Stock Requests - Store Menu

- Stock request stores process
- Stock Request Help
- Stock Return to Job

Stock request stores process

Once the Stock Request has been promoted to the Stores, the Storman will search the respective stock request:

Remember, the Picking slip has already been printed by the requester.

Thus, the Storman would have collected the Picking slip from the designated tray, clipboard.

He will then proceed to:

Inventory Module>Activity>Stock request – Stores

Enter the Request number or Job Number

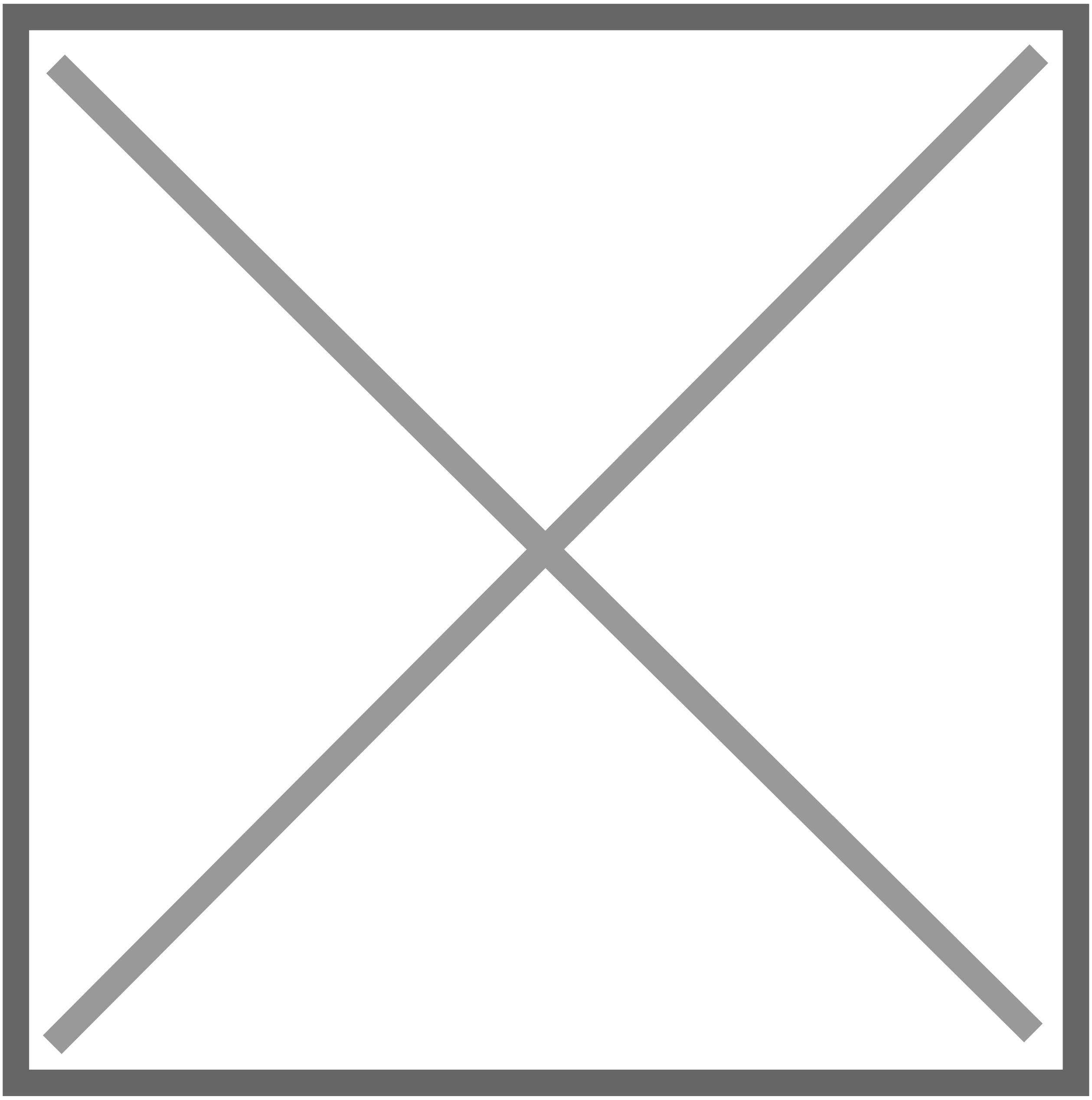
Click Search

Double Click the Stock Request line to open the Request

Should the Storeman need to edit the stock lines, he can do so by double clicking on the respective line item and making the necessary changes.

If the stock item lines are edited, example quantities changed, then a new picking slip will need to be printed.

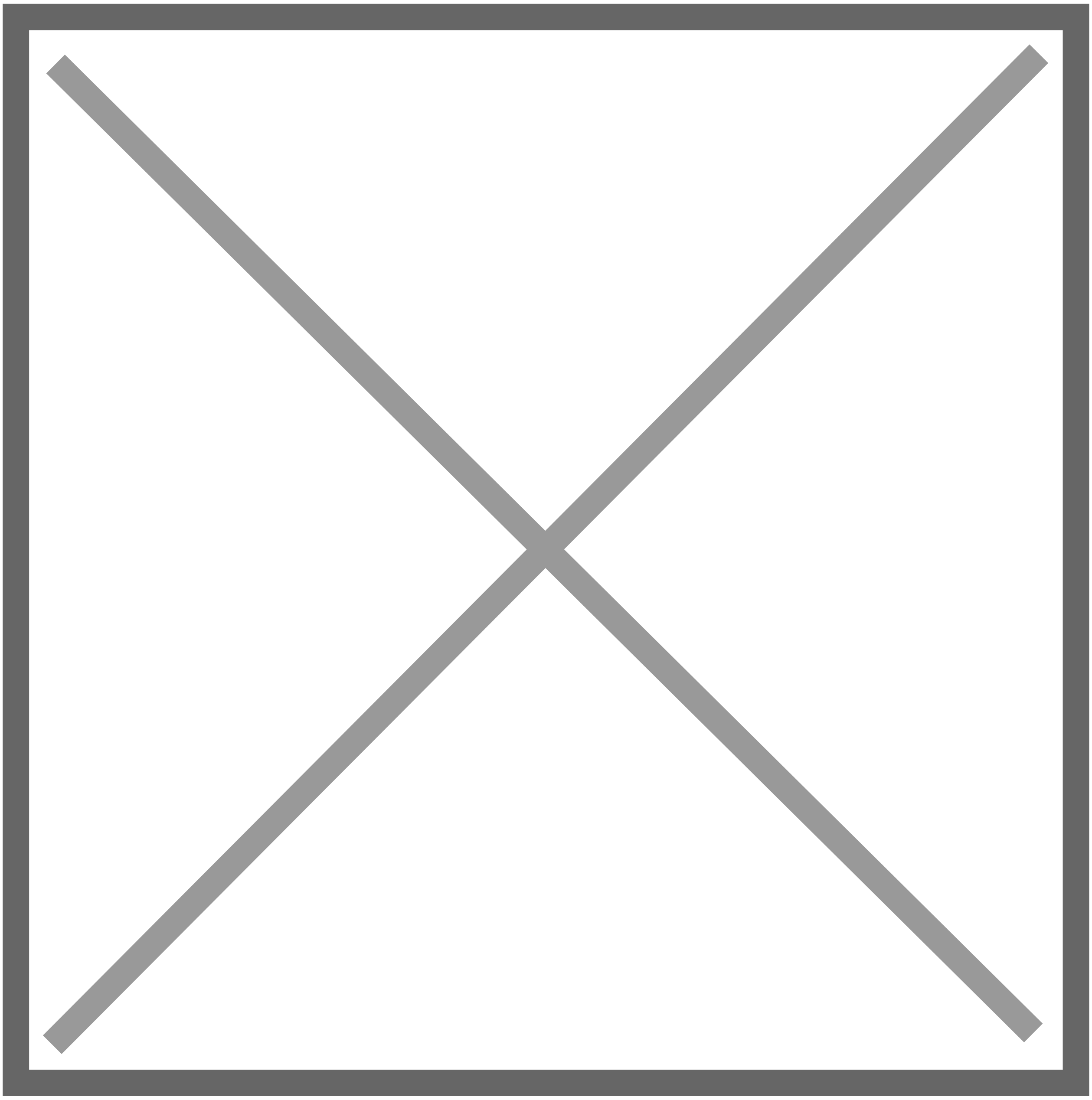
Once the storeman has reviewed all the item lines and now wishes to proceed to draw the stock, he will click the Start Picking Button.



