

Freeway Stores Training Worksheet

1. Stock/Part Entry:

The objective of this first exercise is for each person to enter their own unique parts (so that people are not confused by what others will be doing with their parts).

To do this, click on the menu **Stock/Part Entry**. Create your own parts with

- Part Number = <Your Initials>100 to <Your Initials>500
- User Part No = <Your Initials>UP100 to <Your Initials>UP500
- Part Name = <Your Surname>100 to <Your Surname>500
- Value = 100 to 500
- Item Type = **Stocked Item**
- Supplier = **Supplier 1** or **Supplier 2**
 - Supplier 1: _____
 - Supplier 2: _____
- Store = <Your home store>.
- For the rest of the values improvise – but document in the spaces provided.

Part Number	Part Name	User Part No	Unit	VAT	Value	S/N/C	Supplier	Store	Bin	Comp	Nominal
JB100	Bloggs100	JBUP200	Each	S	100	S	1.WYNALL	Reading	R100	Alignment	9205
JB200	Bloggs200	JBUP200	Each	S	200	S	2.EALING	Reading	R200	Internal	9205
100	100	UP100			100		1.				
200	200	UP200			200		1.				
300	300	UP300			300		1.				
400	400	UP400			400		2.				
500	500	UP500			500		2.				

2. Stock/ Purchase (Purchasing for 'Stock')

Purchase Order

Purchase Order Details

Requisition Number: []

Store to Purchase for: Reading

Order Number: R115895

Supplier Number: []

Supplier: []

Order Date: 31/01/2006 14:44:21

Special Instructions: []

OK Cancel

Document your Order Number:

Order for your home Store.

Make this <Supplier1>

Purpose	Part No	Qty	Cost	Total	CC	NC
Stock	<>100	1	100	100		
Stock	<>200	2	200	400		
Stock	<>300	3	300	900		

Strategies for finding the parts

Purchase Order Details

Locate by: Part Number User Part Number Description Supplier Part Number

Filter: []

Add for Stock Add for Use Apply Filter Clear Filter AND OR

Parts Available for Order - [Display All Stock] Display All Activate Filters

Drag a column header here to group by that column

User Part No.	Supplier Part No.	Stock No	Description	Actual Cost	Unit	Warranty	Nominal t
OPT01H0189	01H0189	01H0189	SILL PANEL SPECTRA SLF	£47.62	EACH	365	Bus Comp
OPT01L0043	01L0043	01L0043	SKIRT PANEL UPPER	£89.39	EACH	365	Bus Comp
OPT01L0044	01L0044	01L0044	SKIRT PANEL	£99.44	EACH	365	Bus Comp

Set 'Locate by' to 'Part Number'

Enter the Part Number you are looking for here.

Purchase Order Details

Locate by: Part Number User Part Number Description Supplier Part Number

Filter: []

Add for Stock Add for Use Apply Filter Clear Filter AND OR

Parts Available for Order - [Display All Stock] Display All Activate Filters

Drag a column header here to group by that column

User Part No.	Supplier Part No.	Stock No	Description	Actual Cost	Unit	Warranty	Nominal t
OPT01H0189	01H0189	01H0189	SILL PANEL SPECTRA SLF	£47.62	EACH	365	Bus Comp
OPT01L0043	01L0043	01L0043	SKIRT PANEL UPPER	£89.39	EACH	365	Bus Comp
OPT01L0044	01L0044	01L0044	SKIRT PANEL	£99.44	EACH	365	Bus Comp

Set 'Locate by' to 'Description'

Enter your <Surname> here and click on 'Apply Filter'.

Use 'Add for Stock' to add the found parts to the order

Process the Order when all three lines have been added to the order



Stock/Part Details (after order and before receipt)

1. Find part <Your Initials>200.
2. View the Summary information on the details page.
3. View the Held information section.

Stock/Goods receipt

1. Enter the Order Number from the previous page.
2. Enter all parts as fully received on each line.
3. Click the process button.

Stock/Part Details (after receipt)

1. Find part <Your Initials>200.
2. View the Summary information on the details page.
3. View the Held information section.



