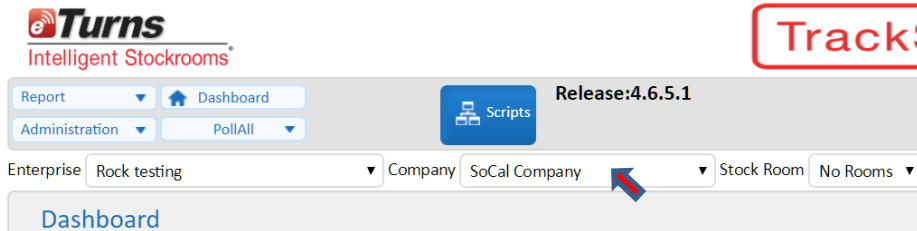## TRACKSTOCK SET UP OF STOCKROOM
11-20-2019
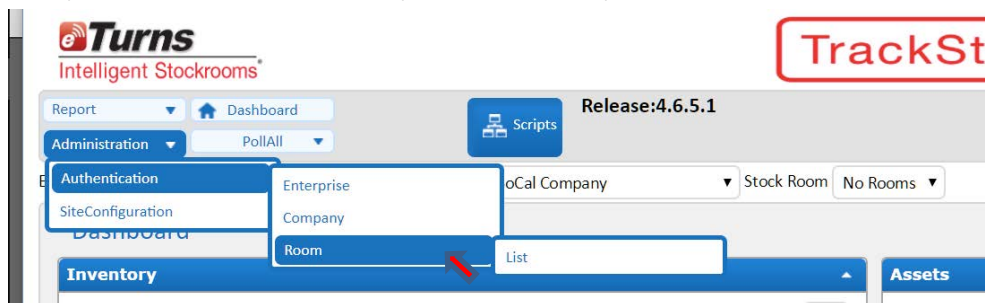
1) **STOCKROOM SETUP**:
   a. Click on Company dropdown and click on existing Company created:
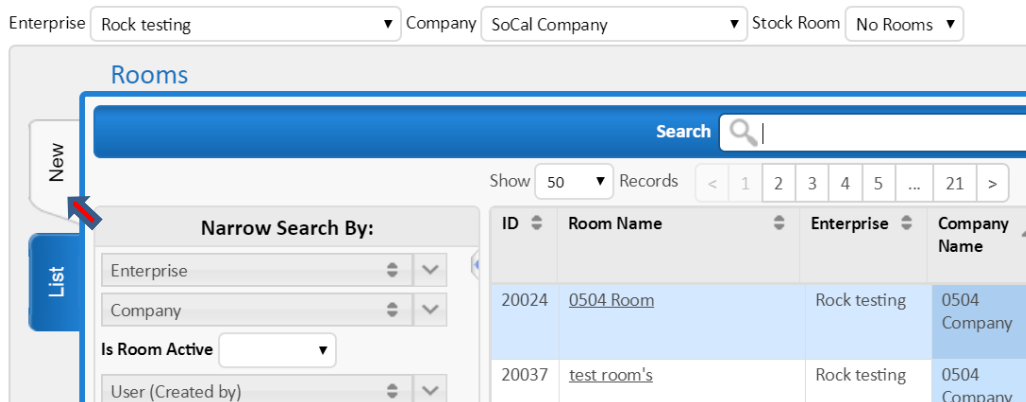

   b.
   c. Then, hover over Administration / Authentication / Rooms: Click on Rooms

   d.
   e. List of Rooms in Enterprise is displayed if Enterprise Admin:

   f.
   g. Click on New tab on left:
   h. Complete required and optional fields:

i.

j. **Room data explained by Section**:

    i. **General Details**:

        1. Enter Stockroom name

            a. Best practice is to add Company name in front of room name.

        2. Is Room Active:

            a. If checked, then all functions in TrackStock are available, and

            b. The room is billable

            c. If not checked, then the user has access to all functions to set up the room, roles, users, import items, other tables,

            d. But no transactions can be created if not active and not billable.

    ii. **Contact details**: Self explanatory

        1. Selecting Country enables Phone formatting.

    iii. **Invoicing details**:

        1. Customer number: this Company's customer number.

        2.

        3. Billing Room Type

            a. Manage is default to enable maximum Alert Dashboard metrics

    iv. **Last Transaction Number**:

1. Count Auto Sequence:

a. Incrementing by Count #: Each new Count is one higher # than the "Last Used Count Number" shown on the next line.

b. Date + Incrementing #: 10-22-2019 114. Each new Count will have today's date then the next higher # than the "Last Used Count Number".

c. Date: 10-22-2019, used for all counts that day.

