

Adding a New Warehouse Part

What you need to know:

- a) The University of Texas at Austin currently operates Operations, PRC and Central Stores warehouses. There are two types of purchases that can be made by these warehouses:
- b) Purchases intended to keep the warehouse operational.
- c) Purchases of non-stock items for either projects or staff.
 - i) As a business rule, transfers do not occur from one warehouse to another. Additionally, materials will only be issued against work orders.
 - ii) Stock is marked up 2% + 1% freight/handling/palletizing etc, across the board. Direct charged parts are not marked up.
 - iii) This process documents the steps taken to initiate and complete the entry of a new part # in the UT FAMIS database.

PROCEDURE

1. Open the Part form which is located in the FIC Forms folder.

Part Form – Header Section

The screenshot shows the 'Part' form in FAMIS. The 'Part Number' field is highlighted in yellow and contains the text '**ASSIGN**'. The 'Category' field is also highlighted in yellow. The form includes sections for 'General Description', 'Long Description', and 'Warehouse Information'. The 'Warehouse Information' section includes fields for Warehouse (10), On Order, Safety Stock, Reorder Point, EOQ, Lead Time, Calc, Factor, Markup %, Price, Sell Price, and Amount. The 'Warehouse Information' section also includes checkboxes for ABC Class, MSDS, and Shelf Life Days.

2. Tab out of the Part # Field.
Note: FAMIS assigns the Part #. This will take you to the Description Field.
3. **Description (unlabeled)** – Enter the part description according to your business rules.
4. **Category** – Open the part category using the LOV. Select the category, expand the folder (double click or click on plus sign), then select the sub category by clicking once.
5. Click OK to close the Category form and return to the Part form.

Adding a New Warehouse Part

Part Form – General Description Section

The screenshot shows a software interface for adding a new warehouse part. The 'General Description' section is highlighted with a red box and contains the following fields: Commodity (text input), Unit of Measure (dropdown), Unit of Purchase (dropdown), ABC Class (checkbox), MSDS (checkbox), Status (dropdown), Type (dropdown), Shelf Life (dropdown, currently set to 'None'), and Shelf Life Days (text input). Below this is a 'Long Description' text area. The 'Warehouse Information' section includes a grid of fields for Warehouse (10), On Hand, Transferred, Reserved, On Order, Safety Stock, Reorder Point, EOQ, Lead Time, Calc, Factor, Markup %, Price, Sell Price, and Amount.

6. **Commodity Code** – Enter the TBPC Commodity Code* by typing in or selecting from LOV. (The code can be found on the Texas Building & Procurement Commission website.)
7. **Unit of Measure** – Select the unit of measure by typing in or selecting from LOV.
8. **Unit of Purchase** – Select the unit of purchase by typing in or selecting from LOV. (Tip: Tabbing through will populate the default unit of purchase which can be changed if needed.)
9. **ABC Class** – (not used)
10. **MSDS check box** – (not used)
11. **Status** – Select Status by typing in or selecting from LOV. The available statuses for a part are:
 - a. **Active** – warehouse will restock.
 - b. **Deplete** – warehouse will not reorder, but still issuing.
 - c. **Obsolete** – warehouse cannot issue, no longer used.
 - d. **Superseded** – warehouse cannot issue, new part identified.
12. **Type** – Enter BENCHSTOCK for benchstock and STOCK for all others.
13. **Shelf Life** – (not used) Defaults to None.
14. **Shelf Life Days** – (not used)

Adding a New Warehouse Part

Part Form – Long Description Section

The screenshot shows a software interface for adding a new warehouse part. The window title is "Part". At the top, there are fields for "Part Number" (containing "**ASSIGN**") and "Category". Below this is the "General Description" section with fields for "Commodity", "Unit of Measure", "Unit of Purchase", "ABC Class", "Status", "Type", "Shelf Life" (set to "None"), "MSDS", and "Shelf Life Days". The "Long Description" section is a large text area, currently empty, and is highlighted with a red border. Below it is the "Warehouse Information" section with fields for "Warehouse" (set to "10"), "On Hand", "Transferred", "Reserved", "On Order", "Safety Stock", "Reorder Point", "EOQ", "Lead Time", "Calc", "Factor", "Markup %", "Price", "Sell Price", and "Amount". On the right side of the form, there is a vertical list of buttons: Details, Bins, Bills of Mat'l, Vendors, Substitution, Mfrs, History, Orders, Warehouses, Dates, Reservation, Shelf Life, Multi-Warehouse, UM Conversion, Accounts..., and Alias...

