

Inventory Transactions

AiM

2016

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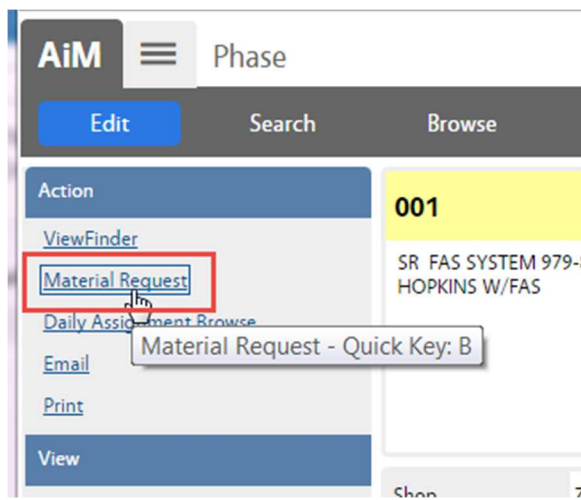
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Inventory Process Overview

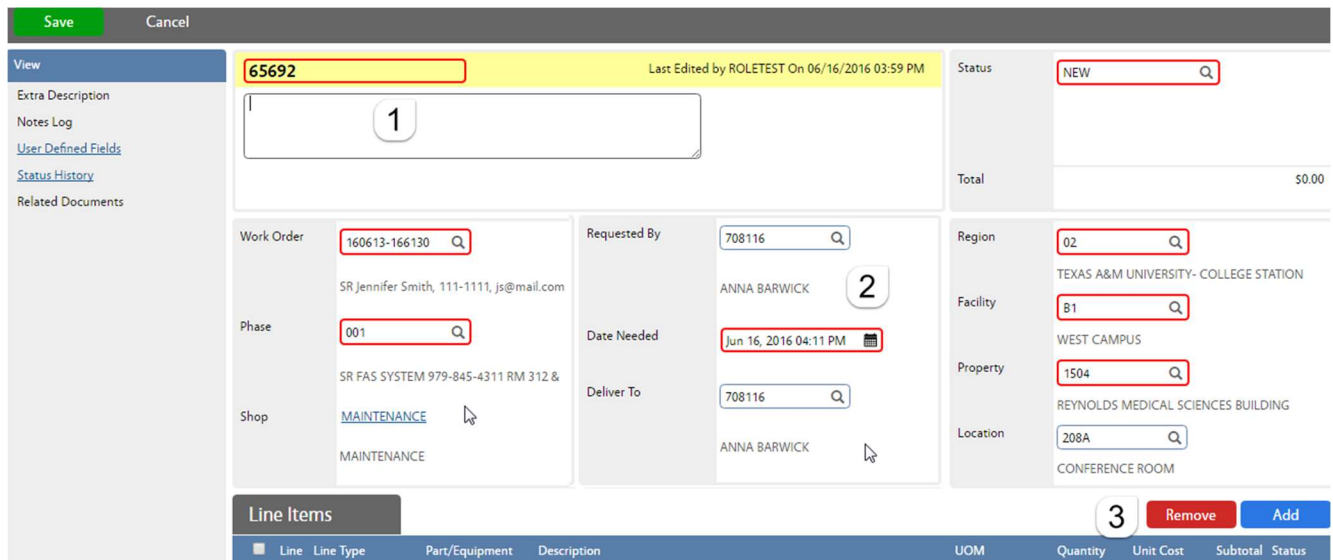
Inventory parts are charged to a Work Order through the Counter Release screen. This screen can be manually setup or the process can be initiated through the Material Request screen or Pick Ticket screen. Instructions for all 3 screens are outlined below.

Material Request Entry

(For more detailed instructions, see the Work Management Packet)



Start at the Phase. DO NOT click EDIT. Click Material Request. This will default the WO information on the Material Request.



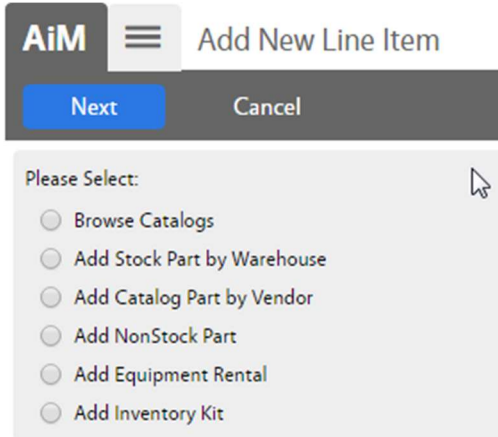
1. Title Block
 - a. Material Request # is auto-generated. Do Not change it.
 - b. The description field is optional. Once saved, it will show the Shop that is listed on the submitter's User Profile. Warehouse will sometimes add information here.

2. Requestor Block - *Required*

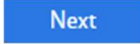

- a. Requested By – Employee number of the technician requesting the material.
- b. Date Needed – Date the material needs to be delivered or picked up
- c. Deliver To - Employee number of the technician requesting the material

3. Add Line Item

- a. Click  to enter the Line Items



***If unsure if item is inventory, search on the Inventory Part Screen.*

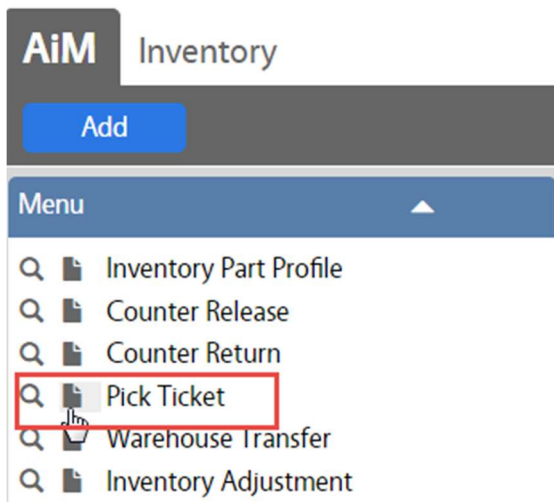
4. Choose the type of line item to be added
 - a. *Add Stock Part by Warehouse* – items kept in inventory
 - b. *Add Catalog Part by Vendor* – item listed in a vendor catalog in AiM
 - c. *Add NonStock Part* – item that needs to be purchased
5. Click 
6. Complete the Line Item screen.
7. Add additional line items if needed.
8. Click 

Pick Ticket

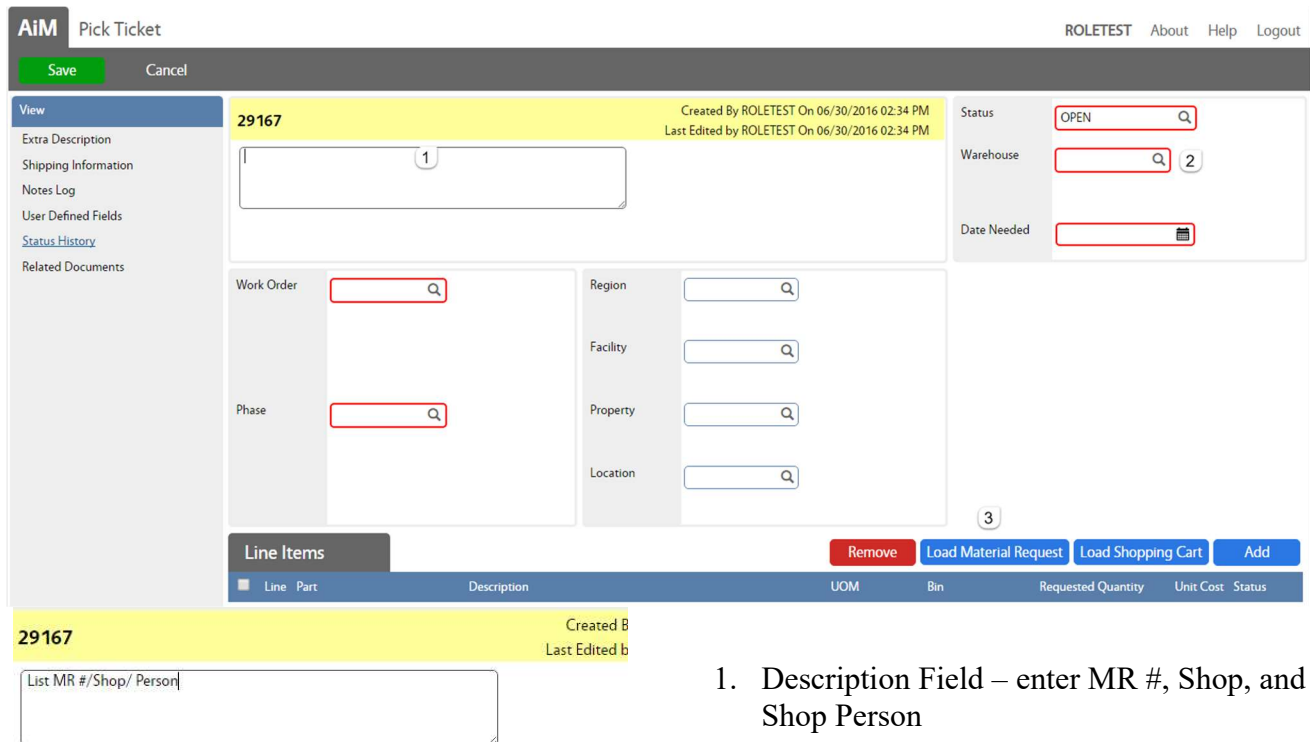
The Pick Ticket is a form of reservation of parts from a warehouse. It is used to populate the Counter Release. Using Pick Tickets allows for staging materials.

If the Material Request screen is used, the Pick Ticket screen must be used to carry the information to the Counter Release screen.

Pick Ticket – By Loading Material Request



- In the Inventory Module, look at the Menu
- Click the Paper Icon  next to Pick Ticket



1. Description Field – enter MR #, Shop, and Shop Person

Status:

Warehouse:

Date Needed:

2. Choose the Warehouse from the list

AiM Pick Ticket ROLETEST About Help Logout

29169 Created By ROLETEST On 07/01/2016 10:38 AM
 Last Edited by ROLETEST On 07/01/2016 10:38 AM

Status:

Warehouse:

FACILITIES WAREHOUSE

Date Needed:

Work Order:

Region:

Facility:

Phase:

Property:

Location:

Line	Part	Description	UOM	Bin	Requested Quantity	Unit Cost	Status
------	------	-------------	-----	-----	--------------------	-----------	--------

3. Click

AiM ROLETEST About Help Logout

<input type="checkbox"/>	Transaction	Line	Warehouse	Work Order	Phase	Part	Quantity	Status
<input checked="" type="checkbox"/>	65571	3	FACILITIES	150713-164727	001	DORSAL.OP.BL.FS	1.0000	Open
<input type="checkbox"/>	65611	2	FACILITIES	150601-000002	001	F26DBX/835/ECO4P	20.0000	Open

The available Material Requests for the selected Warehouse will appear.

4. Check the box in front of the desired Material Request.

5. Click

AiM Pick Ticket ROLETEST About Help Logout

Save Cancel

View

- Extra Description
- [Shipping Information](#)
- Notes Log
- User Defined Fields
- [Status History](#)
- Related Documents

29169 Created By ROLETEST On 07/01/2016 10:38 AM
Last Edited by ROLETEST On 07/01/2016 10:38 AM

List MR#/Shop/Person

Status:

Warehouse: FACILITIES
FACILITIES WAREHOUSE

Date Needed:

Work Order: 150713-164727

1505 SEAT BROKEN. SECOND

Phase: 001

1505 SEAT BROKEN. SECOND

Region:

TEXAS A&M UNIVERSITY- COLLEGE

Facility:

WEST CAMPUS

Property:

ROSENTHAL MEAT SCIENCE &

Location:

TEACHING AUDITORIUM -

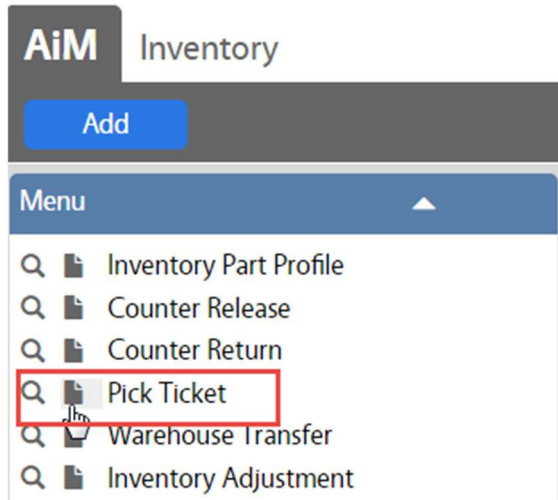
Line Items **Remove** **Load Material Request** **Load Shopping Cart** **Add**

Line	Part	Description	UOM	Bin	Requested Quantity	Unit Cost	Status
1	DORSAL.OP.BLFS	DORSAL SEAT SHELL ASY. - BLACK	EA	3028.4.1.1	1.0000	\$54.9500	Open

The Work Order fields will autopopulate with the data from the Material Request.
 * *The Date Needed will not save if for a previous date.*

6. Click **Save**

Pick Ticket – Manual Entry



- In the Inventory Module, look at the Menu
- Click the Paper Icon  next to Pick Ticket

The screenshot shows the 'AiM Pick Ticket' form. The form is titled 'Pick Ticket' and has a 'Save' button and a 'Cancel' button. The form is divided into several sections: 'View' (with links for Extra Description, Shipping Information, Notes Log, User Defined Fields, Status History, and Related Documents), '29167' (with 'Created By ROLETEST On 06/30/2016 02:34 PM' and 'Last Edited by ROLETEST On 06/30/2016 02:34 PM'), 'Status' (set to 'OPEN'), 'Warehouse' (empty), 'Date Needed' (empty), 'Work Order' (empty), 'Region' (empty), 'Facility' (empty), 'Property' (empty), 'Location' (empty), and 'Line Items' (empty table). The 'Line Items' table has columns for 'Line', 'Part', 'Description', 'UOM', 'Bin', 'Requested Quantity', 'Unit Cost', and 'Status'. There are also buttons for 'Remove', 'Load Material Request', 'Load Shopping Cart', and 'Add'.