2. PO Auto Sequence:

a. Blank: User must fill in the PO # each time an order is created.

b. Incrementing by Order #: Simple increasing #

c. Incrementing by Day: Monday, Tuesday, Wednesday, etc.

d. Date + Incrementing #: 10-22-2019 114. Each new PO will have today's date plus the next higher # thank the "Last Used Order Number"

e. Date: 10-22-2019, used for all Orders that day.

f. Fixed + Incrementing #: ABG 42

g. Date + Incrementing # + Fixed: 11-20-19 123 ABG

3. Pull Purchase Number Type:

    a. These numbers are used when Consigned Pulls are done creating a "Purchase" of the item consummed.

    b. Fixed: The number never changes, similar to a Blank PO #.

    c. Incrementing by Order #: Simple increasing #

    d. Date + Incrementing #: 10-22-2019 114. Each new PO will have today's date plus the next higher # thank the "Last Used Order Number"

    e. Date: 10-22-2019, used for all Orders that day.

    f. Fixed + Incrementing #: ABG 123

4. <u>Requisition Auto Sequence</u>:

RequisitionAutoSequence	▼
IsAllowRequisitionDuplicate	Blank
Is Allow Order Duplicate	
Is Allow Work Orders Duplicate	Incrementing by Order #
Last Used Requisition Number	
Last Used Staging Number	Incrementing by Day
Last Used Transfer Number	Date + Incrementing #
Last Used Work Order Number	Date
Last Used Asset Number	
Last Used Bin Number	

    a. Requisitions document future demand.

    b. Blank: The user must fill in this # each new Requisition.

    c. Incrementing by Order #: Simple increasing #

    d. Implementing by Day: Monday, Tuesday, Wednesday, etc.

    e. Date + Incrementing #: 10-22-2019 114. Each new PO will have today's date plus the next higher # thank the "Last Used Order Number"

    f. Date: 10-22-2019, used for all Orders that day.

5. <u>Allowing duplicate #s</u>:

Last Used Requisition Number	
Is Allow Requisition Duplicate	☑
Duplicate Orders can be created	☑
Duplicate Work Orders can be created	☑

    a. Default state is all are checked which allows Requisitions, Orders, and Work Order numbers to be duplicated.

6. Staging Auto Sequence:

a. Blank: User must fill in the Staging # each time a Stage is created.

b. Incrementing by Stage #: Simple increasing #

c. Incrementing by Day: Monday, Tuesday, Wednesday, etc.

d. Date + Incrementing #: 10-22-2019 114. Each new Stage will have today's date plus the next higher # thank the "Last Used Stage Number"

e. Date: 10-22-2019, used for all Stages that day.

f. Fixed + Incrementing #: ABG 42

g. Date + Incrementing # + Fixed: 11-20-19 123 ABG

7. Transfer Auto Sequence:

a. Blank: User must fill in the Transfer # each time a Transfer is created.

b. Incrementing by Transfer #: Simple increasing #

c. Incrementing by Day: Monday, Tuesday, Wednesday, etc.

d. Date + Incrementing #: 10-22-2019 114. Each new Transfer will have today's date plus the next higher # thank the "Last Used Transfer Number"

e. Date: 10-22-2019, used for all Transfers that day.

f. Fixed + Incrementing #: ABG 42

g. Date + Incrementing # + Fixed: 11-20-19 123 ABG

8. Work Order Auto Sequence:

Work Order Auto Sequence	▼
Last Used Work Order Number	Blank
TAOAutoSequence	Incrementing by Order # Incrementing by Day
NextToolAssetOrderNo	Date + Incrementing #
ToolCountAutoSequence	Date Fixed + Incrementing #
NextToolCountNo	Date + Incrementing + Fixed
Allow Inserting Item On Scan	☐

  a. Blank: User must fill in the Work Order # each time a Work Order is created.
  b. Incrementing by Work Order #: Simple increasing #
  c. Incrementing by Day: Monday, Tuesday, Wednesday, etc.
  d. Date + Incrementing #: 10-22-2019 114. Each new Work Order will have today's date plus the next higher # thank the "Last Used Work Order Number"
  e. Date: 10-22-2019, used for all Work Orders that day.
  f. Fixed + Incrementing #: ABG 42
  g. Date + Incrementing # + Fixed: 11-20-19 123 ABG

9. TAO (Tools, Assets, Order) Auto Sequence:

TAOAutoSequence	▼
NextToolAssetOrderNo	
ToolCountAutoSequence	Blank Incrementing by Order #
NextToolCountNo	Incrementing by Day Date + Incrementing #
Allow Inserting Item On Scan	Date
Allow pull beyond available quantity	Fixed + Incrementing # Date + Incrementing + Fixed

  a. Blank: User must fill in the TAO # each time a TAO is created.
  b. Incrementing by TAO #: Simple increasing #
  c. Incrementing by Day: Monday, Tuesday, Wednesday, etc.
  d. Date + Incrementing #: 10-22-2019 114. Each new TAO will have today's date plus the next higher # thank the "Last Used TAO Number"
  e. Date: 10-22-2019, used for all TAO that day.
  f. Fixed + Incrementing #: ABG 42
  g. Date + Incrementing # + Fixed: 11-20-19 123 ABG