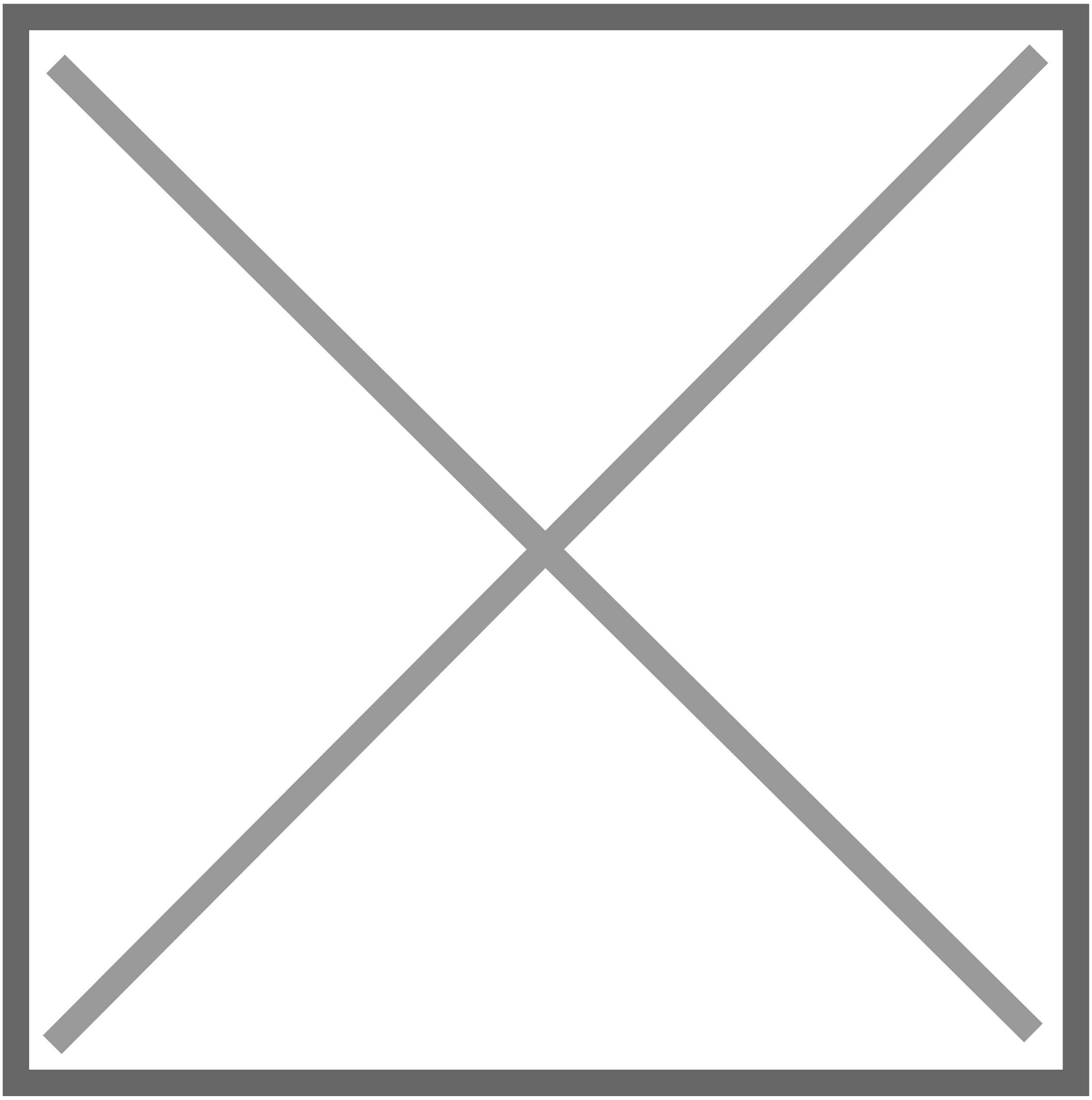
The requester can view the progress of his/her request by looking at the Action Status on the Stock Request.

You will note as you proceed through the various stages of the Stock Request the Action Status will change accordingly.

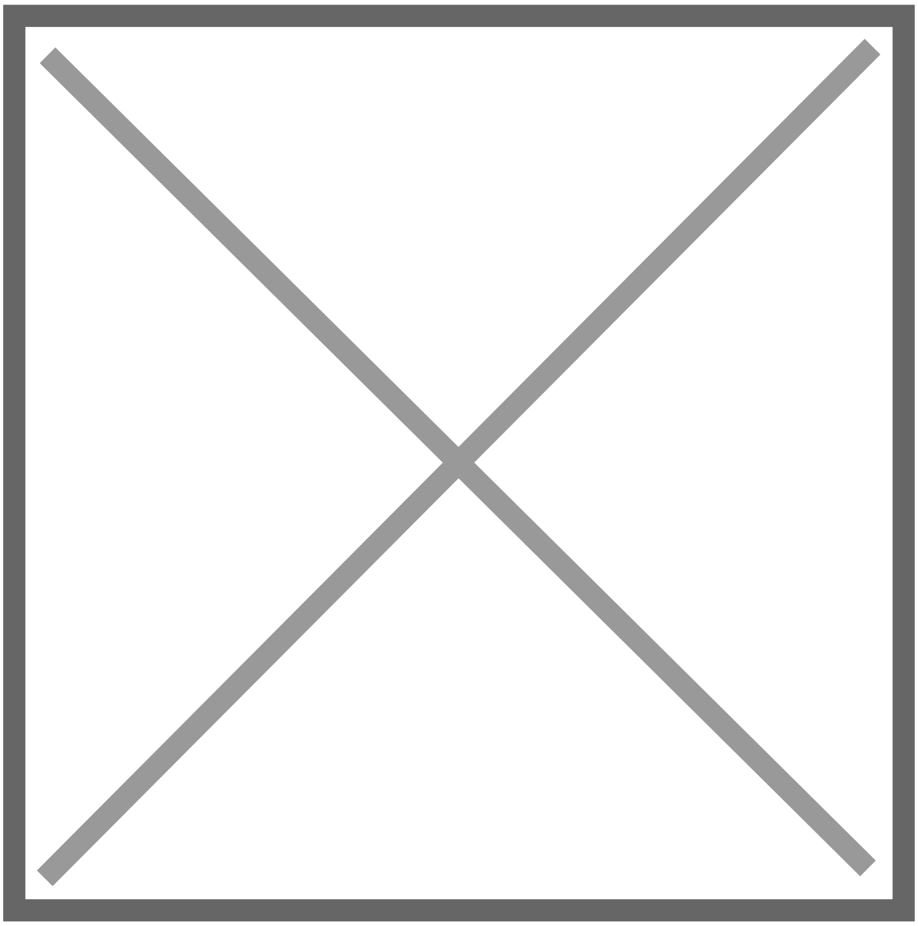
The “Start Picking” button simply changes the Action Status, indicating that the request is in the process of being picked.



