Keppel Steria Consortium (KSC)

LAND TRANSPORT AUTHORITY

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MAINTENANCE MANAGEMENT SYSTEM

OPERATION MANUAL
COSWIN STORE
VOLUME 6 OF 11

Ref.: 756/PMP/8029f/A-	KSC Version: 2.1~~0~~	Date: ~~3 June~~21 August 2002

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MODIFICATIONS

Version	Date	Comments
1.0	20 October 2001	Draft version.
2.0	3 June 2002	Updated
2.1	21 August 2002	Updated as per LTA ref. DS/756/PMP/8029/-

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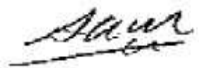
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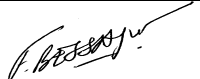**Formatted:** Font: 10 pt, Font color: Auto

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1. INTRODUCTION

The Operation Manual shall describe in details all the functionalities of the Maintenance Management System (MMS).

COSWIN is a maintenance management tool specialised in assisting the monitoring and tracking maintenance works. It provides a set of comprehensive and configurable options for users to customise the software to meet their operational needs.

This document is the COSWIN Store volume of the MMS Operation Manual. It explains how stock items are defined and managed in COSWIN and the various stock transactions that are provided by COSWIN.

Chapter 1 provides a general introduction to COSWIN.

Chapter 2 describes the Store References provided in COSWIN.

Chapter 3 describes Stock Register.

Chapter 4 describes Non-Stock Items.

Chapter 5 describes the transactions that can be performed in Stock Items.

Chapter 6 describes the Store Period-End Processing.

Chapter 7 describes the Store/Purchase Transaction History module.

Chapter 8 describes Store Graphics and Analysis module.

2. STORE REFERENCES

These reference directories are a group of references necessary to support the Store modules of COSWIN.

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2.1 DEFINE STORES

A *store* is a place where several stock items are stocked, especially for future use. The stores are usually distinct physical locations but multiple logical stores may be defined within a single physical location. A stock item may reside in one or more stores. For example, a building, floor or even a room, may be logically divided into a number of stores and each store may contain the same stock item.

Select from COSWIN menu *Stores / Reference Directory / Stores* to launch the Store Details module.

The Store Details window looks by default as follows:

Detailed Field Descriptions:

Store

This is the store identifier, a mandatory information of maximum 10 alphanumeric characters. It must be unique among all the stores.

A selector trigger button (or F2 key) linking to Store Selector is available.

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Store Name

This is the store description, an optional information of maximum 30 alphanumeric characters. It may be used as a short description of the store.

Authority

This is the authority entity that owns the store, a mandatory information. It must exist in the directory of Company Entities.

A selector trigger button (or F2 key) linking to Company Entity Selector is available.

Right-mouse click (or F7 key) will activate the Company Entity Details window for the current code.

Authority Description

This is the description of the store authority, a read-only information automatically provided by the system once the authority code is specified.

Details tab

Last Modified on

This is the date when the store was created or last updated. It is a read-only information managed internally by the system.

In Charge 1 & 2

These are the names of the persons who supervise the store. They are optional data items that can take up to 15 alphanumeric characters. Two supervisors may be defined for each store.

Phone 1 & 2

These are store's internal phone numbers. They are optional data items of up to 5 alphanumeric characters. Two phone numbers may be defined for a store.

Values	Monthly	Quarterly	Half-Yearly	Yearly	Up-To-Date
Opening	21556.62	0.00	0.00	0.00	0.00
Receipts	0.00	1536.00	1536.00	1536.00	1536.00
Issues	0.00	3927.05	3927.05	3927.05	3927.05
Adjusted	0.00	15075.00	15075.00	15075.00	15075.00
Transfer	0.00	8872.68	8872.68	8872.68	8872.68
Closed	21556.62	21556.62	21556.62	21556.62	21556.62

The cost details at the lower half of the window provide a summary on the values of stock involved in the various transactions performed in the store. The time periods of each column correspond to the Accounting Period defined in COSWIN Global Configuration.

Opening

This is the total inventory value of all the items in a store at the beginning of an accounting period.

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Receipts

This is the total value of all the receipts made for store's items during an accounting period, from the beginning of the accounting period to date.

Issues

This is the total value of all the issues made for store's items during an accounting period, from the beginning of the period to date.

Adjusted

This is the total value of all the adjustments made for store's items during an accounting period, from the beginning of that period to date.

Transfer

This is the net value of all stock transfers to and from store during an accounting period, from the beginning of that period to date.

Closed

This is the total inventory value of all the store's items as on date. Obviously, the closing value will be the same for all the periods.

It is computed using the formula:

Closed = Opening + Receipts - Issues + Transfers + Adjustments.

Items tab

This tab displays the list of stock items and its quantities located in the store. Information in this window is automatically updated by COSWIN and cannot be modified by users.

The Items tab looks by default as follows:

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Store Items List Box

Item Code	This is the stocked item reference code.
Description	This is the stocked item's description.
Free Qty	This is the quantity of the stocked item in the store that is available (free) for reservation.
Reserved Qty	This is the quantity of the item in the store that has been reserved.

Double click on any of the displayed items in the list box will activate the **Store Item Details** window for the selected code.

Bins tab

This tab displays the list of bins locating within the store.

The Bins tab looks by default as follows:

Detailed Field Descriptions:

Code

This is the code of the bin in the store.

Double click on any of the displayed bins in the list box will activate the **Bin Details** window for the selected code.

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Contacts tab

This tab defines the commercial and technical contact details to the store.

The Contacts tab looks by default as follows:

Address tab

This tab defines the commercial and technical addresses of the store.

The Address tab looks by default as follows:

Commercial Address

The interface consists of the drawing layout, where the user can write text and / or append pictures, drawings, spreadsheets and any other form of OLE information.

Technical Address

The interface consists of the drawing layout, where the user can write text and / or append pictures, drawings, spreadsheets and any other form of OLE information.

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2.1.1 To Add a New Store

Minimum information required to add a New Store is:

o   Store code

Click on the 🗋 icon to launch the ADD window.

2.1.2 To Modify a Store

All the store's details may be modified, except for the store's identifier and the As on Date.

2.1.3 To Delete a Store

The store cannot be deleted if there are items present in it.

Click on the 🗙 icon to delete the current Store.

2.1.4 Store Item Details

The Store Item Details window looks by default as follows:

Detailed Field Descriptions:

Item Code

This is the reference code of the store item, a read-only information automatically managed by the system.

Description

This is the description of the store item, a read-only information automatically managed by the system.

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Details tab

Free quantity

This is the stocked item free quantity in the store, read-only information.

Reserved quantity

This is the stocked item reserved quantity, read-only information.

Frozen quantity

This is the stocked item quantity marked as untouchable in all store's batches, a read-only information.

Total quantity

This is the total quantity of the stocked item in the store, i.e., the sum of free quantity, reserved quantity and frozen quantity. It is read-only information automatically computed by the system.

Last Modified on

This is the store's last modification date, read-only information automatically updated by the system.

At

This is the store's last modification time, read-only information automatically updated by the system.

Last count date

This is the store's last count date, read-only information automatically updated by the system when stocked items in the store are counted.

Info 1, Info 2, Info 3

These are user defined numerical information. They are optional information not used in any computation by the system.

Maximum quantity

This is the maximum quantity of the stock item that should be maintained in the current store, an optional numeric information.

Minimum quantity

This is the minimum quantity of the stock item that should be maintained in the current store, an optional numeric information.

Reorder level

This is the stock item's limit of quantity stored in the current store, below which purchase orders would need to be raised to replenish the stock. It is an optional numeric information.

Economic Order quantity

This is the quantity of stock item that is to be ordered for optimal usage of the stores. It is an optional numeric information.

Evaluation method

This is the unit price evaluation method for the stock item in the current store. It is an optional information. If not specified, the evaluation method defined at the Stock Register will be used.

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The possible values for Evaluation Method are:

LIFO - Last In First Out

The stock item's unit price is the unit price of the last batch entered in the stores

FIFO - First In First Out

The stock item's unit price is the unit price of the first batch entered in the stores

AVG - Moving Aerage Price

The stock item's unit price is the ratio between the closing value and closing quantity for the smallest accounting period, where the closing quantity/value is the sum of the opening quantity/value (i.e., the quantity/value at the beginning of the accounting period), the received quantity/value and the quantity/value adjustments subtracted by the quantity/value issued

STD - Standard Rate

The stock item's unit price is the standard rate defined in Stock Register

LST - Last Price

The stock item's unit price is the unit price of the last receipt made for the item

Standard rate

This is the standard unit rate of the stock item. It is a mandatory numeric information if the stock item's evaluation method is STD - standard rate.

Maximum lead

This information represents the longest *lead time* i.e. time taken (in days) to procure the stock item in the current store. It is an information not accessible to the user, automatically managed by the system.

Minimum lead

This information represents the shortest time taken (in days) to procure the stock item in the current store. It is an information not accessible to the user, automatically managed by the system.

Average lead

This information represents the average time taken (in days) to procure the stock item in the current store. It is an information not accessible to the user, automatically managed by the system.

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Transaction tab

This tab displays the details on the transactions performed on the item in the current store, over the various accounting periods (defined in COSWIN Configuration).

The information displayed is read-only and automatically managed by the system.

Monthly Consumption tab

This tab displays the monthly consumption quantity of the item in the current store. Also displayed are the total consumption values for current year, previous year and the year before previous year.

The information shown is read-only and automatically managed by the system.

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For each month of the current year it is displayed the stored item consumption (monthly consumption). In addition to the monthly consumption values the system presents also the following information:

Total current year

This is the stored item's total consumption quantity for the current year, read-only information. It is the sum of consumption for all the months of the current year.

Currency current year

This is the standard currency established in COSWIN configuration, read-only information. It is the value of the **Global / General Parameters / Standard Currency** parameter.

Value current year

This is the value of stored item's total consumption quantity for the current year, read-only information.

Total year-1

This is the stored item's total quantity consumption for the previous year, read-only information.

Currency year-1

This is the standard currency established in COSWIN configuration, read-only information. It is the value of the **Global / General Parameters / Standard Currency** parameter.

Value year-1

This is the value of stored item's total item quantity consumption for the previous year, read-only information.

Total year-2

This is the stored item's total quantity consumption for the year before the previous year, read-only information.

Currency year-2

This is the standard currency established in COSWIN configuration, read-only information. It is the value of the **Global / General Parameters / Standard Currency** parameter.

Value year-2

This is the value of the stored item's total quantity consumption for the year before the previous year, read-only information.

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Averages tab

This tab displays the average issue and receipt quantities and value of the item in the current store, over the various accounting periods (defined in COSWIN Configuration).

The information displayed is read-only and automatically managed by the system.

Issue quantity

This is the average issued quantity of the stored item in a specific accounting period, read-only information.

Receipt quantity

This is the average receipt quantity of the stored item in a specific accounting period, read-only information.

Issue cost

This is the average issued cost of the stored item in a specific accounting period, read-only information.

Receipt price

This is the average receipt price of the stored item in a specific accounting period, read-only information.

Lead time

This is the average duration of stored item procurement in a specific accounting period, read-only information.

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Cumulative tab

This tab displays the cumulative issue and receipt quantities and value of the item in the current store, over the various accounting periods (defined in COSWIN Configuration).

The information displayed is read-only and automatically managed by the system.

Opening quantity

This is the stored item's total stock quantity at the beginning of a specific accounting period, read-only information.

Opening value

This is the value of the stored item's total stock quantity at the beginning of a specific accounting period, read-only information.

Receipts quantity

This is the stored item's total receipted quantity for a specific accounting period, read-only information.

Receipts value

This is the value of the stored item's total receipted quantity for a specific accounting period, read-only information.

Issues quantity

This is the stored item's total issued quantity for a specific accounting period, read-only information.

Issues value

This is the value of stored item's total issued quantity for a specific accounting period, read-only information.

Adjustments quantity

This is the stored item's total adjusted quantity for a specific accounting period, read-only information.

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Adjustments value

This is the value of stored item's total adjusted quantity for a specific accounting period, read-only information.

Closing quantity

This is the stored item's closing stock quantity at the end of a specific accounting period, read-only information. It is the sum of the opening quantity, receipted quantity and adjusted quantity subtracted by the issued quantity.

Closing value

This is the stored item's closing stock value at the end of a specific accounting period, read-only information. It is the sum of the opening value, receipted value and adjusted value subtracted by the issued value.

Summary tab

This tab displays the overall summary on the transaction performed on the item in the current store.

The information displayed is read-only and automatically managed by the system.

Total

This is the stored item's total quantity available, read-only information. It is the sum of stored item's free and reserved quantities.

Currency

This is the standard currency in which the stored item's total quantity available is expressed, read-only information. It is the value of the **Global / General Parameters / Standard Currency** parameter.

Value

This is the total value of the stored item available, read-only information. It is computed based on stored item's evaluation method in the following way:

For stored items having LAST evaluation method the total value is either the total quantity multiplied by the last receipt unit price, if the last receipt unit price is different than zero, or the total quantity multiplied by one of the following ratios:

Between the opening value and opening quantity of the smallest accounting period, when the parameter **Stores / Item Parameters / Adjustments while adding** is set.

Between the adjustments value and adjustments quantity made in the smallest accounting period

For stored items having other evaluation methods, the total value is the sum of the opening value (the value at the beginning of the accounting period), receipts value and adjustments value subtracted by the issues value made in the smallest accounting period.

Free

This is the stored item's free quantity, read-only information.

Reserved

This is the stored item's reserved quantity, read-only information. It is computed as the sum between the under reservation and frozen quantities. The under reservation quantity is the quantity under demand but not issued. The frozen quantity is the quantity not touchable from all batches.

Frozen

This is the frozen quantity of the stocked item, read-only information. It represents the stocked item's quantity not touchable from all the batches.

Inspection

This is the stored item's total quantity under inspection, read-only information automatically managed by the system.

On request

This is the stored item's total quantity on request, read-only information automatically managed by the system.

On order

This is the stored item's total quantity on order, read-only information automatically managed by the system.

Expected return

This is the stored item's total quantity expected to return to stores (for non-consumable stocked items), read-only information automatically managed by the system.

Under repair

This is the stored item's total quantity under repair, read-only information automatically managed by the system.

Request reference

This is the stored item's last purchase request reference, read-only information.

Request date

This is the stored item's last purchase request date, read-only information.

Request quantity

This is the stored item's last requested quantity, read-only information.

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Order reference

This is the stored item's last purchase order reference, read-only information.

Order date

This is the stored item's last purchase order date, read-only information.

Order quantity

This is the stored item's last ordered quantity, read-only information.

Delivery reference

This is the stored item's last delivery reference, read-only information.

Delivery date

This is the stored item's last delivery date, read-only information.

Delivery quantity

This is the stored item's last delivered quantity, read-only information.

Reservation reference

This is the stored item's last reservation reference, a read-only information.

Reservation date

This is the stored item's last reservation date, a read-only information.

Reservation quantity

This is the stored item's last reserved quantity, a read-only information.

Issue reference

This is the stored item's last issue reference, read-only information.

Issue date

This is the stored item's last issue date, read-only information.

Issue quantity

This is the stored item's last issued quantity, read-only information.

Work order identifier

This is the stored item's last work order number, read-only information. It is the work order for which the stored item was last issued or the work order from which the stored item was last returned.

Work order date

This is the stored item's last work order date, read-only information. It is the schedule date of the work order for which the stored item was last issued or from which the stored item was last returned.

Stock count reference

This is the stored item's last stock count reference, read-only information. It is the reference of the last stock count made against one of the stored item's locations.

Stock count date

This is the stored item's last stock count date (the date on which the physical count was done), a read-only information.

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Stock count quantity

This is the stored item's last counted quantity, read-only information. It represents the counted quantity on all stored item's counted locations.

Transfer reference

This is the stored item's last transfer reference, read-only information. It is the reference of the last transfer made for one of the stored item's locations.

Transfer date

This is the stored item's last transfer date, read-only information.

Transfer quantity

This is the stored item's last transferred quantity, read-only information. It represents the transfer quantity on all stored item's locations implied in the transfer.

Receipt price

This is the stored item's last receipt unit price, read-only information.

Issue cost

This is the stored item's current issue cost, read-only information.

Moving average

This is the stored item's moving average cost, read-only information. It is computed as the ratio between the moving value and total quantity, where the moving value is the sum of the opening value (the value at the beginning of the accounting period), receipts value and adjustments value subtracted by the issues value made in the smallest accounting period.

2.1.5 Store Bin Details

The Store Bin Details window looks by default as follows:

To Add a New Bin to a Store

Select the Bin tab and click on the ![button] button and specify the Bin code.

Click on the ![button] button to save the record.

To Delete a Bin from a Store

The bin can be deleted from a store provided there is no item present in the store bin.

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Select the Bin tab and click on the icon to delete the current bin.

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2.2 DEFINE ITEM GROUPS

Path: Stores / Reference Directory / Item Groups

You can group similar items together to make certain processes of COSWIN easier, faster and more practical. The items can be grouped using any criteria.

For example, the stock items can be classified as raw materials (RAW), fuels (FUE), pipes (PIP) and fittings (FIT) and so on.

Item groups are mainly used to:

❑ Restrict the number of stock items for a COSWIN process. In this case the item groups act as selection criteria. For the above example, you can generate automatic purchase requests only for items belonging to raw materials and fittings or you can carry out physical inventory only for items under fuels and fittings.

❑ Provide the default values for the stock item attributes, and mainly the evaluation method.

NOTE: To use the Item Groups to classify stock items, the **Use Item Groups** option in COSWIN Store Configuration/Item Parameter must be checked.

Select from COSWIN menu *Stores / Reference Directory / Item Groups* to launch the Item Group Details module.

The Item Group Details window looks by default as follows:

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Detailed Field Descriptions:

Group Code

This is the item group's identifier, a mandatory information of 10 alphanumeric characters. It must be unique among all the item groups defined.

A selector trigger button (or F2 key) linking to Item Group Selector is available.

Group Description

This is the item group's description, an optional information of maximum 30 alphanumeric characters.

Details tab

Last Modified date

This is the date when the item group was created or last updated. It is a read-only information automatically managed by the system.

How Value?

This is the item group evaluation method. It represents the method used to compute the price of the stock items belonging to the item group. The available values are:

LIFO - last in first out

FIFO - first in first out

STD - standard rate

AVG - moving average

LST - last price

(Please refer below for a detailed description of the evaluation methods)

Count Frequency

This is the item group physical count periodicity measured in days. It represents how often the stock items of the group should be physically counted. It can take positive values in the range 0-9999. The default proposed count frequency in ADD mode is 0.

Auto request?

If checked, purchase requests can be automatically generated when the available quantity of the stock items belonging to the item group is below the order level. This value can be overridden at individual stock item level in Stock Register Module. When creating a new item group, system will propose an initial value for this field according to that defined at the *Generate Auto PR's* parameter of COSWIN Configuration's Purchase / Purchase Request.

Inspect?

If checked, all the items belonging to the group will be by default put under inspection when the new stock are received into stores. This value can be overridden at individual stock item level in Stock Register Module.

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Auto reserve?

If checked, COSWIN will generate stock demand automatically from the Work Order for the stock indicated in WO. This value can be overridden at individual stock item level in Stock Register Module. When creating a new item group, system will propose an initial value for this field according to that defined at the *Allow Reservations* parameter of COSWIN Configuration's Stores / Item Parameters.

Issue From Main Store?

If checked, COSWIN will propose by default to issue from the main store during a stock issue.

Auto Add Batch?

If checked, indicates that system will automatically propose a new batch upon receiving of new stock.

The Evaluation Methods:

They determine the price computation methods when issuing spares:

LIFO – Last In First Out
The price is the MAVG (Moving Average Price) of the last location created for the item. This method requires a multi-location management. A new location must be created for each stock, receipt.

FIFO – First In First Out
The price is the MAVG of the first location created for the item. This method also requires a multi-location management.

MAVG – Moving Average Price
The price is equal to the value of the item in stock (sum of the values of stock receipts) divided by the quantity of the item in stock.

LAST – Last Price

The price of the last location created

STD – Standard Rate

It is the standard price indicated on the stock register.

The evaluation method defined for the group will be assumed for the equipment attached to this particular group and it will be impossible to modify at the item level.

Costs tab

As in the case of the store, a summary on the values of stock involved in the various transactions performed in the store is available through the **Costs** tab.

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2.2.1 To Add a New Item Group

The minimum information required adding a new item group in the database is:

o   Item Group identifier

Click on the [icon] icon to launch the ADD window.

2.2.2 To Modify an Item Group

All the item group details can be modified except the Item Group's identifier.

If the item group evaluation method is modified, the user will be asked to confirm the update of the evaluation method for all item group's stock items to the new evaluation method.

Click on the [icon] icon to save the modification made.

2.2.3 To Delete an Item Group

The item group cannot be deleted if there are items defined under this group.

Click on the [icon] icon to delete the current item group.

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2.3 DEFINE UNITS

Path: Stores / Reference Directory / Units

A measurement unit, referred in the following as *unit*, represents a specified amount of a quantity, as of length, volume, or piece, by comparison, with which any other quantity of the same kind is measured.

The item units reference directory maintains data on all the units of measurement required for the stock items, maintenance items, etc.

The module also maintains the conversion ratios between measurement units. This is necessary when the storage units and order units are different.

Select from COSWIN menu *Stores / Reference Directory / Units* to launch the Units Details module.

The Units Details window looks by default as follows:

Detailed Field Descriptions:

UOM

This is the unit identifier, a mandatory information of maximum 6 alphanumeric characters. It must be unique among all the units.

A selector trigger button (or F2 key) linking to Units Selector is available.

Description

This is the description of the unit, an optional information of maximum 30 alphanumeric characters.

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2.3.1 To Add a New Unit

The minimum information required to add a new unit is

o   Unit identifier

Click on the [icon] icon to launch the ADD window.

2.3.2 To Modify an Unit

The only information that can be modified in the unit is the description of the unit. The conversion factors of the base measurement unit to other units can also be modified.

Click on the [icon] icon to save the modification made.

2.3.3 To Delete an Unit

The measurement units and their associated conversion factors cannot be deleted if they are currently in use:

o   There are stock items using the measurement unit as stock unit or order unit

o   There are items in receipts using the measurement unit

o   There are items supplied by a supplier using the measurement unit

o   There are items in purchase requests using the measurement unit

o   There are items in purchase orders using the measurement unit

o   There are items in invoices using the measurement unit

o   There are items in quotations using the measurement unit

o   There are spares/tools using the measurement unit

The process that determines whether a measurement unit can be deleted or not might take a long time. The user will be asked to confirm his delete choice.

