



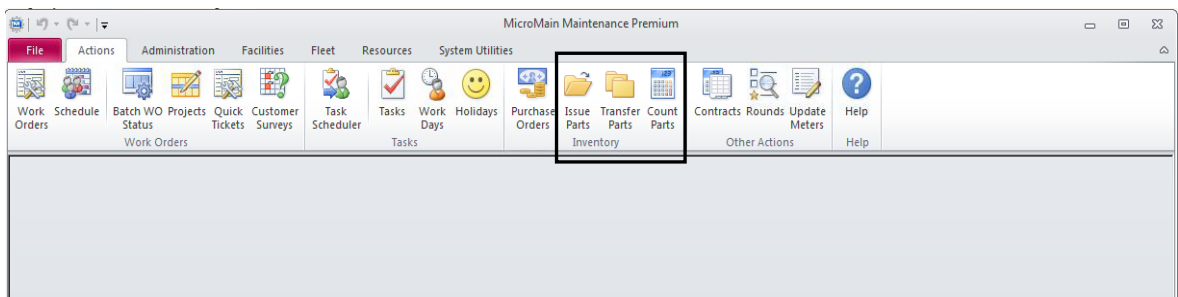
Inventory

This training session includes an overview of features in MicroMain Inventory. Transactions covered include: Issue Parts, Transfer Parts and Count Parts.

This session covers:

- **Issue Parts**
- **Transfer Parts**
- **Count Parts**
 - **Delete Pending Counts**
- **Reporting**

Issue Parts, Transfer Parts and Count Parts are found on the Actions tab.



In addition, Issue and Transfer Parts can be accessed from the Part record.

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Inventory

Issue Parts

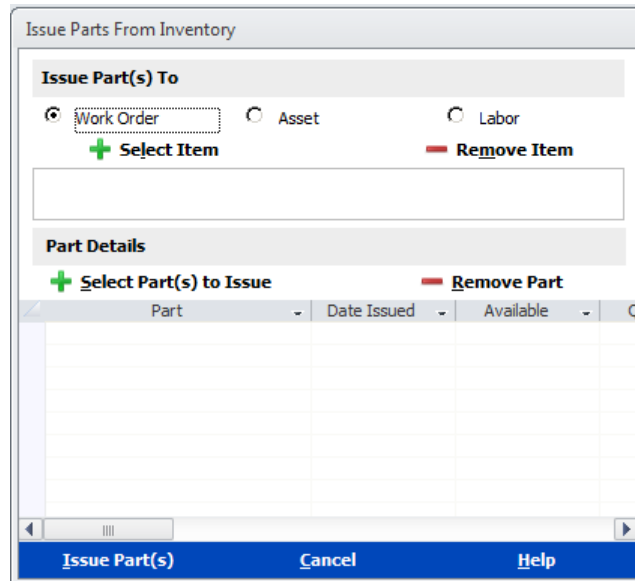
Issue quantities of a part to a work order, asset or labor. A part(s) can be directly issued to a work order, asset or labor from a selected inventory location or assigned to a specified account or maintenance category.

- Work Orders – Any part needed to perform maintenance.
- Assets – Any inventoried part not requiring the issuance of a work order, e.g., light bulb.
- Labor - Any inventoried item used by labor, e.g., uniform.

When a part is issued to a work order, asset or labor the information entered on the Issue Parts from Inventory form is associated with the issued part record and displayed on the part forms:

- Work Orders – View the work order(s) to which the part is currently assigned.
- Issued Assets – View the asset(s) to which the part(s) is currently issued.
- Issued Labor – View the labor/staff to which the part(s) is currently issued.

1. From MM **Actions** tab click: **Issue Parts**.



The Issue Parts From Inventory form is displayed. (The default radio button is Work Order.)

Issue Part(s) To: Work Order, Asset, or Labor

- +**Select Item** displays item list to select either the WO, asset, labor for the part transfer.
- **Remove Item** deletes highlighted WO, asset, labor from the list.



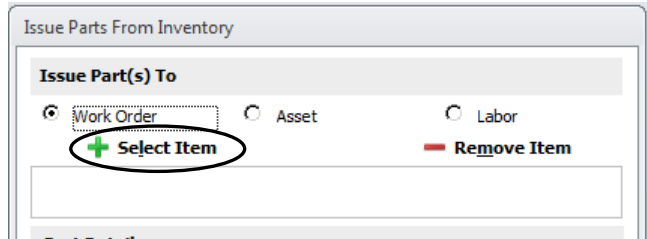
Inventory

Part Details: Datasheet view of the part(s) to be issued to the Work Order, Asset or Labor.

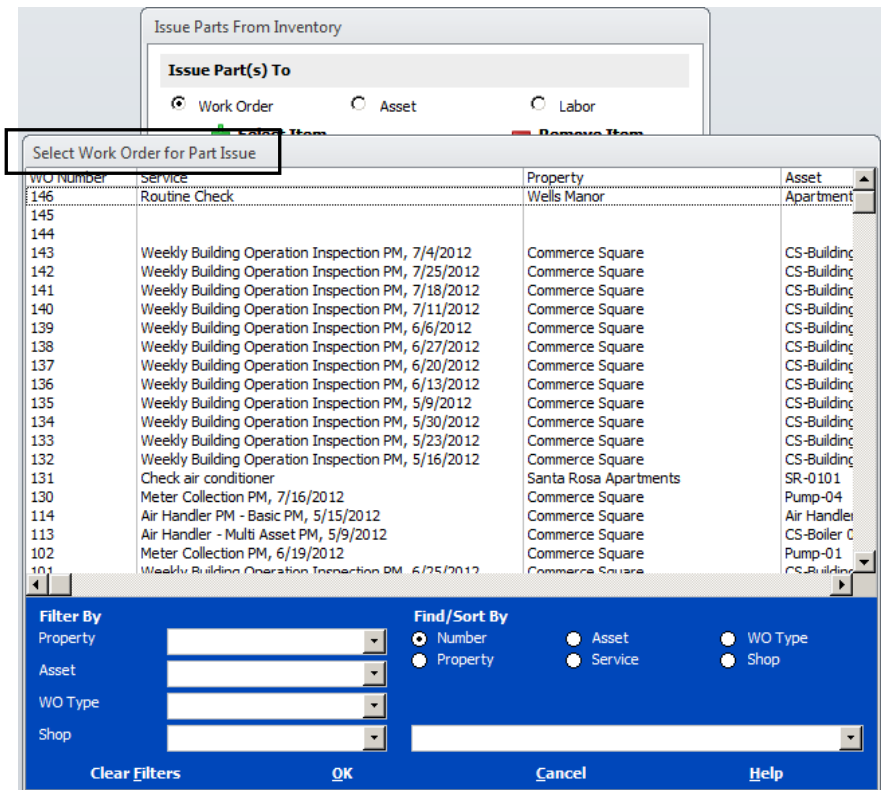
+**Select Part(s) To Issue** displays parts list to select for issue to the WO, asset, or labor.

– **Remove Part** deletes the highlighted part from list to be issued.

2. Click **+Select Item**.



Work Order radio button selected.



The Select Work Order for Part Issue list is displayed.



Inventory

5. Click +Select Part(s) to Issue

Part	Description	Location	
Disp-1/3HP	In-Sink-Erator 1/3HP disposal, Badger 1	Main Stockroom	3
Filter-Air-H	Filter for air handlers	Main Stockroom	8
Filter-Air-V	Air filter for vehicles	Main Stockroom	3
Filter-Oil	Oil filter for vehicles	Main Stockroom	8
Flapper	Universal Toilet Flapper, 3" diameter, fit-all.	Main Stockroom	4
Flapper	Universal Toilet Flapper, 3" diameter, fit-all.	Secondary Stock	4
Flapper Chain		Main Stockroom	1
Gasket-Toilet	Wax Ring, Toilet Gasket, Anti-Leak	Main Stockroom	5
Lamp-Flor-36	Florescent T-12 Lamp - 36"	Secondary Stock	0
Lamp-Flor-48	Florescent T-12 Lamp - Designer Super Saver - R	Market Center	5
Lockset-Entry	Weslock Sunray Brass MK70 Entry Lockset	Main Stockroom	2
Mulch	Cedar, 40 lb bag, Dark	Main Stockroom	1
Paint-Int-WH	Flat, water based, antique white, interior wall pai	Main Stockroom	6
SM Alarm	Smoke alarm, Ionization Type, LED, Test Button,	Main Stockroom	6
Switch-Wall-IV	Sidewired, 15a, Single Pole, Ivory	Main Stockroom	5
WH Element	240V-4500W Threaded Water Heater Element - L	Main Stockroom	9

Filter By

Location

Class

Manufacturer

Category

Find/Sort By

Part Class Control Number

Description Manufacturer

Location Category

Clear Filters **OK** Cancel Help

The Select Parts to Issue list is displayed.

6. Select (highlight) the part(s) to be issued.

7. Click: OK.



Inventory

Issue Parts From Inventory

Issue Part(s) To

Work Order
 Asset
 Labor

+ **Select Item**
 - **Remove Item**

WO Number: 99
 Service: Air Handler 12 Month PM - PM Mask, 6/28/2012

Part Details

+ **Select Part(s) to Issue**
 - **Remove Part**

Part	Date Issued	Available	
Filter-Air-H	9/24/2013	84	

◀
 ▶

Issue Part(s)
 Cancel
 Help

The Issue Parts from Inventory form is displayed showing the part(s) selected for issue.

- e. Set the number of a part to be issued. (Default transfer is one (1).)
 - i) Scroll to view the other part details.

