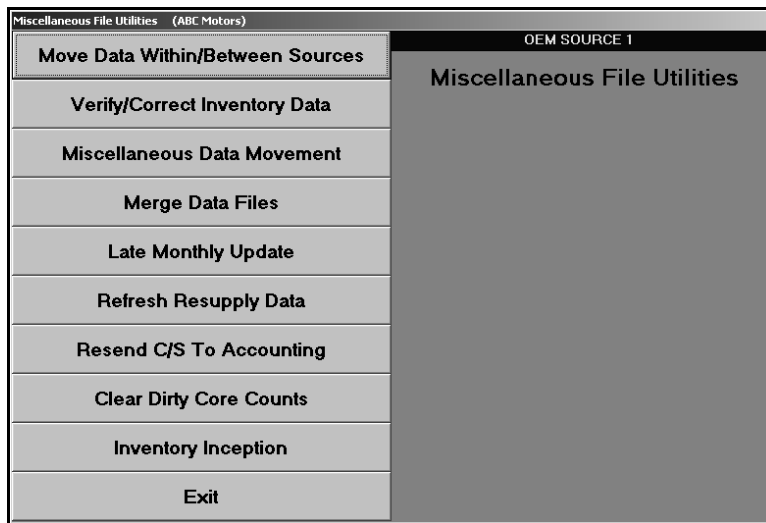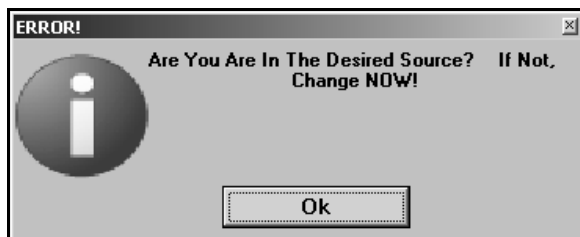# Chapter 2 Inventory Inception

The next stage in the Parts Inventory setup is to enter your current inventory. This is done through a process called inventory inception. You have two options for incepting your inventory. You can enter your inventory from an existing batch system parts pad or from a physical inventory bin count. You must choose to enter your inventory using **_only one_** of the options; you cannot use both of them. In addition, you can only update the inception entries for each source once. Any existing parts inventory files for the source are deleted when the inventory inception is updated.

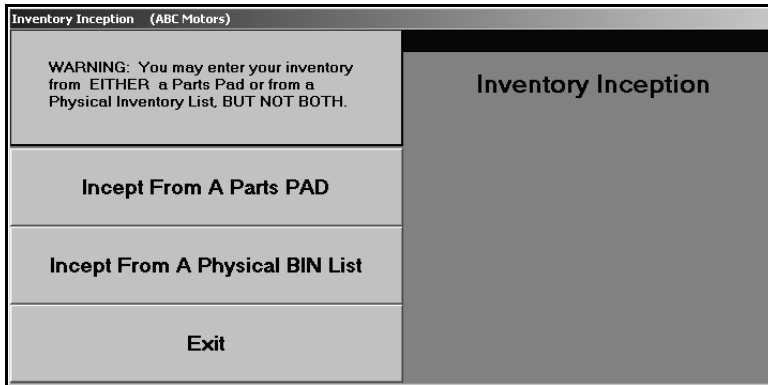## Opening the Inventory Inception Menu

1. Click **System Setup & Updates** on the Parts Inventory menu.

2. Click **Miscellaneous Maintenance** on the left side of the System Setup & Updates menu.

3. Click **Inventory Inception** on the Miscellaneous File Utilities menu.

4. As soon as the Inventory Inception menu appears, the system prompts you to verify you are in the correct source. You must incept the inventory for each source separately, so verify you are in the correct source. Click **OK** to acknowledge the message. (If you need to change the source, press the F5 key to display the OEM Parts Source list, and click the source you want to select.)