Click on the [icon] icon to delete the current Unit.

2.3.4 To Convert from one Unit to another

To declare a conversion factor from unit A to B

•   Select the unit A at the **Units** field at the top of the window.

•   Click on the **Conversions** sub-window and click on the [icon] button.

•   The following Conversion Detail window appears:

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- Specify the unit B at the **Units** field.
- Enter the desired conversion factor in the **Conversion Factor** field from the Conversion Details window.

When declaring factors of conversion, we must start from the largest unit.

EXAMPLE: 1 tonne = 1000 kilograms and not 1 kg = 1/1000 tones

Once the conversion factor from unit A to B is defined, COSWIN automatically determines the conversion from B to A.

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2.4 DEFINE COST CENTRES

Path: Stores / Reference Directory / Cost Centres

The *cost centres* are costs consolidation points used to maintain data on certain stock transactions for each accounting period.

The cost centres reference directory maintains data on all the cost centres with certain period-to-date-totals for each cost centre.

Cost centres are mainly used in COSWIN as:

- Costing points where the cost of the issues must be charged

- Costing points where the value of the invoices must be apportioned and charged

NOTE: This file is common to the three COSWIN general modules, Maintenance, Stock and Purchases. Any creation or modification of a cost centre in one of these modules will be reflected in the other two.

Select from COSWIN menu *Stores / Reference Directory / Cost Centre* to launch the Store Cost Centre Details module.

The Store Cost Centre Details window looks by default as follows:

Detailed Field Descriptions:

The dashboard accessible through the **More** tab indicates the monthly consumption for the last and current year. **In Add mode, it is possible to input values in the field of the current year** (if, for example, the accounting period had already begun when the cost centre was added).

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Cost centre

This is the cost centre identifier, a mandatory information of maximum 16 alphanumeric characters. It must be unique among all cost centres (no matter where the cost centre was defined, i.e., in maintenance, in stock or in purchase).

A selector trigger button (or F2 key) linking to Store Cost Centre Selector is available.

Description

This is the description of the cost centre. It is an optional information of maximum 40 alphanumeric characters.

Last modified date

This is the date when the cost centre was last modified. It is a read-only information automatically updated by the system.

Budget

This is the estimated consumption value for a defined accounting period of time charged to the cost centre. It is an optional numeric data item. The budgeted consumption values are displayed in ascending order of accounting period and therefore they also define a series of ascending values.

Consumption

Represents the total consumption value charged against the cost centre in each of the defined accounting periods. The value charged against the cost centre represents the value of all issues based on the cost centre made in the accounting period. It is a read-only information automatically managed by the system.

More tab

The More tab displays the Monthly Consumption per cost centre for the current and last year.

NOTE: In Add mode, it is possible to input the consumption values for the current year, if the accounting period has already begun before the cost centre is added.

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2.4.1 To Add a New Cost Centre

The minimum information required to add a new cost centre is

o   Cost Centre identifier

Click on the ⬚ icon to launch the ADD window.

2.4.2 To Modify a Cost Centre

The information that can be modified at the level of stock cost centre consists of the cost centre description and the budgeted values.

Click on the ⬚ icon to save the modification made.

2.4.3 To Delete a Cost Centre

A cost centre and its associated data cannot be deleted if it is in use:

o   It is the default, suspense or standard cost centre

o   There are equipment having it as cost centre

o   There are maintenance jobs having it as cost centre

o   There are work orders against the cost centre

o   There are budgets against the cost centre

o   There are quotations against the cost centre

o   There are demands against the cost centre

o   There are stock counts against the cost centre

o   There are receipted items having it as cost centre

o   There are invoiced items having it as cost centre

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o   There are ordered items having it as cost center

Click on the 🗙 icon to delete the current Cost Centre.

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2.5 DEFINE KITS

Path: Stores / Reference Directory / Kits

A *kit* is a set of one or more stock items defined for a specific purpose. Usually, the stock items grouped are a logical set and have at least one factor in common.

Kits are mainly used to:

❑ Define the set of stock items required to perform a specific maintenance job. For example, suppose a job requires 100 stock items and 75 of them are required every time the job is performed. It would be a tedious affair to enter each of the 75 items individually for reservations or issues. Instead, the 75 items can be grouped to form a kit, and just the kit reference can be used for reserving or issuing the items.

❑ Assist in the material procurement planning and scheduling.

Select from COSWIN menu *Store / Reference Directory / Kits* to launch the Kits Details module.

The Kits Details window looks by default as follows:

Detailed Field Descriptions:

Kit Code

This is the kit identifier, a mandatory information of maximum 10 alphanumeric characters. It must be unique among the kits.

A selector trigger button (or F2 key) linking to Kits Selector is available.

Description

This is the description of the kit. It is optional information of maximum 50 characters.

Last modified date

This is the date when the kit was last updated. It is a read-only information automatically updated by the system.

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Kit Items List Box

Item	This is the item's reference
Description	This is the description of the selected item
Qty needed	This is the quantity of the stock items, needed in the kit
Days	This is the number of days each tool is required for this kit
Unit	This is the quantity measurement unit
Last Modified Date	The date by which the item is needed

Double click on any of the displayed items in the list box will activate the **Kit Item Details** window for the selected code.

2.5.1 To Add a New Kit

Minimum information required to add a new kit is

o   Kit identifier

Click on the ![icon] icon to launch the ADD window.

2.5.2 To Modify a Kit

Kit names can be modified. The list of items in the kit can also be modified.

Click on the ![icon] icon to save the modification made.

2.5.3 To Delete a Kit

There is no restriction for deleting a kit of items.

Click on the ![icon] icon to delete the current Kit.

2.5.4 Kit Item Details

The Kit Item Details window looks by default as follows:

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Detailed Field Descriptions:

Kit Code

This is the Kit identifier, a read-only information automatically managed by the system.

Item Code

This is the identifier of the stock item in the Kit, a mandatory information and must be an existing stock item.

A selector trigger button (or F2 key) linking to Stock Item Selector is available.

Description

This is the description of the stock item, from the kit, a read-only information automatically managed by the system.

Qty. needed

This is the quantity of the stock items, needed in the kit, a mandatory positive numeric information (is proposed 1.00).

Days

This is the number of days each tool is required for this kit, an optional positive numeric information, if the stock item is non-consumable. Otherwise, it is a read-only information automatically managed by the system.

UOM

This is the measurement unit of the stock item, a read-only information automatically managed by the system.

2.5.4.1 To Add a Stock Item to a Kit

Minimum information required to add a stock item, in a kit, is:

o   Item identifier

o   Needed quantity

Click on the 🗗 icon to launch the ADD window.

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Alternatively, click the non-standard ADD many button to add several items to the kits at the same time.

2.5.4.2 To Modify a Stock Item details in a Kit

The only information that can be modified is:

o   Needed quantity

Click on the 🖫 icon to save the modification made.

2.5.4.3 To Delete a Stock Item from a Kit

A stock item in a kit cannot be deleted if it is the last remained in the kit.

Click on the 🗷 icon to delete the current item from the kit.

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2.6 STOCK RECEIPT CATEGORY DETAILS

Path: Free / Module 2

This module is used to define the category of stock receipts that is provided as an optional detail during stock receipt. Refer to section 5.1 on Stock Receipt.

Select from COSWIN menu *Free / Module 2* to launch the Stock Receipt Category Details module.

The Stock Receipt Category Details window looks by default as follows:

Detailed Field Descriptions:

Category Code

This is the Category code, a mandatory information of maximum 16 alphanumeric characters. It must be unique among all ownerships.

A selector trigger button (or F2 key) linking to Equipment Ownership Selector is available.

Category Code Description

This is the Category description, a mandatory information of maximum 40 alphanumeric characters.

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2.6.1 To Add a New Category

Minimum information required to add a category, is:

o   Category Code

o   Category description

Click on the ⬚ icon to launch the ADD window.

2.6.2 To Modify a Ownership

All the information can be modified, except:

o   Category Code

2.6.3 To Delete a Ownership

Click on the ⬚ icon to delete the current Category.

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3. STOCK REGISTER

Stocked items are physical items used to accomplish the maintenance jobs. They are kept in the stores. The information on stock items is used throughout COSWIN Stores, Purchase and Maintenance modules. Hence, a facility to register (establish) the basic information about stock items is required.

In addition to the facility to establish stock item information, the Stock Register module also provides the user with the facility to visualise other details regarding stock items such as:

❑ Inventory status summary

❑ All stores & purchase transactions e.g., demands, issues, receipts, stock adjustments, purchase requests, purchase orders, purchase invoices, etc

❑ Period-to-date information on inventory and various transactions made during the accounting periods

❑ All suppliers for the stock item

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3.1 STOCK ITEM DETAILS

This module defines the details of a stock item.

Select from COSWIN menu *Stores / Stock / Stock Register / Details* to launch the Stock Register module.

The Stock Register window looks by default as follows:

Detailed Field Descriptions:

Item

This is the stock item's identifier, a mandatory information of maximum 16 alphanumeric characters. It must be unique among all the stock items and non-stock items from the database.

A selector trigger button (or F2 key) linking to Stock Item Selector is available.

Item Description

This is the description of the stock item, a mandatory information of maximum 40 alphanumeric characters.

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Category

This is the item's category identifier (see Equipment's category). The category is used to categorise the stock items or to filter them in several batch processes like altering the item rate. It is an optional information and must exist in the directory of Categories.

A selector trigger button (or F2 key) linking to Category Selector is available.

Right-mouse click (or F7 key) will activate the Category Details window for the current code.

Item Group

This is the stock item's group identifier. Items can be grouped upon certain criteria, in order to classify them or to inherit certain information, like the evaluation method, from the item group.

This field is mandatory if the *Use Item Groups* parameter in COSWIN Configuration's Stores / Item Parameters has been set. Otherwise, this field will not be accessible to user.

A selector trigger button (or F2 key) linking to Item Group Selector is available.

Right-mouse click (or F7 key) will activate the Item Group Details window for the current code.

Type

This is the type of the stock item, a mandatory information. The type of the item must be one of the following: (The default value proposed in stock items definition is consumable)

o **Consumable**

Consumable stock items are used for accomplishing maintenance jobs, hence they can be issued for maintenance purposes, are consumed and never returned to the stores. Examples of consumable stock items are paint, oil, screws, etc.

o **Non-consumable**

Non-consumable stock items are "borrowed" from the stores during maintenance jobs accomplish. Examples of non-consumable stock items are a hammer, a screwdriver, a drill etc.

o **Repairable**

Repairable stock items are instances of maintenance equipment and they can pass through a number of states until they become "repaired" or "garbage". The repairable stock items are also uniquely identified by their serial number.

Main Supplier

This is the stock item's *preferred supplier* identifier, an optional information of maximum 16 alphanumeric characters. More than one supplier may supply a stock item.

A selector trigger button (or F2 key) linking to Supplier Selector is available.

Part No

This is the stock item's identifier as known by the preferred supplier (usually the supplier's part number). The supplier reference is an optional information of maximum 16 alphanumeric characters.

The supplier reference has a meaning only when the stock item's preferred supplier is defined and has to be unique among the preferred supplier's references.

UOM

This is the unit of measurement of the stock item used in the stores, also referred as *item stock unit*. It is a mandatory information of maximum 6 alphanumeric characters. It must exist in the directory of Measurement Units.

A selector trigger button (or F2 key) linking to Units Selector is available.

Right-mouse click (or F7 key) will activate the Units Details window for the current code.

Authority

This is the company entity under which the stocked item belongs. It is a mandatory information. If not specified the default authority defined in COSWIN Configuration will be used.

A selector trigger button (or F2 key) linking to Company Entity Selector is available.

Right-mouse click (or F7 key) will activate the Company Entity Details window for the current code.

Last Modified on

This is the date when the stock item was created or last updated. It is a read-only information automatically managed by the system.

At

This is the time when the stock item was created or last updated, a read-only information automatically managed by the system.

Shelf Life (Y/N)

This is to indicate if there is a shelf life for the stock item. It is an optional information.

Details tab

Bar code

This is the item's bar code, a read-only information automatically managed by the system, based on the *Bar Code Option* parameter in COSWIN Configuration's Stores / Item Parameters. The available values for the parameter and the corresponding system behaviours are:

- o Bar code based on the item code
- o Bar code as serial number
- o Bar code as date, time and station identifier

The information is optional in the first case but the bar code should be unique among stock items' bar codes. The information is not accessible and it is automatically managed by the system in the other two cases.

Cost centre

This is the stock item's cost centre where the cost details of the stock item are to be logged.

The entered value must be an existing cost centre already defined in the directory of cost centres. The default cost centre defined in COSWIN Configuration will be proposed by the system during stock item creation.

This field is mandatory if the *Use Cost Centres* parameter in COSWIN Configuration's Stores / General Parameters is set. Otherwise this field is not accessible to user.

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A selector trigger button (or F2 key) linking to Cost Centre Selector is available.

Right-mouse click (or F7 key) will activate the Store Cost Centre Details window for the current code.

Main Store

This information specifies the stores in where the item is normally kept. It is an optional information of maximum 10 alphanumeric characters. The entered value must exist in the directory of Stores.

A selector trigger button (or F2 key) linking to Stores Selector is available.

Right-mouse click (or F7 key) will activate the Store Details window for the current code.

Main Store description

This is the Main stores' description, a read only information automatically managed by the system.

Qty Digits

This information specifies the number of decimal digits that will be used to display the item quantities. It is a mandatory numerical information with values in the range 0..6. The default value proposed by the system during stock item creation is the value defined in the parameter *Quantity Digits* of COSWIN Configuration's Stores / Item Parameters.

The quantity digits of Repairable stock items is always zero and the system does not allow user access to quantity digits for such items.

Maximum Qty

This is the maximum quantity of the stock item that should be maintained in the stores, an optional numeric information.

Minimum Qty

This is the minimum quantity of the stock item that should be maintained in the stores, an optional numeric information.

Reorder Qty

This is the stock item's limit of stored quantity below which purchase orders would need to be raised to replenish the stock. It is an optional numeric information.

E. O. Qty

This is the (economic order) quantity of stock item that is to be ordered for optimal usage of the stores or for optimal purchase price. It is an optional numeric information.

Population

This is the population information of the stock item. It is an optional numeric information.

Hazardous

If checked, indicates the stocked item involve hazards.

Evaluation Method

This is the stock item's unit price evaluation method. It is an information automatically managed by the system and not accessible to the user. If the Item Group is being used (ie, the *Use Item Groups* parameter in COSWIN Configuration's Stores / Item Parameters is set), then the information is inherited from that of the stock item group. Otherwise, the information is the value defined in the *Accounting Method* parameter of COSWIN Configuration's Stores / General Parameters.

The possible values for Evaluation Method are:

LIFO - Last In First Out

The stock item's unit price is the unit price of the last batch entered in the stores

FIFO - First In First Out

The stock item's unit price is the unit price of the first batch entered in the stores

AVG - Moving Aerage Price

The stock item's unit price is the ratio between the closing value and closing quantity for the smallest accounting period, where the closing quantity/value is the sum of the opening quantity/value (i.e., the quantity/value at the beginning of the accounting period), the received quantity/value and the quantity/value adjustments subtracted by the quantity/value issued

STD - Standard Rate

The stock item's unit price is the standard rate defined in Stock Register

LST - Last Price

The stock item's unit price is the unit price of the last receipt made for the item

Standard Rate

This is the standard unit rate of the stock item. It is a mandatory numeric information if the stock item's evaluation method is STD - standard rate.

Order UOM

This is the unit of measurement used for stock item purchasing. The order units for a stock item may differ from its stock units. For example, a stock item whose quantities are stored in centimetres may be purchased in meters.

It is a mandatory information of maximum 6 alphanumeric characters. The entered unit must exist in the directory of Measurement Units.

The system considers, by default, that the stock item's stock units and order units are the same.

If the entered stock item's order units are different than the stock units then the conversion factor between the units, if any, is automatically retrieved by the system.

The order units of repairable stock items (see paragraph Type) are always the same as stock units and the system does not allow user access to the order units in this case.

A selector trigger button (or F2 key) linking to Units Selector is available.

Right-mouse click (or F7 key) will activate the Units Details window for the current code.

Conversion Factor

This is the conversion factor from stock item's stock units to order units. It is a numeric information accessible to the user if the stock item's stock and order units are not the same.

The conversion factor is always 1 for repairable stock items since repairable stock units and order units are the same.

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More tab

The **More** tab provides complementary information to the stock item:

ABC Class

This is the conventional classification of stock item namely Class A, Class B or Class C. The default proposed value during stock item definition is Class A.

Stockout Risk %

This information specifies the risk of running the stores operations without the availability of the stock item in term of percentage. A lower value indicates that you can afford to run out of stock. It is an optional numeric information.

Criticality

This information defines the criticality of the stock item, namely Not critical or Critical. The default proposed value during stock item definition is not critical.

Count Frequency

This information defines how often (in days) that the stock item must be physically counted. It is an optional numeric information.

If Item Groups is to be used (ie, the *Use Item Groups* parameter in COSWIN Configuration's Stores / Item Parameters is set), then the initial value of this information during creation of new item is taken from the stock item's item group Count Frequency information.

GST

This field denotes the value-added tax rate that the supplier will charge. It is for information and not used in any computation.

Cyclic Re-order

This flag, if checked, allows cycle re-ordering of stock using Auto Generation of Purchase Request Report.

No. of days in Cycle

This denotes the number of days in the re-order cycle.

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Max Lead

This information represents the longest *lead time* i.e. time taken (in days) to procure the stock item from raising Purchase Order to receiving the stock. It is an information not accessible to the user, automatically managed by the system.

Min Lead

This information represents the shortest time taken (in days) to procure the stock item from raising Purchase Order to receiving the stock. It is an information not accessible to the user, automatically managed by the system.

Ave Lead

This information represents the average time taken (in days) to procure the stock item from raising Purchase Order to receiving the stock. It is an information not accessible to the user, automatically managed by the system.

Plan Ahead

This information defines the number of days in advance that the procurement of the stock item has to be planned. It is an optional numeric information. Its default value during stock item definition is defined in the *Plan Ahead Days* parameter of COSWIN Configuration's Stores / Item Parameters.

Original Price Currency

This is the currency for stock item's original price. It is a mandatory information that can take up to 3 alphanumeric characters. The default value proposed by the system during stock item creation is the *Standard Currency* defined in COSWIN Configuration's Global / General Parameters.

Original Price

This is the original price for the item, an optional numeric value.

First Procured Date

This is the date when the stock item was first procured, an optional information. The default proposed value during stock item definition is the current date.

Original Supplier

This is the identifier of the supplier who first supplied the stock item. It is an optional information that can take up to 16 alphanumeric characters.

Original Supplier Description

This is the description of the original supplier, an information not accessible to the user, automatically managed by the system.

Drawing No

This is the drawing number related to the stock item. It is an optional information.

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Keppel Steria Consortium (KSC)		C756
Reference: 756/PMP/8029f/A756/PMP/80 29f/A756/PMP/8029f/- KSC Version: 2.12.12.0	MAINTENANCE MANAGEMENT SYSTEM COSWIN STORECOSWIN STORE	Page: 45 Date: 21 August 200221 August 20023 June 2002

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Locations tab

The purpose of the **Locations** tab is to add, modify and delete stock item's locations.

Stock items reside in locations. A *location* is the place occupied by a stock item. It is defined in terms of its store, bin and batch. Several restrictions are imposed to stock item locations:

o   Each stock item must have at least a location

o   Each location must be unique, i.e., the combination of location's store, bin and batch must be unique

o   The stock inside a location should not decrease below zero

o   The location's bin should be among the location's store's bins

Double click on any of the displayed locations in the list box will activate the ***Item Location Details*** window for the selected code.

Batches tab

A *batch* is a quantity or number of stock items taken together because of identical supplier, warranty or expire date, quality, etc. A specific batch of a stock item may be stored in several bins in different stores.

The stock for a stock item is maintained separately for each location, i.e. at the level of each store, each bin and each batch.

The Batches Module works within the Stock Register Module. It can be accessed through the **Batches** tab in the Stock Register window.

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Double click on any of the displayed batches in the list box will activate the *Item Batch Details* window for the selected code.

Alternate tab

It is possible in some cases that a stock item may be used in place of another stock item. The stock item that can replace another one is called *alternate* stock item. We will call the replaced stock item *original* stock item*.*

The Alternate Items tab in Stock Register Module is to specify alternate items that can replace the original ones.

Details	More	Locations	Batches	Alternate						
⊺ Item	⊺ Description		Free Qty	⊺ UOM	Flag	⊺ Type	⊺ Category	⊺ Group	⊺
ELEHV/ELE/AG/04	Processor Module for MBCC (IMP)		2. PIECE	Y	0	NEL	POWER	A

Double click on any of the displayed alternate items in the list box will activate the *Alternate Item Details* window for the selected code.

3.1.1 To Add a New Stock Item

The minimum information required to define a stock item is:

o Item code

o Item description

o Bar code (see paragraph Bar code for more details)

o Item group (see paragraph Item group for more details)

o Type

o Units

o Cost centre (see paragraph Cost centre for more details)

o Quantity digits

o Order Units

Click on the 🗗 icon to launch the ADD window.

3.1.2 To Modify a Stock Item

All information related to the stock item can be modified.

However, to modify the item code, you will need to make use of the non-standard Alter Code button:

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Current Item code: BO-0001

New Item code:

Cancel   OK

Specify the new item code and click the ⬚OK button to confirm the change.

The following criteria must be satisfied before the new code can be accepted:

o The new code should not be an existing stock item code.

o The new code should not be the bar code of an existing stock item if **Stores / Item Parameters / Bar Code Option** parameter is set to bar code based on item code

3.1.3 To Delete a Stock Item

A stock item cannot be deleted if:

o Its free and reserved quantities are not equal to 0

o It is a member of a kit

o Transactions are pending for it (it is used in a demand, issue, receipt, invoice, purchase order, request or quotation)

Click on the ⬚ icon to delete the current Stock Item.

3.1.4 To Modify the Rate for a collection of Stock Items

COSWIN provides a non-standard Alter Rate button to change the rate of a collection of items by a specified percentage:

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Specify the criteria to select the stock items for the rate change:

Type

Specify lower and upper limit. If left blank, both consumables (type 0), non-consumables (type 1) and repairable (type 2) are assumed.

