CORPORATE PROCUREMENT AND RECEIVING SYSTEMS

CPARS90

Material Control Guide

September 1993

CPARS90-50700

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Preface

The following documentation and information is available for all CPARS90 users:

- **CPARS90 Pre-Launch Checklist** - Contains all procedures and checklists to be used in preparation for a launch of the Corporate Procurement and Receiving System (CPARS90).
- **CPARS90 User Guides** - Contains information on system procedures screen displays field descriptions and function keys.

  CPARS90 Requisitioner User Guide
  CPARS90 Non-Inventory Buyer User Guide
  CPARS Accounting User Guide
  CPARS Inventory Procurement User Guide
  CPARS Material Control User Guide

- **CPARS90 System Reports** - Contains report descriptions field descriptions retention periods and a sample of each report generated.
- **Quick Reference Guides** - Quick reference guides contain step-by-step procedures for using the Corporate Procurement and Receiving System (CPARS90).

  CPARS90 Requisitioner Quick Reference Guide
  CPARS90 Non-Inventory Buyer Quick Reference Guide

- **CPARS Newsletter** - The CPARS newsletter contains various information regarding system enhancements and is distributed weekly via PROFS or hard copy by the CPARS Help Desk to all CPARS90 users.

All requests for documentation or requests for help should be directed to the CCSS/CPARS90 Help Desk

West Park Center
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P.O. Box 6090
5111 Auto Club Drive
Dearborn, MI 48121

CCSS/CPARS90 Help Desk 52-53400.

Section 1

1 INTRODUCTION

System Overview

The Corporate Procurement and Receiving System (CPARS) is used for acquisition and control of nonproduction items. These items include:

- **Inventory (general stores):** Inventory items are assigned part numbers and maintained in general stores to support normal operations at a company location.
- **Non-inventory (expense or project):** Non-inventory items are not maintained at the company location and can only be acquired through an expense or project requisition process.

Five Major Functions of CPARS

- **Part Specification** - The procedure used by engineers to identify items to be maintained in inventory or purchased on request.
- **Requisitioning** - The procedure used to request the purchase of non-inventory (expense or project) items.
- **Procurement** - The procedure used to process a request to purchase non-inventory items into a purchase order, blanket release, or purchase notification. Also used to initiate orders for inventory items after set up or when quantities on hand become depleted.
- **Accounting** - The procedure used by accountants to approve and add account classifications for assigning costs for inventory and non-inventory items. Also used to calculate data required for payment processing in the Corporate Centralized Accounts Payable System (CCAPS).
- **Material Control** - The procedure used to record the receipt of all nonproduction items and the disbursement of inventory items. Also used in inventory and obsolescence control of inventory items.

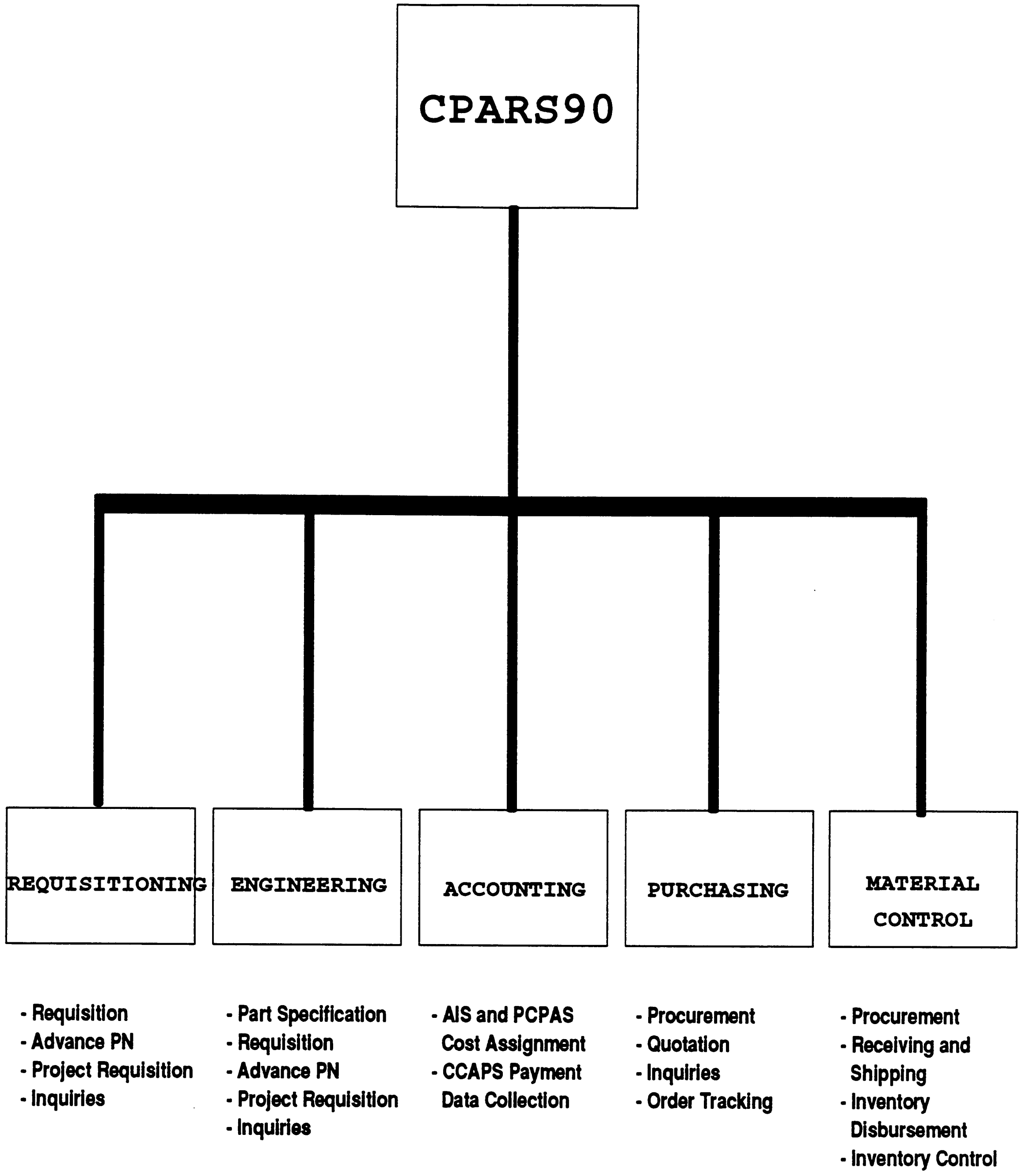


Figure 1-1. CPARS Functions Overview

System Interactions

CPARS interacts with the following company systems (see *Figure 1-2*):

- **Corporate Centralized Accounts Payable System (CCAPS)** - Receipt records generated in CPARS are transmitted to CCAPS, where they are matched with supplier invoices before the supplier is paid.
- **Project Control and Property Accounting System (PCPAS)** - is used to approve and assign project account classifications to project requisitions prepared in CPARS.
- **Global Supplier Database (GSDB)** - Formerly known as UCCS (Uniform Company Coding System), GSDB assigns each supplier location a five character code used in CPARS to identify suppliers on requisition, quote, procurement, blanket, and price advice documents.
- **Accounting Information System (AIS)** - When an account classification is assigned to a requisition or inventory item in CPARS, AIS charges that account with the appropriate amount.
- **Distributed Labor and Overhead Reporting System (DLORS)** - Interactions between DLORS and CPARS are forthcoming.
- **Materials and Toxicology System (MATS)** - Interactions between MATS and CPARS are forthcoming.
- **Electronic Data Interchange (EDI)** - EDI sets up electronic communication lines for order placement and price confirmation between CPARS and the supplier.
- **Financial Planning Center (FPC)** - FPC provides FOCUS files of CPARS information where ad hoc reports can be generated.
- **Money Exchange (MONEX)** - MONEX converts funds assigned in CPARS into exact amounts based on current exchange rates.
- **Plant Floor PM Systems** - Divisional Plant Floor Preventive Maintenance Systems - A Plant Floor PM System passes window requisitioning information to CPARS.
- **Timekeeping Work Order System (TWOS)** - TWOS Charges work orders for material costs assigned in the window requisition and inventory purchase order functions of CPARS.

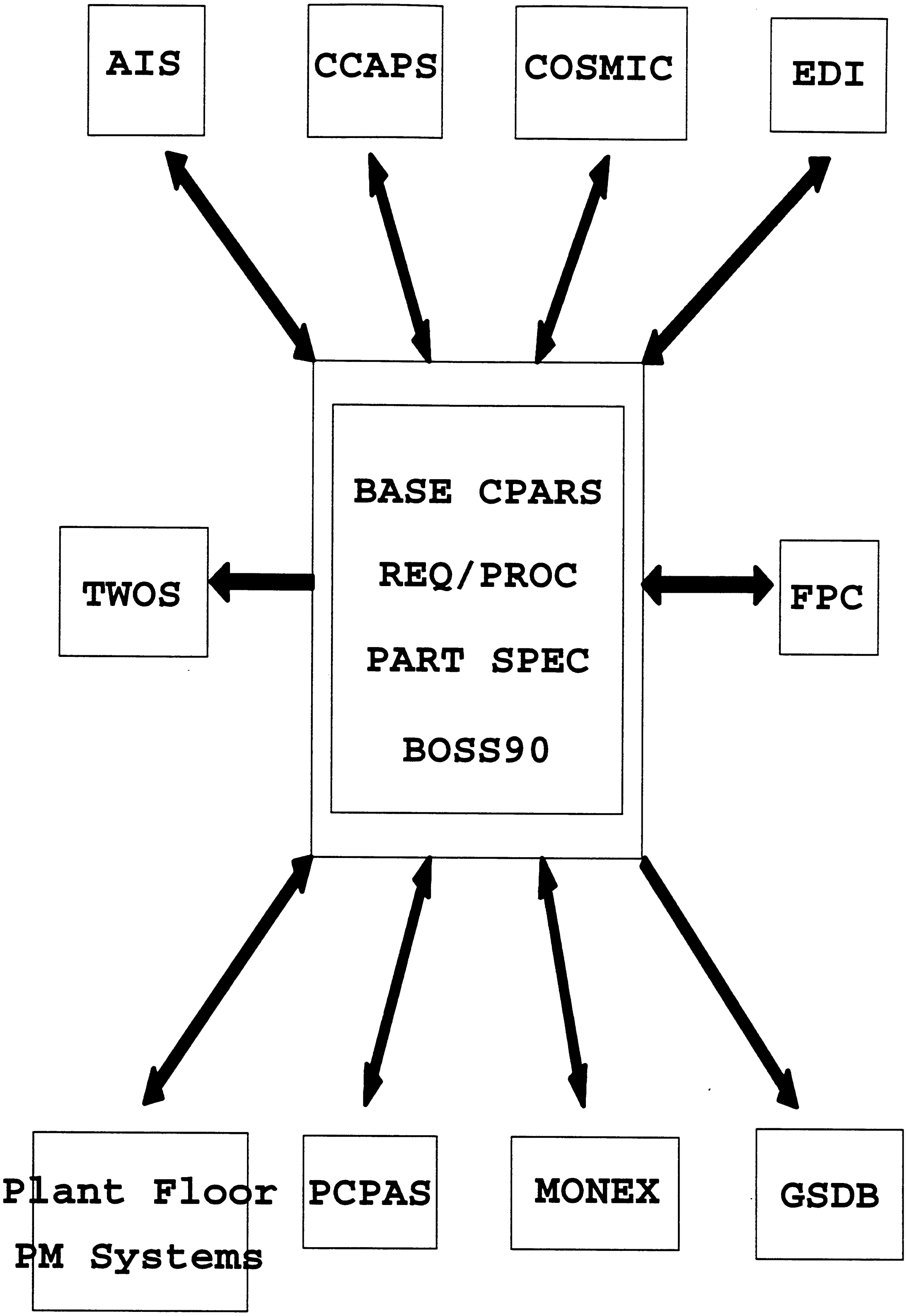


Figure 1-2. System Interactions

System Flows

The acquisition of nonproduction items in CPARS follows one of several process flows, depending on the item.

- **Non-Inventory-Facilities and Tooling (F&T)** - F&T items that exceed local buying limits are requisitioned and approved at the location, then transmitted to a Regional/Central Purchasing Buyer where they are either rejected and returned to the requester, or quoted and procured. The procured items are then received at the location.
- **Non-Inventory-Maintenance Repair Operations (MRO)** - MRO items that exceed local buying limits are requisitioned and approved at the location, but must be transmitted to Purchasing where the items may be quoted and procured by the Regional/Central Purchasing Buyer. These procured items are then received at the location.

The procurement process for F&T and MRO requisitions may include any number of the following additional steps:

- **Expense** - Expense items are requisitioned and approved at the location, and then sent to a Regional or Central Purchasing buyer for procurement. The items are then received at the location (see *Figure 1-3*).
- **Project** - Project items are requisitioned, but must be transmitted to the PCPAS system for approval. Once approved, the requisitions are returned to the Regional/Central Purchasing buyer in CPARS for procurement. The items are then received at the location (see *Figure 1-4*).
- **Advance PN** - Advance PNs are written as requisitions and transmitted to Regional/Central Purchasing for quote information. Once Regional/Central Purchasing returns the quote, the requester may either update the APN into a PN or cancel it. After accounting approval, the requisition is transmitted again to Regional/Central Purchasing for procurement. The items are then received at the location (see *Figure 1-5*).
- **Inventory** - Inventory items are assigned part specification numbers, approved by management, given account classifications and material control information, procured, and received. Once in general stores, the items are distributed via window requisitioning. Inventory items are cycle checked at least once a year. Items designated as high pilferage items on the Miscellaneous Fixed Data Screen (*F1-M*) are cycle checked twice a year. These items may be reordered on request or when supplies are depleted. The items may also be made obsolete either manually or as a result of inactivity (see *Figure 1-6*).

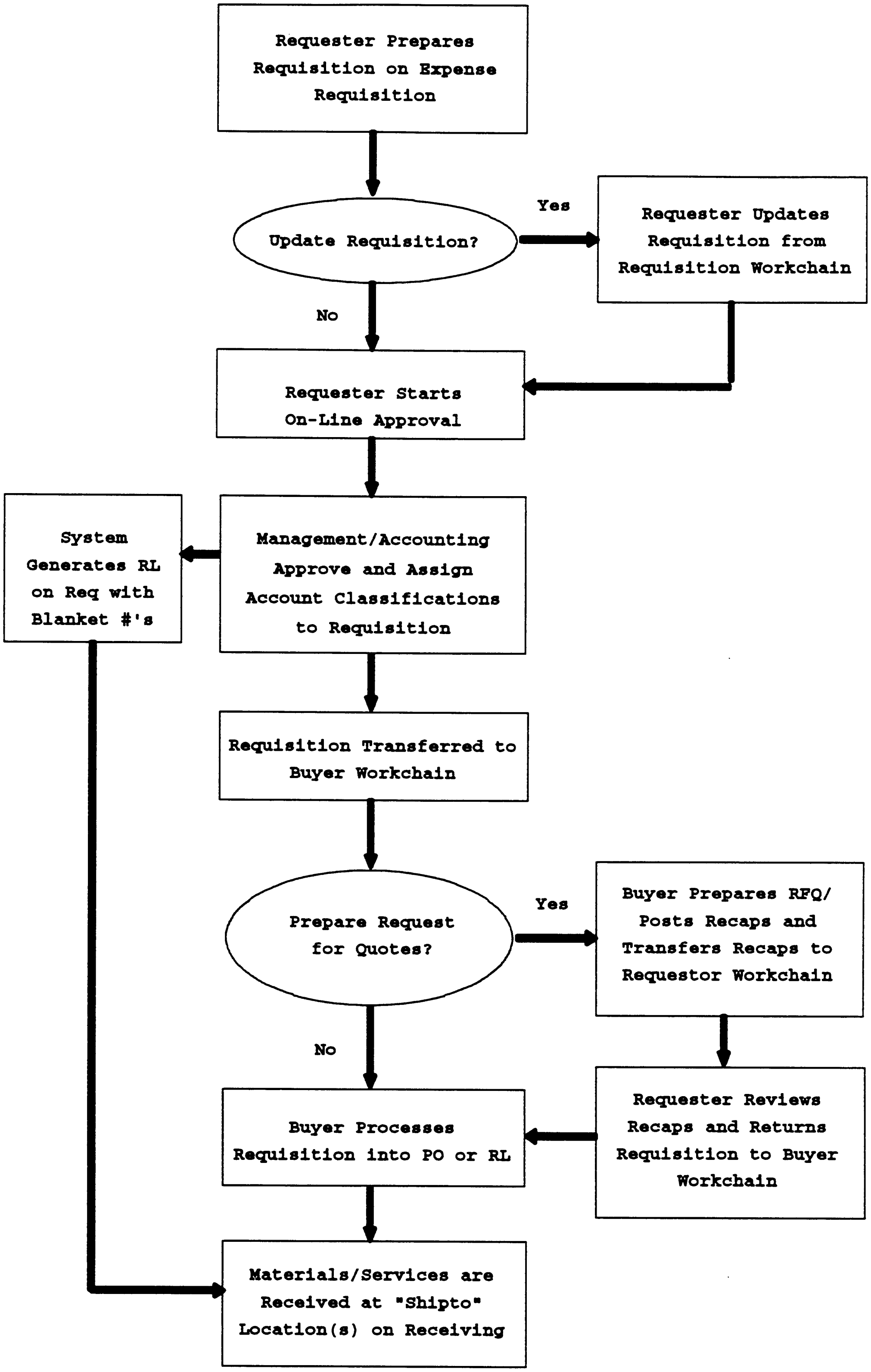

Requester Prepares Requisition on Expense Requisition
Update Requisition?
Yes
Requester Updates Requisition from Requisition Workchain
No
Requester Starts On-Line Approval
System Generates RL on Req with Blanket #'s
Management/Accounting Approve and Assign Account Classifications to Requisition
Requisition Transferred to Buyer Workchain
Prepare Request for Quotes?
Yes
Buyer Prepares RFQ/ Posts Recaps and Transfers Recaps to Requestor Workchain
No
Buyer Processes Requisition into PO or RL
Requester Reviews Recaps and Returns Requisition to Buyer Workchain
Materials/Services are Received at "Shipto" Location(s) on Receiving

Figure 1-3. Requisition Process Flow

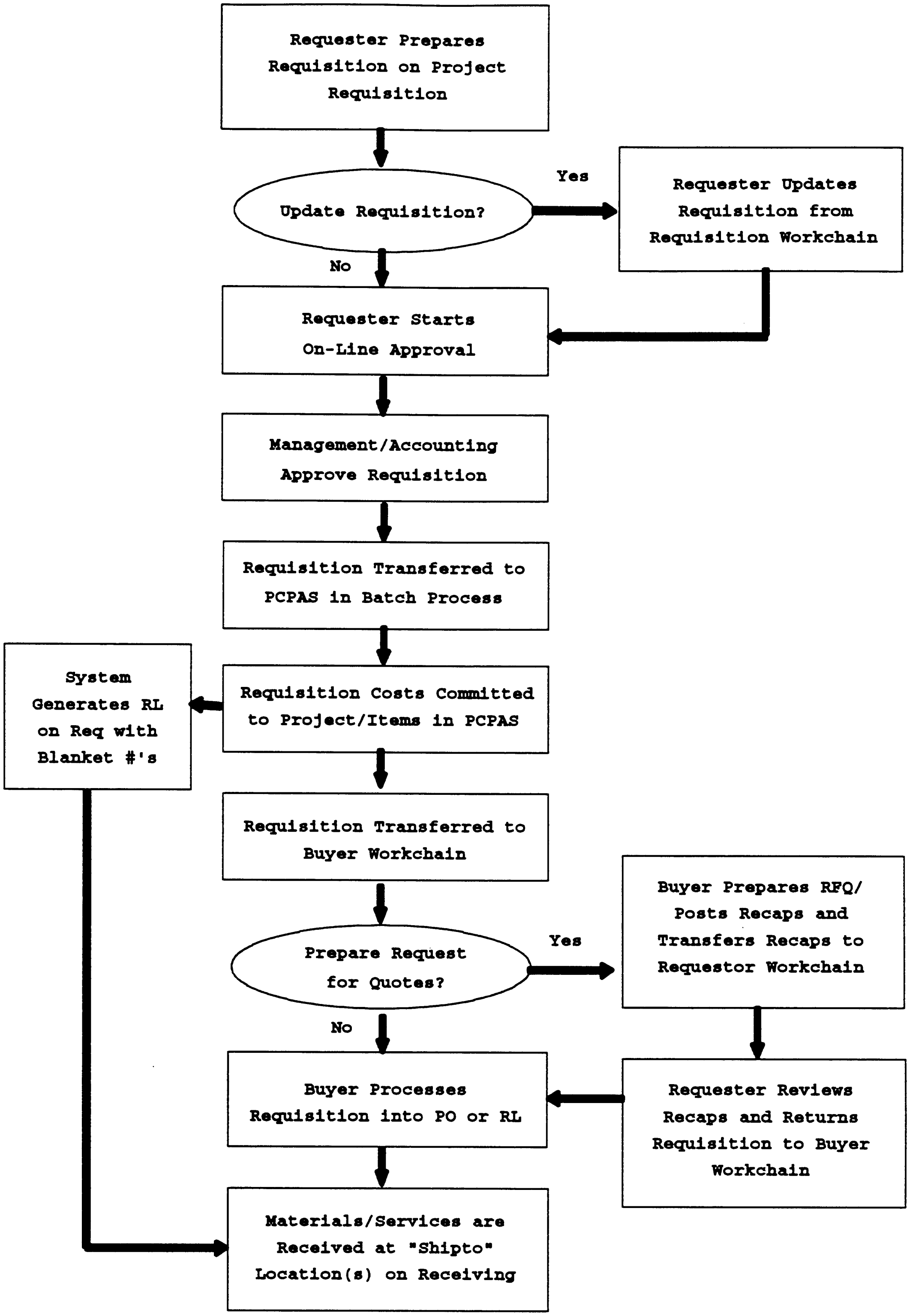

Requester Prepares Requisition on Project Requisition
Update Requisition?
Yes
Requester Updates Requisition from Requisition Workchain
No
Requester Starts On-Line Approval
Management/Accounting Approve Requisition
Requisition Transferred to PCPAS in Batch Process
Requisition Costs Committed to Project/Items in PCPAS
System Generates RL on Req with Blanket #'s
Requisition Transferred to Buyer Workchain
Prepare Request for Quotes?
Yes
Buyer Prepares RFQ/ Posts Recaps and Transfers Recaps to Requestor Workchain
No
Buyer Processes Requisition into PO or RL
Requester Reviews Recaps and Returns Requisition to Buyer Workchain
Materials/Services are Received at "Shipto" Location(s) on Receiving

Figure 1-4. Project Requisition Process Flow

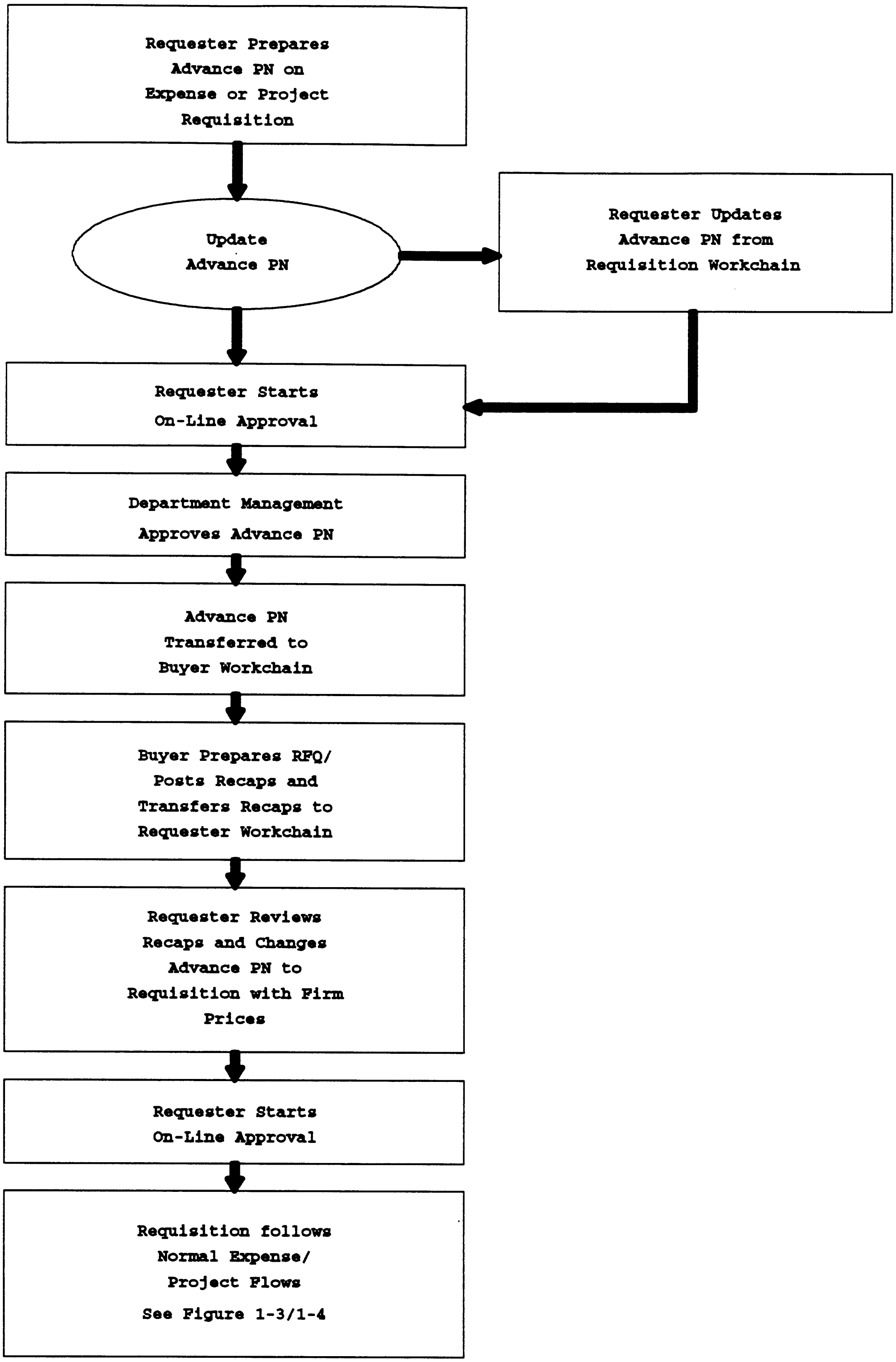

Requester Prepares Advance PN on Expense or Project Requisition
Update Advance PN
Requester Updates Advance PN from Requisition Workchain
Requester Starts On-Line Approval
Department Management Approves Advance PN
Advance PN Transferred to Buyer Workchain
Buyer Prepares RFQ/ Posts Recaps and Transfers Recaps to Requester Workchain
Requester Reviews Recaps and Changes Advance PN to Requisition with Firm Prices
Requester Starts On-Line Approval
Requisition follows Normal Expense/ Project Flows
See Figure 1-3/1-4

Figure 1-5. Advance PN Process Flow

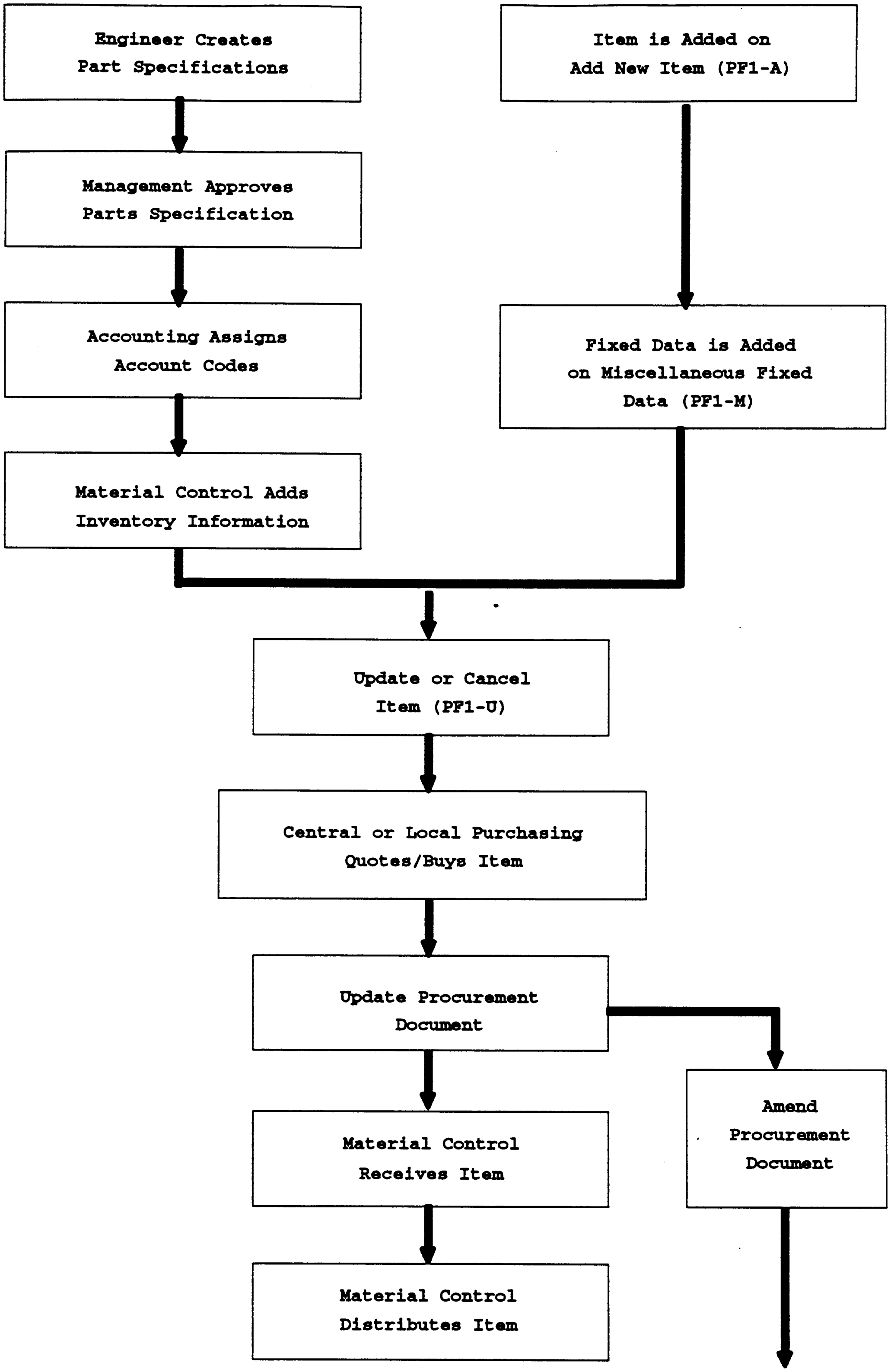


Figure 1-6. Inventory Procurement Process Flow

How To Use This Guide

The following format is used throughout the User Guide:

Introduction	Describes the unit contents.
Screen Use	Describes the purpose of the screen(s).
Procedures	Describes the process involved in completing the activity.
Field Descriptions	Describes all fields on the screen.
Function Keys	Describes all function keys that can be used on the screen.

User Guide Conventions

The following conventions are used throughout the User Guide:

Convention	Description
Enter	Keys on the keyboard are set in italics and are shown as they appear on the keyboard.
Field Names	Field names are shown as they appear on the screen.
DATA	Information entered by the users will look like this. The information may be entered in either upper or lower case letters.

Keyboard Definitions

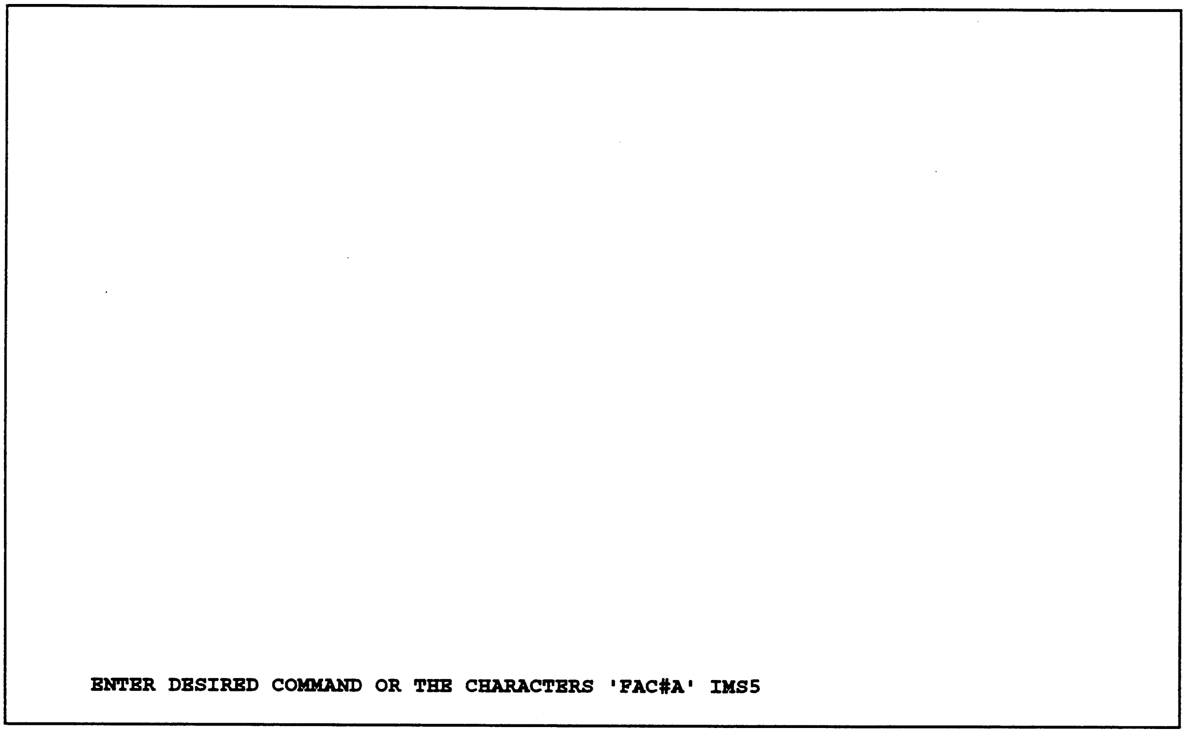
In addition to the standard typewriter keys, you need to familiarize yourself with keys that are specific to CPARS. The keys that you will be using most often are listed below (these may differ slightly depending upon your computer's 3270 emulation package):

Key	What the key does
Alt + Scroll Lock or *Left Control*	Resets the keyboard when the cursor freezes; XPROG726 will appear in the lower left corner of the status bar on the bottom of the screen.
Backspace	Deletes one character before the cursor.
Caps Lock	Text is displayed on the screen in upper case letters.
Right Cntl or Enter	Accepts and processes data entered. Both the *Cntl* on the bottom right of the keyboard and the *Enter* on the numeric keypad perform the same function.
Esc	Clears the screen.
Num Lock	Allows the use of numeric values on the numeric keypad.
F1 - F12	Function keys 1 - 12 along the top of the keyboard. Allows access to CPARS menus 1 - 12.
F13 - F24	To access CPARS menus 13 - 24, hold the *Shift* key down (adds 12 to the *F* key) and press the appropriate *F* key; (e.g., *F13* = *Shift* + *F1*).
F8	Displays the next page of the document. (From any CPARS sub-menu, *F8* displays the CPARS Master Menu . A CPARS password must be entered on the CPARS Master Menu in order to access any of the sub-menus.)
F12	Returns to the previous screen. **WARNING!** From a CPARS sub-menu or the CPARS Master Menu, the *F12* key logs the user off the system.
Space Bar	Rectangular key on the bottom of the keyboard; creates one blank space.
Tab	Moves the cursor forward one field.
Shift + Tab	Moves the cursor back one field.

IMS5 Signon Procedure

Complete the following steps to sign onto the IMS5 system. Local signon procedures may vary. Contact your local Security Coordinator for the appropriate procedures.

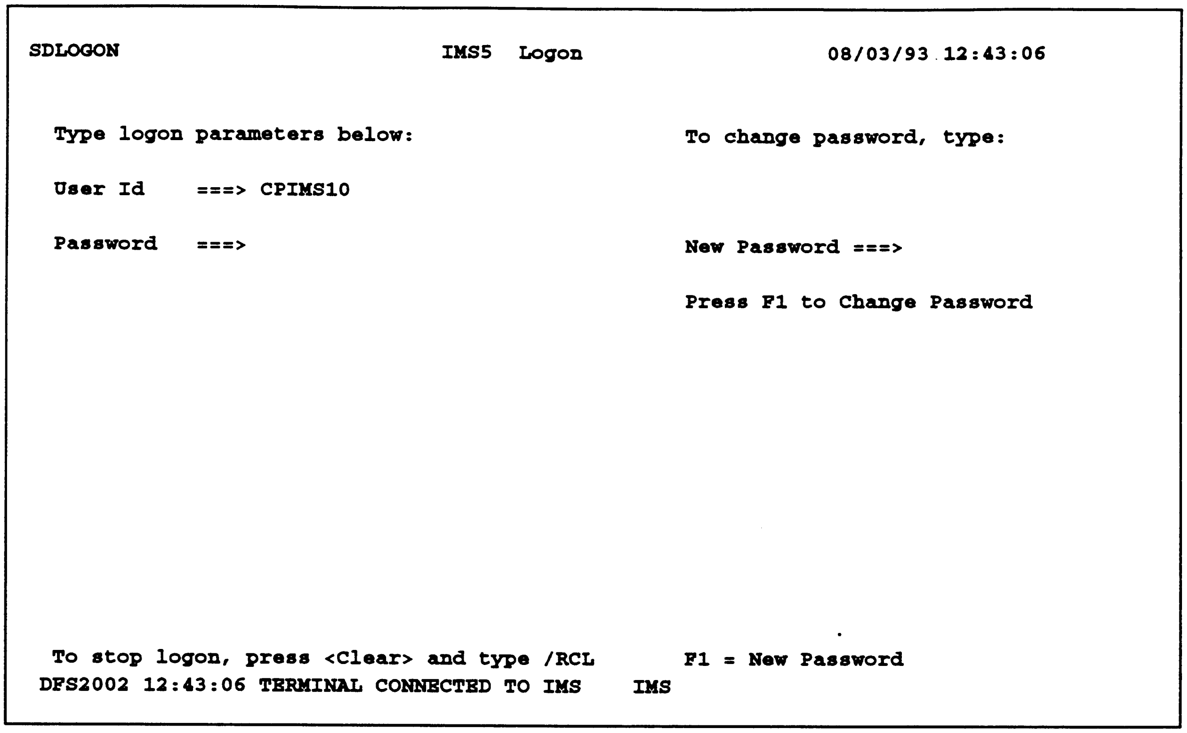
1) Begin on the FAC#A (or B) Screen.



```
ENTER DESIRED COMMAND OR THE CHARACTERS 'FAC#A' IMS5
```

Figure 1-7. Corporate Signon Screen

2) Type IMS5 and press *Enter*. The IMS5 Signon Screen displays.



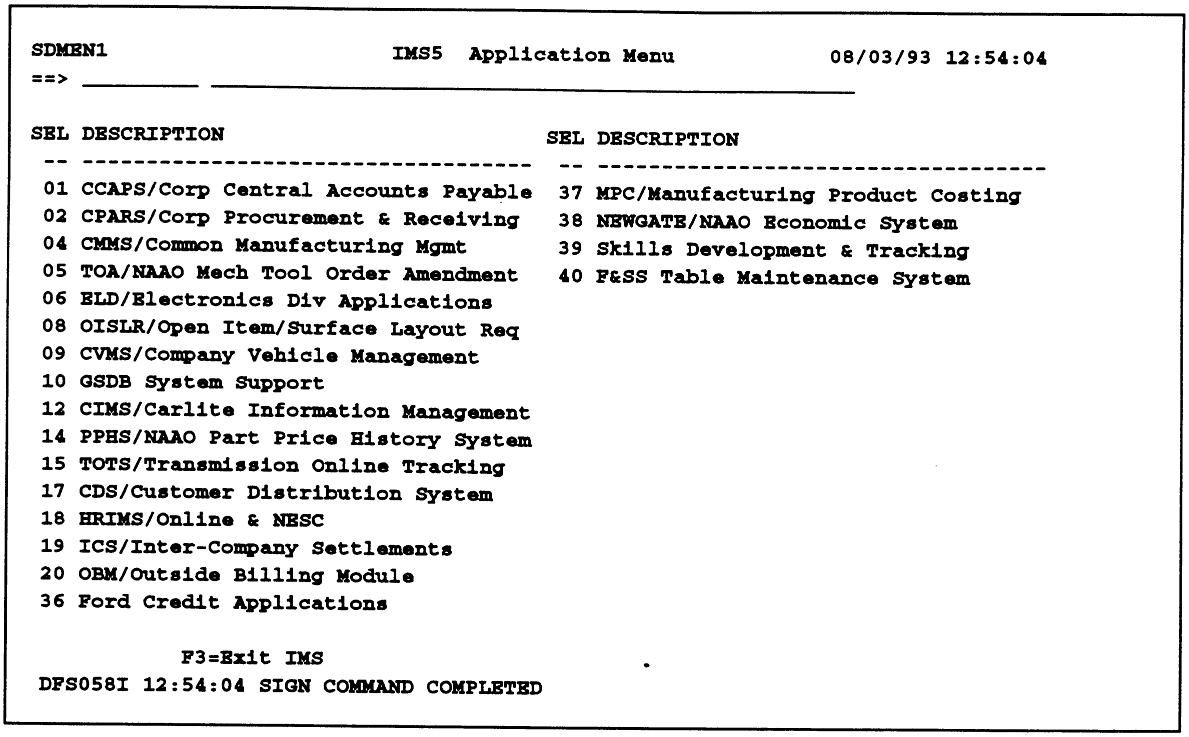
```
SDLOGON                         IMS5  Logon                      08/03/93 12:43:06


  Type logon parameters below:                      To change password, type:

  User Id    ===> CPIMS10

  Password   ===>                                   New Password ===>

                                                    Press F1 to Change Password












  To stop logon, press <Clear> and type /RCL        F1 = New Password
 DFS2002 12:43:06 TERMINAL CONNECTED TO IMS    IMS
```

Figure 1-8. IMS5 Signon Screen

3) Type your RACF Uer ID in the USERID field.

4) Type your RACF Password in the Password field and press *Enter*. The Welcome to IMS5 Screen will be displayed with the message, SIGN COMMAND COMPLETED.

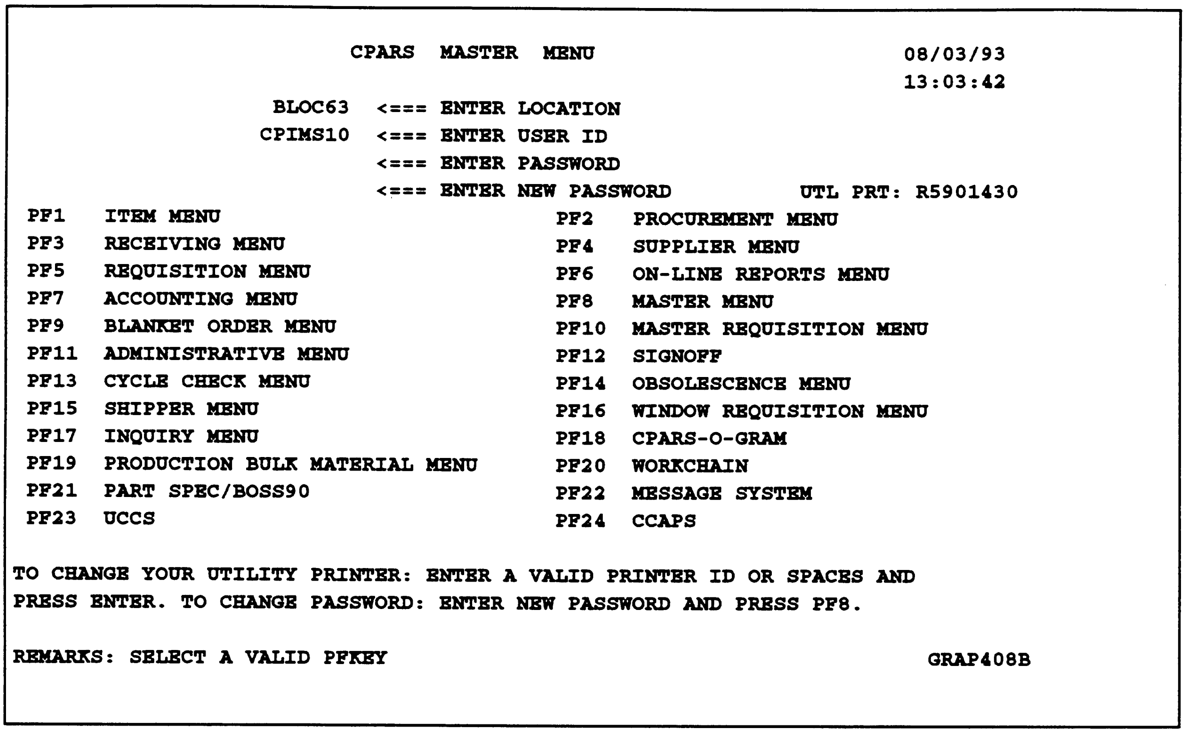
5) Press *F2* to continue. The IMS5 Application Menu displays.



```
SDMEN1                       IMS5  Application Menu          08/03/93 12:54:04
==> ______ ________________________________________________

SEL DESCRIPTION                          SEL DESCRIPTION
 -- -----------------------------------  -- -----------------------------------
 01 CCAPS/Corp Central Accounts Payable   37 MPC/Manufacturing Product Costing
 02 CPARS/Corp Procurement & Receiving    38 NEWGATE/NAAO Economic System
 04 CMMS/Common Manufacturing Mgmt        39 Skills Development & Tracking
 05 TOA/NAAO Mech Tool Order Amendment    40 F&SS Table Maintenance System
 06 ELD/Electronics Div Applications
 08 OISLR/Open Item/Surface Layout Req
 09 CVMS/Company Vehicle Management
 10 GSDB System Support
 12 CIMS/Carlite Information Management
 14 PPHS/NAAO Part Price History System
 15 TOTS/Transmission Online Tracking
 17 CDS/Customer Distribution System
 18 HRIMS/Online & NESC
 19 ICS/Inter-Company Settlements
 20 OBM/Outside Billing Module
 36 Ford Credit Applications

           F3=Exit IMS
 DFS058I 12:54:04 SIGN COMMAND COMPLETED
```

Figure 1-9. IMS5 Application Menu

6) Type 2 or 02 to select CPARS/Corp Procurement and Receiving and press *Enter*. The CPARS Master Menu displays along with the message, SELECT A VALID PFKEY.

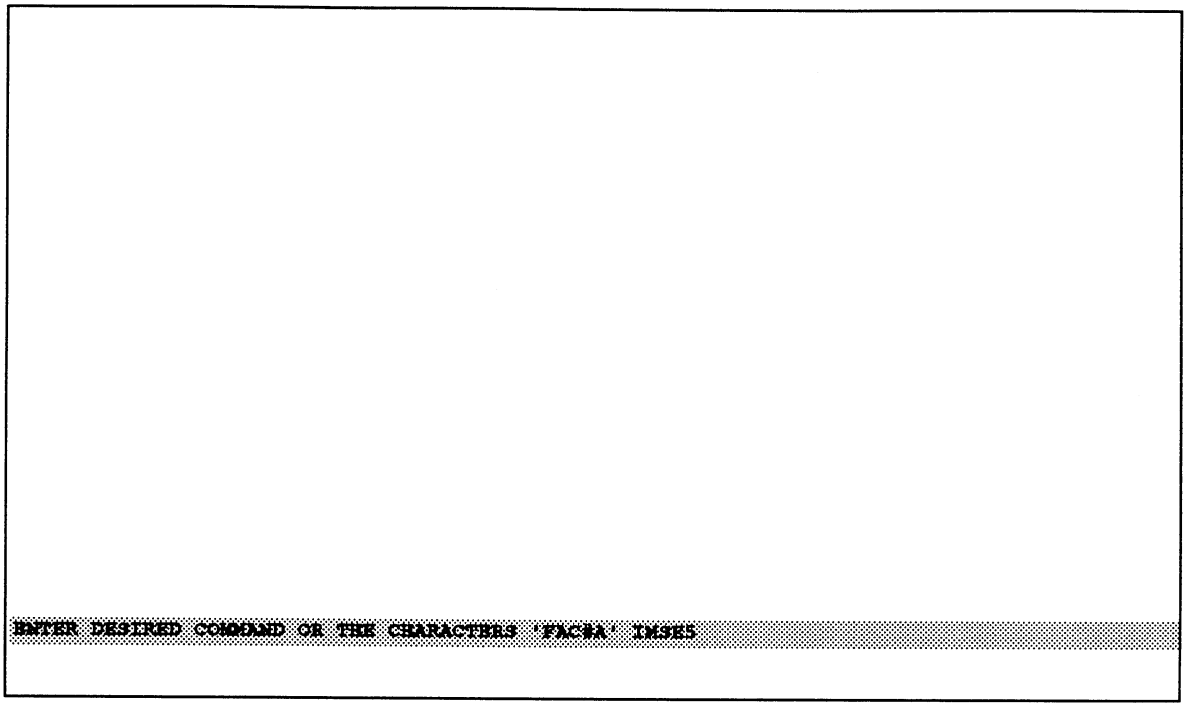


```
                         CPARS  MASTER  MENU                        08/03/93
                                                                    13:03:42
                   BLOC63  <=== ENTER LOCATION
                  CPIMS10  <=== ENTER USER ID
                           <=== ENTER PASSWORD
                           <=== ENTER NEW PASSWORD        UTL PRT: R5901430
 PF1    ITEM MENU                         PF2   PROCUREMENT MENU
 PF3    RECEIVING MENU                    PF4   SUPPLIER MENU
 PF5    REQUISITION MENU                  PF6   ON-LINE REPORTS MENU
 PF7    ACCOUNTING MENU                   PF8   MASTER MENU
 PF9    BLANKET ORDER MENU                PF10  MASTER REQUISITION MENU
 PF11   ADMINISTRATIVE MENU               PF12  SIGNOFF
 PF13   CYCLE CHECK MENU                  PF14  OBSOLESCENCE MENU
 PF15   SHIPPER MENU                      PF16  WINDOW REQUISITION MENU
 PF17   INQUIRY MENU                      PF18  CPARS-O-GRAM
 PF19   PRODUCTION BULK MATERIAL MENU     PF20  WORKCHAIN
 PF21   PART SPEC/BOSS90                  PF22  MESSAGE SYSTEM
 PF23   UCCS                              PF24  CCAPS

TO CHANGE YOUR UTILITY PRINTER: ENTER A VALID PRINTER ID OR SPACES AND
PRESS ENTER. TO CHANGE PASSWORD: ENTER NEW PASSWORD AND PRESS PF8.

REMARKS: SELECT A VALID PFKEY                                        GRAP408B
```

Figure 1-10. CPARS Master Menu

IMSE5 Signon Procedure

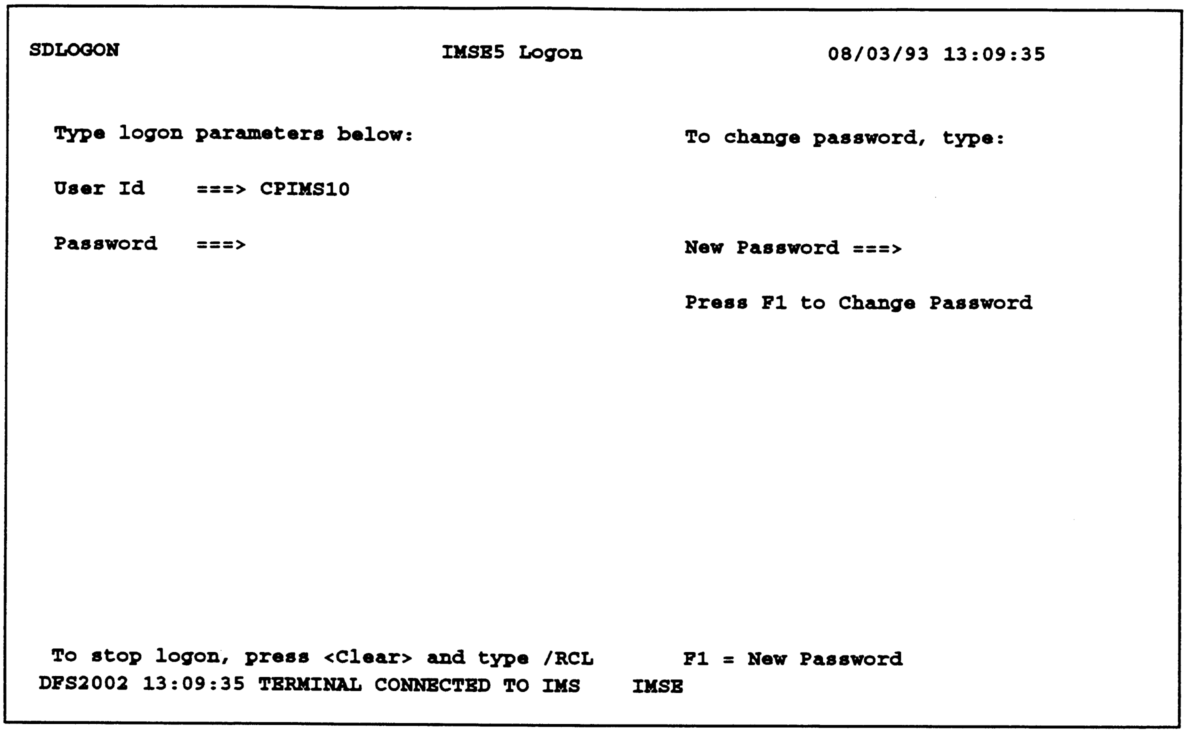
Complete the following steps to log on to the CPARS test system. Local signon procedures may vary at some locations.



```
ENTER DESIRED COMMAND OR THE CHARACTERS 'FAC#A' IMSE5
```

Figure 1-11. Corporate Signon Screen

1) With the cursor at the ENTER DESIRED COMMAND OR THE CHARACTERS 'FAC#A' prompt (or FAC#B), type IMSE5 and press *Enter*. The IMSE5 Signon Screen will be displayed.



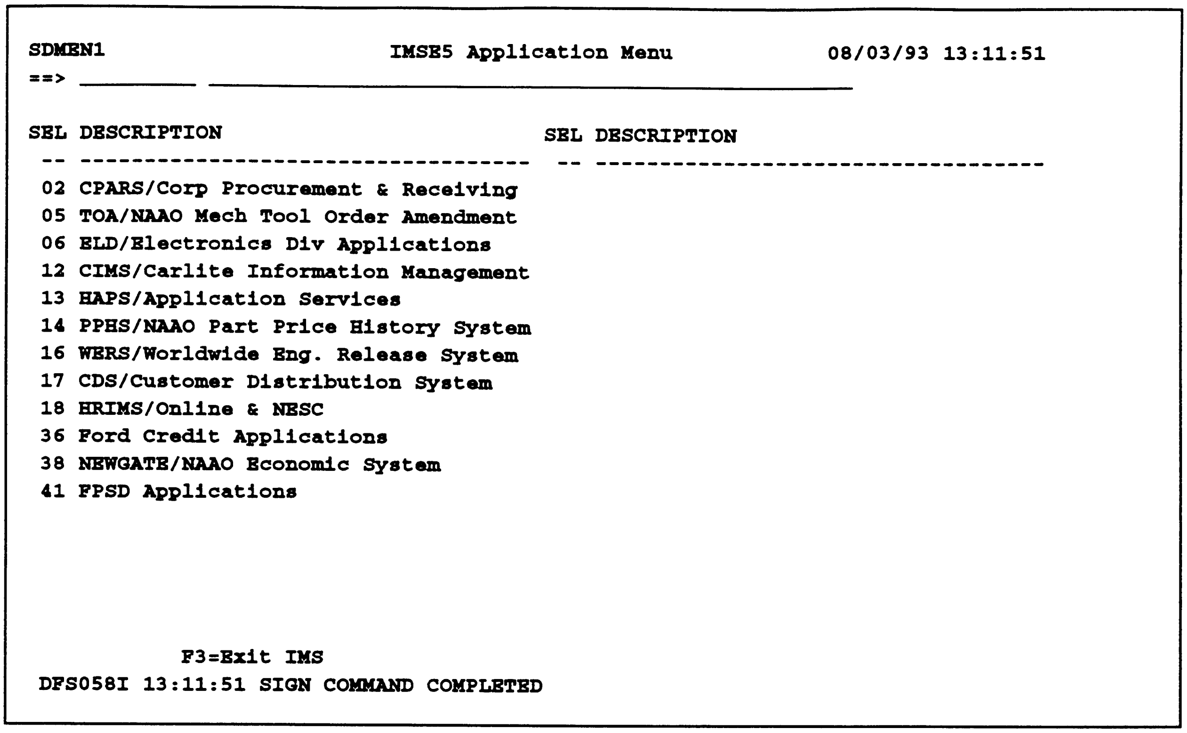
```
SDLOGON                          IMSE5 Logon                    08/03/93 13:09:35

  Type logon parameters below:                          To change password, type:

  User Id    ===> CPIMS10

  Password   ===>                                       New Password ===>

                                                        Press F1 to Change Password










  To stop logon, press <Clear> and type /RCL          F1 = New Password
 DFS2002 13:09:35 TERMINAL CONNECTED TO IMS      IMSE
```

Figure 1-12. IMSE5 Signon Screen

2) With the cursor in the USERID field, type your RACF User ID.

3) With the cursor in the Password field, type your RACF password and press *Enter*. The Welcome to IMSE5 Screen displays with the message, SIGN COMMAND COMPLETED.