5. The Inventory Inception menu appears.

6. Click the button that corresponds to the inception option you want to select. Remember, you must choose to enter your inventory using ***only one*** of the options; you cannot use both of them.

7. The corresponding inception menu appears.

8. Enter the information for each part.

9. Print the inception information.

10. Update the part information to the master inventory.

11. When you are finished, click **Exit** to return to the Inventory Inception menu.

12. Click **Exit** on the Inventory Inception menu to return to the System Setup & Updates menu.

Understanding Bin Locations

There are a few important points to keep in mind about how to enter part locations in the system. The system uses bin locations for parts. It is assumed that you follow the standard layout of numbering bins from 1 to 999 and lettering the shelves of each bin from A to Z. Regardless of the method you use, it is important that the bin locations follow a logical and consistent numbering system.

The **Bin** or **Bin Location** fields accept up to three characters, and the entries can be both alpha and numeric. It is important that you are consistent when entering the bins. For example, the system recognizes 001, 01, and 1 as separate bin numbers. Use leading zeros to fill the field if you want bin locations to be sorted in a strict numeric sequence. In addition to entering numeric codes, you can enter codes such as "SOP" for special order parts, "US" for upstairs, etc.

In addition to bin numbers, the system uses shelves to assign parts locations. The **Shelf** field accepts one character, and the entry is usually an alpha character from A to Z. Since almost every parts room has parts stored on top of at least one bin, you should consider treating the top shelf of each bin as shelf A.

It is important that you pay close attention to the information you enter in each field. A common error is to add the bin and shelf in the same field. Be sure to keep these two pieces of information separate.

If your parts room is not currently organized in a manner that allows you to easily assign bin numbers, take the time to organize it before entering the inventory. Bin locations are important when printing inventory sheets. The system prints a separate sheet for each bin. If you are not consistent when entering your bin locations, you may end up with thousands of pages of inventory sheets.

Preparing to Enter the Inventory

First, decide which type of inventory inception you want to use. Both are similar, but each is tailored for the entry of specific source information. Nonetheless, each inventory inception is easy to use.

Ensure that you have collected all of the necessary part information. The minimum information required for the inception is the **Part Number**, **Bin Location**, **Shelf**, **Drawer**, and **On-hand Quantity**. All other information is optional and can be entered as it is available or as time permits.

You have the option of entering 12-week sales information, the last sale date, and last stocking date for each part. The sales and stocking history are used to generate part orders and to analyze your inventory for part returns. The system accumulates its own history from day-to-day use, but it will take two to three months before a reliable stock order can be generated and at least six months of history is needed for an accurate part return list.

Remember, you can only incept the inventory once. Entries can be made from multiple workstations, but only one workstation may be in the system during the update. All other users must be completely out of the system until the update is complete. You should perform a backup before updating the inventory as a precaution in case an error occurs during the update.

Incept from a Parts PAD

This button advances you to the Incept From Parts PAD menu. This menu is used to enter parts inventory files from a parts pad, print a list of the inventory files, and update the files to the Master Inventory. Before you enter the inventory, verify you are in the correct inventory source. If you need to change the source, press the F5 key to display the OEM Parts Source list. Click the source you want to select.
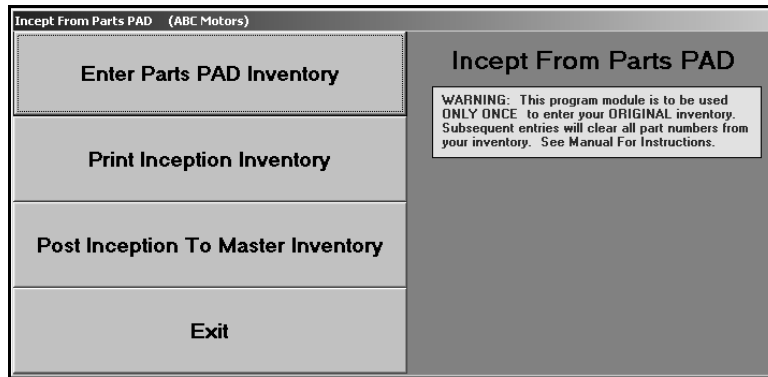
Enter Parts PAD Inventory

