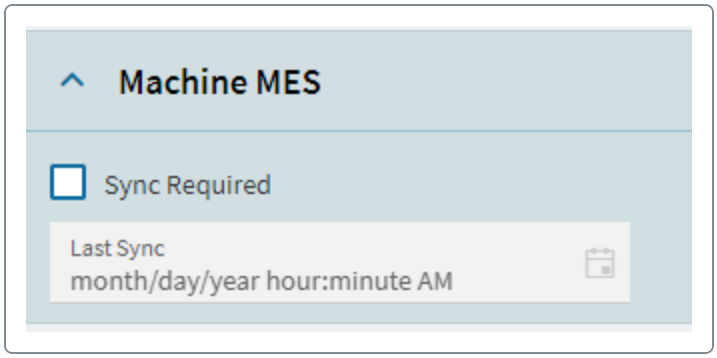
   Only parts marked as Kinetic are transferred to the Kinetic application. This also applies to anything linked to those parts, such as stock, for example. This is to limit the amount of data transferred. For instance, some companies store parts used for selling, and other parts for manufacturing or internal use only.



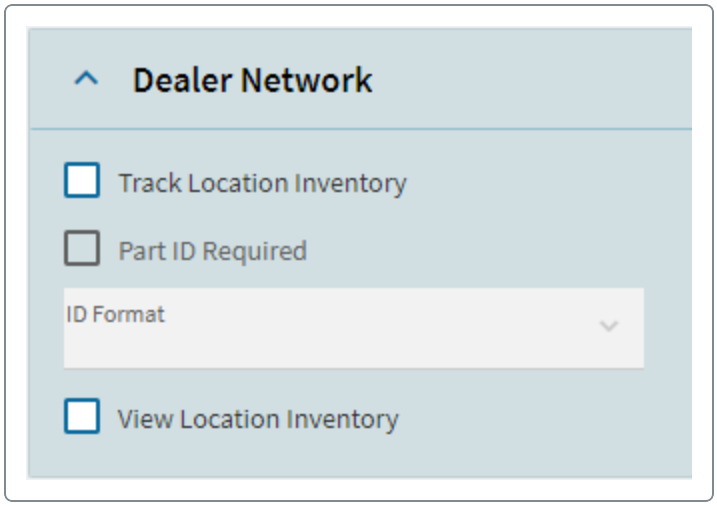
4. On the **External CRM** card, define options used to integrate a part entered in the Kinetic application with an external Customer Relationship Management (CRM).



5. Use the **Machine MES** card to view integration information for a part entered in the Kinetic application with an external Data Collection (DC).



6. Expand the **Dealer Network** card to specify if a location inventory record is created for the part during shipment and how.

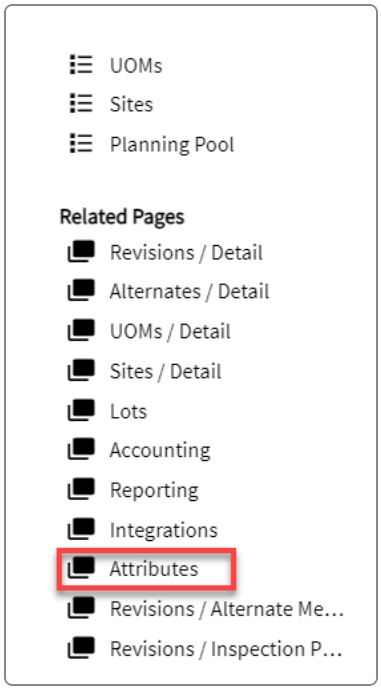


7. Select **Save**.

Add Part Attributes

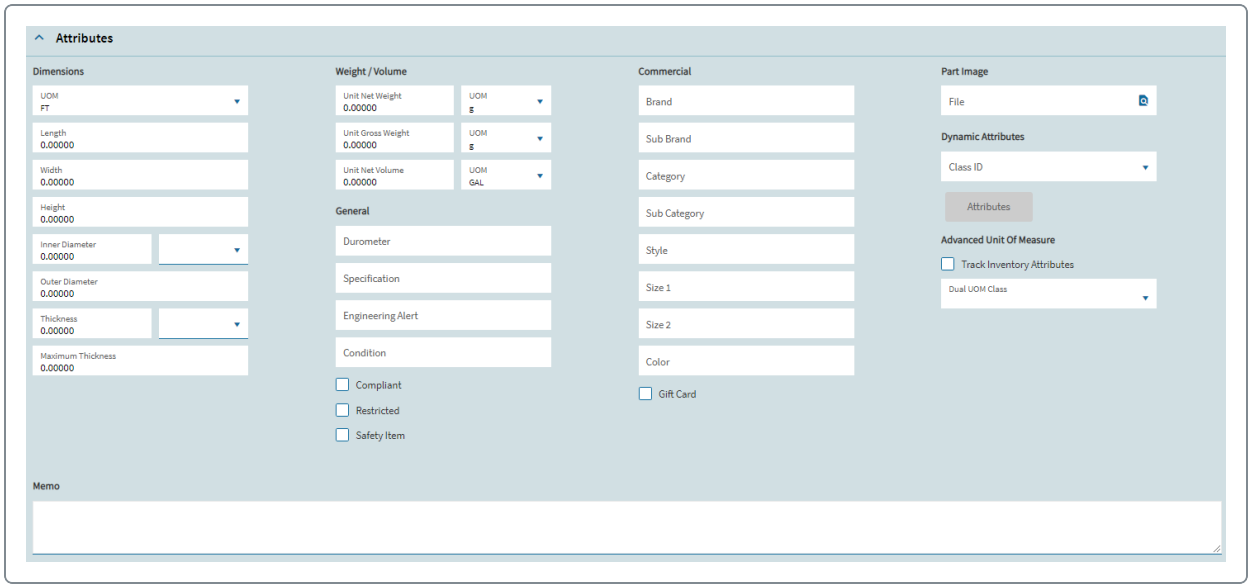
The **Attributes** card allows you to enter standard attribute information utilized by the Package Control ID (PCID) functionality when it processes this part and dynamic attributes information.

To locate the 'Attributes' card, in the Nav tree, select the 'Attributes' node.



Standard attributes include:

- Dimensional information (length, width, height, thickness and inner/out diameters) used to ensure the part will fit in a specified container/package.
- A photo graphic file and general information for the part, including durometer, specification, engineering alert and condition.
- Commercial information for the part, including branding, category, style, size and color.
- Designation if the part is compliant, a restricted item, a safety item or is a gift card item.



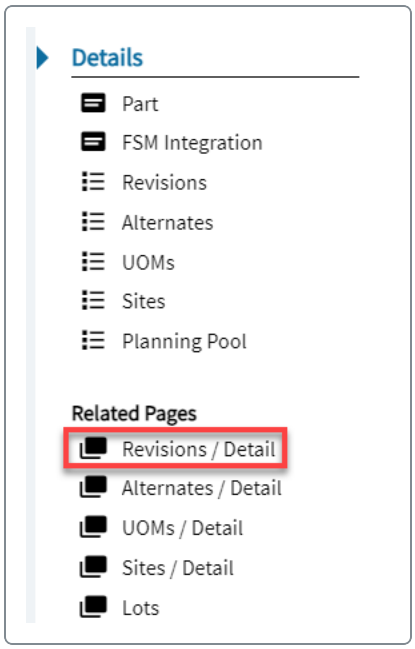
Create Revision

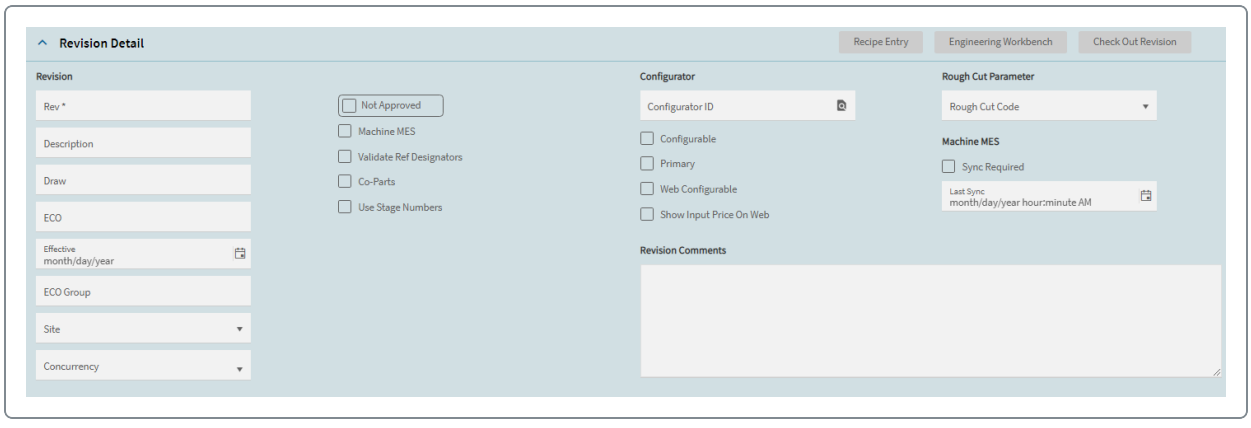
You create revisions for manufactured parts. Each part can hold multiple part revisions and each revision holds a specific method of manufacture that you create in the **Engineering Workbench** app.

Once you create a revision and define its method, you can then pull this revision to quotes and jobs.

1. In the Nav Tree, select the **Revisions/Detail** node.

   The **Revision Detail** card displays.





2. Select **New Part Revision**.

3. In the **Rev** field, enter a revision ID.

   For example, enter 'A'.

4. In the **Description** field, enter a description

   For example, enter 'Initial Design'.

5. In the **Effective Date** field, enter a date on which this revision becomes effective.

   Kinetic uses this date to determine the default revision whenever a part with revisions is entered.

   For example, if you have part XYZ with revisions A (effective 05/02/21) and B (effective 01/15/22), then revision B displays as the default for a job entered on 01/20/22.

   The fields and check boxes include:

   - **ECO** - Specifies an optional engineering change order reference. This field is for reference only.
   - **ECO Group** - Specifies the engineering change order group to which the revision ischecked out. This field is for display only.
   - **Site** - Specifies the site where this revision is manufactured.
   - **Concurrency** - Identifies whether the co-parts are processed concurrently or sequentially. The default is sequential. The selected value determines quantity reporting and costing.
     - If **sequential** then the quantity requirements of the co-parts are factored in the total cost of the revision and then split according to the labor/material cost split set up in the co-part.
     - If **concurrent** then only the quantity requirement of the main part is considered and then divided by yield to determine the total cost of the revision and then the labor and material cost factors are used to split the costs.
   - **Approved/Not Approved** - This check box indicates whether this revision has been approved for use. Only approved revisions will be considered valid revisions in entry apps.

     Once a revision is Approved, you cannot make any changes to tha trevision or enter any bill of material or routing information, so in order to check the revision out to an ECO Group for maintenance, you must clear the Approved check box.

- **Machine MES** - Select this check box to indicate that the part is integrated with an external Data Collection (DC). You select this check box only for top assembly parts.

  > For example, a top assembly part **A** includes two materials, **B** and **C**. If you mark part **A** as Machine MES then materials **B** and **C** will be exported to an external MES, because they are used for manufacturing of part **A**. Part records in Kinetic that are considered materials in an external MES, don't have to have the Machine MES check box selected.

- **Validate Ref Designators** - If selected, this check box specifies if Kinetic should perform the following validations of reference designators when creating and approving methods of manufacture for the part revision:

  - Determining if it is a valid number of reference designator for each material record.
  - Determining if the reference designator being used is unique.

  Select the check box to perform these validations for the part revision when the part is entered into the Engineering Workbench or Job Entry apps. When Kinetic performs these validations, it displays an error message if the validations fail, and prevents the revision from being checked in. Clear the check box if these validations should not be performed when creating and approving methods of manufacture for the part revision.

- **Co-Parts** - If selected, this check box indicates the selected part has co-parts associated with it.

- **Use Stage Numbers** - Indicates if this revision is to use stage number or operations on materials. If you select this check then Kinetic will use the staging numbers. If you keep this check box cleared then the operation sequences are used instead.

- **Configurator ID** - Search for and select a configurator record that you want this part revision to be linked with.

  > You must first create a configurator record using the Configurator Entry app. Assigning a Configurator ID links the part revision to a specific configurator process you design for your configurator using the Configurator Designer app.

- **Configurable** - Indicates that the revision has either a configuration linked to it or the bill of materials (BOM), created for the revision through the Engineering Workbench app, contains a material or sub-assembly that has a revision with a configuration linked to it.

  If the revision for the current part doesn't have a configuration, you can still select the Configurable check box because its BOM contains a material or sub-assembly that has

configuration. Or, it has a material or sub-assembly which itself has a configurable material or sub-assembly in its revision.

> For example, if a revision is approved then Kinetic launches a Configuration Sequence process (visible through the System Monitor app) that proceeds through all of the sub-assemblies/materials in the BOM for the current part, and searches for configurations in them and inside any lower-level BOMs. If any are found, the part revision in question is marked as Configurable. After this, the same process branch upwards, going to any part that contains the current part as a sub-assembly and then recalculates its Configured field by performing the same logic that was executed for the original part (goes through all of its sub-assemblies/materials).

- **Primary** - Select this check box to mark the part as a primary part. Once you link a part to a configurator using the Configurator ID field and select this check box, the part you are linking the configurator with will automatically default in the Configurator Rule Entry app, when you search for and select the configurator record.

  > To be able to select this check box you must first select a configurator in the Configurator ID field.

  > If you clear the Configurator ID from a part that is marked as Primary then the Primary check box automatically clears.

  > If you add another part record and link it to the same Configurator ID and mark this part as Primary then Kinetic will replace the current primary part and clear the Primary check box on the replaced part.

- **Web Configurable** - If selected, this check box indicates the revision can be configured in StoreFront.
- **Rough Cut Code** - Identifies the rough cut code to which this revision is assigned. Rough cut code includes modifiers to further define production parameters.
- **Sync Required** - Indicates that data for a part revision record has changed and a synchronization to the Mattec DC application is required to synchronize the data. This check box is automatically selected when the data between Kinetic and the external DC application for this part revision is out of sync.
- **Recipe** - Specifies a recipe the part revision is associated with. You enter recipes using the 'Recipe Entry' app. For this field to display a Recipe ID, you must enter this part on

the recipe you create.

The following logic applies:

- A manufactured part you enter on your recipe cannot hold a revision in the Part app, since you define a revision when you create a recipe in the Recipe Entry app. If your part holds a revision and you try to create a recipe for this part then you cannot define a revision ID on your recipe that is identical to the revision entered in the Part app.
- If a Recipe ID displays in this field, that is if a part is entered on a recipe in the Recipe Entry app, then you know the part revision is for the Process Manufacturing. If it doesn't then it is for the Discreet Manufacturing.
- When you check out a part revision that holds a Recipe ID then Kinetic launches the Recipe Entry app instead of the Engineering Workbench.
- This field only displays if you install the **Recipe Authoring** license.

For more information on how to create a recipe, refer to the Working with Recipe Authoring article.

- **Recipe Description** - Specifies a description of the recipe associated with the selected or created part.

This field only displays if you install the **Recipe Authoring** license.

6. Select **Save**.
7. Remain in the Part app.

Set Up Substitutes and Complement Parts

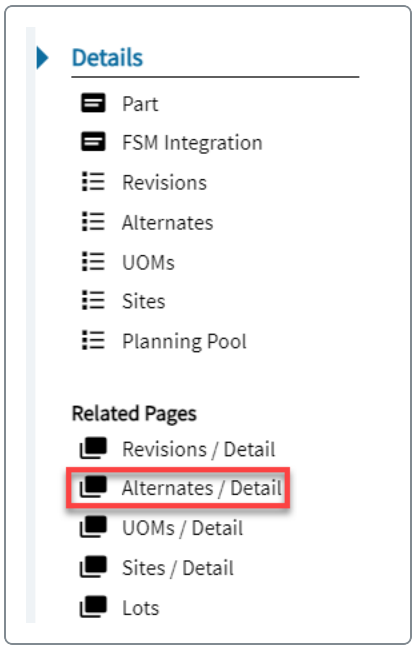
Use the **Alternates** card to set up substitute and complement parts for an item in your part record. When you enter sales quotes, sales orders, or purchase orders for this part, a list of part substitutions is available.

When you use complement items in the 'Sales Order Entry' or 'Opportunity/Quote Entry' app, Kinetic adds a new line that contains the new complement item. When you use substitute items in 'Sales Order Entry' or 'Opportunity/Quote Entry', Kinetic substitutes another part in place of the originally ordered item.

To add the record:

1. Select the **Alternates/Detail** node in the Nav tree.

   The **Alternate Detail** card displays.



2. Select **New Part Alternative**.

3. In the **Alternate Part** field, specify the part number that can be used as an alternate, substitute, or complement for the original part you are maintaining. Enter a description for the part.

4. In the **Alternate Type** field, specify if the alternate part number is a Substitute or Complement.

5. If Substitute was selected in the Alternate Type field, use the **Substitute Type** field to specify if the substitute part is a Comparable, Upgrade, or Downgrade type item.

6. In the **Suggested Qty** field, specify the quantity of the alternate part being used per each base unit of measure for the original part. Select the unit of measure in which the suggested quantity is being expressed.

7. Select **Save**.

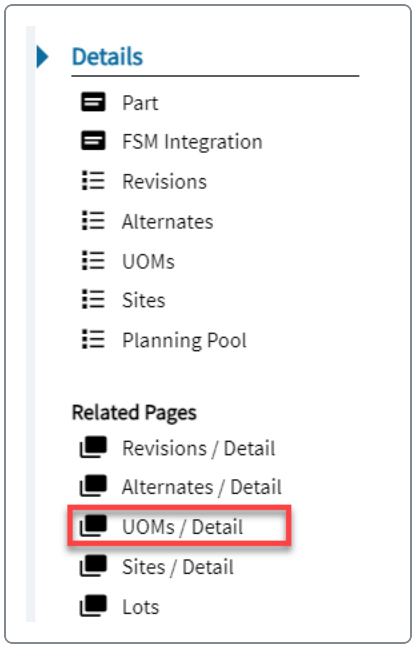
Specify UOM Details

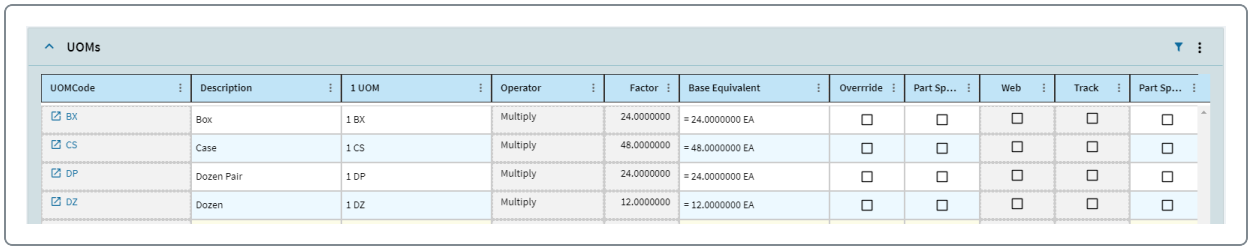
Expand the **UOMs** card to view unit of measure (UOM) information and to enter UOM conversion, net volume, and product code information for the part/UOM combination. Global Trade Item Number (GTIN-14), European Article Number (EAN-8, EAN-13 and EAN-14) and Universal Product Code (UPC-12) product codes are unique registered numbers that identify a specific part and UOM. An

example of a product code is the UPC bar code found on most consumer items purchased in the USA and Canada.

Other product codes that can be entered in the **UOMs** and are used in various circumstances in different regions but are all similar to the UPC bar code. Optionally, you can also specify an Health Industry Barcode (HIBC) product code for the part/UOM combination. This product code is intended for medical devices distributed throughout the US. This code applies a unique device identifier to these medical devices, as required by the FDA. All part entry fields in the Kinetic application allow for entry or scanning of product codes in lieu of entering an actual part number. If one of the product codes is entered or scanned in a part field, the application replaces it with the internal part number and the correct UOM. The appropriate product code can also be printed on transaction documents, such as a receiving transaction.

To locate the card, select the **UOMs/Detail** node in the Nav tree.

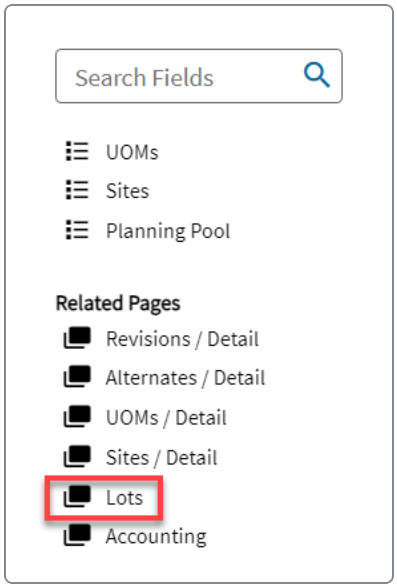




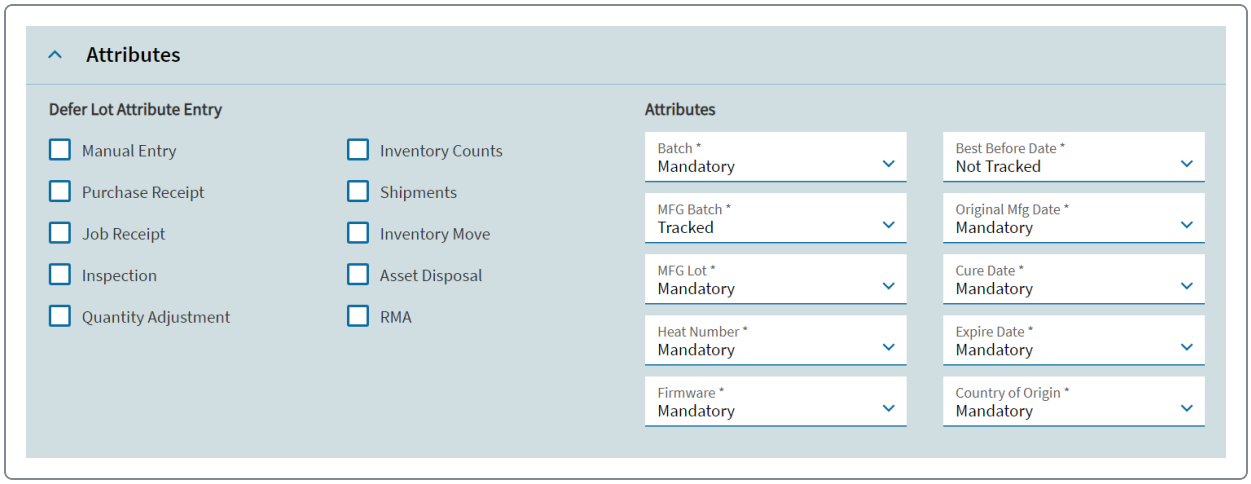
Set Up Lot Attributes and Generation Parameters

Use the **Attributes** and **Generate** cards in the **Lots** node of the Nav Tree to set lot attributes and lot generation parameters. After setting the attributes and parameters, you can generate lot numbers for

parts when needed.



Attributes



Use the **Attributes** card to specify which additional lot attributes are required inputs whenever a new lot is first created or used for the specified part. It can only be used for parts that have been designated as lot-controlled by selecting the Track Lots check box on the Part card.

Select from the **dropdown options** to define whether the specific lot attribute is mandatory, tracked, or not tracked during lot creation and processing for this part. The following values can be selected for an attribute:

- **Mandatory** - this attribute is required at the moment of the lot creation.
- **Tracked** - you can specify this attribute at any stage of the lot processing, either at the moment

of the lot creation or later.

- **Not tracked** - this attribute is not used at all for the lot.

If the lot attribute is defined as Tracked, Kinetic will prompt you on different stages of part processing that this attribute can be defined for the part. In the **Defer Lot Attribute Entry** section you can specify when you want to receive such prompts. If you select a check box, you will not be prompted at that particular stage.

Required Fields

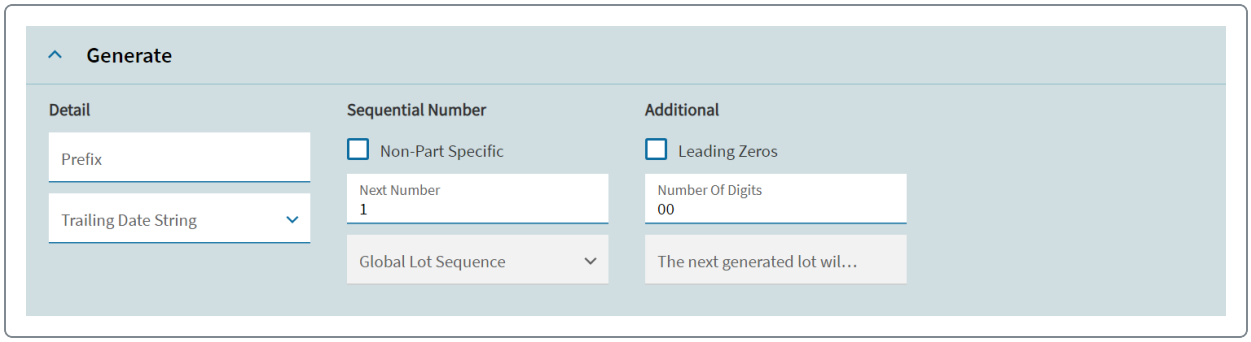
- **Batch** - Defines if the Batch field is mandatory, tracked or not required when setting lot attributes for this part.
- **MFG Batch** - Defines if the MFG Batch field is mandatory, tracked or not required when setting lot attributes for this part.
- **MFG Lot** - Defines if the MFG Lot field is mandatory, tracked or not required when setting lot attributes for this part.
- **Heat Number** - Defines if the Heat Number field is mandatory, tracked or not required when setting lot attributes for this part.
- **Firmware** - Defines if the Firmware field is mandatory, tracked or not required when setting lot attributes for this part.
- **Best Before Date**- Defines if the Best Before Date field is mandatory, tracked or not required when setting lot attributes for this part.
- **Original Mfg Date** - Defines if the Original Mfg Date field is mandatory, tracked or not required when setting lot attributes for this part.
- **Cure Date** - Defines if the Cure Date field is mandatory, tracked or not required when setting lot attributes for this part.
- **Expire Date** - Defines if the Expire Date field is mandatory, tracked or not required when setting lot attributes for this part.
- **Country of Origin** - Defines if the Country of Origin field is mandatory, tracked or not required when setting lot attributes for this part.

Defer Lot Attribute entry Check Boxes

- **Manual Entry** - Select this check box if you don't need to receive prompts regarding specifying lot attributes when you enter a lot.
- **Purchase Receipt** - Select this check box if you don't need to receive prompts regarding specifying lot attributes when you process purchase receipts.
- **Job Receipt** - Select this check box if you don't need to receive prompts regarding specifying lot attributes when you process job receipts.
- **Inspection** - Select this check box if you don't need to receive prompts regarding specifying lot attributes when you inspect materials or parts.
- **Quantity Adjustment** - Select this check box if you don't need to receive prompts regarding specifying lot attributes when you perform quantity adjustment.

- **Inventory Counts** - Select this check box if you don't need to receive prompts regarding specifying lot attributes when you perform count processing.
- **Shipments** - Select this check box if you don't need to receive prompts regarding specifying lot attributes when you process shipments.
- **Inventory Move** - Select this check box if you don't need to receive prompts regarding specifying lot attributes when you move inventory.
- **Asset Disposal** - Select this check box if you don't need to receive prompts regarding specifying lot attributes when you enter disposals to fixed assets.
- **RMA** - Select this check box if you don't need to receive prompts regarding specifying lot attributes when you return materials.

Generate



Use the **Generate** card to set parameters used to generate lot number strings for the specified part. Kinetic uses the parameters defined on this card to generate the actual lot number string. These parameters include specifying the lot prefix, assignment of sequential numbers, number of digits, assignment of leading zeroes, and trailing date string structure.

Prefix
Specifies the characters or numbers that should be assigned as a prefix to lot numbers generated for the part. Any free-form text entry is allowed.

Trailing Date String
Specifies the structure of the trailing date string that should be appended to the end of the generated lot number string.

Non-Part Specific
Specifies how the sequential lot number should be assigned to lot numbers generated for the part. Select the check box if the sequential lot number should be assigned on a non-part specific basis. If selected, use the Global Lot Sequence field to select a Global Lot Sequence code previously defined in Global Lot Sequence app. When the Kinetic generates new lot numbers for the part, it uses the next sequence number designated in Global Lot Sequence app for the selected code to generate the next lot number.

If you want to assign the next lot number on a part-specific basis, clear the Non-Part Specific check box. In the Next Number field, specify the initial next sequential lot number that will be assigned to the part. The default initial next sequential lot number is set to 1 and can be overridden.

Next Number
Displays the next lot number based on the lot generation parameters defined on the Generate card.

Global Lot Sequence
Displays the global lot sequence ID you can use to allow multiple parts to share the same next number generator for system-generated lot numbers.

Leading Zeroes
Select this check box if leading zeroes should be appended to the beginning of the trailing date string. Clear this check box if leading zeroes should not be appended to the beginning of the trailing date string.

Number of Digits
Specifies the maximum number of digits for the serialized integer portion of the generated lot number.

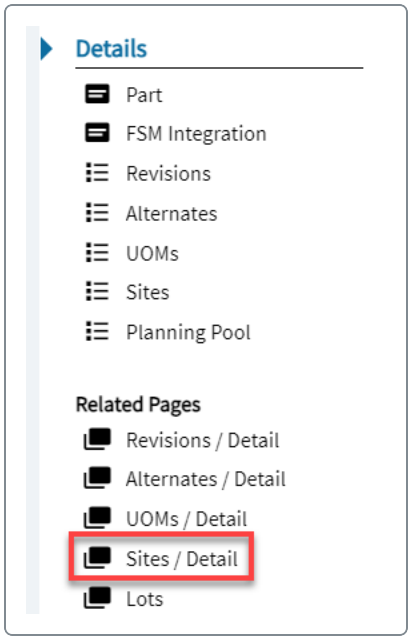
The next generated lot will be
Based on the lot generation parameters defined on the Generate card, this field displays the next lot number that will be generated based on those parameters. The field is for display only.

Enter Site Information for Part

Use the **Sites** cards to enter and update site information for the current part.

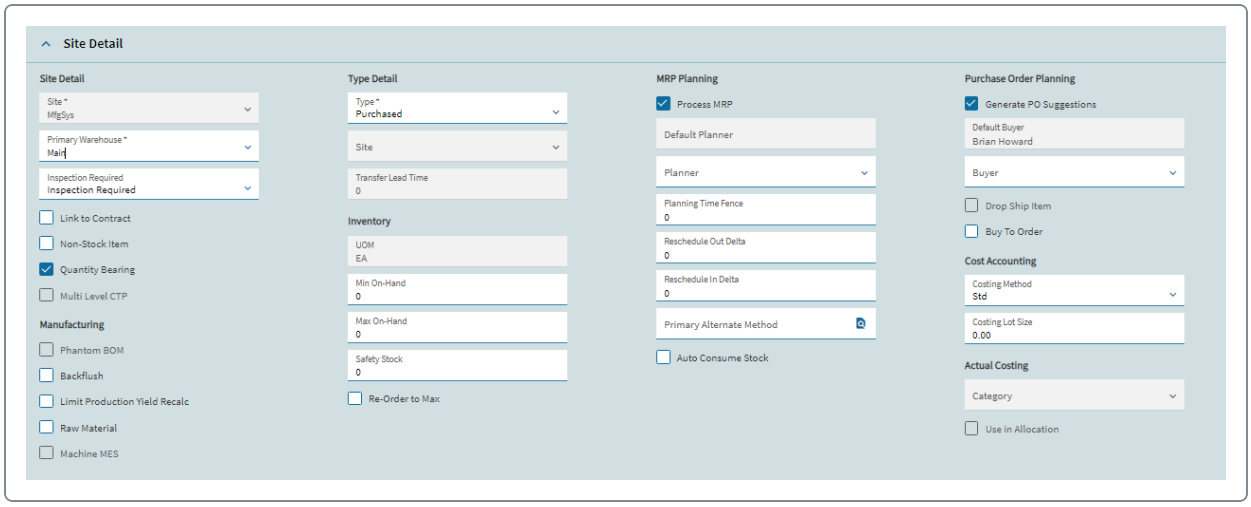
1. Select the **Sites/Detail** node in the Nav tree.

   The **Site Detail** card displays.



2. Select **New Site**.

3. Specify **Site**, **MRP Planning**, **Inventory**, and other settings.



The important fields include:

- **MRP Planning (Group Box)**
  - **Planning Time Fence** - Displays the number of days, within which jobs, purchase orders, and transfer orders cannot be changed, starting from the current date.

By defining the 'Planning Time Fence' value within either the 'Part Class' or 'Part' apps, you can prevent changes to job suggestions, purchase suggestions, and un-firm jobs that occur within a specified date range.

> If a 'Due Date' on an MRP generated record occurs on a date between the 'Scheduled Start Date' (defined in the 'Process MRP' app) plus the 'Planning Time Fence' value, the MRP engine will not change the 'Quantity' and 'Date' values on the previously generated records. Because these records are not updated, you do not need to review existing un-firm jobs and suggestions, reducing the number of results you need to verify.

- **Reschedule Out Delta** - This value is used by MRP to prevent generating postpone suggestions. This parameter is similar to the Reschedule In Delta parameter, but is used for postpone suggestions.
- **Reschedule In Delta** - This value is used by MRP to prevent generating expedite suggestions.

> For example, you work with the following entries:
>
> - Job 123 on Feb 24 for 10 pcs
> - SO 456 on Feb 21 for 10 pcs
>
> The job due dates can only be changed if the change is more than a week away.
>
> Without a value specified for the Reschedule In Delta parameter MRP generates an expedite suggestion for Job 123 to move it from Feb24 to Feb 21. With the job that cannot be moved the engineer needs to ignore the expedite suggestion which can get annoying. With a Reschedule In Delta of 5 there will be no expedite suggestion generated.

- **Process MRP** - Select this check box if MRP should process this part.
- **Auto Consume Stock** - Select this check box to indicate, that when MRP creates a job, it should verify the on hand quantities when a part being used as material is marked as **Pull As Assembly** on the job's parent part. Clear the check box if it should not.

  When the MRP engine evaluates an auto-consumed part, it uses the **Available to Promise** calculation to determine whether stock is available for materials marked as Pull As Assembly, when required by the job. The expected stock on-hand

quantity for the material is then set as a Pull Quantity on the sub-assembly, and the production quantity for the sub-assembly is reduced by the pull quantity.

Ahe Available to Promise calculation determines when some of this material quantity will be available in the future. This quantity amount is then considered when the MRP engine calculates whether a firm job (or jobs) should be created for the sub-assembly through the Plan As Assembly functionality.

- **Manufacturing Lead Time (Group Box)**
  - **Cumulative (Kinetic)** - Specifies the manufacturing lead time calculated by Kinetic. The manufacturing lead time includes the lead time of lower level materials (sub-assemblies), irrespective of whether they are marked as **Pull as Assembly** or not. You cannot edit this value.

    For example, assume you produce part XYZ with 2 component assemblies, 1 and 2. Part 1 has its own method of manufacture, but it is a common component that you try to keep in stock. Part 2 is a unique assembly that you need to make as part of the XYZ manufacturing process. When setting up part XYZ's bill of materials in the Engineering Workbench, select the **Pull as Assembly** check box for part 2. When you enter a job for XYZ and get manufacturing details from this method, part 1 will be a material requirement on the job, and part 2 will be an assembly requirement, with all the associated material and operation detail. In this case, Kinetic will consider the lead time of both components, part 1 and 2, when calculating the Cumulative Time for the XYZ assembly.

  - **This Level (Kinetic)** - Specifies the manufacturing lead time calculated by Kinetic. The manufacturing lead time includes the lead time of lower level materials (sub-assemblies) that are marked as **Pull as Assembly**. You cannot edit this value.

    For example, assume you produce part XYZ with 2 component assemblies, 1 and 2. Part 1 has its own method of manufacture, but it is a common component that you try to keep in stock. Part 2 is a unique assembly that you need to make as part of the XYZ manufacturing process. When setting up part XYZ's bill of materials in the Engineering Workbench, select the Pull as Assembly check box for part 2. When you enter a job for XYZ and get manufacturing details from this method, part 1 will be a material requirement on the job, and part 2 will be an assembly requirement, with all the associated material and operation detail. In this case, the application will consider the lead time of part 2 only, when calculating the This Level Time for the XYZ assembly.

- **Top Level (Kinetic)** - Displays the manufacturing lead time calculated by Kinetic. This is the lead time needed to generate the part at the level of this part only. The manufacturing lead time does not include the lead time of lower level materials (sub-assemblies). You cannot edit this value.

  > For example, assume you make part XYZ with 2 component assemblies, 1 and 2. Parts 1 and 2 have its own method of manufacture, but could be common components that you may keep in stock. Kinetic displays the lead time for the XYZ part as if you pulled the components from stock. Kinetic does not consider the component's manufacturing lead times when calculating the lead time for the XYZ assembly.

- **Manual** - Select to enter manufacturing lead times manually.

- **Scheduling (Group Box)**

  - **Production Prep Buffer** - Displays the value used to determine the start date of preparing the part.

  - **Kit Time** - Displays the value used by manufactured parts to determine the due date of the material.

  - **Receive Time** - Displays the amount of days required to move a part to stock or to the next job. The receive time is subtracted from the Requested by Date.

    > When you schedule a job, the scheduling engine takes the requested by date and subtracts the receive time to calculate a net requested by date. Scheduling then takes the net calculated date and works backwards to calculate the start date. For example:
    >
    > - Requested by Date = 30/05/2021
    > - Move Time = 5 days
    > - Calculated net Requested by Date = 25/05/2021
    > - Start Date = 23/05/2021 (calculated by Scheduling based on the net requested by date)

- **Start Min Lot Qty (Group Box)**

  - **Lead Time** - Specifies the lead time for considering constrained materials when determining if a quantity can be started on a job. The field is available when you enable the **Start Min Lot Qty** option.

- **Min Start Qty** - Indicates the minimum start quantity at job split-up. The field is available when you enable the **Start Min Lot Qty** option.

- **Forecast Window (Group Box)**

  - **Days Before** - Specifies the number of days before the actual forecast date that the forecast should include sales order demand. Along with the **Days After** field, this field establishes a range/window around the forecast date in which sales order demand should be included in the overall forecast.

    For example, if this number is 15, then the forecast for November 20, 2021 includes all sales orders whose required due date is between November 5, 2021 and November 20, 2021.

    This becomes a default value used in the Generate Purchasing Suggestions app. Note that this setting may possibly result in the truncation of the forecast quantities the app considers when generating the resulting purchase suggestions.

    If the value in this field is zero then Kinetic considers the Day After value set in the Company Configuration app.

    You can also set the Days Before value on the **Advanced Planning Detail** card. You launch this card using the Nav Tree by selection the **Sites > Detail > Advanced Planning > Detail** node.

    The setting on this card relates to parts that hold attributes (Advanced Unit Of Measure), but the concept is the same.

  - **Days After** - Specifies the number of days after the actual forecast date that the forecast should include sales order demand. Along with the **Days Before** field, this field establishes a range/window around the forecast date in which sales order demand should be included in the overall forecast.

    For example, if this number is 15, then the forecast for November 20, 2021 includes all sales orders whose required due date is between November 20, 2021 and December 5, 2021.

    This becomes a default value used in the Generate Purchasing Suggestions app. Note that this setting may possibly result in the truncation of the forecast quantities the app considers when generating the resulting purchase suggestions.

If the value in this field is zero then Kinetic considers the Day After value set in the Company Configuration app.

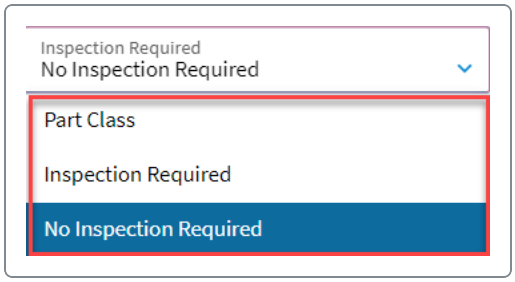
You can also set the Days After value on the **Advanced Planning Detail** card. You launch this card using the Nav Tree by selection the **Sites > Detail > Advanced Planning > Detail** node.

The setting on this card relates to parts that hold attributes (Advanced Unit Of Measure), but the concept is the same.

Assume you are logged into 'Site A' where you add 'Part A' and the part holds two sites, 'Site A' and 'Site B'. Next, if you log into 'Site B' and pull up 'Part A' then the 'Site' field would default 'Site B'. If you log back into 'Site A' and pull up 'Part A' then the 'Site' field would default 'Site A'. Now assume a scenario where you log into two more sites, 'Site C' and 'Site D', but you have not added these site to 'Part A'. Under this setup, if you log into 'Site C' and pull up 'Part A' then the 'Site' field would default 'Site A'. The same would happen if you logged into 'Site D', because Kinetic would default the site using the alphabetical order.

If 'Part A' would include all four sites ('Site A', 'Site B', 'Site C', and 'Site D'), then the 'Site' field would default the site you are currently logged into.

4. Select one of the **Inspection Required** options.



The 'Inspection Required' field includes '3' options:

This field defaults the option you select in the 'Inspection Required' field located on the 'Part' card. However, you can override it here.

a. **Part Class** - If you select this option then Kinetic sends the part you are entering to inspection if the 'Part Class' for the part is set to 'Inspection Required'. This is a default option.

b. **Inspection Required** - If you select this options then Kinetic assumes the part needs inspection. This options overrides the 'Inspection Required' setting you set at the 'Part Class' level. Therefore, If you select this option, but select a 'Part Class' that is NOT set to 'Inspection Required' then the part still will go through inspection.

c. **No Inspection Required** - If you select this options then Kinetic does not send the part to inspection. This options overrides the 'Inspection Required' setting you set at the 'Part Class' level. Therefore, if you select this option, but select a 'Part Class' that is set to 'Inspection Required' then the part will not go through inspection.

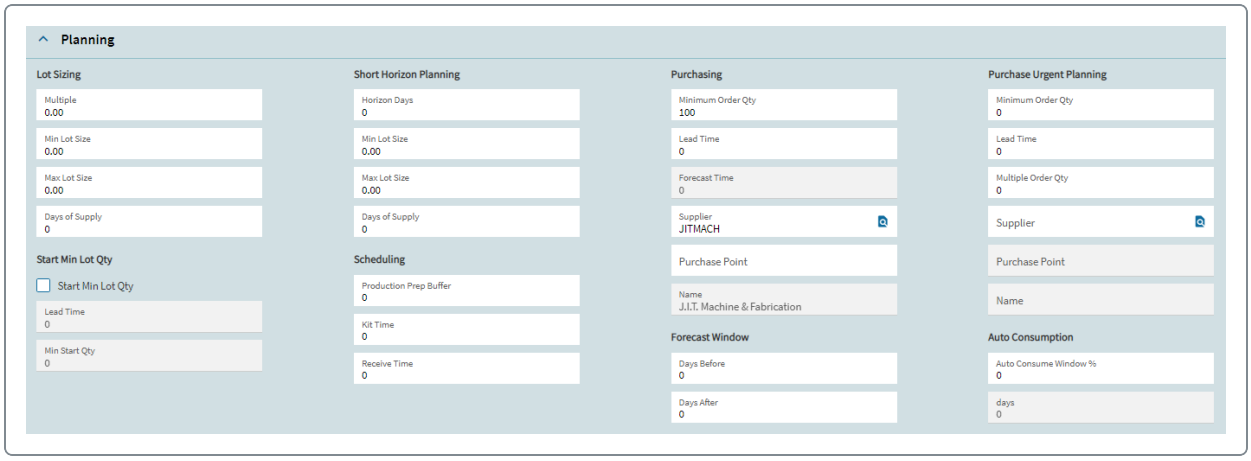
Each site record you add to your part will default the option you select at the 'Part' card level. You can override the option if necessary. For example, one site might be set to the 'Part Class' setting, one site to 'Inspection Required', and another site to 'No Inspection Required'.

In Kinetic, you can activate default for the inspection requirement at the 'Part', 'Supplier', 'Part Class' levels. Therefore, Kinetic follows the following hierarchy:

- It first looks whether a supplier is set to 'Inspection Required'. If it is NOT, then
- It reviews a part record at the 'Site' level in the 'Part' app. If it is NOT, then
- If the 'Inspection Required' field located on the 'Part' card of the 'Part' app is set to 'Part Class' then Kinetic looks at the assigned 'Part Class' record to see whether the linked 'Part Class' is set to 'Inspection Required'.
- If it is then Kinetic will inspect the part and the 'Inspection Required' check box will be selected by default once you use this part in the 'Purchase Order Entry', 'Receipt Entry', 'Job Entry', 'PO Suggestions' and 'Requisition Entry' apps.
- If it is NOT then Kinetic will not inspect the part.

The 'Inspection Required' field is active if you install the 'Quality Assurance' license.

5. Use the **Planning** card to configure site planning details.



The important fields include:

- **Lot Sizing (Group Box)**
  - **Multiple** - This is the manufacturing lot size multiple. MRP creates jobs in multiples of this field. Any excess amount will be sent to stock. Zero is no lot multiple (lot-for-lot).

    For example,

    - Required Quantity = 500
    - Lot Multiple =150
    - Lot Maximum = 450

    Kinetic generates two jobs with the production quantities of 450, and 150.

    This field and the entered value also apply to purchased parts and purchase suggestions created by the Generate Suggestions app.

  - **Min Lot Size** - Displays the minimum manufacturing lot size for the short horizon planning. If the required quantity is less than this amount, MRP creates a job with this production quantity.
  - **Max Lot Size** - Displays the maximum manufacturing lot size. If the required quantity is greater than this amount, MRP creates additional job(s) to satisfy the required production quantity.

    For example,

- Required Quantity = 500
- Maximum Lot Size =150

Kinetic generates four jobs with the production quantities of 150, 150, 150, and 50.

This field and the entered value also apply to purchased parts and purchase suggestions created by the Generate Suggestions app.

- **Days of Supply** - Displays the number of days used to record the normal order lead time for apart for this site. The parameter is optional. The value is used as a default value in the job material detail records for the calculation of suggested order dates.

- **Short Horizon Planning (Group Box)**
  - **Horizon Days** - Specifies the number of days during which Kinetic uses the values of the Short Horizon Min Lot Size and Short Horizon Max Lot Size parameters instead of the values of the Min Lot Size and Max Lot Size parameters correspondingly.
  - **Min Lot Size** - Displays the minimum manufacturing lot size for the short horizon planning. If the required quantity is less than this amount, MRP creates a job with this production quantity.
  - **Max Lot Size** - Displays the maximum manufacturing lot size. If the required quantity is greater than this amount, MRP creates additional job(s) to satisfy the required production quantity.
  - **Days of Supply** - Displays the number of days used to record the normal order lead time for apart for this site. The parameter is optional. The value is used as a default value in the job material detail records for the calculation of suggested order dates.
- **Scheduling (Group Box)**
  - **Production Prep Buffer** - Displays the value used to determine the start date of preparing the part.
  - **Kit Time** - Displays the value used by manufactured parts to determine the due date of the material.
  - **Receive Time** - Displays the amount of days required to move a part to stock or to the next job. The receive time is subtracted from the Requested by Date.

When you schedule a job, the scheduling engine takes the requested by date and subtracts the receive time to calculate a net requested by date. Scheduling then takes the net calculated date and works backwards to calculate the start date. For example:

- Requested by Date = 30/05/2021
- Move Time = 5 days
- Calculated net Requested by Date = 25/05/2021
- Start Date = 23/05/2021 (calculated by Scheduling based on the net requested by date)

- **Start Min Lot Qty (Group Box)**
  - **Lead Time** - Specifies the lead time for considering constrained materials when determining if a quantity can be started on a job. The field is available when you enable the **Start Min Lot Qty** option.
  - **Min Start Qty** - Indicates the minimum start quantity at job split-up. The field is available when you enable the **Start Min Lot Qty** option.
- **Forecast Window (Group Box)**
  - **Days Before** - Specifies the number of days before the actual forecast date that the forecast should include sales order demand. Along with the **Days After** field, this field establishes a range/window around the forecast date in which sales order demand should be included in the overall forecast.

    For example, if this number is 15, then the forecast for November 20, 2021 includes all sales orders whose required due date is between November 5, 2021 and November 20, 2021.

    This becomes a default value used in the Generate Purchasing Suggestions app. Note that this setting may possibly result in the truncation of the forecast quantities the app considers when generating the resulting purchase suggestions.

    If the value in this field is zero then Kinetic considers the Day After value set in the Company Configuration app.

    You can also set the Days Before value on the **Advanced Planning Detail** card. You launch this card using the Nav Tree by selection the **Sites > Detail > Advanced Planning > Detail** node.

The setting on this card relates to parts that hold attributes (Advanced Unit Of Measure), but the concept is the same.

- **Days After** - Specifies the number of days after the actual forecast date that the forecast should include sales order demand. Along with the **Days Before** field, this field establishes a range/window around the forecast date in which sales order demand should be included in the overall forecast.

  For example, if this number is 15, then the forecast for November 20, 2021 includes all sales orders whose required due date is between November 20, 2021 and December 5, 2021.

  This becomes a default value used in the Generate Purchasing Suggestions app. Note that this setting may possibly result in the truncation of the forecast quantities the app considers when generating the resulting purchase suggestions.

  If the value in this field is zero then Kinetic considers the Day After value set in the Company Configuration app.

  You can also set the Days After value on the **Advanced Planning Detail** card. You launch this card using the Nav Tree by selection the **Sites > Detail > Advanced Planning > Detail** node.

  The setting on this card relates to parts that hold attributes (Advanced Unit Of Measure), but the concept is the same.

6. Use the **Calculated Planning Values** card to review the Kinetic calculated lead times.
   - **System Manufacturing Lead Time** (Group Box)
     - **Cumulative Time** - Specifies the manufacturing lead time calculated by Kinetic. The manufacturing lead time includes the lead time of lower level materials (sub-assemblies), irrespective of whether they are marked as **Pull as Assembly** or not. You cannot edit this value.

       For example, assume you produce part XYZ with 2 component assemblies, 1 and 2. Part 1 has its own method of manufacture, but it is a common component that you try to keep in stock. Part 2 is a unique assembly that you need to make as part of the XYZ manufacturing process. When setting up part XYZ's bill of materials

in the Engineering Workbench, select the **Pull as Assembly** check box for part 2. When you enter a job for XYZ and get manufacturing details from this method, part 1 will be a material requirement on the job, and part 2 will be an assembly requirement, with all the associated material and operation detail. In this case, Kinetic will consider the lead time of both components, part 1 and 2, when calculating the Cumulative Time for the XYZ assembly.

- **This Level Time** - Specifies the manufacturing lead time calculated by Kinetic. The manufacturing lead time includes the lead time of lower level materials (sub-assemblies) that are marked as **Pull as Assembly**. You cannot edit this value.

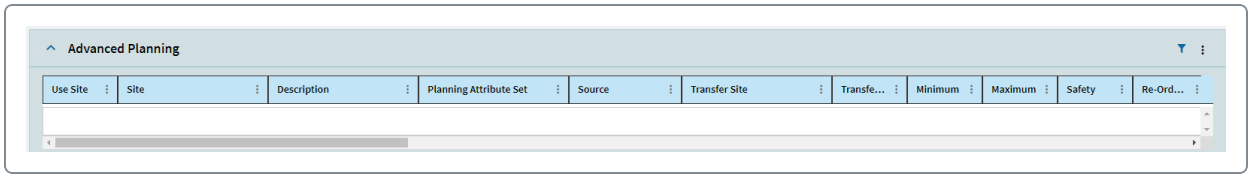
  For example, assume you produce part XYZ with 2 component assemblies, 1 and 2. Part 1 has its own method of manufacture, but it is a common component that you try to keep in stock. Part 2 is a unique assembly that you need to make as part of the XYZ manufacturing process. When setting up part XYZ's bill of materials in the Engineering Workbench, select the Pull as Assembly check box for part 2. When you enter a job for XYZ and get manufacturing details from this method, part 1 will be a material requirement on the job, and part 2 will be an assembly requirement, with all the associated material and operation detail. In this case, the application will consider the lead time of part 2 only, when calculating the This Level Time for the XYZ assembly.

- **Top Level Time** - Displays the manufacturing lead time calculated by Kinetic. This is the lead time needed to generate the part at the level of this part only. The manufacturing lead time does not include the lead time of lower level materials (sub-assemblies). You cannot edit this value.

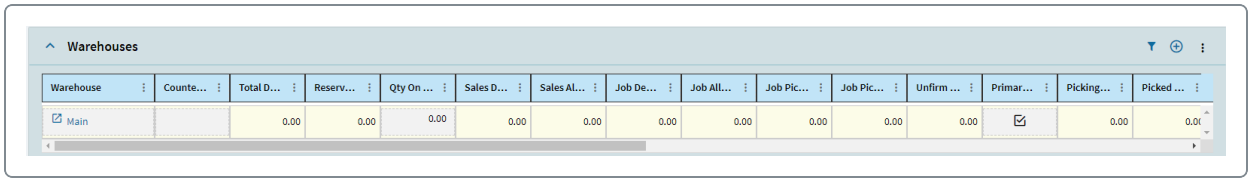
  For example, assume you make part XYZ with 2 component assemblies, 1 and 2. Parts 1 and 2 have its own method of manufacture, but could be common components that you may keep in stock. Kinetic displays the lead time for the XYZ part as if you pulled the components from stock. Kinetic does not consider the component's manufacturing lead times when calculating the lead time for the XYZ assembly.

- **Manual Manufacturing Lead Time** (Group Box)
  - **Manual** - Select to enter manufacturing lead times manually.

7. Use the **Advanced Planning** card to set up the planning parameters for the 'Material Requirement Process' for individual attributes that belong to the 'Dynamic Attribute Class' you link to a part.



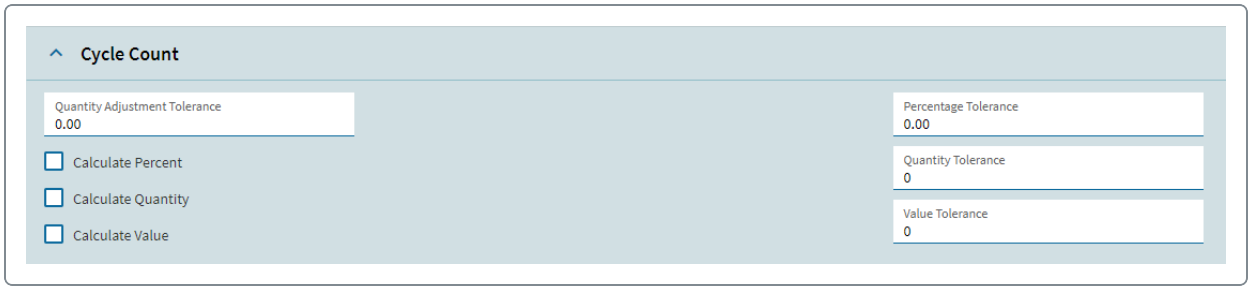
8. Expand the **Warehouses** card to enter and update warehouse information associated with the current site.



9. On the **Sales Kits** card, set up a sales kit processing rules. The configuration options on this card enable you to instruct Kinetic on such issues as 'kit updates', 'shipping', and 'pricing'.

   A kit parent is the part name for which you set up configuration options. Once you select the kit configuration options on the Sales Kits sheet of the kit parent, add components to build the kit. You do not need to set up configuration options for individual components. Configuration options set up for the kit parent apply to the entire kit.

10. Use the **Cycle Count** card to enter count parameters for specific parts in specific sites. These parameters include specifying quantity, quantity adjustment, percent, and value tolerances.



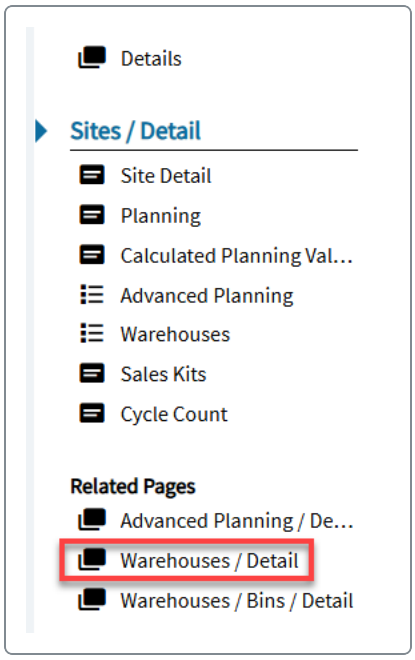
11. Select **Save**.

Define Warehouse Details

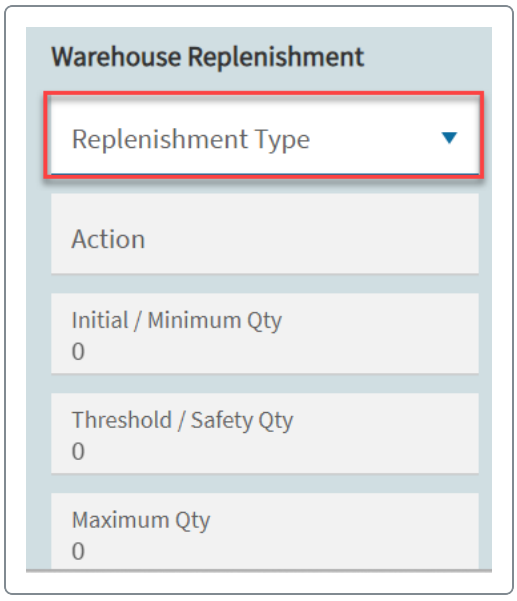
Next, specify the warehouse for which you are establishing or updating inventory bin planning data, and for which Replenishment/Kanban parameters are being defined. This is the warehouse in which the part is normally stored.

1. In the Nav tree, select the **Warehouses/Detail** node.

   The **Warehouses/Detail** card displays.



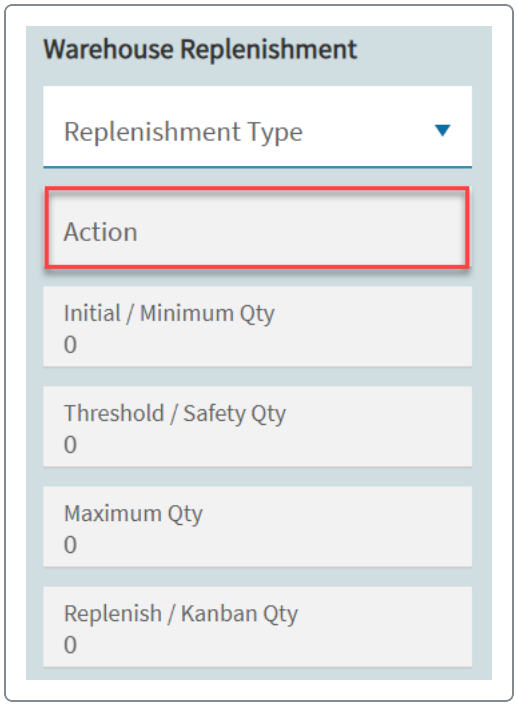
2. Specify the **Replenishment Type** code assigned to this warehouse/part record. These are Kanban type codes that have been defined in the 'Kanban Type Maintenance' app.



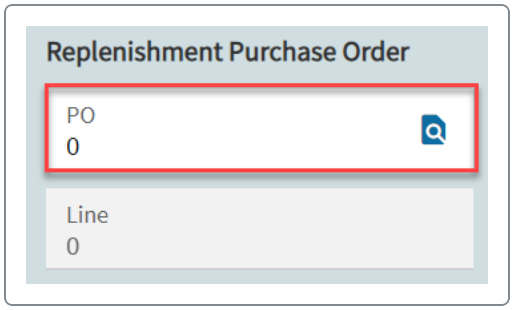
When the 'On-Hand Quantity' for this part in this warehouse falls below the lower of the quantity values specified in the Initial/Minimum Quantity or

Threshold/Safety Qty fields located on this card, Kinetic generates a Kanban or replenishment request. Depending upon the action defined for the kanban type, the request is for a Production, Purchase, Stock, Whse/Bin Replenishment (Auto) or Whse/Bin Replenishment (Manual) quantity.

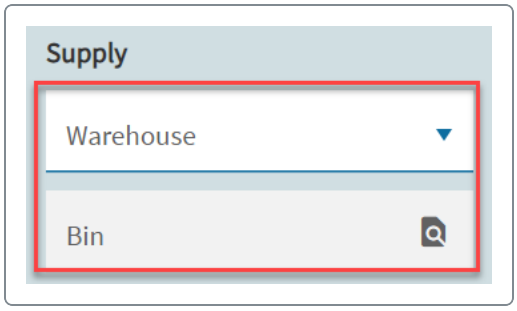
3. The **Action** field displays the type of Kanban or replenishment generation action that takes place to satisfy the inventory requirements for this part in this warehouse, based on the Kanban type code selected in the 'Replenishment Type' field.



- **Production** - Designates that Kanban production replenishment requests are being generated to satisfy the inventory requirements for this part in this warehouse.
- **Purchase** - Designates that Kanban purchase replenishment requests are being generated to satisfy the inventory requirements for this part in this warehouse. You can use the 'PO' and 'Line' fields to specify the purchase order and the detail line being used to purchase the replenishment inventory.

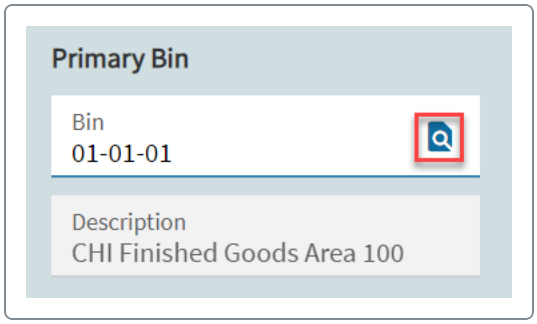


- **Stock** - Designates that Kanban stock replenishment requests are being generated to satisfy the inventory requirements for this part in this warehouse. You can use the 'Supply Warehouse' and 'Supply Bin' fields to designate the supply warehouse or bin that stocks replenishment inventory.

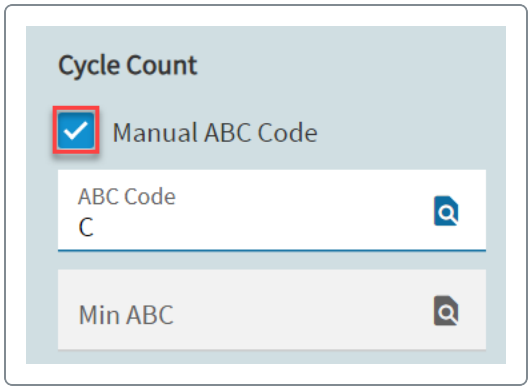


- **Whse/Bin Replenishment (Auto)** - Designates that Kinetic should automatically generate replenishment move requests to satisfy the inventory requirements for this part in this warehouse. You can use the 'Supply Warehouse' and 'Supply Bin' fields to designate the supply warehouse or bin that stocks replenishment inventory.
- **Whse/Bin Replenishment (Manual)** - Designates that replenishment move requests must be manually generated to satisfy the inventory requirements for this part in this warehouse using the 'Replenishment Workbench' app. You can use the 'Supply Warehouse' and 'Supply Bin' fields to designate the supply warehouse or bin that stocks replenishment inventory.

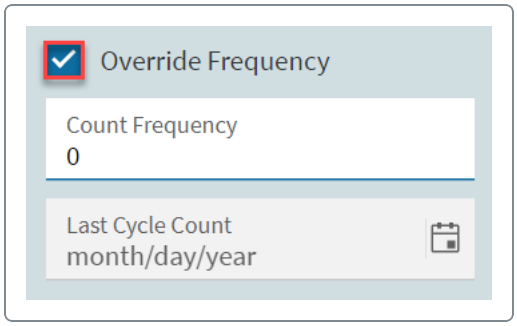
4. Search for and select the default bin that should appear for various inventory transactions. If the part normally resides in a specific location, you should use this feature. This saves you from always having to enter the bin location.



5. Select the **Manual ABC Code** check box to manually select the ABC code for the part and prevent it from being automatically updated.