Issue Parts From Inventory

Issue Part(s) To

Work Order
 Asset
 Labor

+ **Select Item**
 - **Remove Item**

WO Number: 99
 Service: Air Handler 12 Month PM - PM Mask, 6/28/2012

Part Details

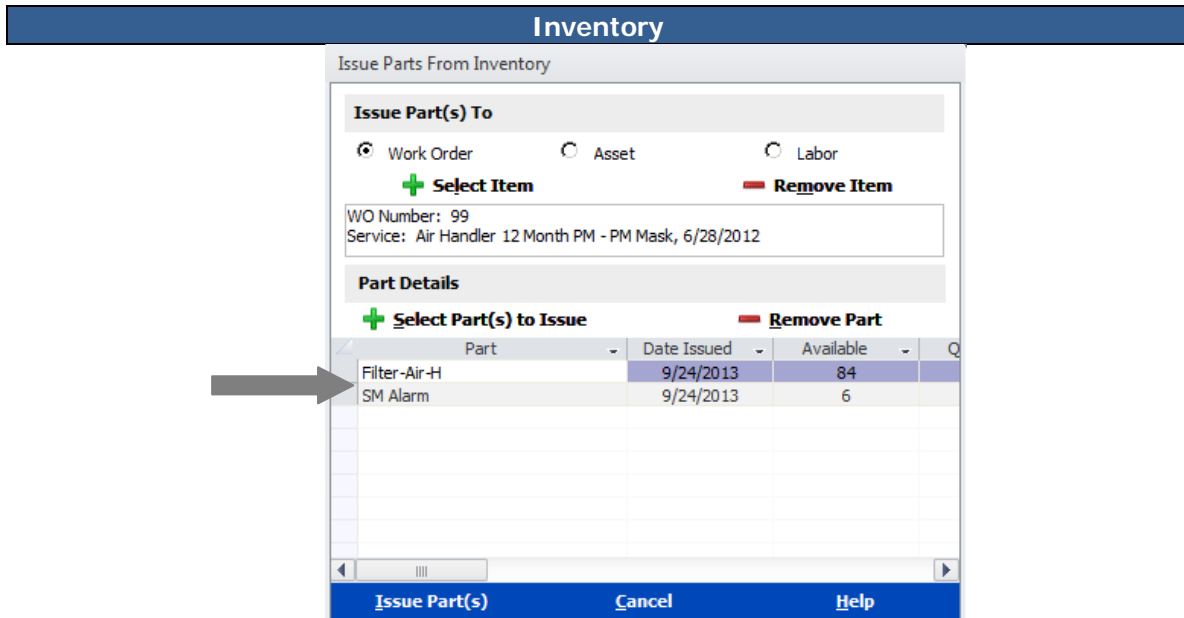
+ **Select Part(s) to Issue**
 - **Remove Part**

	Date Issued	Available	Quantity	Location
✎	9/24/2013	84	2	Main Stockroom

Click on the pencil to complete the update.

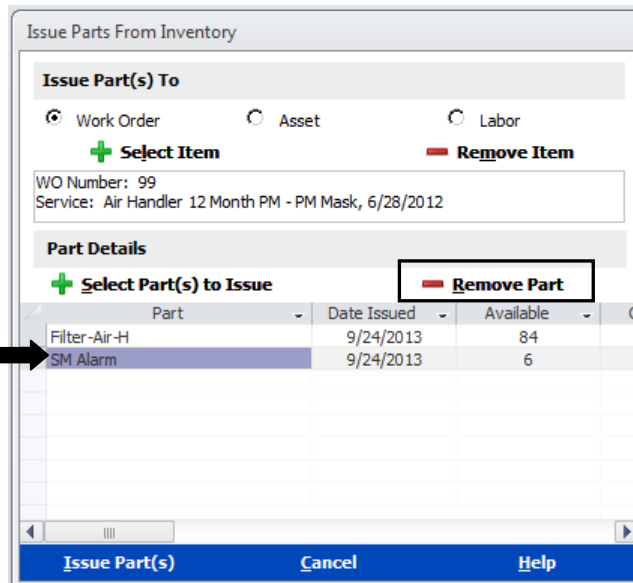
- f. Select another part to issue to the Work Order.
 - i) Click: **+Select Part(s) to Issue**.
 - ii) Select (highlight) part to be issued.
 - iii) Click: **OK**.





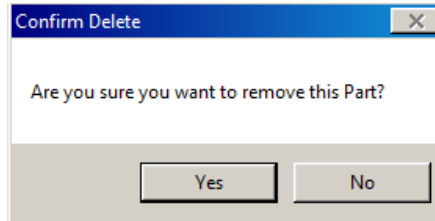
Multiple parts are listed to be issued.

- g. Remove a selected part.
 - i) Highlight (click) the part to be removed.

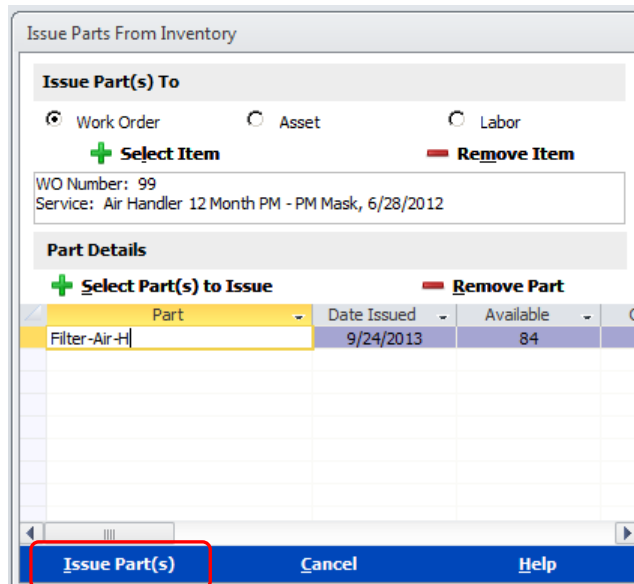


Inventory

ii) Click – **Remove Part**.

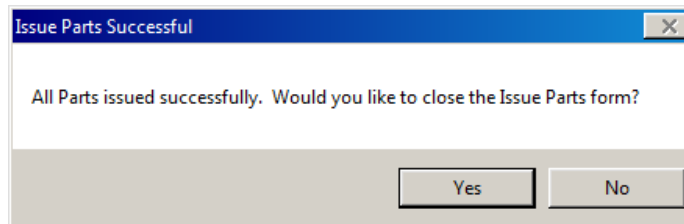


iii) Click: **Yes**.



The selected part is removed.

8. Issue the part(s) to the Work Order (asset or labor), click: **Issue Part(s)**.



9. Click: **YES** to close the Issue Parts form.

e. Click: **No** to remain in the Issue Parts form to issue other parts.



Inventory

Issue Parts action demonstrated above; before and after images of the part record.

The screenshot shows the 'Part: Filter-Air-H' record. The 'Inventory Locations' table is as follows:

Location	Aisle	Shelf	Bin	On Hand	Reserved	Available
Main Stockroom				89	5	84

The status bar at the bottom shows: On Hand 89.00, Reserved 5.00, Available 84.00, On Order 0.00. The 'Reserved' value is circled in red.

Note the Reserved count for this part.

The screenshot shows the 'Part: Filter-Air-H' record with the 'Work Orders' tab selected. The table is as follows:

WO Number	Date	Unit Cost	Est Qty	Est Cost	Actual Qty	Actual Cost
131	9/16/2013	1.78	1	1.78	2	3.56
118	6/19/2012	1.78	2	3.56	0	0.00
84	6/4/2012	1.78	2	3.56	0	0.00
114	5/15/2012	1.78	2	3.56	0	0.00
115	5/15/2012	1.78	2	3.56	0	0.00
116	5/15/2012	1.78	2	3.56	0	0.00
117	5/15/2012	1.78	2	3.56	0	0.00

The status bar at the bottom shows: On Hand 89.00, Reserved 5.00, Available 84.00, On Order 0.00.

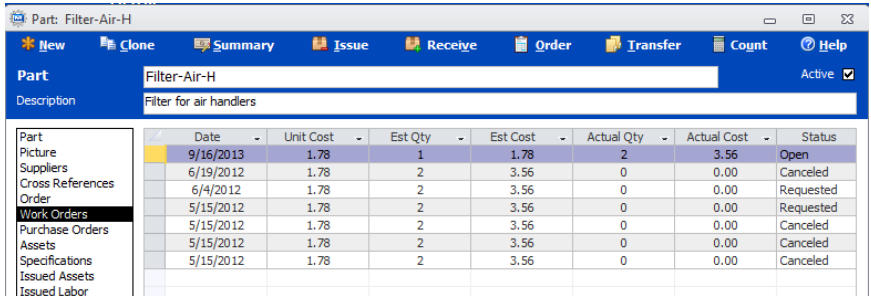
Verify the Work Orders the part is/was issued to.



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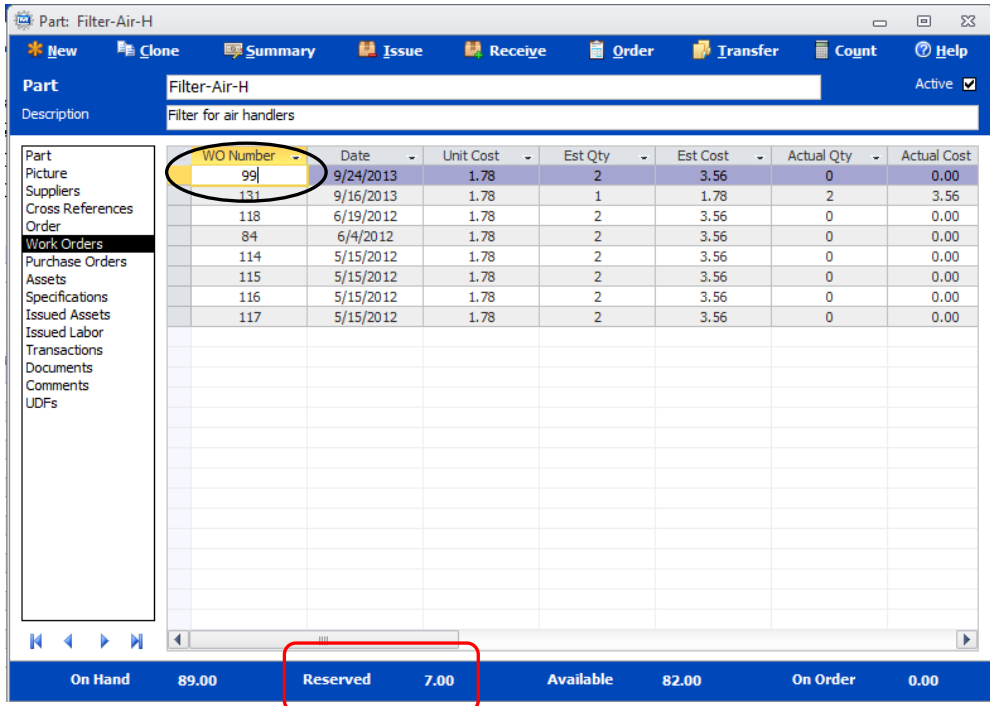
Inventory