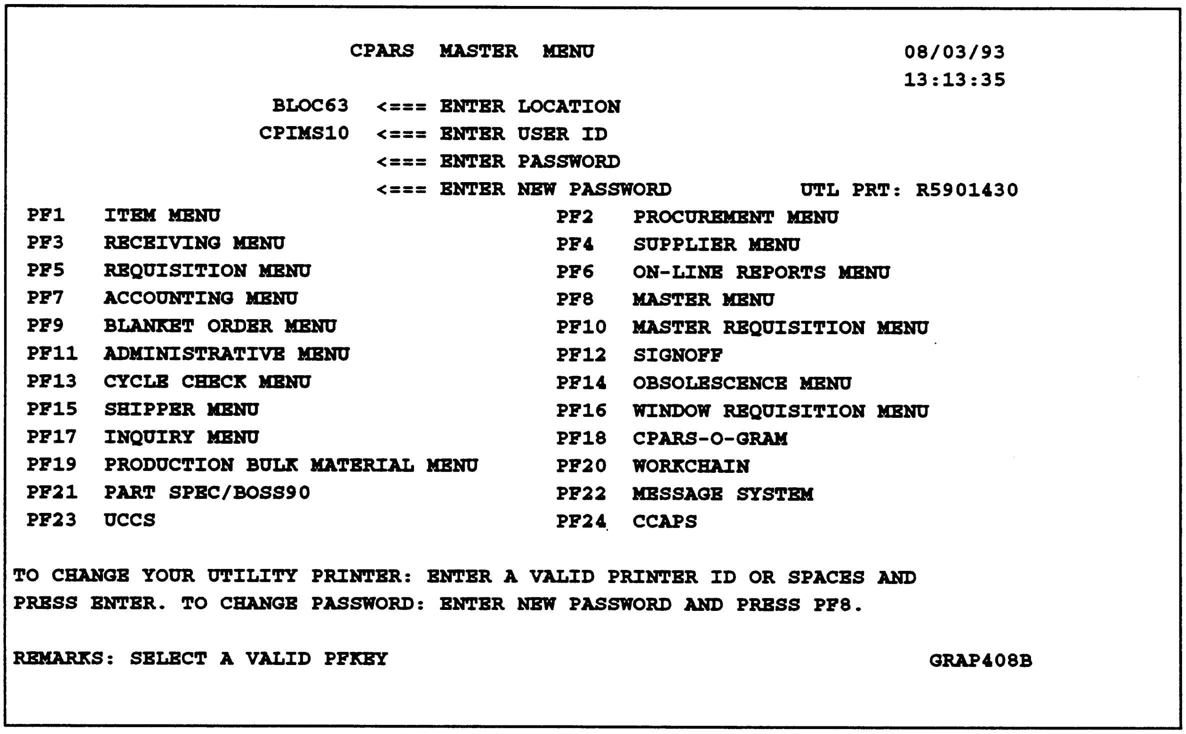
4) Press *F2* to continue. The IMSE5 Application Menu displays.



```
SDMEN1                       IMSE5 Application Menu           08/03/93 13:11:51
==> _________ __________________________________________________

SEL DESCRIPTION                              SEL DESCRIPTION
 -- -----------------------------------       -- -----------------------------------
 02 CPARS/Corp Procurement & Receiving
 05 TOA/NAAO Mech Tool Order Amendment
 06 ELD/Electronics Div Applications
 12 CIMS/Carlite Information Management
 13 HAPS/Application Services
 14 PPHS/NAAO Part Price History System
 16 WERS/Worldwide Eng. Release System
 17 CDS/Customer Distribution System
 18 HRIMS/Online & NESC
 36 Ford Credit Applications
 38 NEWGATE/NAAO Economic System
 41 FPSD Applications




            F3=Exit IMS
 DFS058I 13:11:51 SIGN COMMAND COMPLETED
```

Figure 1-13. IMSE5 Application Menu

6) Type 2 on the Command Line and press *Enter* to display the CPARS Master Menu. The message, SELECT A VALID PFKEY, displays in the Remarks field..



```
                         CPARS  MASTER  MENU                              08/03/93
                                                                          13:13:35
                   BLOC63  <=== ENTER LOCATION
                  CPIMS10  <=== ENTER USER ID
                           <=== ENTER PASSWORD
                           <=== ENTER NEW PASSWORD        UTL PRT: R5901430
 PF1   ITEM MENU                          PF2   PROCUREMENT MENU
 PF3   RECEIVING MENU                     PF4   SUPPLIER MENU
 PF5   REQUISITION MENU                   PF6   ON-LINE REPORTS MENU
 PF7   ACCOUNTING MENU                    PF8   MASTER MENU
 PF9   BLANKET ORDER MENU                 PF10  MASTER REQUISITION MENU
 PF11  ADMINISTRATIVE MENU                PF12  SIGNOFF
 PF13  CYCLE CHECK MENU                   PF14  OBSOLESCENCE MENU
 PF15  SHIPPER MENU                       PF16  WINDOW REQUISITION MENU
 PF17  INQUIRY MENU                       PF18  CPARS-O-GRAM
 PF19  PRODUCTION BULK MATERIAL MENU      PF20  WORKCHAIN
 PF21  PART SPEC/BOSS90                   PF22  MESSAGE SYSTEM
 PF23  UCCS                               PF24  CCAPS

TO CHANGE YOUR UTILITY PRINTER: ENTER A VALID PRINTER ID OR SPACES AND
PRESS ENTER. TO CHANGE PASSWORD: ENTER NEW PASSWORD AND PRESS PF8.

REMARKS: SELECT A VALID PFKEY                                          GRAP408B
```

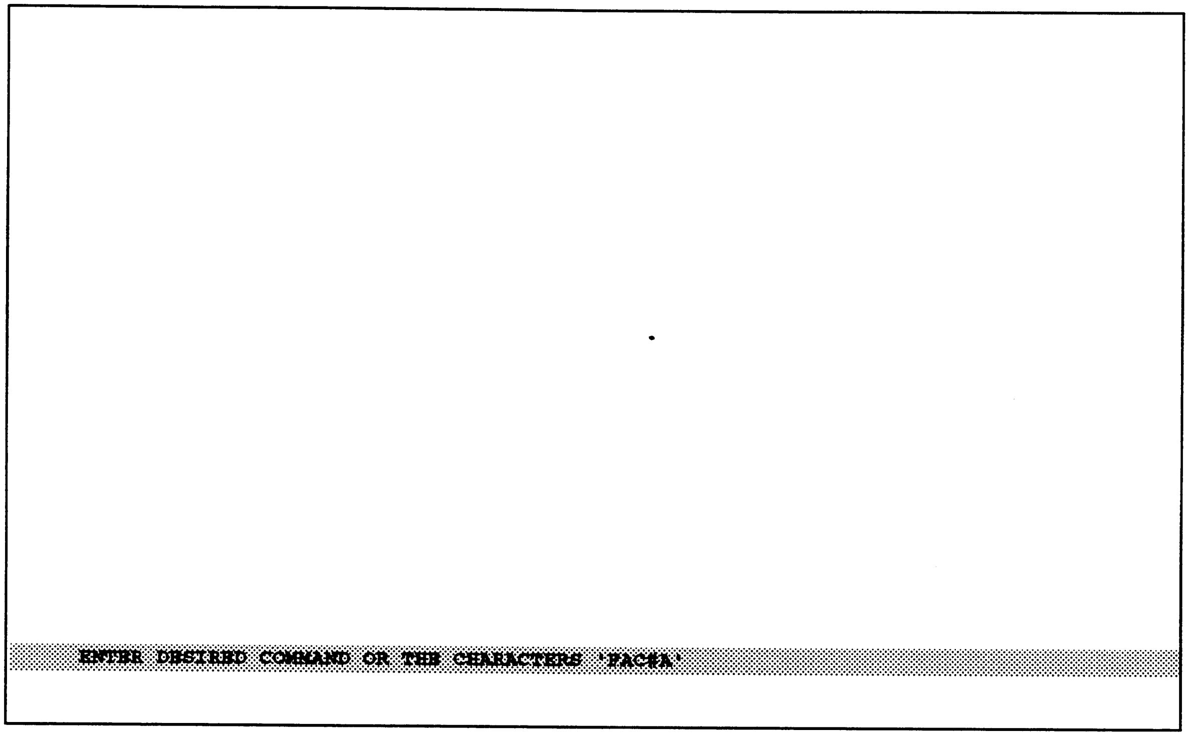
Figure 1-14. CPARS Master Menu

Logoff Procedures

Complete the following steps to logoff the CPARS system. Local logoff procedures may vary at some locations.

1) From any CPARS workscreen press *F11*. The CPARS sub-menu is displayed.

2) From the CPARS Master Menu, or any CPARS sub-menu, press *F12*. The Corporate Signon Screen is displayed.



```
ENTER DESIRED COMMAND OR THE CHARACTERS 'FAC#A'
```

Figure 1-15. Corporate Signon Screen

Note: *Always return to the FAC#A (or FAC#B) prompt to ensure that your user ID is not left in active status.*

Use of Menus and Screens

Changing RACF User ID Passwords

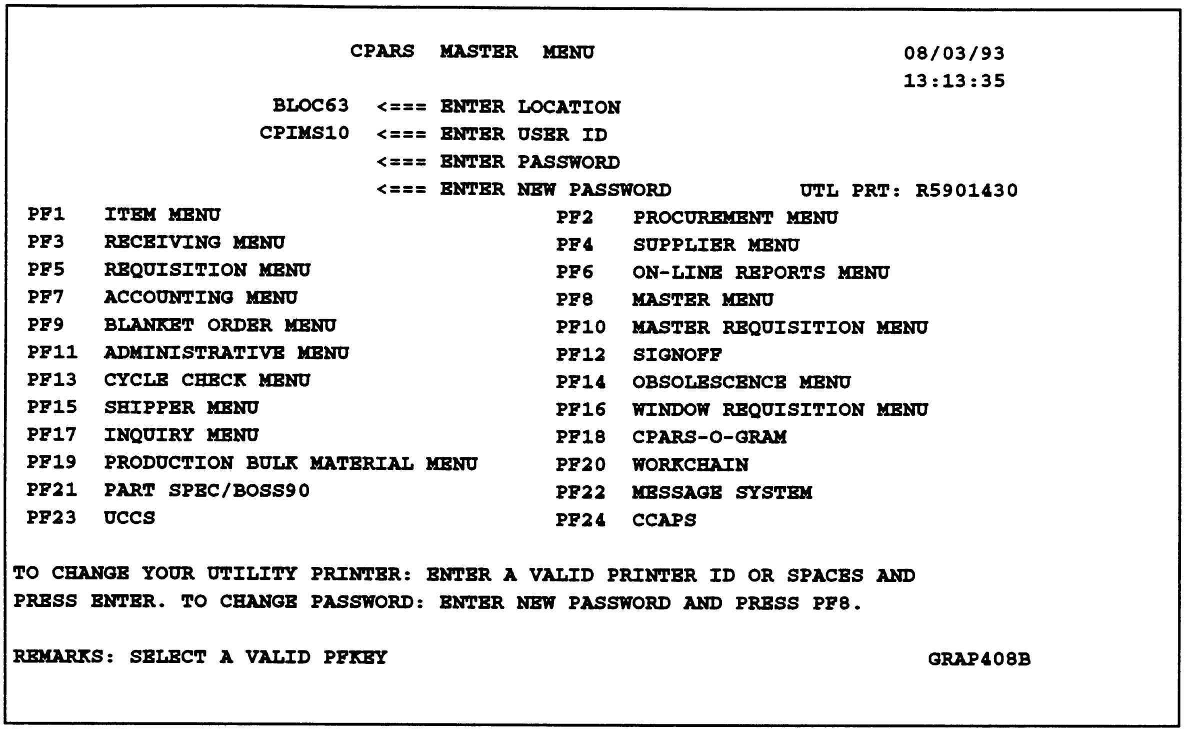
Complete the following steps to change your RACF password when signing on to the IMS5, or the IMSE5, system. This procedure should be performed every 45 days.

1) With the cursor at the Enter Desired Command Or The Characters 'FAC#A' prompt (or FAC#B), type IMS5 and press *Enter*. The IMS5 Signon Screen is displayed.
2) With the cursor in the UserID field, type your RACF user ID.
3) With the cursor in the Password field, type your old RACF password.
4) Press *Tab* to place the cursor in the New Password field. Type your new RACF password and press *F1*.

Note: *The password should be 6 - 8 characters in length and the first character must be a letter. It should be easy for you to remember. (**Important:** You cannot reuse your last 6 passwords.)*

CPARS Master Menu

The CPARS Master Menu allows you to access all procurement and receiving functions using function keys.



```
                                CPARS  MASTER  MENU                        08/03/93
                                                                           13:13:35
                          BLOC63  <=== ENTER LOCATION
                         CPIMS10  <=== ENTER USER ID
                                  <=== ENTER PASSWORD
                                  <=== ENTER NEW PASSWORD         UTL PRT: R5901430
 PF1    ITEM MENU                               PF2    PROCUREMENT MENU
 PF3    RECEIVING MENU                          PF4    SUPPLIER MENU
 PF5    REQUISITION MENU                        PF6    ON-LINE REPORTS MENU
 PF7    ACCOUNTING MENU                         PF8    MASTER MENU
 PF9    BLANKET ORDER MENU                      PF10   MASTER REQUISITION MENU
 PF11   ADMINISTRATIVE MENU                     PF12   SIGNOFF
 PF13   CYCLE CHECK MENU                        PF14   OBSOLESCENCE MENU
 PF15   SHIPPER MENU                            PF16   WINDOW REQUISITION MENU
 PF17   INQUIRY MENU                            PF18   CPARS-O-GRAM
 PF19   PRODUCTION BULK MATERIAL MENU           PF20   WORKCHAIN
 PF21   PART SPEC/BOSS90                        PF22   MESSAGE SYSTEM
 PF23   UCCS                                    PF24   CCAPS

TO CHANGE YOUR UTILITY PRINTER: ENTER A VALID PRINTER ID OR SPACES AND
PRESS ENTER. TO CHANGE PASSWORD: ENTER NEW PASSWORD AND PRESS PF8.

REMARKS: SELECT A VALID PFKEY                                            GRAP408B
```

Figure 1-16. CPARS Master Menu

The CPARS Master Menu, and all CPARS sub-menus, include the following:

- The date and time (displayed in the upper right-hand corner of the screen).
- The plant location (displayed in the Location field) and the User ID (displayed in the User ID field).
- The printer destination for your CPARS documents (displayed in the Utl Prt field).
- Remarks (confirms last action, displays error messages, or suggests transactions to complete the CPARS activity) on the bottom of the screen. (Also appears on CPARS workscreens.)

Changing the Printer

Complete the following steps to add or change your utility printer:

1) Press *Tab* to place the cursor in the Enter Password field, and type your CPARS Master Menu Password.
2) Press *Tab* to place the cursor in the UTL PRT field.
3) Type your local printer node ID and press *Enter.*

Changing Your CPARS Password

Complete the following steps to change your CPARS password:

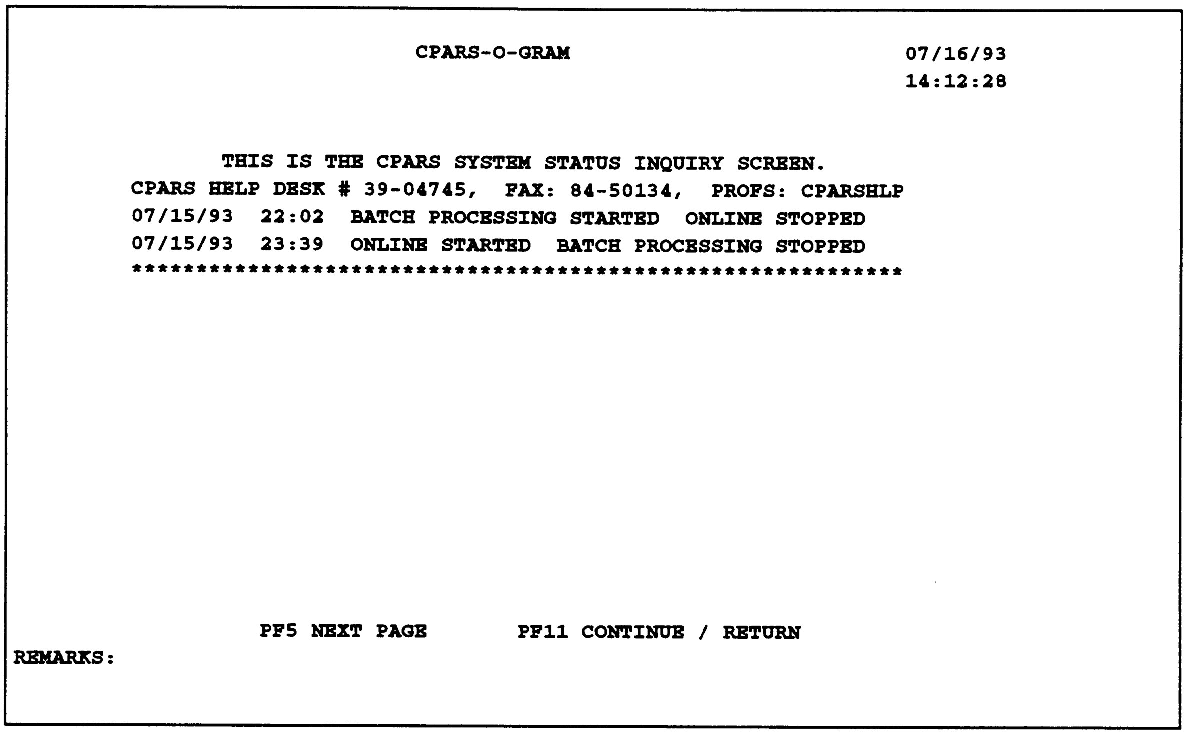
1) Press *Tab* to place the cursor in the Enter Password field. Type your old CPARS password.
2) Press *Tab* to place the cursor in the Enter New Password field. Type your new CPARS password and press *F8.*
3) The message, TO UPDATE REENTER PASSWDS AND F8 OR F12, is displayed on the bottom of the screen.
4) Press *Tab* to place the cursor in the Password field. Type your old CPARS password.
5) Press *Tab* to place the cursor in the New Password field. Type your new CPARS password and press *F8.*
6) The message, YOUR PASSWD WAS CHGD PRESS PF KEY TO PROCEED, will be displayed on the bottom of the screen.

Note: *This password* ***does not*** *need to be changed every 45 days.*

Using the CPARS-O-GRAM

The CPARS-O-GRAM Screen is used to view information about the current status of CPARS including time and date of the most recent batch processing run and other general operational notes.

Between 10:00 p.m. and midnight on weekdays, CPARS batch processing occurs. At that time, on-line processing stops automatically and only the inquiry screens are available on CPARS (CPARS-O-GRAM, and all functions listed on the Inquiry Menu - *F17*). After batch processing is completed, on-line processing may begin again and all CPARS functions become available.



```
                          CPARS-O-GRAM                    07/16/93
                                                          14:12:28


            THIS IS THE CPARS SYSTEM STATUS INQUIRY SCREEN.
      CPARS HELP DESK # 39-04745,  FAX: 84-50134,  PROFS: CPARSHLP
      07/15/93  22:02  BATCH PROCESSING STARTED  ONLINE STOPPED
      07/15/93  23:39  ONLINE STARTED  BATCH PROCESSING STOPPED
      ************************************************************











               PF5 NEXT PAGE        PF11 CONTINUE / RETURN
REMARKS:
```

Figure 1-17. Page One of the CPARS-O-GRAM Screen

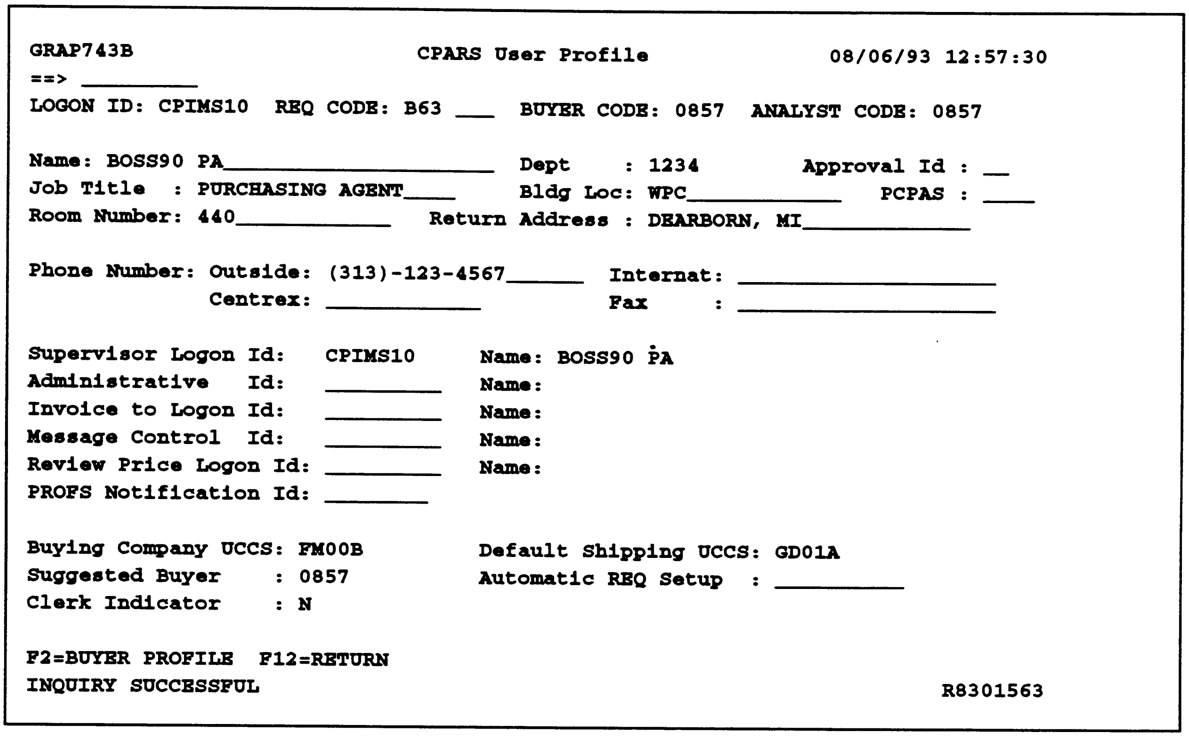
Procedures

1) From the CPARS Master Menu, or any CPARS sub-menu, press *F18* to access the CPARS-O-GRAM Screen.
2) Review the time and date of the last batch processing, and the system and operation status. If a message is displayed on Page 1 of the CPARS-O-GRAM indicating additional information exists, press *F5* to view it.
3) Continue pressing *F5* until all the information has been reviewed.
4) Press *F11* to return to the selected menu.

User Profile Procedures

In order to prepare a requisition or an advance PN in CPARS, you must have a user profile set up for your RACF ID. If you have not set up a user profile on CPARS, do the following:

1) When preparing a requisition for the first time using *F5-1* (Facilities and Tooling Requisition Screen), or *F5-2* (Expense Requisition Screen), the CPARS User Profile Screen is displayed.



```
GRAP743B                     CPARS User Profile               08/06/93 12:57:30
==> _________
LOGON ID: CPIMS10  REQ CODE: B63 ___  BUYER CODE: 0857  ANALYST CODE: 0857

Name: BOSS90 PA______________________  Dept    : 1234       Approval Id : __
Job Title  : PURCHASING AGENT____      Bldg Loc: WPC___________     PCPAS : ____
Room Number: 440____________   Return Address : DEARBORN, MI_____________

Phone Number: Outside: (313)-123-4567______   Internat: ____________________
              Centrex: _____________          Fax     : ____________________

Supervisor Logon Id:   CPIMS10     Name: BOSS90 PA
Administrative   Id:   _________   Name:
Invoice to Logon Id:   _________   Name:
Message Control  Id:   _________   Name:
Review Price Logon Id: _________   Name:
PROFS Notification Id: ________

Buying Company UCCS: FM00B         Default Shipping UCCS: GD01A
Suggested Buyer    : 0857          Automatic REQ Setup  : _________
Clerk Indicator    : N

F2=BUYER PROFILE  F12=RETURN
INQUIRY SUCCESSFUL                                                     R8301563
```

Figure 1-18. CPARS User Profile Screen

2) Type A (add) on the Command Line and enter data in the following *required* fields:

LOGON ID:	Your RACF ID should display. If not, you will need to enter it.
REQ CODE:	Type your 3-digit requester code.
Name:	Type your name (up to 15 characters). If your name exceeds this amount, type your first and middle initials along with your last name.
Dept:	Type your 4-character department code.
Job Title:	Type your job title (up to 20 characters).
Bldg Loc:	Type your building location (up to 15 characters).
Room Number:	Type your room/office number (up to 15 characters).
Return Address:	Type your return address (up to 25 characters).
Phone Number:	
Outside:	Type a phone number where you may be reached from outside the Ford Centrex phone system (Format: nnn-nnn-nnnn).
Buying Company UCCS:	This field will default to FM00B (Ford Motor Company, The American Road, Dearborn, MI) when screen information is recorded.
Default Shipping UCCS:	This field will default to the UCCS code for your location when you record your user profile. Type another UCCS code if you would like your requisitioned materials shipped to a different location.
Suggested Buyer:	Type the 4-digit code of the buyer at your location who will process your requisitions into procurement documents. To have requisitions sent to a Central Purchasing Buyer, type the selected Central Purchasing Buyer's 4-digit code in this field. (If the Central Purchasing Buyer's code has only 3 digits, type 0 followed by this code.) To have your documents sent to Central Purchasing Document Assignment, type 0001 in this field.

3) Data may also be added in the following *optional* fields:

PCPAS:	Type the 4-character Signon ID used in the Project Control and Property Accounting System.
Phone Number: **Internat:**	Type a phone number where you may be reached from outside your location's country (format: up to 10 numbers in any configuration).
Centrex:	Type a phone number where you may be reached within the Ford Centrex phone system (Format: 8-nnn-nnnn).
Fax:	Type your Fax phone number (Format: nnn-nnn-nnnn).
Supervisor Logon ID, **Accounting Logon ID,** **Administrative ID:**	These fields will be used when the on-line approval enhancement to the system is implemented (1991). They may be left blank or filled with the RACF IDs of the appropriate individuals.
Invoice to Logon ID:	Type the RACF ID of the individual who must approve invoices for your requisitioned items.
Automatic Req Set-up:	Leave blank. This field is not currently active.

4) Once you have entered data in required/optional fields, press *Enter* to add your user profile to the CPARS system. Press *F11* to return to the Facilities and Tooling or Expense Requisition Screen; your Name, Code, Dept, Phone, Buyer, and Shipto fields will already be filled in for you.

5) If you need to update your user profile, access the User Profile Screen from the CPARS Master Menu, or any sub-menu, by pressing *F11*. The CPARS Misc Administrative Menu will be displayed.

   - Type U in the Select Transaction Code field and press *Enter*. The CPARS User Profile Screen is displayed.
   - Type C (change) on the Command Line, make your changes and press *Enter* to update your user profile.

The Command Line

The Command Line is displayed in the upper left corner of all screens within the new requisitioning and procurement portions of the CPARS system. The purpose of this field is to provide a common area for processing commands and to streamline the procedures for accessing screens within the CPARS system. To use this field, type one of the following commands and press *Enter*:

Note: *When using the A or C commands, type information to be recorded in the appropriate fields before pressing Enter.*

Command	Action
A (Add)	The Add command is used to record information on the screen when creating a new document (i.e., a requisition or procurement document) or creating a new piece of information for an existing document (i.e., sourcing justification information, line-up meeting information, clauses, etc.).
C (Change)	The Change command is used to record changes to an existing document or its related pieces of information.
D (Delete)	The Delete command is used to delete an existing document or its related pieces of information. (When you type D on the Command Line and press *Enter*, the screen will display the message, ENTER YES TO DELETE; NO TO CANCEL DELETE on the bottom. Type YES on the Command Line and press *Enter* to confirm the delete. Type NO on the Command Line and press *Enter* to cancel the delete.)
I (Inquire)	The Inquire command is used to display information concerning previously recorded documents. To use the inquire command, type I on the Command Line and the selected document number in the Doc No field and press *Enter*.
M (Menu)	The Menu command is used to return the user to the last displayed menu. (Example: If you accessed the Facilities and Tooling Requisition Screen from the Requisition Menu, the M command will take you back to this menu.)
COPY	The Copy command is used to copy information from an existing requisition or advance PN document to a new document. (This command will copy header information, line items, clauses, and a recommended bid list from the previous document.)

G Screen Number	The Go command followed by a 4-character GRAP screen number displays the screen associated with the selected number (Example: Type G405B and press *Enter* to display the Requisition Menu). *See Appendix A for a complete list of screen numbers.*
SUS (Suspend)	The Suspend command freezes information typed on a screen without recording and making the information a part of a document. (This information may be accessed within the system up until the time the user logs off.)
RES (Resume)	The Resume command will display a previously suspended screen with information existing on the screen when it was suspended. (This resume command may be used within the system until the time the user logs off.)

On many screens within the new requisitioning and procurement module you will find an AC (Action) field in the left margin. This field is used to add, change, or delete specific information in the areas to the right of the AC indicator. When using the AC field type A (Add), C (Change), or D (Delete) the specific information to the right of the AC indicator. For example, when using the Multiple or Single Line Item Set-up Screens, an A must be typed in the AC field next to each line item to be added.

Locating Your Terminal ID

1) At the FAC#A prompt, type FAC#A and press *Enter*. The system will transfer you to the CONNEWS Screen and your terminal ID will appear at the top right-hand corner of the screen. (Example: TERMINAL R8300907)

2) Write this number down and keep it handy. If you need to call CCSS or your systems people because of hardware problems, they will need this number to assist you.

Section 2

2 PROCESS RECEIPTS

2 PROCESS RECEIPTS

Process Receipt With Procurement Number

The Receiving Screen (F3-R) is used to record information for items received against an existing procurement number.

This screen displays item descriptions and order quantities for authorized purchases. When using this screen you will be able to accept full shipments, partial shipments, or overshipments, as either regular or unaudited receipts.

Two other screens, the Unaudited Receipt Screen and the List of Orders for Items Screen, are used in conjunction with the Receiving Screen.

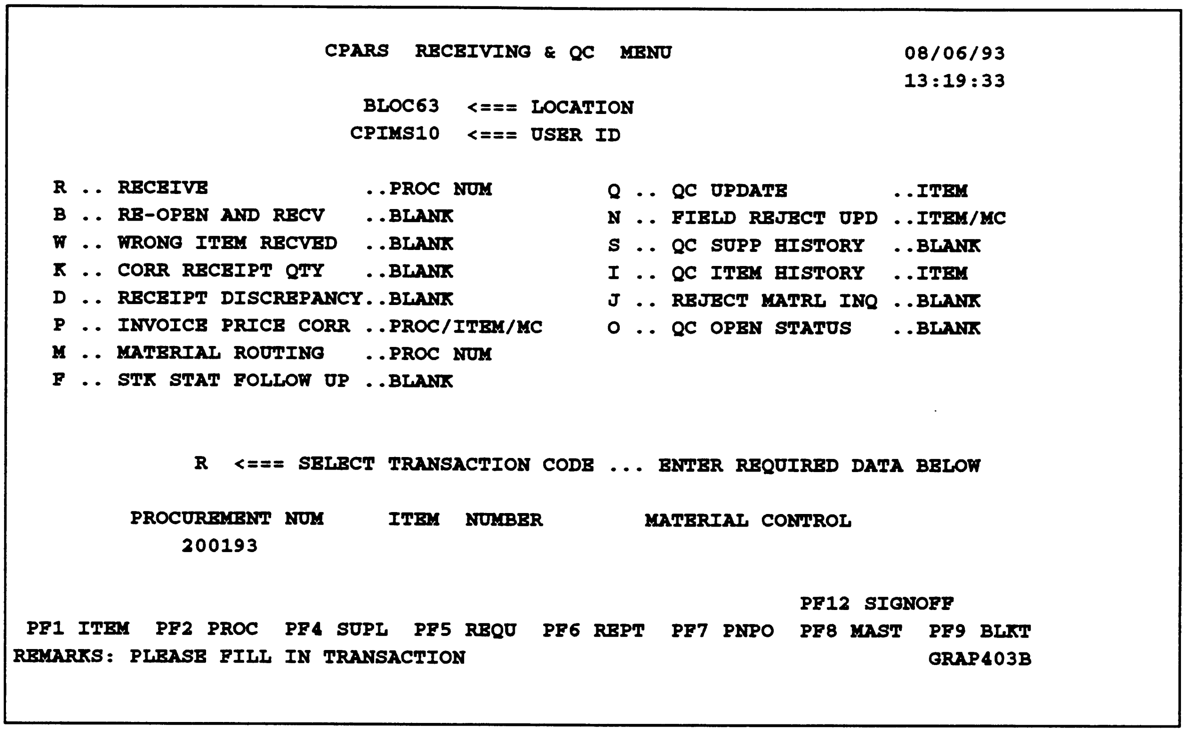
The Unaudited Receipt Screen is used when a shipment contains more items than ordered and the extended dollar value of the overshipment exceeds the receiver's local limits (found in the miscellaneous text table). This screen is also used to record shipments that were not ordered by your plant or did not include a procurement number or packing slip.

The List of Orders for Items Screen is used when a procurement number is not known for the item that is being received.

Procedures

1) Begin on the CPARS Master Menu, or any other CPARS sub-menu.

2) Press *F3*. The CPARS-O-GRAM may display, press *F11* to continue. The Receiving & QC Menu is displayed.

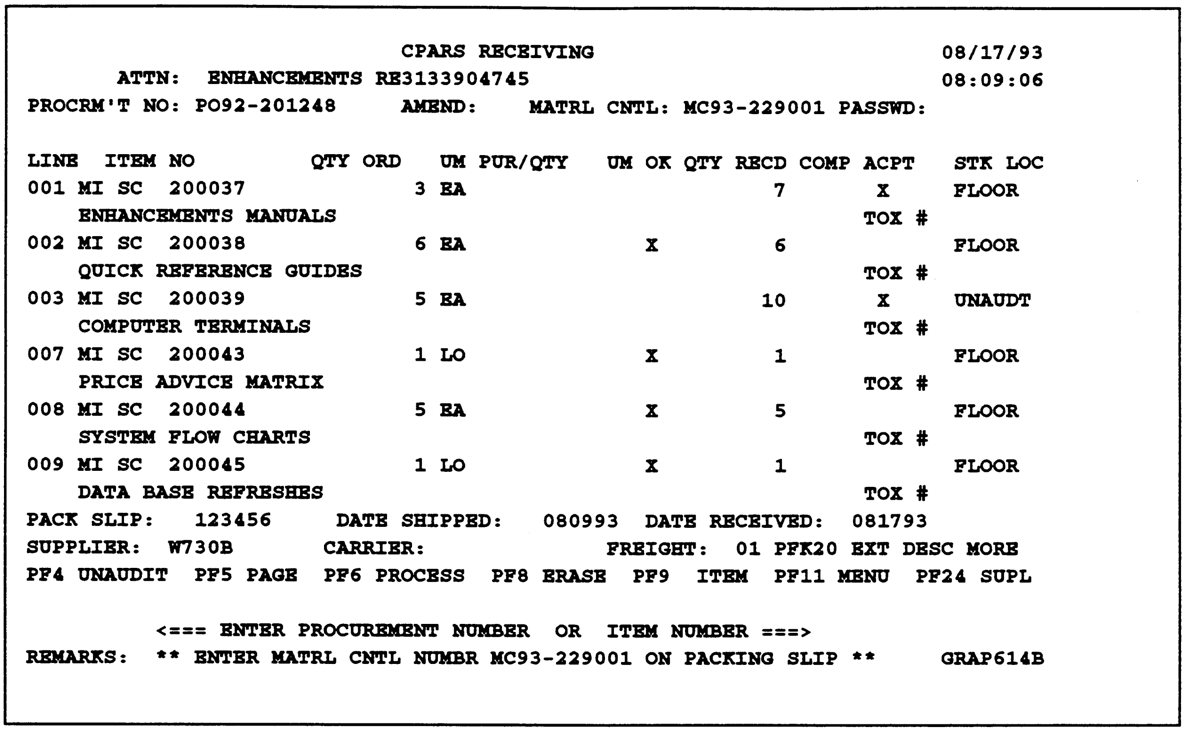


```
                         CPARS  RECEIVING & QC  MENU                  08/06/93
                                                                      13:19:33
                            BLOC63  <=== LOCATION
                           CPIMS10  <=== USER ID

   R .. RECEIVE              ..PROC NUM       Q .. QC UPDATE         ..ITEM
   B .. RE-OPEN AND RECV     ..BLANK          N .. FIELD REJECT UPD ..ITEM/MC
   W .. WRONG ITEM RECVED    ..BLANK          S .. QC SUPP HISTORY  ..BLANK
   K .. CORR RECEIPT QTY     ..BLANK          I .. QC ITEM HISTORY  ..ITEM
   D .. RECEIPT DISCREPANCY..BLANK            J .. REJECT MATRL INQ ..BLANK
   P .. INVOICE PRICE CORR ..PROC/ITEM/MC     O .. QC OPEN STATUS   ..BLANK
   M .. MATERIAL ROUTING     ..PROC NUM
   F .. STK STAT FOLLOW UP ..BLANK


              R  <=== SELECT TRANSACTION CODE ... ENTER REQUIRED DATA BELOW

         PROCUREMENT NUM     ITEM  NUMBER        MATERIAL CONTROL
             200193

                                                           PF12 SIGNOFF
  PF1 ITEM  PF2 PROC  PF4 SUPL  PF5 REQU  PF6 REPT  PF7 PNPO  PF8 MAST  PF9 BLKT
REMARKS: PLEASE FILL IN TRANSACTION                                     GRAP403B
```

Figure 2-1. Receiving & QC Menu (F3)

3) Type R in the Select Transaction Code field.

4) Type the last six digits of the procurement number in the Procurement Num field, and press *Enter*. The Receiving Screen is displayed.



```
                             CPARS RECEIVING                           08/17/93
       ATTN:  ENHANCEMENTS RE3133904745                                08:09:06
PROCRM'T NO: PO92-201248     AMEND:    MATRL CNTL: MC93-229001 PASSWD:

LINE  ITEM NO         QTY ORD   UM PUR/QTY   UM OK QTY RECD COMP ACPT   STK LOC
001 MI SC  200037             3 EA                        7        X     FLOOR
    ENHANCEMENTS MANUALS                                          TOX #
002 MI SC  200038             6 EA              X         6              FLOOR
    QUICK REFERENCE GUIDES                                        TOX #
003 MI SC  200039             5 EA                       10        X     UNAUDT
    COMPUTER TERMINALS                                            TOX #
007 MI SC  200043             1 LO              X         1              FLOOR
    PRICE ADVICE MATRIX                                           TOX #
008 MI SC  200044             5 EA              X         5              FLOOR
    SYSTEM FLOW CHARTS                                            TOX #
009 MI SC  200045             1 LO              X         1              FLOOR
    DATA BASE REFRESHES                                           TOX #
PACK SLIP:   123456     DATE SHIPPED:   080993  DATE RECEIVED:  081793
SUPPLIER:  W730B       CARRIER:              FREIGHT:  01 PFK20 EXT DESC MORE
PF4 UNAUDIT  PF5 PAGE  PF6 PROCESS  PF8 ERASE  PF9  ITEM  PF11 MENU  PF24 SUPL

          <=== ENTER PROCUREMENT NUMBER  OR  ITEM NUMBER ===>
REMARKS:  ** ENTER MATRL CNTL NUMBR MC93-229001 ON PACKING SLIP **    GRAP614B
```

Figure 2-2. Receiving Screen (F3-R)

5) Review the general procurement data at the top of the screen.

6) In the CPARS Master Menu, type the CPARS password in the Passwd field.

***Note**: The CPARS password and the RACF password are different.*

7) *(Optional)* To inquire on the supplier's name and address, press *F24* (Shift + F12).

To **record receipt of an item**, follow the guidelines listed below:

- To receive a quantity ***equal to*** the quantity ordered, type X in the OK field.
- To receive a quantity ***less than*** the quantity ordered (when the remaining items *will be sent* as a back order), type the quantity received in the Qty Recd field.

- To receive a quantity that is ***less than*** the quantity ordered (when the supplier has indicated that the remaining items *will not be sent* as a back order) type the quantity received in the Qty Recd field and type `X` in the Comp field.
- To receive a quantity that is ***more than*** the quantity ordered, type the quantity received in the Qty Recd field and type `X` in the Acpt field.
- To ***close a line item***, type `0` in the Qty Recd field and type `X` in the Comp field.

Fill in the required information in the following fields: Pack Slip Date Received, Date Shipped, and Carrier (optional). If the packing slip number is unknown, type the Purchase Order Number in the Pack Slip field. Press *F6*.

A material control number is displayed in the Matrl Cntl field along with the message, ENTER MATRL CNTL NUMBR MC93-NNNNNN ON PACKING SLIP. Record the material control number on the packing slip.

Field Description - CPARS Receiving Screen

ATTN	Name of the person or the office where the items should be delivered.
PROCRM'T NO	Procurement number covering the items listed.
Amend	Current procurement amendment level (range A to Z, alphabetically).
MATRL CTRL	Material control number (unique, system generated) used to identify the packing slip; comprised of two fields: Year and Base (below).
Year (unlabelled)	Displays the characters MC plus the year the original receipt was created (e.g. MC92, MC93, and MC94)
Base (unlabelled)	Julian Calendar date (3 digits), followed by the 3 digits indicating the number of receipts recorded that day.
PASSWD	*(Required)* The CPARS password. ***Note:*** *Your CPARS password is different from your RACF password.*

Field Description - CPARS Receiving Screen *(continued)*

Line	Line number within the document.
Item No.	The number of the item to be received on the document; comprised of three fields: GRP, CLS and Number (below).
GRP (unlabelled)	Item group number.
CLS (unlabelled)	Item class number.
QTY ORD	Quantity of the item ordered.
UM	Unit of measure of the quantity ordered.
PUR/QTY	Quantity of the item ordered, as packaged.
UM	Unit of measure of the item, as packaged.
OK	Value of X indicates that the quantity received is *equal to* the quantity ordered.
QTY RECD	Quantity received only if it differs from the quantity ordered.
COMP	Value of X indicates that the quantity received is *less than* the quantity ordered and the supplier has indicated that the remaining items will *not* be sent as a back order.
TOX	The toxic number of the item to be received on the document.
ACPT	Value of X indicates that the quantity received is *greater than* the quantity ordered and the overshipment is being accepted. (If the extended value of the shipment exceeds the receiver's local limits, the quantity will automatically be placed into unaudited receipts.)

Field Description - CPARS Receiving Screen *(continued)*

STK LOC	Stock location of the received items. Change, *if necessary*. (If the item was designated a quality control (QC) item, QC will be displayed in this field.)
Date Received	(*Required*) Date the items were received; defaults to today's date (Format: MMDDYY).
Date Shipped	(*Required*) Date the items were shipped; defaults to the date that is displayed in the Date Received field (Format: MMDDYY). For payment purposes, the Date Shipped field is *more important* than the Date Received field.
Pack Slip	(*Required*) Supplier's packing slip number. (If none available, type None.)
Supplier	5-character UCCS supplier code.
Carrier	Name or code identifying the carrier who delivered these items.
Freight	Freight code from the terms and conditions on the procurement document.

Function Keys - CPARS Receiving Screen

F4	Displays the Unaudited Receipt Screen.
F5	Displays the next page of items to be received.
F6	Processes and records the received information.
F8	Clears the Screen.
F9	CPARS List of Orders for Item Screen
F11	Return to the Receiving & QC Menu.
F20	Displays the CPARS Extended Description Screen.
F24	Displays the CPARS Supplier Inquire

Process Receipt Without Procurement Number

Some items shipped to the plant do not have reference to the order's procurement number. When this happens, you will first attempt to locate the procurement number on the List of Orders For Item Screen. If you do not find the procurement number, you will record receipt of the material on the Unaudited Receipt Screen.

Procedures

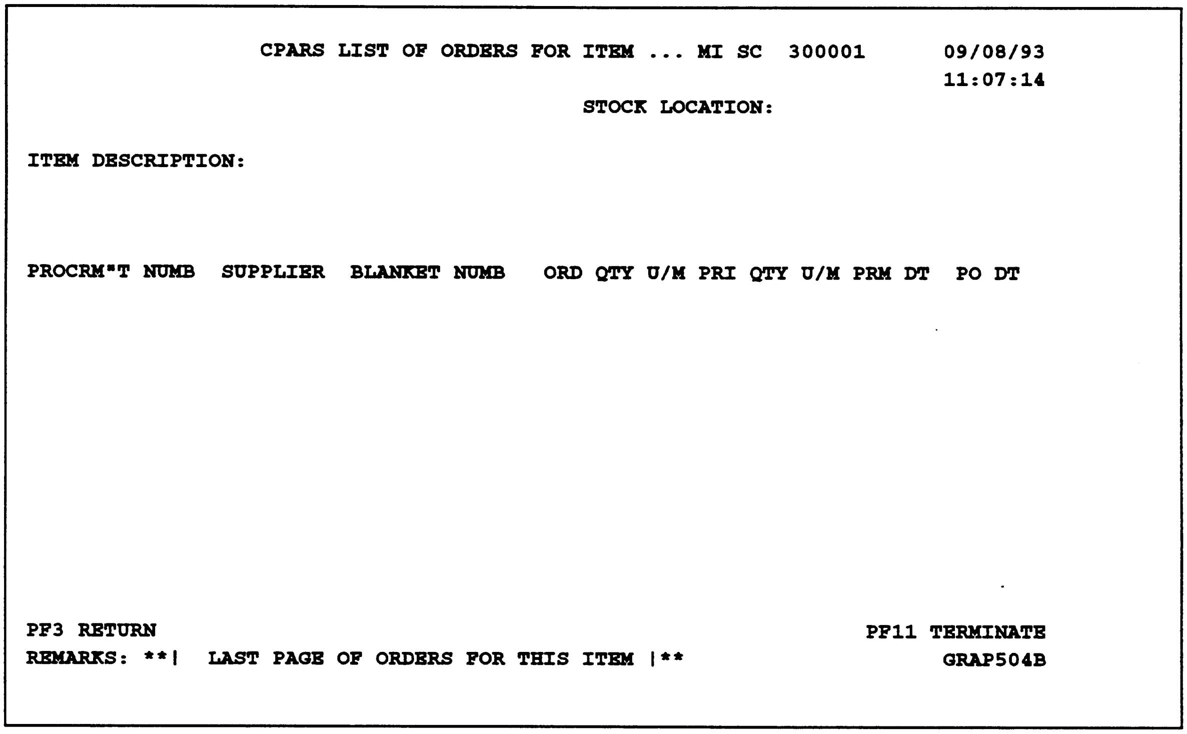
1) Begin on the CPARS Master Menu, or any other CPARS sub-menu. Press *F3*. The Receiving & QC Menu displays.

2) Type R in the Select Transaction Code field. The cursor will move to the Procurement Num field. If you do **not** know the procurement number, locate the item's procurement number on the List of Orders for Item Screen.

To **locate the item's Procurement Number:**

1) *Tab* to the Item Number field.

2) Type the item number, and press *F9*. The List of Orders for Item Screen displays.



```
                   CPARS LIST OF ORDERS FOR ITEM ... MI SC  300001      09/08/93
                                                                        11:07:14
                                        STOCK LOCATION:

ITEM DESCRIPTION:



PROCRM"T NUMB  SUPPLIER  BLANKET NUMB   ORD QTY U/M PRI QTY U/M PRM DT  PO DT













PF3 RETURN                                                        PF11 TERMINATE
REMARKS: **|  LAST PAGE OF ORDERS FOR THIS ITEM |**                     GRAP504B
```

Figure 2-3. List of Orders for Item Screen (F9)

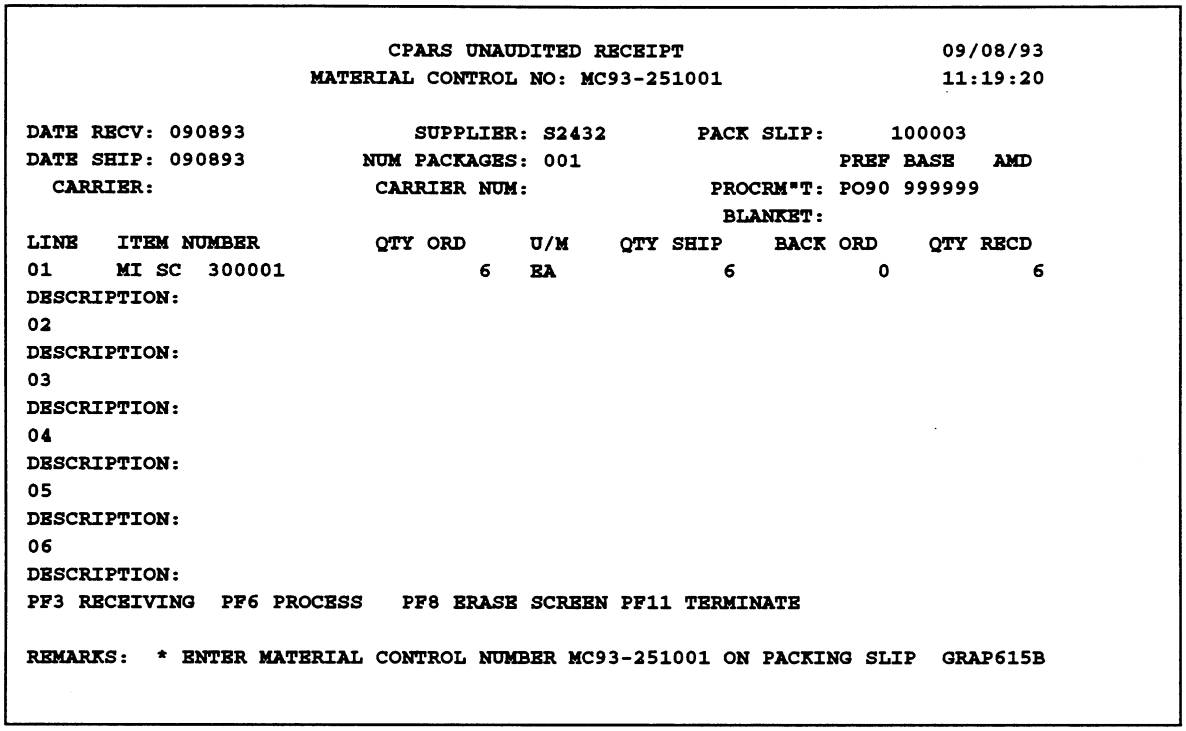
If you **do** find the procurement number for the designated item, write it down and press *F3* to record the receipt.

If you **do not** find the procurement number for the designated item, record the receipt on the Unaudited Receipt Screen.

To record the receipt on the Unaudited Receipt Screen:

1) Press *F3*. The Receiving Screen displays.

2) Press *F4*. The Unaudited Receipt Screen displays with the message, TYPE PACKING SLIP DATA AND PF6 TO PROCESS, in the Remarks field.



```
                            CPARS UNAUDITED RECEIPT                    09/08/93
                      MATERIAL CONTROL NO: MC93-251001                 11:19:20

DATE RECV: 090893              SUPPLIER: S2432      PACK SLIP:     100003
DATE SHIP: 090893          NUM PACKAGES: 001                  PREF BASE   AMD
  CARRIER:                  CARRIER NUM:            PROCRM"T: PO90 999999
                                                     BLANKET:
LINE    ITEM NUMBER         QTY ORD     U/M    QTY SHIP    BACK ORD    QTY RECD
01      MI SC  300001             6     EA            6           0           6
DESCRIPTION:
02
DESCRIPTION:
03
DESCRIPTION:
04
DESCRIPTION:
05
DESCRIPTION:
06
DESCRIPTION:
PF3 RECEIVING  PF6 PROCESS   PF8 ERASE SCREEN PF11 TERMINATE

REMARKS:  * ENTER MATERIAL CONTROL NUMBER MC93-251001 ON PACKING SLIP  GRAP615B
```

Figure 2-4. Unaudited Receipt Screen (F4)

3) Type all available information in the following fields: Date Recv. (will default to current date), Supplier, Pack Slip, Date Ship, Num Packages, Carrier, Carrier Num, Procrm"t, and Blanket (optional).

4) Type all available line item information in the following fields: Item Number, Qty Ord, U/M, Qty Ship, Back Ord, Qty Recd, and Description.

5) Press *F6*. The message, ENTER MATERIAL CONTROL NUMBER MC93-NNNNNN ON PACKING SLIP displays in the Remarks field.

Field Descriptions - Unaudited Receipt Screen

Item Number (unlabelled)	Item number of the item to be received; comprised of three fields: GRP, CLS and Number (below).
GRP (unlabelled)	Group number of the item.
CLS (unlabelled)	Class number of the item.
Number (unlabelled)	Number within GRP and CLS of the item.
Stock Location	Stock location of the received items.
Item Description	Description of the item to be received.
Procrm"t Numb	Procurement numbers covering the designated item.
Supplier	UCCS code (5 characters) identifying the supplier where the items were purchased.
Blanket NUMB	Blanket number covering the releases of the item.
ORD QTY	Quantity of the item ordered.
U/M	Unit of measure of the quantity ordered.
PRI QTY	Priced quantity (packaged or ordered quantity).
U/M	Unit of measure of the item, according to the priced quantity.
PRM DT	Promised delivery date for the item (Format: MMDDYY).
PO DT	Date the procurement document was created (Format: MMDDYY).
Material Control No	Material control number (unique, system generated) used to identify the packing slip; comprised of two fields: Year and Base.

Field Descriptions - Unaudited Receipt Screen *(continued)*

Year (unlabelled)	Displays the characters MC plus the year the original receipt was created (e.g., MC92, MC93, and MC94).
Base (unlabelled)	Julian Calendar date (3-digits), followed by another three digits indicating the number of receipts recorded that day.
Date Recv	*(Required)* Date the items were received; defaults to today's date (Format: MMDDYY).
Supplier	*(Required)* UCCS code (5 characters) identifying the supplier where the items were purchased.
Pack Slip	*(Required)* Supplier's packing slip number. (If none available, type None.)
Date Ship	*(Required)* Date the items were shipped; defaults to the date received (Format: MMDDYY).
NUM Packages	*(Required)* Number of packages in the shipment; up to 3 digits.
Carrier	*(Required)* Name of the carrier who delivered the shipment; up to 12 characters.
Carrier Num	*(Required)* CPARS code for the carrier who delivered the shipment; up to 5 characters.
Procrm"t	*(Required)* Procurement number covering these items; comprised of three fields: Pref, Base, Amd (below).
PREF	*(Required)* Procurement number 4 character prefix (e.g., PO90, RL90, and 6650).
Base	*(Required)* Procurement number 6 digits base.
AMD	*(Required)* Current procurement amendment level (range A to Z, alphabetically).
Blanket	Blanket number covering releases of the items.
Line	Line number within the document.

Field Descriptions - Unaudited Receipt Screen *(continued)*

Item Number	*(Required)* Item number of the item to be received on the document; comprised of three fields: GRP, CLS and NUMBER, below.
GRP (unlabelled)	*(Required)* Group number of the item.
CLS (unlabelled)	*(Required)* Class number of the item.
Number (unlabelled)	*(Required)* Number within GRP and CLS of the item.
Qty Ord	*(Required)* Quantity of the item ordered.
U/M	*(Required)* Unit of measure of the quantity ordered.
Qty Ship	*(Required)* Quantity of the item shipped.
Back Ord	Quantity of the item back ordered.
Qty Recd	*(Required)* Quantity of the item received.
Description	*(Required)* Description of the item; up to 38 characters.

Function Keys - Unaudited Receipt Screen

F3	Display the CPARS Receiving Screen.
F6	Process the receipts without the procurement number.
F11	Return to the Receiving & QC Menu.

Section 3

3 PROCESS UNAUDITED RECEIPTS

When a shipment contains more items than ordered and the extended dollar value of the overshipment exceeds the receiver's local limits, the system will place the items into unaudited receipts.

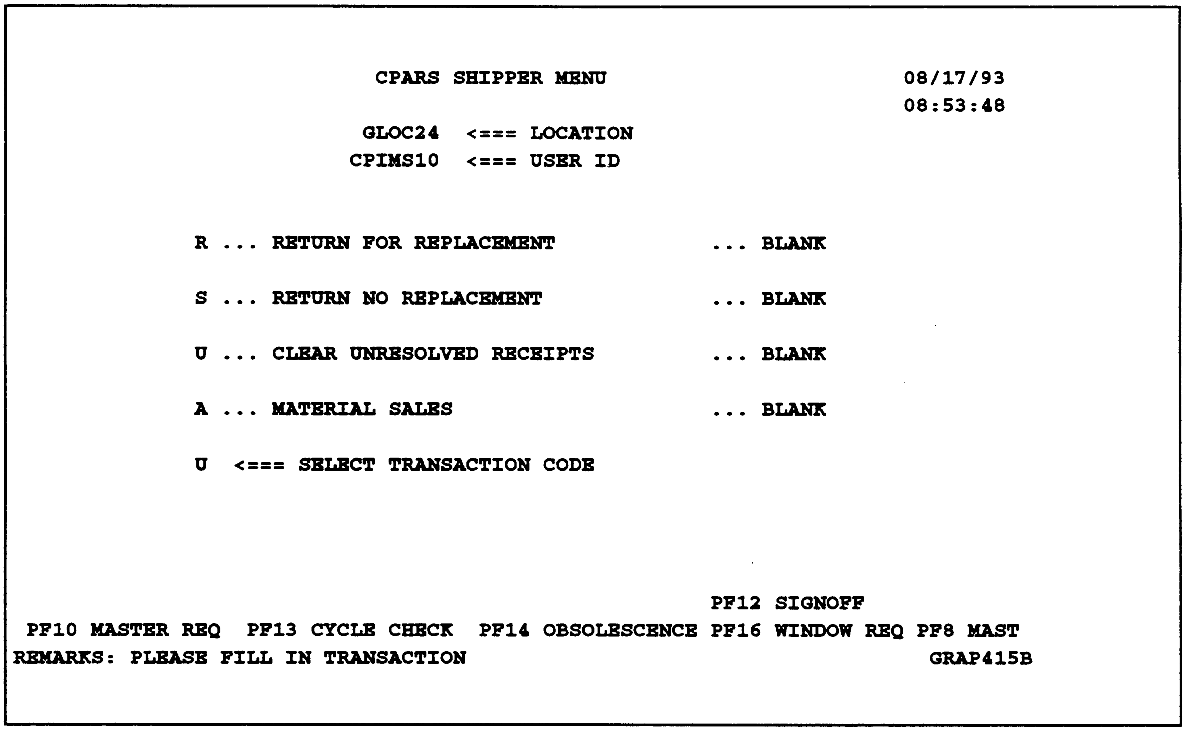
To accept the overshipment and clear the unaudited receipt, the Amend Purchase Order Screen (*F2-A*) is used.

To reject the unaudited overshipment, the Clear Unresolved Receipts Screen (*F15-U*) is used (see *Figure 2-1*). (The Clear Unresolved Receipts Screen can also be used to clear an unaudited receipt recorded on the Unaudited Receipt Screen - *(F3-R.)*

Rejecting an Overshipment

1) Begin on the CPARS Master Menu, or any other CPARS sub-menu.

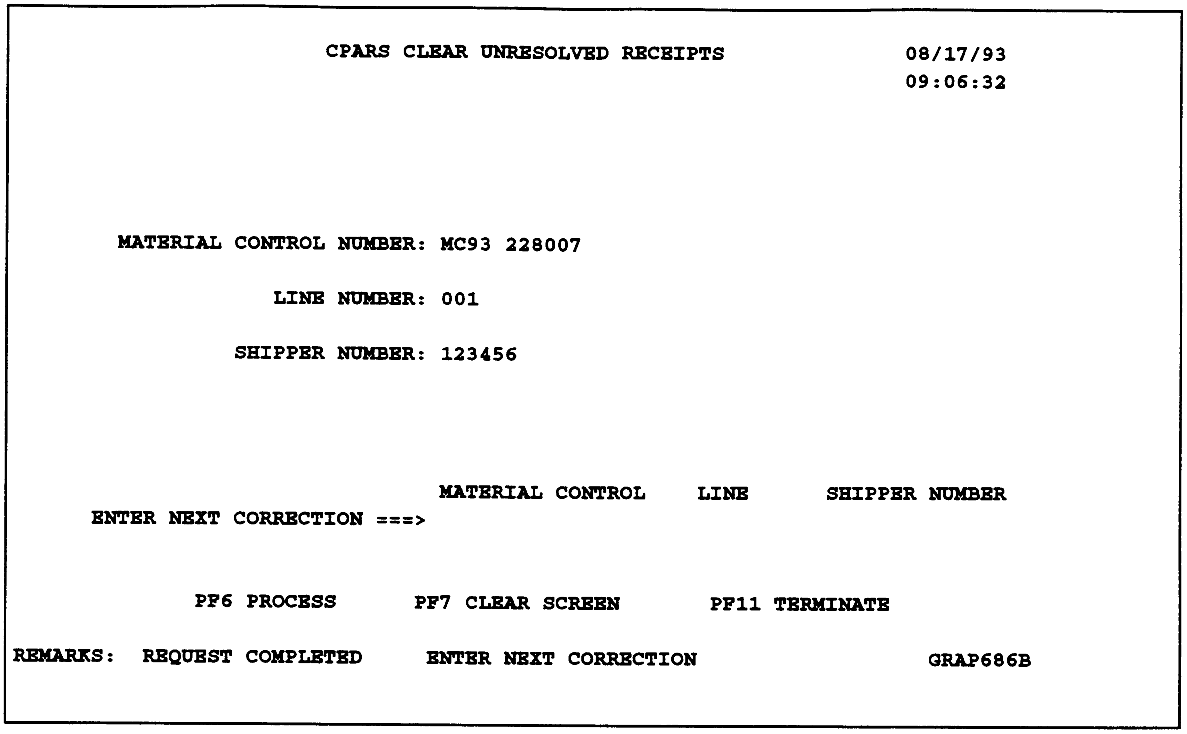
2) Press *F15 (Shift + F3).* The Shipper Menu is displayed.



```
                         CPARS SHIPPER MENU                        08/17/93
                                                                   08:53:48
                        GLOC24   <=== LOCATION
                       CPIMS10   <=== USER ID


              R ... RETURN FOR REPLACEMENT            ... BLANK

              S ... RETURN NO REPLACEMENT             ... BLANK

              U ... CLEAR UNRESOLVED RECEIPTS         ... BLANK

              A ... MATERIAL SALES                    ... BLANK

              U  <=== SELECT TRANSACTION CODE




                                                 PF12 SIGNOFF
 PF10 MASTER REQ  PF13 CYCLE CHECK  PF14 OBSOLESCENCE PF16 WINDOW REQ PF8 MAST
REMARKS: PLEASE FILL IN TRANSACTION                                  GRAP415B
```

Figure 3-1. Shipper Menu (F15)

3) Type U in the Select Transaction Code field and press *Enter*. The Clear Unresolved Receipts Screen is displayed.



```
                    CPARS CLEAR UNRESOLVED RECEIPTS               08/17/93
                                                                  09:06:32



      MATERIAL CONTROL NUMBER: MC93 228007

                  LINE NUMBER: 001

               SHIPPER NUMBER: 123456



                          MATERIAL CONTROL     LINE       SHIPPER NUMBER
     ENTER NEXT CORRECTION ===>


            PF6 PROCESS       PF7 CLEAR SCREEN       PF11 TERMINATE

REMARKS:  REQUEST COMPLETED      ENTER NEXT CORRECTION                GRAP686B
```

Figure 3-2. Clear Unresolved Receipts Screen (F15-U)

4) Type the receipt's material control number in the Material Control field. Type the line number of the item (sequenced based on number of items in the unaudited receipt file) in the Line field.