6. Select the **Override Frequency** check box to use the value specified in the 'Count Frequency' field as the override for this part.

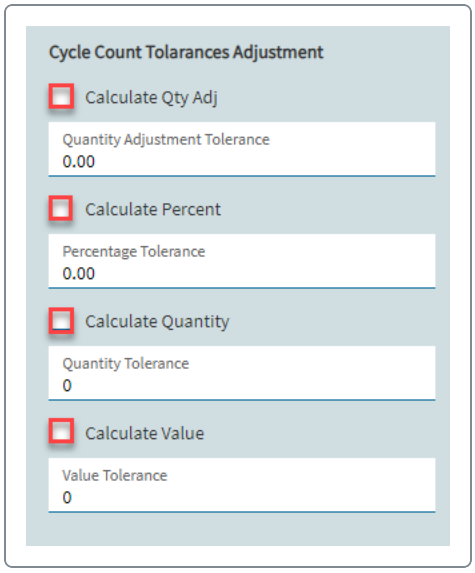


7. Search for and select a Blanket PO, if required.

Kinetic then identifies the linked purchase order and generates/add a new purchase order release to an existing purchase order once you run the 'Generate Purchasing Suggestion' process and convert the generated suggestion using the 'PO Suggestions' app.

For more information, refer to the Creating a Blanked Purchase Order article.

8. Define the **Cycle Count Tolerances Adjustment** settings.



- **Calculate Qty Adj** - Specify if the quantity adjustment value specified in the 'Quantity Adjustment Tolerance' field should be used to control discrepancy tolerances in cycle or physical inventory counts for this part in this warehouse. If a count variance calculated for the part in this warehouse is within quantity adjustment tolerance, with respect to positive or negative discrepancies, Kinetic excludes the part from count variance reports.
- **Calculate Percent** - Specify if the percentage value specified in the 'Percent Tolerance' field should be used to control discrepancy tolerances in cycle or physical inventory counts for this part in this warehouse. If a count variance calculated for the part in this warehouse is within the tolerance percentage, with respect to positive or negative discrepancies, Kinetic excludes the part from count variance reports.
- **Calculate Quantity** - Specify if the quantity value specified in the 'Quantity Tolerance' field should be used to control discrepancy tolerances in cycle or physical inventory counts for this part in this warehouse. If a count variance calculated for the part in this warehouse is within the quantity tolerance, with respect to positive or negative discrepancies, Kinetic excludes the part from count variance reports.
- **Calculate Value** - Specify if the monetary value amount specified in the 'Value Tolerance' field should be used to control discrepancy tolerances in cycle or physical inventory counts for this part in this warehouse. If a count variance calculated for the part in this warehouse is within the monetary value tolerance, with respect to positive or negative discrepancies, Kinetic excludes the part from count variance reports.

Define Planning Pool for the Planning BOM Parts

If you set a part to the **Planning BOM** type then you need to define the Planning Pool parts, which are the actual finished good parts that will be made and sold to end user. The Planning Pool parts also consume the forecast demand of the Planning BOM.

Review the **Concept of Planning BOM** example located in the Entering General Part Details above. Using this example, you would enter all six parts on the Planning Pool card.

To enter Planning Pool parts:

1. Once you open the **Part** app, select **New**.

   You are on the 'Part' card.

2. In the **Part** group box, define part's ID and description.

   Use the 'Part*' and 'Description' fields.

3. In the **Type*** field, select **Planning BOM**.

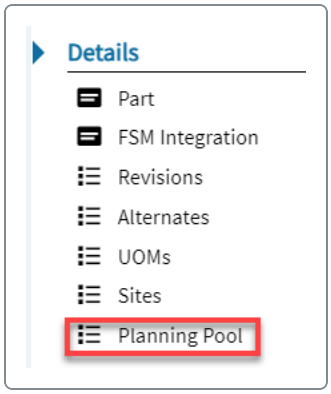
   For more information about this field, refer to the Entering General Part Details topic.

4. Select **Save**.
5. In the Nav Tree, select the **Revisions/Detail** node.

   The **Revision Detail** card displays.

6. Select **New Part Revision**.
7. In the **Rev*** field, enter the revision ID.
8. In the **Description** field, enter its description.
9. Select **Save**.
10. In the Nav Tree, select the **Planning Pool** node.

The **Planning Pool** card displays.



11. Select **New Planning Pool**.

12. In the grid, in the **Pool Part Number** column field, enter the part number of the material(s) included in the Planning BOM part's method of manufacture and press **Tab**.

> For more information about the Planning BOM logic and concept, review the information located in the Entering General Part Details topic.
>
> You can also right-click in the Pool Part Number column field and select the **Part Search** option.

13. Next, check out the revision to the **Engineering Workbench** app so you can add materials and **Planning Percentage** values.

> For more information on how to check out parts to the Engineering Workbench, review the Using Engineering Workbench article in the Kinetic help. Inside the article, locate the **Check Out Part Revisions** topic located in step six.
>
> Once you check out the part to the Engineering Workbench, add the materials relevant to the Planning BOM part and define the **Planning Percentage** values.
>
> These are the materials (parts) you entered on the **Planning Pool** card.
>
> For more information on how to enter the Planning Percentage values, refer to the Using Engineering Workbencharticle in the Kinetic help and locate the **Adding Material** topic.

14. Select **Save**.

Define Part's Attributes

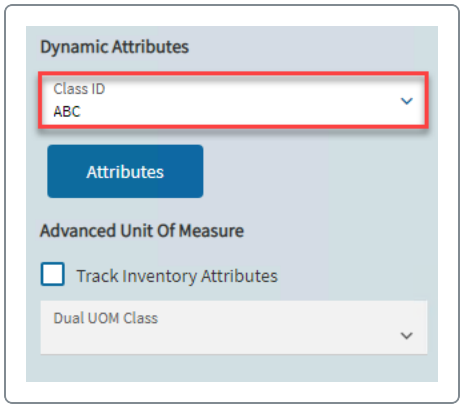
You can define part's default attributes once you select a 'Dynamic Attribute Class ID' for your part.

For example, your attribute class holds '3' attributes (height, length, width). You link your part to the attribute class and define the default dimensions. In this case, you enter a specific dimension for height, length, and width. When you order this part (Sales Order Entry) you either accept the default attributes or you enter new ones.

1. Once you create your part, select the **Attributes** node in the Nav tree.

   The **Attributes** card displays.

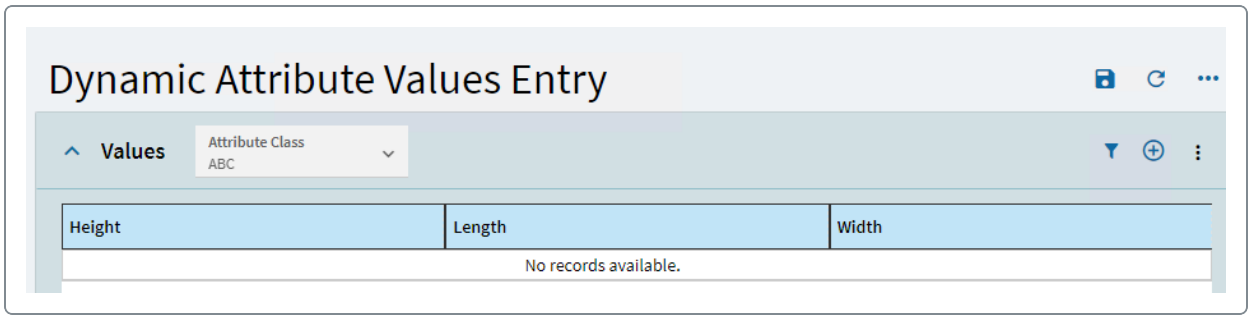
2. In the **Dynamic Attributes** group box, in the **Class ID** field, enter your dynamic attribute class.



> To learn about how to create dynamic attribute classes, refer to the Creating Dynamic Attribute Classes article.

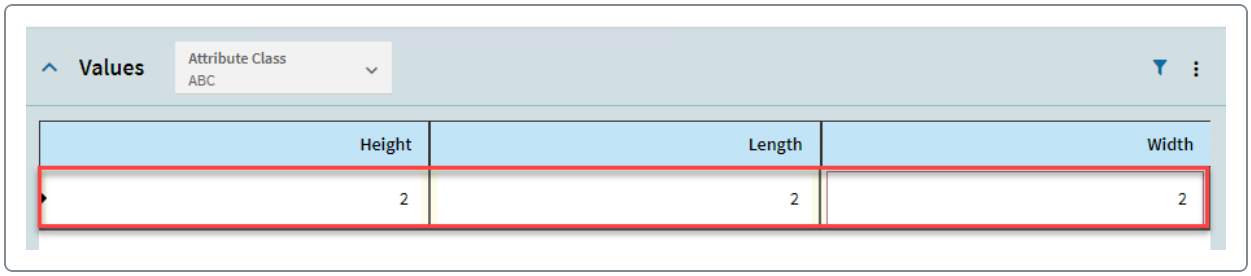
3. Select the **Attributes** button.

   The **Dynamic Attribute Values Entry** panel opens.



4. Select **New Attribute Quantity**.

5. Define your attributes.



In this example we defined the 'Height', 'Length', and 'Width' attributes. We added the value of '2' to each. However, this is just an example.

6. Select **OK** inside the panel.
7. Exit the Part app.

Next, assume your customer wants to be quoted and subsequently order the part you linked to a dynamic attribute class. When you enter a line in the 'Order Entry' app, you select the 'Attributes' button and enter different attributes if necessary. If you don't define new attributes at the 'Quote' or 'Order Entry' levels then 'Kinetic' uses the ones you entered in the 'Part' app.

Working with Serial Numbers and Attribute Sets

You can select serial numbers for attribute tracked parts in multiple apps, depending what function you want to execute in Kinetic.

Before you review this article, it is important to know the concept of 'Advanced Unit of Measure', 'Attribute Tracked Parts', and 'Attribute Sets' in Kinetic. Therefore, review the following articles in Kinetic help to learn about those concepts.

- Working with Advanced Unit of Measure
- Understanding Attribute Sets

Since you can select serial numbers in many apps, this article uses the 'Quantity Adjustment' app to showcase the serial numbers logic, when it comes 'Attribute Tracked' parts only. However, the logic is the same no matter what app you use in Kinetic. For example, you want to return attribute tracked parts (material) from a job to your inventory. The material holds a specific dimension (attribute set) so you select the attribute set that corresponds with the dimension you want to return. As a result, you select an attribute set and define serial numbers, since you can now serialize attribute tracked parts.

As already mentioned, you can select serial numbers for attribute tracked parts in multiple apps. Review the list below to see where you can select serial numbers for 'Attribute Tracked Parts'.

- Quantity Adjustment - You can quantity adjust parts set to 'Attribute' and 'Serial Number' tracked.
- Count Cycle Maintenance (Generate Tag) - You can generate tags for parts set to 'Attribute' and 'Serial Number' tracked.
- Sales Order Entry - You can enter attribute set tracked parts on a counter sale order and process it with assigning an attribute set ID and serial numbers.
- Serial Number Assignment - You can assign serial numbers to 'Attribute Tracked' parts and a specific part revision (Use Part Revision).
- RMA Processing
- RMA Dispositions
- Issue Material/Issue Assembly
- Return Material/Return Assembly
- Issue Material/Issue Miscellaneous Material
- Job Entry (Split Job)
- Unpick Sales Orders

- Customer Shipment Entry
- Pack Out
- Count Tag Entry
- Move WIP
- Job Receipt to Salvage
- Time Entry
- DMR Processing
- PCID Build/Split/Merge
- Inventory Transfer
- Move WIP
- Move Material
- Drop Shipment Entry
- Adjust WIP
- Nonconformance
- End Activity (Data Collection)
- Inspection Processing
- Unpick Transfer orders
- Receipt Entry
- Job Receipt to Job
- Job Receipt to Inventory
- Transfer Order Shipment Entry
- Subcontract Shipment Entry
- Transfer Order Pack Out Entry

In this article, you will:

a. Create a new part.

b. Set the part to 'Track Inventory Attributes' and 'Track Serial Numbers'.

c. Adjust inventory.

Create a New Part

First, create a new part.

1. Open the **Part** app.

   The Landing page displays by default.

2. Select **New**.

   The Part card displays.

3. In the Part field, enter **SN_01**.
   You can add any other ID. This is just an example.

4. In the Description field, enter **Serial Number Part 01**.
   Again, this is just an example. You can enter any other description.

5. Select **Save**.

6. In the Nav tree, select the **Attributes** node.

   The Attributes card displays.

   This is the very bottom node in the Nav tree.

7. In the Dynamic Attributes group box, select a class in the Class ID field.

   The class record you select must be part of you database.

   > To learn more about how to create a dynamic class, review the Creating Dynamic Attribute Classes article.
   >
   > The 'Dynamic Attribute' class you select must include attribute sets. To learn more about how to create attribute sets, review Creating Dynamic Attribute Sets article.

8. In the Advanced Unit of Measure group box, select the **Track Inventory Attributes** check box.

9. Select **Save**.
10. In the Nav tree, select the **Details** node.

    The Part card displays.

    This is the very top node in the Nav tree.
11. Remain in the Part app.

Setting Up the Part for Serial Number Tracking

Next, set your part to 'Track Serial Numbers'.

1. You are in the Part app on the Part card.
2. In the Track group box, select the **Track Serial Numbers** check box.
3. Select the **S/N Format** button.

    The Serial Number Format panel opens.

    This is the blue button located in the top right hand corner of the app.
4. Inside the panel, in the Prefix field, enter **SN-**.
5. In the Number of Digits field, enter **10**.
6. Inside the panel, select **OK**.
7. Select **Save**.
8. Exit the Part app.

Quantity Adjusting the Part

Finally, adjust your inventory and define what attributes set the adjustment relates and define serial numbers.

1. Open the **Quantity Adjustment** app.
2. On the Selection card, enter part **SN_01** in the Part field and press **Tab**.

    This is if you created this part. If you created a different part ID, enter the part ID into this field.

3. Select **Search** in the Attribute Set field.

   The Search panel opens.

4. Inside the panel, select the **Search** button.
5. Select the required attribute set from the Search Results grid.
6. Inside the panel, select **OK**.
7. On the Adjustment card, enter a bin in the Bin field and press **Tab**.
8. Enter the quantity you want to adjust in the Quantity field.

   For example, enter **10**.

9. Select the **Serial Numbers** button on the Adjustment card.

   The Serial Numbers panel opens.

10. Select **Create Serial Number** to open the Create Serial Numbers card.
11. Select the **Add** button and select **OK**.

    You are adding serial numbers.

12. Select a reason for your inventory adjustment in the Reason field.
13. Select **Adjust**.

    This is the blue button located in the top right hand corner of the app.

14. Exit the Quantity Adjustment app.

Adding Serial Numbers

In the **Serial Number** app, modify existing serial number information for serial numbers that have been assigned to parts in other apps, or enter new serial numbers under certain conditions.

New serial numbers can be entered in this app only with the 'Shipped' status and an associated customer ID. Otherwise, this app is used to modify existing serial numbers.

Important: It is recommended that you first attempt to correct serial number data using the appropriate transaction process, as correcting serial number data manually may cause unpredictable problems with serial numbers in future transaction processes.

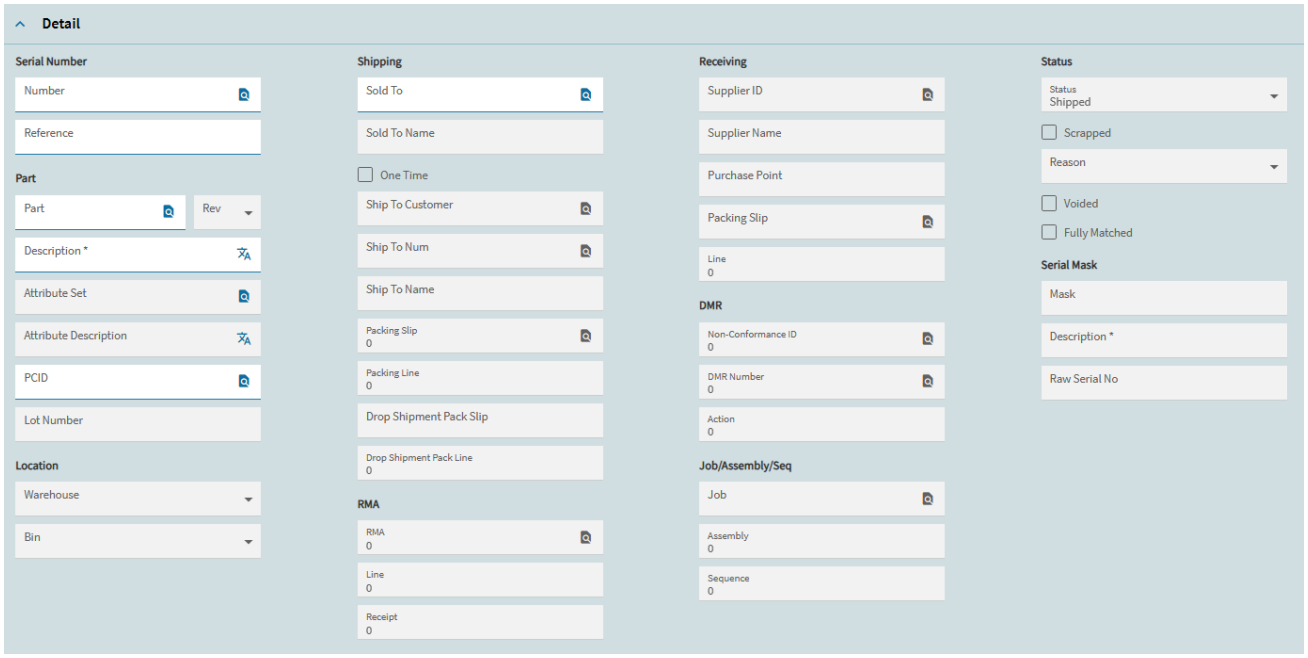
In this article, we will cover creating serial numbers

1. Open the **Serial Numbers** app.

   The **Landing** page displays.

2. To create a new serial number, select **New Serial Number**.

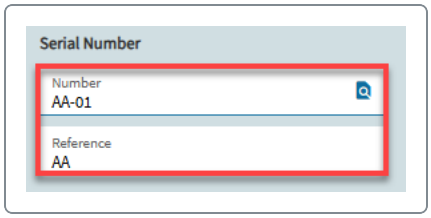
   The **Detail** card displays.



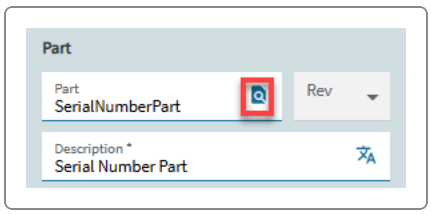
> If you want to adjust/review an existing serial number, use the 'Number' field to search for the required record.

3. In the **Number** field, enter a serial number identifier.

4. Make an entry in the **Reference** field, if necessary.



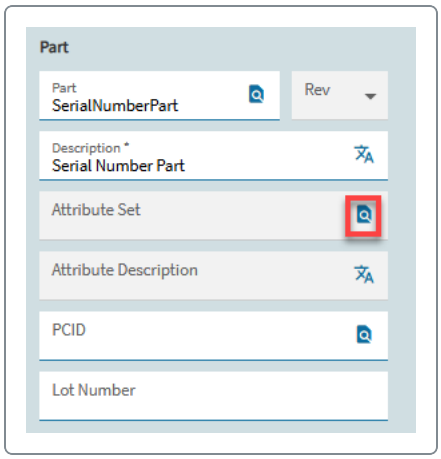
5. Next, search for and select a part.



If the part you select is a manufactured part, then you must select a revision in the **Revision** field.

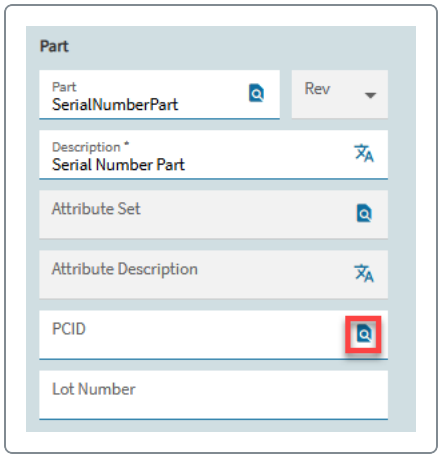
> The part you selects may be also set to 'Track Inventory by Revision' in the 'Part' app. To learn more about 'Track Inventory by Revision' parts, review the Track Inventory by Revision Overview article.

6. If the serial number you are creating is for a specific part dimension, then search for and select a respective attribute set.



> To learn more about attribute sets, review the Understanding Attribute Sets article.

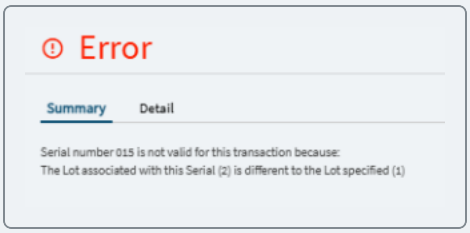
7. If you want the part to belong to a specific PCID, search for and select a PCID number.



8. If the selected part is set to **Track Serial Numbers** and **Track Lots** in the **Part** app, then you can define a lot number you want this serial number to be linked to.

   You do not have to define a lot if it is not required. This is only if you want to link this serial number to a specific lot.

   When you execute a material transaction against a serial number tied to a wrong lot number, then Kinetic will displays the following 'Error' message.

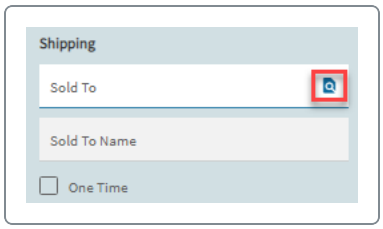
   The 'Error message displays in the following apps:

   - Quantity Adjustment
   - Adjust Material
   - Asset Maintenance
   - Asset Disposal Entry
   - Inventory Transfer
   - Issue Assembly

- Issue Material
- Issue Miscellaneous Material
- Move Material
- Nonconformance Entry
- Package Control ID
- Return Assembly
- Return Material
- Return Miscellaneous Material
- Order Entry
- Transfer Order Pack Out Entry
- Transfer Order Shipment Entry
- Unpick Sales Order
- Unpick Transfer Order

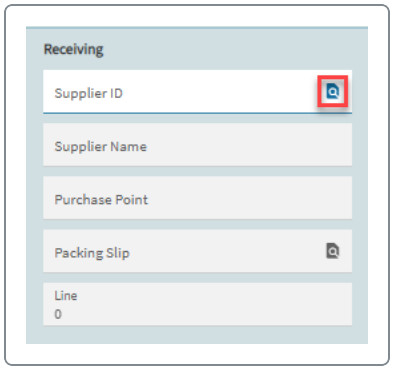
This field is only active if the part is set to 'Track Serial Numbers' and 'Track Lots' in the 'Part' app.

9. In the **Shipping** group box, search for the appropriate customer attached to the part using the **Sold To** field.



Shipping information displays.

10. Next, search for a supplier of the part.



Vendor information displays.

11. Select **Save**.

12. Use the **One Time Ship To** card to create one time ship to address information for the serial number shipment. You would use this function if you are shipping to a ship to address that does not appear in the **Ship To** field selection list.

    This card can only be accessed if the **Allow One Time Ship To** check box has been selected for the specified sold to or ship to customer in the Customer Maintenance - Customer Detail card.

    To locate this card, you must scroll slightly down.

13. In the **Mobile Asset Details** card, define asset class details for a serial number record in focus. The details include Asset Class, Meter Reading, and Google Maps coordinates.

14. Use the **Mobile Asset Conditions**card to define asset condition data for a serial number. You can assign multiple asset conditions to a single serial number record.

15. When you are done, select **Save** and exit the Serial Numbers app.

Creating a Lot Number

A lot number is a unique identifier assigned to a batch of items. Lot numbers are used to track items throughout the manufacturing process and can be used to identify recalled items or products with defects.

In inventory, a lot is a batch of products or finished goods, harvested, or collected together into a single group. The entire batch of goods is identified by a single lot number. Every item in the lot carries the same lot, and each lot is managed separately in the inventory. For example, you assign lot numbers to a particular quantity or lot of material from a single manufacturer. Lot numbers can typically be found on the outside of packaging.

The most common situations where lot numbers are used are recalls, product differentiation, and expiration dates. Food, beverage, and drug companies tend to be the ones that use lot numbers the most, but that doesn't mean they aren't used outside of those particular industries.

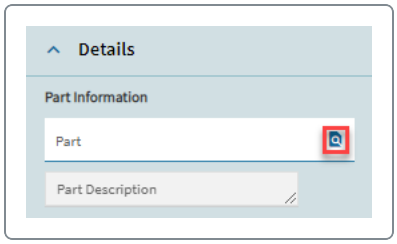
To create a lot number:

1. Open the **Lot Number Entry** app.

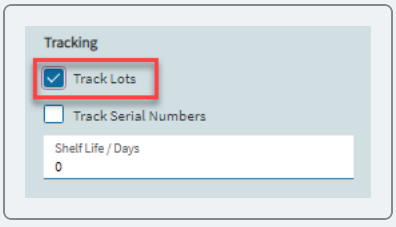
   The Landing page displays by default.

2. In the Part Number field, search for and select a part you want to create a lot number for.

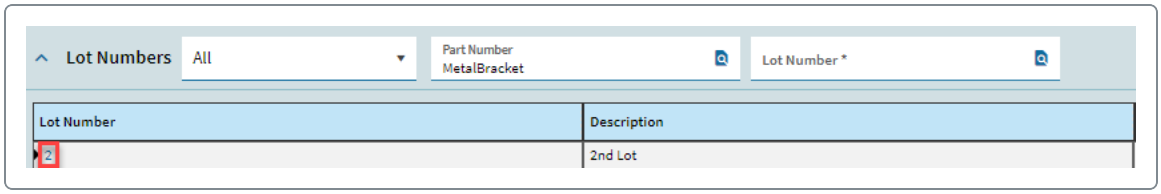
   The grid on the landing page will list all the lots linked to the selected part.



The part you select must be set to 'Track Lots' in the 'Part' app.



3. If you want to review/update an existing lot number, double-click the lot number link on the Landing page.

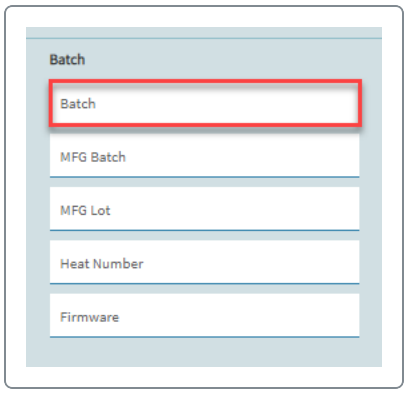


In this example, there is one lot number defined for the 'Metal Bracket' part.

4. To create a new lot, select **New**.

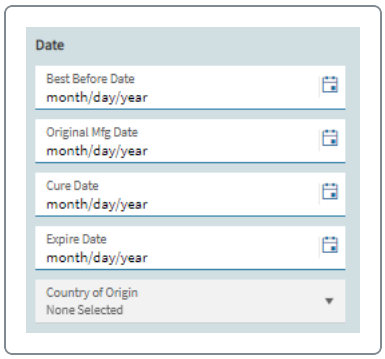
   The Details card displays.

5. If the Batch attribute can be defined for this part according to settings in Company Configuration or Part apps, enter the batch number for the lot.

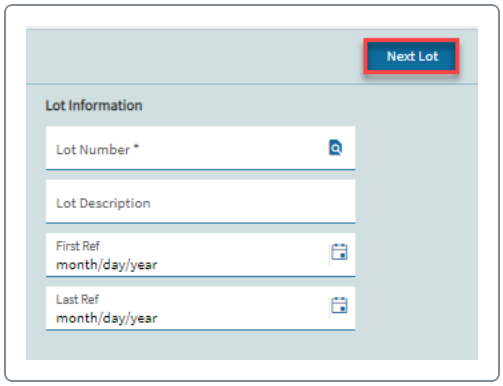


The same logic applies to the 'MFG Batch', 'MFG Lot', 'Heat Number', and 'Firmware' fields.

6. Define the dates for the lot you are entering.

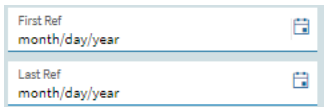


7. Select **Next Lot**.



Kinetic generate a new lot number. You can review the lot number in the 'Lot Number' field located inside the 'Lot Information' group box.

8. In the Lot Information group box, define the First Reference and Last Reference dates.



9. Select **Save**.

Creating Part Classes

Create part classes in **Part Class Maintenance**.

You can use part classes to categorize and organize your parts. Part classes are not required by the application, but you need them, however, to classify inventory materials on reports. Part classes also hold information about groups of parts you use in inventory. This information includes a variety of details, like whether you need inspections when you receive the parts, if you can enter PO requisitions for them, which buyer is responsible for them, and what action should you take when there is negative inventory for the parts.

You can create default manufacturing and purchasing requirements through Part Class Maintenance. Part classes are not required by the application. You need them, however, to classify inventory materials on reports. Use these records to define overall standards that you want the manufacturing center to use for calculating MRP. Some examples of part classes are Bar Stock, Raw Materials, and Finished Goods.

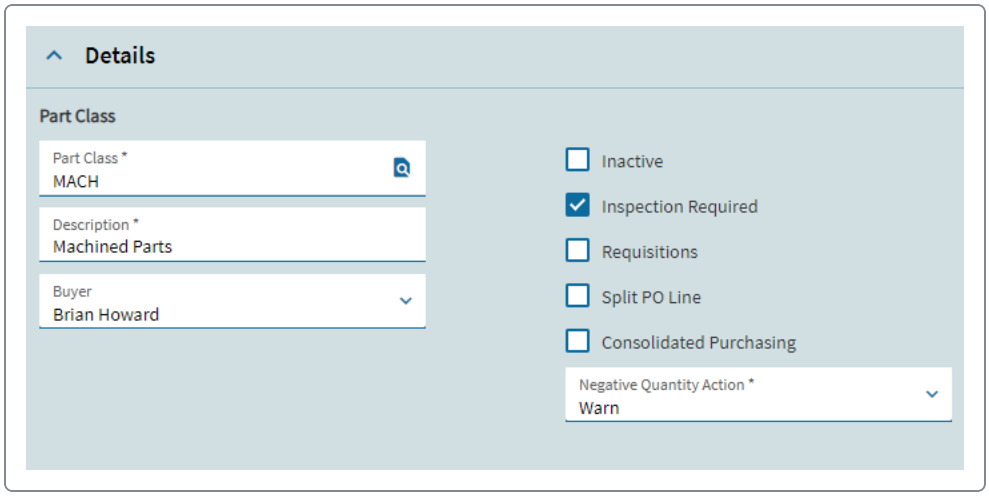
After you set up these records, you then select part classes on specific part records. The default values defined on the part class are automatically used during MRP processing for parts included within this class. These values are intended as default MRP values and can be overridden on a specific part record.

Part classes also carry GL control details that determine the accounts and journal codes used to post transactions to which the record applies.

Typically, you'll create part classes during your system implementation. The individuals that represent accounting, purchasing, and manufacturing personnel should determine the codes.

Creating a Part Class

1. From the main menu, go to **Material Management > Inventory Management > Setup > Part Class**.
2. Select **New** to add a part class.
3. Enter the code and its description to identify the part class.
4. If necessary, select the buyer for the part class from the **Buyer** drop-down.



5. Specify how to use this part class by selecting the required check boxes:

   - **Inspections Required** - Parts assigned to this class must be inspected when you receive them after they have been ordered on a purchase order. If you select this check box, when you enter a receipt for any part in this class, you will automatically receive it to inspection.

     You select the **Inspection Required** check box for your **Sheet Metal** part class. You then create a purchase order for a sheet metal part. When you enter the receipt of this part from this purchase order, the **Inspection** option is marked as the **Receive to** option and you can't change it.

   - **Requisitions** - This part class will be available for requisition through **Requisition Entry**. When you requisition a part, you can assign any class to it that has this check box selected.

   - **Split PO Line** - Purchase suggestions for part records with unique **Purchasing** comments should generate a different purchase order line for each part entry.

     Two different operation lines on a job request the part DSS-1000. If this check box is selected and the **Purchasing** comments are different for each operation line, the parts are kept as two different purchase order suggestions. If the check box is cleared, the parts would be combined into a single purchase order suggestion.

   - **Consolidated Purchasing** - This part class will be available for consolidated purchasing.

6. To find and select the suppliers that can sell you parts for this part class, select the **Approved Suppliers** option from the Overflow menu. •••

7. Choose the action the application will take when transactions against this class cause the on-hand quantity of any parts linked to this class to result in a negative quantity. Select one of the

options:

- **Warn** - A warning message displays, but the process can continue.
- **Stop** - A warning message displays and the process can't continue.
- **None** - The system takes no action.

8. To find and select the suppliers that can sell you parts for this part class, select **Approved Suppliers** from the Overflow menu . When you link suppliers to a part class, they are available for all parts that use this part class during the purchasing requisition process. They will appear on a selection list within the Requisition Entry program.

9. If you want to use this part class for deferred expenses, select the **Deferred Expense** check box. Then, select a deferred expense amortization code from the **Amortization Code** drop-down.

10. If applicable, select the **Default Commodity Code** option to track parts in this class for Intrastat reporting. This field is available only if you activate **Company Configuration Internationalization**.

    The system will associate the code you specify in the **Default Commodity Code** field with all parts in this part class unless you select a different commodity code for a particular part. Note that a commodity code identifies if you need to enter weight or secondary quantity on invoices for the part.

    If you do not have Intrastat functionality, you can still use this field. Your industry may have a recognized external coding system. You can enter these external codes in this field. These codes will be for your reference only; they will not activate any functionality.

11. Select a purchase type code purchase type code to associate with this part class.

12. If necessary, use the **Calculate Min/Max/Safety Values** section to specify the parameters used by the **Min Max Safety Mass Update** process. This process automatically calculates, and updates inventory min/max/safety stock values stored in part/site records in **Part Maintenance**. The parameters apply to all parts linked to the part class, but you can override the parameters at the part/site level.

    Use the required check boxes to:

    - **Include in Calculation** - Include this part class in inventory min/max/safety calculations.
    - **Include Sales History** - Include sales history for parts assigned for this part class in inventory min/max/safety calculations.
    - **Include Job Materials** - Include job material usage history for parts assigned for this part class in inventory min/max/safety calculations.

    If you select one of the check boxes above for this part class, then:

- **History Window** - Specify, in number of days, how far back the **Min Max Safety Mass Update** process should include sales history for inventory min/max/safety calculations for parts assigned this part class. For example, if you enter **180**, the calculation process includes sales history for the last 180 days before the date on which it is being run. You can only enter a maximum value of 365.
- **Safety Factor** - Specify the safety factor percentage used in inventory min/max/safety calculations for parts assigned this part class. This is the percentage of the minimum quantity it should use to calculate the safety factor. You can only enter a maximum value of 100. For example, if you enter **75** into this field, and the minimum quantity for a part assigned to this part class is 100, **Min Max Safety Mass Update** would calculate a safety stock quantity of 75 (100 x 75%).
- **Max Factor** - Specify the maximum factor multiplier used in inventory min/max/safety calculations for a part assigned this part class. This is the multiplier it should use when calculating a new max on-hand quantity for a part assigned to this part class based on its min on-hand and safety stock quantities.

  For example:

Field	Value
Max Factor	2
Minimum On-Hand	75
Safety Stock	95

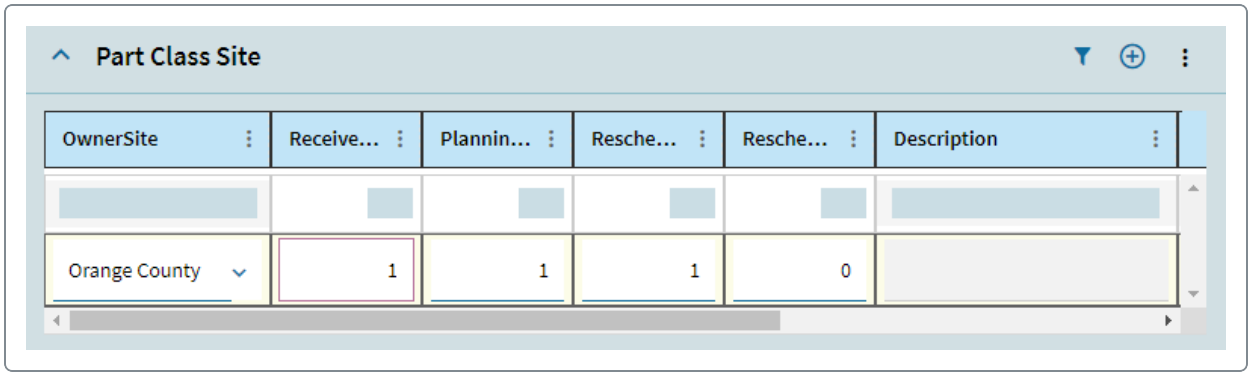
  Then, the new max is: ((Minimum On-Hand (**75**) x Max Factor (**2**)) + New Safety (**90**) = **240**
- **Default Part Lead Time** - Specify the default part lead time used in inventory min/max/safety calculations for parts assigned this part class if you haven't specified the lead time for a given part in the **Part Maintenance** details.

13. Select **Save** .

Setting Up Planning Parameters for a Site/Part Class Combination

Set up the planning parameters for a part class and site combination on the **Part Class Site** card. The parameters apply to all parts you link to the part class. If necessary, you can override them within part/site details in **Part Maintenance**.

1. Expand the Part Class Site card and select **New** to add a new record.
2. Select the site where you want to define the planning parameters from the **Owner Site** drop-down.
3. In the **Receive Time** field, enter one of the following:
    - For manufactured items, this is the number of days that are required to move the assembly either to stock or to the next job. For the manufactured parts, this buffer is added to the due date of the job.
    - For purchased or transferred parts, this is the time required to receive and inspect the part. This time is deducted from the calculated demand date to give suppliers the correct supply date.



4. Set a time limit for changes within this part class in the **Planning Time Fence** field. The system will not consider demands that require changes for the number of days you enter here from the current system date. However, it will process all demands outside of this time limit as normal.
5. Specify when MRP will provide messages to Reschedule Out orders in the **Reschedule Out Time Delta** field. The value you enter here defines a number of days. Any reschedule out message that is either less than or equal to this value will not generate a change suggestion. This value prevents messages from appearing.
6. In the **Reschedule In Time Delta** field, specify when MRP will provide messages to Reschedule In orders. The value you enter defines a number of days. Any reschedule in message that is either less than or equal to this value will not generate a change suggestion. This value prevents messages from appearing.
7. Select **Save** .

Assigning GL Controls to a Part Class

The general ledger (GL) control or controls selected on this **GL Control** card determine the accounts and journal codes used to post transactions to which the record applies.

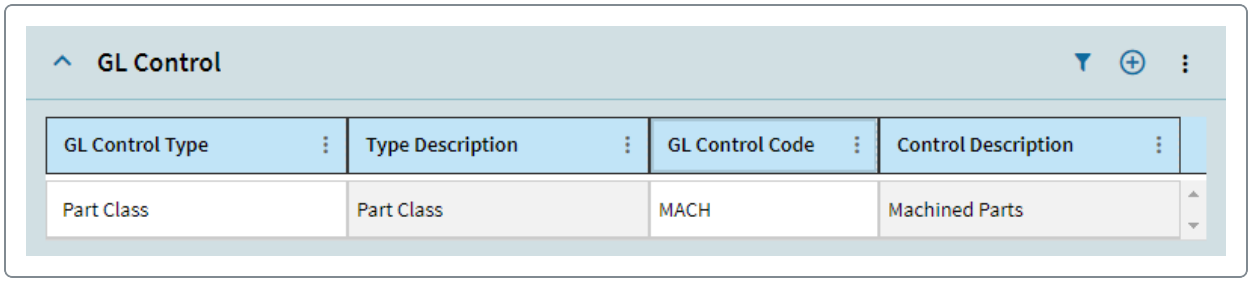
You can associate one or more GL controls with a record in this application. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

Example: The AR Account and AP Account GL control types reference the company entity. You define GL controls based on both types and apply them to Company A in Company Configuration. A transaction that belongs to Company A then posts using the account hierarchy set up for this specific transaction for the Company A business entity. Posting rules use the controls' account references to create the accounts for the company's journals.

You cannot associate GL controls with applications where users select posting accounts when they enter transactions. Examples of this type of applications include AP Adjustment and Cash Receipts. The Master Chart of Accounts (COA) defines the accounts available in these applications.

To add GL controls:

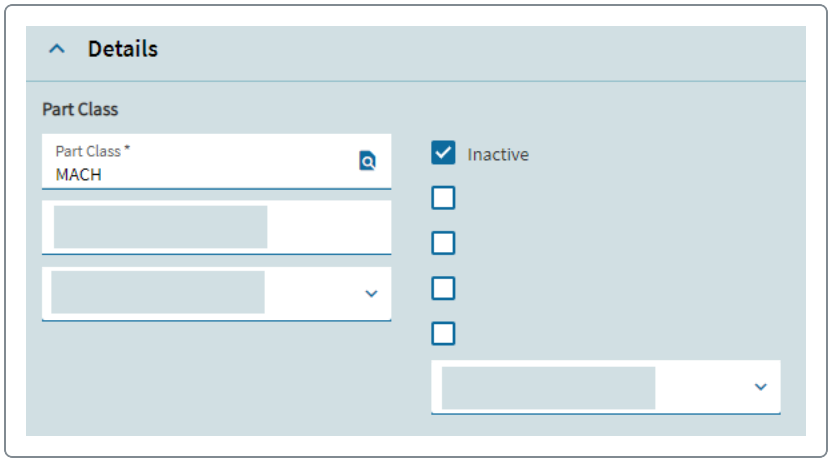
1. On the **GL Control** card, select **New** .
2. Select a **GL Control Type** option that contains the account contexts you need.
3. Next use the **GL Control Code** field to enter a GL control contained by the selected GL control type.



4. Continue to add the GL control types you need for the current company. When you finish, save the changes.

Deactivating Records

Select the **Inactive** check box on the **Part Class Details** card if you want to deactivate this part class. You may need this if it's an old record, and is no longer in use. This removes this record from available active options and searches in other apps.



More Info on Deactivating Part Classes

You routinely add new part classes that are active, but over time may get retired and replaced with new ones. In order to prevent you from choosing an invalid option that is no longer applicable, Kinetic enables you to mark a part class inactive. The deactivating option prevents you from unknowingly use obsolete data on an order or quote. That saves your time, and allows you properly handle your inventory .

Depending on the app you use, you will see an **Inactive Part Class** status alerting you to the inactive data (like in **Purchase Order Entry**, **Quote Entry**).

Sometimes, you may see the **Part Class** field displays no data. This happens when, for example, you create a duplicate from an RFQ with an inactive part class.

In some cases, you will see an error message alerting you to the inactive part class. For example, when you are trying to dispatch a requisition with the line having an inactive part class on it.

Creating Cross-References for a Part Number

To create cross-references for a part number, use **Internal Part Cross Reference Maintenance**. The cross-references are primarily used in Part fields as shortcuts for data entry. For example, you can create an internal cross reference of EPR-100 for an internal part number of EPRD-100-SL-MRP. When others enter sales orders for this part, they can enter EPR-100 and the application automatically replaces it with the actual internal part number.

You can also create alternate serial number masks to use during Job Entry. When the cross reference populates the job, the alternate serial mask is used. This facilitates situations in which serial masks for a given part differ according to their intended use by your customers. This is often a requirement when you act as a supplier to branches of the military.

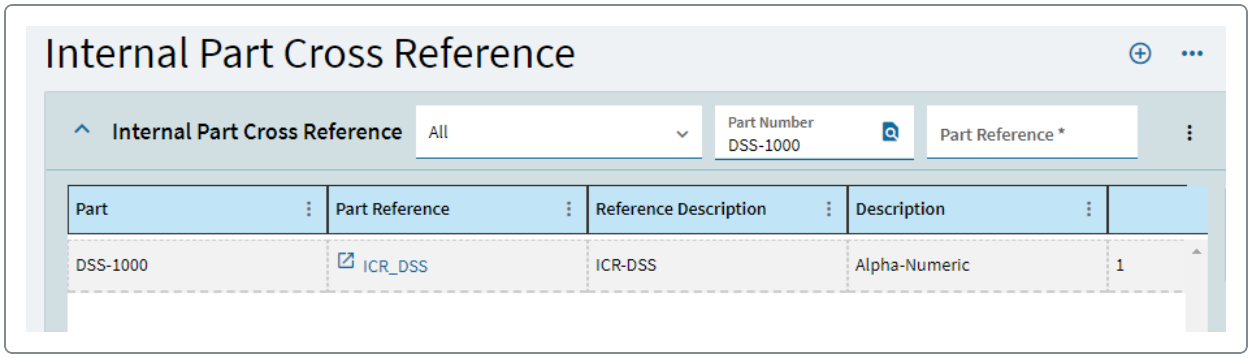
Use the landing page of the application to view existing cross-references or to enter a new one.

In this article, we will cover:

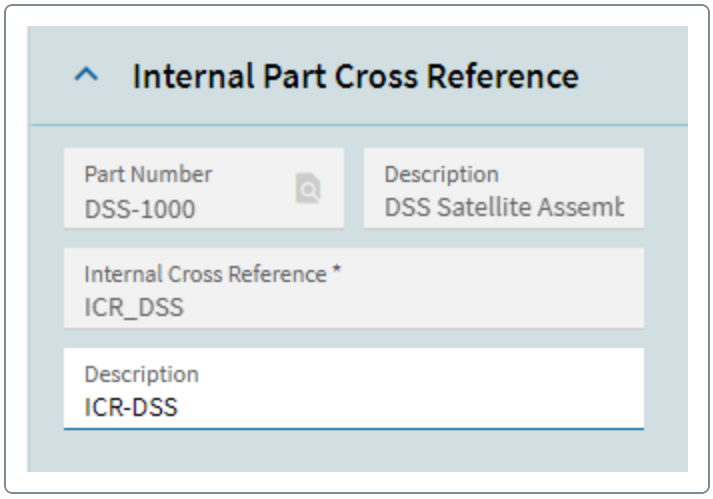
- Entering an internal cross-reference code
- Creating an alternate serial number mask for a cross-referenced part

Entering an internal cross-reference code

1. From the main menu, go to **Material Management > Inventory Management > Setup > Internal Part Cross Reference**.



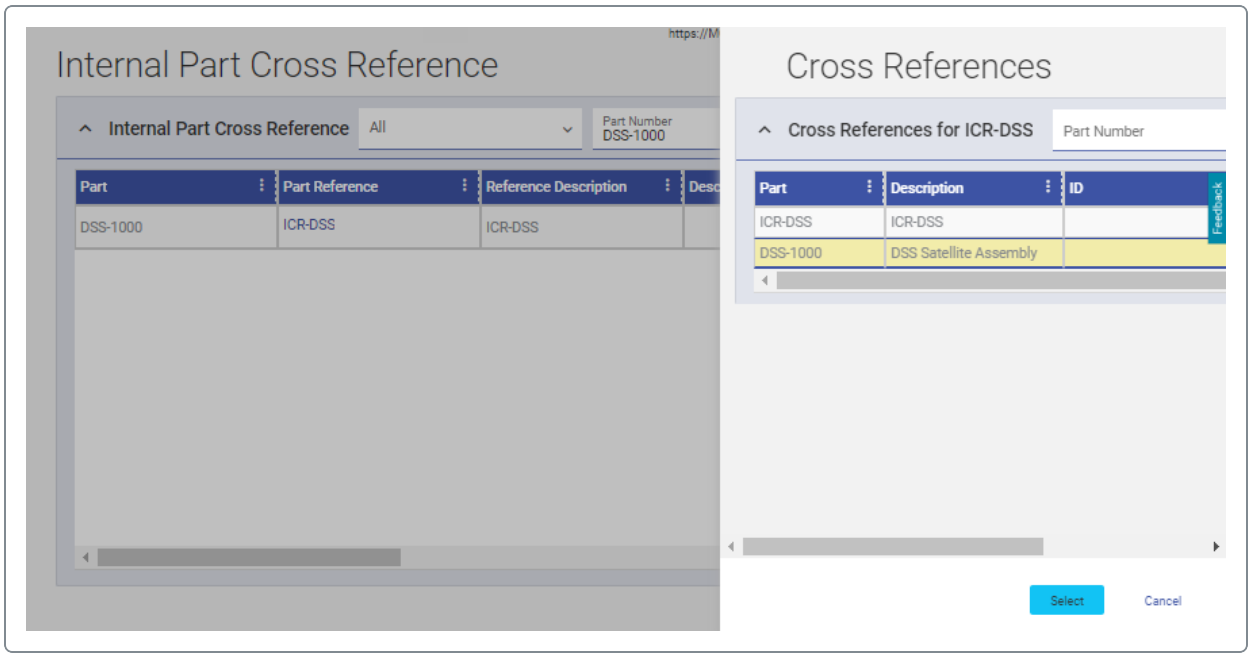
2. Select **New** ⊕ to create a new cross reference code.
3. Use the search to find and select the part number you want to cross-reference. Once you choose a part, the part description displays.
4. In the **Internal Cross Reference** field, enter the code you want to use for a cross-reference for the selected part.



5. In the **Description** field, enter additional descriptive information to identify the cross-reference code.

6. Select **Save**.

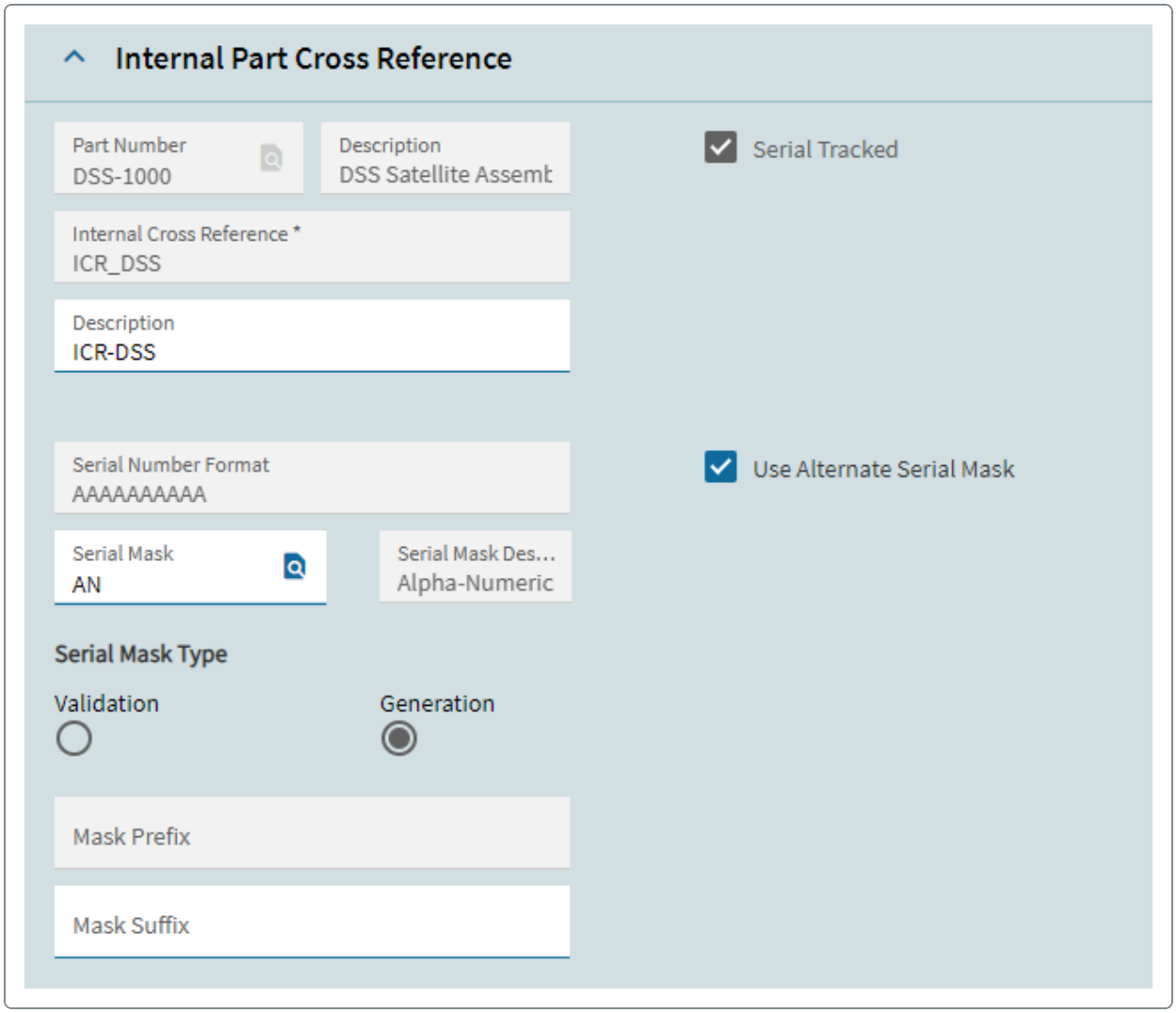
You can now use the part cross reference within specific programs such as Part Advisor, Purchase Order Entry, Purchase Advisor, Time Phased Inquiry, Part Tracker, Lot Tracker and Internal Part Cross Reference. When you enter a part in these programs, the slide-out panel displays that allows you to select a cross reference for this part.



Creating an alternate serial number mask for a cross-referenced part

You can create an alternate serial number mask only if the selected internal part and current site are designated as serial tracked, and the **Base Number Structure** field is set to **Serial Mask** for the selected part.

1. From the main menu, go to **Material Management > Inventory Management > Setup > Internal Part Cross Reference**.
2. Select a cross reference code from the landing page. The Detail page displays, showing the **Part Number** and **Internal Cross-Reference**.
3. If the **Serial Tracked** check box is selected, it indicates that this part number is recorded on transactions using serial numbers. If the part and site records are serial number controlled and the format is a serial mask, you can select an alternate serial mask for this internal cross reference.
4. Select the **Use Alternate Serial Mask** check box.
5. Either enter the mask directly or select the **Serial Masks** button to find and select the mask you want. The Serial Number Format from the mask displays.
6. If the **Serial Mask Type** field is set to **Generation**, use the **Mask Prefix** field to specify the combination of characters and numbers that comprise the serial number prefix.
7. If the **Serial Mask Type** field is set to **Generation**, use the **Mask Suffix** field to specify the combination of characters and numbers that comprise the serial number suffix.



8. Select **Save**.

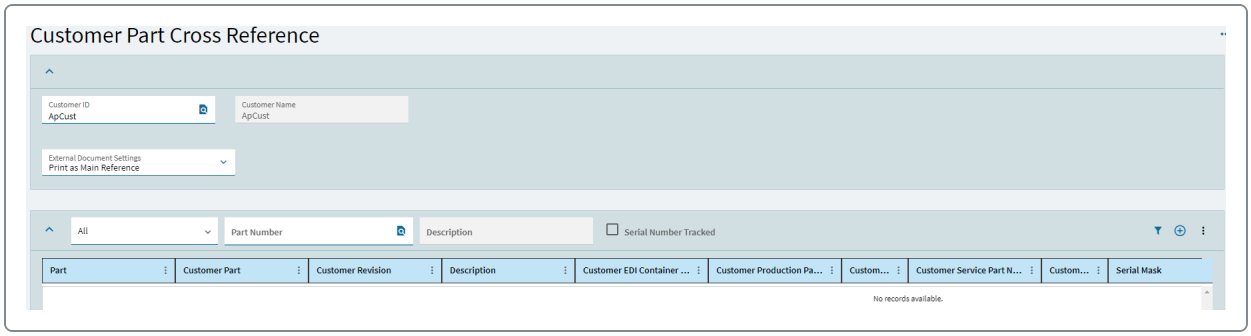
Using Customer Part Cross References

You can use customer part cross references to create alternate part numbers in the system for a particular customer. You might do this if the customer uses a different part number consistently.

Hannah Tool orders a part recorded as 00M3A in your part master. However, Hannah Tool refers to the part as 5300-100. You enter a cross reference for your part number and Hannah Tool's, and the system will provide the customer's part number in **Sales Order Entry** so that an order taker can select it.

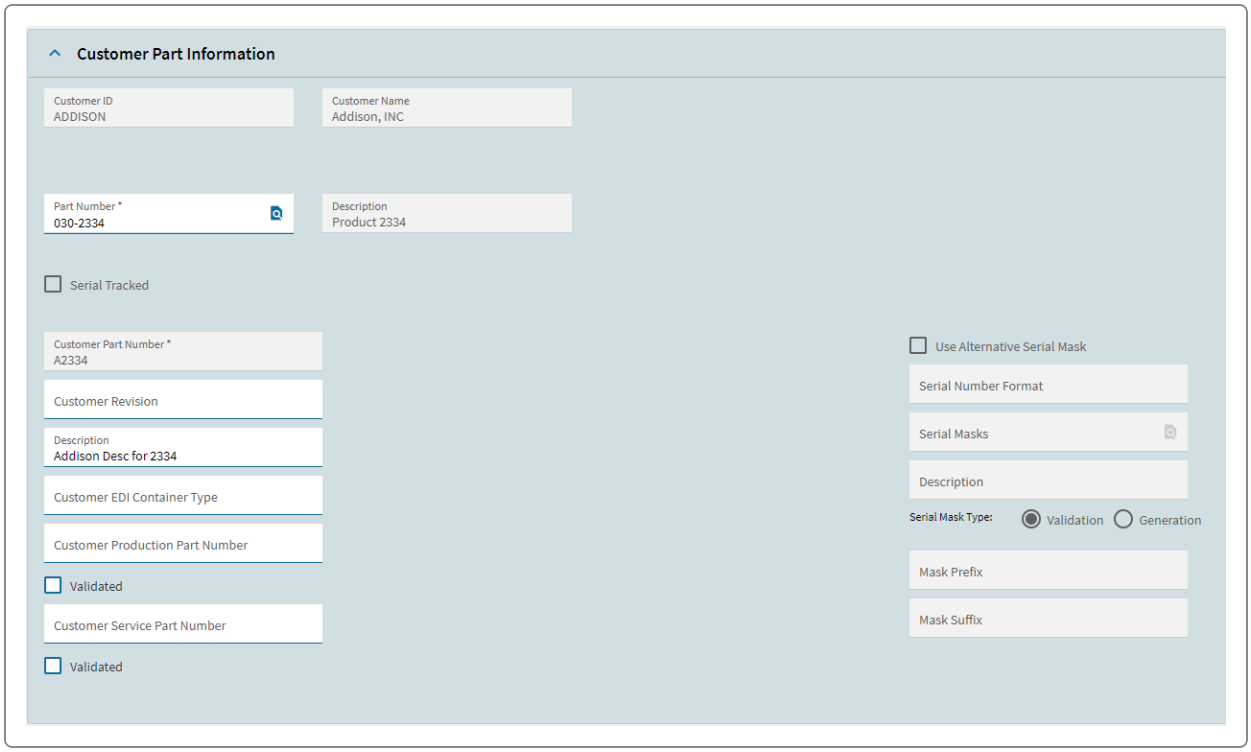
In this article, we will cover entering a part cross reference for a customer.

1. From the main menu, navigate to **Sales Management > Order Management > Setup > Customer Part Cross Reference**.
2. Search the customer in the **Customer ID** field.



3. Select **New** ⊕ to add a new cross reference. The **Details** page displays.
4. Select the **Part Number** button to find and select the internal part number for which you want to create the customer part cross reference. You can also enter it directly.
5. If the **Serial Tracked** check box is selected, it indicates that this part number is recorded on transactions using serial numbers.
6. Enter the **Customer Part Number**, **Customer Revision**, and **Description t**o create the customer part cross reference..
7. If using the **Package Control ID** (PCID) functions, you can specify the Customer EDI Container Type, Customer Production Part Number or Customer Service Part Number cross references, and indicate if the production or service part cross references should be Validated when used.
8. If the part is serial number controlled and the format is a serial mask, you can optionally select an alternate serial mask for this internal cross reference. Either enter the mask directly or

select the **Serial Masks** button to find and select the mask you want.



9. Select **Save**.

Reviewing Supplier Part Cross Reference

Review the supplier and qualified manufacturer's part cross references associated with the invoiced internal part you receive for the specified purchase order line in **Supplier Part Cross Reference**.

Let's suppose you purchased a widget from Widget Design, Inc. Within your company's database, the part number is WIDG123. This supplier, however, tracks this part as abc1-WDGT. You enter WIDG123 in the **Part** field and abc1-WDGT in the **Supplier Part** field.

You create supplier part cross-references in the **Qualified Manufacturer**, **Approved Supplier Maintenance**, and **Supplier Price List Maintenance** programs.

The purpose of **Supplier Part Cross-Reference** is to validate purchase order accuracy and fitness of use. No quantities display on this page because amounts are recorded directly in the **Receipt** and **Inspection Processing** programs against your base internal part number only. It merely allows you to verify that the supplier or manufacturer part numbers you are ordering, invoicing, or receiving are valid for your internal part number.

In this article, we will cover:

Selecting Supplier Part Cross Reference for Review

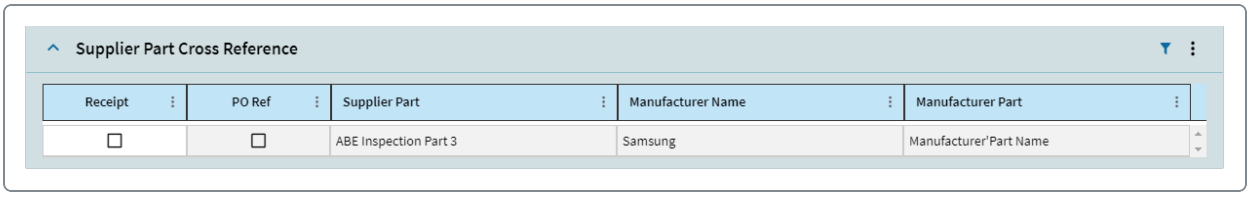
1. Select a receipt you need for from the grid on the landing page.
2. Go to the **Line Detail** page in the navigation tree.
3. Select **Search** in the **Suppler Part** field.
4. Review the information you need in **Supplier Part Cross Reference**.

Verifying Supplier Part Cross Reference in AP Invoice Entry

Review the supplier and qualified manufacturer's part cross-references associated with the internal part being invoiced for the specified purchase order line.

1. Select the **Invoice** check box to determine the specific manufacturer or supplier part numbers you received. This allows you to verify supplier or manufacturer part numbers for which you

are processing AP invoices. Select the check box for the lines in the Supplier Part Cross Reference that display the specific supplier or manufacturer part numbers being invoiced.



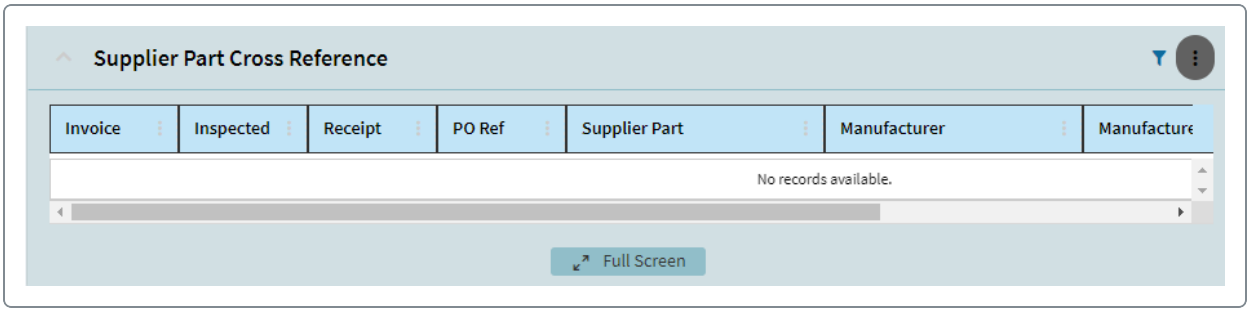
- **Invoice** - Indicates which specific supplier and manufacturer part numbers were referenced when the you inspected purchase order line using the Inspection Processing program.
- **Inspect** - Designates the specific manufacturer or supplier part numbers you inspected. This allows you to verify exactly which supplier or manufacturer part numbers you are currently inspecting. For example, if you are inspecting Motorola and Texas Instruments manufacturer part numbers, you would select the check box for the appropriate lines displayed in **Supplier Part Cross Reference**. If you are only inspecting Texas Instruments items, you would only select that particular check box.
- **Receipt** - Indicates which specific supplier and manufacturer part numbers were referenced when the you received purchase order line received in the application.
- **PO Ref** - Indicates which specific supplier and manufacturer part numbers were referenced on the purchase order line when you entered on **Purchase Order Entry - Lines Detail** card.