Use this button to open the Inception From Parts PAD screen to enter the parts files. You may exit the screen and continue to add parts files later as long as you do not update the inventory files to the Master Inventory.
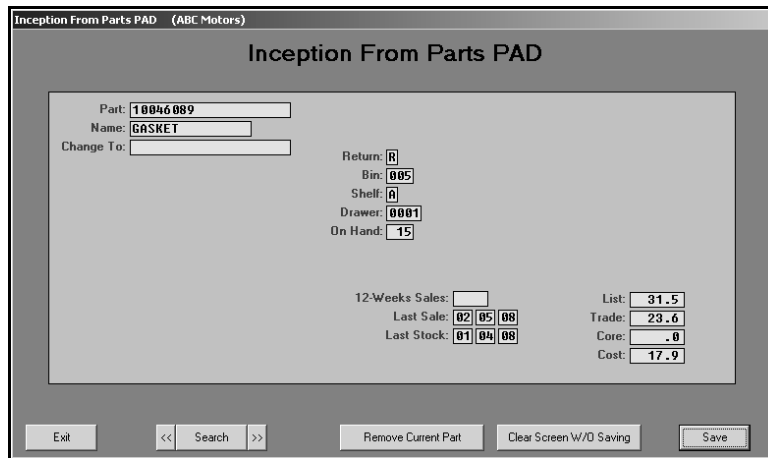
Adding a New Part

1. Click **Enter Parts PAD Inventory**. The Inception From Parts PAD screen appears.

2. In **Part**, type the part number, and press ENTER. If the part is on the price tape, the part information automatically fills in on the screen. If the part is not on the price tape, manually enter the information.

3. The **Name** field displays the name/description of the part. If no name fills in, type a description.

4. If a new part number is available on the price tape, it appears in the **Change To** field.

5. The **Return** field displays the return code for the part. If the part is not on the price tape, type the return code for this part. Typical entries are **R** for returnable, **N** for non-returnable, or $*$ for last time returnable.

6. In **Bin**, type the bin number for the part you are entering. *Do not* include the shelf or drawer. The field can contain up to three characters. Although the bin is usually numeric, ranging from 1 to 999, this field can contain alpha characters to accommodate special locations other than bins.

7. In **Shelf**, type the shelf location within the bin where the part is located. The shelf is usually an alpha character (A to Z).

8. In **Drawer**, type the drawer location within the bin and/or shelf where the part is located. This field can contain up to four characters, and the entry can be made up of both alpha and numeric characters.

9. In **On Hand**, type the quantity in stock. This is the current quantity in stock from your pad. Changes in the on-hand quantities because of sales and restocking after the pad was sent in should be made after the inception is complete.

10. Use the **12-Weeks Sales** field to record the quantity of this part you sold within the last 12 weeks.

11. In **Last Sale**, type the date when the part was last sold.

12. In **Last Stock**, type the date when the part was last stocked.

13. If the part is on the price tape, the **List**, **Trade**, **Core**, and **Cost** automatically fill in from the price tape, but you can edit the prices as needed. If the part is not on the price tape, enter the prices.