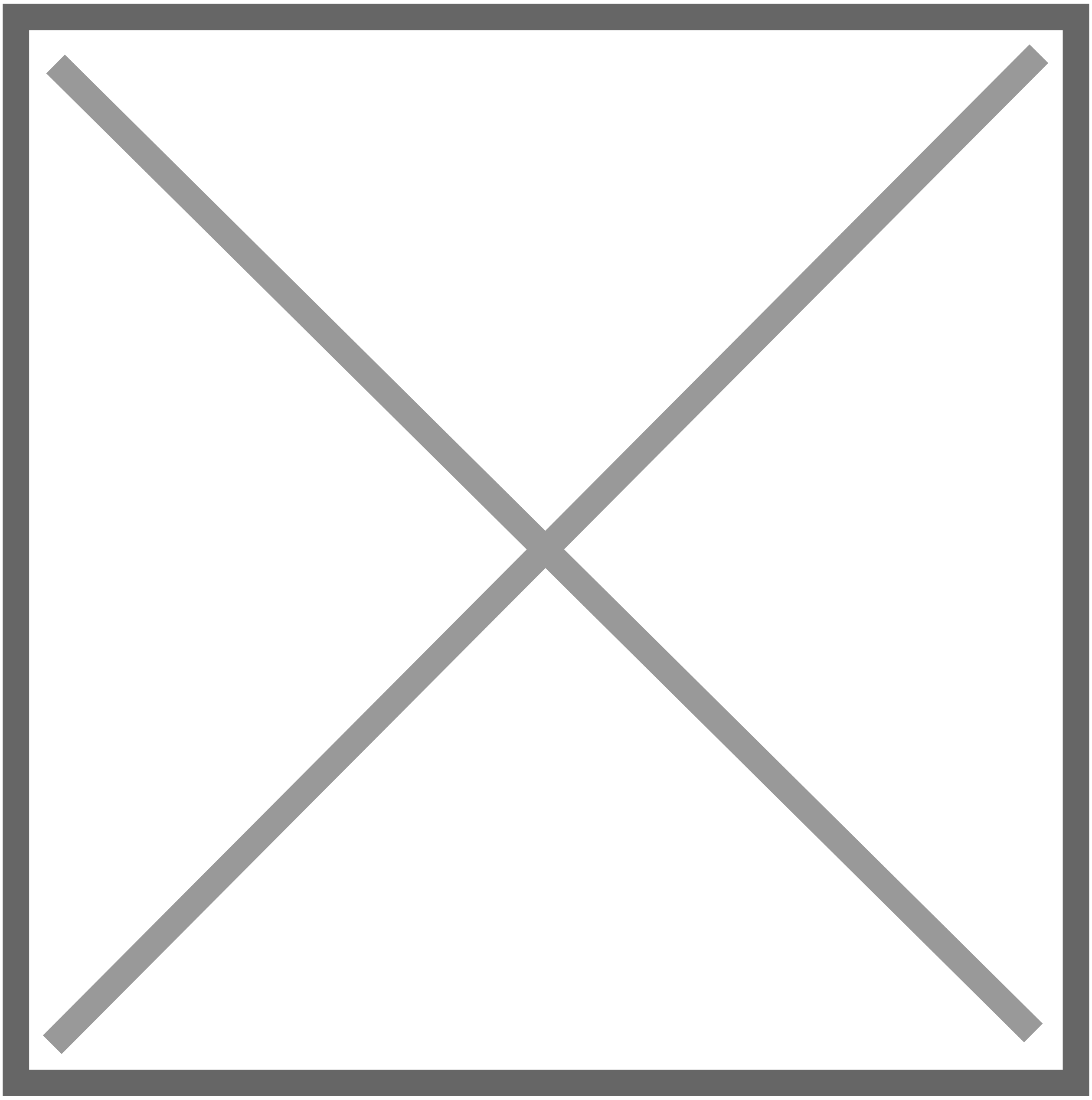
The Storeman will now click the Confirm Quantity Button.

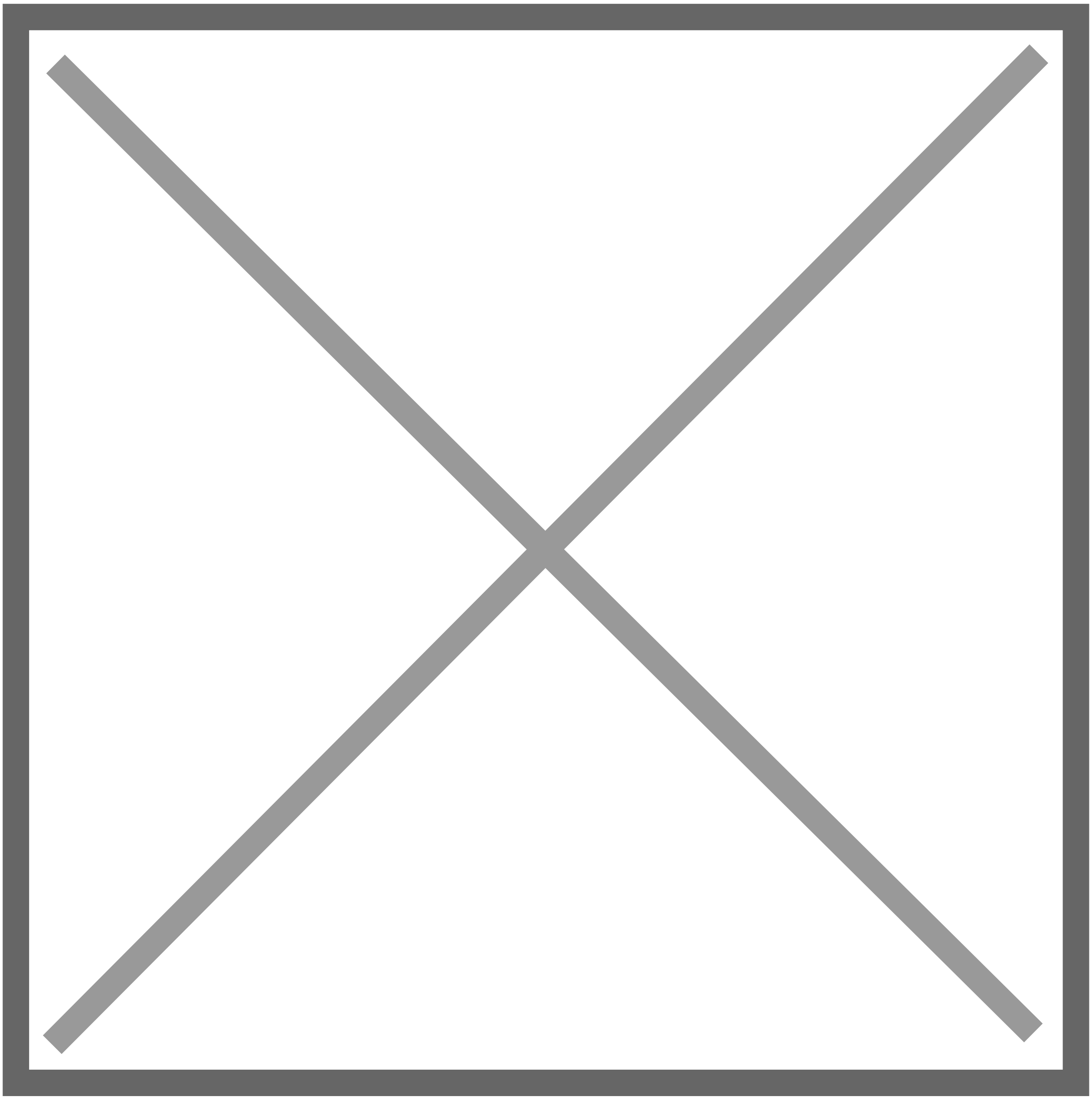


1	Here the storeman will click Confirm All button, if he has Physically Picked the respective quantities of all the items.
2	Alternatively, he can click the Confirm Quantity Button and then enter the specific quantity he has picked of the highlighted item. Click save and Close



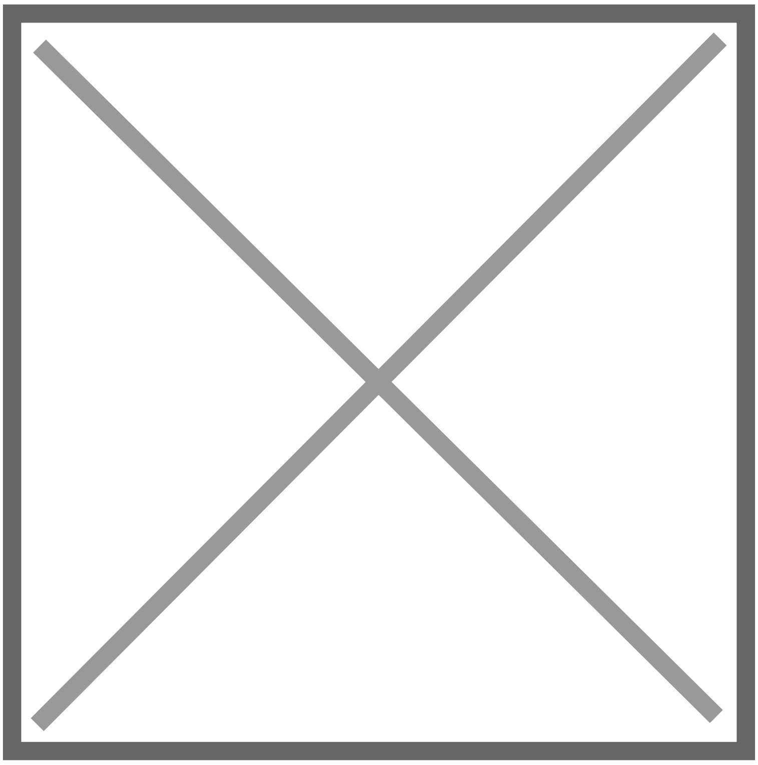
You will notice that the different Quantities displayed on the grid will change accordingly as you confirm the quantities picked.