This close-up shows the header '29167' with 'Created B' and 'Last Edited b' below it. Below the header is a text input field labeled 'List MR #/Shop/ Person'.

1. Description Field – Shop and Shop Person request is for

This close-up shows three fields: 'Status' (set to 'OPEN'), 'Warehouse' (empty), and 'Date Needed' (empty). The 'Warehouse' field has a dropdown arrow icon, and the 'Date Needed' field has a calendar icon.

2. Status Block
 - Status – Explanations below
 - Warehouse – Choose from the list
 - Date Needed – Choose from calender

Work Order

3

Phase

3. Work Order Block

- Work Order – Enter or search for number
- Phase – Enter the number

Work Order

This is a bunch of stuff. This is a

Phase

This is a bunch of stuff. This is a

Region

TEXAS AGRILIFE EXTENSION SERVICE

Facility

RIVERSIDE CAMPUS

Property

STORAGE-EQUINE SCIENCE SIDE

Location

Once the Work Order is entered, the property information will populate.

4. Next to Line Item, Click

AiM Pick Ticket Line Item ROLETEST About Help Logout

Done Cancel

7

1 Last Edited by ROLETEST On 07/01/2016 02:23 PM Status

Part <input type="text"/>	Requested Quantity <input type="text"/>	Transaction
Bin <input type="text"/>	Quantity on Hand <input type="text"/>	Line
Unit Cost 50.0000	Released Quantity	
UOM		
Kit <input type="text"/>		

5. Part Block

- Part - Choose a Part number from the Warehouse inventory
- Bin – This will autopopulate based on the bin preference setup. Bin can be changed if multiple are available.
- Unit Cost – Autopopulates
- UOM - Autopopulates

AiM Pick Ticket Line Item ROLETEST About Help Logout

Done **Add** Cancel

1		Last Edited by ROLETEST On 07/01/2016 02:23 PM		Status	Open ▼
Part	#10FW FLAT WASHER, SAE, STEEL	Requested Quantity	<input type="text"/>	Transaction	
Bin	2129.2.7.1	Quantity on Hand	2.0000	Line	
Unit Cost	\$3.4000	Released Quantity			
UOM	PK				
Kit	<input type="text"/>				

6. Quantities Block

- Requested Quantity – How many are being pulled?
- Quantity on Hand – Autopopulates after selecting a part

7. Click **Add** for another line or Click **Done** to return to the main screen.

8. Click **Save**

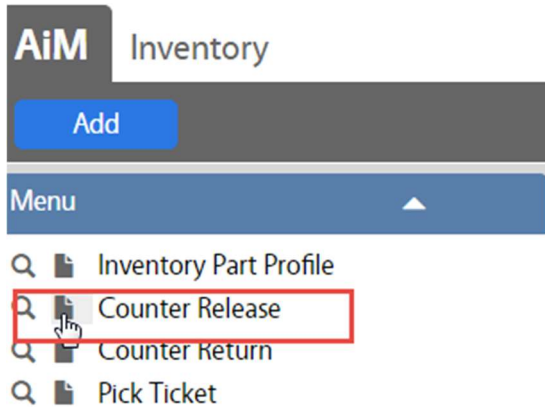
Pick Ticket Statuses


- OPEN – Parts need to be pulled
- NEEDS TO BE PULLED – Materials waiting to be pulled
- DELIVERED TO SHOP – Materials have been delivered to the shop
- PULLED – Items have been pulled and are ready for pickup or delivery
- BUDGET ADJ NEEDED – Parts will exceed budget on the Work Order
- CANCELED
- NEED COUNTER RELEASE – Materials have been delivered or picked up and the Counter Release needs to be generated
- BUDGET ADJ COMPLETE – Work Order budget has been adjusted to cover the material cost
- CLOSED – Material has been charged to the Work Order

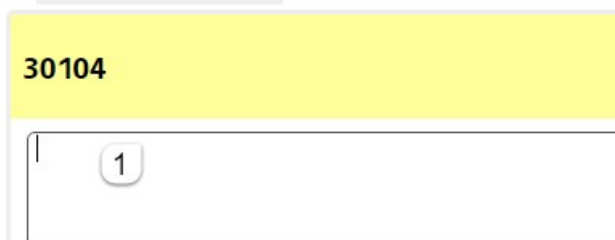
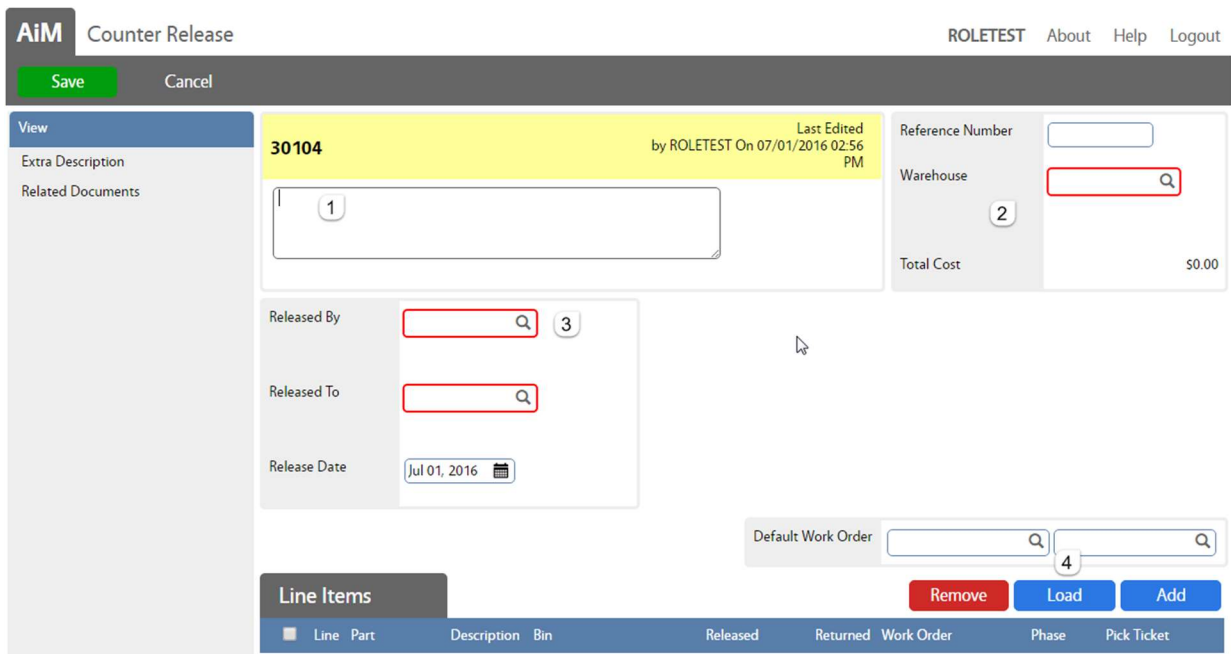
Counter Release

The Counter Release decreases the warehouse quantity and charges the Work Order Phase. Data can be loaded from a Pick Ticket or manually entered.

Counter Release – By Loading Pick Ticket



- In the Inventory Module, look at the Menu
- Click the Paper Icon  next to Counter Release



1. Description Field – enter MR # and Shop

Reference Number

Warehouse

2

Total Cost 50.00

2. Choose the Warehouse from the list

Released By ANNA BARWICK

Released To

Release Date Jul 01, 2016

3. Release Persons Block

- Released By - Enter Shop Person #
- Release To - Enter Shop Person #
- Release Date - Autopopulates

AiM Counter Release ROLETEST About Help Logout

Save Cancel

View

Extra Description

Related Documents

30104 Last Edited by ROLETEST On 07/01/2016 02:56 PM

Reference Number

Warehouse FACILITIES WAREHOUSE

Total Cost 50.00

Released By ANNA BARWICK

Released To MICK DEEDS

Release Date Jul 01, 2016

Default Work Order

Remove Load Add

Line Items

Line	Part	Description	Bin	Released	Returned	Work Order	Phase	Pick Ticket

4. Click Load

AiM ☰ Load Pick Tickets

<input type="checkbox"/>	Transaction	Line	Work Order	Phase	Part
<input checked="" type="checkbox"/>	26731	1	141222-121866	001	GREENSEAL 70 TAN
<input type="checkbox"/>	26893	1	141222-121866	001	#3SAND
<input type="checkbox"/>	27568	1	141107-113840	001	6F111

Search for the available Pick Tickets

- Check the box in front of the desired Pick Ticket.
- Click

AiM Counter Release ROLETEST About Help Logout

View

Extra Description

Related Documents

30104 Last Edited by ROLETEST On 07/01/2016 02:56 PM

MR# 61361/ TRADES/ KERRY THOMAS (709634)

Reference Number:

Warehouse: FACILITIES
FACILITIES WAREHOUSE

Total Cost: \$333.82

Released By: ANNA BARWICK

Released To: MICK DEEDS

Release Date:

Default Work Order:

Line Items

<input type="checkbox"/>	Line	Part	Description	Bin	Released	Returned	Work Order	Phase	Pick Ticket
<input type="checkbox"/>	1	GREENSEAL 70 TAN	GREENSEAL 70 TAN 5	GS 70 TAN	2.0000	0.0000	141222-121866	001	26731

Line Items will populate

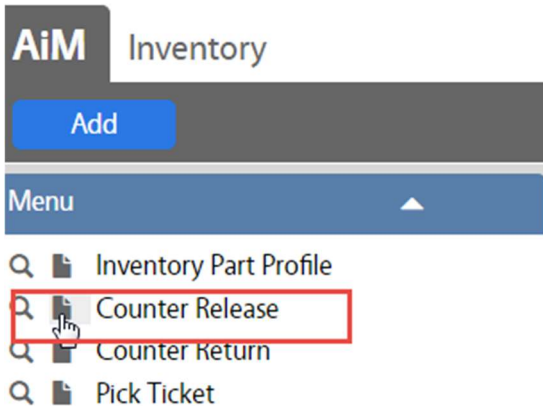
- Click
- If only part of the Pick Ticket items are being released, the message below will appear.


Message

Some items were only partially released. Would you like to generate a new pick ticket for these items?

Choose Yes to create a new Pick Ticket.