ABC Class

Specify lower and upper limit. If left blank, lower limit is taken as A and upper limit as C; that is A, B and C Class items are considered.

Category

If you select the check box, you will enter the pick list for categories. Pick and press F2. Alternately you can give a lower and upper limit. If left blank, all categories are considered.

Group

If you select the check box, you will enter the pick list for group. Pick and press F2. Alternately you could give a lower and upper limit. If left blank, all groups are considered.

Item code

Specify lower limit and upper limit. If left blank, all items are considered.

Inflate/Deflate

Specify the percentage by which you want to inflate or deflate the rate. To deflate give a negative value.

Click on non-standard [Change] button to activate the change. Once the change is done, system will display the list of altered rate items with their new rates:

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NOTE:

You cannot alter the rate of the items, if someone else is using COSWIN. In such a case, you will get the message: *Could not lock database.*

If Alter Rate option is in progress, other users will not be able to use COSWIN.

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3.1.5 Item Location Details

The Item Location Details window looks by default as follows:

Detailed Field Descriptions:

Item code

This is the stock item's identifier, a read only information automatically managed by the system.

Store

This is the location's store identifier, the store where the stock item will be kept. It is a mandatory information and must exist in the directory of Stores. System will propose stock item's main stores as default.

A selector trigger button (or F2 key) linking to Store Selector is available.

Right-mouse click (or F7 key) will activate the Store Details window for the current code.

Bin

This is the location's bin identifier, the bin where the registered stock item is to be added. It is a mandatory information and must exist in among the location's store bins.

A selector trigger button (or F2 key) linking to Bins Selector is available.

Batch

This is the location's batch identifier, the registered stock item batch. It is a mandatory information of maximum 12 alphanumeric characters.

During location definition process, the system will propose a batch identifier template with the format ddmmyy*, where ddmmyy stands for the current date. If accepted, the * character will expand to a serial number and the generated batch identifier will be of the form ddmmyynnnnnn, where nnnnnn stands for the generated serial number.

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C/NC Status

This is the consumable and non-consumable stocked item's status. It is a mandatory information and can have the following values:

o Available

o Damaged

o Quarantined

o For return

Serial No

This is the repairable stock item's serial number associated to the location. This information is mandatory for repairable stock items' locations and it can take up to 12 alphanumeric characters. The serial number is not accessible for consumable and non-consumable stock items' locations.

The serial number should be unique among one repairable stock item's locations (serial numbers).

LRU Status

This is the repairable stock item's status, hence accessible only for repairable stock items' locations. It is a mandatory information and can have the following values:

0 - Available

1 - To repair

2 - Under repair

3 - Garbage

Free quantity

This is the stock item's free quantity in current location. It is a read-only numeric information.

Reserved quantity

This is the stock item's reserved quantity in current location. It is a read-only numeric information.

Total quantity

This is the stock item's total quantity in current location, i.e. the sum of free quantity and reserved quantity. It is an optional numeric information.

During location creation, there will not be any reserved quantity, hence total quantity will be considered free quantity.

Value

This is the value of stock item's total quantity in current location, i.e. the total quantity multiplied by stock item unit rate. This is an optional numeric information.

During location creation, COSWIN will use the stock item standard rate to compute and propose the value of stock item's total quantity in the location. Subsequently, COSWIN will use the location's batch rate from Batch Details to compute the value of stock item's total quantity in the location.

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3.1.5.1 To Add a New Location to a Stock Item

The minimum information required to add a location is:

o Store

o Bin

o Batch

o Serial number, only for repairable items

o Status, only for repairable items

Click on the ⬚ icon to launch the ADD window.

3.1.5.2 To Modify a Location Details of a Stock Item

The information that cannot be modified are:

o Item code

o Free quantity

o Reserved quantity

3.1.4.3 To Delete a Location from a Stock Item

Use the **Location Deletion** module under the COSWIN menu Store / Stock to delete a location.

3.1.6 Item Batch Details

The Item Batch Details window looks by default as follows:

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Detailed Field Descriptions:

Batch Code

This is the batch's identifier, a mandatory information of maximum 12 alphanumeric characters.

Last modified on

This is the date when the batch was created or last updated. It is a read-only information, automatically managed by the system.

At

This is the time when the batch was created or last updated. It is a read-only information, automatically managed by the system.

Date

This is the batch's creation date. It is a read-only information, automatically managed by the system.

Expire Date

This is the date on which the batch's stock items expires, an optional information.

Warranty Date

This is the date on which the warranty for the batch's stock items expires, an optional information.

Quality Code

This is the quality code for the batch's stock items, an optional single digit information.

Frozen?

This information, if set, specifies that the batch is frozen, i.e. the stock items in the batch are marked as untouchable, for different reasons.

Free Qty

This is the free quantity of batch's stock items. It is a read-only information, automatically managed by the system.

Reserved Qty

This is the reserved quantity of batch's stock items. It is a read-only information, automatically managed by the system.

Total Qty

This is the total quantity of batch's stock items, i.e., the sum between free quantity and reserved quantity. It is a read-only information, automatically computed by the system.

Batch Rate

This is unit rate of the batch's stock items. It is a read-only information, automatically computed by the system according to the batch's stock items' evaluation method in the following way:

o   For stock items with evaluation method LAST, the batch rate is equal to the stock items' last receipt unit price, if any, or stock items' standard rate.

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- o For stock items having other evaluation method (LIFO, FIFO, MAVG or STD), it is the ratio between the registered batch value and the batch total quantity.

Batch Value

This is the value of the batch's stock items. It is a read-only information, automatically computed by the system according to the batch's stock items' evaluation method in the following way:

- o For stock items with evaluation method LAST, the batch value is equal to batch total quantity multiplied by the stock items' last receipt unit price, if any, or stock items' standard rate.
- o For stock items having other evaluation method (LIFO, FIFO, MAVG or STD) is the registered batch value.

The registered batch value is equal to the sum of all batch's locations values.

3.1.6.1 To Modify Batch Details of a Stock Item

The following information can be modified

- o Expire date
- o Warranty date
- o Quality code
- o Frozen flag.

3.1.7 Alternate Item Details

The Alternate Item Details window looks by default as follows:

Detailed Field Descriptions:

Item Code

This is the identifier of an alternate stock item, a mandatory information. It must exist in the directory of stock items.

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A selector trigger button (or F2 key) linking to Stock Item Selector is available.

Description

This is the alternate stock item description, a read-only information, automatically managed by the system.

Reverse

If checked, indicates that the relationship between the original stock item and the alternate stock item holds in both directions, i.e., if the original stock item can also replace the alternate stock item.

Free Quantity

This is the alternate stock item's free quantity available in the stock, a read-only numerical information, automatically computed by the system.

UOM

This is the alternate stock item's measurement unit (stock units), a read only information automatically managed by the system.

3.1.7.1 To Add a new Alternate Item to a Stock Item

Minimum information required to add an alternate stock item is:

o   Item code

o   Reverse flag

Click on the [icon] icon to launch the ADD window.

It is possible to add several alternate stock items at the same time by clicking on the non-standard ADD x button in the list window of alternate stock items tab. The alternate stock items may be picked from the list of all stock items, **Items Selector**. The relationships that will be created between the original stock items and the picked alternate stock items will be bi-directional (Reverse will be set to TRUE).

3.1.7.2 To Modify the Alternate Item Details of a Stock Item

The only information that can be modified is the Reverse flag, ie, the bi-directional character of the relationship.

3.1.7.3 To Delete the Alternate Item from a Stock Item

Deletes the current alternate item without any restrictions. In the case where a bi-directional relationship is implied, both directions of the relationship will be deleted.

Click on the [icon] icon to delete the current Alternate item.

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3.2 STOCK ITEM GENERALITIES

The Item Generalities Module works in conjunction with the Stock Register Detail Module. This module gives you access to the following information complementary to the stock item:

- The attributes of the stock item

- The stock item's long description

- The stock item's remarks

- The stock item's technical specifications (attributes)

Select from COSWIN menu *Store / Stock / Stock Register / Generalities* to launch the Item Generalities module.

The Item Generalities window looks by default as follows:

Detailed Field Descriptions:

Item

This is the stock item's code for which the additional information is managed. The entered identifier will always be checked against the directory of Stock Items.

A selector trigger button (or F2 key) linking to Stock Item Selector is available.

Item description

This is the description of the stock item, a read-only information automatically managed by the system.

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Long Description tab

The stock item's long description may be used to further describe the stock item. It may be used to completely describe the stock item while printing purchase orders.

The interface consists of the drawing layout, where the user can write text and / or append pictures, drawings, spreadsheets and any other form of OLE information.

Item Remarks tab

This OLE multiline may be used to record any other details about the stock item. The interface consists of the drawing layout, where the user can write text and / or append pictures, drawings, spreadsheets and any other form of OLE information.

Attribute tab

Imported item ?

If checked, indicates that the stock item is imported. This flag identify whether a stock item from the stores is indigenous or imported. It is defaulted to the value of *Whether Imported* parameter in COSWIN Configuration's Stores / Item Parameters when the stock item is created.

Change supplier ?

If checked, indicates that the stock item can be ordered from a different supplier. It is defaulted to the value of *Change Suppliers* parameter in COSWIN Configuration's Stores / Item Parameters when the stock item is created.

Inspect ?

If checked, indicates the stock item requires inspection. If unchecked, then upon receipt of stock item, the stock availability will be updated with the receipt quantity, without waiting for inspection. If Item Groups is be used (ie, the *Use Item Groups* parameter in COSWIN Configuration's Stores / Item Parameters is set), then the initial value is taken from the stock item's item group Inspect information, otherwise it is taken from the *Inspect Items* parameter of COSWIN Configuration's Stores / Item Parameters.

Insured ?

If checked, indicates the stock item is to be insured. Insurance may be required for expensive stock items. It is defaulted to the value of *Whether Insured* parameter in COSWIN Configuration's Stores / Item Parameters when the stock item is created.

Auto request ?

If checked, indicates that Purchase Request will be automatically generated when the stock level reaches below re-order level. This option must be checked if this stock item is to be selected into Auto Generation of Purchase Request Report.

If Item Groups is be used (ie, the *Use Item Groups* parameter in COSWIN Configuration's Stores / Item Parameters is set), then the initial value of this field during creation of new item is taken from the stock item's item group Auto Request information, otherwise it is taken from the *Generate Auto PR's* parameter of COSWIN Configuration's Purchase / Purchase Request.

Auto reserve ?

If checked, indicates that the stock item can be reserved automatically once the work orders requiring the stock item are released.

If Item Groups is be used (ie, the *Use Item Groups* parameter in COSWIN Configuration's Stores / Item Parameters is set), then the initial value of this information during creation of new item is taken from the stock item's item group Auto Reserve information, otherwise it is taken from the *Allow Reservations* parameter of COSWIN Configuration's Stores / Item Parameters.

Issue From Main Store ?

If checked, indicates that system will propose by default to issue all the asked quantity from the main store of the item instead of from the last transacted store.

If Item Groups is be used (ie, the *Use Item Groups* parameter in COSWIN Configuration's Stores / Item Parameters is set), then the initial value of this information during creation of new item is taken from the stock item's item group Auto Reserve information.

Add Auto Batch?

If checked, indicates that system will automatically propose a new batch upon receiving of new stock.

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Maintenance tab

This tab is accessible only for repairable stock items. It displays the information on the equipments related to the repairable stock item.

G/T

This is the type of the equipment: **Geographical**-**G** or **Technical**-**T**

Eqpt Lvl

The level of the equipment in the equipment structure

Eqpt Code

The equipment's identifier

Description

The description of the equipment

Zone

The equipment's zone identifier

Function

The equipment's function identifier

Category

The equipment's category identifier

Cost Centre

The equipment's cost centre identifier

Parent Eqpt

The equipment's parent equipment identifier

System Eqpt

The identifier of the system equipment in the equipment structure

Item

The equipment's related stock item's identifier

Last Updated On

The equipment's last update date

Bar Code

The equipment's bar code

Phone

The equipment's nearest phone

Authority

The authority entity that the equipment belongs to
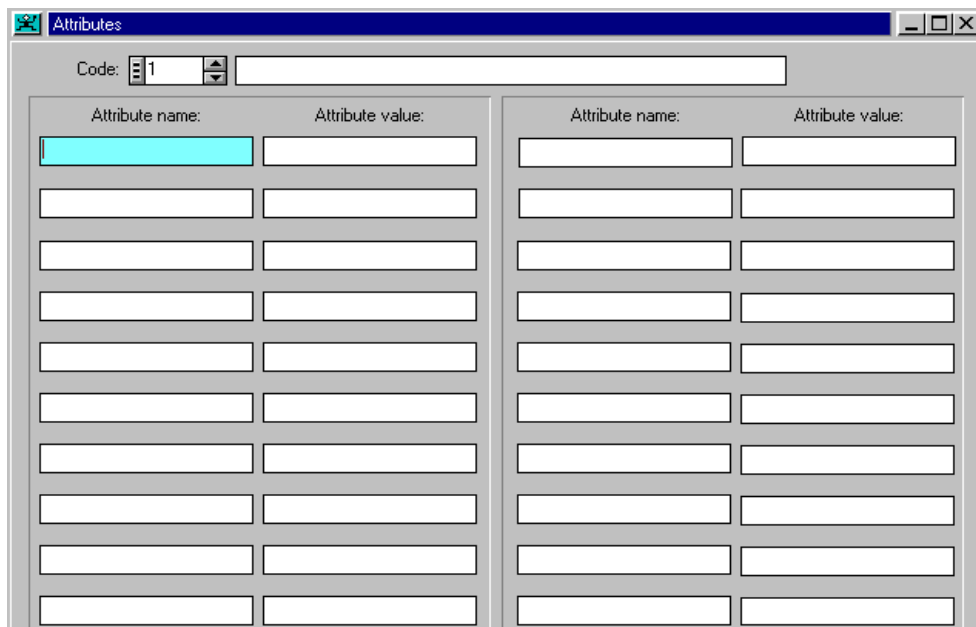
3.2.1 To Modify the Generalities Details of a Stock Item

The information in all the windows, except the Maintenance tab, can be modified without restrictions.

3.2.2 To Add Specific Attributes to a Stock Item

It is possible to associate up to 999 attribute registers per item, each consisting of up to 20 parameters. These records are defined in COSWIN Configuration (Cf. Support of formation - Configuration) and are shared with the equipment.

Click on the non-standard button Specific. and the following window will appear. Select the attribute code corresponding to the item and double-click on each line to be able to add the value of the parameter.

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3.3 STOCK ITEM STORES

This window displays the information of all stores that contain the specified stock item.

Select from COSWIN menu *Store / Stock / Stock Register / Stores* to launch the Item Stores module.

The Item Stores window looks by default as follows:

Detailed Field Descriptions:

Item

This is the stock item code for which the stores are managed.

Item description

This is the stock item's description, a read-only information.

Store List Box:

Store

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The store's identifier

Last Modified date

The store's last modification date

At

The store's last modification time

Minimum Quantity (Info 1)

The minimum quantity of the stock item required in the store

Free Quantity

The free quantity of the stock item in the store

Reserved Quantity

The reserved quantity of the item in the store

Last count date

The date when the last physical stock count of the store is done

Store name

This is the name of the store where the stock item is stored, a read-only information.

Total quantity

This is the total quantity of the stock item in the current selected store, a read-only information automatically computed by the system.

Double click onto any rows in the Store List Box and the following Item Store details window will appear:

Detailed Field Descriptions:

Store

This is the store identifier, a read-only information.

Description

This is the name of the store, a read-only information.

Free Qty

This is the free quantity for the item in the store, a read-only information.

Reserved Qty

This is the reserved quantity for the item in the specified store, a read-only information.

Total Qty

This is the total quantity for the stock item in the store, i.e., the sum of free quantity, reserved quantity and frozen quantity. It is a read-only information automatically computed by the system.

Last Modified On

This is the item store's last modification date, a read-only information automatically updated by the system.

At

This is the item store's last modification time, a read-only information automatically updated by the system.

Last stock count date

This is the item store's last count date, a read-only information automatically updated by the system when stock items in the store are counted.

Info 1 (Min Qty), Info 2, Info 3

These are user defined numerical information. They are optional information not used in any computation by the system.

3.3.1 To Modify the Stock Item Stores

The only information that can be modified are

o   Info 1 (minimum quantity)

o   Info 2

o   Info 3

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3.4 STOCK ITEM SUPPLIERS

The purpose of this window is to display the information about all the suppliers that supply the stock item. All information displayed are read-only and automatically managed by the system.

Select from COSWIN menu *Store / Stock / Stock Register / Suppliers* to launch the Item Suppliers module.

The Item Suppliers window looks by default as follows:

Detailed Field Descriptions:

Enter an existing stock item code at the **Item** input field and the details on the associated suppliers will be displayed. You may select the Item from the Items Selector window by pressing **F2** key or use the selector button at the Item field.

Suppliers List Box:

Supplier code	The supplier's identifier

Part No.	The supplier's reference (part number) for the stock item
Currency	The supplier's currency
Unit price	The supplier's unit price for the stock item
Last PO date	This is the date of last order or supply
Lead Time	The lead time (in days) for the supplier to supply the item
UOM	The measurement unit in which the stock item is ordered for this supplier
# PO/Current Yr	The number of times the stock item has been ordered from the supplier, in the current year
# PO/To date	The number of times the stock item has been ordered from the supplier, till now

Supplier Name

This is the full name of supplier.

Last order

This is the identifier of last purchase order of the stock item to the supplier

Last order date

This is the item's last order date from the supplier.

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3.5 STOCK ITEM SUMMARY

The purpose of this window is to display the latest status of the stock item. The displayed summary information include:

- Total available stock item quantity and its value

- The different types of stock item's quantities, i.e., free, reserved, frozen, under inspection, on request, on order, expected to return to stores and under repair

- The stock item last transactions, i.e., the reference, date and quantity of the last purchase request, purchase order, delivery, reservation, issue, stock count, transfer and work order

- The stock item's last receipt unit price, current issue cost and moving average cost

All information displayed are read-only and automatically managed by the system.

Select from COSWIN menu *Store / Stock / Stock Register / Summary* to launch the Stock Summary module.

The Stock Summary window looks by default as follows:

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Detailed Field Descriptions:

Enter an existing stock item code at the **Item** input field and details on the associated summary will be displayed. You may select the Item from the Items Selector window by pressing **F2** key or use the selector button at the Item field.

Total

This is the stock item's total quantity available. It is the sum of stock item's free and reserved quantities.

Currency

This is the standard currency in which the stock item's total quantity available is expressed, a read-only information automatically managed by the system. It is the value of the *Standard Currency* parameter defined in COSWIN Configuration's Global / General Parameters.

Value

This is the total value of the stock item available. It is computed based on stock item's evaluation method in the following way:

For stock items having LAST evaluation method, the total value is either the total quantity multiplied by the last receipt unit price, if the last receipt unit price is not zero, or the total quantity multiplied by one of the following ratios:

- between the opening value and opening quantity of the smallest accounting period, if the *Adjustments while adding* parameter of COSWIN Configuration's Stores / Item Parameters is set

- between the adjustments value and adjustments quantity made in the smallest accounting period, otherwise

For stock items having other evaluation methods, the total value is the sum of the opening value (the value at the beginning of the accounting period), receipts value and adjustments value subtracted by the issues value made in the smallest accounting period.

Free

This is the stock item's total free quantity.

Reserved

This is the stock item's total reserved quantity.

Inspection

This is the quantity of stock item under inspection.

On Request

This is the quantity of stock item currently still on request thru Purchase Requests.

On Order

This is the quantity of stock item currently still on order thru Purchase Order.

Expected Return

This is the quantity of stock item to be returned to stores (for non-consumable stock items).

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Under Repair

This is the quantity of stock item that are under repair.

PR Reference

This is the stock item's last purchase request reference.

PR Date

This is the stock item's last purchase request date.

PR Qty

This is the stock item's last requested quantity.

PO Reference

This is the stock item's last purchase order reference.

PO Date

This is the stock item's last purchase order date.

PO Qty

This is the stock item's last ordered quantity.

DO Reference

This is the stock item's last delivery reference.

DO Date

This is the stock item's last delivery date.

DO Qty

This is the stock item's last delivered quantity.

Reservation Reference

This is the stock item's last reservation reference.

Reservation Date

This is the stock item's last reservation date.

Reservation Qty

This is the stock item's last reserved quantity.

Issue Reference

This is the stock item's last issue reference.

Issue Date

This is the stock item's last issue date.

Issue Qty

This is the stock item's last issued quantity.

WO Reference

This is the stock item's last work order identifier. It is the work order to which the stock item was last issued or from which the stock item was last returned.

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WO Date

This is the stock item's last work order date. It is the schedule date of the work order for which the stock item was last issued or from which the stock item was last returned.

Stock Count Reference

This is the stock item's last stock count reference. It is the reference of the last stock count made against one of the stock item's locations.

Stock Count Date

This is the stock item's last stock count date (the date on which the physical counts was done).

Stock Count Qty

This is the stock item's last counted quantity. It represents the counted quantity on all stock item's locations.

Transfer Reference

This is the stock item's last transfer reference. It is the reference of the last transfer made for the stock item's locations.

Transfer Date

This is the stock item's last transfer date.

Transfer Qty

This is the stock item's last transferred quantity. It represents the quantity transferred on all stock item's locations implied in the transfer.

Receipt Price

This is the stock item's last receipt unit price.

Issue Cost

This is the stock item's current issue cost.

Moving Average

This is the stock item's moving average cost. It is computed as the ratio between the moving value and total quantity, where the moving value is the sum of the opening value (the value at the beginning of the accounting period), receipts value and adjustments value subtracted by the issues value made in the smallest accounting period.

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3.6 STOCK ITEM AVERAGES

This window provides the average issues and receipts quantities and prices and lead times during the various accounting periods defined. The accounting periods are defined in the COSWIN Configuration. All information displayed are read-only and automatically managed by the system.

Select from COSWIN menu *Store / Stock / Stock Register / Averages* to launch the Averages Details module.

The Averages Details window looks by default as follows:

Detailed Field Descriptions:

Enter an existing stock item code at the **Item** input field and details on the associated averages information will be displayed. You may select the Item from the Items Selector window by pressing **F2** key or use the selector button at the Item field.

Issue Qty

This is the average issued quantity of the stock item in the specified accounting period.

Receipt Qty

This is the average receipt quantity of the stock item in the specified accounting period.

Issue Cost

This is the average issued cost of the stock item in the specified accounting period.

