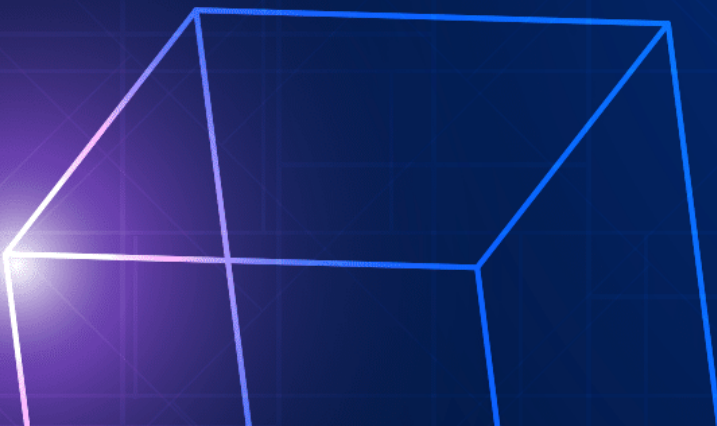
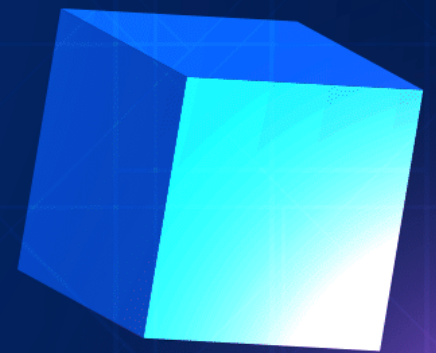


Materials Management Basics

Eric Szlezak, Senior Consultant, TMA Systems





Eric Szlezak

Senior Consultant

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—
Eric has been with TMA for nearly 2 years. He graduated from Milwaukee School of Engineering with a Bachelor's degree in Computer Engineering and has over 10 years of experience maintaining, supporting and implementing computerized maintenance management systems.



Agenda

1. Things to consider before implementing Materials Management
2. Access, tracking, and process control
3. Warehouses
4. Parts
5. Purchase Orders
6. On-Hand Adjustments
7. Sales/Material Requests
8. Demo



Planning – Things to consider before implementing Materials Management

01

Define data format for part information

- What types of parts
- What naming convention to use

02

Part Codes to support bar coding

- Smart Codes
- Generic Codes

03

Vendor and Manufacturing Information

04

Define workflow process and staffing support



Controlling – Access, tracking, and process control

01

Properly Staffed

02

Restricted Access

03

Accurate Data Tracking

- Mobile Device
- Process at Pickup
- Paper Logs (last resort)

04

Accountable workflow



Warehouses

01

What process will you use to supply your warehouses?

- Will technicians/supervisors submit purchase orders for materials?
- Do you need multiple quotes from vendors for each transaction?
- Will warehouse staff be responsible for making sure materials are available based on min/max quantities?
- Will you use WebTMA to future cast supplies based on upcoming PMs?



Warehouses

File Transactions Material Accounting Organization Admin Reports Help

WebTMA 7 **WAREHOUSES**

Fast Find - Search [Search Icon] [Refresh Icon] [Save] [Cancel]

Identity Repair Centers Part Inventory

Action Menu

General Information

Most Items Taxable Default PO Email Active

Code* 004 Name* Main Campus Supply Room

Address Line 1 123 Main St Size or Area 2,000.00

Address Line 2 Manager

City Tulsa Email [Email Icon]

State OK Account # [Dropdown] [More]

Phone # Tax Name [Dropdown] [More]

Fax #

Parent Code 002 [Dropdown] [More]

Ship To

Facility [Dropdown] TMAHS [Dropdown] [More]

TMA Complex

Delivery Instructions [Text Area]

Bill To

Region [Dropdown] US [Dropdown] [More]

TMA SD

Stock Replenishment

SRW Account # [Dropdown] [More] Apply To Manual Purchase Order

Action Menu



Warehouses

Identity											
Repair Centers											
Part Inventory											
Code 001						Name Central Stores					
Parts											
Code	Description	Bin Loc	Quantity	Value	Available	Minimum	Maximum	Critical	Reorder Point	Reorder Qty	Active
04275	Ajax Oxygen Bleach Cleanser	A-15	31	676.05	27	5	100	false	40	40	<input checked="" type="checkbox"/>
04275R	Ajax Oxygen Bleach Cleanser		0	0.00	0	10	100	false	50	50	<input checked="" type="checkbox"/>
100000	V Belt, Nominal Outside Length 22 Inches, Top Width 1/2 Inch, Belt 4L, 5/16 Inch Thick, Smooth	a-25	292	8,167.18	137	100	200	true	120	80	<input checked="" type="checkbox"/>
100000A	V Belt, Nominal Outside Length 22 Inches, Top Width 1/2 Inch, Belt 4L, 5/16	A10	13	282.68	28	20	50	false	25	5	<input checked="" type="checkbox"/>