14. Click **Save** to save the part information.

15. The screen clears so you can enter more parts.

16. Continue to add parts.

17. When you are finished adding parts, click **Exit** to return to the Incept From Parts PAD menu.

Editing a Part File

1. Type the part number or a partial part number in the **Part** field.

2. Click **Search**. Information for the first part that matches the numbers you entered fills in on the screen.

3. Click the arrows on each side of the **Search** button to scroll through the part files.

4. Click in a field, and edit the information as needed.

5. Click **Save** to save the changes.

Deleting a Part

1. Select the part.

2. Click **Remove Current Part**.

3. Click **OK** when prompted to verify you want to delete the record.
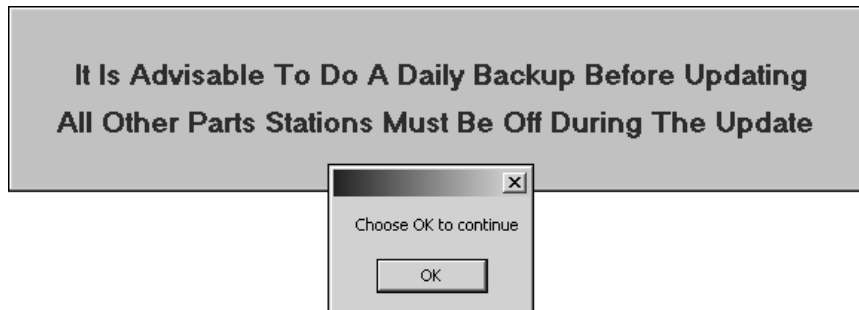
Print Inception Inventory

Use this button to print a complete list of the inventory files entered. This list is used to verify the information is correct before you update the parts files to the Master Inventory.

1. Click **Print Inception Inventory**.

2. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen.

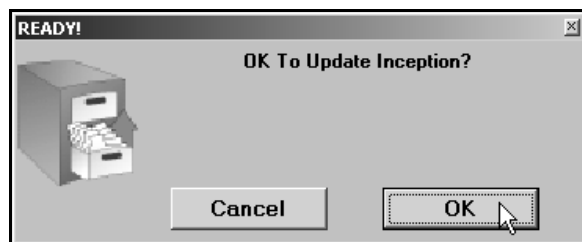3. Once you select your print type, click **Print**.

Post Inception To Master Inventory

Use this button to post the inventory files to the Master Inventory. You should perform a system backup before updating the inventory as a precaution in case an error occurs during the update.

1. Click **Post Inception To Master Inventory**.

2. The system displays a message reminding you that you should have performed a daily backup before updating the inventory and that all of the other Parts workstations must be out of the system. Click **OK** to acknowledge the message.

It Is Advisable To Do A Daily Backup Before Updating

All Other Parts Stations Must Be Off During The Update

Choose OK to continue

OK

3. The system prompts you to verify you want to update the inventory files. Click **OK** to run the update (or **Cancel** to stop the update so you can run your backup if you haven't already).

READY!
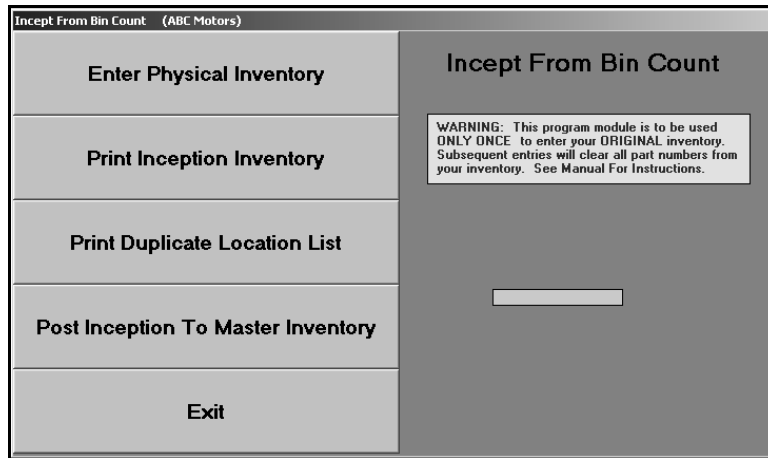
OK To Update Inception?

Cancel   OK

4. When the system is finished updating the files, it displays a message indicating you should run a price tape update and check your inventory files. Click **OK** to acknowledge the message.

DONE!