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Receipt Price

This is the average receipt price of the stock item in the specified accounting period.

Lead Time

This is the average duration of stock item procurement in the specified accounting period.

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3.7 STOCK ITEM CUMULATIVE

This window provides a comprehensive view of the transactions during the various accounting periods and monthly consumption in terms of quantity. All information displayed are read-only and automatically managed by the system.

Select from COSWIN menu *Store / Stock / Stock Register / Cumulative* to launch the Item Cumulative module.

The Item Cumulative window looks by default as follows:

Enter an existing stock item at the **Item** input field. You may select the Item from the Items Selector window by pressing **F2** key or use the selector button at the Item field.

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Click on the non-standard button [Cumulative] and the following Cumulative Transaction window will appear:

Detailed Field Descriptions:

Opening Qty

This is the stock item's total stock quantity at the beginning of a specific accounting period.

Opening Value

This is the value of the stock item's total stock quantity at the beginning of a specific accounting period.

Receipts Qty

This is the stock item's total received quantity for a specific accounting period.

Receipts Value

This is the value of the stock item's total received quantity for a specific accounting period.

Issues Qty

This is the stock item's total issued quantity for a specific accounting period.

Issues Value

This is the value of stock item's total issued quantity for a specific accounting period.

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Adjustments Qty

This is the stock item's total adjusted quantity for a specific accounting period.

Adjustments Value

This is the value of stock item's total adjusted quantity for a specific accounting period.

Closing Qty

This is the stock item's closing stock quantity at the end of a specific accounting period. It is the sum of the opening quantity, received quantity and adjusted quantity subtracted by the issued quantity.

Closing Value

This is the stock item's closing stock value at the end of a specific accounting period. It is the sum of the opening value, received value and adjusted value subtracted by the issued value.

There are 2 other windows available, namely the second Cumulative Transaction window and the Monthly Consumption window. Use the non-standard forward button `>>` and backward `<<` button navigate between them.

Second Cumulative Transaction window:

Detailed Field Descriptions:

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Request Qty

This is the quantity requested thru purchase requests in the specified accounting period for the current item.

Ordered Qty

This is the quantity ordered in the specified accounting period for the current item.

Delivered Qty

This is the delivered quantity of the current item for the specified accounting period.

Rejected Qty

This is the rejected quantity of the current item for the specified accounting period.

#PR

This represents the number of times the item was requested within the specified accounting period.

#PO

This represents the number of times the item was ordered for within the specified accounting period.

#DO

This represents the number of times the item was delivered within the specified accounting period.

 # Rejected

This represents the number of times the item was rejected within the specified accounting period.

#Issued

This represents the number of times the item was issued within the specified accounting period.

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Monthly Consumption window:

The monthly stock item monthly consumption for each month of the year is displayed.

Detailed Field Descriptions:

Total current year

This is the stock item's total consumption quantity for the current year. It is the sum of consumption for all the months of the current year.

Currency current year

This is the standard currency established in the *Standard Currency* parameter of COSWIN Configuration's Global / General Parameters.

Value current year

This is the total value of stock item's total consumption quantity for the current year.

Total year-1

This is the stock item's total quantity consumption for the previous year.

Currency year-1

This is the standard currency established in the *Standard Currency* parameter of COSWIN Configuration's Global / General Parameters.

Value year-1

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This is the total value of stock item's total item quantity consumption for the previous year.

Total year-2

This is the stock item's total quantity consumption for the year before the previous year.

Currency year-2

This is the standard currency established in the *Standard Currency* parameter of COSWIN Configuration's Global / General Parameters.

Value year-2

This is the total value of the stock item's total quantity consumption for the year before the previous year.

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3.8 STOCK ITEM TRANSACTIONS

The Item Transactions module displays the all transactions performed on specified stock item, namely:

- ❑ Stock receipts
- ❑ Stock demands
- ❑ Stock issues
- ❑ Stock transfers
- ❑ Stock adjustments
- ❑ Purchase requests
- ❑ Purchase orders

All information displayed are read-only and automatically managed by the system.

Select from COSWIN menu *Store / Stock / Stock Register / Transactions* to launch the Item Transactions module.

The Item Transactions window looks by default as follows:

Enter an existing stock item at the **Item** input field. You may select the Item from the Items Selector window by pressing **F2** key or use the selector button at the Item field.

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Detailed Field Descriptions:

Stock Receipts Transactions tab:

The list box displays information on all the stock receipts made for the specified stock item:

PO No	The stock receipt's delivery reference
Type	The stock receipt's type: 1 – receipts against an purchase order 2 – receipts of items after repairs 3 – receipts of items after fabrication 4 – miscellaneous receipts
Received on	The date on which the stock item was received
PO	Purchase order reference for the receipt
PO date	Purchase order date
Received Qty	Quantity of the stock item received
Accepted Qty	Quantity of the stock item accepted
UOM	Unit of measurement for the stock item
Status	The stock receipt's status: 0 – not inspected 1 – partial inspected 2 – total inspected 3 – total invoiced 9 – returned
Late Modified date	The date when the stock receipt was last updated
Inspection date	The stock receipt's inspection date

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Stock Demands Transactions tab:

The list box displays information on all the stock demands made for the specified stock item:

Demand No	The stock demand's identifier
Date	The stock demand's date
Type	The stock demand's type: 1 – Normal issue 2 – Issue for Maintenance 3 – Issue for Production
For Date	The date on which the stock item is required
Cost Centre	The stock demand's cost centre
Qty Asked	The quantity of the stock item in the demand
Qty Reserved	The quantity actually reserved against this demand
Status	The stock demand's status: 0 – demand raised/item not issued 1 – partially issued 2 – issue completed 3 – demand cancelled 9 – direct issue without a demand
Last Modified Date	The date when the stock demand was last updated

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Stock Issues Transactions tab:

Receipts | Demands | Issues | Transfer | Adjustment | Requests | Orders

Demand No	Type	Status	Date	Issue No	Issue Date	Qty Asked	Qty Issued	Cost Centre
DEM00220	1	2	09/05/2002	ISS00208	09/05/2002	1.00	1.	2714100

The list box displays information on all the stock issues made for the specified stock item:

Demand No	The identifier of the stock issue
Date	The stock issue's date
Type	The stock issue's type: 1 – Normal issue 2 – Issue for Maintenance 3 – Issue for Production 5 – Issue for Disposal
Cost Centre	The stock issue's cost centre
Issue No	The stock issue's identifier
Issue Date	Date of the stock issue
Qty Issued	Quantity of the stock item issued
Return Date	Date on which the stock item was returned
Status	The stock issue's status: 0 – not issued 1 – partially issued 2 – issue completed 9 – direct issue without a demand
Qty Asked	The quantity of the stock item in the issue
Value	The stock issue's value
Qty Returned	The quantity returned for the issue
Last Modified Date	The date when the stock issue was last updated

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Stock Transfers Transactions tab:

The list box displays information on all the stock transfers made for the specified stock item:

Transfer No	The transfer identifier
Date	The item transfer date

Stock Adjustments Transactions tab:

The list box displays information on all the stock adjustments made for the specified stock item:

Adjustment date	The stock adjustment's date
Cost centre	This is the cost centre against which the adjustment was done
Unit cost	The unit cost of the adjusted item
Quantity	The adjusted quantity
Value	The adjusted value

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Purchase Requests Transactions tab:

The list box displays information on all the purchase requests made for the specified stock item:

PR No	The purchase request's identifier
Date	The purchase request's date
Type	The purchase request's type: 0 – generated from Purchase Request module 1 – generated from Issue or Demand module 2 – generated from Generate Request module 3 – generated from Stock Availability Computation module
Cost Centre	The purchase request's cost centre
Request Qty	The quantity of the stock item in the purchase request
UOM	The measurement unit of the stock item in the purchase request
Ordered Qty	The stock item's quantity actually ordered against the purchase request
Status	The status of the purchase request item: 0 – item validated, ok to put on order 1 – part of the requested quantity was ordered 2 – all the requested quantity of the item was ordered 3 – item not validated yet 4 – item used in purchase quotation
Last Modified Date	The date when the purchase request was last updated
Needed Date	The date when the stock item is needed
Pref. Supplier	The stock item's preferred supplier identifier
Requested By	The person who requested for the stock item.

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Purchase Orders Transactions tab:

The list box displays information on all the purchase orders made for the specified stock item:

PO No	The purchase order's identifier
Date	The date of the purchase order
Supplier code	The purchase order's supplier
Ordered Qty	The ordered quantity for the stock item
Pending Qty	The stock item quantity pending against the order as on date
UOM	The measurement unit in which the stock item has been ordered
Chased on	The date on which the purchase order was chased or followed up
Status	The purchase order's status: 0 – Just created, no processing has been made. 1 – Items in the order are partially received. 2 – Items in the order are fully received. 3 – This order has been completely invoiced. 4 – The order has been closed. 5 – The order has been cancelled. 6 – The order has not been authorised.
Last Modified Date	The date when the purchase order was last updated
Expected Delivery Date	The date expected for delivery

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3.9 QUERY BY ATTRIBUTES

This module allows us to search for the stock items that meet the selection criteria that are determined according to stated criteria.

Select from COSWIN menu *Store / Stock / Stock Register / Query by Attributes* to launch the Query by Attributes module.

The Query by Attributes window looks by default as follows:

The following search options are provided:

- By range of **Stock Items**
- By range of **Item Groups**
- By range of **Item Categories**
- By range of **Item Stores**
- By range of **Item Types**
- By range of **Item Suppliers' codes**

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To clear the criteria entered into the window, click on the non-standard [Clear] button.

To add search criteria based on item attributes, click into the attribute list box window and press the button. The following window appears:

Detailed Field Descriptions:

Class

Indicate the class of the attributes.

No

Display the class number of the attribute class selected.

Attribute

Indicate the particular attribute to be test condition.

Operator

This is the operator used in comparing the attribute value. Available options are

-   **=**   **Equal to** the value.
-   **>=**   **Superior or equal to** the value.
-   **<=**   **Inferior or equal to** the value.
-   **#**   **Not the same as** the value.
-   **$**   **Contains the** "value" **character string**.

Value

Indicate the value to compare with the selected attribute.

To clear the attribute-based criteria entered into the window, click on the non-standard [Clear attr] button.

If the **Case Sensitive** checkbox is checked, the system will respect the case of the attribute values entered and search only for the items whose attribute values are of the same case.

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If the **Ignore Attributes Values** checkbox is checked, the system will ignore the attribute-based criteria when searching.

After specifying the criteria, click the 🖫 button to save, and the 🕼 button to return to the window.

Once all the criteria have been defined, click on the non-standard Search button to begin the search.

Once system returns with the search result, click on the non-standard View/Sel button to view the selected item list:

N̲O̲T̲E̲:

You may add as many criteria you want:

- On the **same attribute** *(for example superior to or inferior to)*
- On **several attributes** of a same class
- On attributes from **different classes**

System will search for items that satisfy **all** the stated criteria and return them as result.

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3.10 SERIAL NUMBER DETAILS

This module allows to add description and warranty expiry date of the serial number that is associated to the repairable item.

Select from COSWIN menu *Free / Module 6* to launch the Serial No. Details module.

The Serial No. Details module window looks by default as follows:

Detailed Field Descriptions:

Serial No.

A read-only field automatically added upon stock received for the repairable item.

Warranty Expiry Date

This is the expiry date of the item having the serial number. Enter the date manually or using the [icon] icon located on the standard toolbar.

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4. NON-STOCK ITEMS

The non-stock item is a special kind of item. The non-stock item is usually difficult to be quantified but has a real value. The most common example of non-stock item is the service. It can be purchased and received but cannot be kept in a store.

4.1 NON-STOCK ITEM DETAILS

Select from COSWIN menu *Stores / Non Stock* to launch the Non Stock module.

The Non Stock Details window looks by default as follows:

Detailed Field Descriptions:

Item

This is the Non-Stock item identifier, an optional information of maximum 16 alphanumeric characters. It must be unique among all stock and non-stock items. If not specified, COSWIN automatically generates a unique Non-Stock identifier.

A selector trigger button (or F2 key) linking to Non Stock Selector is available.

NS Item description

This is the Non-Stock item description, a mandatory information of maximum 40 alphanumeric characters.

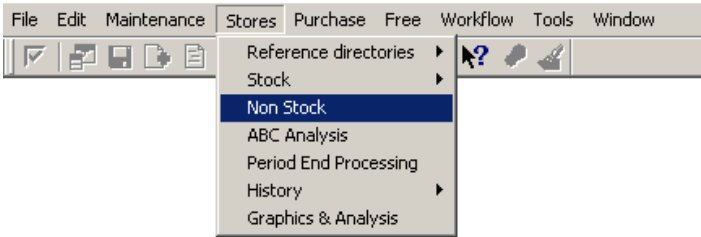| Keppel Steria Consortium (KSC)		C756
Reference: 756/PMP/8029f/A756/PMP/80 29f//A756/PMP/8029f/- KSC Version: 2.12.12.0	MAINTENANCE MANAGEMENT SYSTEM COSWIN STORECOSWIN STORE	Page: 91 Date: 21 August 200221 August 20023 June 2002

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Details tab:

Last modified date

This is the Non-Stock item creation or last updating date, a read-only information automatically managed by the system.

Item Group

This is the Group identifier, to which the Non-Stock item belongs. It an optional information and must exist in the directory of Item Groups.

A selector trigger button (or F2 key) linking to Item Group Selector is available.

Right-mouse click (or F7 key) will activate the Item Group Details window for the current code.

Type

This information specifies the Non-Stock item's type. It is a mandatory information, and it can be one of the following:

o   0 - Spare (e.g. plant's water resources or electric sources etc.)

o   1 - Service (e.g. mail services made for the plant)

Supplier

This is the Non-Stock item's Supplier identifier, an optional information and must exist in the directory of Suppliers.

A selector trigger button (or F2 key) linking to Supplier Selector is available.

Supplier description

This is the Non-Stock item's Supplier description (name), a read-only information automatically managed by the system.

Part No

This is the Non-Stock item's identifier, as known by its supplier. It is an optional information of maximum 16 alphanumeric characters.

Currency

This is the supplier's currency identifier, a read-only information automatically managed by the system.

Price

This is the Non-Stock item's price, at its supplier, an optional positive numeric information, expressed in terms of supplier's currency.

UOM

This is the Non-Stock item's measurement unit, an optional information that can take up to 6 alphanumeric characters. It must exist in the database, in the directory of stock units.

A selector trigger button (or F2 key) linking to Units Selector is available.

Right-mouse click (or F7 key) will activate the Unit Details window for the current code.

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Long Description tab:

This window provides more details about the Non-Stock item.
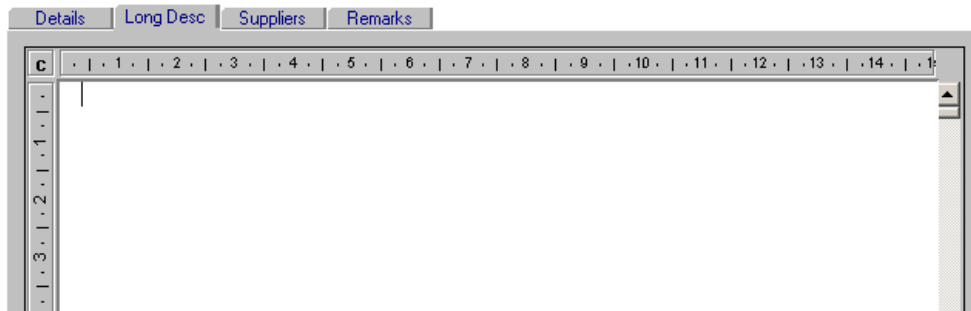
The interface consists of the drawing layout, where the user can write text and / or append pictures, drawings, spreadsheets and any other form of OLE information. Pressing Long Description tab button from the Non-Stock window opens this tab page.

Suppliers tab:

This window displays the list of suppliers that are providing this Non-Stock item.

Suppliers List Box

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Supplier Code	This is the Non-Stock item's supplier identifier
Part No	This is the Non-Stock item's identifier, as know by its supplier
Price	This is the Non-Stock item's price quoted by its supplier
Currency	This is the supplier's currency identifier
UOM	This is the Non-Stock item measurement unit
Last Modified Date	This is the Non-Stock item creation or last updating date

Supplier Description

This is the Non-Stock item's current supplier name, a read-only information automatically managed by the system.
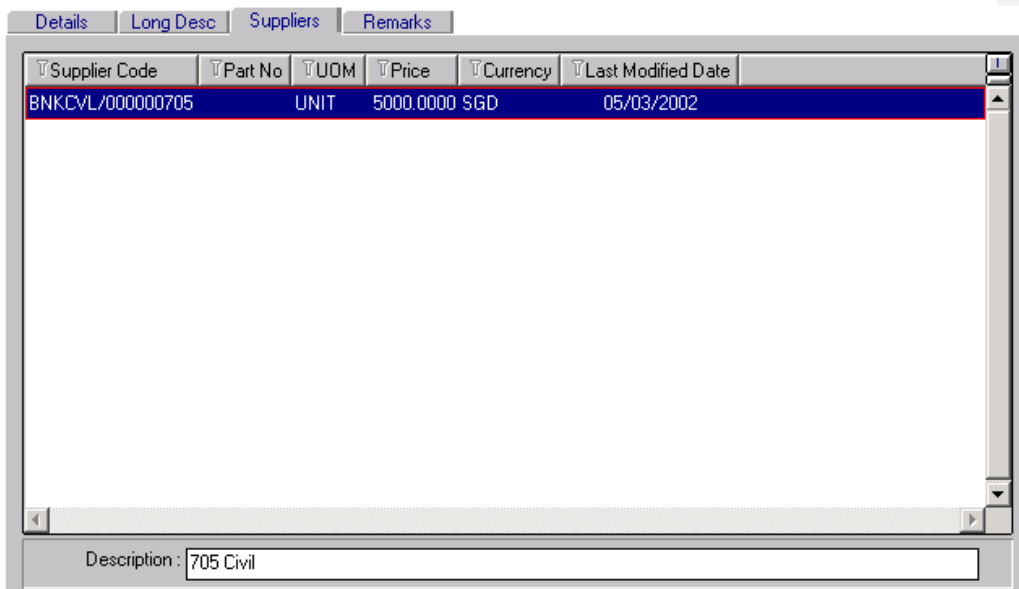
Remarks tab:

This window provides supplementary information (remarks) about a Non-Stock item.

The interface consists of the drawing layout, where the user can write text and / or append pictures, drawings, spreadsheets and any other form of OLE information. Pressing Remarks tab button from the Non-Stock window opens this tab page.

4.1.1 To Add a New Non-Stock Item

Minimum information required to add a Non-Stock item:

o Non-Stock item identifier

o Non-Stock description

o Non-Stock item Type

Click on the icon to launch the ADD window.

4.1.2 To Modify a Non-Stock Item

All the information can be modified, except:

o Non-Stock item identifier

o Non-Stock item's Supplier

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o   Currency

4.1.3 To Delete a Non-Stock Item

There are no restrictions on deleting Non-Stock items.

Click on the ⬜ icon to delete the current Non Stock Item.

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5. STORE MANAGEMENT

This training guide deals with the transactions of the stock module, some of them are linked to the Purchase module or to the Maintenance module (stock receipt, stock demand...) Cross-references will indicate to which training guide you must refer for additional information.

5.1 STOCK RECEIPT

The purpose of this module is to provide a way by which the user can receive items from an outside supplier.

A receipt can be made against an order or otherwise. Only in the first case is a purchase order number required, the order's item list is proposed by default to be received.

The receipt module allows the user to pass the received items under inspection. The inspection status of an item can be:

Partial. In this case a part of the received quantity is passed in the item locations and the rest remains under a later inspection.

Total. All received quantity was inspected and a part of it was returned to the supplier.

Only the receipts against order can pass through a partial inspection.

After a receipt was made against order, it is possible to make a return on it. This means that some items can be returned from their locations to their supplier.

A receipt can be explicitly deleted only if it is not based on order (order code not specified). In this case the receipt has to be total invoiced or not inspected and cannot have any item under inspection. If the receipt is based on order, the receipt will be automatically deleted together with its order.

When adding a receipt to the database, the receipt must have at least one item and each item must be posted to at least one location and to at least one cost centre (if not under inspection). The algorithm of choosing the location to receive the item into is as follows:

* From the Stock Item's main store

* From the location has been most recently accessed

When adding an un-inspected item or when the inspections are made, the user can distribute the accepted quantity in any number of new or existing locations. The total quantity distributed into selected locations must be equal with the item accepted quantity.

The user can also distribute the accepted quantity on several cost centres. If the receipt was made based on a purchase order, the cost centres list will be copied from that of the Purchase Order and it cannot be changed. However, it is still possible to modify the quantities distributed to each cost centre). For other types of receipts, deleting or adding you can change the cost centres list in a new cost centres list. In this case, when the item is added to the receipt, the cost centre list contains the default cost centre i.e. the Stock Item's cost centre. The total quantity distributed into the selected cost centres must be equal with the accepted quantity.

The user can also create batches, so that the added or inspected quantity can be posted to the new locations created for those batches.

Another operation that can be accomplished is the return of the receipted item from their location to their supplier.

A return can be made only for receipts made against a purchase order. The user can specify for each received item and for each location what is the quantity to be returned to supplier. By default, from each location of each item it's possible to return the whole received quantity.

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Types of Receipts

The Receipt Type is meant to specify the origin of the stock receipt. There are 4 types of receipts available in the system:

- Type 1: Against Order
- Type 2: After Repair
- Type 3: After Fabrication
- Type 4: Miscellaneous

Type 1 – Against Order

The Order Ref field (ie, the purchase order identifier) is mandatory. System will retrieve all the items specified in the purchase order onto that of the Receipt record. The Supplier field will also be automatically updated with that of the PO and cannot be modified.

Types 2, 3 and 4 – After Repair, After Fabrication, Miscellaneous

The supplier field is mandatory and required to be updated.

All the items and their quantities to be received need to be added individually by the user.

Select from COSWIN menu *Stores / Stock / Stock Receipt* to launch the Stock Receipt module.

The Stock Receipt window looks by default as follows:

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Detailed Field Descriptions:

DO No

This is the identifier of the delivery note given by the supplier, an optional information of maximum10 alphanumeric characters. If not specified, COSWIN automatically generates a Delivery Note identifier.

A selector trigger button (or F2 key) linking to Stock Receipts Selector is available.

Delivery Date

This is the date of the delivery note, an optional information automatically proposed by the system as the current date.

