



5.0 User Guide

C/S Inventory Manager



www.goTeamWORKS.com

Email: support@goTeamWORKS.com

Toll Free Phone: 866-892-0034

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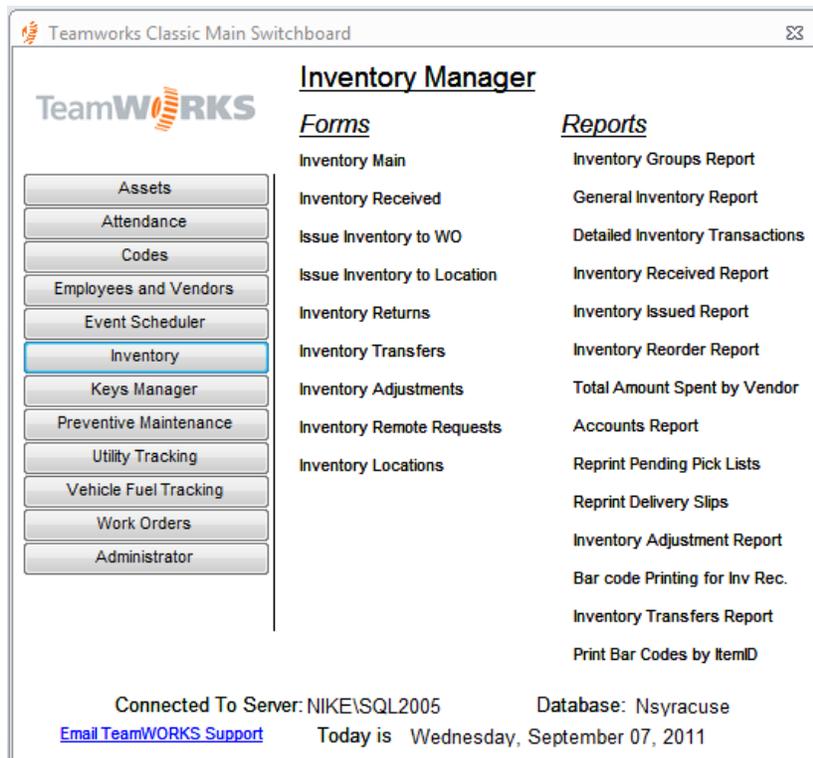
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Inventory Manager

The Inventory Manager is primarily used to manage all aspects of a warehouse from the time the stock is received to the time it is issued. The inventory module allows you to track stock in a single main warehouse or multiple and/or mobile warehouses (vehicles). Users can:

- Receive inventory
- Issue directly to locations
- Issue against work orders
- Transfer Inventory
- Make inventory adjustment
- Manage incoming inventory requests from campuses
- Generate Reorder reports



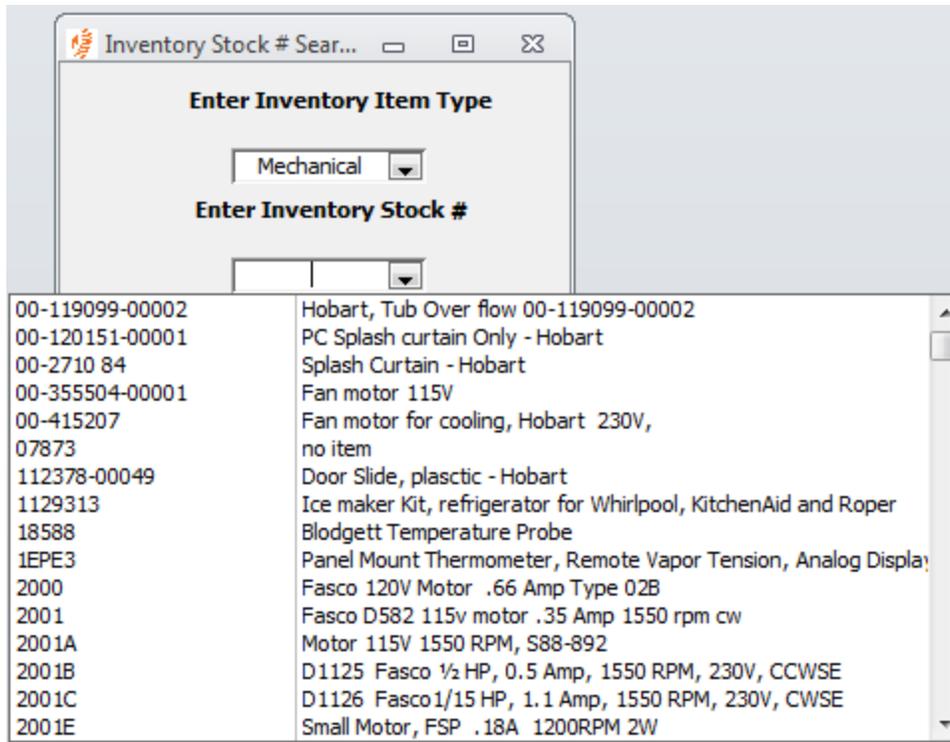
The screenshot shows the 'Teamworks Classic Main Switchboard' window. The 'Inventory Manager' section is active, displaying a sidebar menu on the left and a main content area on the right. The sidebar menu includes buttons for Assets, Attendance, Codes, Employees and Vendors, Event Scheduler, Inventory (highlighted), Keys Manager, Preventive Maintenance, Utility Tracking, Vehicle Fuel Tracking, Work Orders, and Administrator. The main content area is divided into two columns: 'Forms' and 'Reports'. The 'Forms' column lists: Inventory Main, Inventory Received, Issue Inventory to WO, Issue Inventory to Location, Inventory Returns, Inventory Transfers, Inventory Adjustments, Inventory Remote Requests, and Inventory Locations. The 'Reports' column lists: Inventory Groups Report, General Inventory Report, Detailed Inventory Transactions, Inventory Received Report, Inventory Issued Report, Inventory Reorder Report, Total Amount Spent by Vendor, Accounts Report, Reprint Pending Pick Lists, Reprint Delivery Slips, Inventory Adjustment Report, Bar code Printing for Inv Rec., Inventory Transfers Report, and Print Bar Codes by ItemID. At the bottom, it shows 'Connected To Server: NIKE\SQL2005', 'Database: Nsyracuse', and 'Today is Wednesday, September 07, 2011'.

Forms

Inventory Main

Warehouse inventory must first be set up using the Inventory Main form. Here the user will initially create new stock items

- **Inventory Type** – Options are Mechanical, Custodial and Instructional.
 - Mechanical – tracks parts such as lumber, parts for work orders, light ballasts, paint supplies, electrical supplies, etc.
 - Custodial – tracks parts such as mops and brooms, floor cleaners, light bulbs, waxes, toilet paper, etc. (custodial supplies)
 - Instructional – tracks parts such as books, staplers, paper, dry eraser boards, etc. (classroom supplies)
- **Stock #** - enter a stock number for your inventory item. Suggestions might be PL10000 indicating a plumbing item; remember, this should be **your** stock number, not your vendor stock number (i.e. if you use 2 vendors for the same item).
- **Printer Icon** - click to print a barcode for this inventory item **for each inventory location**. At this time, this feature is designed specifically for a single ROLL Standard address printer label (1 1/7" x 3 1/2") using the Brother QL-500 Barcode Printer.
- **Item Search** - click this button if you want to do a search for a specific inventory item. This should be done only when you know the Stock # you are searching for. The following window appears when the Item Search button is clicked:

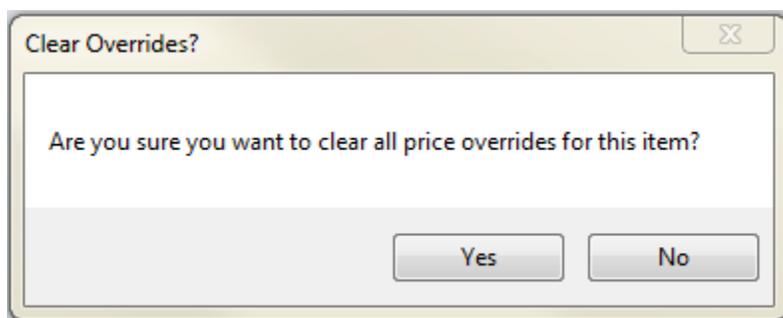


- **Inventory Group** – this field allows you to categorize or separate your inventory into groups. (Example: ELEC – Electrical, PLUMB – Plumbing, CLEAN – Cleaning Supplies, AUTO – Auto Supplies, etc.) You can report based on these groups you set up, so use this if you can.
- **Stock Description** – this field describes what your stock item is. * Be aware that you may have an item that comes in a 1 gallon container and the same item in a 5 gallon container. You may want to treat this as 2 different items if they are ordered differently from your vendor.
- **Stock Item** – check this box if this is an item you ‘normally’ keep in stock.
- **On State Bid** – check this box if this item is purchased on state bid .
- **On Order** – check this box if this item is currently On Order. You will need to manually uncheck this box when the item is received.
- **Discontinued** – check this box if you are discontinuing this item. Once discontinued, you cannot issue it.
- **Date Discontinued** – indicates the date the item was discontinued.
- **Notes / Remarks** – enter any additional notes you may have.
- **Last PO Number** – indicates the last PO Number that was used to purchase this item. The system automatically updates this field if a PO number is indicated on the Inventory Received form.
- **Model** – enter a model number for the specific stock item.
- **Manufacturer** – enter a manufacturer for this inventory.
- **Unit of Issue** – enter the unit that you will be issuing and receiving for this inventory item. *please note that you want to receive the item the same way you issue it. *If you issue it as EACH, then you MUST receive it as EACH, even though it may come in a case.*

- **Last Rec. Cost/Unit** – auto populated field that updates each time this inventory item is received.
- **Quantity on Hand** – auto populated field that indicates TOTAL on hand quantity for all inventory locations.
- **Amount Charged** – indicates at what price this is issued. * Should you want to change the amount charged, you may do so by simply clicking in this field and changing the value. Changes made to the amount charged are tracked. You can see them by clicking the button View Overrides.
- **Avg Cost/Unit** – auto calculated field that indicates your average cost/unit for this item.
- **Total Value** – indicates the total dollar value of the total quantity on hand that is currently in stock.
- **View Overrides** – allows the user to set the prices for each inventory stock item rather than using the average cost.
- **Clear Overrides** – allows the user to clear all overrides for the inventory item and begin using an average cost/unit. When Clear Overrides is pressed, the override history will be recorded and can be accessed from the Override History button.



Inventory Type	1	Item ID	WR55X10656		
Old Unit Cost	\$0.00	New Unit Cost	\$111.00	Date Changed	2/24/2009 2:28:37 PM
			Changed By	parts	



Clear Overrides?

Are you sure you want to clear all price overrides for this item?

Yes No

Primary Vendor Information on Main Form

Primary Vendor Information

Vendor ID 002034
Name Shiffler Equipment sales
Vendor Stock # TP100S
Contract Number

Primary Contact Info
 Joe Martin (484) 965-1659

- **Vendor ID** – indicates your primary Vendor ID for this item. Other vendors you may order from for this item can be kept by clicking the Vendor XRef button on this form.
- **Name** – indicates the Name of the Vendor. Auto populates when the Vendor ID is selected.
- **Vendor Stock #** - indicates the vendor stock number for this item. Your stock number may be EL 10472, but the vendor stock number is Q2348.
- **Contract Number** – if you have a contract number with this vendor, it can be held in this field.
- **Primary Contact Info** – auto populated field indicating primary contact(s) for this vendor when the vendor is selected above. They are set up in the Vendor Main form.

Inventory History

- Last Activity – indicates the date the last transaction was posted for this item.
- **Received History** - shows ALL received history for this inventory item.

Received Date	Inventory Type	Item ID	Unit	Quantity	Total
PO Number	Unit of Issue	Description	Supplier	Cost	Inv. Location
2/24/2009	Mechanical	WR55X10656	\$111.00	1	\$111.0000
0	EA	General Electric Board ASM Main Domes			stock room

Record: 1 of 1 | No Filter | Search

- **Issued History** - shows ALL issued history for this inventory item.

Warehouse Inventory Issued								
Location	Issue Date	Description	Inv. Location	Unit of Issue	Quantity	Total	VOID	
Leander ISD, Vista Ridge High School	2/24/2009	General Electric Board ASM Main	stock room	EA	1	\$111.0000	177616	

Record: 1 of 1 | No Filter | Search

- **Vendor XRef** - shows list of alternate vendors who also carry this item.

Other Vendors for this Inventory Item			
Vendor ID	Vendor Stock #	Contact	Phone
T&E SERVICES			
*			

Record: 1 of 1 | Filtered | Search

- **Override History** – shows history of overrides that have been cleared.

Unit Cost Modifications							
Inventory Type		Item ID	WB8-3186				
Old Unit Cost	0	New Unit Cost	15	Date Changed	#####	Changed By	Team

- **Xfer History** - shows list of inventory transfer history for this inventory item.

Inventory TransferTransactions						
Date	Stock #	Transfer From	Transfer To	Quantity	Unit Of Issue	
12/7/2009	C-BATH-0031	Main	6040	1	EA	
1/29/2008	C-BATH-0031	Main	8014	2	Units	
1/23/2008	C-BATH-0031	Main	203	2	Units	
1/9/2008	C-BATH-0031	Main	8008	2	Units	

Record: 1 of 8 | Filtered | Search

- **Adjustment History** - shows list of ALL adjustments made to this inventory item.

Adj. Quantity	New Quantity	Unit Cost:	Adjustment Total:
1	0	\$19.0000	\$19.0000

Inventory Locations

- **Location** – indicates the location where this inventory is kept. Can be multiple locations. To add a new location to keep this item, go to the Inventory Locations Form from the Main Switchboard.
- **Bin** – indicates the bin number where this item is kept.
- **Aisle** – indicates the aisle number where this item is kept.
- **High** – indicates the highest quantity I want to have in stock at this location.
- **Low** – indicates the lowest quantity I want to have in stock at this location.

Location	Bin	Aisle	High	Low	Minimum Reorder Qty	Qty On Hand
8014			2	2	1	2
Main			10	2	8	10
*						

Trigger on Inventory Re-order Report – if you set a low quantity, your inventory item will show on the Inventory Re-Order Report when your low quantity is reached. The suggested re-order quantity on the report will indicate the number to get back to the high quantity. This is specific to each inventory location.

- Minimum Reorder Qty – indicates the minimum quantity to reorder when reordering. (i.e. you may get a 10% discount if you order at least 100 of an item)
- Qty on Hand – auto populated field that updates as inventory is received, issued, adjusted or transferred from this inventory location.

Inventory Received

Inventory received transactions can only be entered one at a time. If you use the same PO or Invoice number for the items you are receiving, you can use the Ctrl + ' (apostrophe) shortcut to paste the last PO or Invoice number used into your new record.