Counter Release – Manual Entry



- In the Inventory Module, look at the Menu
- Click the Paper Icon  next to Counter Release

AiM Counter Release

ROLETEST About Help Logout

Save Cancel


View

Extra Description


Related Documents


30104 Last Edited by ROLETEST On 07/01/2016 02:56 PM


Reference Number



Warehouse  **2**

Total Cost \$0.00

Released By  **3**

Released To 

Release Date Jul 01, 2016 

Default Work Order   **4**

Remove Load Add


Line Items

Line	Part	Description	Bin	Released	Returned	Work Order	Phase	Pick Ticket
------	------	-------------	-----	----------	----------	------------	-------	-------------

30104

1

Reference Number

Warehouse  **2**

Total Cost \$0.00

1. Description Field – enter MR # and Shop
2. Choose the Warehouse from the list

Released By
 ANNA BARWICK

Released To

Release Date

3. Release Persons Block

- Released By - Enter Shop Person #
- Release To - Enter Shop Person #
- Release Date - Autopopulates

AiM Counter Release ROLETEST About Help Logout

View
 Extra Description
 Related Documents

30104 Last Edited by ROLETEST On 07/01/2016 02:56 PM

Reference Number
 Warehouse
 FACILITIES WAREHOUSE
 Total Cost \$0.00

Released By
 ANNA BARWICK

Released To
 MICK DEEDS

Release Date

Default Work Order

Line	Part	Description	Bin	Released	Returned	Work Order	Phase	Pick Ticket

4. Enter the Work Order and Phase number – This will set the same Work Order for all Line Items

AiM Counter Release Line Item ROLETEST Abx

Done Add Cancel

View **2** Last Edited by ROLETEST On 07/01/2016 02:59 PM

Account Setup

Part	<input type="text"/>	Work Order	141222-121866 <input type="text"/>	Transaction
Bin	<input type="text"/>		1041 SR CEILING IS	
Unit Cost		Phase	001 <input type="text"/>	
Inv. UOM			1041 SR CEILING IS	Line
Quantity on Hand	0.0000	Released Quantity	<input type="text"/>	
Equipment	<input type="text"/>	Asset	<input type="text"/>	

5. Choose a Part number

- The Bin, Unit Cost, Inv. UOM, and Quantity on Hand will populate.

AiM Counter Release Line Item ROLETEST

Done Add Cancel

View **2** Last Edited by ROLETEST On 07/01/2016 02:59 PM

Account Setup

Part	#10PWA <input type="text"/>	Work Order	141222-121866 <input type="text"/>	Transaction
Bin	2137.2.7.1 <input type="text"/>		1041 SR CEILING IS	
Unit Cost	\$2.7600	Phase	001 <input type="text"/>	
Inv. UOM	PK		1041 SR CEILING IS	Line
Quantity on Hand	1.0000	Released Quantity	1 <input type="text"/>	

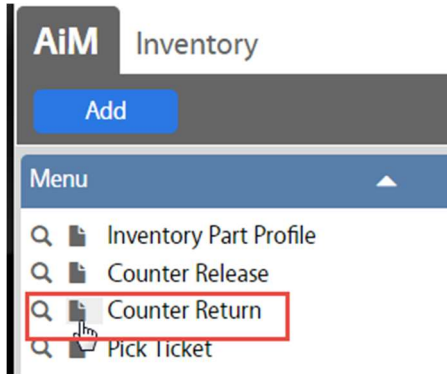
6. Released Quantity – how many are being released


7. Click **Add** for another line or Click **Done** to return to the main screen.

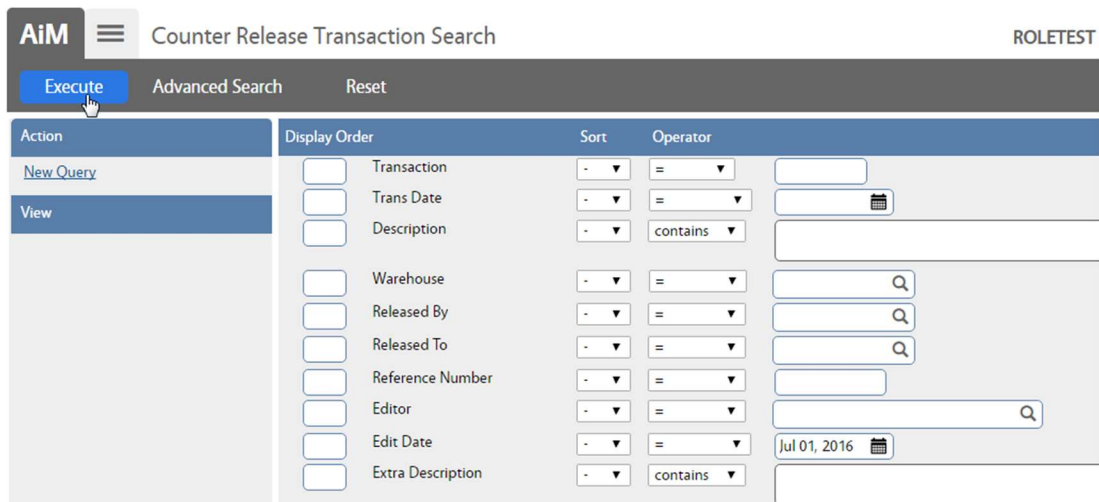
8. Click **Save**

Counter Return

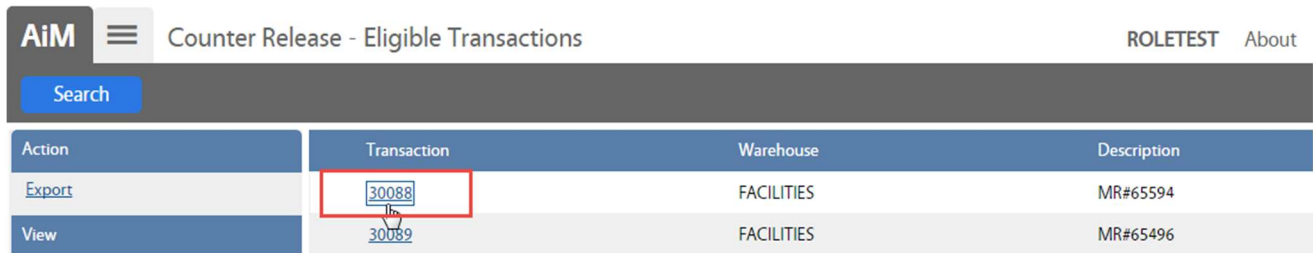
The Counter Return screen removes the charge from the Work Order and adds the item back to the inventory count.



- In the Inventory Module, look at the Menu
- Click the Paper Icon  next to Counter Return



- Search for the Counter Release that is being returned.



- Click the transaction number

AiM Counter Return ROLETEST About Help Logout

Save Cancel

View **30088** Last Edited by GLYNDA CROSS On 07/21/2015 04:57 PM

Extra Description: MR#65594

Reference Number: 29139
 Warehouse: FACILITIES
 FACILITIES WAREHOUSE
 Total Cost: \$16.52

Released By: 709358
 TIMOTHY TRAMMELL

Returned By: 1

Released To: 709717
 MICHAEL GIDEON

Returned To:

Release Date: Jul 21, 2015

Return Date:

Line Items 2 Return All

Line	Part	Description	Bin	Released	Returned	Work Order	Phase	Pick Ticket	Adjustment
1	1420HN	HEX NUT, FULL STEEL, FINISH ZINC PLATED, GRADE 5, THREAD SIZE 1/4-20, THREAD TYPE UNC, THREAD DIRECTION RIGHT HAND, WIDTH 7/16 IN, HEIGHT 7/32 IN	2129.5.5.1	1.0000	0.0000	150619-159856	001	29139	
2	6YY54	FENDER WASHER, ZINC, FITS 1/4 IN, PK 100	2129.6.4.1	1.0000	0.0000	150619-159856	001	29139	
3	34CCSO	4RHZ4, CONDUIT CLAMP, SCREW ON, 3/4 IN, STEEL	2038.B.2.2	1.0000	0.0000	150619-159856	001	29139	

- The release informatin will populate the Counter Return screen.

Returned By: 1

Returned To:

Return Date:

1. Release Persons Block

- Returned By – Who returned the item
- Returned To – Who accepted the item
- Return Date – What date was it returned

Line Items 2 Return All

Line	Part	Description	Bin	Released	Returned	Work Order	Phase	Pick Ticket	Adjustment
1	1420HN	HEX NUT, FULL STEEL, FINISH ZINC PLATED, GRADE 5, THREAD SIZE 1/4-20, THREAD TYPE UNC, THREAD DIRECTION RIGHT HAND, WIDTH 7/16 IN, HEIGHT 7/32 IN	2129.5.5.1	1.0000	0.0000	150619-159856	001	29139	
2	6YY54	FENDER WASHER, ZINC, FITS 1/4 IN, PK 100	2129.6.4.1	1.0000	0.0000	150619-159856	001	29139	
3	34CCSO	4RHZ4, CONDUIT CLAMP, SCREW ON, 3/4 IN, STEEL	2038.B.2.2	1.0000	0.0000	150619-159856	001	29139	

2. Line Items to return

- To return all items, Click **Return All**
- To return individual items, Click the underlined Line Item number

AiM Counter Return Line Item ROLETEST About Help Logout

Done Cancel

1 Last Edited by GLYNDA CROSS On 07/21/2015 04:57 PM

Original Transaction		30088	
		1420HN	
Part	1420HN	Work Order	150619-159856
	HEX NUT, FULL, STEEL, FINISH ZINC		1504 PLEASE RUN ONE 20 AMP./230 VOLT
Bin	<input type="text" value="2129.5.5.1"/>	Phase	001
			1504 PLEASE RUN ONE 20 AMP./230 VOLT
UOM	BX	Released	1.0000
Unit Cost	\$5.5900	Prior Return Quantity	0.0000
Quantity on Hand	0.0000	Return Quantity	<input type="text" value="0.0000"/>
Asset		Equipment	
		Pick Ticket	29139
			MR# 65594 / ZONE D / MICHAEL
		Line Item	1

- The Line Item information screen will open
- The Bin defaults to the primary part bin. This can be changed.
- Returned Quantity – Enter the amount being returned.
- Click
- Click

Maintaining Inventory Stock

Inventory can be increased through the following methods –

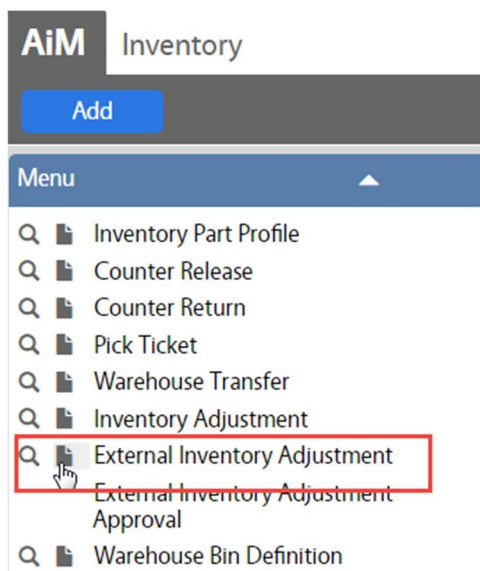
- External Inventory Adjustment
- Warehouse Transfer
- Physical Counts
- Purchasing Disbursement


The first 3 will be explained in this packet.

External Inventory Adjustment

The External Inventory Adjustment screen adjusts inventory cost and count when the acquisition of the inventory occurs outside of AiM.

These transactions must be approved through the External Inventory Adjustment Approval screen.