5) Type a shipper number in the shipper number field (determined by your location) and press *Enter*. The message, IF CORRECT MATERIAL CONTROL NUMBER PF6 TO PROCESS is displayed in the Remarks field. Receipt information for the data you supplied is displayed.

6) Press *F6*. The message, REQUEST COMPLETED ENTER NEXT CORRECTION is displayed in the Remarks field.

7) The item(s) can now be received from the Process Receipt Screen (*PF3-R*).

Field Descriptions - Clear Unresolved Receipts

Material Control Number	Material control number assigned to the receipt to be removed from inventory records; comprised of three fields: Year, Base, and Return (below).
Year (unlabelled)	Displays the characters MC plus the year the original receipt was created (e.g., MC89, MC90, and MC91).
Base (unlabelled)	Julian Calendar date (3 digits), followed by another three digits indicating the number of receipts recorded that day.
Return (unlabelled)	Displays: SR (return for replacement) or SC (return for credit) and/or 01, 02, 03, or 04 (number of adjustments on the receipt).
Shipper Number	Number of the shipper document accompanying the item to be returned (up to 8 characters).
Enter Next Correction	Material control number, the line number, and the shipper number of the next unresolved receipt to be cleared.

Function Keys - Clear Unresolved Receipts

F6	Process the unresolved receipt.
F7	Clear the screen to enter another item.
F11	Return to the Shipper Menu.

Section 4

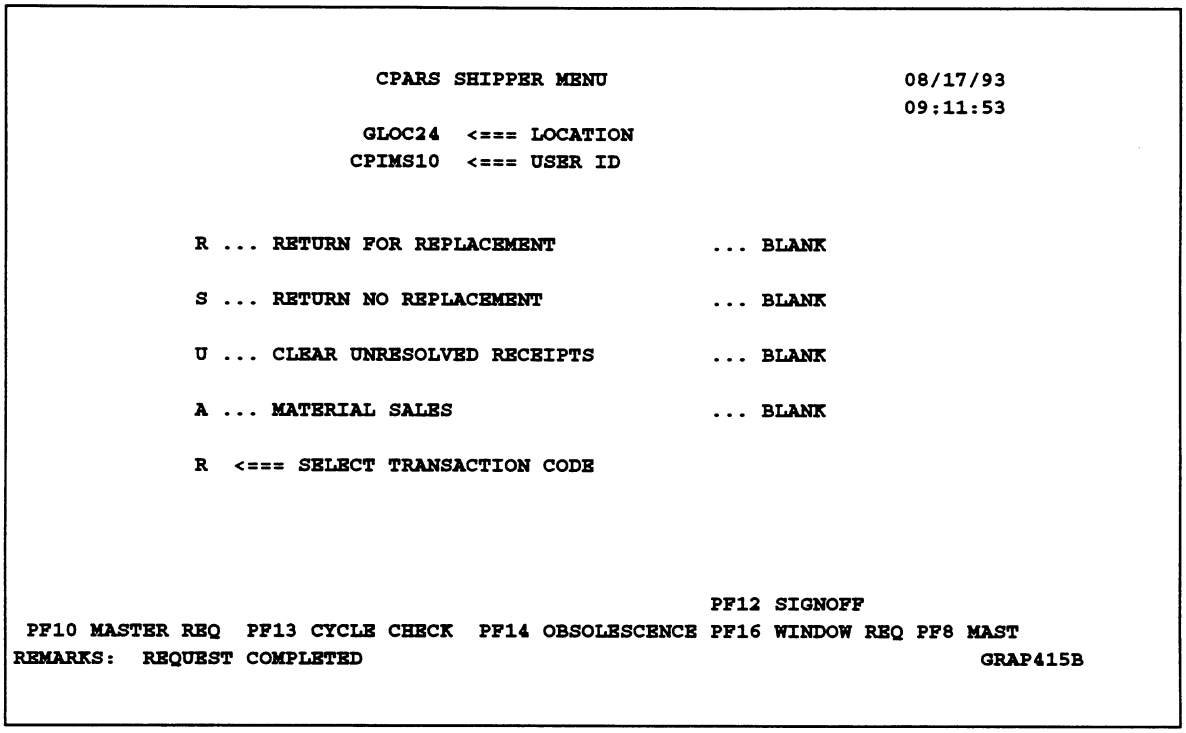
4 RETURN ITEM

Return Item For Replacement

The Return for Replacement Screen (*F15-R*), which automatically reopens an order, is used to record the quantity of an item being returned for replacement.

Procedures

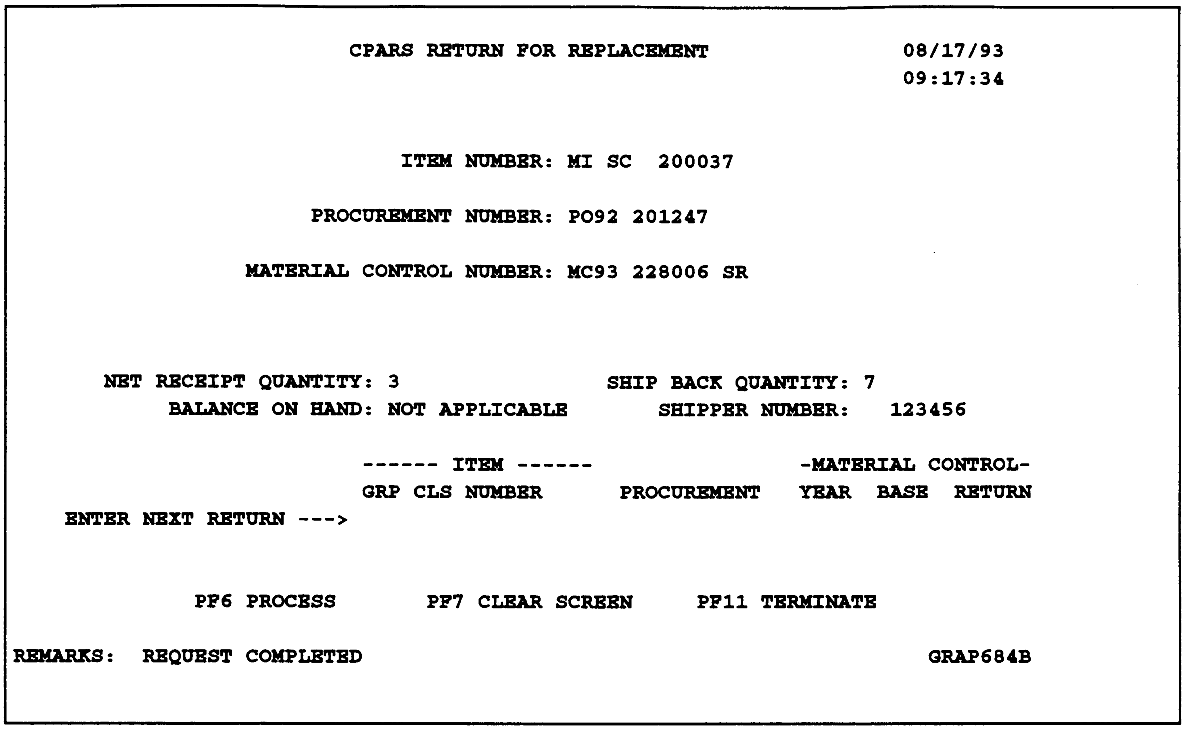
1) Begin on the CPARS Master Menu, or any other CPARS sub-menu.
2) Press *F15 (Shift + F3)*. The Shipper Menu is displayed.



```
                         CPARS SHIPPER MENU                               08/17/93
                                                                          09:11:53
                        GLOC24  <=== LOCATION
                       CPIMS10  <=== USER ID


            R ... RETURN FOR REPLACEMENT              ... BLANK

            S ... RETURN NO REPLACEMENT               ... BLANK

            U ... CLEAR UNRESOLVED RECEIPTS           ... BLANK

            A ... MATERIAL SALES                      ... BLANK

            R  <=== SELECT TRANSACTION CODE



                                                      PF12 SIGNOFF
 PF10 MASTER REQ  PF13 CYCLE CHECK  PF14 OBSOLESCENCE PF16 WINDOW REQ PF8 MAST
REMARKS:  REQUEST COMPLETED                                              GRAP415B
```

Figure 4-1. Shipper Menu (F15)

3) Type R in the Select Transaction Code field and press *Enter*. The Return for Replacement Screen is displayed.



```
                          CPARS RETURN FOR REPLACEMENT               08/17/93
                                                                     09:17:34


                              ITEM NUMBER: MI SC  200037

                       PROCUREMENT NUMBER: PO92 201247

                  MATERIAL CONTROL NUMBER: MC93 228006 SR


       NET RECEIPT QUANTITY: 3                SHIP BACK QUANTITY: 7
            BALANCE ON HAND: NOT APPLICABLE       SHIPPER NUMBER:   123456

                           ------ ITEM ------                -MATERIAL CONTROL-
                           GRP CLS NUMBER      PROCUREMENT   YEAR  BASE  RETURN
    ENTER NEXT RETURN --->

              PF6 PROCESS       PF7 CLEAR SCREEN     PF11 TERMINATE

REMARKS:  REQUEST COMPLETED                                            GRAP684B
```

Figure 4-2. Return for Replacement Screen (F15-R)

4) Type the GRP CLS Number (column 1), Procurement Number (column 2), and Material Control Number (column 3) in the Enter Next Return field, and press *Enter*. The quantity received and balance on hand for this item are displayed with the message, ENTER QUANTITY AND SHIPPER NUMBER; PF6 TO PROCESS in the Remarks field.

5) *Tab* to and type the required shipping information in the Ship Back Quantity and Shipper Number fields, and press *F6*. The message, REQUEST COMPLETED is displayed in the Remarks field.

Field Descriptions - Return For Replacement Screen

Item Number	Item number of the item to be returned for replacement; comprised of three fields: GRP, CLS and Number (below).
GRP (unlabelled)	Group number of the item.
CLS (unlabelled)	Class number of the item.
Number (unlabelled)	Number within GRP and CLS of the item.
Procurement Number	Procurement number of the document covering the item to be returned for replacement. Type in last six digits of procurement number
Material Control Number	Material control number assigned to the receipt of the item to be returned for replacement; comprised of three fields: Year, Base, and Return (below).
Year	Displays the characters MC plus the year the original receipt was created (e.g., MC92, MC93, and MC94).
Base	Julian Calendar date (3 digits), followed by another three digits indicating the number of receipts recorded that day.
Return	Displays SR (return for replacement) and/or 01, 02, 03, or 04 (number of adjustments on the receipt).
Current Ship Back Quantity	Quantity of the return being corrected; displayed only if adjusting a previous return.
Net Receipt Quantity	Current receipt quantity.
Ship Back Quantity	(*Required*) Quantity of the item to be returned for replacement.
Balance On Hand	Quantity of the item currently in inventory.

Field Descriptions - Return For Replacement Screen (*continued*)

Shipper Number	(*Required*) Shipper document number that will accompany the items to be returned for replacement.
Enter Next Return	Item number, procurement number and material control number of the next item to be returned for replacement.

Function Keys - Return For Replacement Screen

F6	Process the return request
F7	Clear screen for next item
F11	Return to Shipper Menu

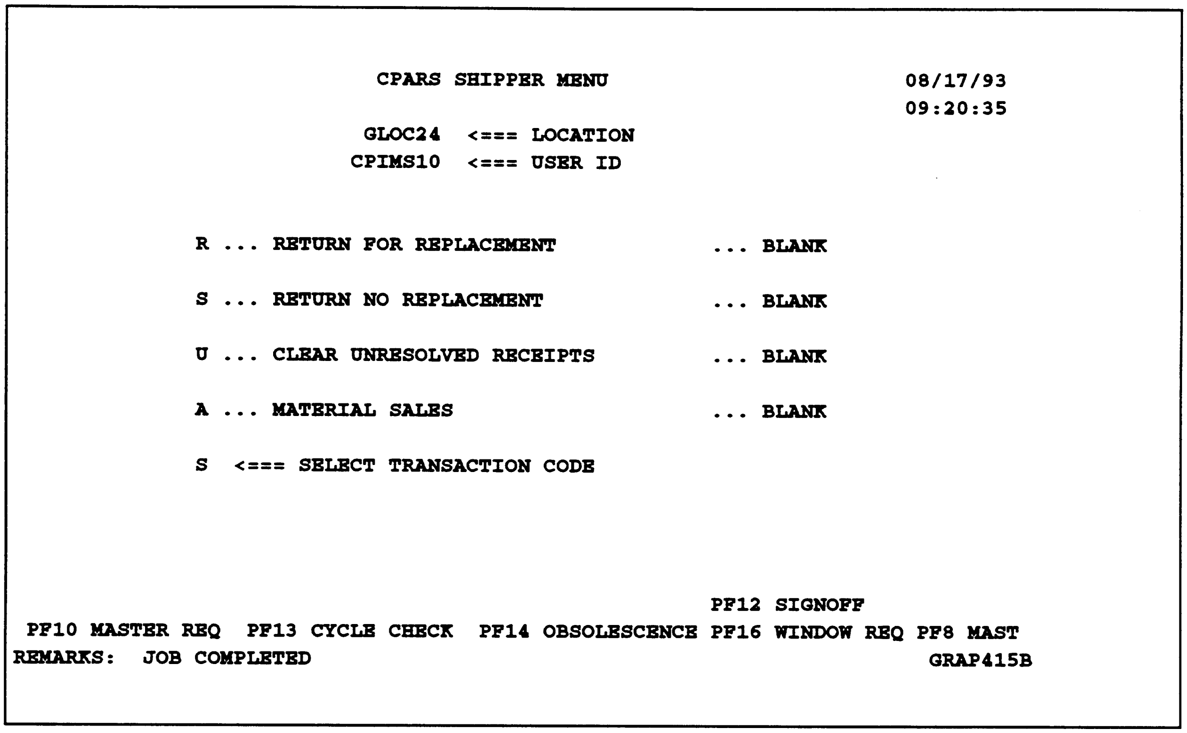
Return Item For No Replacement

The Return No Replacement Screen (*F15-S*), is used to record the quantity of an item being returned to the supplier for credit (does not reopen an order).

***Note**: The Purchase Order must be completely received for the item you intend to return before processing can be done on the Return No Replacement Screen.*

Procedures

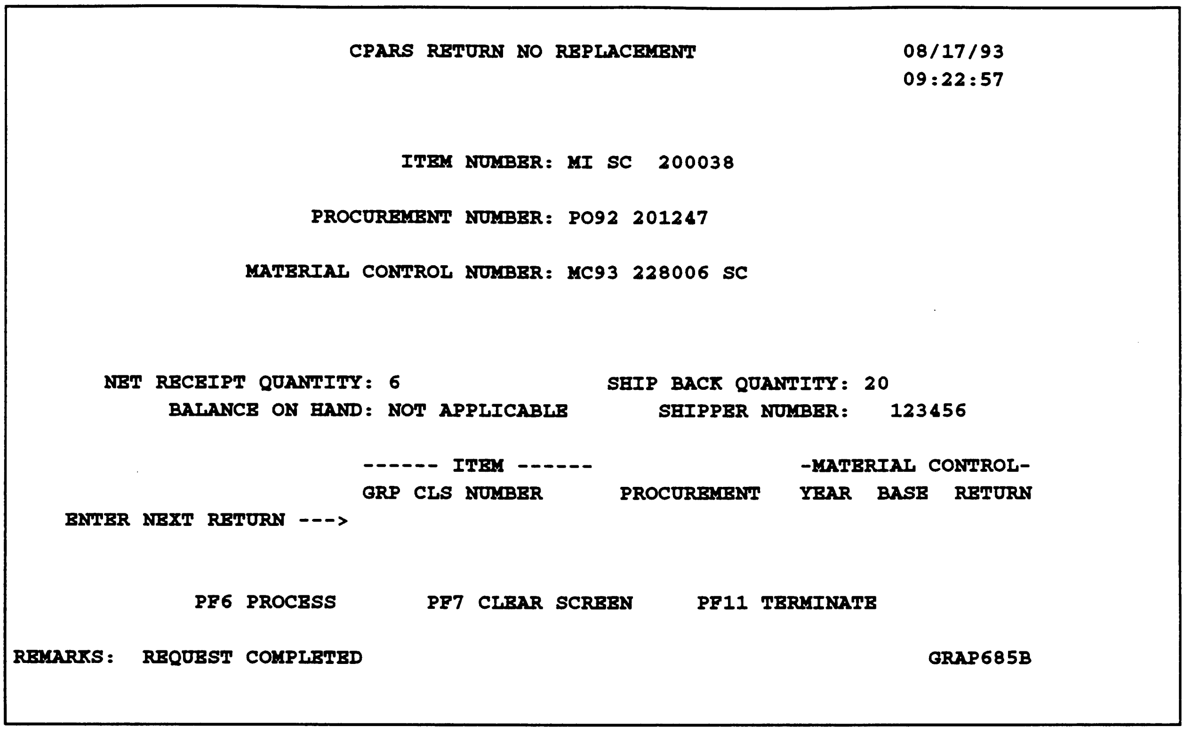
1) Begin on the CPARS Master Menu, or any other CPARS sub-menu, and press *F15 (Shift + F3)* to display the Shipper Menu.



```
                          CPARS SHIPPER MENU                        08/17/93
                                                                    09:20:35
                         GLOC24  <=== LOCATION
                        CPIMS10  <=== USER ID


              R ... RETURN FOR REPLACEMENT           ... BLANK

              S ... RETURN NO REPLACEMENT            ... BLANK

              U ... CLEAR UNRESOLVED RECEIPTS        ... BLANK

              A ... MATERIAL SALES                   ... BLANK

              S  <=== SELECT TRANSACTION CODE



                                                     PF12 SIGNOFF
 PF10 MASTER REQ  PF13 CYCLE CHECK  PF14 OBSOLESCENCE PF16 WINDOW REQ PF8 MAST
REMARKS:  JOB COMPLETED                                              GRAP415B
```

Figure 4-3. Shipper Menu Screen (F15)

2) Type S in the Select Transactin Code field and press *Enter*. The Return No Replacement Screen is displayed.



```
                         CPARS RETURN NO REPLACEMENT                 08/17/93
                                                                     09:22:57


                             ITEM NUMBER: MI SC  200038

                      PROCUREMENT NUMBER: PO92 201247

                 MATERIAL CONTROL NUMBER: MC93 228006 SC



      NET RECEIPT QUANTITY: 6                SHIP BACK QUANTITY: 20
           BALANCE ON HAND: NOT APPLICABLE       SHIPPER NUMBER:   123456

                         ------ ITEM ------                -MATERIAL CONTROL-
                         GRP CLS NUMBER      PROCUREMENT   YEAR  BASE  RETURN
   ENTER NEXT RETURN --->


               PF6 PROCESS       PF7 CLEAR SCREEN     PF11 TERMINATE

REMARKS:  REQUEST COMPLETED                                          GRAP685B
```

Figure 4-4. Return No Replacement Screen (F15-S)

3) Type the GRP CLS Number, Procurement Number, and Material Control number in the Enter Next Return field, and press *Enter*. The quantity received and balance on hand for this item displays at the top of the screen.

4) Complete the Ship Back Quantity and Shipper Number fields and press *F6*. The message, REQUEST COMPLETED displays in the Remarks field.

Field Descriptions - Return No Replacement Screen

Item Number	Item number of the item to be returned for credit; comprised of three fields: GRP, CLS and Number (below).
GRP (unlabelled)	Group number of the item.
CLS (unlabelled)	Class number of the item.
Number (unlabelled)	Number within GRP and CLS of the item.
Procurement Number	Procurement number of the document covering the item to be returned for credit.
Material Control Number	Material control number assigned to the receipt of the item to be returned for credit; comprised of three fields: Year, Base, and Return (next page).
Year	Displays the characters MC plus the year the original receipt was created (e.g., MC89, MC90, and MC91).
Base	Julian Calendar date (3 digits), followed by another three digits indicating the number of receipts recorded that day.
Return	Displays SC (return for credit) and/or 01, 02, 03, or 04 (number of adjustments on the receipt).
Current Ship Back Quantity	Quantity of the return being corrected; displays only if adjusting a previous return.
Net Receipt Quantity	Current receipt quantity.
Ship Back Quantity	Quantity of the item to be returned for credit.
Balance On Hand	Quantity of the item currently in inventory.
Shipper Number	(*Required*) Shipper document number accompanying the returned items.
Enter Next Return	Item number, procurement number, and material control number of the next item returned for credit.

Function Keys - Return No Replacement Screen

F6	Process Return Request.
F7	Clear screen to process next item.
F11	Return to Shipper Menu

Section 5

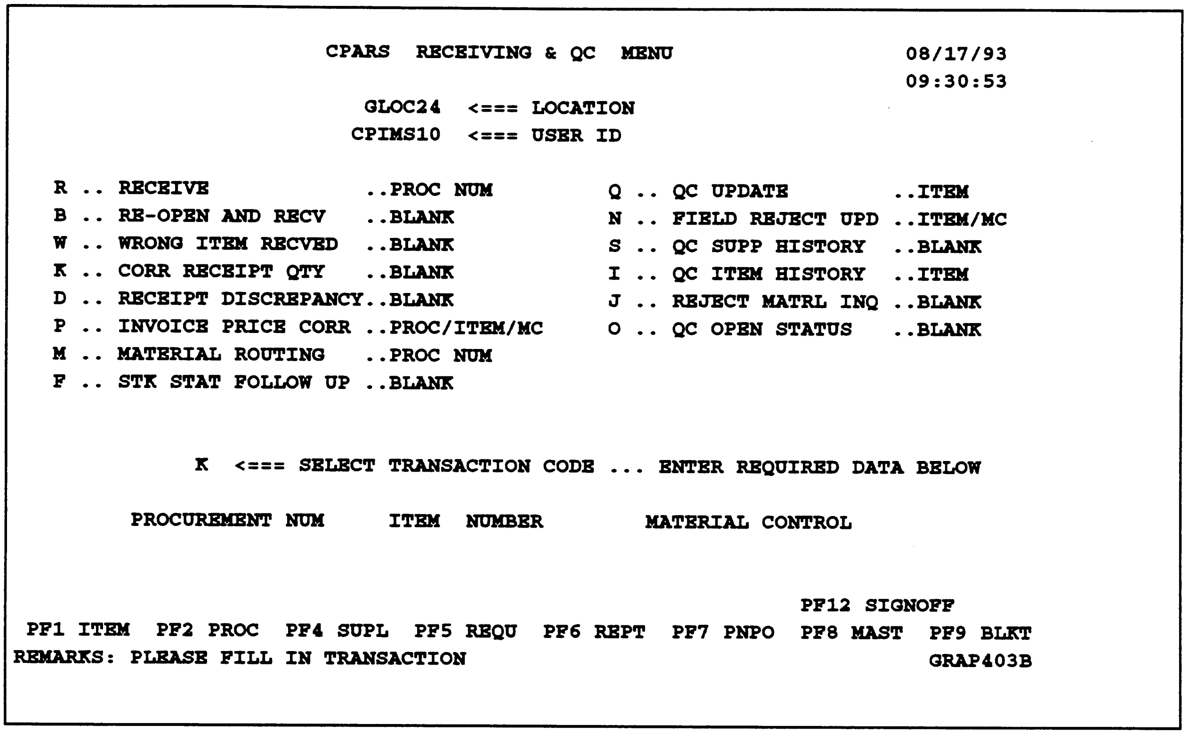
5 CORRECT RECEIPT ERRORS

Correcting Receipt Quantity

The Correct Receipt Quantity Screen (*F3-K*) is used to correct a quantity previously entered incorrectly on the Receiving Screen (*F3-R*).

Procedures

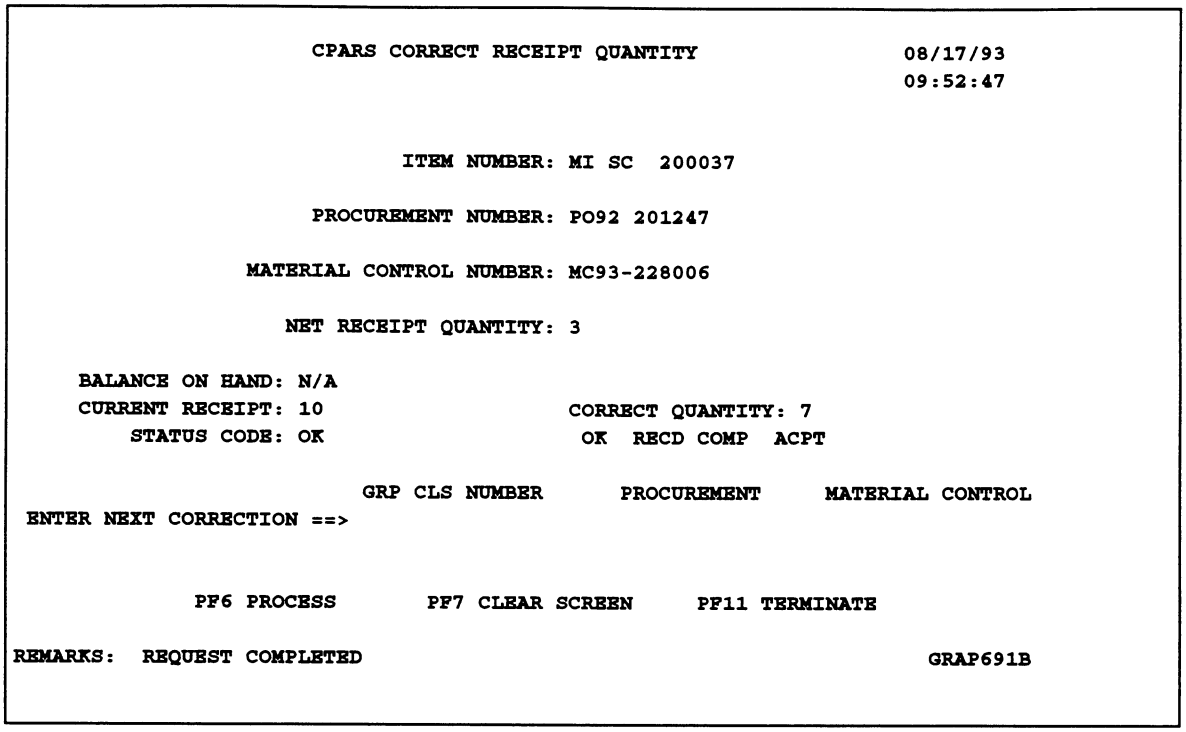
1) Begin on the CPARS Master Menu, or any other CPARS sub-menu and press *F3* to display the Receiving & QC Menu.



```
                         CPARS  RECEIVING & QC  MENU                 08/17/93
                                                                     09:30:53
                            GLOC24  <=== LOCATION
                           CPIMS10  <=== USER ID

  R .. RECEIVE             ..PROC NUM         Q .. QC UPDATE         ..ITEM
  B .. RE-OPEN AND RECV    ..BLANK            N .. FIELD REJECT UPD ..ITEM/MC
  W .. WRONG ITEM RECVED   ..BLANK            S .. QC SUPP HISTORY   ..BLANK
  K .. CORR RECEIPT QTY    ..BLANK            I .. QC ITEM HISTORY   ..ITEM
  D .. RECEIPT DISCREPANCY..BLANK             J .. REJECT MATRL INQ ..BLANK
  P .. INVOICE PRICE CORR ..PROC/ITEM/MC      O .. QC OPEN STATUS    ..BLANK
  M .. MATERIAL ROUTING    ..PROC NUM
  F .. STK STAT FOLLOW UP ..BLANK

           K  <=== SELECT TRANSACTION CODE ... ENTER REQUIRED DATA BELOW

       PROCUREMENT NUM      ITEM  NUMBER         MATERIAL CONTROL


                                                                PF12 SIGNOFF
 PF1 ITEM  PF2 PROC  PF4 SUPL  PF5 REQU  PF6 REPT  PF7 PNPO  PF8 MAST  PF9 BLKT
REMARKS: PLEASE FILL IN TRANSACTION                                     GRAP403B
```

Figure 5-1. Receiving & QC Menu (F3)

2) Type K in the Select Transaction Code field and press *Enter* to display the Correct Receipt Quantity Screen along with the message, ENTER DATA; PRESS - ENTER - TO PROCESS.



```
                    CPARS CORRECT RECEIPT QUANTITY                 08/17/93
                                                                   09:52:47


                           ITEM NUMBER: MI SC  200037

                    PROCUREMENT NUMBER: PO92 201247

               MATERIAL CONTROL NUMBER: MC93-228006

                  NET RECEIPT QUANTITY: 3

     BALANCE ON HAND: N/A
     CURRENT RECEIPT: 10                 CORRECT QUANTITY: 7
         STATUS CODE: OK                  OK  RECD COMP  ACPT

                        GRP CLS NUMBER      PROCUREMENT     MATERIAL CONTROL
 ENTER NEXT CORRECTION ==>


              PF6 PROCESS       PF7 CLEAR SCREEN     PF11 TERMINATE

REMARKS:  REQUEST COMPLETED                                        GRAP691B
```

Figure 5-2. Correct Receipt Quantity Screen (F3-K)

3) Type the required information for the GRP CLS Number, Procurement, and Material Control fields next to the Enter Next Correction prompt and press *Enter*. The message, ENTER CORRECT QUANTITY AND STATUS; PF6 TO PROCESS displays in the Remarks field.

4) Type the correct quantity received in the Correct Quantity field and then use the following guidelines to complete the remainder of the screen:

- If the correct quantity received is ***equal to*** the quantity originally ordered, type X in the OK field.
- If the correct quantity received is ***less than*** the quantity originally ordered, and the supplier indicates the remaining items will *not* be sent as a back order, type X in the Recd Comp field. If the remaining items *will* be sent as a back order, leave the status fields blank.
- If the correct quantity received is ***more than*** the quantity originally ordered, type X in the ACPT field.

5) Press *F6*. The message, REQUEST COMPLETED displays in the Remarks field.

Field Descriptions - Correct Receipt Quantity Screen

Item Number	Item number of the item to be corrected; comprised of three fields: GRP, CLS and Number (below).
GRP (unlabelled)	Group number of the item.
CLS (unlabelled)	Class number of the item.
Number (unlabelled)	Number within GRP and CLS of the item.
Procurement Number	Procurement number of the document covering the item to be corrected.
Material Control Number	Material control number assigned to the receipt of the item to be corrected; comprised of three fields: Year, Base, and Return (below).
Year (unlabelled)	Displays the characters `MC` plus the year the original receipt was created (e.g., `MC89`, `MC90`, and `MC91`).
Base (unlabelled)	Julian Calendar date (3 digits), followed by another three digits indicating the number of receipts recorded that day.
Return (unlabelled)	Displays: `SR` (return for replacement), `SC` (return for credit), or `D` (receipt correction) and/or `01`, `02`, `03`, or `04` (number of adjustments on the receipt).
Net Receipt Quantity	Current receipt quantity.
Balance On Hand	Quantity of the item currently in inventory.
Current Receipt	Quantity of the item originally received.
Correct Quantity	(*Required*) Correct quantity of the item to be received.

Field Descriptions - Correct Receipt Quantity Screen (*continued*)

Status Code	Status of the original receipt: OK= Quantity received equals quantity ordered. PR= Quantity received is less than quantity ordered. AC= Quantity received is greater than quantity ordered but within receiver's limits. CO= Quantity received is less than quantity ordered; no back order, order is closed complete. SC= Shipped back for credit, no replacement expected. SB= Shipped back, replacement expected; may reopen an order. OB= Quantity received is greater than quantity ordered; order is still a PN. UA= Unaudited receipts; overshipped receipt quantity is above receiver's limits or no procurement number has been found for the receipt.
OK	Value of X indicates that the quantity received is *equal to* the quantity ordered.
RECD COMP	Value of X indicates that the quantity received is *less than* the quantity ordered and the supplier has indicated that the remaining items will *not* be sent as a back order.
ACPT	Value of X indicates that the quantity received is *greater than* the quantity ordered and the overshipment is being accepted. (If the extended value of the shipment exceeds the receiver's local limits, the quantity accepted will automatically be placed into unaudited receipts.)
Enter Next Correction	Item number, procurement number and material control number of the next item to be corrected.

Function Keys - Correct Receipt Quantity Screen

F6	Process the corrected receipt.
F7	Clear screen to process another item.
F11	Return to the previous menu.

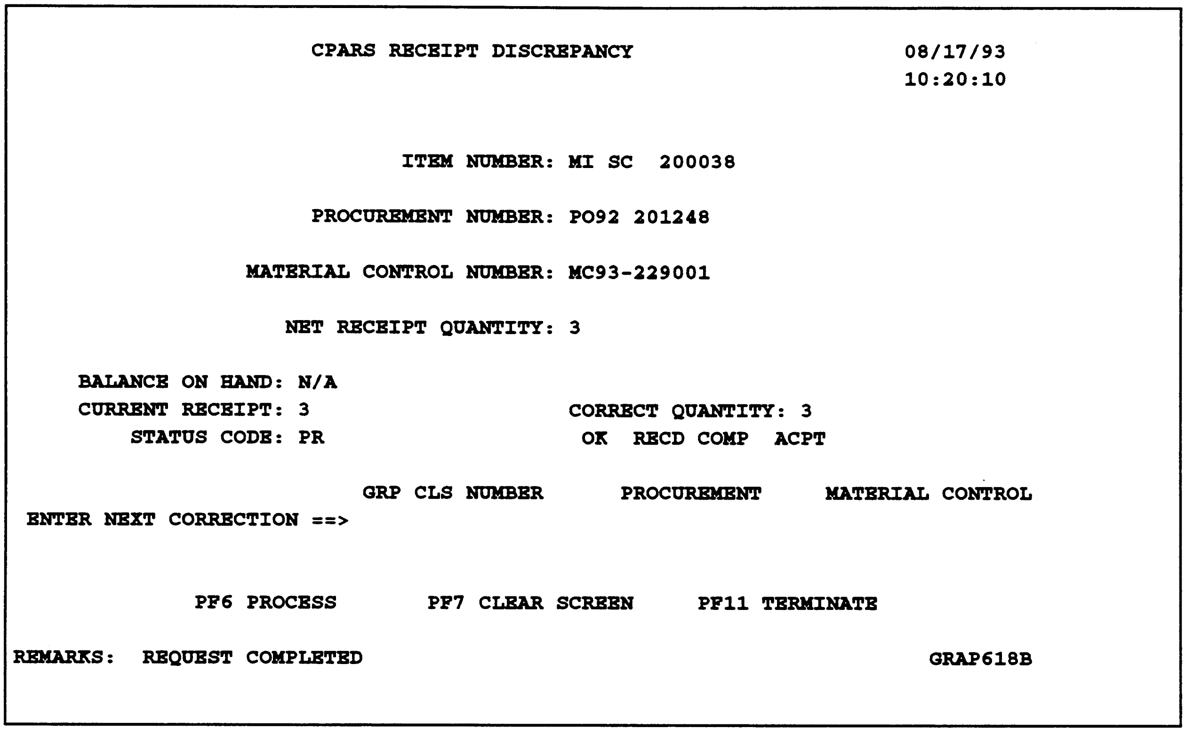
Correcting Supplier Receipt Quantity Errors

If a supplier error is made in the receipt of material, the Receipt Discrepancy (*F3-D*) screen is used.

Procedure

1) Begin on the CPARS Master Menu, or any other CPARS submenu and press *F3* to display the Receiving & QC Menu (*see Figure 5-1.*).

2) Type `D` in the Select Transaction Code field and press *Enter*. The Receipt Discrepancy Screen displays with the message, ENTER DATA; PRESS - ENTER - TO PROCESS in the Remarks field.



```
                     CPARS RECEIPT DISCREPANCY                       08/17/93
                                                                     10:20:10


                            ITEM NUMBER: MI SC  200038

                     PROCUREMENT NUMBER: PO92 201248

                MATERIAL CONTROL NUMBER: MC93-229001

                   NET RECEIPT QUANTITY: 3

     BALANCE ON HAND: N/A
     CURRENT RECEIPT: 3                    CORRECT QUANTITY: 3
         STATUS CODE: PR                    OK  RECD COMP  ACPT

                         GRP CLS NUMBER      PROCUREMENT     MATERIAL CONTROL
 ENTER NEXT CORRECTION ==>


              PF6 PROCESS       PF7 CLEAR SCREEN      PF11 TERMINATE

REMARKS:  REQUEST COMPLETED                                           GRAP618B
```

Figure 5-3. Receipt Discrepancy Screen (F3-D)

3) Type the required information for the GRP CLS Number, Procurement, and Material Control number fields next to the Enter Next Correction prompt and press *Enter*. The message, ENTER CORRECT QUANTITY; PF6 TO PROCESS displays in the Remarks field

4) Type the correct quantity received in the Correct Quantity field, and then use the following guidelines to complete the remainder of the screen:

   - If the correct quantity received is ***equal to*** the quantity originally ordered, type X in the OK field.
   - If the correct quantity received is ***less than*** the quantity originally ordered, when the supplier has indicated that the remaining items will *not* be sent as a back order, type X in the Recd Comp field. If the remaining items *will* be send as a back order, leave the status fields blank.
   - If the correct quantity received is ***more than*** the quantity originally ordered, type X in the ACPT field.

5) Press *F6*. The message, REQUEST COMPLETED displays in the Remarks field.

Field Descriptions - Receipt Discrepancy Screen

Item Number	Item number of the item to be corrected; comprised of three fields: GRP, CLS and Number (below).
GRP (unlabelled)	Group number of the item.
CLS (unlabelled)	Class number of the item.
Number (unlabelled)	Number within GRP and CLS of the item.
Procurement Number	Procurement number of the document covering the item to be corrected.
Material Control Number	Material control number assigned to the receipt of the item to be corrected; comprised of three fields: Year, Base, and Return (next page).
Year (unlabelled)	Displays the characters MC plus the year the original receipt was created (e.g., MC89, MC90, and MC91).
Base (unlabelled)	Julian Calendar date (3 digits), followed by another three digits indicating the number of receipts recorded that day.

Field Descriptions- Receipt Discrepancy Screen *(continued)*

Return (unlabelled)	Displays either of the following: SR (return for replacement) SC (return for credit) D (discrepancy correction) 01, 02, 03, or 04 (number of adjustments on this receipt).
Net Receipt Quantity	Receipt quantity.
Balance On Hand	Quantity of the item currently in inventory.
Current Receipt	Original receipt quantity.
Correct Quantity	*(Required)* Correct quantity of the item to be received.
Status Code	Status of the original receipt: OK= Quantity received equals quantity ordered. PR= Quantity received is less than quantity ordered. AC= Quantity received is greater than quantity ordered but within receiver's limits. CO= Quantity received is less than quantity ordered; no back order, order is closed complete. SC= Shipped back for credit, no replacement expected. SB= Shipped back, replacement expected; may reopen an order. OB= Quantity received is greater than quantity ordered; order is still a PN. UA= Unaudited receipts; overshipped receipt quantity is above receiver's limits or no procurement number has been found for the receipt.

Function Keys- Receipt Discrepancy Screen

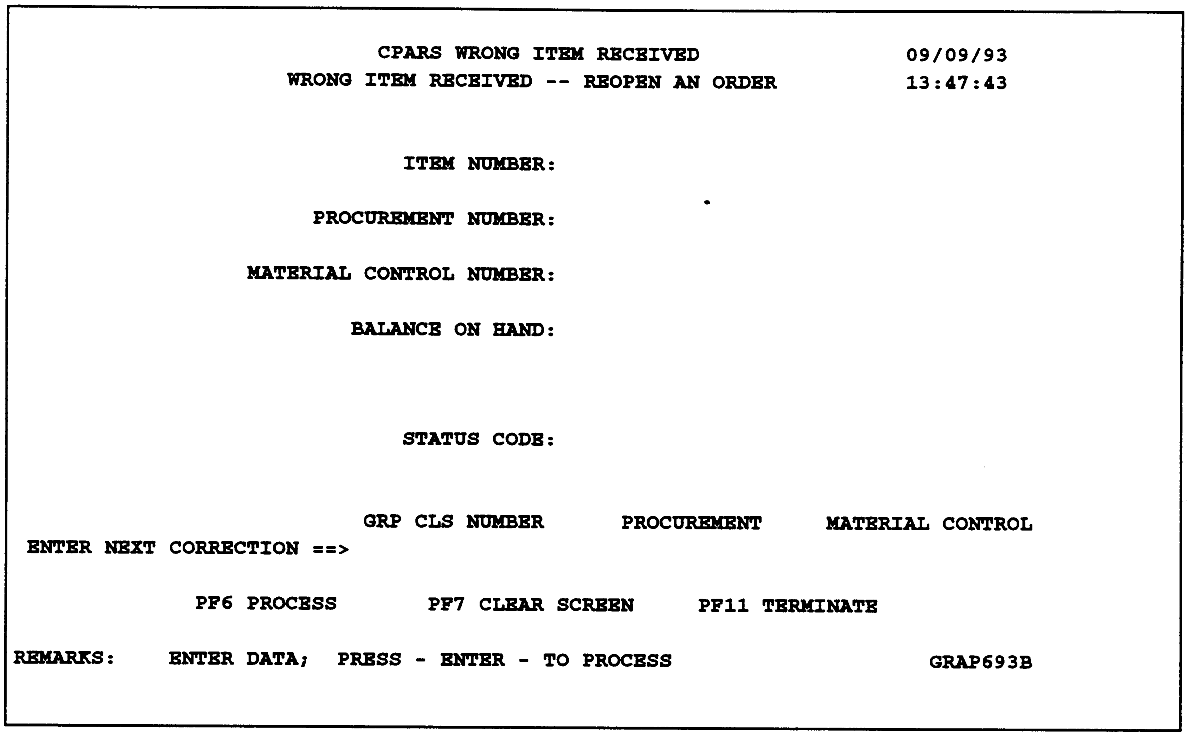
F6	Process the correction of receipt.
F7	Clear the screen to correct another item.
F11	Return to the previous menu.

Correcting Receipt Of Wrong Line Item

The Wrong Item Received Screen (*F3-W*) is used to correct a receipt for the wrong line item.

Procedures

1) Begin on the CPARS Master Menu, or any other CPARS submenu, and press *F3* to display the Receiving & QC Menu.
2) Type W in the Select Transaction Code field and press *Enter* to display the Wrong Item Received Screen. The message, ENTER DATA; PRESS - ENTER - TO PROCESS, appears in the Remarks field.



```
                     CPARS WRONG ITEM RECEIVED                09/09/93
               WRONG ITEM RECEIVED -- REOPEN AN ORDER         13:47:43


                         ITEM NUMBER:

                  PROCUREMENT NUMBER:

             MATERIAL CONTROL NUMBER:

                     BALANCE ON HAND:



                         STATUS CODE:


                    GRP CLS NUMBER      PROCUREMENT     MATERIAL CONTROL
 ENTER NEXT CORRECTION ==>

           PF6 PROCESS        PF7 CLEAR SCREEN      PF11 TERMINATE

REMARKS:    ENTER DATA;  PRESS - ENTER - TO PROCESS               GRAP693B
```

Figure 5-4. Wrong Item Received Screen (F3-W)

3) Type the required information for the Item Number, Procurement Number, and Material Control Number fields next to the Enter Next Correction prompt and press *Enter*. The message, IF CORRECT ORDER; PF6 TO PROCESS OR PF7 TO CLEAR SCREEN, displays in the Remarks field .
4) Press *F6* to cancel receipt of the item. The message, REQUEST COMPLETED, displays in the Remarks field.
5) Press *F11* to return to the Receiving & QC Menu.

Field Descriptions - Wrong Item Received Screen

Item Number	Item number of the item to be corrected; comprised of three fields: GRP, CLS and Number (below).
GRP (unlabelled)	Group number of the item.
CLS (unlabelled)	Class number of the item.
Number (unlabelled)	Number within GRP and CLS of the item.
Procurement Number	Procurement number of the document covering the item to be corrected.
Material Control Number	Material control number assigned to the receipt of the item to be corrected; comprised of three fields: Year, Base, and Return (next page).
Year (unlabelled)	Displays the characters MC plus the year the original receipt was created (e.g., MC89, MC90, and MC91).
Base (unlabelled)	Julian Calendar date (3 digits), followed by another three digits indicating the number of receipts recorded that day.
Return (unlabelled)	Displays: SR (return for replacement), SC (return for credit), or D (discrepancy correction) and/or 01, 02, 03, or 04 (number of adjustments on the receipt).
Balance On Hand	Quantity of the item currently in inventory.

Field Descriptions- Wrong Item Received Screen (*continued*)

Quantity Received	Original receipt quantity.
Status Code	Status of the original receipt:

OK= Quantity received equals quantity ordered.

PR= Quantity received is less than quantity ordered.

AC= Quantity received is greater than quantity ordered but within receiver's limits.

CO= Quantity received is less than quantity ordered; no back order, order is closed complete.

SC= Shipped back for credit, no replacement expected.

SB= Shipped back, replacement expected; may reopen an order.

OB= Quantity received is greater than quantity ordered; order is still a PN.

UA= Unaudited receipts; overshipped receipt quantity is above receiver's limits or no procurement number has been found for the receipt.

Enter Next Correction	Item number, procurement number and material control number of the next item to be corrected.

Function Keys - Wrong Item Received

F6	Process correction of wrong item received.
F7	Clear screen to correct another item.
F11	Return to the previous menu.

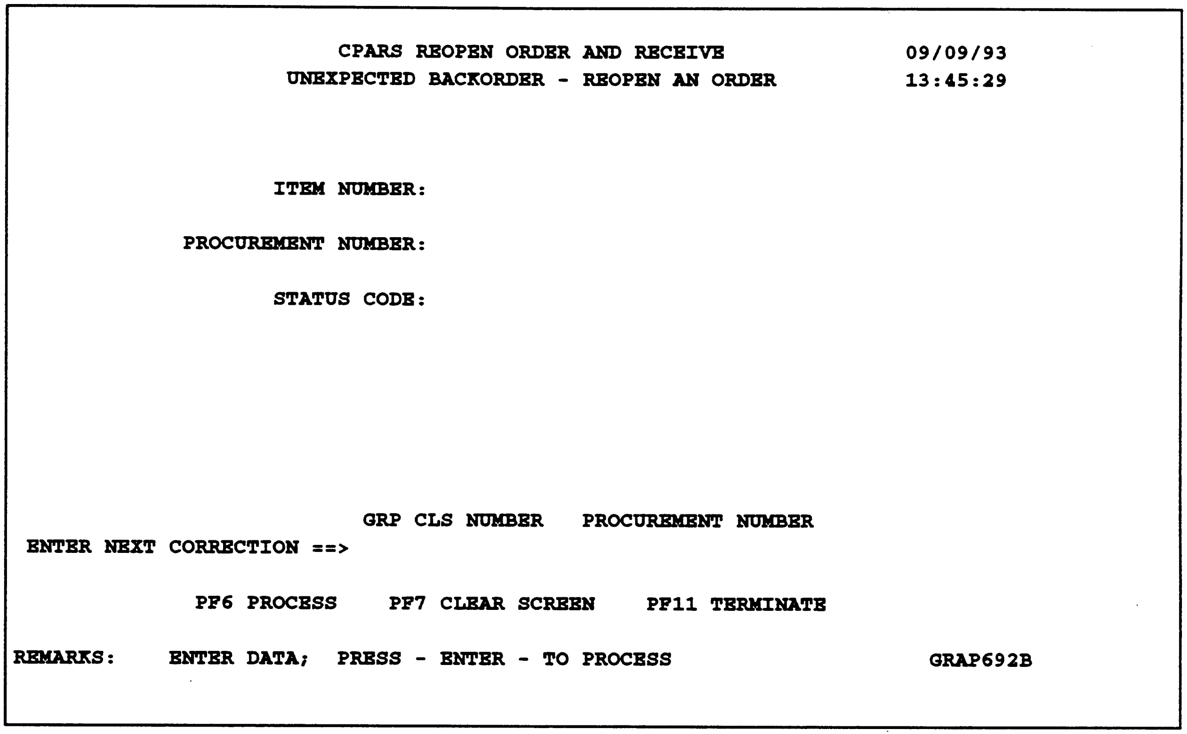
Reopen Order For Additional Receipts

The Reopen Order and Receive Screen (F3-B) is used to reopen an order after the order has been closed (must have CO status) on the Receiving Screen for the additional receipts to be made against it.

Procedure

1) Begin the CPARS Master Menu, or any other CPARS submenu, and press *F3* to display the Receiving & QC Menu.

2) Type B in the Select Transaction Code field and press *Enter*. The Reopen Order and Receive Screen displays with the message, ENTER DATA; PRESS - ENTER - TO PROCESS, in the Remarks field.



```
                        CPARS REOPEN ORDER AND RECEIVE               09/09/93
                    UNEXPECTED BACKORDER - REOPEN AN ORDER           13:45:29



                     ITEM NUMBER:

              PROCUREMENT NUMBER:

                     STATUS CODE:






                               GRP CLS NUMBER   PROCUREMENT NUMBER
 ENTER NEXT CORRECTION ==>

               PF6 PROCESS     PF7 CLEAR SCREEN     PF11 TERMINATE

REMARKS:     ENTER DATA;  PRESS - ENTER - TO PROCESS                   GRAP692B
```

Figure 5-5. Reopen Order and Receiving Screen (F3-B)

3) Type the required information in the Item Number and Procurement number fields next to the Enter Next Correction prompt and press *Enter*. The message, IF CORRECT ORDER; PF6 TO PROCESS OR PF7 TO CLEAR SCREEN, displays in the Remarks field.

4) Press *F6*. The message, REQUEST COMPLETED, is displayed in the Remarks field.

Field Descriptions - Reopen Order and Receive Screen

Item Number	Item number of the item to be corrected; comprised of three fields: GRP, CLS and Number (below).
GRP (unlabelled)	Group number of the item.
CLS (unlabelled)	Class number of the item.
Number (unlabelled)	Number within GRP and CLS of the item.
Procurement Number	Procurement number of the document covering the item to be corrected.
Material Control Number	Material control number assigned to the receipt of the item to be corrected; comprised of three fields: Year, Base, and Return (next page).
Year (unlabelled)	Displays the characters MC plus the year the original receipt was created (e.g., MC89, MC90, and MC91).
Base (unlabelled)	Julian Calendar date (3 digits), followed by another three digits indicating the number of receipts recorded that day.
Return (unlabelled)	Displays either of the following: SR (return for replacement) SC (return for credit) D (discrepancy correction) 01, 02, 03, or 04 (number of adjustments on the receipt).
Balance On Hand	Quantity of the item currently in inventory.

Field Descriptions - Reopen Order and Receive Screen *(continued)*

Quantity Received	Original receipt quantity.
Status Code	Status of the original receipt : OK= Quantity received equals quantity ordered. PR= Quantity received is less than quantity ordered. AC= Quantity received is greater than quantity ordered but within receiver's limits. CO= Quantity received is less than quantity ordered; no back order, order is closed complete. SC= Shipped back for credit, no replacement expected. SB= Shipped back, replacement expected; may reopen an order. OB= Quantity received is greater than quantity ordered; order is still a PN. UA= Unaudited receipts; overshipped receipt quantity is above receiver's limits or no procurement number has been found for the receipt.
Enter Next Correction	Item number, procurement number and material control number of the next item to be corrected.

Function Keys - Reopen Order and Receive Screen

F6	Process the reopen order.
F7	Clear the screen to reopen another order.
F11	Return to the previous menu.

Section 6

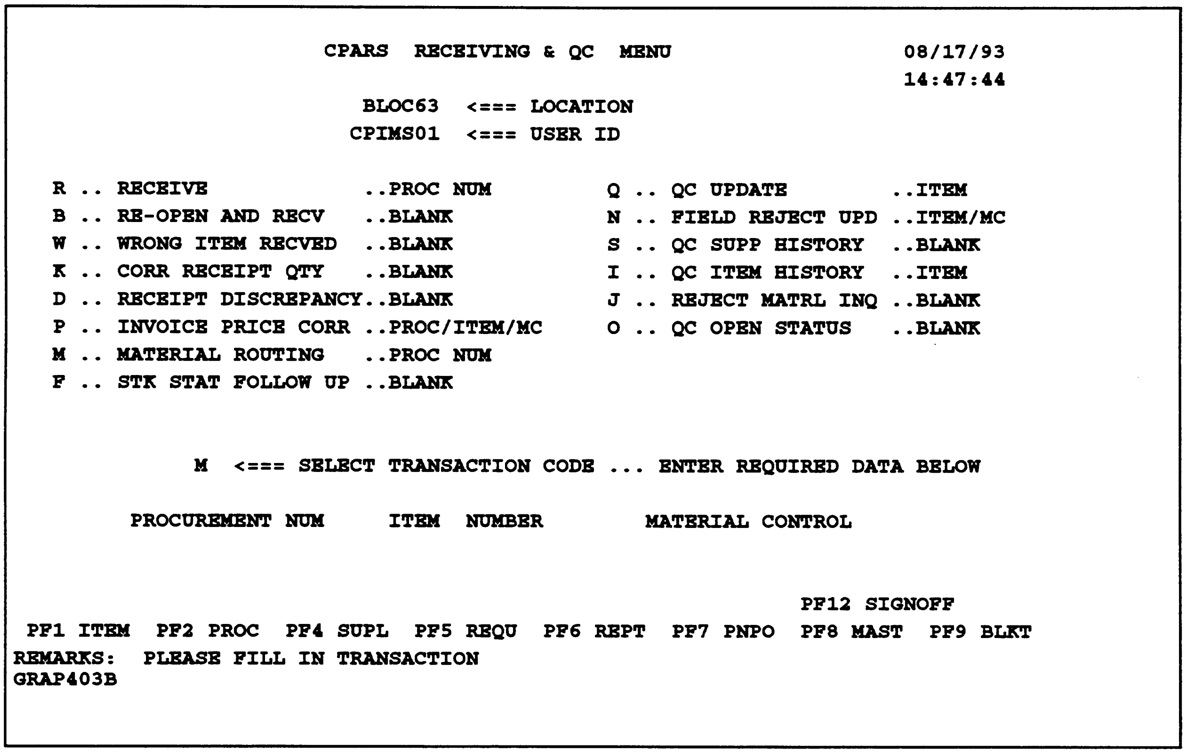
6 INQUIRE ON ROUTING OF RECEIVED MATERIAL

The Material Routing Screen (*F3-M*) is used to view information for the history of a procurement, including transaction dates. Two other screens, the Item Detail Screen (Figure 6-3) and the Supplier Inquiry Screen (Figure 6-4), are used in conjunction with the Material Routing Receiving Screen.

The Item Detail Screen is used to view detailed item information for the specified procurement. The Supplier Inquiry Screen is used to view the supplier code and the supplier name and address for the specified procurement.

Procedures

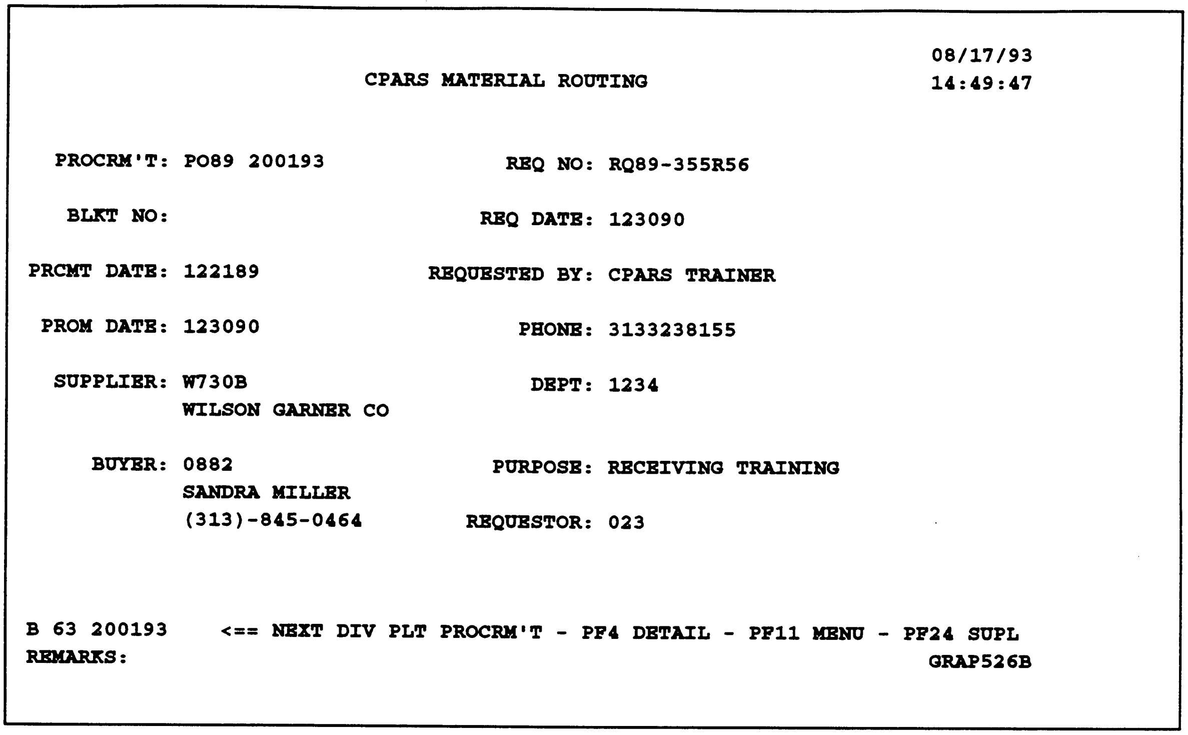
1) Begin on the CPARS Master Menu, or any other CPARS sub-menus and press *F3* to display the Receiving & QC Menu.



```
                          CPARS  RECEIVING & QC  MENU                08/17/93
                                                                     14:47:44
                             BLOC63  <=== LOCATION
                           CPIMS01  <=== USER ID

  R .. RECEIVE              ..PROC NUM         Q .. QC UPDATE        ..ITEM
  B .. RE-OPEN AND RECV     ..BLANK            N .. FIELD REJECT UPD ..ITEM/MC
  W .. WRONG ITEM RECVED    ..BLANK            S .. QC SUPP HISTORY  ..BLANK
  K .. CORR RECEIPT QTY     ..BLANK            I .. QC ITEM HISTORY  ..ITEM
  D .. RECEIPT DISCREPANCY..BLANK              J .. REJECT MATRL INQ ..BLANK
  P .. INVOICE PRICE CORR ..PROC/ITEM/MC       O .. QC OPEN STATUS   ..BLANK
  M .. MATERIAL ROUTING     ..PROC NUM
  F .. STK STAT FOLLOW UP ..BLANK


             M  <=== SELECT TRANSACTION CODE ... ENTER REQUIRED DATA BELOW

          PROCUREMENT NUM      ITEM  NUMBER        MATERIAL CONTROL



                                                            PF12 SIGNOFF
 PF1 ITEM   PF2 PROC   PF4 SUPL   PF5 REQU   PF6 REPT   PF7 PNPO   PF8 MAST   PF9 BLKT
REMARKS:  PLEASE FILL IN TRANSACTION
GRAP403B
```

Figure 6-1. Receiving & QC Menu (F3).