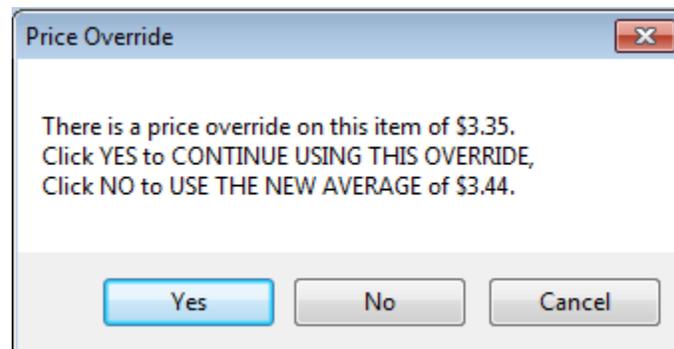
* Using the TeamWORKS Mobile Inventory application can greatly reduce the number of data entry errors that you may encounter when entering several transactions daily.

- **PO #** - enter the PO Number used when receiving this inventory item.
- **Invoice #** - enter the invoice number used when receiving this inventory item.
- **Inventory Type** – enter or select the inventory type: M,C or I. After your selection, your Stock #'s are filtered out.
- **Stock #** - enter or select the stock number for the item you are receiving.
- **Go To** - after your stock # selection is made, click here to open the Inventory Main form which takes you right to the selected Stock # selected.
- **Date Received** – enter the date for which the inventory was received.
- **Quantity Received** – enter the quantity that was received for this item.
** NOTE: remember, you want to receive items in the same unit of issue. If I receive a case of 20 of an item, but my unit of issue is EACH, then my quantity received should be 20.*
- **Cost/Unit** – indicates your unit cost for the item you are receiving. You may need to calculate.
- **Description** – indicates the description of the stock item, auto populates when the Stock # is selected.
- **Unit of Issue** – indicates the unit of issue of the stock item, auto populates when the Stock # is selected.
- **Inv. Location** – enter or select the inventory location you are receiving this item into.

- **Total \$ Received** – auto populating field which calculates Total amount received: Qty Received times Cost/Unit.
- **Vendor ID** – enter or select the Vendor ID you are receiving inventory from.
- **Go To Button** – after the Vendor ID is populated, click here to go to this Vendor record in the Vendor Main form.
- **Vendor Name** – enter or select the Vendor Name you are receiving inventory from.
- **Date/Time Stamp** – auto populates indicating when the inventory transaction was completed.
- **Paid From** – system will **deduct** from this account the total cost for this transaction.
- **Charged To** – system will **add** to this account the total cost for this transaction.
- **Config** – select custom fields to be required.

Handling Price Overrides

When saving a record, the system will prompt you if there is a price override for the item just received. Hit yes if you want to continue using the same override price or use the new average cost.



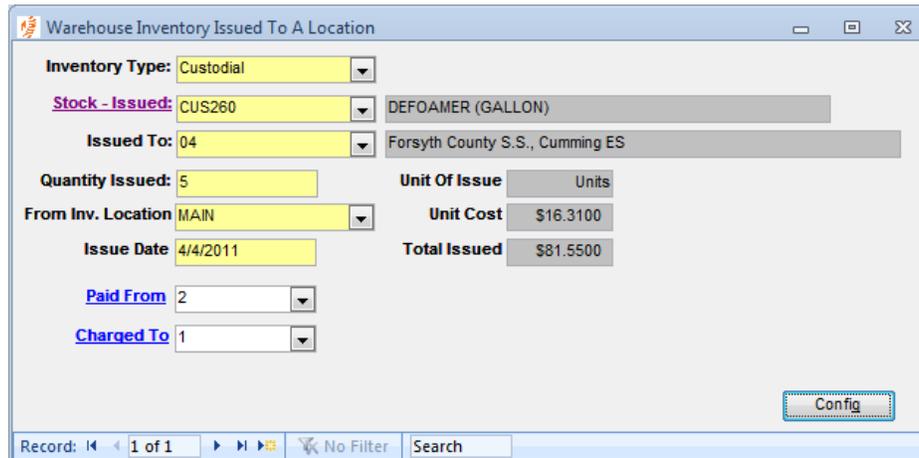
Issue Inventory to a WO (Work Order)

The user must first enter a valid work order number in the system. Valid means not Closed, Complete, Void or Rejected. Click Go to take you to the transaction form.

- **WOID** – indicates the work order number you are adding this transaction to.
- **Location** – indicates the location for this work order. Auto populated field.
- **Project ID** – indicates the Project ID for this work order. Auto populated field.
- **Regenerate WO** – will re-print the work order with the issued items printed directly on the work order.
- **Issue Receipt** – if you want your tradesmen to sign for their issued inventory items, you can click this button. It will show details of what was issued to this work order.
- **Inventory Type** – enter or select the inventory type: M,C or I. After your selection, your Stock #'s are filtered out.
- **Stock Item Issued** - enter or select the stock number for the item you are issuing.

- **From Location** – enter or select the inventory location from which you are issuing.
- **Description** – indicates the description of the stock item, auto populates when the Stock # is selected.
- **Unit of Issue** – indicates the unit of issue of the stock item, auto populates when the Stock # is selected.
- **Quantity** – enter the quantity that was issued for this item.
- **Unit Cost** – indicates your unit cost for the item you are issuing.
- **Total** – indicates the total dollar value of the item just issued.
- **Issue Date** – enter the date for which the inventory was issued.
- **Paid From** – system will **deduct** from this account the total cost for this transaction.
- **Charged To** – system will **add** to this account the total cost for this transaction.

Issue Inventory to Location



Warehouse Inventory Issued To A Location

Inventory Type: Custodial

Stock - Issued: CUS260 DEFOAMER (GALLON)

Issued To: 04 Forsyth County S.S., Cumming ES

Quantity Issued: 5 Unit Of Issue: Units

From Inv. Location: MAIN Unit Cost: \$16.3100

Issue Date: 4/4/2011 Total Issued: \$81.5500

Paid From: 2

Charged To: 1

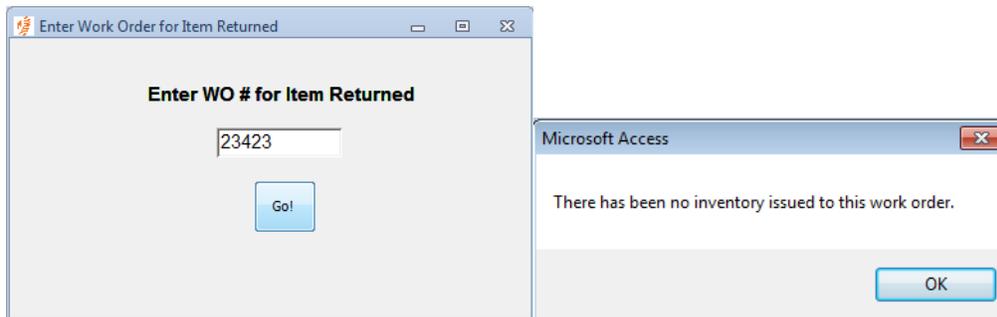
Config

Record: 1 of 1 No Filter Search

- **Inventory Type** – enter or select the inventory type: M,C or I. After your selection, your Stock #'s are filtered out.
- **Stock - Issued** - enter or select the stock number for the item you are issuing.
- **Issued To** – enter or select the Location you are issuing inventory to.
- **Quantity Issued** – enter the quantity that was issued for this item.
- **From Inv. Location** – enter or select the inventory location from which you are issuing.
- **Issue Date** – enter the date for which the inventory was issued.
- **Paid From** – system will **deduct** from this account the total cost for this transaction.
- **Charged To** – system will **add** to this account the total cost for this transaction.

