

What you need to know:

a) <u>See the SOP for Return Maintenance Issues if reversing maintenance issues.</u>

PROCEDURE

- 1. Open the Work Order Closing form.
- 2. Press F11 to enter query mode. Enter the work order number for which you need to reverse material charges, and press Ctrl+F11 to execute.

k Order	ask List Crews La	abor Material Readings	
quipment			Close Dates
Work Data		Equipment Data	Audit
Status	OPEN	Down Time	
Туре	CRIB	Down	
Start Date	MON JAN 14, 2008	Up	
Due Date	THU JAN 17, 2008	Hours	
Arrived			
Completed		Usage	
Employee	Data	Performance Codes	
Assigne	ed To	Condition	
Authorize	d By	Cause	
	dBy	Action	

3. Click on the crews tab. If the crew for which you are reversing charges is listed, click the crew's line so that it becomes active (row is highlighted in bright blue).



Work Order Closing Form – Crews Tab

Order T	ask List	Crews	Labor	Material	Readings
row	Sizo	Craft	Fet Houre	Status	Taek Liet
04	1			NEW	
	_	-	-	1	
			-		

4. Click on the Material tab to display all material issued for the work order.

Work Order Closing Form – Material Tab Pre Material Reverse

k Order Ta	ask List Cr	rews Labor Material	Readings	
Issue No.	Part No.	Description	Quantity	Amount
IS178207	004-001	COPPER TUBING	20.00	10,000.00 📤
	_			
l				
			Total	10,000.00
лм	Ware	house Issue Date	Issued To	Unit Price
ach	BEN	ICHST THU FEB 14, 2008	01378	500.0000

a. Locate the line item that you wish to reverse and make note of the following values:



- i) Part Number
- ii) U/M (unit of measurement)
- iii) Issued To
- iv) Unit Price
- b. Click in the issue No. field of the first blank line or click on an existing line and press Ctrl+Down on your keyboard or the insert icon.

Work Order Closing Form – Material Tab Post Material Reverse

rk Order 🛛 Ta	sk List Cre	ws Labor Material Readin	gs	
Issue No.	Part No.	Description	Quantity	Amount
IS178207	004-001	COPPER TUBING	20.00	10,000.00 🛋
ASSIGN	004-001	COPPER TUBING RETURN	-20.00	-10,000.00
į				
				^
	-			
i i				
			Total	.00
I/M	Wareh	ouse Issue Date Is	sued To	Unit Price
Each	BENC	HST MON FEB 25, 2008	01378	500.0000

- c. In the Issue section of the material form, complete the following:
 - i) **Issue No.** (required) Tabbing out of this field will populate it with a value of '**ASSIGN**'. The issue number will be assigned when the transaction is complete.
 - ii) **Part No.** *(required)* Enter the part number from the original material posting recorded in 4.a.i.
 - iii) Description (required) Populates with part number's description. Change this to the same description from the original material posting and add text to indicate that this is a refund/reversal.
 - iv) **Quantity** (required) Enter the quantity to reverse using a negative value.
 - v) **U/M** (required) Enter the unit of measurement recorded in step 4.a.ii.
 - vi) **Warehouse** *(required)* Defaults to the user's warehouse. If it does not default to BENCHSTOCK, enter this value or click the LOV button and select BENCHSTOCK.
 - vii) Issue Date (required) Press tab to accept default date of today. Adjust as necessary.
 - viii) Issued To (required) Enter the Issued To recorded in step 4.a.iii.
 - ix) **Unit Price** (required) Enter the price recorded in step 4.a.iv.
- d. Press Ctrl+S to save changes. An issue number should appear for the reversal entry.



Order Ta	sk List Crev	vs Labor Material Read	ings	5
Issue No.	Part No.	Description	Quantity	Amount
IS178207	004-001	COPPER TUBING	20.00	10,000.00 🍝
IS178208	004-001	COPPER TUBING RETURN	-20.00	-10,000.00
	_			
	1			
			Total	.00
м	Wareh	ouse Issue Date	Issued To	Unit Price
ach	BENC	HST MON FEB 25, 2008	01378	500.0000