	Date	Unit Cost	Est Qty	Est Cost	Actual Qty	Actual Cost	Status
Part	9/16/2013	1.78	1	1.78	2	3.56	Open
Suppliers	6/19/2012	1.78	2	3.56	0	0.00	Canceled
Cross References	6/4/2012	1.78	2	3.56	0	0.00	Requested
Order	5/15/2012	1.78	2	3.56	0	0.00	Requested
Work Orders	5/15/2012	1.78	2	3.56	0	0.00	Canceled
Purchase Orders	5/15/2012	1.78	2	3.56	0	0.00	Canceled
Assets	5/15/2012	1.78	2	3.56	0	0.00	Canceled
Specifications	5/15/2012	1.78	2	3.56	0	0.00	Canceled
Issued Assets							
Issued Labor							

Scroll right to see additional data. Two WOs Requested status with estimated quantity of 2 each, one Open with estimated quantity of 1 = 5 reserved.

After the Issue:



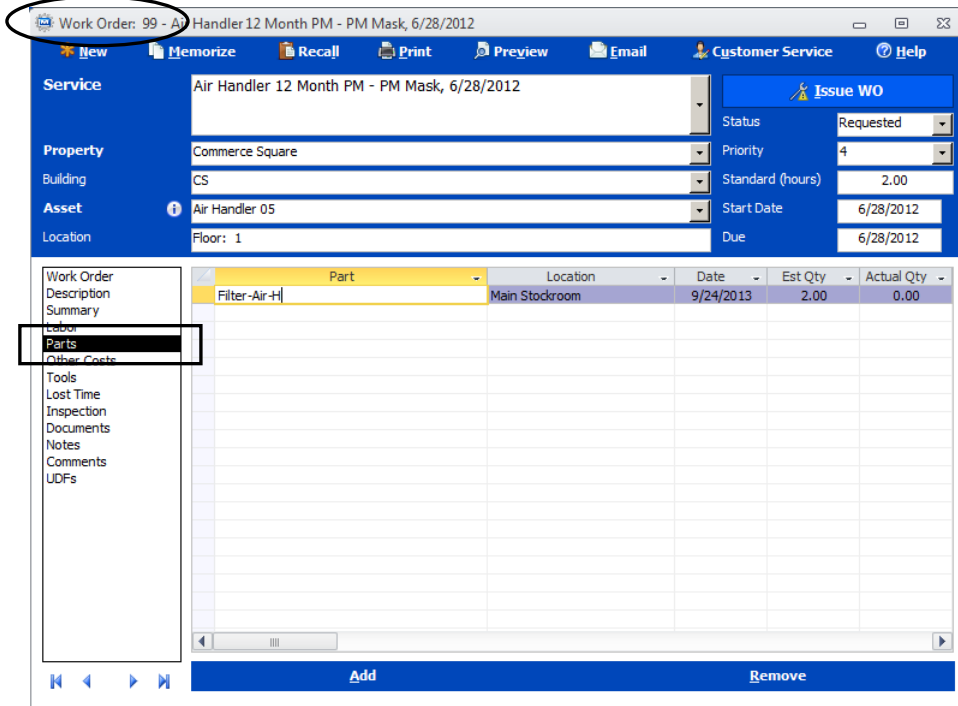
WO Number	Date	Unit Cost	Est Qty	Est Cost	Actual Qty	Actual Cost
99	9/24/2013	1.78	2	3.56	0	0.00
131	9/16/2013	1.78	1	1.78	2	3.56
118	6/19/2012	1.78	2	3.56	0	0.00
84	6/4/2012	1.78	2	3.56	0	0.00
114	5/15/2012	1.78	2	3.56	0	0.00
115	5/15/2012	1.78	2	3.56	0	0.00
116	5/15/2012	1.78	2	3.56	0	0.00
117	5/15/2012	1.78	2	3.56	0	0.00

On Hand	89.00	Reserved	7.00	Available	82.00	On Order	0.00
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Note the Reserved count is increased by 2 – the number of parts issued to WO 99.



Inventory



Work Order: 99 - Air Handler 12 Month PM - PM Mask, 6/28/2012

Service: Air Handler 12 Month PM - PM Mask, 6/28/2012

Property: Commerce Square

Building: CS

Asset: Air Handler 05

Location: Floor: 1

Status: Requested

Priority: 4

Standard (hours): 2.00

Start Date: 6/28/2012

Due: 6/28/2012

Part	Location	Date	Est Qty	Actual Qty
Filter-Air+	Main Stockroom	9/24/2013	2.00	0.00

The part is listed on the Work Order.

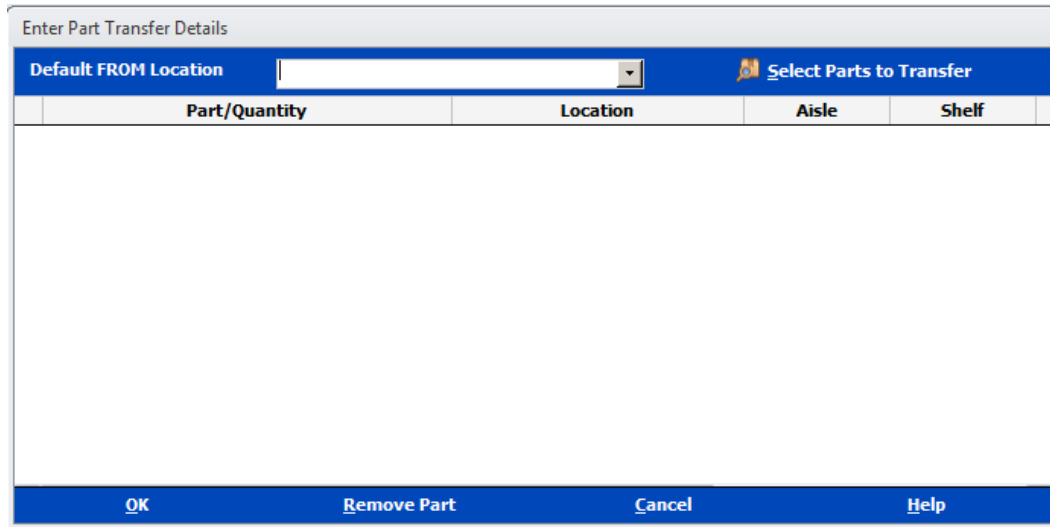


Inventory

Transfer Parts

Parts may be transferred between locations to make them more accessible for work to be done.

1. From MM **Actions** tab, click: **Transfer Parts**.



Enter Part Transfer Details				
Default FROM Location		Select Parts to Transfer		
Part/Quantity	Location	Aisle	Shelf	

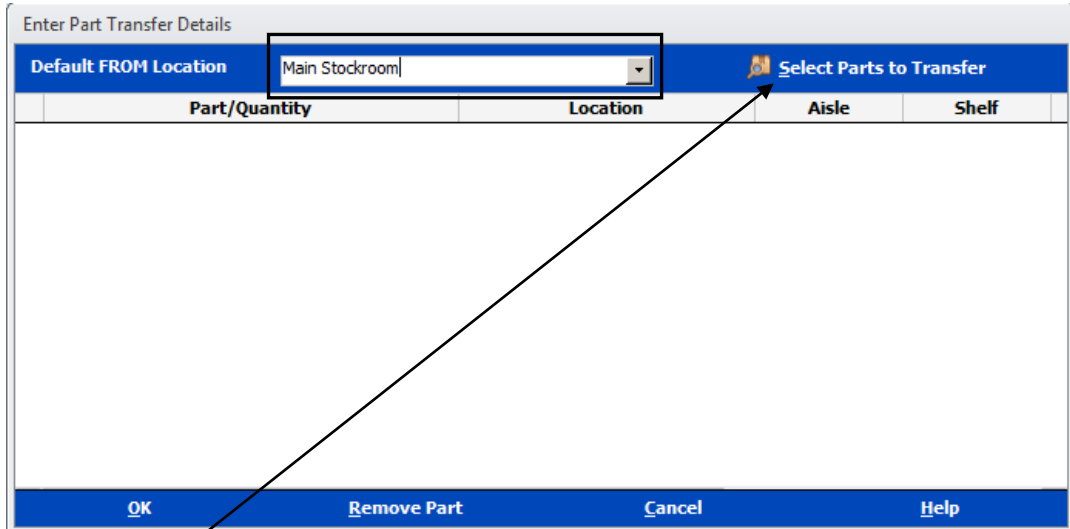
The Enter Part Transfer Details form will be displayed.

Default FROM Location: From the dropdown list select the location to move the part FROM.