Inventory Returns

Occasionally, the warehouse may issue stock to work orders that are returned by the tradesmen because of various reasons. Users can use this form to return the item which corrects the inventory balance on hand and corrects the items issued to the work order itself. The user must first enter the work order Number the stock item is being returned to. If no inventory was issued to the work order number entered, the user will be prompted that the WO number is invalid.



Inventory Type	Stock Number	Qty	Date	Unit Price	Total
Inv. Location	Description	Unit of Issue	Paid From	Charged To	
Mechanical	C-LOCR-0572	2	4/4/2011	\$4.2500	\$8.5000
Main	PENCO LOCKER LATCH PN-3309	EA		2	1
Mechanical	C-LOCR-0572	-1	4/4/2011	\$4.2500	(\$4.2500)
Main	PENCO LOCKER LATCH PN-3309	EA		2	1
Mechanical			4/4/2011		
				2	1

- **WO #** - indicates the work order number.
- **Description** – indicates the description of the work order.
- **Trade** – indicates the trade of the work order.
- **Location** – indicates the location of the work order.

Make sure you enter the same Inventory Type, Stock Number and Inv. Location for the item you are returning.

- **Inventory Type** - enter or select the inventory type: M,C or I. After your selection, your Stock #'s are filtered out.
- **Stock Number** – enter or select the stock number for the item you are returning.

- **Inv. Location** – enter or select the inventory location from which you are issuing. Make sure you select the **same** location for which you originally issued it.
- **Description** – indicates the description of the stock item, auto populates when the Stock # is selected.
- **Qty** – enter the quantity you are returning for this item.

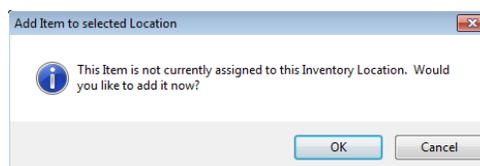
*** Enter your quantity as a positive number. The system will convert it to a negative. The system will also adjust your quantity on hand accordingly.**

- **Date** – enter the date for which the inventory was issued.
- **Unit of Issue** – indicates the unit of issue of the stock item, auto populates when the Stock # is selected.
- **Unit Price** – indicates your current unit cost for the item you are returning.
- **Total** – indicates the total dollar value of the item just returned in parentheses.
- **Paid From** – system will **deduct** from this account the total cost for this transaction.
- **Charged To** – system will **add** to this account the total cost for this transaction.

Inventory Transfers

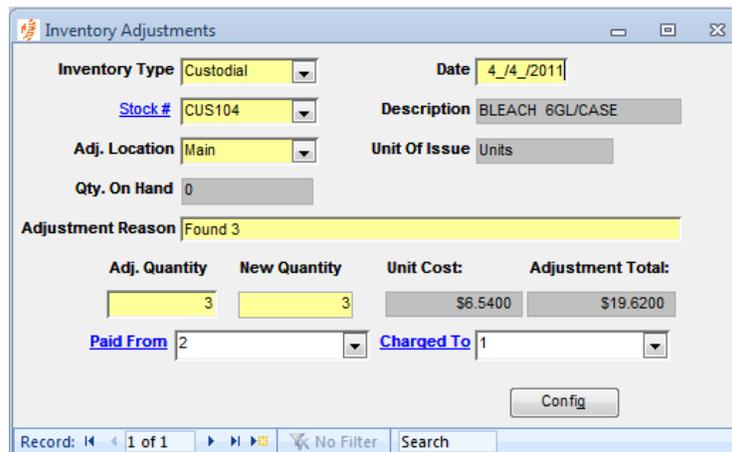
Inventory Transfers are made when you need to **move** a stock item from one inventory location to another. When you move an item, you do not deplete the item. Your quantities on hand will adjust accordingly, yet keeping your Total Quantity On Hand the same.

- **Inventory Type** – enter or select the inventory type: M,C or I. After your selection, your Stock #'s are filtered out.
- **Date** – enter the date the transfer is being made.
- **Stock #** - enter or select the stock number for the item you are transferring.
- **Description** – indicates the description of the stock item, auto populates when the Stock # is selected.
- **Unit Cost** – indicates your current unit cost for the item you are transferring.
- **Unit of Issue** – indicates the unit of issue of the stock item, auto populates when the Stock # is selected.
- **Transfer From** – enter or select the inventory location you are transferring **FROM**.
- **Qty. On Hand (From)** – indicates the current quantity on hand at this location.
- **Transfer To** – enter or select the inventory location you are transferring **TO**. If you select a location to transfer to that is not currently listed as an inventory location for this item, the system will prompt the user asking if they would like to add it as an inventory location for that item.
- **Qty. On Hand (To)** – indicates the current quantity on hand at this location.



- **Transfer Quantity** – enter the quantity you are transferring for this item.
- **Transfer Total** – indicates the total dollar value of the item you are transferring.
- **Paid From** – system will **deduct** from this account the total cost for this transaction.
- **Charged To** – system will **add** to this account the total cost for this transaction.

Inventory Adjustments



Inventory adjustments are made when you have inventory 'out of balance'. Out of balance means my physical count of my inventory item does not match what the computer shows I have in stock.

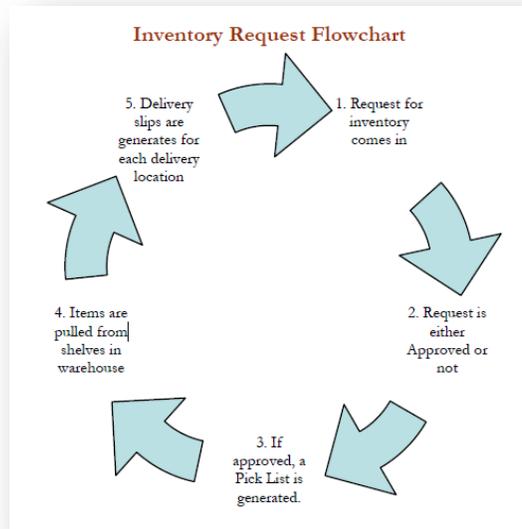
- **Inventory Type** – enter or select the inventory type: M, C or I. After your selection, your Stock #'s are filtered out.
- **Stock #** - enter or select the stock number for the item you are adjusting.
- **Adj. Location** – enter or select the inventory location for the item you are adjusting.
- **Qty. On Hand** – indicates the current quantity on hand at this location.
- **Adjustment Reason** – enter the reason for the adjustment (i.e. Inv out of balance, year-end inventory).
- **Date** – enter the date the adjustment is being made.
- **Description** – indicates the description of the stock item, auto populates when the Stock # is selected.
- **Unit of Issue** – indicates the unit of issue of the stock item, auto populates when the Stock # is selected.
- **Adj. Quantity** – enter the quantity you are adjusting for this item. If your physical count is 5 and the system shows 8 in stock then your Adj. Quantity is -3. Enter the minus.
- **New Quantity** – enter the quantity you are adjusting for this item. This will calculate your Adj. Quantity. Same scenario as above, your New Quantity will be 5.

* Entering a value in the Adj. Quantity field will calculate your New Quantity and vice versa

- **Unit Cost** – indicates your current unit cost for the item you are adjusting.
- **Adjustment Total** – indicates the total dollar value of the item you are adjusting.
- **Paid From** – system will **deduct** from this account the total cost for this transaction.
- **Charged To** – system will **add** to this account the total cost for this transaction.

Inventory Remote Requests

Inventory Remote Request is used for approving requests for instructional and custodial inventory items. If you use the TeamWORKS Remote Request web module, when your schools submit requests for Custodial or Instructional inventory, it places those requests in this module. Similar to a work order, each request will change its Status during the life of the request. If you don't use the TeamWORKS Remote Request module, you can enter the requests manually on this form.