1 - 10 of 67 items



Parts

PARTS


✓ Save
✗ Cancel

Identity
Locations
Supplier
Alternate
Purchase History
Xref
Sub Assemblies
Components

<p>Code 100000</p> <p>Type* Automotive</p> <p>Subtype</p> <p>Alt Part 3HX33</p> <p>Key Noun Belt</p> <p>Serialized <input type="checkbox"/></p> <p>Supply Item <input type="checkbox"/></p> <p>Exclude from Purchase <input type="checkbox"/></p> <p>Exclude from Requestor <input type="checkbox"/></p> <p>Kit <input type="checkbox"/></p>	<p>Active <input checked="" type="checkbox"/></p> <p>Description* V Belt, Nominal Outside Length 22 Inches, Top W</p> <p>SIC Code</p> <p>Reorder Point Factor</p> <p>Issue Unit* EA</p> <p>Order Unit* EA</p> <p>Unit Qty* 1</p> <p>Hazardous <input type="checkbox"/></p> <p>CFC <input type="checkbox"/></p> <p>Tax Sales <input type="checkbox"/></p> <p>Tax Purchases <input checked="" type="checkbox"/></p>
--	---

UDF

Image



+ -

Details

<p>Manufacturer 3M Company</p> <p>Manufacturer Number 100043258</p> <p>Model #</p> <p>Parent Tag</p> <p>Date In 04/14/2009</p> <p>Shelf Life</p>	<p>Weight 0.0000</p> <p>Unit of Weight</p> <p>% Markup 10.00</p> <p>Standard Price</p> <p>Average Price 29.9982</p>
--	---

Summary

<p>Used YTD</p> <p>Used MTD</p> <p>Received YTD</p> <p>Received MTD</p> <p>Last PO # LU-235698</p> <p>Last PO Date 11/07/2022</p>	<p>Last Unit Price 23.5000</p> <p>Last Adjustment 10</p> <p>Qty On Hand 342</p> <p>Qty On Order 1,083</p> <p>Qty Available 173</p> <p>Inventory Value 10259.38</p>
---	--



Purchase Orders

PURCHASE ORDERS

✓ Save
✕ Cancel

Identity
History
Attachment
Invoices
Approval Routing History
Change Order
Distribution
Purchase Requisition
A/P Payments

General Information

<p>Vendor Code* <input type="text" value="GRAINGER"/></p> <p>Vendor Name* <input type="text" value="GRAINGER"/></p> <p>Department Code <input type="text" value="FM"/></p> <p>Department Name <input type="text" value="Facilities Management"/></p> <p>Type Code* <input type="text" value="Electrical"/></p> <p>Type Description* <input type="text" value="Electrical"/></p> <p>Requestor <input type="text"/></p> <p>Requestor Phone <input type="text"/></p> <p>Buyer Code <input type="text"/></p> <p>Buyer Name <input type="text"/></p>	<p>Order #* <input type="text" value="PO -1234"/></p> <p>Order Date* <input type="text" value="02/13/2023"/></p> <p>RC Code <input type="text" value="PP"/></p> <p>Project # <input type="text"/></p> <p>Reference # <input type="text"/></p> <p>Promised Date <input type="text" value="02/24/2023"/></p> <p>Required Date <input type="text" value="03/03/2023"/></p> <p>Tax Name <input type="text"/></p> <p>Ship Via <input type="text"/></p> <p>Status <input type="text" value="Parts are on order"/></p> <p>Status Note <input type="text"/></p> <p style="text-align: center; color: #0056b3; font-weight: bold; font-size: 1.2em;">Open</p>
---	--

Purchase Order Item Details

Add Purchase Order Line
Select Purchase Requisition
Select Vendor Purchase Requisition
Add Understocked Part

	#	Batch#	Account #	Item Type	Code	Description	Ordered	Received	Returned	Remaining	Order Unit Qty	Unit Cost	Ext Cost	Tax
▶ <input type="checkbox"/>	1			Part	100000	V Belt, Nominal Outside Length 22 Inches, Top Width 1/2 Inch, Belt 4L, 5/16 Inch Thick, Smooth	2.00				1/EA	23.5000	47.00	
▶ <input type="checkbox"/>	2			Part	1001-124640	Flange-Mount Ball Bearing Unit - Two-Bolt Flange,	22.00				1/EA	24.9900	549.78	



Purchase Orders

× Purchase Order Entry Save Save & Add Save & Clone Cancel

OTP Other Item Part

Account

OTP Code*

OTP Description*

OTP Type

OTP Type Description

Quantity*

Unit Cost*

Unit of Measure

Taxable?