2. Select **OK**.

Verifying Supplier Part Cross Reference in Receipt Entry

Review the supplier and qualified manufacturer's part cross-references associated with the internal part you are receiving for the specified purchase order line.

1. Select the **Receipt** check box to determine the specific manufacturer or supplier part numbers being received. This allows you to verify supplier or manufacturer part numbers you are currently receiving. Select the check box for the lines in the Supplier Part Cross Reference that display the specific supplier or manufacturer part numbers being received.



- **Receipt** - Designates the specific manufacturer or supplier part numbers being received. This allows you to verify exactly which supplier or manufacturer part numbers you are currently receiving. For example, if you are receiving Motorola and Texas Instruments manufacturer part numbers, you would select the check box for the appropriate lines displayed in **Supplier Part Cross Reference**. If you are only receiving Texas Instruments items, you would only select that particular check box.

2. Select **OK**.

Entering a Manufacturer

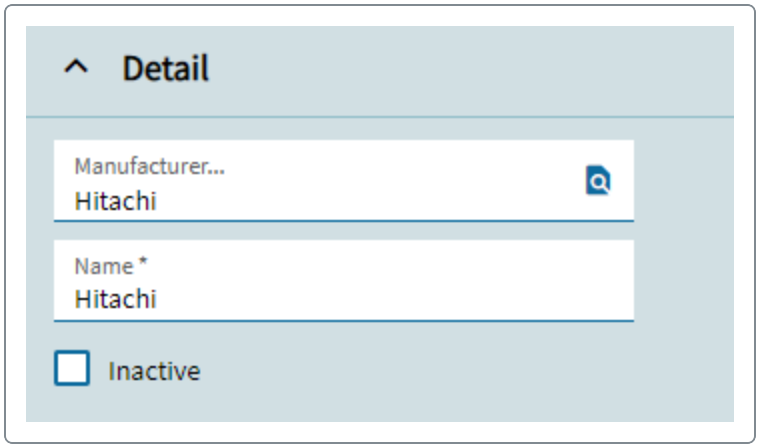
In **Manufacturer Maintenance**, enter manufacturer records you need when creating manufacturer part cross-references.

You need to establish manufacturer records only for those manufacturers who do not directly supply materials to you. If a manufacturer is a direct supplier, you can use Supplier Maintenance to create required supplier information and do not have to create a corresponding record in Manufacturer Maintenance. A manufacturer record can be deleted or deactivate as long as it is not being applied as a qualified manufacturer for a part in the Qualified Manufacturer program.

Use the landing page of the application to view existing manufacturers or to enter a new one.

In this article, we will cover entering a manufacturer.

1. From the main menu, go to **Material Management > Purchase Management > Setup > Manufacturer**.
2. Select **New** to add a new manufacturer. The **Details** page opens.
3. In the **Manufacturer** field, enter an identifier for the organization.
4. In the **Name** field, enter the name of the manufacturer.

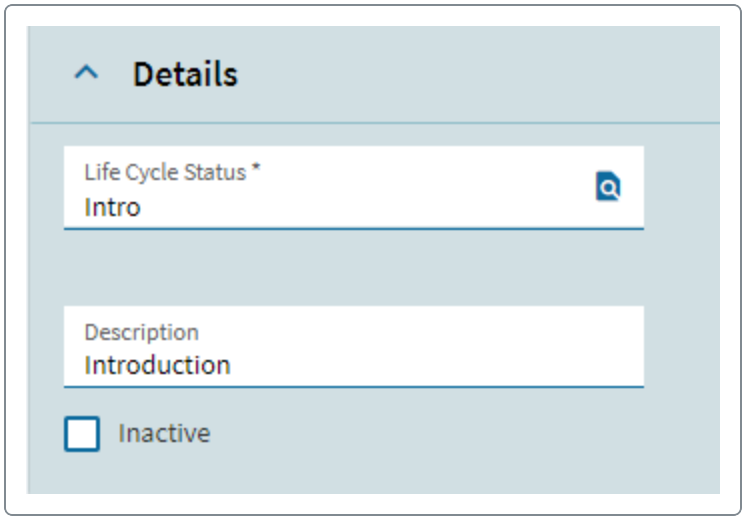


5. Select **Save**.

Creating Life Cycle Statuses

You create life cycle status codes in **Life Cycle Status Maintenance**. A life cycle status code defines the point at which a manufacturer's part is at its useful period. For example, life cycle codes within the electronics manufacturing industry include Introduction, New Product, Rapid Growth, Maturity, Saturation, Not Recommended, Phase Out, and so on.

1. From the main menu, go to **Material Management** > **Purchase Management** > **Setup** > **Lifecycle**.
2. Select **New** .
3. Enter the Life Cycle Status identifier and description. This value displays in other programs and reports.



4. If the life cycle status should be the default, select the **Default** status check box. The **Default** life cycle status automatically displays on the Life Cycle drop-down list in Qualified Manufacturer Maintenance.
5. Select **Save**.

Select the **Inactive** check box to prevent this life cycle status from being selected within Qualified Manufacturer Maintenance. The status no longer displays on the Life Cycle Status drop-down list.

Creating Supplier Price Lists

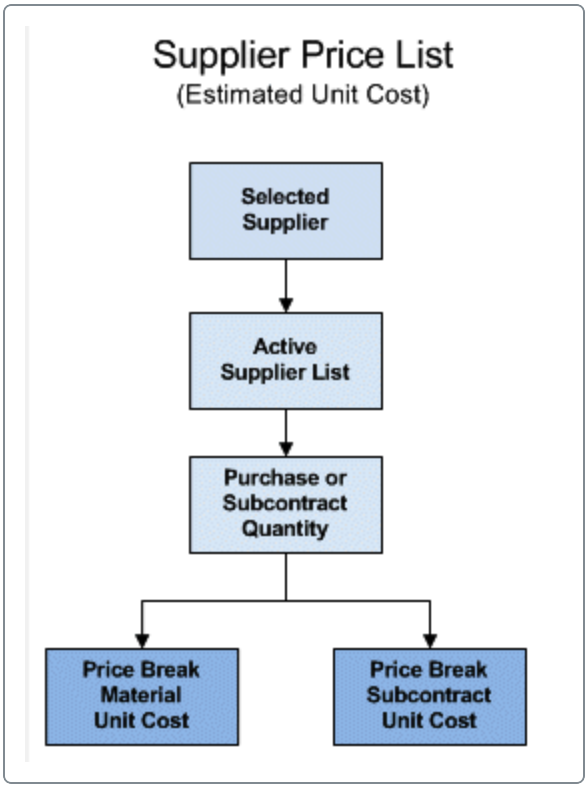
Set up different price lists for a specific part either from one supplier or from a group of suppliers who could potentially supply the part. This function is valuable if you want to buy the same products from suppliers with different price lists. Such lists can account for different currencies, different situations (for example - promotional, retail, and so forth), or seasons.

Purchasing suggestions use this price list to suggest a price for a part. If you enter a primary supplier in the part file, purchasing suggestions will suggest the purchase be made from this supplier, and the price from the price list table will default into the PO.

When you enter a manual PO in the 'Purchase Order Entry' app, and the supplier, part, and quantity are identified, the price from the price list defaults in the 'PO Price' field.

You can use **Supplier Price Lists** to define price breaks available for the materials or services you purchase.

Multiple price breaks can be defined on each price list. A price break is defined by entering a Minimum Quantity value; any direct purchase or subcontract quantities that equal to or greater than this quantity then match the price break. The estimated discount you receive is then calculated by using a flat discount amount, which is subtracted from the price, or a percentage value that is multiplied against the total and the resulting value subtracted from the original amount.



You can set up a price list to be effective forever. You can also cause the application to consider price lists active only for a limited period of time; this time limit is indicated by the Expires Date. As long as the current date is one or before the Expires Date, the application considers the price list to be active. When this last date is passed, however, the price list is no longer used in the cost calculations.

However, price lists are only used to calculate the estimated cost on purchase orders. This cost value is also typically used on the AP invoice. When the material or subcontract quantity is received from the supplier, however, the invoice cost is compared against the actual cost from the receipt. If there is a difference between these values, the difference is recorded within the Purchase Price Variance account.

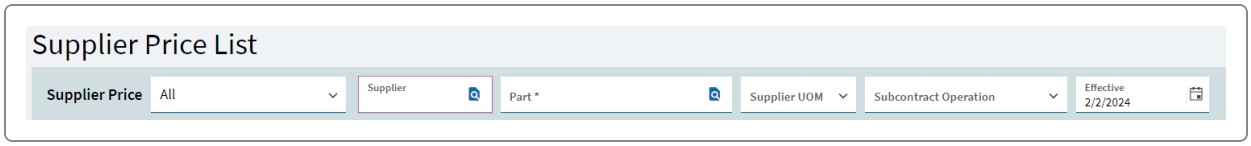
In this article, we add two records to a supplier price list for the supplier (A-Z Metals). First, we will add a part (Metal Bracket) and then we will add a subcontract operation.

Topics covered in this article include:

Filtering Supplier Price List Records

Use different filters to narrow down the price list records based on a 'Supplier', 'Part', 'UOM', 'Subcontract Operation' or 'Effective From' date.

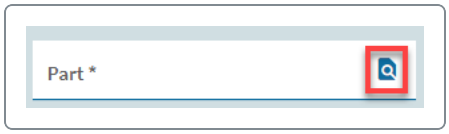
1. Open the **Supplier Price List** app.



2. Next, if you want to display the records for a particular supplier, search for and select a supplier.

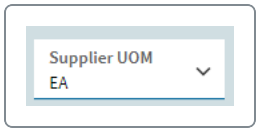
If you select a supplier, all the existing records tied to the selected supplier display. You can further filter the retrieved records. For example, you select supplier 'A', and the supplier holds supplier prices list for parts 'A', 'B', and 'C'. If you select part 'A' in the 'Part' field, then Kinetic retrieves only records part 'A', excluding parts 'B' and 'C'.

3. If you want to display the records for a particular part, search for and select a part.



If you select a particular part record only, then Kinetic retrieves all the records tied to the selected part - for all the suppliers, UOMs, subcontract operation. You can narrow down your search further by selecting a specific supplier, UOM, or subcontract operation.

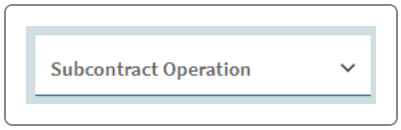
4. If you want to display the records for a particular supplier unit of measure, then select a specific supplier unit of measure.



For example, assume supplier 'A' holds '3' different supplier price list records. Each record holds a different part ('A','B', and 'C') and each part holds a different unit of measure (UOM). Next, if you select supplier 'A' in the 'Supplier' field, all '3' records display. If you select a specific 'Supplier UOM' then only the record with that 'UOM' is retrieved.

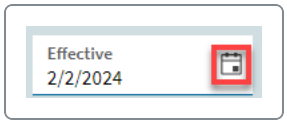
If you only select a particular 'Supplier UOM', but you select nothing else in the 'Filter' related fields, then Kinetic retrieves all the records for all the suppliers, parts, or subcontract operations relevant to the selected 'UOM'.

5. If you want to display the records for a particular subcontract operation, then select a specific subcontract operation.



You can select other 'Filter' related fields, if required. The logic is the same. For the logic, review the notes in the steps above.

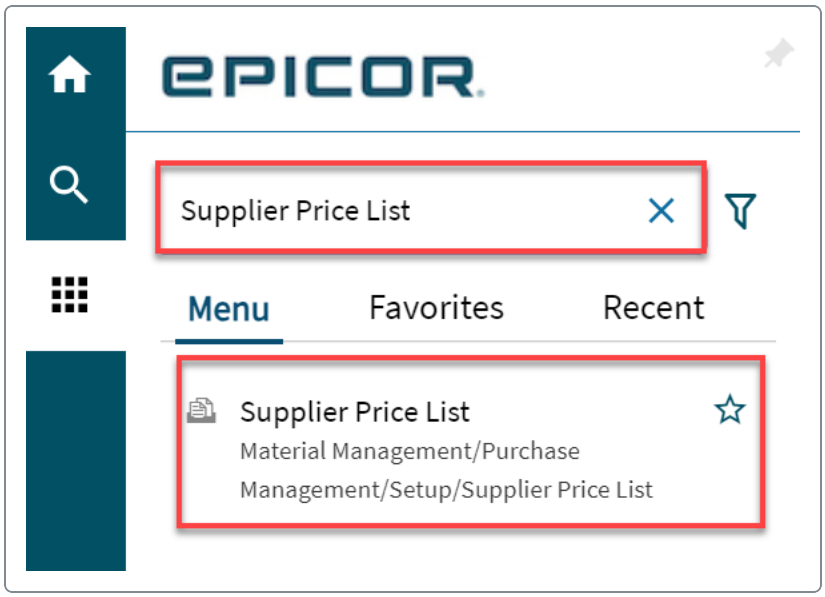
6. If you want to display the records for a particular effective date, then select a specific effective date.



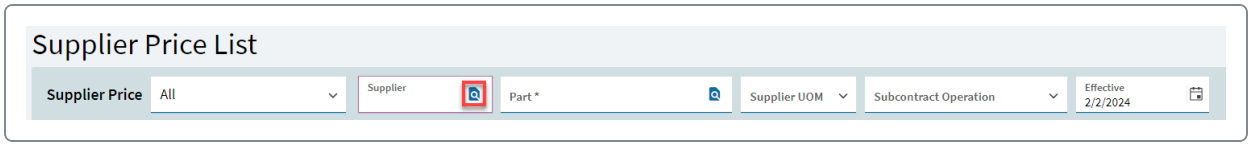
The 'Effective' date is a date that states when the 'price brakes' take effect. The records need to be first retrieved by Kinetic, for a particular supplier, part, UOM or subcontract operation. After you retrieve the required records, you apply the 'Effective From' filter.

Adding a Part to a Supplier Price List

1. Open the **Supplier Price List** app.

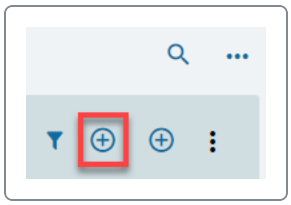


2. In the **Supplier** field, search for and select a supplier.

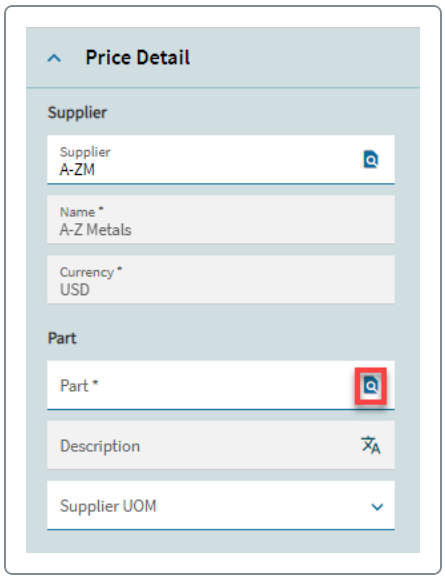


3. Select **New Supplier Part**.

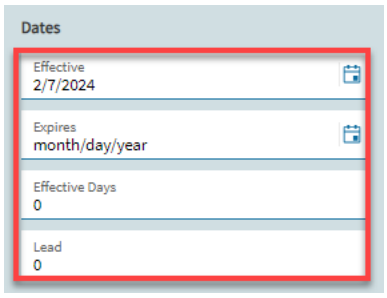
   The **Part Detail** card displays.



4. Search for and select a part.

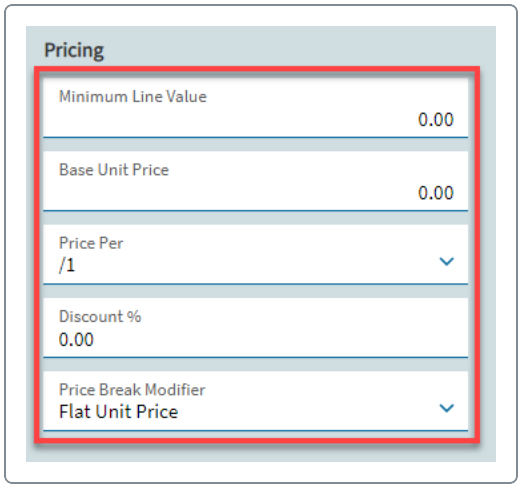


5. Specify the **Dates** group box values.



- **Effective** - The date on which this price list takes effect.
- **Expires** - The date on which this price list expires.
- **Effective Days** - Alternatively, you can specify the number of **Days** in which this price list expires. Kinetic calculates the expiration date based on the entry in this field.
- **Lead** - The number of days it generally takes to receive this item from your supplier.

6. Specify the **Pricing** group box values.



- **Minimum Line Value** - Specifies the minimum charge allowed by this supplier. This value is used when calculating a default unit cost using price breaks in the 'Purchase Order Entry', 'Job Entry', and 'Quote Entry' apps. Kinetic uses the minimum price if the quantity required multiplied by the unit cost is less than the minimum price specified in this field.

  For example, if you enter '100' in the 'Minimum Line Value' field, and '25' in the 'Base Unit Price' field, and no discounts or price breaks are in use, then on the corresponding purchase order line, until the line quantity is '4 (100 / 4 = 25)', Kinetic uses the 'Minimum Line Value' to calculate the purchase order line 'Unit Price'. If you enter a quantity of '3', then the 'Unit Price' is calculated as '33.33 (100 / 3)'. Once the entered line quantity is sufficient enough to arrive at a line value that exceeds the 'Minimum Line Value' (using the base unit price, or price breaks combined with discounts), Kintic uses those values instead.

  In the 'Job Entry' or 'Quote Entry' apps, when you add a part either as the job or quote material requirement, and the part is marked as 'Buy Direct', Kinetic retrieves the price from the 'Supplier Price List'. It then updates the quote material unit cost or job material unit cost with this price.

- **Base Unit Price** - The base price if this supplier quotes prices using a base price plus or minus a factor at varying quantity levels. Do not enter any value if the supplier just supplies different unit prices for different quantities.
- **Price Per** - The measurement unit of the price.
    - **/1** - Pricing is per single unit.
    - **/100** - Pricing is per one hundred units.
    - **/1000** - Pricing is per one thousand units.

    For example, if you enter '50' as the base price, and select '/1', then the purchase price is '50' each. However, if you select '/100', then the pricing is '50' per one hundred units.

- **Discount %** - The overall discount allowed by this supplier. The value entered in this field further reduces the price.
- **Price Break Modifier** - The format of the price modifiers entered into the 'Price Modifiers' field in the price table.

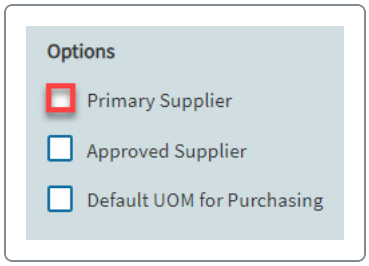
    For example, you have a contract with 'Acme Painting Services Ltd', a supplier that specializes in painting parts for manufacturers. This supplier charges a base unit cost of '$5.00' for each part under the quantity of '100' units. They also have a price list that defines the unit cost of '$4.00' for each part if the quantity is over '400' units, and the unit cost of '$2.50' for each part if the quantity is over '600' units.

    You send '550' units to your supplier. Kinetic sees the required quantity, and calculates the quantity matches the '400 +' price break from the price list. Therefore, the total estimated cost for this subcontract operation would be '$2,200 (550 x 4.00)'.

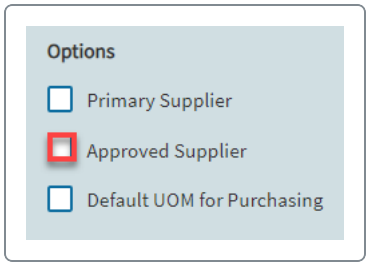
    However, due to an increase in the cost of paint, 'Acme Painting Services Ltd' charges you the base rate of '$5.00' a part. You receive the subcontract part quantity at this unit cost on the receipt, so the actual cost of this subcontract operation would be '$2,750 (550 x 5.00)'.

    There is a '$550' difference between the 'Estimated Cost' and the 'Actual Cost'. This difference triggers an 'ADJ-PUR' transaction, and this amount is recorded within the 'Purchase Price Variance' account.

7. If you set a supplier to **Primary Supplier,** then the select updates the 'Supplier' field in the 'Part' app.



8. The **Approved Supplier** check box indicates that this supplier is approved. In order to create a purchase order for this supplier, this check box must be selected.



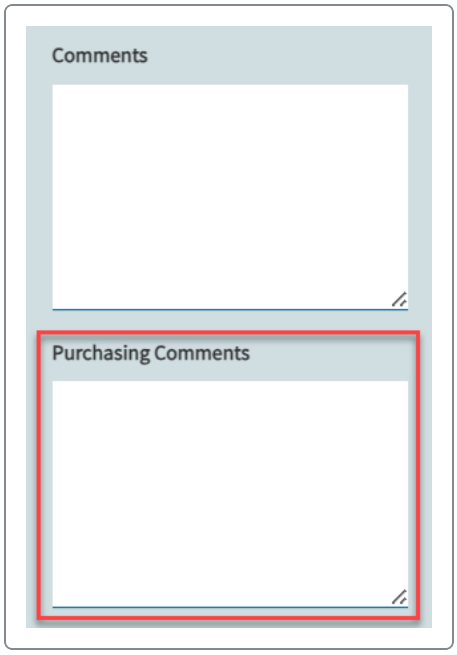
9. The operator used by Kinetic to calculate the conversion between the 'UOM' and 'Base UOM' codes. The default value is 'Multiplication' operator. If the 'Base UOM' is 'Each', and ten units are packed to a 'Case', you would enter * as the 'Conversion Operator' and '10' as the 'Conversion Factor' when you express the conversion from 'Case' to 'Each'. Conversion factors for a unit of measure (UOM) can be defined as either a multiplier or a divider equation - increasing the flexibility of the conversions.

For example, a conversion factor between 'Inches' and 'Feet' can now be set up as either '1 FT = 12 IN' or '1 IN = .0833333FT'.

10. The factor used by Kinetic to calculate the conversion between the 'UOM' and 'Base UOM' codes. This field is active only if the 'Part Specific' check box has been selected for the 'UOM' code in the 'UOM Class Maintenance' app. Enter the factor used to convert one unit of the alternate UOM code to one unit of the base UOM for this specific part:

    - If the 'Base UOM' is 'Each', and '10' units are packed into a 'Case', you would enter 'Multiply' as the 'Conversion Operator' and '10' as the 'Conversion Factor' when you express the conversion from 'Case' to 'Each'.
    - If the 'Base UOM' is 'Pounds', you would enter '2000' as the 'Conversion Factor' when you express the conversion from a 'Ton' to 'Pounds'.

11. Enter the purchasing comments, if any. The comments you enter here will default to the created purchase order line.



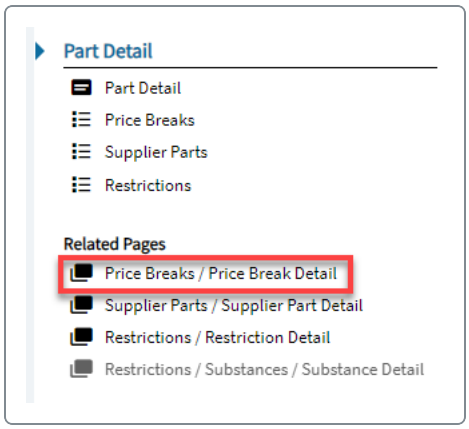
12. Select **Save**.

Entering Price Breaks

Price Breaks represent changes to the base unit price specified for the part in the Parts > Detail sheet, based on quantity or volume purchases.

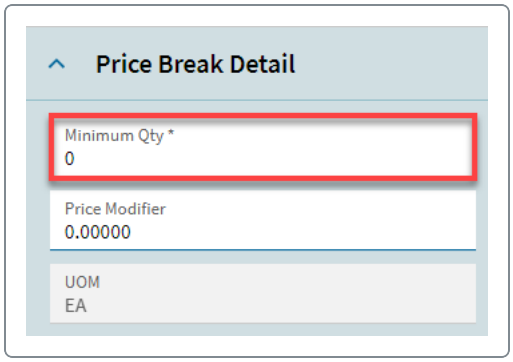
1. In the Nav tree, select the **Price Breaks/Price Break Detail** node.

   The **Price Break Detail** card displays.



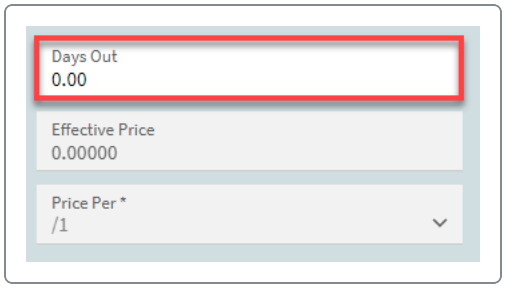
2. Select **New Price Break**.

3. Enter the **Minimum Quantity** value. This the minimum purchase quantity required to obtain the related price.

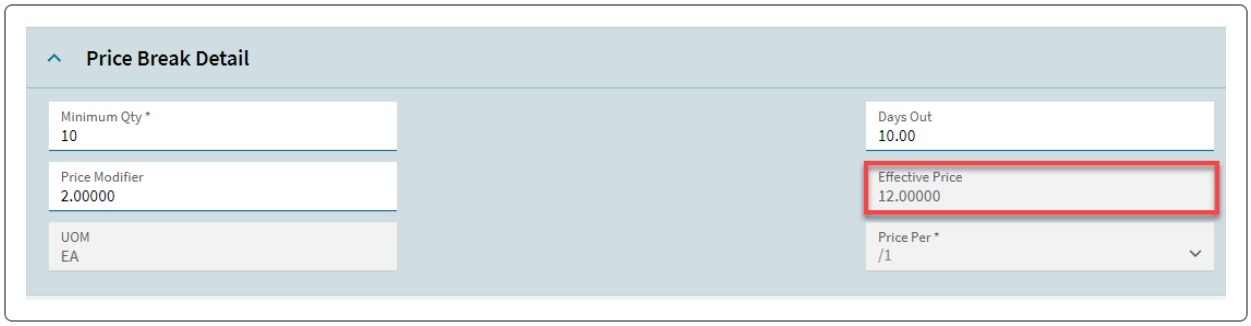


4. Use the **Price Modifier** field to define the effective unit price for the price break.

5. Enter the **Days Out** to specify the number of days in which these price breaks expire. Kinetic calculates the 'Expiration Date' based on this value.



6. The **Effective Price** field displays the amount charged for a unit of the purchased part after the price break is applied.



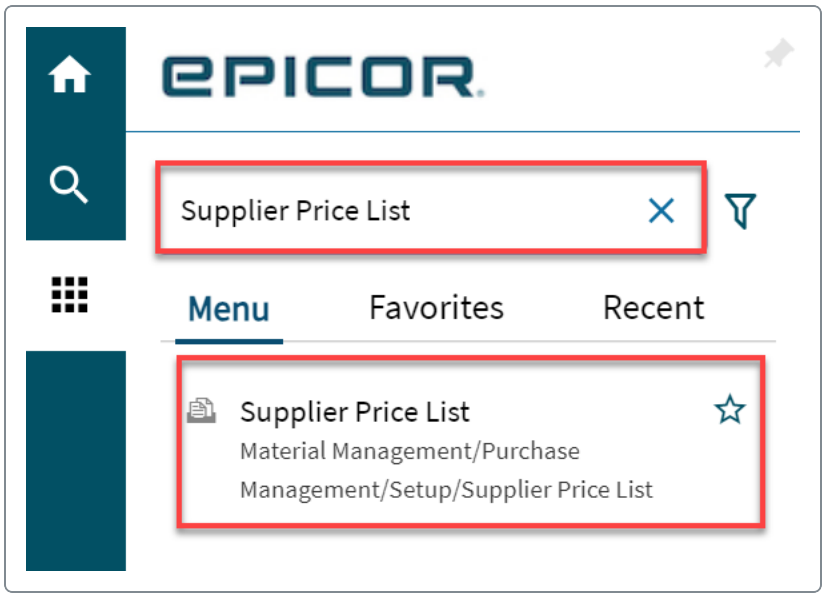
For example, in this example, we:

- Enter '10' as the 'Minimum Quantity'.
- Set the 'Price Modifier' to '2'.
- Define the 'Days Out' value of '10'.
- The 'Effective Price' was calculated as '12'.

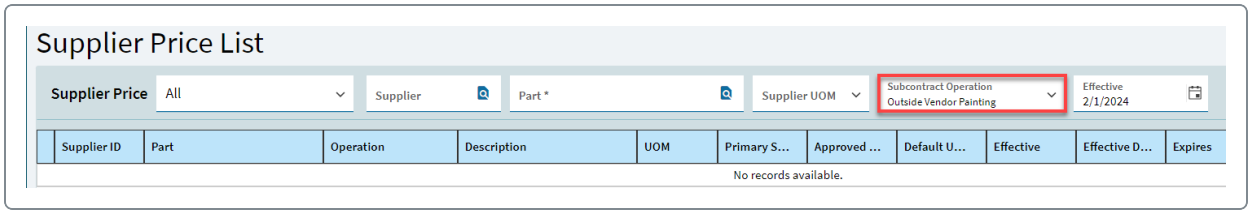
Adding a Subcontract Operation to a Supplier Price List

This article will only cover fields that are different from the fields used when you add a part to your price list.

1. Open the **Supplier Price List** app.



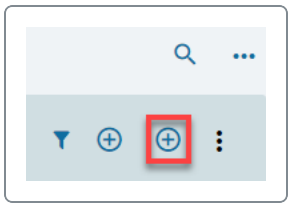
2. In the **Subcontract Operation** field, select a subcontract operation.



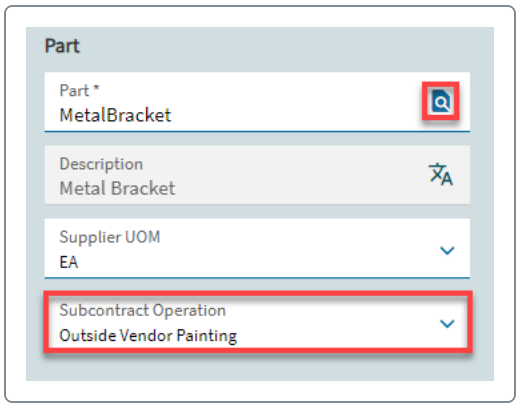
In this case, we selected operation 'Outside Vendor Painting'. However, this is just an example.

3. Select **New Subcontract Operation**.

   The **Part Detail** card displays.



4. Search for and select a supplier using the **Supplier** field.
5. Search for and select a part. The previously selected subcontract operation displays in the **Subcontract Operation** field.



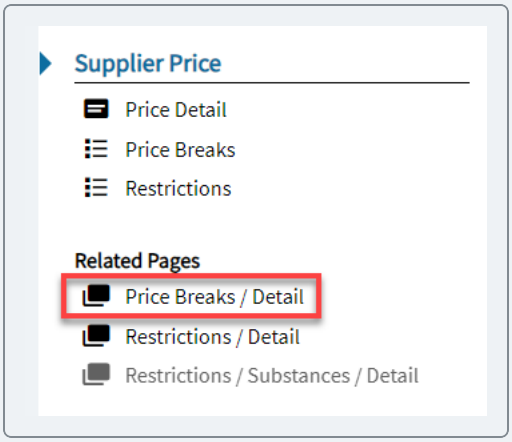
6. Define the **Dates** and **Pricing** values.

If you want to learn about certain fields located in these group boxes, refer to the 'Adding a Part to a Supplier Price List' topic above.

7. Next, define a price break.

If you want to learn about how to add price breaks, refer to the 'Entering Price Breaks' topic above.

However, the node you select in the Nav tree is called 'Price Breaks/Detail'.



Adding Approved Suppliers and Qualified Manufacturers

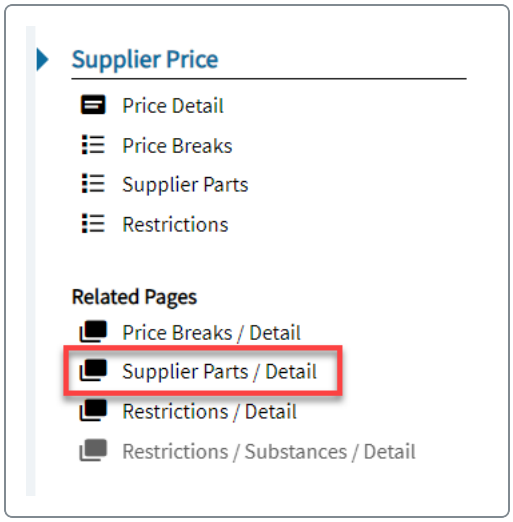
Using the **Supplier Part Detail** card, add the qualified manufacturer's part numbers associated with an approved supplier part number.

You can associate single or multiple qualified manufacturer's part numbers with a specified supplier part number. This creates a link between your internal part number, approved supplier part source, and qualified manufacturer's part numbers.

All pricing information you enter in the 'Parts Detail' and 'Price Breaks' card apply to the supplier and manufacturer part cross-references established in the **Supplier Parts** card.

1. In the Nav tree, select the **Supplier Parts/Detail** node.

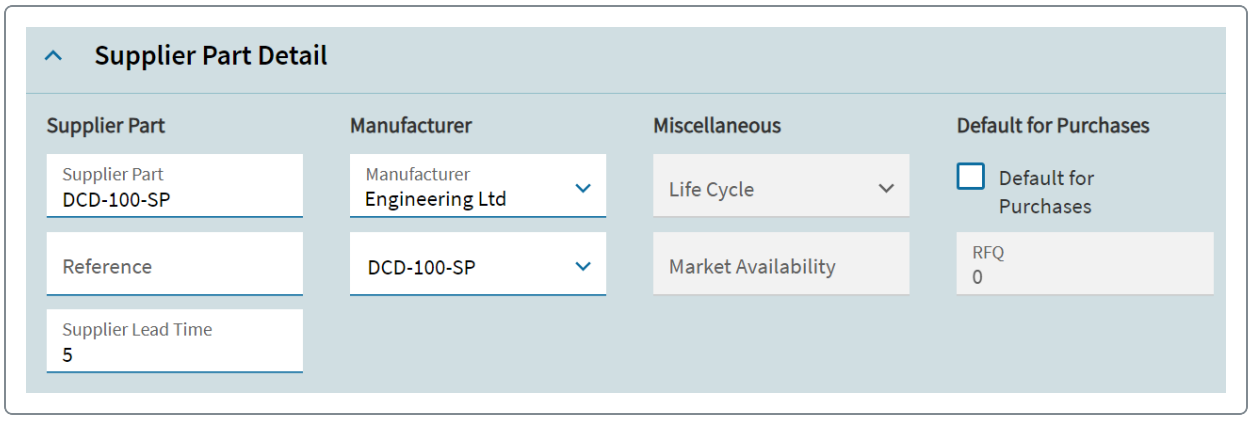
   The **Supplier Part Detail** card displays.



2. Select **New Supplier Part**.

3. Define the **Supplier Part**, **Manufacturer**, and **Miscellaneous** values.

> The values used in this article section are just an example.



- **Supplier Part** - Specifies the approved supplier part number (if any) for the supplier and internal part number. This is the identification number your supplier assigns and uses to track this part number.
- **Reference** - Any additional reference for these supplier prices, for example, an RFQ number or quote number.

- **Supplier Lead Time** - The number of days it generally takes to receive this item from the supplier.
- **Manufacturer** - If qualified manufacturer records have been defined for your internal part number in the 'Qualified Manufacturer' app, select the manufacturer's identification number for the specified supplier part number.
- **Manufacturer Part** - If qualified manufacturer records have been defined for your internal part number in the 'Qualified Manufacturer' app, select the manufacturer's part identification number for the specified supplier part number.

  For example, the approved supplier for part 'DCD-200-AL' is 'ABC Metals'. The part, is manufactured by 'Motorola' and uses manufacturer's part number 'MTR-5000'. Because 'ABC Metals' is the approved supplier, 'ABCM' appears in the 'Supplier' field, and the part displayed in the 'Part' field is 'DCD-200-AL'. Motorola would be selected as the manufacturer in the 'Manufacturer' field, however, and the 'MTR-5000' part number would be selected in the 'Manufacturer Part' field.

- **Life Cycle** - The life cycle status code that denotes the point at which a manufacturer's part is in it's product life cycle, as defined for the specified manufacturer's part in the 'Qualified Manufacturer' app.
- **Market Availability** - Displays the general market availability for the part, as defined for the specified manufacturer's part in the 'Qualified Manufacturer' app. This is a display-only free-form text field that contains information that can be used as a general comparison of the lead times for various qualified manufacturers. For example, the free form-text '45 - 60' Days might indicate that this part is generally available in the market in the next '45' to '60' days. This information is intended for use in the sourcing process. It indicates:
  - Whether a supplier's lead time was within expectations given the general market availability.
  - Whether it is worthwhile to obtain supplier quotes for a given manufacturer's part.
  - Whether the lead time and specified life cycle status code indicates a potential supply issue.

  Kinetic does not use the entry in the 'Market Availability' for calculations such as lead times or in MRP. The relationship to the manufacturer and market availability is indirect - only part and supplier lead times are relevant for actual calculations in Kinetic.

- **Default for Purchases** - Specify if this supplier part is the default on purchase orders when multiple supplier part references exist for the supplier.

  Select this check box if the supplier part currently selected in the 'Supplier Part' field is the default on purchase orders for this supplier. This default can be overridden in the 'PO Entry' app. One only supplier part can be designated as the default value.

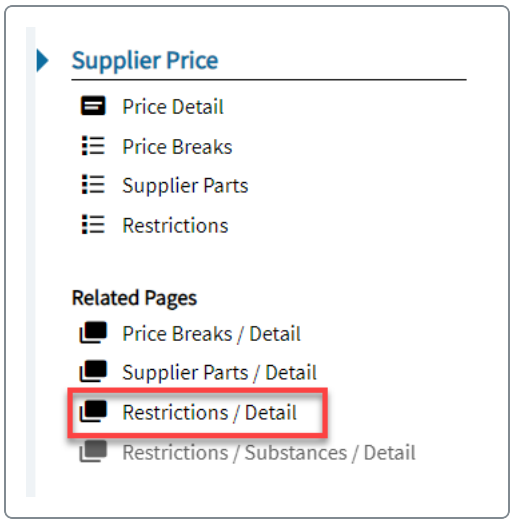
- **RFQ** - Displays the 'Request for Quote' number (if any) related to this sourcing information. This field is for display only.

Adding Supplier Part Restrictions (RoHS)

Use the **Restrictions Detail** card to add a restriction on the use of certain hazardous substances that apply to this part. The RoHS values are added to the part, not the supplier part.

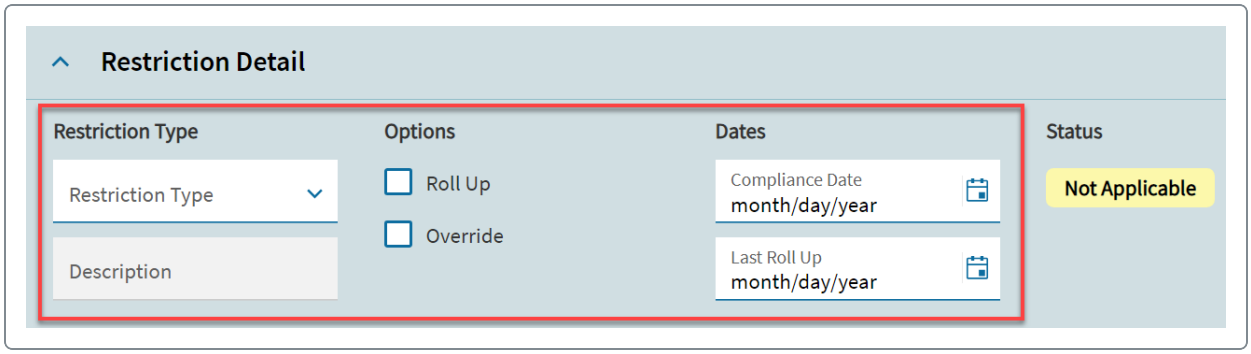
1. In the Nav tree, select the **Restrictions/Detail** node.

   The **Restriction Detail** card displays.



2. Select **New Restriction**.

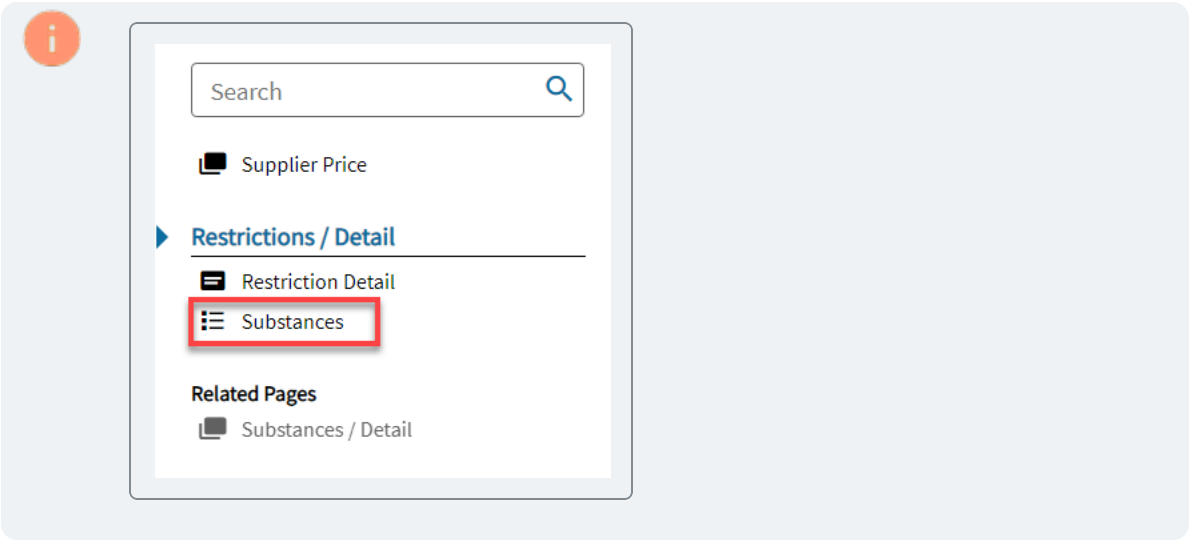
3. Enter the values in the **Restriction Type**, **Options**, and **Dates** group boxes.



- **Restriction Type** - The unique identifier for the substance restriction type. You enter restriction codes using the 'Restriction Type Maintenance' app.
- **Description** - A brief description of the substance restriction type.
- **Roll Up** - Select this check box when an indirect roll-up should be used to process parts for compliance.
- **Override** - Select this check box when a roll-up should not be calculated for the substance restriction type. When selected, the compliance date is automatically set. The default for this check box is not selected.
- **Compliance Date** - The date of the 'RoHS Part Compliance' roll-up process. The date is set when the 'Override' check box is selected or after a 'RoHS Part Compliance' roll-up is successful. The date is cleared when the 'Override' check box is not selected or after a 'RoHS Part Compliance' roll-up is unsuccessful.
- **Last Roll Up** - The date of the last roll-up of the 'RoHS Part Compliance' process.

4. Scroll down to locate and expand the **Substances** card.

Alternatively, select the 'Substances' node in the Nav tree.

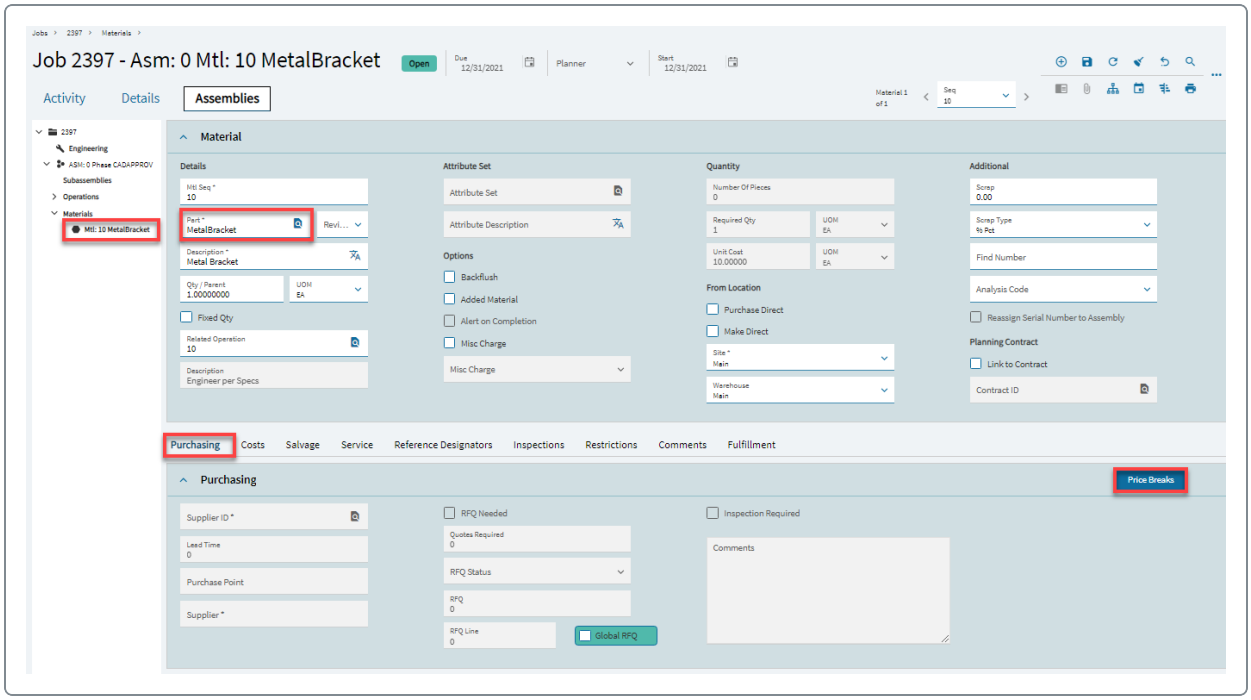


5. Select **New Restriction Substance**.

6. Enter the values in the field located on the **Substances** card.

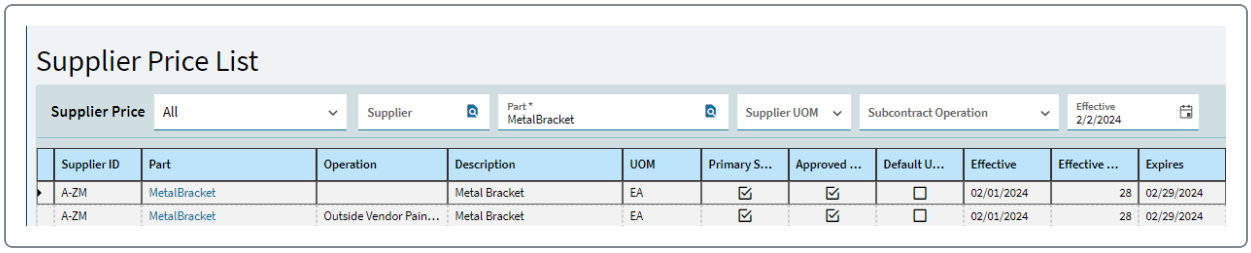
    - **Substance** - A unique identifier for the RoHS substance. The default value comes from the part master record.
    - **Override** - Select this check box to ignore the specified weight during a compliance roll-up.
    - **Substance Weight** - The weight of the substance per primary part UOM. The default value comes from the part master record.
    - **Exempt** - Select this check box to indicate if this substance is exempt. Substances can be exempt if the exempt date is greater or equal to today's date.
    - **Exempt End Date** - Specifies the date when the exempt status for the substance expires. The default value comes from the part master record.
    - **Exempt Certificate** - Identifies exempt certificate information.

You can launch a supplier price list from many apps in Kinetic. For example, you create a job and add a material to it.



In this case, we added the 'MetalBracket' part.

Next, you select the **Price Break** button and the 'Supplier Price List' app opens with the price list records in view.



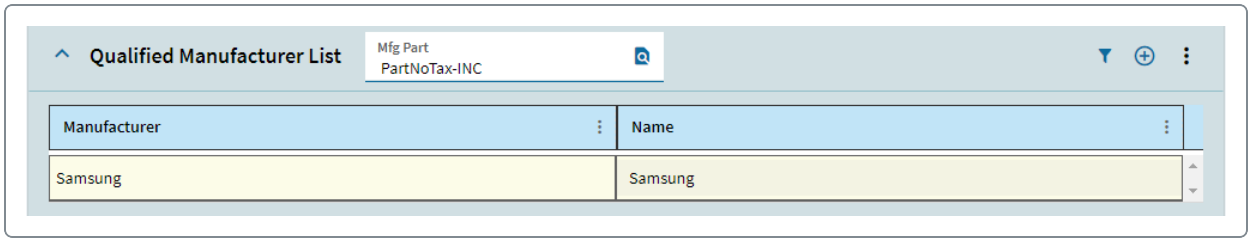
Supplier ID	Part	Operation	Description	UOM	Primary S...	Approved ...	Default U...	Effective	Effective ...	Expires
A-ZM	MetalBracket		Metal Bracket	EA	☑	☑	☐	02/01/2024	28	02/29/2024
A-ZM	MetalBracket	Outside Vendor Pain...	Metal Bracket	EA	☑	☑	☐	02/01/2024	28	02/29/2024

Linking Manufacturers with Specific Internal Parts

Link a manufacturer with a specific internal part using **Qualified Manufacturer Maintenance**. You can indicate that multiple manufacturers that are qualified for a part. You can also define one or more cross-reference part numbers for each manufacturer. Typically you use these records for organizations which do not directly supply part quantities to your company. While your engineers design products, they often test a variety of manufacturer's parts for form, fit, and function. Qualified manufacturer parts are verified to have equal form, fit, or function possibilities and are interchangeable within a specific area within a product design.

In this article, we will cover creating a new qualified manufacturer record,

1. From the main menu, navigate to **Material Management > Purchase Management > Setup > Qualified Manufacturer**.
2. Select the Part Number search button to find and select the internal part number you need. You can also select the part from the list of the parts in the part column.
3. In the Qualified Manufacturer List, select **New** from the Overflow menu to add a new manufacturer.
4. Specify the manufacturer you want to link or qualify and its name.



5. In the **New Qualified Manufacturer Part List**, select select **New** from the Overflow menu . to add a new manufacturer.
6. Select the **Life Cycle Status** for this part. The default status displays automatically, but you can click the drop-down list to select a different status.
7. In the **Market Availability** field, enter either how long this product is available or how long it typically takes to purchase the material in the marketplace. This value is for your information and is not used in any calculations.

8. Select **Save**.

Creating a Transaction Document Type

Create AP and AR transaction document types in **Transaction Document Type Maintenance**. These document types are government mandated. You need to set them up so they follow with the statutory document types and represent a document type assigned to a legal number. For example, you can create document types for AR invoices, promissory notes, withholding tax certificates, shipments, tax receipts, and other transactions.

All AR and AP general ledger transactions must have a document type. The system uses them to drive the correct legal numbering for the transaction as each document type has its own numbering set.

You must link each document type to the applicable legal number format and number sequence. Use **Serial Number Maintenance** to create serial numbers with the appropriate conditions.

If the same document type applies to both Accounts Receivable and Accounts Payable, you must manually set up a document type for each module.

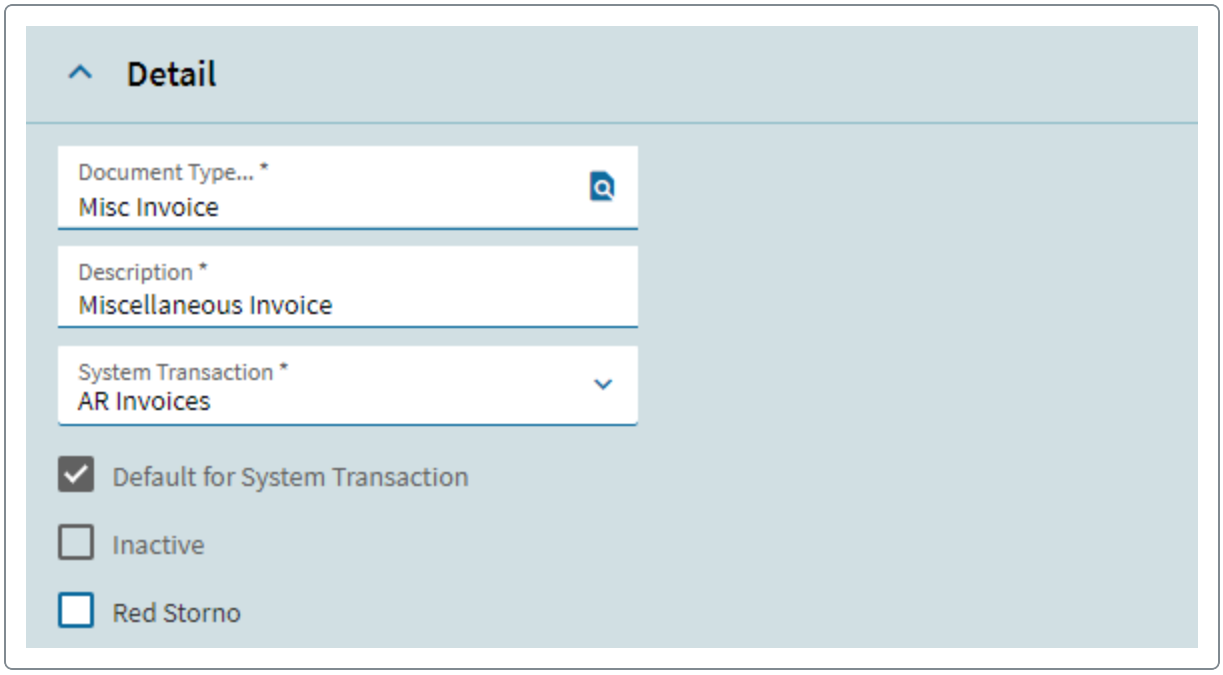
Use the landing page of the application to view the existing transaction document types or create a new one.

In this article, we will cover:

- Creating a transaction document type
- Adding authorized users to a transaction document type

Creating a Transaction Document Type

1. From the main menu, go to **Financial Management > Cash Management > Setup > Transaction Document Type**.
2. Select **New**  to create a new transaction document type.
3. Enter the name of the new document type in the **Document Type** field and add its description.
4. From the **System Transaction** drop-down, select the system transaction type that the system assigns to this document type.



5. Select the **Default for System Transaction** check box if you want to make this document type the default one for all system transactions of this type you enter.

   You must mark a document type as a system transaction default if it is the only entry of the selected transaction.

6. Select **Save**.

Adding Authorized Users to a Transaction Document Type

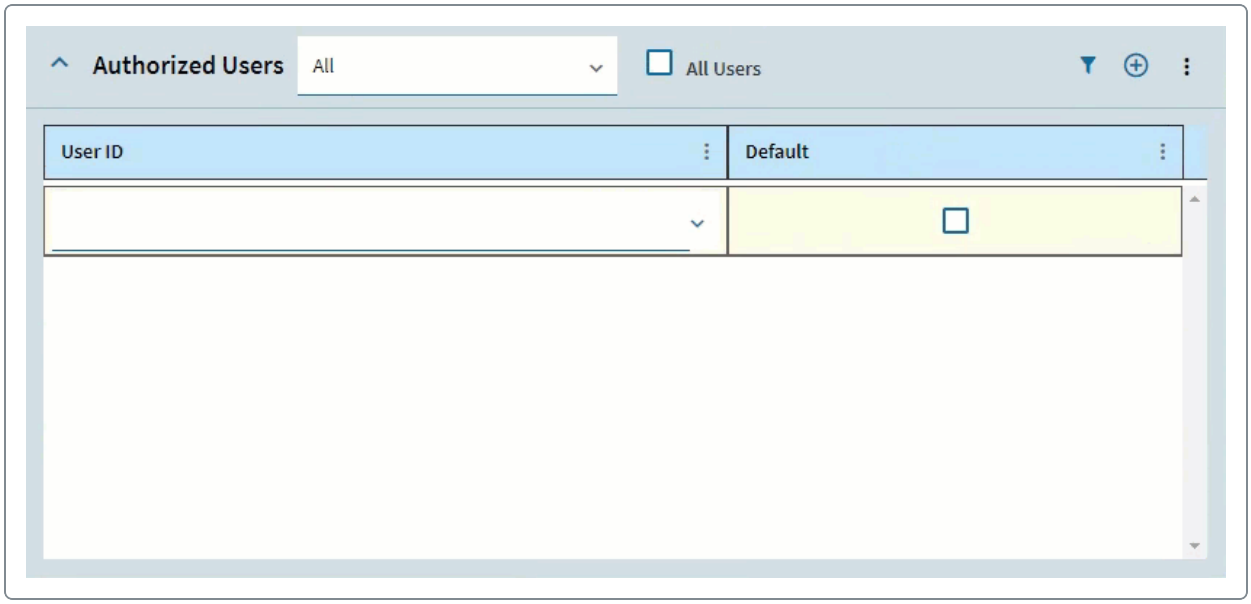
In some territories, such as Romania, you need to assign authorized users to transaction document types - specifically to the **AR Invoices** and **Credit Memos** types. These users will be authorized issuers of legal numbers the system uses for the selected document type. You can then track who created these transactions in the database. To add an authorized user:

1. Expand the **Authorized Users** card.
2. Clear the **All Users** check box.

   You can't clear this check box for a transaction type you defined as **Default for System Transaction**.

3. Select **New** to add a new authorized user.

4. In the **User ID** column, select the blank space in the line and enter the user's name or select it from the drop-down.



   If you need to delete an authorized user, select their line in the grid and select **Delete Authorized User** from the grid Overflow menu .

5. If necessary, select the **Default** check box for the user to make this document type the default one for when the user creates the relevant system transaction.

6. Continue to add the authorized users you need. When you finish, select **Save** .

   If you want to go on and set up a transaction document type for e-invoicing, refer to the **Adding a Document Type for E-Invoice Transactions** article.

Using Legal Numbers

Some countries require you use legal numbers with company transactions. Legal numbers improve tracking and auditing because they make sure business documents and transactions have unique sequential numbers. For example, you can indicate within Company Configuration that legal numbers are required on all customer printed invoice and credit documents.

Legal numbers have two categories:

- Legal document numbers - These numbers are assigned to external documents like packing slips, sales invoices, and credit memos. The number assignment occurs when the documents are posted or printed.
- Legal transaction numbers - These numbers are assigned when documents are created that do not require printing, for example, manual journals and cash receipts.

You can generate legal numbers for financial, supply chain and manufacturing transaction documents throughout the application. To generate legal numbers for a transaction, the following information is required:

- At least one of the required transaction type defined in Transaction Document Type Maintenance. One must have a selected Default for System Transaction check box.
- At least one legal number configuration for the transaction type defined in Legal Number Maintenance. The transaction document type must be selected.

You use Transaction Document Type to associate transaction document types to system transactions. You then use Legal Number Maintenance to define the prefixes, formats, masks, sequences, and legal text. You link number legal number configurations to specific transaction document types.

If your Kinetic application is integrated with another financial application, legal numbers can also be generated through this external system and then returned to the Kinetic application. You may then view the legal number through various tracking programs.

You can view legal numbers in various programs, trackers, logs and reports. When you print tags, generated legal numbers associated with the transaction print on the tag.

Use the landing pag of the application to view existing legal numbers or to enter a new one.

In this article, we will cover:

Creating a New Legal Number

1. From the main menu, navigate to **Financial Management > General Ledger > Setup > Legal Number**.

2. Select **New** to add a new legal number.

3. Enter the legal number identifier you use to locate the legal number sequence and a concise explanation of the legal number purpose.

4. Select the system transaction to which the legal number is linked from the **Number Type** drop-down list. Specific transaction document types are defined in the Transaction Document Type.

5. Select the **Enable Change History** check box if you want to record the history of all changes made to the legal number configuration. If a warning window appears, select **Yes** to confirm that you want to log all changes to the legal number configuration.

6. Use the fields in the **Generation Type** section to define how the legal number is generated. You can select either an Automatic or Manual generation type. You can also select the **Generate SSCC** check box to indicate a Serial Shipping Container Code number should also be generated for this legal number. For more information about how to use SSCC numbers, review the Shipping and Receiving articles.

7. In the **Generate On** field, select at what point during the transaction to generate the legal number.

   For Automatic Generation Types

   - **Save** - The legal number generates when the document is saved and after the validations to save the document are complete.
   - **Print** - The legal number generates when the document prints and after the validations to print the document are complete.
   - **Post** - For financial transactions. The legal number generates when you click Submit to post the document.
   - **Close** - For shipping transactions. The legal number generates when the shipment has a status of Closed, Staged or Shipped.
   - **Received** - For receipt transactions. The legal number generates when you receive a line on the packing slip.

   For Manual Generation Types

   - **Assign** - The legal number generates when you manually assign it to the document, using the Actions >Legal Numbers > Assign Legal Numbers, menu option.
   - **Save** - When you save the document, a prompt appears where you can enter the legal number for the document.

Based on the Number Type selection, some Generate On options might not be available.

8. Leverage the fields available within the **Prefix Type** section to define how the prefixes generate for this legal number. You can create user-defined or journal code prefixes. If you select the journal code type, you must select the journal you need from the Journal Code drop-down list.

9. Use one or more of the following check boxes within the **Number Options** section to determine how the legal numbers display to the user after generation.

    - Select the **Display Number After Generation** check box if you want the legal number to display to the user after generation.
    - Select the **Use Pre Numbered Formats** check box if you want to print the transaction and the legal number using an installed numbering format. This check box is available when you select Automatic from the Generation Type drop-down list.
    - Use one or more of the following check boxes to determine if you want sequences assigned by sites, warehouses and/or by users:
        - **Allow Prefixes By Sites** - indicates you want sequences assigned by sites codes.
        - **Allow Prefixes by Warehouse** - indicates you want sequences assigned by warehouses.
        - **Allow Prefixes by Users** - indicates you want sequences assigned by users.
    - Select the **Allow change after printed** check box to indicate documents can be changed after printed with an assigned Legal Number. If this check box is clear, you cannot change the document once is printed, your only options is to void the Legal Number, change the document, and assign a new Legal Number.
    - Select the **Allow change after printed** check box to indicate documents can be changed after printed with an assigned Legal Number. If this check box is clear, you cannot change the document once is printed, your only options is to void the Legal Number, change the document, and assign a new Legal Number.

10. Define the number of lines that can be printed using a pre-numbered format in the **Detail Lines in Format** field. This field is active when the **Use Pre Numbered Formats** check box is selected.

11. Indicate the user can change the prefix on the legal number using the **Overrideable Prefix** check box.

    This check box is available if the **Type** field is set to the **Manual** option.

    When you activate the Overrideable Prefix check box, you can create alternate prefixes and alternate prefix sequences for this legal number.

This functionality is explored in the Alternate Prefixes and Sequences section later in this aticle

12. Use the **Number Option** drop-down list to define how numbers generate for this legal number method.

    This check box is available if the **Type** field is set to the **Manual** option.

    Available options:

    - **Sequence entered manually** – The user must directly enter the number.
    - **Sequence system generated** – The application automatically generates a number.
13. Select a **Calendar** to define the fiscal calendar for this legal number.
14. In the **Voiding Option** section, use the **Automatic Void** check box to determine if legal number are voided automatically when the transaction is deleted. You can also enter a predefined voiding reason that displays in transaction logs and in reports.

    Based on the number type, different fields in this section may be view only:

    - If automatic voiding is not available for the number type, the section is disabled.
    - If only automatic voiding is available for the number type, the **Automatic Voiding** check box is selected and view only. You can update the **Voiding Reason** field with a custom reason.
15. Select **Save**.

Setting the Format of the Legal Numbers

Define the format of the legal number.

A legal number is composed of mandatory and selected optional elements. In the Format card, you can select which elements to include in the legal number format and in what order the elements should appear. You can also select to divide the different elements by standard and conditional separators. When the legal number using the legal number configuration generates, the legal number uses the format defined in this sheet.