Status

This is the status of the receipt, a read-only information automatically managed by the system. It can be one of the following:

0 - not inspected

1 - partially inspected

2 - totally inspected

3 - totally invoiced

9 - returned

GRN No

This is the Goods Receipt Note (GRN) identifier, an optional information of maximum10 alphanumeric characters. If not specified, COSWIN automatically generates a Goods Receipt Note identifier.

GRN Date

This is the date of the Goods Receipt Note (GRN), an optional information automatically proposed by the system as the current date.

Receipt Type

This is the type of receipt, a mandatory information. It can be selected among one of the following:

1 - receipts against an order (default option)

2 - receipts of items after repairs

3 - receipts of items after fabrication

4 - miscellaneous receipts

PO No

This is the Purchase Order identifier for the receipt. It is a mandatory information for the receipts having Type 1, otherwise it is optional. If specified, it must exist in the directory of Purchase Orders. Also, the purchase order has to be authorised and to have quantity pending to be received (it must have the status 0 or 1).

It is possible to select multiple orders from a pick list of purchase order using F8 key on Order Ref. field.

A selector trigger button (or F2 key) linking to Purchase Order Selector is available.

Right-mouse click (or F7 key) will activate the Purchase Order Details window for the current code.

Package

This is the Package identifier for the receipt. It is an optional information. If specified, it must exist in the directory of Packages.

A selector trigger button (or F2 key) linking to Package Selector is available.

Right-mouse click (or F7 key) will activate the Package Details window for the current code.

Supplier

This is the supplier's identifier from whom the items are received. If a purchase order is defined, this will be the purchase order's supplier and cannot be changed. Otherwise, it is a mandatory information and must exist in the directory of Suppliers.

A selector trigger button (or F2 key) linking to Supplier Selector is available.

Crncy

This is the Purchase Order's currency, a read-only information automatically managed by the system.

Description

This is the supplier description, from which the items are received, a read-only information automatically managed by the system.

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Received On

This is the date on which the items were received, an optional information. COSWIN automatically generates the current date but the user can specify a different date.

Stock Receipt Category

This is the category that the receipt belongs to.

A selector trigger button (or F2 key) linking to Stock Receipt Category Selector is available.

Required By

This is name of the person who made the Purchase Order, a read-only information automatically managed by the system.

Forwarder

This is the name of the person who has shipped the items from the supplier, an optional information that can take up to 15 alphanumeric characters.

Demand / Work Order (Demand/WO)

This is the Demand or Work Order identifier against which the receipt is being registered, an optional information that can take up to 10 alphanumeric characters for the Demand identifier, or a numeric positive integer information for the Work Order identifier.

Last Modified Date

This is the receipt creation or last updating date, a read-only information automatically managed by the system.

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Receipt Items tab

The purpose of this selector is to provide the list of items received by the current receipt.

The Item tab looks by default as follows:

Receipt Items List Box

Part No	This is the identifier of the item, as known by the supplier
Item Code	This is the item identifier
Non-Stock	This flag specifies if the item is a non-stock item, or not (Yes / No)
PO No	This is Purchase Order Reference of the item.
Qty Received	This is the item quantity received
Qty Pending	This is the remaining quantity on order after the receipt
UOM	This is the item measurement unit
Under Insp.	Specifies if the item is still under inspection or not
Status	This is the status of the item in the receipt. This is relevant for items requiring inspection process. It can be 0 - Inspection and Post yet to begin 1 - Partial Inspection 2 - Inspection and Post Completed
Receipt Value	This is the value of the items received
Description	This is the description of the item
Unit Price	This is the unit price for the received item
Qty Accepted	This is the item's quantity accepted from the receipt

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Qty Returned	This is the item quantity returned to the supplier
Act. No.	If the receipt was raised against a work order with actions, this is the sequence number of the action for which the item should be used in the work order

Double click on any of the displayed items in the list box will activate the ***Receipt Item Details*** window for the selected code.

Receipt Remarks tab

This tab page provides supplementary information (remarks) about a stock receipt.
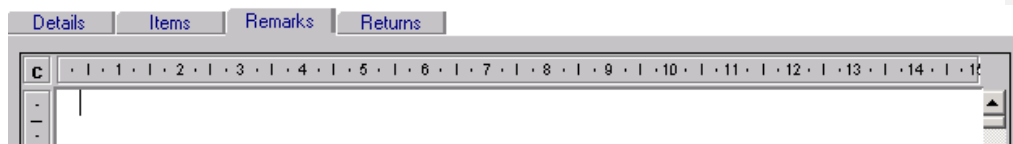
The interface consists of the drawing layout, where the user can write text and / or append pictures, drawings, spreadsheets and any other form of OLE information.

Receipt Return Tab

The purpose of this selector is to provide the list of returns received by the current receipt.

The Returns tab looks by default as follows:

Receipt Returns List Box

DO No	This is the identifier of the delivery note given by the supplier.
DO Date	This is the date of the delivery note.
GRN No	This is the Goods Receipt Note (GRN) identifier.
GRN Date	This is the date of the Goods Receipt Note (GRN)
Received On	This is the date on which the items were received
PO No	This is the Purchase Order identifier for the receipt.
Receipt Type	The Receipt Type is meant to specify the origin of the stock receipt.
Status	This is the status of the receipt.
Last Modified Date	This is the receipt creation or last updating date.

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Supplier Code	This is the supplier's identifier.
Forwarder	This is the name of the person who has shipped the items from the supplier.
Demand/WO	This is the Demand or Work Order identifier against which the receipt is being registered.

5.1.1 To Create a Receipt

Minimum information required to add a stock receipt, is:

o   Receipt Type

o   Purchase Order identifier, if Receipt is of type 1 (Against Order)

o   Supplier identifier, if no purchase order is specified

o   At least one receipt items, if no purchase order is specified

Click on the ⬚ icon to launch the ADD window.

NOTE:

DO No and **GRN No** will be automatically assigned by system if TAB key is entered at the respective input fields. Alternatively, user may manually enter these numbers according to that in the receipt document.

Similarly, **Delivery Date** and **GRN Date** will be automatically proposed by system to the current system date. User may choose to overwrite them accordingly.

5.1.2 To Modify a Receipt

Once a receipt is created, its details cannot be modified.

5.1.3 To Delete a Receipt

A receipt cannot be deleted if:

o   It was created based on a Purchase Order (order identifier present), in which case the receipt is automatically deleted when the Purchase Order is deleted

o   One of its items cannot be deleted (an item can be deleted, from its receipt, if it is completely invoiced)

A batch delete option is available thru the non-standard Batch DEL button.

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Performs the batch deletion of the receipts, for which the beginning (from) and ending (to) date of the receipts can be specified.

Leaving both the 'from' and 'to' dates blank will delete all the receipts without a PO. If only the 'from-date' is given, all the receipts (without PO) will be deleted from that date until the end. If only the 'to-date' is given, all the receipts (without PO) will be deleted from the beginning till the 'to-date'.

5.1.4 Receipt Item Details

The purpose of this window is to provide details on the items to be added to a Receipt.

The window has three operating modes:

❑ Add items to a receipt

❑ Inspect items

❑ Return items

The Receipt Item Details window looks by default as follows:

Detailed Field Descriptions:

Item

This is the item's identifier and must exist either in the stock items register, or in the non stock register. If the receipt is not linked to a purchase order, it is a mandatory information. Otherwise, the item code cannot be modified.

A selector trigger button (or F2 key) linking to Stock/Non-Stock Selector is available.

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Part No

This is the item's identifier as known by the supplier, an optional information of maximum 10 alphanumeric characters. For stock items to be received from a Purchase Order, COSWIN will automatically provide this information.

PO No

This is the purchase order reference from which the item is received. This field is necessary because COSWIN allows a single receipt from multiple purchase orders by using F8 key on Order Ref. Field.

Description

This is the item description, a read-only information automatically managed by the system.

Item source

This is the type of the item to be received

Stock	The item is a stock item
Non Stock	The item is a non-stock item

More tab

Inspect (for item receipts)

This check box specifies whether the items to be received will have to go through an inspection process. The item quantity will be updated to store only after the inspection process completes. If the option is unchecked, the item requires no inspection and the item quantities are to be updated to store immediately (visible only during item receipt).

Qty Received

This is the item quantity to be received, a mandatory positive numeric information.

UOM

This is the item's quantity measurement unit, a mandatory information. It is automatically generated by system if items are to be received from a Purchase Order. It must exist in the directory of Stock Measurement Units

A selector trigger button (or F2 key) linking to Units Selector is available.

Right-mouse click (or F7 key) will activate the Unit Details window for the current code.

Qty Accepted / Returned

This is the quantity of items to be accepted during the item receipt phase. Otherwise, during the item return phase, this is the quantity of items to be returned. If an inspection is performed, this is the quantity accepted for the item following the inspection process.

Receipt Value

This is the value of the stock item received. If the stock item is received against an order, the value for the stock item received is calculated automatically from the order.

The value is computed as follows:

Receipt Value = received qty * unit rate for that item - discounts + taxes + freight.

The unit rate, discounts, taxes and freight will be picked up from the order

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The value for the received item has to be entered manually if:

o The parameter to compute the receipt value is set to 'N' in COSWIN Configuration, **or**

o The stock item is received without an order

Qty Pending

This is the remaining quantity on order after the receipt, a read-only information automatically computed by the system based on quantity on order and quantity received till now.

Status

This is the status of the item in the receipt. This is relevant for items requiring inspection process. It can be

0 - Inspection and Post yet to begin

1 - Partial Inspection

2 - Inspection and Post Completed

No

This is the Action sequence number, which owns the stock item, a mandatory numeric positive integer information if all the following conditions are fulfilled, simultaneously:

o The Receipt is made against a Work Order

o The Work Order has Actions

o The stock item to be received is allocated in "By Action" mode, i.e. an Action owns it (see Action Feedback Details)

Otherwise it is 0 and is not accessible.

A selector trigger button (or F2 key) linking to Actions Selector is available.

Action

This is the Action's identifier, a read-only information automatically managed by the system. If the above conditions are fulfilled this information is an alphanumeric one, otherwise it is empty.

Eqpt Code

This is the sub-equipment identifier upon which the Action activates, a read-only information automatically managed by the system. If the above conditions are fulfilled, this information is an alphanumeric one, otherwise it is empty.

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Locations tab

This tab displays the list of locations and quantities that the current receipt items are to be received into.

Locations As

This radio-button specifies the purpose of the item emplacement:

Inspect	The specified item quantity is **placed** in the location following inspection
Return	The specified item quantity is **returned** from the location
View Loc.	The specified number of item instances are **kept** in the location

Locations List Box

The filter used for this list box is Locations Filter.

Store	This is the location's Store identifier
Bin	This is the location's Bin identifier
Batch	This is the location's Batch identifier
Serial No.	This is the item serial number (if the item is repairable)
Qty Received	This is the received quantity for the item location
Qty Returned	This is the returned quantity for the item location
Qty Free	This is the free quantity for the item in the location
Qty Reconciled	This is the quantity that has been reconciled with invoice

Cost Centre tab

This tab displays the list of cost centres that the current receipt items are to be charged into.

Cost Centres List Box

Ref	This is the identifier for the Cost Centre - Item pair

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Code	This is the Cost Centre identifier
Description	This is the Cost Centre description
Qty	This is the receipt item's quantity which belongs to the specified Cost Centre

Long Description tab

The purpose of this window is to provide supplementary information about a non-stock item. This tab is only enabled for receipts of non-stock items.

The interface consists of the drawing layout, where the user can write text and / or append pictures, drawings, spreadsheets and any other form of OLE information.

5.1.4.1 To Add a Receipt Item

Minimum information required to add an item to a receipt, is:

o Item identifier

o Item quantity to be received

o Item measurement unit

o Action sequence number which owns the stock item, if the item is allocated "by action"

At the Receipt Item tab, click on the icon to launch the ADD window.

5.1.4.2 To Modify a Receipt Item

The information that can be modified, is:

o Inspection status (item to be inspected or not)

o Item Value

o Item quantity received

o Action sequence number which owns the stock item, if the item is allocated "by action"

5.1.4.3 To Delete a Receipt Item

Items may be deleted from the list of receipt items while the receipt is in ADD mode. Otherwise, no delete is allowed.

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5.1.4.4 To Inspect Received Items

When the spares are inspected, they are not directly accepted into Stock. They remain in the inspection stage for quality control and checking.

For such case, you will have to mark the stock receipt as under inspection by ticking the **Inspect** box on the *Stock Receipt – Item tab* window.

Once the inspection completed, you would need update the inspection result into the original receipt record and indicate the inspection reference, date and accepted quantity.

You may tab through the Inspection Reference field and system will automatically generate a serial number.

After inspection, there are 3 possible options for the items not accepted:

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- Return to the supplier (with updating of the order).

- Kept for inspection (partial inspection).

- Rejected without return to the supplier.

If some items are rejected, a question is prompted :

> " OK for returning the rejected items to the supplier (Y/N) ?"

If the answer is YES: A Return window is opened to return the items to the supplier.

A Return reference and a delivery note are generated

If the answer is NO: Another question is prompted:

"OK for keeping the remaining items for inspection (Y/N)?"
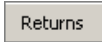
If the answer is YES: The remaining items are kept for inspection. (Partial inspection)

If the answer is NO: The remaining items are discarded (Without returning them to the supplier). The stock receipt status is completed. A stock issue for disposal is created by the system with the item quantity not kept inspection.

5.1.4.5 To Return Items against a Receipt

The Returns option is used to send back the stock items that have already been posted to locations or accepted as non-stock items. This option is valid (i.e. the button Returns is enabled) only for items received against a purchase order not closed. (i.e. Receipt Type should be 1).

To return the item,

- Open the Stock Receipt window Items tab

- Select the item to be returned

- Click on the non-standard [Returns] button and the following window appears:

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System will issue a Return reference, GRN Ref if you choose to tab through the fields.

Specify the quantity to be returned and save the transaction and the Return record will be created.

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5.2 STOCK DEMAND

Demands refer to the reservations to be made on stock items. These reservations can be for maintenance work orders or for any other requirement.

A demand is identified by a unique demand reference. A demand can be made for more than one stock item. Depending on requirement, items may be reserved in specific (multiple) stores locations.

A demand can have 4 states:

0 - just created (not issued)

1 - partially issued

2 - totally issued

3 - cancelled

A demand must contain at least one stock item (that must have a positive asked quantity) and, if the reserved quantity is not 0, a demand item must contain at least one location.

For a demanded item the reserved quantity must equal to the total of reserved quantities from each selected location. The proposed locations from which the item's quantity is to be reserved are selected using the following algorithm:

* From the item's main store

* Scan store item's locations depending on item's evaluation method:

- if First In First Out, scan from the first added location to the latest location

- else, scan from the latest location to the first (oldest) location.

* for each location, decrease maximum quantity: if remaining demanded quantity is less than location quantity, decrease remaining quantity and stop, else decrease whole location quantity and pass to the next (or previous) location

A demand can be created based on:

* an existing work order. In this case, all stock usage from work order, which have correspondence in stock, is copied to the demand. The work order cost centre is also copied to the demand.

* an item kit. In this case, all kit items are copied to the demand, with their quantities

The demand can be created both on work order and kit. In this case, all work order and kit items are unified on their quantities.

When adding an item to a demand, if the needed quantity is greater than the available quantity in stock item, the Store Manager can create a Purchase Request. This does not mean that the available quantity in stock item is now greater.

The stock demand allows to keep some items in the stock for some future interventions and to make sure that they will be available when needed.

Select from COSWIN menu *Stores / Stock / Stock Demands* to launch the Stock Demand module.

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The Demands/Reservations window looks by default as follows:

Detailed Field Descriptions:

Demand No

This is the Demand identifier, an optional information of maximum10 alphanumeric characters. If not specified, COSWIN automatically generates a Demand identifier.

A selector trigger button (or F2 key) linking to Stock Demand Selector is available.

Demand Date

This is the date of raising the demand, an optional information, automatically proposed by COSWIN, as current date, if not specified.

Status

This is the Demand's status, a read-only information automatically managed by the system (one digit: 0…9). Its significance is:

  0 - demand raised/item not issued

  1 - partially issued

  2 - issue completed

  3 - demand cancelled

  4 - demand not validated

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6 - issue based on Work Order

9 - issue without a demand

Requester

This is the Login name of the person who creates the demand, a read-only information automatically managed by the system.

Details tab

Last Modified Date

This is the Demand creation or last updating date, a read-only information automatically managed by the system.

From

This is the date from which the items are to be reserved. If Work Order identifier was specified, then this will be proposed as the Work Order's start date. It must be less than Demand date. It is an optional information.

To

This is the date up to which the items are to be reserved. If Work Order identifier was specified, then this will be proposed as the Work Order's finish date. It must be greater than **From** date. It is an optional information.

Type

This is the type of issue made for the demand, a read-only information automatically managed by the system. It may be one of the following:

1 - Normal issue

2 - Issue for Maintenance

3 - Issue for Production

WO ID

This is the Work Order identifier, for the demand, an optional numeric positive integer information. It must exist in the directory of maintenance work orders.

A selector trigger button (or F2 key) linking to Work Order Selector is available.

Right-mouse click (or F7 key) will activate the Work Order Details window for the current code.

Cost Centre

This is the Cost Centre identifier, to which the demand belongs. If Work Order is not specified, it is a mandatory information. Otherwise the cost centre of the Work Order is automatically proposed as the cost centre of the demand. It must exist in the directory of cost centres.

A selector trigger button (or F2 key) linking to Cost Centres Selector is available.

Right-mouse click (or F7 key) will activate the Cost Centre Details window for the current code.

Remarks

This is the description of the Demand's requirements, an optional information of maximum 20 alphanumeric characters.

Kit

This is the Items Kit identifier, an optional information. It must exist in the directory of kits.

A selector trigger button (or F2 key) linking to Kits Selector is available.

Right-mouse click (or F7 key) will activate the Kit Details window for the current code.

Kit description

This is the Items Kit description, a read-only information automatically managed by the system.

Multiplicity

This is the multiplying factor for the stock items quantities (defined in the kit), a mandatory numeric positive information.

Item tab

The purpose of this selector is to list the items for which a specific Demand is made.

Double click on any of the items displayed in the list box will activate the **Demand Item Details** window for the selected code.

Items List Box

Item code	This is the stock item identifier.
Demanded Qty	This is the demanded stock item quantity.
Store	This is the stock item Store location identifier.
Bin	This is the stock item Bin location identifier.

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Batch	This is the stock item Batch location identifier.
Serial No	This is the Serial No for the current item.
Reserved Qty	This is the reserved quantity for the stock item.
Description	This is the description for the current item.
OK?	This flag (Yes / No) specifies whether the stock item is reserved.
Act. No.	This is the action serial number.

Description

This is the description of the current stock item, in the list, a read-only information automatically managed by the system.

UOM

This is the quantity measurement unit for the current item in the list, a read-only information automatically managed by the system.

5.2.1 To Create a Demand

Minimum information required adding a Demand is:

o   Demand's Cost Centre

o   Multiplying factor

o   At least one item, in Demand's item list

Click on the [icon] icon to launch the ADD window.

5.2.2 To Modify a Demand

The information that can be modified, is:

o   Demand's Remarks

o   Demand's From date

o   Demand's To date

5.2.3 To Delete a Demand

A Demand cannot be deleted if:

o   issues against this demand have not been completed yet **and**

o   the demand has not been cancelled

Click on the [icon] icon to delete the current Demand.

COSWIN provide a Batch Delete option through the non-standard [Batch DEL] button.

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Deletion of demands can be carried out in a batch. All the demands raised between two dates will be deleted if:

o   Issues against this demand have been completed, or

o   The demand has been cancelled

A range of dates must be specified. All the demands raised between these dates will be deleted if the above mentioned conditions are met.

5.2.4 To Cancel a Demand

This non-standard Cancel button will "undo" the demand. The demand details will be logically removed for the items under the demand. The demand details as such are still available on the database to effect the demand any time later. One cannot issue items against a cancelled demand.

Cancellation is allowed for demands for which issues have not been made and for ones where partial issue is also made. A cancelled demand cannot be modified.

5.2.5 To Validate a Demand

If the parameter *Need Validation* in COSWIN Configuration's Store / Transaction / Demand has been checked, then the all demands raised will required to be validated before the demanded items can be reserved. (Stock Issue can only be made against reserved items.)

To validate a demand, first select the demand requires validation and then click on the non-standard Validate button. The status of the demand will progressed from value 4 – Not Validated to value 0 – Not Issued.

This non-standard button will only be enabled for those users who authorized with the validation access right.

5.2.6 To Auto Generate Demands for Work Order

The user may generate demands automatically for a range of Work Orders using this non-standard Generate button. The user has to provide the Work Order range for which reservations are desired.

Each Work Order is scanned for its stock requirement and if present, reservation is completed; otherwise, those Work Orders are skipped.

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The corresponding demand reference for each of the Work Orders reserved is uniquely identified by a "$" prefix followed by the corresponding Work Order number. This process is carried out in a batch.

5.2.7 Demand Item Details

The purpose of this window is to provide details for the stock items to be demanded / reserved.

The Demand Item Details window looks by default as follows:

Detailed Field Descriptions:

Item Code

This is the stock item identifier, being demanded/reserved, a mandatory information. It must exist in the Stock Register.

A selector trigger button (or F2 key) linking to Stock Item Selector is available.

Description

This is the stock item description, a read-only information automatically managed by the system.

Store

This is the stock item Store location identifier, an optional information, automatically proposed as one of the stock item's Store location (if any). It must exist in the directory of Stores.

A selector trigger button (or F2 key) linking to Stores Selector is available.

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Right-mouse click (or F7 key) will activate the Store Details window for the current code.

Asked Qty

This is quantity of the stock item required, a mandatory positive numeric information. Optionally the user may raise a Purchase Request if the required quantity is more than the total available quantity of this stock item.

Bin

This is the stock item Bin location identifier, an optional information, automatically proposed as one of the stock item's Bin location (if any). It must exist in the directory of Bins.

A selector trigger button (or F2 key) linking to Bins Selector is available.

Right-mouse click (or F7 key) will activate the Bin Details window for the current code.

Reserved Qty

This is the quantity of stock item that is actually reserved (total reserved quantity for item instances located at multiple locations), a read-only information automatically managed by the system.

Batch

This is the stock item Batch identifier, a read-only information automatically managed by the system

Reserve

This check box, if checked, denotes the stock item is to be reserved.