Budget Code

Comment

Save Save & Add Save & Clone Cancel

× Purchase Order Entry Save Save & Add Save & Clone Cancel

OTP Other Item Part

Account

Select Item

Item Description

Type*

Type Description*

Select Location

Location Name*

Unit Cost*

Repair Center Code*

Repair Center Name*

Taxable?

Comment

Save Save & Add Save & Clone Cancel



Purchase Orders

WebTMA 7 × Receiving Save Cancel

Fast Find - Search

Action Menu

- Receive
- Return/Unreceive
- Show Audit History
- Open/Close PO
- Tracking
- Authorize
- Manual Routing
- Invoice

Technician Code*

Technician Name*

Warehouse Code*

Warehouse Name*

Order # PO -1234

Receiving Date*

Issue Date

Packing Slip #

#	Item Type	Description	Alt Part	Ordered	Order Unit Qty	Back Order	Receiv
1	Part	100000 - V Belt, Nominal Outside Length 22 Inches, Top Width 1/2 Inch, Belt 4L, 5/16 Inch Thick, Smooth		2.00	1/EA	2.00	<input type="checkbox"/>
2	Part	1001-124640 - Flange-Mount Ball Bearing Unit - Two-Bolt Flange,		22.00	1/EA	22.00	<input type="checkbox"/>

1 - 2 of 2 items

Receive All Closed?

SubTotal
Est. Tax
Est. Tax 2

Freight
Est. Total



On-Hand Adjustments

On-hand Adjustment Entry Save Save & Add Cancel

Adjustment Code*

OHA Sub Description

Part Code*

Part Description*

Warehouse Code

Warehouse Name

Unit Cost

Quantity/Available

Comment

Adjustment Codes

Incoming (+)	Outgoing (-)	Other
1 Positive-Adjustment	4 Negative Adjustment	7 Set Average Price
2 Return Part	5 Issue Part	14 Warehouse Relocation
3 Order Arrival	6 Defective Part	

Save Save & Add Cancel



Quick Post Material Entry

× Quick Post Material Entry Save Save & Add Save & Clone Cancel

General

Work Order #*

Task*

Technician Code*

Technician Name*

Part/Material*

Quantity*/Avail

Date of Work*

Account #

No Charge Taxable

Completion

Finish Date

Completion Date

Resolution

Status

Work Not Done

Not Located

Failed PM

Comment

Part Comment

General Comments

📧 📧 🕒

📧 📧 🕒

Save Save & Add Save & Clone Cancel



Sales/Material Requests

SALES ORDER

✓ Save ✕ Cancel

Identity | Billing Info | Attachment | Invoices | History | A/R Payment

General Information

<p>Order # 0002</p> <p>Order Date* 01/16/2005 <input type="text"/></p> <p>Department Name* Financial Aid <input type="text"/></p> <p>Sales Type Description* Mechanical <input type="text"/></p> <p>Repair Center Name* Auxillary Services <input type="text"/></p> <p>Sales Person ID* 918-85103 <input type="text"/></p> <p>Sales Person Name* Donnie Hodge <input type="text"/></p> <p>Requestor Name 0 <input type="text"/></p> <p>Requestor Phone # <input type="text"/></p> <p>Requestor Email <input type="text"/></p> <p>Shipping Info <input type="text"/></p>	<p>Request #</p> <p>Account # C100-B100-C100-D106 <input type="text"/></p> <p>Rate Schedule Code <input type="text"/></p> <p>Rate Schedule Description <input type="text"/></p> <p>Charge? <input checked="" type="checkbox"/></p> <p>Tax Name Tax Rate 0.0000% <input type="text"/></p> <p>Reference # <input type="text"/></p> <p>Term 0.0000 <input type="text"/></p> <p>Discount Date <input type="text"/></p> <p>Discount Rate 0.0000 <input type="text"/></p> <p>Due Date <input type="text"/></p> <p>Status <input type="text"/></p> <p>Status Note <input type="text"/></p> <p>Assigned Technician Code <input type="text"/></p> <p>Assigned Technician Name <input type="text"/></p>
---	---

Sales Order Line Details

		Account #	Part Code	Part Description	Quantity	Backorder	Issue Unit	Unit Cost	Ext Cost	Charge	Taxable	Post Date	Serial #	Manufac
<input type="checkbox"/>	<input type="checkbox"/>	A100-B100-C100-D103	999-003	K212 Floor Stripper	2		Gallon	20.0000	40.00	40.00	<input type="checkbox"/>	03/31/2005		



A small, light blue 3D wireframe cube positioned above the word "Demo".

Demo



Thank You.

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Appendix.