Inventory

2. Select the Location to transfer parts out of from the dropdown list.



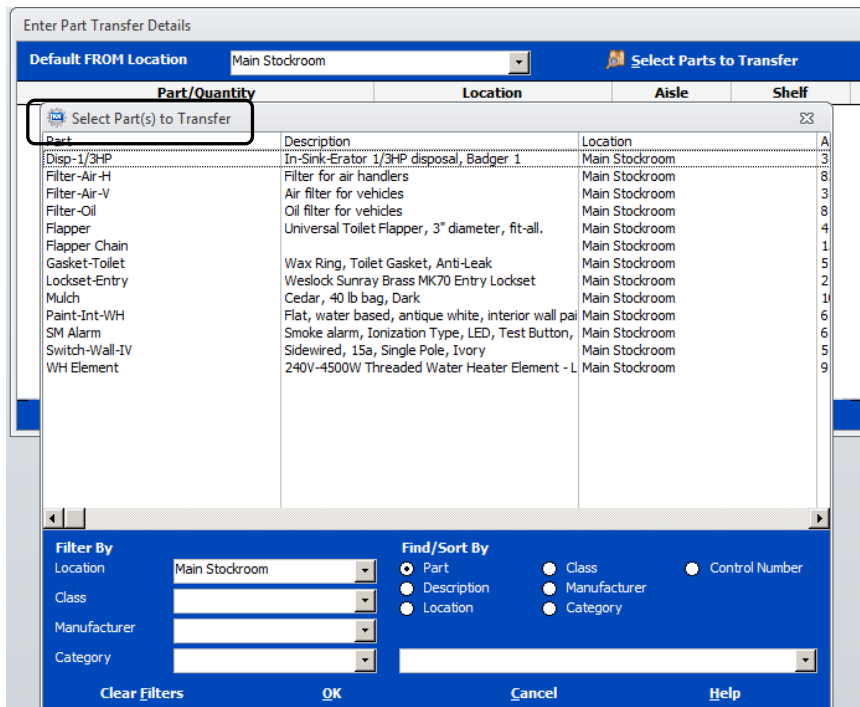
Enter Part Transfer Details

Default FROM Location: Main Stockroom Select Parts to Transfer

Part/Quantity	Location	Aisle	Shelf

OK Remove Part Cancel Help

3. Click: **Select Parts to Transfer.**



Enter Part Transfer Details

Default FROM Location: Main Stockroom Select Parts to Transfer

Part/Quantity	Location	Aisle	Shelf
Select Part(s) to Transfer			
Part	Description	Location	
Disp-1/3HP	In-Sink-Erator 1/3HP disposal, Badger 1	Main Stockroom	A 3
Filter-Air-H	Filter for air handlers	Main Stockroom	8
Filter-Air-V	Air filter for vehicles	Main Stockroom	3
Filter-Oil	Oil filter for vehicles	Main Stockroom	8
Flapper	Universal Toilet Flapper, 3" diameter, fit-all.	Main Stockroom	4
Flapper Chain		Main Stockroom	1
Gasket-Toilet	Wax Ring, Toilet Gasket, Anti-Leak	Main Stockroom	5
Lockset-Entry	Weslock Sunray Brass MK70 Entry Lockset	Main Stockroom	2
Mulch	Cedar, 40 lb bag, Dark	Main Stockroom	11
Paint-Int-WH	Flat, water based, antique white, interior wall paint	Main Stockroom	6
SM Alarm	Smoke alarm, Ionization Type, LED, Test Button,	Main Stockroom	6
Switch-Wall-IV	Sidewired, 15a, Single Pole, Ivory	Main Stockroom	5
WH Element	240V-4500W Threaded Water Heater Element - L	Main Stockroom	9

Filter By
 Location: Main Stockroom
 Class:
 Manufacturer:
 Category:

Find/Sort By
 Part Class Control Number
 Description Manufacturer
 Location Category

Clear Filters OK Cancel Help

The Select Part(s) to Transfer list will be displayed. The parts displayed are the parts in the location selected on the Enter Part Transfer Details form.



Inventory

4. Select (highlight) the part(s) to be transferred.
5. Click: **OK**.

Enter Part Transfer Details

Default FROM Location		Main Stockroom	Select Parts to Transfer	
Part/Quantity	Location	Aisle	Shelf	
WH Element Available <input style="width: 40px;" type="text" value="9"/> To Transfer <input style="width: 40px;" type="text" value="1"/>	FROM Main Stockroom TO <input style="width: 100px;" type="text"/>			
OK		Remove Part		Cancel

The Enter Part Transfer Details form will be displayed listing the part(s) to be transferred.

Part/Quantity: Part name, number available, number to transfer (default is 1)

Location:

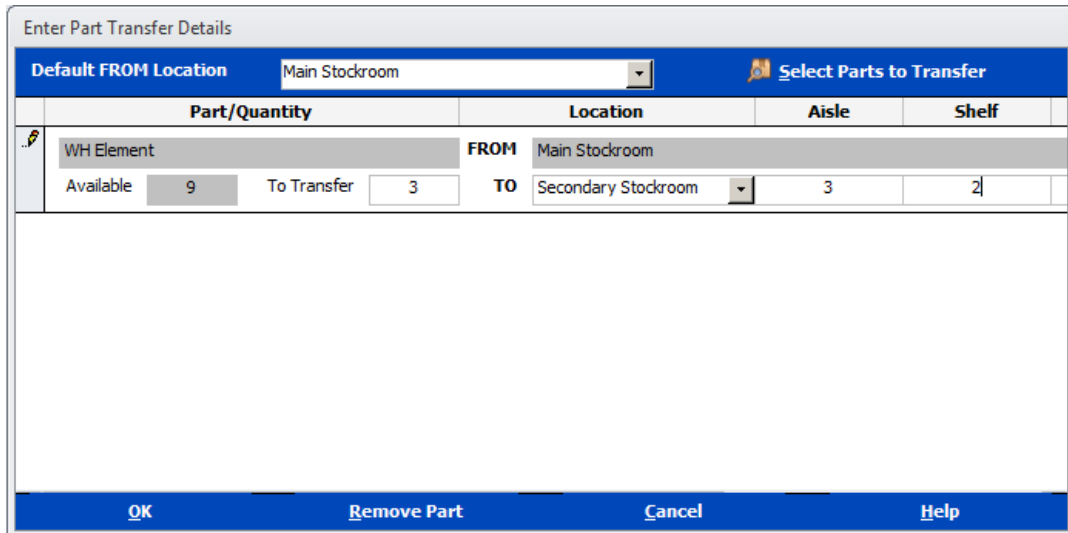
From: Location selected.

To: Select the location from the dropdown list, enter the aisle, shelf, bin of the new location. (If the part is not already located in the TO location, the dropdown list may be blank. The new location can be created by typing the location in the TO field.)



Inventory

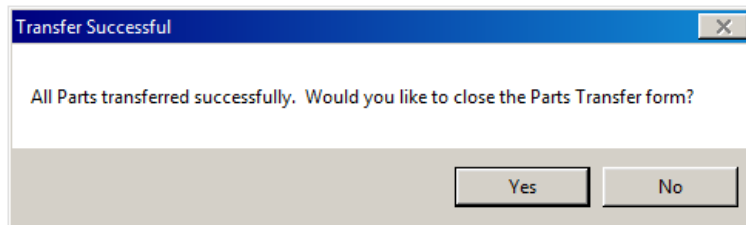
6. Enter the information to complete the transfer:



Part/Quantity		Location	Aisle	Shelf
WH Element		FROM Main Stockroom		
Available	9	To Transfer	3	
		TO Secondary Stockroom	3	2

Three (3) WH Elements are being transferred from the Main Stockroom to the Secondary Stockroom in aisle 3, shelf 2. (Bin can be entered by using the Tab right out of the shelf field. In addition, comments can be added after the bin.)

7. Click: **OK** to complete the transfer.



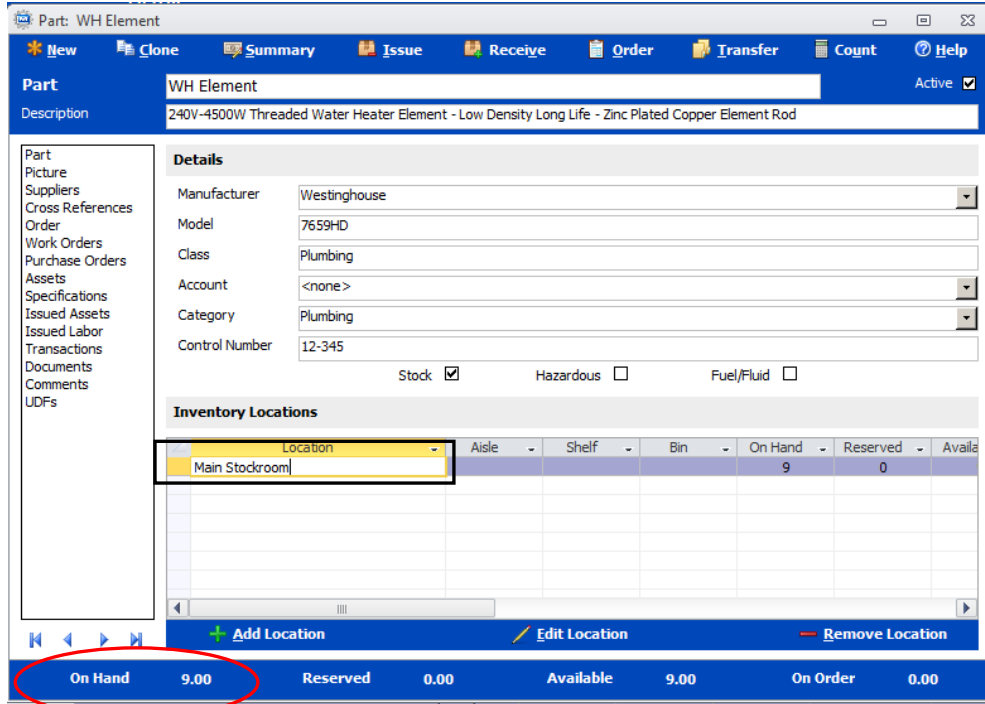
8. Click: **YES** to close the Parts Transfer form.

a. Click: **No** to remain in the Parts Transfer form to transfer other parts.