The Storeman will then click the Collection Ready Button

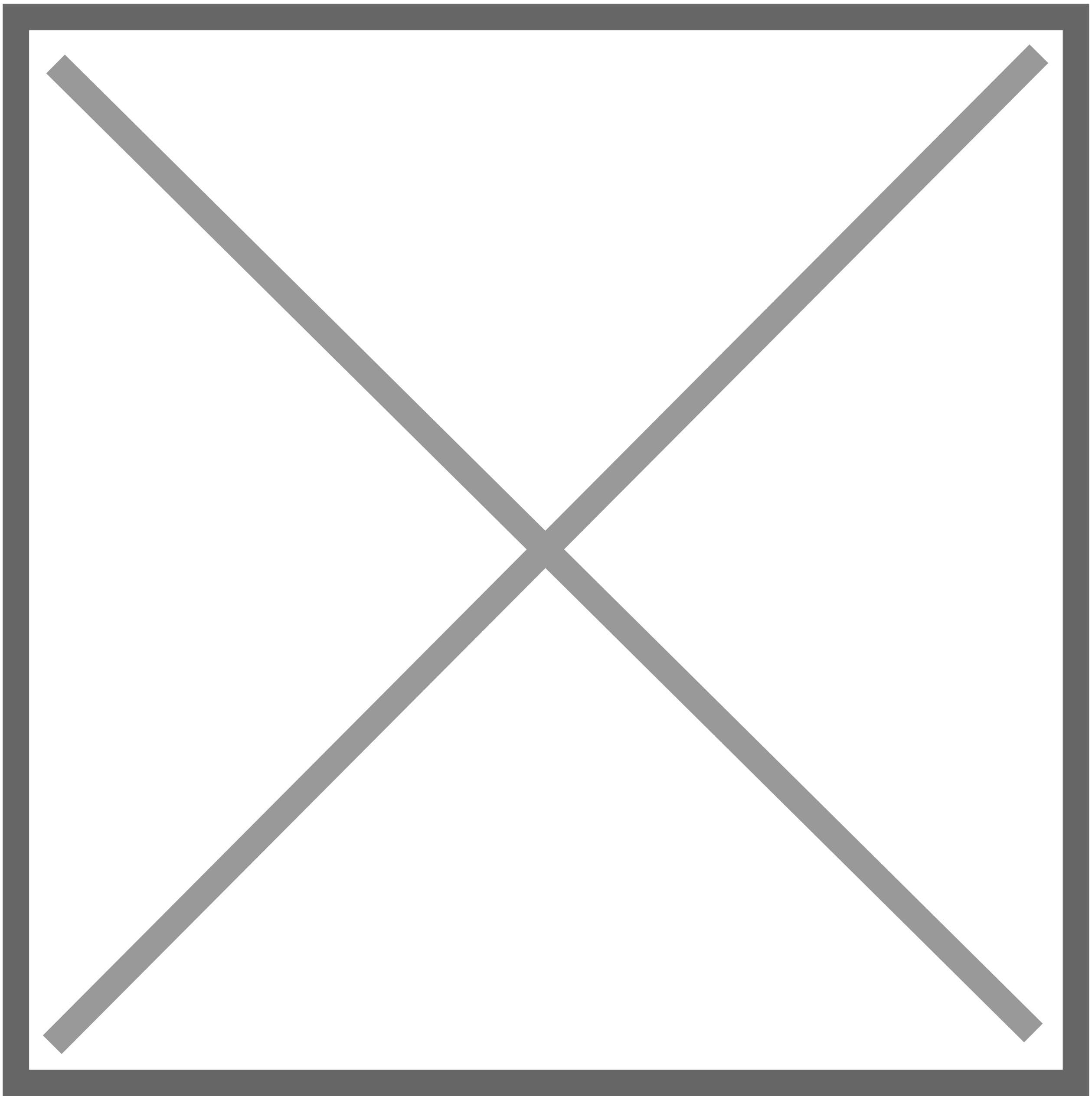
Take note of the pop up Message



You can double click the line items to ensure that all lines have the Job number linked.

Once you satisfied that all is correct, Click Yes

The below reservation screen will then be displayed

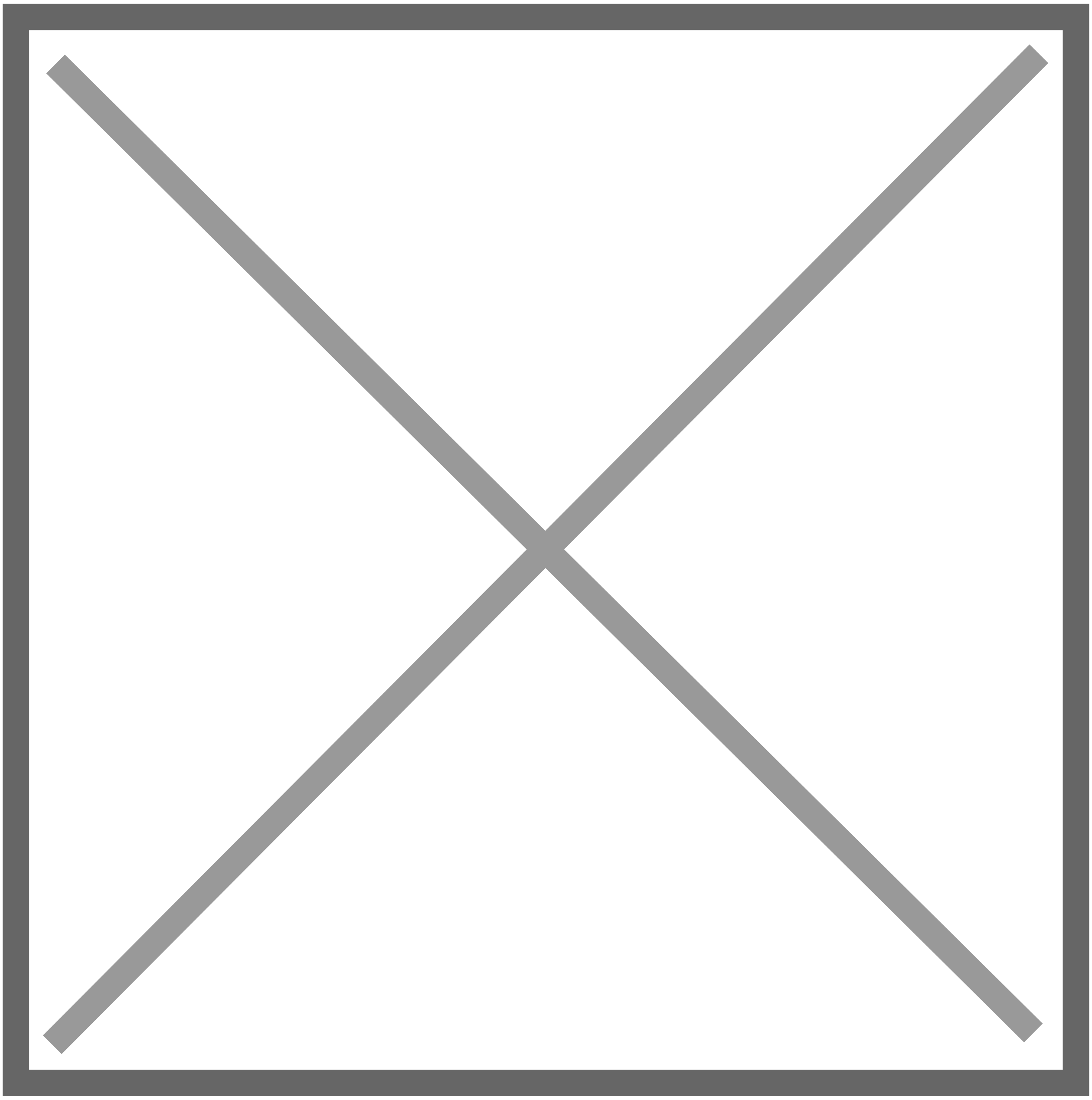


Click the Reserve Items Button

This will then move the stock on the system from On Shelf to WIP.

