

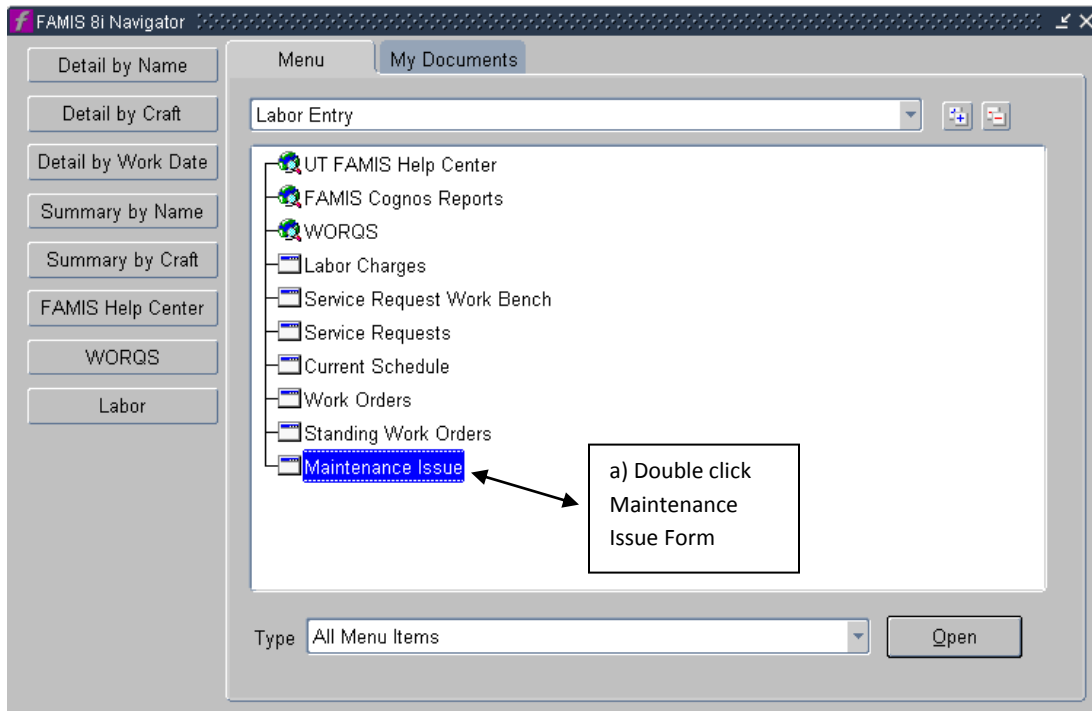
## To add Benchstock to Work Order

### What you need to know:

- a) This process was developed for Custodial Services BALs to add BENCHSTOCK items to reimbursable client Work Orders.

### PROCEDURE

1. Open the Maintenance Issue Form.



### To add Benchstock to Work Order

- a) Tab over on the Maintenance Issue Form and enter your employee ID.
- b) Make sure your 'Warehouse' says "BENCHSTOCK"
- c) Issued Date will fill in automatically but should be changed to the date the supplies were used.
- d) Enter WO Number
- e) Enter Part No. 031-001
- f) Enter quantity used

The screenshot shows the 'Maintenance Issue' form with the following fields and callouts:

- Issue No.:** \*\*ASSIGN\*\*
- Warehouse:** BENCHSTOCK (Callout: c) MUST say BENCHSTOCK)
- Issued To:** 13697 (Callout: b) Employee ID)
- Issued Date:** THU AUG 5, 2010 (Callout: d) Change to the date when supplies were used.)
- Entered By:** BANKS\_LEONARD
- WO Number:** 36773508 (Callout: e) Enter Work Order #.)
- Equipment:** GAR; 1.132 WE FLOOR MOP AND CARPET CLEAN
- Table:**

| Warehouse  | Part No.   | Location | Req | IssueLot No.                     | Description  |
|------------|--|----------|-----|----------------------------------|--|
| BENCHSTOCK | 031-001 (Callout: f) This Part No. will ALWAYS be 031-001) |          |     | 3.00 (Callout: g) Quantity Used) | THIS IS WHERE YOU CHANGE (Callout: h) Change default description to item description.) |

- g) Change the default description to item description from price list.
- h) Tab over, then enter the price per piece.
- i) Unit of Measure (UM) defaults to Each. Please use the drop down menu to change the unit of measure to what you need it to be.

The close-up shows the 'Selling Price' and 'UM' fields with the following callouts:

- Selling Price:** 100.0000 (Callout: i) Enter price here.)
- UM:** Each (Callout: j) Click arrow to get to drop down menu.)

**To add Benchstock to Work Order**

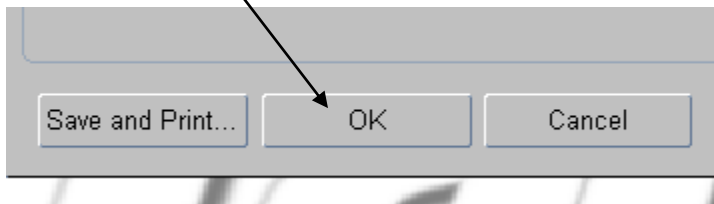
j) Tab to next line to enter additional parts. (see example below listing multiple parts for the same work order)

| Warehouse  | Part No. | Location | Req | IssueLot No. | Description              |
|------------|----------|----------|-----|--------------|--------------------------|
| BENCHSTOCK | 031-001  |          |     | 3.00         | THIS IS WHERE YOU CHANGE |
| BENCHSTOCK | 031-001  |          |     | 10.00        | 2ND ITEM CHANGE DESC     |
| BENCHSTOCK | 031-001  |          |     | 1.00         | GLOVES                   |
| BENCHSTOCK | 031-001  |          |     | 165.00       | PAPER TOWELS             |
|            |          |          |     |              |                          |