Inventory

Inventory

Transfer Parts action demonstrated above; before and after images of the part record.
 Before transfer:



Part: WH Element
 Description: 240V-4500W Threaded Water Heater Element - Low Density Long Life - Zinc Plated Copper Element Rod

Details

Manufacturer: Westinghouse
 Model: 7659HD
 Class: Plumbing
 Account: <none>
 Category: Plumbing
 Control Number: 12-345

Stock Hazardous Fuel/Fluid

Inventory Locations

Location	Aisle	Shelf	Bin	On Hand	Reserved	Availa
Main Stockroom				9	0	

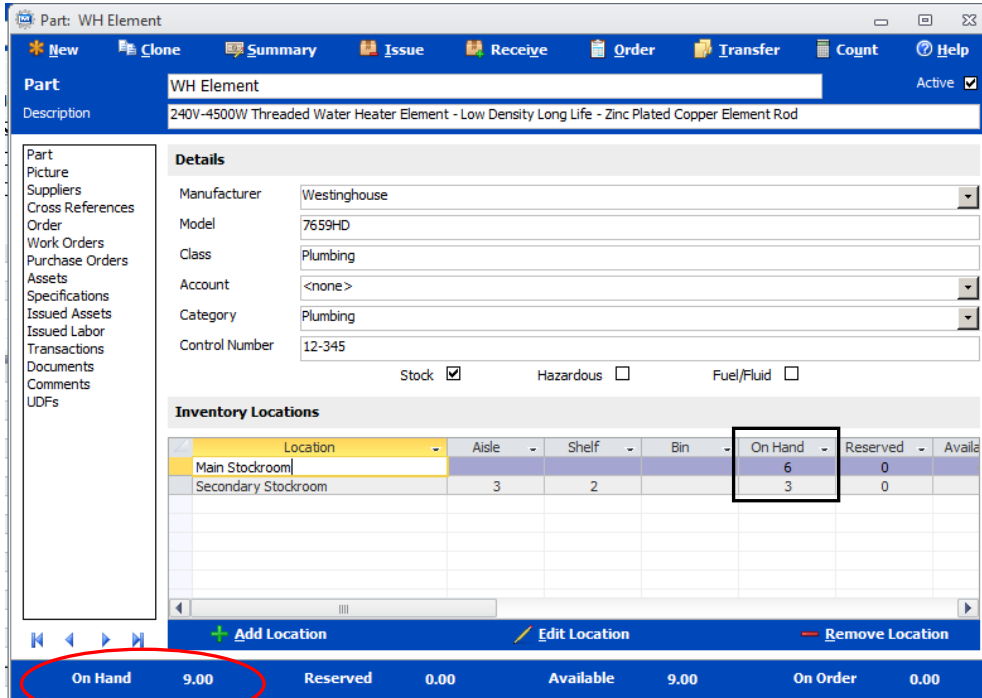
Summary: On Hand 9.00 Reserved 0.00 Available 9.00 On Order 0.00

WH Element located in Main Stockroom. Nine (9) On Hand.



Inventory

After transfer:



The screenshot shows the 'Part: WH Element' window. The 'Details' section includes:

- Manufacturer: Westinghouse
- Model: 7659HD
- Class: Plumbing
- Account: <none>
- Category: Plumbing
- Control Number: 12-345

The 'Inventory Locations' table is as follows:

Location	Aisle	Shelf	Bin	On Hand	Reserved	Avail
Main Stockroom				6	0	
Secondary Stockroom	3	2		3	0	

At the bottom of the window, a summary bar shows: On Hand 9.00, Reserved 0.00, Available 9.00, On Order 0.00. The 'On Hand 9.00' value is circled in red.

WH Element located in Main Stockroom and Secondary Stockroom. On Hand inventory remains nine(9) with six (6) in the Main Stockroom and three (3) in the Secondary Stockroom.





Inventory

ID	Event	Date	Part	Quantity	Cost	Cost Old	WO
25	Parts Transaction - OnHand Adjusted (Inventory)	9/24/2013 11:25:58 AM	Paint-Int-WH	-1.00	8.75	8.75	
24	Parts Transaction - OnHand Adjusted (Inventory)	9/24/2013 11:25:58 AM	Flapper	-2.00	0.82	0.82	
23	Part Transaction - Transferred	9/24/2013 11:14:06 AM	WH Element	3.00	0.00	0.00	
22	Part Adjustment - Create Location	9/24/2013 11:14:05 AM	WH Element	0.00	0.00	0.00	
21	Part Transaction - Returned	9/24/2013 9:10:34 AM	Disp-1/3HP	1.00	39.95	0.00	
20	Part Transaction - Issued	9/24/2013 9:09:45 AM	Disp-1/3HP	-1.00	39.95	0.00	
19	Part Transaction - Receive (Purchase Order)	9/23/2013 3:37:26 PM	Comp-Ref SP	3.00	10.95	10.95	
18	Part Transaction - Transferred	9/10/2013 12:58:02 PM	Flapper	4.00	0.00	0.00	
17	Part Adjustment - Create Location	9/10/2013 12:58:02 PM	Flapper	0.00	0.00	0.00	
16	Part Adjustment - Create Location	9/6/2013 10:43:57 AM	Lamp-Flor-36	0.00	0.00	4.00	
15	Part Adjustment - Delete Location	9/5/2013 10:46:54 AM	Flapper Chain	0.00	0.00	0.00	
14	Part Transaction - Transferred	9/5/2013 10:43:50 AM	Flapper Chain	5.00	0.00	0.00	
13	Part Adjustment - Create Location	9/5/2013 10:33:22 AM	Comp-Ref SP	0.00	0.00	10.95	
12	Part Adjustment - Location Edit	9/5/2013 10:28:25 AM	Comp-Ref SP	0.00	0.00	0.00	

The transfer is logged in the Parts Log.



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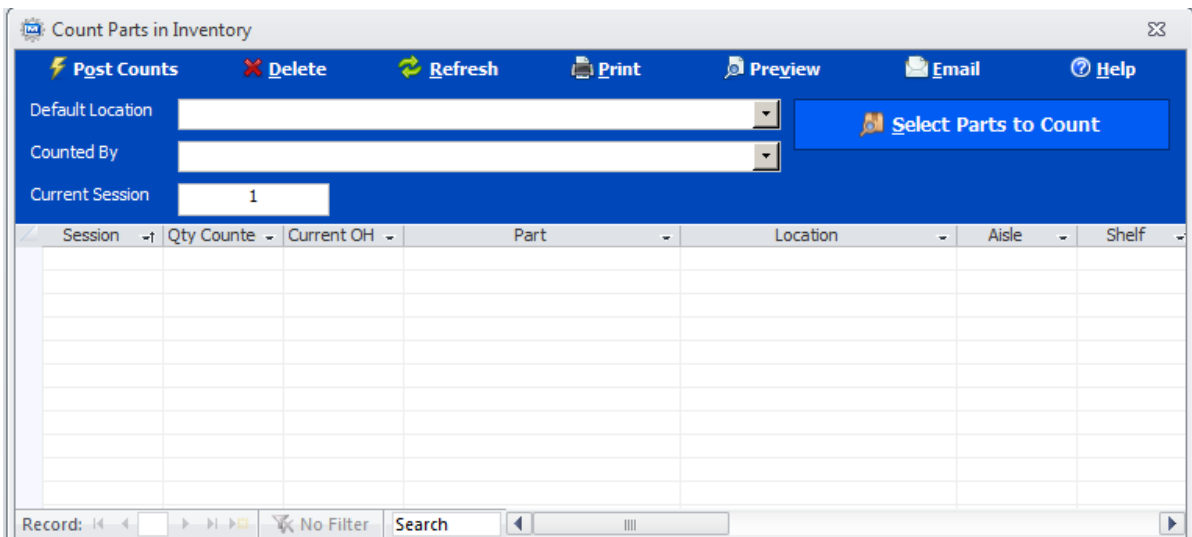
Count Parts

The Count Parts in Inventory form displays the part names and 'On Hand' inventory levels. Once a physical count is complete, it's easy to compare the actual quantities with existing inventory levels, make adjustments and print variance reports.

Part count records are used to adjust the "On Hand" inventory levels of corresponding Maintenance part records.

Part records are defined by a part name and inventory location (location/aisle/shelf/bin). If the selected Part and Location combination on a part count record do not match an existing record in MM, it is not used to adjust inventory levels. After adjusting inventory levels, the 'invalid' part count records are not removed from the Count Parts in Inventory form. They must be resolved by correct location identification or some other means.

1. From the MM **Actions** tab, click: **Count Parts**.



The Count Parts Inventory form is displayed.

Default Location: Inventory location for new part count records. Select the location from the dropdown list.

Counted By: Name of the person who counted the part. Select Counter from the dropdown list (contains existing names of non-supplier labor). (Counter name manually entered in the field are not added to the dropdown list.)

Current Session: Default number identifying a part counting session.

Inventory Datasheet

Session: Number identifying a part counting session.



Inventory

Qty Counted: Quantity of the part at the location. When quantity entered, current date/time is recorded in the Count Date field. "On Hand" part inventory levels for the part (part name/location) will be overwritten by the number entered.

Current OH: Current quantity of the part On Hand at the location. (protected)

Part: Name of the counted part. (protected)

Location/Aisle/Shelf/Bin: Part location. (protected)

Date/Time Counted: Date and time the part was counted.

Counted By: Name of the person who counted the part.

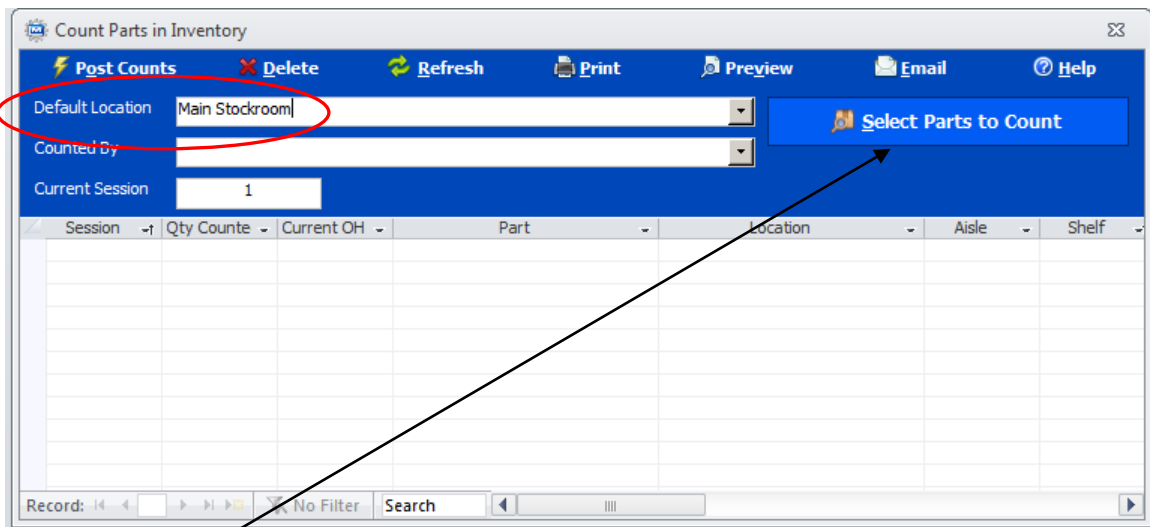
Control Number: Unique series of letters, numbers, symbols that identify the specific part. (used to make the part's barcode)

Comments: Comments regarding the inventory or the part.