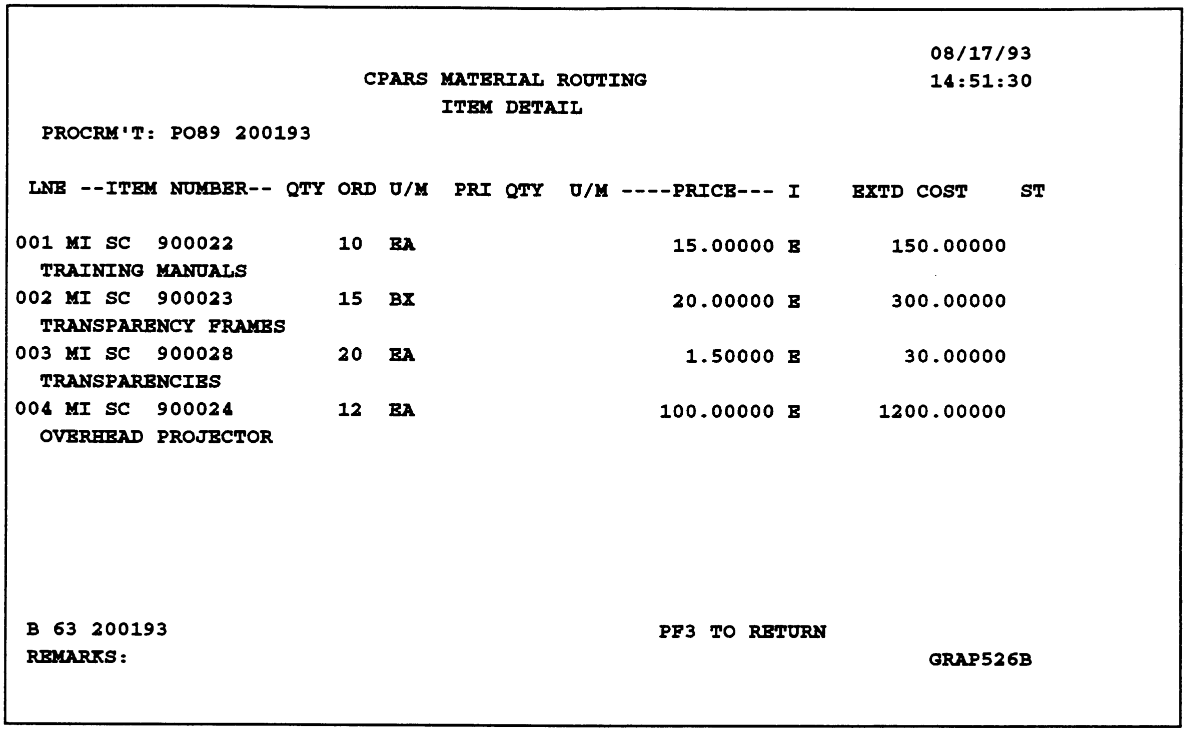
2) Type M in the Select Transaction Code field and the last six digits of the procurement number in the Procurement Number field and press *Enter*. The Material Routing Screen displays.



```
                                                                    08/17/93
                         CPARS MATERIAL ROUTING                     14:49:47


  PROCRM'T: PO89 200193           REQ NO: RQ89-355R56

   BLKT NO:                     REQ DATE: 123090

PRCMT DATE: 122189          REQUESTED BY: CPARS TRAINER

 PROM DATE: 123090                 PHONE: 3133238155

  SUPPLIER: W730B                   DEPT: 1234
            WILSON GARNER CO

     BUYER: 0882                 PURPOSE: RECEIVING TRAINING
            SANDRA MILLER
            (313)-845-0464     REQUESTOR: 023


B 63 200193   <== NEXT DIV PLT PROCRM'T - PF4 DETAIL - PF11 MENU - PF24 SUPL
REMARKS:                                                            GRAP526B
```

Figure 6-2. Material Routing Screen (F3-M)

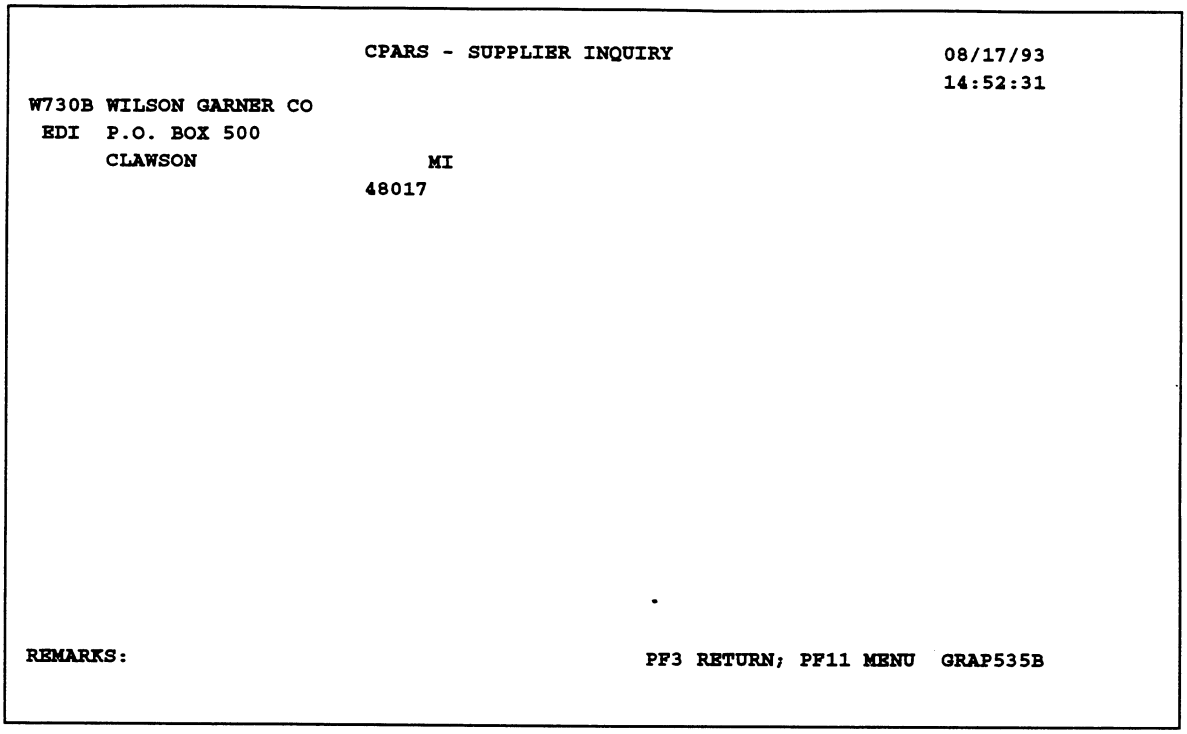
To **display line item detail**, press *F4*. The CPARS Material Routing Item Detail displays.



```
                                                                  08/17/93
                           CPARS MATERIAL ROUTING                 14:51:30
                                 ITEM DETAIL
  PROCRM'T: PO89 200193

 LNE --ITEM NUMBER-- QTY ORD U/M  PRI QTY  U/M ----PRICE--- I    EXTD COST    ST

001 MI SC  900022        10  EA                     15.00000 E      150.00000
  TRAINING MANUALS
002 MI SC  900023        15  BX                     20.00000 E      300.00000
  TRANSPARENCY FRAMES
003 MI SC  900028        20  EA                      1.50000 E       30.00000
  TRANSPARENCIES
004 MI SC  900024        12  EA                    100.00000 E     1200.00000
  OVERHEAD PROJECTOR




 B 63 200193                                    PF3 TO RETURN
 REMARKS:                                                         GRAP526B
```

Figure 6-3. *Material Routing Item Detail Screen (F4)*

To **view the name and address of the supplier where the items were purchased**, press *F24*. The CPARS - Supplier Inquiry Screen (*F24*) displays.



```
                    CPARS - SUPPLIER INQUIRY                        08/17/93
                                                                    14:52:31
W730B WILSON GARNER CO
 EDI  P.O. BOX 500
      CLAWSON              MI
                    48017








REMARKS:                                 PF3 RETURN; PF11 MENU  GRAP535B
```

Figure 6-4. Supplier Inquiry Screen (F24).

To **view routing information for another procurement**, type the last six digits of the procurement number in the Next Div Plt Procrm't field and press *Enter*.

Field Descriptions - Material Routing Screen

Procrm't	Procurement number of the displayed document.
Req No	Requisition number of the displayed document.
Blkt No	Blanket order number of the displayed document.
Req Date	Required delivery date of material as specified on the requisition (Format: MMDDYY).
PRCMT Date	Date the procurement document was created (Format: MMDDYY).
Requested By	Name of person or office requesting the items on the procurement document.
Prom Date	Promised date of delivery for the items on the procurement document (Format: MMDDYY).
Phone	Phone number of the person who requested the items on the procurement document.
Supplier	UCCS code (5 characters) of supplier for items on the procurement document.
Dept	Department that originated the request.
Supplier Name (unlabelled)	Name of the supplier for items on the procurement document.
Buyer	Buyer code of the person who created the procurement document.
Purpose	Reason the items listed on the procurement document were requested.
Buyer Name (unlabelled)	Name of the person who created the procurement document.
Buyer Phone (unlabelled)	Phone number of the person who created the procurement document.
Requester	Requisitioner's code of the person requesting the items on the procurement document.

Field Descriptions - Material Routing Screen *(continued)*

Next Div Plt Procrm't	*(Required)* Last six digits of the procurement number of the next document you want to inquire.
Procrm't	Procurement number of the displayed document.
Lne	Line number within the procurement document.
Item Number	Item number of the displayed item; comprised of three fields: GRP, CLS and NUMBER (below).
GRP (unlabelled)	Group number of the item.
CLS (unlabelled)	Class number of the item.
Number (unlabelled)	Number within GRP and CLS of the item.
Qty Ord	Quantity of the item ordered.
U/M	Unit of measure of the item ordered.
Pri Qty	Quantity of the item ordered, as packaged.
U/M	Unit of measure of the item ordered, as packaged.
Price	Line item price per highest unit of measure (ORD QTY or PRI QTY).
I	Price indicator: E= Estimated price F= Firm price (implies prior confirmation from supplier) N= Needs Price Advice 4= Recurring payment

Field Descriptions - Material Routing Screen (*continued*)

Extd Cost	Extended cost of the procurement; calculated as unit PRICE times QTY ORD.
ST	Status of the original receipt: OK= Quantity received equals quantity ordered. PR= Quantity received is less than quantity ordered. AC= Quantity received is greater than quantity ordered but within receiver's limits. CO= Quantity received is less than quantity ordered; no back order, order is closed complete. SC= Shipped back for credit, no replacement expected. SB= Shipped back, replacement expected; may reopen an order. OB= Quantity received is greater than quantity ordered; order is still a PN. UA= Unaudited receipts; overshipped receipt quantity is above receiver's limits or no procurement number has been found for the receipt.
Description (unlabelled)	Description of the item.

Function Keys - Material Routing Screen

F4	Display Material Routing Item Detail Screen.
F11	Return to the previous menu.
F24	View Supplier Inquiry Screen for supplier of this material.

Section 7

7 PROCESS QUALITY CONTROL INVENTORY ITEMS

Designating Inventory Items As Quality Control

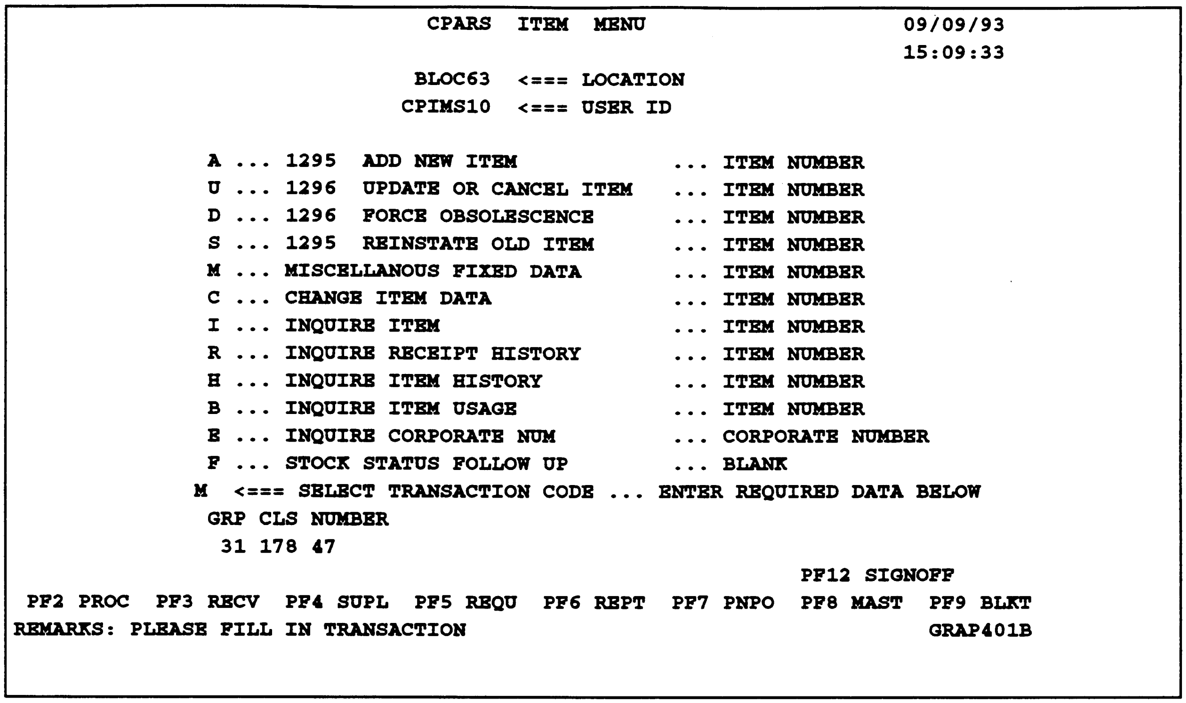
The Quality Control function in CPARS allows the user to identify receipts being held in quality control and record inspection results on these receipts. The inspection results provide a quality control history for inventory items which may be accessed by supplier, item, or rejected item.

After addition to the CPARS database using Part Specification, an item may be designated as quality control on the Miscellaneous Fixed Data Screen (*F1-M*). When received, a quality control item will automatically be assigned a stock location of QC, and should be placed in a quality control area where it will be inspected by the appropriate individuals.

When inspection of the received quality control items is complete, the results are typed on the QC Update Screen (*F3-Q*). The QC Update Screen includes fields for quantities which pass inspection (OK field), fail inspection (Reject field), or are waived through inspection (Waived field) for a particular item, as well as a field used to type an inspection report number.

Procedures

1) Begin on the CPARS Master Menu, or any other CPARS sub-menu, and press *F1* to display the Item Menu.

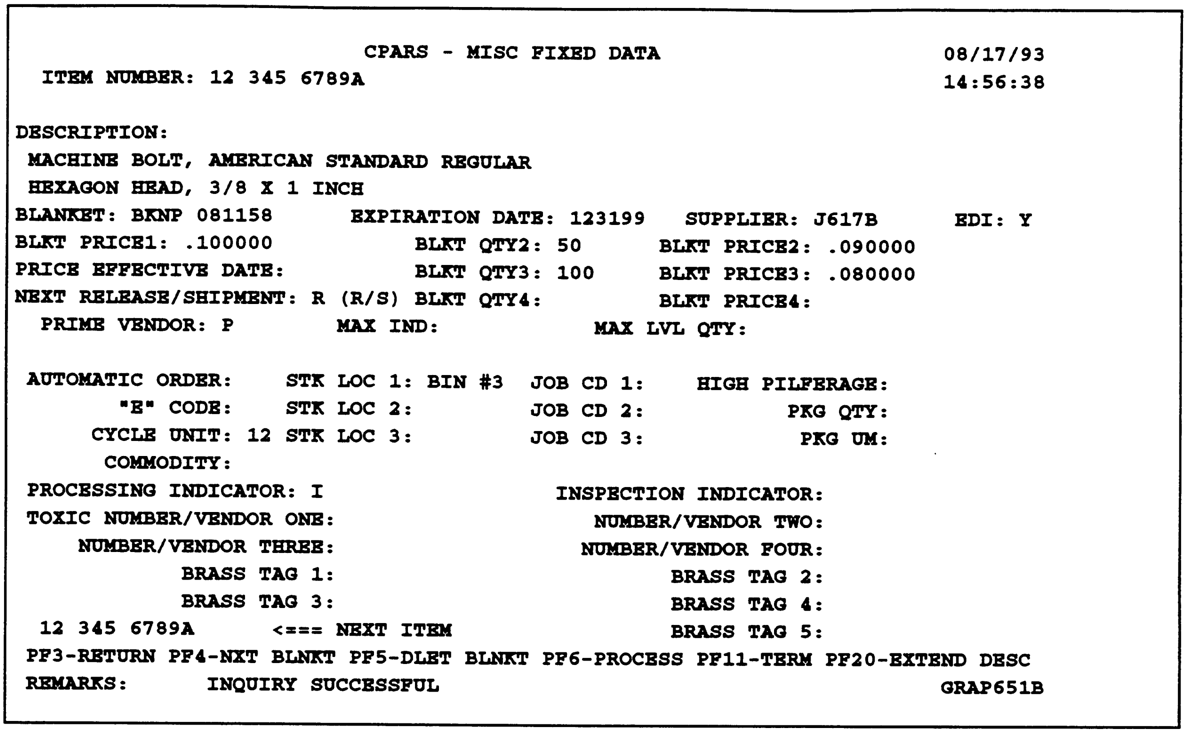


```
                              CPARS  ITEM  MENU                        09/09/93
                                                                       15:09:33
                              BLOC63  <=== LOCATION
                             CPIMS10  <=== USER ID

                 A ... 1295  ADD NEW ITEM           ... ITEM NUMBER
                 U ... 1296  UPDATE OR CANCEL ITEM  ... ITEM NUMBER
                 D ... 1296  FORCE OBSOLESCENCE     ... ITEM NUMBER
                 S ... 1295  REINSTATE OLD ITEM     ... ITEM NUMBER
                 M ... MISCELLANOUS FIXED DATA      ... ITEM NUMBER
                 C ... CHANGE ITEM DATA             ... ITEM NUMBER
                 I ... INQUIRE ITEM                 ... ITEM NUMBER
                 R ... INQUIRE RECEIPT HISTORY      ... ITEM NUMBER
                 H ... INQUIRE ITEM HISTORY         ... ITEM NUMBER
                 B ... INQUIRE ITEM USAGE           ... ITEM NUMBER
                 E ... INQUIRE CORPORATE NUM        ... CORPORATE NUMBER
                 F ... STOCK STATUS FOLLOW UP       ... BLANK
                M  <=== SELECT TRANSACTION CODE ... ENTER REQUIRED DATA BELOW
                 GRP CLS NUMBER
                  31 178 47
                                                         PF12 SIGNOFF
 PF2 PROC  PF3 RECV  PF4 SUPL  PF5 REQU  PF6 REPT  PF7 PNPO  PF8 MAST  PF9 BLKT
REMARKS: PLEASE FILL IN TRANSACTION                                    GRAP401B
```

Figure 7-1. CPARS Item Menu Screen

3) Type M in the SELECT TRANSACTION CODE field and the number for item marked for quality control inspection in the GRP, CLS, and NUMBER fields.

4) Press *Enter*. The CPARS - Misc Fixed Data screen displays.



```
                         CPARS - MISC FIXED DATA                           08/17/93
 ITEM NUMBER: 12 345 6789A                                                 14:56:38

DESCRIPTION:
 MACHINE BOLT, AMERICAN STANDARD REGULAR
 HEXAGON HEAD, 3/8 X 1 INCH
BLANKET: BKNP 081158     EXPIRATION DATE: 123199   SUPPLIER: J617B      EDI: Y
BLKT PRICE1: .100000          BLKT QTY2: 50       BLKT PRICE2: .090000
PRICE EFFECTIVE DATE:         BLKT QTY3: 100      BLKT PRICE3: .080000
NEXT RELEASE/SHIPMENT: R (R/S) BLKT QTY4:         BLKT PRICE4:
 PRIME VENDOR: P        MAX IND:            MAX LVL QTY:

 AUTOMATIC ORDER:    STK LOC 1: BIN #3  JOB CD 1:   HIGH PILFERAGE:
      "E" CODE:      STK LOC 2:         JOB CD 2:          PKG QTY:
     CYCLE UNIT: 12  STK LOC 3:         JOB CD 3:           PKG UM:
      COMMODITY:
 PROCESSING INDICATOR: I                 INSPECTION INDICATOR:
 TOXIC NUMBER/VENDOR ONE:                   NUMBER/VENDOR TWO:
    NUMBER/VENDOR THREE:                   NUMBER/VENDOR FOUR:
            BRASS TAG 1:                          BRASS TAG 2:
            BRASS TAG 3:                          BRASS TAG 4:
 12 345 6789A     <=== NEXT ITEM                  BRASS TAG 5:
 PF3-RETURN PF4-NXT BLNKT PF5-DLET BLNKT PF6-PROCESS PF11-TERM PF20-EXTEND DESC
 REMARKS:      INQUIRY SUCCESSFUL                                         GRAP651B
```

Figure 7-2. Miscellaneous Fixed Data Screen (F1-M)

5) Type Y in the INSPECTION INDICATOR field.

6) Press *F6*. The message, UPDATE SUCCESSFUL, is displayed.

Field Descriptions - Miscellaneous Fixed Data

Item Number	Item number preceded by the CPARS location number (e.g., - B 63, G 22, etc.).
Description	Item description (152 characters).
Blanket	Blanket Number covering the item.
Expiration Date	Expiration date on the blanket covering the item.
Supplier	UCCS supplier code (5 digits) for the blanket covering the item.
EDI (unlabelled)	Displays a Y if the blanket supplier is EDI (Electronic Data Interchange).
BLKT Price1	Blanket price used for order quantities smaller than the value in the Blkt Qty2 field. If step pricing does not exist, this price will apply to all order quantities.
BLKT QTY2	Blanket order quantity that will receive the blanket price typed in the BLKT PRICE2 field.
BLKT Price2	Blanket price used if item order quantity includes or exceeds the value typed in the BLKT QTY2 field.
BLKT QTY3	Blanket order quantity that will receive the blanket price typed in the BLKT PRICE3 field.
BLKT Price3	Blanket price used if item order quantity includes or exceeds value in the BLKT QTY3 field.
Price Effective Date	*(Required)* Blanket price amendment effective date (6 digits). ***Note:*** *This cannot be a future date.*
Next Release/Shipment	*(Required)* Amendment indicator: **R** = amends all releases prepared on or after the price effective date. **S** = amends all shipments received against any release on or after the price effective date.

Field Descriptions - Miscellaneous Fixed Data (*continued*)

Prime Vendor	Code designating the blanket and supplier as prime and/or prime automatic reorder.
	P = prime vendor
	R = reorder prime vendor).
	Note: *Only one prime vendor may be designated per item.*

Automatic Order	Value of A establishes item on automatic reorder with the prime vendor. ***Note:*** *PRIME VENDOR field must be* R *to use the AUTOMATIC REORDER function.*
E Code	Value of E indicates item will only be charged to the expense account (can not charge a work order).
Cycle Unit	Cycle unit number.
Commodity	Commodity code for the item (economic grouping).
STK LOC 1 STK LOC 2 STK LOC 3	Stock location for item if stored in more than one area (six character field).
JOB CD 1 JOB CD 2 JOB CD 3	Code (2 character) that groups items in the same job area. Used to alter suggested and automatic order quantities for an entire job area.
High Pilferage	Value of Y designates item as high pilferage. High pilferage items are cycled twice a year instead of once.
PKG QTY	Quantity of items in the package unit of measure. ***Note:*** *CPARS will round order quantities up to this figure.*
PKG UM	Package unit of measure (three character field).

Field Descriptions - Miscellaneous Fixed Data (*continued*)

Processing Indicator	Order processing code, indicating status desired A = active; on order in the in-process file H = hold; order on request only I = inactive; no orders in process
Inspection Indicator	Type Y to set item up for quality control inspection or leave blank.
Toxic Number/ Vendor One Vendor Two Vendor Three	Toxic number for the supplier and/or blanket.
Brass Tag 1-5	Brass tag or tool numbers 1-5.
Next Item	Number of the next item.

Function Keys - Miscellaneous Fixed Data

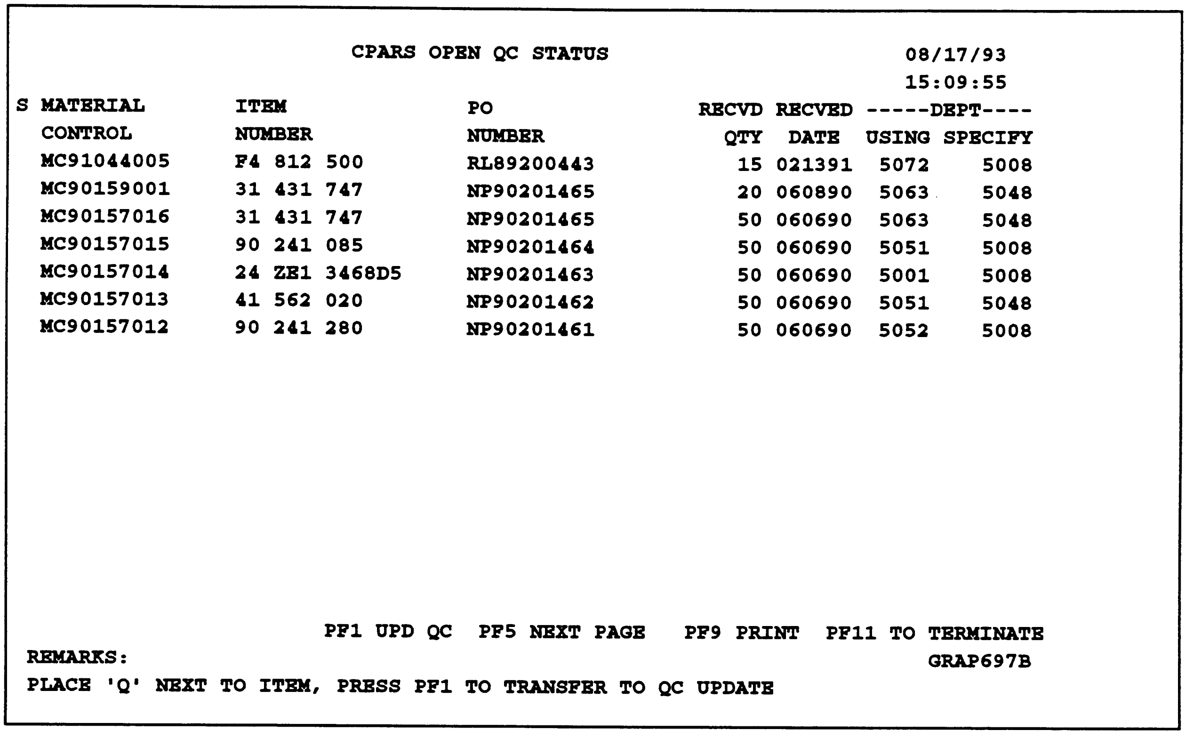
F3	Return to the previous screen.
F4	Display the next blanket for this item.
F5	Delete the blanket for this item.
F6	Process the changes made.
F11	Terminate this screen and return to the previous menu.

Locating Items Awaiting Inspection

Procedures

1) Begin on the CPARS Master Menu, or any other CPARS submenu and press *F3* to display the Receiving & QC Menu.

2) Type O in the SELECT TRANSACTION CODE field and press *Enter*. The Open QC Status Screen displays.



```
                      CPARS OPEN QC STATUS                           08/17/93
                                                                     15:09:55
S MATERIAL        ITEM               PO                RECVD RECVED -----DEPT----
  CONTROL         NUMBER             NUMBER              QTY  DATE  USING SPECIFY
  MC91044005      F4 812 500         RL89200443           15 021391  5072    5008
  MC90159001      31 431 747         NP90201465           20 060890  5063    5048
  MC90157016      31 431 747         NP90201465           50 060690  5063    5048
  MC90157015      90 241 085         NP90201464           50 060690  5051    5008
  MC90157014      24 ZE1 3468D5      NP90201463           50 060690  5001    5008
  MC90157013      41 562 020         NP90201462           50 060690  5051    5048
  MC90157012      90 241 280         NP90201461           50 060690  5052    5008









                    PF1 UPD QC  PF5 NEXT PAGE   PF9 PRINT  PF11 TO TERMINATE
REMARKS:                                                             GRAP697B
PLACE 'Q' NEXT TO ITEM, PRESS PF1 TO TRANSFER TO QC UPDATE
```

Figure 7-3. Open QC Status Screen (F3-O)

3) Type Q in the inspection item's S field, and press *F1*. The QC Update Screen displays.

4) Type the quantity *passing inspection* in the OKED field, the quantity *waived through* inspection in the WAIVED field, and the quantity *failing inspection* in the REJECT field.

5) Type the inspection report number in the I.R. NUMBER field, and type the inspection report date in the I.R. DATE field (defaults to today's date).

6) Press *F6*. The message, UPDATE SUCCESSFUL, ENTER NEW ITEM NUMBER, is displayed.

7) Press *F11* to return to the CPARS Receiving & QC Menu.

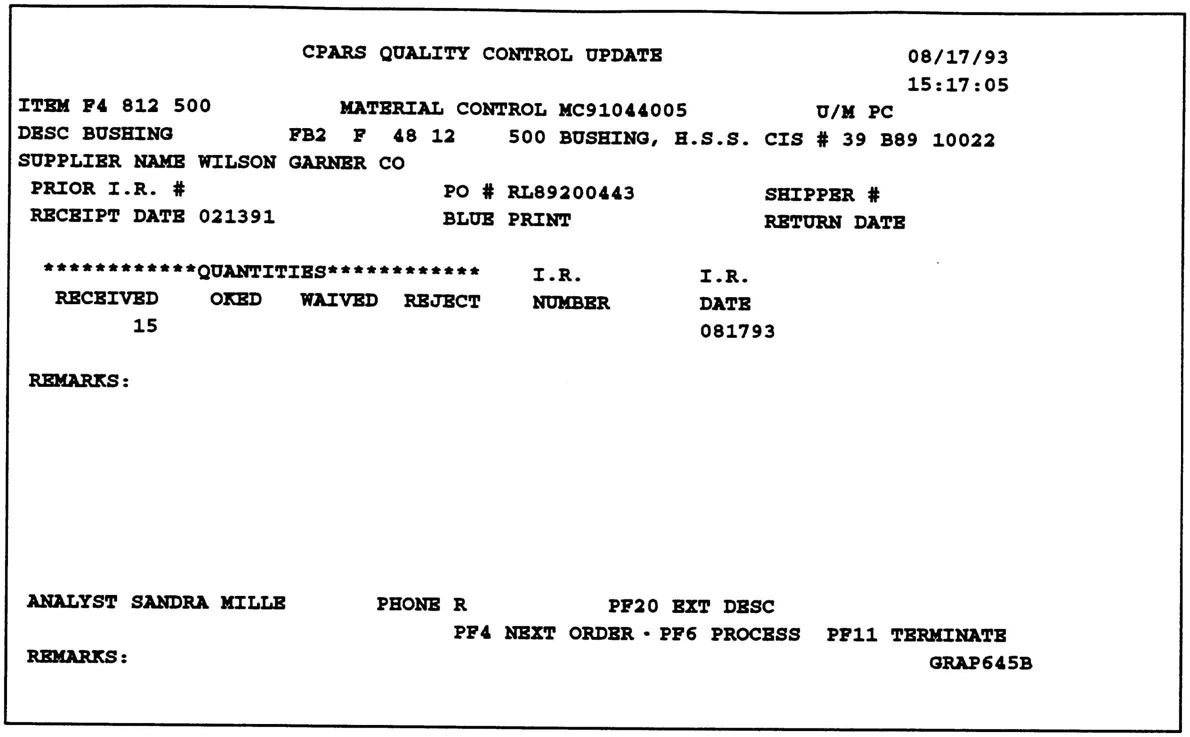
Field Descriptions - Open QC Status Screen

S	Value of Q transfers you to the QC Update Screen.
Material Control	Material control number assigned to the receipt of the item; comprised of 3 fields: PREFIX, BASE, and SUFFIX (see below).
Prefix (unlabelled)	Displays MC followed by the year the original receipt was created (e.g., MC89, MC90, etc.)
Base (unlabelled)	Julian Calendar date (3 digits), followed by another 3 digits indicating the sequential number of the receipt among those recorded on that day.
Suffix (unlabelled)	Receipt type indicator: Blank = original receipt, SR = shipped back for replacement, SC = shipped back for credit, D = receipt discrepancy correction, 01, 02, etc. = receipt quantity adjustment number.
Item Number	Quality control item number: GRP - 2 characters CLS - up to 3 characters NUMBER - up to 10 characters.
PO Number	Procurement number associated with the quality control item receipt.
RECVD QTY	Quantity of the quality control item received on the receipt associated with the material control number. ***Note:*** *This is also the quantity of the item awaiting inspection.*
Date	Date the receipt of the item was recorded.
DEPT Using	Department using the item (4 digits).
Dept Specify	Department specifying the item (4 digits).

Function Keys - Open QC Status Screen

F5	View Open QC Status Screen.
F9	Print Open QC Status Screen.
F11	Return to the previous menu.

Recording Inspection Results



```
                    CPARS QUALITY CONTROL UPDATE                      08/17/93
                                                                      15:17:05
ITEM F4 812 500          MATERIAL CONTROL MC91044005          U/M PC
DESC BUSHING          FB2  F  48 12    500 BUSHING, H.S.S. CIS # 39 B89 10022
SUPPLIER NAME WILSON GARNER CO
 PRIOR I.R. #                     PO # RL89200443           SHIPPER #
 RECEIPT DATE 021391              BLUE PRINT                RETURN DATE

  ************QUANTITIES************    I.R.         I.R.
   RECEIVED    OKED    WAIVED  REJECT   NUMBER       DATE
         15                                          081793

 REMARKS:







 ANALYST SANDRA MILLE       PHONE R            PF20 EXT DESC
                                PF4 NEXT ORDER · PF6 PROCESS  PF11 TERMINATE
 REMARKS:                                                             GRAP645B
```

Figure 7-4. QC Update Screen (F3-Q)

Procedures

1) Begin on the CPARS Master Menu, or any other CPARS submenu, and press *F3* to display the Receiving and QC Menu.
2) Type `Q` in the SELECT TRANSACTION CODE field.
3) Type the required information in the PROCUREMENT NUM, ITEM NUMBER and MATERIAL CONTROL fields and press *Enter.* The Quality Control Update Screen displays.
4) Type the quantity *passing inspection* in the OKED field, the quantity *waived through* inspection in the WAIVED field and the quantity *failing inspection* in the REJECT field.
5) Type the inspection report number in the I.R. NUMBER field, and the inspection report date in the I.R. DATE field (defaults to today's date).
6) Press *F6*. The message, UPDATE SUCCESSFUL, ENTER NEW ITEM NUMBER, displays.
7) *(Optional)* If more than one uninspected receipt exists for the item, press *F5* to access additional receipts of the item.

Field Descriptions - QC Update Screen

Item	The Quality Control Item Number consisting of a 2-character GRP number, a 3-character CLS number and up to 10 characters for the NUMBER field.
Material Control	The Material Control Number assigned to the receipt of the item; comprised of three fields: PREFIX, BASE, and SUFFIX (see below).
Prefix (unlabelled)	Displays MC followed by the year the original receipt was created (e.g., MC92, MC93, MC94, etc.)
Base (unlabelled)	The 3-digit Julian Calendar date followed by another 3 digits indicating the sequential number of the receipt among those recorded on that day.
Suffix (unlabelled)	Receipt type indicator: Blank = original receipt, SR = shipped back for replacement, SC = shipped back for credit, D = receipt discrepancy correction, 01, 02, 03, etc. = receipt quantity adjustment number.
U/M	The unit of measure for the item.
DESC	A description of the item.
Supplier Name	The name of the supplier associated with the receipt of the quality control item.
Prior I.R.#	The inspection report number associated with the most recent inspection of the quality control item.
PO#	The procurement number associated with the receipt for the quality control item being inspected.
Shipper #	The shipper number associated with any return of the material associated with the displayed material control number.

Field Descriptions - QC Update Screen (*continued*)

Receipt Date	The date the quality control items associated with the material control number were received at the location.
Blue Print	The 6-digit approval date associated with any blueprint attachments for the quality control item.
Return Date	The 6-digit date the items associated with this material control number were returned to the supplier for replacement or credit.

Inspection Results Information

Received	The net amount of the quality control item received for this material control number.
OKED	The quantity of the item passing quality control inspection.
Waived	The quantity of the item waived through quality control inspection.
Reject	The quantity of the item failing quality control inspection.
I.R. Number	*(Required)* The inspection report number associated with the inspection of the quality control item.
I.R. Date	*(Required)* The date of quality control inspection. Default date is XXXXXXXX.
Remarks	Comments regarding the inspection (i.e. reasons for rejection, waive).
Analyst	The name of the analyst responsible for procurement of the item.
Phone	The phone number of the analyst responsible for procurement of the item.

Function Keys - QC Update Screen

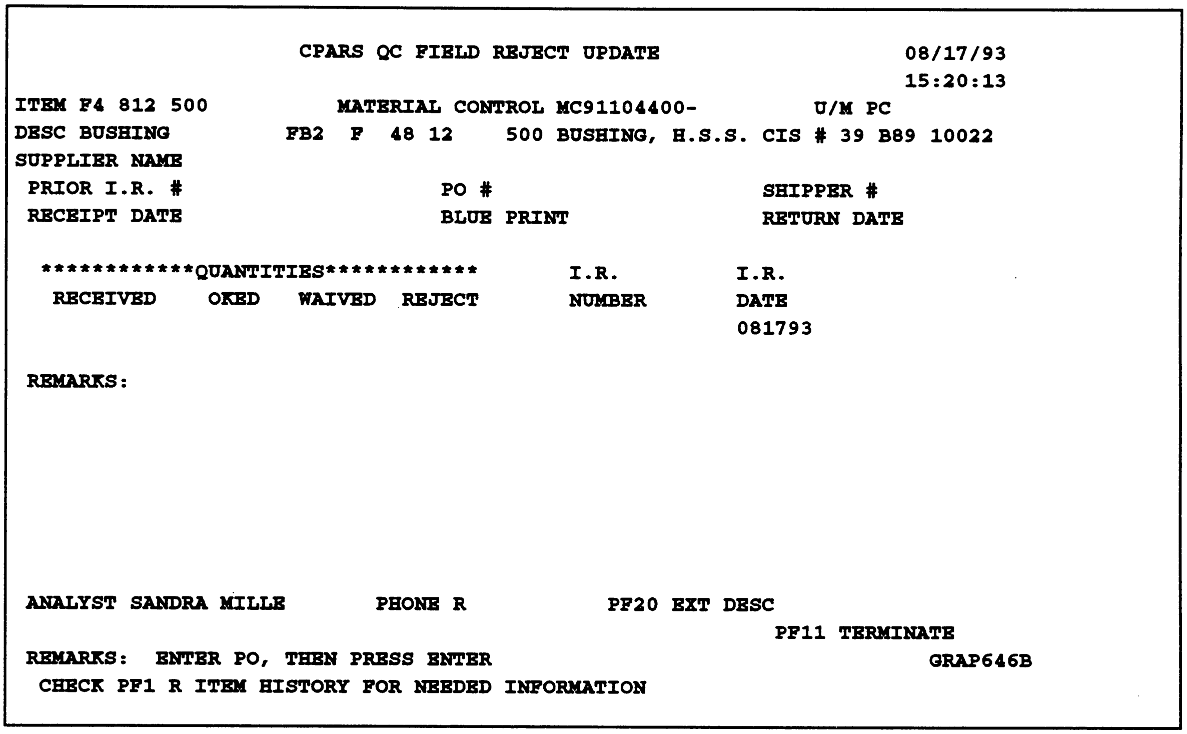
F4	To display next quality control item.
F5	To access additional items on the receipt.
F11	To return to the previous menu.

Modifying Inspection Results

The Field Reject Update Screen is used to modify inspection results previously recorded on the Quality Control Update (*F3-Q*) Screen. Modifications are typically necessary when items passing inspection are found to be defective or damaged at time of use. Access to the Field Reject Update Screen is divided into three security levels.

- View capability only.
- Update capability (view and change information).
- Reset capability (view or change information, and reset inspection status).

The reset function erases all previous inspection results so that new results can be recorded on the Quality Control Update Screen. See your local security coordinator to gain appropriate access to this screen.



```
                     CPARS QC FIELD REJECT UPDATE                      08/17/93
                                                                       15:20:13
ITEM F4 812 500         MATERIAL CONTROL MC91104400-        U/M PC
DESC BUSHING         FB2  F  48 12    500 BUSHING, H.S.S. CIS # 39 B89 10022
SUPPLIER NAME
 PRIOR I.R. #                     PO #                       SHIPPER #
 RECEIPT DATE                     BLUE PRINT                 RETURN DATE

  ************QUANTITIES************      I.R.        I.R.
   RECEIVED    OKED   WAIVED  REJECT      NUMBER      DATE
                                                      081793

 REMARKS:







 ANALYST SANDRA MILLE      PHONE R          PF20 EXT DESC
                                                    PF11 TERMINATE
 REMARKS:  ENTER PO, THEN PRESS ENTER                               GRAP646B
  CHECK PF1 R ITEM HISTORY FOR NEEDED INFORMATION
```

Figure 7-5. Field Reject Update Screen (F3-N)

Procedures

1) Begin on the CPARS Master Menu, or any other CPARS submenu, and press *F3* to display the Receiving & QC Menu.

2) Type N in the SELECT TRANSACTION CODE field and the required information in the ITEM NUMBER and MATERIAL CONTROL fields.

3) Press *Enter*. The QC Field Reject Update Screen displays.

***Note:** You may add, change, or delete any remarks held in the remarks field / comments field.*

4) Change the current inspection report information and press *F6*. The message, UPDATE SUCCESSFUL, ENTER NEW ITEM NUMBER AND MATERIAL CONTROL NUMBER, displays.

5) *(Optional)* To reset the inspection status for the item, press *F9*.

Field Descriptions - Field Reject Update Screen

Item	The Quality Control Item Number. (Format: GRP - 2 characters, CLS - up to 3 characters, NUMBER - up to 10 characters.)
Material Control	The Material Control Number assigned to the receipt of the item; comprised of three fields: PREFIX, BASE, and SUFFIX (see below).
Prefix (unlabelled)	The characters MC followed by the year the original receipt was created (e.g., MC89, MC90, etc.)
Base (unlabelled)	The 3-digit Julian Calendar date followed by another 3 digits indicating the sequential number of the receipt among those recorded on that day.
Suffix (unlabelled)	Receipt type indicator: Blank = original receipt, SR = shipped back for replacement, SC = shipped back for credit, D = receipt discrepancy correction, 01, 02, 03, etc. = receipt quantity adjustment number

Field Descriptions - Field Reject Update Screen (*continued*)

U/M	The unit of measure for the item.
DESC	A description of the item.
Supplier Name	The name of the supplier associated with the receipt of the quality control item.
Prior I.R.#	The prior inspection report number associated with the most recent inspection of the quality control item.
PO#	The procurement number associated with the receipt for the quality control item being inspected.
Shipper #	The shipper number assigned to any return of the material associated with the displayed material control number.
Receipt Date	The date the quality control items associated with the material control number were received at the location.
Blue Print	The 6-digit approval date associated with any blueprint attachments for the quality control item.
Return Date	*(Optional)* The 6-digit date the items associated with this material control number were returned to the supplier for replacement or credit.
Received	Net amount of the quality control item received for this material control number.
OKED	The displayed quantity of the item passing initial quality control inspection.
Waived	The displayed quantity of the item waived through initial quality control inspection.
Reject	The displayed quantity of the item failing initial quality control inspection.
I.R. Number	The inspection report number associated with the initial inspection of the quality control item.
I.R. Date	The date of the initial quality control inspection.

Field Descriptions - Field Reject Update Screen *(continued)*

Remarks	Comments regarding the inspection of the items.
Analyst	The name of the analyst responsible for procurement of the item.
Phone	The phone number of the analyst responsible for procurement of the item.

Function Keys - Field Reject Update Screen

F6	To process the update.
F9	To reset inspection status.
F11	To return to the previous menu.

Section 8

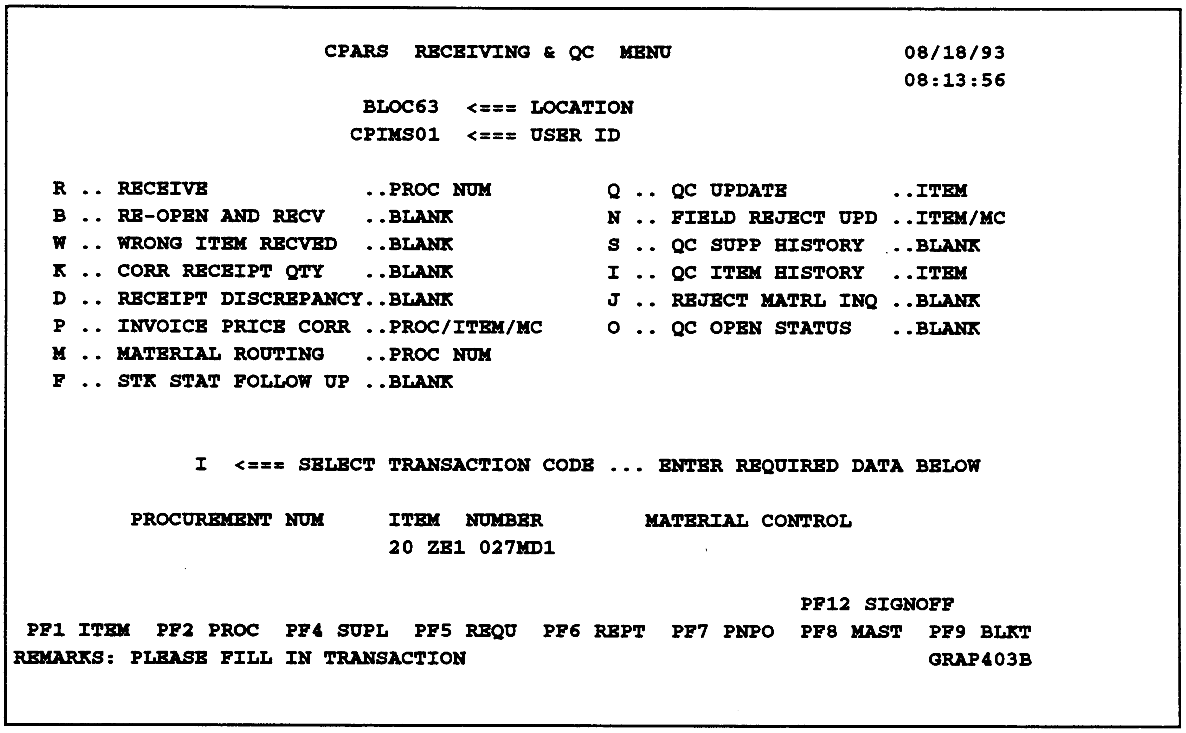
8 QUALITY CONTROL HISTORY FOR ITEM AND SUPPLIER

Inquiring on the Quality Control History for One Item

After inspection results have been recorded using the Quality Control Update Screen, inquiries may be made on these results. To inquire on the results by item, use the Quality Control History Screen. To inquire on the results by supplier, use the QC Supplier History Screen. To inquire on unreturned materials failing inspection, use the Reject Material Inquire Screen.

Procedures

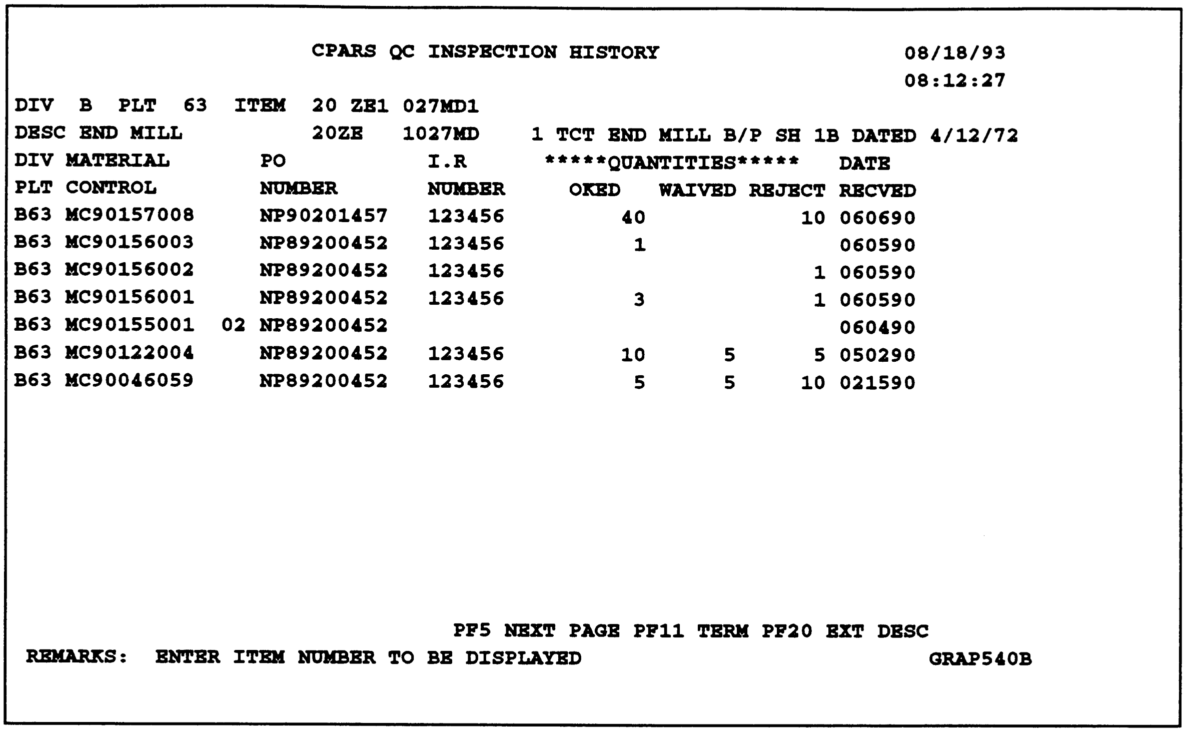
1) Begin on the CPARS Master Menu, or any other CPARS sub-menu, and press *F3* to display the Receiving and QC Menu.



```
                         CPARS  RECEIVING & QC  MENU                 08/18/93
                                                                     08:13:56
                            BLOC63  <=== LOCATION
                           CPIMS01  <=== USER ID

  R .. RECEIVE             ..PROC NUM          Q .. QC UPDATE        ..ITEM
  B .. RE-OPEN AND RECV    ..BLANK             N .. FIELD REJECT UPD ..ITEM/MC
  W .. WRONG ITEM RECVED   ..BLANK             S .. QC SUPP HISTORY  ..BLANK
  K .. CORR RECEIPT QTY    ..BLANK             I .. QC ITEM HISTORY  ..ITEM
  D .. RECEIPT DISCREPANCY..BLANK              J .. REJECT MATRL INQ ..BLANK
  P .. INVOICE PRICE CORR ..PROC/ITEM/MC       O .. QC OPEN STATUS   ..BLANK
  M .. MATERIAL ROUTING    ..PROC NUM
  F .. STK STAT FOLLOW UP ..BLANK


            I  <=== SELECT TRANSACTION CODE ... ENTER REQUIRED DATA BELOW

       PROCUREMENT NUM     ITEM  NUMBER        MATERIAL CONTROL
                           20 ZE1 027MD1

                                                          PF12 SIGNOFF
 PF1 ITEM  PF2 PROC  PF4 SUPL  PF5 REQU  PF6 REPT  PF7 PNPO  PF8 MAST  PF9 BLKT
REMARKS: PLEASE FILL IN TRANSACTION                                   GRAP403B
```

Figure 8-1. Receiving and QC Menu (F3)

2) Type I in the SELECT TRANSACTION CODE field, type the selected item in the ITEM NUMBER field, and press *Enter*. The QC Inspection History screen displays.



```
                       CPARS QC INSPECTION HISTORY                   08/18/93
                                                                     08:12:27
DIV  B  PLT  63  ITEM  20 ZE1 027MD1
DESC END MILL          20ZE   1027MD    1 TCT END MILL B/P SH 1B DATED 4/12/72
DIV MATERIAL       PO           I.R      *****QUANTITIES*****   DATE
PLT CONTROL        NUMBER       NUMBER     OKED   WAIVED REJECT RECVED
B63 MC90157008     NP90201457   123456         40             10 060690
B63 MC90156003     NP89200452   123456          1                060590
B63 MC90156002     NP89200452   123456                         1 060590
B63 MC90156001     NP89200452   123456          3              1 060590
B63 MC90155001  02 NP89200452                                    060490
B63 MC90122004     NP89200452   123456         10      5       5 050290
B63 MC90046059     NP89200452   123456          5      5      10 021590




                                  PF5 NEXT PAGE PF11 TERM PF20 EXT DESC
 REMARKS:  ENTER ITEM NUMBER TO BE DISPLAYED                           GRAP540B
```

Figure 8-2. QC Inspection History Screen (F3-I)

(Optional) To **inquire on inspection report records for all plants inspecting the item**, space out the information in the DIV and PLT fields at the top of the screen and press *Enter*.

Note: *If additional pages of inspection records exist, the message, MORE is displayed in the lower right-hand corner of the screen. Press* F5 *to access additional pages.*

(Optional) To **inquire on another item**, type the item number in the ITEM field and press *Enter*.

Field Descriptions - QC Inspection History Screen

DIV	Space out the information in this field (your location's DIV code) and the PLT field then press *Enter* to view inspection records for all locations inspecting the item.
PLT	Space out the information in this field (your location's PLT code) and the DIV field then press *Enter* to view inspection records for all locations inspecting the item.
Item	The displayed item number with the next selected item number. Format: GRP - 2 characters CLS - up to 3 characters NUMBER - up to 10 characters
DESC	A description of the item.
DIV/PLT	The division and plant codes identifying the location inspecting the quality control item.
Material Control	The material control number assigned to the receipt of the item; comprised of three fields: PREFIX, BASE, and SUFFIX (see below).
Prefix (unlabelled)	Displays MC followed by the year the original receipt was created (e.g., MC92, MC93, MC 94, etc.)
Base (unlabelled)	The 3-digit Julian Calendar date followed by another 3 digits indicating the sequential number of the receipt among those recorded on that day.
Suffix (unlabelled)	Receipt type indicator: Blank = original receipt SR = shipped back for replacement SC = shipped back for credit D = receipt discrepancy correction 01, 02, 03, etc. = receipt quantity adjustment number
PO Number	The procurement number associated with the quality control item inspection record.
I.R. Number	The inspection report number assigned to the quality control item inspection.

Inspection Results Information

OKED	The quantity of the item passing quality control inspection.
Waived	The quantity of the item waived through quality control inspection.
Reject	The quantity of the item failing quality control inspection.
Date Recved	The date the items on the inspection record were received at the location.
Inspector	The name of the individual responsible for the inspection.

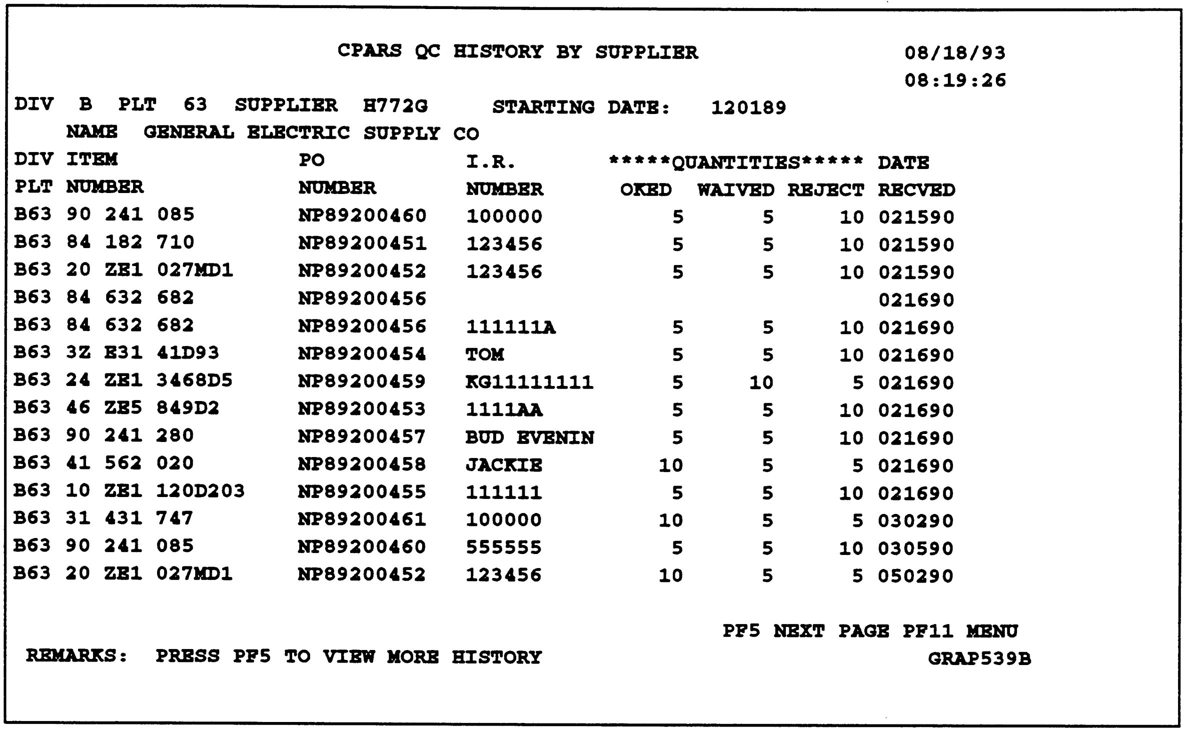
Function Keys - QC Inspection History Screen

F5	To display next page.
F11	To return to the previous menu.

Inquiring on Quality History By Supplier

1) Begin on the CPARS Master Menu, or any other CPARS sub-menu and press *F3* to display the Receiving & QC Menu.

2) Type S in the SELECT TRANSACTION CODE field and press *Enter*. The QC History by Supplier Screen displays.



```
                         CPARS QC HISTORY BY SUPPLIER              08/18/93
                                                                   08:19:26
DIV  B  PLT  63  SUPPLIER  H772G     STARTING DATE:   120189
    NAME  GENERAL ELECTRIC SUPPLY CO
DIV ITEM              PO           I.R.          *****QUANTITIES***** DATE
PLT NUMBER            NUMBER       NUMBER          OKED  WAIVED REJECT RECVED
B63 90 241 085        NP89200460   100000          5      5     10 021590
B63 84 182 710        NP89200451   123456          5      5     10 021590
B63 20 ZE1 027MD1     NP89200452   123456          5      5     10 021590
B63 84 632 682        NP89200456                                   021690
B63 84 632 682        NP89200456   111111A         5      5     10 021690
B63 3Z E31 41D93      NP89200454   TOM             5      5     10 021690
B63 24 ZE1 3468D5     NP89200459   KG11111111      5     10      5 021690
B63 46 ZE5 849D2      NP89200453   1111AA          5      5     10 021690
B63 90 241 280        NP89200457   BUD EVENIN      5      5     10 021690
B63 41 562 020        NP89200458   JACKIE         10      5      5 021690
B63 10 ZE1 120D203    NP89200455   111111          5      5     10 021690
B63 31 431 747        NP89200461   100000         10      5      5 030290
B63 90 241 085        NP89200460   555555          5      5     10 030590
B63 20 ZE1 027MD1     NP89200452   123456         10      5      5 050290

                                                       PF5 NEXT PAGE PF11 MENU
 REMARKS:  PRESS PF5 TO VIEW MORE HISTORY                              GRAP539B
```

Figure 8-3. QC History by Supplier Screen (F3-S)

3) Type the selected supplier's 5-digit UCCS code in the SUPPLIER field, type the report start date in the STARTING DATE field, and press *Enter*.

Note: *This information may be used to judge the quality of suppliers by providing an accurate record of inspection results.*

(Optional) To **inquire on another supplier**, type the supplier's UCCS code in the SUPPLIER field, the report start date in the STARTING DATE field, and press *Enter*.

Field Descriptions - QC History by Supplier Screen

DIV	Space out the information in this field (your location's DIV code) and the PLT field then press *Enter* to view inspection records for all locations inspecting the selected supplier's items.
PLT	Space out the information in this field (your location's PLT code) and the DIV field then press *Enter* to view inspection records for all locations inspecting the selected supplier's items.
Supplier	*(Required)* The 5-digit UCCS supplier code for inspected items.
Starting Date	*(Required)* The start date for display of inspection records (for one supplier).
Name	The name of the supplier assigned to the UCCS code type in the SUPPLIER field.
DIV PLT	The division and plant codes identifying the location inspecting the quality control items for the selected supplier.
Item Number	The item number inspected. Format: GRP - 2 characters CLS - up to 3 characters NUMBER - up to 10 characters).
PO Number	The procurement number associated with the quality control item inspection record.
I.R. Number	The inspection report number assigned to the quality control item inspection for the selected supplier.

Inspection Results Information

OKED	The quantity of the item passing quality control inspection.
Waived	The quantity of the item waived through quality control inspection.
Reject	The quantity of the item failing quality control inspection.
Date Recved	The date the items on the inspection record were received at the location.

Function Keys - QC History by Supplier Screen

F5	To display next page of history.
F11	To return to the previous menu.