10. Tool Count Auto Sequence:

ToolCountAutoSequence	▼
NextToolCountNo	
Allow Inserting Item On Scan	Incrementing by Count# Date + Incrementing #
Allow pull beyond available quantity	Date

a. Incrementing by Tool Count #: Each new Tool Count is one higher # than the "Last Used Tool Count Number" shown on the next line.

b. Date + Incrementing #: 10-22-2019 114. Each new Tool Count will have today's date then the next higher # than the "Last Used Tool Count Number".

c. Date: 10-22-2019, used for all Tool Counts that day.

11. Allow inserting item on scan

a. Permits adding new items to the Stockroom Bill of Material from the phones through an order

> Allow Inserting Item On Scan ☐
> Allow pull beyond available quantity ☑

12. Allow pull beyond available quantity

a. Permits the Quantity on Hand to go negative after a pull. The tech doing the pull sees the material in the bin to pull, but someone has not followed correct process to do the recent Receive to increment the Quantity on Hand that would prevent the need to go negative.

13.

v. **Replenishing Details**:

1. Replenishment Room:

> **Replenishing Details**
>
> Replenishment Room [▼]
> Replenishment Type * [Both ▼]
>
> **Taxation Details**
>
> Item replenish
> Location replenish
> Both
>
> Tax1 Name
> Tax1 Percent

a. This dropdown is used to indicate the other Stockroom that is used to replenish this stockroom in a transfer from a central stocking location to a truck. This room then becomes the default transfer from location.

2. Replenishment Type:

a. Item Replenish: means that the PARS / Mins / Maxs will be set at the item level. The first step in determining if a Suggested Order (SO) will be created is to add up all quantities on hand in each Location for this item in this room, then compare to PAR / Min.

b. Location Replenish: means that the PAR / Mins /Maxs will be set at the Location level. Therefore, each Location's quantity on hand will be

compared to its PAR / Min to determine if a SO will be created, no matter how much is on hand in another Location of the item.

    c.   Both: this allows a Room to have either type of replenishment. If either of the first 2 are selected, then the other type is not permitted. Safe practice here is to choose "Both."

3.   eVMI: check this check box to enable the eVMI page to display in the Site configuration submenu.

vi. **Taxation Details**:

Taxation Details

	☐ Tax1 Parts
	☐ Tax1 Labor
Tax1 Name	
Tax1 Percent	
	☐ Tax2 Parts
	☐ Tax2 Labor
Tax2 Name	
Tax2 Percent	
	☐ Tax2 On Tax1

1.
2.   Check Tax1 Parts if items on a Work Order are to be taxed.
3.   Check Tax1 Labor if labor on a Work Order is to be taxed.
4.   Tax1 Name: enter Name of Tax1
5.   Tax1 Percent: enter the tax rate.
6.   Same for Tax 2. However, Tax 2 is the tax on Tax1. Not common.

vii. **Other Details:**

Other Details

Default Bin Name *	Shelf
Default Supplier	Supplier ABC ▼
Slow Moving Value	

1.
2.   Default Bin Name (Required): Enter the name of the Location / Bin of items that will be the most used Location Name. This default Location will be created for each new item without the user having to enter it.
3.   Default Supplier: This is the Name of the Default Supplier for the Stockroom. Therefore, the default Supplier will be created for each new item without the user having to enter it.

Slow Moving Value — 0

Fast Moving Value — 0

4. Inventory Consumption Method

5. <u>Slow Moving Value</u>: This is the threshold below which any item will be labeled as Slow Moving on the Alert Dashboard. The measurement is Inventory Turns. In the Dashboard settings wheel, the # of days of history to use of Orders, Pulls, or Pull Value is selected to calculate Turns.

6. <u>Fast Moving Value</u>: This is the threshold above which any item will be labeled as Fast Moving on the Dashboard. The measurement is Inventory Turns. In the Dashboard settings wheel, the # of days of history to use of Orders, Pulls, or Pull Value is selected to calculate Turns.

7. <u>Inventory Consumption Method</u>: The dropdown choices are LIFO (Last In, First Out) and FIFO (First In, First Out). This setting determines which item is pulled based on the date it was received.

Inventory Consumption Method

Global Markup Parts

Global Markup Labor

8. <u>Global Markup Parts and Labor</u>: this is a percentage value used to Mark Up Cost to Price in all items. If there is no markup in an item, then this value is used to calculate Price from Cost.

