Entering Benchstock on WO

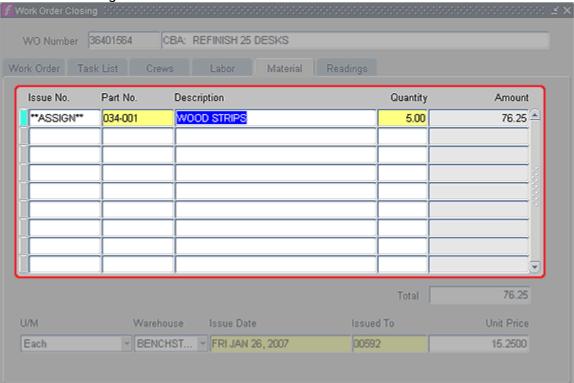


- 1) What you need to know:
 - a) The format for Materials Issue part numbers are:
 - i) Bench Stock 'Crew number' 001
 - (1) **Ex**. 094-001
 - ii) **ProCard** purchases 'Crew number' 002
 - (1) **Ex**. 094-002

PROCEDURE

- 1. Open the Work Order Closing form and query for the appropriate Work Order number.
- 2. Click on the Material tab.

Work Order Closing Form - Material Tab - Issue Header Section

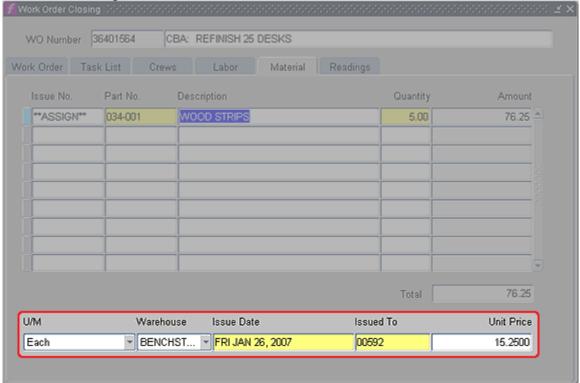


- a. For each part issued, complete the following fields:
 - i) **Issue No.** FAMIS will auto-assign the issue number.
 - ii) **Part Number** Enter the part number for the bench stock type and crew. Details in section 6.a.
 - iii) **Description** This will be populated based on the Part Number with the description of type and crew; replace the generic description with detailed information about the item issued.
 - iv) Quantity Enter the quantity issued.
 - v) **Amount** This read-only field will be populated when the **Unit Price** is entered in section 2.a.x.

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Work Order Closing Form - Material Tab - Issue Footer Section



- vi) **U/M** Use the pull-down list to modify the Unit of Measure as appropriate.
- vii) Warehouse Select BENCHSTOCK, if it does not come up as default.
- viii) Issue Date Will default to today's date; modify as needed.
- ix) **Issued To -** Enter Employee number of person who received the bench stock; this employee's crew must be on the Work Order.
- x) **Unit Price** Enter the unit price of the item issued or purchased.
 - (1) Press the tab key and the **Amount** column in the header will show the total cost for that issue.
- b. To issue additional bench stock, click in the **Part No.** field and repeat step 2.a until all charges are recorded.
- 3. Bench stock must be entered before a Work Order is closed.
- 4. Press Ctrl+S to save.
- 5. Click in the WO Number field to query another Work Order. If not necessary, close the WO Closing form by clicking on the X in the upper right hand corner of the form.
- 6. To Reverse/Correct bench stock entries:
 - a. Click in the next available blank Part No. field and enter the appropriate part number.
 - i) To add a new bench stock charge, fill in as indicated in steps above.
 - To reverse a bench stock charge,
 - (1) Fill in the **Description** exactly as it is in the original entry.
 - (2) Enter a negative number in the Quantity field.
 - (3) Enter the same **U/M** (unit of measure), **Warehouse**, **Issue Date** and **Issued To** information as on the original charge.