Done. Run The 'Price Tape Update' and
Check Your Inventory!

Ok

5. The system returns you to the Parts Inventory main menu.

Incept from a Physical BIN List

This button advances you to the Incept From Bin Count menu. This menu is used to enter parts inventory files from a bin list, print a list of the inventory files, and update the files to the Master Inventory. Before you enter the inventory, verify you are in the correct inventory source. If you need to change the source, press the F5 key to display the OEM Parts Source list. Click the source you want to select.

Enter Physical Inventory

Use this button to open the Inception From Bin Count screen to enter the parts files. You may exit the screen and continue to add parts files later as long as you do not update the inventory files to the Master Inventory.
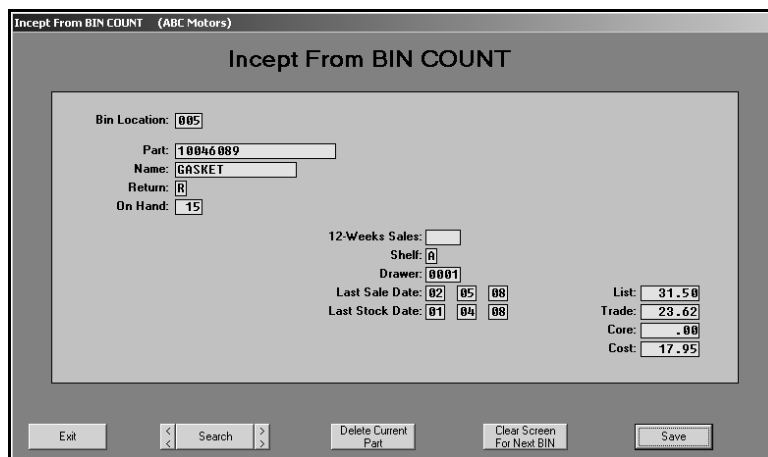
Adding a New File

1. Click **Enter Physical Inventory**. The Incept From BIN COUNT screen appears.

2. In **Bin Location**, type the bin number for the parts you are going to enter. *Do not* include the shelf or drawer. The field can contain up to three characters. Although the bin is usually numeric, ranging from 1 to 999, this field can contain alpha characters to accommodate special locations other than bins.

3. In **Part**, type the part number, and press ENTER. If the part is on the price tape, the part information automatically fills in on the screen. If the part is not on the price tape, manually enter the information.

4. The **Name** field displays the name/description of the part. If no name fills in, type a description.

5. The **Return** field displays the return code for the part. If the part is not on the price tape, type the return code for this part. Typical entries are **R** for returnable, **N** for non-returnable, or ∗ for last time returnable.

6. In **On Hand**, type the quantity in stock. This is the current quantity in stock from your pad. Changes in the on-hand quantities because of sales and restocking after the pad was sent in should be made after the inception is complete.

7. Use the **12-Weeks Sales** to record the quantity of this part you sold within the last 12 weeks.

8. In **Shelf**, type the shelf location within the bin where the part is located. The shelf is usually an alpha character (A to Z).

9. In **Drawer**, type the drawer location within the bin and/or shelf where the part is located. This field can contain up to four characters, and the entry can be made up of both alpha and numeric characters.

10. In **Last Sale**, type the date when the part was last sold.

11. In **Last Stock**, type the date when the part was last stocked.

12. If the part is on the price tape, the **List**, **Trade**, **Core**, and **Cost** automatically fill in from the price tape, but you can edit the prices as needed. If the part is not on the price tape, enter the prices.

13. Click **Save** to save the part information.

14. The screen will clear, and the **Bin Location** field will retain the bin number for the last part you entered so you can enter more parts for this bin.

15. Continue to add parts to this bin.

16. When you are ready to enter parts for the next bin number, click **Clear Screen For Next BIN**. The screen will clear completely.