The item will also be removed from this grid.

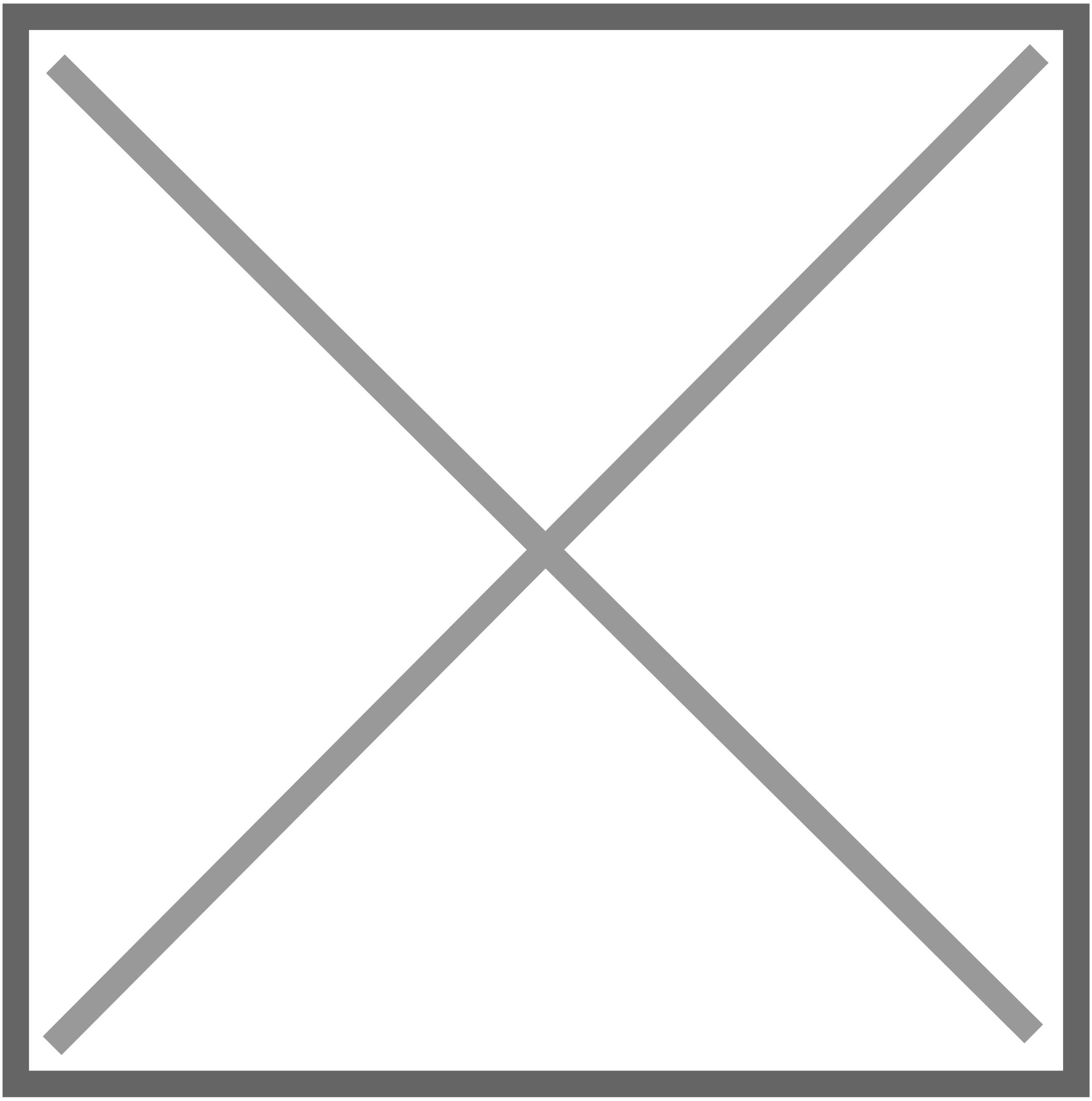
Should you wish to view the items reserved you can select “Show all Lines” and all item lines will be displayed including those items reserved.



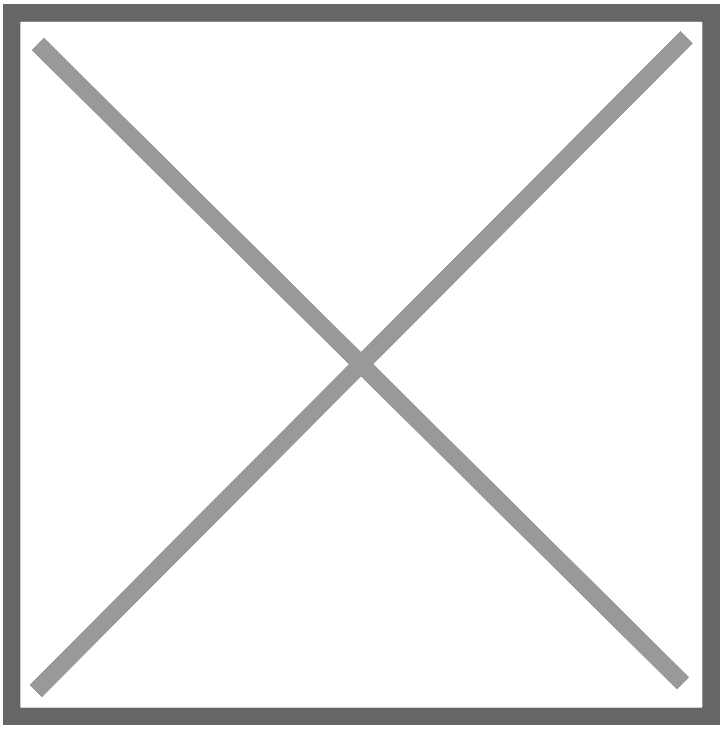
If you mistakenly reserved the incorrect item, you can highlight the item by clicking once on the item line and then click the “Unreserve Items” button

Click Close

Click the “Process To…” button to complete the Stock Request



The following Screen will be displayed

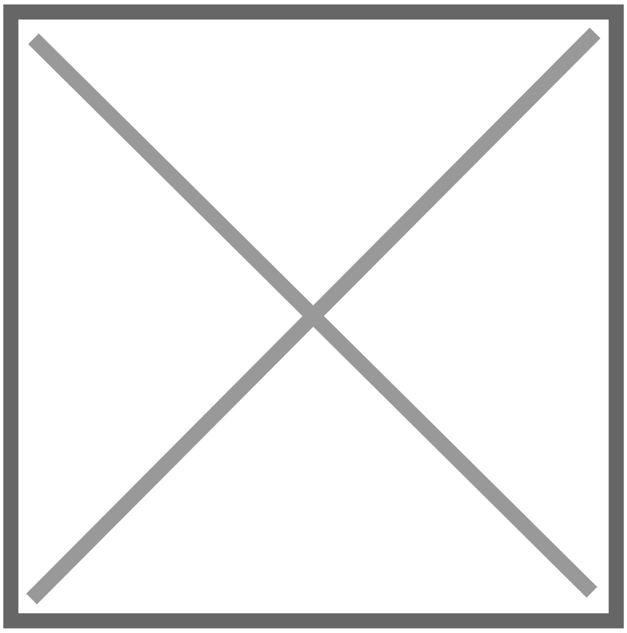


If you have picked all the stock and no items or quantities are outstanding, then tick the “Close Stock Request” box and click continue.