15. **Long description** – Enter detailed description (up to 6000 characters).

Adding a New Warehouse Part

Part Form – Warehouse Information Section

The screenshot shows a software interface for adding a new warehouse part. The 'Warehouse Information' section is highlighted with a red border and contains the following fields:

Warehouse	10	On Order		Calc	<input type="checkbox"/>	Factor	
On Hand		Safety Stock		Markup %	<input type="checkbox"/>	Price	
Transferred		Reorder Point		Sell Price	<input type="checkbox"/>	Amount	
Reserved		EOQ					
		Lead Time					

16. Warehouse Information

- Warehouse** – (read only) Displays warehouse of person entering part.
- On hand** – The initial on-hand quantities for a part will be entered via price and quantity adjustments, or by receipt of items ordered on PO.
- Transferred** – (read only) Derived field.
- Reserved** – (read only) Derived field.
- On order** – (read only) Derived field.
- Safety stock** - Amount over and above normal reorder. (Use is optional; see business rules)
- Calc** - Disregard check boxes.
- Reorder Point** – Refer to business rules.
- EOQ** - Represents maximum stock level. Refer to business rules.
- Lead Time** – (not used)
- Factor** – (not used)
- Markup %** - Leave BLANK. FAMIS calculates markup elsewhere.
- Price** – (read only) Derived field.
- Sell Price** – (read only) Derived field.
- Amount** – (read only) Derived field.

Adding a New Warehouse Part

Part Form – Button Section

Part Form – Button Section

Part Number: **ASSIGN**

Category: [Dropdown]

General Description

Commodity: [Dropdown] Status: [Dropdown]

Unit of Measure: [Dropdown] Type: [Dropdown]

Unit of Purchase: [Dropdown] Shelf Life: None

ABC Class: [Checkbox] MSDS: [Checkbox] Shelf Life Days: [Text]

Long Description

[Text Area]

Warehouse Information

Warehouse	10	On Order	[Text]	Calc	Factor	[Text]
On Hand	[Text]	Safety Stock	[Text]	<input type="checkbox"/>	Markup %	[Text]
Transferred	[Text]	Reorder Point	[Text]	<input type="checkbox"/>	Price	[Text]
Reserved	[Text]	EOQ	[Text]	<input type="checkbox"/>	Sell Price	[Text]
		Lead Time	[Text]		Amount	[Text]

Buttons (highlighted in red):

- Details
- Bins
- Bills of Mat'l
- Vendors
- Substitution
- Mfrs
- History
- Orders
- Warehouses
- Dates
- Reservation
- Shelf Life
- Multi-Warehouse
- UM Conversion
- Accounts...
- Alias...

17. Part Form Buttons

- DETAILS** – (not used) For user-defined attributes.
- BINS** – Refer to Business Rules.
- BILL OF MAT'L** – (not used)
- VENDORS** – Displays list of suppliers, if available.
- SUBSTITUTIONS** – (not used)
- MFRS** – (not used)
- HISTORY** – (read only) Informational.
- ORDERS** – (read only) Informational.
- Warehouses** – (read only) Informational.
- DATES** – (read only) Informational.
- Reservation** – (read only) Informational.
- Multi-Warehouse** – DO NOT USE!!
- UM Conversion** – This should be added by an experienced Buyer.

Adding a New Warehouse Part

Accounts

Account Group Name

Billing Type

Account Details

Accounts	Percent	Attribute1	Attribute2

OK Clear Account Cancel Dates...

- n. **Accounts** – (required)
 - (1) **Account Group Name** – Part warehouse group
 - (2) **Billing Type** – ACTUALS
 - (3) **Accounts button** – Enter the credit account
 - (4) **Click OK**
- o. **Alias** – (not used)