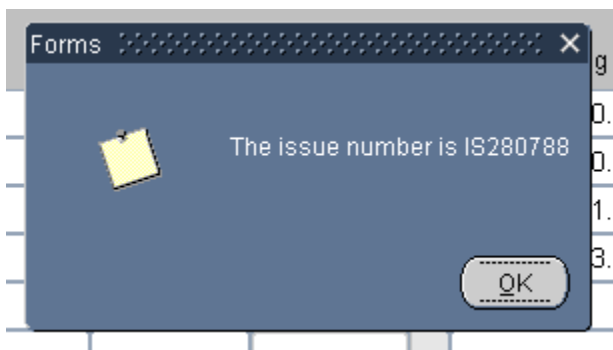
k) This is what the screen looks like when you scroll over to view the prices:

| Warehouse  | Part No. | Location | Req | IssueLot No. | Selling Price | UM   |
|------------|----------|----------|-----|--------------|---------------|------|
| BENCHSTOCK | 031-001  |          |     | 3.00         | 100.0000      | Each |
| BENCHSTOCK | 031-001  |          |     | 10.00        | 50.0000       | Each |
| BENCHSTOCK | 031-001  |          |     | 1.00         | 1.2500        | Each |
| BENCHSTOCK | 031-001  |          |     | 165.00       | 3.0000        | Each |

l) Click OK



m) Then you will see this, copy down the issue number onto the work order.



## To add Benchstock to Work Order

- n) Click OK, then it takes you to the next issue to enter. If you have no more issues to enter, then just click on the 'X' at the top right of the Maintenance Issue Form.



### TO APPLY A REVERSAL:

- a) Tab over on the Maintenance Issue Form and enter your employee ID.
- b) Make sure your 'Warehouse' says "BENCHSTOCK"
- c) Issued Date will fill in automatically but should be changed to the date the supplies were used.
- d) Enter same WO Number that want to reverse supplies on.
- e) Enter Part No. 031-001
- f) Enter quantity that you want to reverse.

The screenshot shows the 'Maintenance Issue' form with the following fields and callouts:

- Issue No.:** \*\*ASSIGN\*\* (Callout: c) MUST say BENCHSTOCK)
- Warehouse:** BENCHSTOCK (Callout: b) MUST say BENCHSTOCK)
- Issued To:** 00902 (Callout: b) Employee ID)
- Issued Date:** THU AUG 12, 2010 (Callout: d) Change to the date when supplies were used..)
- Entered By:** PONCE\_RAFAEL\_H
- WO Number:** 36773508 (Callout: e) Enter Work Order #.)
- Equipment:** GAR; 1.132 WE FLOOR MOP AND CARPET CLEAN
- Table:**

| Warehouse  | Part No. | Location | Req | IssueLot No. | Description        |
|------------|----------|----------|-----|--------------|--------------------|
| BENCHSTOCK | 031-001  |          |     | 3.00         | REVERSAL-IS2880789 |

  - Callout (f): This Part No. will ALWAYS be 031-001
  - Callout (g): Quantity being reversed
  - Callout (h): Change default description to reflect reversal

- g) Change the default description to item description from price list.

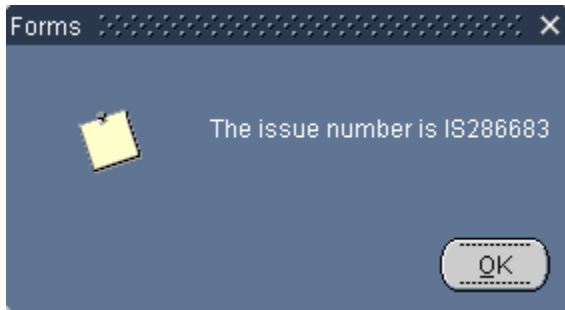
**To add Benchstock to Work Order**

h) Enter a NEGATIVE amount for the item you want to reverse.

| Warehouse  | Part No. | Location | Req | IssueLot No. | Selling Price | UM   |
|------------|----------|----------|-----|--------------|---------------|------|
| BENCHSTOCK | 031-001  |          |     | 3.00         | -100.0000     | Each |

i) Enter the same Unit of Measure (UM) as the item you want to reverse.

j) Write down the Issue Number



k) This is what it will look like on the Work Order Closing Form.

Work Order Closing

WO Number: 36773508    GAR; 1.132 WE FLOOR MOP AND CARPET CLEAN

Work Order    Task List    Crews    Labor    Material    Readings

| Issue No. | Part No. | Description        | Quantity | Amount  |
|-----------|----------|--------------------|----------|---------|
| IS286683  | 031-001  | REVERSAL-IS2880789 | 3.00     | -300.00 |
|           |          |                    |          |         |
|           |          |                    |          |         |
|           |          |                    |          |         |
|           |          |                    |          |         |
|           |          |                    |          |         |
|           |          |                    |          |         |
|           |          |                    |          |         |
|           |          |                    |          |         |
|           |          |                    |          |         |
| Total     |          |                    |          | -300.00 |

U/M: Each    Warehouse: BENCHST...    Issue Date: THU AUG 12, 2010    Issued To: 00902    Unit Price: -100.0000

l) Done.