You can also define additional formatting information, including sequence length, separator symbols, date format options and the free text element text.

1. In the **Available Elements** pane, review the elements you can select to include in the legal number configuration and select an element.

The following elements are available for selection:

- Conditional Separator - Alternate or conditional separator used to separate elements of the legal number. Typically, this is used to separate the fiscal year suffix.
- Day - The date the document was created
- Fiscal Year - The fiscal year of the document date, based on the fiscal calendar
- Fiscal Year Suffix - The suffix of the fiscal year of the document date, based on the fiscal calendar
- Fiscal Period - The fiscal period of the document date, based on the fiscal calendar
- Free Text - Free text to be used in legal numbers. This text can be up to 12 characters in length. This text is defined in the Free Text field.
- Legal Number ID - The current legal number configuration
- Prefix - The main, alternative or fiscal period-specific prefix . This element is mandatory.
- Quarter - The fiscal quarter of the document date, based on the fiscal calendar. A fiscal quarter is a number of full or not full three month ranges starting from the Fiscal Year start date.
- Separator (1,2,3,...) - Specifies the character used to separate different elements of a legal number. The default value is the hyphen "-".
- Sequence -A unique numeric sequence for the legal number prefix. The element length defaults to 8 digits but you can change it. This element is mandatory.
- Site - Site associated with the document. If the document is not associated with a specific site, the current site is used.
- Transaction Document Type - The transaction document type associated with the document.

2. If you want to move an element from the Selected Elements list to the Available Elements list, use drag and drop.

   To include separators in the legal number, move the separator elements in the Available Elements list to the Selected Elements list and place them where you want the separators to appear. Separators display in the Formatted Legal Number Sample field.

3. Enter the **Sequence Length** to define the length of the sequence number. Valid entries are 1-10.
4. Divide sequences within the legal numbers using the **Separator Symbol**.
5. Enter the **Alternative/Conditional Separator** typically used to divide the fiscal year suffix.
6. Add the text to display in the selected Free Text element.

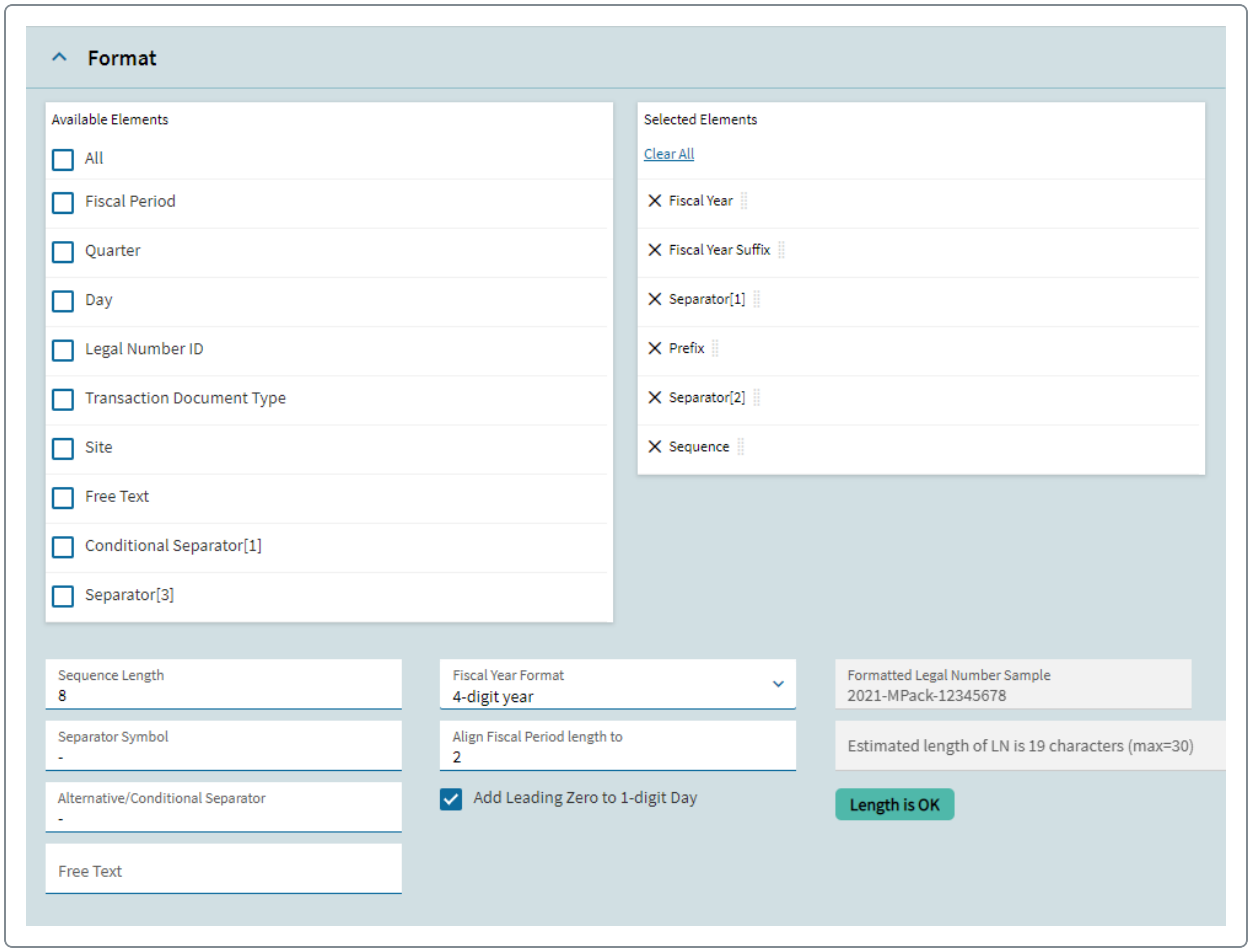
7. In the **Fiscal Year Format** field, select whether the fiscal year element should display in 2 or 4 digits.
8. Now, specify whether the fiscal period displays with one, two or three digits. The fiscal period ends with leading zeros.
9. Select the **Add Leading Zero to 1-digit day** check box if the Day element should always display in two digits. If the day is one digit, a leading zero is added. If clear, the Day value is displays without leading zeros.
10. Review a sample of the formatted legal number and the estimated character length of the formatted legal number. The maximum number of characters is 30.

    An indicator shows if the length is within 30 characters or if it exceeds 30 characters.

    - If the legal number is under 30 characters, a green **Length is OK** indicator appears.
    - If the legal number exceeds 30 characters, a red **Length exceeds maximum** indicator appears.

    If the Generate SSCC check box on the Detail sheet is selected, legal number format is ExtensionDigit-Prefix-Sequence-AutogeneratedNumber (The - separator does not appear).

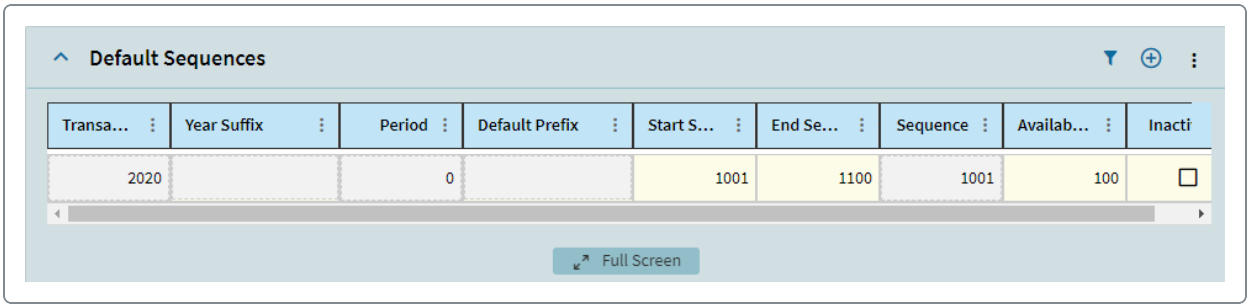


11. Select **Save**.

Setting Up Default Sequences

Default sequences define the typical sequences through which the current legal number generates. You can set up these sequences for each fiscal year, or for each period in the fiscal year. You can also indicate when this default sequence is no longer available.

To add a default sequence, on the Default Sequences card, select . In a new row that appears on the grid, enter the **Transaction Year** and fiscal **Period** (optional) during which you want this default legal number sequence to be used.



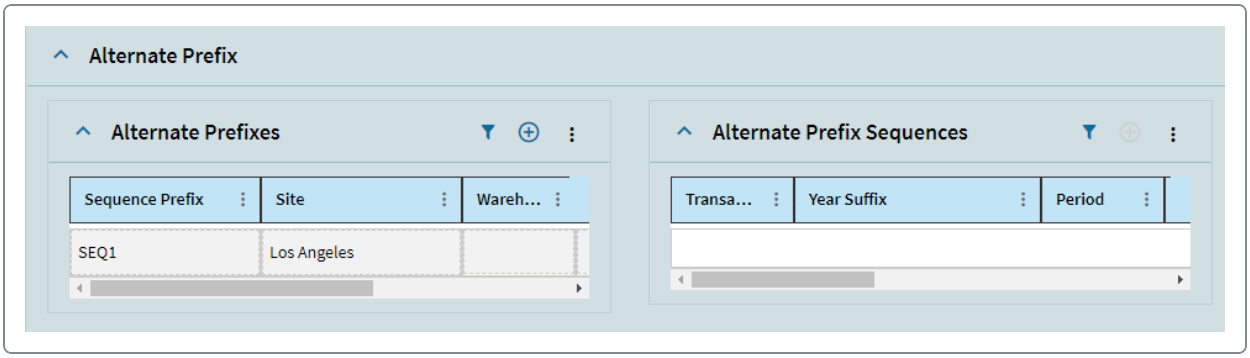
If you need, define the **Start Sequence** and **End Sequence** for the current legal number. These values determine the first and last numbers available for this sequence.

In the **Available** field, enter the number of pre-printed forms are present to use with this default sequence.

When you finish, save the sequence.

Creating Alternate Prefixes and Sequences

You can create alternate prefixes and sequences for the current legal number. You can add alternate options on the Alternate Prefix card when the **Overrideable Prefix**, **Allow Prefixes by Site**, **Allow Prefixes by Warehouse**, or **Allow Prefixes by Users** check boxes are selected. Users then select these alternate legal number options as needed.

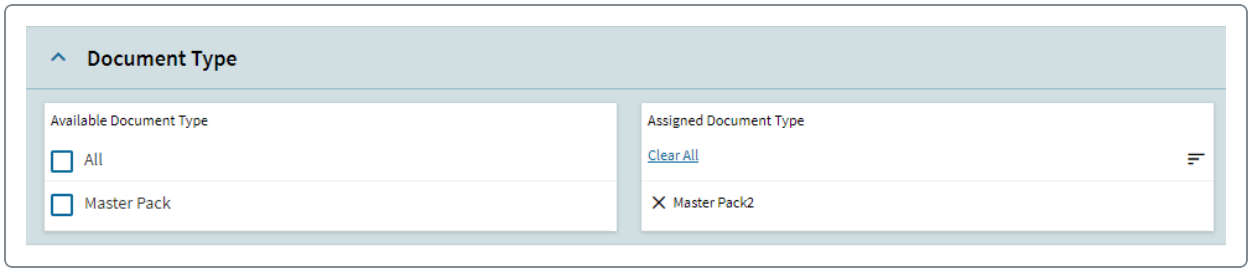


Linking Legal Numbers to Document Types

Use the **Document Type** card to link the legal number with selected transaction document types. You can associate multiple sequences with the document types selected in Customer Maintenance and AR Invoice Entry.

The available document types must not be assigned to another legal number. They must also be both active and restricted to the legal number's system transaction.

To link a transaction document type to a legal number, select the transaction document type in the **Available Document Type** panel. The transaction document type will appear on the **Assigned Document Type** list.



Continue to add the transaction document types you need. When you finish, save the legal number.

Operations

This section describes the operations available in the Inventory module. Each operation is described as a workflow to help guide you through the process from start to finish. These programs are primarily found within the General Operations folder for this module. If a unique setup record is required to run the operation, this record is also described in this section.

Generating the Pick List for Jobs Report

Generate the **Pick List for Jobs Report** to list material requirements for the selected jobs. You can include both inventory and purchased materials. Inventory materials are listed in a format useful for entering issue quantities directly on the report.

The report is a shopping list of the materials that need to be issued to the job. The pick list assists warehouse personnel in locating and physically pulling the parts job assemblies require.

If your company uses PCIDs, under each warehouse and part, the report displays a list of PCIDs that include the part.

The **Selection** parameters include:

- **Include Purchased Materials** - Select if you want to include purchased material requirements on the report.
- Print Bar Codes - Select if bar codes should be printed on the report.
- **Filter Summary** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Production Management >Job Management > Reports > Job Pick List**.
2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**. 

Mass Issues to Manufacturing (Mfg)

Use the **Mass Issues to Manufacturing** app to quickly issue the planned materials to a job, rather than enter each transaction individually.

The main advantage of the 'Mass Issue to Manufacturing' app is that it issues material to the sub-assemblies at the same time. Part transactions generated through this app reduce inventory quantities and post material costs to jobs. This app is useful if your material estimates are accurate.

After you select the parts listed in the -Pick List- for Jobs report, they can be issued from inventory to the job or assembly that requires the material. You can do this line by line or with the mass issue function.

When jobs have several raw material requirements, you can use the mass issue function to expedite the issuing process. The mass issue function works well with job materials not controlled by serial numbers. If the job calls for lot-tracked or dimension-tracked material, select the appropriate lot number or dimension code when you process the mass issue. You will receive prompt messages when you save the transaction.

Kinetic allows you to mass issue materials based on the 'Negative Qty Action' setting located in the 'Part Class' app (None, Warn, Stop). If you:

- Select **None** then Kinetic allows you to issue more material that you currently hold in stock (go negative).
- Select **Warn** then Kinetic will warn you that you are overstepping the current on hand quantity. However, you can still mass issue and go negative.
- Select **Stop** then Kinetic will prevent you from going negative.

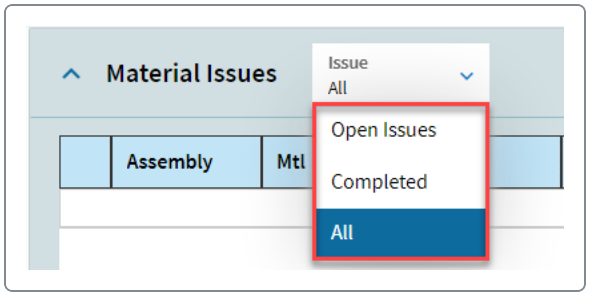
You link a part class to a material in the 'Part' app.

1. Open the **Mass Issue to Mfg** app.
2. In the **Job** field, enter the job number to which you want to issue material and press **Tab**.

   You can alternately select the 'Search' icon to access the 'Search' panel.
3. On the **Select Assembly To Issue** card, select the assembly line.
4. Select the **Issue Assembly** button.

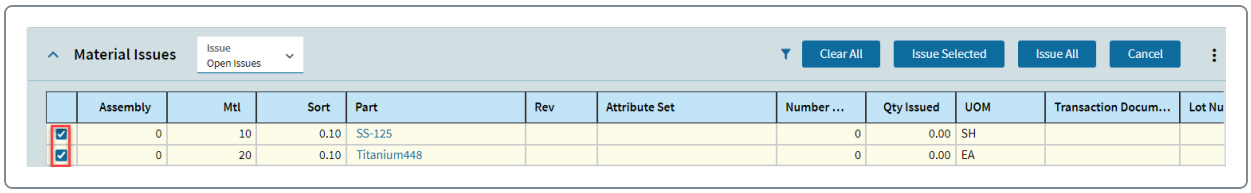
   The **Material Issues** card displays.

   The card displays all open material requirements for the specified job and assemblies.
5. You can filter the job issues depending on what you want the card to display.



6. Next, select a material(s).

   In this case, the selected job holds two materials and is tied to a single assembly (0). However, this is just an example where we selected '2' mterials.

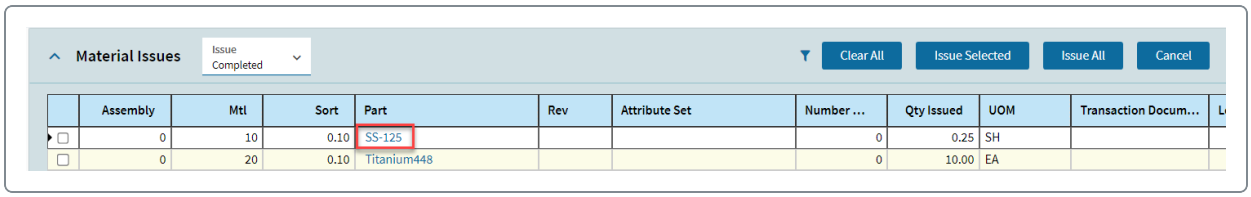


> If you at this stage select the 'Issue Selected' button, the selected materials will be cleared and you have to select them again.

7. Now select the **Issue All** button.

8. On the **Material** Issues card, select the **Part** link.

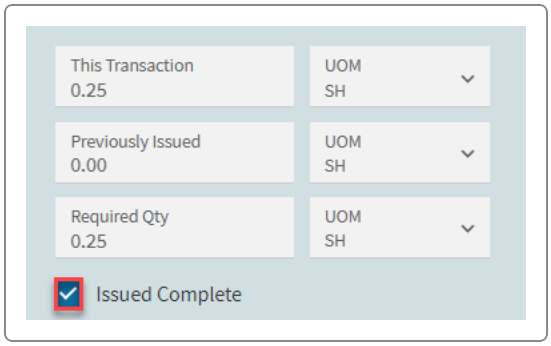
   The **Detail** card displays.



> In this example, we selected the link for part **SS-125**.

9. Review the card.

   Make sure the **Issued Complete** check box is selected.

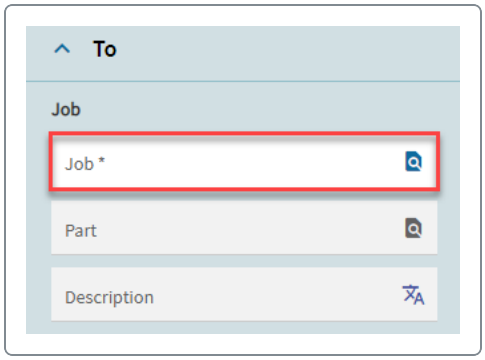


10. In the Nav tree, select the **Material Issues** node.
11. Select other Part links and review the **Detail** card.
12. Select **Save**.

Issuing Material from Inventory to Jobs

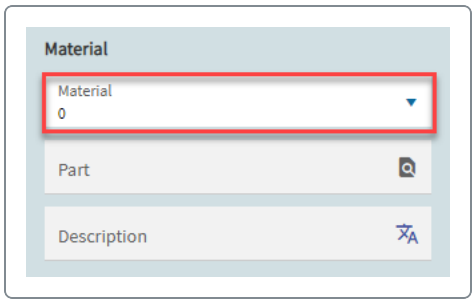
You issue materials to a job to satisfy the material demand the job may have. You can issue both the 'purchased' and 'manufactured' items, depending on what a job needs. For example, assume job '1234' needs two materials ('Material A' and 'Material B'). You cannot start production unless you issue the materials needed on the job. As a result, you issue the materials to job '1234' and then start producing the assembly items. In summary, you cannot make something out of nothing.

1. On the To card, enter a job number in the Job field, and press **Tab**.

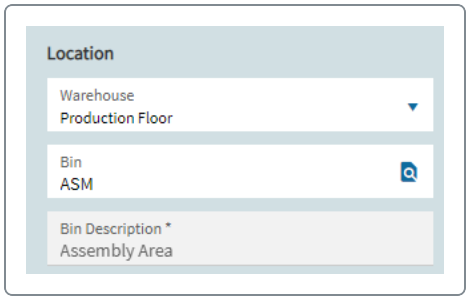


   Alternatively, select the 'Search' button inside the field.

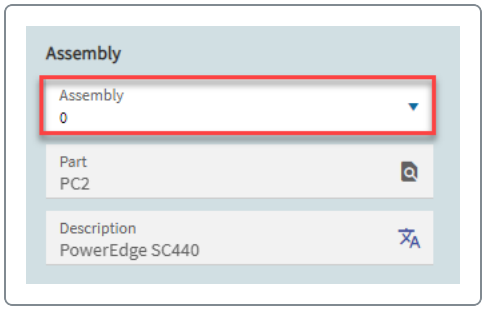
2. In the Material group box, select the material you want to issue in the Material field.



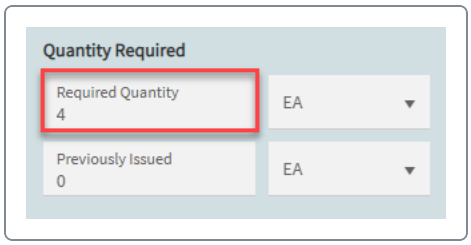
   The Location group box populates with the warehouse and warehouse bin values indicating where you are issuing the material to.



3. If your jobs is a multi-assembly job, in the Assembly group box, select a job assembly in the Assembly field.



4. Review the required material quantity using the Required Quantity value.

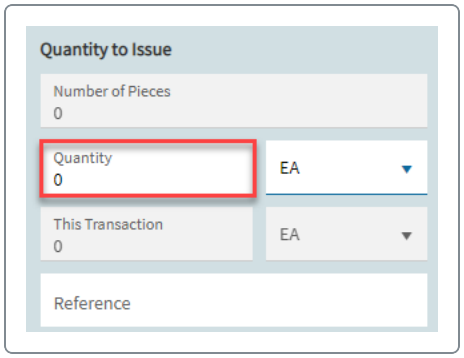


This value is based on the 'Quantity/Parent' setting defined in the 'Engineering Workbench' or 'Job Entry' apps, depending on where the job was entered.

For example, the job is for '10' units of 'Part A' and the 'Quantity/Parent' value for its 'Material A' is '2'. It this case, the 'Required Quantity' value would be '20', since you need '20' pieces of 'Material A' to make '10' pieces of 'Part A'. You define the 'Quantity/Parent' setting at the time you create a method of manufacture.

5. Scroll down to locate the **From** card.

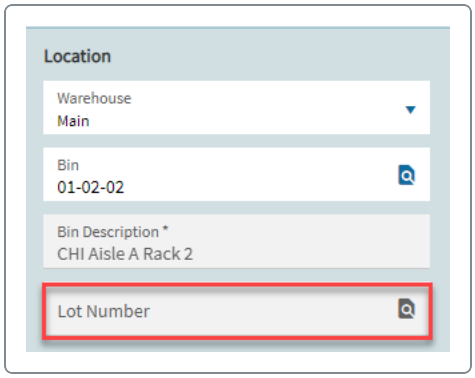
6. In the Quantity to Issue group enter the required material quantity in the Quantity field and press **Tab**.



If you enter the full required amount then Kinetic selects the 'Issue Complete' check box. If you over issue, meaning you issue more material than the job requires, you can return the over issued material using the 'Return Material' app.

The 'Location' group box populates with the warehouse and warehouse bin values indicating where you are issuing the materials from (inventory location).

7. If the issued material is a lot tracker part then select a lot number in the Lot Number field located in the Location group box.



8. To review the jobs the material you are issuing has been recently issued to, select **Recently Issues**.

The Recent Issues card displays. The card displays a list of jobs together with the location and previously issued material quantity.

9. Select **Save**.
10. Exit the Issue Material app.

Issuing Assemblies

Assemblies define all the manufactured components required to make each part. They are issued when the job assembly is specified as a pull quantity from stock. Because the demand is for a sub-assembly part, a pull quantity is different than a typical material requirement. Some of the quantity is manufactured through a job, while the rest of the quantity is pulled from stock. This stock quantity may be the result of overproduction on another job.

You only issue assemblies if you are pulling them directly from stock for use on a job. The application differentiates between assembly and material requirements on the job.

Assembly requirements refer to component parts that you can pull directly from stock. Materials are the raw materials required to make the end part or an assembly you are making on that job.

When you enter assemblies in Job Entry, you enter a Pull Qty if you are going to pull the assembly directly from stock. If you are going to make the assembly on the job, you enter the individual material and operation requirements to make that assembly. You may decide to do a combination on any job; that is, pull some assemblies from stock and enter the individual requirements to make the rest.

You use the Mass Issues to Mfg program in Inventory Management to enter inventory issues. These transactions relieve the allocations created in Job Entry, reduce inventory quantities on hand, and post material costs to the job.

You have two choices when you select the Mass Issues to Mfg program. You can Issue to Job Material or Issue to Assembly. Use the Issue Job Material function to enter all your material issues, whether they were required for the end part or for any assembly. You only use the Issue Assembly function if you entered a pull quantity for the assembly, and want to issue it directly to the job. Issuing assemblies creates inventory transactions that update quantity allocated, quantity on hand and post material costs the same as material issues.

If you do not enter a pull quantity in Job Entry, you do not issue any assemblies directly to the job, but rather issue the individual materials required to make each assembly. You reference the assembly number along with the material sequence number when you enter the material issue. You can also use the backflush function to automatically issue materials to the job.

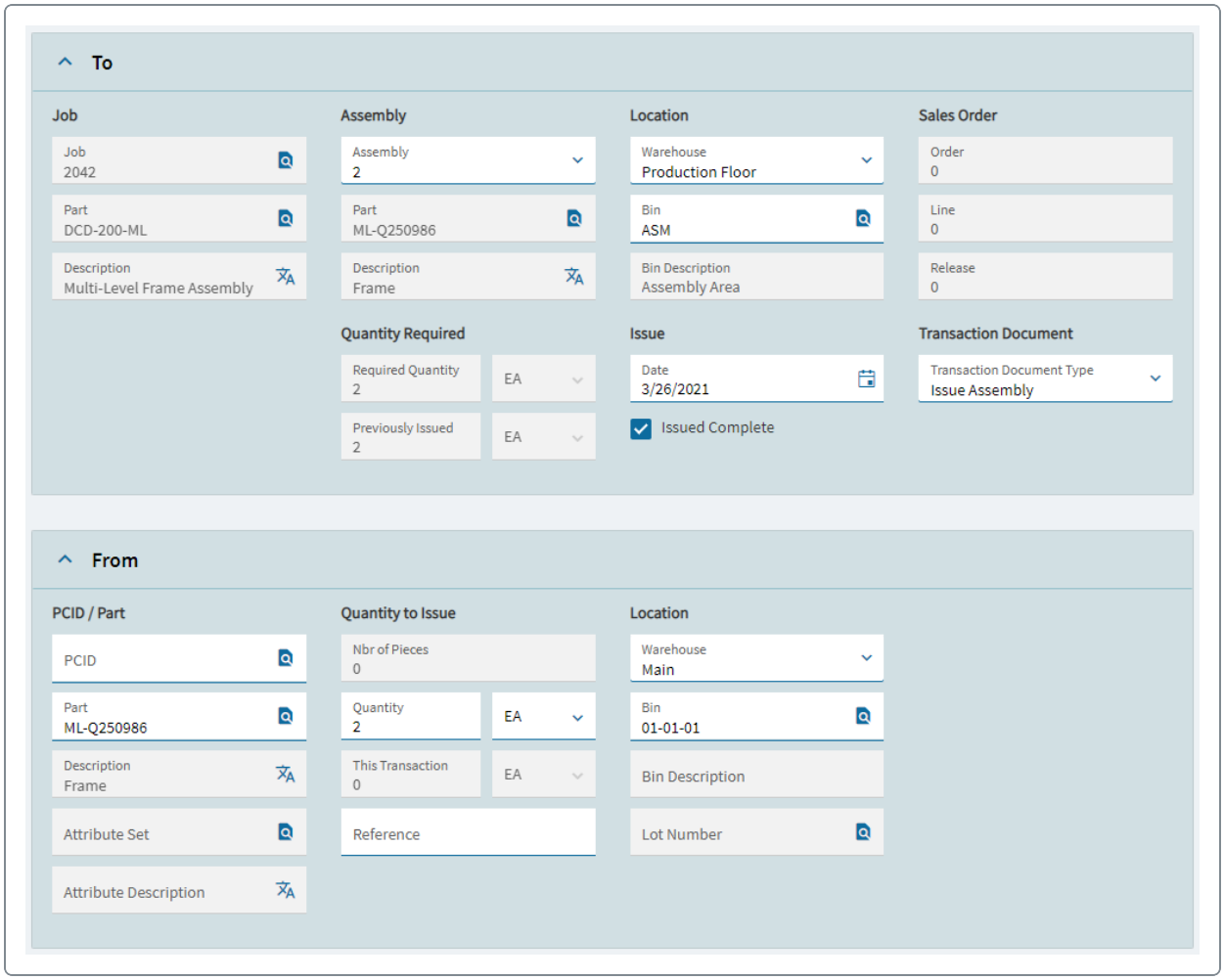
In this article, we will cover issuing assemblies.

1. From the main menu, go to **Material Management > Inventory Management > General Operations > Issue Assembly**.
2. Select the **Job** search button to find and select the job to which you are going to issue the assembly. You can also enter the job number directly.
3. Enter information in the **To** and **From** sections.
4. Enter the **Quantity** to issue.

5. If the part is lot tracked, you can select the **Lot Number** button to find and select the lot you need.

6. If the part is serial tracked, you can select the **Serial Numbers** button to select the serial numbers used with the issued quantity.

7. Select **OK** to complete the transaction. The **Issued Complete** check box is now selected, indicating the issue is complete.



After you issue an assembly to a job and select another assembly to issue to the same job, the Work List in the program's Tree View clears information from the previous assembly and replaces it with the new assembly.

If you would like to view all of your issue transactions for all assemblies in the Work List at the same time, click the Job button to launch Job Search. From the search results, pull in all the job assemblies that you would like to issue. All selected assemblies display in the Work List; you can then navigate among them to enter the issue transactions.

Issuing Miscellaneous Materials from Inventory

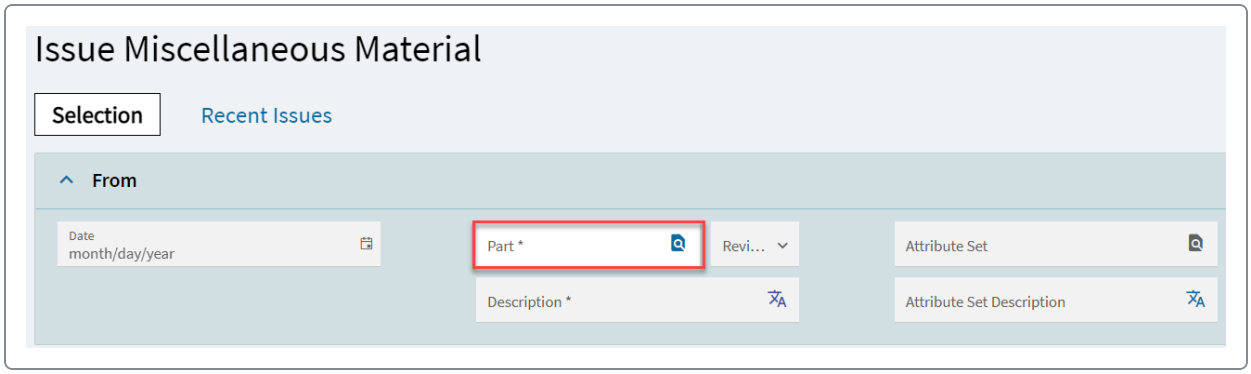
Dispense miscellaneous parts from inventory using the **Issue Miscellaneous Material** app. For example, you would do this if a manager needs to take a sample item to a trade show.

> When you issue miscellaneous parts, the system creates a transaction history record with the transaction type of **STK-UKN** (meaning the transaction is a miscellaneous issue of stock). For more information on transaction codes, refer to the Understanding Transaction Types article.

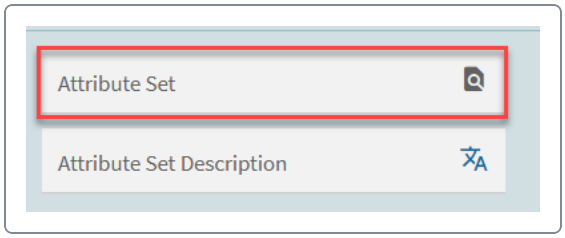
In this article, we will cover issuing a part from inventory.

1. Open the **Issue Miscellaneous Material** app.
2. In the **Part** field, enter the part number and press **Tab**.

   You cal also search for and select a part.



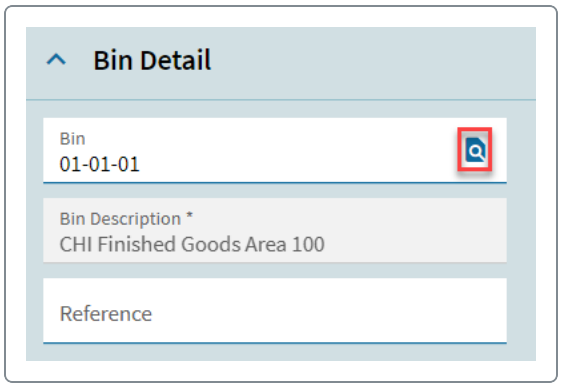
3. If the part you want to issue is marked as **Attribute Tracked**, search for and select an attribute set.



> To learn more about 'Attribute Sets', review the Understanding Attribute Sets article.

4. Review the part's details. If necessary, change the warehouse you issue the part from in the **Warehouse** field.

5. Scroll down to locate the **Bin Detail** card.
6. Search for the bin you're issuing the part from.



7. If you want to have a reference for this issue transaction, enter it in the **Reference** field.

   Kinetic will store it in the part transaction history file.

8. If the part you want to issue is marked as **Attribute Tracked**, enter the number of pieces in the **Nbr of Pieces field**.

   The attribute set for the Metal Sheet material you want to issue is 50 square inch (metal sheet). Let us assume that you need to issue 300 square inch to satisfy the job. As a result, you enter 300 in the **Quantity** field. In this case, the **Nbr of Pieces** field would display the value of six, since you would consume six 50 square inch sheets.

9. Enter the quantity to issue in the **Quantity** field. Change the UOM, if necessary.

   The quantity (whole, or fractional with decimals) you can enter in the **Quantity** field, and the number of allowed decimal places, depends on the setting of the **Allow Decimals** and **Decimals** fields in **UOM Maintenance** for the UOM code you select.

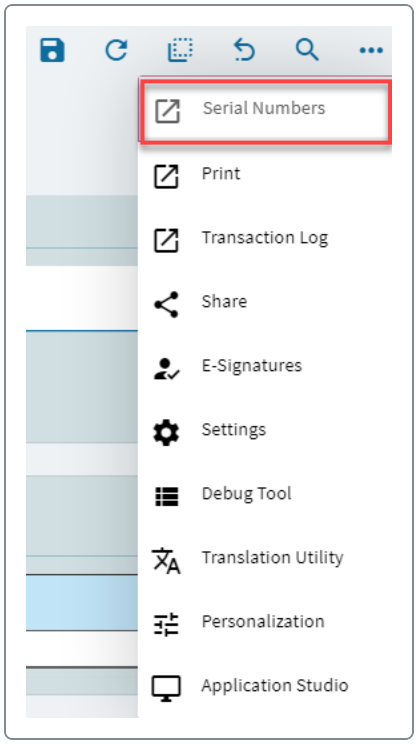
   The quantity you enter here reduces the part master quantity on hand. The default issue quantity is equal to **Required Quantity** minus any quantity **Previously Issued**. If you previously selected the **Track Multiple UOMs** check box the part in Part Maintenance, you can't enter negative quantities.

   After entering the quantity, you can also select the UOM code that represents the unit of measure (for example, Each, Case, Cubic Centimeters) in which the quantity is expressed. The default is the base UOM code you entered for the job assembly part in the **Primary UOMs - Inventory** field in **Part Maintenance**.

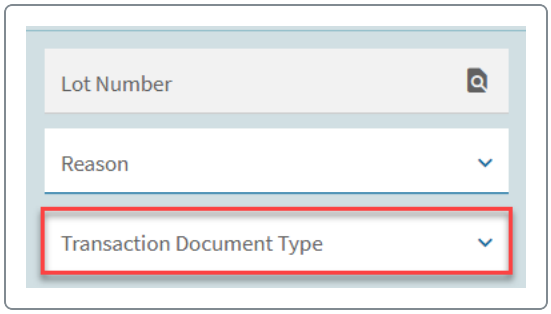
10. If the part is lot tracked, you can search for a **Lot** option and select the one you need.
11. Select a **Reason** code for this miscellaneous issue.

The reason code defines the offsetting general ledger controls affected by this transaction.

12. If the part is serial tracked, you can select the **Serial Numbers** option from the **Overflow** menu ••• .



13. Select the transaction document type for the miscellaneous material issue. The document type links the transaction document type to the legal number format.



For a transaction document type to appear as the default value in this field, the **System Transaction** value must be **Stock to Stock** and the **Default for System Transaction** check box must be on for the document type in **Transaction Document Type Maintenance**.

To generate legal numbers for a material issue record, you first define at least one **Stock to Stock** transaction document type in **Transaction Document Type Maintenance**. You then create a legal number format for the **Stock to Stock** number type in **Legal Number Maintenance** and select at least one **Stock to Stock** transaction document type to use the legal number format. When the legal number generates for the record, it uses the generation and format information defined for the selected transaction document type.

14. If you want to review what was recently issued, select the **Recent Issues** page.

15. Select **Save**.

Returning Material

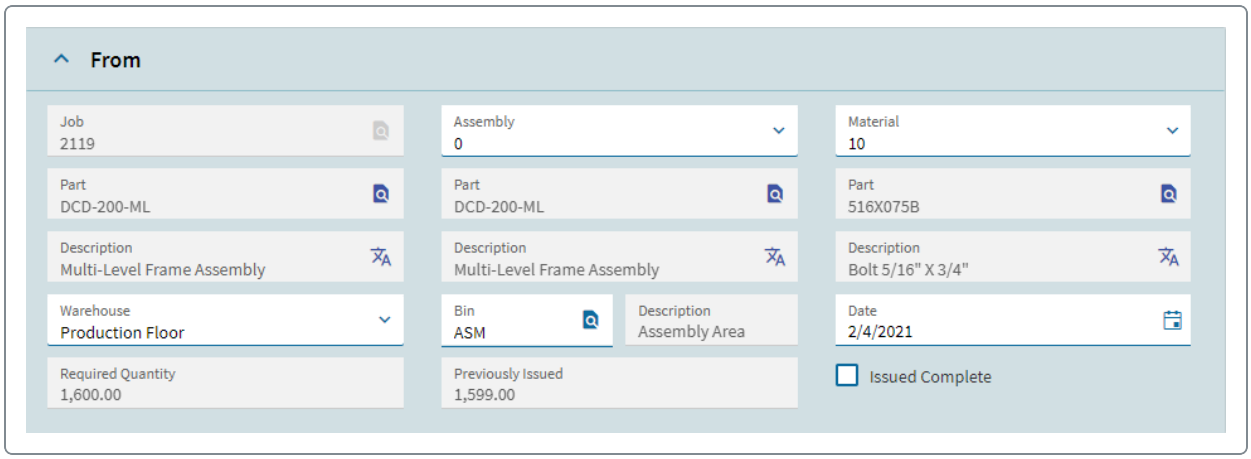
Return material from a job to inventory in **Return Material Maintenance**.

When you return material from a job, several events occur:

- The **Issued Qty** and **Total Cost** values on the job material or assembly record are updated with the quantity returned and extended cost.
- **Extended Cost** is calculated as the returned quantity times the current inventory Average, Standard or Last unit cost (depending on the inventory costing method).
- If the inventory costing method is **LotFIFO** or **FIFO** and a part quantity is not consumed during production and is returned to inventory, the cost for the quantity is the actual FIFO cost layers that were originally issued to the job material.
- The **Onhand** quantity and **Allocated** quantity for the part in the part master file are increased by the quantity returned.
- A part transaction record is created for the part. The transaction type is **MTL-STK** (job material return). For more information on transaction types, refer to the Inventory Transaction Types List within the Inventory Transactions Technical Reference Guide.

In this article, we will cover return material from a job to inventory.

1. Open the**Return Material** app.
2. In the **From** card, specify the **Assembly** and the **Material** you want to return.
3. Optionally, change the **Warehouse**, **Bin** and **Date**.



4. Expand the **To** card, and specify the part being returned from the job. The default is the part number associated with the specified job material sequence, but it can be changed. If you want to change the part, and you do not know the number, click Part to access Part Search to browse for the correct part number. Once the part has been entered, its description will display.

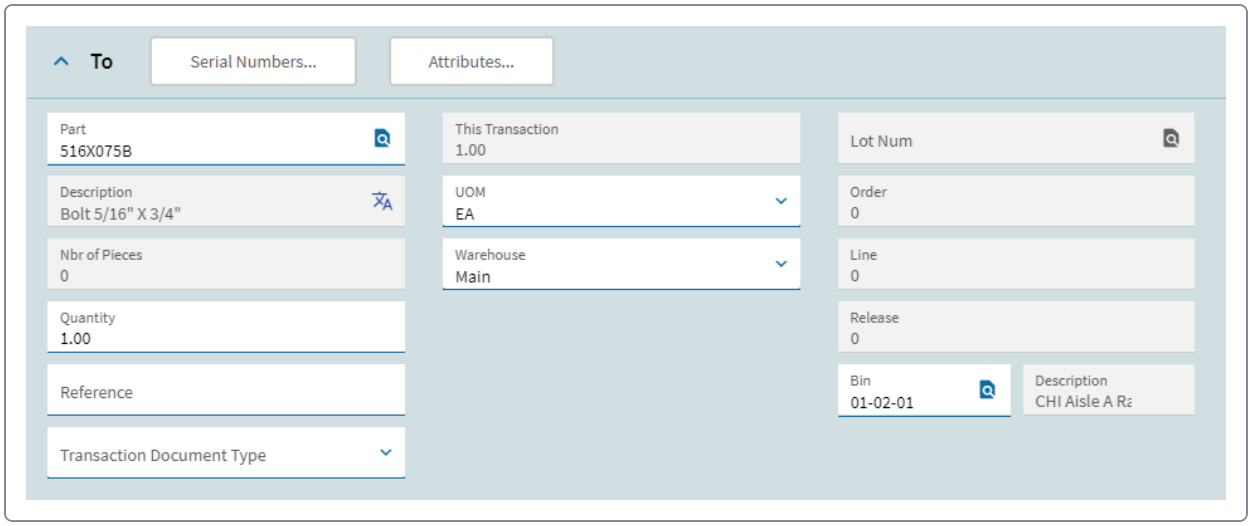
5. Enter the **Lot** reference of the part being returned. You must enter a lot number if you have indicated that you want to track lots for this part in the part master record. If you have not indicated that you want to track lots for this part, this field is unavailable.
6. Specify the **Quantity** being returned. The quantity entered will increase the part master quantity on hand.
7. Verify the **Warehouse** and **Bin** are set correctly.
8. If you do not know the lot number, select **Lot** to access Lot Search and browse for the correct lot number.
9. Optionally, select the **Attributes** button to open the Attribute Value Entry app and update the attribute set.

   Once you issue a job material to a job, it can be cut or changed in a number of different ways so that what was issue relative to the attributes is not the same as what is going to be put back to stock if it was not fully consumed.

Example

A coil of steel that is 62 inches wide and 200 feet long may be used to create two coils that are 18 inches wide and 100 feet long. What you need to put back into stock is 44 inches wide and 200 feet long. In the Attribute Value Entry app, you can indicate the new dimensions on the attribute set being put back into stock as there might not be one like you are trying to put back. You would be putting the same part number back but with new attributes.

10. If the part you are returning is serial tracked, click the **Serial Numbers** button to select serial numbers for the transaction.



11. Select **Save**.

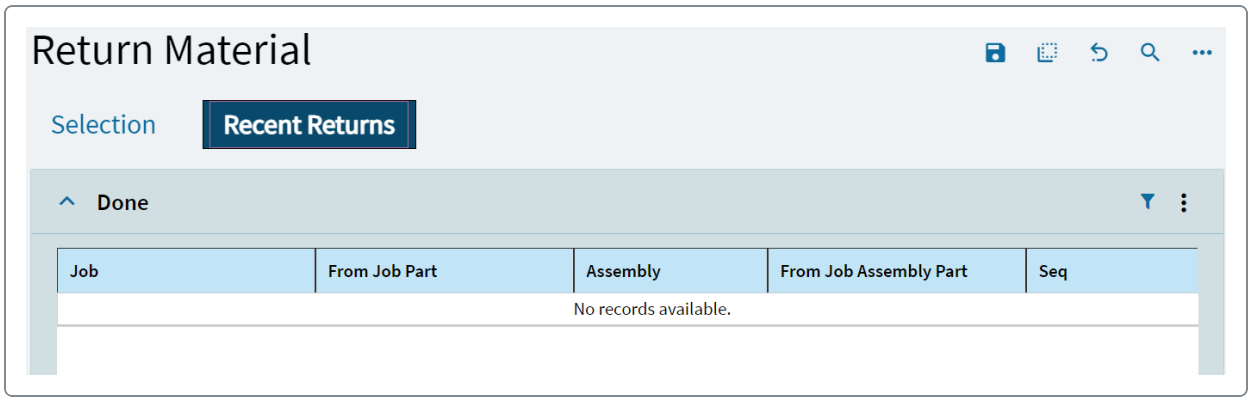
12. If your company uses legal numbers for material returns and the generation type is Manual, a Legal Number prompt displays. Enter the legal number for the material return and select OK.

    If the legal number generation type is Automatic, the legal number automatically generates when you select **Save**.

    To generate legal numbers for material returns, a legal number format must be defined in Legal Number Maintenance and at least one WIP to Stock transaction document type must be selected.

    The legal number for the material return displays in the transaction log.

13. Select the **Recent Returns** tab and in the **Done** card, view the return material transaction details.



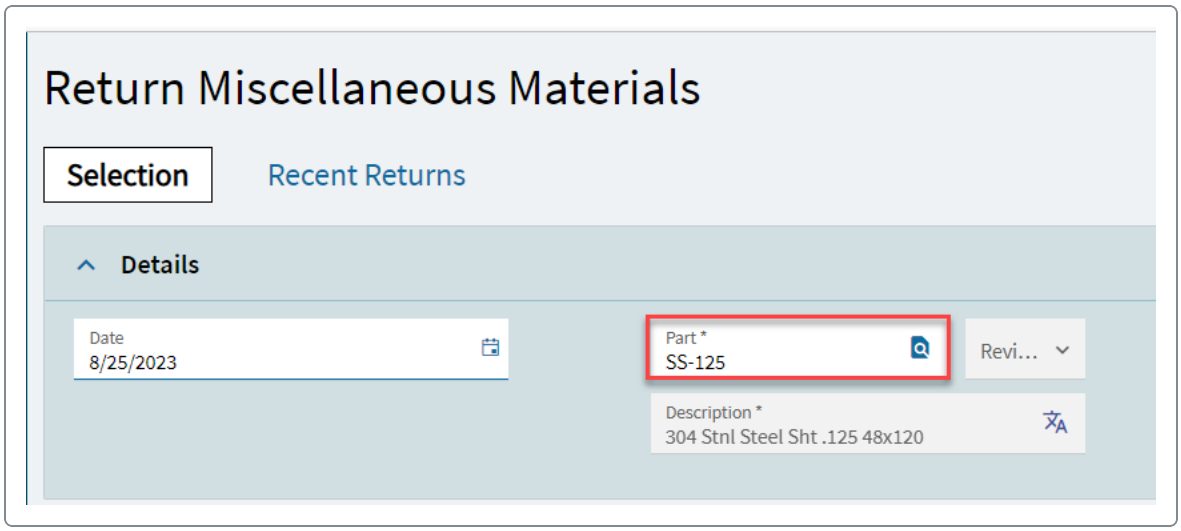
14. To review a log of material returns, select **Transaction Log** from the Overflow menu.

Using the Return Miscellaneous Material

Run the **Return Miscellaneous Material** app to return items to inventory that have been removed through the **Issue Miscellaneous Materials** app. Building on the previous example, the manager returns from the trade show and uses the 'Return Miscellaneous Materials' app to return the sample item back into inventory.

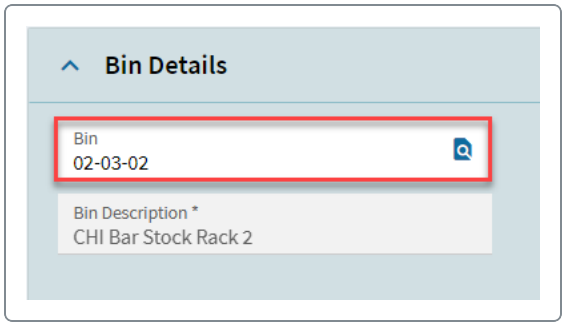
To return miscellaneous material::

1. Open the **Return Miscellaneous Material** app.
2. In the **Part** field, enter the part number you want to return and press **Tab**.

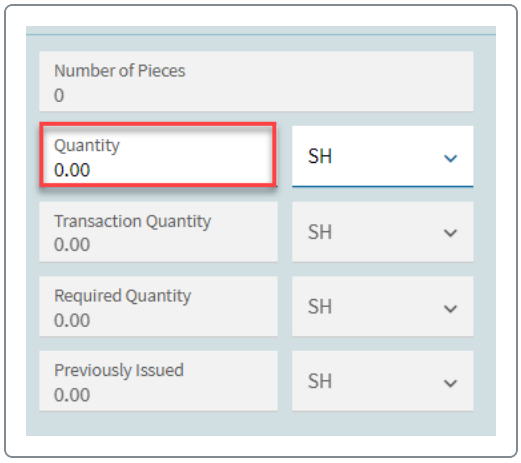


In this example, we are using part 'SS-125'. However, this is just an example.

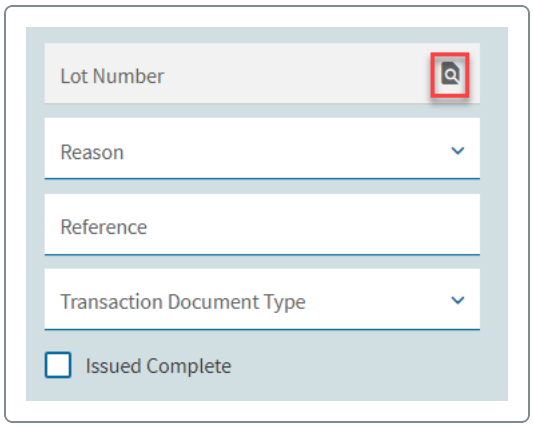
3. In the **Warehouse** field, select a warehouse where you want to return the material.
4. Scroll down to locate the **Bin Details** card.
5. In the **Bin** field, search for and select the bin to which you want to return the issued material.



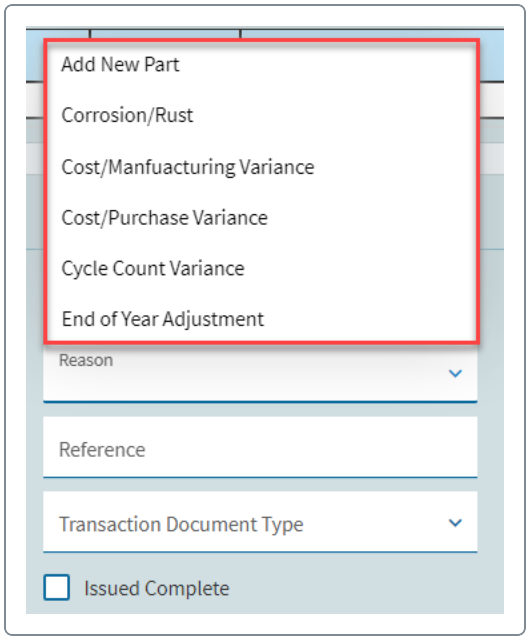
6. Enter the **Quantity** you need to return to inventory.



7. If the part is lot tracked, you can select the **Lot Number** icon to search for and select the lot you need.



8. Select a **Reason code** for the returned item. The reason code defines the offsetting general ledger controls affected by this transaction.



9. Optionally, enter a **Reference** for the return. The information you enter in this field is recorded in the part transaction history file.
10. Make sure the **Issued Complete** check box is selected.
11. When you finish, select **Save**. 
12. If you want to review the recent returns, select the **Recent Returns** page.

    The **Recent Returns** card displays.

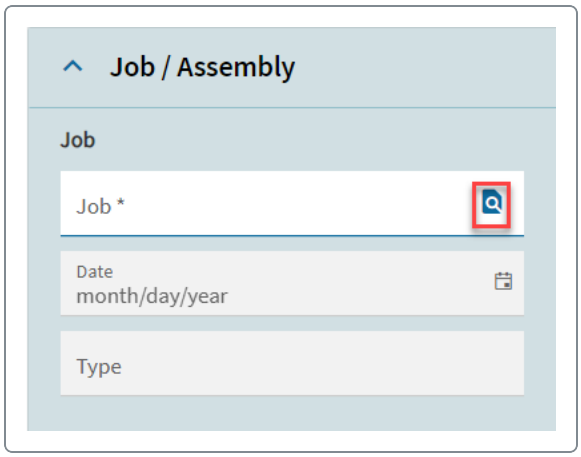
13. Exit the Return Miscellaneous Material app.

Mass Returning Material from Manufacturing

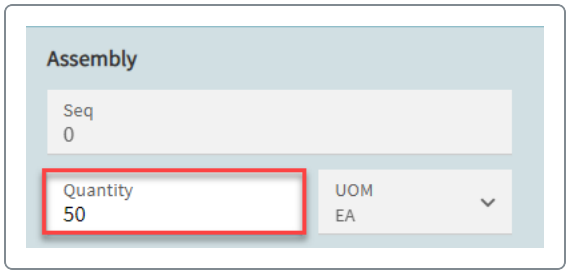
Using the **Mass Return from Manufacturing** app, return the already issued job material from job (Production Floor) back to stock.

When jobs have several raw materials requirements, you can use the Mass Return functionality to expedite the return process. The mass return function works well with job materials not controlled by serial numbers. If the job calls for lot-tracked material, select the appropriate lot number when you process the mass return.

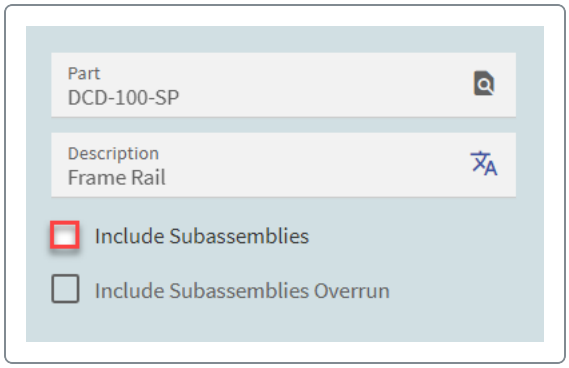
1. Open the **Mass Return from Mfg** app.
2. In the **Job** field, search for and select a job.



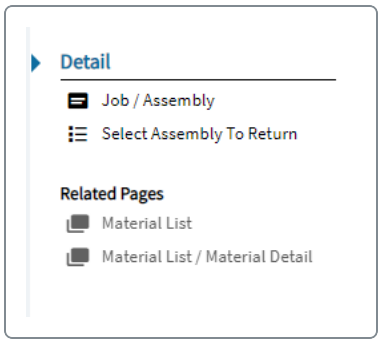
3. Specify the **Quantity** of the material you want to return.



4. Select the **Include Subassemblies** check box if you want to return all the sub-assemblies.

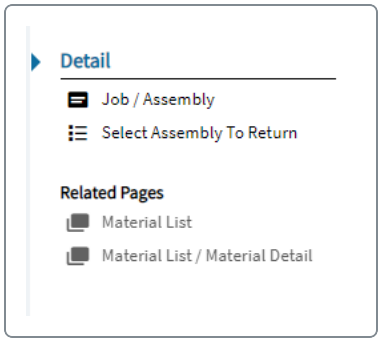


5. To view the materials, select the **Material List** node in the Nav tree.



The **Materials** card displays.

6. Select the **Detail** node in the Nav tree.



The **Job/Assembly** card displays.

7. Select the **Return** button.

> The button is located in the top right-hand corner of the app.

8. Select **Save**.

Receiving Parts to Inventory

When you receive manufactured parts to inventory, the **Job Receipt to Inventory** app updates the on-hand quantity for the part in the part master file together with the costs. Also, a transaction history record with the job reference is created for the part. .

After the receipt is completed, the 'Job Tracker' view of the parent job displays a transaction code of **MFG-STK** manufacturing receipt to stock.

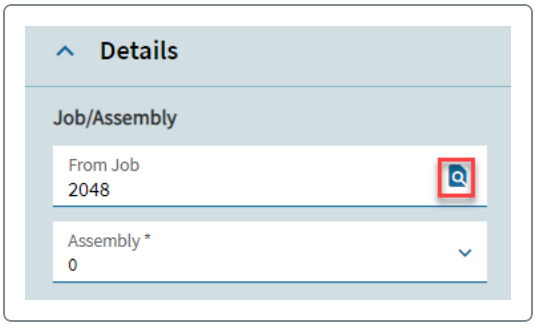
You do not have to receive parts to inventory before you ship them; you can ship directly out of 'Work in Process' (WIP). Only receive items to inventory if you are building standard products, or if you have overruns or spares that you are not able to ship right away.

When receiving labor parts for concurrent jobs, it is important to receive the main part last. This is to ensure that all received labor parts will have the correct prorated job costs.

If you use the 'Advanced Production' module, you can receive multiple part quantities from the same job. The 'Part' field is active, so you can select the part you want to receive. The parts manufactured on the current batch or multi-part job are available; the primary part defaults.

If you use the 'Advanced Material Management' module, at least one operation on the job assembly is required to determine the 'WIP' warehouse and bin for the receipt.

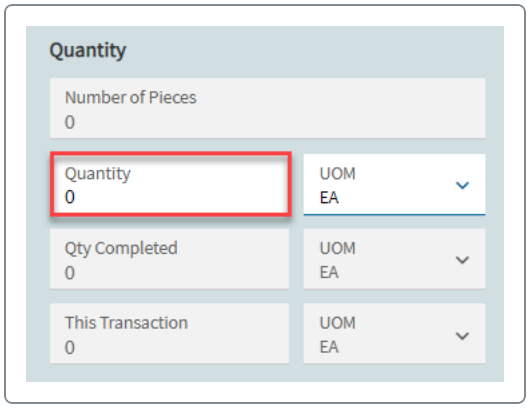
1. Open the **Job Receipt to Inventory** app.
2. Select **New** to add a new job receipt.
3. Search for and select the job number you wish to receive against in the **From Job** field.



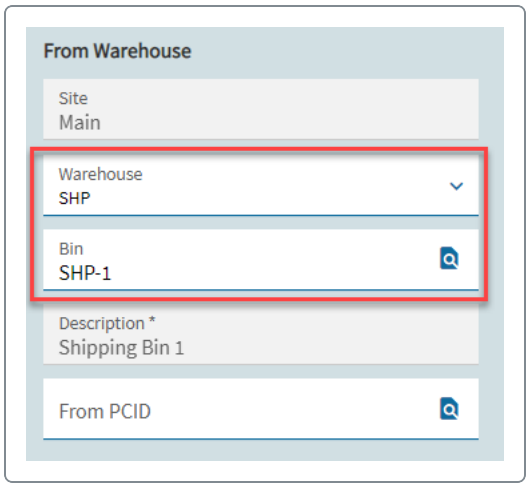
4. If the job has more than one assembly, select the assembly you wish to receive against in the **Assembly** field.

If the job only has one assembly, this field displays a zero (0), and it is unavailable.

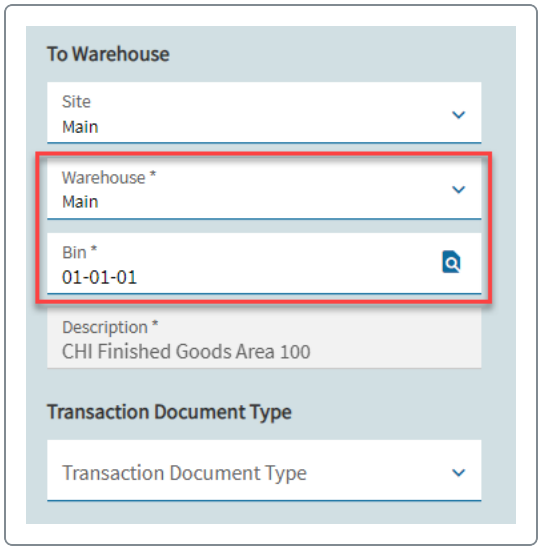
5. The **Revision** field displays the revision you used to make the assembly.
6. Define the quantity value.



7. In the **From Warehouse** group box displays the warehouse and bin where the parts currently are.

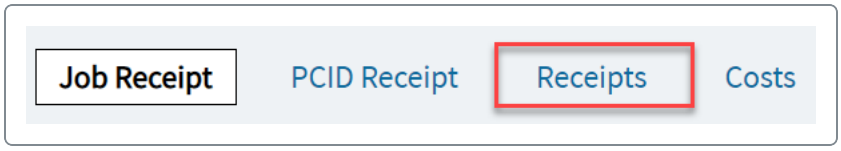


8. In the **To Warehouse** group box, define your inventory warehouse and bin.



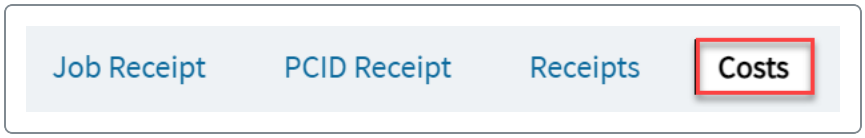
9. To review the receipt, select the **Receipts** page.

   The **Inventory Receipts** card displays.



10. To review and modify the costs associated with the receipt, select the **Costs** page.

    The **Costs** card displays.



If you want to modify the default costs, select the **Override Costs** check box.

11. Select **Save**.

The **Done** card now displays the completed transaction. To review the 'Done' card, select the **Job Receipt** page. Next, scroll down to locate and expand the 'Done' card.

Using Replenishment Workbench

The **Replenishment Workbench** contains methods which facilitate material replentishment for supply chain and distribution business flows. The Automatic, Manual, and Managed methods track stock-to-stock supply between specific warehouses and bins.

To determine replenishment requirements, the Automatic and Manual replenishment methods use parameters you define at the part warehouse or bin levels. The Automatic method continually monitors inventory balance levels, automatically generating move requests when inventory quantities change in warehouse and bin locations. Through the Manual method, you view proposed move requests and manually generate the actual move requests.

However, through the Managed method, you create "on-the-fly" move requests for parts without replenishment parameters, or parts linked to part classes or product codes that have no parameters.

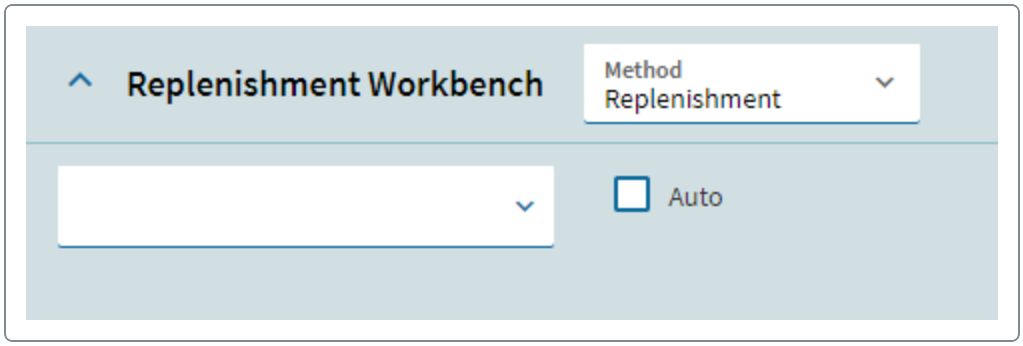
Use the Replenishment Workbench to distribute Manual and Managed move requests. You also leverage this program to review previously generated move requests. This program can be used with Kanban processing to complete a supply-to-replenish synchronized flow.

The Replenishment Workbench functionality does not change or affect the Kanban processes, which are primarily production replenishment functions.

In this article, we will cover:

Viewing Replenishment Move Requests

On the Landing page, select the **Replenishment** option from the **Method** drop down to view pending replenishment move requests that were automatically generated by the Kinetic application, and those you generated for Manual and Managed moves (using the Manual and Managed pages in the Replenishment Workbench).