Update Failed: Identifies pending part count records that were not posted successfully.

Reason for Failure: Brief description of why the pending part count records failed to post.

2. Select the Default Location from the dropdown list. (The location of the parts to be counted.)

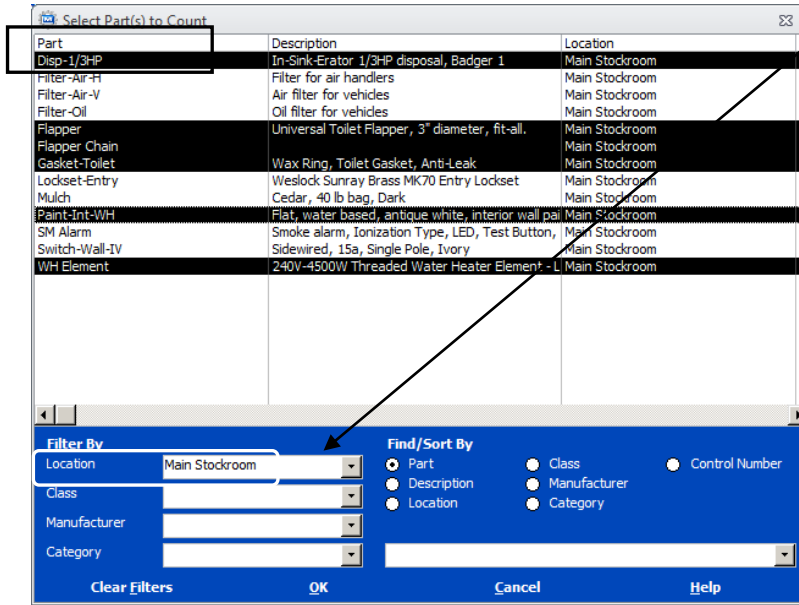


3. Click: **Select Parts to Count.**



Inventory

The Select Part(s) to Count list is displayed. Only parts located in the selected Default Location will be listed.



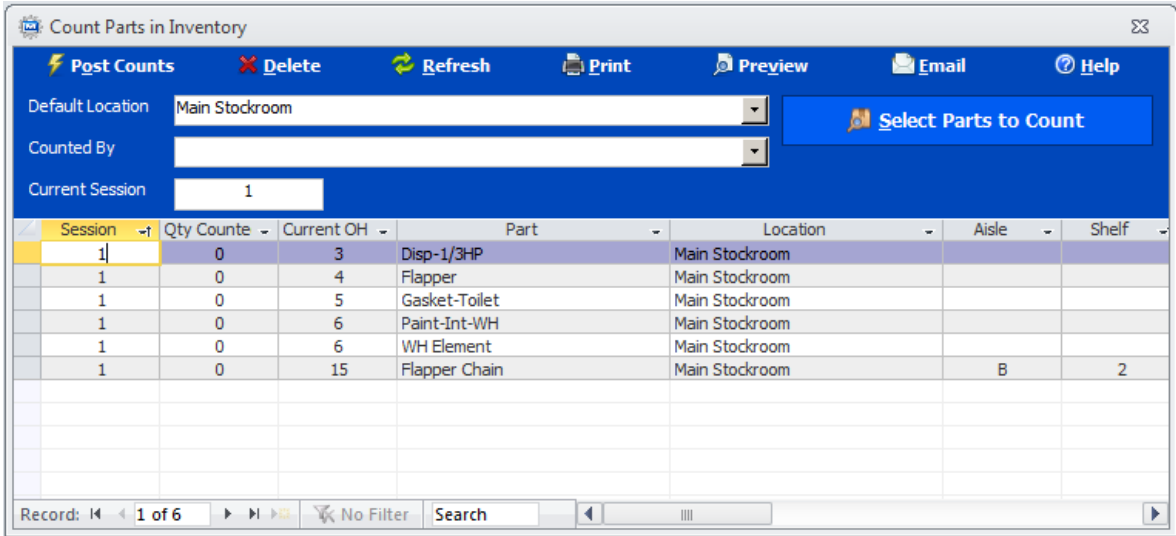
- Select (highlight) the part(s) to be counted. (Use <CTRL> and <Shift> keys to select multiple parts.)





Inventory

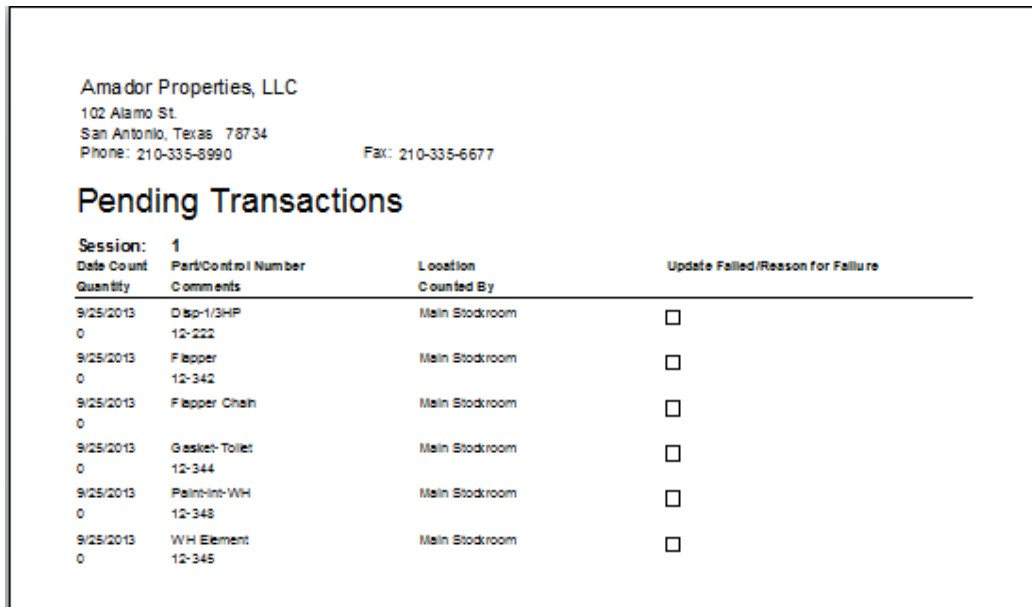
5, Click: **OK**.



The Count Parts Inventory list displays the parts selected for counting.

Note: Parts from multiple locations can be selected for the count list. Change the Default Location and Select Parts to Count to add part(s) from another location.

6. Record the counts. Counts can be recorded on an electronic device or a Pending Count report can be printed for entering the count to be entered in the system later.



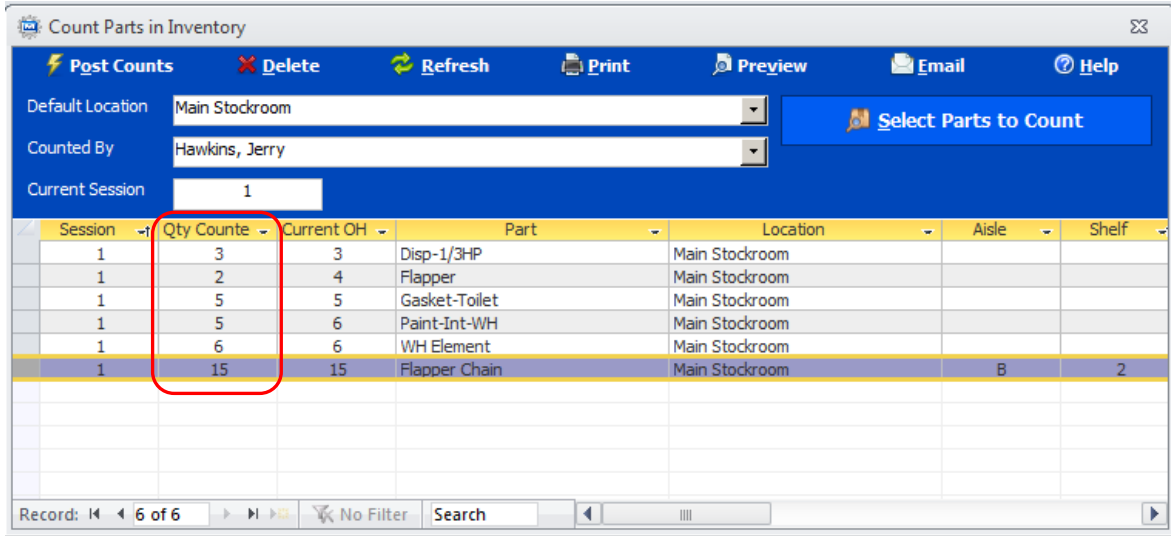
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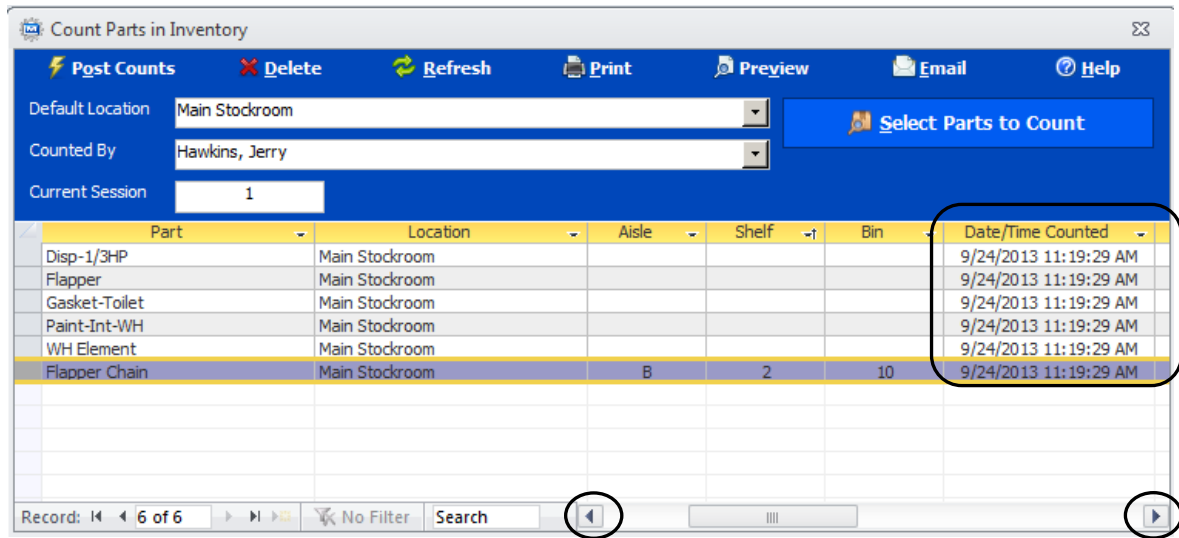
7. Enter the counts in MM:



Session	Qty Counted	Current OH	Part	Location	Aisle	Shelf
1	3	3	Disp-1/3HP	Main Stockroom		
1	2	4	Flapper	Main Stockroom		
1	5	5	Gasket-Toilet	Main Stockroom		
1	5	6	Paint-Int-WH	Main Stockroom		
1	6	6	WH Element	Main Stockroom		
1	15	15	Flapper Chain	Main Stockroom	B	2

In the example, the count does not match the Current On Hand (OH) in a couple of instances.

8. When counts are recorded, a date/time counted is stamped on the record.



Part	Location	Aisle	Shelf	Bin	Date/Time Counted
Disp-1/3HP	Main Stockroom				9/24/2013 11:19:29 AM
Flapper	Main Stockroom				9/24/2013 11:19:29 AM
Gasket-Toilet	Main Stockroom				9/24/2013 11:19:29 AM
Paint-Int-WH	Main Stockroom				9/24/2013 11:19:29 AM
WH Element	Main Stockroom				9/24/2013 11:19:29 AM
Flapper Chain	Main Stockroom	B	2	10	9/24/2013 11:19:29 AM

Additional information on the part record can be viewed by scrolling.





Inventory

9. The Pending Transactions report showing the Inventory Counts can be viewed/printed. (Click *Preview/Print*) before the counts are 'Posted.'

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 102 Alamo St.
 San Antonio, Texas 78734
 Phone: 210-335-8990 Fax: 210-335-6677

Pending Transactions

Session: 1

Date	Count	Part/Control Number	Location	Update Failed/Reason for Failure
Quantity	Comments	Counted By		
9/24/2013	3	Disp-1/3HP 12-222	Main Stockroom	<input type="checkbox"/>
9/24/2013	2	Flapper 12-342	Main Stockroom	<input type="checkbox"/>
9/24/2013	15	Flapper Chain	Main Stockroom	<input type="checkbox"/>
9/24/2013	5	Gasket-Toilet 12-344	Main Stockroom	<input type="checkbox"/>
9/24/2013	5	Paint-Int-WH 12-348	Main Stockroom	<input type="checkbox"/>
9/24/2013	6	WH Element 12-345	Main Stockroom	<input type="checkbox"/>

10. **Post Counts** when all information has been verified. Click **Post Counts**.

Count Parts in Inventory

Default Location: Main Stockroom
 Counted By: Hawkins, Jerry
 Current Session: 1

Session	Qty Counted	Current OH	Part	Location	Aisle	Shelf
1	3	3	Disp-1/3HP	Main Stockroom		
1	2	4	Flapper	Main Stockroom		
1	5	5	Gasket-Toilet	Main Stockroom		
1	5	6	Paint-Int-WH	Main Stockroom		
1	6	6	WH Element	Main Stockroom		
1	15	15	Flapper Chain	Main Stockroom	B	2

Record: 6 of 6 | No Filter | Search



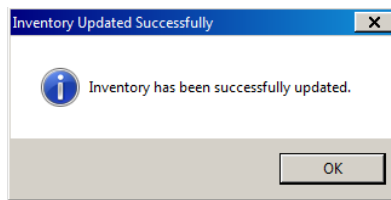
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Inventory

- a. Pending part count records are validated.
- b. "On Hand" part inventory levels in MicroMain are overwritten by the Quantity Counted on the part count records.
- c. Last Physical count date is updated on the part record in MicroMain.
- d. Valid/Committed part count records are removed from the Inventory Count form in MicroMain Inventory.
- e. Invalid pending part count records are not removed from the Inventory Count form and are identified with a check ✓ in the Update Failed box, reason indicated in Reason for Failure.
 - i) Review the invalid/failed records to determine appropriate action, i.e., delete, correct (location), and edit for correction; repost.

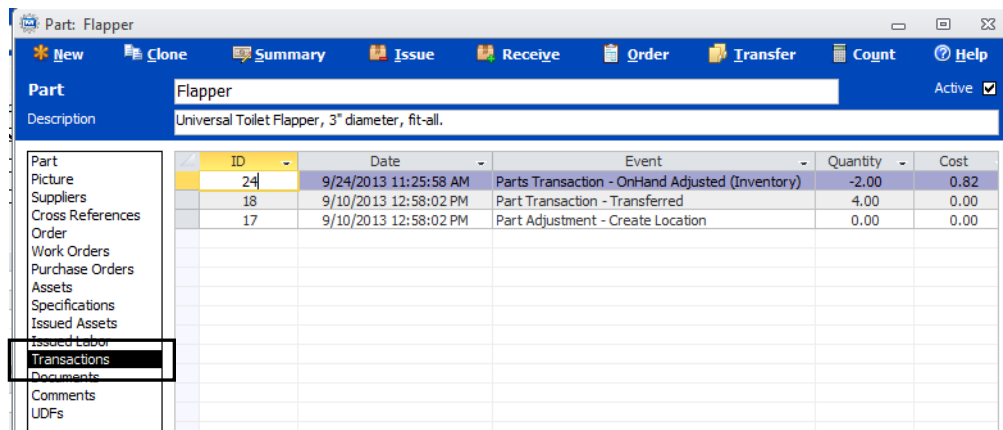
11. Inventory will be updated.



12. Click: **OK**.

Inventory and Count updates can be verified.

Part Record:



Part	ID	Date	Event	Quantity	Cost
Picture	24	9/24/2013 11:25:58 AM	Parts Transaction - OnHand Adjusted (Inventory)	-2.00	0.82
Suppliers	18	9/10/2013 12:58:02 PM	Part Transaction - Transferred	4.00	0.00
Cross References	17	9/10/2013 12:58:02 PM	Part Adjustment - Create Location	0.00	0.00
Order					
Work Orders					
Purchase Orders					
Assets					
Specifications					
Issued Assets					
Issued Labor					
Transactions					
Documents					
Comments					
UDFs					

View the Transactions form on the Part record . Parts transaction – OnHand Adjustment (Inventory). The adjustment was a -2. The count date is on the Item ID (scroll to the right).





Inventory

Parts Log: From MM System Utilities tab, click Parts Log.

ID	Event	Date	Part	Quantity	Cost	Cost Old	WO #
25	Parts Transaction - OnHand Adjusted (Inventory)	9/24/2013 11:25:58 AM	Paint-Int-WH	-1.00	8.75	8.75	
24	Parts Transaction - OnHand Adjusted (Inventory)	9/24/2013 11:25:58 AM	Flapper	-2.00	0.82	0.82	
23	Part Transaction - Transferred	9/24/2013 11:14:06 AM	WH Element	3.00	0.00	0.00	
22	Part Adjustment - Create Location	9/24/2013 11:14:05 AM	WH Element	0.00	0.00	0.00	
21	Part Transaction - Returned	9/24/2013 9:10:34 AM	Disp-1/3HP	1.00	39.95	0.00	
20	Part Transaction - Issued	9/24/2013 9:09:45 AM	Disp-1/3HP	-1.00	39.95	0.00	
19	Part Transaction - Receive (Purchase Order)	9/23/2013 3:37:26 PM	Comp-Ref SP	3.00	10.95	10.95	
18	Part Transaction - Transferred	9/10/2013 12:58:02 PM	Flapper	4.00	0.00	0.00	
17	Part Adjustment - Create Location	9/10/2013 12:58:02 PM	Flapper	0.00	0.00	0.00	
16	Part Adjustment - Create Location	9/6/2013 10:43:57 AM	Lamp-Flor-36	0.00	0.00	4.00	
15	Part Adjustment - Delete Location	9/5/2013 10:46:54 AM	Flapper Chain	0.00	0.00	0.00	
14	Part Transaction - Transferred	9/5/2013 10:43:50 AM	Flapper Chain	5.00	0.00	0.00	
13	Part Adjustment - Create Location	9/5/2013 10:33:22 AM	Comp-Ref SP	0.00	0.00	10.95	
12	Part Adjustment - Location Edit	9/5/2013 10:28:25 AM	Comp-Ref SP	0.00	0.00	0.00	

Log report can be Previewed, Printed or Emailed.