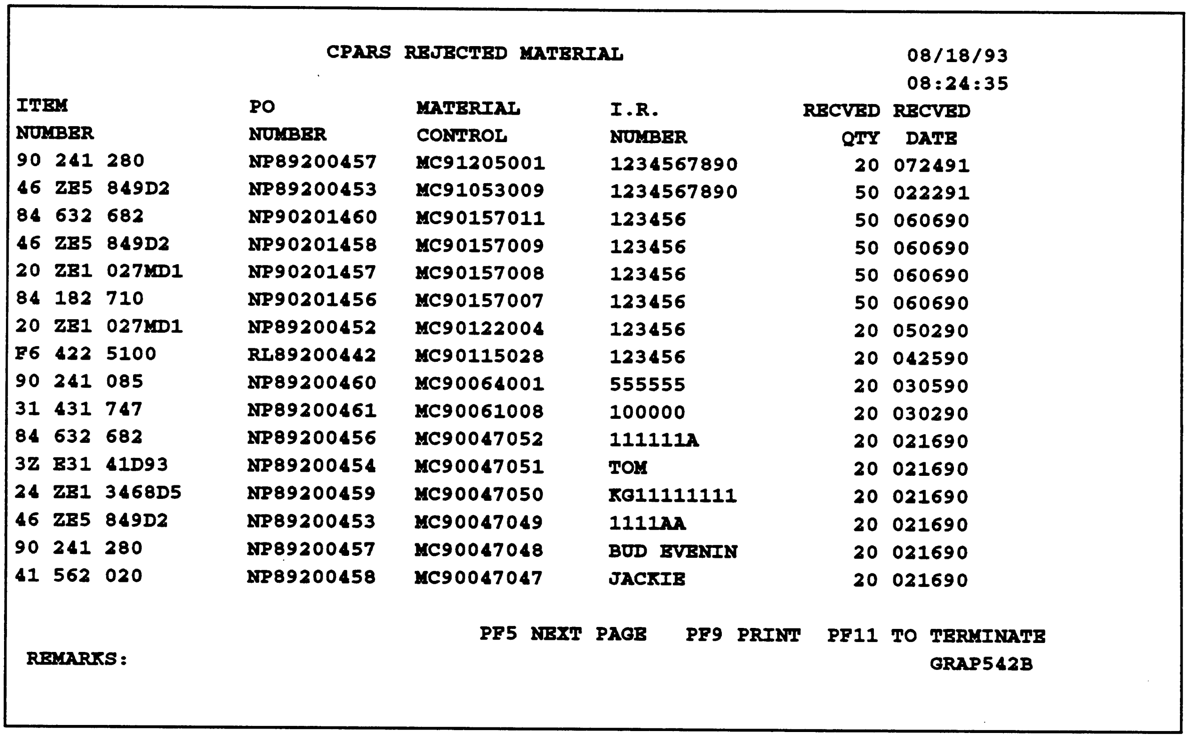
Rejected Quality Control Items - Unreturned

The CPARS Rejected Material Screen provides a list of all inspection records in which items were rejected but have not yet been returned to the supplier. After accessing the screen, you may review item inspection record information by item number, PO number, Material Control number, or Inspection Report number.

Procedures

1) Begin on the CPARS Master Menu, or any other CPARS sub-menu, press *F3* to display the Receiving & QC Menu.
2) Type J in the SELECT TRANSACTION CODE field and press *Enter*. The Reject Material Screen displays.

***Note**: If additional pages of rejected material exist, the message MORE will be displayed on the bottom of the screen. Press* F5 *to access the additional pages.*



```
                         CPARS REJECTED MATERIAL                          08/18/93
                                                                          08:24:35
ITEM                 PO           MATERIAL       I.R.             RECVED RECVED
NUMBER               NUMBER       CONTROL        NUMBER              QTY  DATE
90 241 280           NP89200457   MC91205001     1234567890           20 072491
46 ZE5 849D2         NP89200453   MC91053009     1234567890           50 022291
84 632 682           NP90201460   MC90157011     123456               50 060690
46 ZE5 849D2         NP90201458   MC90157009     123456               50 060690
20 ZE1 027MD1        NP90201457   MC90157008     123456               50 060690
84 182 710           NP90201456   MC90157007     123456               50 060690
20 ZE1 027MD1        NP89200452   MC90122004     123456               20 050290
F6 422 5100          RL89200442   MC90115028     123456               20 042590
90 241 085           NP89200460   MC90064001     555555               20 030590
31 431 747           NP89200461   MC90061008     100000               20 030290
84 632 682           NP89200456   MC90047052     111111A              20 021690
3Z E31 41D93         NP89200454   MC90047051     TOM                  20 021690
24 ZE1 3468D5        NP89200459   MC90047050     KG11111111           20 021690
46 ZE5 849D2         NP89200453   MC90047049     1111AA               20 021690
90 241 280           NP89200457   MC90047048     BUD EVENIN           20 021690
41 562 020           NP89200458   MC90047047     JACKIE               20 021690

                                       PF5 NEXT PAGE   PF9 PRINT  PF11 TO TERMINATE
 REMARKS:                                                               GRAP542B
```

Figure 8-4. Rejected Material Screen (F3-J)

(Optional) To **print a copy of the Reject Material Report**, press *F9*.

Field Descriptions - Rejected Material Screen

Item Number	The quality control item number on the inspection report. Format: GRP - 2 characters CLS - up to 3 characters NUMBER - up to 10 characters
PO Number	The procurement number associated with the quality control item inspection record.
Material Control	The material control number assigned to the receipt of the item. It is comprised of three fields: PREFIX, BASE, and SUFFIX.
Prefix (unlabelled)	Displays MC followed by the year the original receipt was created (e.g., MC92, MC93, MC94, etc.)
Base (unlabelled)	The 3-digit Julian Calendar date followed by another 3 digits indicating the sequential number of the receipt among those recorded on that day.
Suffix (unlabelled)	Receipt type indicator: Blank = original receipt, SR = shipped back for replacement, SC = shipped back for credit, D = receipt discrepancy correction, 01, 02, 03, etc. = receipt quantity adjustment number
I.R. Number	The inspection report number assigned to the quality control item inspection.
Rejected QTY	The quantity of the item rejected but not yet returned to the supplier.
Recved Date	The date the quality control items associated with the material control number were received at the location.

Function Keys - Rejected Material Screen

F5	To display next page of history.
F9	To print the Rejected Material Report.
F11	To return to the previous menu.

Section 9

9 CHECKING ITEM INVENTORY LEVELS

Inventory items must be counted, by hand, at least once a year. High pilferage items, as designated on the Miscellaneous Fixed Data Screen (*F1-M*), must be counted twice a year.

The cycle check list, created using the Select Cycle Items Screen (*F13-C*), is used to record these counts for a specific group of items.

After making a physical count of the balance on hand, and writing the count on the cycle check list, stores personnel transfer the handwritten counts from the cycle check list to the Record Cycle Check Results Screen (*F13-P*).

A cycle check count of the balance on hand sometimes differs from the expected inventory quantity, due to receipts or requisitions during the cycle check, inaccurate counting, or pilferage. When the extended cost value of these differences exceeds fifty dollars, an out of tolerance condition will result. All out of tolerance items must be recounted and the recount entered on the Record Cycle Check Results Screen. If the recount confirms an out of tolerance condition, the discrepancy must finally be resolved using the Record Out of Tolerance Screen (*F13-R*).

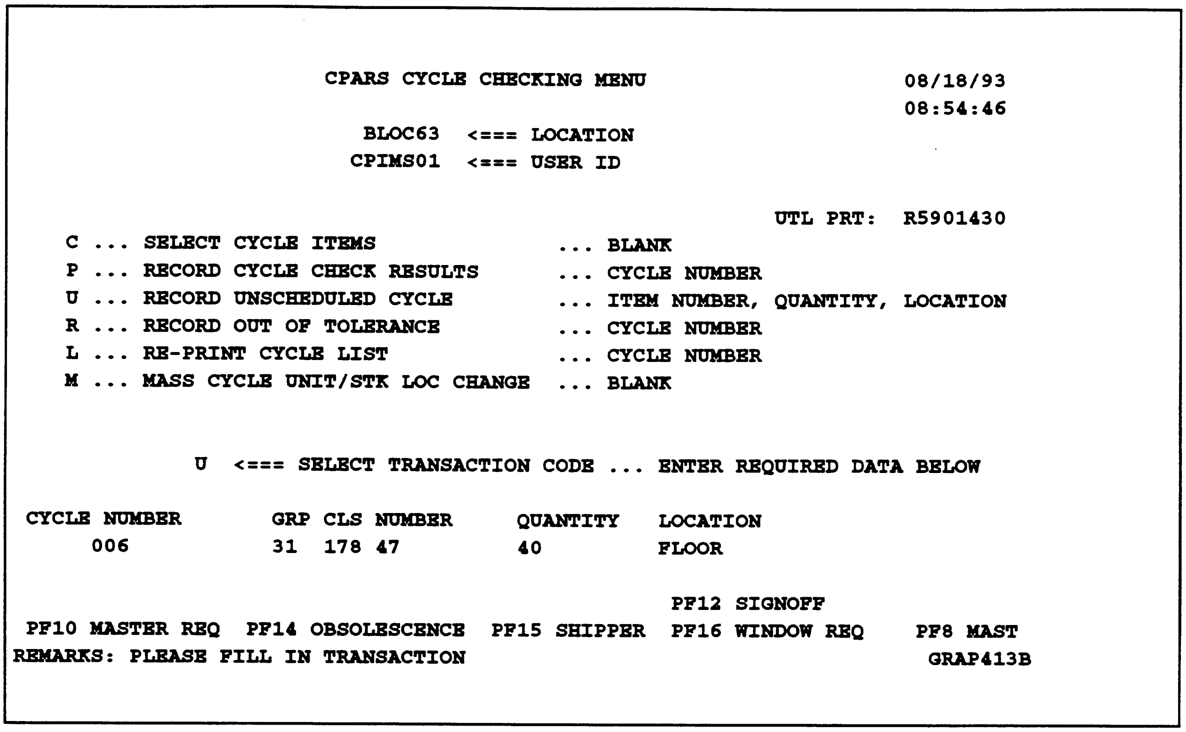
The Record Unscheduled Cycle Screen (*F13-R*) is used to record current inventory quantity of a specific item that is not scheduled to be cycled, but is being counted due to local inventory changes.

The Reprint Cycle List Screen (*F13-L*) is used to print a copy of a cycle check list.

The Mass Cycle Unit/Stk Loc Change Screen (*F13-M*) is used to make changes in cycle unit or stock location assigned to an item.

Selecting Cycle Items

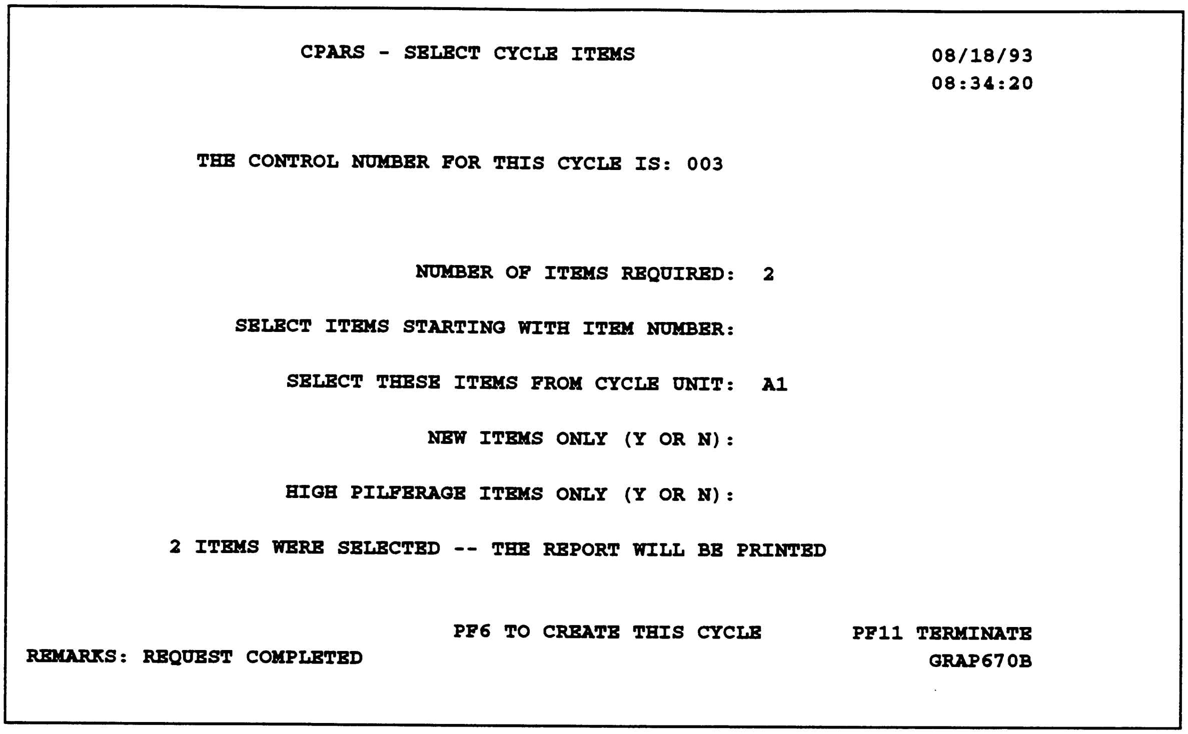
1) Begin on the CPARS Master Menu, or any other CPARS sub-menu, and press *F13 (Shift + F1)* to display the Cycle Check Menu.



```
                         CPARS CYCLE CHECKING MENU                        08/18/93
                                                                          08:54:46
                            BLOC63   <=== LOCATION
                          CPIMS01   <=== USER ID

                                                                UTL PRT:  R5901430
    C ... SELECT CYCLE ITEMS                ... BLANK
    P ... RECORD CYCLE CHECK RESULTS        ... CYCLE NUMBER
    U ... RECORD UNSCHEDULED CYCLE          ... ITEM NUMBER, QUANTITY, LOCATION
    R ... RECORD OUT OF TOLERANCE           ... CYCLE NUMBER
    L ... RE-PRINT CYCLE LIST               ... CYCLE NUMBER
    M ... MASS CYCLE UNIT/STK LOC CHANGE    ... BLANK


              U  <=== SELECT TRANSACTION CODE ... ENTER REQUIRED DATA BELOW

  CYCLE NUMBER        GRP CLS NUMBER       QUANTITY   LOCATION
       006            31  178 47           40         FLOOR

                                                       PF12 SIGNOFF
  PF10 MASTER REQ  PF14 OBSOLESCENCE  PF15 SHIPPER  PF16 WINDOW REQ    PF8 MAST
 REMARKS: PLEASE FILL IN TRANSACTION                                    GRAP413B
```

Figure 9-1. Cycle Check Menu (F13)

2) Type C in the SELECT TRANSACTION CODE field and press *Enter*. The Select Cycle Items Screen displays.



```
                 CPARS - SELECT CYCLE ITEMS                          08/18/93
                                                                     08:34:20


             THE CONTROL NUMBER FOR THIS CYCLE IS: 003


                             NUMBER OF ITEMS REQUIRED:  2

               SELECT ITEMS STARTING WITH ITEM NUMBER:

                  SELECT THESE ITEMS FROM CYCLE UNIT:  A1

                              NEW ITEMS ONLY (Y OR N):

                  HIGH PILFERAGE ITEMS ONLY (Y OR N):

            2 ITEMS WERE SELECTED -- THE REPORT WILL BE PRINTED


                           PF6 TO CREATE THIS CYCLE       PF11 TERMINATE
REMARKS: REQUEST COMPLETED                                     GRAP670B
```

Figure 9-2. Select Cycle Items Screen (F13-C)

3) Type the number of items you want to include on the cycle check list in the NUMBER OF ITEMS REQUIRED field.

4) *(Optional)* Type the starting item number in the SELECT ITEMS STARTING WITH ITEM NUMBER field.

Note: *If the starting number is not provided, the cycle check list will begin with the next uncycled item.*

5) *(Optional)* Type a cycle unit in the SELECT THESE ITEMS FROM CYCLE UNIT field.

Note: *If the cycle unit is not provided, the cycle check list includes sequentially selected items from all cycle units.*

6) *(Optional)* Type Y in the NEW ITEMS ONLY (Y OR N) field to indicate that the cycle check list should include only new items that have never been cycled.

7) *(Optional)* Type Y in the HIGH PILFERAGE (Y OR N) field to indicate that the cycle check list should include only high pilferage items.

Note: *Use this option regularly to ensure that all high pilferage items are cycled twice a year, as required.*

8) Press *F6*. The control number for this list is displayed in the THE CONTROL NUMBER FOR THIS CYCLE IS field and the message, REQUEST COMPLETED in the Remarks field.

Note: *A copy of this cycle check list is printed to your local printer as specified in the PRINTER ID field on the CPARS Master Menu.*

Field Descriptions - Select Cycle Items Screen

The Control Number For This Cycle Is	The control number assigned to this cycle check list.
Number Of Items Required	*(Required)* The number of items to include on the new cycle check list (up to 4 digits).
Select Items Starting With Item Number	The item number of the first item to include on the new cycle check list; comprised of the three fields: GRP, CLS and NUMBER (below).
GRP (unlabelled)	The group number of the item.
CLS (unlabelled)	The class number of the item.
Number (unlabelled)	The number within GRP and CLS of the item.
Select These Items From Cycle Unit	The cycle unit (assigned on the Miscellaneous Fixed Data Screen - *F1-M*) of the items you want to cycle (up to 2 characters).
New Items Only (Y or N)	*(Required)* Y: includes *only* new items N (or blank): includes all items.
High Pilferage Items Only (Y or N)	Y: includes high pilferage items *only* N (or blank): includes all items.

Function Keys - Select Cycle Items Screen

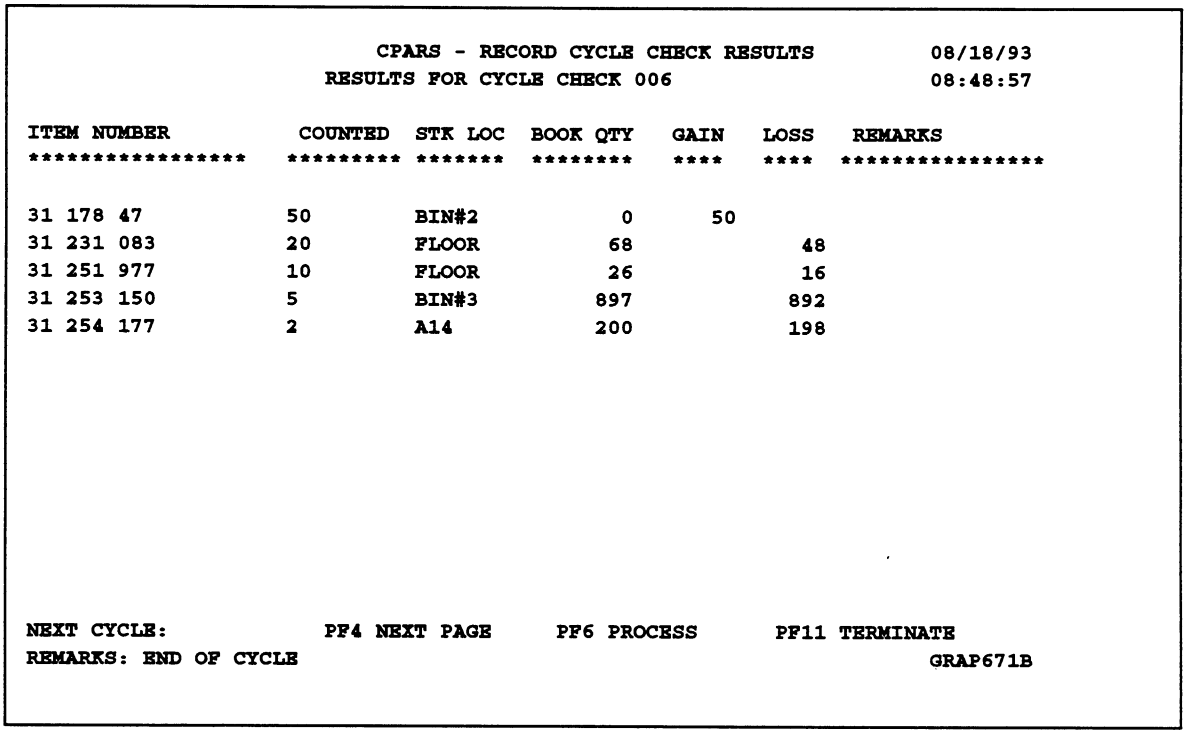
F6	To create a list of items to cycle.
F11	To return to the previous menu.

Recording Cycle Check Results

The Record Cycle Check Results Screen is used to record the cycle check count. A cycle check count of the balance on hand sometimes differs from the expected inventory quantity, due to receipts or requisitions during the cycle check, inaccurate counting, or pilferage. When the extended cost value of these differences exceeds fifty dollars, an out of tolerance condition results and the message, OUT OF TOLERANCE displays.

Procedures

1) Begin on the CPARS Master Menu, or any other CPARS sub-menus and press *F13 (Shift+ F1)* to display the Cycle Check Menu (*see Figure 9-1*).
2) Type `P` in the SELECT TRANSACTION CODE field.
3) Type the cycle number of the cycle check list you want to record in the CYCLE NUMBER field, and press *Enter*. The Record Cycle Check Results Screen displays with up to fifteen items listed.



```
                       CPARS - RECORD CYCLE CHECK RESULTS          08/18/93
                    RESULTS FOR CYCLE CHECK 006                    08:48:57

ITEM NUMBER            COUNTED   STK LOC  BOOK QTY  GAIN   LOSS   REMARKS
*****************     ********* *******  ********  ****   ****  ****************

31 178 47             50        BIN#2           0     50
31 231 083            20        FLOOR          68            48
31 251 977            10        FLOOR          26            16
31 253 150            5         BIN#3         897           892
31 254 177            2         A14           200           198









NEXT CYCLE:                PF4 NEXT PAGE     PF6 PROCESS      PF11 TERMINATE
REMARKS: END OF CYCLE                                              GRAP671B
```

Figure 9-3. Record Cycle Check Results Screen (F13-P)

4) *Tab* to an item on the list and type the cycle check count for that item in the COUNTED field.

   Note: *If there is no handwritten count on the cycle check list, leave the corresponding COUNTED field blank. The item will remain on the cycle check list until the item has been counted and recorded on this screen.*

5) *(Optional)* Type the new stock location in the STK LOC field (this will update all of CPARS).

6) Press *F6*. The message, PROCESSING COMPLETE, REVIEW OUT OF TOLERANCE COUNTS displays and a dollar sign ($) appears to the left of the COUNTED field, ***if*** a unit gain or loss creates an out of tolerance (exceeds $50). (The Daily Activity Register assigns codes 49 and either 43 (gain) or 44 (loss).)

   If the new count is.*equal to* book quantity, nothing is displayed in the GAIN or LOSS fields. (The Daily Activity Register assigns a 41 code.)

   If the new count is *greater than* the book quantity, the gain is displayed. (The Daily Activity Register assigns codes 41 and 43.)

   If the new count is *less than* the book quantity, the loss is displayed. (The Daily Activity Register assigns codes 41 and 44.)

Field Descriptions - Record Cycle Check Results Screen

Item Number	The item number of the item included on the cycle check list. It is comprised of three fields:
GRP (unlabelled)	The group number of the item.
CLS (unlabelled)	The class number of the item.
Number (unlabelled)	The number within GRP and CLS of the item.
Counted	*(Required)* The actual number counted of the item from the cycle check list (up to 9 digits).
STK LOC	The stock location of the item if the cycle checker recorded a new stock location on the cycle check list (up to 6 characters).

Field Descriptions - Record Cycle Check Results Screen *(continued)*

Book QTY	The expected inventory quantity of the item based on the last cycle check count, window requisitions, and receipts.
Gain	The gain in inventory quantity of the item; displayed only if COUNTED exceeds BOOK QTY; calculated as COUNTED minus BOOK QTY.
Loss	The loss in inventory quantity of the item; displayed only if BOOK QTY exceeds COUNTED; calculated as BOOK QTY minus COUNTED.
Remarks	A message describing a cycle loss or gain, or an out of tolerance condition.
Next Cycle	The cycle check number of the next cycle check list you want to record.

Function Keys - Record Cycle Check Results Screen

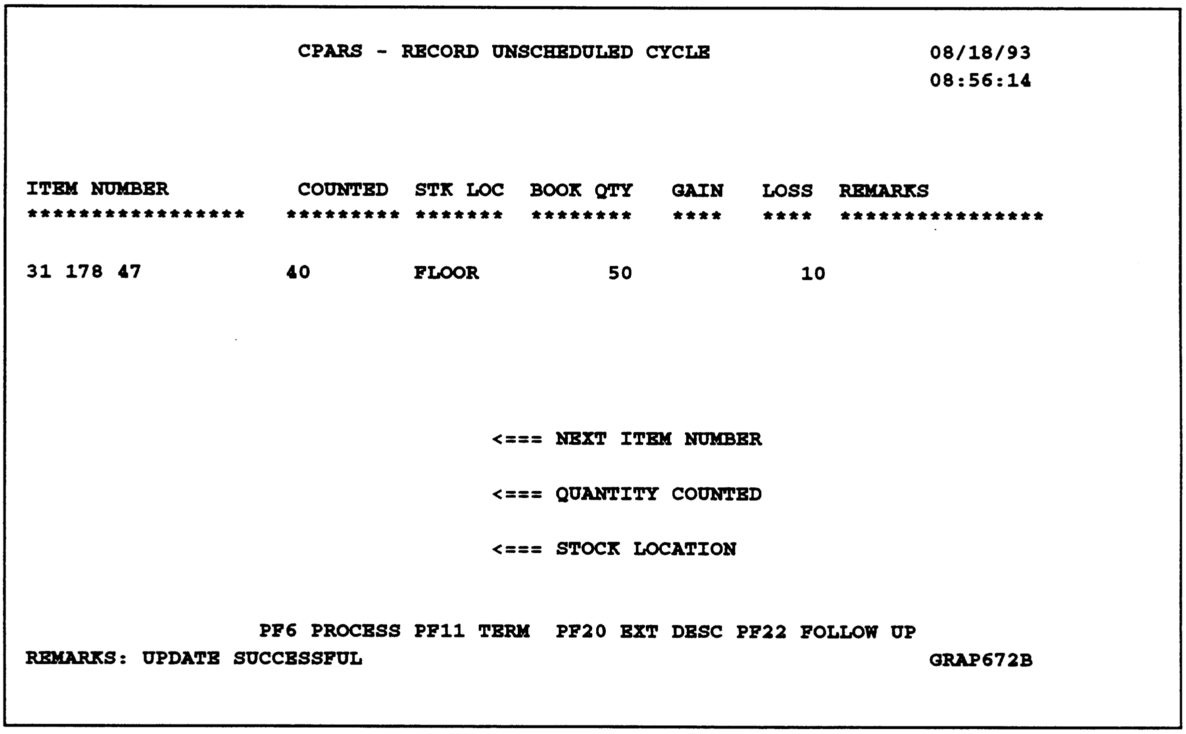
F4	To display next page.
F6	To record the typed cycle check results.
F11	To return to the previous menu.

Recording an Unscheduled Cycle

When the item shown on the Balance on Hand is not equal to the physical inventory count, or two items are the same and different plant item numbers, you can perform a delete for one item, and add it to the plant item number.

Procedures

1) Begin on the CPARS Master Menu, or any other CPARS submenus, and press *F13 (Shift + F1)* to display the Cycle Check Menu (*see Figure 9-1*).
2) Type U in the SELECT TRANSACTION CODE field.
3) Type the item number in the GRP CLS NUMBER field and the counted quantity in the QUANTITY field.
4) *(Optional)* Type a new stock location in the LOCATION field.
5) Press *Enter*. The Record Unscheduled Cycle Screen displays. A dollar sign ($) appears to the left of the COUNTED field and the message, OUT OF TOLERANCE, displays in the REMARKS field ***if*** a unit gain or loss creates an out of tolerance (exceeds $50). (The Daily Activity Register assigns codes 49 and either 43 (gain) or 44 (loss).)



```
                     CPARS - RECORD UNSCHEDULED CYCLE                08/18/93
                                                                     08:56:14


ITEM NUMBER          COUNTED   STK LOC  BOOK QTY  GAIN   LOSS   REMARKS
*****************    ********* *******  ********  ****   ****   ****************

31 178 47            40        FLOOR          50            10




                                    <=== NEXT ITEM NUMBER

                                    <=== QUANTITY COUNTED

                                    <=== STOCK LOCATION


                  PF6 PROCESS PF11 TERM  PF20 EXT DESC PF22 FOLLOW UP
REMARKS: UPDATE SUCCESSFUL                                            GRAP672B
```

Figure 9-4. Record Unscheduled Cycle Screen (F13-U)

If the new count is *equal to* book quantity, nothing is displayed in the GAIN or LOSS fields. (The Daily Activity Register assigns a 49 code.)

If the new count is *greater than* the book quantity, the gain is displayed. (The Daily Activity Register assigns codes 49 and 43.)

If the new count is *less than* the book quantity, the loss is displayed. (The Daily Activity Register assigns codes 49 and 44.)

Note: *All out-of-tolerance items are moved to Cycle List 999*.

(Optional) To **record another unscheduled cycle**, type the item number in the NEXT ITEM NUMBER field, type the counted quantity in the QUANTITY COUNTED field, type the new stock location in the STOCK LOCATION field, and press *F6*. The Record Unscheduled Cycle Screen displays.

Field Descriptions - Record Unscheduled Cycle Screen

Item Number	The item number of the item to be cycled; comprised of three fields:
GRP (unlabelled)	The group number of the item.
CLS (unlabelled)	The class number of the item.
Number (unlabelled)	The number within GRP and CLS of the item.
Counted	The actual quantity of the item on hand.
STK LOC	The current stock location of the item; as specified on the Cycle Check Menu or as recorded on the Miscellaneous Fixed Data Screen.
Book QTY	The expected inventory quantity of the item based on the last cycle check count, window requisitions, and receipts.
Gain	The gain in inventory quantity of the item; displayed only if COUNTED exceeds BOOK QTY. It is calculated as COUNTED minus BOOK QTY.

Field Descriptions - Record Unscheduled Cycle Screen (*continued*)

Loss	The loss in inventory quantity of the item; displayed only if BOOK QTY exceeds COUNTED. It is calculated as BOOK QTY minus COUNTED.
Remarks	The message describing a cycle loss or gain, or an out of tolerance condition.
Next Item Number	The item number of the next item you want to cycle.
Quantity Counted	The quantity counted of the next item you want to record (up to 9 digits).
Stock Location	The new stock location of the next item to record (up to 6 characters).

Function Keys - Record Unscheduled Cycle Screen

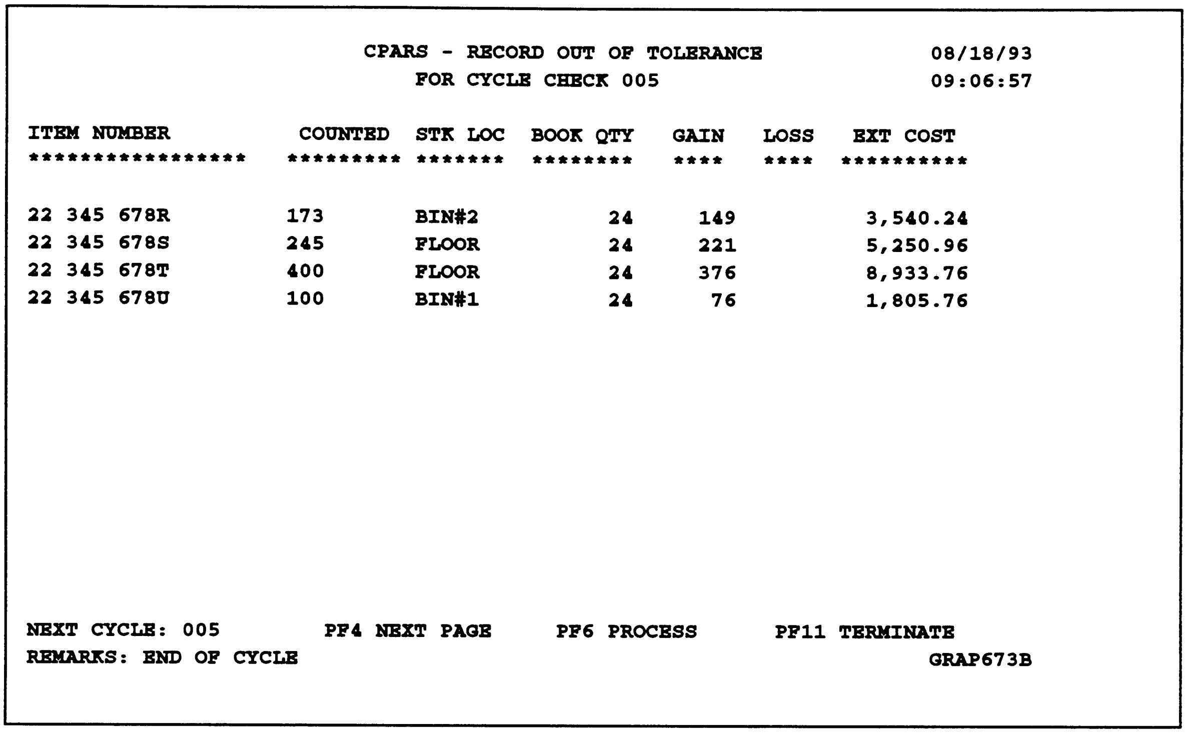
F6	To process cycle check results.
F11	To return to Cycle Check Menu
F22	To display Stock Status Follow Up Screen.

Recording Cycle Check Out Of Tolerance

1) Begin on the CPARS Master Menu, or any other CPARS sub-menu, and press *F13* (*Shift+F1*) to display the Cycle Check Menu (*see Figure 9-1*).

2) Type R in the SELECT TRANSACTION CODE field.

3) Type the cycle number of the cycle check list you want to record in the CYCLE NUMBER field and press *Enter*. The Record Out of Tolerance Screen displays with up to fifteen out of tolerance items.



```
                         CPARS - RECORD OUT OF TOLERANCE              08/18/93
                            FOR CYCLE CHECK 005                       09:06:57

ITEM NUMBER           COUNTED    STK LOC   BOOK QTY    GAIN   LOSS    EXT COST
*****************    *********  *******   ********    ****   ****   **********

22 345 678R          173        BIN#2           24      149             3,540.24
22 345 678S          245        FLOOR           24      221             5,250.96
22 345 678T          400        FLOOR           24      376             8,933.76
22 345 678U          100        BIN#1           24       76             1,805.76









NEXT CYCLE: 005        PF4 NEXT PAGE     PF6 PROCESS      PF11 TERMINATE
REMARKS: END OF CYCLE                                                  GRAP673B
```

Figure 9-5. Record Out of Tolerance Screen (F13-R)

4) Type the resolved cycle check count in the COUNTED field. If you are not prepared to resolve an item, leave the counted field blank.

5) *(Optional)* Type the new stock location in the STK LOC field and press *F6*.

   If the new count is *equal to* book quantity, nothing is displayed in the GAIN or LOSS fields. (The Daily Activity Register assigns a 45 code.)

   If the new count is *greater than* the book quantity, the gain is displayed. (The Daily Activity Register assigns codes 45 and 43.)

If the new count is *less than* the book quantity, the loss is displayed. (The Daily Activity Register assigns codes 45 and 44.)

Note: *When the screen information is recorded, the resolved cycle count you typed in the COUNTED field will become the new book quantity for that item.*

Field Descriptions - Record Out of Tolerance Screen

Item Number	The item number of the item included on the cycle check list; comprised of three fields:
GRP (unlabelled)	The group number of the item.
CLS (unlabelled)	The class number of the item.
Number (unlabelled)	The number within GRP and CLS of the item.
Counted	(*Required*) The actual quantity of the item on hand (up to 9 digits).
STK LOC	The stock location of the item if the cycle checker recorded a new stock location on the cycle check list (up to 6 characters).
Book QTY	The expected inventory quantity of the item based on the last cycle check count, window requisitions, and receipts.
Gain	The gain in inventory quantity of the item; displayed only if COUNTED exceeds BOOK QTY. It is calculated as COUNTED minus BOOK QTY.
Loss	The loss in inventory quantity of the item; displayed only if BOOK QTY exceeds COUNTED; calculated as BOOK QTY minus COUNTED.
EXT Cost	The extended value of the gain (or loss); calculated as GAIN (or LOSS) multiplied by the item unit price.
Next Cycle	The cycle number of the next cycle check list you want to record.

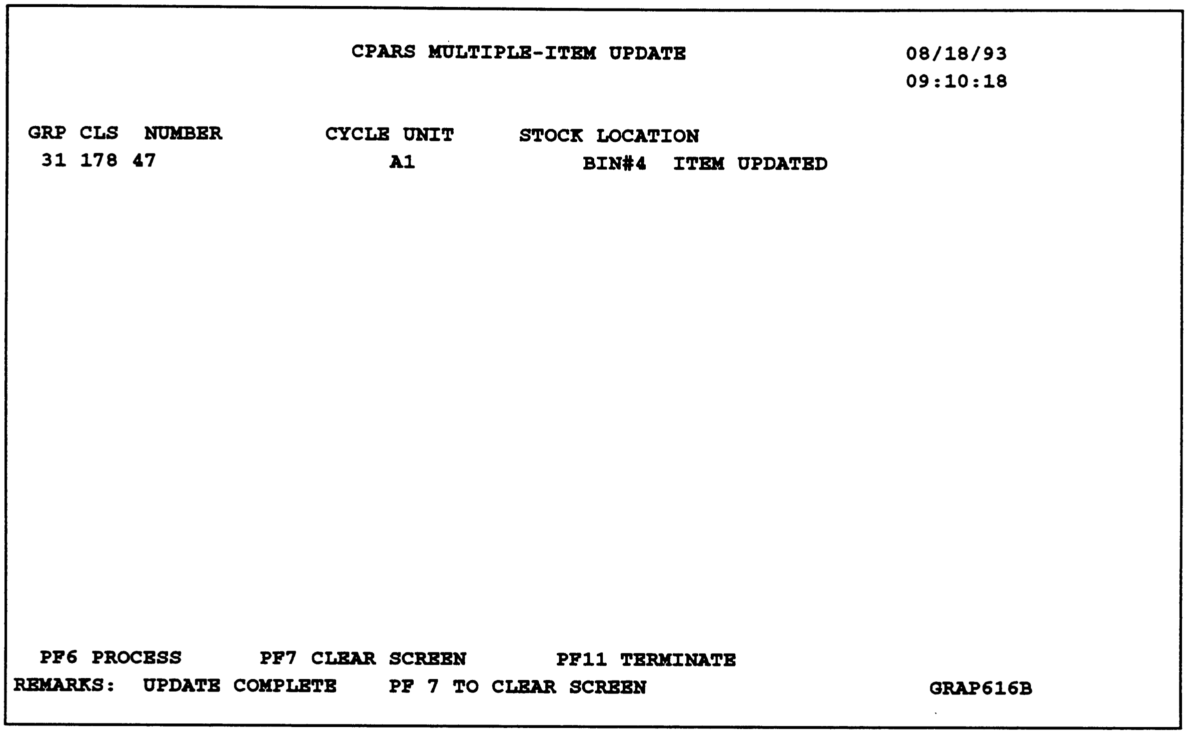
Function Keys - Record Out of Tolerance Screen

F4	To display next page.
F6	To process the cycle check count.
F11	To return to the previous menu.

Changing the Item Cycle Unit Or Stock Location

1) Begin on the CPARS Master Menu, or any other CPARS sub-menu, and press *F13* (*Shift* + *F1*) to display the Cycle Check Menu.

2) Type M in the SELECT TRANSACTION CODE field and press *Enter*. The Multiple-Item Update Screen is displayed with the message, ENTER ITEMS WITH NEW CYCLE UNIT AND/OR STOCK LOCATION in the REMARKS field.



```
                              CPARS MULTIPLE-ITEM UPDATE                  08/18/93
                                                                          09:10:18

GRP CLS  NUMBER           CYCLE UNIT     STOCK LOCATION
 31 178 47                    A1                 BIN#4  ITEM UPDATED














 PF6 PROCESS       PF7 CLEAR SCREEN        PF11 TERMINATE
REMARKS:  UPDATE COMPLETE     PF 7 TO CLEAR SCREEN                     GRAP616B
```

Figure 9-6. Multiple-Item Update Screen (F13-M)

3) Type the item number in the GRP CLS NUMBER field.

4) Type a cycle unit in the CYCLE UNIT field and/or type a stock location in the STOCK LOCATION field.

Note: *You must type information in at least one of these fields.*

5) Press *F6*. The message, ITEM UPDATED displays to the right of the STOCK LOCATION field and the message, UPDATE COMPLETE appears in the REMARKS field.

Field Descriptions - Multiple Item Update Screen

Item Number (unlabelled)	*(Required)* The item number of the item you want to update; comprised of three fields:
GRP	*(Required)* The group number of the item.
CLS	*(Required)* The class number of the item.
Number	*(Required)* The number within GRP and CLS of the item.
Cycle Unit	The cycle unit code (2 character) used to group this item with other items you want to cycle at one time.
Stock Location	The physical storage location of item in general stores (6 characters).

Function Keys - Multiple Item Update Screen

F6	To process the item update.
F7	To clear the screen.
F11	To return to the previous menu.

Section 10

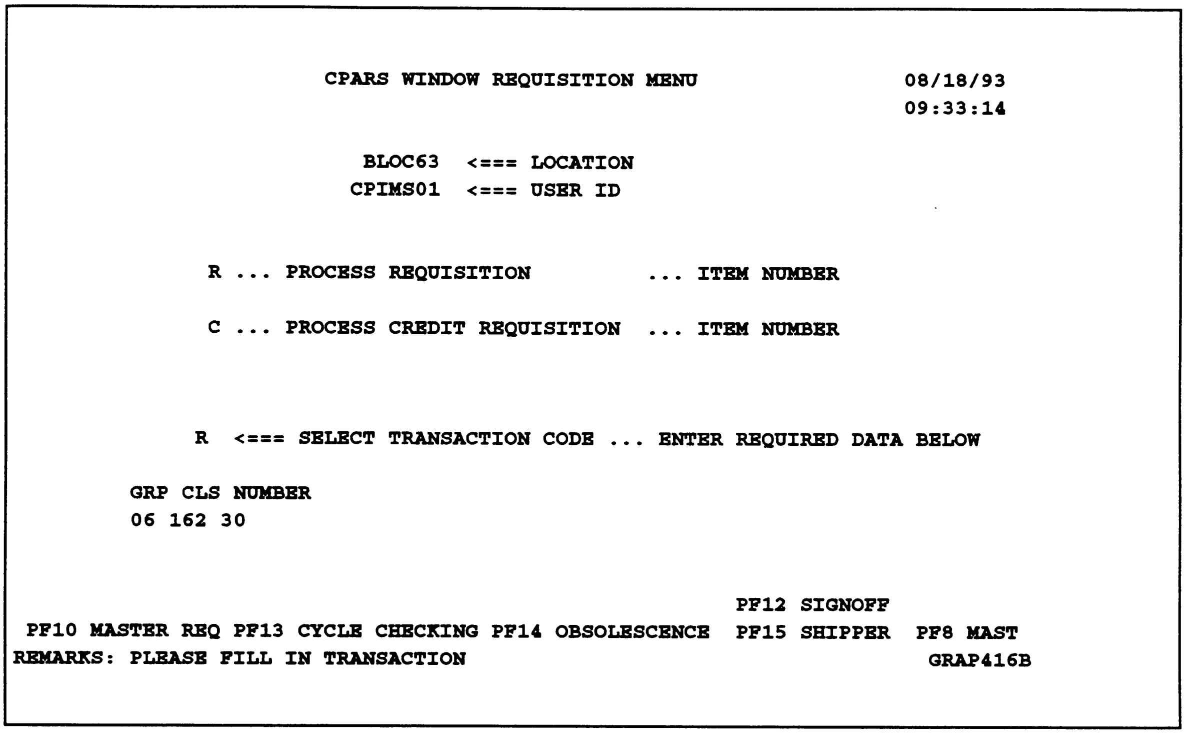
10 WINDOW REQUISITIONS

Processing Window Requisitions

The Process Requisition Screen (*F16-R*) is used to record the distribution of inventory items, determine stock location, balance on hand, or quantity on order of the requested item.

Procedures

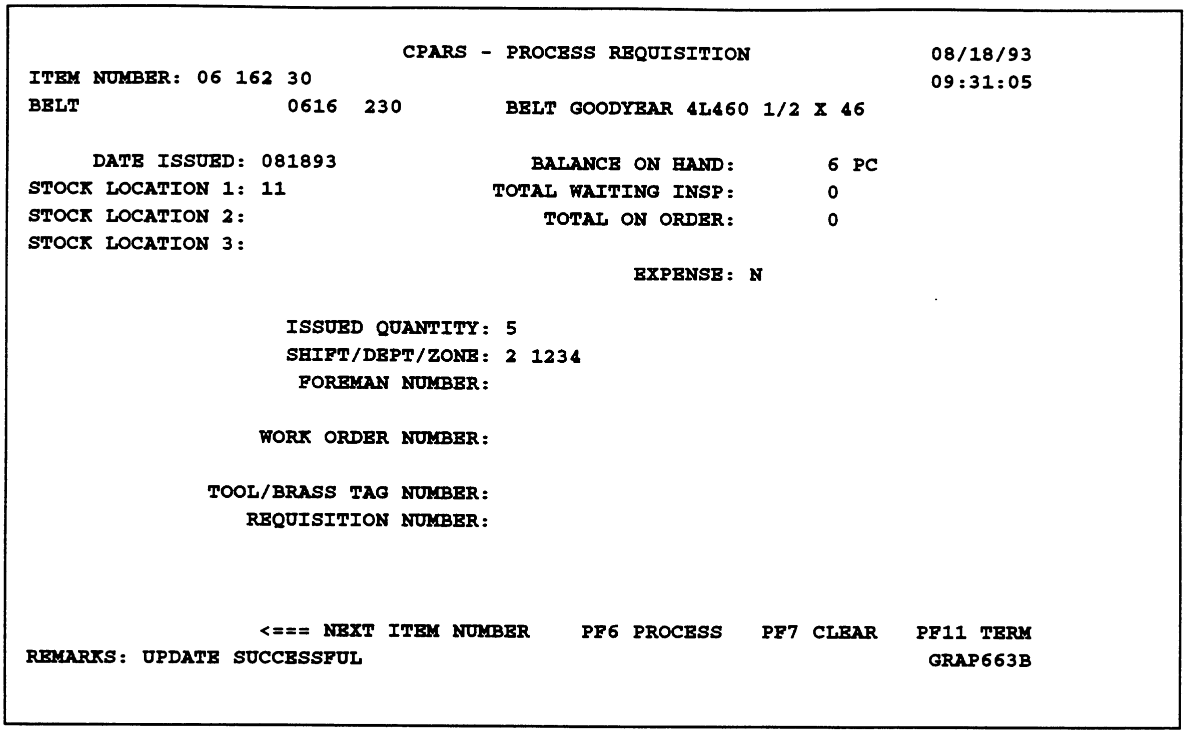
1) Begin on the CPARS Master Menu, or any other CPARS sub-menu, and press *F16 (Shift + F4)* to display the Window Requisition Menu.



```
                    CPARS WINDOW REQUISITION MENU                 08/18/93
                                                                  09:33:14

                       BLOC63  <=== LOCATION
                      CPIMS01  <=== USER ID


               R ... PROCESS REQUISITION         ... ITEM NUMBER

               C ... PROCESS CREDIT REQUISITION  ... ITEM NUMBER



              R  <=== SELECT TRANSACTION CODE ... ENTER REQUIRED DATA BELOW

         GRP CLS NUMBER
         06  162 30


                                                         PF12 SIGNOFF
 PF10 MASTER REQ PF13 CYCLE CHECKING PF14 OBSOLESCENCE  PF15 SHIPPER  PF8 MAST
REMARKS: PLEASE FILL IN TRANSACTION                                   GRAP416B
```

Figure 10-1. Window Requisition Menu (F16)

2) Type R in the SELECT TRANSACTION CODE field, type the item number in the GRP CLS NUMBER field, and press *Enter*. The Process Requisition Screen displays.



```
                              CPARS - PROCESS REQUISITION               08/18/93
ITEM NUMBER: 06 162 30                                                  09:31:05
BELT                 0616  230        BELT GOODYEAR 4L460 1/2 X 46

     DATE ISSUED: 081893                BALANCE ON HAND:      6 PC
STOCK LOCATION 1: 11                 TOTAL WAITING INSP:      0
STOCK LOCATION 2:                        TOTAL ON ORDER:      0
STOCK LOCATION 3:
                                                EXPENSE: N

                    ISSUED QUANTITY: 5
                    SHIFT/DEPT/ZONE: 2 1234
                     FOREMAN NUMBER:

                  WORK ORDER NUMBER:

              TOOL/BRASS TAG NUMBER:
                 REQUISITION NUMBER:



                  <=== NEXT ITEM NUMBER    PF6 PROCESS    PF7 CLEAR    PF11 TERM
REMARKS: UPDATE SUCCESSFUL                                              GRAP663B
```

Figure 10-2. Process Requisition Screen (F16-R)

3) *(Optional)* Type Y in the EXPENSE field if this request represents unusual usage (this quantity distributed will be charged to YTD expense usage accumulation and will NOT affect your reorder calculations).

4) Complete the ISSUED QUANTITY, SHIFT, and DEPT fields:

5) *(Optional)* Complete the following fields: ZONE, FOREMAN NUMBER, WORK ORDER NUMBER, TOOL/BRASS TAG NUMBER, REQUISITION NUMBER.

6) Press *F6*. The message, UPDATE SUCCESSFUL displayed in the Remarks field.

Field Descriptions - Process Requisition Screen

Item Number	The item number being requisitioned. It consists of three fields:
GRP	The group number of item.
CLS	The class number of item.
Number	The number within GRP amd CLS of the item.
Description (unlabelled)	The description of the item.
Date Issued	The date item is issued (default is today's date).
Balance on Hand	The balance on hand of item.
Stock Location 1	The primary storage location of item.
Total Waiting Insp	The total number of item waiting for quality control inspection.
Stock Location 2	The secondary storage location of item.
Total on Order	The total number of items on order but not yet received.
Stock Location 3	The third storage location of item.
NOTE: Cycle Check Today	This message is displayed if the item is being cycle checked today.
Expense	The value of Y charges the quantity distributed to YTD expense usage accumulation (unusual usage).
Issued Quantity	*(Required)* The quantity of item issued.
Shift/Dept/Zone	The shift, department, and zone receiving item.
Shift	*(Required)* The shift receiving item.
Dept	*(Required)* The department receiving item.
Zone	The zone receiving item.
Foreman Number	The number of Foreman receiving item.

Field Descriptions - Process Requisition Screen (*continued*)

Work Order Number	The work order number to be charged for the item.
Tool/Brass Tag Number	The brass tag or tool number of equipment using this item.
Requisition Number	A pre-printed form number (or short comment) that identifies the requisition or delivery process.
Next Item Number	The item number of next item to be issued.

Function Keys - Process Requisition Screen

F6	To process the requisition.
F11	To return to the previous menu.

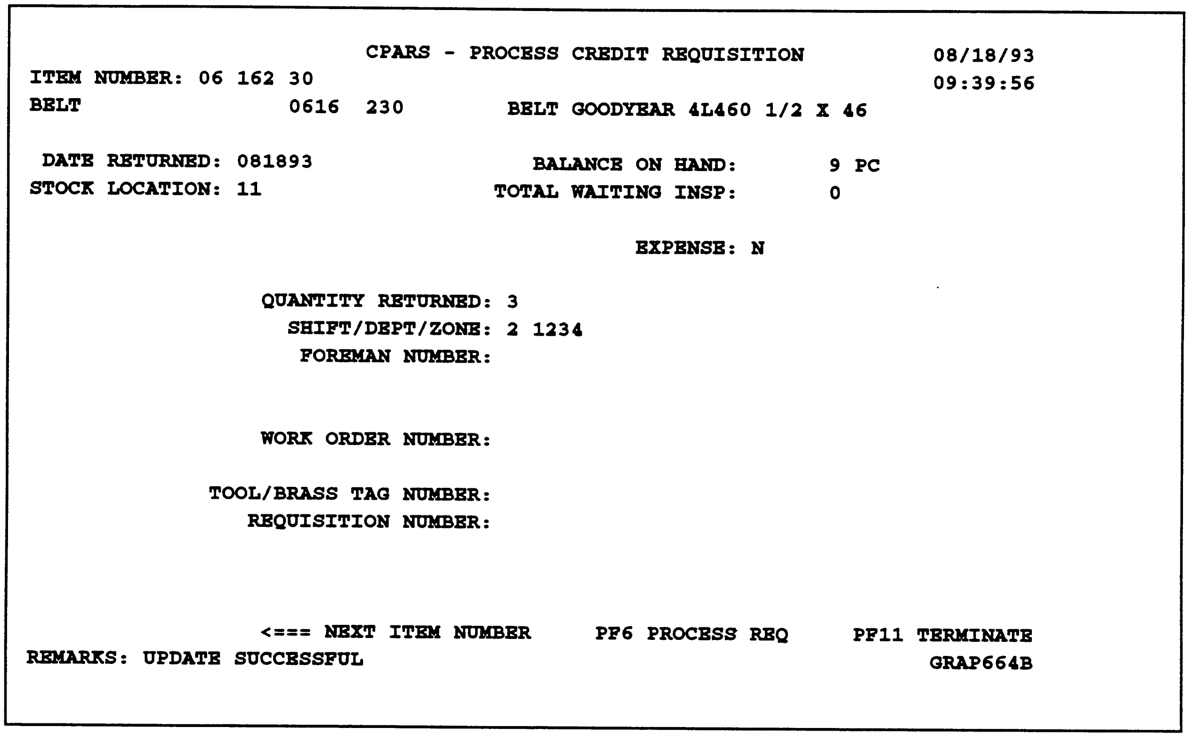
Processing Credit Window Requisitions

The Process Credit Requisition Screen (F16-C) is used to record the return of inventory items and to determine the stock location where returned items should be stored.

Procedures

1) Begin on the CPARS Master Menu, or any other CPARS sub-menu, and press *F16* (*Shift* + *F4*) to display the Window Requisition Menu.

2) Type C in the SELECT TRANSACTION CODE field, type the item number in the GRP CLS NUMBER field, and press *Enter*. The Process Credit Requisition Screen displays.



```
                          CPARS - PROCESS CREDIT REQUISITION          08/18/93
ITEM NUMBER: 06 162 30                                                09:39:56
BELT                0616  230         BELT GOODYEAR 4L460 1/2 X 46

 DATE RETURNED: 081893                  BALANCE ON HAND:       9 PC
STOCK LOCATION: 11                    TOTAL WAITING INSP:      0

                                                EXPENSE: N

                  QUANTITY RETURNED: 3
                    SHIFT/DEPT/ZONE: 2 1234
                     FOREMAN NUMBER:


                  WORK ORDER NUMBER:

              TOOL/BRASS TAG NUMBER:
                 REQUISITION NUMBER:



                   <=== NEXT ITEM NUMBER      PF6 PROCESS REQ      PF11 TERMINATE
REMARKS: UPDATE SUCCESSFUL                                             GRAP664B
```

Figure 10-3. Process Credit Requisition Screen (F16-C)

3) *(Optional)* Type Y in the EXPENSE field if the item was originally an expense item when disbursed.

4) Type information in the following fields: QUANTITY RETURNED, SHIFT, and DEPT.

5) *(Optional)* Type information in the following fields: WORK ORDER NUMBER, TOOL/BRASS TAG NUMBER, and REQUISITION NUMBER.

6) Press *F6*. The message, UPDATE SUCCESSFUL displays.

Field Descriptions - Process Credit Requisition Screen

Item Number	The item number of item being requisitioned. It consists of three fields:
GRP (unlabelled)	The group number of the item.
CLS (unlabelled)	The class number of the item.
Number (unlabelled)	The number within the GRP and CLS of the item.
Description (unlabelled)	A description of the item.
Date Returned	The date the item is returned (default is today's date).
Balance On Hand	The current balance on hand of item.
Stock Location	The primary storage location of the item.
Total Waiting Insp	The number of quality control items waiting to be inspected.
Note: Cycle Check Today	The message that is displayed if item being requisitioned is being cycle checked today.
Expense	The value of `Y` charges the quantity distributed to YTD expense usage accumulation (unusual usage).
Quantity Returned	*(Required)* The quantity of the item issued (up to 5 digits).
Shift/Dept/Zone	The Shift, Department, and zone receiving item.
Shift	*(Required)* The shift receiving item.
Dept	*(Required)* The department receiving item.
Zone	The zone receiving item.
Foreman Number	The foreman number receiving item.
Work Order Number	The work order number to be charged for this item issued.

Field Descriptions - Process Credit Requisition Screen (*continued*)

Tool/Brass Tag Number	The brass tag or tool number of the equipment associated with this item.
Requisition Number	A pre-printed form number or short comment explaining why item is being returned.
Next Item Number	The item number of the next item to be issued.

Function Keys - Process Credit Requisition Screen

F6	To process credit requisition.
F7	To clear screen for next item..
F11	To return to the previous menu.

Section 11

11 MASTER REQUISITIONS

Master Requisitions are lists that contain items frequently requested from the crib. Once a master requisition is created, you can view, edit, and place an order from the list, as well as record picked quantities. The Create New Master Screen (*F10-C*) and the Maintain Master Req File Screen (*F10-M*) are used to create and maintain the master requisition lists.

The Place Order Screen (*F10-O*) is used to order items from the master requisition list and send a pick list of items to General Stores.

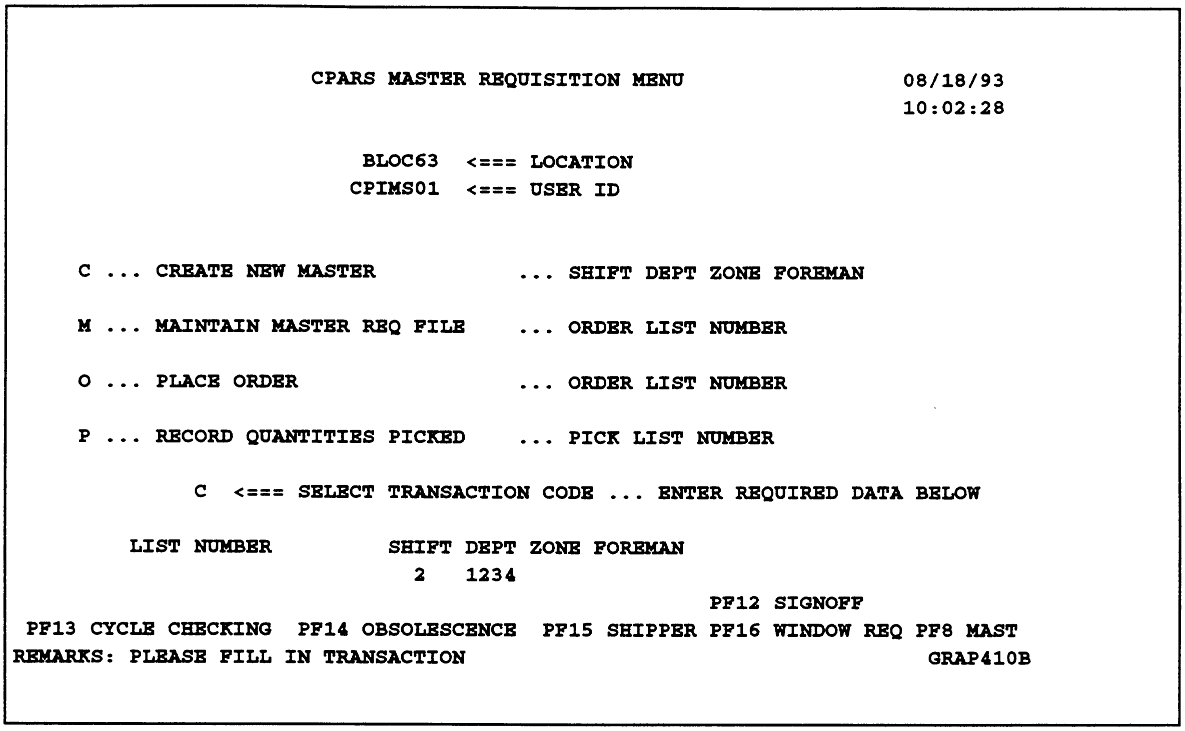
The Record Quantities Picked Screen (*F10-P*) is used to indicate which items on the order were picked, and in what quantities.

Creating Master Requisitions

The Create New Master Screen (*F10-C*) is used to create a Master Requisition. A Master Requisition is a list of items frequently requested from the crib.