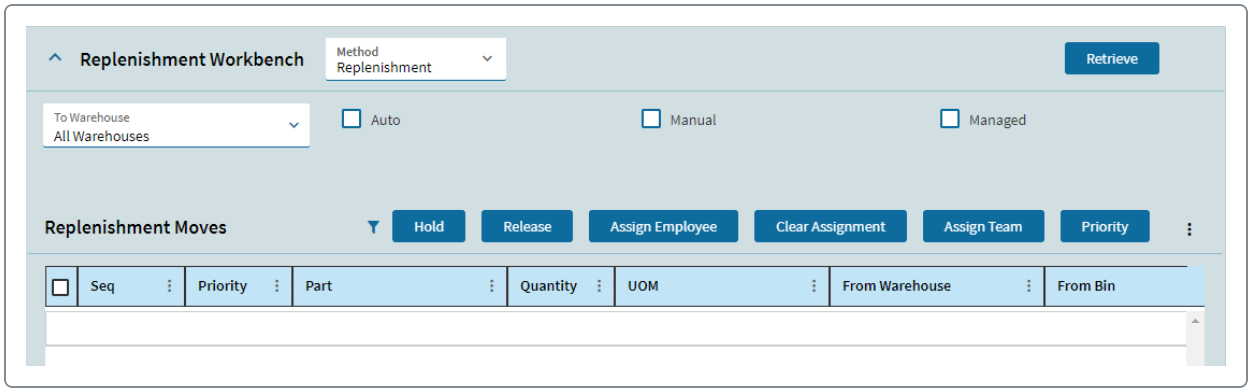


The **Replenishment Moves** page is a management tool and a window into replenishment move requests that have been generated and placed in the Material Request Queue (and Material Queue Manager) in Advanced Material Management. Conversely, you can view and process the replenishment move requests displayed in this page in the Material Request Queue and Material Queue Manager.

When using the **Replenishment Moves** page, you first select the destination warehouse to which you wish to send replenishment materials, and then specify the type of move requests you wish to view by selecting the appropriate check box:

- **Auto** (Automatic) - Replenishment move requests that have been automatically generated by the Kinetic application, based on current inventory balances and replenishment parameters defined in part records, at the warehouse or warehouse bin level.
- **Manual** - Replenishment move requests you have manually generated using the Manual method.
- **Managed** - Replenishment move requests you have manually created using the Managed method.

Once you enter all selection parameters, select the **Retrieve** button to retrieve the available replenishment move requests.



You then select which the requests should be processed, and then initiate the same types of actions that you use in the Material Request Queue; you can do this for individual requests, or all selected requests:

- **Assign Employee** - Assigns an employee to process the selected replenishment move requests.
- **Assign Team** - Assigns a warehouse team to process the selected replenishment move requests.
- **Clear Assignment** - Clears an employee or warehouse team assignment on selected replenishment move requests.
- **Priority** - Assigns a priority level to a selected replenishment move requests. Valid values are 1 through 9, where 1 is the highest priority.
- **Hold** - Places selected replenishment move requests on hold, designating them as unavailable for a move transaction at this time.
- **Release** - Removes selected replenishment move requests that had previously been placed on hold, making them available as move transactions.
- **Print** - Prints the Replenishment Moves Report, which lists replenishment move requests currently selected in the Replenishment Moves page.

Generating Manual Replenishment Move Requests

Prior to using the Automatic or Manual replenishment functions, you must define appropriate control parameters in site Configuration Control, Warehouse Bin Maintenance, Kanban Type Maintenance and Part Maintenance:

You can use the Managed method as needed to create on-the-fly replenishment move requests for parts (or parts associated with specified part classes or product codes) with no predefined replenishment parameters. This eliminates the need to assign Kanban replenishment type codes or define specific replenishment parameters at the part warehouse or part warehouse bin levels.

1. Use the **Replenish Bin To Bin Priority** field in the site **Configuration Control > Modules > AMM** card to indicates the priority level that should be assigned to replenishment requests.
2. Use **Warehouse Bin Maintenance** to define operating characteristics (description, zone, size, sequence, type, location and fulfillment parameters) for each bin in warehouses you are replenishing, and for bins in warehouses that are sources of replenishment materials. The Replenishment Workbench functionality uses the sequence number for bin sorting when determining available supply in a designated supply warehouse.
3. Use **Kanban Type Maintenance** to define **Automatic** and **Manual** replenishment type codes.
4. Use the **Part Maintenance > Part > sites > Warehouse > Primary Bin** card to designate the default bin for inventory transactions entered for a part in a specified warehouse. When performing replenishment at the warehouse level, this is the destination bin for replenishment moves. When only a supply warehouse is specified for replenishment, the Kinetic application first examines the primary bin as a source of available supply. Refer to the How Material Replenishment Generation Works in the Replenishment Workbench topic for more details.

5. If you will be assigning warehouse teams to process replenishment request moves, use **Warehouse Team Maintenance** to create warehouse team records. Use the Transactions card to designate that the warehouse team can process the following types of transactions:
    - **RAU-STK** - Replenishment Auto Generated Move
    - **RMN-STK** - Replenishment Manual Generated Move
    - **RMG-STK**- Replenishment Managed Generated Move
6. Use the **Part Maintenance > Part > sites > Warehouse > Detail or Part Maintenance > Part > sites > Warehouse > Bin Information > Detail** cards to define parameters that designate how the quantity requirements for the part should be replenished in specified warehouses (or warehouse bins) using the distribution replenishment (Replenishment Workbench) or Kanban functions in the Kinetic application. These functions use the defined parameters to monitor on-hand inventory balances for the part at the warehouse (or warehouse bin) levels. These parameters include:
    - Specifying the warehouse (or warehouse bin) being replenished.
    - Assigning a code that indicates the type of replenishment (Automatic or Manual replenishment) being performed.
    - Specifying the supply warehouse/bin, and the initial on-hand, maximum on-hand, threshold and replenish quantities for the warehouse (or warehouse bin) being replenished.

Part Warehouse / Part Warehouse Bin Setup Notes

Dual Use and Purpose

These cards serve dual purposes, allowing for entry of parameters that affect Kanban processing (which is a production replenishment function), and the Replenishment Workbench, which is a distribution replenishment function. As such, the manner in which some of the parameters should be entered may vary based on their intended use. The labeling next to some of the fields first denotes their intended distribution replenishment use, followed by the production Kanban use.

- For example, the field labeled Replenishment / Kanban Qty denotes that it is intended for entry of a fixed replenishment quantity (for use in the Replenishment Workbench) or a Kanban batch quantity (for use in the Kanban processing).
- The field help describes how the parameters should be entered, based on specific functionality you are using in the Kinetic application.

Destination and Supply Warehouse Must be Different (for Warehouse to Warehouse Replenishment)

When replenishing inventory at the warehouse level, the designated supply warehouse (in a part warehouse or part warehouse bin record) must be different than the destination warehouse you specify in the Warehouse field.

- For example, if you are defining parameters for Part A in Warehouse 1, you will not be able to specify Warehouse 1 as the supply warehouse.

- For proper Kanban or replenishment generation processing, they must be different from each other. This is not applicable when replenishing inventory at the warehouse bin level; the supply bin can also be located within the same warehouse.

Identifying a Supply Warehouse vs. Supply Warehouse/Bin

If you select a supply warehouse, but do not specify a supply bin in the Supply Bin field, the Kinetic application considers the total inventory in the supply warehouse as available replenishment stock.

- For Replenishment Workbench processing, it first starts with the primary bin (if designated for the supply warehouse in the Part Maintenance > Part > Site > Warehouse > Primary Bin card).
- It then searches nettable bins sorted by their assigned sequence number. If none have been assigned, it searches nettable bins sorted by bin identifier. Note: When using Kanbans, this processing does not apply.

However, if you specify both a supply warehouse and a supply bin, the Kinetic application searches for available replenishment stock in the designated supply bin only.

Exclusive Use of Part Warehouse OR Part Warehouse Bin Records for a Specific Warehouse

If a replenishment type code with an associated Action type of Whse/Bin Replenishment (Auto) is assigned to a part, you can only define part warehouse level replenishment in the Part Maintenance > Plants > Warehouses > Detail card OR part warehouse bin level replenishment in the P art Maintenance > Plants > Warehouses > Bin Information card, but not both, for the part in a given warehouse.

- For example, if you have already defined warehouse level replenishment parameters for the part in the Main warehouse in the Part Maintenance > Plants > Warehouses > Detail card, you cannot define warehouse bin level replenishment parameters for the part in the Part Maintenance > Plants > Warehouses > Bin Information card for Bin 10101 in the Main warehouse.
- If you attempt to do this, the Kinetic application automatically disables the bin level fields in the Part Maintenance > Plants > Warehouses > Bin Information card for the part in the same warehouse (that is, you cannot defined warehouse bin level replenishment in this situation).
- The opposite is also true; if you have already defined parameters for warehouse bin level replenishment for the part (for example, Bin 10101 in the Main warehouse), the Kinetic application automatically disables use of the Part Maintenance > Plants > Warehouses > Detail card for the part in the same warehouse (in this case, the Main warehouse).

1. On the landing page, select the **Manual** option from the **Method** drop down.
2. Specify the parameters being used to select replenishment move request candidates in the Manual page.
    - In the **To Warehouse** field, select the warehouse for which replenishment move request candidates are being identified. The drop-down list only displays the warehouses that are associated with the site in which the user is currently logged.

- To perform bin level replenishment for the specified warehouse, use the **To Zone**, **To Bin Type** and **To Bin Range** fields to specify the destination warehouse zone, bin types and warehouse bins for which replenishment calculations are being performed. To perform warehouse level replenishment only for the specified warehouse, leave each of these fields blank.

- (Optional) Using the **Include Auto Replenishment** check box, specify if Automatic replenishment move requests generated by the Kinetic application should also be included in the list of replenishment move requests displayed in the Replenishment Moves grid.

- (Optional) Using the **Include Supplier Managed** check box, specify if supplier-managed bins should also be included as a source of supply for replenishment materials.

- In the **Mode** field, select the type of replenishment calculation mode (**Fill to Maximum**, or **Use Replacement Qty**).

- Using the **Include Above Maximum** check box, specify if replenishment move request candidates should display for any parts for which the calculated inventory balance in the destination warehouse (or warehouse bin) is greater than the Maximum Qty setting in the associated part warehouse or part warehouse bin record. In essence, these are items that do not require material replenishment.

- Using the **Include Above Minimum** check box, specify replenishment move request candidates should display for parts for which the calculated inventory balance in the destination warehouse (or warehouse bin) is less than or equal to the Minimum Qty setting in the associated part warehouse (or part warehouse bin record), but is greater than the Threshold Qty setting. In essence, these are items that do not currently require material replenishment, but may in the near future.

- Using the **Include Above Threshold** check box, specify replenishment move request candidates should display for parts for which the calculated inventory balance in the destination warehouse (or warehouse bin) is less than or equal to the Minimum Qty setting in the associated part warehouse (or part warehouse bin record), but is greater than the Threshold Qty setting. These are items that may or may not require replenishment.

- Using the **Include Below Threshold** check box, specify if replenishment move request candidates should display for parts for which the calculated inventory balance in the destination warehouse (or warehouse bin) is less than the Threshold Qty setting. These are usually items that require replenishment.

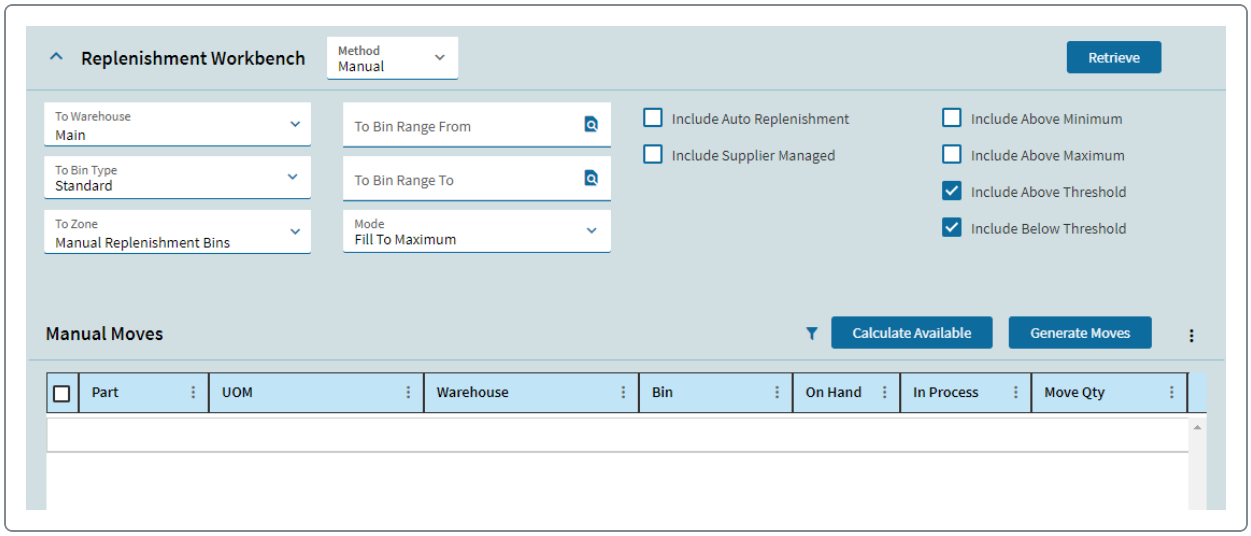
3. Select **Retrieve** to select and display replenishment move request candidates that match the specified warehouse and type criteria.

4. (Optional) To calculate the available supply inventory quantity for display in the Avail field, select the replenishment grid rows for which the calculation is being performed, and then

select Calculate Available. After a brief delay, the calculated supply inventory balance displays in the Avail field in each replenishment grid row.

5. Using the **Move Qty** field, review the proposed move quantities for each of the proposed replenishment move requests. You can override the move quantity for each transaction row as needed; however, you cannot enter a negative quantity, or a quantity greater than the quantity available as replenishment supply in the supply warehouse or bin (designated in the part warehouse or part warehouse bin record).

6. Select the specific replenishment move request grid rows for which actual replenishment move requests are being generated.



7. Select the **Generate Moves** button to actual replenishment move requests for the transaction rows selected in the Replacement Moves grid. The resulting replenishment move requests can be viewed in the Replenishment Moves page, the Material Request Queue or in the Material Queue Manager, located on the Advanced Material Management General Operations menu.

Creating Managed Replenishment Move Requests

1. On the landing page, select the **Managed** option from the **Method** drop down.
2. Specify the parameters being used to select part records and inventory quantity information for creation of on-the-fly replenishment move requests in the Managed Moves page.

    - In the **To Warehouse** field, select the warehouse for which replenishment move request candidates are being identified. The drop-down list only displays the warehouses that are associated with the site in which the user is currently logged.

- To perform bin level replenishment for the specified warehouse, use the **To Zone**, **To Bin Type** and **To Bin Range** fields to specify the destination warehouse zone, bin types and warehouse bins for which replenishment calculations are being performed. To perform warehouse level replenishment only for the specified warehouse, leave each of these fields blank.

- (Optional) Using the **Include Supplier Managed** check box, specify if supplier-managed bins should also be included as a source of supply for replenishment materials.

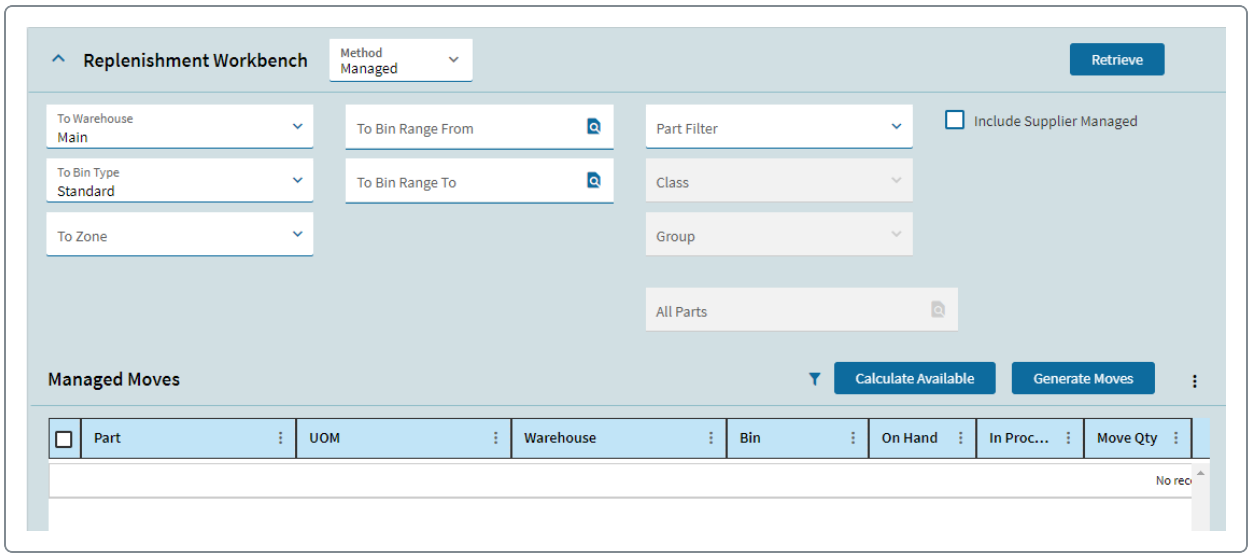
- In the **Part Filter** field, specify if you wish to filter search results by part number, part class or part group. Use the Filter card to select the specific part numbers, part classes or part groups.

3. Select **Retrieve** to select and display part and inventory balance information for the specified warehouse, type and filtering criteria.

4. (Optional) To calculate the available supply inventory quantity for display in the Avail field, select the replenishment grid rows for which the calculation is being performed, and then select the **Calculate Available** button. After a brief delay, the calculated supply inventory balance displays in the Avail field in each replenishment grid row.

5. Using the **Move Qty** field, enter the proposed move quantities for each of the required replenishment grid rows. You can override the move quantity for each replenishment grid row as needed; however, you cannot enter a negative quantity, or a quantity greater than the quantity available as replenishment supply in the supply warehouse or bin (designated in the part warehouse or part warehouse bin record).

6. Select the specific replenishment transaction rows for which actual replenishment move requests are being generated.



7. Select the **Generate Moves** button to actual replenishment move requests for the replenishment transaction rows selected in the Managed Moves grid. The resulting replenishment move requests can be viewed in the **Replenishment Moves** page, the Material Request Queue or in the Material Queue Manager, located on the Advanced Material Management General Operations menu.

Understanding Automatic Replenishment

Manual generation uses the same parameters as Automatic generation, but you control when and how the actual generation is performed through use of the Manual page.

How Material Replenishment Requirements are Determined

To determine if a part requires replenishment in a particular warehouse or warehouse bin, the Kinetic application monitors the real-time on hand inventory balance for the part, and compares it against the following parameters (defined in the Part Maintenance > Part > sites > Warehouse > Detail or Part Maintenance > Part > sites > Warehouse > Bin Information > Detail cards):

- **Initial / Minimum Qty** - Indicates the minimum quantity that must be on-hand for this part in a specific warehouse (or warehouse bin). When the existing on-hand quantity for this part in this warehouse (or warehouse bin) falls below this minimum quantity, the Kinetic application performs calculations to determine whether a replenishment move request needs to be generated.

- **Threshold / Safety Qty** - This field allows you to control how often moves are updated, by entry of a specific "floor" (absolute minimum) quantity. When the on-hand inventory balance falls below the designated safety quantity, the Kinetic application updates the replenishment move request each time inventory is removed from the warehouse or bin.

- **Replenish / Kanban Qty** - Designates the replenishment quantity for this part in a specific warehouse (or warehouse bin). This is always set to a quantity of one (1). The Automatic replenishment function always generates a replenishment move request for a quantity that fills the specified warehouse (or warehouse bin) to the quantity designated in the Maximum Qty field (Fill to Maximum).

  For example, if the **Maximum Qty** field is set to **500**, and the **Threshold Qty** field is set to **350**, if the on-hand quantity in a warehouse location falls to **325**, it generates an automatic replenishment move request for **175** (**500** less 325).

- **Maximum Qty** - Indicates the maximum quantity that should be on-hand for this part in this warehouse (or warehouse bin). It is the quantity to which this warehouse should be filled when generating replenishment move requests.

Note: A fastener is stored in Bin 100 in the Main Warehouse; the following parameters have been defined for it at the part warehouse bin level:

- Initial / Minimum Qty - **750**
- Threshold / Safety Qty - **500**
- Replenish / Kanban Qty - **1**
- Maximum Qty - **1000**

The Kinetic application monitors the inventory transactions being performed against the warehouse (or warehouse bin). When a transaction withdraws inventory, therefore reducing the on-hand quantity, and if there is an Automatic replenishment type code associated with the designated part warehouse or part warehouse bin record, the Kinetic application executes Automatic replenishment move processing.

- In the above example, assuming the current on-hand quantity is a value above the **Initial / Minimum Qty** field setting of **750**, when an inventory transaction (quantity adjustment, order pick, etc.) is performed that reduces the on-hand quantity to a value less than the **750**, the Kinetic application executes replenishment move processing. This functions as an "automatic trigger' that generates Automatic replenishment move requests when the on-hand quantity falls below this value.

- For this example, if the current on-hand balance was reduced to **650**, replenishment move requests would be visible in the **Replenishment Workbench > Replenishment Moves** grid to be acted upon. The replenishment move request would be for the difference between on-hand quantity of **650** and the **Maximum Qty** field setting of **1000**, resulting in a total quantity of 350 being replenished.

  Until the warehouse (or warehouse bin) are replenished to a value above the Initial / Minimum Qty setting of 750, no further requests would be executed, unless the quantity on-hand falls below the Threshold / Safety Qty field setting of 500. Use of a defined safety stock quantity eliminates "chatter" in the Kanban system.

How Material Replenishment Requirements are Fulfilled

To determine if there is adequate supply stock available for generation of a replenishment move request, the Kinetic application uses the following parameters defined in the part warehouse (or part warehouse bin) record:

- **Supply Warehouse** - Designates the warehouse that contains a nettable on-hand supply quantity from which inventory is being withdrawn for replenishment of the part in the designated destination warehouse (or warehouse bin).

- **Supply Bin** - Designates the warehouse bin that contains a nettable on-hand supply quantity from which inventory is being withdrawn to replenish the part in the designated destination warehouse (or warehouse bin).

Inventory balances stored in **non-nettable** warehouse bins are **not** considered as sources of material supply by the Replenishment Workbench. Warehouse bins are designated as nettable or non-nettable using the Non-Nettable check box in the Warehouse Bin Maintenance > Detail card.

If you designated a supply warehouse in the **Supply Warehouse** field, but did not specify a specific supply bin in the **Supply Bin** field, the Kinetic application searches all nettable bins in the supply warehouse for available replenishment stock; it looks for available replenishment materials in the following order.

- It first starts with the primary bin, if designated for the supply warehouse in the Part Maintenance > Part > site > Warehouse > Primary Bin card.
- If insufficient inventory is available in the primary bin, it then searches nettable bins in the designated supply warehouse, sorted by their associated sequence numbers (as defined in the Sequence field in Warehouse Bin Maintenance). It selects available inventory from each nettable bin to generate the required replenishment move requests as it progresses through this sort sequence.
- If no bin sequence numbers have been assigned to the supply bins (in Warehouse Bin Maintenance), or insufficient supply inventory is available in the nettable bins that do have sequence numbers, it searches warehouse bins for replenishment materials, sorted in bin identifier order.

If you have specified both a supply warehouse **and** a supply bin, the Kinetic application searches for available replenishment stock **in the designated nettable supply bin only**. It determines the net available on-hand supply balances in the designated supply warehouse (or supply warehouse bin location) using the following calculation:

Current Net On-Hand Supply Inventory Quantity = Current Gross Nettable On-Hand Supply Inventory Quantity - (Order Reservation Quantities + Order Allocation Quantities)

To determine the replenishment move quantity for the part in the destination warehouse (or warehouse bin), the Kinetic application then uses the following calculation:

Replenishment Quantity = Maximum Qty (defined for part in warehouse or warehouse bin level) **- Current On-Hand Inventory Quantity - In Process Quantity** (Inbound materials from other supply sources, such as purchase order, manufacturing and transfer receipts)

When the Kinetic application generates an automatic replenishment move request (or you create or generate one for a part in a specific warehouse, or warehouse bin), it either updates an existing MtlQueue transaction record (if one already exists for the identical part/lot/warehouse/bin combination), or creates a new one.

Completing Replenishment Move Requests

Once the physical move of the materials associated with a replenishment move request has been completed, the transaction can be processed (completed) in the following programs, located on the Advanced Material Management General Operations and Handheld Material Handing menus:

- Material Request Queue
- Process by ID
- My Material Queue (Handheld)
- Material Queue (Handheld)
- Process by ID (Handheld)

Note: When you complete a replenishment move request in these programs, a warning message appears if inventory has been allocated to a customer order, or the current supply inventory balance has been reduced since the replenishment move request was originally generated. In this situation, the Kinetic application also reduces the move quantity accordingly. For example, if the replenishment move request has a move quantity of 500, but 50 units were allocated in the intervening time to an order, the warning message displays and a move quantity of only 450 units will be transacted.

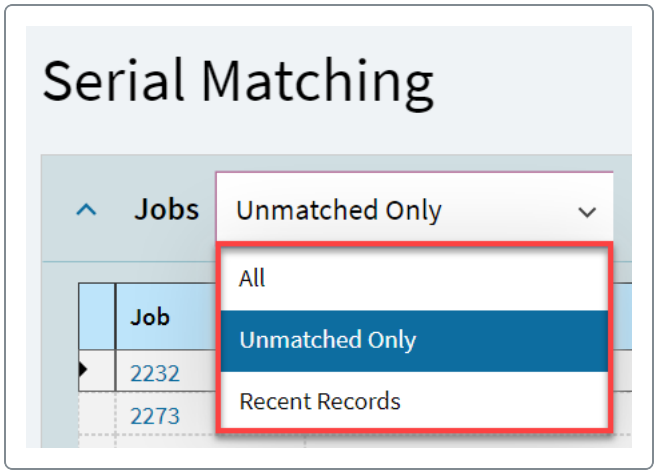
Matching Serial Numbers

You use the **Serial Matching** app to link child serial numbers to parent serial numbers for a specific job or an individual serial number. If a serial number is entered in the **Top Serial** cards and it has a job number associated with it, this process operates in job mode, restricting the serial number selection to available numbers on the selected job.

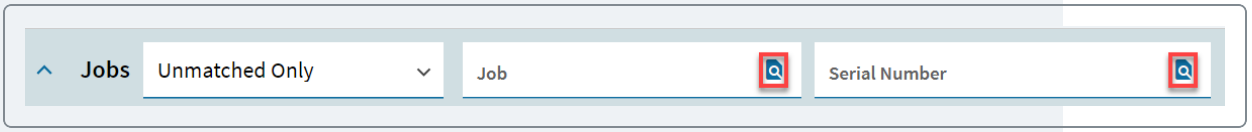
- If a job number does not exist for the serial number, the process runs in serial number mode; you can match serial numbers with any available related numbers.
- If you first enter a serial number in the **Top Serial** card and it has a job number associated with it, the process operates in job mode. If there is no job number associated with the serial number, the process operates in serial number mode.

1. Open the **Serial Matching** app.

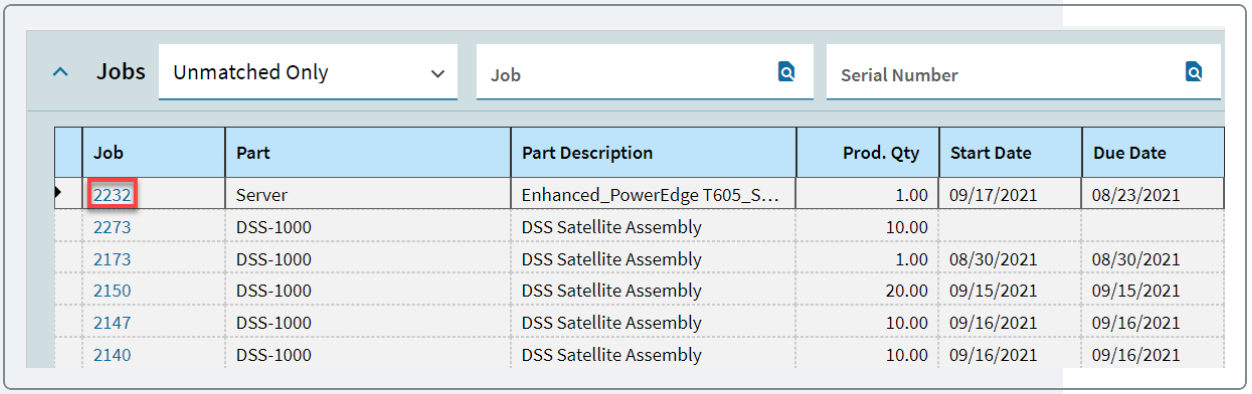
2. Select whether you want the app to display **All**, **Unmatched**, or **Recent** records.



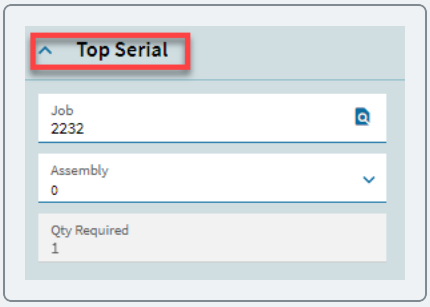
You can also search for and select a specific 'Job' or 'Serial Number'.



You can also click a specific job link once the app retrieves records.

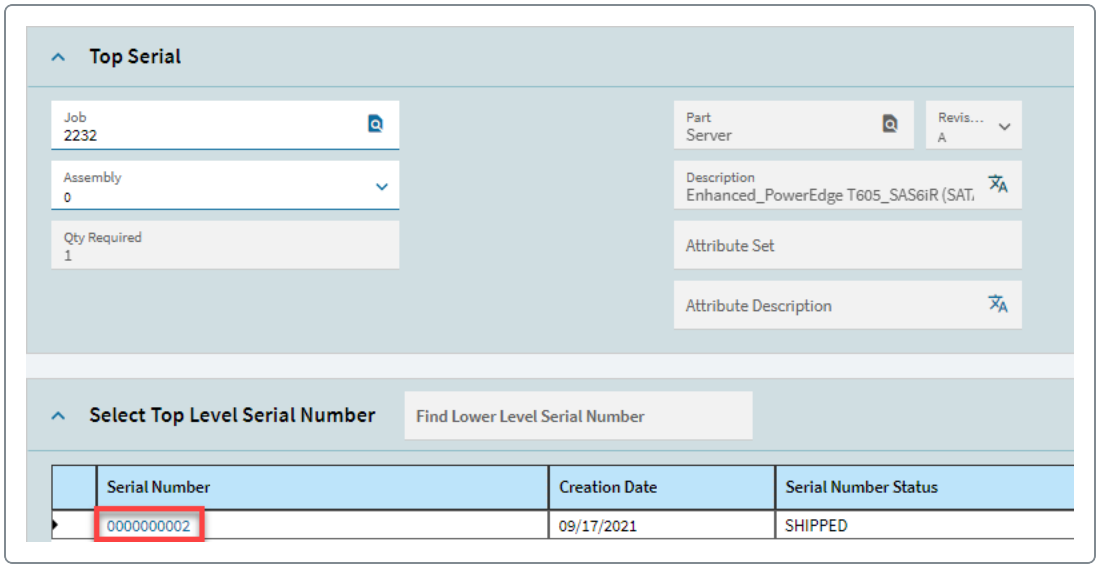


Once you click the job link, the **Top Serial** card displays.

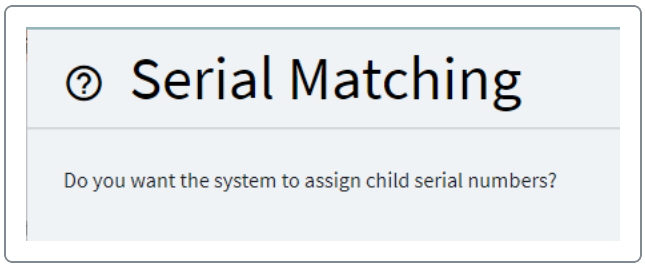


In this case, we clicked job '2232'

3. Select the **Serial Number** link on the **Select Top Level Serial Number** card.

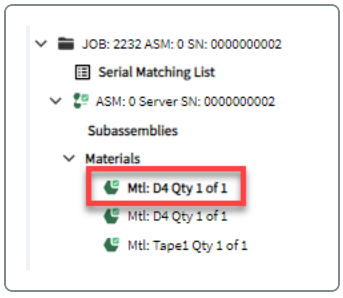


The **Serial Matching** panel opens.

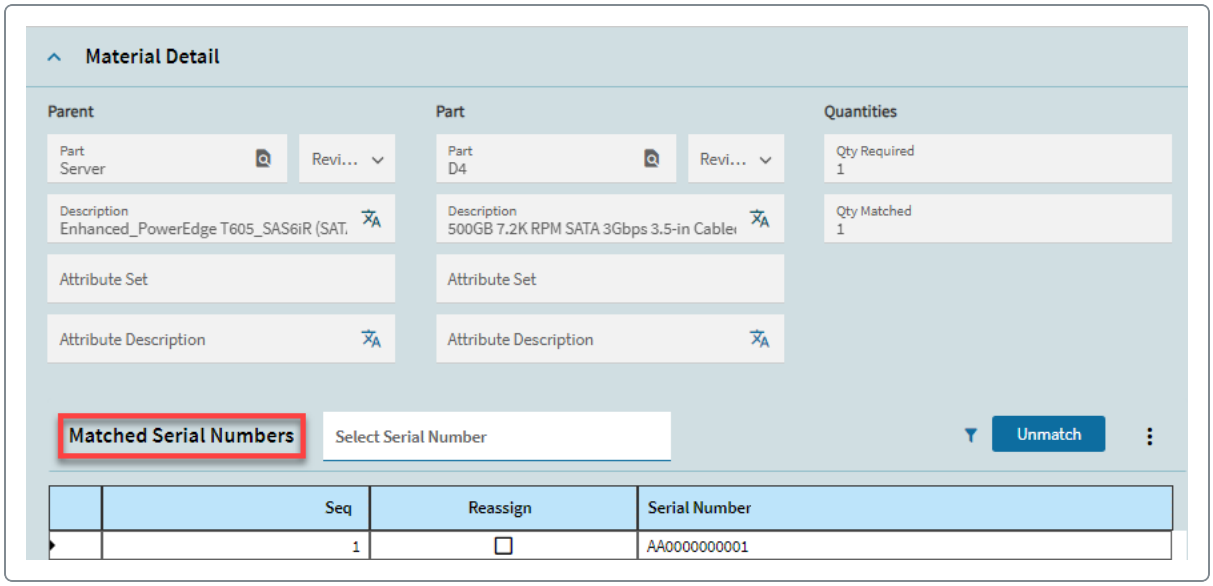


4. In the panel, select **Yes**.
5. In the Nav tree, select the **Materials** node.

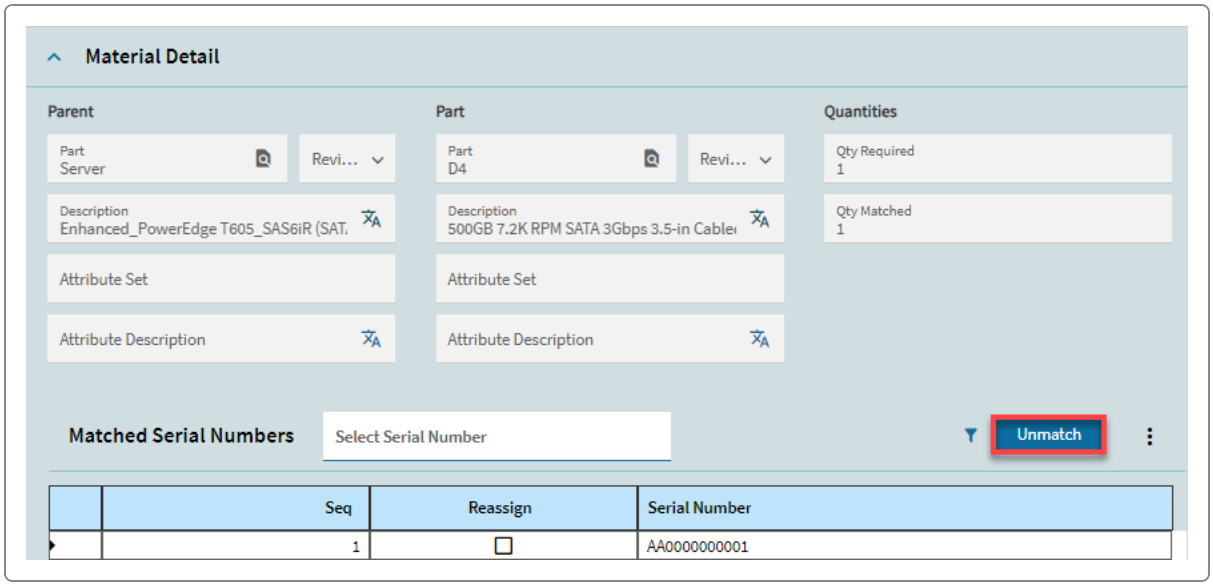
   The **Material Detail** card displays.



6. Review the matched serial number using the **Matched Serial Numbers** card.



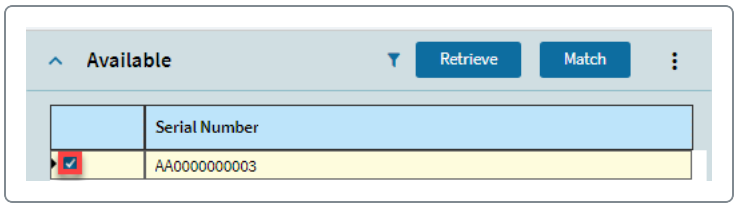
7. To unmatch the number, select the **Unmatch** button.



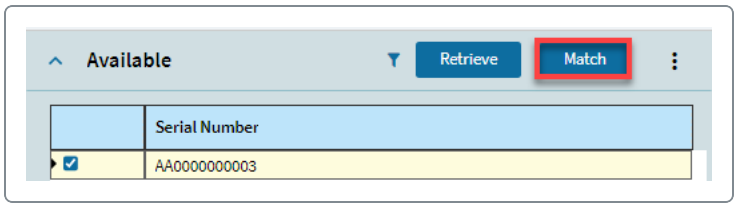
8. To retrieve serial numbers, select the **Retrieve** button located on the **Available** card.

The serial numbers listed are those for an appropriate part number, issued to an appropriate parent assembly number, and not yet matched to a parent.

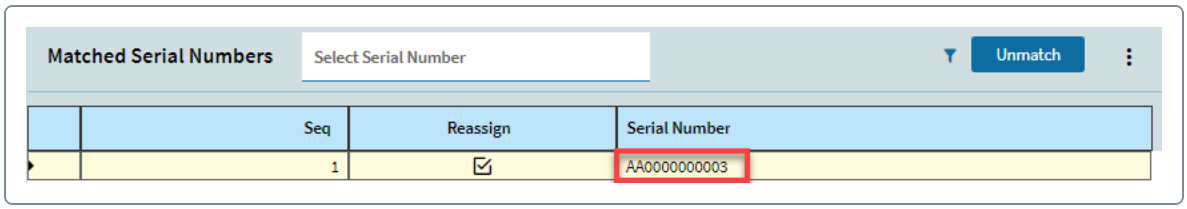
9. Next, select the retrieved serial number in the **Available** grid.



10. Select the **Match** button.



The serial number now displays on the **Matched Serial Numbers** card.



However, you retrieve and match the serial number before you allow Kinetic to assign a child serial number. This is step '3' above. If you do so, then you need to 'Unmatch' the Kinetic matched serial number, and only then match the retrieved one using the 'Available' card. This is step '10' above.

11. Select **Save**.

12. Exit the Serial Matching app.

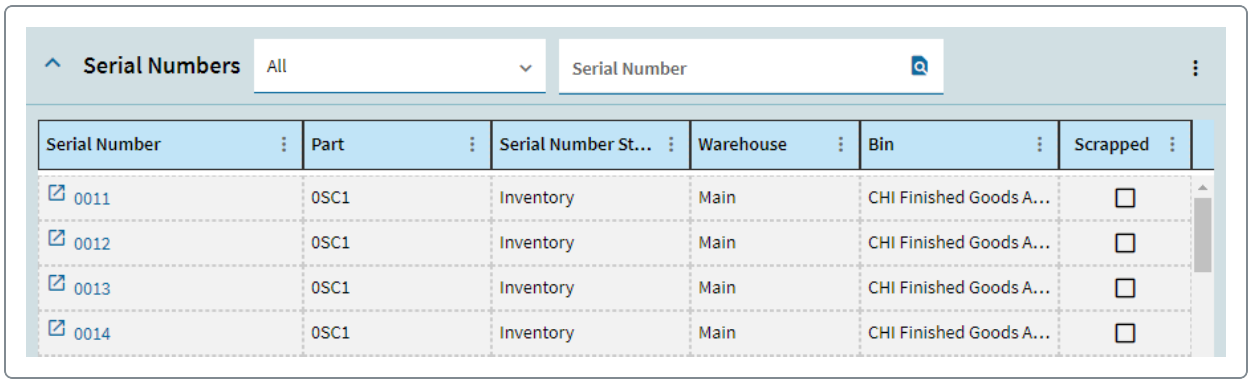
Tracking Serial Numbers

The **Serial Number Tracker**provides an online view into the movement of the product after you assign the serial number to it. Generally, serial tracking helps to ensure product traceability, allowing for greater control over parts within the facility. The tracker allows you to view the serial number status, serial-tracked transactions, location of the particular part, and service information for the parts. Using the app, you can track the supplier of the materials as well as the receiving party, the warehouse, which stores the particular parts, and more.

You can find more information about the tracker interface in the Trackers article.

To use the tracker:

1. From the main menu, go to **Material Management** > **Inventory Management** > **General Operations** > **Serial Number Tracker**.
2. In the **Serial Number** column, select the serial number you want to work with. For advanced search, select the **Search** icon in the **Serial Number** field in the header of the **Serial Numbers** card.



For the field details, use the field help available in the Help and Support panel of the application.

In this article, we will cover:

- Viewing Transaction Information
- Displaying Lower Level Serials
- Inspecting Where Used Information
- Reviewing Service Contracts

To learn more about general cards and fields, refer to the **Serial Number Entry** articles.

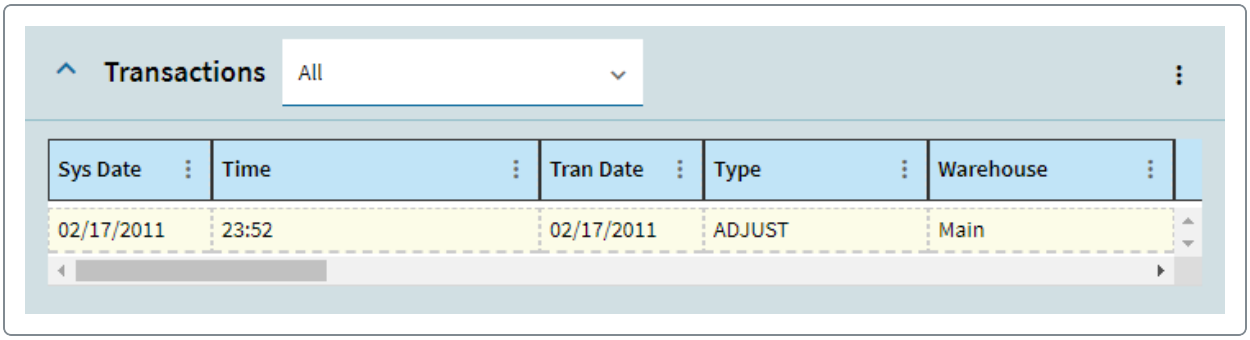
Viewing Transaction Information

On the **Activity**> **Transactions** card, you can find out when the part came into the system, and what happens to it during various stages of production. Here you can view all the transactions for the particular serial number.

You are a top automotive supplier in Germany that produces pre-assembled door modules. The production of your door modules starts on the shop floor. Once finished, the door modules move to the warehouse and are finally shipped to the customer. To check all the movements of a serialized part from production to customer, use the **Transactions** card.

Here is more information about the following fields in this card:

- **Ship To** - Indicates which customer receives the order associated with the serialized item.
- **Opr** - Operation sequence number associated with the serialized item.
- **Mtl** - Material or subcontract sequence number associated with the serialized item.



Displaying Lower Level Serials

The **Activity**> **Lower Level Serials** card helps you track any serialized components and assemblies in the manufacture of another serialized part. You can view all of the serial tracked components matched to either a parent serial number or any of the child components.The manufactured serial part has the **Parent Serial Number**, and its components have the **Child Serial Numbers**. For example, you have drilling machines and drills. You assign the Parent Serial Numbers to the drilling machines, and you assign the Child Serial Number to the drills. To track these parts, expand the **Lower Level Serials** card.

Inspecting "Where Used" Information

If you want to learn more about the current serial number, refer to the **Activity**> **Where Used** card. View all the assemblies into which the selected serial number has been used and the next level until there are no more serial numbers in the tree. Here you can see the part, order, level, the part's pack ID, and other basic information for the required serial number.

Reviewing Service Contracts

On the **Activity**> **Service Contracts** card, you can view a list of service contracts that provide service coverage for the specific serial number. Here you can find the contract details, contract expiry, and other information.

You are the service manager for Barriston Corporation, a manufacturer of satellite antenna systems. Your duties include entering service calls, creating service jobs, and assigning technicians to jobs. The antenna systems are complex and usually require a technician to install and maintain them. In some cases, the technicians travel to the customer site, while in other cases, the customer returns the part for service or replacement. As a part of maintenance, you execute the service contract for the faulty part.

Understanding Cycle Counts versus Full Physical Inventory Counts

The manner that you begin processing is dependent on whether you are performing a **cycle count** or a **full physical inventory (wall-to-wall) count**.

Cycle counting is a procedure in which a small subset of inventory, in a specific location (usually a warehouse), is counted on a specified day or period of time; a Cycle is the period of time over which all items in inventory are counted. If you are performing a single full physical inventory count in which you count all parts in a warehouse, you first use the Initialize Physical Inventory app to initialize data and select the parts for processing. After specifying the warehouses being counted, Kinetic performs the following tasks:

- For each selected warehouse, Kinetic creates an internal warehouse count control record, flagged as a full physical inventory count, and assigns a single cycle scheduled for the specified start date.
- Selects all bins in the specified warehouse, and assigns parts for counting that meet the following criteria:
    - Parts are stocking, quantity-bearing (regularly stocked) items that are not defined as Kit type parts.

      These are parts for which the Type field is not set to **Sales Kit**, the Non-Stocked Item check box has been cleared, and the Quantity Bearing check box has been selected in the Part app.

      An Include Non-Stock check box in Initialize Physical Inventory can be used as needed to designate if quantity-bearing parts that are flagged as non-stock should also be included in the physical count.

    - An Include Zero check box can be used as needed to select parts with zero quantity on-hand balances.

Unlike cycle count cycles, you cannot add, delete or move parts assigned to the physical inventory cycle.

When performing full physical inventory counts, you skip the use of the Cycle Count Period Definition and Cycle Count Schedule Maintenance programs. The remaining tasks you perform (generating tags, entering count quantities, printing reports, accounting for discrepancies and posting counts) are essentially identical to cycle count processing.

Full Physical Count - Basic Flow

- Initialize physical inventory
- Generate and print count tags in the Count Cycle Maintenance app.
- Count items by entering part quantities in the Count Tag Entry app.
- Print Unreturned/Voided Tags Report to account for missing and voided tags.
- If there are unreturned, voided tags then reprint or void tags.
- Again, count items by entering part quantities in the Count Tag Entry app.
- If there aren't unreturned, voided tags then run the Count Variance Calculation Report.
- Optionally, enter count discrepancy reason (CDR) codes for out of tolerance parts with count/perpetual quantity differences.
- Reprint Recount Tags for items without CDR codes that require recounting in Cycle Count Maintenance.
- Post quantity adjustments to perpetual inventory and flag parts as Count Complete.

Posting is done from the date of the start of the count.

Cycle Count - Basic Flow

- Define cycle count periods.
- Create cycle schedule for warehouse, year, cycle period, and production calendar.
- Select parts to cycle count.
- Review parts selected for cycle count and parts overdue for counting.
    - Cycle Count Parts Selected Report
    - Part Cycle Count Status Report
- If the part selections for the cycle count aren't correct then modify part selections for the cycle count.
- If the part selections for the cycle count are correct then generate and print count tags in Count Cycle Maintenance.
- Freeze inventory balances and costs.

- Count items by entering part quantities in the Count Tag Entry app.
- Print Unreturned/Voided Tags Report to account for missing and voided tags.
- If there are unreturned, voided tags then reprint or void tags.
- Again, count items by entering part quantities in the Count Tag Entry app.
- If there aren't unreturned, voided tags then run the Count Variance Calculation Report.
- Optionally, enter count discrepancy reason (CDR) codes for out of tolerance parts with count/perpetual quantity differences.
- Reprint Recount Tags for items without CDR codes that require recounting in Cycle Count Maintenance.
- Post quantity adjustments to perpetual inventory and flag parts as Count Complete.

Posting is done from the date of the start of the count.

Creating Warehouses

A warehouse is a building for storing and organizing goods and materials. In your Kinetic application, a warehouse can be a separate structure or a virtual warehouse anywhere on a site floor that you use to group items in your inventory. For instance, you can create a warehouse for finished goods, another for raw materials, one for inspection, and yet another for tooling. Many reports can be sorted by warehouse as well, like the Stock Status report.

Set up a warehouse in Warehouse Maintenance. You must have at least one, but you can share a warehouse with other sites.

The warehouse record holds information on:

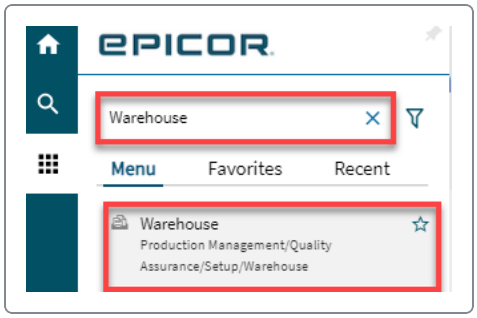
- The warehouse location
- Package control configuration for that warehouse
- Printers available within the warehouse
- Cycle and physical count configurations for the warehouse

Use the landing page of the application to view existing warehouses or to create a new one.

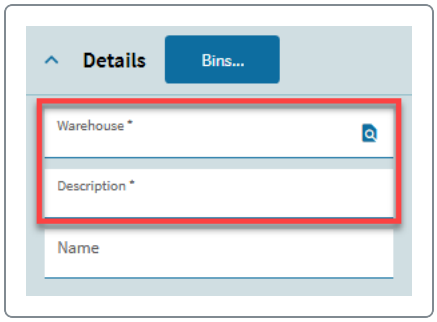
In this article, we will cover :

Setting Up a Warehouse

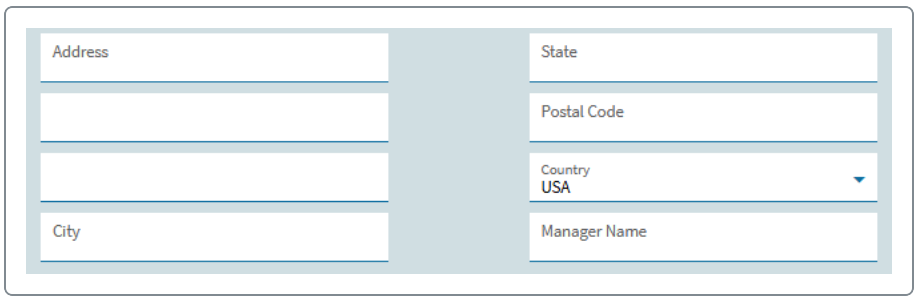
1. Open the **Warehouse** app.



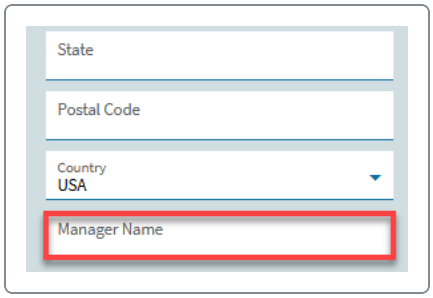
2. Select **New** to add a new warehouse.
3. Enter a **Warehouse** identifier and **Description**.



4. Add a warehouse **Name**, **Address**, **City**, **State**, **Postal Code**, and **Country** to define where this warehouse is located.



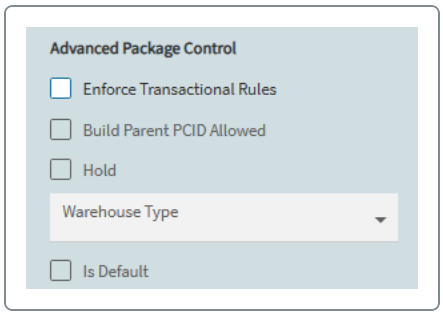
5. Enter the **Manager Name** of this specific warehouse.



6. Use the **Package Control** configurations to enable or disable the **Package Control Functionality**. You can use these configurations to determine the following:

   - Enforce package control transactional rules in the current warehouse.
   - Allow parent PCIDs to build inside the current warehouse.
   - Specify if a warehouse is a Hold warehouse.
   - Designate the package controlled warehouse type. The available options are: Quality, Work in Process, and Stock.

- Indicate if the current warehouse is the default warehouse for the selected warehouse type.

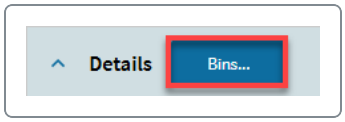


These fields are only enabled if you install the **Advanced Material Management** license and select the **Enable Package Control** check box in the **Site Configuration Control** app.

7. Select the **Bins** button to open the **Warehouse Bins** app.

   The **Warehouse Bin Maintenance** opens.

Bins are sub-divisions of a warehouse that further define where parts are stored. Every warehouse must have at least one bin associated with it.



To learn how to create warehouse bins, review the **Using Warehouse Bin Maintenance** article.

8. In the **Warehouse** app, select **Save**.

Configuring Printers in a Warehouse

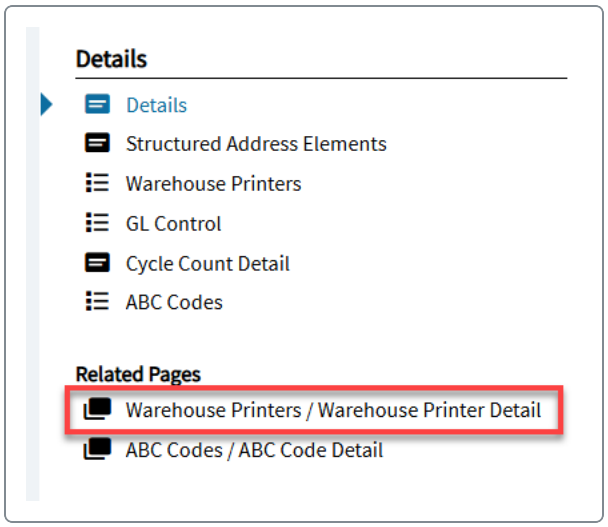
You can select the printer you want to assign to the selected warehouse for the current site. To select a printer, the printer must already exist in the Kinetic application.

To add a printer to the application, navigate to Printer Maintenance. Once a you assign a printer to a warehouse, that warehouse can then print package control labels. You can also use this card to specify the display order of a warehouse's printers and determine if a printer is a default printer for this warehouse. To remove a printer from a warehouse's list of available printers, select the warehouse and then delete the printer you wish to remove.

To add a printer to the warehouse:

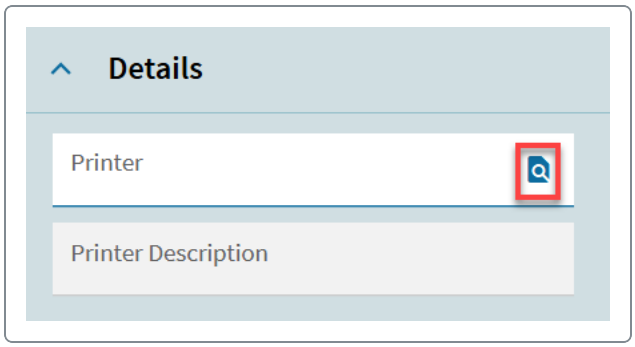
1. In the Nav tree, select the **Warehouse Printers/Warehouse Printer Detail** node.

   The **Details** node displays.



2. Next, select **New Printer**.

3. In the **Printer** field, search for and select a printer you want to add.



4. Next, define a **Display Sequence** and whether this printer is a default printer.

5. Select **Save**.

Linking GL controls

The general ledger (GL) control or controls selected on this **GL Control** card determine the accounts and journal codes used to post transactions to which the record applies.

You can associate one or more GL controls with a record in this application. Each control associated with a record must belong to a different control type. The association allows the use of control values when the record applies to a posted transaction.

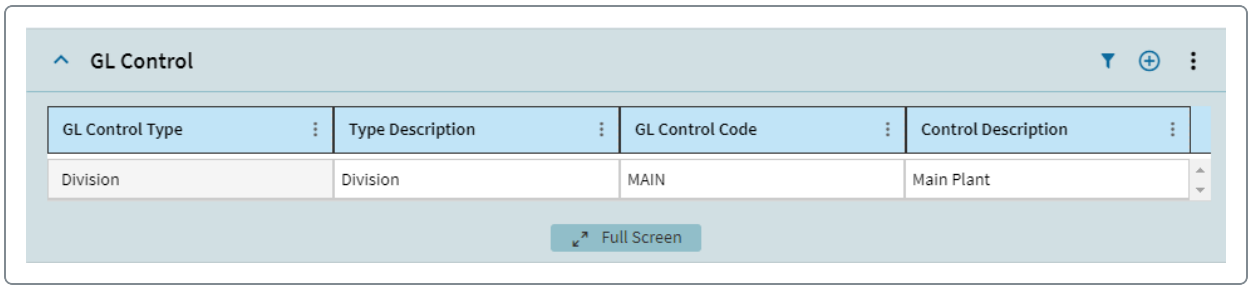
Example: The AR Account and AP Account GL control types reference the company entity. You define GL controls based on both types and apply them to Company A in Company Configuration. A transaction that belongs to Company A then posts using the account hierarchy set up for this specific transaction for the Company A business entity. Posting rules use the controls' account references to create the accounts for the company's journals.

You cannot associate GL controls with applications where users select posting accounts when they enter transactions. Examples of this type of applications include AP Adjustment and Cash Receipts. The Master Chart of Accounts (COA) defines the accounts available in these applications.

To add GL controls:

1. On the **GL Control** card, select **New** .
2. Select the GL control **Type** that contains the account contexts you need.
3. Next use the **Control** field to enter a GL control contained by the selected GL control type.
4. Continue to add the GL control types you need for the current company. When you finish, save the changes.

Your screen may look as follows:



Defining Cycle Count Parameters

Enter default cycle and physical inventory count selection parameters for the warehouse. Use the ABC Code card to specify ABC code count intervals and quantity/percent tolerances for the warehouse.

Warehouse count parameters established in this card override corresponding count settings defined:

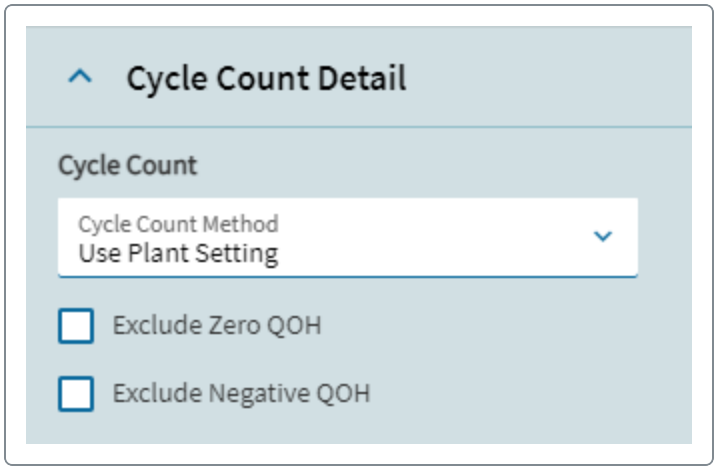
- At the part/site level in the Part Maintenance - Part - sites - Cycle Count card.
- At the site configuration level in the site Configuration - Control - Inventory Management - Cycle Count card.
- At the ABC classification code level in the ABC Code Maintenance program.

However, if a corresponding value exists for a specific part/warehouse in the Part Maintenance - Part - sites - Warehouses - Cycle Count card, it overrides settings made at the part/site level. For example, if a value exists in the Percent Tolerance field at the part/warehouse level, it overrides the corresponding setting at the warehouse level.

1. Expand the **Cycle Count Detail** card.
2. Specify the **Cycle Count Method**. Options are:
    - **No Selection** - Uses the cycle count method specified for the site in the site Configuration Control - Inventory Management - Cycle Count/Physical Inventory card.
    - **Repetitive** - Divides selected count items equally among the number of count days in the month. The application includes all items meeting the selection criteria, regardless of the total number of items selected. As long as items are not removed from the list of those being counted, this guarantees that all items are counted according to the specified cycle interval.
    - **Random** - Uses an algorithm to randomly select the parts being counted based on the selection parameters defined for the specified ABC code. The application selects parts randomly and then divides them equally based on the number of count cycles available in each month.

    Note that in some situations, the application does not select all parts cycle counting using method. To track these part quantities, the Cycle Count Status Report displays part quantities overdue for a cycle count, or not counted since a specified date. The report can be used to determine whether to add or delete parts from the selection process.
3. Use the **Exclude Negative QOH** check box to exclude parts with a negative perpetual on-hand quantity in all bin locations when running the Cycle Count Schedule Maintenance program for this warehouse. Clear the check box to include parts with a negative perpetual on-hand quantity in all bin locations. This setting can be overridden in Cycle Count Schedule Maintenance.
4. Select the **Exclude Zero QOH** check box to exclude parts with a zero perpetual on-hand quantities in all bin locations when running the Cycle Count Schedule Maintenance program for this warehouse. Clear the check box to include parts with a zero perpetual on-hand quantities in all bin locations. This setting can be overridden in Cycle Count Schedule Maintenance.



5. Select **Save**.

Adding ABC Codes

Use the ABC Code card to specify ABC code count intervals and quantity/percent tolerances for the warehouse. These serve as the global count parameters settings for the warehouse if no parameter overrides exist for the part number being counted in a cycle or physical inventory.

These settings serve as the global count parameters for this warehouse if no parameter overrides exist in the Part Maintenance - Part - sites - Warehouses - Cycle Count card for a part number being counted in this warehouse. The warehouse-specific settings do override the default parameters specified:

- At the part/site level in the Part Maintenance - Part - sites - Cycle Count card.
- At the site configuration level in the site Configuration - Control - Inventory Management - Cycle Count card.

1. Expand the **Cycle Count Detail** card.
2. Select **New** to add a new ABC code.
3. Enter the code details.

   ABC Code

   Select the ABC code that classifies this part by stock valuation percentage within this warehouse.

   Calculate Percent

Specifies if the percentage value specified in the Percent Tolerance field should be used to control discrepancy tolerances in cycle or physical inventory counts for this warehouse. If a count variance calculated for the part in this site is within the tolerance percentage, with respect to positive or negative discrepancies, the application excludes the part from count variance reports. Select the check box to use the percentage value specified in the Percent Tolerance field. Clear the check box to skip use of the percent tolerance for this warehouse. However, if a value exists for the specific part/warehouse in the Calculate Percent check box in the Part Maintenance - Part - sites - Warehouses - Cycle Count card, it overrides this setting.

Calculate Quantity

Specifies if the quantity value specified in the Quantity Tolerance field should be used to control discrepancy tolerances in cycle or physical inventory counts for this warehouse. If a count variance calculated for the part in this site is within the quantity tolerance, with respect to positive or negative discrepancies, the application excludes the part from count variance reports. Select the check box to use the quantity value specified in the Quantity Tolerance field. Clear the check box to skip use of the quantity tolerance for this warehouse. However, if a value exists for the specific part/warehouse in the Calculate Quantity check box in the Part Maintenance - Part - sites - Warehouses - Cycle Count card, it overrides this setting.