- In the Inventory Module, look at the Menu
- Click the Paper Icon  next to External Inventory Adjustment

AiM External Inventory Adjustment ROLETEST About Help Logout

10725 Last Edited by ROLETEST On 07/01/2016 04:19 PM

1

Posted 2

Not Posted

Post Date

Warehouse 3

Part

Bin

Unit Cost

Quantity

Contractor 4

Address Code

Vendor Part

UOM

Vendor Qty

Shop Person 5

Work Code

Requisition 6

Cash Transaction

Batch

PO Code

Payment Date

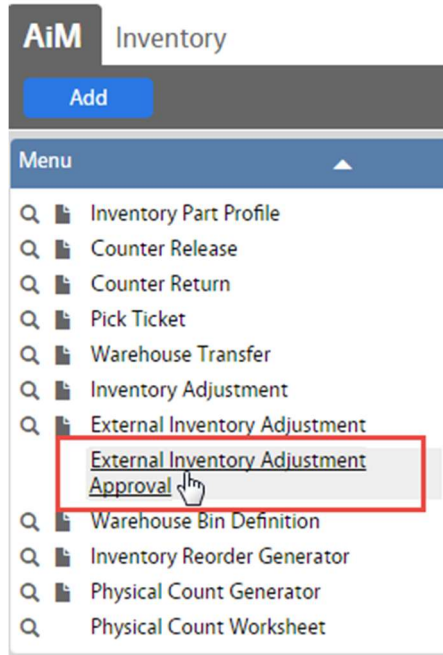
Invoice Number

Invoice Date

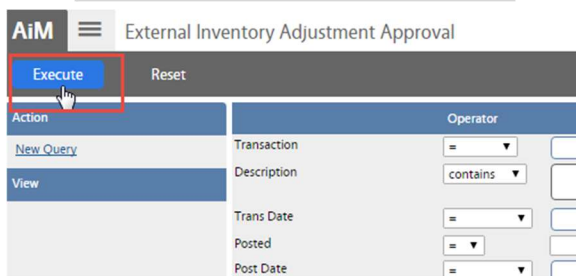
1. Title Block
 - Transaction # is autogenerated
 - Description is optional
2. Posted Block
 - Posted – If the transaction has been approved.
 - Post Date – date/time stamp of when the transaction was approved
3. Warehouse Block
 - Warehouse – Which warehouse is the part being stocked
 - Part – Which part is being stocked
 - Bin – Which been is being adjusted
 - Unit Cost – What is the cost per item
 - Quantity – How many are being added
4. Vendor Block – *Information is validated against the Contractor setup and Vendor Catalog*
 - Contractor – Who was the part purchased from
 - Address Code – From Contractor Setup
 - Vendor Part – Part number listed in the Vendor Catalog (*If a Vendor Catalog is not created in AiM, then this field must remain blank.*)
 - UOM – How did the vendor sell the item.
 - Vendor Qty – How many were received from the vendor (*This number will not change the inventory.*)

5. Shop Block
 - Can be used to document who purchased the item
6. Payment block
 - Fields can be used to document the purchase.
7. Click Save

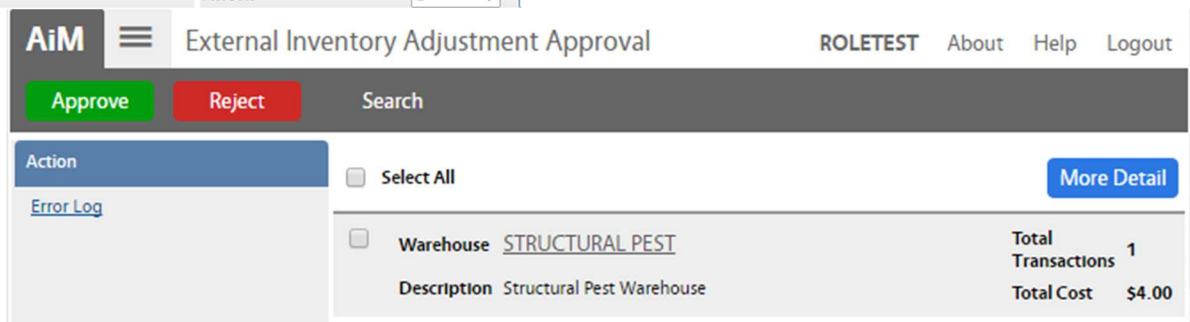
External Inventory Adjustment Approval



- Click External Inventory Adjustment Approval in the Inventory Menu



- Search for specific transactions or all available.



- A Summary of the transactions pending approval will appear.
- Click More Detail to see the part information

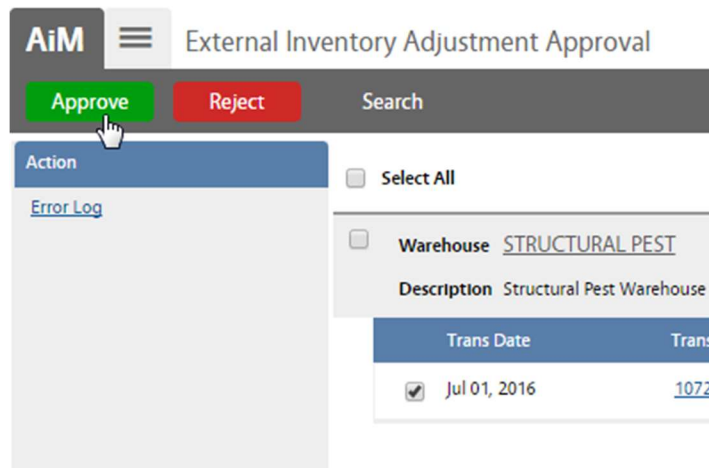
Select All [Less Detail](#)

Warehouse <u>STRUCTURAL PEST</u>						
Description Structural Pest Warehouse						Total Transactions 1
						Total Cost \$4.00
Trans Date	Transaction	Part	Description	Bin	Unit Cost	Quantity
<input type="checkbox"/> Jul 01, 2016	10726	PEST1	test spray to kill bugs	PEST.TEST2	\$2.0000	2.0000

Select All [Less Detail](#)

Warehouse <u>STRUCTURAL PEST</u>						
Description Structural Pest Warehouse						Total Transactions 1
						Total Cost \$4.00
Trans Date	Transaction	Part	Description	Bin	Unit Cost	Quantity
<input type="checkbox"/> Jul 01, 2016	10726	PEST1	test spray to kill bugs	PEST.TEST2	\$2.0000	2.0000

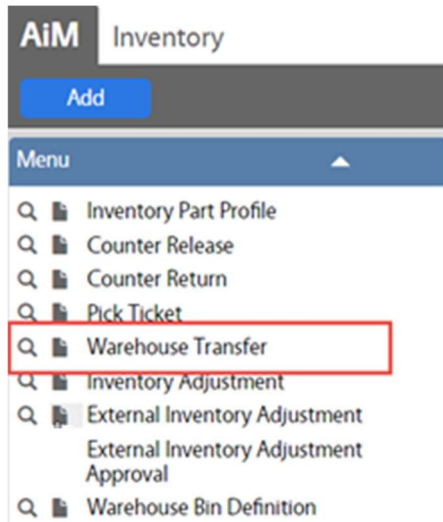
- Approval can be made in 3 ways –
 - Select All – Will approve all transactions that were returned.
 - Warehouse – The box by the Warehouse will approve all parts returned for that warehouse.
 - By Part – Check the boxes next to individual line details. This allows for approval of some but not all of the transactions.




- Once the boxes are checked, the lines can be Approved or Rejected
 - Click **Approve** to post the transaction to the warehouse.
 - Click **Reject** to post the cancel transaction.

Warehouse Transfer

Warehouse Transfer allows movement of inventory parts from one bin to another bin. This can be within the same warehouse or different warehouses.



- In the Inventory Module, look at the Menu
- Click the Paper Icon  next to Warehouse Transfer

A screenshot of the Warehouse Transfer form in the AiM system. The form includes a title block with transaction number 3635, a description field (1), a cost summary table, and warehouse selection fields (2) for Sending and Receiving. A table at the bottom is used for adding line items, with an 'Add' button (3) highlighted.

Item Shipping Cost	\$0.00
Total Shipping Cost	\$0.00
Total Cost	\$0.00

Line	Part	Description	UOM	Source Bin	Target Bin	Quantity	Unit Cost

1. Title Block
 - The Transaction number is autogenerated.
 - The Description box allows you to document the purpose of the transfer.
2. Warehouse Block
 - Sending – Warehouse the parts are moving from
 - Receiving – Warehouse the parts are moving to
3. Click **Add** to select the part number

AiM Warehouse Transfer Line Item ROLETEST About Help Logout

Done Add Cancel

1 Last Edited by ROLETEST On 07/06/2016 10:06 AM Shipping 5 \$0.00

Part	<input type="text" value=""/>	Source Bin	<input type="text" value=""/>
UOM		Target Bin	<input type="text" value=""/>
Unit Cost		Transfer Quantity	<input type="text" value=""/>
Quantity on Hand	0.0000		

Equipment

Part

UOM

Unit Cost

Quantity on Hand 0.0000

- Part – Select the part number for the item that is being moved.
 - Once the part is selected, Unit Of Measure, Unit Cost, and Quantity on Hand will populate

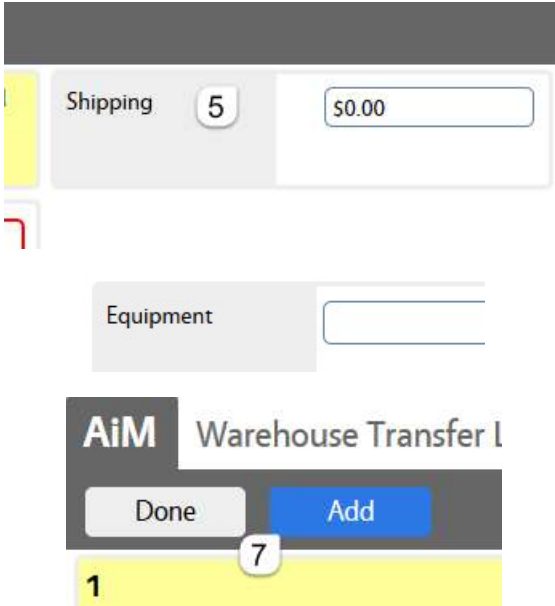
Part	<input type="text" value="011525100"/>	Source Bin	<input type="text" value="2129.2.8.1"/>
	MCQUAY FAN COIL LARGE CAPACITY BELT		2129.2.8.1
UOM	EA	Target Bin	<input type="text" value=""/>
Unit Cost	\$3,895.0000	Transfer Quantity	<input type="text" value="0.0000"/>
Quantity on Hand	1.0000		

Source Bin

Target Bin

Transfer Quantity

- Source Bin - Will autopopulate if the part is only in one bin.
- Target Bin – If the part is already assigned to a bin in the new warehouse, the field will autopopulate. If not, then click the magnify glass to see the available bins. The list will only show bins that do not have a part assigned to them.
- Transfer Quantity – How many are being moved.



Shipping 5 \$0.00

Equipment

AiM Warehouse Transfer I

Done Add

1

Click **Save** after all items are listed.

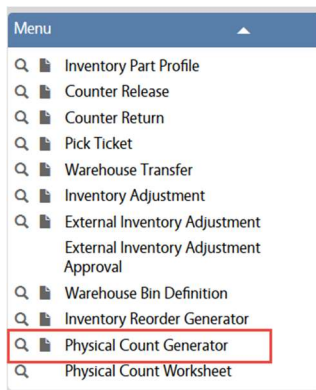
5. Shipping – If this transfer requires a shipping charge to get between warehouses.
6. Equipment – This field allows you to transfer a piece of equipment between warehouses. For equipment, enter this information before selecting a part.
7. Click **Done** to return to the main Warehouse Transfer screen
8. Click **Add** to select another part number


Physical Count

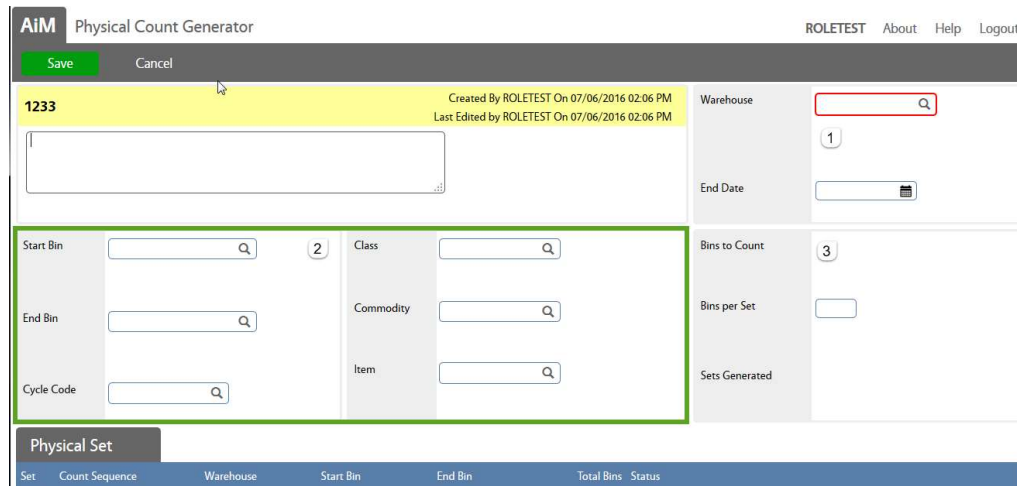
Physical Count Generator

The Physical Count Generator screen produces a list of parts to be manually counted. Lists are generated based on bins or Cycle Codes that were setup on the Inventory Part Profile screen. The following must be setup in order to use the Physical Count Generator.