Remote Request Buttons

View Submitted - filters out only the Submitted (new) inventory requests.

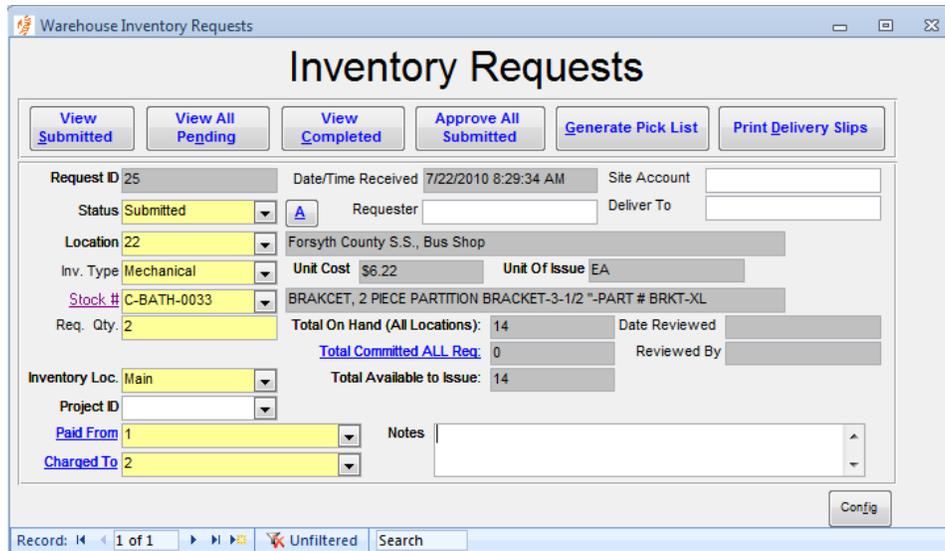
View All Pending - filters out all inventory requests that are not marked as "Complete."

View Completed - filters out all 'Completed' requests.

Approve All Submitted - changes ALL requests with Submitted status to Approved.

Generate Pick List - will generate a pick list for all Approved inventory requests.

Print Delivery Slips - will generate Delivery Slips for each location for delivery. At this point, Inventory quantities are 'committed' and quantities on hand are adjusted.

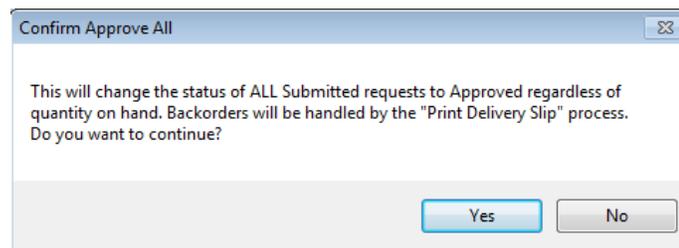


- **Request ID** – auto generated field when a new request is entered.
- **Date/Time Received** – auto generated field indicating the date and time the request was submitted or entered.
- **Site Account** – enter an account from which the inventory cost will be deducted.
- **Status** – indicates the status of the inventory request.
 - **Approved** – the request has been approved to be issued. Is now put in the ‘queue’ for the Pick List.
 - **Complete** – after the delivery slips are generated and the quantities are adjusted, the inventory request is now complete.
 - **Duplicate** – if you get multiple requests for the same item from the same locations, you can mark one as a duplicate.
 - **Incomplete** – Pick list has been generated but not yet delivered.
 - **Material Delay** – inventory item is on back order.
 - **Rejected** – we will not fill the inventory request.
 - **Submitted** – waiting for approval.
 - **Void** – disregard this request. It becomes ‘dead’
- **Approved Button** - click this button to change the status to Approved.
- **Requester** – the name of the person requesting the inventory.
- **Deliver To** – the name of the person who the inventory should be delivered to.
- **Location** – indicates the location (school) that is requesting the inventory.
- **Inv. Type** – Indicates either Custodial or Instructional inventory type.
- **Unit Cost** – indicates the cost/unit for the stock item.
- **Unit of Issue** – indicates the unit of issue for the given stock item.
- **Stock #** - indicates the stock number of the stock item requested.
- **Req. Qty** – indicates the quantity the location is requesting.
- **Total On Hand (All Locations)** – indicates the total quantity on hand for all locations.
- **Date Reviewed** – date the request was reviewed.

- **Total Committed ALL Req** – this is how many that is committed on all other request including the current one.
- **Reviewed By** – the name of the person who approves/reviews the inventory request.
- **Total Available to Issue** – this is the total amount that is available to issue.
- **Inventory Loc.** – indicates the suggested location from which to pull the inventory item.
- **Project ID** – indicates a project to tie this request to.
- **Paid From** – system will **deduct** from this account the total cost for this transaction.
- **Charged To** – system will **add** to this account the total cost for this transaction.
- **Notes** – generic notes field. (i.e. deliver after 4PM to rear dock)

Notes about Approving Inventory Requests:

1. As your requests come in or are manually entered, simply click the  button to 'Approve' the request.
2. Double-check your Inventory Location to make sure you have enough in that location to issue.
3. You have the liberty to change the value of the requested quantity.
4. If your Requested Quantity is 25, but you only have 20 in stock, let the system do the work for you. The system will issue what you have in stock (in this case 20) and put 5 back on Material Delay, creating a new record.
5. When an item is received from a vendor, the system checks for any items that are on Material Delay. If an item was just received that is on Material Delay, the system automatically changes the status of that Inventory Request from Material Delay back to Submitted.
6. Click the  button to Approve all submitted requests. It will bring up the following form:



7. Once you click Yes, you can go to create a Pick List. A pick list is a report indicating ALL items that need to be pulled from your shelves for distribution.
8. Click on the  button to get this window.

9. You have to option to Print your pick list now or Close to Print it later. At this point, the Approved inventory has not been depleted from your warehouse.
10. You can change your pick quantity and choose not to print your Item for the Pick List Report.
11. Clicking Generate Pick List gives you this form: Your status for these items is now 'Incomplete'.

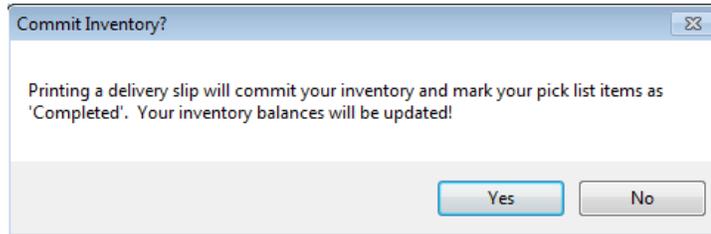
12. Click OK to get this form: If you want to print later, you may want to write down your Pick List Number for reference.

13. Click Cancel to Print Later or Preview to print now. You can re-print your Pick Lists from the Main Switchboard under Inventory Reports. You can also sort your report by Stock Number or Location. Default is Stock Number.