Calculate Value

Specifies if the monetary value amount specified in the Value Tolerance field should be used to control discrepancy tolerances in cycle or physical inventory counts for this warehouse. If a count variance calculated for the part in this site is within the monetary value tolerance, with respect to positive or negative discrepancies, the application excludes the part from count variance reports. Select the check box to use the quantity specified in the Value Adjustment Tolerance field. Clear the check box to skip use of the value tolerance for this part. However, if a value exists for the specific part/warehouse in the Calculate Value check box in the Part Maintenance - Part - sites - Warehouses - Cycle Count card, it overrides this setting.

Count Frequency

Designates how often the part should be counted in this warehouse. Enter the count interval, expressed in number of days. For example, if you count inventory items on the basis of ABC classification, and Class A items require counting every 60 days in this warehouse, enter 60 into this field. When you select parts for counting in cycle processing, the application selects all class A items in this warehouse that have not been counted within the last 60 days for counting.

This setting overrides any count frequency settings at the site configuration or ABC code levels. However, if a value exists for the specific part/warehouse in the Count Frequency check box in the Part Maintenance - Part - sites - Warehouses - Cycle Count card, it overrides this setting.

The following programs use this factor, in conjunction with the date on which the part was last counted, to determine and report when a part should be selected for counting in this warehouse:

- Initialize Last Cycle Count Date
- Cycle Count Schedule Maintenance
- Cycle Count Part Selection Update

Exclude from Cycle Count

Designates if parts containing the ABC code specified in the ABC Code field should should only be counted during physical inventory and excluded from selections for cycle counting in this warehouse. Select the check box if parts containing the ABC code specified in the ABC Code field should should only be counted during physical inventory and excluded from selections for cycle counting in this warehouse. Clear the check box to include parts containing the ABC code specified in the ABC Code field in both physical and cycle counting selections for this warehouse.

Note: This setting overrides the applicable Exclude from Cycle Count settings defined at the site configuration and ABC code levels.

Override Count Frequency

Designates whether the count frequency value specified in the Count Frequency field should override the count frequency specified for the ABC code assigned to the part/warehouse, or any count frequency settings that have been assigned at the warehouse, site configuration or ABC code levels. Select the check box to use the value specified in the Count Frequency field as the override for this part. Clear the check box it should not be used as an override to any count frequency settings that have been assigned at the warehouse, site configuration or ABC code levels.

Override Stock Valuation

Indicates whether the value in the Stock Valuation Percent field should be used to override stock valuation percent specified for the ABC code in the ABC code table.

Percent Tolerance

Designates the percentage tolerance for this warehouse. This refers to the percentage difference between the frozen pre-count inventory and actual count quantities in this site. This entry overrides any percentage tolerance factors defined at the warehouse or site configuration levels. However, if a value exists for the specific part/warehouse in the Percent Tolerance field in the Part Maintenance - Part - sites - Warehouses - Cycle Count card, it overrides this setting.

- Specify the allowable tolerance percentage - it must be entered as a positive number. For example, enter 10.5 if the percentage difference between the pre-count snapshot and actual count quantities should vary by no more than 10.5 percent.

  Logic: Percentage = Adjustment Quantity/Pre-Count Snapshot Quantity

- Enter zero (0) to indicate that any calculated variance percentage should be considered out of tolerance. The pre-count snapshot and actual count quantities for a part must match exactly or else it is reported as an out of tolerance condition on count variance reports.
- Leave the field blank if the default percentage tolerance value is not being set at the part/site level, and instead is being defined at the part/warehouse, warehouse or site configuration levels.

The Calculate Percent check box must be selected to use this tolerance percentage value during inventory count processing. If the calculated percentage difference between the pre-count snapshot and actual count quantities for a part is greater than the specified tolerance percentage factor, the Count Variance Calculation/Report flags the part as out of tolerance. If a part is flagged as out of tolerance, adjustments can be posted to perpetual inventory quantity only if a Count Discrepancy Reason code is entered into the Post Count selection in the Actions Menu of Count Cycle Maintenance.

Quantity Adjustment Tolerance

Designates the quantity adjustment tolerance percentage for this warehouse. It provides a means of controlling whether a count quantity discrepancy should be posted as an adjustment to inventory. Quantity adjustment tolerances are not the same as the quantity tolerance factors defined in the Quantity Tolerance field.

Quantity adjustment tolerances are not the same as quantity tolerance factors. Quantity tolerance factors affect variance reporting and adjustment postings. Quantity adjustment tolerances only control count adjustment postings. They are generally useful when using specialized measurements such as volume or weight that are affected by environmental factors (humidity or temperature) for inventory counting. In these situations, the measurements can vary from day-to-day due to these environmental factors. A quantity adjustment tolerance factor can be specified for the part to prevent posting of cycle count adjustments for these slight variations in counts. This is not a mandatory entry.

- Specify the allowable quantity adjustment tolerance value - it must be entered as a positive number. For example, enter .4 to prevent posting of cycle count adjustments If the calculated difference between the pre-count snapshot and actual count quantities should vary by less than .4 of a unit.

  In this example, the application does not post a cycle count adjustment if the perpetual inventory balance is 15 and the actual count quantity is 15.3. If the count quantity is 15.6, the application posts a cycle count adjustment.

Logic: Quantity Adjustment Variance = Adjustment Quantity - Pre-Count Snapshot Quantity

If Quantity Variance > Quantity Tolerance, then report quantity variance.

- Enter zero (0) to indicate that any calculated quantity adjustment variance should be considered out of tolerance. The pre-count snapshot and actual count quantities for a part must match exactly or else it is reported as an out of tolerance condition on count variance reports.
- Leave the field blank if the default quantity tolerance value is not being set at the part/site level. If a value exists for the specific part/warehouse in the Quantity Adjustment Tolerance field in the Part Maintenance - Part - sites - Warehouses - Cycle Count card, it overrides this setting.

The Calculate Adjustment Quantity check box must be selected to use the specified quantity adjustment tolerance value during inventory count processing. If the calculated quantity adjustment difference between the pre-count and actual count quantities for a part is greater than the specified quantity adjustment tolerance factor, the Count Variance Calculation/Report flags the part as out of tolerance. If a part is flagged as out of tolerance, adjustments can be posted to perpetual inventory quantity only if a Count Discrepancy Reason code is entered into the Post Count selection in the Actions Menu of Count Cycle Maintenance.

Quantity Tolerance

Designates the quantity tolerance for this warehouse. This refers to the difference between the frozen pre-count inventory and actual count quantities in this site. This entry overrides any quantity tolerance factors defined at the warehouse or site configuration levels. However, if a value exists for the specific part/warehouse in the Quantity Tolerance field in the Part Maintenance - Part - sites - Warehouses - Cycle Count card, it overrides this setting.

- Specify the allowable quantity tolerance value - it must be entered as a whole positive number. For example, enter 10 If the calculated difference between the pre-count snapshot and actual count quantities for a part should vary by no more than 10 units.

  Logic: Quantity Variance = Adjustment Quantity - Pre-Count Snapshot Quantity

  If Quantity Variance > Quantity Tolerance, then report quantity variance.

- Enter zero (0) to indicate that any calculated quantity variance should be considered out of tolerance. The pre-count snapshot and actual count quantities for a part must match exactly or else it is reported as an out of tolerance condition on count variance reports.
- Leave the field blank if the default quantity tolerance value is not being set at the part/site level, and instead is being defined at the part/warehouse, warehouse or site configuration levels.

The Calculate Quantity check box must be selected to use this tolerance value during inventory count processing. If the calculated difference between the pre-count and actual count quantities for a part is greater than the specified quantity tolerance factor, the Count

Variance Calculation/Report flags the part as out of tolerance. If a part is flagged as out of tolerance, adjustments can be posted to perpetual inventory quantity only if a Count Discrepancy Reason code is entered into the Post Count selection in the Actions Menu of Count Cycle Maintenance.

Stock Valuation Percent

Used by the Calculate ABC Codes program to determine what ABC code to assign to a part/warehouse record. Specify the stock valuation percentage for this warehouse for each ABC classification code being defined; the specified percentage cannot exceed 100%. This setting overrides the Stock Valuation Percent setting (if any) for the parent site in the site Configuration Control > Modules > Cycle Count > ABC Codes card.

When the Calculate ABC program is run, it determines total stock valuation and then ranks parts by percentage of usage and dollar value. Usage, on hand, and/or projected usage factors can be selected for inclusion in the total value calculation.

Total value is the accounting cost for the warehouse multiplied by the selected factors to include in the total value.

For example, if 80.0 is entered into this field for ABC Code A, the Calculate ABC Codes program assigns Code A to inventory items that represent 80% of the value of the total inventory in this warehouse. If 95.0 is entered into this field for ABC Code B, the Calculate ABC Codes program assigns Code B to inventory items that represent the next 15% of the value of the total inventory in this warehouse. Enter 100.0 for ABC Code C to assign that code to inventory items that represent the remaining 5% of the value of the in this warehouse.

If the same percentage is entered for multiple codes (for example, 100% is entered for Code B and Code C), the Calculate ABC Codes program uses the first occurrence of a duplicate percentage (in this case, the one entered for Code B) and ignores the second occurrence (in this case, Code C) since it evaluates ABC codes in alphabetical order.

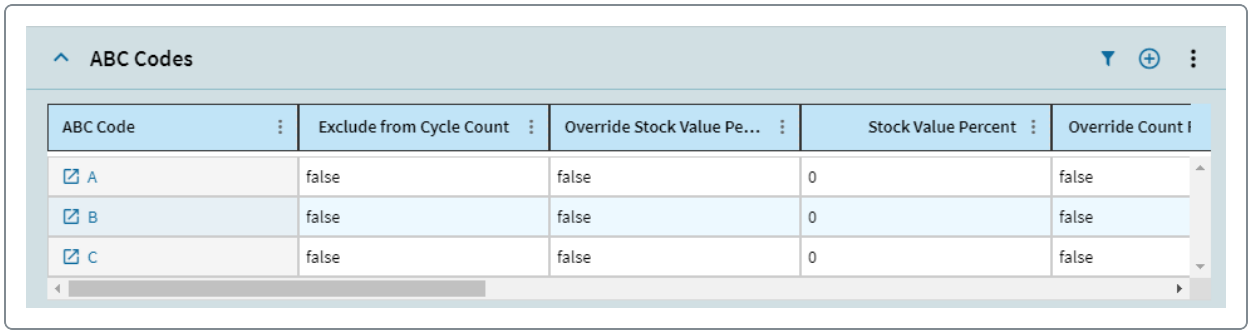
Value Tolerance

Designates the value tolerance for this warehouse. This refers to the difference between the monetary value of frozen pre-count inventory quantity and the monetary value of actual cycle count quantity in this site. This entry overrides any value tolerance factors defined at the warehouse or site configuration levels. However, if a value exists for the specific part/warehouse in the Value Tolerance field in the Part Maintenance - Part - sites - Warehouses - Cycle Count card, it overrides this setting.

- Enter the allowable monetary cost value amount. For example, enter 100.00 if the cost difference between the pre-count snapshot quantity in the application and the actual cycle count quantity should vary by no more than $100.00.

- Enter zero (0) to indicate that any calculated monetary variance should be considered out of tolerance. The monetary value of the pre-count snapshot and actual count quantities for a part must match exactly or else it is reported as an out of tolerance condition on count variance reports.
- Leave the field blank if the default quantity tolerance value is not being set at the part/site level, and instead is being defined at the part/warehouse, warehouse or site configuration levels.

The Calculate Value check box must be selected to use this monetary cost tolerance value during inventory count processing. If the calculated difference between the pre-count and actual count quantities for a part is greater than the specified monetary value tolerance, the Count Variance Calculation/Report flags the part as out of tolerance. If a part is flagged as out of tolerance, adjustments can be posted to perpetual inventory quantity only if a Count Discrepancy Reason code is entered into the Post Count selection in the Actions Menu of Count Cycle Maintenance.

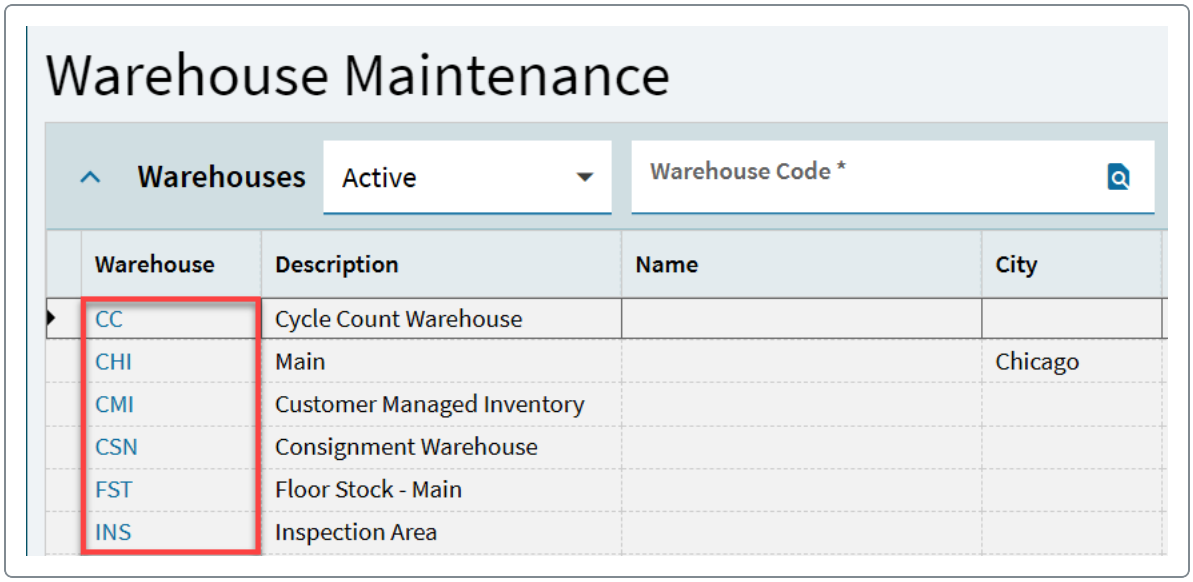


4. Select **Save**.

Inactivating a Warehouse

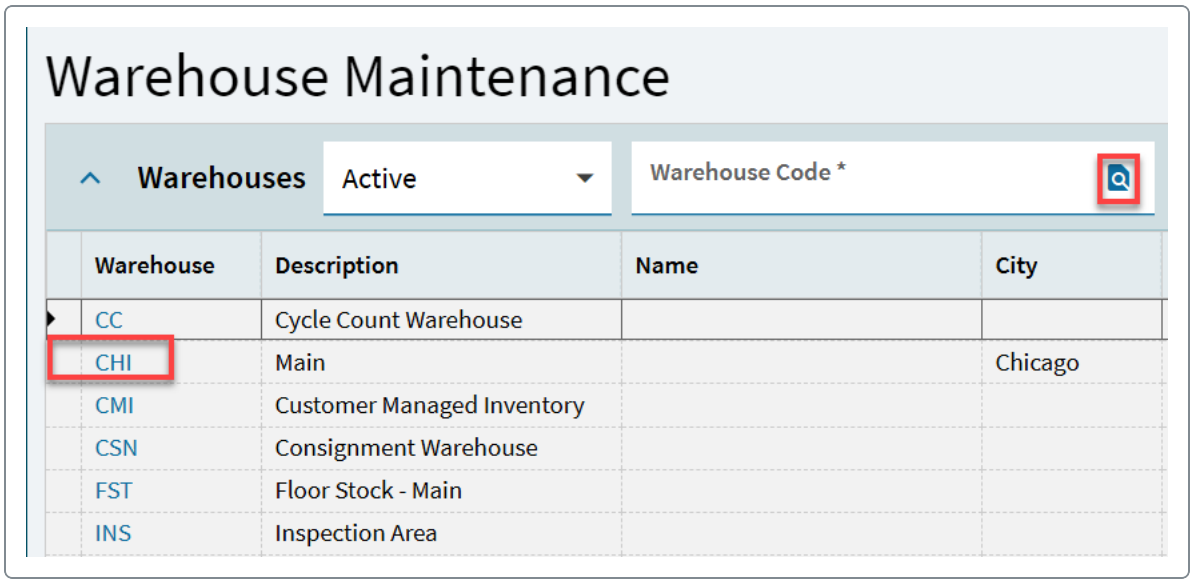
You can inactivate an existing warehouse, but only if certain conditions are met. This section explains how you do it.

1. When you open the **Warehouse** app, the **Landing** page displays by default.



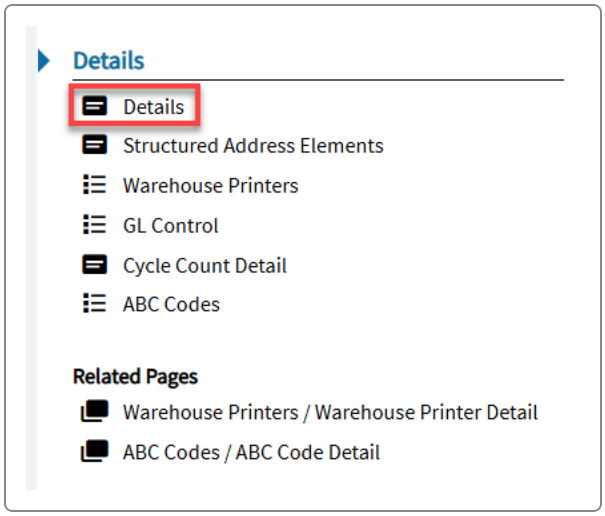
The 'Landing' page displays all the existing warehouse records.

2. Next, click the **Warehouse** link of the record you want to open or search for and select a warehouse using the **Warehouse Code** field.

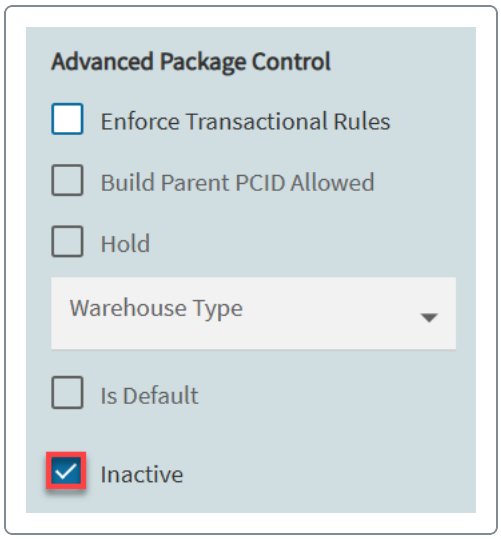


3. Next, in the Nav tree, select the **Details** node.

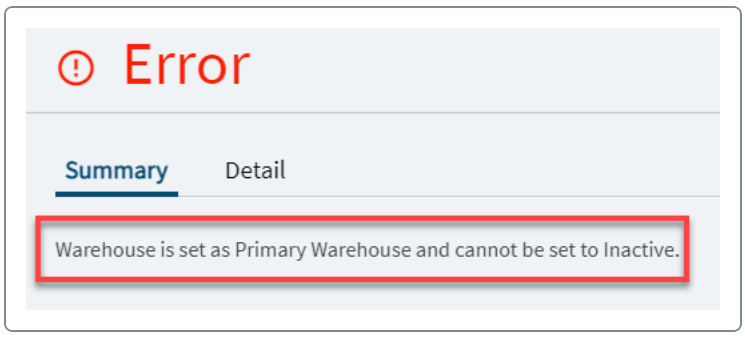
   The **Details** card displays.



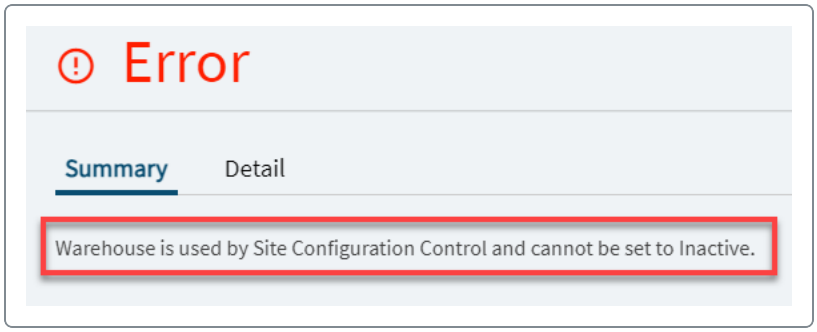
4. Select the **Inactive** check box and select **Save**.

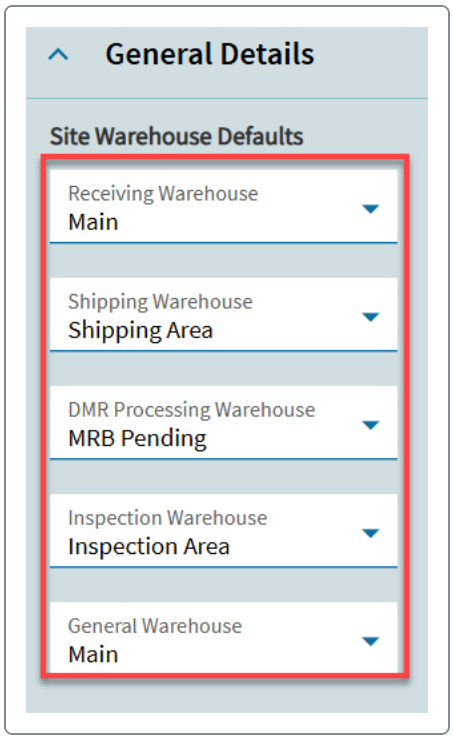


   a. If the warehouse you want to inactivate is assigned to a part as the **Primary Warehouse**, the following message displays.

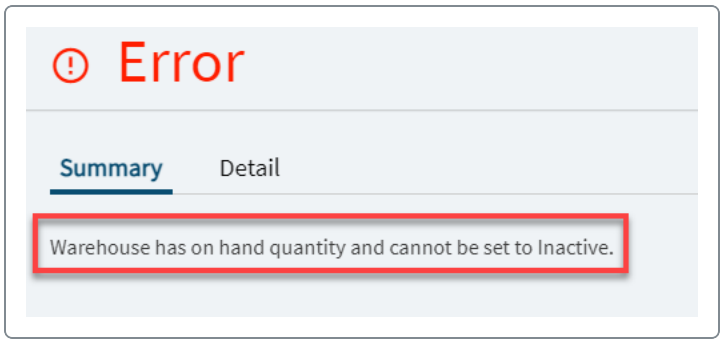


b. If the warehouse you want to inactivate is assigned as the default warehouse in the **Site Configuration** app, the following message displays.

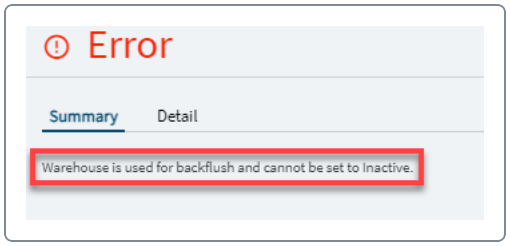




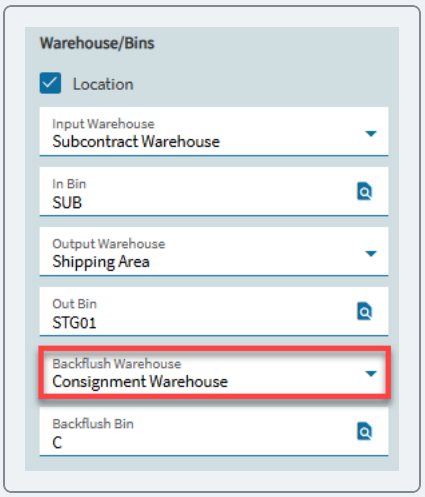
c. If the warehouse you want to inactivate holds inventory then the following message displays.



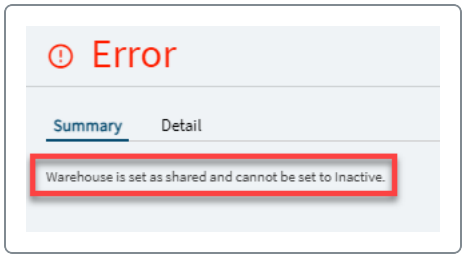
d. If the warehouse you want to inactivate is used for **Backflushing** then the following message displays.



You assign the 'Backflush Warehouse' in the 'Resource Group Entry' app.

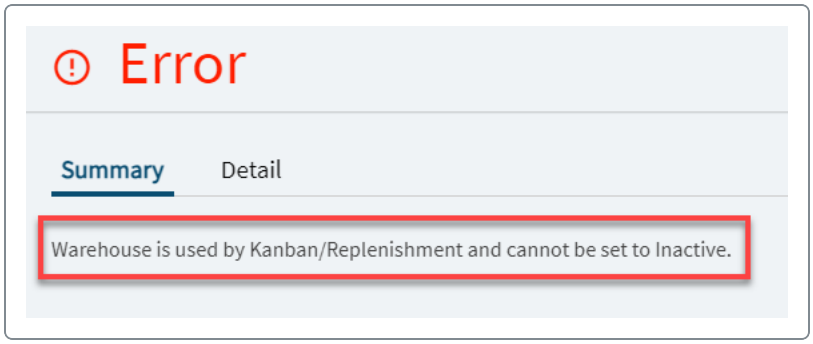


e. If the warehouse you want to inactivate is **Shared** then the following message displays.



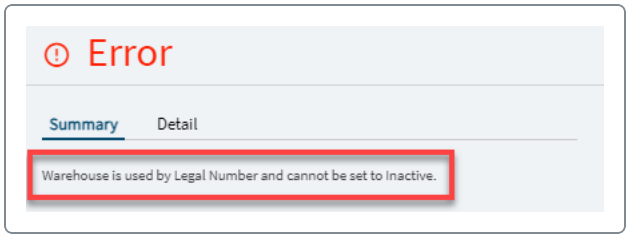
A 'Shared' warehouse belongs to a specific site, but you can link it through another 'Site Configuration Control' record. You can then directly **issue** or **receive** parts into this shared warehouse using either site.

f. If the warehouse you want to inactivate is used in 'Kanban Replenishment' then the following message displays.

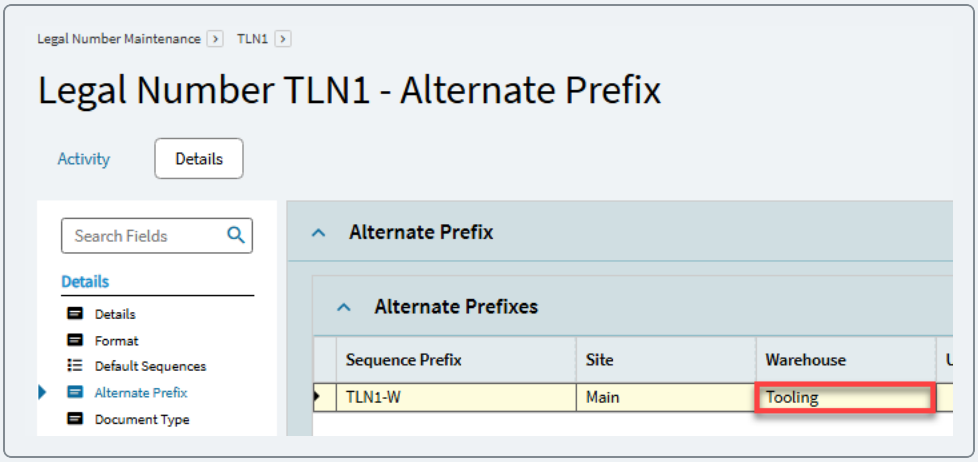


You set up 'Kanban Replenishment' in the 'Part' app.

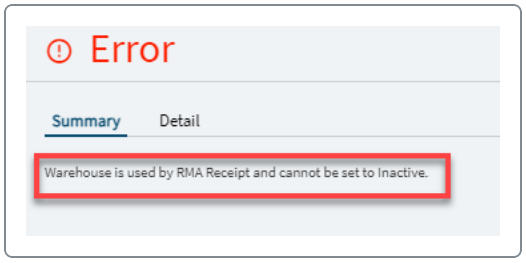
g. If the warehouse you want to inactivate is used by 'Legal Number' then the following message displays.



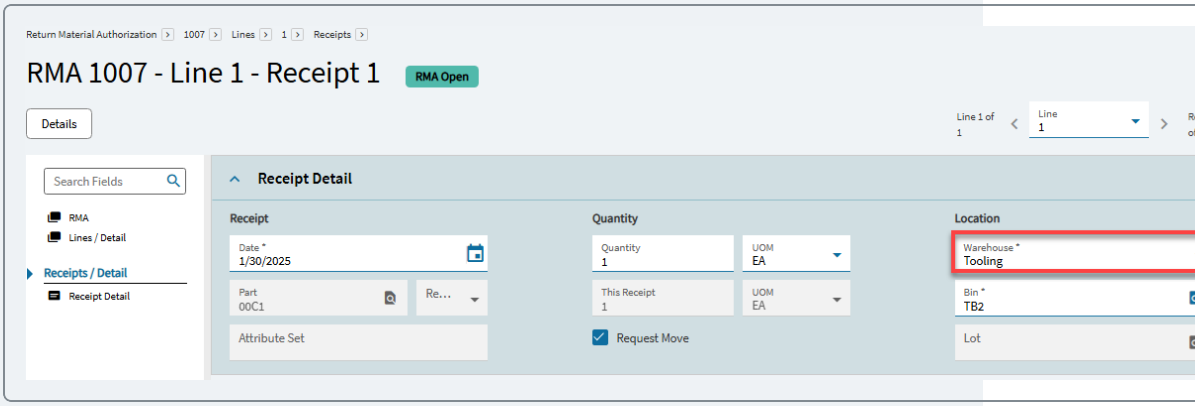
You define a warehouse on the 'Alternate Prefix' card in the 'Legal Number Maintenance' app.



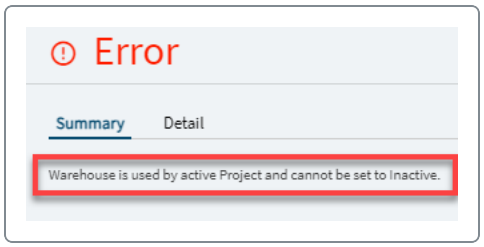
h. If the warehouse you want to inactivate is used by 'RMA Receipt' then the following message displays.



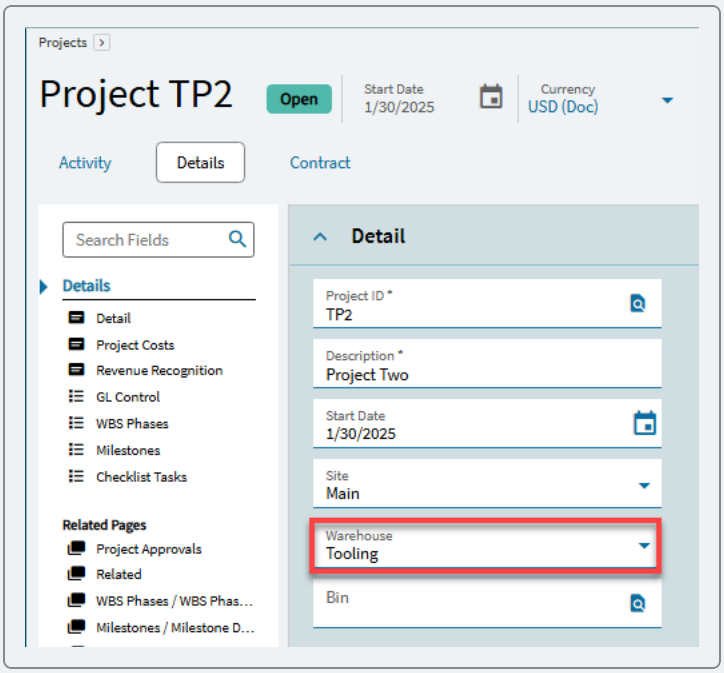
You define a warehouse on the 'Receipt Detail' card in the 'Return Material Authorization' app.



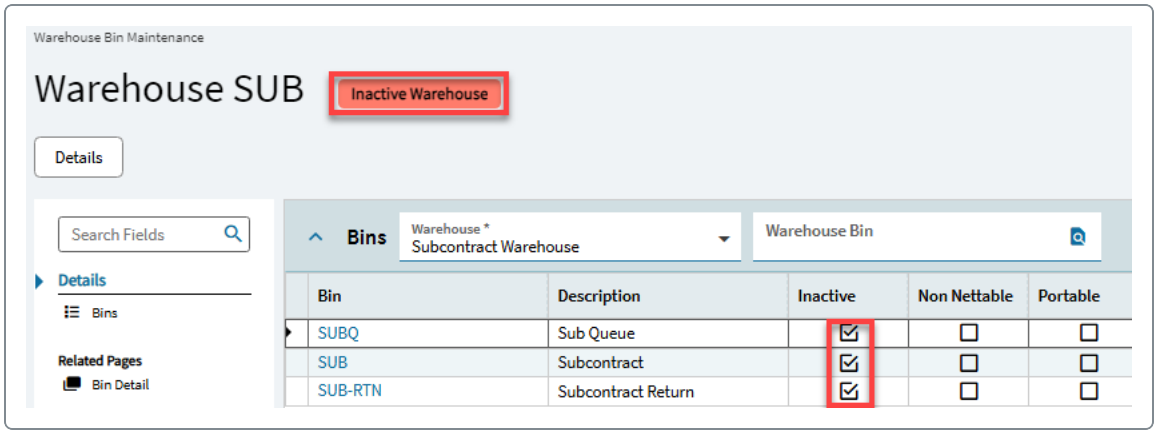
i. If the warehouse you want to inactivate is used by active 'Project' then the following message displays.



You define a warehouse on the 'Detail' card in the 'Project Entry' app.

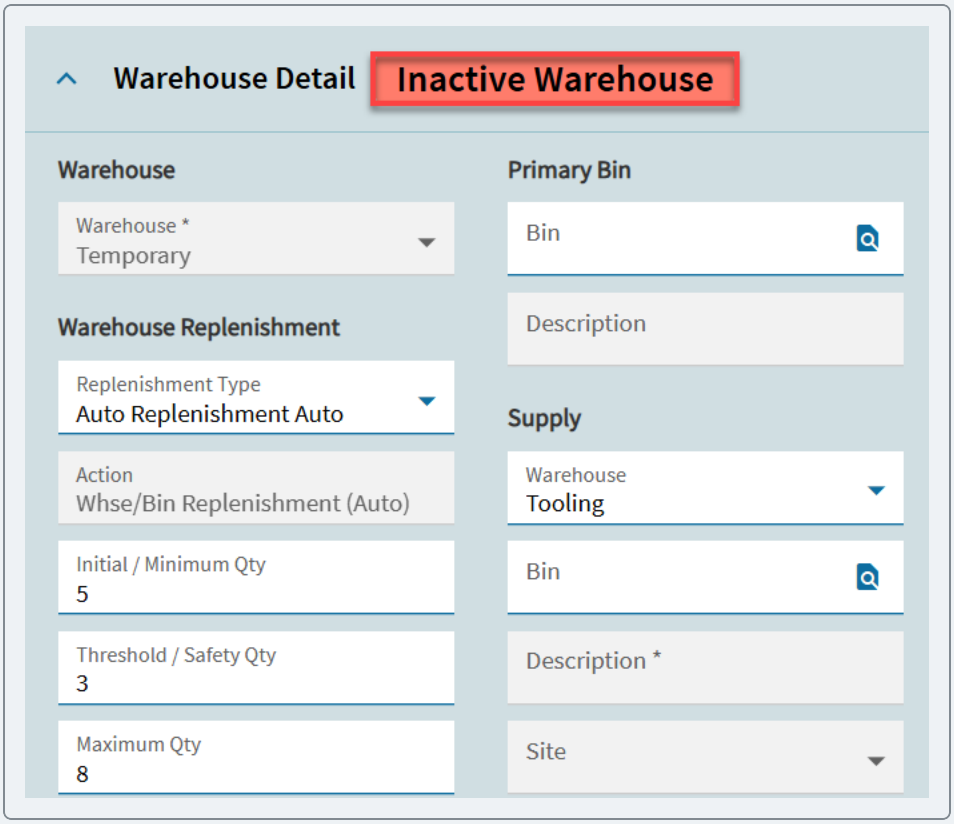


j. If you set a warehouse to **Inactive** then its bin(s) automatically inactivate. You cannot inactive bin(s) on the 'Inactive' warehouse. However, you can select the 'Inactive' check box for a bin(s) on an 'Active' warehouse.

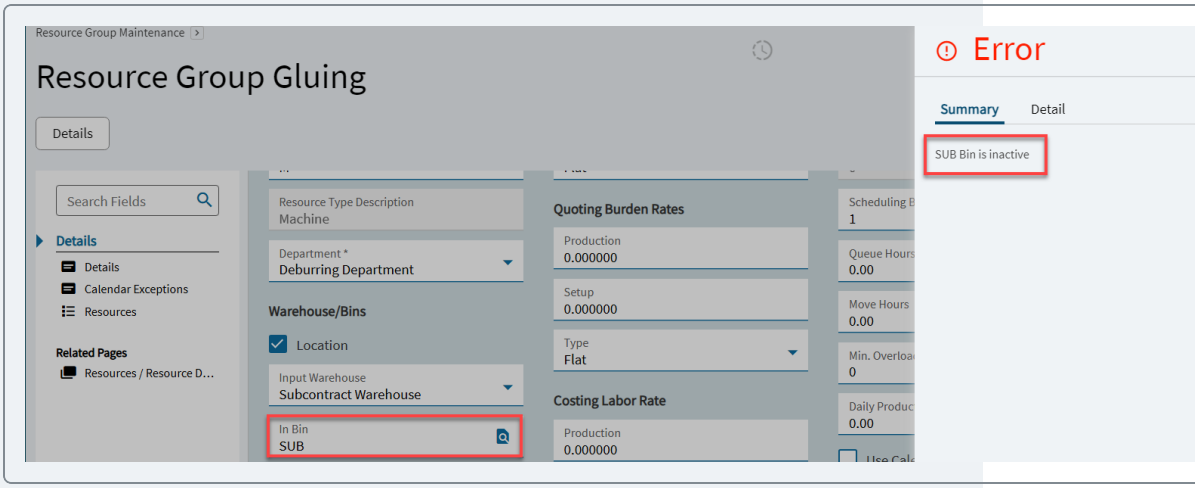


k. You add warehouses and warehouse bins in many apps in Kinetic. However, if you add a warehouse marked as 'Inactive' then Kinetic will display the **Inactive Warehouse** icon.

For example, you add a 'Replenishment' warehouse in the 'Part' app but the warehouse is marked as 'Inactive'. In this case, Kinetic would display the 'Inactive Warehouse' message.



For example, you set up a resource group in the 'Resource Group Entry' app and select an 'Input Warehouse' that is marked as 'Inactive'. The moment you select the 'In Bin' bin - which is the requirement to enter a resource group - the 'Error' message displays upon 'Saving', informing you the bin is marked as 'Inactive'.



5. Exit the Warehouse app.

Creating Sites in Site Maintenance

You enter the primary information for each site within **Site Maintenance**. Items you define include parameters such as Production Preparation Time, Rough Cut Horizon, and the Production Calendar. You can also define the cost set, which determines the costing method used for the parts manufactured at this site. Lastly, you set up the transfer order parameters this site follows when fulfilling internal sales orders.

Use the landing page of the application to view existing sites, or to enter a new one.

In this article, we will cover:

Creating a New Site

1. From the main menu, navigate to **Material Management > Inventory Management > Setup > Site Maintenance**.
2. Select **New** to add a new site.
3. Enter the **Site** identifier for the new site. This value displays within various programs and reports; enter an identifier that helps you quickly locate the site.
4. Enter the **Name** for the site. This text displays on various programs and reports.
5. If your company has multiple sites, a maintenance team from one site can be responsible for maintenance for one or more other sites. If equipment maintenance is performed by a team from another site, use the **Maintenance Site** drop-down list to select this site.
6. From the **Time Zone** drop-down menu, select appropriate time zone for the location of your site. This is the time zone from which you determine the time stamps that you place against transactional activities at your site. When you select a time zone, the application automatically adjusts for Daylight Savings time. This is useful for multi-site companies.
7. The **Site Cost ID** specifies the default costing identifier for the site. It indicates a reference to a cost set – which defines the costing method (Standard, Average, Last, FIFO) used to calculate costs for all the parts manufactured within sites that share the cost set.

   For more information on job costing, review the Job Costing section in the application help.

8. You can define how this site handles transfer orders from other areas within your company. Select the **Auto Create Transfer Order on Firming Requirements** check box to indicate transfer orders are created when the demand requirement is marked firm.

9. Select the **Single Line per Transfer Order** check box to indicate when transfer orders automatically generate, each suggestion creates a separate transfer order.

10. Use the **Allow Shipment without a Transfer Order** drop-down list to define how shipments are handled when a transfer request is sent to this site that does not have a transfer order linked to it. Available options:

    Allow – The transfer request is automatically added to the shipment without warnings.

    Stop – The application prevents the transaction, so the user is unable to add the transfer request to the shipment.

    Warn – An alert message displays, but the user can decide whether to proceed or cancel the transfer shipment request.

11. Enter the **Auto Confirm Window Days** value to specify the number of days before a suggestion is automatically converted to a firm requirement.

12. In the **Manager Name** field, enter the name of the person in charge of the current site.

13. Use the **Logo** Image group box to specify a logo image for the site.

    There are no limitations on size for logos that can be selected. The height and width adjust to fit in the available space, maintaining the logo's aspect ratio.

14. Use the **Site Color** field in the Kinetic section to define color for the site.

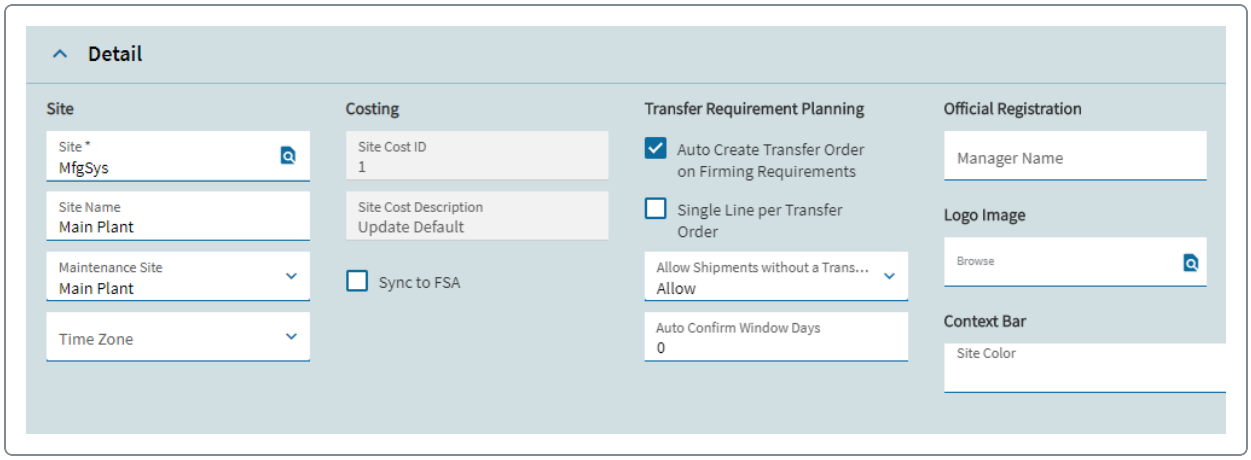
    This color is used for background of the Company/Site ID section of the Context Indicator. The Context Indicator appears in the top right corner of all Kinetic screens in the ERP (Kinetic Home Page and programs) and displays information on the current installation, company, and site.

    You can define background colors for the Context Indicator in Company Maintenance (Company/Site ID), Site Maintenance (Company/Site ID), and Epicor Administration Console (Installation ID). T

    he background colors display on the Context Indicator according to the following logic:

Installation Color	Company Color	Site Color	Context Indicator - Company/Site ID section	
Defined	Defined	Defined	Site Color	

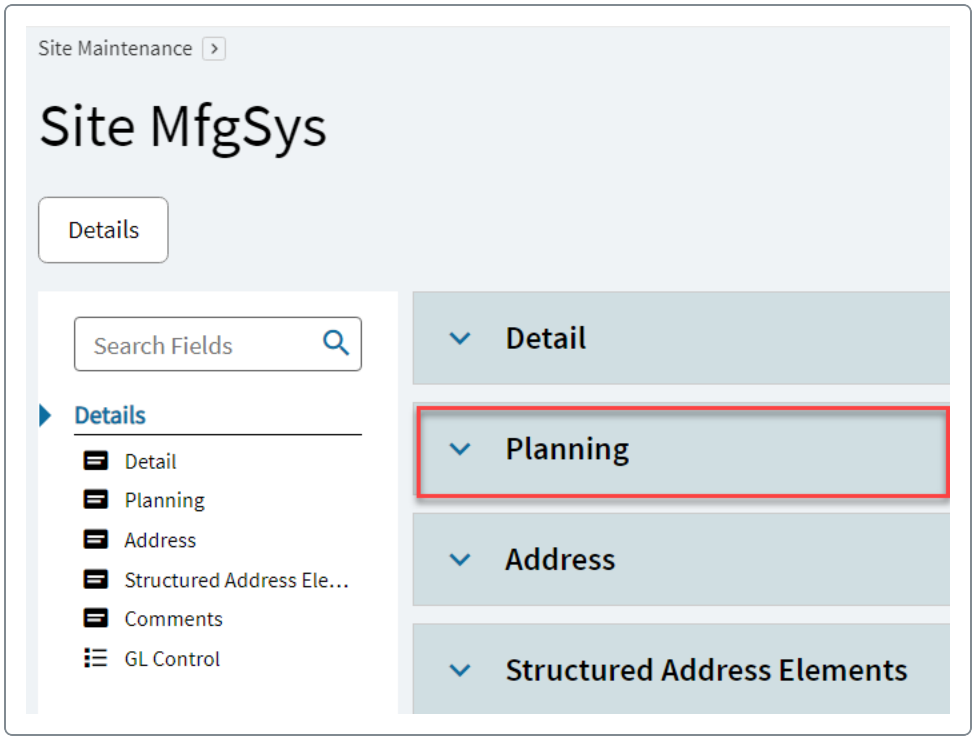
Installation Color	Company Color	Site Color	Context Indicator - Company/Site ID section	
Defined	Defined	Not defined	Company Color	
Defined	Not defined	Defined	Site Color	
Defined	Not defined	Not defined	Installation Color	
Not defined	Defined	Defined	Site Color	
Not defined	Defined	Not defined	Company Color	
Not defined	Not defined	Not defined	Default (No Color)	
Not defined	Not defined	Defined	Site Color	



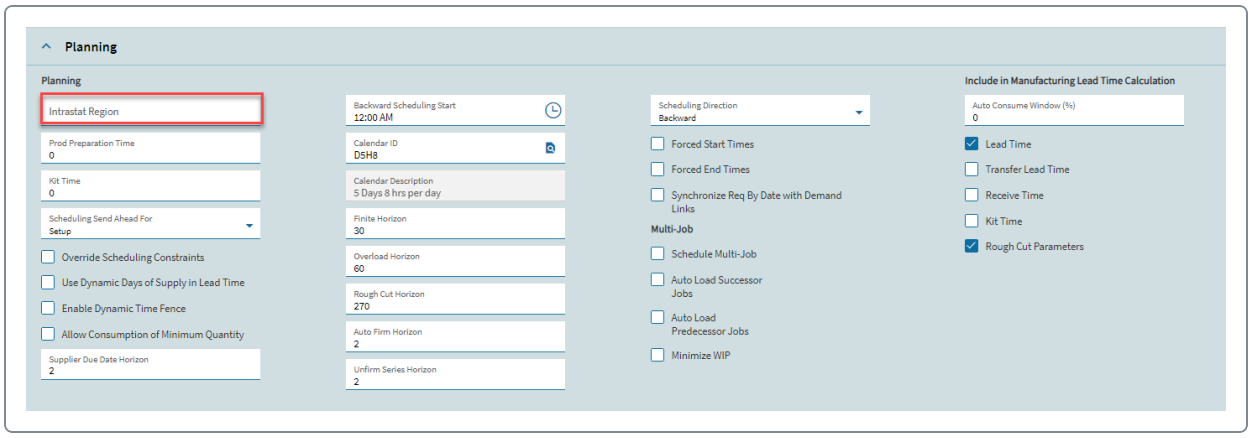
15. Select **Save**.

Adding Planning Information

1. Expand the **Planning** card.



2. In the **Intrastat Region** field, enter the region this site uses for Intrastat reporting.



Intrastat logic is used to facilitate business transactions that take place in Europe or other locations which require this type of reporting.

3. The **Prod Preparation Time** field defines how many days this site requires to prepare and engineer a job before it can be released for manufacturing. This value is used during Material Requirements Planning (MRP) processing to add an additional amount of preparation time to the Planned Action Date on job suggestions and unfirm jobs.

   For more information on MRP, review the Material Requirements Planning chapter in the Epicor Application User Guide. You can also review the MRP Technical Reference Guide in the application help.

4. The **Kit Time** field determines how many days are needed to assemble a part within the current site. MRP processing uses this value to calculate the End Date for any material in the assembly of the parent site.

5. Select the **Scheduling Send Ahead For** drop-down list to define whether the scheduling engine uses the start-to-start job operation offset for Production Time or Setup Time. Available options:

   - **Setup** – Causes a secondary operation with a start-to-start relationship to begin setup X minutes after the production starts on the primary operation. The minutes are defined on the operation.
   - **Production** – Causes production time of the secondary operation to start X minutes after the production starts on the primary operation. The minutes are defined on the operation.

6. Select the **Override Scheduling Constraints** check box to indicate you can freely move jobs on scheduling boards. You can move any jobs created in this site to different positions on the schedule, ignoring both material constraints and subcontract purchase orders. You adjust job schedules within the scheduling boards on their Move Job windows. If this check box is not selected (clear), you can only move jobs to points in the schedule where material and subcontract PO quantities are at least partially available.

7. Next, select the **Use Dynamic Days of Supply in Lead Time** check box to activate the Use Dynamic Days calculation. This calculation generates specific material requirements when a new purchase suggestion may not satisfy demand at the correct point in the lead time window (MRP Scheduled Start Date + Standard Lead Time).

8. If you select the **Enable Dynamic Time Fence** check box, then Kinetic will automatically adjust the 'Planning Time Fence' parameter used by MRP for all the parts in Kinetic that hold the 'Planning Time Fence' value. Instead of only using the 'Planning Time Fence' logic from a part record, it will also use the 'Scheduled Completion' date of the locked job(s) or locked PO (s) that has the longest lead time.

   When you lock a 'PO/JOB Schedule' that is beyond the normal 'Lead Time', and beyond the normal 'Planning Time Fence', this will now change the 'Planning Time Fence' to be the date of the current 'Scheduled Completion Date / Delivery

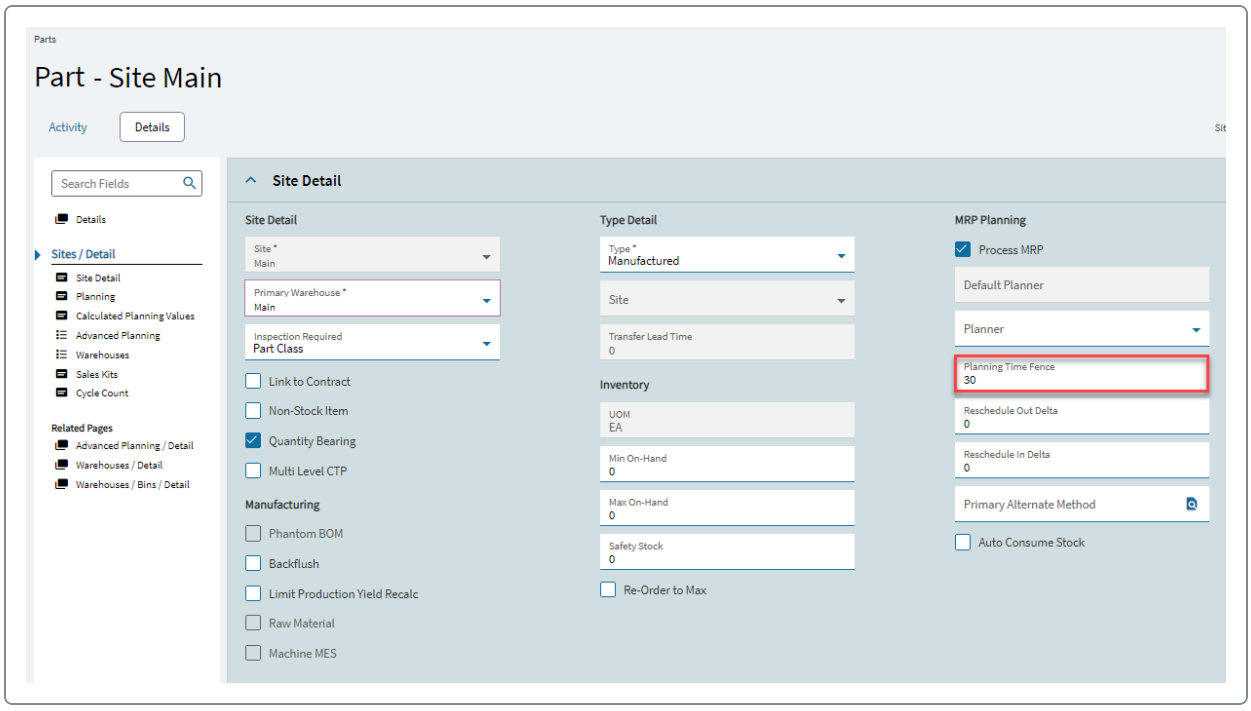
Date' of the item. Therefore, you stop getting notices to buy/make something inside that 'Planning Time Fence'. This reduces the clutter in the suggestions.

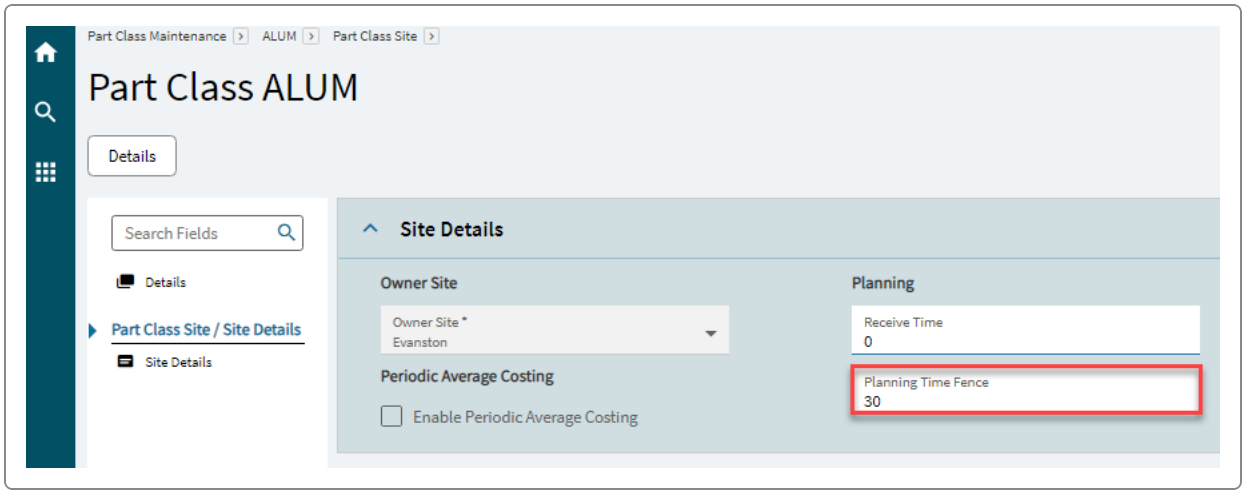
The following rules apply:

- If a job has a locked schedule, then the job's 'Schedule Completion' date will be used as the time fence for 'MRP Planning', if that date is beyond the part's 'Planning Time Fence' value.
- If there is more than one job that has a locked schedule, then the one with the last date will be used as the 'Planning Time Fence'.
- If the job with a locked schedule has a completion date that is inside the part's 'Planning Time Fence', then the part's 'Planning Time Fence' ('Part' app) will be used instead by the MRP engine. The MRP process would follow the standard 'Planning Time Fence' logic.

Review the examples in the sequence they follow. It is important you first understand the 'Planning Time Fence' logic.

You can sent the 'Planning Time Fence' parameter at the 'Part' level, either entering it directly in the 'Part' app or linking your part to a part class (Part Class Maintenance) which holds the 'Planning Time Fence' value.





By defining the 'Planning Time Fence' value within either the 'Part Class' or 'Part' apps, you can prevent changes to job suggestions, purchase suggestions, and un-firm jobs that occur within a specified date range.

If a 'Due Date' on an MRP generated record occurs on a date between the 'Scheduled Start Date' (defined in the 'Process MRP' app) plus the 'Planning Time Fence' value, the MRP engine will not change the 'Quantity' and 'Date' values on the previously generated records. Because these records are not updated, you do not need to review existing un-firm jobs and suggestions, reducing the number of results you need to verify.

Example #1

In this example, assume that today is 'May 1', and the 'Planning Time Fence', set at the 'Part' level, is '10' days (or 'May 11').

Next, assume you have a purchased stock part called 'Part-A', and your current on-hand quantity for this part is '5' units. There are no purchase orders for 'Part-A' in Kinetic. Next, you enter a sales order (demand) for '8' units with the due date of 'May 6'. When you run the MRP process, Kinetic would, in this case, create a purchase order suggestion (PO Suggestions) for '3' units, but for 'May 11'. This is because Kinetic considers the 'Planning Time Fence ' value of '10' days.

Example #2

In this example, assume that today is 'May 1', and the 'Planning Time Fence', set at the 'Part' level, is '10' days (or 'May 11').

Next, assume you have a manufactured stock part called 'Part-B', and your current on-hand quantity for this part is '5' units. There are no jobs for 'Part-B' in Kinetic. Next, you enter a sales order (demand) for '8' units with the due date of 'May 6'. When you run the MRP process,

Kinetic would, in this case, create a job suggestion for '3' units, but for 'May 11'. This is because Kinetic considers the 'Planning Time Fence ' value of '10' days.

Example #3

In this example, assume that today is 'May 1', and the 'Planning Time Fence', set at the 'Part' level, is '10' days (or 'May 11').

Next, assume you have a purchased stock part called 'Part-A', and your current on-hand quantity for this part is '5' units. However, there is a purchase order for 'Part-A' in Kinetic for '3' pieces scheduled for 'May 7' (inside the 'Planning Time Fence' value). Next, you enter a sales order (demand) for '8' units with the due date of 'May 6'. When you run the MRP process, Kinetic would not, in this case, create a purchase order suggestion (PO Suggestions) for '3' units, since there are already parts coming in during the 'Planning Time Fence' horizon. We cannot reschedule the PO, but we do not need to purchase more.

Example #4

In this example, assume that today is 'May 1', and the 'Planning Time Fence', set at the 'Part' level, is '10' days (or 'May 11').

Next, assume you have a manufactured stock part called 'Part-B', and your current on-hand quantity for this part is '5' units. However, there is a job for 'Part-B' in Kinetic for '3' pieces scheduled for 'May 7' (inside the 'Planning Time Fence' value). Next, you enter a sales order (demand) for '8' units with the due date of 'May 6'. When you run the MRP process, Kinetic would not, in this case, create a job suggestion for '3' units, since there are already parts going to be produced during the 'Planning Time Fence' horizon. We cannot reschedule the job, but we do not need to produce more.

Example #5

In this example, assume that today is 'May 1', and the 'Planning Time Fence', set at the 'Part' level, is '10' days (or 'May 11').

Next, assume you have a purchased stock part called 'Part-A', and your current on-hand quantity for this part is '5' units. However, there is a purchase order for 'Part-A' in Kinetic for '2' pieces scheduled for 'May 7' (inside the 'Planning Time Fence' value). Therefore, you are '1' unit short. Next, you enter a sales order (demand) for '8' units with the due date of 'May 6'. When you run the MRP process, Kinetic would, in this case, create a purchase order suggestion (PO Suggestions) for '1' unit, but for 'May 11'.

Example #6

In this example, assume that today is 'May 1', and the 'Planning Time Fence', set at the 'Part' level, is '10' days (or 'May 11').

Next, assume you have a manufactured stock part called 'Part-B', and your current on-hand quantity for this part is '5' units. However, there is a job for 'Part-B' in Kinetic for '2' pieces

scheduled for 'May 7' (inside the 'Planning Time Fence' value). Therefore, you are '1' unit short. Next, you enter a sales order (demand) for '8' units with the due date of 'May 6'. When you run the MRP process, Kinetic would, in this case, create a job suggestion for '1' unit, but for 'May 11'.

Example #7

In this example, assume that today is 'May 1', and the 'Planning Time Fence', set at the 'Part' level, is '10' days (or 'May 11').

Next, assume you have a purchased stock part called 'Part-A', and your current on-hand quantity for this part is '5' units. However, there is a purchase order for 'Part-A' in Kinetic for '3' pieces scheduled for 'May 15' (outside the 'Planning Time Fence' value). Next, you enter a sales order (demand) for '8' units with the due date of 'May 6'. The current PO needs rescheduling, but it cannot be scheduled before 'May 11'. When you run the MRP process, Kinetic would, in this case, create a purchase order suggestion for '3' units, but for 'May 11', because the existing purchase order for '3' pieces is scheduled for 'May 15'. The same logic applies to a job suggestion, meaning the part is a manufactured item.

If you select the 'Enable Dynamic Time Fence' check box for your 'Site', it will affect all the parts in Kinetic that include the 'Planning Time Fence' value.

Example #1

In this example, assume that today is 'May 1', and the 'Planning Time Fence', set at the 'Part' level, is '10' days (or 'May 11').

- 'Part-A' holds the 'Planning Time Fence' value of '10' days.
- You have a purchase order with a LOCKED SCHEDULE that is '15' days out. The purchase order is for '10' units of 'Part-A'.
- You have another purchase order with a LOCKED SCHEDULE that is '18' days out. The purchase order is for '10' units of 'Part-A'.

Next, assume your current on-hand quantity for 'Part-A' is '0' units. Next, you enter a sales order (demand) for '100' units with the due date of 'May 6'. When you run the MRP process, Kinetic would, in this case, create a purchase order suggestion (PO Suggestions) for 'May 18' ('18' days out). This is because MRP will find the last purchase order with the LOCKED SCHEDULE ('18' days out) and use it as the 'Planning Time Fence' instead of the 'Planning Time Fence' set at the 'Part' level ('10' days).

Example #2

In this example, assume that today is 'May 1', and the 'Planning Time Fence', set at the 'Part' level, is '10' days (or 'May 11').

- 'Part-A' holds the 'Planning Time Fence' value of '10' days.
- You have a purchase order with a LOCKED SCHEDULE that is '5' days out. The purchase order is for '10' units of 'Part-A'. The purchase order is inside the 'Planning Time Fence'.
- You have another purchase order with a LOCKED SCHEDULE that is '8' days out. The purchase order is for '10' units of 'Part-A'. The purchase order is inside the 'Planning Time Fence'.

Next, assume your current on-hand quantity for 'Part-A' is '0' units. Next, you enter a sales order (demand) for '100' units with the due date of 'May 15'. When you run the MRP process, Kinetic would, in this case, create a purchase order suggestion (PO Suggestions) for '100' units, but for 'May 11' ('10' days out). This is because MRP will find the last purchase order with the LOCKED SCHEDULE ('8' days out - within the 'Planning Time Fence'), but since the part's regular 'Planning Time Fence' is '10' days, MRP will continue to use the OLD LOGIC for the 'Planning Time Fence' and generate a purchase order suggestion for 'May 11'.

9. Select the **Allow Consumption of Minimum Qty** check box to activate the Consume Minimum Quantity calculation. When you activate this calculation, you cause both the MRP and PO Suggestion processes to use another level of lead time calculations. When the On-Hand Quantity falls below the Safety Stock Quantity within the purchase lead time, an additional set of Urgent Planning parameters activate.

   You define these parameters on part-site records within Part Maintenance. To learn more about part records, review the Part Parameters chapter.