Serial No

This is the stock item serial number, a read-only information automatically managed by the system.

Status

This is the Demand's status, a read-only information automatically managed by the system (one digit: 0…9). Its possible values are:

0 - demand raised/item not issued

1 - partially issued

2 - issue completed

3 - demand cancelled

6 - issue based on Work Order

9 - issue without a demand

No

This is the Action sequence number, which owns the stock item, a mandatory numeric positive integer information if all the following conditions are fulfilled, simultaneously:

o   The Demand is made against a Work Order

o   The Work Order has Actions

o   The stock item to be reserved is allocated in "By Action" mode, i.e. an Action owns it (see Action Feedback Details)

Otherwise it is 0, and it is not accessible.

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A selector trigger button (or F2 key) linking to Actions Selector is available.

Action

This is the Action identifier, a read-only information automatically managed by the system. If the above conditions are fulfilled this information is an alphanumeric one, otherwise it is empty.

Eqpt Code

This is the sub-equipment identifier upon which the Action activates, a read-only information automatically managed by the system. If the above conditions are fulfilled this information is an alphanumeric one, otherwise it is empty.

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5.2.7.1 To Add a New Demand Item

Minimum information required to add a stock item to a Demand, is:

o Item identifier

o Item Requested quantity

o Action sequence number, which owns the stock item, if the item is allocated "by action"

At the Demand Item tab, click on the icon to launch the ADD window.

5.2.7.2 To Modify a Demand Item

The information that can be modified is:

o Item Requested quantity

o Item Store location

o Item Bin location

o Action sequence number, which owns the stock item, if the item is allocated "by action"
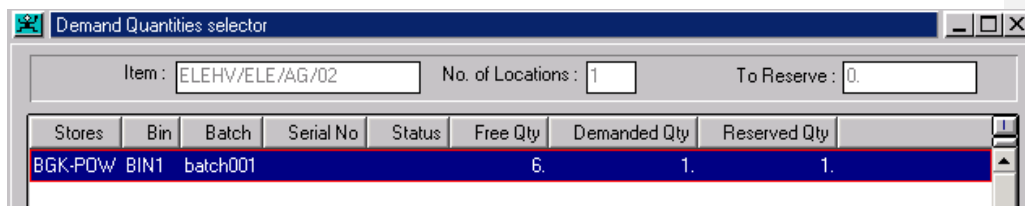
5.2.7.3 To Reserve a Demand Item

To reserve a demand item, the followings are necessary:

o The field **Reserve** under the Demand Item Details window must be checked.

o The location from which the item is to be reserved must be specified.

To specify the location from which the item is to be reserved, click on the non-standard Locations button and the following quantity selector appears:

Select the location to reserve from by clicking onto the respective row in the list box and the **Demand Location Details** window will be activated:

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Specify the quantity to reserved at the **Reserved Qty** field and click on the 💾 icon to confirm and exit by clicking the 🚪 icon.

Finally, click on the 💾 icon at the Stock Demand main window and the reservation will be saved.

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5.3 STOCK ISSUES

Any operation that requires stock item will in a way or another lead to an *issue* of those stock items from their locations. In order to keep track, and to generate documents managing the stock item exits from their locations, for usage and consumption purposes, the module Stock Issue is provided.

It allows you to **issue** an item from the stock, to issue items that have been demanded or to **return** an item to a stock.

The list of the choices is available for the items.

❑ It is possible to issue a KIT on a WO.

❑ To modify the cost centre of an issue without WO.

❑ To add a WO Number to an issue that has been carried out beforehand without WO (the WO are updated with the issue items).

Select from COSWIN menu *Stores / Stock / Stock Issues* to launch the Stock Issue module.

The Stock Issue window looks by default as follows:

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Detailed Field Descriptions:

Demand No

This is the Demand identifier created in Demands / Reservations for the items required, an optional unique information of maximum 10 alphanumeric characters.

If the issue is being made without a demand, COSWIN will automatically generate a Demand identifier.

A selector trigger button (or F2 key) linking to Stock Demands Selector is available.

Issue Date

This is the date of registering the issue, an optional information, automatically generated by COSWIN, as current date, if not specified.

Status

This is the Demand's status, a read-only information automatically managed by the system (one digit: 0…9). Its meaning is:

0 - demand raised/item not issued

1 - partially issued

2 - issue completed

3 - demand cancelled

4 - demand not validated

6 - issue based on Work Order

9 - issue without a demand

Issuer

This is the login name of the person raising the issue, mandatory information automatically entered by COSWIN when new issues are created.

Details tab

Type

This is the type of issue being made, a mandatory information. It may be one of the following:

1 - Normal issue

2 - Issue for Maintenance

3 - Issue for Production

If the issue is made against a demand, the type is always 1.

WO ID

This is the Work Order identifier, for the issue, an optional numeric positive information. If the issue is made against a demand, the Work Order identifier will be the same as for the demand and the field is not accessible by user. If the issue is not made against a demand you can select the Work Order Reference from the Work Orders Selector by pressing F2 key or the selector button.

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Right-mouse click (or F7 key) will activate the Work Order Details window for the current code.

Cost Centre

This is the Cost Centre identifier, to which the issue belongs It is a mandatory information and must exist in the directory of Stores Cost Centres. If the issue is made against a demand, the cost centre of the demand is automatically proposed by the system as the cost centre of the issue and cannot be modified.

A selector trigger button (or F2 key) linking to Cost Centre Selector is available.

Right-mouse click (or F7 key) will activate the Cost Centre Details window for the current code.

Remarks

This is the description of the Issue's requirements, an optional information of maximum 20 alphanumeric characters.

Kit

This is the reference for a kit whose items are to be issued, an optional information of maximum 10 alphanumeric characters. It must exist in the directory of Kits.

It is available to the user only during issue creation, if a work order or demand reference has not been specified. Otherwise, this information is not accessible to the user.

A selector trigger button (or F2 key) linking to Kits Selector is available.

Right-mouse click (or F7 key) will activate the Kits Details window for the current code.

Kit description

This is the Items Kit description, a read-only information automatically managed by the system.

Multi.

This is the number the quantities of the items in the kit are multiplied by when requested. By default, it is proposed as 1. This information is mandatory only if a kit reference is specified and can take a numerical value between 1 and 99. Quantities of all items in that kit are multiplied by this multiplication factor and displayed in the items tab for the issue. However, these quantities can be edited before issue is confirmed.

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Items tab

The purpose of this selector is to list the stock items for a specific issue.

Double click on any of the items displayed in the list box will activate the *Issue Item Details* window for the selected code.

Issue Items List Box

Issue No	This is the issue identifier.
Date	This is the issue creation or last updating date.
Item	This is the stock item's identifier.
Demand Qty	Quantity of the item required to be issued.
Issued Qty	Quantity of the item being issued.
Returned Qty	Quantity of the item being returned.
Value	This refers to the value of the item being issued. The value is computed based on the valuation method (LIFO, FIFO, SRAT, LAST or MAVG) specified for the item.
Description	This is the item's description.
OK ?	This flag confirms the issue of an item (Yes / No).
Seq. No.	This is the Action sequence number, which owns the stock item (if the issue is made on Work Order with actions).

Description

This is the description of the current stock item, in the list, a read-only information automatically managed by the system

UOM

This is the quantity measurement unit for the current stock item, in the list, a read-only information automatically managed by the system

Returns tab

The purpose of this selector is to list the returns of items made against the Issue.

Returns List Box

Return No	This is the Issue Return identifier.
Date	This is the Issue Return date.
Remarks	This is supplementary information on Issue's Return.

5.3.1 To Create a Stock Issue

Minimum information required adding an Issue is:

o Demand reference

o Issue's Cost Centre

o At least one item, in Issue's item list

o Issue type

Click on the icon to launch the ADD window.

5.3.2 To Modify a Stock Issue

The information that can be modified, is:

o Issue's Remarks

o Issue's Work Order identifier

o Issue's Cost Centre, if no Work Order is specified for the issue

5.3.3 To Delete a Stock Issue

Issues cannot be deleted if:

o They have prior reservation, ie, linked to a Stock Demand **and**

o The pending reserved quantity isn't exhausted

Click on the icon to delete the current Issue.

COSWIN provide a Batch Delete option through the non-standard Batch DEL button.

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All the issues raised between these dates will be deleted if the deletion criteria have been met.

5.3.4 To Return Item after Issued

Select the item to return from the list of issued items displayed in Stock Issues – Item tab window.

Click on the non-standard Ret. Item button and the Issue - Return Item window opens:

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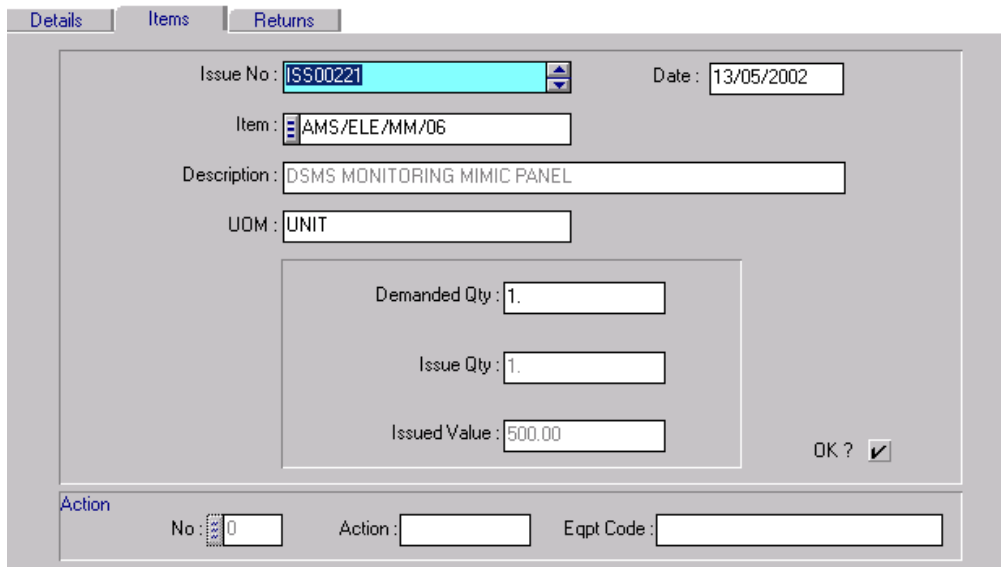
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Specify the quantity of the item to return and confirm by clicking the ◨ icon.

5.3.5 Issue Item Details

The purpose of this window is to provide details on the Issued items.

The Issue Item Details window looks by default as follows:

Detailed Field Descriptions:

Issue No

This is the Issue identifier, an optional information of maximum 8 alphanumeric characters. If not specified, it will be automatically generated by the system.

Date

This is the date of stock item's issue, an optional information automatically proposed by the system as the current date.

Item

This is the identifier of the stock item being issued, a mandatory information and must exist in the stock register. If either the Demand identifier, Work Order identifier or Kit identifier are specified, this information will not be accessible.

A selector trigger button (or F2 key) linking to Stock Items Selector is available.

Item Description

This is the stock item description, a read-only information automatically managed by the system.

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UOM

This is the measurement unit for the stock, a read-only information automatically managed by the system.

Demand Qty

This is the quantity of the item required to be issued. If Issue's Demand identifier, Work Order identifier or Kit identifier are specified, this is a read-only information automatically managed by the system.

Issue Qty

This is the quantity of the item being issued, a read-only information automatically computed by the system based on the availability of items in stores. Depending on availability, the quantity issued may be less than or equal to quantity asked.

Issued Value

This is the value of the item being issued, a read-only information automatically computed by the system, based on the evaluation method (LIFO, FIFO, SRAT, LAST or MAVG) specified for the item.

OK

This information specifies whether the item is to be issued (check box checked) or not.

No

This is the Action sequence number, which owns the stock item, a mandatory numeric positive integer information if all the following conditions are fulfilled, simultaneously:

o   The Issue is made against a Work Order

o   The Work Order has Actions

o   The stock item to be issued is allocated in "By Action" mode, i.e. an Action owns it (see Action Feedback Details)

Otherwise it is 0, and it is not accessible.

A selector trigger button (or F2 key) linking to Actions Selector is available.

Action

This is the Action identifier, a read-only information automatically managed by the system. If the above conditions are fulfilled this information is an alphanumeric one, otherwise it is empty.

Eqpt Code

This is the sub-equipment identifier upon which the Action activates, a read-only information automatically managed by the system. If the above conditions are fulfilled this information is an alphanumeric one, otherwise it is empty.

5.3.5.1 To Add a New Issue Item

Minimum information required to add a stock item to an Issue, is:

o   Stock Item identifier

o   Quantity Asked

o   Action sequence number which owns the stock item, if the item is allocated "by action"

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Click on the ⬒ icon to launch the ADD window.

To specify the location from which the item is to be issued, click on the non-standard Locations button and the following quantity selector appears:

Select the location to issue from by clicking onto the respective row in the list box and the Issue Item Location Details window will be activated:

Specify the quantity to issue at the *Qty Iss / Ret* field and click on the 💾 icon to confirm and exit by clicking the 🔲 icon.

Finally, click on the 💾 icon at the Stock Issue main window and the issue will be performed.

NOTE:

A stock item may be issued from one or more locations. This is relevant only if the item is stored in many locations.

While providing 'Qty asked' information of the line item details, the user can allow system to choose the quantity from different locations or specify the quantities from multiple locations.

5.3.5.2 To Modify an Issue Item

The information that can be modified, is:

o   Issue identifier

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- o Issue date

- o Quantity Asked

- o Action sequence number which owns the stock item, if the item is allocated "by action"

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5.4 STOCK TRANSFER

Stock Transfer refers to the transfer of items from one or more store locations into one or more other store locations. The transfer of items is registered through a unique transfer reference for an item. The quantity available in the stores locations will be suitably updated.

Select from COSWIN menu *Stores / Stock / Stock Transfer* to launch the Stock Transfer module.

The Stock Transfer window looks by default as follows:

Detailed Field Descriptions:

Transfer No

This is the Stock Transfer identifier, an optional information of maximum 10 alphanumeric characters. It must be unique. If not specified, COSWIN automatically generates a Stock Transfer identifier.

A selector trigger button (or F2 key) linking to Stock Transfer Selector is available.

Last Update Date

This is the date of the last modification of the transfer request, mandatory read-only information automatically managed by the system.

Date

This is the Stock Transfer creation date, a read-only information automatically managed by the system.

Item

This is the identifier of the stock item being transferred, a mandatory information of maximum 16 alphanumeric characters. It must exist in the Stock Register.

A selector trigger button (or F2 key) linking to Stock Items Selector is available.

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Item Description

This is the stock item's description, a read-only information automatically managed by the system.

UOM

This is the quantity measurement unit for the stock item, a read-only information automatically managed by the system.

Authority

This is the authority identifier to which the user addresses the request for transfer. It is mandatory information and must exist in the directory of Company Entities. It will be specified when the transfer's type is *external* and it will automatically managed by the system when the transfer's type is *internal*

Type

This is the transfer type, mandatory information. The type can be:

o   Internal

o   External

Status

This is the transfer status. It is mandatory information. The status can be:

o   0 - Requested

o   1 - Accepted

o   2 - Rejected

o   3 - Completed

Transfers Tab

The purpose of this selector is to list the transfer's different movements' source and destination locations, for a specified transfer, as one transfer may imply a list of many transfer movements for the same stock item (because the item's instances can reside in different source locations and can be transferred to different destination locations).

Item Transfers List Box

From Store	This is the Store of the current movement's source location.
From Bin	This is the Bin of the current movement's source location.
From Batch	This is the Batch of the current movement's source location.
To Store	This is the Store of the current movement's destination location.
To Bin	This is the Bin of the current movement's destination location.
To Batch	This is the Batch of the current movement's destination location.
Quantity	This is the stock item's quantity moved from the source location to the destination location, in the current movement.
Serial No	This is the stock item's serial number.

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5.4.1 To Create a Stock Transfer

Minimum information required to perform a stock transfer, is:

o   Stock Transfer's identifier

o   Minimum one transfer activity indicating the Source and Destination location.

Click on the icon to launch the ADD window.

After specifying the Transfer identifier and selected the item to be transferred, the following Transfer Detail window appears:

Specify the Source and Destination locations, the transfer quantity (at Moved Qty field) and click on the icon. It is possible to make several transfers for the same item under the same transaction.

Alternatively, it is possible to select the source and destination locations using the two non-standard buttons provided, Src. Loc. and Dest. Loc. respectively.

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Once all the transfer details has been specified, select the Transfer main window and click on the 🖫 icon again to execute the transaction.
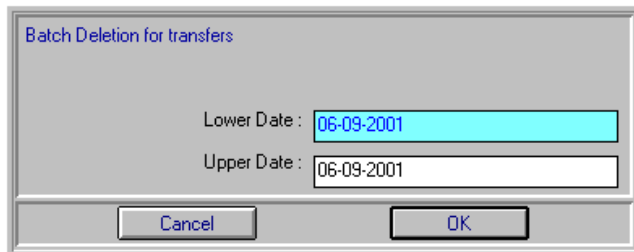
5.4.2 To Delete a Transfer

There are no restrictions on deleting Stock Transfers.

Click on the 🗶 icon to delete the current Transfer transaction.

COSWIN provide a Batch Delete option through the non-standard Batch DEL button.

Performs Stock Transfers Batch deletion. The user must specify the lower and upper limits of the stock Transfer dates, between which stock Transfers will be deleted.

NOTE: Deleting the transfer transactions has no impact on the status of the stock item involved.

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5.5 STOCK ADJUSTMENT

The Stock Adjustments module is used to modify the free quantities from stock item locations to their correct quantities. The Store Manager chooses a location of a stock item and specifies the quantity and/or the value that will correct the current quantity and/or value in the selected location.

The adjusted quantity can be positive (if the free quantity grows) or negative (if the free quantity decreases) and the value too, but not both zero.

Select from COSWIN menu *Stores / Stock / Stock Adjustment* to launch the Stock Adjustment module.

The Stock Adjustment window looks by default as follows:

Detailed Field Descriptions:

Item

This is the stock item identifier, for which stock Adjustment is considered, a mandatory information and must exist in the Stock Register.

A selector trigger button (or F2 key) linking to Stock Item Selector is available.

Item description

This is the stock item's description, a read-only information automatically managed by the system.

Total Quantity

This is the stock item's total quantity (free + reserved), a read-only information automatically managed by the system.

Value

This is the stock item's total value, a read-only information automatically managed by the system.

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Adjustments List Box

Adjustment date	This is the Adjustment creation date for the stock item.
Cost centre	This is the Cost Centre identifier, to which the Adjustment's value is reported.
Unit cost	This is the stock item's unit rate.
Quantity	This is the quantity of stock item to be adjusted.
Value	This is the stock item adjusted value.
Time	This is the stock item's Adjustment creation time.

Double click on any of the displayed transaction in the list box will activate the **Adjustment Details window** for the selected transaction.

5.5.1 To Create a Stock Adjustment

Minimum information required to add a stock adjustment, is:

o   Stock item's new Cost Centre identifier

o   Stock item's location information

o   Stock item's adjusted quantity

Click on the 🗗 icon to launch the Stock Adjustment Details window in ADD mode:

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Detailed Field Descriptions:

Cost Centre

This is the Cost Centre identifier, to which the stock item adjustment is to be reported, an optional information and must exist in the directory of Cost Centres. If not specified, COSWIN automatically proposes the default Cost Centre.

A selector trigger button (or F2 key) linking to Cost Centre Selector is available.

Right-mouse click (or F7 key) will activate the Cost Centre Details window for the current code.

Adjusted Quantity

This is the quantity of stock item to be adjusted. An adjustment can be positive or negative with the only condition that a location cannot have a negative quantity as free quantity. At the worst, a location can have 0 free quantity. It is a mandatory numeric information.

Adjusted Value

This is the adjusted value, automatically proposed as the adjusted quantity multiplied by the unit cost. It is an optional positive or negative numeric information.

Description (Desc)

This is the Cost Centre description, a read-only information automatically managed by the system.

Date

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This is the stock Adjustment creation date, a read-only information automatically managed by the system.

When the location of the item to be adjust is specified (by using the non-standard [Locations] button), the following read-only information will be automatically updated by system:

Store

This is the stock item Store Location identifier.

Bin

This is the stock item Bin Location identifier.

Batch

This is the stock item Batch Location identifier.

Unit Cost

This is the stock item rate unit cost.

Batch Qty

This is the stock item quantity in the location.

Batch Value

This is the value for the quantity in the location.

Serial no

This is the stock item's serial number.

Status

This is the stock item's status.

Remarks tab

This tab page provides supplementary information (remarks) about a stock Adjustment.

Adjustment Remarks

The interface consists of the drawing layout, where the user can write text and / or append pictures, drawings, spreadsheets and any other form of OLE information. Pressing Remarks tab button in the Item Adjustment Details opens this tab page.

5.5.2 To Delete a Stock Adjustment

There are no restrictions on deleting stock Adjustments.

Click on the icon to delete the current Adjustment record.

COSWIN provide a Batch Delete option through the non-standard Batch DEL button.

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5.6 STOCK COUNT

The Stock Count module is used to count the available items in the stock. The Store Manager specifies some filtering criteria to get the desired items. For any selected item's location it's possible to specify the total quantity. The specified quantity cannot be lower than the reserved quantity from that location.

For a given count and location, it is possible to modify the location's actual quantity only once. For each location modification a stock adjustment is added in the database.

Select from COSWIN menu *Stores / Stock / Stock Count* to launch the Stock Count module.

The Stock Count window looks by default as follows:

Detailed Field Descriptions:

Count No

This is the stock Count identifier, an optional information of maximum 10 alphanumeric characters. It must be unique among all Stock Counts. If not specified, COSWIN automatically generates a Stock Count identifier.

A selector trigger button (or F2 key) linking to Stock Count Selector is available.

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Count description

This is the stock Count description, a mandatory information of maximum 40 alphanumeric characters.

Cost Centre

This is the Cost Centre identifier used to update the values of all the items in the stock count, an optional information. It must exist in the directory of cost centres. If not specified, COSWIN automatically proposes the default Cost Centre.

A selector trigger button (or F2 key) linking to Cost Centres Selector is available.

Date

This is the stock Count creation or last updating date, an optional information, automatically proposed as the current date.

Multiplied (Mult.)

This radio-button specifies how the stock items actual values will be updated:

Manual	Actual values will be updated one-by-one.
Auto	Actual values will be updated automatically, i.e. the system quantity is automatically copied into the actual quantity.