Procedures

1) Begin on the CPARS Master Menu, or any other CPARS submenu, and press *F10* to display the Master Requisition Menu.



```
                    CPARS MASTER REQUISITION MENU                 08/18/93
                                                                  10:02:28

                       BLOC63  <=== LOCATION
                      CPIMS01  <=== USER ID


     C ... CREATE NEW MASTER          ... SHIFT DEPT ZONE FOREMAN

     M ... MAINTAIN MASTER REQ FILE   ... ORDER LIST NUMBER

     O ... PLACE ORDER                ... ORDER LIST NUMBER

     P ... RECORD QUANTITIES PICKED   ... PICK LIST NUMBER

              C  <=== SELECT TRANSACTION CODE ... ENTER REQUIRED DATA BELOW

        LIST NUMBER          SHIFT DEPT ZONE FOREMAN
                               2   1234
                                                  PF12 SIGNOFF
 PF13 CYCLE CHECKING  PF14 OBSOLESCENCE  PF15 SHIPPER PF16 WINDOW REQ PF8 MAST
REMARKS: PLEASE FILL IN TRANSACTION                                  GRAP410B
```

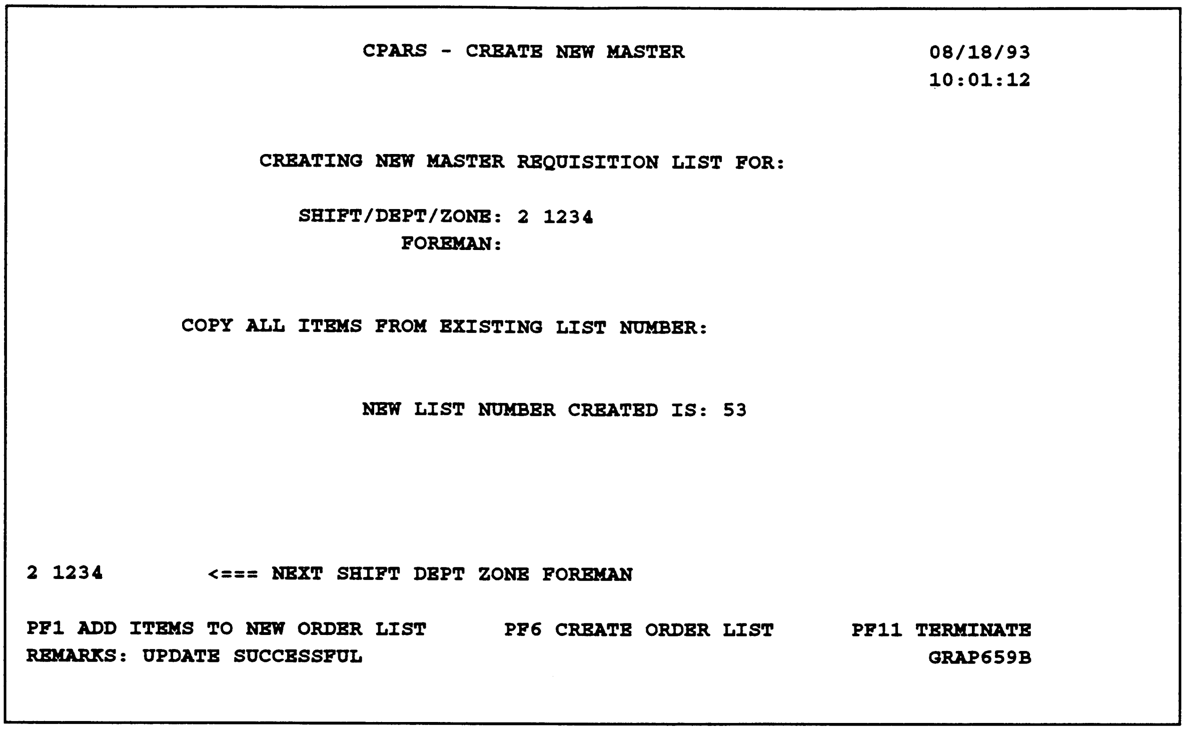
Figure 11-1. Master Requisition Menu (F10)

2) Type C in the SELECT TRANSACTION CODE field.

3) Complete the Shift (one character) field and the Dept (4-character) field.

4) *(Optional)* Complete the Zone field and the Foreman field.

5) Press *Enter*. The Create New Master Screen displays with the message, PRESS F6 FOR A LIST NUMBER OR ENTER LIST NUMBER TO COPY, in the REMARKS field.



```
                    CPARS - CREATE NEW MASTER                   08/18/93
                                                                10:01:12


                CREATING NEW MASTER REQUISITION LIST FOR:

                   SHIFT/DEPT/ZONE: 2 1234
                           FOREMAN:


          COPY ALL ITEMS FROM EXISTING LIST NUMBER:


                    NEW LIST NUMBER CREATED IS: 53





2 1234        <=== NEXT SHIFT DEPT ZONE FOREMAN

PF1 ADD ITEMS TO NEW ORDER LIST     PF6 CREATE ORDER LIST      PF11 TERMINATE
REMARKS: UPDATE SUCCESSFUL                                      GRAP659B
```

Figure 11-2. Create New Master Screen (F10-C)

6) Create a Master Requisition

To **copy from an existing master requisition**, type the existing list number in the COPY ALL ITEMS FROM EXISTING LIST NUMBER field and press *F6*.

To **create a new master requisition list**, press *F6*. The system creates a new master requisition list with no items. A list number is assigned and the message, UPDATE SUCCESSFUL is displayed in the REMARKS field. Record the List Number.

To **add items to this master requisition**, press *F1*. The Maintain Master Screen displays. (see page 12-19)

Note: *This screen can also be accessed through F10-M.*

Field Descriptions - Create New Master Screen

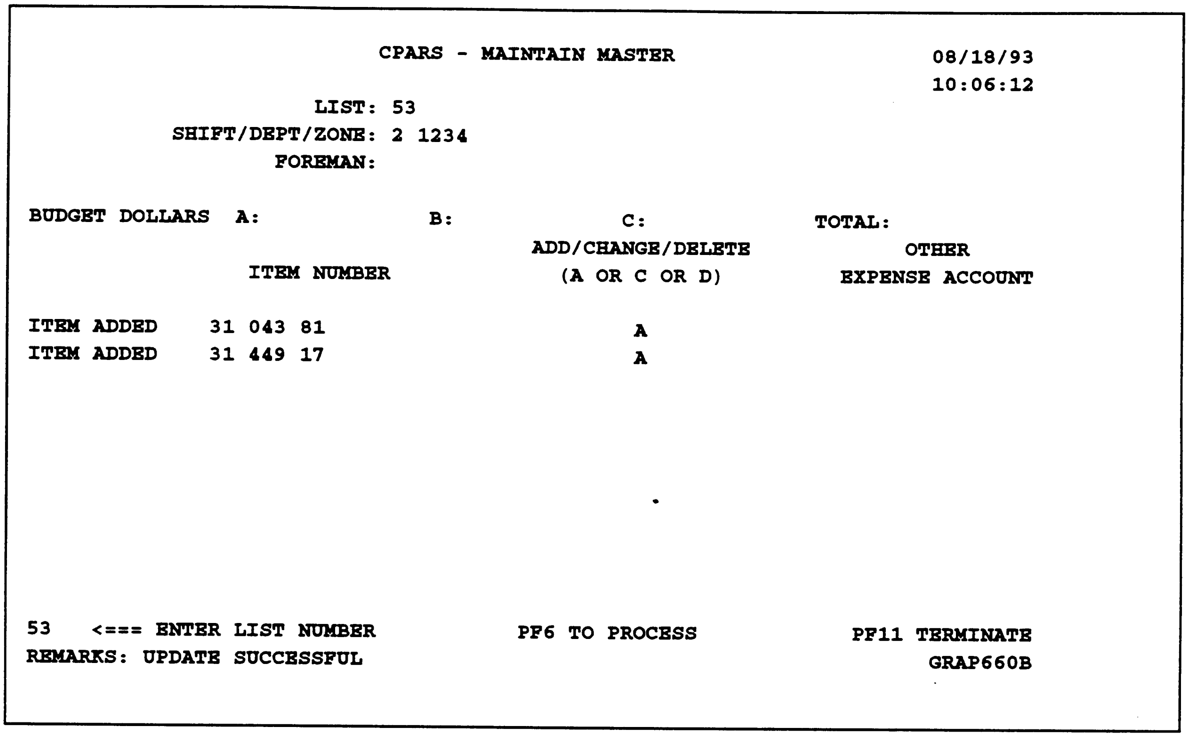
Shift/Dept/Zone	The shift, department, and zone using the master requisition list.
Shift	The shift using the new master requisition list 1 = midnight, 2 = day, 3 = afternoon, 4 = split.
Dept	The department code of the department using the new master requisition list.
Zone	The zone using the new master requisition list.
Foreman	The number of the foreman using the new master requisition list.
Copy All Items From Existing List Number	*(Required)* The number of the existing master requisition list where you want to copy all items.
New List Number Created Is	The number of the new master requisition list just created.
Next Shift Dept Zone Foreman	The next shift, department, zone, and foreman requiring a new master requisition list.

Function Keys - Create New Master Screen

F1	To add items to new Master Requisition created.
F6	To create a new Master Requisition.
F11	To return to the previous menu.

Changing Master Requisitions

1) Begin on the CPARS - Maintain Master (GRAP660B) Screen, and type the item number in the ITEM NUMBER field.



```
                              CPARS - MAINTAIN MASTER                    08/18/93
                                                                         10:06:12
                         LIST: 53
                 SHIFT/DEPT/ZONE: 2 1234
                      FOREMAN:

BUDGET DOLLARS  A:          B:             C:              TOTAL:
                                     ADD/CHANGE/DELETE           OTHER
                     ITEM NUMBER       (A OR C OR D)       EXPENSE ACCOUNT

ITEM ADDED    31 043 81                      A
ITEM ADDED    31 449 17                      A




53    <=== ENTER LIST NUMBER          PF6 TO PROCESS         PF11 TERMINATE
REMARKS: UPDATE SUCCESSFUL                                         GRAP660B
```

Figure 11-3. Maintain Master Screen (F1)

2) Type A (Add) in the ADD/CHANGE/DELETE field.

3) Repeat steps 2-3 until all items are added.

4) Press *F6*. The message, ITEM ADDED is displayed to the left of each item and the message, UPDATE SUCCESSFUL, in the REMARKS field.

Field Descriptions - Maintain Master Screen

List	The list number of the displayed master requisition list.
Shift/Dept/Zone	The shift, department, and zone using the master requisition list.
Shift	The shift using the master requisition list 1 = midnight, 2 = day, 3 = afternoon, 4 = split).
Dept	The department code of the department using the master requisition list.
Zone	The zone using the master requisition list.
Foreman	The number of the foreman using the master requisition list.
Budget Dollars A, B, or C	The maximum dollar amounts to be spent per week on individual items. (Memo field *only*.) ***Note:*** *Accounting will indicate the amount to be typed in this field. This field is recorded on the Master Requisition Order Report (GRAP314B).*
Budget Dollars Total	The maximum dollar amount to be spent per week on the entire master requisition (up to 10 digits). ***Note:*** *Accounting will indicate the amount to be typed in this field.*
Item Number	*(Required)* The item number of the item you want to add, change, or delete. It is comprised of three fields:
GRP (unlabelled)	*(Required)* The group number of the item.
CLS (unlabelled)	*(Required)* The class number of the item.
Number (unlabelled)	*(Required)* The number within GRP and CLS of the item.

Field Descriptions - Maintain Master Screen (*continued*)

Add/Change/ Delete	*(Required)* An action code indicating the status of the item
	A=adding item,
	C=changing item's expense account,
	D=deleting item.

Other Expense Account	The account to be charged for the item that is being requisitioned from a master requisition.
Enter List Number	The list number of the next master requisition list you want to update.

Function Keys - Maintain Master Screen

F6	To process changes.
F11	To return to previous menu.

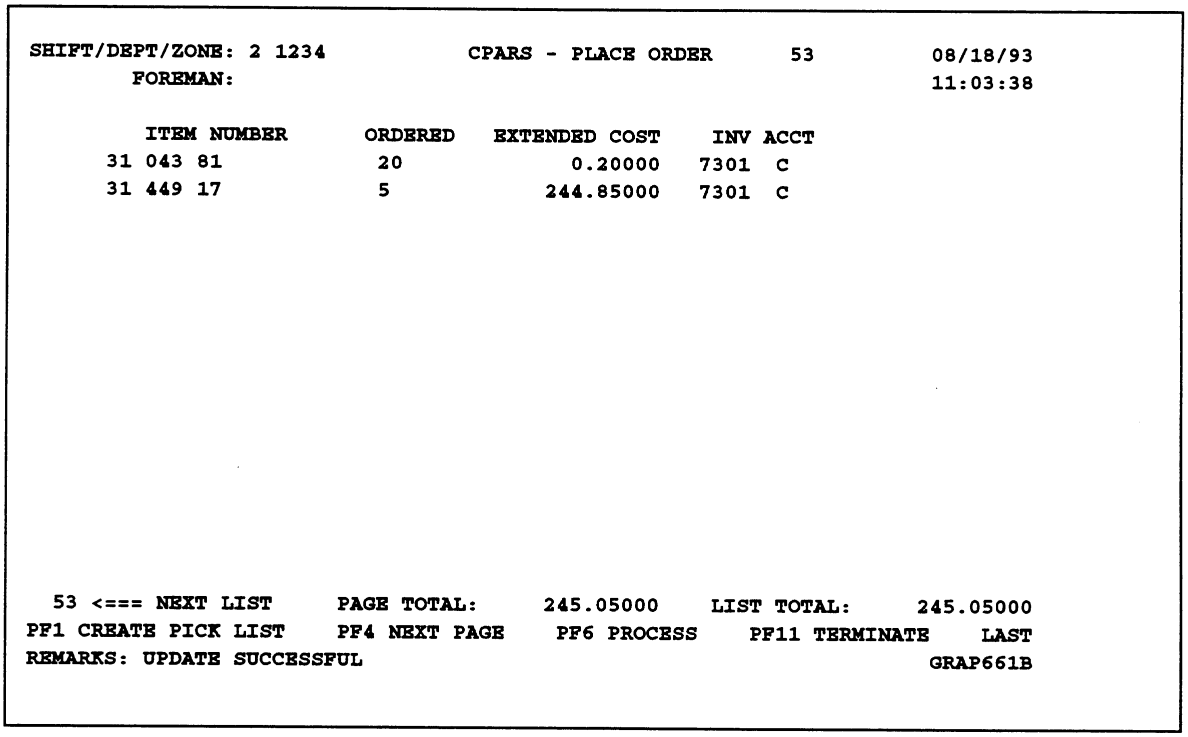
Ordering With Master Requisition

The Place Order Screen (*F10-O*) is used to order items from the master requisition list and send a pick list of items to General Stores.

Procedures

1) Begin on the CPARS Master Menu, or any other CPARS sub-menu, and press *F10* to display the Master Requisition Menu (*see Figure 11-1*).
2) Type O in the SELECT TRANSACTION CODE field.
3) Type the master requisition list number in the LIST NUMBER field, and press *Enter*. The Place Order Screen displays with the message, LIST RETRIEVED; ENTER ORDERED AMOUNTS AND HIT PF6, in the REMARKS field.

Note: *If the item has not been ordered in the last 10 weeks, the system automatically removes the item from the master requisition list.*



```
SHIFT/DEPT/ZONE: 2 1234          CPARS - PLACE ORDER      53          08/18/93
        FOREMAN:                                                      11:03:38

         ITEM NUMBER       ORDERED    EXTENDED COST     INV ACCT
      31 043 81             20               0.20000    7301  C
      31 449 17             5              244.85000    7301  C










  53 <=== NEXT LIST     PAGE TOTAL:      245.05000    LIST TOTAL:      245.05000
PF1 CREATE PICK LIST    PF4 NEXT PAGE    PF6 PROCESS    PF11 TERMINATE    LAST
REMARKS: UPDATE SUCCESSFUL                                              GRAP661B
```

Figure 11-4. Place Order (F10-O)

4) Type the quantity you want to order in each item's ORDERED field (overtype the zero), and press *F6*. The message, UPDATE SUCCESSFUL displays in the REMARKS field. The Extended Cost, Inventory Account, Page Total, and List Total calculates and displays.

5) Press *F1*. The message, PICK LIST IS CREATED, NEW PICK LIST NUMBER IS NNNN displays in the REMARKS field.

6) Record the pick list number for future use.

Field Descriptions - Place Order Screen

Shift/Dept/Zone	The shift, department, and zone using the master requisition list; the system automatically separates these fields with a single space.
Shift	The shift using the master requisition list 1 = midnight, 2 = day, 3 = afternoon, 4 = split
Dept	The department code of the department using the new master requisition list.
Zone	The zone using the new master requisition list.
Foreman	The number of the foreman using the new master requisition list.
Item Number	The item number of the item you want to add, change, or delete. It is comprised of three fields:
GRP (unlabelled)	The group number of the item.
CLS (unlabelled)	The class number of the item.

Field Descriptions - Place Order Screen (*continued*)

Number (unlabelled)	The number within GRP and CLS of the item.
Ordered	*(Required)* The quantity of the item to be ordered from the master requisition list.

Recording Quantities Picked With Master Requisition

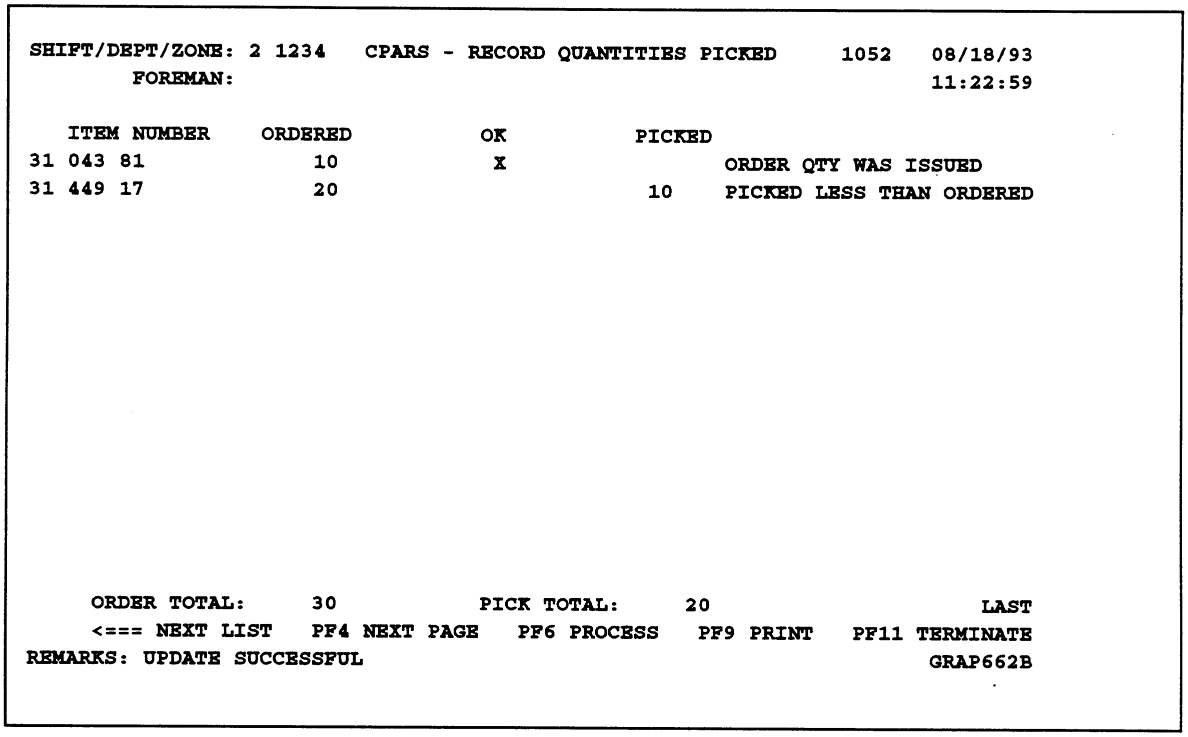
The Record Quantities Picked (*F10-P*) Screen is used to record which items from the Master Requisition were picked from the crib, and what quantity of each picked item was removed from the crib.

Procedures

1) Begin on the CPARS Master Menu, or any other CPARS sub-menu, and press *F10* to display the Master Requisition Menu (*see Figure 11-1*).

2) Type P in the SELECT TRANSACTION CODE field, the pick list number in the LIST NUMBER field, and then press *Enter*. The Record Quantities Picked screen displays with the message, ENTER 'X' FOR OK OR ENTER QUANTITY PICKED AND HIT PF6 appearing in the REMARKS field.

Note: *For each item, the quantity picked may be zero, same as, less than, or more than quantity ordered.*



```
SHIFT/DEPT/ZONE: 2 1234   CPARS - RECORD QUANTITIES PICKED     1052   08/18/93
       FOREMAN:                                                       11:22:59

   ITEM NUMBER    ORDERED          OK         PICKED
31 043 81            10            X                ORDER QTY WAS ISSUED
31 449 17            20                         10  PICKED LESS THAN ORDERED




    ORDER TOTAL:      30          PICK TOTAL:     20                      LAST
    <=== NEXT LIST   PF4 NEXT PAGE   PF6 PROCESS   PF9 PRINT   PF11 TERMINATE
REMARKS: UPDATE SUCCESSFUL                                            GRAP662B
```

Figure 11-5. Record Quantities Picked (F10-P)

If the quantity picked is the *same* as the quantity ordered, type X in the item's OK field.

If the quantity picked is *less than* or *more than* the quantity ordered, type the quantity picked in the item's PICKED field.

If the item *was not picked*, type 0 (zero) in the item's PICKED field.

If *no quantity picked is to be recorded at this time*, leave the OK and PICKED fields blank (item will remain on the pick list for subsequent record processing).

Press *F6*. The message, UPDATE SUCCESSFUL displays in the REMARKS field and one of the following messages appears next to each item:

- ORDER QTY WAS ISSUED (21 code assigned to this transaction on the Daily Activity Register),
- PICKED LESS THAN ORDERED (23 code assigned to this transaction on the Daily Activity Register),
- PICKED MORE THAN ORDERED (24 code assigned to this transaction on the Daily Activity Register).

Field Descriptions - Record Quantities Picked Screen

Shift/Dept/Zone	The shift, department, and zone using the pick list.
Shift	The shift using the master requisition list 1 = midnight, 2 = day, 3 = afternoon, 4 = split).
Dept	The department code of the department using the pick list.
Zone	The zone using the pick list.
Foreman	The number of the foreman using the new master requisition list.
Item Number	The item number of the item you want to add, change, or delete. It is comprised of three fields:

Field Descriptions - Record Quantities Picked Screen (*continued*)

GRP (unlabelled)	The group number of the item.
CLS (unlabelled)	The class number of the item.
Number (unlabelled)	The number within GRP and CLS of the item.
Ordered	The quantity of the item ordered.
OK	The value of X indicates that the quantity picked was the same as the quantity ordered.
Picked	*(Required)* The quantity of the item picked.
Order Total	The total of all item quantities displayed in the ORDERED field.
Pick Total	The total of all item quantities displayed in the PICKED field.
Next List	The list number of the next master requisition you want to update.

Function Keys - Record Quantities Picked Screen

F4	To display next page.
F6	To record the quantities picked.
F9	To print the record of quantities picked.
F11	To return to the previous menu.

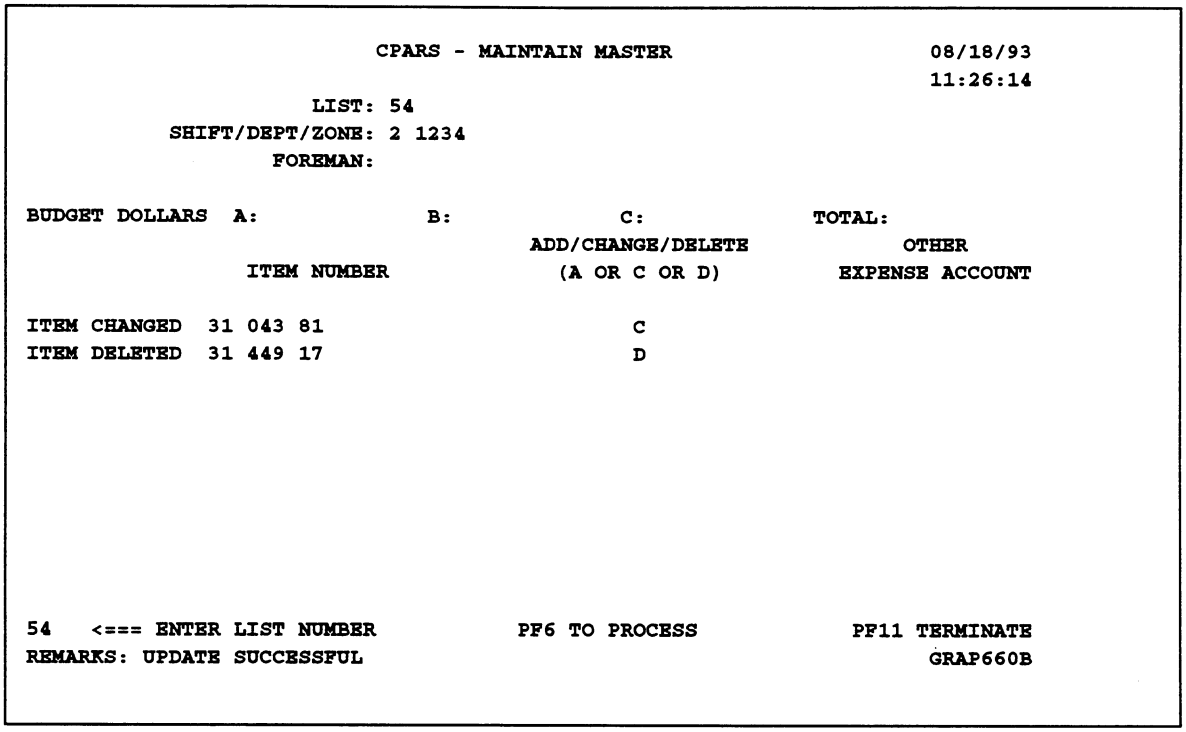
Maintaining the Master Requisition

The Maintain Master Requisition Screen is used to add, change, or delete items from an existing Master Requisition.

Procedures

1) Begin on the CPARS Master Menu, or any other CPARS submenu, and press *F10* to display the Master Requisition Menu (*see Figure 11-1*).

2) Type `M` in the SELECT TRANSACTION CODE field, the list number in the LIST NUMBER field, and then press *Enter*. The Maintain Master Screen displays with the message, LIST NUMBER RETRIEVED, appearing in the Remarks field.



```
                         CPARS - MAINTAIN MASTER                      08/18/93
                                                                      11:26:14
                    LIST: 54
         SHIFT/DEPT/ZONE: 2 1234
                 FOREMAN:

BUDGET DOLLARS  A:           B:            C:             TOTAL:
                                   ADD/CHANGE/DELETE          OTHER
                 ITEM NUMBER         (A OR C OR D)        EXPENSE ACCOUNT

ITEM CHANGED  31 043 81                    C
ITEM DELETED  31 449 17                    D










54   <=== ENTER LIST NUMBER          PF6 TO PROCESS          PF11 TERMINATE
REMARKS: UPDATE SUCCESSFUL                                         GRAP660B
```

Figure 11-6. Maintain Master Screen (F10-M)

3) *(Optional)* Type budget amounts in the Budget A, B, or C fields, or type a weekly budget total amount in the TOTAL field.

4) Add or delete an item to the master requisition list.

   To **add an item to the master requisition list**, type the item number in the ITEM NUMBER field, and type `A` (Add) in the ADD/CHANGE/DELETE field.

To **delete an item from the master requisition list**, type the item number in the ITEM NUMBER field, and type D (Delete) in the ADD/CHANGE/DELETE field.

(Optional) To **assign an item to a particular expense account, or to change the current expense account**, type the item number in the ITEM NUMBER field, type C (Change) in the ADD/CHANGE/DELETE field, and type the appropriate account number in the OTHER EXPENSE ACCOUNT field.

5) Press *F6*. The message, UPDATE SUCCESSFUL, appears in the Remarks field.

Field Descriptions - Maintain Master Screen

List	The list number of the displayed master requisition list.
Shift/Dept/Zone	The shift, department, and zone using the master requisition list.
Shift	The shift using the master requisition list 1 = midnight, 2 = day, 3 = afternoon, 4 = split).
Dept	The department code of the department using the master requisition list.
Zone	The zone using the master requisition list.
Foreman	The number of the foreman using the master requisition list.
Budget Dollars A, B, or C	The maximum dollar amounts to be spent per week on individual items. (Memo field *only*.) ***Note:*** *Accounting will indicate the amount to be typed in this field. This field is recorded on the Master Requisition Order Report (GRAP314B).*

Field Descriptions - Maintain Master Screen (*continued*)

Budget Dollars Total	The maximum dollar amount to be spent per week on the entire master requisition (up to 10 digits). **Note:** *Accounting will indicate the amount to be typed in this field.*
Item Number	*(Required)* The item number of the item you want to add, change, or delete; comprised of three fields: GRP, CLS and NUMBER (below).
GRP (unlabelled)	*(Required)* The group number of the item.
CLS (unlabelled)	*(Required)* The class number of the item.
Number (unlabelled)	*(Required)* The number within GRP and CLS of the item.

Add/Change/ Delete (A, C, or D)	*(Required)* The action code indicating the status of the item
	A=adding item,
	C=changing item's expense account,
	D=deleting item.

Other Expense Account	The account to be charged for the item that is being requisitioned from a master requisition.
Enter List Number	The list number of the next master requisition list you want to update.

Function Keys - Maintain Master Screen

F6	To process changes.
F11	To return to previous menu.

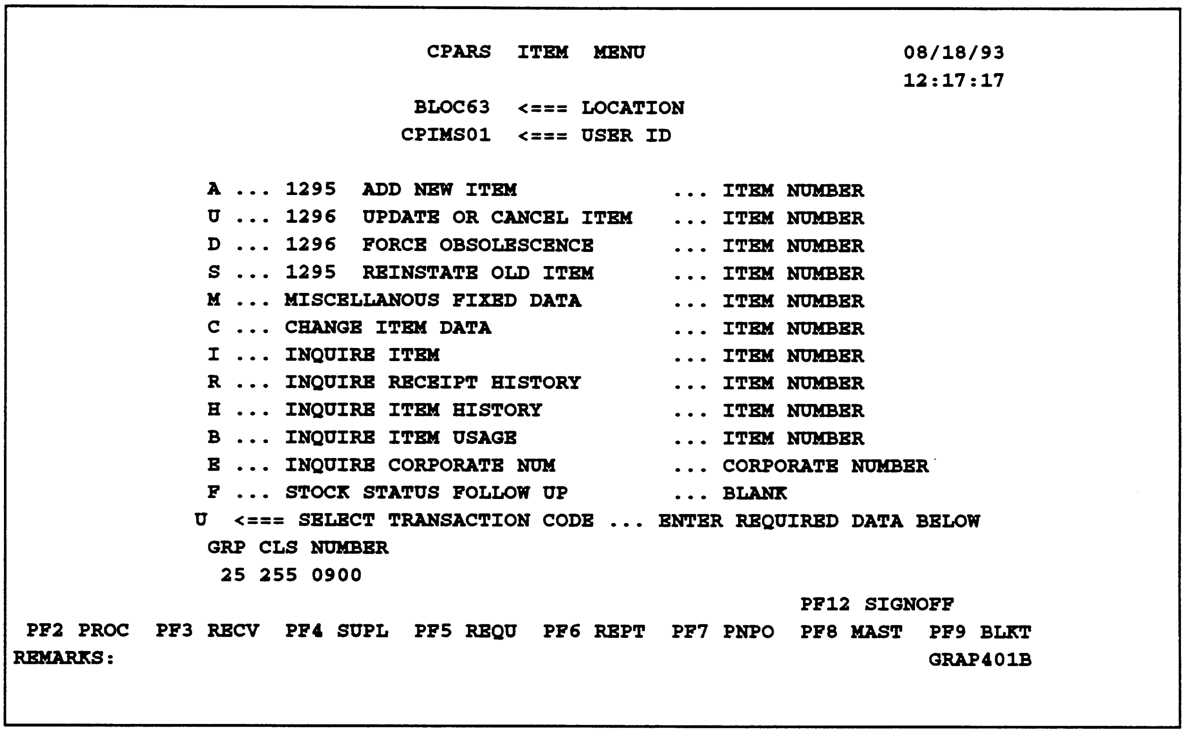
Section 12

12 CANCELING INVENTORY ITEMS - NO PROCUREMENT HISTORY

After an item has been added to inventory through Part Specification, it may be cancelled on the 1296 Update or Cancel (*F1-U*) Screen, provided there is no procurement history and no balance on hand. Items which were added via Part Specification will be delinked when they are cancelled on this screen. If the item *does* have procurement history and/or balance on hand, it must be forced into an obsolete status, and then scrapped or sold (see Chapter 14, Process Obsolescence - Inventory Items).

Procedures

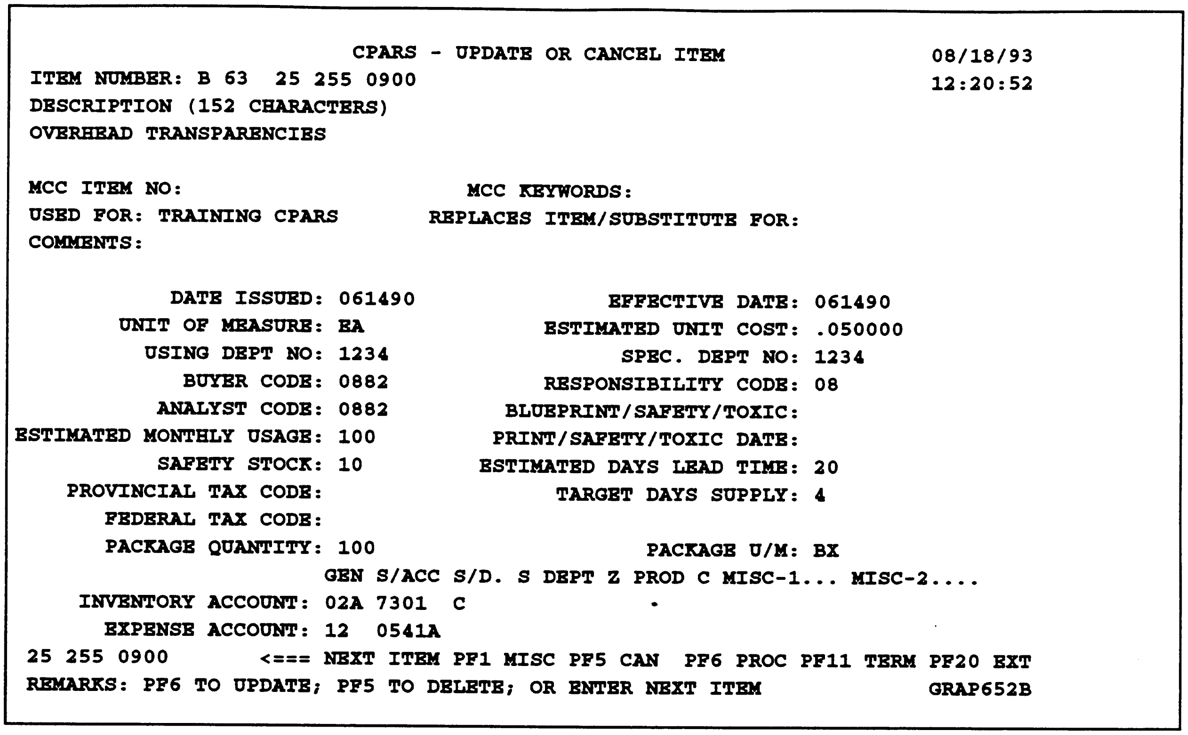
1) Begin on the CPARS Master Menu, or any other CPARS sub-menu, and press *F1* to display the Item Menu.



```
                         CPARS  ITEM  MENU                      08/18/93
                                                                12:17:17
                        BLOC63  <=== LOCATION
                       CPIMS01  <=== USER ID

        A ... 1295  ADD NEW ITEM            ... ITEM NUMBER
        U ... 1296  UPDATE OR CANCEL ITEM   ... ITEM NUMBER
        D ... 1296  FORCE OBSOLESCENCE      ... ITEM NUMBER
        S ... 1295  REINSTATE OLD ITEM      ... ITEM NUMBER
        M ... MISCELLANOUS FIXED DATA       ... ITEM NUMBER
        C ... CHANGE ITEM DATA              ... ITEM NUMBER
        I ... INQUIRE ITEM                  ... ITEM NUMBER
        R ... INQUIRE RECEIPT HISTORY       ... ITEM NUMBER
        H ... INQUIRE ITEM HISTORY          ... ITEM NUMBER
        B ... INQUIRE ITEM USAGE            ... ITEM NUMBER
        E ... INQUIRE CORPORATE NUM         ... CORPORATE NUMBER
        F ... STOCK STATUS FOLLOW UP        ... BLANK
       U  <=== SELECT TRANSACTION CODE ... ENTER REQUIRED DATA BELOW
        GRP CLS NUMBER
         25 255 0900
                                                     PF12 SIGNOFF
 PF2 PROC  PF3 RECV  PF4 SUPL  PF5 REQU  PF6 REPT  PF7 PNPO  PF8 MAST  PF9 BLKT
REMARKS:                                                        GRAP401B
```

Figure 12-1. CPARS Item Menu (F1)

2) Type U in the Select Transaction Code field, the item number in the GRP, CLS, and Number fields, and then press *Enter*. The Update or Cancel Item Screen displays.



```
                       CPARS - UPDATE OR CANCEL ITEM                 08/18/93
 ITEM NUMBER: B 63  25 255 0900                                       12:20:52
 DESCRIPTION (152 CHARACTERS)
 OVERHEAD TRANSPARENCIES

 MCC ITEM NO:                        MCC KEYWORDS:
 USED FOR: TRAINING CPARS         REPLACES ITEM/SUBSTITUTE FOR:
 COMMENTS:

           DATE ISSUED: 061490                EFFECTIVE DATE: 061490
       UNIT OF MEASURE: EA               ESTIMATED UNIT COST: .050000
         USING DEPT NO: 1234                   SPEC. DEPT NO: 1234
            BUYER CODE: 0882             RESPONSIBILITY CODE: 08
          ANALYST CODE: 0882          BLUEPRINT/SAFETY/TOXIC:
ESTIMATED MONTHLY USAGE: 100          PRINT/SAFETY/TOXIC DATE:
          SAFETY STOCK: 10         ESTIMATED DAYS LEAD TIME: 20
   PROVINCIAL TAX CODE:                  TARGET DAYS SUPPLY: 4
      FEDERAL TAX CODE:
      PACKAGE QUANTITY: 100                      PACKAGE U/M: BX
                        GEN S/ACC S/D. S DEPT Z PROD C MISC-1... MISC-2....
     INVENTORY ACCOUNT: 02A 7301  C              .
       EXPENSE ACCOUNT: 12  0541A
 25 255 0900        <=== NEXT ITEM PF1 MISC PF5 CAN  PF6 PROC PF11 TERM PF20 EXT
 REMARKS: PF6 TO UPDATE; PF5 TO DELETE; OR ENTER NEXT ITEM           GRAP652B
```

Figure 12-2 Update or Cancel Item Screen (F1-U)

3) Press *F5* (Cancel). The message, IF YOU ARE SURE YOU WANT TO DELETE - PF5 AGAIN, appears in the Remarks field.

4) Press *F5* again to delete the item. The message, DELETE SUCCESSFUL, appears in the Remarks field.

Note*: The message, CAN'T DELETE - BALANCE ON HAND will display if there is procurement history or balance on hand for the item. When this remark is displayed, you must use the 1296 Force Obsolescence Screen (F1-D) to remove the item from inventory.*

Field Descriptions - Update or Cancel Item Screen

Item Number	The inventory item number preceded by the CPARS location number (for example, B63, G 22, etc.).
Description	A description of the item (up to 152 characters).
CIS Item No	The Corporate Identification System (CIS) item number (if the item is not linked to an MCC).
CIS Keyword	No longer an active field. Leave Blank.
Used For	The purpose for the new item (up to 15 characters).
Replaces Item/ Substitute For	The item number to be replaced by the new item.
Comments	Free form comments concerning the item (up to 60 characters).
Date Issued	Changed 1295 date of issue (if the item is not linked to an MCC).
Effective Date	The date (6 digits) the item will be added to general stores.
Unit Of Measure	Changed item unit of measure (3 characters).
Estimated Unit Cost	Changed estimated cost per unit of measure of the item (up to 9 digits left of decimal point; up to 7 digits right of decimal point).
Using Dept No	Using department's number .
Spec. Dept No	Specifying department number (if the item is not linked to an MCC).
Buyer Code	The Code of Buyer (4 digits) responsible for the item.
Responsibility Code	The code of the individual or department responsible when the item is eventually inactive and marked for disposal.
Analyst Code	The Code of Analyst (4 digits) responsible for this item in the location.

Field Descriptions - Update or Cancel Item Screen *(continued)*

Blueprint/Safety/ Toxic	The 1-digit code indicating the type of item or type of documents attachments to the 1295 document
	B = blueprint,
	S = safety,
	T = toxic.

Estimated Monthly Usage	The estimated quantity of the item used per month (up to 6 digits).
Print/Safety/ Toxic Date	The approval date for attachments specified in the BLUEPRINT/SAFETY/TOXIC field.
Safety Stock	The safety stock level below which inventory for this item should never fall (up to 6 digits).
Estimated Days Lead Time	The estimated number of days from order date to delivery date (up to 4 digits).
Provincial Tax Code	The local tax code (1 digit).
Target Days Supply	The number of days supply the user wants to have on hand (up to 4 digits). If left blank, the system will calculate for you.
Federal Tax Code	The federal tax code (1 digit).
Package Quantity	The quantity of items in the package unit of measure. ***Note:*** *The system will round order quantities up to this figure.*
Package U/M	The package unit of measure (up to 3 characters).

Field Descriptions - Update or Cancel Item Screen (*continued*)

Inventory Account Information

GEN	The general ledger account charged when the item is received (up to 3 characters).
S/ACC	The sub-account charged when the item is received (up to 5 characters).
S/D	The sub-division account charged when the item is received (up to 4 characters).
S	Leave blank.
DEPT	Leave blank.
Z	Leave blank.
PROD	Leave blank.

C	The character of item's use
	P = project,
	C = company-owned cafeteria.

MISC-1	Miscellaneous data; can be a project and item number or other additional information as defined by the local accounting authority (up to 9 characters).
MISC-2	Miscellaneous data; can be a work order number associated with items or other additional information as defined by the local accounting authority (up to 10 characters).

Expense Account Information

GEN	The general ledger account charged when the item is window requisitioned (up to 3 characters).
S/ACC	The sub-account charged when the item is window requisitioned (up to 5 characters).
S/D	The sub-division account charged when the item is window requisitioned (up to 4 characters).
S	Leave blank.
DEPT	Leave blank.

Field Descriptions - Update or Cancel Item Screen *(continued)*

Expense Account Information (continued)

Z	Leave blank.
PROD	The product line to be charged for the item (4 characters).

C	The character of item's use
	P = project,
	C = company-owned cafeteria.

MISC-1	Miscellaneous data; can be an item number within the project or other additional information as defined by the local accounting authority (up to 9 characters).
MISC-2	Miscellaneous data; can be a work number associated with items or other additional information as defined by the local accounting authority (up to 10 characters).

The S (shift code), DEPT (department charged), and Z (zone or foreman number charged) are all typed on the Process Requisition Screen (*F16-R*) when the item is window requisitioned.

Function Keys - Update or Cancel Item Screen

F1	To display Miscellaneous Fixed Data Screen.
F5	To cancel the item.
F6	To process changes to the screen.
F11	To return to the previous menu.

Section 13

13 PROCESS OBSOLESCENCE - INVENTORY ITEMS

The two types of obsolete parts are as follows:

- Parts forced obsolete by the *system* (due to two years inactivity)
  - High Value (item price x balance on hand >= $200)
  - Low Value (item price x balance on hand < $200)
- Parts forced obsolete by an *individual* within the location.
  - High Value (item price x balance on hand >= $200)
  - Low Value (item price x balance on hand < $200)

If an *individual forces* a part obsolete, the Force Obsolescence (*F1-D*) Screen is used. Once the item is forced obsolete the following action can be taken:

- *Low Value Items (less than $200.00)* may be **deleted** from inventory using the 1285 Low Value Item Delete Screen (*F14-C*).
- *High Value Items (equal to or exceeding $200.00)* may be **sold** (*F14-P*) or **scrapped** (*F14-D*).

If the *system forces* an item obsolete, the item appears on a 1621 report (High Value items) or 1285 report (Low Value items). CPARS prints a monthly report (GRAP321B - Inactive Nonproduction Material Inquiry) which contains both 1621 and 1285 items. This report is circulated to the individual or department responsible for the item, and a decision must be made whether to retain or delete (scrap or sale) the item. The following action can be taken:

- *Low Value Items (less than $200.00)* may be **sold** on the Record Sale Screen (*F14-P*) or **deleted/scrapped** on the Process Low Value Report Screen (*F14-G*).
- *High Value Items (equal to or exceeding $200.00)* must be **disposed** or **retained** on the Process 1621 Report Screen (*F14-S*). If the items are set for disposal, they may be **sold** using the Record Sale (*F14-P*) Screen or s**crapped** using the 271A Item Delete (*F14-D*) Screen.

When the entire balance on hand for an obsolete item has been either scrapped or sold, the item is deleted from the CPARS database for your location. Items added via Part Specification are delinked from the MCC numbers at this time.

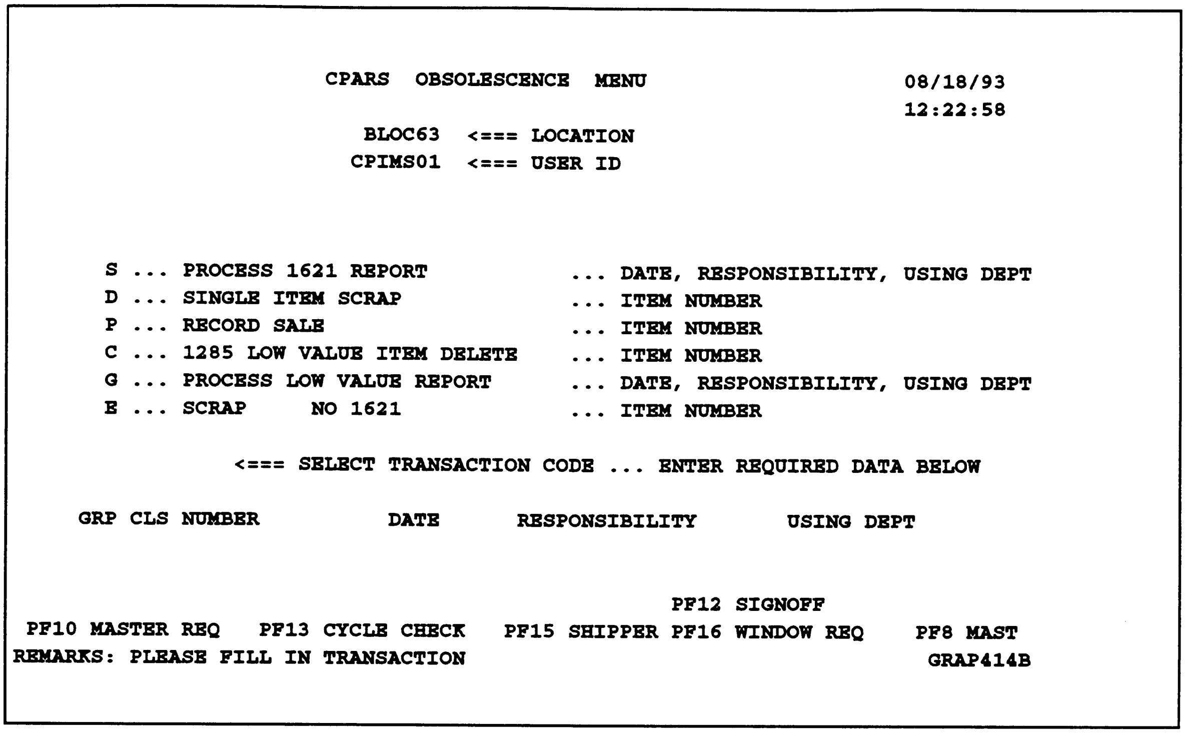
The following table illustrates a summary of the actions that must be made to process obsolescence on an item:

	Manual Obsolescence *(forced by an individual)*	**System Obsolescence** *(forced by the system)*
High Value (Extended value *greater than* or *equal to* $200.00)	1) Force Obsolete (*F1-D*) 2) Delete item (*F14-D*) **OR** sell item (*F14-P*)	1) System forces obsolete. 2) Dispose/retain decision (*F14-S*) 3) Sell (*F14-P*) **OR** scrap (*F14-D*)
Low Value (Extended value *less than* $200.00)	1) Force Obsolete not necessary 2) Delete item (*F14-C*) 3) Sell item (*F14-P*)	1) System forces obsolete. 2) Dispose/retain decision Sell (*F14-P*) Retain (*F14-G*)

The 1285 Low Value Item Delete Screen is used to delete or partially scrap an item with an extended cost less than $200.00. After accessing this screen, item balance on hand, unit price, and extended cost will be displayed. You may delete the item from inventory and scrap the entire balance on hand, or scrap a partial quantity of the item and retain the remaining balance on hand.

Deleting Inventory Items (Low Value)

1) Begin on the CPARS Master Menu, or any other CPARS sub-menu, and press *F14* to display the Obsolescence Menu.

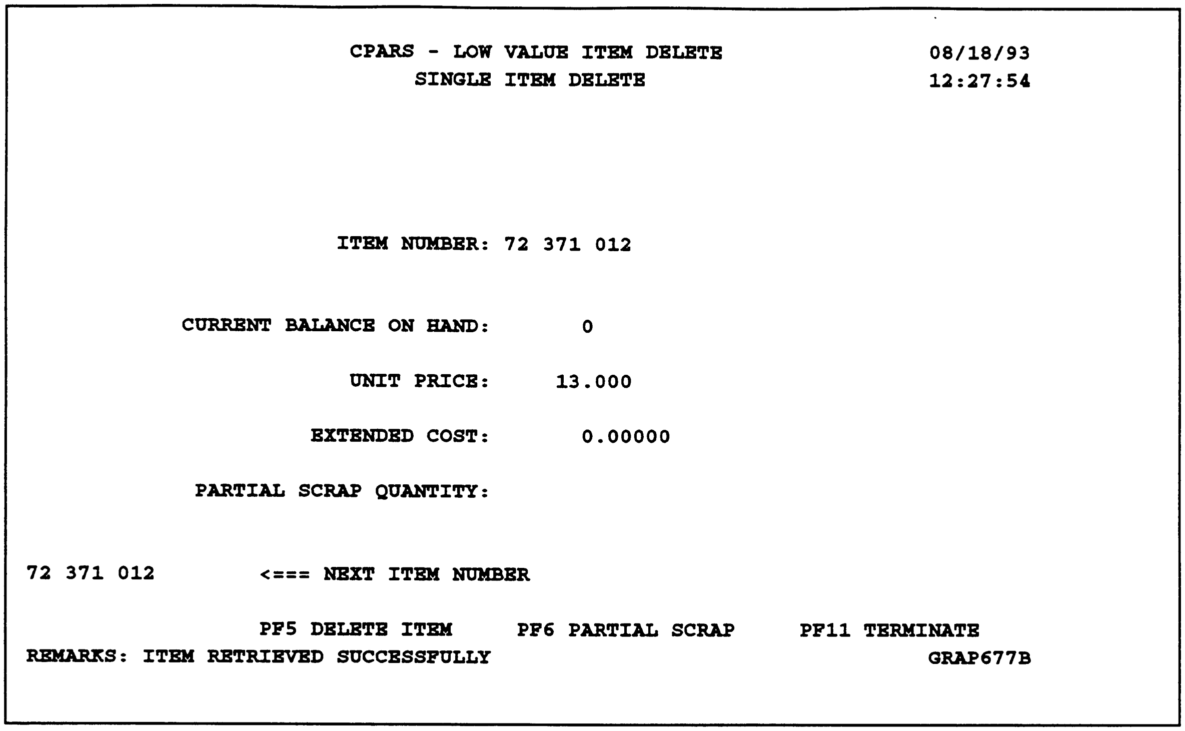


```
                        CPARS  OBSOLESCENCE  MENU                   08/18/93
                                                                    12:22:58
                           BLOC63  <=== LOCATION
                          CPIMS01  <=== USER ID


       S ... PROCESS 1621 REPORT            ... DATE, RESPONSIBILITY, USING DEPT
       D ... SINGLE ITEM SCRAP              ... ITEM NUMBER
       P ... RECORD SALE                    ... ITEM NUMBER
       C ... 1285 LOW VALUE ITEM DELETE     ... ITEM NUMBER
       G ... PROCESS LOW VALUE REPORT       ... DATE, RESPONSIBILITY, USING DEPT
       E ... SCRAP     NO 1621              ... ITEM NUMBER

                  <=== SELECT TRANSACTION CODE ... ENTER REQUIRED DATA BELOW

     GRP CLS NUMBER          DATE       RESPONSIBILITY       USING DEPT


                                                     PF12 SIGNOFF
 PF10 MASTER REQ   PF13 CYCLE CHECK   PF15 SHIPPER PF16 WINDOW REQ    PF8 MAST
REMARKS: PLEASE FILL IN TRANSACTION                                   GRAP414B
```

Figure 13-1. CPARS Obsolescence Menu (F14)

2) Type C in the SELECT TRANSACTION CODE field.

3) Type the item number in the GRP, CLS, and NUMBER fields, and press *Enter*. The 1285 Low Value Item Delete Screen displays.



```
                    CPARS - LOW VALUE ITEM DELETE                     08/18/93
                         SINGLE ITEM DELETE                           12:27:54



                   ITEM NUMBER: 72 371 012

       CURRENT BALANCE ON HAND:        0

                   UNIT PRICE:      13.000

                EXTENDED COST:        0.00000

        PARTIAL SCRAP QUANTITY:

72 371 012         <=== NEXT ITEM NUMBER

                PF5 DELETE ITEM     PF6 PARTIAL SCRAP     PF11 TERMINATE
REMARKS: ITEM RETRIEVED SUCCESSFULLY                                  GRAP677B
```

Figure 13-2. 1285 Low Value Item Delete Screen (F14-C)

To **delete item from inventory and scrap the entire balance on hand**, press *F5*.

To **scrap a partial quantity of the item and retain the remaining balance on hand**, type the quantity to be scrapped in the PARTIAL SCRAP QUANTITY field and press *F6*.

Note: *Once you have scrapped a partial quantity, the item is still a part of inventory. To delete the item after a partial scrap, you must enter the item again in the NEXT ITEM NUMBER field, press Enter, and press F5. When the item is deleted the entire current balance on hand is scrapped.*

Field Descriptions - Low Value Item Delete Screen

Item Number	Low value item number to be deleted or partially scrapped. Format: Group, Class, Number).
Current Balance On Hand	Current quantity of the item now in inventory.
Unit Price	Price per unit of measure of the item. ***Note:*** *This price must be less than $200.00 in order to delete or partially scrap using this screen.*
Extended Cost	Product of item quantity x item price per unit of measure. ***Note:*** *This extended cost must be less than $200.00 in order to delete or partially scrap using this screen.*
Partial Scrap Quantity	*(Required)* Partial number of the item to be scrapped.
Next Item Number	Number of the next item to be deleted and/or scrapped.

Function Keys - Low Value Item Delete Screen

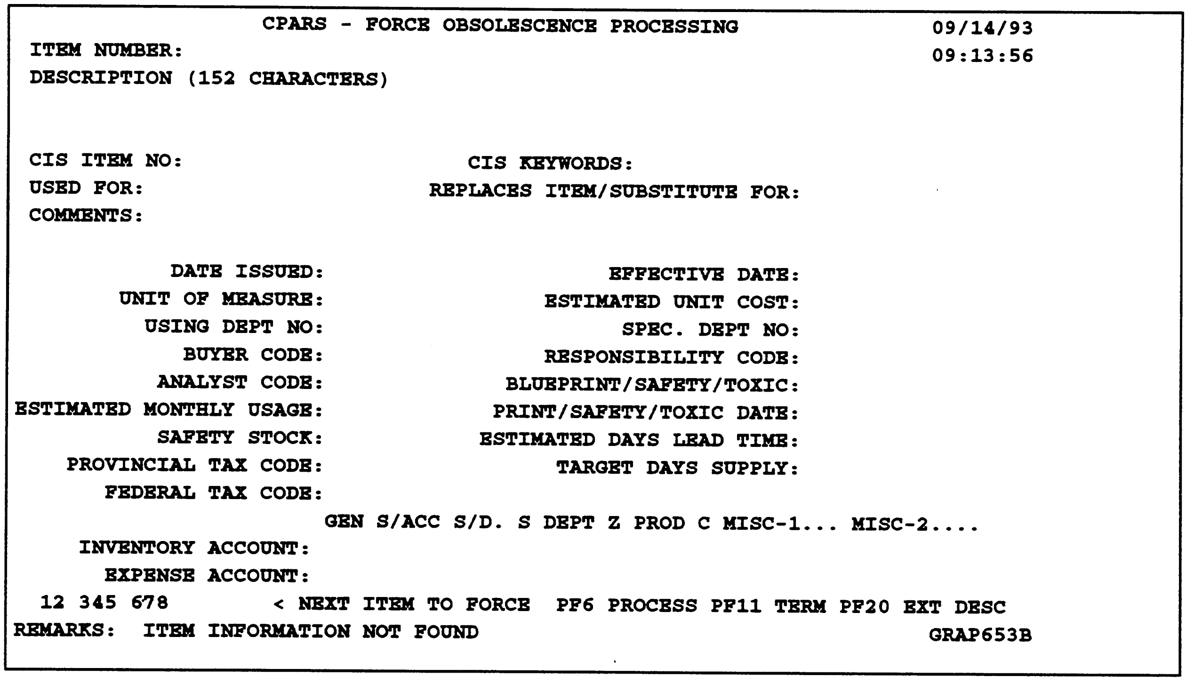
F5	Delete item.
F6	Partially scrap item.
F11	Return to previous menu.

Force Obsolescence on Inventory Item - High Value

If an inventory item cannot be deleted on the Update or Cancel Item Screen (*F1-U*) (used for items with no procurement history and no balance on hand), or the Low Value Item Delete Screen (*F14-C*) (used for items with extended value less than $200.00), it must be forced obsolete on the Force Obsolescence Processing (*F1-D*) Screen. After processing on this screen, the item will appear on the 1621 report with the status message AWAITING SELL/SCRAP indicating that further determinations about whether to sell or scrap the item's current balance on hand must be made.

Procedures

1) Begin on the CPARS Master Menu, or any other CPARS sub-menu, and press *F1* to display the Item Menu.
2) Type `D` in the SELECT TRANSACTION CODE field.
3) Type the item number in the GRP, CLS, and NUMBER fields, and press *Enter.* The Force Obsolescence Processing Screen displays.



```
                    CPARS - FORCE OBSOLESCENCE PROCESSING               09/14/93
 ITEM NUMBER:                                                           09:13:56
 DESCRIPTION (152 CHARACTERS)


 CIS ITEM NO:                        CIS KEYWORDS:
 USED FOR:                        REPLACES ITEM/SUBSTITUTE FOR:
 COMMENTS:

            DATE ISSUED:                         EFFECTIVE DATE:
        UNIT OF MEASURE:                    ESTIMATED UNIT COST:
          USING DEPT NO:                          SPEC. DEPT NO:
             BUYER CODE:                    RESPONSIBILITY CODE:
           ANALYST CODE:                 BLUEPRINT/SAFETY/TOXIC:
ESTIMATED MONTHLY USAGE:                PRINT/SAFETY/TOXIC DATE:
           SAFETY STOCK:               ESTIMATED DAYS LEAD TIME:
    PROVINCIAL TAX CODE:                     TARGET DAYS SUPPLY:
       FEDERAL TAX CODE:
                         GEN S/ACC S/D. S DEPT Z PROD C MISC-1... MISC-2....
     INVENTORY ACCOUNT:
       EXPENSE ACCOUNT:
 12 345 678         < NEXT ITEM TO FORCE  PF6 PROCESS PF11 TERM PF20 EXT DESC
REMARKS:  ITEM INFORMATION NOT FOUND                                    GRAP653B
```

Figure 13-3. CPARS Force Obsolescence Processing Screen (F1-D)

4) Press *F6*. The message, IF YOU ARE SURE YOU WANT TO FORCE -- PF6 AGAIN appears in the Remarks field.

5) Press *F6* to complete the forced obsolescence.

Field Descriptions - Force Obsolescence Processing Screen

Item Number	Number associated with the inventory item.
Description	Description of the item (up to 152 characters).
CIS Item No	Corporate Identification System (CIS) item number ***Note**: It is also known as the MCC#.*
CIS Keywords	No longer an active field.
Used For	Purpose (up to 15 characters) for the new item. ***Note:** May also include brass tag number or machine number.*
Replaces Item/ Substitute For	Item number to be replaced by the item.
Comments	Free form comments concerning the item (up to 60 characters) which are used when making buying decisions.
Date Issued	Date of issue of the 1295 form (6 digits).
Effective Date	Date the item was added to general stores (6 digits).
Unit Of Measure	Item unit of measure (up to 3 characters).
Estimated Unit Cost	Estimated cost per unit of measure of the item (up to 9 digits left of decimal point; up to 7 digits right of decimal point).
Using Dept No	Using Department number (4 digits).
Spec. Dept No	Specifying Department number (4 digits).
Buyer Code	Buyer responsible for the item.
Responsibility Code	Code of the individual or department (2 digits) responsible when the item is inactive and marked for disposal.

Field Descriptions - Force Obsolescence Processing Screen (*continued*)

Analyst Code	Code for Analyst responsible for this item in this location.

Blueprint/Safety/ Toxic	Type of item or type of attachments to the 1295 document
	B = blueprint,
	S = safety,
	T = toxic,
	A = other attachment.