10. Enter the **Supplier Due Date Horizon** value to define the number of days from the purchase order (PO) release due date that the Scheduling engine considers incoming purchase order releases for this site to be late. Available to Promise (ATP) and Capable to Promise (CTP) also use this setting to determine if incoming PO releases for the supplier should be considered in their calculations as a potential sources of supply.

    The application uses this value only if a Supplier Due Date horizon value has not been defined in Supplier Maintenance for the supplier associated with a given PO release.

11. In the Backward Scheduling Start field, enter a default **Backward scheduling Due Time** value.

    The value you enter in this field defaults in the Due Time field, when you schedule a job in Job Entry, Service Job Entry, Job Manager, Job Scheduling Board (Move Job), Resource Scheduling Board (Move Job), Multi-Resource Scheduling Board (Move Job), and so on.

    For example, you enter a value of 04:00 AM in this field and schedule a job that is due five days out, for example, 25th September. When you schedule the job

Backward, using the Job Entry > Job Scheduling, the value of 04:00 AM displays in the Schedule Job > Due Time field. If you then review the Job Scheduling Board for the previously scheduled job, Move Job displays the Due Time value of 04:00 AM.

12. Select the **Calendar ID** to find and select the production calendar used to manufacture parts within this site. By default, the production calendar selected on the company record is used, but you can select a different production calendar if you need. Review the Production Calendar section later in this chapter for more information.

13. Enter the **Finite Horizon** value to define how many days are added to the Schedule Start Date during MRP processing. Any jobs with Start Date values during this date range are scheduled finitely - which means load is not placed against a resource when it does not have the capacity to handle it. However any jobs with Start Date values outside this range are scheduled infinitely - which means that load can be placed against a resource above its capacity to handle it.

    You can enhance scheduling performance by defining an Overload Horizon time frame, which is typically the number of days you manage overloaded resources. You can then use the Shop Load Graph and the Overload Informer to manage overload in the site within this relative time frame without loading data beyond the point you currently need to manage.

14. In the **Overload Horizon** field, enter a value to define the number of days from the current date the scheduling engine uses to place overloaded resource records within the Shop Load table. These overloaded resource records display in both the Shop Load Graph and the Overload Informer.

    The Overload Informer displays the capacity used on each resource per each day, indicating when a resource is below capacity (such as 72%), at capacity (100%), and above capacity (such as 117%). Only resources scheduled with infinite capacity display on this tracker. If you do not use this tool, enter a 1 value to load only one day's records into the Shop Load Table.

15. In the **Rough Cut Horizon** field, enter the point in the schedule where jobs are calculated using Rough Cut Scheduling. This feature schedules jobs using the Need By Dates and Lead Time values on each material and operation to determine how much time is required for each job to finish. However this data, or load, is not recorded against your resources, which reduces the processing time needed to generate the overall schedule.

    Any jobs that fall outside of the Rough Cut Horizon date range use the Rough Cut Scheduling calculation to generate the schedule. This formula evaluates the Need By Dates and Lead Time values on each material and operation to calculate how much time is required for each job to finish its operations and gather its materials. The rough cut scheduling formula infinitely schedules these future jobs. This data, or load, is not recorded against your resources, which

reduces the processing time needed to generate the overall schedule. Rough cut scheduling also gives you a general idea of the production plan you may require in the future.

When a job is scheduled finitely, it means that work on the job is constrained to run for a specific number of hours each day and that the operations cannot be scheduled beyond this hour limit. Jobs that have a higher priority are assigned first to the capacity available on each resource. When a job is scheduled infinitely, it means no scheduling limits exist on resources assigned to handle the job operations.

Infinite scheduling gives you the optimal schedule for each job as if it is the highest priority job in your site. Other job operations compete for the same resources and so the available capacity on each resource can be exceeded; use this method to locate bottlenecks in the schedule.

16. Enter the **Auto Firm Horizon** value to specify how many days MRP monitors to determine when to create firm jobs. If demand is placed within the number of days you enter, the MRP Process automatically creates firm jobs from these demand records.

17. In the **Unfirm Series Horizon** field, enter a number of days from the current system date (Today) where the unfirm jobs created by MRP generate with a job number that uses the Firm Job Prefix value; this indicates these jobs are ready to engineer and schedule. Any jobs generated outside of this date range use the Unfirm Job Prefix value for their numbers.

18. Select the **Forced Start Times** check box to force times to be Start to Start when scheduling operations. Start to Start is an operation relationship that assumes you want to start two operations at the same time. In reality, however, you will likely start the first, or predecessor, operation before the second, or subsequent, operation. By default, this relationship uses the Queue Time at the subsequent operation, as this calculation does not assume that the subsequent operation starts as soon as the parts arrive at the resource.

19. Select the Scheduling Direction to determine the schedule direction that will default when you manually schedule a job.

    - **Forward** - Specifies from the Start Date and Time onwards.
    - **Backward** - Specifies from the Due Date and Time backwards.

20. Select the **Forced End Times** check box to force times to be Finish to Finish when scheduling operations. Finish to Finish is a scheduling relationship that defines how two operations interact with each other. By using this relationship, you indicate that the two operations will finish at about the same time.

21. The Multi-Job functionality makes it possible to schedule and re-arrange manufacturing jobs for a parent assembly and its child subassemblies (called predecessor and successor) all at the same time. If this functionality is in use, use the options within the Multi-Job section to

define if successor and predecessor jobs should scheduled and automatically loaded to the Job Scheduling Board.

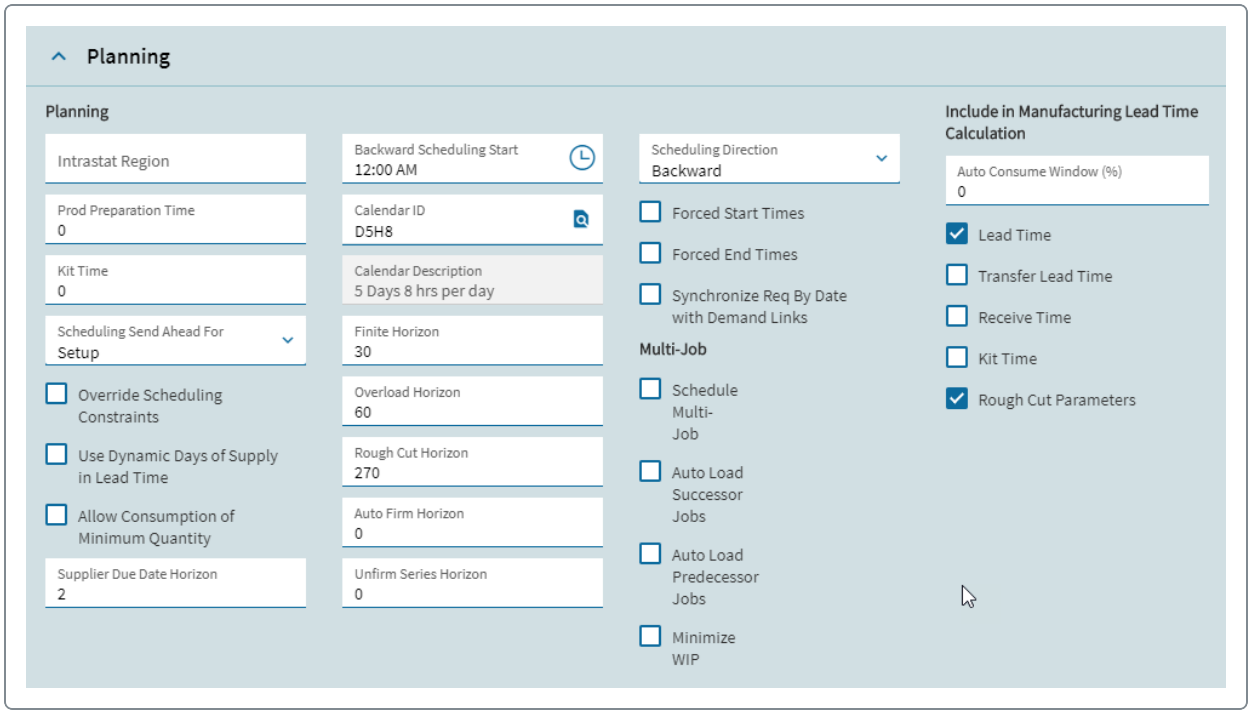
Available options:

- **Schedule Multi-Job** - If selected, scheduling defaults to Multi-Job mode.
- **Auto Load Successor Jobs** - Determines if successor jobs that are related to a selected job are automatically loaded to the Job Scheduling Board with the selected job
- **Auto Load Predecessor Jobs** - Determines if predecessor jobs that are related to a selected job are automatically loaded to the Job Scheduling Board with the selected job
- **Minimize WIP** - Select to reduce the gaps between the operations within a job or a group of associated jobs (if using Schedule Multi-Job). The setting here determines the default setting in Schedule Job. When checked, once scheduling is complete the scheduling engine runs the process again - but this time backwards from the end date of the successor job - to minimize WIP between operations/ jobs. This reduces scheduling gaps between the associated operations/ jobs.

22. The **Manufacturing Lead Time calculation** determines how long it takes, in days, to receive materials and manufacture part quantities at each subassembly level. This calculation then uses these values to total how long it takes, in days, to complete the final assembly. Use the options within the Include in Manufacturing Lead Time Calculation section to define which lead times associated with this site are included in this calculation. Available options:

    - Lead Time
    - Transfer Lead Time
    - Receive Time
    - Kit Time
    - Rough Cut Parameters

    This pane also includes an Auto Consume Window (%) field, which lets you check if there is availability of material on the required date plus the percentage (of the manufacturing lead time) entered in this field. The purpose is so that you can look ahead for a few days to see if there is a better time to schedule the job based on availability. Enter a value here between 1 and 100. This field is also found in Part Maintenance on the Part > Sites > Planning card. This field takes the default value from what is entered in Site Maintenance. For example, subassembly DSS-100 requires 10 pieces and there is an original pull quantity of 2. The job bounces forward and is scheduled on 7/25 when the worker tries to pull the remaining quantity. If only 3 more pieces are available (for a total of 5 of the necessary 10), there is still not enough for the requirement. The window percentage is added to calculate a new date when the material should be reviewed to see if the complete quantity needed is available to pull.



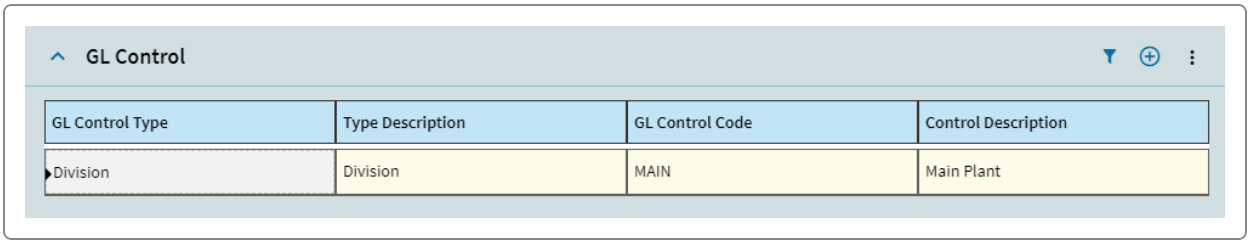
23. Select **Save**.

Entering Address and Comments

Use the **Address** and **Comments** cards to define the location and enter any additional information you need to include with the site record.

Adding GL Controls

Define the default accounts and journal codes available during the posting process. Financial transactions placed against this site use these GL controls to determine journal and account contexts. You can associate one or more GL controls to this site record, but each GL control must belong to a different GL control type. These GL controls determine the different account contexts used when users post financial transactions against this site.



Creating ABC Codes

Define ABC codes for your inventory to classify the items in your inventory and to set tolerances and limits. You can use ABC analysis to categorize parts based on the current on-hand quantity and the value of historical transactions and calculate a percent of inventory according to your settings

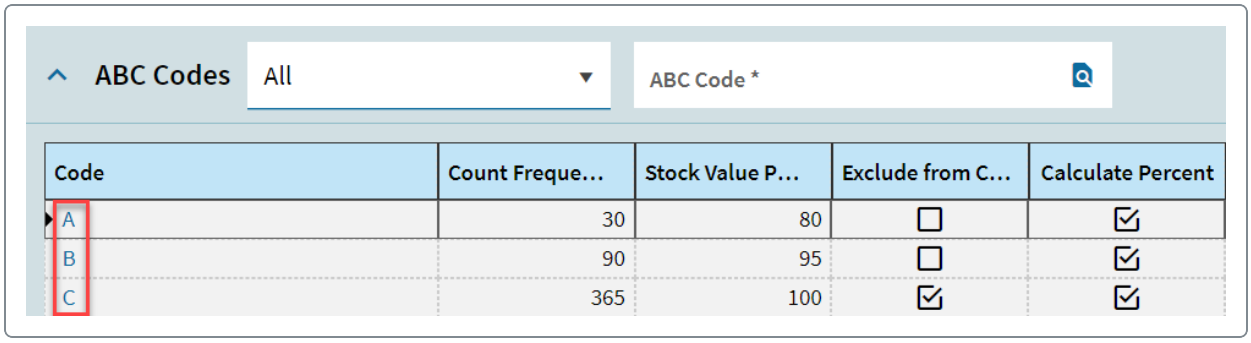
The categories like the ABC codes help find the parts with the highest volume or the biggest risk for change. ABC codes are used not only for physical inventory or cycle counting, but some companies also use it to determine which parts they should focus more on, at a purchasing level, to maximize the revenue.

To classify parts in inventory based on usage and cost criteria you can set ABC codes in the 'ABC Code Maintenance app. You must set up at least one ABC code to perform cycle count processing in Kinetic.

To create a new ABC code:

1. Open the **ABC Code** app.

   The Landing page displays. The page lists all the existing ABC code record. To open an existing record, select the Code link inside the grid.



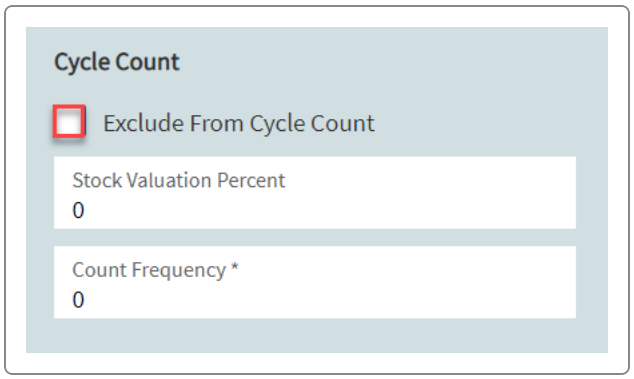
2. To add a new ABC code, select **New**.

3. Enter a new identification code for the ABC classification using ABC Code field.

   The Detail card displays.

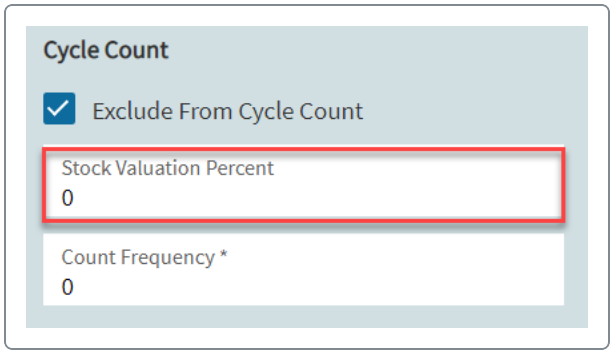
This is a required field. This must be a 1-character code, corresponding to a letter in the alphabet, for example, A, G, Z. You can assign up to '26'. You cannot enter a number in this field.

4. Select the **Exclude from Cycle Count** check box.



The check box designates if parts containing the ABC code are only counted during physical inventory and excluded from selections for cycle counting in this warehouse. Select this check box if parts containing the ABC code should only be counted during physical inventory and excluded from selections for cycle counting in this warehouse.

5. Define the **Stock Valuation Percent** value.



The Calculate ABC Codes app uses the value in this field to determine what ABC code is assigned to a part/warehouse record. The specified percentage cannot exceed 100%. When you run the 'Calculate ABC Code' app, it determines the total stock valuation and then ranks parts by the percentage of use and value.

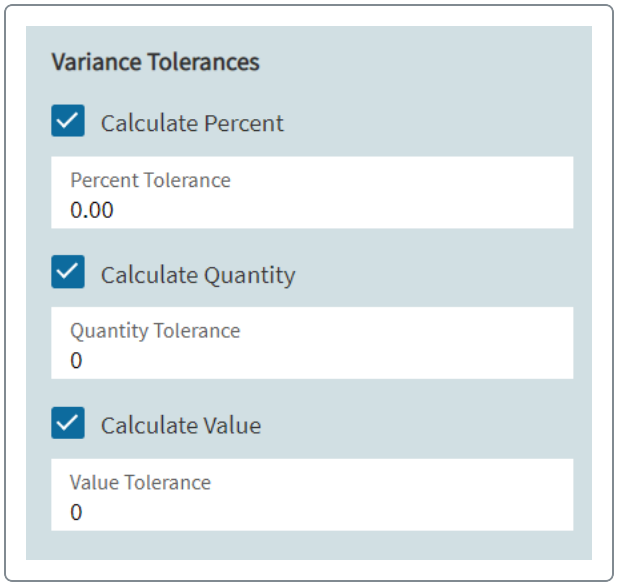
For example, if you enter '80' into this field for ABC Code A, the 'Calculate ABC Codes' app assigns Code A to inventory items that represent 80% of the value of the total inventory. If you enter '95' for ABC Code B, then the 'Calculate ABC Codes' app assigns Code B to inventory items that represent the next 15% of the value of the total inventory. If you enter '100' for ABC Code C, then the 'Calculate ABC Codes' app assigns that code to inventory items that represent the remaining 5% of your inventory.

6. Specify the parameters for the cycle count using the Count Frequency field.

   Designates how often parts assigned to this ABC code are counted. This value specifies the number of days between each count cycle.

   For example, if you count inventory items based on ABC classification, and Class A items require counting every '60' days, enter '60' into this field. When you select parts for counting in your cycle processing, the Kinetic selects all Class A items that have not been counted within the last '60' days for counting.

7. Optionally, specify **Variance Tolerances** for the new ABC code.



   - **Percent Tolerance** - Designates the percentage difference between the pre-count quantity and the actual count quantity. This value defines how much variation you allow

for each count. Enter zero (0) to indicate you do not accept any percentage variance. A percentage higher than zero indicates a percentage difference between the pre-count quantity and the actual count quantity, by more than this value, is considered out of tolerance. This result is then included on count variance reports.

- **Quantity Tolerance** - Designates the difference between the pre-count quantity and actual count quantity you allow in this site. Enter zero (0) to specify you do not accept any quantity variance. A value higher than zero indicates a quantity difference between the pre-count quantity and the actual count quantity, by more than this value, is considered out of tolerance. This result is then included on count variance reports.

  For example, enter '10' if the calculated difference between the pre-count quantity and actual count quantity for a part can vary by no more than '10'.

- **Value Tolerance** - Designates the difference you accept between a part quantity's pre-count cost and actual count cost. Enter zero (0) to indicate any monetary variance is out of tolerance. A number higher than zero indicates a cost amount difference between the pre-count value and the actual count value, by more than this cost limit, is considered out of tolerance. This result is then included on count variance reports. You can post adjustments to the inventory quantity using the 'Count Discrepancy Reason Code' in 'Count Cycle' app.

  For example, enter '100' if the cost difference between the pre-count quantity and the actual cycle count quantity can vary by no more than '100' dollars.

The values you enter in this app override the values defined in the 'Site Configuration' app. Use these cycle count settings to precisely determine how each part quantity is included in cycle counting.

8. Select **Save** .

Running the Calculate ABC Codes Process

Run the **Calculate ABC Codes** process to perform warehouse or site-specific stock valuation calculations, produce a report with suggested ABC code assignments, and optionally assign ABC codes to part records in the warehouses associated with specified sites. You normally generate the report prior to processing cycle and physical inventory counts. If you do not use cycle counting for inventory count processing, you do not need to run Calculate ABC Codes.

Calculate ABC Codes (optionally) assigns ABC coding to parts by descending level of usage, based on stock valuation in a user-specified historical usage period. The ABC coding classifications indicate that a small percentage of the items usually represent the bulk of the inventory cost. This is known as **Paretto's** law or the **80/20** rule. Class A normally includes items with the highest requirements value, Class B a lower value, and Class C, with the least value. Refer to ABC Code Assignment and Stock Valuation Calculations for specific details on how the program assigns ABC codes to part/warehouse records. If required, use the Parts Missing ABC Code Report before running Calculate ABC Codes to view the part records that do not have assigned ABC codes.

Before you run the process, you must create ABC codes in ABC Code Maintenance.

The **Selection** parameters include:

- **Historical Usage From** - The beginning date for the historical usage period being used in the ABC Code stock valuation percentage calculations.
- **Include Current On-Hand** - Select if you want to use the value of current on-hand quantities in the stock valuation calculations for the warehouse or site being processed.
- **Update ABC Codes** - Select if you want to perform the actual database update of ABC codes at the part/warehouse level. Keep cleared if you want to skip the actual database update of ABC codes at the part/warehouse level.
- **Include Projected Usage** -Select if you want to use projected usage, based on job and order requirements, in the stock valuation percentage calculations.
- **Projected Usage Through** - The end date for the historical usage period being used in the ABC Code stock valuation percentage calculations.
- **Warehouse stock valuation %** - Select if you want to calculate ABC coding and assign it as a percentage of warehouse stock valuation. If selected, you cannot select the **Site stock valution %** option. To determine warehouse stock valuation, Kinetic does the following:
    - Calculates the stock value for each part in each warehouse associated with the site being processed.
    - Totals the total stock value for all parts in a warehouse to calculate total stock valuation for the entire warehouse.
    - Determines what percentage each part represents of the total warehouse stock valuation by dividing the calculated stock value for each part by the total warehouse stock valuation.

    - To determine which ABC code to assign to a particular part/warehouse record, it ranks the calculated percentages for each part in that warehouse and then compares them against the default Stock Valuation percentage defined for each ABC Code. Refer to Stock Valuation Calculations for details on the hierarchy Kinetic uses to retrieve the correct Stock Valuation percentages for this comparison.
- **Site stock valuation %** - Select if you want to calculate ABC coding and assign it as a percentage of stock valuation for each site being processed. If selected, you cannot select the **Warehouse stock valution %** option. To determine site stock valuation, Kinetic does the following:
    - Calculates the stock value for each part in a site (across all warehouses associated with the site).
    - Totals the total stock value for all parts in the site to calculate total stock valuation for the entire site.
    - Determines what percentage each part represents of the total site stock valuation by dividing the calculated stock value for each part by the total site stock valuation.
    - To determine which ABC code to assign to each part/warehouse record associated with a site, it ranks the calculated percentages for each part in the site and then compares them against the default Stock Valuation percentage defined for each ABC Code. Refer to Stock Valuation Calculations for details on the hierarchy Kinetic uses to retrieve the correct Stock Valuation percentages for this comparison.
    - Once it determines the correct ABC code for each part, it updates each part/warehouse record that belongs to a site being processed with the same ABC Code. For example, if it determines that Part 1 should be assigned a C code based on the site valuation, and three warehouses are associated with the site, each part/warehouse record would be assigned the C code, regardless of its relative stock valuation ranked in a particular warehouse.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Report Style** - Select the report style option you want to use to run this report.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.

To generate the report:

1. From the main menu, go to **Material Management > Inventory Management > General Operations > Calculate ABC Codes**.
2. Select the process parameters.
3. Select **Print Preview**. 

Running the Initialize Last Cycle Count Dates Process

Run the **Initialize Last Cycle Count Dates** process to initialize the **Last Cycle Count Date** field in part records for selected warehouses, prior to use of the inventory count functions in the Kinetic application. This date indicates when individual parts were last cycle counted and appears on cycle count reports.

- When running the **Perform Part Selection** option on the **Cycle Count Schedule Maintenance** Overflow menu, it uses the Last Cycle Count date, in conjunction with the cycle count interval factors defined for specific parts, to calculate the dates on which individual parts should be reselected for cycle counting.
- The Initialize Last Cycle Count Dates program assigns (and spreads) the last count dates for the selected ABC items across the last x number of months, where x is the cycle count interval defined for the ABC code category in **ABC Code Maintenance**. However, it uses as an override any part/warehouse parameters that have been defined for the ABC code category in the **Part Maintenance > Part > Sites > Warehouses > Cycle Count\Physical Inv** sheet, or part/site parameters that have been defined in the **Site Configuration Control > Modules > Inventory > Cycle Count/Physical Inv > ABC Code > Detail** sheet.

You can only use this program when first implementing Cycle Counting capabilities. Once run, this program must not be re-run once Cycle Counting has been implemented. Since the determination of whether a part is due for cycle count depends on the cycle count frequency and the last cycle count date, the application automatically sets the Last Cycle Count Date to the current date as parts are added to a warehouse. It also does this automatically as new transactional records are entered after running this program.

The **Selection** parameters include:

- **Filter** - Use this field to select the Warehouses to include in the process.
- **Schedule** - Define when to run the process. If you select something other than **Now**, the **Recurring** check box is available.
- **Recurring** - Select this check box if you want the report to run on a repeating basis.

To run the process:

1. From the main menu, go to **Material Management > Inventory Management > General Operations > Initialize Last Cycle Count Date**.
2. Select the parameters you want to use for the process.
3. Select **Process**.

Defining Cycle Count Periods

Define cycle count periods to check up your inventory and count the parts at the stock within certain periods in **Cycle Count Period Definition**.

To plan and put your cycle counts at the calendar, go to **Cycle Count Period Definition** and then use the definitions in **Cycle Count Schedule Maintenance**. The cycle period includes a two-digit identification number (from 01 - 99) and specifies the year, start date, and end date for the cycle count period.

Cycle count periods can span any length of time (months, weeks, days) but should take place within the same calendar year. When you use the **Cycle Count Schedule Maintenance** to define cycle count schedules for your site, select a cycle count period defined in the **Cycle Count Period Definition**.

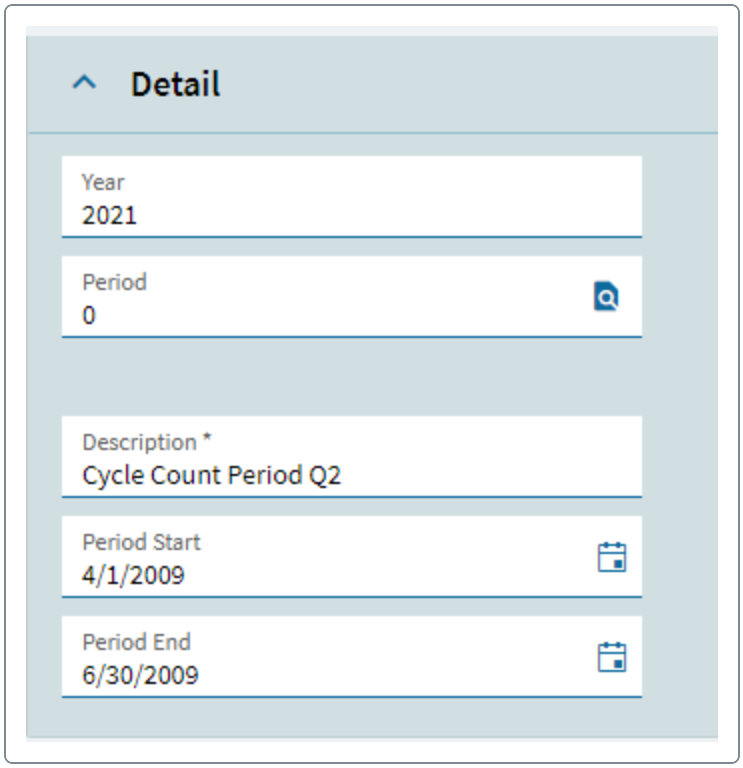
You can define period lengths based on how frequently you count parts or the lowest value you would want to use for count frequency. If your lowest count frequency is monthly (30/31 days), it makes sense to define monthly cycle count periods. However, if there are some parts you want to count weekly or bi-weekly, you should define cycle count periods as weekly or bi-weekly.

> Even though you can define cycle count periods in the **Cycle Count Period Definition** with overlapping dates, a part can only be assigned to one open cycle at a time in the **Cycle Count Schedule Maintenance**. This happens even if different cycle schedules include the same date on which a part is due for counting; the part would be selected for only one of the cycle schedules.

In this article, we will cover creating cycle count periods.

1. From the main menu, go to **Material Management** > **Inventory Management** > **Setup** > **Cycle Count Period Definition**.
2. Select the **New**icon to create a new cycle count period.
3. Specify the year in which the cycle period occurs. The current year displays by default.
4. Add the description for the cycle count period definition.
5. Specify the starting and ending dates for the cycle count period in the **Period Start** and **Period End** fields. These periods tell the application how often you make a cycle count for the parts and when you do it.

   > If you want to count for three days per month, create 3-days period for each month in a year. You decide what fits best for your business.



6. Select **Save**.

   The identification number for the cycle count period automatically displays in the **Period** field. If you want to select an existing cycle count period number, select the search button.

Creating Cycle Count Schedule

Each cycle count period requires a cycle count schedule assigned to it. These are the individual ‘counts’ that the system generates based on the Cycle Count Period.

Use **Cycle Count Schedule Maintenance** to create and maintain cycle count schedules. This includes selecting the parts that will be cycle counts for a specific warehouse in a designated time period and year, based on the selected production calendar.

After you specify a cycle period, year and production calendar, the program creates a default cycle schedule; you can modify the default cycle count dates can as required. The individual cycles within the master periodic schedule are independent of each other but you can conduct multiple cycles concurrently as necessary.

After modifying the generated cycle count schedule, select the parts being counted by running the Perform Part Selection selection on the Overflow menu.

The application uses the cycle count method (Random or Repetitive) defined for the specified warehouse in the Warehouse Maintenance > Cycle Count\Physical Inv cards to select and assign specific parts to each cycle count sequence within the cycle period.

Prior to using this program, you must define cycle periods in Cycle Count Period Definition, and define count parameters at the part/warehouse, warehouse, part/site, site configuration and ABC code levels.

Note: Even though you can define cycle count periods in Cycle Count Period Definition with overlapping dates, a part can only be assigned to one open cycle at a time in Cycle Count Schedule Maintenance. This happens even if different cycle schedules include the same date on which a part is due for counting; the part would be selected for only one of the cycle schedules.

Note: Part quantities associated with a PCID are automatically included in inventory counts, if the following is true:

- Your company has an AMM license.
- The Enable Package Control check box is selected for the current site in Site Configuration.
- The PCID status is Stock.
- The PCID is not a child

If you select the Exclude PCID Parts check box in the Initialize Physical Inventory app, the application excludes part quantities associated with a PCID from inventory counts.

Use the landing page of the application to view existing schedules or to enter a new one.

In this article, we will cover:

- Creating a new cycle count schedule
- Review ABC quantities

- Performing part selection
- Deleting cycle sequences

Creating a New Cycle Count Schedule

1. From the main menu, navigate to **Material Management > Inventory Management > General Operations > Cycle Count Schedule Maintenance**.
2. Select **New** to add a new cycle count schedule.
3. Specify the warehouse, year, cycle period and production calendar for which a cycle count schedule is being created.
4. Enter the appropriate part selection criteria being used to create the cycle count schedule. This specifies which type of parts (if any) should be excluded from the cycle count schedule selection.

    - **Exclude On Hold** - designates if parts that are on hold should be excluded when selecting parts for cycle or physical counting in this warehouse, month and year. Select the check box to exclude parts that are on hold. Clear the check box to include parts that are on hold
    - **Exclude Parts Without Activity** - If the Random cycle count selection method is being used, specify if parts with no transactional activity since the last cycle count should be excluded when selecting parts for cycle or physical counting in this warehouse, month and year.

      Select the check box to exclude parts with no transactional activity since the last cycle count. Clear the check box to include parts with no transactional activity since the last cycle counts.
    - **Exclude Zero QOH** - Designates if parts with zero on-hand quantities in all bin locations should be excluded when selecting parts for cycle or physical counting in this warehouse, month and year. The default comes from the Warehouse Maintenance > Cycle Count/Physical Inventory card and can be overridden.

      Select the check box to exclude parts with zero on-hand quantities. Clear the check box to include parts with zero on-hand quantities in all bin locations.
    - **Exclude Inventory Attribute Parts** - Select this check box to indicate you want to exclude inventory attribute tracked parts from part selection (Actions > Part Selection).

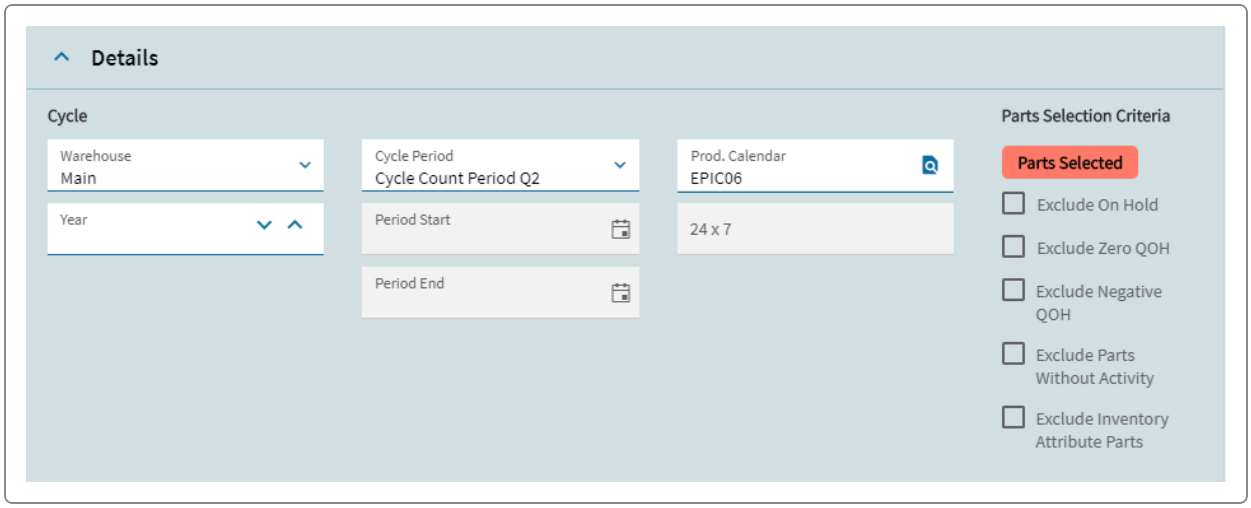
      You set a part to be attribute tracked in Part Maintenance by selecting the Track Inventory Attributes check box. Next you select an attribute class. In the system, each attribute set is tied to an attribute class and each attribute class is associated with a part.

This gives you the ability to stock this part and adjust your inventory levels using multiple units of measure (dimensions).

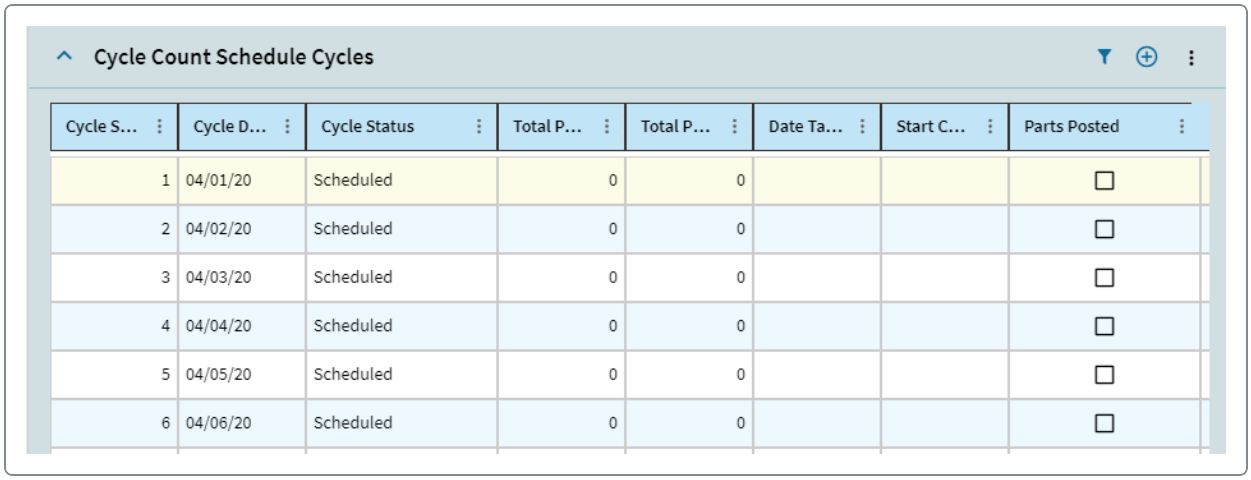
- **Exclude Inventory By Revision Parts** - Select this check box to exclude inventory by revision parts from part selection.

> To learn more about materials that you can track by a revision, review the Tracking Inventory by Revision article.

> If you want to use the **Track Inventory By Revision** functionality with inventory attribute tracked parts (Advanced Unit of Measure) you must set the part to **Track Inventory Attributes** and link it to a dynamic attribute class record that holds the **Part Revision** attribute. This is done in the Part app on the **Attributes** card.
>
> - To learn more about the Advanced Unit of Measure concept, review the Working with Advanced Unit of Measure article.
> - To learn more about how to set up a dynamic attribute classes for 'Track Inventory By Revision' materials, review the Creating Dynamic Attribute Classes for Track Inventory By Revision Parts article.



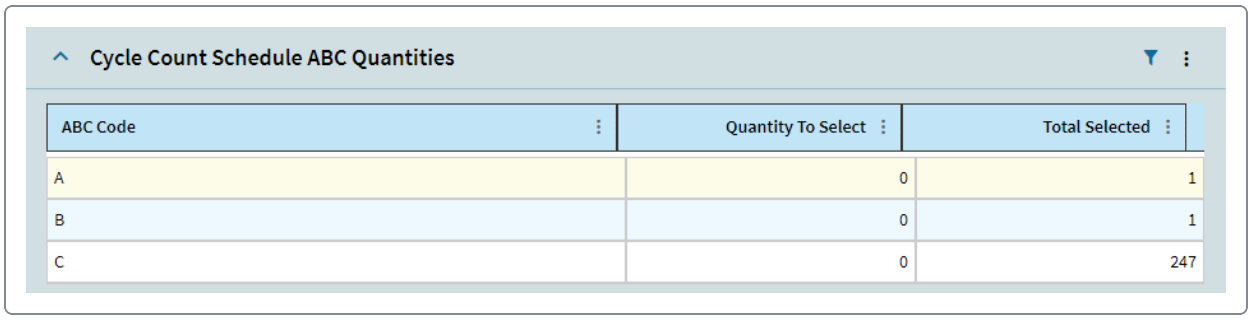
5. After entering all required parameters, select **Save** to create a cycle count schedule for the specified warehouse, cycle period and year.
6. Use the **Cycles Count Schedule Cycles** card to view the cycle count schedule generated in the Detail card for a specified warehouse in a designated month and year. If required, the cycle date can be changed for specific cycles within the month.



Cycle S...	Cycle D...	Cycle Status	Total P...	Total P...	Date Ta...	Start C...	Parts Posted
1	04/01/20	Scheduled	0	0			☐
2	04/02/20	Scheduled	0	0			☐
3	04/03/20	Scheduled	0	0			☐
4	04/04/20	Scheduled	0	0			☐
5	04/05/20	Scheduled	0	0			☐
6	04/06/20	Scheduled	0	0			☐

Review ABC Quantities

On the **ABC Quantities** card, you can view the number of parts that have been or can be selected for each ABC code for the currently selected schedule.



ABC Code	Quantity To Select	Total Selected
A	0	1
B	0	1
C	0	247

If the Random cycle count part selection method is used to select parts for the count, you can update the quantities in the **Quantity To Select** field before you use the **Perform Part Selection** option on the Overflow menu for the specified cycle count schedule.

Performing Part Selection

You can use the **Perform Part Selection** option from the Overflow menu to perform an initial selection of parts for the selected warehouse/month/year. The number of parts selected for each cycle displays on the **Cycles Count Schedule Cycles** card, and for each ABC code on the **ABC Qtys** card. After running this process, you can also view the selected parts on the Count Cycle Parts Selected Report.

Here is my content. I will add some bullets now:

You can access and use Part Selection only under the following conditions:

- The warehouse cycle count control record must be saved for the warehouse month and year and there must be at least one cycle defined for the month/year.
- It can be run at any time during the month, but can be run only once for the warehouse/month/year. Epicor recommends that you run the Perform Part Selection process at the beginning of the month, as close to the beginning of the month, for which the cycle count scheduling is being performed.
- It cannot be used if the Random cycle count selection method is in effect for this warehouse, unless a non-zero quantity is displayed, or has been entered, into the Quantity to Select field in the Cycle Count Schedule Maintenance - ABC Qtys card for at least one ABC code.

While using this process, the application locks the cycle schedule record and prevents any further maintenance in Cycle Count Schedule Maintenance while performing the actual cycle count selection processing. It only selects parts in each specified warehouse that:

- Contain an ABC code.
- Are stocking parts only (no non-stock).
- Are defined as quantity bearing parts.
- Are not defined as kit type parts.
- Are not currently assigned to a scheduled cycle count
- Have not yet been counted within the cycle count frequency specified in the part record. It uses the part ABC code, the default count frequency defined for the ABC code, the last cycle count date for the part, and the cycle count dates for the schedule to determine if it is eligible for counting.
    - If it has not been cycle counted in the last x days, where x is the count frequency default defined for its assigned ABC code, then the part is due for cycle count, eligible for selection and assigned to a count cycle for that schedule.
    - For example, if you count inventory items on the basis of ABC classification, and Class A items contain a Count Frequency factor of 60, Perform Part Selection selects all class A items that have not been counted within the last 60 days for counting.
- Do not meet any of the exclusion criteria defined for the warehouse in the Warehouse Maintenance > Cycle Count\Physical Inv card.

This process uses one of the two following methods for cycle count item selection. The specific method being used for the specified warehouse is designated in the Cycle Count Selection field at the warehouse or site configuration levels:

Repetitive - Selects items for cycle counting based on the cycle count intervals defined in the Count Interval field (in order of precedence) at the part/warehouse, warehouse or site configuration levels. It divides the selected items equally among the number of count cycles in the month.

Random - Randomly selects parts for cycle counting and uses an algorithm to randomly select the items being counted, and divides this number among the specified cycle count cycle sequences defined for the month/year. It only selects as many parts for each ABC code as specified in the Quantity to Select field in the Cycle Count Schedule Maintenance > ABC Qtys card for at least one

ABC code. It also determines if a part should be skipped based on the setting of the Exclude Items With No Activity check box.

Note: You cannot select parts for cycle counting that have been marked as inactive; these are parts for which the Inactive check box has been selected in the Part Maintenance > Detail card. In order to cycle count an inactive part, you must first activate it by clearing the Inactive check box in the Part Maintenance > Detail card. You can then select the item for cycle counting and perform all related count-related activities. Once you do this, you can then reselect the Inactive check box in the Part Maintenance > Detail card to inactivate the part.

Note: Part quantities associated with a PCID are automatically excluded from inventory counts.

Once you have run the Perform Part Selection process:

- You can no longer add cycles to, or delete cycles from, the warehouse schedule for this month/year.
- The quantity in the Quantity to Select field in the Cycle Count Schedule Maintenance > ABC Qtys card cannot be changed.
- Part selection criteria cannot be changed in the Cycle Count Schedule Maintenance > Detail card.
- It flags the selected parts as being attached to a cycle count cycle; they are skipped for any subsequent cycle count selection processing.
- Parts can be added to the cycle sequence, moved to another cycle sequence, or removed from the cycle sequence using the Cycle Count Part Selection Update program.

Note: In the event you want to reselect part numbers by rerunning the Perform Part Selection option again, you first use the Undo Part Selection option on the Actions menu to undo (reverse and delete) the initial selection of parts for the cycle schedule.

Deleting Cycle Sequences

Use the **Delete Cycle Sequences** option on the Overflow menu to delete all scheduled cycles you created for the cycle schedule you selected in Cycle Count Schedule Maintenance. If you also used the Perform Part Selection option to select parts for some or all of the cycles within the schedule, the Delete Cycle Sequences option also performs the same processing as the **Undo Part Selection** option.

Using this option provides you with the ability to use Cycle Count Schedule Maintenance again and redo the entire cycle count schedule calendar in the event you used the incorrect calendar and do not like how it was originally created. When you redo the cycle schedule, you can select another working calendar; the app then creates a new set of empty cycles for the original cycle period you selected (it cannot be changed once you generate cycle schedules). The new cycle schedule dates may vary from the original, based on the specifics of the newly selected calendar.

Example: You create a cycle schedule using Calendar 1, and then (optionally) run Perform Part Selection for a specified warehouse cycle period. After review, you decide you would like to redo the entire cycle schedule using a different calendar (Calendar 2), and undo the part selections made for this current cycle schedule.

You can access and use this Overflow menu selection only if at least one of cycles assigned to the selected schedule has a status of Scheduled. The Delete Cycle Sequences option performs the following processing:

When you select this option, the application locks the cycle schedule record and prevents any further maintenance in Cycle Count Schedule Maintenance while performing the actual cycle count undo processing.

It deletes all cycle schedule records with a status of Scheduled in the CCHdr (Cycle Count Header) table, and also deletes the related part detail records in the CCDtl (Cycle Count Detail) table.

This option does not delete part master records from the Parts table.

If there are no remaining cycles in the cycle schedule, it turns off the Parts Selected flag in the CCWhsCtrl (Cycle Count Warehouse Control) table.

It reduces the Total Selected field quantity in the CCWhsABC (Cycle Count Warehouse ABC Code) table, which stores total number of parts selected for each ABC code for the schedule, by the number of deleted CCDtl part detail records.

Using Cycle Count Part / PCID Selection Update

Use **Cycle Count Part/PCID Selection Update** to add or remove parts/PCIDs from a specific cycle. You can also move parts/PCIDs to a different cycle. If you remove all the parts from a cycle, the cycle itself is automatically cancelled from the cycle schedule.

This app can be used only for individual cycle counts - it cannot be used for cycle sequences that are designated as full physical counts.

Notice you cannot run this process after the count tags are generated for the cycle. If the Generate Tags selection on the Count Cycle Maintenance Actions menu has already been run, you can void tags for an individual page using the Void Tags by Part or Void Tags by PCID selections in that app.

In this article, we will cover:

- Adding additional items to a specific cycle sequence
- Moving items to another cycle sequence
- Removing selected items from a specific cycle

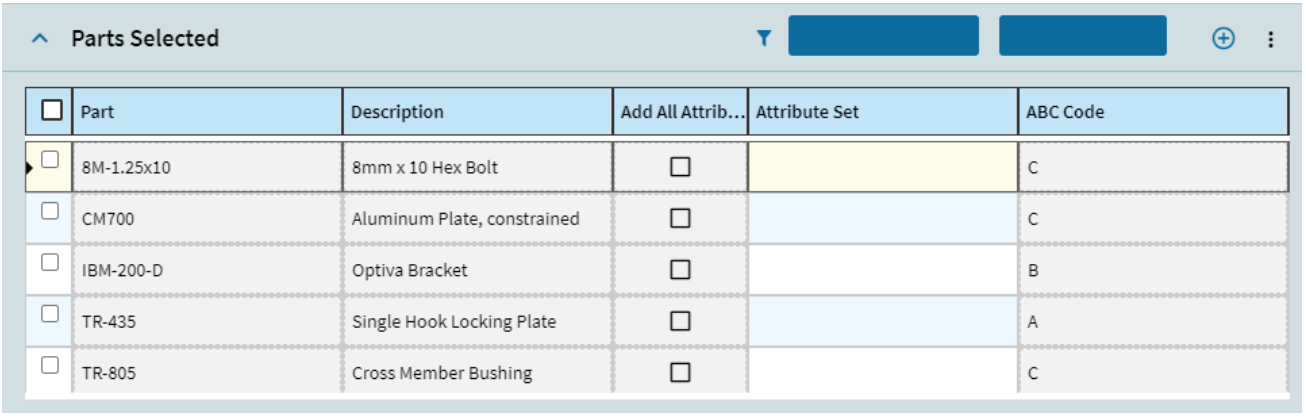
Adding Additional Items to a Specific Cycle Sequence

1. From the main menu, navigate to **Material Management > Inventory Management > General Operations > Cycle Count Part / PCID Selection Update**.
2. From the landing page, select the cycle sequence to which an item is being added.
3. Add a new item.

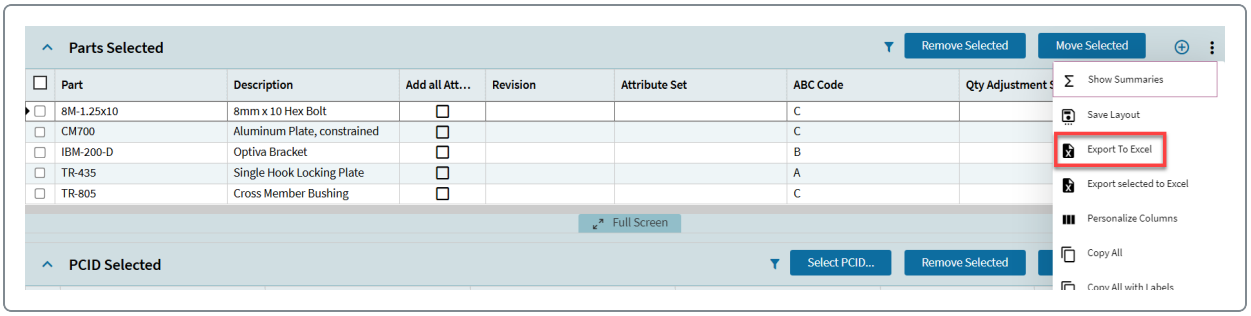
   You cannot add parts or PCIDs that have been marked as inactive; these are parts for which the Inactive check box has been selected in the Part Maintenance > Detail card, and PCIDs for which the Inactive check box has been selected in Package Control ID Configuration > Detail card. In order to cycle count an inactive part or PCID, you must first activate it by clearing the Inactive check box. You can then add the item to the cycle count and perform all related count-related activities. Once you do this, you can then reselect the Inactive check box in to inactivate the part or PCID.

   1. Select **New** in the **Parts Selected** card to add a new part.
   2. In each grid line, enter the part number being added to the selected cycle sequence. Only parts that exist in the current warehouse, that are not currently assigned to a cycle sequence can be added. The part cannot be flagged as a non-stock or kit type part, and

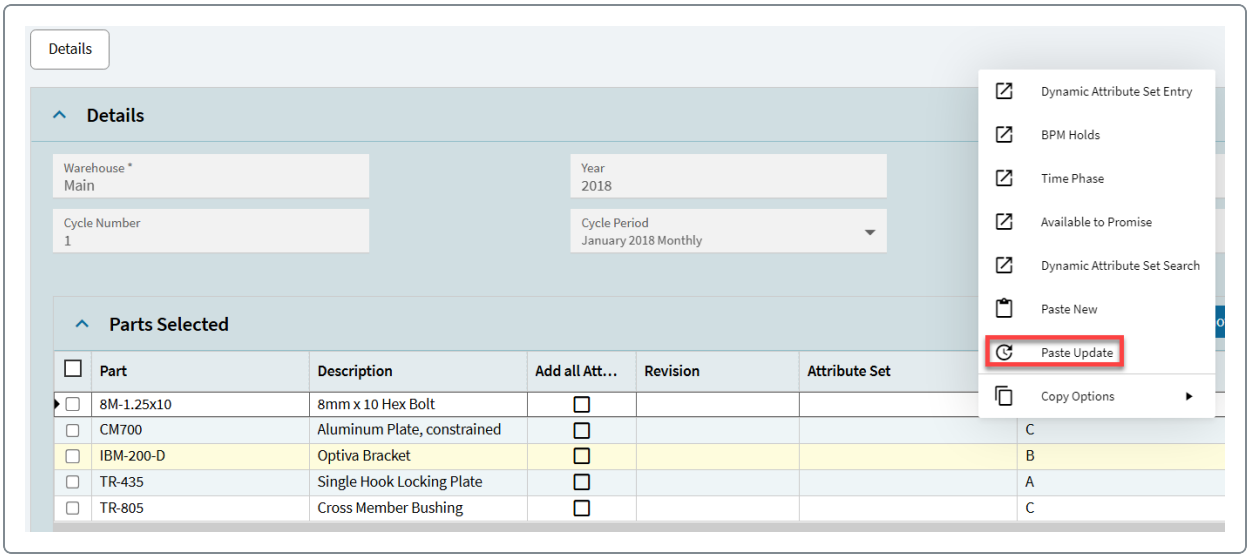
must be flagged as quantity bearing.



3. You can also export the parts to an Excel file using the **Export To Excel** option.



4. To import parts to the **Parts Selected** card, highlight the columns in your Excel file, right-click you mouse on the Part Selected card and select **Paste Update**.



The fields in the **PCID Selected** card are only enabled if your company has an AMM license, and the **Enable Packege Control** check box is selected for the current site in Site Configuration.

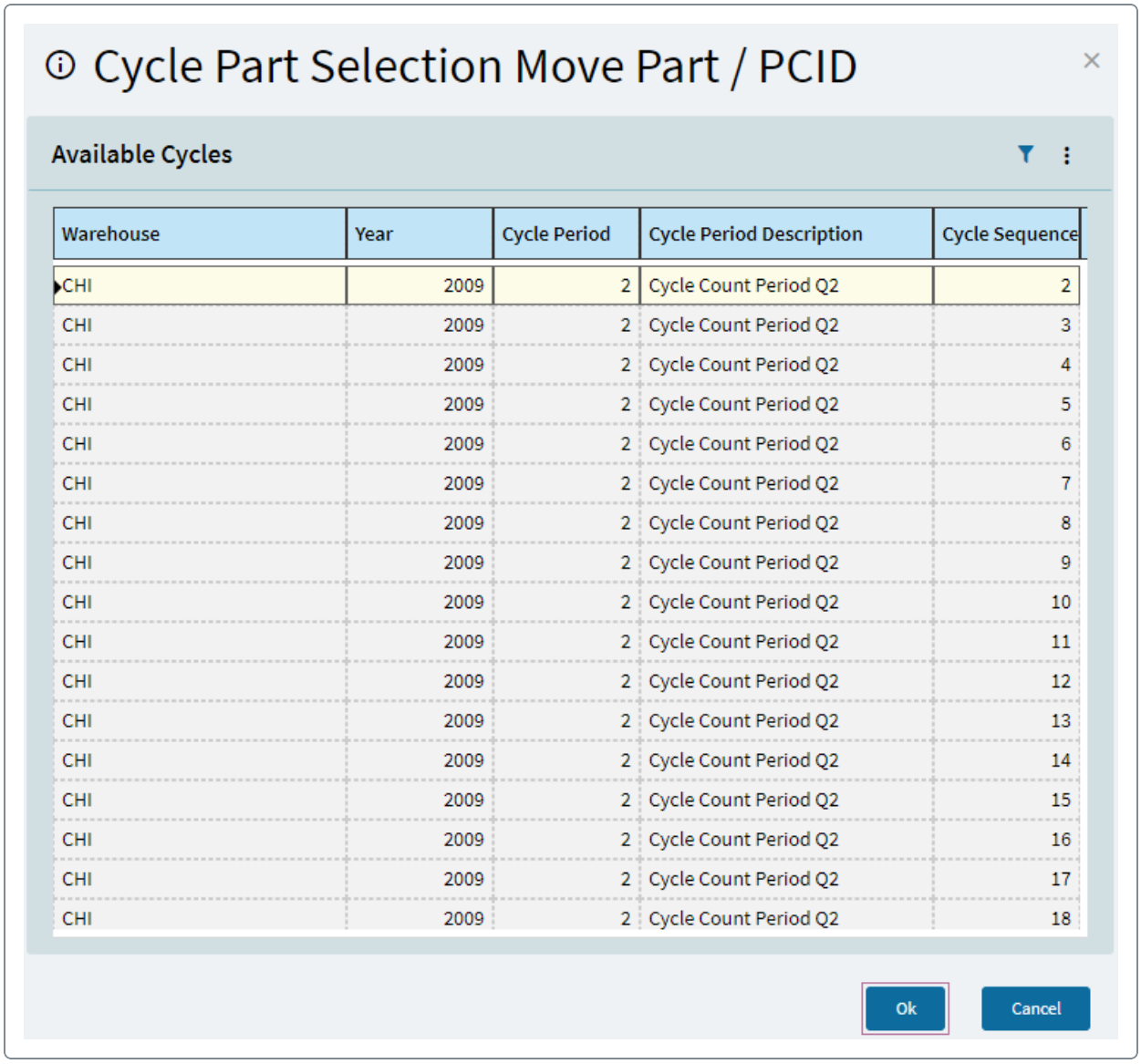
1. Select **New** in the **PCID Selected** card to add a new part.
2. In each grid line, enter the PCID number being added to the selected cycle sequence. Only PCIDs that exist in the current warehouse, that are not currently assigned to a cycle sequence can be added. The PCID cannot be flagged as a non-stock.
3. If you want to add an existing PCID to the cycle sequence, use **Select PCID**. The PCID Search window displays.
4. Use **Start/End Bin** or **Zone** fields to narrow the search results and select **Retrieve**.
5. In the PCIDs grid, select the PCIDs to be added to the cycle sequence select **Add to Cycle**. The PCIDs now display in the PCID Selected card.

4. Select **Save**.

Moving Items to Another Cycle Sequence

The cycle count sequence must have been generated in Cycle Count Schedule Maintenance, and the Perform Part Selection option must have been run for the month.

1. From the landing page, select the cycle sequence you want to modify.
2. Manually select the count tag numbers being moved by selecting the check box in the grid.
3. Select **Move Selected** to move the selected parts/PCIDs.
4. When **Cycle Part Selection Move Part / PCID** displays, select the cycle sequence to which the parts or PCIDs are being moved. The selected cycle sequence must be valid for the selected warehouse, cannot be flagged as a physical inventory count, and must be one for which tags have not yet been generated. You can move it to a cycle sequence for which the Perform Part Selection option on the Cycle Count Part Selection app has not yet been run. When it is run, it includes the part numbers that have been moved to it.



5. Select **OK** to move the selected parts/PCIDs to the specified cycle sequence.

Removing Selected Items from a Specific Cycle

If all parts or PCIDs are being removed from the cycle sequence, the Kinetic application flags the entire cycle sequence as Cancelled. No further updates are allowed for the cycle.

To remove parts / PCIDs from the selected cycle sequence:

1. From the landing page, select the cycle sequence you want to update.
2. Manually select the count tag numbers being moved by selecting the check box in the grid.

3. To remove the selected parts or PCIDs, select the **Remove Selected** button.

Running the Initialize Physical Inventory Process

Run the **Initialize Physical Inventory Process** to initialize data and select parts in the warehouses you want for the current site for a single physical inventory count. This is the first process you must run when performing a physical inventory count.

The **Selection** parameters include:

- **Start Date** - Enter the date when the physical inventory counts are due to start for the selected warehouses.
- **Warehouse** - Select the warehouses where you want to conduct physical inventory counts. For each warehouse you select, the application creates an internal count control record, flagged as a full physical inventory count, and assigns a single cycle scheduled for the specified start date.
- **Include Zero QOH** - Select this check box to include parts with zero quantity on hand (QON) balances in a snapshot.
- **Include Non-Stock** - Select this check box to include non-stock items in a snapshot. These are parts that are not normally stocked within your inventory. If you are including non-stock parts, the application only selects those non-stock parts where the **Quantity Bearing** check box is selected in the **Part Maintenance > Part > Sites > Detail** sheet. Clear the check box to exclude non-stock parts from the snapshot (default).
- **Exclude PCID Parts** - Select this check box to exclude parts associated with a PCID from inventory counts. If this check box is clear, the application automatically includes parts associated with a PCID in inventory counts, if your company has an Advanced Material Management (AMM) license, the **Enable Package Control** check box is selected for the current site in **Site Configuration**, the PCID is stock and not a child.
- **Schedule** - Indicates when you want to run the process. If you select something other than Now, the **Recurring** check box is available.
- **Recurring** - Select this check box if you want the process to run on a repeating basis.

To run the process:

1. From the main menu, go to **Material Management > Inventory Management > General Operations > Initialize Physical Inventory**.
2. Filter by warehouses, as necessary.
3. Define the options to assign parts for counting.

Unlike cycle count cycles, you cannot add, delete or move the parts assigned to the physical inventory cycle. The frozen pre-count quantities allow your company to resume production and inventory transactions prior to completing the physical inventory program.

4. Depending on the schedule you defined, select the **Recurring** check box.
5. Select **Process**.

Managing Count Cycles

Once you create cycle count schedules for a specified warehouse, year, cycle period and production calendar (or full physical counts have been initialized for a warehouse in a specific calendar month and year in Initialize Physical Inventory), you can use **Cycle Count Maintenance**to do the following:

- Generate, print, reprint or void count and blank tags.
- Start or reverse the actual count sequence. The Start Count Sequence selection takes a snapshot of pre-count inventory quantities and values.
- Report unreturned and voided tags.
- Report count variance information.
- Generate, print, reprint or void recount tags.
- Report parts that have counted but not posted to perpetual inventory.
- Post count quantities to perpetual inventory.
- Cancel selected physical inventory counts.

When using Count Cycle Maintenance, you first select the cycle sequence for which processing is being performed.

The Parts and PCIDs tabs display data for loose parts and top-level PCIDs that have been assigned to the selected cycle sequence.

The fields in the PCIDs tab are only enabled if your company has an AMM license, and the Enable Package Control check box is selected for the current site in Site Configuration.

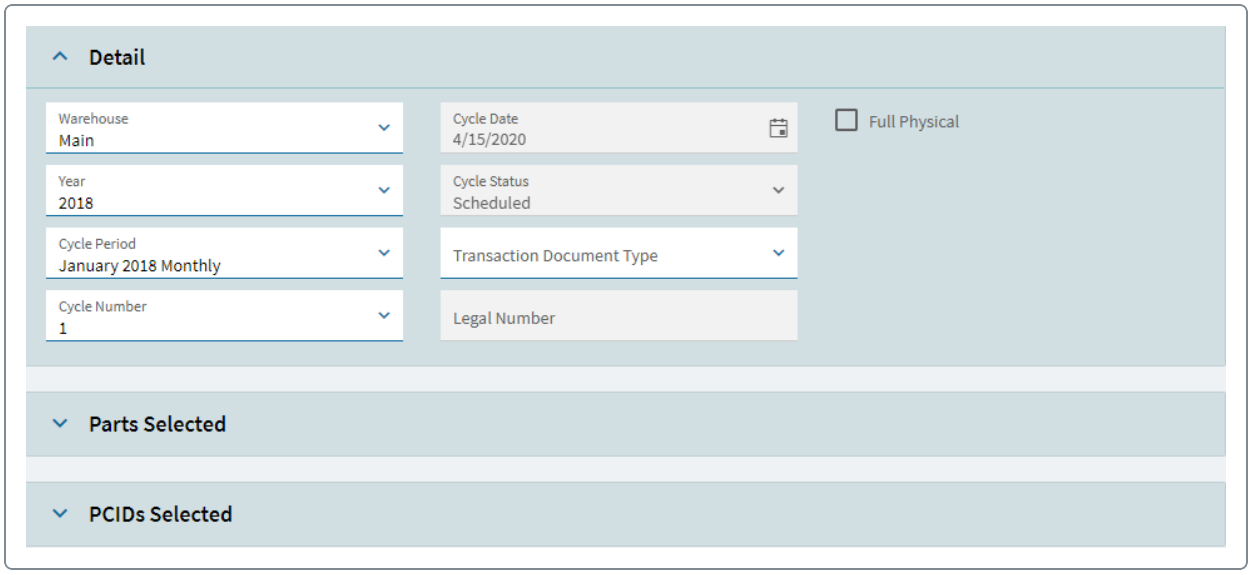
After you select the cycle sequence, then use the appropriate option on the Overflow menu to perform the specific processing task.

The specific selections that display on the Overflow menu depend on the status of the specified cycle count sequence. For example, if the cycle sequence has not been started using the **Start Count Sequence** selection, other dependent selections such as **Count Variance Calculation/Report** and **Generate Recount Tags** are unavailable on the Overlow menu.

To perform count cycle processing using Count Cycle Maintenance:

1. From the main menu, navigate to **Material Management > Inventory Management > General Operations > Count Cycle Maintenance**.
2. Select **Cycle Date** to access the **Cycle Count Search** window to search for a cycle count schedule for a specified warehouse, year and cycle period.