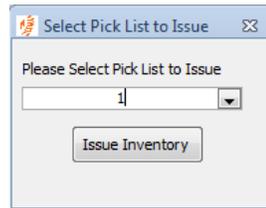
Inventory Pick List												
										2		
										Pick List Number		
										TeamWORKS Solutions, Inc Facility Management Software		
ItemID	Req. ID	Location	Description	Pull From	Aisle	Bin	Requested Qty	Qty to Pick	On-Hand Qty	Unit Of Issue	Unit Cost	Qty Picked
2001B			D1125 Fasoo 1/4 HP, 0.5 Amp, 1550 RPM, 230V, CCWSE									
	26	Leander ISD		Main			2	2	2	EA	\$58.50	
Requester		Deliver To:		Notes:								
										Quantity to Pick for 'Stock # = 2001B	2	



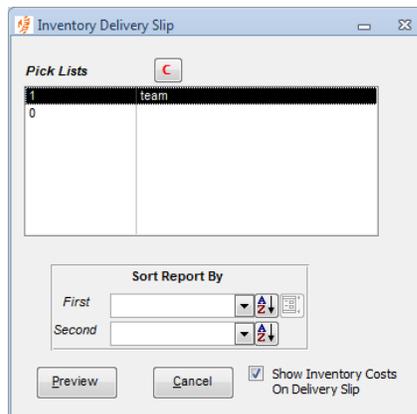
- After your supplies have been pulled from the shelves, click the **Print Delivery Slips** button to print your delivery slips. Remember, a separate delivery slip will print for each location.
- After clicking Print Deliver Slips button, you are ready to commit your inventory. You will see the following screen:



- After clicking yes, enter your pick list number from the drop-down list on the following form: your Inventory Request Statuses are now marked as 'Complete'.



- Click the Issue Inventory Button to yield the following form:



- Again, select the appropriate Pick List number and click Preview. You also have the option of showing/hiding costs on the Delivery Slip.
- You can always reprint delivery slips from the Main Switchboard under Inventory Reports.

Inventory Locations

The screenshot shows a software window titled "Inventory Locations". It contains several input fields: "Inv. Location Code" with the value "Main", "Location Name" with the value "Main Warehouse", "Location Type" with a dropdown menu set to "Warehouse", and "Location" with a dropdown menu set to "27". A dropdown menu is open for the "Location" field, displaying "Forsyth County S.S., Maintenance". At the bottom of the window, there is a status bar with "Record: 31 of 31", "No Filter", and a "Search" button.

The Inventory Locations form is used to set up places where your Inventory will be kept. This could include Warehouses, vehicles or other locations.

- **Inv. Location Code** – enter a code for this location (i.e. 'Main' for Main Warehouse, 'M041' for Maintenance Vehicle 041).
- **Location Name** – enter the 'full' name of the Inventory Location (i.e. Location is 'Main' and Location Name is 'Main Warehouse).
- **Location Type** – Options include Warehouse, Truck or Other.
- **Location** – enter or select the physical location for this warehouse or vehicle. If you are setting up a vehicle, you can select Maintenance or Transportation .

Reports

Inventory Groups Report

Inventory Groups Report		TeamWORKS Solutions, Inc Facility Management Software
Inventory Group	Description	
Ba	Ballast	
DL	Door and Lock Parts	
EI	Electrical List	
HVAC	HVAC	
Kitchen	Kitchen	
LT	Lighting	
Misc.	Misc	
PL	Plumbing	

General Inventory Report

General Inventory Report

Inventory Type Stock Item Include Discontinued

Mechanical	C-BATH-0031	KEEPER-TP-100S-GOES WITH SLIDE LATCH TP-210
Custodial	C-BATH-0032	BRACKET, SINGLE PIECE BRACKET-FOR PALAISTER-(1 1/2")
Instructional	C-BATH-0033	BRACKET, 2 PIECE PARTITION BRACKET-3-1/2"-PART #
	C-BATH-0034	BRACKET-FOR BATHROOM DOOR-1 EAR-#603210SHIFFI
	C-BATH-0035	BRACKET-FOR BATHROOM DOOR PARTITION-2EAR-1(#

1020	Steve Mooney	C	Carpentry
1096	SPARE -- HVAC	CUS	Custodial
1196	HVAC Spare	E	Electrical
1197	CARPENTRY SPARE	H	HVAC
1296	PARKED	K	Kitchen
1297	no more/JUDY TATUM	P	Plumbing
1397	Wayne Caston		

Sort Report By

First: [Dropdown] [Sort Icons]

Second: [Dropdown] [Sort Icons]

General Inventory Report						TeamWORKS Solutions, Inc Facility Management Software
Inventory Type	Stock Item # Description	Inventory Group	Inventory Location		Qty. On Hand	Total Value
			Aisle	Bin		
Mechanical	00-119099-00002	Kitchen	stock room		1.00	\$84.2000
HOBART SALES AND SERVICE	Hobart, Tub Over flow 00-119099-00002					\$84.2000
Mechanical	00-119099-00002	Kitchen	Wharton, David		1.00	\$84.2000
HOBART SALES AND SERVICE	Hobart, Tub Over flow 00-119099-00002					\$84.2000
Mechanical	00-120151-00001	Kitchen	stock room		0.00	\$0.0000
HOBART SALES AND SERVICE	PC Splash curtain Only - Hobart					\$30.6000
Mechanical	00-2710 84	Kitchen	stock room		0.00	\$0.0000
HOBART SALES AND SERVICE	Splash Curtain - Hobart					\$60.5000
Mechanical	00-355504-00001	Kitchen	stock room		1.00	\$90.7000
HOBART SALES AND SERVICE	Fan motor 115V					\$90.7000
Mechanical	00-415207	Kitchen	stock room		1.00	\$125.2000
HOBART SALES AND SERVICE	Fan motor for cooling, Hobart 230V, Hobart # 00-415207-00002 Sunoon SF23080A					\$125.2000

Detailed Inventory Transactions

Inventory Issued Report

Stock Item Include Discontinued

00-119099-00002	Hobart, Tub Over flow 00-119099-00002
00-120151-00001	PC Splash curtain Only -Hobart
00-2710 84	Splash Curtain - Hobart
00-355504-00001	Fan motor 115V
00-415207	Fan motor for cooling, Hobart 230V, no item
07873	
112378-00049	Door Slide, plastic - Hobart
1129313	Ice maker Kit, refrigerator for Whirlpool, KitchenAid and Roper
18588	Blodgett Temperature Probe
1EPE3	Panel Mount Thermometer, Remote Vapor Tension, Analog Display, Ten
2000	Fasco 120V Motor .66 Amp Type 02B
2001	Fasco D582 115v motor .35 Amp 1550 rpm cw
2001A	Motor 115V 1550 RPM, S88-892
2001B	D1125 Fasco 1/2 HP, 0.5 Amp, 1550 RPM, 230V, CCWSE
2001C	D1126 Fasco 1/15 HP, 1.1 Amp, 1550 RPM, 230V, CWSE
2001E	Small Motor, FSP .18A 1200RPM 2W
2001F	motor, D782 Fasco 1/4 HP 1625 RPM
2001G	Fasco Motor # 71902773, for Greenheck
2001H	Motor, Fasco 115V 120V 1.1A 1550RPM CW

Inventory Type Inventory Group

Mechanical	Ba	Ballast
Custodial	DL	Door and Lock Parts
Instructional	EI	Electrical List
	HVAC	HVAC
	Kitchen	Kitchen
	LT	Lighting

Transaction Date Range: _____ through _____

Preview Cancel

Sort Report By

First: [Dropdown] [Up/Down] [Reset]

Second: [Dropdown] [Up/Down] [Reset]

TeamWORKS Solutions, Inc
Facility Management Software

Detailed Inventory Items Report

Item ID: 00-355504-00001 **Type:** Mechanical

Item Description: Fan motor 115V **Group:** Kitchen

Model #: **Manufacturer:** **Unit Of Issue:** EA

Stock Item: **State Contract:** **Discontinued:** **Remote Request Item:**

Date Discontinued: **Last PO Number:** 0 **Vendor Name:** HOBART SALES AN

Inventory Locations

Inventory Location ID	Inventory Location	Aisle	Bin	Quantity On Hand
Main	stock room			1