Estimated Monthly Usage	Estimated number of the item used per month (up to 6 digits).
Print/Safety/ Toxic Date	Approval date (6 digits) for attachments specified in the BLUEPRINT/SAFETY/ TOXIC field.
Safety Stock	Stock level below which inventory for this item should never fall (up to 6 digits).
Estimated Days Lead Time	Estimated number of days from order date to delivery date (up to 4 digits).
Provincial Tax Code	Local tax code (1 digit).
Target Days Supply	Number of days supply for which the user wants to be covered (up to 4 digits).
Federal Tax Code	Federal tax code (1 digit).

Inventory Account Information

GEN	General ledger account charged when the item is received (up to 3 characters).
S/ACC	Sub-account charged when the item is received (up to 5 characters). ***Note:*** *This account number will change to 7395 when the item is marked for obsolescence review on this screen.*
S/D	Sub-division account charged when the item is received (up to 4 characters).
S	Blank.
DEPT	Department number if the inventory account general ledger number is 12 (expense).

Field Descriptions - Force Obsolescence Processing Screen (*continued*)

Z	Blank.
PROD	Blank.

C	Character of item's use
	P = project,
	C = company-owned cafeteria.

MISC-1	Miscellaneous data; can be a project and item number or other additional information as defined by the local accounting authority (up to 9 characters).
MISC-2	Miscellaneous data; can be a work order number associated with items or other additional information as defined by the local accounting authority (up to 10 characters).

Expense Account Information

GEN	General ledger account charged when the item is window requisitioned (up to 3 characters).
S/ACC	Sub-account charged when the item is window requisitioned (up to 5 characters).
S/D	Sub-division account charged when the item is window requisitioned (up to 4 characters).
S	Blank.
DEPT	Blank.
Z	Blank.
PROD	Product line charged for the item (4 characters).

C	Character of item's use
	P = project,
	C = company-owned cafeteria.

Field Descriptions - Force Obsolescence Processing Screen (*continued*)

MISC-1	Miscellaneous data; can be an item number within the project or other additional information as defined by the local accounting authority (up to 9 characters).
MISC-2	Miscellaneous data; can be a work number associated with items or other additional information as defined by the local accounting authority (up to 10 characters).

Function Keys - Force Obsolescence Processing Screen

F6	Force obsolescence.
F11	Return to previous menu.

Disposing or Retaining Obsolete Inventory Items - High Value

The Process 1621 Report Screen is used to record dispose or retain decisions concerning obsolete materials with extended values equal to or exceeding $200.00.

When working with items marked for obsolescence review by the system, you may choose to either ***dispose of all or part*** of the current balance on hand, ***retain the item as 1621*** for future disposition, or ***retain the item*** in inventory.

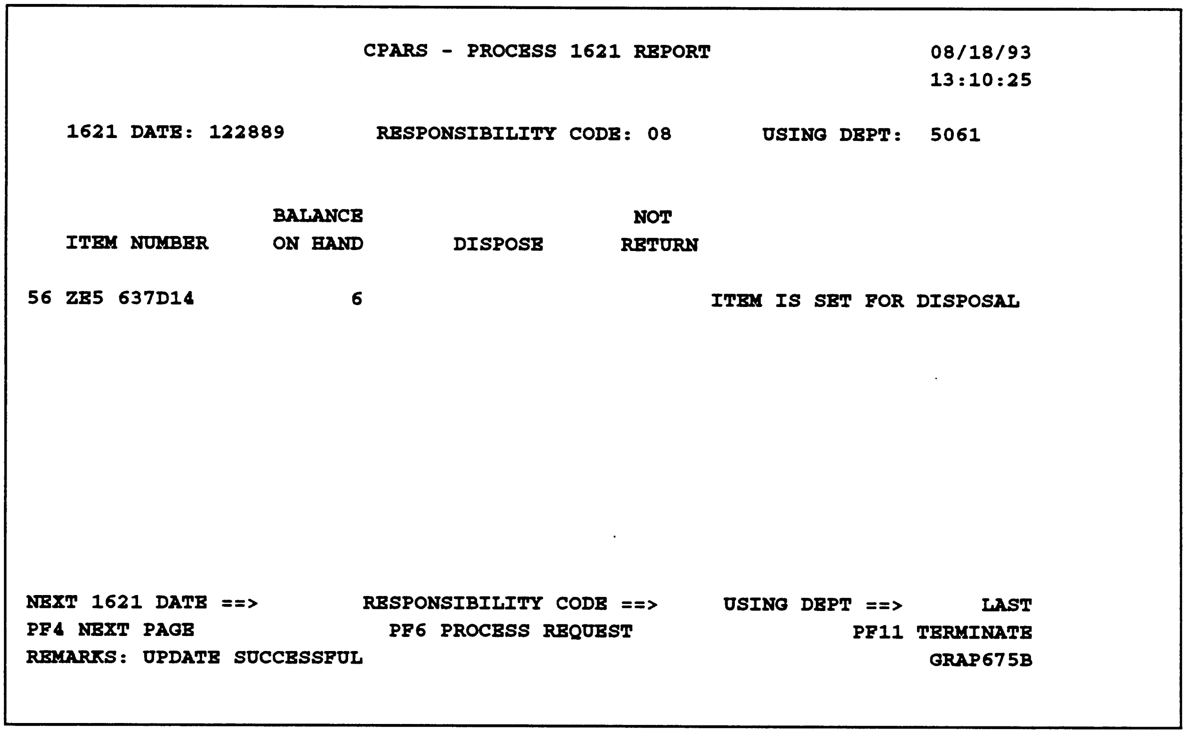
Procedures

1) Begin on the CPARS Master Menu, or any other CPARS sub-menu, and press *F14* to display the Obsolescence Menu.

2) Complete the following fields:

   SELECT TRANSACTION CODE (S)
   DATE (1621/1285 Report Date)
   RESPONSIBILITY (Responsibility Code)
   USING DEPT (Using department number)

3) Press *Enter*. The CPARS - Process 1621 Report Screen displays.



```
                         CPARS - PROCESS 1621 REPORT                   08/18/93
                                                                       13:10:25

   1621 DATE: 122889      RESPONSIBILITY CODE: 08      USING DEPT:   5061


                   BALANCE                         NOT
   ITEM NUMBER     ON HAND        DISPOSE         RETURN

 56 ZE5 637D14           6                              ITEM IS SET FOR DISPOSAL









 NEXT 1621 DATE ==>        RESPONSIBILITY CODE ==>    USING DEPT ==>        LAST
 PF4 NEXT PAGE               PF6 PROCESS REQUEST                  PF11 TERMINATE
 REMARKS: UPDATE SUCCESSFUL                                            GRAP675B
```

Figure 13-4 . CPARS Process 1621 Report Screen (F14-S).

To **dispose of all or part of the current balance on hand**, type the disposal quantity in the DISPOSE field, and press *F6*. The message, UPDATE SUCCESSFUL, and an obsolescence status is displayed to the right of each item. (Partially disposed items will appear on the next 1621 report with the remark GS FOLLOW-UP).

To **delete/scrap and/or sell items**, press *F11*. Proceed to delete the item (Chapter 13, page 26) or sell the item (Chapter 14, page 22).

To **retain items that were forced obsolete by the system** (the message, ITEM MARKED FOR DISPOSAL is displayed next to the item), press *F6*.

To **retain the entire balance on hand and remove the item from future 1621 reports**, leave both the DISPOSE and NOT RETURN fields blank, and press *F6*. The message, UPDATE SUCCESSFUL is displayed, and an obsolescence status to the right of each item. (Item will not appear on a 1621 report again for a period of 6 months unless an individual forces the item obsolete.)

To **retain the item as 1621 for future disposition**, type X in the NOT RETURN field, and press *F6*. The message, UPDATE SUCCESSFUL is displayed, with an obsolescence status to the right of each item. (Items retained as 1621 for future disposition will appear on the next 1621 report with the remark GS FOLLOW-UP.)

Note: *The difference between the current balance on hand and the disposal quantity will appear on the next 1621 report in the BALANCE ON HAND.*

Field Descriptions - Process 1621 Report Screen

1621 Date	1621 Report date.
Responsibility Code	Responsibility code indicating the individual or department responsible for the item (originally entered on the Add New Item Screen).
Using Dept	Department using the item (4 digits).
Item Number	Numbers associated with the high value items appearing on this 1621 Report.
Balance On Hand	Current quantity of the item now in inventory.

Field Descriptions - Process 1621 Report Screen (*continued*)

Dispose	Quantity of the item to be marked for disposal. ***Note:*** *This quantity cannot be larger than the balance on hand for the item.*
Not Return	Value of X retains the item as a 1621 item. ***Note:*** *Items marked Not Return will appear on the next 1621 report with this responsibility code and department for future disposition.*
Item Status (unlabelled)	Status of the item after processing on this screen (for example, ITEM IS SET FOR DISPOSAL, ITEM PARTIALLY SCRAPPED, etc.).
Next 1621 Date Responsibility Code Using Dept	Date, responsibility code, and using department for the next 1621 report to be processed and press *Enter* to display this report on the Process 1621 Report Screen.

Function Keys - Process 1621 Report Screen

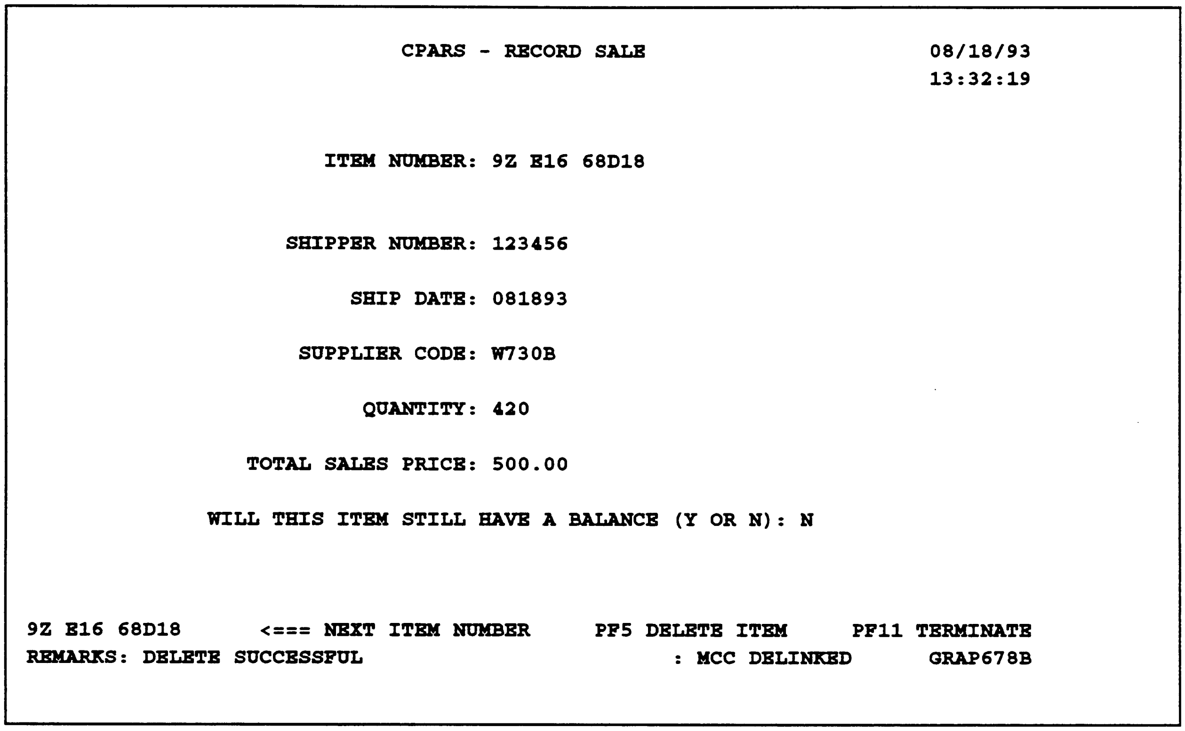
F4	Display the next page.
F6	Process the dispose or retain request.
F11	Return to the previous menu.

Selling Obsolete Inventory Items - High Value or Low Value

The Record Sale screen (F14-P) is used to record the sale of either a part of the obsolete inventory, or the entire obsolete inventory quantity.

Procedures

1) Begin on the CPARS Master Menu, or any other CPARS submenu, and press *F14* to display the Obsolescence Menu.
2) Type P in the Select Transaction Code field.
3) Type the item number in the GRP, CLS, and Numbers fields, and press *Enter*. The Record Sale Screen displays.



```
                         CPARS - RECORD SALE                     08/18/93
                                                                 13:32:19


                     ITEM NUMBER: 9Z E16 68D18


                  SHIPPER NUMBER: 123456

                       SHIP DATE: 081893

                   SUPPLIER CODE: W730B

                        QUANTITY: 420

               TOTAL SALES PRICE: 500.00

          WILL THIS ITEM STILL HAVE A BALANCE (Y OR N): N


9Z E16 68D18       <=== NEXT ITEM NUMBER      PF5 DELETE ITEM      PF11 TERMINATE
REMARKS: DELETE SUCCESSFUL                        : MCC DELINKED       GRAP678B
```

Figure 13-5. CPARS Record Sale Screen (F14-P)

4) Complete the SUPPLIER CODE, QUANTITY, and SHIPPER NUMBER fields, and press *F5*.

   Note: *Type the total sales price in the QUANTITY field, or it will default to the quantity unit price.*

If the quantity sold is *equal to* the current balance on hand, the item is deleted from the database.

If the quantity sold is *less than* the current balance on hand, the balance on hand is adjusted to reflect the difference between current balance on hand and quantity sold. (In order for the item to be deleted from inventory, this remaining balance on hand must be scrapped or sold.)

Note: *Items may not be sold on this screen unless they were forced obsolete and currently appear on a 1621 report with the message AWAITING SELL/SCRAP in the Dispose Quantity field; or were marked for partial or complete disposal on the Process 1621 (F14-S) Screen.*

Field Descriptions - Record Sale Screen

Item Number	Number associated with the inventory item to be sold.
Shipper Number	*(Required)* Number of the shipper document accompanying the items sold.
Ship Date	*(Required)* Date the items sold will be shipped from the location. ***Note:*** *Unless over typed, this field will default to today's date.*
Quantity	*(Required)* Quantity sold. ***Note:*** *Unless over typed, this field will default to the displayed current balance on hand.*
Total Sales Price	*(Required)* Total price to be paid for the quantity typed in the QUANTITY field, or it will default to Quantity Unit Price.
Will This Item Still Have A Balance (Y or N)	*(Required)* Value of N indicates the entire balance on hand is being sold. Value of Y indicates the quantity sold is less than the balance on hand.
Next Item Number	Number associated with the next item to be sold.

Function Keys - Record Sale Screen

F5	Process the sale request (item deleted if entire balance on hand is sold).
F11	Return to previous menu.

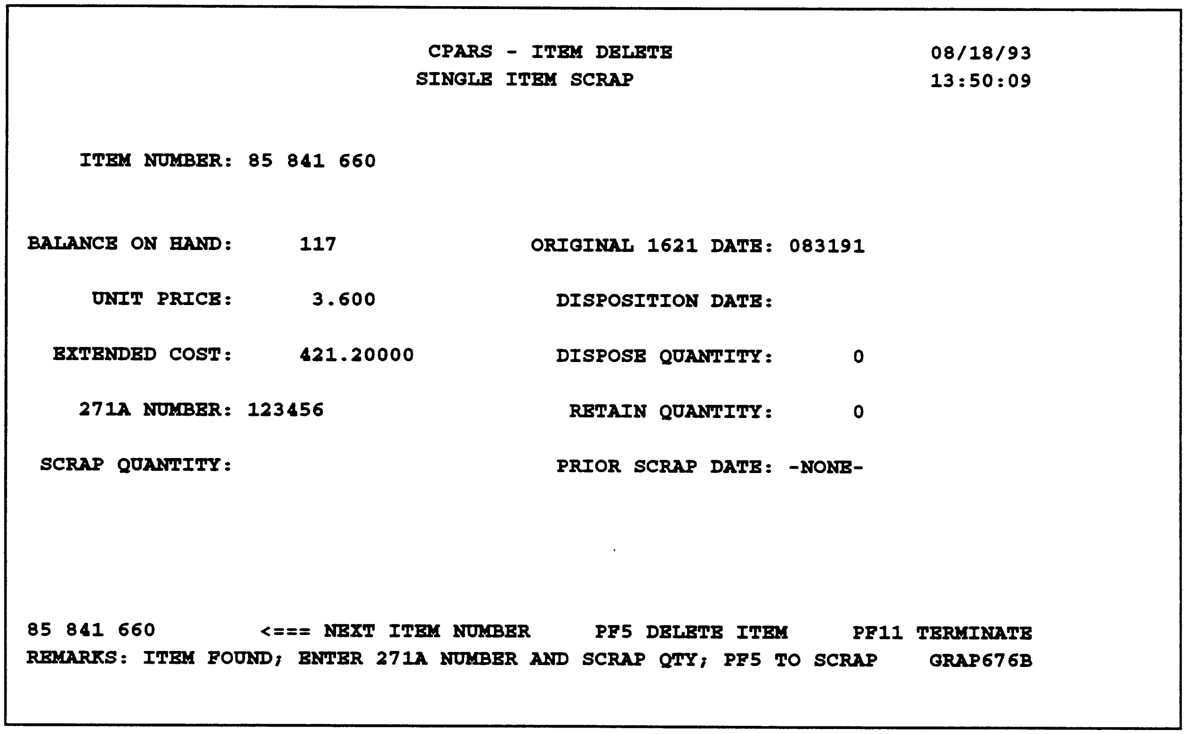
Deleting/Scrapping Obsolete Inventory Items - High Value

Once an item with extended value equal to or exceeding $200.00 is marked for partial or complete disposal on the Process 1621 (*F14-S*) Screen, the disposal quantity may be sold on the Record Sale (*F14-P*) Screen, or scrapped on the 271A Item Delete (*F14-D*) Screen.

If the dispose quantity is equal to the current balance on hand, selling or scrapping all of the dispose quantity on these screens will also delete the item from inventory. If any of the current balance on hand is retained on these screens, the item will appear on future 1621 reports with the message, GS FOLLOW-UP in the upper right portion of the screen.

Procedures

1) Begin on the CPARS Master Menu, or any other CPARS sub-menu, and press *F14* to display the Obsolescence Menu.
2) Type `D` in the SELECT TRANSACTION CODE field.
3) Type the item number to be deleted in the GRP, CLS, and Number fields and press *Enter*. The 271A Item Delete Screen displays.



```
                              CPARS - ITEM DELETE                  08/18/93
                             SINGLE ITEM SCRAP                     13:50:09


   ITEM NUMBER: 85 841 660


BALANCE ON HAND:      117              ORIGINAL 1621 DATE: 083191

    UNIT PRICE:        3.600             DISPOSITION DATE:

 EXTENDED COST:      421.20000           DISPOSE QUANTITY:      0

   271A NUMBER: 123456                     RETAIN QUANTITY:      0

 SCRAP QUANTITY:                         PRIOR SCRAP DATE: -NONE-




85 841 660        <=== NEXT ITEM NUMBER      PF5 DELETE ITEM      PF11 TERMINATE
REMARKS: ITEM FOUND; ENTER 271A NUMBER AND SCRAP QTY; PF5 TO SCRAP     GRAP676B
```

Figure 13-6. CPARS 271A Item Delete Screen (F14-D)

4) Type the 271A number if the 271A NUMBER field.

5) *(Optional)* Type the partial scrap quantity in the SCRAP QUANTITY field.

6) Press *F5*.

Note: *If the item is only partially scrapped, it will not be deleted. To delete the item, the remaining current balance on hand must be sold. If the remaining balance on hand is not sold, the item will appear on the next 1621 report. At this time the remaining balance on hand can be scrapped and the item can be deleted from inventory.*

Field Descriptions - CPARS 271A Item Delete Screen

Item Number	Number associated with the inventory item.
Balance On Hand	Current number of the item now in inventory.
Original 1621 Date	Date the item first appeared on a 1621 report.
Unit Price	Price per unit of measure for the item.
Disposition Date	Date the item was marked for disposal through either sale or scrap.
Extended Cost	Product of item unit of measure x item price. ***Note:*** *This extended cost must be equal to or greater than $200.00 in order to delete or partially scrap using this screen.*
Dispose Quantity	Quantity of the item marked for disposal on the Process 1621 Report Screen. ***Note:*** *If the item was forced obsolete, this quantity will be equal to the entire current balance on hand. If the item is partially scrapped, the processing of this screen will change the dispose quantity so that it is equal to the scrap quantity.*
271A Number	*(Required)* Number associated with the 271A form authorizing deletion of the item.

Field Descriptions - CPARS 271A Item Delete Screen (*continued*)

Retain Quantity	Quantity of the item marked for retention on the Process 1621 Report Screen. ***Note:*** *If the item was forced obsolete, this field will display 0. If the item is partially scrapped the processing of this screen will change the retain quantity to equal the difference between the current balance on hand and the scrap quantity.*
Scrap Quantity	*(Required)* Quantity to be scrapped. ***Note:*** *This quantity must be equal to or less than the current balance on hand.*
Prior Scrap Date	Date of the last scrap of the item.
Next Item Number	Number of the next item to be deleted or partially scrapped.

Function Keys - CPARS 271A Item Delete Screen

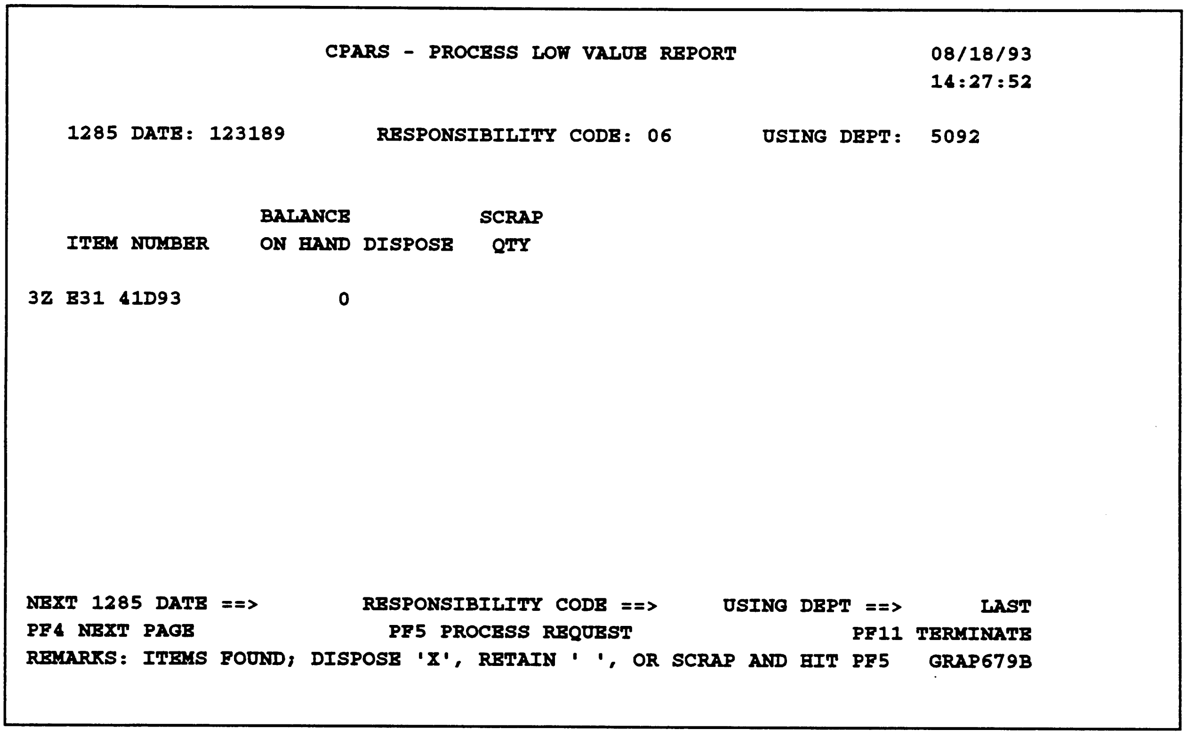
F5	Process scrap request (item is deleted if entire balance on hand is scrapped).
F11	Return to previous menu.

Deleting/Scrapping/Retaining Obsolete Inventory Items - Low Value

The 1285 Process Low Value Report (*F14-G*) Screen is used to delete obsolete inventory items with an extended value less than $200.00. After accessing the screen, review item information.

Procedures

1) Begin on the CPARS Master Menu,or any other CPARS sub-menu, and press *F14* to display the Obsolescence Menu.
2) Type G in the SELECT TRANSACTION CODE field.
3) Type the 1621/1285 report date in the DATE field.
4) Type the responsibility code in the RESPONSIBILITY field.
5) Type the 1621/1285 using department in the USING DEPT field, and press *Enter*. The CPARS Process Low Value Report (*F14-G*) Screen is displayed.



```
                         CPARS - PROCESS LOW VALUE REPORT              08/18/93
                                                                       14:27:52

   1285 DATE: 123189       RESPONSIBILITY CODE: 06      USING DEPT:  5092


                      BALANCE          SCRAP
   ITEM NUMBER        ON HAND DISPOSE   QTY

 3Z E31 41D93              0









 NEXT 1285 DATE ==>        RESPONSIBILITY CODE ==>    USING DEPT ==>       LAST
 PF4 NEXT PAGE                 PF5 PROCESS REQUEST               PF11 TERMINATE
 REMARKS: ITEMS FOUND; DISPOSE 'X', RETAIN ' ', OR SCRAP AND HIT PF5   GRAP679B
```

Figure 13-7. CPARS Process Low Value Report Screen (F14-G)

To **scrap all the current balance on hand for the item and delete it from inventory**, type X in the item's DISPOSE field, and press *F5*. The message, UPDATE SUCCESSFUL displaysin the Remarks field, with an obsolescence status to the right of each item.

To **scrap a partial quantity of the item**, type the quantity to be scrapped in the SCRAP QTY field. Press *F5*. The message, UPDATE SUCCESSFUL displays in the Remarks field, with an obsolescence status to the right of each item (the difference between the current balance on hand and the scrap quantity is retained and will appear on the next 1285 report).

To **retain the entire balance on hand for the item and remove it from future 1285 reports**, leave both the DISPOSE and SCRAP QUANTITY fields blank and press *F5*. The message, UPDATE SUCCESSFUL displays in the Remarks field, with an obsolescence status to the right of each item.

Field Descriptions - CPARS Process Low Value Report Screen

1285 Date	1285 Report date.
Responsibility Code	Responsibility code indicating the individual or department responsible for the item (originally entered on the Add New Item Screen).
Using Dept	Department using the item
Item Number	Numbers associated with the low value items appearing on this 1285 Report.
Balance On Hand	Current quantity of the item now in inventory.
Dispose	*(Required)* Value of X indicates dispose of and scrap the entire balance on hand and delete the item from inventory.
Scrap Qty	*(Required)* Quantity to be scrapped. ***Note:*** *This quantity must be less than the balance on hand for the item.*
Item Status (unlabelled)	Status of the item after processing on this screen (for example, - ITEM DELETED: MCC DELINKED, 1285 ITEM PARTIALLY SCRAPPED, etc.).

Field Descriptions - CPARS Process Low Value Report Screen (*continued*)

Next 1285 Date Responsibility Code Using Dept	Date, responsibility code, and using department for the next 1285 report to be processed and press *Enter* to display this report on the Process Low Value Report Screen.

Function Keys - CPARS Process Low Value Report Screen

F4	Display next page.
F5	Delete items as requested.
F11	Return to previous menu.

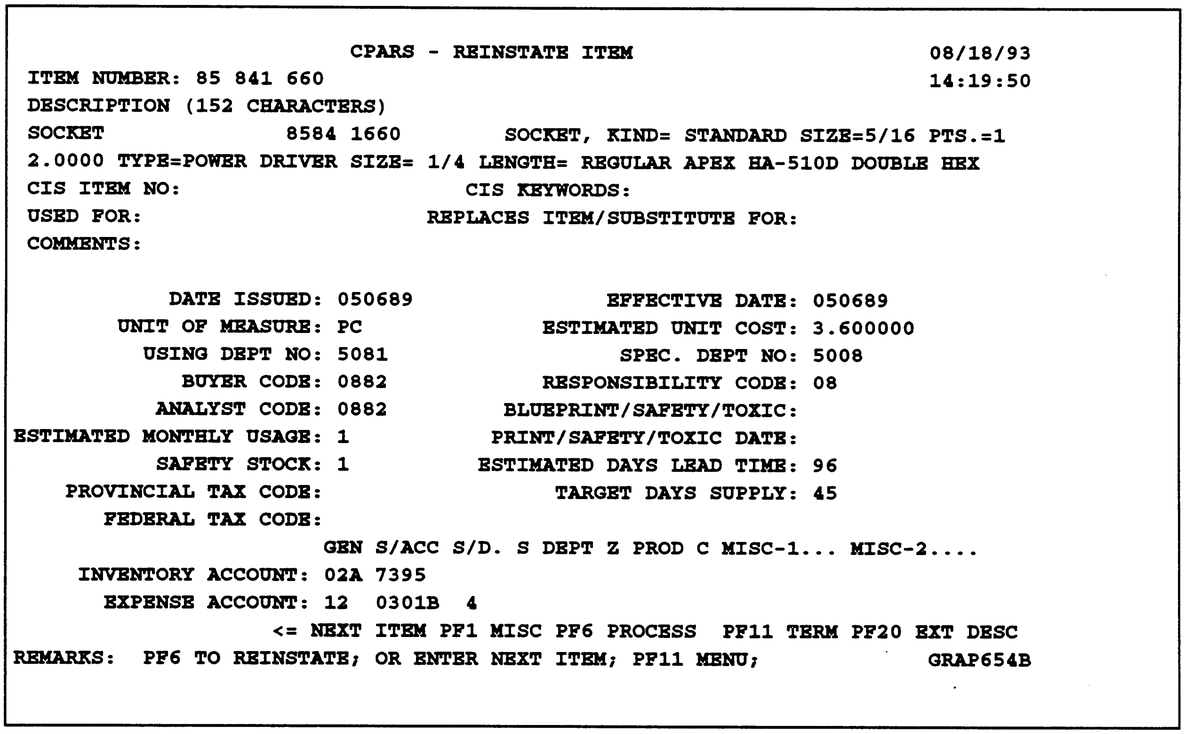
Section 14

14 REINSTATING OBSOLETE INVENTORY ITEMS

Once deleted, an item can no longer be procured or window requisitioned on CPARS. To reinstate the item (make it an active part of inventory), a new 1295 form must be prepared and approved. The item is then accessed on the 1295 Reinstate Old Item Screen which displays data existing for the item at the time it was deleted from the database. This data may be updated based on the new 1295's information.

Reinstating Previously Deleted Inventory Items

1) Begin on the CPARS Master Menu, or any other CPARS sub-menu, and press *F1* to display the Item Menu.
2) Type S in the SELECT TRANSACTION CODE field.
3) Type the reinstate item's number in the GRP, CLS, and NUMBER fields, and press *Enter*. The Reinstate Item Screen displays.



```
                        CPARS - REINSTATE ITEM                              08/18/93
 ITEM NUMBER: 85 841 660                                                    14:19:50
 DESCRIPTION (152 CHARACTERS)
 SOCKET                  8584 1660       SOCKET, KIND= STANDARD SIZE=5/16 PTS.=1
 2.0000 TYPE=POWER DRIVER SIZE= 1/4 LENGTH= REGULAR APEX HA-510D DOUBLE HEX
 CIS ITEM NO:                          CIS KEYWORDS:
 USED FOR:                           REPLACES ITEM/SUBSTITUTE FOR:
 COMMENTS:

           DATE ISSUED: 050689                 EFFECTIVE DATE: 050689
       UNIT OF MEASURE: PC                ESTIMATED UNIT COST: 3.600000
         USING DEPT NO: 5081                    SPEC. DEPT NO: 5008
            BUYER CODE: 0882              RESPONSIBILITY CODE: 08
          ANALYST CODE: 0882           BLUEPRINT/SAFETY/TOXIC:
ESTIMATED MONTHLY USAGE: 1             PRINT/SAFETY/TOXIC DATE:
          SAFETY STOCK: 1            ESTIMATED DAYS LEAD TIME: 96
    PROVINCIAL TAX CODE:                   TARGET DAYS SUPPLY: 45
       FEDERAL TAX CODE:
                       GEN S/ACC S/D. S DEPT Z PROD C MISC-1... MISC-2....
     INVENTORY ACCOUNT: 02A 7395
       EXPENSE ACCOUNT: 12  0301B  4
                     <= NEXT ITEM PF1 MISC PF6 PROCESS  PF11 TERM PF20 EXT DESC
REMARKS:  PF6 TO REINSTATE; OR ENTER NEXT ITEM; PF11 MENU;                  GRAP654B
```

Figure 14-1. CPARS Reinstate Item Screen (F1-S)

4) *(Optional)* Change the item information and press *F6.*

Note: *To update other miscellaneous fixed data for the item (e.g., -cycle unit, job codes, brass tag numbers, etc.), press F1 to access the Miscellaneous Fixed Data (F1-M) Screen. After making changes to miscellaneous data, press F6.*

Field Descriptions - CPARS Reinstate Item Screen

Item Number	New item number preceded by the CPARS location number (for example, B 63, G 22, etc.).
Description	Description of the item (up to 152 characters) if it is not linked to an MCC.
CIS Item No	Corporate Identification System (CIS) item number (if item is not linked to an MCC).
CIS Keywords	No longer an active field. Leave Blank.
Used For	Purpose for the new item (up to 15 characters).
Replaces Item/ Substitute For	Item number to be replaced by the new item.
Comments	Free form comments concerning the item (up to 60 characters).
Date Issued	Date of issue of the 1295 form. ***Note:*** *The system will default to today's date.*
Effective Date	Date the item will be added to general stores. ***Note:*** *The system will default to today's date.*
Unit Of Measure	Item unit of measure (up to 3 characters).
Estimated Unit Cost	Estimated cost per unit of measure of the item (up to 9 digits left of decimal point; up to 7 digits right of decimal point).
Using Dept No	Using department's 4-digit department number.
Spec. Dept No	Specifying department's 4-digit department number.

Field Descriptions - CPARS Reinstate Item Screen *(continued)*

Buyer Code	Code of Buyer (4 digits) responsible for the item.
Responsibility Code	Code of individual or department responsible when the item is eventually inactive and marked for disposal.
Analyst Code	Code of Analyst responsible for this type of item in the location.

Blueprint/Safety/ Toxic	Type of item or document attachments to the 1295 document:
	B = blueprint,
	S = safety,
	T = toxic
	A = other

Estimated Monthly Usage	Estimated quantity of the item used per month (up to 6 digits).
Print/Safety/ Toxic Date	Approval date for attachments specified in the BLUEPRINT/SAFETY/TOXIC field.
Safety Stock	Safety stock level below which inventory for this item should never fall (up to 6 digits).
Estimated Days Lead Time	Estimated number of days from order date to delivery date (up to 4 digits).
Provincial Tax Code	Local tax code (1 digit).
Target Days Supply	Number of days supply the user wants to have on hand (up to 4 digits). If left blank, the system will calculate a target days supply number.
Federal Tax Code	Federal tax code (1-digit).
Package Quantity	Quantity indicating how many of items are in the package unit of measure. ***Note:*** *The system will round order quantities up to this figure.*
Package U/M	Package unit of measure (up to 3 characters).

Field Descriptions - CPARS Reinstate Item Screen *(continued)*

Inventory Account Information

GEN	General ledger account charged when the item is received (up to 3 characters).
S/ACC	Sub-account charged when the item is received (up to 5 characters). ***Note:*** *The system will display the obsolete inventory account number 7395 which must be changed in order to process the reinstatement of the item.*
S/D	Sub-division account charged when the item is received (up to 4 characters).
S	Leave blank.
DEPT	Department number if the inventory account general ledger number is 12.
Z	Leave blank.
PROD	Leave blank.

C	Character of item's use
	P = project,
	C = company-owned cafeteria.

MISC-1	Miscellaneous data; can be a project and item number or other additional information as defined by the local accounting authority (up to 9 characters).
MISC-2	Miscellaneous data; can be a work order number associated with items or other additional information as defined by the local accounting authority (up to 10 characters).

Field Descriptions - CPARS Reinstate Item Screen *(continued)*

Expense Account Information

GEN	Changed general ledger account charged when the item is window requisitioned (up to 3 characters).
S/ACC	Sub-account charged when the item is window requisitioned (up to 5 characters).
S/D	Sub-division account charged when the item is window requisitioned (up to 4 characters).
S	Leave blank.
DEPT	Leave blank.
Z	Leave blank.
PROD	Product line to be charged for the item (4 characters).

C	Characters of item use
	P = project
	C = company-owned cafeteria

MISC-1	Miscellaneous data; can be a project and item number or other additional information as defined by the local accounting authority (up to 9 characters).
MISC-2	Miscellaneous data; can be a work order number associated with items or other additional information as defined by the local accounting authority (up to 10 characters).

Section 15

15 SCRAPPING OR SELLING CURRENT INVENTORY ITEMS

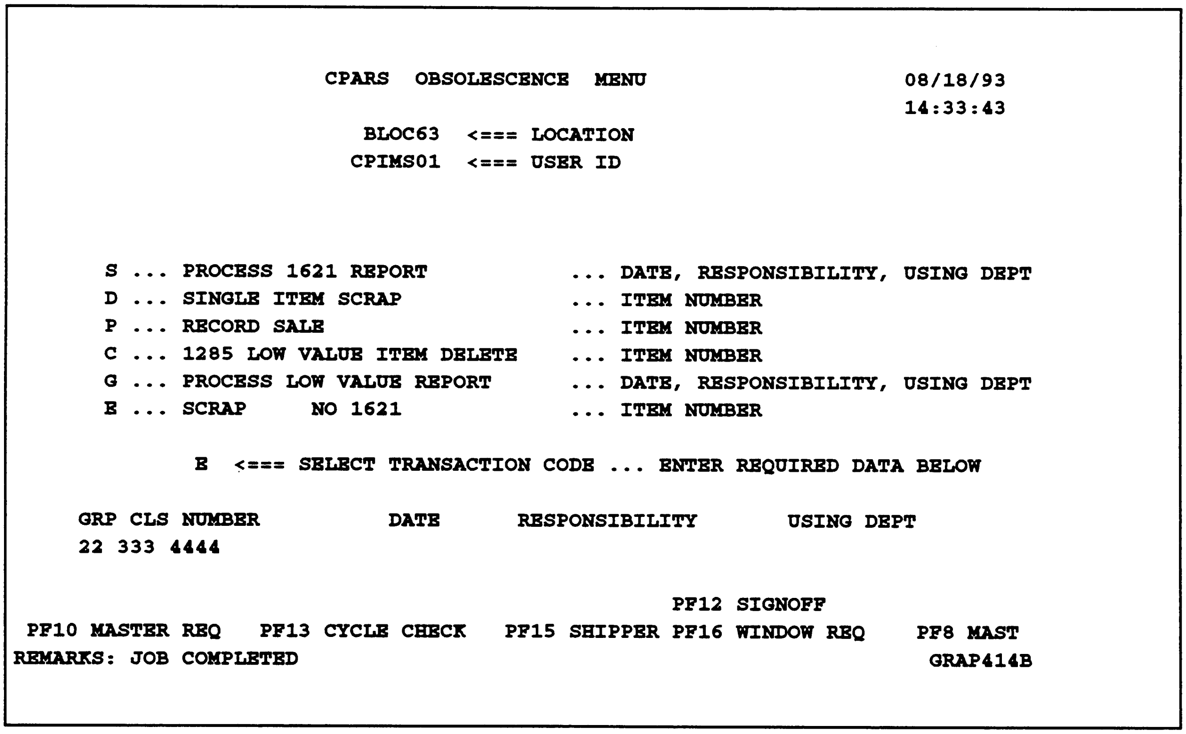
The scrap or sell functions are used to eliminate excess quantities of inventory items when other locations are purchasing items from your inventory. The scrap function may also be used to dispose of damaged inventory items which may not be returned to the supplier for credit or replacement.

Scrapping Current Inventory Items

To scrap current inventory items, use the Scrap No 1621 (*F14-E*) Screen within the Obsolescence Menu. This screen allows you to scrap without deleting item records from inventory.

Procedures

1) Begin on the CPARS Master Menu, or any other CPARS sub-menu, and press *F14* to display the Obsolescence Menu.

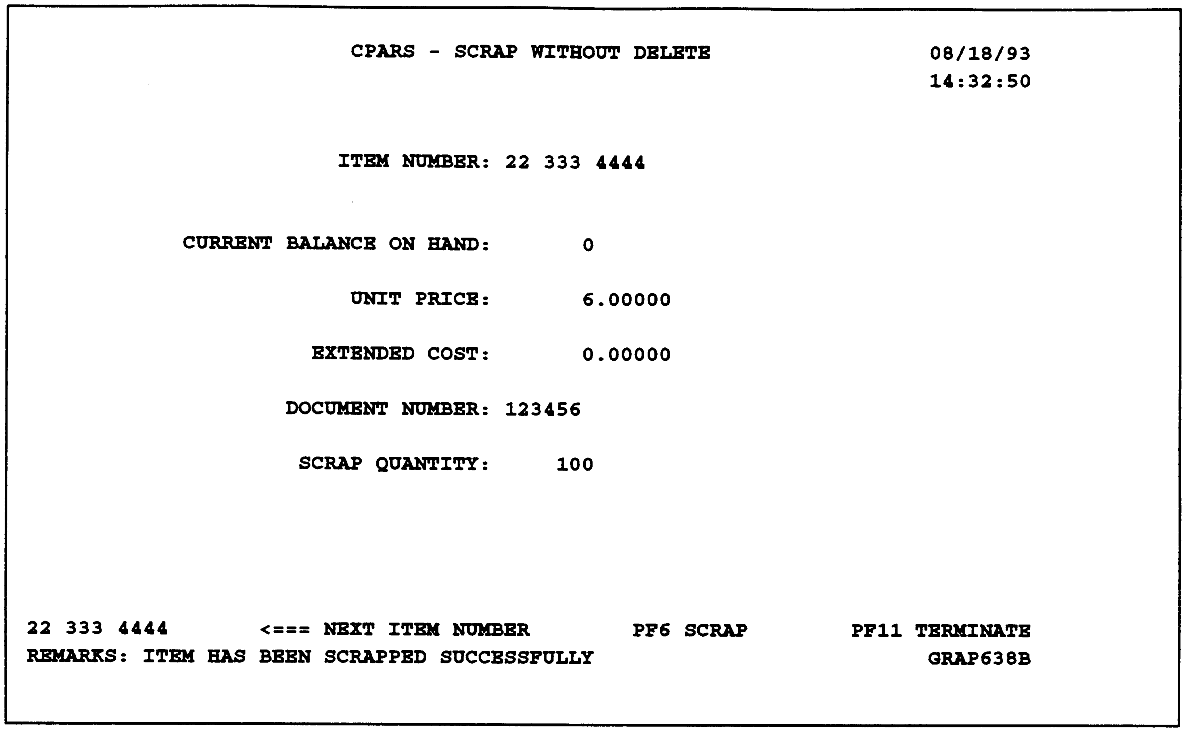


```
                       CPARS  OBSOLESCENCE  MENU                     08/18/93
                                                                     14:33:43
                          BLOC63  <=== LOCATION
                        CPIMS01  <=== USER ID


      S ... PROCESS 1621 REPORT          ... DATE, RESPONSIBILITY, USING DEPT
      D ... SINGLE ITEM SCRAP            ... ITEM NUMBER
      P ... RECORD SALE                  ... ITEM NUMBER
      C ... 1285 LOW VALUE ITEM DELETE   ... ITEM NUMBER
      G ... PROCESS LOW VALUE REPORT     ... DATE, RESPONSIBILITY, USING DEPT
      E ... SCRAP     NO 1621            ... ITEM NUMBER

            E  <=== SELECT TRANSACTION CODE ... ENTER REQUIRED DATA BELOW

    GRP CLS NUMBER          DATE       RESPONSIBILITY       USING DEPT
    22 333 4444

                                                  PF12 SIGNOFF
 PF10 MASTER REQ   PF13 CYCLE CHECK   PF15 SHIPPER PF16 WINDOW REQ    PF8 MAST
REMARKS: JOB COMPLETED                                                GRAP414B
```

Figure 15-1. CPARS Obsolescence Menu (F14)

2) Type E in the SELECT TRANSACTION CODE field.

3) Type the item number in the GRP, CLS, and NUMBER fields, and press *Enter*. The Scrap Without Delete Screen displays.



```
                    CPARS - SCRAP WITHOUT DELETE                08/18/93
                                                                14:32:50


                   ITEM NUMBER: 22 333 4444


          CURRENT BALANCE ON HAND:       0

                      UNIT PRICE:       6.00000

                   EXTENDED COST:       0.00000

                 DOCUMENT NUMBER: 123456

                  SCRAP QUANTITY:     100




22 333 4444       <=== NEXT ITEM NUMBER       PF6 SCRAP        PF11 TERMINATE
REMARKS: ITEM HAS BEEN SCRAPPED SUCCESSFULLY                          GRAP638B
```

Figure 15-2. CPARS Scrap Without Delete Screen (F14-E)

4) Type the authorization document number in the DOCUMENT NUMBER field.

5) Type the scrap quantity in the SCRAP QUANTITY field and press *F6*.

Field Descriptions - Scrap Without Delete Screen

Item Number	Item number to be scrapped.
Current Balance On Hand	Current quantity of the item now in inventory.
Unit Price	Item's price *per unit of measure* (based on the last price paid for the item).
Extended Cost	Extended cost = item quantity x unit price.
Document Number	Number associated with the document authorizing scrap of the item.
Scrap Quantity	Quantity of the item to be scrapped.
Next Item Number	Number associated with the next item to be scrapped without deletion from inventory.

Function Keys - Scrap Without Delete Screen

F6	Process the scrap request.
F11	Return to the previous menu.

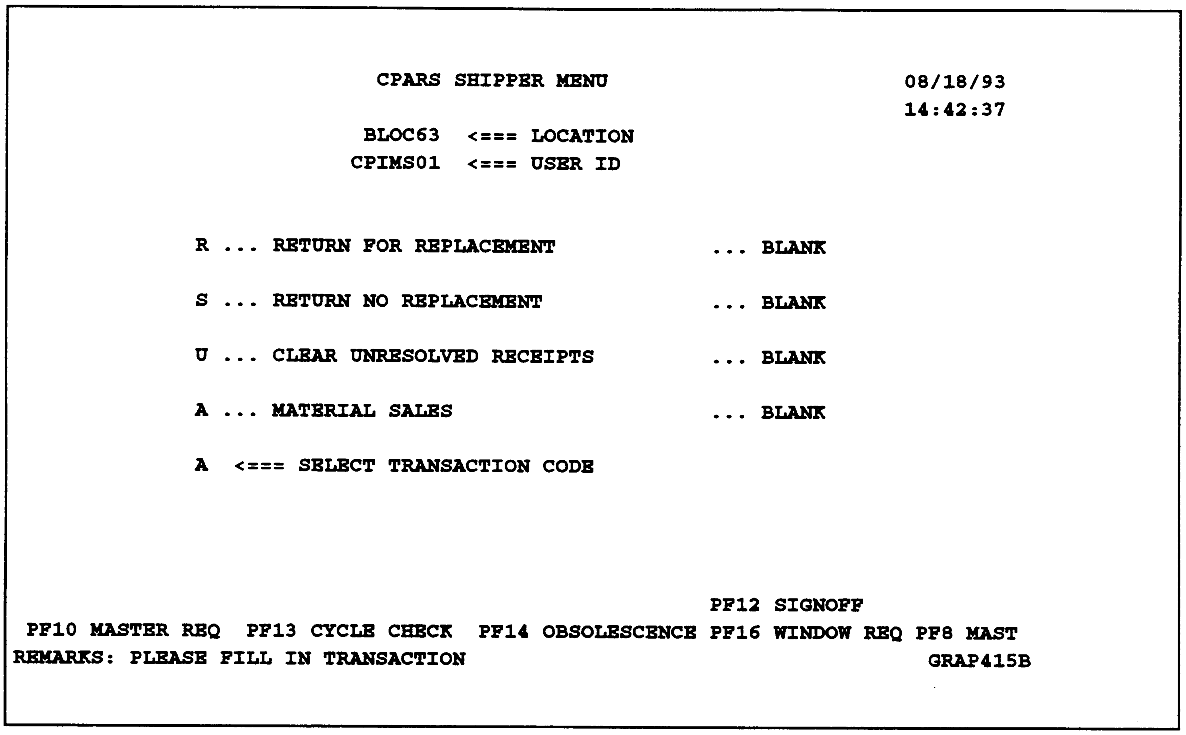
Selling Current Inventory Items

To record the sale of non-obsolete inventory items, use the Material Sales Screen (*F15-A*) located within the Shipper Menu. This screen allows you to record sale and shipping information without deleting item records from inventory.

To record the sale of non-obsolete inventory items, use the Material Sales Screen (*F15-A*) located within the Shipper Menu. This screen allows you to record sale and shipping information without deleting item records from inventory.

Procedures

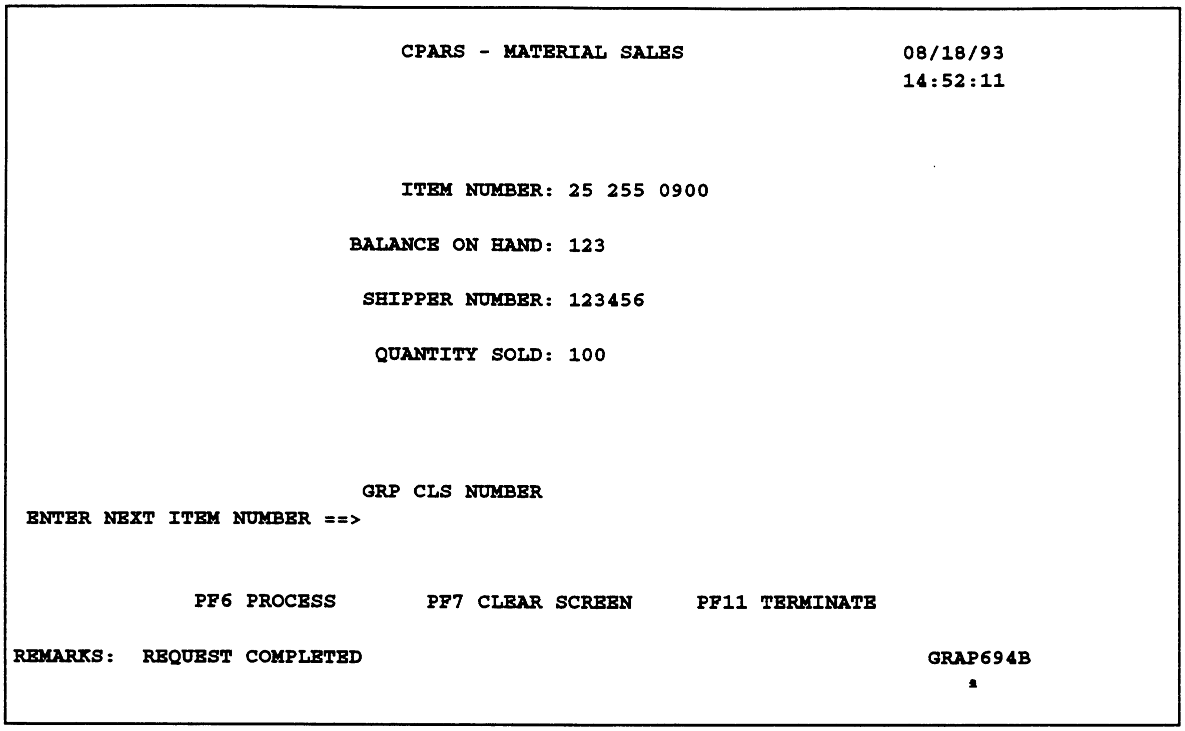
1) Begin on the CPARS Master Menu, or any other CPARS sub-menu, and press *F15* to display the Shipper Menu.



```
                    CPARS SHIPPER MENU                          08/18/93
                                                                14:42:37
                     BLOC63   <=== LOCATION
                   CPIMS01   <=== USER ID

          R ... RETURN FOR REPLACEMENT             ... BLANK

          S ... RETURN NO REPLACEMENT              ... BLANK

          U ... CLEAR UNRESOLVED RECEIPTS          ... BLANK

          A ... MATERIAL SALES                     ... BLANK

          A  <=== SELECT TRANSACTION CODE



                                                   PF12 SIGNOFF
 PF10 MASTER REQ  PF13 CYCLE CHECK  PF14 OBSOLESCENCE PF16 WINDOW REQ PF8 MAST
REMARKS: PLEASE FILL IN TRANSACTION                                 GRAP415B
```

Figure 15-3. CPARS Shipper Menu Screen

2) Type A in the SELECT TRANSACTION CODE field and press *Enter*. The Material Sales Screen displays.



```
                              CPARS - MATERIAL SALES                  08/18/93
                                                                      14:52:11



                              ITEM NUMBER: 25 255 0900

                          BALANCE ON HAND: 123

                           SHIPPER NUMBER: 123456

                            QUANTITY SOLD: 100



                           GRP CLS NUMBER
 ENTER NEXT ITEM NUMBER ==>


            PF6 PROCESS        PF7 CLEAR SCREEN     PF11 TERMINATE

REMARKS:  REQUEST COMPLETED                                         GRAP694B
```

Figure 15-4. Material Sales Screen (F15-A).

3) Type the item number in the ENTER NEXT ITEM NUMBER field and press *Enter*. The item's current balance on hand displays.

4) Type the shipper number in the SHIPPER NUMBER field.

5) Type the sale quantity in the QUANTITY SOLD field and press *(F6)*. The message REQUEST COMPLETED appears in the Remarks field.

6) *(Optional)* To process another item, type the item number in the ENTER NEXT ITEM NUMBER field and press *Enter*.

Field Descriptions - Material Sales Screen

Item Number	Plant number identifying item to be sold.
Balance On Hand	Current quantity of the item now in inventory.
Shipper Number	The number associated with the shipper for the sale.
Quantity Sold	The quantity of the item being sold.
Enter Next Item Number	Number of item to be sold.

Function Keys - Material Sales Screen

F6	Process the sale request.
F7	Clear this item from the screen.
F11	Return to the previous menu.

Section 16

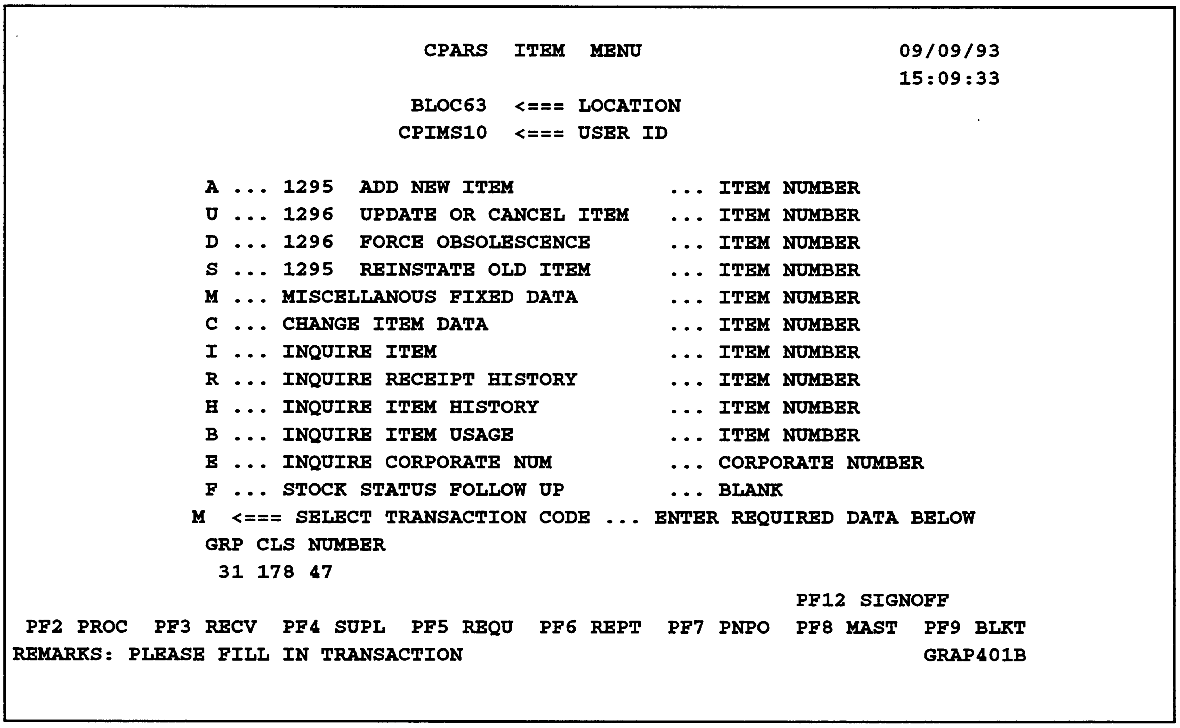
16 INQUIRING ON ITEM DATA

The inquiry screens provide a variety of ways to collect item, receipt, usage, and follow-up information. The following information is available on the listed inquiry screen. These screens may also be accessed from the CPARS Inquiry Menu (*F17*).

SCREEN	**INFORMATION**
Inquire Item (*F1-I*)	Miscellaneous fixed data including inventory control (for example, cycle units, stock location, high pilferage designation, etc.), balance on hand, window requisition, inventory and expense account classification, etc.
Inquire Item History Screen (*F1-H*)	Information on order history for an item, including supplier and price data.
Inquire Receipt History (*F1-R*)	Procurement, receipt, and invoice information for all current and previous orders of the item.
Inquire Item Usage (*F1-B*)	Information on item usage by month and for previous years.
Inquire Corporate Number (*F1-E*)	Information on other plants' use of items linked to corporate numbers.
Stock Status Follow-up (*F1-F*)	Inventory control, usage, blanket and supplier, balance on hand/on order, and window requisition, and workchain status information.

Inquiring on Item Miscellaneous Data

1) Begin on the CPARS Master Menu, or any other CPARS submenu, and press *F1* to display the Item Menu.

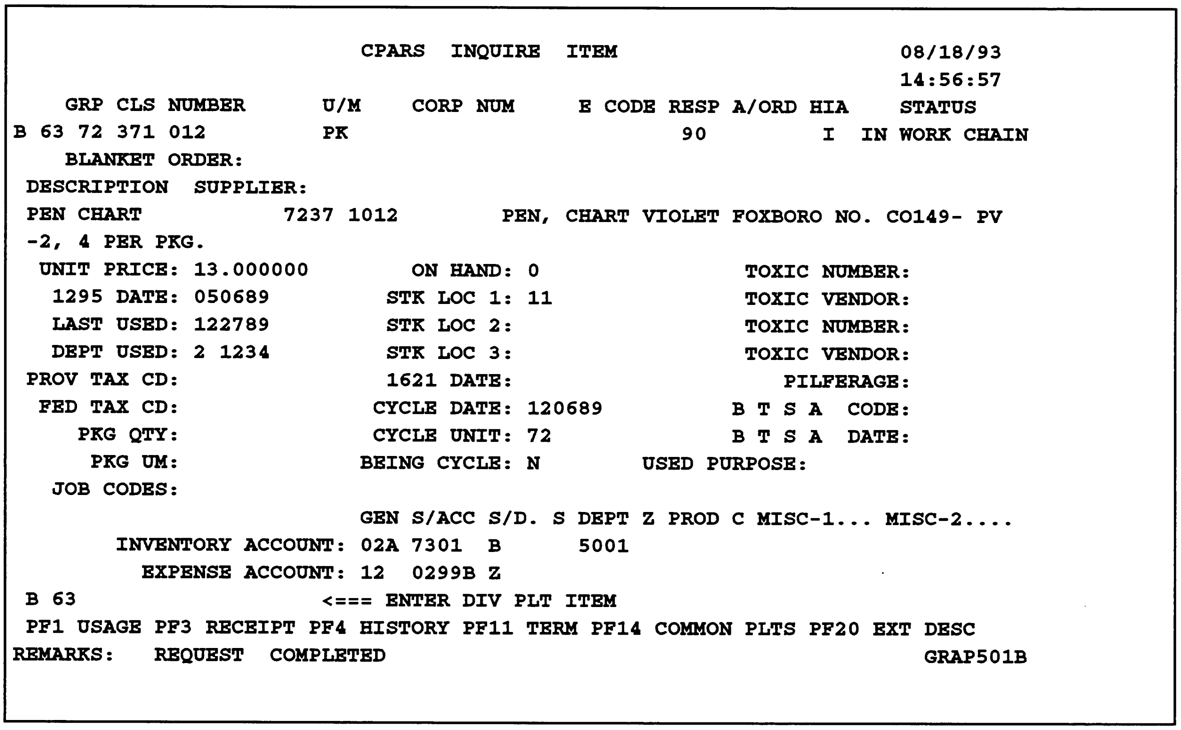


```
                              CPARS  ITEM  MENU                        09/09/93
                                                                       15:09:33
                             BLOC63  <=== LOCATION
                            CPIMS10  <=== USER ID

               A ... 1295  ADD NEW ITEM           ... ITEM NUMBER
               U ... 1296  UPDATE OR CANCEL ITEM  ... ITEM NUMBER
               D ... 1296  FORCE OBSOLESCENCE     ... ITEM NUMBER
               S ... 1295  REINSTATE OLD ITEM     ... ITEM NUMBER
               M ... MISCELLANOUS FIXED DATA      ... ITEM NUMBER
               C ... CHANGE ITEM DATA             ... ITEM NUMBER
               I ... INQUIRE ITEM                 ... ITEM NUMBER
               R ... INQUIRE RECEIPT HISTORY      ... ITEM NUMBER
               H ... INQUIRE ITEM HISTORY         ... ITEM NUMBER
               B ... INQUIRE ITEM USAGE           ... ITEM NUMBER
               E ... INQUIRE CORPORATE NUM        ... CORPORATE NUMBER
               F ... STOCK STATUS FOLLOW UP       ... BLANK
              M  <=== SELECT TRANSACTION CODE ... ENTER REQUIRED DATA BELOW
               GRP CLS NUMBER
                31 178 47
                                                                PF12 SIGNOFF
 PF2 PROC  PF3 RECV  PF4 SUPL  PF5 REQU  PF6 REPT  PF7 PNPO  PF8 MAST  PF9 BLKT
REMARKS: PLEASE FILL IN TRANSACTION                                    GRAP401B
```

Figure 16-1. Main Menu (F1)

2) Type I in the SELECT TRANSACTION CODE field.