3. After selecting a cycle sequence in a warehouse, year and cycle period, select the appropriate option on the Overflow menu to perform specific processing tasks.



You generally perform cycle count processing in the following order:

Generate count or blank tag records for a specific cycle in a specified warehouse. It generates tag numbers for all parts or PCIDs that were previously assigned to the cycle sequence using the Perform Part Selection option in the Cycle Count Schedule Maintenance Overflow menu, or assigned to a physical count using **Initialize Physical Inventory**. You must generate tags before you can start the count sequence using the **Start Count Sequence** selection.

- The application locks the cycle record and prevents any further maintenance of the specified cycle sequence in Cycle Count Schedule Maintenance or Part Selection Update while generating tag records.
- It uses the parts or PCIDs selected for the count cycle and generates one tag number for each part/bin/UOM/lot combination associated with the parts/warehouse.
- If the part is serial tracked, it generates one tag for each of the serial numbers for the part that have not been voided or scrapped in the current warehouse, and with a serial status of Inventory. It assigns an identifying tag number of n.1 (where n is a sequentially assigned counter number) to each cycle count tag.
- By default, the application generates tags for top-level PCIDs only. If the **Nested PCID/Item** check box is selected, nested PCIDs and parts of a top-level PCID as well as child PCIDs of each nested PCID will be included in tag generation process for the specified cycle sequence.
- It also sets the status of the cycle sequence to **Tags Generated**.
- If the **Blank Tags Only** check box has been selected, it generates blank tag records for number of tags specified in the Number of Blank Tags and Number of Blank PCID Tags

fields. Blank tags can be used to handwrite count quantities in the event the count tags have been lost.

Count tags are not generated for items with zero on-hand inventory balances and for which a primary bin has not been designated in the Part Maintenance > Sites > Warehouses > Bins sheet. If you wish to generate tags for items with zero on-hand inventory balances, a primary bin must be designated for the part.

Once count or blank tags are generated, you can use the Print Tags selection on the Count Cycle Maintenance Overflow menu to print the tags being used in your actual cycle or physical inventory counts.

When first run for a cycle sequence, it prints all tags generated for the cycle. Subsequent printing runs for the selected cycle sequence only print newly generated count tags, recount tags or blank tags that were not printed during the first printing run.

Count tags and sheets both print on standard plain paper or label stock and do not require pre-printed forms. Bar codes print on the tags or sheets if the **Print Bar Code** check box has been selected. The Print Tags selection also allows printing of blank tags when the Print Blank Tags check box has been selected.

Use the Reprint Tags selection as needed to reprint cycle count sheets or tags that have already been printed for a specified cycle using the Print Tags selection.

It can be used if the original sheets/tags have been lost or damaged. It also reprints recount tags that have been generated using the Generate Recount Tags selection.

Start count sequence in preparation for actual counting of the parts or PCIDs selected for a specified cycle sequence.

The Start Count Sequence selection does the following:

- Freezes the unit costs for each part assigned to the selected cycle counts (or full physical inventory), based on the costing method being used for the warehouse.
- Freezes pre-count perpetual inventory quantities of parts in the specified count cycle (or full physical inventory).
- Freezes the pre-count perpetual inventory quantities of PCIDs and unit costs for each PCID assigned to the selected cycle counts (or full physical inventory). This is only available if your company has an AMM license, and the **Enable Package Control** check box is selected for the current site in Site Configuration.
- Sets the Cycle Status to Count Started for the selected cycle sequences (or full physical inventory).
- Prevents inventory activity from taking place for the specified warehouse while a pre-count quantity snapshot is being created.

- For each tag number associated with the cycle sequence or full physical inventory, it verifies that each has an Open status. It skips tag numbers that do not have an Open status.
- For non-serial tracked parts, it sets the per-count bin/lot snapshot quantity to the current bin/lot quantity in warehouse for the bin/lot/serial combination in the tag record.
- For serial tracked parts, it always sets the per-count snapshot quantity for each tag that did not originate as a blank tag to one (1). It sets the per-count snapshot quantity for tags that originated as a blank tag to zero.

Once you have started the count sequence for a selected cycle sequence or full physical inventory, it can be reversed (using the Reverse Count Sequence selection on the Oveflow menu) as long as the Cycle Status has not progressed beyond Count Started (that is, no count quantities have been entered). The Reverse Start Count selection clears the snapshot quantity and cost values from the tag records and resets the Cycle Status back to Tags Generated.

Start Count Sequence cannot be run if a full physical inventory count is already in process for the warehouse, but it can be run if there are other active cycle count cycles.

After performing the actual quantity counts using the count sheets or tags and entering the count quantities into the Count Tag Entry or Count Entry (Handheld) apps, use the Print Unreturned/Voided Tags Report selection to review open tags for which count quantities have not yet been entered.

You can also optionally include tags that have been voided using the Void Tags by Part and Void Blank Tags selections. All missing tags must be accounted for before the posting and closure of the cycle sequence can take place using the Post Counts selection.

Use the Count Variance Calculation/Report to analyze variances between the frozen on-hand and counted quantities for parts or PCIDs in a count cycle for a specified warehouse, year and cycle period. The mandatory report also calculates and updates tolerance data that is used by the Post Counts selection when posting count quantities to inventory.

Generate recount tags for parts or PCIDs in the specified cycle sequence that have been flagged as out of tolerance by the Count Variance Calculation/Report but for which count discrepancy reason codes have not been entered using the Count Discrepancy Reason Code Entry app.

Post cycle count quantity adjustments to inventory, and flag parts or PCIDs as completed for a cycle sequence. The applications uses the date entered into the Transaction Date field to determine the accounting period to use for any inventory adjustment transaction postings.

Review parts or PCIDs in a specified cycle sequence that have not been posted and completed using the Post Counts selection.

This report identifies the possible reasons for this occurrence so the problem can be corrected to allow for proper posting and completion of the counts for the part.

4. Select **Save**. 

Entering Count Tags

In **Count Tag Entry**, record the results of the cycle or physical inventory count. To begin, you first select the cycle you want to use for count entry. Only cycles that have started their count sequences are available, and you can only select tags open for the selected cycle.

If the tag for which a count quantity is being entered was not originally generated as a blank tag, you cannot change the displayed part number, bin, lot, UOM (unit of measure) code and serial number information. If you are entering a count quantity for a blank tag, you can only change the UOM code if the Track Multiple UOMs check box has been selected for the part in Part Maintenance in the Part > Detail card. Before entering count quantities for a tag or sheet, you must:

- Create a cycle count schedule in Cycle Count Schedule Maintenance.
- Generate tags for the cycle sequence using the Generate Tags selection in the Count Cycle Maintenance Overflow menu.
- Start the cycle sequence using the Start Count Sequence selection in the Count Cycle Maintenance Overflow menu.

Count or blank tags cannot be deleted or voided in Count Tag Entry. They can only be voided using the Void Tags by Part, Void Tags by PCID or Void Blank Tags selections in the Count Cycle Maintenance Overflow menu.

Part quantities associated with a PCID are automatically included in inventory counts, if the following is true:

- Your company has an AMM license.
- The Enable Package Control check box is selected in Site Configuration.
- The PCID status is Stock.
- The PCID is not a child.

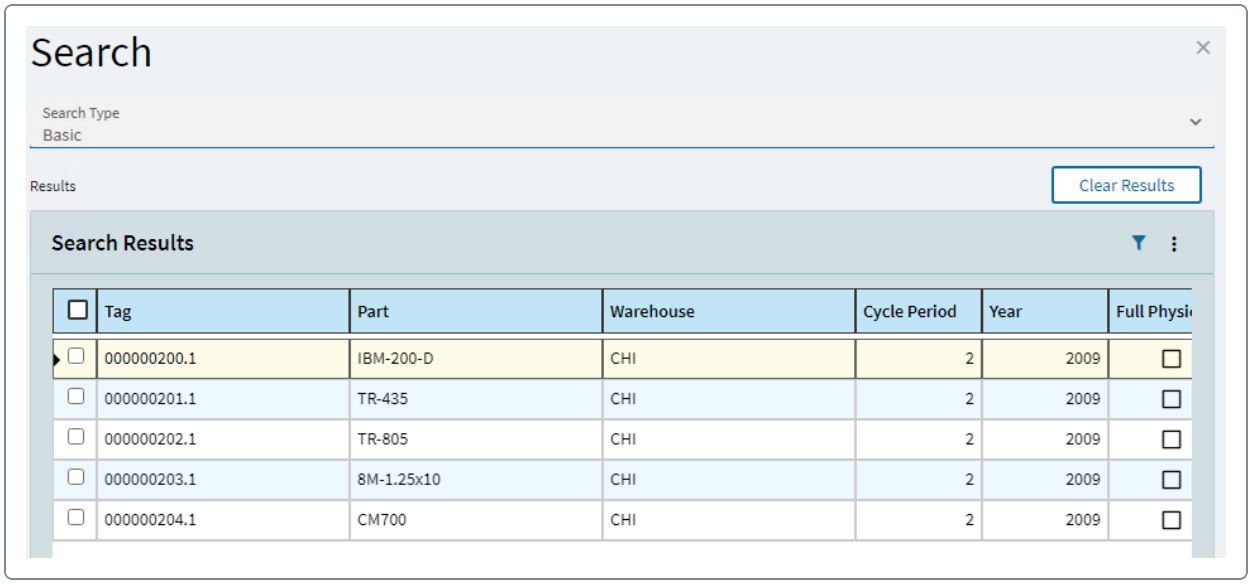
In this article, we will cover:

- Creating a count tag
- Generating blank count tags
- Generate Lower Nested PCID / Item Tags

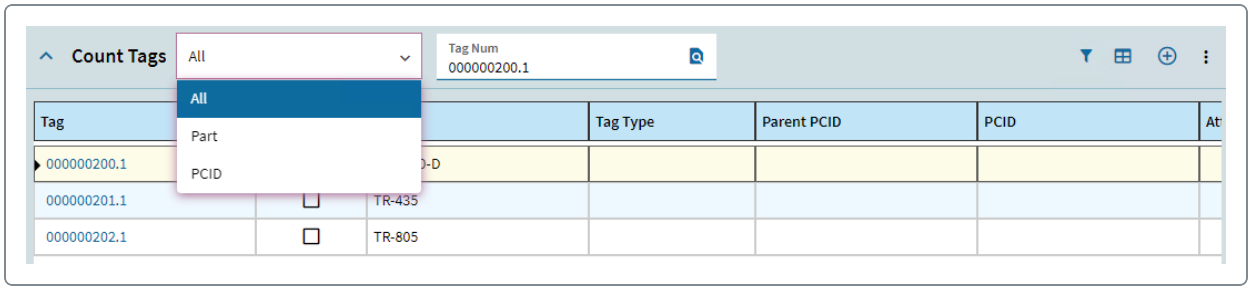
Creating a Count Tag

Add or update the physical count information for count tags or sheets in a selected cycle sequence. Open tags can be updated, and blank tags can be added only until the cycle sequence has been posted using the Post Counts option in Count Cycle Maintenance.

1. From the main menu, go to **Material Management > Inventory Management > General Operations > Count Tag Entry**.
2. On the landing page, select the **Count Cycle**.
3. On the **Count Tags** card, use the **Tag Num** field to search for existing tag records.

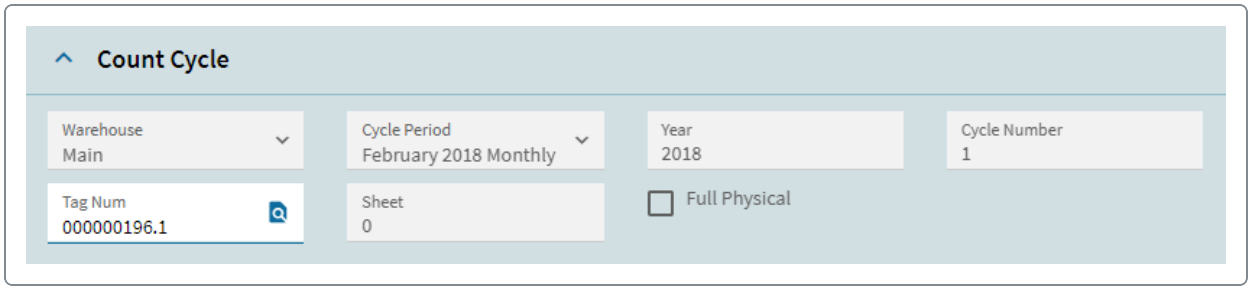


Note that you can narrow the tag records that display in the grid - just filter by **All**, **Part** or **PCID**.

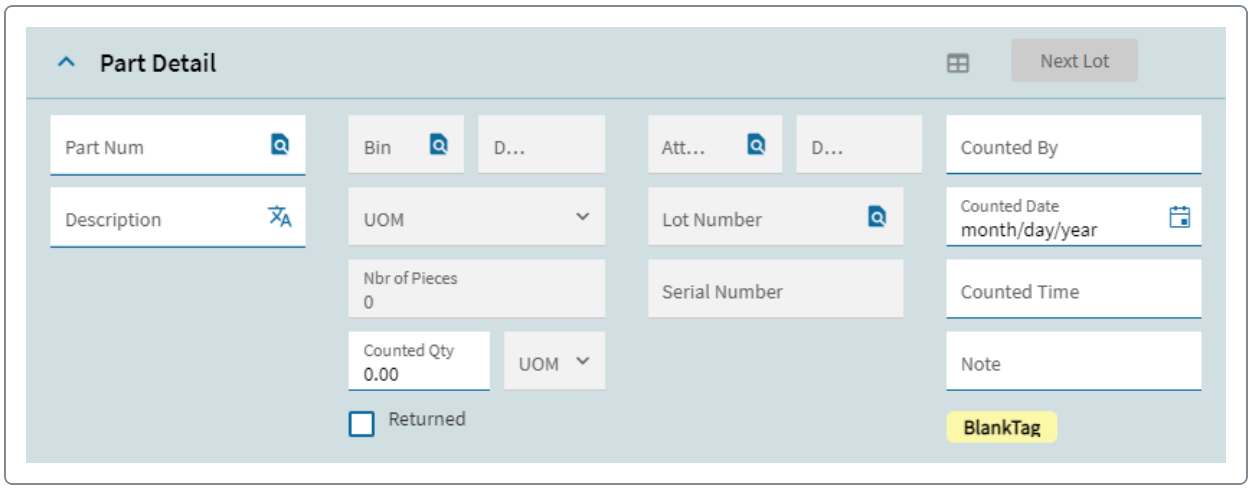


4. Select **New** to add a count tag.

   Information about the selected cycle displays in the Warehouse, Cycle Period, Year, and other related fields on the **Cycle Count** card.



5. Enter part details on the **Part Details** card.



Part Num

If the specified tag was originally generated as a blank tag, you must specify the part number that was counted. If you are adding a blank tag, enter the part number or access Part Search and browse for the part number. For count (non-blank) tags, the part number displays in this field and cannot be changed.

You can also enter (or in some cases scan) cross reference numbers that you may have established in the following programs:

- Supplier part numbers defined in the Approved Supplier Maintenance > Supplier Parts sheet, and the Supplier Price List > Parts > Supplier Parts sheet.
- Manufacturer's part numbers defined in the Qualified Manufacturer > Manufacturer Part sheet.
- Customer part cross references defined for the part in the Customer Part Maintenance > Detail sheet.
- Internal part cross references defined for the part in the Internal Part Cross Reference > Detail sheet.
- EAN-8, EAN-13, EAN-14, GTIN-14, UPC-12 or HIBC product codes defined for the part in the Part Maintenance > Part > UOMs sheet.

The application automatically translates the specified cross reference number to your internal base part number and displays it in this field. If the specified cross reference number maps to multiple base internal part numbers, a Cross References dialog appears and displays all mapped parts for the cross reference number. You must select the mapped part number that is appropriate for the transaction.

Specify the UOM code that represents the unit of measure (for example, Each, Case, Cubic Centimeters) in which the transaction quantity is expressed. The specific task that must be performed is dependent on the setting of the Track Multiple UOMs check box in the Part Maintenance > Part Detail card for the part being processed.

Counted Qty

Specifies the physical quantity counted.

The quantity (whole, or fractional with decimals) you can enter in this field, and the number of allowed decimal places, is dependent on the setting of the **Allow Decimals** and **Decimals** fields in **UOM Maintenance** for the selected UOM code.

Important: If the count is in fact 0 (zero), be sure to select the **Returned** check box to let the application know that you did not miss this tag.

- For count (non-blank) tags, the primary inventory UOM code for the part displays next to this field and cannot be changed. This represents the unit of measure in which the item is stocked.
- If the specified tag was originally generated as a blank tag, and the Track Multiple UOMs check box has been cleared for the part in the Part Maintenance - Part - Detail sheet, the primary inventory UOM code for the part displays next to this field and cannot be changed.
- If the specified tag was originally generated as a blank tag, and the Track Multiple UOMs check box has been selected for the part in the Part Maintenance - Part - Detail sheet, you must select the count quantity unit of measure. Only those UOM codes that represent units of measure in which you current store on-hand balances can be selected.

Counted Time

Specifies the time of day at which this inventory part was counted.

Counted By

Specifies the identifier number for the user who counted the inventory part.

Note

Specifies any additional note that you want to enter for reference.

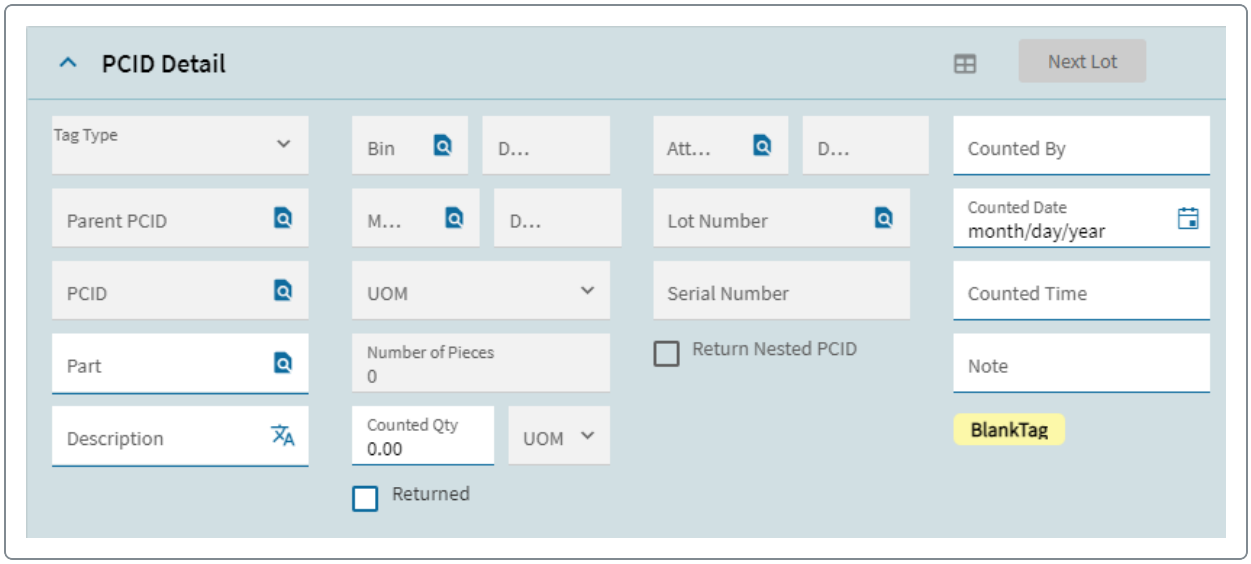
Returned

Select this check box to indicate that a count has been entered for this tag. This check box is automatically selected when you type a value in the Counted Qty field, or when you void the tag.

Only tags that are marked as Returned will be included in variance reports and update inventory quantities when you post.

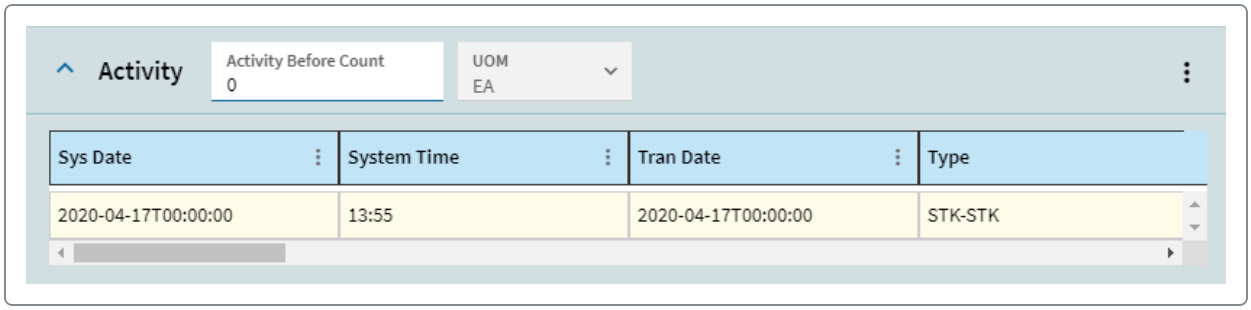
6. Use the **PCID Detail** card to update open PCID tags, or add blank PCID tags in a selected cycle sequence.

> The fields on this card are only available if your company has an AMM license, and the **Enable Package Control** check box is selected for the current site in Site Configuration.



7. Select **Save**.

8. Use the **Activity** grid to view the part quantity changes which occurred during the count cycle.



The **Activity Before Count** field display the part quantity total before the count cycle began.

9. If there are any tags generated for the same part, they appear on the **Related Tags** card.

Generating Blank Count Tags

Use the **Generate Blank Count Tags** option on the Overflow menu to generate blank tag records for a specific cycle in a specified warehouse. It generates tag numbers for all parts or PCIDs that were previously assigned to the cycle sequence using the Perform Part Selection option in the Cycle Count Schedule Maintenance Actions menu, or assigned to a physical count using Initialize Physical Inventory.

Generate Lower Nested PCID / Item Tags

Use the **Generate Lower Nested PCID/Item Tags** option on the Overflow menu to include nested PCIDs and parts in tag generation process for a specific cycle in a specified warehouse.

Note: This option is only available if the PCID selected for this cycle sequence is a top-level PCID.

Using Count Discrepancy Reason Code Entry

Run **Count Discrepancy Reason Code Entry** to enter the reason codes for parts that are out of tolerance. These codes denote the reasons for discrepancies between the actual physical count quantity for a part and the perpetual inventory balance in the application. **Count Variance Calculation/Report** in the Count Cycle Maintenance Overflow menu evaluates each part within a cycle sequence for out of tolerance quantity conditions.

Inventory quantity adjustments cannot be posted for these parts by the Post Counts selection in the **Count Cycle Maintenance** Overflow menu until you enter a reason code into **Count Discrepancy Reason Code Entry**. This allows parts to be held back from posting, pending further investigation. You can also enter reason codes for parts that are within tolerance, but they are not required.

Prior to using this program, count quantities must be entered for the cycle schedule using the **Count Tag Entry** and **Count Entry** (Handheld) program. Reason codes must be defined in Reason Code Entry and the **Count Discrepancy Reason** check box must be selected for the reason code.

To enter reason codes for items for which count quantities are out of tolerance in a count sequence:

1. Go to **Material Management > Inventory Management > General Operations > Count Discrepancy Reason**.
2. Select **Cycle** to access the **Cycle Count Search** window to search for a cycle count schedule for a specified warehouse, month and year.
3. In the **Reason Code** field, enter the reason code that denotes the reason why the count quantity is out of balance for each out-of-tolerance part.
4. Save the changes.

Tracking Cycle Counts

In **Cycle Count Tracker**, view all information related to scheduled cycle count or physical inventory count sequences.

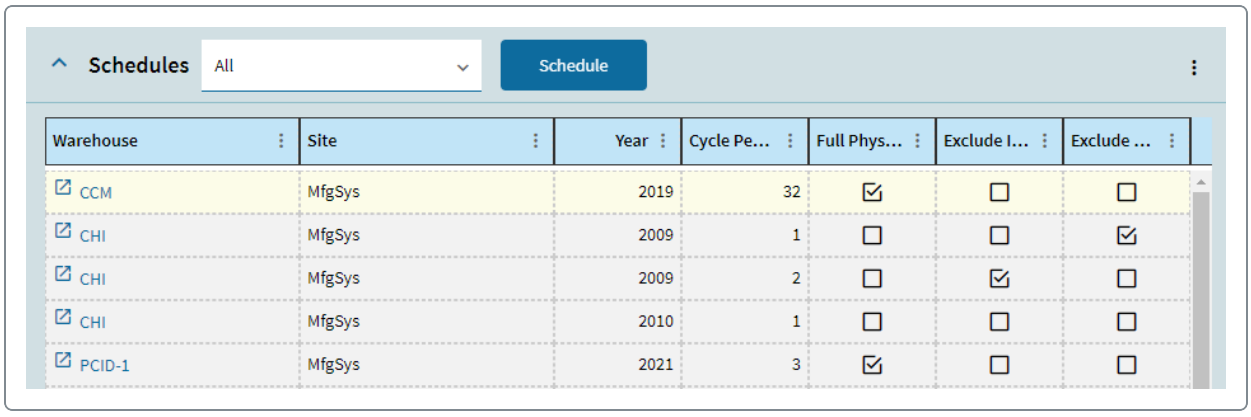
When it comes time to do inventory, you can shut down all your warehouses, stores, and production facilities, and do a physical count of every product that you have. That would either mean that you lose money on sales if you shut down during business hours, or you lose money on paying overtime if you do inventory during off hours. Either way, it is a huge expense to you, and it is not a very effective way to maintain an up-to-the-minute count of every product. That is why most businesses use an inventory management procedure called cycle counts.

Cycle counts are inventory counts that do not shut down your workforce to count everything all at once. Instead, certain products or groups of products are counted at certain times, while others are counted at other times. You maintain cycles for every group so that no groups are ever being held up for inventory counts at the same time.

You can find more information about the tracker interface in the Trackers article.

To review details, select a warehouse code and select **Schedule**. This tracker is divided into two pages:

- **Activity** - This page contains panel cards which provide details about Part UOMs, Part Tags, Part Adjustments, PCID Adjustments, PCID tags.
- **Details** - This page contains panel cards which provide information about the main schedule, ABC Qtys, cycles, parts, and PCIDs.



For more details on the fields, use the field help available in the Help and Support panel of the application.

The **Activity** page is further divided into:

Reviewing Part UOMs

Go to **Activity > Part UOMs** to view, per part and per unit of measure, the total frozen on-hand quantity, total count quantity and total activity before count information for the currently selected cycle. The total frozen value is the part at the time the inventory quantity was frozen, based on the frozen bin quantity and the frozen cost of each bin. The total quantity before count is the total activity per cycle tag. The Post Counts selection in the Count Cycle Maintenance Actions menu updates each value at the at the time the counts are posted.

Reviewing Part Adjustments

Go to **Activity > Part Adjustments** to view adjustment detail for the counted part.

- Part number - Displays the identification number of the part being cycle counted.
- Bin number - Displays the bin number in which the part is located.
- Lot number - If the part is lot controlled, this field displays the assigned lot number.
- UOM code - Displays the UOM code that denotes the unit of measure in which the adjustment quantity is expressed.
- Part's adjustment quantity - Displays the adjustment quantity for this part.
- Transaction date - Displays the transaction date for the inventory adjustment.
- Transaction document type - Displays the transaction document type for the inventory adjustment.
- FIFO subsequence number - Displays the FIFO subsequence number.
- Alternate burden unit cost - Displays the alternate burden unit cost.
- Alternate extended cost - Displays the alternate extended cost.
- Alternate labor unit cost - Displays the alternate labor unit cost.
- Alternate material burden unit cost - Displays the alternate material burden unit cost.
- Alternate material labor unit cost - Displays the alternate material labor unit cost.
- Alternate material unit cost - Displays the alternate material unit cost.
- Alternate material sub unit cost - Displays the alternate material sub unit cost.
- Alternate subcontract unit cost - Displays the alternate subcontract unit cost.

Reviewing Part Tags

Go to **Activity > Part Tags** to view tag detail for the currently selected cycle and part.

- Tag - This field specifies the number that uniquely identifies each count tag. The tag number is automatically assigned using the next available tag number for the warehouse. If you are updating the count information for an existing tag, you cannot change the tag number.

- Returned - Select this check box to indicate that a count has been returned for this tag. Only tags that are marked as Returned will be included in variance reports and update inventory quantities when you post.
- Part number and bin.
- Counted Quantity - Displays the quantity counted for the tag.
- Counted Time - Indicates the time the count took place.
- Counted By - Displays the identifier number for the user who counted the inventory part.

Reviewing PCID Adjustments

Go to **Activity > PCID Adjustments** to view adjustment details for the counted PCID.

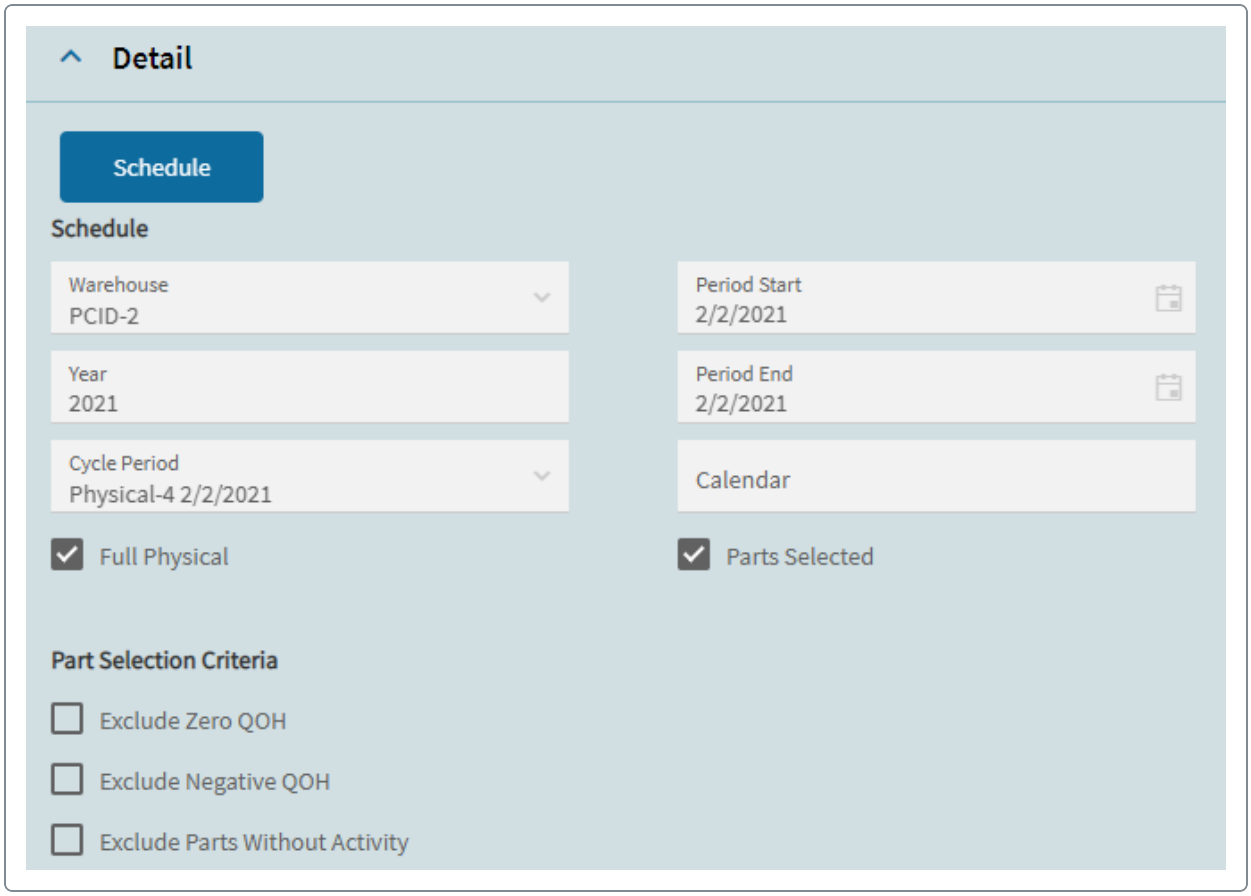
- PCID - Displays the PCID being cycle counted.
- Date - Displays the transaction date of the inventory adjustment.
- Warehouse - Displays the warehouse to which the transaction is applied.
- Bin - Displays the number of the bin affected by the transaction.
- Cycle Count Year - Indicates the calendar year of the cycle count sequence.
- Cycle Period - Indicates the calendar month of the cycle count sequence.
- Cycle Sequence - Displays the identification number for the cycle sequence.
- FullPhysical - Indicates that the count cycle is either a cycle count cycle or a full physical inventory count cycle.

Reviewing PCID Tags

Go to **Activity > PCID Tags** to view tag details for the currently selected cycle and PCID. This panel displays the following information:

- Tag - Displays the number that uniquely identifies each count tag. The tag number is automatically assigned using the next available tag number for the warehouse. If you are updating the count information for an existing tag, you cannot change the tag number.
- Returned - Select this check box to indicate that a count has been returned for this tag.
- Part - Displays the part number.
- Bin - Displays the physical quantity counted.
- Counted Qty - Displays the quantity counted for the PCID tag.
- Counted Time - Indicates the time the count took place.
- Counted By - Indicates the identifier number for the user who counted the PCID on the count tag.

The details card is further divided into:



Reviewing the Cycle Count Period Details

Expand the **Details** panel to view cycle count schedule information for a specified warehouse in a designated month and year. It is a display-only version of the **Cycle Count Schedule Maintenance > Detail** page. This panels shows you information about:

- Schedule - Click this button to search for existing records. This search program retrieves the record type displayed on the button label.
- Warehouse - Displays the warehouse in the current site for which cycle schedules are being created. The selected warehouse number must have been defined in Warehouse Maintenance.
- Year - Displays the calendar year for which cycle schedules are being created. The selected year cannot be for a past date.
- Cycle Period - Displays the cycle period for which cycle schedules are being created. Select the cycle period; cycle periods that have been previously defined for the specified warehouse and year in the Cycle Count Period Definition program are displayed in the list. The selected period cannot be for a past date.

- Period Start - Displays the starting date for the selected cycle period, as defined in the Cycle Count Period Definition program. This is the date on which the cycle counting should commence.
- Period End - Displays the ending date for the selected cycle period, as defined in the Cycle Count Period Definition program. This is the date on which the cycle counting should conclude.
- Calendar - Displays the product calendar for which a cycle schedule is being created. The default is the production calendar defined for the site in the Site Configuration Control > Modules > Inventory Management > Cycle Count/Physical Inventory > Detail.
- Full Physical - Indicates that the count cycle is either a cycle count cycle or a full physical inventory count cycle.
- Parts Selected - Appears as highlighted if the Perform Part Selection Actions menu option has already been used to select parts for the whole month cycle schedule.
- Exclude Zero QOH - Indicates if parts with zero perpetual on-hand quantities in all bin locations should be excluded when selecting parts for cycle or physical counting in this warehouse, month and year. The default comes from the **Warehouse Maintenance - Cycle Count/Physical Inventory** card and can be overridden. Select the check box to exclude parts with a zero perpetual on-hand quantities. Clear the check box to include parts with a zero perpetual on-hand quantities in all bin locations.
- Exclude Negative QOH - Indicates if parts with a negative perpetual on-hand quantity in all bin locations should be excluded when selecting parts for cycle or physical counting in this warehouse, month and year. The default comes from the Warehouse Maintenance - Cycle Count/Physical Inventory card and can be overridden. Select the check box to exclude parts with a negative perpetual on-hand quantity in all bin locations. Clear the check box to include parts with a negative perpetual on-hand quantity in all bin locations.
- Exclude Parts Without Activity - If the Random cycle count selection method is being used, specify if parts with no transactional activity since the last cycle count should be excluded when selecting parts for cycle or physical counting in this warehouse, month and year. Select the check box to exclude parts with no transactional activity since the last cycle count should be excluded. Clear the check box to include parts with no transactional activity since the last cycle count should be excluded.

Reviewing the ABC Quantities

ABC Codes decide what items should be counted and how often. Kinetic's cycle counting ability provides for a fast and easy way to keep inventory updated. It also has the ability to suggest the items to be counted based on frequency of use by automatically ABC ranking items based on inventory movement.

Review the ABC Qtys panel card to view the number of parts that have been, or can be selected for each ABC code for the currently selected schedule. It is a display-only version of the **Cycle Count Schedule Maintenance > ABC Qtys** card.

- ABC Code - Displays the assigned ABC codes for this cycle count schedule.
- Quantity to Select - Displays the number of parts that have been selected for the ABC code.
- Total Selected - Displays the total number of parts selected for the assigned ABC code for this cycle count schedule.

Reviewing the Cycle Details

Expand the **Cycles** card to view detailed information for count cycles (cycle and physical inventory counts) that are scheduled for the month in the specified warehouse. This panel displays the following information:

- Cycle Sequence - Displays the cycle sequence number, used to keep the primary index unique, since there can be multiple cycles set up for the same date.
- Cycle Date - Displays the date the cycle is scheduled to begin. This data is initialized in the warehouse cycle count scheduling process.
- Cycle Status - The following statuses are available:
    - 0 = Scheduled
    - 1 = Tags Generated
    - 2 = Count Started
    - 3 = Counts Entered
    - 4 = Recount Tags Generated
    - 5 = Not Used
    - 6 = Completed
    - 7 = Cancelled
- Total Parts - Displays the total number of parts scheduled for this cycle at the time the count sequence was started.
- Parts Posted - Indicates whether adjustments have been posted to inventory. If the check box is selected, the Post Count selection on the Count Cycle Maintenance Actions menu has been run at least once for this cycle. If the check box is cleared, adjustments have not been posted to inventory.
- Date Tags Generated - Displays the date the tags are generated.
- Transaction Document Type - Displays the transaction document type.
- Legal Number - Displays the legal number of the record.

Running the Capture COS/WIP Activity Process

Run the **Capture COS/WIP Activity Process** to execute the calculation process for work-in-process (WIP) and/or cost of sales (COS) for standard jobs, project jobs, inventory, receipts, and adjustment transactions.

The Kinetic application does not calculate and post monetary amounts to the general ledger (GL) as soon as inventory or job transactions are complete. Transactions are calculated (captured) and optionally posted to the GL when you run the process. To keep your COS and WIP values accurate, you should run this process at regular intervals.

Most cost amounts in the application, including COS and WIP, are calculated using the base unit of measure (UOM) assigned to the part for which the specific cost is being calculated.

Run the Capture COS/WIP Activity process periodically to do the following:

- Calculate COS for any shipments made from WIP.
- Calculate costs relieved from WIP.
- Capture landed costs into WIP and credit the landed cost recovery account.
- Calculate COS and WIP for all job types and costing types.
- Remove closed jobs from WIP.
- Optionally, post inventory and WIP activity to the GL.

When Capture COS/WIP Activity encounters a project job type (PRJ), the process searches for a GL Control to use for posting purposes based on the following hierarchy:

- The process reviews the project for a defined GL Control. The GL Control is defined in the **Project Entry > GL Control > Detail** sheet.
- If no GL Control is defined at the Project level, this process defaults to the Project Billing GL control defined at the Company level. You define the GL Control using the **Company Maintenance > All Materials > GL Control > Detail** sheet.

To keep your COS and WIP values accurate, you should run this process at regular intervals. Run the Capture COS/WIP Activity at least once each fiscal period, just before you close the period in the GL book.

You can simulate this functionality using the **WIP**, **Sales Gross Margin**, and **Inventory/WIP Reconciliation** reports. The reports attempt to determine COS and WIP using the latest information in the database. Because all costs have not posted to jobs, these reports do not necessarily display accurate, final manufacturing variances (PartTran MFG-VAR records).

The **Selection** parameters include:

- **Starting** - The first date on which cost-of-sales and work-in-process activity will be captured. You cannot edit the date value. However, if you change the date in the Ending field, the date

displayed in the Starting field is automatically updated to display the start date for the new period.

- **Ending** - The final date on which cost-of-sales and work-in-process activityis being captured. The current date is the default. If you need, click the Down Arrow and select a different date from the calendar.
- **Post to General Ledger** - Controls the actual posting to GL. If you select this check box and do not select the Post Cost of Sales/MFG Variance check box, most transactions will still be posted to GL. The only transactions that are not posted are shipments from WIP (MFG-CUS) and variances(MFG-VAR).
- **Post Cost of Sales /MFG Variance** - Indicates that the application will post the calculated cost of sales and manufacture variance figures against the jobs. COS and Variance transactions are posted to GL only after they have been posted to the jobs.
- **Include Project Billing Costs from Unrecognized Revenues** - Select this check box to recognize costs even though the related revenue has not been recognized.

  You have a project that is invoiced based on **Cost Plus**. For this project you incur and invoice **USD 1,000** of labor costs, but do not recognize this amount. Therefore, you do not execute the **Capture Revenue Recognition** process. If you execute the **Capture WIP/COS Activity** with the **Post Cost of Sales/MFG Variance** and **Include Project Billing Costs from Unrecognized Revenues** check boxes selected, the **USD 1,000** of labor costs will be recognizes as Cost of Sales (COS). The costs are recognized even though the revenue has not been recognized.

  If the **Capture Revenue Recognition** is executed after invoicing followed by the **Capture WIP/COS Activity** with the **Post COS/MFG Variance** check box selected, then the USD 1,000 of labor costs will be recognizes as COS, regardless of whether you select or clear the **Include Project Billing Costs from Unrecognized Revenues** check box. Costs are recognized because the related revenue has already been recognized.

- **Capture Outdated Transactions** - Designates if transactions containing transaction dates prior to the date specified in the Starting field should be captured.

  Select the check box to designate that the Capture COS/WIP Activity process should capture outdated transactions containing transaction dates prior to the date specified in the **Starting** field. You can select this check box when the previous period is closed, or you do not want to change accounting results for this period by some other reason. When the **Capture Outdated Transaction** check box is selected, it allows for the capture of outdated transactions (from the date specified in the **Outdated Trans From** field) in the current period, and posts them with the first date of the period, as specified in the **Outdate Trans Apply Date** field.

- **Outdated Trans From** - If the **Capture Outdated Transactions** check box has been selected, this field designates the starting date for the outdated transactions that are being captured by the Capture COS/WIP Activity process. When the **Capture Outdated Transaction** check box is selected, it allows for the capture of outdated transactions (from the date specified in this field) in the current period, and posts them with the first date of the period, as specified in the **Outdate Trans Apply Date** field.

- **Outdated Trans Apply Date** - Displays the date that was entered into the **Starting** field. This is the date to which outdated transactions will be posted if the Capture Outdated Transactions check box has been selected.
- **Schedule** - Indicates when you want to run the process. If you select something other than Now, the Recurring check box is available.
- **Recurring** - Select this check box if you want the process to run on a repeating basis. This check box is only available if you select the schedule other than Now.

To run the process:

1. From the main menu, go to **Production Management > Job Management > General Operations > Capture COS/WIP Activity**.
2. Select the appropriate options you wish to use for the process.
3. Define process parameters, such as **Schedule** and **Recurring**, you would like to use for the process.
4. To save these values as defaults, select **Save Defaults** from the Overflow menu.
5. If you want to run several processes on are recurring schedule, select **Save Process Set**. Within the process set, you can define the order in which these tasks run and then schedule when the process set activates.
6. Select **Process**.

Reports

This section describes some key inventory reports you use to monitor inventory quantities. You can run these reports whenever needed.

Generating the Stock Status Report

Run the **Stock Status Report** to produce a list of the current material quantities and extended material costs for the requested items. Inventory managers can use this report to check the inventory transactions for a specific item, according to the defined selection criteria.

Individual inventory values are based on the part's costing method and inventory quantities.

The **Selection** parameters include:

- **Stock Status as of** - The date as of which you want to view your inventory status.
- **Purchased Parts** - Select if you want the report to include purchased parts.
- **Manufactured Parts** - Select if you want the report to include manufactured parts.
- **Include Non-Stock Items** - Select if you want the report to include no-stock parts.
- **Exclude Part with Zero Quantities** - Select if you want the report to exclude parts that hold no quantity.
- **Include Non-Nettable Quantities** - Select if you want the report to include non-nettable quantities. If an item's location is non-nettable, the quantity is not included in the on-hand amount.
- **Include PCIDs** - Select if you want the report to include Packagae Control IDs.
- **Summary Only** - Select if you want the report to display only the total value of the parts in a certain warehouse or part class.
- **Negative On-Hand Balances** - Select if you want the report to display items with on-hand balances less than zero (that is, parts with negative balances), as of the specified date.
- **Activity from Cut Off Date** - Select if you want the report to include inventory activity after the specified cutoff date.
- **Weighted Average Cost** - Select if you want the weighted average cost to be calculated for parts for which their costing method is either Standard or Last, as designated in the Costing Method field in the Part Maintenance > Part > Detail sheet.
- **Planning Contract Info** - Select if you want the report to display a message that indicates whether all or just some planning contracts are being printed on the report.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Sort By** - Select how you want to organize the report. The list items represent the sorting hierarchy options. You can sort out by Part/Warehouse, Warehouse/Part, and Class/Part/Warehouse.
- **Report Style** - Select the report style option you want to use to run this report.

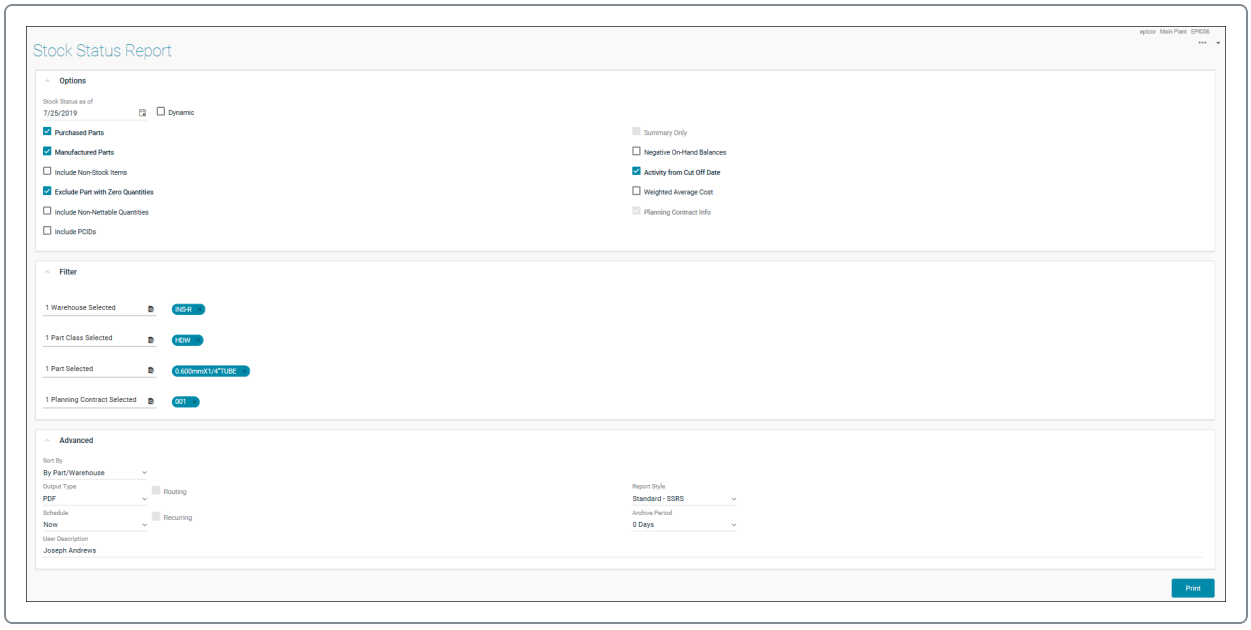
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Material Management > Inventory Management > Reports > Stock Status**.
2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**. 



Generating the Material Transaction Detail Report

Run the **Material Transaction Detail** report to produce a list of inventory transactions created through material receiving, issuing, shipping, and adjusting. Inventory and production managers can review the material transaction history and movement with this report.

Each inventory transaction is automatically assigned a transaction type that you can use to determine what has been done with material. Transaction types vary, depending on the operation you execute in Kinetic.

The report also includes corresponding legal numbers for part transactions. The legal number is a tracking number that some countries require.

The **Selection** parameters include:

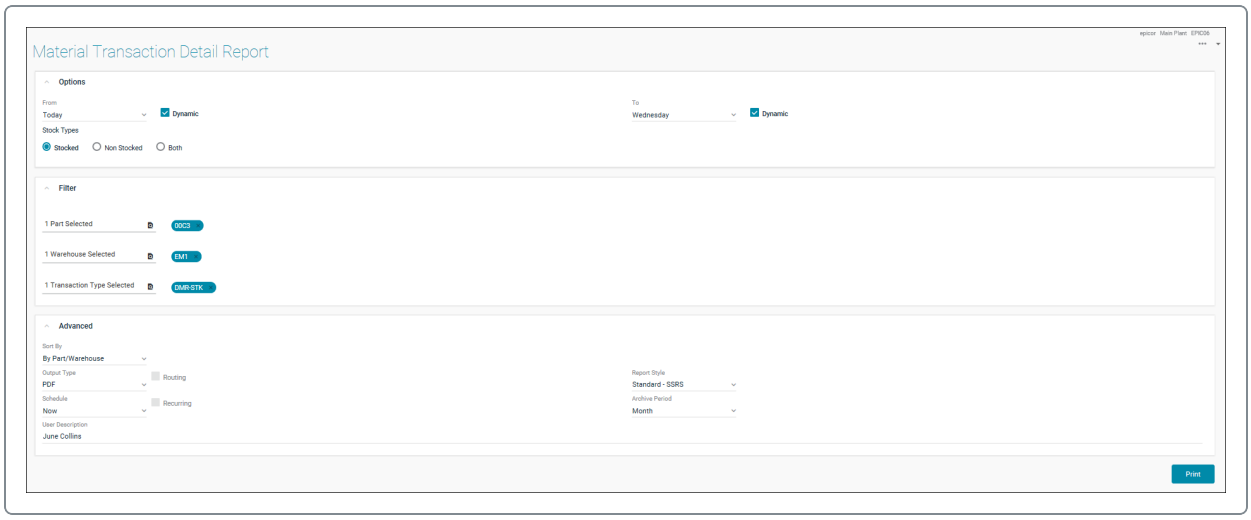
- **From** - Enter the beginning date for the report. The default is today's date, but you can change it.
- **To** - Enter the ending date for the report. The default is today's date, but you can change it.
- **Stock Types** - Depending on the option you select, the report displays only stocked parts or non-stock parts or both.
    - Stocked
    - Non Stocked
    - Both
- **Sort By** - Select how you want to organize the report. The list items represent the sorting hierarchy options. You can sort out by Part/Warehouse or Warehouse/Part.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- Select the required **Report Style**.
- If you want to generate the report immediately, verify the **Schedule** field displays the **Now** option.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- To help to identify the report run, enter text in the **User Description** field. The User Description text displays in the System Monitor.

- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Material Management > Inventory Management > Reports > Material Transaction Detail**.
2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**.



Generating the Part Cycle Count Status Report

Generate the **Part Cycle Count Status Report** to review the status of cycle counted parts. You can also use the report to list parts that have not been cycle counted in specified warehouses since a specified count date and are now overdue for counting.

The report indicates if the part is now overdue for counting according to its cycle count interval. The report is useful when using the **Random** cycle counting selection method. You can use the report to determine parts that may need to be added manually or deleted from a cycle using **Cycle Count Selection Update**. This ensures the parts are counted within an acceptable time interval.

The report prints the part number, description, ABC code, current on-hand quantity, last activity date, and the date of the last cycle count. It also prints a Cycle Number column to indicate whether the part is assigned to a current cycle. An asterisk (*) displays in the report column if the part is not assigned to a current cycle and is overdue for counting based on its ABC code and cycle count frequency, using the count cycle frequency as appropriate based on the defaulting hierarchy (part/warehouse, warehouse, site, ABC code).

The **Selection** parameters include:

- **Due Dates On or Before** - Specifies if parts with a due date on or before the last cycle count date are included in the report.
- **Overdue Parts Only** - Specifies if only those parts containing the specified ABC codes and are overdue for a count based on their last count date and cycle count interval setting should print on the report.
- **Filter Summary** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Sort By** - Select how you want to organize the report. The list items represent the sorting hierarchy options.
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

1. From the main menu, go to **Material Management > Inventory Management > Reports > Part Cycle Count Status**.
2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**. 

Generating the Time Phased Material Requirements Report

Generate the **Time Phased Material Requirements Report** to analyze planned receipts and requirements for each part to project future inventory balances.

The report looks at the inventory requirements to evaluate supply and demand such as minimum and maximum on hand quantities defined at the part level. It displays demand by job, sales order, or both.

The **Selection** parameters include:

- **Part Types** - Select the part type you want the report to display.
- Stock Types - Select the stock type you want the report to display.
- Ignore If not needed by - The cutoff date for suggested order dates. The date defines the **when to reorder** criteria used for part selection on the report. This field is only available if you indicated that the report should be printed for **Exceptions Only**. Only parts with a **Suggested Order Date** on or before the date you enter will be printed on the report.
- **Exceptions Only** - Select if you want to define different exceptions for the report. For example, Below Order, Below Minimum, Below Safety, and so on.
- **Below Order** - Select to include parts whose inventory level should be brought up to the maximum amount or re-ordered if the inventory falls below the Safety Stock and Min On-Hand.
- **Below Minimum** - Select to include parts that are below the Min On-Hand value defined in Part Maintenance.
- **Below Safety** - Select to include parts that are below the Safety Stock value defined in Part Maintenance.
- **Below Zero** - Select to include parts that hold zero on hand quantities.
- **Over Maximum** - Select to include parts that are over the maximum on hand quantities, as defined in Part Maintenance.
- **Print Zero On Hand Qty if No Exceptions** - Indicates whether you want the report to include parts that carry zero on hand quantities. If a part doesn't meet any of the current exceptions and you select this check box, the report will display parts with zero on hand quantities.

  You have two manufactured stocked parts that include the following settings:

Part ID	Min On-Hand	Max On-Hand	Part Class	Stock Qty (Current)
Part A	1	100	FG-Fabricated	zero
Part B	N/A	N/A	FG-Fabricated	zero

  There is no demand or supply entered for the parts yet.

    - If you generate the report with the **Print Zero On Hand Qty If No Exceptions** check box selected, it will display both parts.
    - If you generate the report with the **Print Zero On Hand Qty If No Exceptions** check cleared, it won't display either part.
    - If you generate the report with the **Print Zero On Hand Qty If No Exceptions** check cleared, but you select the **Below Minimum** check box, the report will display **Part A** only.
    - If you enter a make to stock job for 100 units of Part A and then generate the report, with the **Print Zero On Hand Qty If No Exceptions** check box cleared, it will display **Part A** only, because there is a supply now. If you select the check box and generate the report again, both parts will be included in the report, since they still carry zero stock quantities.
- **Suggestions** - Select to include purchase order suggestions.
- **Transfer Order Suggestions** - Select to include transfer order suggestions.
- **Planning Contract Info** - Indicates whether the details that display in the report will display demand and supply that is linked to all planning contracts.
- **Contract** - Specifies a planning contract identifier. If you select a planning contract then the report will only display supplies and demands for the selected planning contract.
- **Filter Summary** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than **Now**, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Material Management > Inventory Management > Reports > Time Phased Mtl. Requirements**.
2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**. 

Generating the In Transit Stock Report

Run the **In Transit Stock Report** to display information about materials moving on transfer orders between their specified outbound and inbound locations and the transfer orders that were received to specified inbound locations. The report displays the quantity and total cost value of in transit materials for audit purposes.

The **Selection** parameters include:

- **Shipped Date as of** - The date as of which materials on in transit transfer orders mustbe marked as shipped (in Transfer Order Shipment Entry) in the outbound **From Site** location to be included on the report. For example, if you enter 10/08/2019, only those transfer orders marked as Shipped by that date are included in the report.
- **Received Date as of** - The date as of which in transit stock on transfer orders should have been received in the destination **To Site** location (using Transfer Order Receipt Entry) to be included on the report. The specific date (if any) you enter into this field is dependent on how you want to run the report, and the amount and type of in transit transfer order information you want to include.
- **Purchased Parts** - Select for the report to display purchased parts. These are the parts you normally purchase from external suppliers and use as raw materials.
- **Manufactured Parts** - Select for the report to display manufactured parts. These are the parts you normally manufacture and sell to your customers.
- **In Transit** - Select for the report to display transfer orders that are currently in transit. These are the transfer orders that have been shipped from the outbound From Site location, but have not been received to the inbound To Site location, specified for each transfer order.
- **Received** - Select for the report to display the already received transfer orders as of the specified receipt date. These are the transfer orders that have been shipped from the outbound From Site location and received to the inbound To Site location, specified on each transfer order.
- **Exclude Job Materials** - Select for the report to display in transit transfer orders that contain job materials.
- **Filter** - Informs you whether you used filters or not. After you select a specific filter option, the fields located in this pane display values depending on whether you filtered (Some Selected) or you did not (All Selected).
- **Report Style** - Select the report style option you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

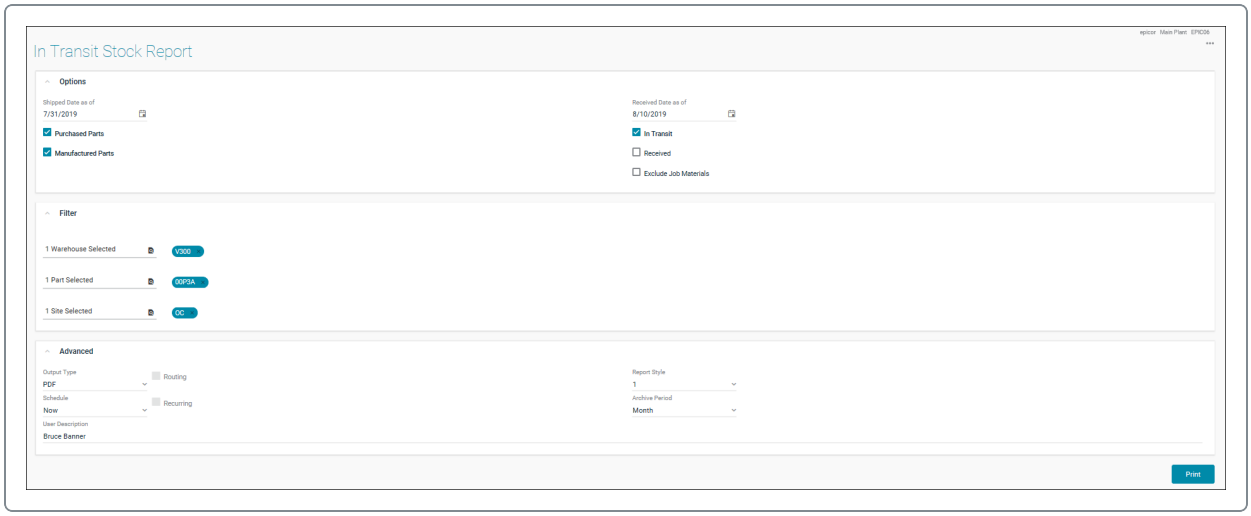
  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of

days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.

- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. This check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Material Management > Inventory Management > Reports > In Transit Stock**.
2. Select the parameters depending on what you want the report to display.
3. Select **Print Preview**.



Generating the Inventory/WIP Reconciliation Report

Run **Inventory/WIP Reconciliation Report** to reconcile the general ledger (GL) with costs from inventory and work-in-process (WIP). You can also preview inventory and labor transactions that the system have not yet posted to the GL before you run the **Capture COS/WIP Activity** process.

As inventory transactions generate, the costs accumulate in WIP and Inventory. Using the report, you can summarize the costs and review the G/L accounts used for each transaction.The system calculates most cost amounts in Kinetic, including Cost of Sales and WIP, using the base unit of measure (UOM) assigned to the part for which it is calculating the specific cost. When you run this report, simulated COS and WIP activity is automatically captured.

The report parameters include:

- **Book ID** - Specifies the GL book identifier you are using for the report.
- **Transaction Apply Date** - Specifies if transactions should be selected for inclusion on the report based on the dates they were entered into the Kinetic application. After selecting the type of date, you can specify a range of dates in the **Start** and **End** fields.
    - Select **Transaction Apply Date** if you wish to include transactions based on their transaction dates.
    - Select **Transaction System Date** if transactions should be included on the report based dates they were actually entered into and created in Kinetic. When you do this, you can specify a range of system dates in the **Start** and **End** fields.
- **Transaction System Date** - Specifies if transactions should be selected for inclusion on the report based on the dates they were entered into Kinetic. After you select the type of date, you can specify a range of dates in the **Start** and **End** fields.
- **Start and End Dates** - Specifies the start and end dates for which transactions are being included on the report.
- **Current Site** - Select the check box if only transactions from the currently selected siteshould be included on the report.
- **Fiscal Year** - The period of time for a fiscal year. This is usually a calendary year.
- **Fiscal Year Suffix** - The suffix of the fiscal year. For example, 'Q1'.
- **Journal Code** - The journal code you are using for the report.
- **Journal Number** - The journal number you are using for the report.
- **GL Account** - Specifies the G/L account for which transactions are being included in the report. You can enter a single G/L account to report associated transactions, skip the field to include all G/L accounts, or click the G/L Account button to find and select the G/L account. If

you enter a single G/L account, the report only processes PartTran and LaborDtl records that reference the entered G/L account.

- **Include Offsetting Accounts** - Select if you want the report to include complete GL transactions for each inventory transaction that affects the selected G/L account.
    - For example, when posting an Inventory transaction of type MFG-STK, Extended Cost amount of $100 has been debited to Inventory. This Extended Cost amount of $100 has been split into two 'cost buckets' of $90 Material Cost and $10 Burden Cost, which have been credited to WIP Material and WIP Burden respectively. If you select the WIP Material account and select the Include Offsetting Accounts check box, the report shows all three movements: debit of $100 to Inventory and credits of $90 to WIP Material and $10 to WIP Burden. If you do not select this check box, the report shows only the credit of $90 to WIP Material.
- **Project** - Specifies the project (if any) you wish to include in the report.
- **WBS Phase** - Select a WBS phase for the project ID entered or selected in the Project field.
- **Full** - Select to display full report, meaning each part transaction that occurred within the date range. The full report also displays the accounts associated with the part transaction.
- **Summarized by Date/Job-Part/Tran Type** - Select for the report to combine on one line all the transactions for identical parts on identical jobs that were run during the same day.
- **Summarized by Date/Tran Type** - Select for the report to combine on one line all the transactions that include the same transaction type on the same date. This is calculated for each account.
- **G/L Posting Detail** - Select one of the three options to determine what you want the report to display.
- **Sort By** - Select if you want the report to include complete GL transactions for each Inventory transaction that affects the selected G/L account.
- **Report Style** - Select the report style you want to use to run this report.
- **Schedule** - Indicates when you want to print the report. If you select something other than Now, the Recurring check box is available.
- **Archive Period** - Time period you want to keep the report in the System Monitor. The default is 0 Days, meaning that the report will be deleted from the monitor shortly after being printed.

  After the Archive Period passes, the report is purged from the system. When a report is exactly purged is determined by a combination of the date/time the report generates, the number of days set in the report's Archive Period, and the Report Purge Frequency setting. The Report Purge Frequency is defined in the System Agent within its Task Agent Purge Settings.
- **User Description** - Describes a specific report run. The entered description displays in the System Monitor.
- **Recurring** - Select this check box if you want the report to run on a repeating basis. The check box is only available if you select a schedule other than Now.

To generate the report:

1. From the main menu, go to **Production Management > Job Management > Reports > Inventory/WIP Reconciliation**.
2. Select a **Book** record.
3. Select the **Date Range** as necessary.
4. Define a specific journal entry settings.
5. Select the needed **G/L Account**.
6. Define a project, if any.
7. Select the **Account Level Details** as necessary.
8. Select the **G/L Posting Details** as necessary.
9. Select the **Report Style** for the report run.
10. If you want to generate the report immediately, verify the **Schedule** field displays the **Now** option.
11. Enter how long you would like this report to remain available after it generates by selecting an option from the **Archive Period** drop-down list. As long as the application clock has not passed this time, the report is available on the server to preview and print.
12. Enter text in the **User Description** field.
13. Select the **Recurring** check box if needed.
14. Select **Print Preview**.