9. <u>Invoice Branch # and Name</u>:

Invoice Branch # * — 1

Invoice Branch Name * — HQ

10. This Branch number is used for eTurns billing purposes.

Valuing Inventory Method — Last cost

Base Of Inventory Value

11.

12. <u>Valuing Inventory Method</u>: Choices are Last Cost or Average Cost.

13. <u>Base of Inventory Value:</u> Choices are Extended Cost or Turns. This metric is used for each item's Inventory Classification. The ranges for each Classification are set in the Supporting tables. An Item's Classification can be fixed or its use will change its Classification if the Auto recalculate is checked in the Dashboard Settings Wheel page.

14. <u>Last date billed.</u> This is the last date this Stockroom has been invoiced.

15.

☐ Is Project Spend Mandatory?
☐ Consignment
☑ Suggested Order
☐ Suggested Transfer

16. Project Spend captures the cost of material pulled. If this box is checked, then each Pull or Work Order Pull must have a Project Spend to which it is associated.

17. Consignment: If there will be ANY items that are Consigned in the Stockroom, then this box must be checked which then allows an Item to be Consigned.

18. Suggested Order: the default is checked which means that this Stockroom will be replenished using the Suggested Order (SO) process sending POs to one or more supplier(s). If not checked, then SOs will not be created.

19. Suggested Transfer: the default is not checked. Check this box if this Stockroom will be replenished by transferring material from another Stockroom. PAR / Min / Max will be used to create Suggested Transfers.

20. Both Suggested Order and Suggested Transfer can be checked, if in fact, the Stockroom can be replenished from either a Supplier or another Stockroom.

☐ Warn User On Assigning Non DefaultBin
☐ IsWOSignatureRequired
☐ Allow Credit Beyond Available Pull Quantity
☐ Use multiple Order UOMs

21.

22. Warn User On Assigning Non Default Bin: System will warn user that a new default bin/location does not match to the one set up in the room, so as to avoid errors in assigning bin/locations.

23. Is Work Order Signature Required
    a. If this box is checked, then the Work Orders will not be accepted on the system without submitting a customer's signature using the phones.

24. Allow Credit Beyond Available Pull Quantity
    a. The default setting is that the user cannot Credit back more quantity than has been Pulled. Consigned quantities are kept separate from Customer Owned quantities.

25. Use Multiple Order UOMs
    a. This feature allows an item to be stocked or counted in Eaches but ordered in # of Packs, Boxes, or Cases which is how the supplier sells the item.

Requested X Days	0
ShelfLifeleadtimeOrdRpt	
LeadTimeOrdRpt	

26.

27. Requested X Days: Any requisition with a Required Date of less than Today plus this # of days will display as a red row in the Requisition grid. Any requisition with a Required Date of outside of Today plus this # of days will display as a green row in the Requisition grid.

Shelf Life lead time Order Report	
Lead Time for Order Process	

28.

29. Shelf Life lead time Ord Report: This is the # of days before an item will expire that the user will receive the Shelf Life expiration report.

30. Lead Time for Order Process: this is the # of days it takes the user in this Stockroom to process and get approval for any order.

MaintenanceDueNoticeDays	
Default Requisition Required Days	

31.

32. Maintenance Due Notice Days: this is the # of days before the maintenance of an Asset or Tool is due that the user should receive an email notice of maintenance due.

33. Default Requisition Required Days: this is the default # of days added to today that is entered in the Required date for new Requisitions.

Default Requisition Required Days	
Attaching WO With Requisition	New Work Order ▼
Prevent Max Order Qty	New Work Order
	Existing Work Order
Default Count Type	Adjustment ▼

34.

35. Attaching Work Order with Requisition

    a.   New Work Order: If selected, then only a new Work Order can be attached to a requisition.

    b.   Existing Work Order: If selected, then only existing Work Orders can be attached to a requisition.

Attaching WO With Requisition	New Work Order ▼
Prevent Max Order Qty	None ▼
Default Count Type	None
	On Order

36.

37. Prevent Max Order Qty

    a.   None

    b.   On Order: Selecting this will prevent an order quantity exceeding the Maximum for the item or item location.

38.

39. Default Count Type
   a. Adjustment: Applying an adjustment count will update the Quantity on Hand, but not create any transaction.
   b. Manual: Applying a manual count will update the Quantity on Hand and create a Pull if the counted quantity is less than the system quantity or create a Credit Pull if the counted quantity is more than the system quantity.

40.

viii. **Transfer Schedule Details:** This is the place where the user sets up the Schedule for TrackStock to look in the Cart for any Transfer items. If there are any, TrackStock will gather them into a Transfer request and send it to the Replenishing Room.

1.

2. These 3 settings allow the user to display either Last Cost or Sell Price on these Transaction types.