17. Type the next bin number, and begin adding parts for that bin.

18. When you are finished adding parts for all the bins, click **Exit** to return to the Incept From Bin Count menu.

Editing a Part File

1. Type the part number or a partial part number in the **Part** field.

2. Click **Search**. Information for the first part that matches the numbers you entered fills in on the screen.

3. Click the arrows on each side of the **Search** button to scroll through the parts files.
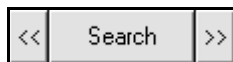
4. Click in a field, and edit the information as needed.

5. Click **Save** to save the changes.

Deleting a Part

1. Select the part.

2. Click **Delete Current Part**.

3. Click **OK** when prompted to verify you want to delete the record.

Print Inception Inventory

Use this button to print a complete list of the inventory files entered. This list is used to verify the information is correct before you update the parts files to the Master Inventory.

1. Click **Print Inventory Inception**.

2. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen.

3. Once you select your print type, click **Print**.
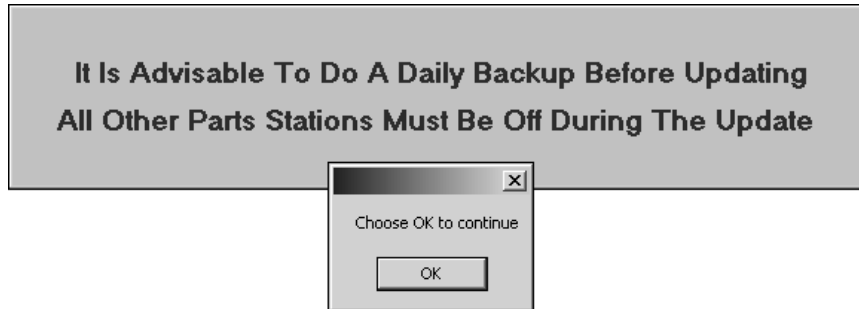
Print Duplicate Location List

This report is only available when you enter parts from a BIN list. It prints a list of part numbers you entered in more than one location. The system only allows a part to have one location. Unless you indicate otherwise, the system uses the last location you entered when updating the inventory inception.

1. Click **Print Duplicate Location List**.

2. When prompted to verify your printer is ready, select your print criteria.
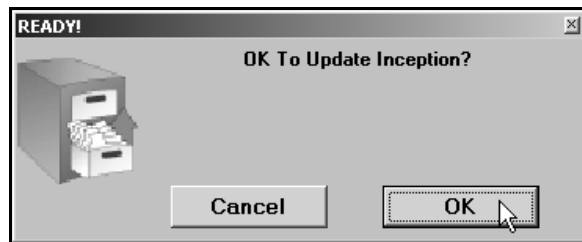
Post Inception To Master Inventory

Use this button to post the inventory files to the Master Inventory. You should perform a system backup before updating the inventory as a precaution in case an error occurs during the update.

1. Click **Post Inception To Master Inventory**.

2. The system displays a message reminding you that you should have performed a daily backup before updating the inventory and that all of the other Parts workstations must be out of the system. Click **OK** to acknowledge the message.

It Is Advisable To Do A Daily Backup Before Updating

All Other Parts Stations Must Be Off During The Update

Choose OK to continue

OK

3. The system prompts you to verify you want to update the inventory files. Click **OK** to run the update (or **Cancel** to stop the update so you can run your backup if you haven't already).

READY!

OK To Update Inception?

Cancel   OK

4. When the system is finished updating the files, it displays a message indicating you should run a price tape update and check your inventory files. Click **OK** to acknowledge the message.

DONE!

Done. Run The 'Price Tape Update' and
Check Your Inventory!

Ok

5. The system returns you to the Parts Inventory main menu.

Finishing Up

Once you have incepted your inventory, run a price tape update to ensure you have the latest parts data. Then, you should check your inventory files to ensure everything updated properly. See Chapter 3 for instructions running price tape updates and Chapter 4 for instructions on using the Master Inventory screen to view part information.