- Physical Count Status
- Cycle Code
- Frequency (Preventive Maintenance Module)
- Cycle Code identified on Inventory Part Profile
- Start Date on the Warehouse Bin Definition screen



- In the Inventory Module, look at the Menu
- Click the Paper Icon  next to Physical Count Generator



1. Warehouse Information
 - Warehouse – Which warehouse is being counted
 - End Date – Looks at the last date counted and the frequency for the part to see if it falls within the time frame for counting.
2. Filter Criteria (green box) - options for filtering the resulting parts to count
 - Enter a Start Bin and an End Bin

- Enter a Cycle Code
- Enter Classification information - Class, Commodity, Item
- Or a combination of the above

Bins to Count

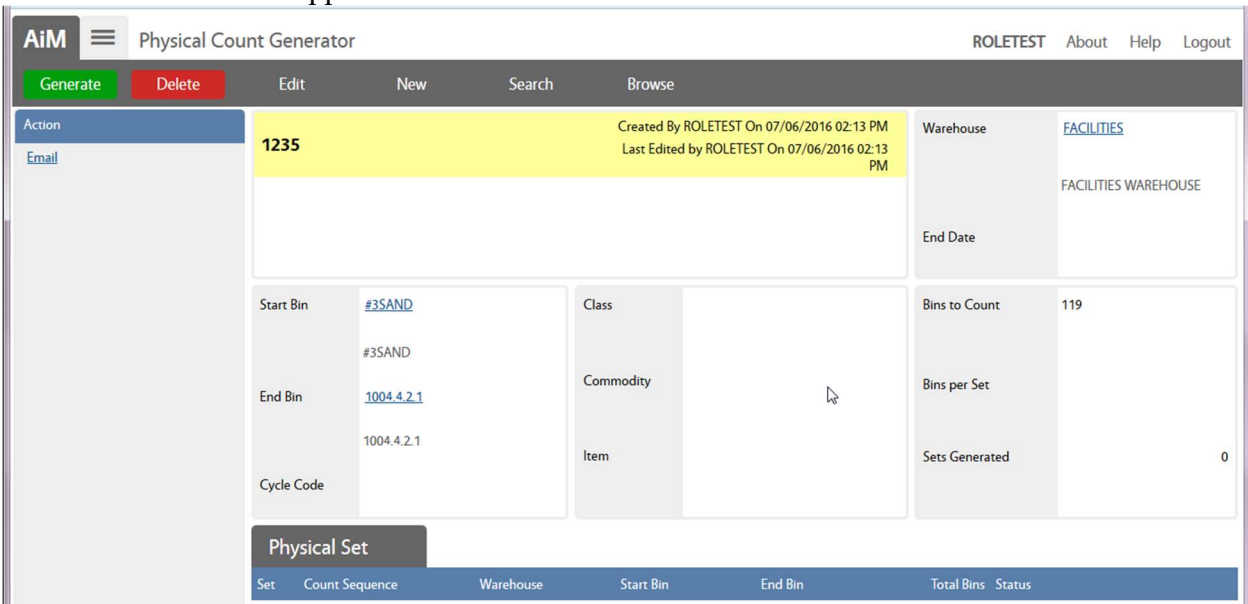
Bins per Set

Sets Generated

3. Set information

- Bins to Count – Number will populate after the screen is saved
- Bins per Set – if large number of bins will be pulled can designate how many bins to put on each Physical Count Worksheet.
- Sets Generated – Number will populate after Generation

- Once criteria is entered, Click **Save**
- New buttons will appear in the Command Bar



The screenshot displays the 'Physical Count Generator' interface. At the top, there is a navigation bar with 'AiM' and 'Physical Count Generator' labels, along with user information 'ROLETEST' and links for 'About', 'Help', and 'Logout'. Below this is a Command Bar with buttons for 'Generate' (green), 'Delete' (red), 'Edit', 'New', 'Search', and 'Browse'. The main area shows a configuration for a physical count set with ID '1235'. The configuration includes fields for 'Start Bin' (#3SAND), 'End Bin' (1004.4.2.1), and 'Cycle Code'. The 'Bins to Count' is set to 119, and 'Sets Generated' is 0. The interface also shows a 'Physical Set' section with a table of counts.

Set	Count Sequence	Warehouse	Start Bin	End Bin	Total Bins	Status

- Click **Generate** to create the Physical Count Worksheets
- Click **Delete** to remove this configuration
- Click Edit to change the criteria

AiM Physical Count Generator ROLETEST About Help Logout

Generate Delete Edit New Search Browse

1235 Created By ROLETEST On 07/06/2016 02:13 PM
 Last Edited by ROLETEST On 07/06/2016 02:13 PM

Warehouse: [FACILITIES](#)
 FACILITIES WAREHOUSE

End Date

Start Bin: [#3SAND](#) Class
 #3SAND
 End Bin: [1004.4.2.1](#) Commodity
 1004.4.2.1
 Cycle Code

Item

Bins to Count: 119
 Bins per Set: **Number of Sheets created**
 Sets Generated: 1

Link to Physical Count Worksheet


Physical Set

Set	Count Sequence	Warehouse	Start Bin	End Bin	Total Bins	Status
1	1	FACILITIES	#3SAND	1004.4.2.1	119	GENERATED

Print Physical Count Worksheet

Menu

- Q Inventory Part Profile
- Q Counter Release
- Q Counter Return
- Q Pick Ticket
- Q Warehouse Transfer
- Q Inventory Adjustment
- Q External Inventory Adjustment
- Q External Inventory Adjustment Approval
- Q Warehouse Bin Definition
- Q Inventory Reorder Generator
- Q Physical Count Generator
- Q Physical Count Worksheet**

- In the Inventory Module, look at the Menu
- Click the Magnify Glass  next to Physical Count Worksheet
- Search for the desired worksheet(s)

AiM Physical Count Worksheet

Search

Action	Transaction #	Description
Export	1230	CYCLE COUNT (JL
View	1231	SHEET FOR LOCAL CHANGES
	1235	

- Click on the desired sheet number

AiM Physical Count Worksheet ROLETEST About Help Logout

Edit Search Browse

Action

Email

Print

View

Notes Log

Status History

Created By WILLIAM ROSE On 07/03/2015 02:25 PM

Last Edited by WILLIAM ROSE On 07/03/2015 02:26 PM

Status: GENERATED

Transaction: 1230

Warehouse: FACILITIES

FACILITIES WAREHOUSE

Count Sequence: 1

CYCLE COUNT (JULY)


Page 1 of 2 Go Results 1 - 50 of 76

Schedule Date	Bin	Part	UOM	Count Date	Counted By	Item Count	Recount
Jul 03, 2015	2024.1.1.1	CHI116.211.AB.1 - 5UTW8, FAUCET, SENSOR, 3/8 IN. FEMALE COMPRESSION	EA				No
Jul 03, 2015	2024.1.2.1	CHI869-BPVC - 41N757, GOOSENECK FAUCET WITH BARBED NOZZLE, DECK	EA				No
Jul 03, 2015	2024.1.3.1	29RR69 - KITCHEN FAUCET, SIDE SPRAYER, SPOUT	EA				No
Jul 03, 2015	2024.B.1.1	2K-1C - 15732B COLD AMERICAN STD STEM DANCO GRAINGER 42918738	EA				No
Jul 03, 2015	2024.B.1.10	KCWFS - (2024.B.1.10) COLD WATER FAUCET STEM, BRASS W/ PLASTIC PLUNGER, FOR USE WITH KOHLER FAUCETS, INCLUDES 1 COLD STEM, 1 EA	EA				No
Jul 03, 2015	2024.B.1.11	KHWFS - (2024.B.1.11) KOHLER FAUCETS HOT WATER FAUCET STEM, BRASS W/ PLASTIC PLUNGER, INCLUDES 1 HOT STEM, PACKAGE QUANTITY 1	EA				No

Click Print to print the worksheet for the counters

Physical Count Worksheet

Showing page 1 of 2 Go to page



1230

Physical Count
1230
Status: COUNTING

Physical Count Worksheet

Set

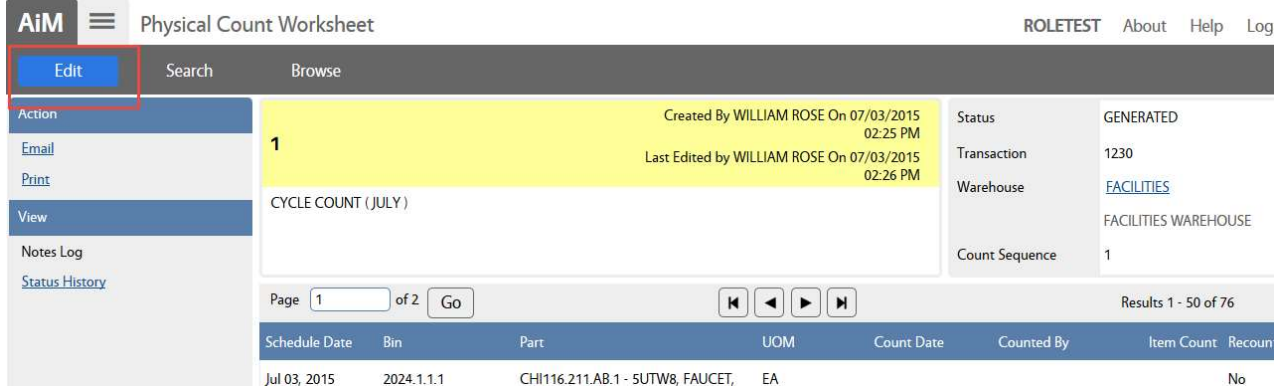
Transaction: 1230 Set: 1 Count Sequence: 1 Warehouse: FACILITIES (FACILITIES WAREHOUSE)

Description: CYCLE COUNT (JULY)

Schedule Date	Bin	Part	Part Description	UOM	Item Count	Count Date	Counted By	Adjustment	Recount
Jul 3, 2015	2024.1.1.1	CHI116.211.AB.1	5UTW8, FAUCET, SENSOR, 3/8 IN. FEMALE COMPRESSION	EA				0	No
Jul 3, 2015	2024.1.2.1	CHI869-BPVC	41N757, GOOSENECK FAUCET WITH BARBED NOZZLE, DECK	EA				0	No
Jul 3, 2015	2024.1.3.1	29RR69	KITCHEN FAUCET, SIDE SPRAYER, SPOUT	EA				0	No
Jul 3, 2015	2024.2.1.1	CHI404-V317CP	3CB48 (2024.2.1.1) LAVATORY FAUCET, TWO HANDLE, HANDLE TYPE WRIST BLADE, FAUCET FINISH CHROME, SPOUT LENGTH 5 IN., MOUNTING DECK, MOUNTING CENTERS 8 IN., CONNECTION SIZE 1/2 IN. MALE NPSM, FLOW RATE 2.2 GPM GRAINGER - 3CB48	EA				0	No
Jul 3, 2015	2024.2.2.1	CHI404-ABCP	5UTT7 (2024.2.2.1) LAVATORY FAUCET, MANUAL, HANDLE TYPE LEVER, MATERIAL OF CONSTRUCTION LOW LEAD CAST BRASS, SPOUT LENGTH 5 IN., SPOUT CAST, HOLES 3, MOUNTING DECK, CENTERS 8 IN., CONNECTION SIZE 1/2 IN. MALE NPSM, FLOW RATE 2.2 GPM, REPLACEMENT	EA				0	No

Enter Physical Count Data

After counting, return to the Physical Count Worksheet in AiM



AiM Physical Count Worksheet ROLETEST About Help Log

Edit Search Browse

Action

- Email
- Print

View

- Notes Log
- Status History

Created By WILLIAM ROSE On 07/03/2015 02:25 PM
 Last Edited by WILLIAM ROSE On 07/03/2015 02:26 PM

Status: GENERATED
 Transaction: 1230
 Warehouse: FACILITIES
 Count Sequence: 1

Page 1 of 2 Go

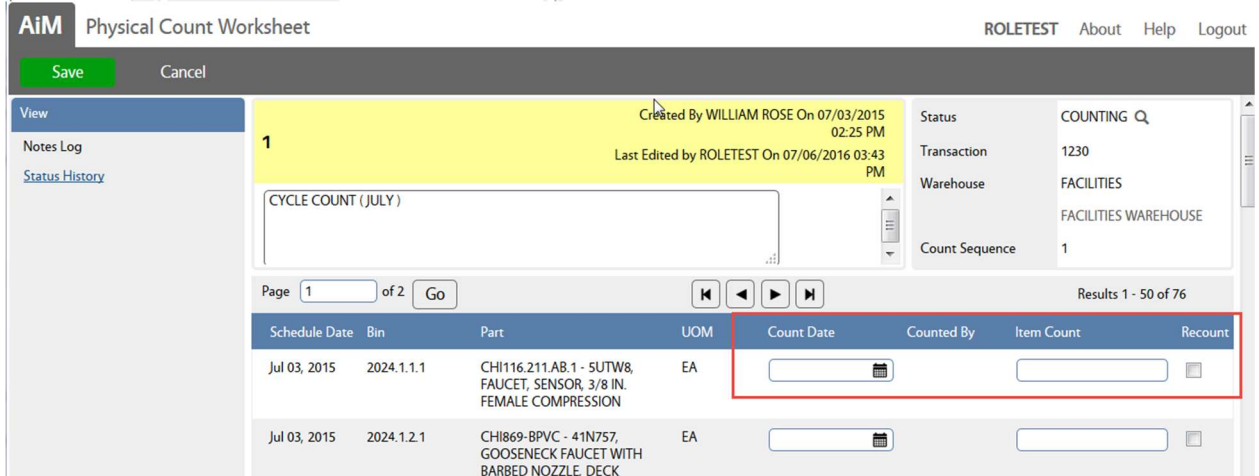
Schedule Date	Bin	Part	UOM	Count Date	Counted By	Item Count	Recount
Jul 03, 2015	2024.1.1.1	CHI116.211.AB.1 - 5UTW8, FAUCET,	EA				No