Update

This radio-button specifies the target stock items, for which the modifications will be saved:

Each	Each stock item location selected for the stock count is saved separately.
Many	Only save when the number of stock item locations, specified in Needed Number information, is modified.

Needed Number

This is the needed number of stock items, in the stock count, for which the modifications will be saved. It is mandatory if "Many" selections, in Update radio-button, were chosen, and otherwise is not accessible. It is a positive integer numeric information, greater than 1 and not greater than the total number of stock items selected for the stock Count.

Display

This radio-button specifies which stock items will be displayed in the list box:

All	All stock items, in the stock count, will be displayed.
Rest	Only the not-yet updated stock items, will be displayed.

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Item Locations List Box

Item	This is the stock item's identifier.
Store	This is the stock item's Store location identifier.
Bin	This is the stock item's Bin location identifier.
Batch	This is the stock item's Batch location identifier.
Serial No.	This is the stock item's serial number.
Description	This is the stock item's description.
Original Qty	This is the updating value for the stock item quantity.
System Qty	This is the stock item quantity currently placed in the location.
Count Physical Qty	This is the actual quantity counted by stock count staff.
Update	This is the status of the item adjustment, i.e. already updated or not updated.
Locked	'Y' denotes adjustment is disabled. 'N' denotes adjustment is allowed.

Item description

This is the stock item description, a read-only information automatically managed by the system.

5.6.1 To Create a Stock Count

Minimum information required to add a stock Count, is:

o   Count identifier

o   Count description

o   Cost Centre

Click on the icon to launch the ADD window.

COSWIN provides an option to select certain stock items to be counted, through a set of selection criteria.

Click on the non-standard Criteria button and the selection window appears:

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Reference: 756/PMP/8029f/A756/PMP/8029f/A756/PMP/8029f/- KSC Version: 2.12.12.0	MAINTENANCE MANAGEMENT SYSTEM COSWIN STORECOSWIN STORE	Page: 145 Date: 21 August 200221 August 20023 June 2002

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You must then specify on criteria to select the items from the inventory. None of these criteria is mandatory. Therefore when no criteria are stated, all the stock items in all the stores will be selected for stock count.

When all the criteria are specified, click on the non-standard [Select] button to carry out the selection search. All the items selected will be displayed on the Item list box of the Stock Count Details window.

5.6.2 To Modify the Stock Count details

The information that can be modified, is:

o   Count description

5.6.3 To Delete a Stock Count

There are no restrictions on deleting stock Counts.

Click on the 🗙 icon to delete the current Stock Count record.

5.6.4 To Update the Actual count into the Stock Count

Three options are available to assist the user when updating actual count feedback to the Stock Count record:

Mult: Manually/Auto

Manual – COSWIN will leaves the **ACTUAL QTY** field as blank.

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Auto – COSWIN will default the **ACTUAL QTY** field with the value from the **SYSTEM QTY** field.

Update: Each/Many

Each – At each line of item the adjustment is created.

Many – The adjustments are created only at the end of the page for all the items.

Display: All/Rest

All – All the items will be displayed, including those items that have been already updated

Rest – Only the items that have not been updated will be displayed.

To update the actual quantity of the item, double click on it in the Item List Box and the following window appears:

Enter the actual quantity counted into the **Actual** field.

Once the **Update** checkbox is checked and stock count feedback is saved, adjustment record will be created and no changes to the **Actual** field is allowed. However, it is possible to save the feedback without checking the **Update** checkbox, thus permitting amending the **Actual** field at later date.

The item adjustment will be performed according to the following rules:

- Adjustment Cost Centre = Cost Centre of the Stock Count
- Adjusted Qty = SYSTEM QTY - ACTUAL QTY where

  System quantity = total quantity of the item (Free + Reserved).

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- Adjusted Value = Adjusted Qty * unit price of the item (according to the evaluation method).

     The Item Summary register will be updated with this adjustment.

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5.7 LOCATION DELETION

Stores Manager can remove empty locations from the database using the **Location Deletion** module.

If the deleted location is the last location of a store for an Item, then entire store will be removed from the item's store list. Similarly, if the deleted location is the last of a Batch, the Batch is also deleted from the item's batch list.

Conditions for a Location to be deleted

o   The location must not be the only location of an item

o   The location must have zero reserved, free and frozen quantities

o   The adjustment details of the location will have to be deleted before the location can be deleted.

A location can still be deleted even if it is related to:

o   An issue.

o   A stock demand.

o   An stock adjustment.

Select from COSWIN menu *Stores / Stock / Location Deletion* to launch the Location Deletion module.

The Location Deletion window looks by default as follows:

5.7.1 To Modify Location Details

Click on the non-standard [MOD] button and the following dialog window appears:

This operation changes the status of the selected item to the "garbage" status. The operation is only available for repairable items.

5.7.2 To Delete Locations

Click on the non-standard [Batch DEL] button and the following window appears:

Specify the date range and store code range to delete and click the non-standard [Delete] buttons to delete or the [Clear] button to clear the options.

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5.8 AUTOMATIC PURCHASE REQUEST FOR RE-STOCKING

COSWIN provides a two-step process to automatically generate the Purchase Requests necessary to re-stock the items whose stock levels are low.

Firstly, a special re-stocking report based on user-specified conditions must be generated. Then, use the generated report to create Purchase Requests for re-stocking.
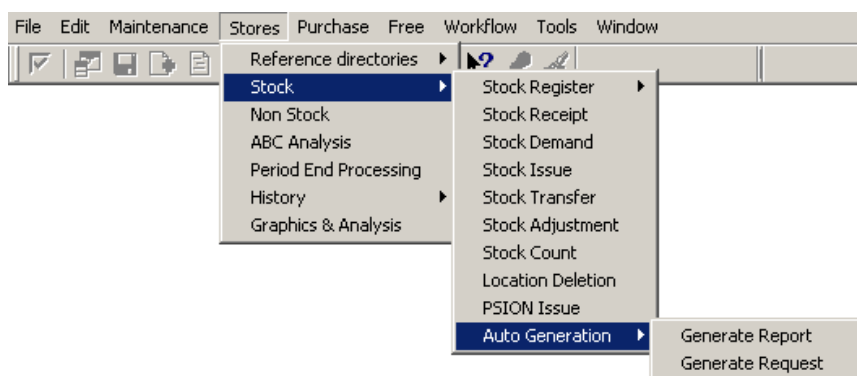
5.8.1 Creation of a Re-Stocking report

This module provides an option to select all the items that require restocking and thus enable subsequent process of auto Purchase Request generation.

It compares the available quantity or the total quantity (available + demanded) against the item's re-order level or the minimal quantity. To do so; it takes into account (or it does not) the quantities that are on order, on Purchase Request, or under inspection.

Select from COSWIN menu *Stores / Stock / Auto Generation / Generate Report* to launch the Generate Report module.

The Generate Report window looks by default as follows:

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The Selection Conditions at the top of the Generate Report window allows you to formulate the condition for selection.

Total Quantity

This option indicates the total quantity to be taken into account in the report generation formula.

Free Quantity	Only the free quantity of the item is taken into account
Free Quantity + Reserved Quantity	The sum between free quantity and the reserved quantity of the item is taken into account

Condition

This option indicates the condition that the sum of quantities must fulfil in the report generation formula for the item to be selected.

Less	The sum of the quantities must be less than the total quantity
Less or Equal	The sum of the quantities must be less or equal with the total quantity

Reference Quantity

This option indicates the reference quantity to be taken into account in the report generation formula.

Reorder Quantity	The reorder quantity of the item is taken into account
Minimum Quantity	The minimum quantity of the item is taken into account

Subtract Quantity on Order

This option indicates whether the quantity on order is to be subtracted from the Reference Quantity in the selection formula.

Subtract Quantity under Inspection

This option indicates whether the quantity under inspection is to be subtracted from the Reference Quantity in the selection formula.

Subtract Quantity on Request

This option indicates whether the quantity on request is to be subtracted from the Reference Quantity in the selection formula.

Do not take Order in lead time

The selection process takes into account for each item not the whole quantity already ordered but the quantity ordered and not received with at least a number of days (equal to item lead time) before.

This option is enabled by a check-box and works only in conjunction with the option to consider quantity on order.

Cyclic Re-Order, bring the items' stock level to their maximum

Each stocked item stores the following information:

o   A flag signalling the fact that the item is to be re-order on cyclic basis.

o   The number of days in a cycle

When generating the report COSWIN considers the items having the flag for cyclic re-order set and having more than the number of days in a cycle from their last re-order.

For such items the quantity to be re-ordered will bring the items' stock level to their stock maximum level.

This option is enabled by a check-box. When the option is performed in conjunction with the current existing option (using the formula) it has a lower priority.

Report File

This option indicates the type of file the report must be saved in:

Existing File	The report is saved in an existing file.
New File	The report is saved in a new file.

Existing File Name

This is the name of an existing file the report must be saved in. It is available only if Report File option is set on Existing File value.

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File Path

This is the path where the report files must be created, a read-only information automatically managed by the system.

New File Name

This is the name of the new file the report is saved in, a mandatory information that can take up to 11 alphanumeric characters. The RPT extension is added automatically. It is available only if Report File option is set on New File value.

Report date

This is the date of the creation of the report, a read-only field automatically managed by the system. It is set by default at the current date.

Overwrite

This option indicates whether an existing file can be overwritten or not.

Description

This is the description of the report to be generated, an optional information that can take up to 80 alphanumeric characters.

The More tab allows you to specify further criteria on the item selection:

Once the criteria are set, specify the output **Report File** by click the radio buttons **Existing File** or **New File** accordingly. The output file will be created in the specified directory. It is possible to change the file directory by clicking on the [Set Path] button.

Click on the non-standard [Report] button to execute the extraction process and all the items that meet the selection criteria will be selected.

This generated report will enable the auto creation of Purchase Request at the next module.

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5.8.2 Creation of the Purchase Requests

This module allows auto creation of Purchase Requests based on the analysis results generated from the *Generate Report* module.

Select from COSWIN menu *Stores / Stock / Auto Generation / Generate Request* to launch the Generate request module.

The Generate Request window looks by default as follows:

In the Generate Request module, select from the **File** field the report that is created previously from the Generate Report module. Note that the selected report must be with the *.bin* extension.

To change the directory from which the file is located, click on the Set Path button.

The **Sort** tab provides 7 sorting options to sort the restocking items, and 6 sorting orders in either ascending or descending order.

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After specifying the sorting sequences, click on non-standard Execute button to visualise the effect

By default all the items are selected and will be transferred to the item list of Purchase Request when PR is generated.

However, you may un-select any items by clicking on the non-standard Unsel. Item button or use the Item List Box filter to exclude some items. The excluded items will not be transferred to the Purchase Request window during the creation of the PR.

To create the PR, click on the non-standard Request button and a new Purchase Request screen will appear for user to confirm creation.

The PR created will have a type equal to 3.

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5.9 STOCK TRANSACTIONS USING BARCODE READER

The stock transactions that can be performed using the Barcode Reader are Stock Issue and Stock Count.

5.9.1 Creation of Stock Issue in the Barcode Reader

Step 1: Select the Stock Menu and then the Stock Issue.

Step 2: Enter the following fields: Item Code, Issue Type, User Reference, Cost Centre, WO reference, Store Code, Bin Code, Batch Code and Quantity.

Step 3: To exit press F1.

5.9.2 Creation of Stock Count in the Barcode Reader

Step 1: Select the Stock Menu and then the Stock Count.

Step 2: Enter the following fields: Item Code, User Reference, Cost Centre, Store Code, Bin Code, Batch Code and Quantity.

Step 3: To exit press F1.

5.9.3 Downloading Data from Barcode Reader to COSWIN DB

Step 1: Place the Barcode Reader within its downloading base.

Step 2: Start MCL Link from the Workstation.

Step 3: Download the data from Barcode Reader to the Database using the F2 key.

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6. STORE PERIOD END PROCESSING

The Period End Processing program posts the closing balance as the opening balance for a period and initialises the issues, receipts, adjustments and transfers for that period to zero. The posting of closing balance and the initialisation is done at the following levels:

o Items

o Stores

o Groups

o Cost Centres

If the period end process is for the year, the present year quantities and values will be posted to previous year quantities and values.

The user must choose the periods of time for which the period end process will be executed.

The user is able to define up to 5 periods in COSWIN Configuration. Examples of the period can be as follows:

o Monthly

o Quarterly

o Half-yearly

o Yearly

Select from COSWIN menu *Stores /Period End Processing* to launch the Period End Processing module.

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The Period End Processing window looks by default as follows:

All the information, except the check boxes (**Run Period**), is read-only and automatically managed by the system.

Detailed Field Descriptions:

Period Index

This is the index for the specified period (1…5).

Period description

This is the description of the specified period (weekly, monthly etc.).

Period-Last Run

This is the last date the period end process was run for the specified period.

Period's Day Number

This is the duration of the specified period (in days).

Run Period

This information specifies whether the period end process will be run for the specified period. By default this check box is unchecked, meaning that the period end process, for the corresponding period, will not be run.

Period-Next Run

This is the next date on which the period end process should be run, for the specified period, i.e. the sum of Last Run Date and period duration.

To Start the Period End Processing, click on the non-standard Execute button.

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7. STORE/PURCHASE TRANSACTION HISTORY

COSWIN provides an archiving feature for transactions in Store and Purchase modules. Archived transactions can be reviewed through a History View module. Facilities for downloading/uploading the archived stock and purchase transactions to/from files are provided.

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7.1 TO ARCHIVE STORE/PURCHASE TRANSACTIONS

Select from COSWIN menu *Stores / History / Archive* to launch the Archive module.

The Archive Details window looks by default as follows:
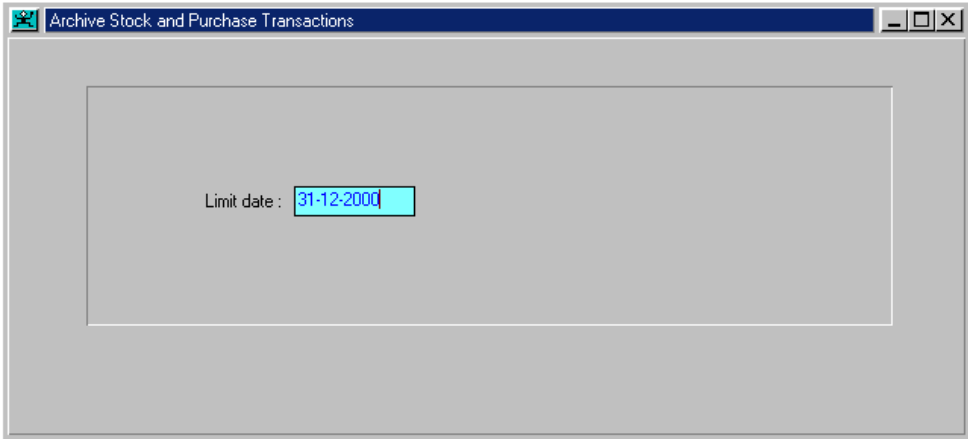
The **Limit date** field specifies the cutoff date that all Stores/Purchase transactions that are dated on and before will be extracted for archival.

Click on the non-standard [Archive] button to activate the archival process. Upon completion of the archival process, system will display a summary on the number of records archived for each type of transactions.

To view the archived transactions, select the View History module.

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7.2 TO VIEW ARCHIVED TRANSACTIONS

Stock and purchase history view module allows the user to search and view the archived stock and purchase transactions. The following transactions are displayed as lists:

- ❑ Stock receipts
- ❑ Stock issues
- ❑ Stock transfers
- ❑ Stock counts
- ❑ Purchase requests
- ❑ Purchase quotations
- ❑ Supplier agreements
- ❑ Purchase orders
- ❑ Purchase invoices
- ❑ Credit Notes

Full details about a specific transaction can also be displayed.

Note that all information displayed are read-only and cannot be modified.

Select from COSWIN menu *Store / History / View* to launch the View History module.

The View History window looks by default as follows:

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7.2.1 To View Archived Receipts in History

Select the **Receipts** tab of the View History module to display the list of archived Stock Receipts transactions.

The Archived Receipts Selector in History window looks by default as follows:

Double click on any of the archived Receipts in the list box will activate the **History Stock Receipt Details** window for the selected record.

History Receipts List Box

The Receipts list-box displays the archived stock receipts transactions with the following columns:

DO No	This is the delivery note given by the supplier (along with items) for the archived receipt.
DO Date	This is the delivery note date.
GRN No	This is the goods receipt note (GRN) reference code.
GRN Date	This is the good receipt date.
Received On	This is the date on which the items were received.

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PO No	This is the purchase order number for the archived receipt.
Receipt Type	This is the type of the archived receipt: Type 1: Against Order Type 2: After Repair Type 3: After Fabrication Type 4: Miscellaneous
Status	This is the status of the archived receipt. **0** - not inspected **1** - partially inspected **2** - totally inspected **3** - totally invoiced **9** - returned
Supplier Code	This is the supplier from whom the items were received.
Forwarder	This is the name of the person who has shipped the items from the supplier.
WO ID	This is the demand or work order number against which the archived receipt is being registered.
Currency	This is the archived receipt's purchase order currency.
Required By	This is name of the person who made the purchase order.

Supplier Description

This the description of the supplier of the currently selected archived receipt record.

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7.2.1.1 History Stock Receipt Details

This window displays detailed information about the currently selected History Stock Receipt.

The History Stock Receipt Details window looks by default as follows:

The *Items* tab window looks by default as follows:

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More	Items

Item Code : `TICKET/ELC/SC/01` `SWING GATE CONTROLLER MUC`

Details	Locations

Non-Stock : `N`   UOM : `PIECE`   Unit Rate : `0.000`

Value : `0.000`   Supplier : ` `   Accepted Qty : `1.000`

Returned to Supplier : `0.00`   Received Qty : ` `

7.2.2 To View Archived Issues in History

Select the *Issues* tab of the View History module to display the list of archived Stock Issues transactions.

The Archived Issues Selector in History window looks by default as follows:

Receipts	Issues	Transfers	Counts	Requests	Quotations	Agreements	Orders	Invoices	Credit Notes

Demand No	Date	Type	Status	WO ID	Cost Centre	Issuer	Remarks	
DEM00204	09/05/2002	1	9	13200	2714300	supervisor		
DEM00206	09/05/2002	1	9	13260	2714300	supervisor		
DEM00207	09/05/2002	1	9	13280	2714300	supervisor		
DEM00208	09/05/2002	1	9	13320	2714100	supervisor		
DEM00213	09/05/2002	1	9	13340	2714100	supervisor		

Double click on any of the archived Issues in the list box will activate the ***History Stock Issue Details*** window for the selected record.

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History Issues List Box

The Issues tab shall display the list of archived issues with the following information:

Demand No	This is the demand reference code for issue against a stock demand.
Date	This is the date of registering the archived issue.
Status	This is the status of the archived issue.
WO ID	This is the work order number for the archived issue.
Cost Centre	This is the cost centre to which the archived issue was posted.
Type	This is the type of the archived issue.
Issuer	This is the login name of the person that created the archived issue.
Remarks	These are the description of the issue's requirements.

7.2.2.1 History Stock Issue Details

This window displays detailed information about the currently selected History Stock Issue.

The History Stock Issue Details window looks by default as follows:

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7.2.3 To View Archived Transfers in History

Select the *Transfers* tab of the View History module to display the list of archived Stock Transfers transactions.

The Archived Transfers Selector in History window looks by default as follows:

Double click on any of the archived Transfers in the list box will activate the *History Stock Transfer Details* window for the selected record.

History Transfers List Box

The Transfers list-box displays the archived stock transfers transactions with the following columns:

Transfer No	This is the stock transfer reference code.
Date	This is the stock transfer creation date.
Authority	This is the authority identifier to which the user addressed the request for transfer
Status	This is the transfer status.
Type	This is the transfer type
Item Code	This is the stocked item being transferred.
Description	This is the transferred stocked item description.
UOM	This is the transferred stocked item measurement unit.
Last Update	This is the stock transfer last updating date

7.2.3.1 History Stock Transfer Details

This window displays detailed information about the currently selected History Stock Transfer.

The History Stock Transfer Details window looks by default as follows:

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7.2.4 To View Archived Stock Counts in History

Select the **Counts** tab of the View History module to display the list of archived Stock Counts transactions.

The Archived Stock Counts Selector in History window looks by default as follows:

Double click on any of the archived Stock Counts in the list box will activate the *History Stock Count Details* window for the selected record.

History Counts List Box

The Counts list-box displays the archived stock counts transactions with the following columns:

Count No	This is the stock count reference code.
Count description	This is the stock count description.
Cost Centre	This is the cost centre used to update the values of all the items in the stock count.
Last Modified Date	This is the stock count creation or last updating date.

7.2.4.1 History Stock Count Details

This window displays detailed information about the currently selected History Stock Count.

The History Stock Count Details window looks by default as follows:

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Receipts	Issues	Transfers	Counts	Requests	Quotations	Agreements	Orders	Invoices	Credit Notes

Count No : SCNT000042　　　　Description : And,andas

As on Date : 09/05/2002　　　　Cost Centre : 2712400

Items

Item	Store	Bin	Batch	Serial No	Original Qty	Count Physical Qty
ELEHV/ELE/AG/01	CNT-POW	BI-CNT	B123		1.00	12.00
ELEHV/ELE/AG/01	TRANSIT	TRANSIT	LTA-BATCH		1.00	7.00
ELEHV/ELE/AG/01	TRANSIT	TRANSIT	SBS-BATCH		5.00	6.00
ELEHV/ELE/AG/02	BGK-POW	BIN1	batch001		5.00	7.00
ELEHV/ELE/AG/02	SDS	SDS	LTA		49.00	46.00
ELEHV/ELE/AG/02	TRANSIT	TRANSIT	LTA-BATCH		23.00	22.00
ELEHV/ELE/AG/03	BGK-POW	BIN1	BATCH001		5.00	2.00
ELEHV/ELE/AG/03	TRANSIT	TRANSIT	LTA-BATCH		15.00	15.00

Item Description : Programmable Control Unit (SCU)

7.2.5 To View Archived Purchase Requests in History

Select the *Requests* tab of the View History module to display the list of archived Purchase Requests.