3. Stock/ Purchase (Purchasing for 'a purpose')

1. Order for your Home Store.
2. From Supplier 1.
3. Document your Freeway Generated Order Number: _____

Purpose	Part No	Qty	Cost	Total	CC	NC
Vehicle_____	<>100	1	100	100		
CC_____	<>200	2	200	400		
Jcard_____	<>300	3	300	900		

Stock/Part Details (after order and before receipt)

1. Locate part <Your Initials>100.
2. View the Summary information on the 'Item Details' section.
3. View the 'Held' information section.

Fleet/Assets/Detail (after order and before receipt)

1. Find the vehicle that you have ordered part '<your initials>100' for.
2. Note in 'Transactions' section that the part is an 'earmark'.

Stock/Goods receipt

1. Enter the Order Number from the previous page.
2. Enter all parts as fully received on each line.
3. Click the process button.

Stock/Part Details (after receipt)

1. Find part <Your Initials>200
2. View the Summary information on the 'Item Details' section.
3. View the 'Held' information section.

Fleet/Assets Details (after receipt)

1. Find the vehicle that you have ordered part '<your initials>100' for.
2. Note in 'Parts' section that the part is now 'issued'.

4. Stock/ Purchase (Purchasing a part un-linked to the supplier)

1. Order for your Home Store.
2. From Supplier 2.
3. Document your Freeway Generated Order Number: _____

Purpose	Part No	Qty	Cost	Total	CC	NC
Stock	<>100	1	100	100		

Purchase Order Details

Locate by:
 Part Number
 User Part Number
 Description
 Supplier Part Number

Buttons: Add for Stock, Add for Use, Apply Filter, Clear Filter

Filter: [] AND OR

Parts Available for Order - [Display All Stock]

Drag a column header here to group by that column


User Part No.	Supplier Part No.	Stock No.	Description	Actual Cost	Unit	Warranty	Nominal I
	OPT01H0189	01H0189	SILL PANEL SPECTRA SLF	£47.62	EACH		365 Bus Comp
	OPT01L0043	01L0043	SKIRT PANEL UPPER	£89.39	EACH		365 Bus Comp
	OPT01L0044	01L0044	SKIRT PANEL	£99.44	EACH		365 Bus Comp

Buttons: Display All, Activate Filters

You will not be able to add the part to the order without ticking 'Display All'.

Note the colour key.

Stock/Part Details

1. View <YourInitials>100, Suppliers (the link has been added for you)
2. View <YourInitials>200, Suppliers (manually link the supplier ).

5. Stock/ Purchase (Purchasing a part un-linked to the store)


1. Order for another Store
2. Note Store: _____
3. From Supplier 1.
3. Document your Freeway Generated Order Number: _____

Purpose	Part No	Qty	Cost	Total	CC	NC
Stock	<>100	1	100	100		

You will not be able to add the part to the order without ticking 'Display All'.

Note the colour key.

Stock/Part Detail

1. View <YourInitials>100, Stores (the link has been added for you)
2. View <YourInitials>200, Store (manually link the store ).

6. Stock/ Purchase (Creating a part while in the order)

- Order for your Home Store.
 From Supplier 2.
 Document your Freeway Generated Order Number: _____

Purpose	Part No	Qty	Cost	Total	CC	NC
Stock	<>600	1	600	600		

Click on the ellipsis button (...) to create a new part – create as part <YourInitials>600.

Note the part numbering strategy.

Typing in '?' has the same effect.

7. Stock/ Purchase (Creating a blank order)

1. Order for your Home Store.
2. From Supplier 1.
3. Document your Freeway Generated Order Number: _____
4. When prompted to 'Delete incomplete purchase order?' Choose the 'No' option.

8. Stock/Order Management (Add Items to an Existing Order)

1. Find the Blank order just created.
2. Double-click on the item (this will open the purchase order form).
3. Add the following items to the Order.

Purpose	Part No	Qty	Cost	Total	CC	NC
Stock	<>100	1	100	100		
Stock	<>200	4	200	800		

9. Stock/Order Management (Remove Items from an existing order)

1. Find the Order just added to.
2. Double-click on the item (this will open the purchase order form).
3. Delete Part <YourInitials>200 from the order.