3) Type the item number in the GRP, CLS, and NUMBER fields, and press *Enter*. The Inquire Item Screen displays.



```
                         CPARS   INQUIRE  ITEM                     08/18/93
                                                                   14:56:57
   GRP CLS NUMBER      U/M    CORP NUM     E CODE RESP A/ORD HIA    STATUS
B 63 72 371 012        PK                        90        I  IN WORK CHAIN
   BLANKET ORDER:
 DESCRIPTION  SUPPLIER:
 PEN CHART           7237 1012        PEN, CHART VIOLET FOXBORO NO. CO149- PV
 -2, 4 PER PKG.
  UNIT PRICE: 13.000000        ON HAND: 0              TOXIC NUMBER:
   1295 DATE: 050689         STK LOC 1: 11             TOXIC VENDOR:
   LAST USED: 122789         STK LOC 2:                TOXIC NUMBER:
   DEPT USED: 2 1234         STK LOC 3:                TOXIC VENDOR:
 PROV TAX CD:                1621 DATE:                   PILFERAGE:
  FED TAX CD:               CYCLE DATE: 120689         B T S A  CODE:
     PKG QTY:               CYCLE UNIT: 72             B T S A  DATE:
      PKG UM:              BEING CYCLE: N       USED PURPOSE:
   JOB CODES:
                         GEN S/ACC S/D. S DEPT Z PROD C MISC-1... MISC-2....
       INVENTORY ACCOUNT: 02A 7301  B      5001
         EXPENSE ACCOUNT: 12   0299B Z
 B 63                 <=== ENTER DIV PLT ITEM
 PF1 USAGE PF3 RECEIPT PF4 HISTORY PF11 TERM PF14 COMMON PLTS PF20 EXT DESC
REMARKS:    REQUEST  COMPLETED                                   GRAP501B
```

Figure 16-2. Inquire Item Screen (F1-I)

Field Descriptions - Inquire Item Screen

GRP CLS Number	Item number associated with the information displayed.
U/M	Unit of measure for item.
Corp Numb	Master Corporate Catalog number or Corporate Identification System number for item.
E Code	Value of E indicates item is *only* charged to the original 1295's expense account (cannot be charged to a work order number).
Resp	Two character code representing the individual OR department responsible when the item is eventually inactive and marked for disposal.
A/ORD	Value of A indicates item has been set for automatic reorder.

Field Descriptions - Inquire Item Screen (*continued*)

HIA	Item processing indicator: H = item on hold; purchase on request I = inactive, no orders in process A = active, orders in process
Status	Item's procurement status: ITEM ON ORDER = item has been ordered today OUT FOR QUOTE = item is on an open quote ON OPEN ORDER = item is on an open order IN WORKCHAIN = item is currently in the analyst or buyer workchain.
Blanket Order	Blanket orders (up to 4 blankets) that cover the item.
Supplier	UCCS codes (5-character) of the suppliers associated with the blanket orders (up to 4 blanket suppliers).
Description	Description of the item.
Unit Price	Item's price *per unit of measure.*
On Hand	Current quantity of the item now maintained in inventory.
Toxic Number	Primary vendor's toxic number for the item.
Toxic Vendor	Primary vendor's UCCS code (5-character) for toxic material.
Toxic Number	Secondary vendor's toxic number for the item.
Toxic Vendor	Secondary vendor's UCCS code (5-character) for toxic material.
1295 DATE	Date the item was added to inventory using the CPARS Add Item Screen or the Part Specification function.
STK LOC 1 STK LOC 3	Location of the item in the stores area. ***Note:*** *Stock Location 1 indicates primary storage of the item; Stock Locations 2 and 3 are used if the item is stored in more than one location.*

Field Descriptions - Inquire Item Screen (*continued*)

Last Used	Date the item was last window requisitioned from stores.
Dept Used	Shift number (1-digit) and department number as (4-digit) recorded on the last window requisition.
Prov Tax CD	Local tax code, *if required* (1-digit).
Fed Tax CD	Federal tax code, *if required* (1-digit).
1621 Date	Last date the item was reviewed for disposal.
Pilferage	Value of Y indicates item has been designated as high pilferage. ***Note:*** *High pilferage items must be cycled twice a year.*
Pkg QTY	Quantity of items in the package unit of measure. ***Note:*** *The system will round order quantities up to this figure.*
Pkg UM	Package unit of measure (up to 3 characters).
Cycle Date	Date the item was last cycled.
Cycle Unit	Cycle unit to which the item is assigned.
Being Cycle	Value of Y indicates item is currently being cycled.

B T S A Code	Code indicating the type of item or attachment Possible values are:
	B = Blueprint
	T = Toxic
	S = Safety
	A = Other attachment

B T S A Date	Approval date associated with any attachments for the item.
JOB CODES	Code (2-character) used to group this item with others. (up to 3 job codes may be displayed in this field).
Used Purpose	Purpose of the item.

Field Descriptions - Inquire Item Screen (*continued*)

Inventory Account Information

GEN	General ledger account charged when the item is received (up to 3 characters).
S/ACC	Sub-account charged when the item is received (up to 5 characters).
S/D	Sub-division account charged when the item is received (up to 4 characters).
S	Blank.
DEPT	Department number if the inventory account general ledger number is 12 (expense).
Z	Blank.
PROD	Blank.

C	Character of item's use
	P = project,
	C = company-owned cafeteria.

MISC-1	Miscellaneous data; can be a project and item number or other additional information as defined by the local accounting authority (up to 9 characters).
MISC-2	Miscellaneous data; can be a work order number associated with items or other additional information as defined by the local accounting authority (up to 10 characters).

Field Descriptions - Inquire Item Screen (*continued*)

Expense Account Information

GEN	General ledger account charged when the item is window requisitioned (up to 3 characters).
S/ACC	Sub-account charged when the item is window requisitioned (up to 5 characters).
S/D	Sub-division account charged when the item is window requisitioned (up to 4 characters).
S	Blank.
DEPT	Blank.
Z	Blank.
PROD	Product line to be charged for the item (4 characters).

C	Character of item's use
	P = project,
	C = company-owned cafeteria.

MISC-1	Miscellaneous data; can be an item number within the project or other additional information as defined by the local accounting authority (up to 9 characters).
MISC-2	Miscellaneous data; can be a work number associated with items or other additional information as defined by the local accounting authority (up to 10 characters).
ENTER ITEM	Next item to be displayed's item number.

Function Keys - Inquire Item Screen

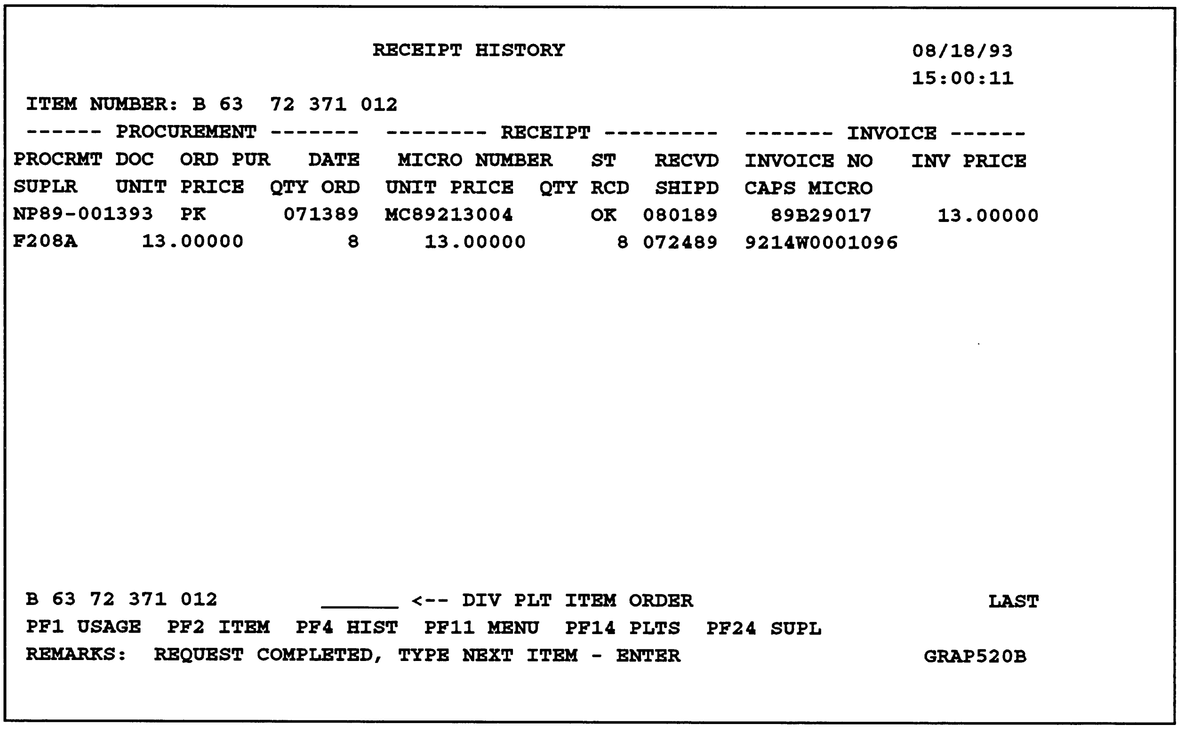
F1	Item Usage Screen.
F3	Item Receipt History Screen.
F4	Item History Screen.
F14	Corporate Number Inquiry Screen.
F-11	Return to the previous menu.

Inquiring on Item Receipt History

Item information includes procurement, receipt, and invoice history. This information is ordered chronologically from most recent to oldest procurement of the item.

Procedures

1) Begin on the CPARS Master Menu, or any other CPARS submenu, and press *F1* to display the Item Menu.
2) Type R in the SELECT TRANSACTION CODE field.
3) Type the item number in the GRP, CLS, and NUMBER fields, and press *Enter*. The Inquire Receipt History Screen displays.



```
                              RECEIPT HISTORY                          08/18/93
                                                                       15:00:11
 ITEM NUMBER: B 63  72 371 012
 ------ PROCUREMENT -------  -------- RECEIPT ---------  ------- INVOICE ------
PROCRMT DOC  ORD PUR   DATE   MICRO NUMBER   ST   RECVD  INVOICE NO   INV PRICE
SUPLR   UNIT PRICE  QTY ORD  UNIT PRICE  QTY RCD  SHIPD  CAPS MICRO
NP89-001393  PK       071389  MC89213004      OK  080189   89B29017     13.00000
F208A     13.00000        8     13.00000       8  072489  9214W0001096




 B 63 72 371 012         ______ <-- DIV PLT ITEM ORDER                      LAST
 PF1 USAGE  PF2 ITEM  PF4 HIST  PF11 MENU  PF14 PLTS  PF24 SUPL
 REMARKS:  REQUEST COMPLETED, TYPE NEXT ITEM - ENTER                   GRAP520B
```

Figure 16-3 . Receipt History Screen (F1-R)

Field Descriptions - Inquire Receipt History Screen

Item Number	Item number. Format: DIV - 1 character PLT 2 digits GRP - 2 characters CLS - up to 3 characters NUMBER - up to 10 characters

Procurement Information

PROCRMT DOC	Procurement numbers associated with the item.
ORD	Unit of measure for the item as ordered.
PUR	Unit of measure for the item as purchased (if different than the order quantity).
DATE	Dates the procurement document for the item were generated.
SUPLR	UCCS code (5 digits) associated with the supplier from whom the item was purchased.
UNIT PRICE	Price per highest unit of measure (order unit of measure or purchase unit of measure).
QTY ORD	Quantity ordered per highest unit of measure (order quantity or purchase quantity).

Receipt Information

Micro Number	Material control number assigned to the receipt of the item; comprised of three fields: PREFIX, BASE, SUFFIX (see below).
Prefix (unlabelled)	Displays MC followed by the year the original receipt was created (e.g., MC92, MC93, MC 94, etc.).
Base (unlabelled)	Julian Calendar date (3 digits), followed by another 3 digits indicating the sequential number of the receipt among those recorded on that day.

Field Descriptions - Inquire Receipt History Screen (*continued*)

Suffix (unlabelled)	Receipt type indicator: Blank = original receipt SR = shipped back for replacement SC = shipped back for credit D = receipt discrepancy correction 01, 02, 03, etc. = receipt adjustment number.
ST	Status of the receipts: OK = quantity received equals quantity ordered PR = quantity received is less than quantity ordered, with back order CO = quantity received is less than quantity ordered, with no back order AC = quantity received is greater than quantity ordered but within receivers' limits OB = quantity received is greater than quantity ordered; order is still a PN UA = unaudited receipts, overshipped receipt quantity is above receivers' limits, or no procurement number has been found for the receipt.
RECVD	Date the receipt of the item was recorded.
UNIT PRICE	Price of the received item as shipped (price per order unit of measure or price per purchase unit of measure).
QTY RCD	Quantity of the item received based on the higher of order quantity and purchase quantity.
SHIPD	Date the received items were shipped from the supplier.

Field Descriptions - Inquire Receipt History Screen (*continued*)

Invoice Information

Invoice Number	Invoice number assigned to the receipt for payment purposes in CCAPS (Corporate Centralized Accounts Payable System).
Inv Price	Invoice price per unit of measure paid for the received items.
Caps Micro	Microfilm number generated in CCAPS (Corporate Centralized Accounts Payable) for the order.
Enter Div Plant Item	The number associated with the next item to be displayed. ***Note:*** *To inquire on an item from another location, type the division and plant numbers associated with the location followed by the item number.*

Function Keys - Inquire Receipt History Screen

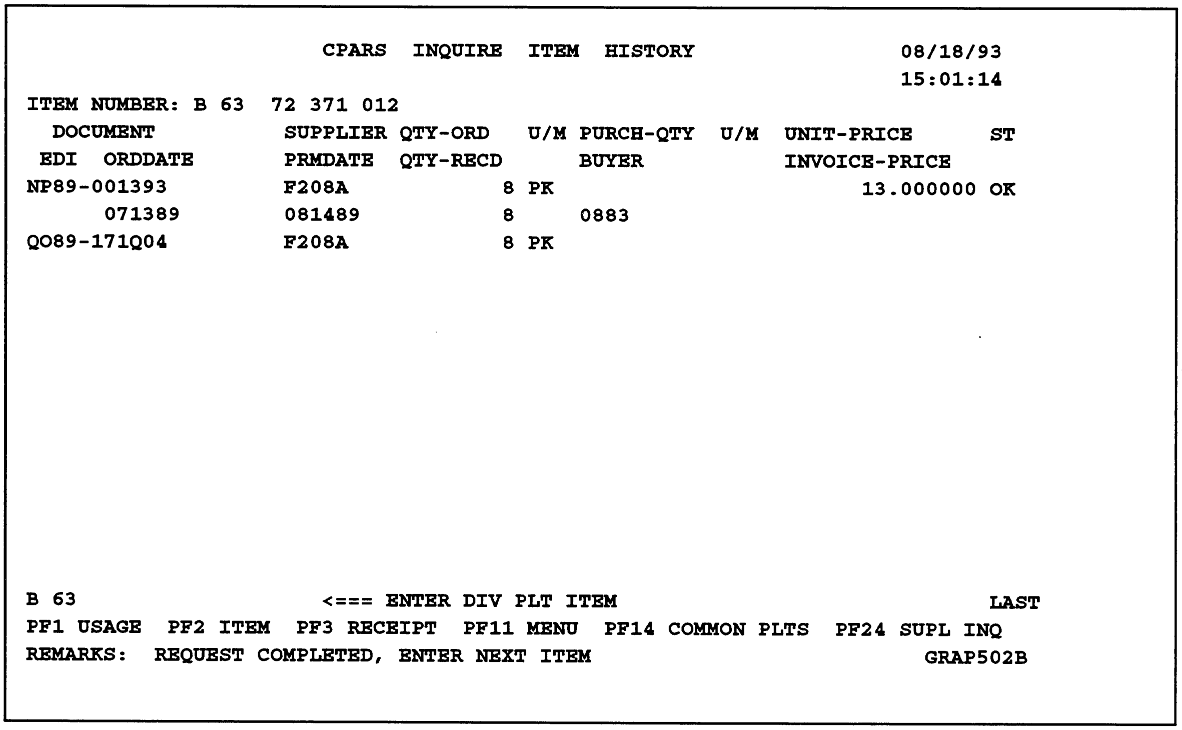
F1	Item Usage.
F2	Inquire Item Screen.
F4	Item History.
F14	Corporate Number Inquiry Screen.
F24	View suppliers connected to orders (address and EDI status).
F11	Return to previous menu.

Inquiring on Item History

The CPARS Inquire Item History Screen contains procurement, supplier, and order status as well as receipt and payment history.

Procedures

1) Begin on the CPARS Master Menu, or any other CPARS submenu, and press *F1* to display the Item Menu.
2) Type `H` in the SELECT TRANSACTION CODE field.
3) Type the item number in the GRP, CLS, and NUMBER fields, and press *Enter*. The Inquire Item History Screen displays.



```
                       CPARS  INQUIRE  ITEM  HISTORY                08/18/93
                                                                    15:01:14
ITEM NUMBER: B 63  72 371 012
  DOCUMENT          SUPPLIER QTY-ORD   U/M PURCH-QTY  U/M  UNIT-PRICE      ST
 EDI  ORDDATE       PRMDATE  QTY-RECD      BUYER           INVOICE-PRICE
NP89-001393         F208A           8  PK                          13.000000 OK
      071389        081489          8      0883
QO89-171Q04         F208A           8  PK




B 63                   <=== ENTER DIV PLT ITEM                             LAST
PF1 USAGE  PF2 ITEM  PF3 RECEIPT  PF11 MENU  PF14 COMMON PLTS  PF24 SUPL INQ
REMARKS:  REQUEST COMPLETED, ENTER NEXT ITEM                          GRAP502B
```

Figure 16-4. Inquire Item History Screen (F1-H)

Field Descriptions - Inquire Item History Screen

Item Number	Item number. Format: DIV - 1 character PLT - 2 digits GRP - 2 characters CLS - up to 3 characters NUMBER - up to 10 characters
Document	Procurement numbers associated with the item.
Supplier	UCCS code (5 digits) associated with the supplier from whom the item was purchased.
Qty Ord	Quantity ordered.
U/M	Unit of measure for the item.
Purch-Qty	Quantity of the item purchased (based on the purchase unit of measure) if different than the order quantity.
U/M	Unit of measure for the item as purchased.
Unit-Price	Price of the received item as shipped (price per order unit of measure or price per purchase unit of measure).
ST	Status of the receipts: OK = quantity received equals quantity ordered PR = quantity received is less than quantity ordered, with back order CO = quantity received is less than quantity ordered, with no back order AC = quantity received is greater than quantity ordered but within receivers' limits OB = quantity received is greater than quantity ordered; order is still a PN UA = unaudited receipts, overshipped receipt quantity is above receivers' limits, or no procurement number has been found for the receipt.

Field Descriptions - Inquire Item History Screen *(continued)*

EDI	Value of EDI (Electronic Data Interchange) indicates the order was sent to the supplier electronically.
ORDDATE	Dates the procurement document for the item were generated.
PRMDATE	Promised delivery date for the item as typed on the procurement document.
QTY-RECD	Quantity of the item received based on the higher of order quantity and purchase quantity.
Buyer	Buyer code for the U/M PURCH-QTY
Invoice Price	Invoice price per unit of measure paid for the received items.
Workchain (unlabelled)	ANALYST indicates the item is on the Analyst Workchain. Analyst code and suggested order quantity are also displayed. BUYER indicates the item is on the.Buyer Workchain. Buyer code and suggested order quantity are also displayed.
Enter Div Plt Item	Number associated with the next item to be displayed. ***Note:*** *To inquire on an item from another location, type the division and plant numbers associated with the location followed by the item number.*

Function Keys - Inquire Item History Screen

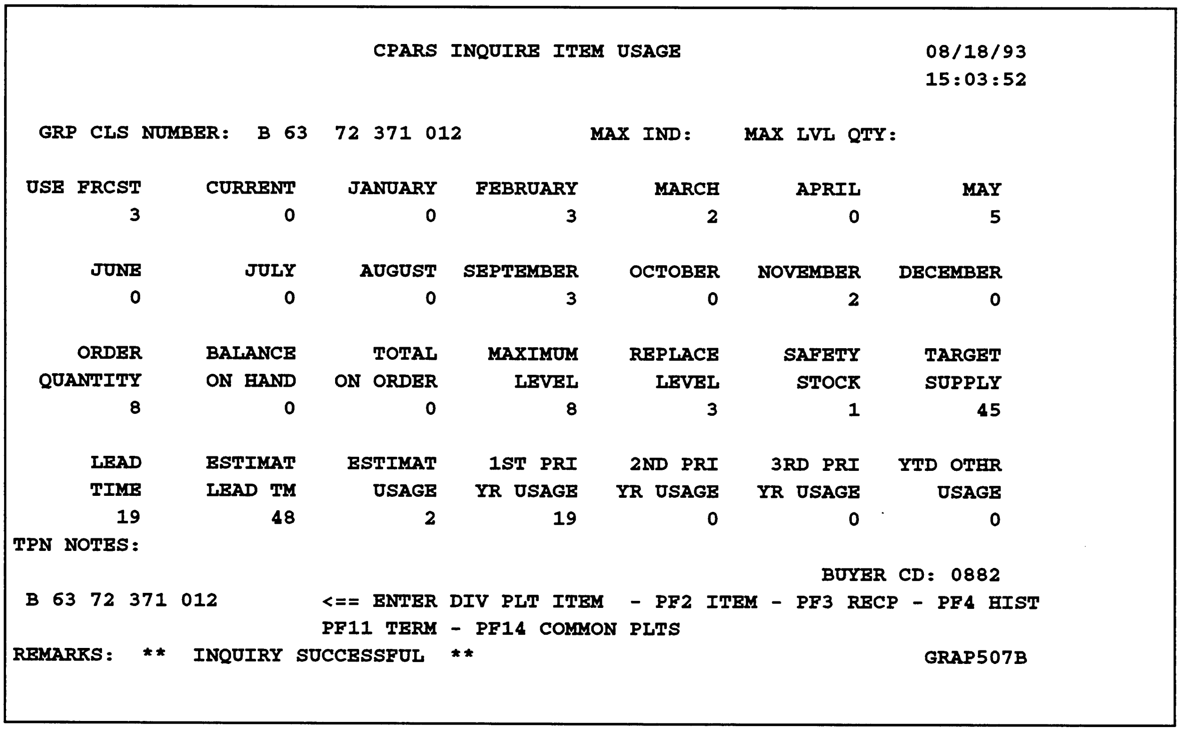
F1	Item Usage Screen.
F2	Inquire Item Screen.
F3	Inquire Receipt History Screen.
F11	Return to the previous menu.
F14	Inquire Common Plant Screen.
F24	Inquire on a supplier.

Inquiring on Item Usage

Item information includes usage levels by month for the previous 12 months and by year for the previous three years. The screen also provides fixed data for the item such as safety stock, replacement level, maximum stock level, and estimated and actual lead time and usage. Procurement information consisting of workchain status, order quantity, balance on hand, and total on order is also displayed on this screen.

Procedures

1) Begin on the CPARS Master Menu, or any other CPARS sub-menu, and press *F1* to display the Item Menu.
2) Type B in the SELECT TRANSACTION CODE field.
3) Type the item number in the GRP, CLS, and NUMBER fields, and press *Enter*. The Inquire Item Usage Screen displays.



```
                           CPARS INQUIRE ITEM USAGE                    08/18/93
                                                                       15:03:52

 GRP CLS NUMBER:  B 63  72 371 012          MAX IND:    MAX LVL QTY:

USE FRCST     CURRENT     JANUARY   FEBRUARY      MARCH      APRIL        MAY
        3           0           0          3          2          0          5

     JUNE        JULY      AUGUST  SEPTEMBER    OCTOBER   NOVEMBER   DECEMBER
        0           0           0          3          0          2          0

    ORDER     BALANCE       TOTAL    MAXIMUM    REPLACE     SAFETY     TARGET
 QUANTITY     ON HAND    ON ORDER      LEVEL      LEVEL      STOCK     SUPPLY
        8           0           0          8          3          1         45

     LEAD     ESTIMAT     ESTIMAT    1ST PRI    2ND PRI    3RD PRI   YTD OTHR
     TIME     LEAD TM       USAGE   YR USAGE   YR USAGE   YR USAGE      USAGE
       19          48           2         19          0          0          0
TPN NOTES:
                                                               BUYER CD: 0882
 B 63  72  371  012       <== ENTER DIV PLT ITEM  - PF2 ITEM - PF3 RECP - PF4 HIST
                          PF11 TERM - PF14 COMMON PLTS
REMARKS:  **  INQUIRY SUCCESSFUL  **                                   GRAP507B
```

Figure 16-5. Inquire Item Usage Screen (F1-B)

Field Descriptions - Inquire Item Usage Screen

Grp Cls Number	Item number. Format: DIV - 1 character PLT - 2 digits GRP - 2 characters CLS - up to 3 characters NUMBER - up to 10 characters
Use Frcst	Average monthly usage of the item based on the current month and the previous three months usage. ***Note**: If there are not three previous non-zero usage months, this field will display the estimated monthly usage.*
Current	Current month's usage.
January through December	Usage by month for the previous 12 *full* months. ***Note**: The number in the field for this month will actually be the number used during this month of the previous year.*
Order Quantity	Suggested order quantity for the item calculated as the difference between maximum stock and safety stock.
Balance On Hand	Current balance on hand quantity of the item in general stores.
Total On Order	Quantity of the item currently on order.
Maximum Level	Maximum stock level for the item (calculated as target days multiplied by use forecast, divided by 15, minus safety stock).
Replace Level	Stock level quantity at and below which the item becomes a candidate for reorder (calculated as use forecast divided by 30, multiplied by lead days, plus safety stock).
Safety Stock	Stock level below which the item should not fall (entered by the analyst).
Target Supply	Number of days supply that the user wants to have on hand (calculated as use forecast multiplied by 3, divided by 2, plus safety stock, multiplied by 30, divided by use forecast).

Field Descriptions - *Inquire Item Usage Screen* (*continued*)

Lead Time	Lead time in days between order and delivery of the item (not specific to any one supplier). ***Note**: This field contains an average of the last three orders lead times. If less than three received orders exist for the item, then field will contain the number of days entered by the analyst.*
Estimat Lead TM	Estimated number of days from order date to delivery date.
Estimat Usage	Estimated quantity of the item used per month.
1st, 2nd, 3rd Yr Pri Usage	Actual usage of the item for the first, second, and third previous years.
YTD Other Usage	Usage of the item applied to an expense account on the Process Window Requisition (*F16-R*) Screen. ***Note**: This usage is considered unusual and, thus, is not included in actual usage figures.*
TPN Notes	Comments concerning the item which will be used when making buying or material control decisions .
Workchain (unlabelled)	ANALYST indicates the item is on the Analyst Workchain. Analyst code and suggested order quantity are also displayed. BUYER indicates the item is on the Buyer Workchain. Buyer code and suggested order quantity
Enter Next Div Plt Item	The number associated with the next item to be displayed. ***Note**: To inquire on an item from another location, type the division and plant numbers associated with the location followed by the item number.*

Function Keys - Inquire Item Usage Screen

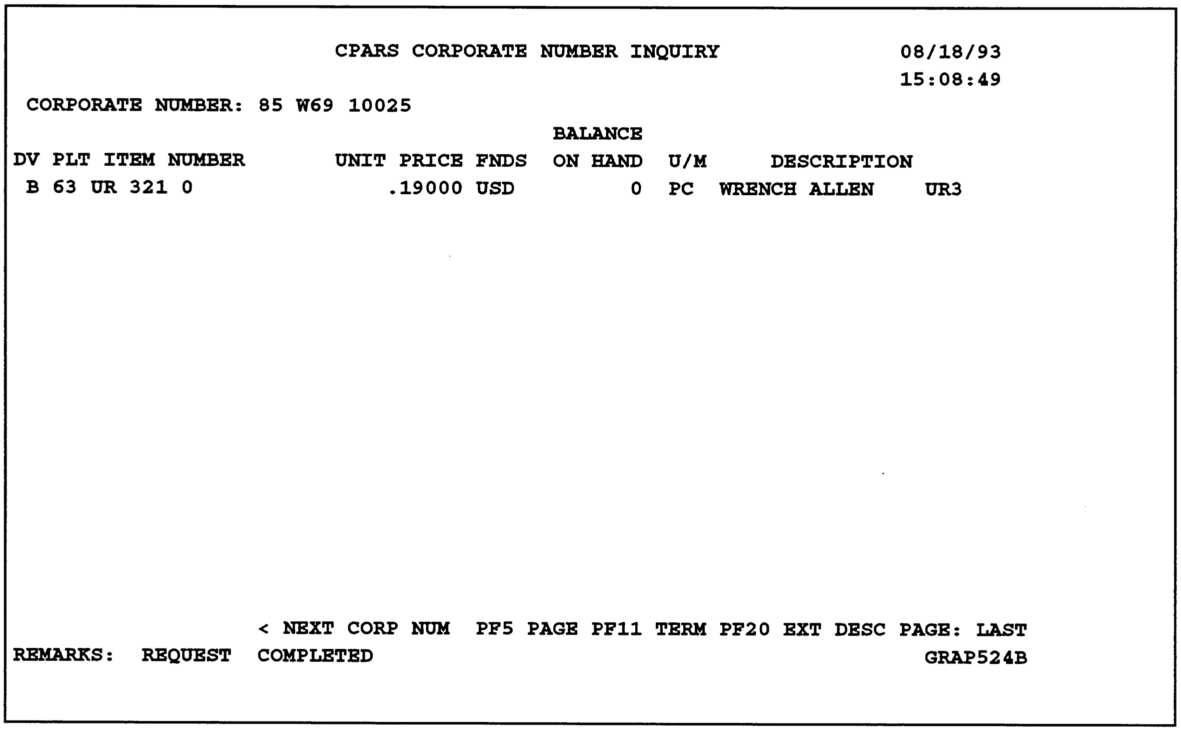
F2	Inquire Item.
F3	Inquire Receipt History.
F4	Item History.
F11	Return to the previous menu.
F14	Corporate Number Inquiry Screen.

Inquiring on Item Corporate Numbers

The Corporate Number Inquiry Screen (*F1-E*) is used to view other plant's use of items linked to corporate numbers. This information includes division and plant numbers identifying the locations, local item numbers, prices paid and funds used for the items, quantities of the item on hand, units of measure, and descriptions.

Procedures

1) Begin on the CPARS Master Menu, or any other CPARS sub-menu, and press *F1* to display the Item Menu.
2) Type E in the SELECT TRANSACTION CODE field.
3) Type the item's corporate number in the GRP, CLS, and NUMBER fields, and press *Enter*. The Corporate Number Inquiry Screen displays.



```
                       CPARS CORPORATE NUMBER INQUIRY              08/18/93
                                                                   15:08:49
 CORPORATE NUMBER: 85 W69 10025
                                 BALANCE
DV PLT ITEM NUMBER     UNIT PRICE FNDS  ON HAND  U/M    DESCRIPTION
 B 63 UR 321 0            .19000 USD        0  PC   WRENCH ALLEN    UR3











                   < NEXT CORP NUM  PF5 PAGE PF11 TERM PF20 EXT DESC PAGE: LAST
REMARKS:  REQUEST  COMPLETED                                          GRAP524B
```

Figure 16-6. Corporate Number Inquiry Screen (F1-E)

Field Descriptions - Corporate Number Inquiry Screen

Corporate Number	Corporate Number of the designated Item.
Div Plt	Division (1 character) and plant (2 digits) code of the item (for example, B 63 = Lima Engine Plant, G 22 = Glass Division General Offices.)
Item Number	Item number. Format: GRP - 2 characters CLS - up to 3 characters NUMBER - up to 10 characters.
Unit Price	Local price per unit of measure for the item.

FNDS	Currency used by the location to pay for the item:
	USD = United States Dollars
	CAD = Canadian Dollars
	MXP = Mexican Pesos

Balance On Hand	Quantity of the item currently on hand at the location.
U/M	Local unit of measure for the item.
Description	The first 24 characters of the local item description.

Function Keys - Corporate Number Inquiry Screen

F5	Next Page.
F11	Return to the Item Menu.
F20	Extended Description.

Inquiring on Item Stock Status

The Stock Status Follow-Up Screen may be accessed from the Item Menu (*F1*), the Procurement Menu (*F2*), the Receiving Menu (*F3*), the Inquiry Menu (*F17*), and the Workchain Menu (*F20*).

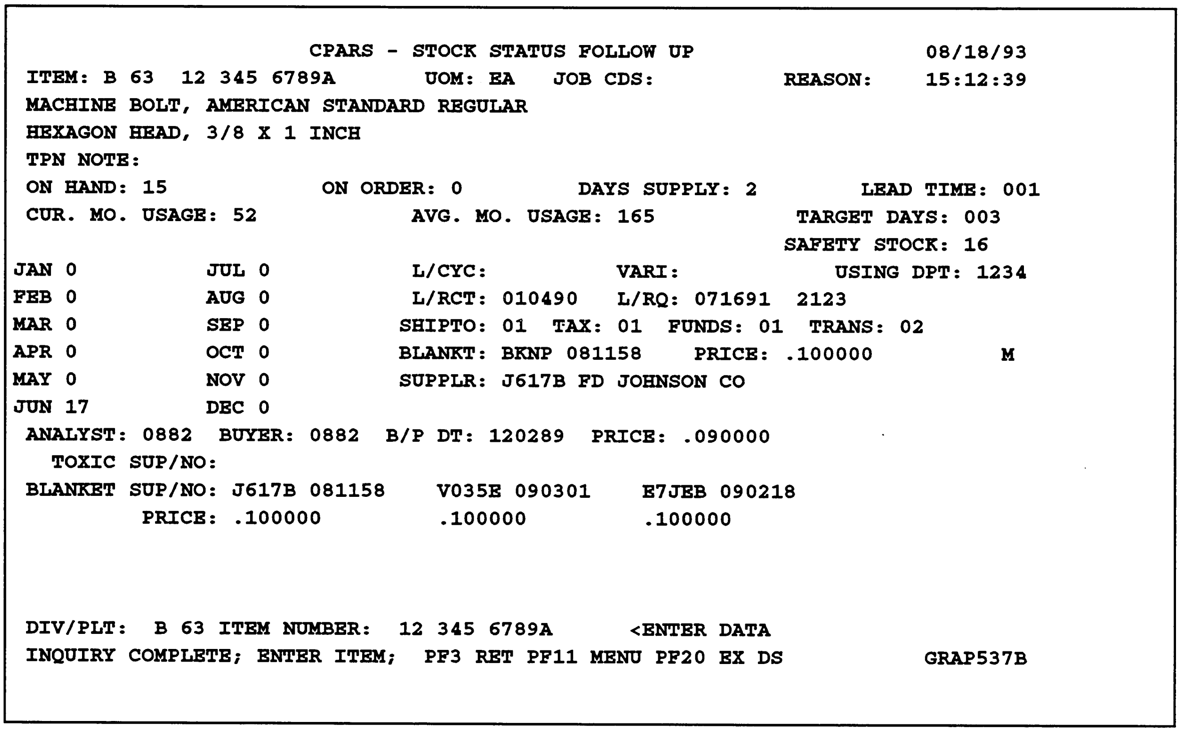
Procedures

1) Begin on the CPARS Master Menu, or any other sub-menu, and press ***one*** of the following keys:

   (*F1*) Item Menu
   (*F2*) Procurement Menu
   (*F3*) Receiving Menu
   (*F17*) Inquiry Menu
   (*F20*) Workchain Menu

   Note: *From the Analyst or Buyer Workchain, press F22 (Shift + F10).*

2) Type F in the SELECT TRANSACTION CODE and press *Enter*. The Stock Status Follow-up Screen displays.



```
                      CPARS - STOCK STATUS FOLLOW UP                  08/18/93
 ITEM: B 63  12 345 6789A       UOM: EA   JOB CDS:          REASON:    15:12:39
 MACHINE BOLT, AMERICAN STANDARD REGULAR
 HEXAGON HEAD, 3/8 X 1 INCH
 TPN NOTE:
 ON HAND: 15            ON ORDER: 0         DAYS SUPPLY: 2         LEAD TIME: 001
 CUR. MO. USAGE: 52            AVG. MO. USAGE: 165          TARGET DAYS: 003
                                                           SAFETY STOCK: 16
JAN 0          JUL 0          L/CYC:          VARI:             USING DPT: 1234
FEB 0          AUG 0          L/RCT: 010490   L/RQ: 071691  2123
MAR 0          SEP 0          SHIPTO: 01  TAX: 01  FUNDS: 01  TRANS: 02
APR 0          OCT 0          BLANKT: BKNP 081158    PRICE: .100000          M
MAY 0          NOV 0          SUPPLR: J617B FD JOHNSON CO
JUN 17         DEC 0
 ANALYST: 0882  BUYER: 0882  B/P DT: 120289  PRICE: .090000
   TOXIC SUP/NO:
 BLANKET SUP/NO: J617B 081158     V035E 090301     E7JEB 090218
          PRICE: .100000          .100000          .100000


 DIV/PLT:  B 63 ITEM NUMBER:  12 345 6789A      <ENTER DATA
 INQUIRY COMPLETE; ENTER ITEM;  PF3 RET PF11 MENU PF20 EX DS           GRAP537B
```

Figure 16-7. Stock Status Follow-Up Screen (F1-F, F2-F,F3-F, F17-F, F20-F)

3) Type the item number in the ITEM NUMBER field (bottom of the screen) and press *Enter*. The Stock Status Follow-up Screen displays with the requested item's information.

   Note: *If you inquire on an item outside your location, complete the DIV/PLT field and press Enter.*

Field Descriptions - Stock Status Follow-up Screen

Item	Item number. Format: DIV - 1 character PLT - 2 digits GRP - 2 characters CLS - up to 3 characters NUMBER - up to 10 characters
UOM	Unit of Measure for the item.
JOB CDS	Job Code (3 digits) used to group the item with others used in the same job area.
Reason	Identification of action that caused the item to enter the Analyst or Buyer Workchain.
Description (unlabelled)	First 152 characters of the item's description.
TPN Note	Comments concerning the item originally entered in the COMMENTS field on the Add New Item (*F1-A*) or Update or Cancel Item (*F1-U*) Screens.

Item Usage and Inventory Information

On Hand	Current balance on hand quantity of the item in general stores.
On Order	Current quantity of the item on order and not yet received.
Days Supply	Remaining days supply of the item based on average monthly usage.
Lead Time	Lead time (average from last three orders) in days between order and delivery of the item (not specific to any one supplier). ***Note:*** *If less than three received orders exist, the ESTIMATED DAYS LEAD TIME field (from the 1295 or the Update or Cancel Item - F1-U Screen) is displayed.*
Cur. Mo. Usage	Net quantity of the item requisitioned from the general stores window for the current month.

Field Descriptions - Stock Status Follow-up Screen (*continued*)

Item Usage and Inventory Information (continued)

Avg. Mo. Usage	Average quantity of the item requisitioned from the general stores window for the previous 3 non-zero usage months. ***Note:*** *If the item has not been a part of inventory for 3 months or there is less than 3 months non-zero usage, this field will contain the quantity entered in the ESTIMATED MONTHLY USAGE field (Part Specification 1295 or Cancel Item (F1-U) Screens.*
Trgt Dys	Number of days supply you want to have on hand.
Sfty Stk	Stock level below which inventory should never fall. This information is originally entered on the Add New Item (*F1-A*) Screen.
JAN JUL FEB AUG MAR SEP APR OCT MAY NOV JUN DEC	Item usage by month for the previous 12 months.
L/CYC	Date (6 digits) of the last inventory cycle check (count) of the item.
Vari	Variance between book count and actual count from the last cycle check of the item.
Using Dpt	Using department's number.
L/RCT	Date (6 digits) of the last receipt of the item.
L/RQ	Information concerning the last window requisition of the item including the requisition date, and shift, department, and zone codes for the individual requisitioning the item.

Prime or Preferred Blanket Information

Shpto	Address code for the item to be delivered. ***Note:*** *The shipto codes are stored in the CPARS Text Tables.*
Tax	Code indicating the sales/use tax set up with the blanket.

Field Descriptions - Stock Status Follow-up Screen (*continued*)

Prime or Preferred Blanket Information (continued)

Funds	Currency payment code (for this blanket). Most frequently used values are: 01 = U.S. dollars 02 = Canadian dollars 03 = Mexican pesos
Trans	Transportation term code set up with this blanket: 01 = collect 02 = prepaid 16 = supplier prepaid and summary bill
Blankt	Blanket number.
Price	Item blanket price (per unit of measure).
Step Pricing Indicator (unlabelled)	M indicates quantity discount prices exist for the blanket item.
Supplr	Blanket supplier code (5 characters) and name. EDI is displayed in the right portion of this field if the supplier is Electronic Data Interchange (EDI)
Workchain (unlabelled)	ANALYST indicates the item is on the Analyst Workchain. Analyst code and suggested order quantity are also displayed. BUYER indicates the item is on the Buyer Workchain. Buyer code and suggested order quantity
Order Qty (unlabelled)	Suggested order quantity for the item as it appears on the Analyst or Buyer Workchains

Further Item Information

Analyst	Analyst code (4 digits) attached to this item .
Buyer	Buyer code (4 digits) attached to this item.
B/P DT	Blueprint/safety/toxic attachment date originally entered on the part specification form (1295).
Price	Item price on the part specification form (1295).

Field Descriptions - Stock Status Follow-up Screen (*continued*)

Further Item Information (continued)

Toxic Sup/No	Toxic numbers (up to 3) and corresponding supplier codes originally entered on the Miscellaneous Fixed Data (*F1-M*) Screen. (Format: supplier code - 5 characters, toxic number - up to 6 characters).
Price	Blanket price for the item (per unit of measure).
Blanket Sup/No	Blankets (up to 3) and corresponding supplier codes. ***Note***: *Additional blankets not displayed on this screen may be accessed by pressing F4.*
DIV/PLT	Division (1 character) and plant code (2 digits) of the next item you want to inquire on.
Item Number	Number associated with the next item you want to inquire on. Format: GRP - 2 characters CLS - up to 3 characters NUMBER - up to 10 characters

Function Keys - Stock Status Follow-up Screen

F3	Return to the Workchain.
F11	Return to the previous menu.
F20	Extended Description.

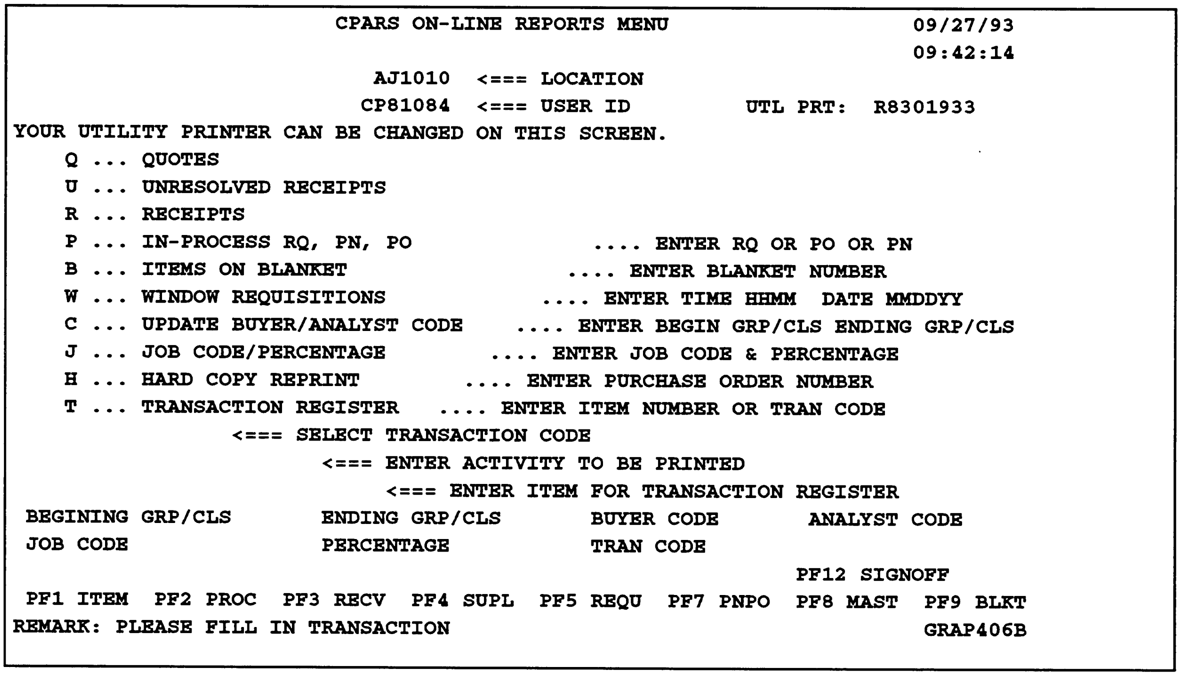
Transaction Register

The Transaction Register screen is an enhancement to the CPARS System, to provide a history of the item data activity by date, by transaction, or to display a history of a type of transaction.

Note: *All items are displayed in reverse chronological sequence, listing the most recent transaction first.*

Inquiring on Item Data by Transaction

1) Begin on the CPARS Master Menu and press *F6* to display the On-Line Reports Menu.

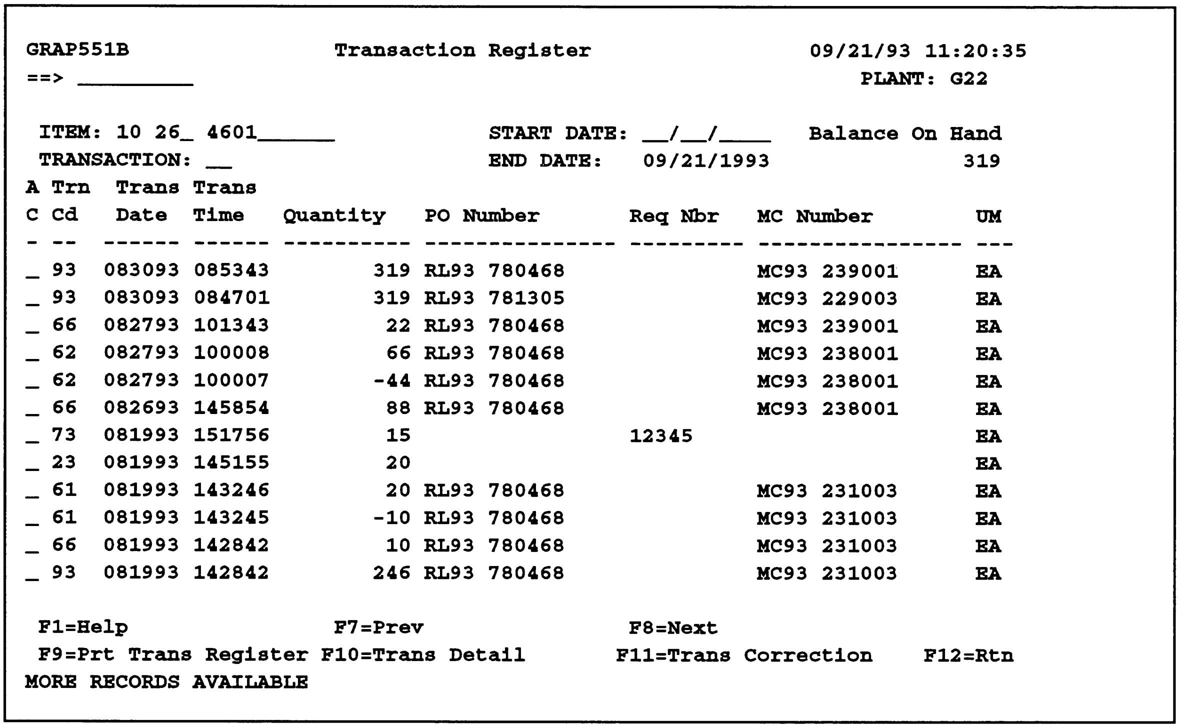


```
                         CPARS ON-LINE REPORTS MENU                   09/27/93
                                                                      09:42:14
                            AJ1010  <=== LOCATION
                           CP81084  <=== USER ID         UTL PRT:  R8301933
YOUR UTILITY PRINTER CAN BE CHANGED ON THIS SCREEN.
    Q ... QUOTES
    U ... UNRESOLVED RECEIPTS
    R ... RECEIPTS
    P ... IN-PROCESS RQ, PN, PO           .... ENTER RQ OR PO OR PN
    B ... ITEMS ON BLANKET              .... ENTER BLANKET NUMBER
    W ... WINDOW REQUISITIONS         .... ENTER TIME HHMM  DATE MMDDYY
    C ... UPDATE BUYER/ANALYST CODE   .... ENTER BEGIN GRP/CLS ENDING GRP/CLS
    J ... JOB CODE/PERCENTAGE       .... ENTER JOB CODE & PERCENTAGE
    H ... HARD COPY REPRINT       .... ENTER PURCHASE ORDER NUMBER
    T ... TRANSACTION REGISTER  .... ENTER ITEM NUMBER OR TRAN CODE
                 <=== SELECT TRANSACTION CODE
                        <=== ENTER ACTIVITY TO BE PRINTED
                             <=== ENTER ITEM FOR TRANSACTION REGISTER
 BEGINING GRP/CLS       ENDING GRP/CLS       BUYER CODE       ANALYST CODE
 JOB CODE               PERCENTAGE           TRAN CODE
                                                             PF12 SIGNOFF
 PF1 ITEM  PF2 PROC  PF3 RECV  PF4 SUPL  PF5 REQU  PF7 PNPO  PF8 MAST  PF9 BLKT
REMARK: PLEASE FILL IN TRANSACTION                                     GRAP406B
```

Figure 16-8. On-Line Reports Menu

2) Type T in the SELECT TRANSACTION CODE field.

3) Type the Item Number in the ENTER ITEM FOR TRANSACTION REGISTER field, and press *Enter*. The Transaction Register screen (GRAP551B) for the item displays.



```
GRAP551B                Transaction Register                 09/21/93 11:20:35
==> _________                                                    PLANT: G22

 ITEM: 10 26_ 4601______            START DATE: __/__/____   Balance On Hand
 TRANSACTION: __                    END DATE:   09/21/1993                319
A Trn  Trans Trans
C Cd   Date  Time   Quantity  PO Number       Req Nbr   MC Number        UM
- -- ------ ------ ---------- --------------- --------- ---------------- ---
_ 93  083093 085343        319 RL93 780468               MC93 239001      EA
_ 93  083093 084701        319 RL93 781305               MC93 229003      EA
_ 66  082793 101343         22 RL93 780468               MC93 239001      EA
_ 62  082793 100008         66 RL93 780468               MC93 238001      EA
_ 62  082793 100007        -44 RL93 780468               MC93 238001      EA
_ 66  082693 145854         88 RL93 780468               MC93 238001      EA
_ 73  081993 151756         15                 12345                      EA
_ 23  081993 145155         20                                            EA
_ 61  081993 143246         20 RL93 780468               MC93 231003      EA
_ 61  081993 143245        -10 RL93 780468               MC93 231003      EA
_ 66  081993 142842         10 RL93 780468               MC93 231003      EA
_ 93  081993 142842        246 RL93 780468               MC93 231003      EA

 F1=Help                F7=Prev                F8=Next
 F9=Prt Trans Register F10=Trans Detail       F11=Trans Correction    F12=Rtn
MORE RECORDS AVAILABLE
```

Figure 16-9. Transaction Register

4) Type the transaction code in the TRANSACTION field, and press *Enter*. A wildcard search in this field displays all the transactions that begin with the character entered in the first position (for example, typing 6* in this field will display all the series 6 transactions.).

5) Press *F12* to return to the previous screen.

6) Press *F11* to return to the On-Line Reports Menu.

Inquiring on Item Data by Date

1) Begin on the CPARS Master Menu and press *F6* to display the On-Line Reports Menu.

2) Type T in the SELECT TRANSACTION CODE field.

3) Type the Item Number in the ENTER ITEM FOR TRANSACTION REGISTER field, and press *Enter*. The Transaction Register screen (GRAP551B) for that item displays.

4) Type a start date, or an end date in the START DATE, or END DATE fields, and press *Enter*. The transactions for the selected date display.

5) Press *F12* to return to the previous menu.

6) Press *F11* to return to the On-Line Reports Menu.

Field Descriptions - Transaction Register

Item	Item number associated with the information displayed.
Transaction	Entry field for a selected transaction code.
Start Date/End Date	Entry field for the dates on which the inventory transactions took place.
AC	Action Column
Trn Cd	The code assigned to the inventory transaction.
Trans Date	The date the inventory transaction took place.
Trans Time	The time the inventory transaction took place.
Quantity	Quantity affected during the inventory transaction.
Item Number	The inventory Item affected by the transaction.
Requisition or MC Number	Requisition Number or Material Control Number entered during the transaction.
UM	Unit of Measure.

Function Keys - Transaction Register

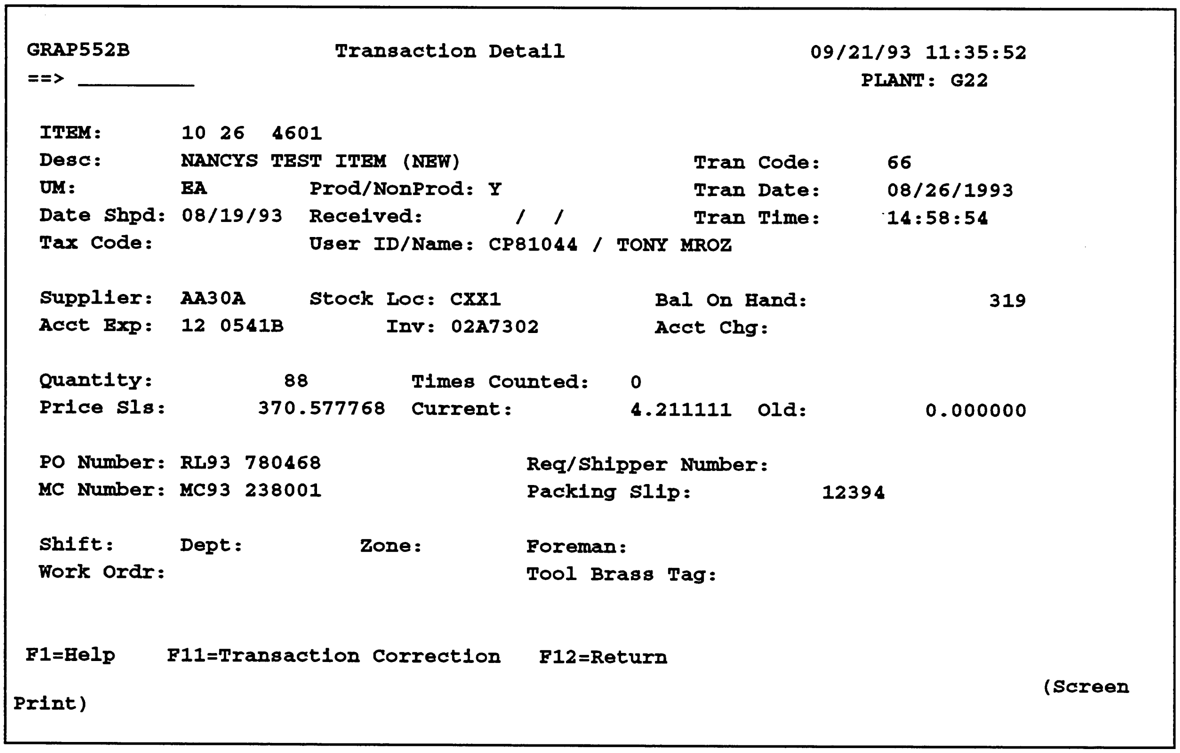
F1	On-Line Field Help.
F9	Prints the Transaction Register using current requested parameter.
F10	Displays the Transaction Detail screen for the selected transaction.
F11	Displays the the appropriate CPARS screen required to correct the selected transaction.

Transaction Detail

This screen displays detailed data about a transaction selected on the Transaction Register Screen (GRAP551B), and it provides a path to the appropriate CPARS screen to correct the displayed transaction.

Inquiring on Item Transaction Detail

1) Begin on the CPARS Master Menu and press *F6* to display the On-Line Reports Menu (*see Figure 16-8*).
2) Type T in the SELECT TRANSACTION CODE field.
3) Type the Item Number in the ENTER ITEM FOR TRANSACTION REGISTER field, and press *Enter*. The Transaction Register screen (*see Figure 16-9*) for that item displays.
4) *Tab* to the TRN CD field.
5) Type an X in the AC column to select and press *Enter*. The Transaction Detail screen (GRAP552B) for the selected transaction code displays.



```
GRAP552B               Transaction Detail                 09/21/93 11:35:52
==> _________                                                 PLANT: G22

 ITEM:       10 26  4601
 Desc:       NANCYS TEST ITEM (NEW)              Tran Code:     66
 UM:         EA         Prod/NonProd: Y          Tran Date:     08/26/1993
 Date Shpd:  08/19/93   Received:       / /      Tran Time:     14:58:54
 Tax Code:              User ID/Name: CP81044 / TONY MROZ

 Supplier:   AA30A      Stock Loc: CXX1        Bal On Hand:             319
 Acct Exp:   12 0541B         Inv: 02A7302     Acct Chg:

 Quantity:          88       Times Counted:   0
 Price Sls:     370.577768   Current:         4.211111  Old:        0.000000

 PO Number: RL93 780468               Req/Shipper Number:
 MC Number: MC93 238001               Packing Slip:         12394

 Shift:      Dept:         Zone:      Foreman:
 Work Ordr:                           Tool Brass Tag:


F1=Help    F11=Transaction Correction    F12=Return
                                                                     (Screen
Print)
```

Figure 16-10. Transaction Detail

Field Descriptions - Transaction Detail

Item	Item number associated with the information displayed.
Desc	Description of the item.
Tran Code	The code assigned to the inventory transaction.
Tran Date	The date the inventory transaction took place.
Tran Time	The time the inventory transaction took place.
UM	Unit of Measure.
Prod/NonProd	A Y code in this field defines a production item.
Date Shpd	The date the item was shipped to the plant/location.
Received	The date the item was received by the plant/location.
Tax Code	Federal tax code for the item
User ID/Name	The name and RACF ID of the person who initiated the transaction.
Supplier	GSDB code for the Supplier.
Stock Location	Primary stock location of the item in the crib.
Bal on Hand	Current Balance on Hand.
Acct Exp	Expense account number.
Inv	Inventory account number.
Acct Chg	Account code change indicator.
Quantity	Quantity of the item affected during the inventory transaction.
Times Counted	Times the item has been counted in a cycle check.
Price Sls	Sales price.

Field Descriptions - Transaction Detail *(continued)*

Current	Current price.
Old	Old price.
PO Number	Purchase order recorded during the inventory transaction.
Req/Shipper Number	Number of the shipper document accompanying an item to be returned.
MC Number	Material Control number assigned to the inventory receipt.
Packing Slip	Supplier's packing slip number.
Shift	The shift receiving item.
Dept	Department receiving item.
Zone	The zone receiving item.
Foreman	The number of the foreman receiving the item.
Work Ordr	The work order number charged for the item.
Tool Brass Tag	The brass tag or tool number of the equipment using this item.

Function Keys

F1	On-Line Field Help.
F11	Displays the appropriate CPARS screen needed to correct the displayed transaction, if one currently exists.
F12	Returns to the prior screen.

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