

SOP ISSUES OF SUPPLIES

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SOP ISSUE OF SUPPLIES

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AIM

To open an issue of supplies document for expendable materials.

Note: Materials that are issued as supplies are not considered components of the processed part and should not be included in the part's bill of materials. Issued supplies are reduced from the inventory in the warehouse from which they are issued, but do *not* appear as floor inventory.

Note: Standard Operating Procedures should be used as guidelines for customers (and their consultants) to develop their own operating procedures. As you will note, the following procedures are very specific, and customers are strongly advised not to use them without.

SETUPS

- Warehouses have been set up as described in the SOP for opening a warehouse.
- Parts have been set up as described in the SOP for defining a part.

PROCEDURE

1. Enter the Issue of Supplies form
2. Record the Date of the issue. The Document Number appears automatically.
3. In the Details column, you can record a brief remark pertaining to the current issue.
4. Click the General tab.
5. Choose the Issuing Warehouse from which the issued parts are transferred. The 0 Bin is filled in automatically; however, if the part is being issued from a specific warehouse bin, designate that bin instead.
6. Enter the Issued Items sub-level form.
7. Specify the Part Number and of each issued part and the Quantity issued.
Notes:
 - The system automatically fills in the Warehouse, and Bin defined in the upper-level form, but these can be revised.
 - The issued quantity will be reduced from the inventory in the issuing warehouse as soon as you record a Part Number and Quantity, even if the document is not yet final.
 - The system will alert you if the designated issue quantity exceeds the available balance.
8. Return to the upper-level form and change the document's Status to "Final".
9. If you need to revise an issue document after it has been finalised, you can reopen it by selecting Reopen Document from the list of Direct Activations. The document will be assigned to the "Draft" status. Once you have made the required changes, change the documents Status back to "Final".
Note: you cannot reopen a document after costing is run for a last past balance date that falls on or after the document date.

RESULT

Inventory balances in the issuing warehouse are reduced by the issued Quantity.