10. Stock/Order Management (Edit the Price of items on an order)

1. Find the Order just removed from.
2. Click on the line with <YourInitials>100.



3. Click on the edit button.
4. Amend price.

11. Stock/Order Management (Delete an Order)

1. Stock/Order Management.
2. Go to the order created in section 5.



3. Click on the delete button
4. Confirm prompt.

12. Quick Order Process

Stock/Inventory

1. Open the Inventory Screen
2. Find Part <YourInitials>200 and give the part focus

3. Click on the Quick Order Process Button



13. Goods Receipt (Partial Delivery)

Stock/Return

1. Use the Order Number from section 3.
2. Receive <YourInitials>100.
3. Process the delivery and note the GRN number: _____
4. Close form and re-open (to simulate processing the rest of the receipt at a later time).
5. Receive <YourInitials>200 and note GRN number: _____

14. Goods Receipt (Split Delivery)

Stock/Return

1. Use the Order Number from section 3
2. Receive <YourInitials>300 (but only receive 1 of the 3 that are to be delivered).
3. Process the delivery and note that the lines are split into two HELD lines.

15. Reverse Receipt

Stock/Order Management

1. Find the Order Number from section 3.
2. Click on the line with <YourInitials>200.

3. Undo receipt.



16. Issues

Stock/Issues

1. Issue Part <YourInitials>200 to a vehicle
2. Issue Part <YourInitials>100 to a Cost-Centre.

17. Disposal

Stock/Level Amendment

1. Dispose of 2 parts <YourInitials>100.
2. Note disposal number _____

18. Adjustment

Stock/Level Amendment

1. Adjust (downwards) by 1 part <YourInitials>200.
2. Note adjustment number _____
3. Adjust (upwards) by 5 parts <YourInitials>300.
4. Note adjustment number _____

19. Stock Take

Refer detailed notes.

20. Transfer

Stock/Transfer

1. From: Specify the store that you chose as your non-home store
2. To: Specify your home store.
3. Find part <YourInitials>100.
4. Process the Transfer – specifying quantity of 1.

21. Invoice Match

1. Go to Stock/Order Management and find the Order created at stage 2.

2. Use the Invoice Match Button 

3. This will open the Order with all details filled in excepting:

Supplier's Invoice Number: _____

Invoice Date: _____

4. All items should be selected and the totals should match to control totals.

Click the done button. 

5. Record the Unique Invoice Match Number that is generated.

22. Credit Note.

1. Go to Stock/Order Management and find the Order created at stage 2.

2. Use the Invoice Match Button



3. Change the default type to 'Credit Note':

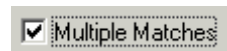
Suppliers Credit Note Number: _____

Invoice Date: _____

Credit Note Value (negative) _____

4. Correct one of the lines to a negative value equal to that entered above.

5. Select Multiple Matches (note that the already matched item is green and has to be explicitly multi-matched to prevent accidental double-matching).



6. Control totals should match. Click on Done.

Done

7. Record the Unique Credit Note Number.

23. Effect of Variance on Order for a purpose

1. Create an order for a purpose (specifically a vehicle).

Record Order Number: _____

Vehicle Number: _____

2. Stock/Order Management. Find the Order.

3. Amend the Price of the part ordered.

4. Fleet/Assets/Detail and find the Vehicle ordered for

5. Note earmark and at original value (not changed by amendment yet).

6. Invoice Match the Order.

7. Fleet/Assets/Detail and find the Vehicle ordered for.

8. Note the variance value.

Details on Invoice Match

Order No.	Part No.	Qty	Net	VAT Code	Item Cost	VAT	Total	Discrepancy
		Qty	Net	VAT	Item Cost	VAT	Total	Disc.
		Established by Receipt	Edit & establish precision	Edit	Calc.	Calc. as default for edit	Calc.	Calc.
					Net / Qty at precision	Net * VAT Code	Net + VAT	Net less Item Cost

To select and un-select items



To change the precision (normally fuel related).

Net | VAT Code

0.00 S

Select Precision

0.00

To change VAT code (by default taken from Part VAT settings)

VAT Code

S

Z

S

Match only enabled when control totals change from yellow to blue

Net:	201.00	VAT:	35.18	Total:	236.18
Control Values	200.00		35.00		235.00
Net:	200.00	VAT:	35.00	Total:	235.00
Control Values	200.00		35.00		235.00