The Archived Requests Selector in History window looks by default as follows:

Receipts	Issues	Transfers	Counts	Requests	Quotations	Agreements	Orders	Invoices	Credit Notes

PR No	Date	Type	Status	WO ID	Estimated Value	Request By	Cost Centre
AB00000100	13/05/2002	1	1	83	432.83	supervisor	2712120
PR00000096	09/05/2002	1	3		0.00	supervisor	2712400
PR00000103	13/05/2002	1	3	$00011041	0.00	supervisor	2714300

Double click on any of the archived Requests in the list box will activate the *History Purchase Request Details* window for the selected record.

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History Requests List Box

The Requests list-box displays the archived purchase requ0ests transactions with the following columns:

Request	This is the reference of the archived purchase request.
Date	This is the creation date of the archived purchase request.
Type	This is the type of the archived purchase request.
Requested by	This is the identifier for the author of the archived request.
WO/Demand	This is the reference for a work order or demand whose items were requested.
Cost Centre	This is the cost centre for the archived purchase request.
Estimated Value	This is the estimated total purchase value of the Purchase Request.
Status	This is the status of the Purchase Request: 0 – item validated, ok to put on order 1 – a part of the requested quantity was ordered 2 – the whole requested quantity of the item was order 3 – item not validated yet 4 – item used in purchase quotation

7.2.5.1 History Purchase Request Details

This window displays detailed information about the currently selected History Purchase Request.

The History Purchase Request Details window looks by default as follows:

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7.2.6 To View Archived Purchase Quotations in History

Select the *Quotations* tab of the View History module to display the list of archived Purchase Quotations.

The Archived Quotations Selector in History window looks by default as follows:

Double click on any of the archived Quotations in the list box will activate the *History Purchase Quotation Details* window for the selected record.

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History Quotations List Box

The Quotations list-box displays the archived purchase quotations transactions with the following columns:

Quotation No	This is the archived quotation identifier.
Date	This is the date of the creation of the archived purchase quotation.
Status	This is the status of the archived quotation.
PO No	This is the code of the purchase order that has been generated from the quotation.
PR No	This is the purchase request reference used for archived quotation.
Supplier Code	This is the identifier of the supplier for which the quotation was generated.
Currency	This is the currency used by the supplier.
Cost Centre	This is the cost centre to be used for the archived quotation.
WO ID	This is the work order of the purchase request selected by the user to generate quotation items.
Buyer In charge	This is the name of the person that was in charge of the archived quotation.
Pay mode	This is the pay mode of the quotation available only for archived generated quotations.
Value	This is the total value of the archived quotation.

Supplier Description

This is the description of the supplier.

Currency Description

This is the description of the currency.

Cost Centre Description

This is the description of the cost centre.

7.2.6.1 History Purchase Quotation Details

This window displays detailed information about the currently selected History Purchase Quotation.

The History Purchase Quotation Details window looks by default as follows:

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7.2.7 To View Archived Supplier Agreements in History

Select the *Agreements* tab of the View History module to display the list of archived Supplier Agreements.

The Archived Supplier Agreements Selector in History window looks by default as follows:

Double click on any of the archived Agreements in the list box will activate the *History Supplier Agreement Details* window for the selected record.

History Agreements List Box

The Agreements list-box displays the archived supplier agreements transactions with the following columns:

Agreement No	This is the reference code of the archived supplier agreement.
Description	This is the archived supplier agreement 's description, an

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	optional information.
Status	This is the archived supplier agreement status.
Supplier	This is the reference of the supplier that user agreed to.
From Date	This is the date when the archived supplier agreement begun.
To Date	This is the date when the archived supplier agreement expired.

7.2.7.1 History Supplier Agreement Details

This window displays detailed information about the currently selected History Supplier Agreement.

The History Supplier Agreement Details window looks by default as follows:

7.2.8 To View Archived Purchase Orders in History

Select the **Orders** tab of the View History module to display the list of archived Purchase Orders.

The Archived Purchase Orders Selector in History window looks by default as follows:

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Receipts	Issues	Transfers	Counts	Requests	Quotations	Agreements	**Orders**	Invoices	Credit Notes

PO No	PO Date	Type	Status	PO Value	Currency	Supplier Code	Demand/WO	PR N
PO00000003	05/03/2002	0	4	50400.00	SGD	DSMS/STE		
PO00000009	05/03/2002	0	5	12600.00	SGD	CNTCVL/000000709		PR0000
PO00000011	05/03/2002	0	3	1000.00	SGD	COMMS/ANDREW		
PO00000012	05/03/2002	0	3	1180.00	SGD	COMMS/LITE		PR0000
PO00000019	12/03/2002	0	5	600.00	SGD	AMS/STE		
PO00000022	12/03/2002	0	3	300.00	SGD	AMS/STE		
PO00000026	12/03/2002	0	3	5000.00	SGD	SUP1		
PO00000027	13/03/2002	0	3	1500.00	SGD	COMMS /MEDIA		
PO00000034	13/03/2002	0	4	1089.00	SGD	AMS/STE	4	PR0000
PO00000035	13/03/2002	0	5	1200.00	SGD	AMS/STE	3	
PO00000036	13/03/2002	0	5	200.00	SGD	BGKCVL/000000702		
PO00000041	13/03/2002	0	4	10089.00	SGD	AMS/STE		
PO00000049	13/03/2002	0	3	900.00	SGD	SUP1		
PO00000052	13/03/2002	0	3	1700.00	SGD	SUP1		

Supplier Description : SINGAPORE TECHNOLOGIES ELECTRONICS

Double click on any of the archived Orders in the list box will activate the *History Purchase Order Details* window for the selected record.

History Orders List Box

The Orders list-box displays the archived purchase orders transactions with the following columns:

PO No	This is the archived purchase order reference code.
PO Date	This is the user-specified date on which the archived purchase order has been raised (created).
Type	This is the type of the archived purchase order.
Status	This is the archived purchase order status.
Currency	This is the currency in which the archived purchase order was placed.
Supplier Code	This is the supplier to whom the order was placed.
Demand/WO ID	This is the demand or work order for which the archived purchase order was raised.
Authorised by	This is the name of the person who authorized the archived purchase order.
PR No	This is the purchase request linked to the archived purchase order.

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Requested by	This is the name of the person who raised the archived purchase order.
Print Date	This is the date when the archived purchase order was last printed.
PO Value	This is the value of the archived purchase order itself.

Supplier description

This is the supplier description (name).

7.2.8.1 History Purchase Order Details

This window displays detailed information about the currently selected History Purchase Order.

The History Purchase Order Details window looks by default as follows:

7.2.9 To View Archived Purchase Invoices in History

Select the *Invoices* tab of the View History module to display the list of archived Purchase Invoices.

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The Archived Invoices Selector in History window looks by default as follows:

Double click on any of the archived Invoices in the list box will activate the *History Purchase Invoice Details* window for the selected record.

History Invoices List Box

The Invoices list-box displays the archived purchase invoice transactions with the following columns:

Invoice No	This is the archived invoice reference code.
Date	This is the archived invoice receiving or last updating date.
DO No	This is the Delivery Note reference of the receipts against which the archived invoice was raised.
DO date	This is the delivery date.
Received Date	This is the date when the archived invoice was received.
Currency	This is the currency in which the total value is expressed.
Status	This is the status of the archived invoice
Supplier	This is the supplier upon which the order has been placed.
PO No	This is the purchase order against which the archived invoice was raised.

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Payment Mode	This is the payment mode used for the archived invoice.
Requested by	This is the name of the person who requested the purchase order, against which the archived invoice was raised.
Value	This is the total value as specified in the invoice document.

Supplier Name

This is the supplier name.

7.2.9.1 History Purchase Invoice Details

This window displays detailed information about the currently selected History Purchase Invoice.

The History Purchase Invoice Details window looks by default as follows:

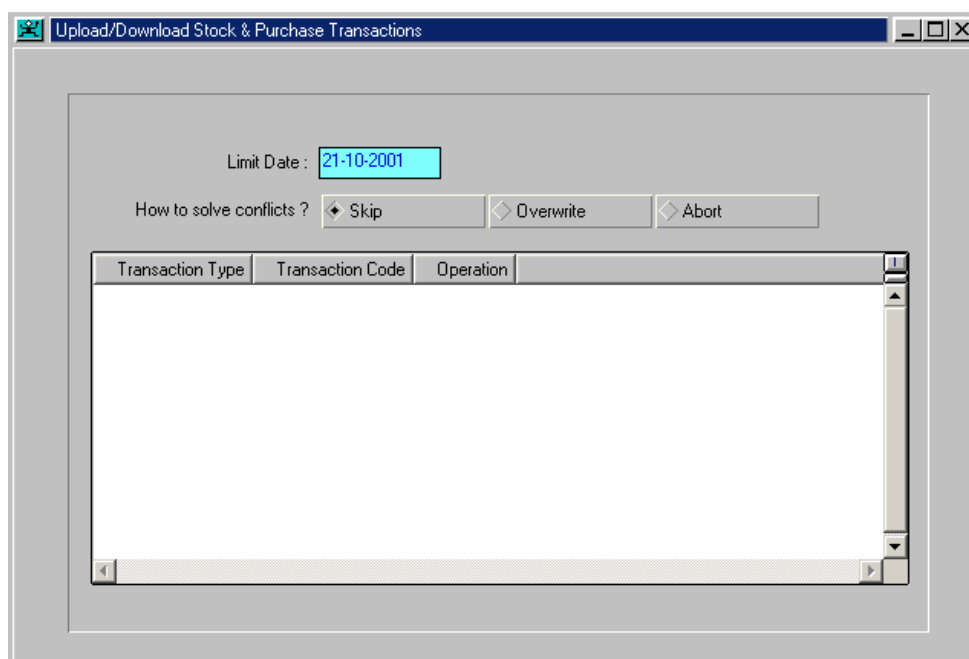| Keppel Steria Consortium (KSC)		C756
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7.2.10 To View Archived Purchase Credit Notes in History

Select the **Credit Notes** tab of the View History module to display the list of archived Purchase Credit Notes.

The Archived Credit Notes Selector in History window looks by default as follows:

Double click on any of the archived Credit Notes in the list box will activate the **History Purchase Credit Note Details** window for the selected record.

History Credit Notes List Box

The Credit Notes list-box displays the archived credit notes transactions with the following columns:

Credit Note No	This is the archived credit note reference code
Date	This is the archived credit note creation or last updating date
Supplier Code	This is the supplier for the selected credited invoices
Currency	This is the currency used for the invoices
Status	This is the status of the archived credit note
Total Value	This is the total credited value
Remaining Value	This is the value remaining to be used on the archived credit note

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Supplier Description

This is the supplier description.

7.2.10.1 History Purchase Credit Note Details

This window displays detailed information about the currently selected History Purchase Credit Note.

The History Purchase Credit Note Details window looks by default as follows:

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7.3 TO DOWNLOAD ARCHIVED TRANSACTIONS

COSWIN provides a download option in View History module to remove the content of the stock and purchase transactions from the History database and save them into ASCII files for floppy/tape backups, accordingly to a specified cutoff limit date

Click on the non-standard [Download] button and the following window appears:

The **Limit date** field specifies the cutoff date that any archived transactions are dated on and before will be removed from history and downloaded to ASCII files.

How to solve conflicts? radio button provides 3 options if duplications (in terms of identifier code) exist between the records to be downloaded and those already exist in the ASCII files:

Skip: To ignore the record to be downloaded.

Overwrite: To replace the record already in the ASCII files by the one to be downloaded.

Abort: To abort the download process.

After specifying the download criteria, click again on the non-standard [Download] button and the download process will be activated.

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Upon successful execution of the download process, COSWIN will display the list of downloaded records in the selector window:

Transaction Type	Transaction Code	Operation
Pur. Order	PO00000005	Downloaded
Receipt	RET0000002	Downloaded
Pur. Order	PO00000003	Downloaded
Issue	DEM00006	Downloaded
Receipt	DLN0000008	Downloaded
Agreement	A	Downloaded
Transfer	TRAN000003	Downloaded

The downloaded records will be stored as ASCII files under a sub-directory named **history** of the current COSWIN working directory, i.e. **\coswin\history**.

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7.4 TO UPLOAD ARCHIVED TRANSACTIONS

COSWIN provides an upload option in View History module to restore the content of the stock and purchase history from previously downloaded ASCII files.

Click on the non-standard [Upload] button and the following window appears:

The **Limit date** field specifies the cutoff date that any downloaded transactions in the ASCII files are dated on and before will be restored into history.

How to solve conflicts? radio button provides 3 options if duplications (in terms of identifier code) exist between the records to be uploaded from ASCII files and those already exist in the history:

Skip: To ignore the record to be uploaded.

Overwrite: To replace the record already in the history by the one to be uploaded.

Abort: To abort the upload process.

After specifying the upload criteria, click again on the non-standard [Upload] button and the upload process will be activated.

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8. STORE GRAPHICS AND ANALYSIS

COSWIN provides a set of analysis reports under the module Store Graphics and Analysis.

The purpose of this module is to provide selection criteria, in order to choose the information upon which analysis is to be done and reported (printed) for the Store activities.

The module consists of the following types of reports:

1. **Monthly Consumption Reports -** The monthly stock consumption over the current and previous year, is to be reported.

2. **Cost Centre Consumption/ Invoice Reports -** Cost Centre Consumption and its budgetary and invoice details are to be reported.

3. **Slow/Non-moving Items Reports -** Slow/Non moving items analysis reports all items, which have not moved since a given reference date.

4. **Excess/ Minimum Stock Reports -** Excess Stock report prints all those stock items having a free quantity that is greater than the maximum permissible holding quantity.

5. **Item Transactions Reports -** Items Transactions reports all the transactions for some items for a given time period.

6. **Item Group Consumption Graphics -** Item Group Consumption gives graphical representation of consumption pattern of the Item Groups.

7. **Stores Stock Value Graphics -** Stores Stock Value gives graphical representation of the current on-hand stock value of the stores.

8. **Miscellaneous -** Other reports may be created and/or linked

Select from COSWIN menu *Store / Graphics & Analysis* to launch the Store Graphics and Analysis module.

The Store Graphics & Analysis window looks by default as follows:

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To print any of the analysis reports, select the respective radio button from the Maintenance Graphics and Analysis module and click on the 🖨 icon. A report print dialog similar to that shown below will be launched:
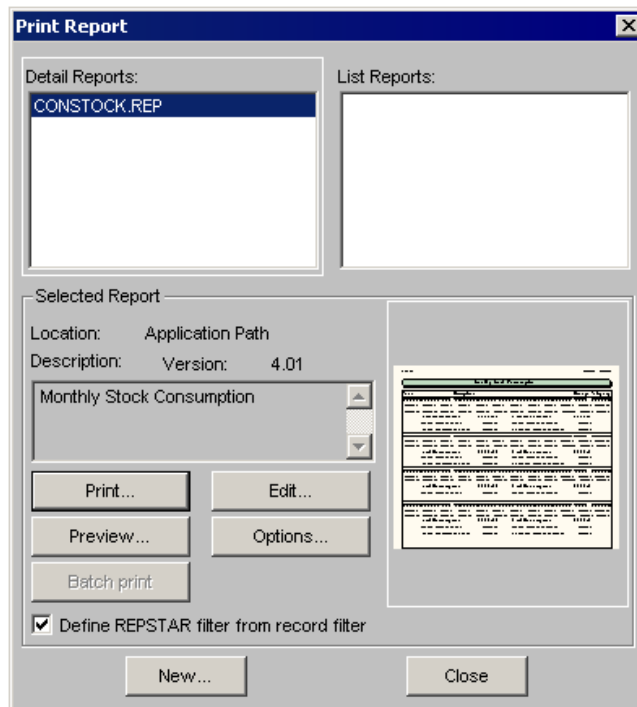
From the Detail Reports or List Reports list box window, select the report to be printed. Click on either the [Print...] button to send the report to the printer or on the [Preview...] button to view the report on the screen.

Data selection criteria may be provided along with these reports. Click on the [Options...] button to view the options provided.

Below are the detailed descriptions on the various types of reports provided.

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8.1 MONTHLY CONSUMPTION REPORTS

The following are the detailed reports available under the Monthly Consumption Report type:

CONSTOCK.REP   Monthly Stock Consumption

The Monthly Consumption Report Option window, activated by clicking on the Options... button, looks by default as follows:

Detailed Field Descriptions:

Group

Enter lexically lower and upper limits of the stock item Group identifier (up to 10 alphanumeric characters), between which the report will be generated. These are optional information.

Category

Enter lexically lower and upper limits of the stock item Category identifier (up to 6 alphanumeric characters), between which the report will be generated. These are optional information.

Sort Order

This information specifies the criteria of report sorting. It is a mandatory information, and it can be one of the following:

o   Group

o   Category

o   Item

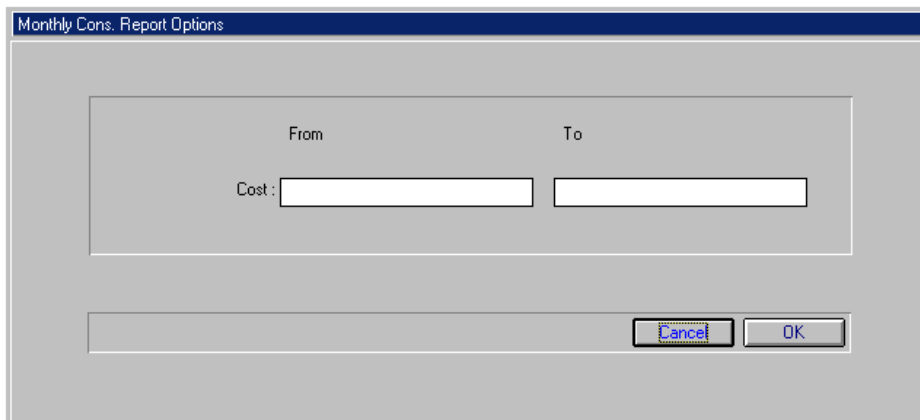**Formatted:** Font: 10 pt, Font color: Auto

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8.2 COST CENTRE CONSUMPTION / INVOICE REPORTS

The following are the detailed reports available under the Cost Centre Consumption / Invoice Report type:

CONSOCCH.REP	Monthly Consumption by Cost Centre
CONSOCCP.REP	Cost Centre Consumption by Period
FACTCC.REP	Invoiced Value by Cost Centre

The Cost Centre Consumption / Invoice Report Option window, activated by clicking on the [Options...] button, looks by default as follows:

Detailed Field Descriptions:

Cost

Enter the lower and upper limits of the Cost Centre identifier (up to 16 alphanumeric characters), between which the report will be generated. These are optional information.

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8.3 SLOW/NON-MOVING ITEMS REPORTS

The following are the detailed reports available under the Slow/Non-Moving Items Report type:

STOCKINA.REP	Inactive Stock (Receipt)
STOCKINS.REP	Inactive Stock (Issues)
STOCKINSA.REP	Inactive Stock (Issues & Receipts)

The Slow/Non-moving Report Option window, activated by clicking on the [Options...] button, looks by default as follows:

Detailed Field Descriptions:

Group

Enter the lower and upper limits of the stock item Group identifier (up to 10 alphanumeric characters), between which the report will be generated. These are optional information.

Category

Enter the lower and upper limits of the stock item Category identifier (up to 10 alphanumeric characters), between which the report will be generated. These are optional information.

Class

Enter lower and upper limits of the stock item ABC class ("A","B" or "C"), between which the report will be generated. These are mandatory information.

Definition of slow/non-moving

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This is the date since which the items not being issued / received, are to be listed. It is an optional information. If not specified, all not-moved items will be considered.

With respect to

This information specifies the stock items movement criteria. It is a mandatory information and it can be one of the following:

o Issue (not-issued stock items will be considered)

o Receipt (not-received stock items will be considered)

o Both (not-issued and not-received stock items will be considered)

o Sort Order

This information specifies the criteria of report sorting. It is a mandatory information, and it can be one of the following:

o Group

o Category

o Item

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8.4 EXCESS/ MINIMUM STOCK REPORTS

The following are the detailed reports available under the Excess/Minimum Report type:

STOCKEXC.REP	Excess Stock
STOCKMIN.REP	Minimum Stock

The Excess/Minimum Report Option window, activated by clicking on the [Options...] button, looks by default as follows:

Detailed Field Descriptions:

Group

Enter lexically lower and upper limits of the stock item Group identifier (up to 10 alphanumeric characters), between which the report will be generated. These are optional information.

Category

Enter lexically lower and upper limits of the stock item Category identifier (up to 10 alphanumeric characters), between which the report will be generated. These are optional information.

Class

Enter lower and upper limits of the stock item ABC class ("A","B" or "C"), between which the report will be generated. These are mandatory information.

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Sort Order

This information specifies the criteria of report sorting. It is a mandatory information, and it can be one of the following:

o Group

o Category

o Item

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8.5 ITEM TRANSACTIONS REPORTS

The following are the detailed reports available under the Item Transactions Report type:

TRANSARC.REP   Transaction Cumulatives per Item

The Item Transactions Report Option window, activated by clicking on the Options... button, looks by default as follows:

Detailed Field Descriptions:

Group

Enter lexically lower and upper limits of the stock item Group identifier (up to 10 alphanumeric characters), between which the report will be generated. These are optional information.

Category

Enter lexically lower and upper limits of the stock item Category identifier (up to 10 alphanumeric characters), between which the report will be generated. These are optional information.

Class

Enter lower and upper limits of the stock item ABC class ("A","B" or "C"), between which the report will be generated. These are mandatory information.

Item

Enter lexically lower and upper limits of the Stock Item identifier (up to 16 alphanumeric characters), between which the report will be generated. These are optional information.

Period

Enter lower and upper limits of the stock item's creation or last updating dates. These are optional information automatically proposed by COSWIN as 01- 01-1950, and the current date, respectively.

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8.6 ITEM GROUP CONSUMPTION GRAPHICS

The following are the detailed reports available under the Item Group Consumption Graphics report type:

GRCONSGR.REP   Graph of Consumptions per Item Group

The Item Group Consumption Graphics Option window, activated by clicking on the [Options...] button, looks by default as follows:

Detailed Field Descriptions:

Group

Enter lexically lower and upper limits of the stock item Group identifier (up to 10 alphanumeric characters), between which the report will be generated. These are optional information.

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8.7 STORES STOCK VALUE GRAPHICS

The following are the detailed reports available under the Stores Stock Value Graphics Report type:

GRVALMAG.REP   Graph of Store Values

The Stores Stock Value Graphcs Option window, activated by clicking on the Options... button, looks by default as follows:

Detailed Field Descriptions:

Store

Enter lexically lower and upper limits of the stock item Store location identifier (up to 6 alphanumeric characters) between which the stock items are selected. These are optional information.

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