Inventory Transactions

Transaction Type	Date	Inventory Location	Issued To Location	Vendor	Quantity	Iss./Rcv. Cost	Total Cost	WOID
Issued	3/4/2009	Main	LeanderISD, Laura W. Bush Elementary, Kitchen		1	90.70	\$90.70	177900

Inventory Received Report

Inventory Received Report
☐ ☰

Inventory Type C

- Mechanical
- Custodial
- Instructional

Stock Number C Include Discontinued

- C-BATH-0031 KEEPER-TP-100S-GOES WITH SLIDE LATCH TP-210
- C-BATH-0032 BRACKET, SINGLE PIECE BRACKET-FOR PALAISTE
- C-BATH-0033 BRACKET, 2 PIECE PARTITION BRACKET-3-1/2 "P
- C-BATH-0034 BRACKET-FOR BATHROOM DOOR-1 EAR-#60321C
- C-BATH-0035 BRACKET-FOR BATHROOM DOOR PARTITION-2EA
- C-BATH-0036 SLIDE LATCH-TP 210-GOES WITH KEEPER TP 100

Inventory Locations C

- 1020 Steve Mooney
- 1096 SPARE -- HVAC
- 1196 HVAC Spare
- 1197 CARPENTRY SPARE
- 1296 PARKED
- 1297 no more/JUDY TATUM
- 1397 Wayne Caston

Inventory Group C

- C Carpentry
- CUS Custodial
- E Electrical
- H HVAC
- K Kitchen
- P Plumbing

Vendor C

- 000 Non-Inventory Items
- 000081 ALL METRO ELECTRICAL I
- 000105 Atlanta Fixture & Sales Co
- 000111 Citisco, Inc.
- 000119 Johnstone Supply
- 000140 Southeastern Restaurant
- 000150 WW Grainger Inc
- 000158 Baker distributing Co.

Received Date Range

through

Sort Report By

First

Second

Inventory Received Report										TeamWORKS Solutions, Inc Facility Management Software
Dates Received: From		To								
Rec. Date	Inv. Type	Stock # Description	Inv. Location	Vendor ID Vendor Name	Invoice #	PO #	Qty.	Cost/Unit	Total Received	
2/6/2009	Mechanical	00-119099-00002 Hobart, Tub Over flow 00-119099-00002	stock room	HOBART HOBART SALES AND SERVICE	0	0	1	\$84.2000	\$84.2000	
2/26/2009	Mechanical	00-119099-00002 Hobart, Tub Over flow 00-119099-00002	stock room	HOBART HOBART SALES AND SERVICE	0	0	2	\$84.2000	\$168.4000	
1/22/2010	Mechanical	00-119099-00002 Hobart, Tub Over flow 00-119099-00002	Wharton, David	HOBART HOBART SALES AND SERVICE			1	\$84.2000	\$84.2000	
2/24/2009	Mechanical	00-120151-00001 PC Splash curtain Only - Hobart	stock room	HOBART HOBART SALES AND SERVICE	0	0	1	\$30.6000	\$30.6000	
2/24/2009	Mechanical	00-2710 84 Splash Curtain - Hobart	stock room	HOBART HOBART SALES AND SERVICE	0	0	2	\$60.5000	\$121.0000	

Inventory Issued Report

Inventory Issued Report

Include Discontinued

Stock Item | **Inventory Location**

C-BATH-0031	KEEPER-TP-1005-GOES WITH SLIDE LATCI	2020	Ron Bennett
C-BATH-0032	BRACKET, SINGLE PIECE BRACKET-FOR P	203	Carpentry PM
C-BATH-0033	BRACKET, 2 PIECE PARTITION BRACKET-	1197	CARPENTRY S
C-BATH-0034	BRACKET-FOR BATHROOM DOOR-1 EAR-	6010	Earnest Pickel
C-BATH-0035	BRACKET-FOR BATHROOM DOOR PARTIT	6040	Mitchel Sanfor
C-BATH-0036	SLIDE LATCH -TP 210-GOES WITH KEEPER		

Inventory Type | **Inventory Group**

Mechanical	C	Carpentry
Custodial	CUS	Custodial
Instructional	E	Electrical
	H	HVAC
	K	Kitchen
	P	Plumbing

Location | Show All Paths | Include Sub-Paths

PCSS	Forsyth County S.S.
01	Forsyth County S.S., Big Creek ES
22	Forsyth County S.S., Bus Shop
15	Forsyth County S.S., Chattahoochee ES
02	Forsyth County S.S., Chestatee ES

Issued Date Range
 [] through []

|

Sort Report By
 First: [] [] []
 Second: [] [] []

Inventory Issued Report								TeamWORKS Solutions, Inc Facility Management Software	
Dates Issued: From		To							
Location ID	Inv. Group	Stock #	Unit of Issue	From Location	WO #	Qty. Issue	Trans. Total		
Date Issued	Inv. Type	Description			Pick List #				
Leander ISD, Admin Annex									
ADMN	Mechanical	5200	EA	Main	133011	2	\$2,900.00		
4/11/2007	LT	FO/32741/ECO 4FT. T-8							
ADMN	Mechanical	5015	EA	Main	197060	1	\$20,690.00		
11/12/2009	LT	HPS MOD. CLEAR, S50, L U250/eco							
ADMN	Mechanical	5200	EA	Main	155094	2	\$3,000.00		
3/20/2008	LT	FO/32741/ECO 4FT. T-8							

Inventory Reorder Report

Inventory Reorder Report

Inventory Type [C] **Inventory Locations** [C]

Mechanical	100V	Wallace, Jesse
Custodial	102v	Wyatt, Russell
Instructional	104v	Calloway, David
	105V	Sierra, Joe

Inventory Group [C]

Ba	Ballast
DL	Door and Lock Parts
El	Electrical List
HVAC	HVAC
Kitchen	Kitchen
LT	Lighting
Misc.	Misc

Preview Cancel

Sort Report By

First [] [A-Z] [Z-A] []

Second [] [A-Z] [Z-A] []

Inventory Reorder Report TeamWORKS Solutions, Inc
Facility Management Software

Inv. Location	Stock #	Vendor ID	Inv. Group	Aisle	High	Low	Minimum Reorder	On Hand	Suggested Reorder Qty
Description		Vendor	Vendor Item ID	Bin	Last Unit Cost	Unit Of Issue	On State Contract?	Contract Number	
Main	3270	Mark's Plumbing Pa	PL		2	1	1	0	2
KLO-Self Stem Classic Fittings (LHS)		Mark's Plumbing Parts	05806		\$0.0000	EA	No		

Total Amount Spent by Vendor

Click the **!** button for more info.

Vendor **C** **!**

1st Source: 1st Source Parts Servall

A1FIRE A-I FIRE AND SAFETY EQUIPMENT CO

AAA AAA FILTERS

ABC ABC REST. & SUPPLY CO.