- Click **Edit**



Created On 07/03/2015 02:25 PM
 Status: GENERATED
 Transaction: 1230
 Warehouse: FACILITIES

- Change the Status to COUNTING



AiM Physical Count Worksheet ROLETEST About Help Logout

Save Cancel

View

- Notes Log
- Status History

Created By WILLIAM ROSE On 07/03/2015 02:25 PM
 Last Edited by ROLETEST On 07/06/2016 03:43 PM

Status: COUNTING
 Transaction: 1230
 Warehouse: FACILITIES
 Count Sequence: 1

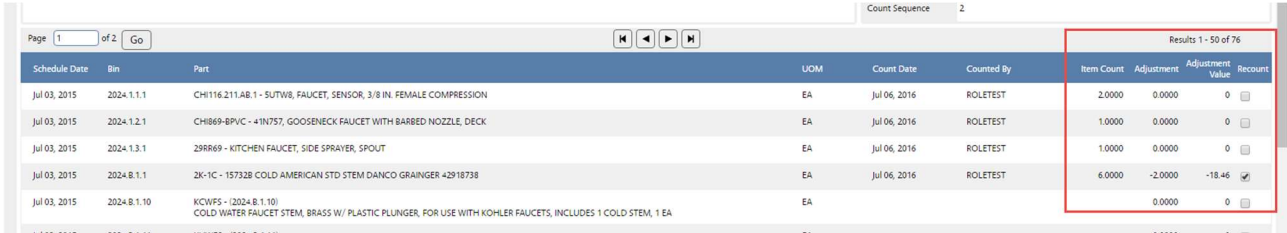
Page 1 of 2 Go

Schedule Date	Bin	Part	UOM	Count Date	Counted By	Item Count	Recount
Jul 03, 2015	2024.1.1.1	CHI116.211.AB.1 - 5UTW8, FAUCET, SENSOR, 3/8 IN. FEMALE COMPRESSION	EA	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>
Jul 03, 2015	2024.1.2.1	CHI869-BPVC - 41N757, GOOSENECK FAUCET WITH BARBED NOZZLE, DECK	EA	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>

- For each part, complete the Count Date and Inventory Count fields
 - If no date is entered, it will default the current date.
- Once all counts are entered, change the Status to FINALIZED
- Click **Save**

Review and Approve Physical Count

Once counts are entered, they need to be reviewed and approved.



Schedule Date	Bin	Part	UOM	Count Date	Counted By	Item Count	Adjustment	Adjustment Value	Recount
Jul 03, 2015	2024.1.1.1	CHI116.211.AB.1 - SUTWB, FAUCET, SENSOR, 3/8 IN. FEMALE COMPRESSION	EA	Jul 06, 2016	ROLETTEST	2.0000	0.0000	0	<input type="checkbox"/>
Jul 03, 2015	2024.1.2.1	CHI869-BPVC - 41N757, GOOSENECK FAUCET WITH BARBED NOZZLE, DECK	EA	Jul 06, 2016	ROLETTEST	1.0000	0.0000	0	<input type="checkbox"/>
Jul 03, 2015	2024.1.3.1	29RR69 - KITCHEN FAUCET, SIDE SPRAYER, SPOUT	EA	Jul 06, 2016	ROLETTEST	1.0000	0.0000	0	<input type="checkbox"/>
Jul 03, 2015	2024.8.1.1	2K-1C - 15732B COLD AMERICAN STD STEM DANCO GRAINGER 42918738	EA	Jul 06, 2016	ROLETTEST	6.0000	-2.0000	-18.46	<input checked="" type="checkbox"/>
Jul 03, 2015	2024.8.1.10	KCVF5 - (2024.8.1.10) COLD WATER FAUCET STEM, BRASS W/ PLASTIC PLUNGER, FOR USE WITH KOHLER FAUCETS, INCLUDES 1 COLD STEM, 1 EA	EA				0.0000		<input type="checkbox"/>

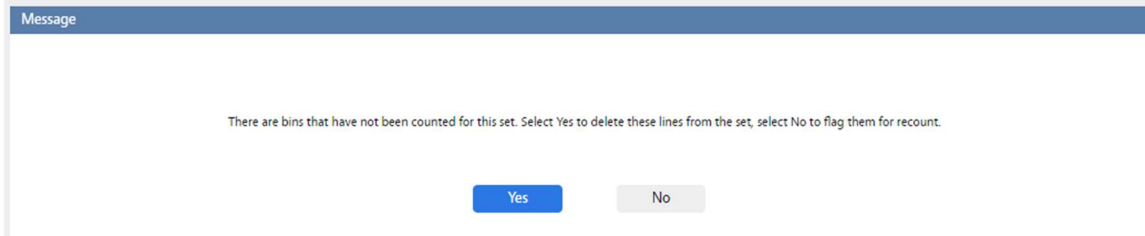
In the FINALIZED status, the last 3 columns will indicate if an adjustment is needed for the item. The last column allows the approver to indicate that the part needs to be recounted.

- Change status to APPROVED.
- Click **Save**

Once approved, AiM will do one of the following actions

1. No Adjustment needed – No action taken
2. Adjustment needed and part NOT marked for recount – Inventory Adjustment is made.
3. Adjustment needed and part IS marked for recount – New Physical Count Worksheet is generated/

If a part is left blank without a count and has not been marked for recount, the system will ask the following question

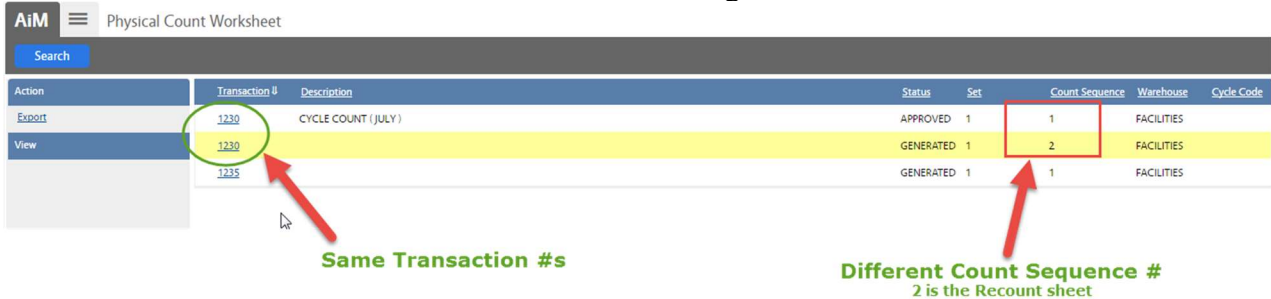


Message

There are bins that have not been counted for this set. Select Yes to delete these lines from the set, select No to flag them for recount.

Yes No

- Once saved the new sheet will be available through a search



Action	Transaction #	Description	Status	Set	Count Sequence	Warehouse	Cycle Code
Export	1230	CYCLE COUNT (JULY)	APPROVED	1	1	FACILITIES	
View	1230		GENERATED	1	2	FACILITIES	
	1235		GENERATED	1	1	FACILITIES	

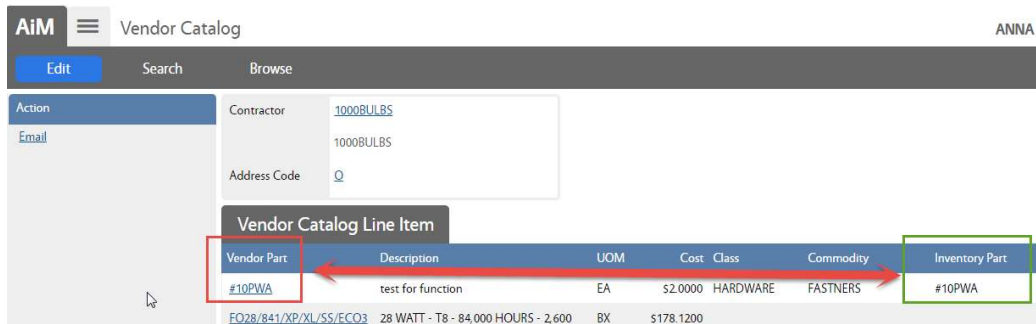
Same Transaction #s

Different Count Sequence #
2 is the Recount sheet

Inventory Reorder Generator Required Setup

The Inventory Reorder Generator generates a list of inventory parts that have on-hand quantities below the preset reorder point. Purchase orders can be generated from this list. The following must be setup for each part for the generator to work.

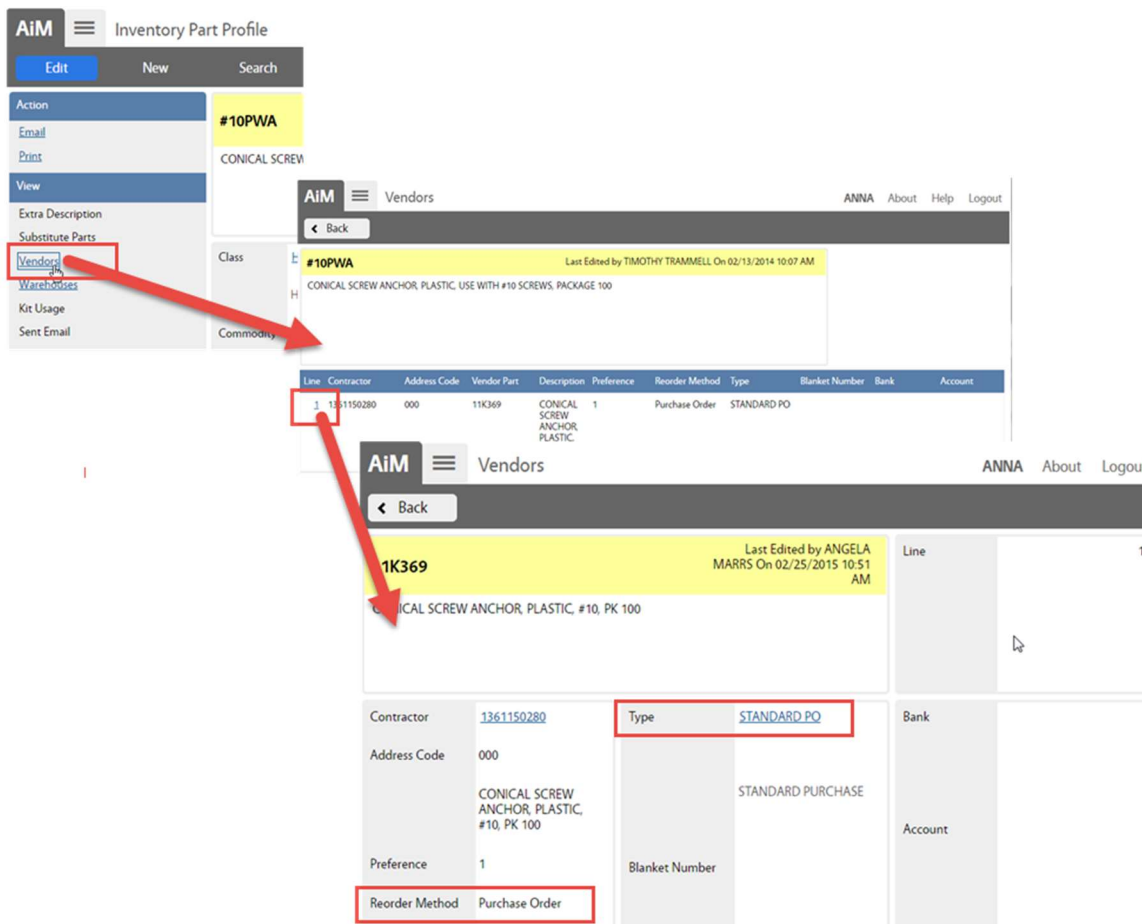
- Purchasing Module > Vendor Catalog–
 - Vendor Part tied to Inventory Part



The screenshot shows the Vendor Catalog interface in AiM. A Vendor Catalog Line Item is displayed with the following details:

Vendor Part	Description	UOM	Cost	Class	Commodity	Inventory Part
#10PWA	test for function	EA	\$2.0000	HARDWARE	FASTNERS	#10PWA
FO28/841/XP/XL/SS/ECO3	28 WATT - T8 - 84,000 HOURS - 2,600	BX	\$178.1200			

- Inventory Module > Inventory Part Profile –
 - Vendor (Auto populates from the Vendor Catalog Line Items)
 - Vendor detail - Reorder Method
 - Vendor detail - PO Type



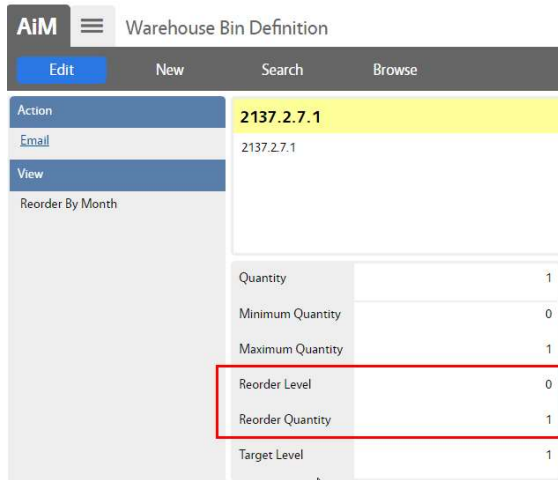
The screenshot shows the Inventory Part Profile interface in AiM. The Vendor field is set to #10PWA. The Vendor detail view shows the following information:

Line	Contractor	Address Code	Vendor Part	Description	Preference	Reorder Method	Type	Blanket Number	Bank	Account
1	1361150280	000	11K369	CONICAL SCREW ANCHOR, PLASTIC, #10, PK 100	1	Purchase Order	STANDARD PO			

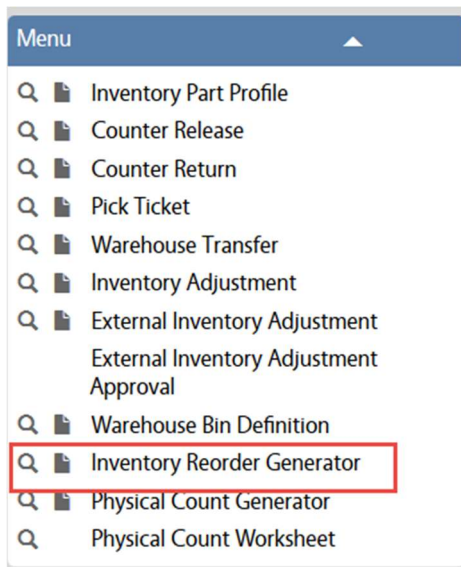
The Vendor detail view also shows the following information:


Contractor	1361150280	Type	STANDARD PO	Bank	
Address Code	000				
	CONICAL SCREW ANCHOR, PLASTIC, #10, PK 100		STANDARD PURCHASE		
Preference	1	Blanket Number			
Reorder Method	Purchase Order				
				Account	

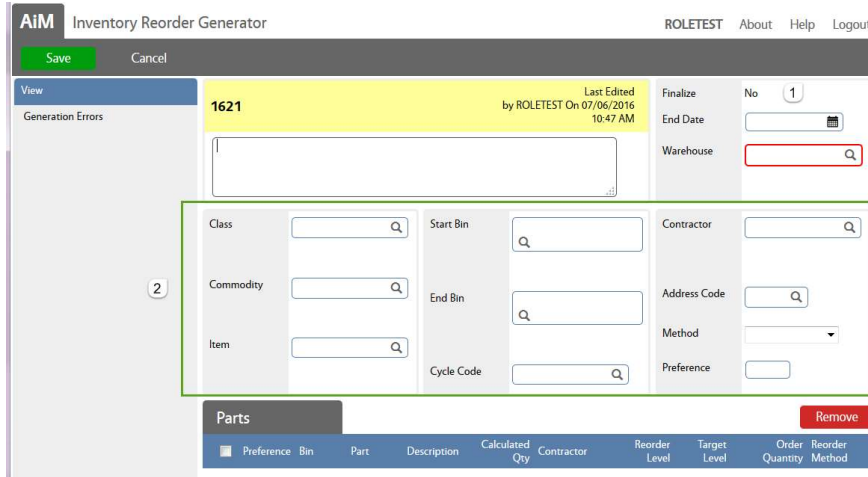
- Inventory Module > Warehouse Bin Definition –
 - Reorder Level
 - Reorder Quantity



Inventory Reorder Generator Screen



- In the Inventory Module, look at the Menu
- Click the Paper Icon  next to Inventory Reorder Generator



AIM Inventory Reorder Generator ROLETEST About Help Logout

Save Cancel

View **1621** Last Edited by ROLETEST On 07/06/2016 10:47 AM Finalize No 1

End Date End Date

Warehouse Warehouse

Class Start Bin Contractor

Commodity End Bin Address Code

Item Cycle Code Method

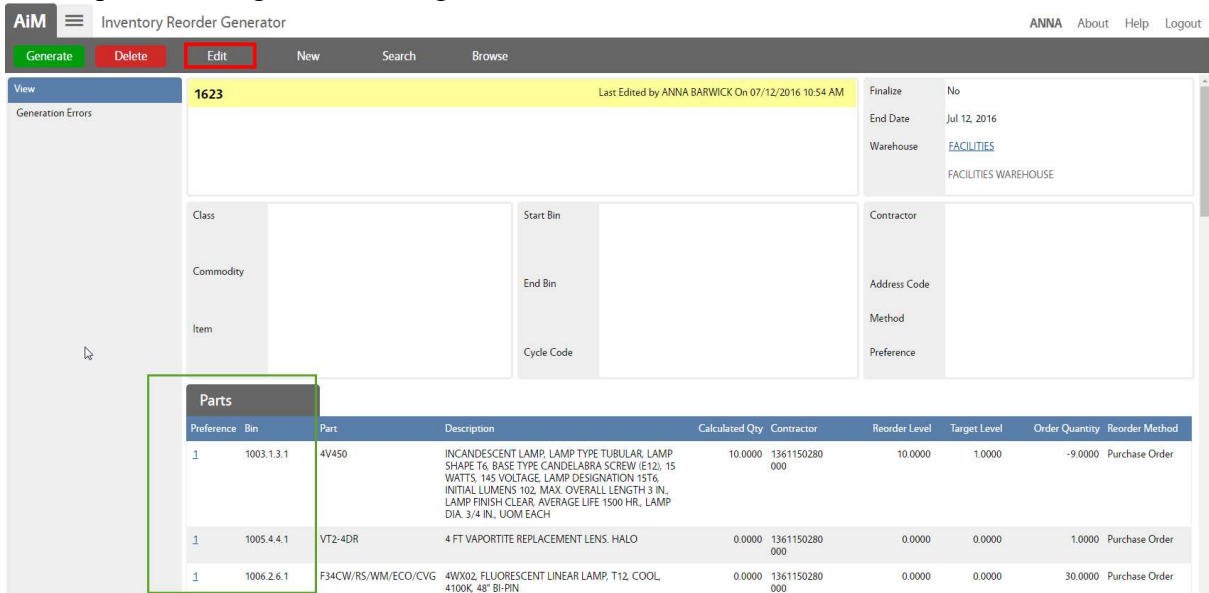
Preference

Parts Remove

Preference	Bin	Part	Description	Calculated Qty	Contractor	Reorder Level	Target Level	Order Quantity	Reorder Method
------------	-----	------	-------------	----------------	------------	---------------	--------------	----------------	----------------

1. Finalize Block
 - Finalize – “NO” indicates that the list of parts that need reordering has been generated, but Purchase Orders have not been generated.
 - End Date = Date of transaction
 - Enter a Warehouse to check inventory levels
2. The 3 blocks in the middle filter which parts the system will check. Filter by -
 - Classification
 - Bin #
 - Cycle Code
 - Contractor
 - Or a combination
3. Click Save

**A list of parts needing reorder will generate.



AIM Inventory Reorder Generator ANNA About Help Logout

Generate Delete Edit New Search Browse

View **1623** Last Edited by ANNA BARWICK On 07/12/2016 10:54 AM Finalize No

End Date Jul 12, 2016 End Date

Warehouse FACILITIES Warehouse

FACILITIES WAREHOUSE

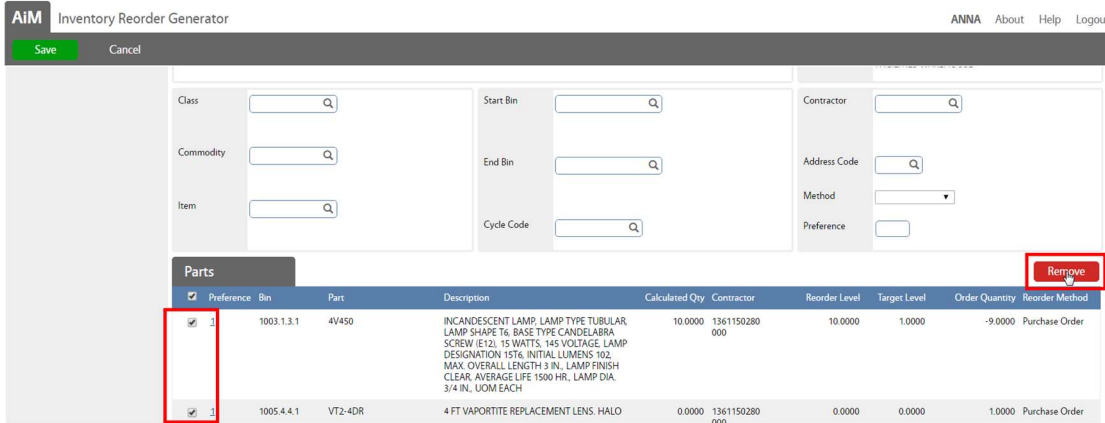
Class Start Bin Contractor

Commodity End Bin Address Code

Item Cycle Code Method Preference

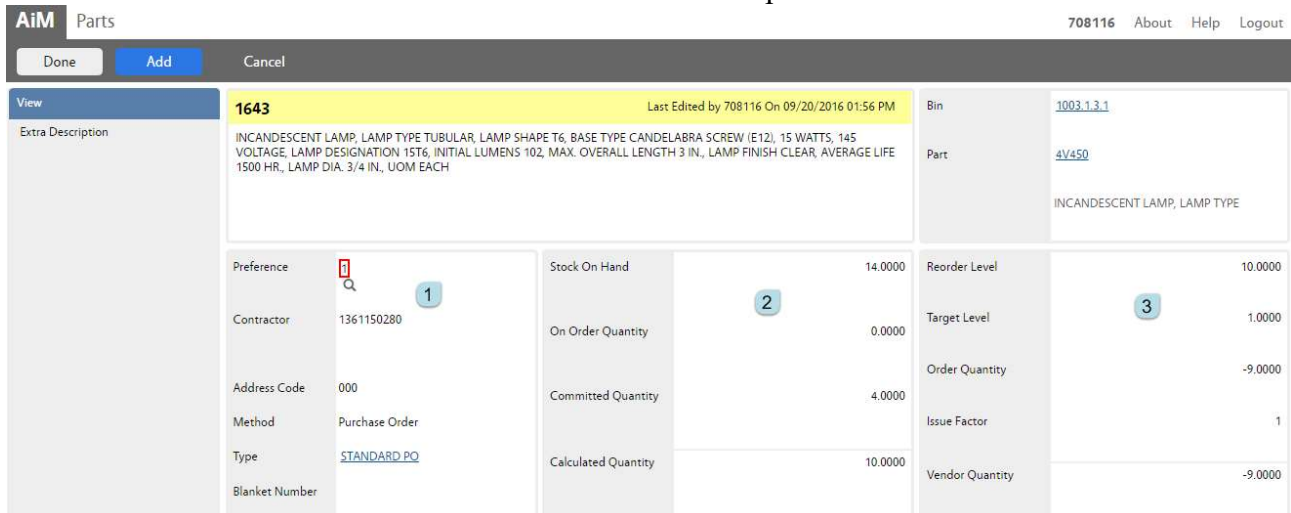
Preference	Bin	Part	Description	Calculated Qty	Contractor	Reorder Level	Target Level	Order Quantity	Reorder Method
1	1003.1.3.1	4V450	INCANDESCENT LAMP, LAMP TYPE TUBULAR, LAMP SHAPE T6, BASE TYPE CANDELABRA SCREW (E12), 15 WATTS, 145 VOLTAGE, LAMP DESIGNATION 15T6, INITIAL LUMENS 102, MAX. OVERALL LENGTH 3 IN., LAMP FINISH CLEAR, AVERAGE LIFE 1500 HR., LAMP DIA. 3/4 IN., UOM EACH	10.0000	1361150280000	10.0000	1.0000	-9.0000	Purchase Order
1	1005.4.4.1	VT2-4DR	4 FT VAPORITITE REPLACEMENT LENS, HALO	0.0000	1361150280000	0.0000	0.0000	1.0000	Purchase Order
1	1006.2.6.1	F34CW/RS/WM/ECO/CVG	4WX02, FLUORESCENT LINEAR LAMP, T12, COOL, 4100K, 48" BI-PIN	0.0000	1361150280000	0.0000	0.0000	30.0000	Purchase Order

- Click Edit



Preference	Bin	Part	Description	Calculated Qty	Contractor	Reorder Level	Target Level	Order Qty	Reorder Method
<input checked="" type="checkbox"/>	1003.1.3.1	4V450	INCANDESCENT LAMP, LAMP TYPE TUBULAR, LAMP SHAPE T6, BASE TYPE CANDELABRA SCREW (E12), 15 WATTS, 145 VOLTAGE, LAMP DESIGNATION 15T6, INITIAL LUMENS 102, MAX. OVERALL LENGTH 3 IN., LAMP FINISH CLEAR, AVERAGE LIFE 1500 HR., LAMP DIA. 3/4 IN., UOM EACH	10.0000	1361150280 000	10.0000	1.0000	-9.0000	Purchase Order
<input checked="" type="checkbox"/>	1005.4.4.1	VT2-4DR	4 FT VAPORITITE REPLACEMENT LENS, HALO	0.0000	1361150280 000	0.0000	0.0000	1.0000	Purchase Order

- Check boxes for items that need to be removed.
- Click **Remove**
- Click on the line number to see more detail for the part.