Amador Properties, LLC
 102 Alamo St.
 San Antonio, Texas 78734
 Phone: 210-335-8990 Fax: 210-335-6077

Parts Log

Between 9/24/2012 and 9/24/2013

ID	Event Date/Time User Name	WO # Control No Supplier	PO # Invoice	Part Location Old Location	Qty Cost Old Cost	Property Asset Labor
25	Parts Transaction - OnHand Adjusted (Inventory) 9/24/2013 11:25:58 AM Mu01	0 12-348		Paint-Int-WH Main Stockroom	5.00 8.75 8.75	
24	Parts Transaction - OnHand Adjusted (Inventory) 9/24/2013 11:25:58 AM Mu01	0 12-342		Flapper Main Stockroom	2.00 0.82 0.82	
23	Part Transaction - Transferred 9/24/2013 11:14:06 AM Mu01	0 12-345		WH Element Secondary Stockroom Main Stockroom	0.00 0.00 0.00	
22	Part Adjustment - Create Location 9/24/2013 11:14:05 AM Mu01	0 12-345		WH Element Secondary Stockroom	0.00 0.00 0.00	
21	Part Transaction - Returned 9/24/2013 9:10:34 AM Mu01	0 12-222		Disp-1/3HP Main Stockroom	0.00 39.95 0.00	Wells Manor Apartment100Garden
20	Part Transaction - Issued 9/24/2013 9:09:45 AM Mu01	0 12-222		Disp-1/3HP Main Stockroom	0.00 39.95 0.00	Wells Manor Apartment100Garden
19	Part Transaction - Receive (Purchase Order) 9/23/2013 3:37:26 PM Mu01	0 12-337 Acme Ironworks	13	Comp-Ref SP Main Stockroom	0.00 10.95 10.95	
18	Part Transaction - Transferred 9/10/2013 12:58:02 PM Mu01	0 12-342		Flapper Secondary Stock Main Stockroom	0.00 0.00 0.00	
17	Part Adjustment - Create Location 9/10/2013 12:58:02 PM Mu01	0 12-342		Flapper Main Stockroom	0.00 0.00	



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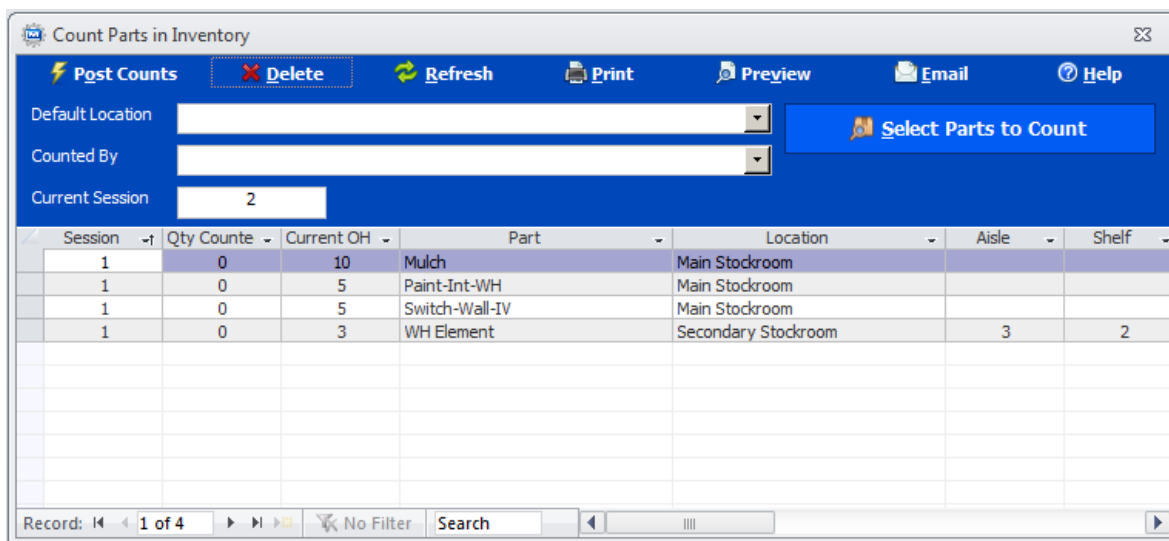


Inventory

Delete Pending Counts

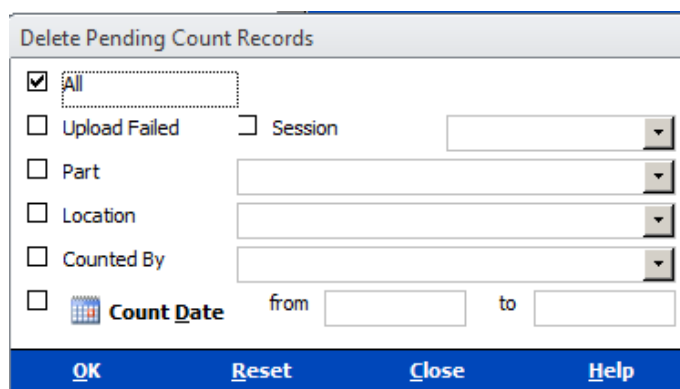
Pending Count Records can be deleted from the Count Parts in Inventory form. Individual part count records can be deleted, a group of records or all records on the form.

1. From the Count Parts in Inventory list.



Session	Qty Counte	Current OH	Part	Location	Aisle	Shelf
1	0	10	Mulch	Main Stockroom		
1	0	5	Paint-Int-WH	Main Stockroom		
1	0	5	Switch-Wall-IV	Main Stockroom		
1	0	3	WH Element	Secondary Stockroom	3	2

2. Click **X Delete**.



The Delete Pending Count Records form is displayed.

All: Default to delete all pending count records.

Upload Failed: Delete all records that failed the upload.

Session: All records with the indicated Session number.



Inventory

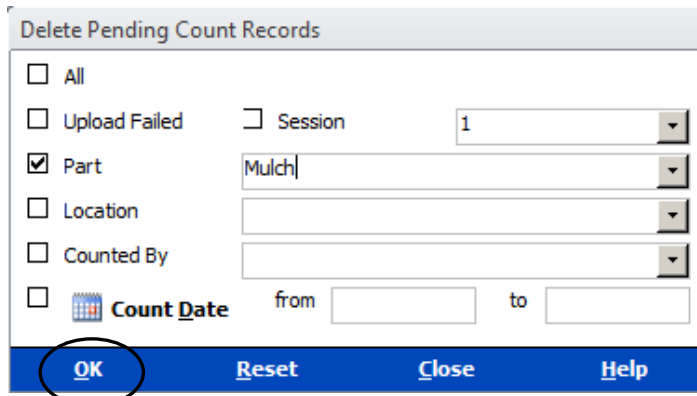
Part: All records for the selected part.

Location: All records for the selected inventory location.

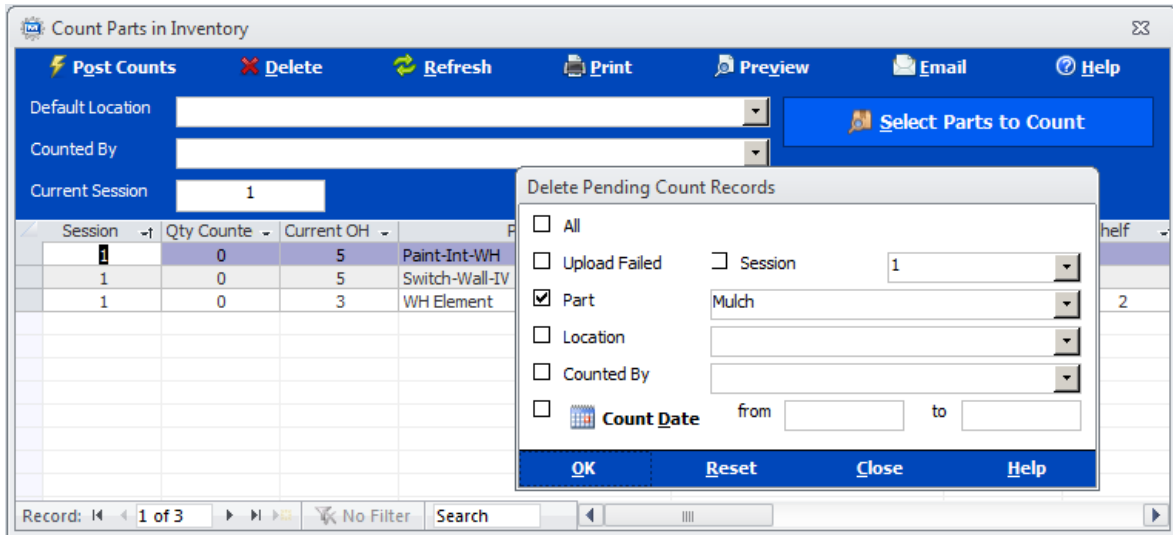
Counted By: All records counted by the selected name.

Count Date: All records counted between the selected date range.

3. Select Mulch for deletion.
 - a. Check Part.
 - b. Select Mulch from the dropdown list.



4. Click: **OK**.



Mulch is deleted from the Count list.

5. Click: **Close** to exit Delete Pending Count Records.





Inventory

Reporting

MicroMain provides 55 standard inventory specific reports.

Committed Transactions	Parts Reserved
Committed Transactions by Counted By	Parts to ReOrder
Committed Transactions by Date Counted	Parts to Reorder by Supplier
Committed Transactions by Location	Parts to Reorder by Supplier and Location
Committed Transactions by Part	Parts Transaction Log
Committed Transactions List	Parts Transaction Log by Part
Count Sheet	Parts Trans Log by Part and Trans Type
Count Sheet with barcode	Parts Use Frequency
Failed Pending Inventory Transactions	Parts Used
Inventory	Parts Used by Account
Inventory by Account	Parts Used by Asset
Inventory by Category	Parts Used by Category
Inventory by Class	Parts Used by Cost
Inventory by Location	Parts Used by Quantity
Inventory by Location and Aisle	Parts Used by Supplier
Inventory by Manufacturer	Parts Used on Work Orders by Account
Inventory On Hand	Parts Used on Work Orders by Asset
Last Counted	Pending Inventory Transactions
Not Counted within Range	Pending Inventory Trans by Counted By
Part Transactions	Pending Inventory Trans by Location
Parts by Location	Pending Inventory Trans by Part
Parts Cost by Account	Pending Inventory Trans by Session
Parts Cost by Category	Pending Inventory Sheet for Parts
Parts Issued to Assets	Variance
Parts Issued to Labor	Variance by Location
Parts Needed for Open Work Orders	Variance by Location Summary



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Inventory	
Parts Received	Variance Summary.
Parts Received by Account	



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