ACCESS: ACCESS STANLEY

ACE ACE GLASS

ACTIONPROP ACTION PROPANE

AM AMERICAN CONSTRUCTORS

Am Tile American Tile

AMER AMERICAN TIME AND SIGNAL

Received Date Range

— —

Include Inventory Purchase Transactions (Non-Stock Items)

Cancel **Sort Report By**

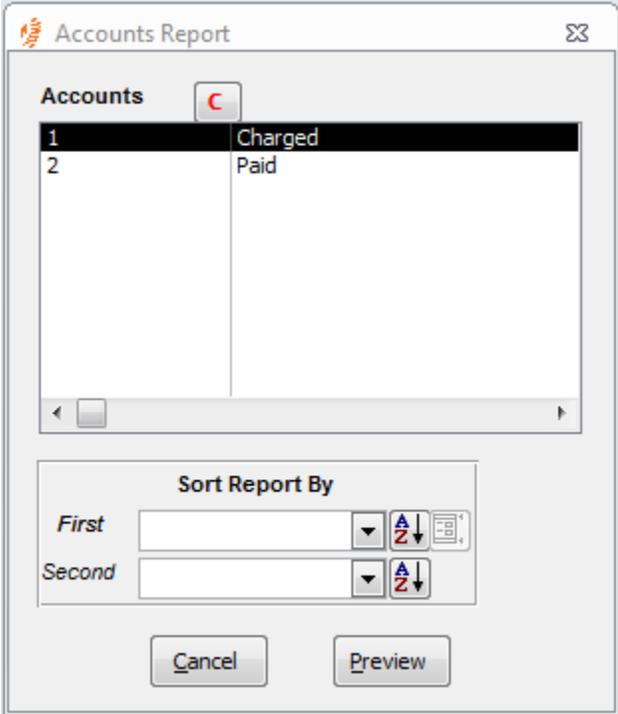
Preview **First** [] [Z] [↑/↓]

Second [] [Z] [↑/↓]

Total Amount Spent by Supplier TeamWORKS Solutions, Inc
Facility Management Software

SUPPLIER ID	SUPPLIER NAME	CONTRACT NUMBER	PAYMENT TERMS	CREDIT LIMIT	TOTAL AMOUNT SPENT
A1FIRE	A-I FIRE AND SAFETY EQUIPMENT CO			\$0.00	\$1,646,000
Grand Total					\$1,646,000

Accounts Report



Account Codes Report			
TeamWORKS Solutions, Inc Facility Management Software			
Account ID	Description	Beginning Balance	Current Balance
1	Charged	\$10,000,000.00	\$0.00

Reprint Pending Pick Lists

Inventory Pick List Reprint

Pick Lists C

2	team
0	

Sort Report By

First ▼ ▲ 2 ▼ ☰

Second ▼ ▲ 2 ▼ ☰

Inventory Pick List		2		TeamWORKS Solutions, Inc Facility Management Software								
		Pick List Number										
ItemID	Req. ID	Location	Description	Pull From	Aisle	Bin	Requested Qty	Qty to Pick	On-Hand Qty	Unit Of Issue	Unit Cost	Qty Picked
2001B			D1125 Fasco 1/4 HP, 0.5 Amp, 1550 RPM, 230V, CCWSE									
	26	Leander ISD		Main			2	2	2	EA	\$58.50	
Requester		Deliver To:		Notes:								
				Quantity to Pick for 'Stock #' = 2001B		2						

Reprint Delivery Slips

Inventory Delivery Slip _ X

Pick Lists C

2	team
0	

Sort Report By

First ▼ ▲ Z ↓

Second ▼ ▲ Z ↓

Show Inventory Costs On Delivery Slip

Hide completed Delivery Slips

Inventory Delivery Slip

TeamWORKS Solutions, Inc
Facility Management Software

Pick List Number
1

Stock #	Unit Of Issue	Requester Deliver To	Date Submitted	Requested Qty	Delivered Qty	BackOrder Qty
Leander ISD, Cedar Park High School						
CPHS						
1EPE3	EA			1	0	1
Panel Mount Thermometer, Remote Vapor Tension, Analog Display,		jeff culp	stock			
stock for cphs		cphs				

Delivered By: _____

Received By: _____

Printed: Monday, September 19, 2011

Date: ____ / ____ / ____

Inventory Adjustment Report

Inventory Adjustments Report ✖

Inventory Type C

Mechanical

Custodial

Instructional

Stock Item C

Inv Type	ItemID	Description
Mechanical	00-119099-0	Hobart, Tub Over flow 00-119099-00002
Mechanical	00-120151-0	PC Splash curtain Only - Hobart
Mechanical	00-2710 84	Splash Curtain - Hobart
Mechanical	00-355504-0	Fan motor 115V
Mechanical	00-415207	Fan motor for cooling, Hobart 230V,
Mechanical	07873	no item

Adjustment Date Range

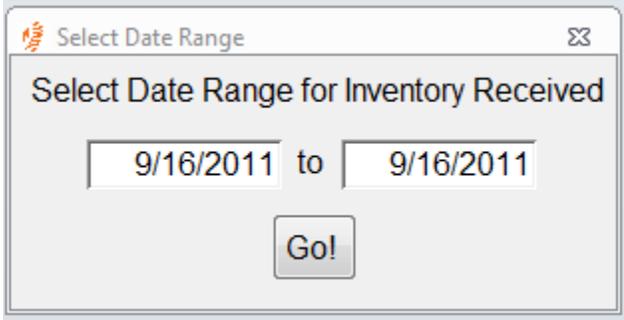
through

Preview
Cancel

Inventory Adjustments Report							TeamWORKS Solutions, Inc Facility Management Software
Inventory Type							
Stock #	Stock Description	Date	Quantity	Unit Cost	Total Cost	Adjustment Reason	From Location
Mechanical							
2000	B 10-102 3/4" drier	12/19/2007	3	\$25.43	\$76.29		Main
2000	Fas co 120V Motor .86 Amp Type 02B Traulsen fan for Hobart food storage Cabinet	2/15/2008	2	\$89.50	\$179.00		Main
2000	Fas co 120V Motor .86 Amp Type 02B Traulsen fan for Hobart food storage Cabinet Trane # TRA431958	8/8/2008	1	\$89.50	\$89.50		Main

Bar code Printing for Inv Rec.

This report is set up to print on a specific bar code printer during installation. Please contact TeamWORKS Support for set up.



The image shows a software dialog box titled "Select Date Range" with a close button in the top right corner. The main heading inside the dialog is "Select Date Range for Inventory Received". Below this heading, there are two text input fields, each containing the date "9/16/2011", with the word "to" positioned between them. Below the date fields is a button labeled "Go!".

Inventory Transfers Report

Inventory Transfer Transactions Report

Transferred To Location

31V	Wharton, David
80V	Stephen, Jack
58V	Brad Barritt
68V	Blackshere, Joe
60V	Russell, Darrell
35V	Carlquist, Donald
32V	Cheverez, Jesus

Transfer Date Range

through

Sort Report By

First

Second

Inventory Transfer Transactions Report

Date Range: —

TeamWORKS Solutions, Inc
Facility Management Software

-- Transfer --

Record Date	Inventory Type	Stock #	Stock Description	From	To	Quantity	Unit Of Issue
2/20/2008		5008	LU100/med High Pressure Sodium, med	Main	80V	2	EA
2/20/2008		5009	LU150/55/D/med High Pressure Sodium	Main	80V	2	EA
2/20/2008		5013A	M175/U/med/ED17, (GE MVR175/UME	Main	80V	2	each
2/26/2008		5109B	150 WATT FROSTED, standard, inside	Main	79V	12	EA
2/27/2008		4172	PS1400 120/277V EMERG. BALLAST	Main	80V	1	EA
2/28/2008		3086S	EBV-136-A Sloan Solenoid operator	Main	72V	3	EA
2/29/2008		3850	Gleco Trap, PVC with bottles	Main	67V	1	EA
2/29/2008		5200	T-8 FO/32/741/ECO 4FT.	Main	74V	30	EA
2/29/2008		5201	T-12 F34/SS/ECO 4FT.	Main	74V	30	EA

Print Bar Codes by ItemID

This report is set up to print on a specific bar code printer during installation. Please contact TeamWORKS Support for set up.

Bar Code Labels By Item ID ...

Enter Inventory Stock #

To

GO!

Customer Support

Email: Support@goTeamWORKS.com

Telephone: Toll Free (866) 892-0034