This will automatically close the stock request.

If however, you still have items outstanding to be picked, but wish the item picked so far to be collected and taken to the Job, then you will not tick the Close Stock Request Box.

Once you click continue, then an email is sent to the Requester to come and collect the stock and the items picked, confirmed, and Reserved will then be Managed on the Job.



Click Ok

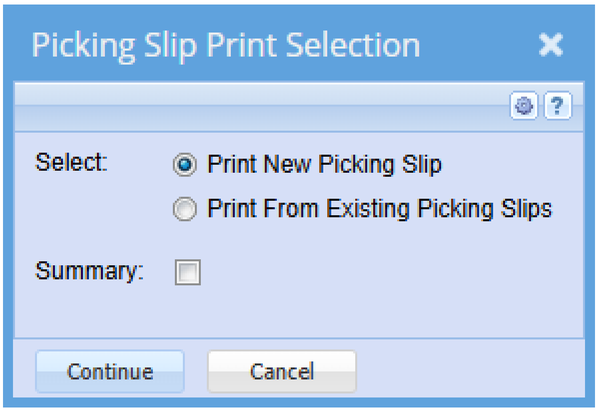
The stock Request will then be closed (if the box was ticked).

Click Close

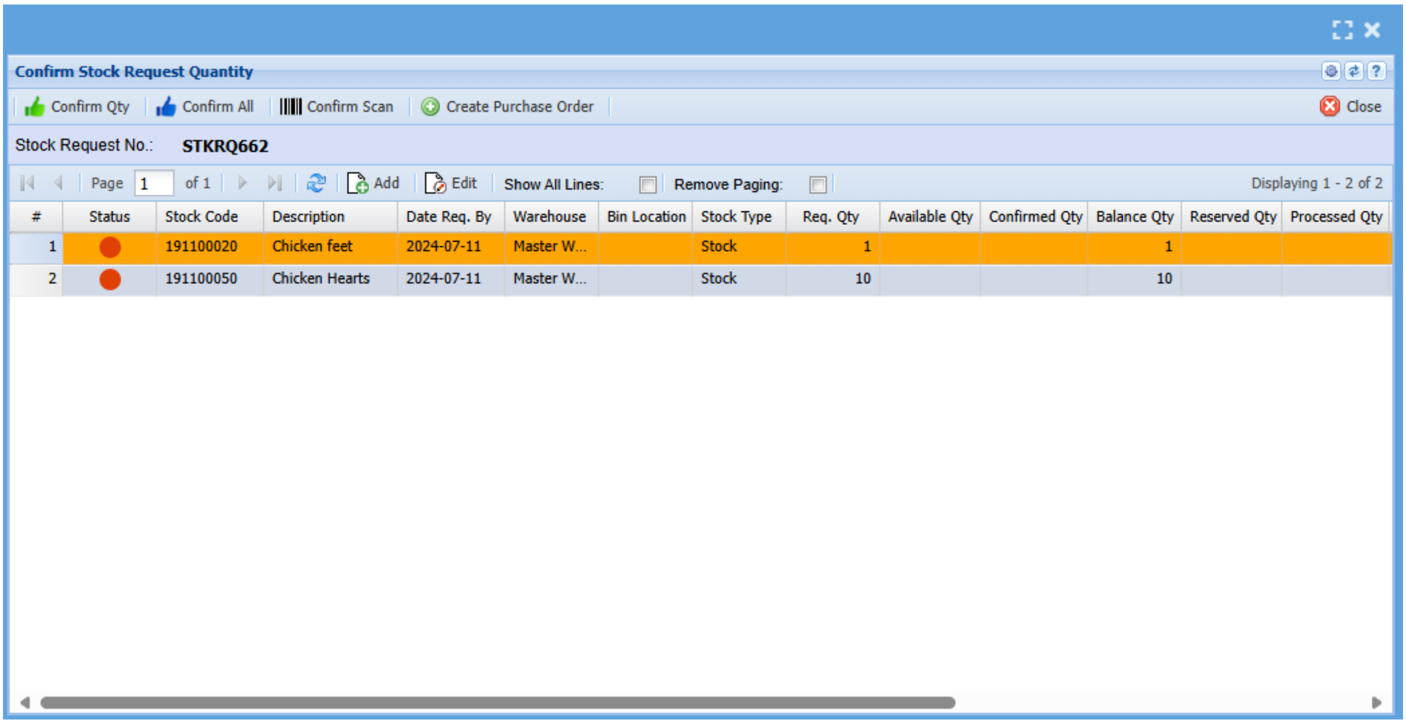
Note: if a stock request or any other document linked to a job has been closed, the the Job will not be able to be closed

Therefore, if you have picked ALL the stock on a particular stock request and completed the picking process, it is advisable to tick the “Close Stock Request” box when completing the stock request. Alternatively, this would result in you first having to search for the stock request and closing it in a separate step before the job can be closed upon completion.

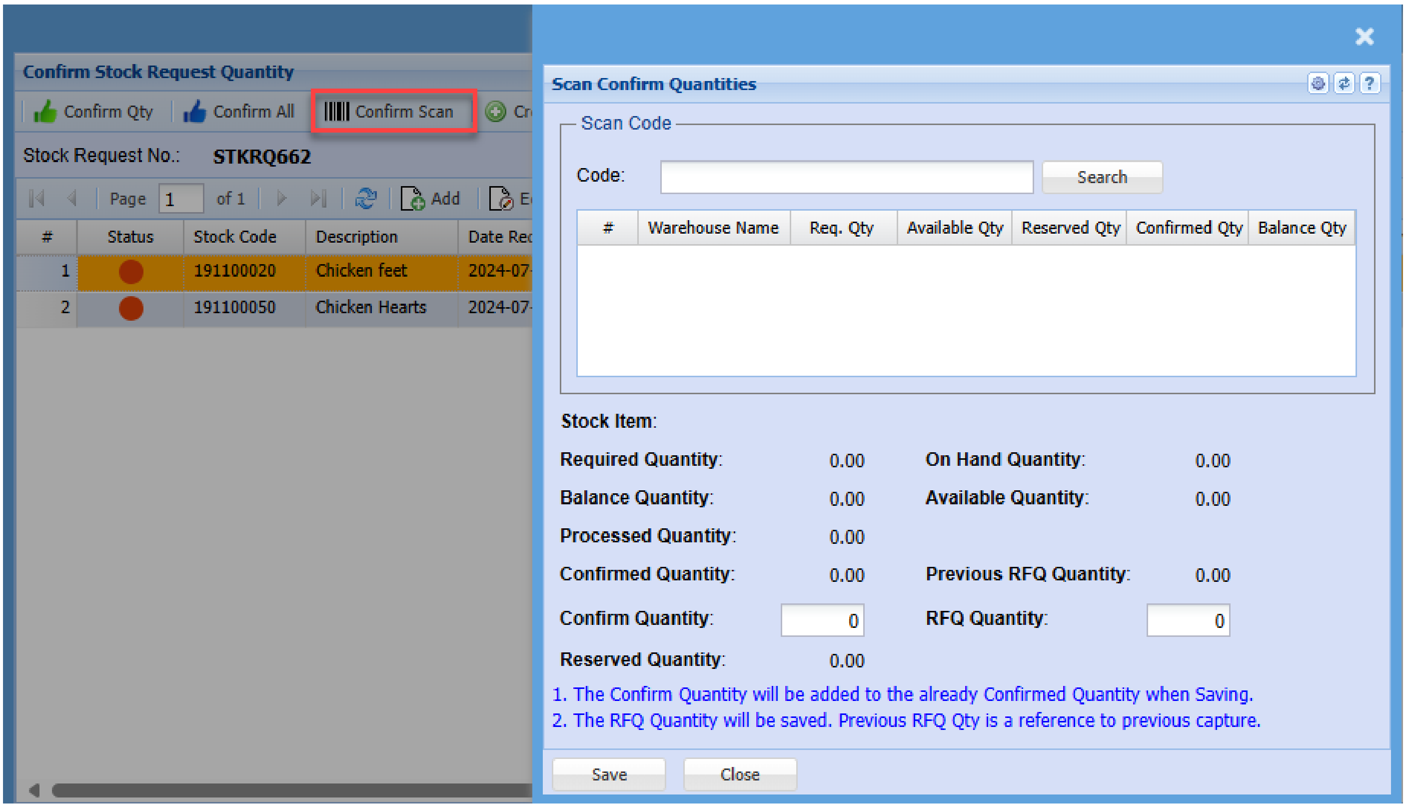
Print Picking Slip



Confirm Quantity



Confirm Scan



Stock Request Help

Job Costing Assign Job Line manage Rule

Below are some examples of how the stock should be handle when trying to manage (WIP Allocation) them onto the job

There are two conditions before promoting a quote to a job

1	Allow to Exceed Value
2	Allow to Exceed Quantity

Allow to Exceed Value

There is no current rule to handle this when adding stock to a job to be managed

Allow to Exceed Quantity

This rule applies when managing more stock onto a line that exceeds more on its budget quantity.