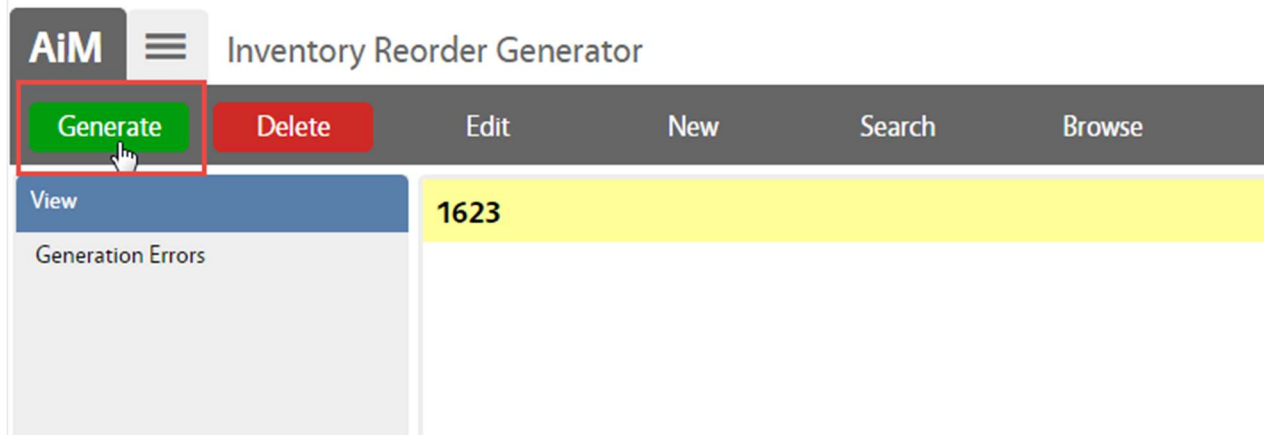


1643 Last Edited by 708116 On 09/20/2016 01:56 PM

INCANDESCENT LAMP, LAMP TYPE TUBULAR, LAMP SHAPE T6, BASE TYPE CANDELABRA SCREW (E12), 15 WATTS, 145 VOLTAGE, LAMP DESIGNATION 15T6, INITIAL LUMENS 102, MAX. OVERALL LENGTH 3 IN., LAMP FINISH CLEAR, AVERAGE LIFE 1500 HR., LAMP DIA. 3/4 IN., UOM EACH

Preference	1	Stock On Hand	14.0000	Reorder Level	10.0000
Contractor	1361150280	On Order Quantity	0.0000	Target Level	1.0000
Address Code	000	Committed Quantity	4.0000	Order Quantity	-9.0000
Method	Purchase Order	Calculated Quantity	10.0000	Issue Factor	1
Type	STANDARD_PO			Vendor Quantity	-9.0000
Blanket Number					

1. Contractor block
 - a. Preference – Can change to an alternate vendor if available
Additional data will pull from Inventory Part record based on this selection
 - i. Contractor - Vendor the item will be purchased from
 - ii. Method – Purchase Order or Purchase Card
 - iii. Type – Type of Purchase Order
2. Quantity Block
 - a. Stock on Hand - # currently in inventory
 - b. On Order Quantity - # on a finalized Purchase Order
 - c. Committed Quantity - # pending release on a Pick Ticket
 - d. Calculated Quantity – On Hand + On Order – Committed
3. Reorder Block
 - a. Reorder Level - # when the reorder is triggered
 - b. Target Level - # want to have on hand
 - c. Order Quantity – Target Level – Reorder Level



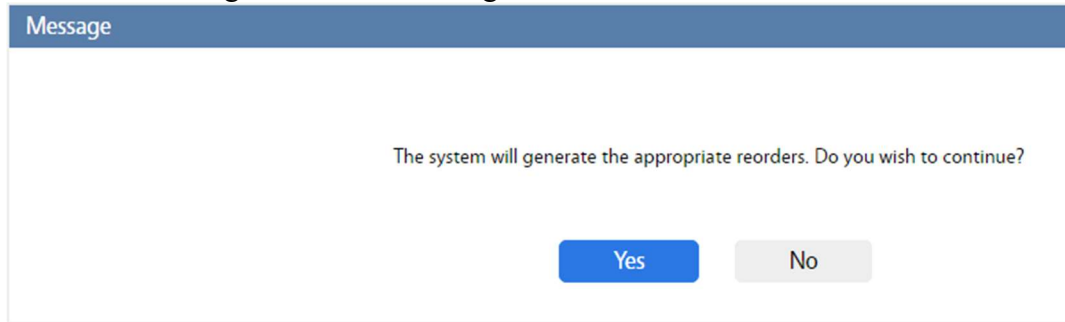
AiM ☰ Inventory Reorder Generator

Generate **Delete** Edit New Search Browse

View 1623

Generation Errors

- Once lines have been reviewed, Click **Generate**
- You will get the below message.

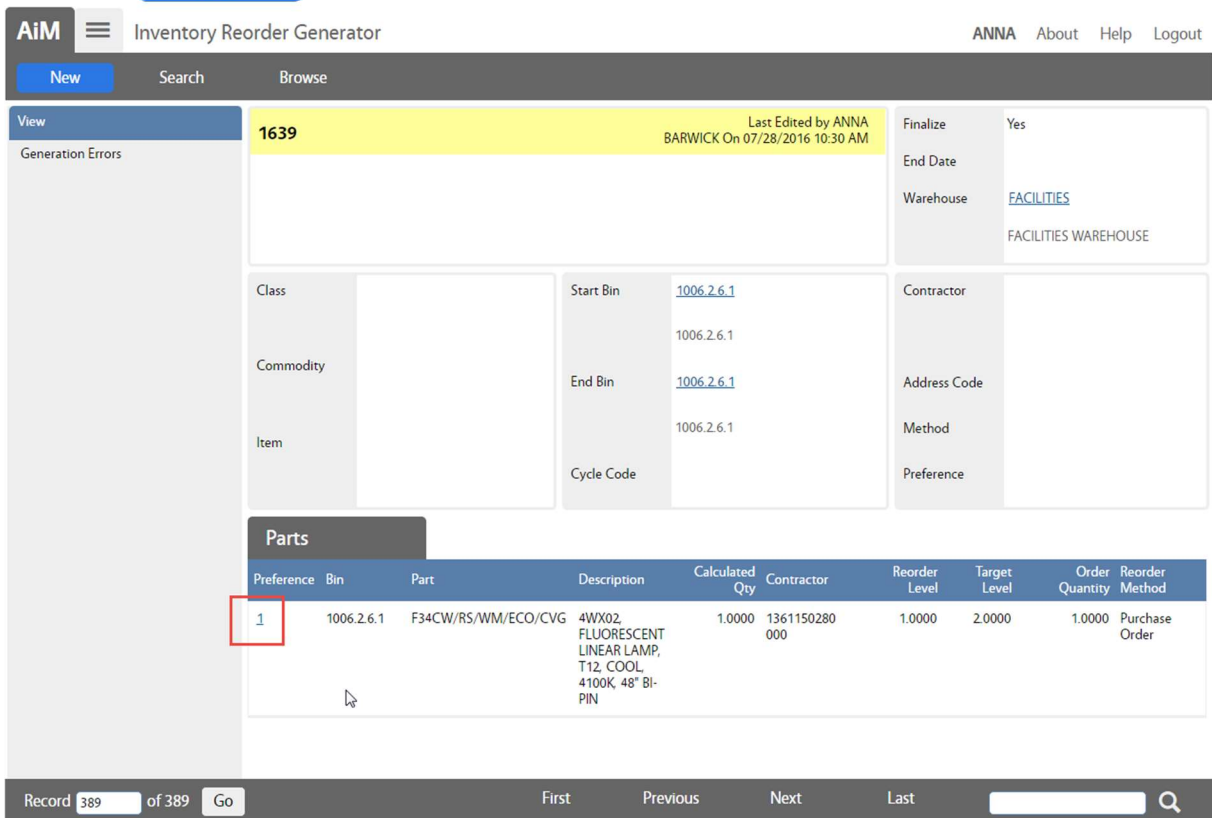


Message

The system will generate the appropriate reorders. Do you wish to continue?

Yes **No**

- Click **Yes** to generate Purchase Orders



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Finalize Yes

End Date

Warehouse [FACILITIES](#)
FACILITIES WAREHOUSE

Class

Commodity

Item

Start Bin [1006.2.6.1](#)
1006.2.6.1

End Bin [1006.2.6.1](#)
1006.2.6.1

Cycle Code

Contractor

Address Code

Method

Preference

Parts

Preference	Bin	Part	Description	Calculated Qty	Contractor	Reorder Level	Target Level	Order Quantity	Reorder Method
1	1006.2.6.1	F34CW/RS/WM/ECO/CVG	4WX02, FLUORESCENT LINEAR LAMP, T12, COOL, 4100K, 48" BI-PIN	1.0000	1361150280000	1.0000	2.0000	1.0000	Purchase Order

Record 389 of 389 **Go** First Previous Next Last **Q**

- Click on the Line Item number to see link to the Purchase Order

AiM Parts

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View 1639

Extra Description
4WX02, FLUORESCENT LINEAR LAMP, T12, COOL, 4100K, 48" BI-PI

Preference	1	Stock On Hand
Contractor	1361150280 GRAINGER INC	On Order Quanti
Address Code	000	Committed Quar
Method	Purchase Order	Calculated Quan
Type	STANDARD PO	
Blanket Number		
PO Code	7135	

AiM Purchase Order 708116 [About](#) [Help](#) [Logout](#)

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000007144 Last Edited by 708116 On 09/20/2016 02:53 PM Status: [GENERATED](#)

AUTOMATED INVENTORY REORDER Type: [STANDARD_PO](#)
 STANDARD PURCHASE ORDERS FOR ONE- Placed By:

PO Code: 7144

Contractor	1361150280	Created	Sep 20, 2016	Currency	USD
Address Code	000	Review		Subtotal	\$55.89
Blanket Number		Needed		Discount	\$0.00
Contact		Expected		Tax	\$0.00
Terms				Shipping	\$0.00
				Markup Percent	\$0.00
				Total	\$55.89

Line Items

Line	Vendor Part	Inventory Part	Description	UOM	Order Quantity	Line Total	Status
1	1VNN5	VT2-4DR	4 FT VAPORTITE REPLACEMENT LENS. HALO	EA	1.0000	\$55.26	Open
2	22FK43	1X34PVCB	BUSHING, PIPE SIZE 1 X 3/4 IN, SPIGOT X SLIP CONNECTION, MATERIAL OF CONSTRUCTION PVC, SCHEDULE 40, MAX TEMP 140 F, COLOR WHITE, STANDARDS ASTM D 2466, D 1784, F 1498, NSF/ANSI 14 & 61	EA	1.0000	\$0.63	Open