We will leave this rule in place to handle manual job manage to allow to exceed or not exceed budgeted quantity.

Stock Lines

There are three basic rules for assigning stock lines to a job

1	Quote
2	SC – Scope Creep
3	CTC – Cost to Company

Documents that allow lines to be added to a job are as follows:

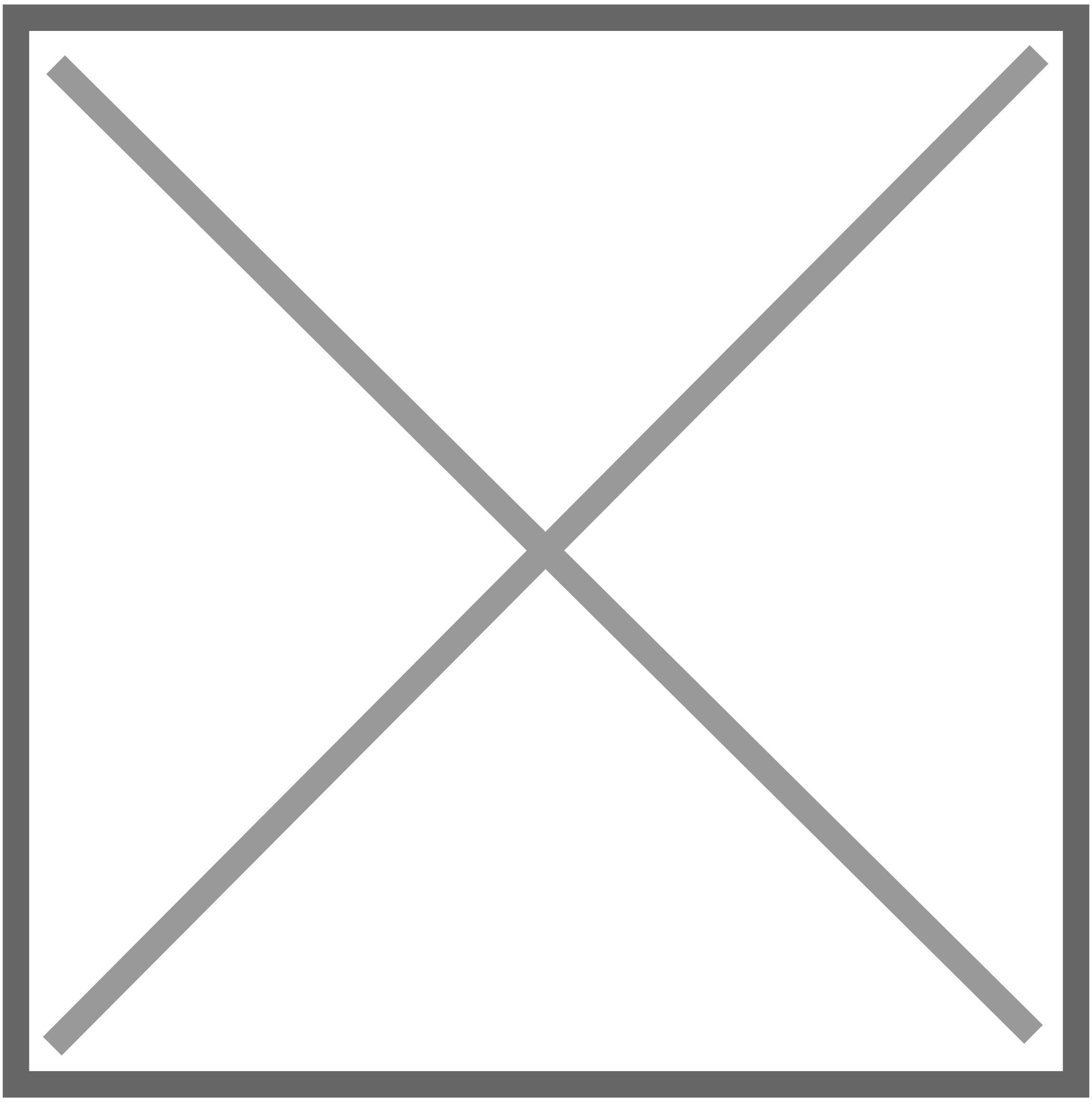
1	Manual Job Manage
2	Stock Request
3	Purchase Orders
4	Time Logs
5	Cashbooks

In each of these cases the users should select what he wants to happen to the stock line to be added to a job.

1	Add and manage quantities to an existing line
2	Create a new stock line
3	Fill up current lines and create new ones
4	Force a new stock line to be created based on either
a.	CTC
b.	SC

Stock Request Selection Actions

The rule for Allow to exceed quantity or NOT does not apply in this section



There will be two sections in the selection

Actual (Quote lines)

CTC or SC lines

By default, the Actual to be Selected with a tick box and the CTC selection selected

Rules as follows:

1	Actual tick on with CTC
2	Actual tick on with SC
3	Actual tick off with CTC
4	Actual tick off with SC

We start off with the simple ones first

Actual tick off with CTC

Force a new line on the job as CTC

Put the system cost and make the selling price ZERO

Actual tick off with SC

Force a new line on the job as SC

Put the system cost and default selling price on the job

Actual Tick on with CTC

Find the stock line on the job

Check the budgeted quantity versus the managed quantity and check the difference.

Manage as much of the stock on the job line marked as quote (do not exceed the budgeted quantity less the managed), Fulfil the line.

If there is more quantity move onto the next stock line of the same item marked as quote and add more quantity.

If there is still more to add, BUT there are no more quote lines, check on Scope creep lines that have not been managed fully.

Managed as much as possible, but do not exceed.

Once all the above is exhausted but there is still quantity, add a new line as a CTC line and put this in the job

Actual Tick on with SC

Find the stock line on the job

Check the budgeted quantity versus the managed quantity and check the difference.

Manage as much of the stock on the job line marked as quote (do not exceed the budgeted quantity less the managed), Fulfil the line.

If there is more quantity move onto the next stock line of the same item marked as quote and add more quantity.

If there is still more to add, BUT there are no more quote lines, check on Scope creep lines that have not been managed fully.

Managed as much as possible, but do not exceed.

Once all the above is exhausted but there is still quantity, add a new line as a SC line and put this in the job

Actual Tick is on, BUT NO stock lines exist

If the Actual tick is on but there are no lines on the job for that stock line, apply the first rules where you force

CTC or SC

Stock request creation from Template Task of Job

Stock request lines created from a template task will remember which lines they were created from. When

lines from a stock request are managed onto the job, the corresponding lines created from the template task will be updated first.

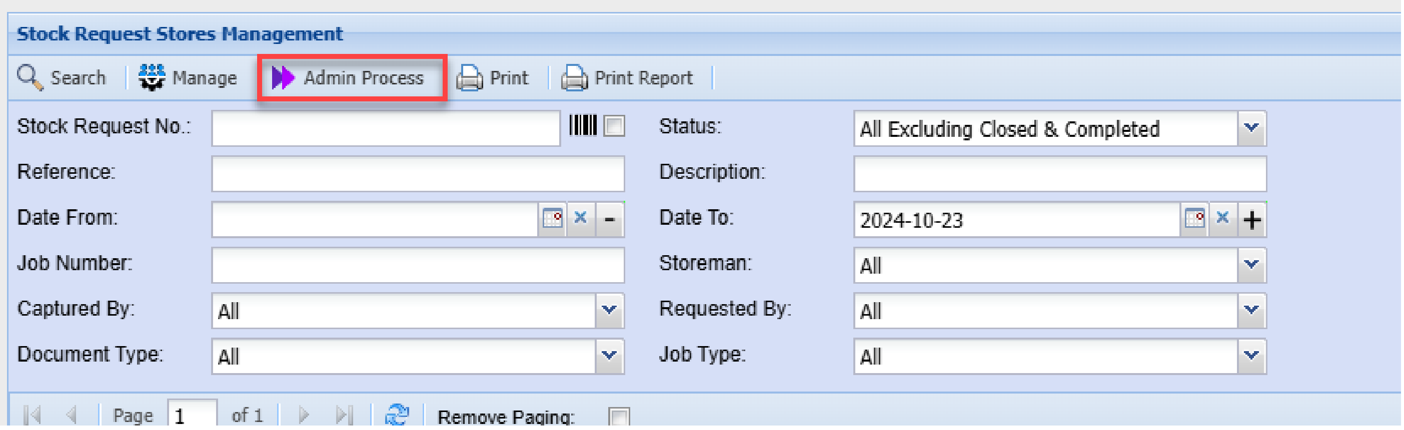
If the corresponding lines are fully managed by other means, then the general rule above will take place

Job Costing MANUAL manage

Rules for Allow to Exceed QUANTITY or NOT will apply here

As it currently stands

Admin Process


Stock Request Stores Management
Search
Manage
Admin Process
Print
Print Report
Stock Request No.:
Status:
All Excluding Closed & Completed
Reference:
Description:
Date From:
Date To:
2024-10-23
Job Number:
Storeman:
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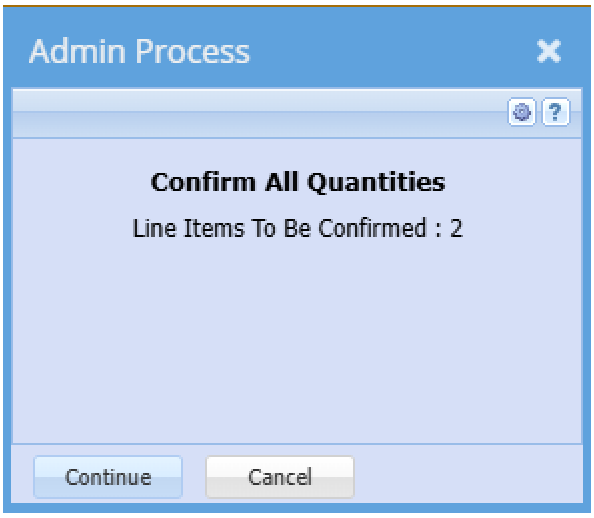

Admin Process
Confirm All Quantities
Line Items To Be Confirmed : 2
Continue
Cancel

Stock Return to Job

Use this option to return stock back onto the job.

This will check the job and where possible it will unmanage the stock or custom items on the job.

Custom item

If the custom item is unable to be taken off the job, it will create a new line with positive quantity and negative value

When stock is unable to be taken off a job, then a Job recovered cost option will be applied.

For custom items it works as follows:

If job line is not locked or invoiced, then we are doing a manage job line with a negative quantity to remove the quantity off the job that was managed. (Unmanaged item)

This is the same for a stock item.

However if the line is locked because the job was reopened after it was completed or closed. All the lines are locked.

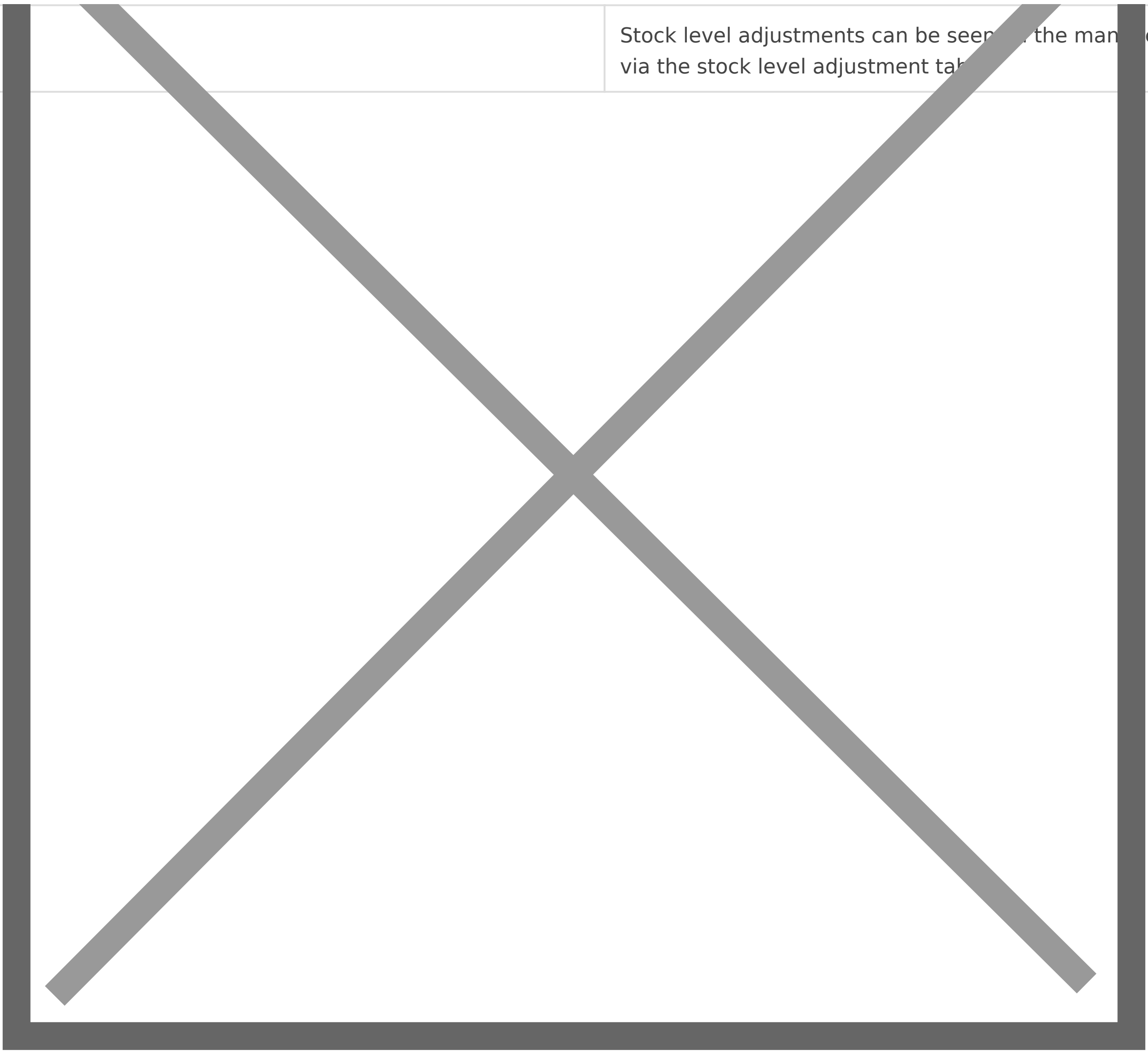
Lines cannot be touched.

In the case of custom items we do the following

Add the custom line to the job with a positive quantity but negative value for cost

Stock will do the following

1	Create a stock level adjustment to bring the stock back into on shelf
2	Link the stock level adjustment to the job
3	Create a custom item line in replacement of the stock item, just as we do a custom item return
a.	Description of stock item replaces the custom item
b.	The quantity is positive to the stock level item back
c.	The cost is negative to the value of the item cost
d.	The custom item is fetched from the defaults section for recovered costs custom item.

4		Stock level adjustments can be seen [illegible] the man[illegible]e job via the stock level adjustment tab[illegible]