

# Part 3.0: Inventory Functions – Inventory

Calem Enterprise Training

Summer 2022

Austin, Texas



# What are the goals - Inventory

CalemEAM

## Goals

I know how to setup inventory

I know how to create global items

I know how to create site inventory

I know how to receive parts to storerooms

I know how to checkout parts from storerooms

I know how to move parts in storerooms

I know how to count items in storerooms

I know how to populate inventory module via excel files

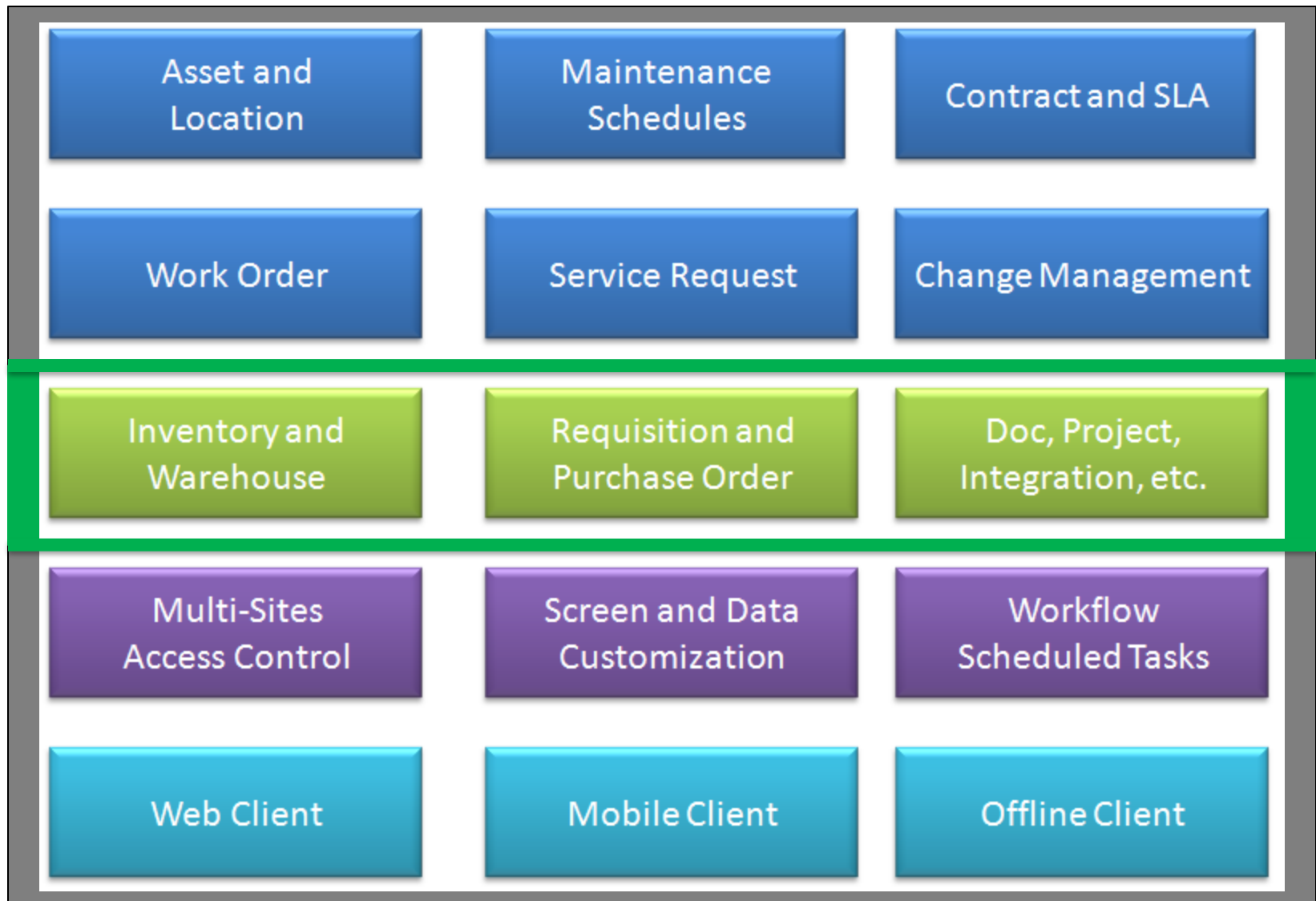
Inventory and  
Warehouse

Requisition and  
Purchase Order

Doc, Project,  
Integration, etc.

# Product Overview – Functions

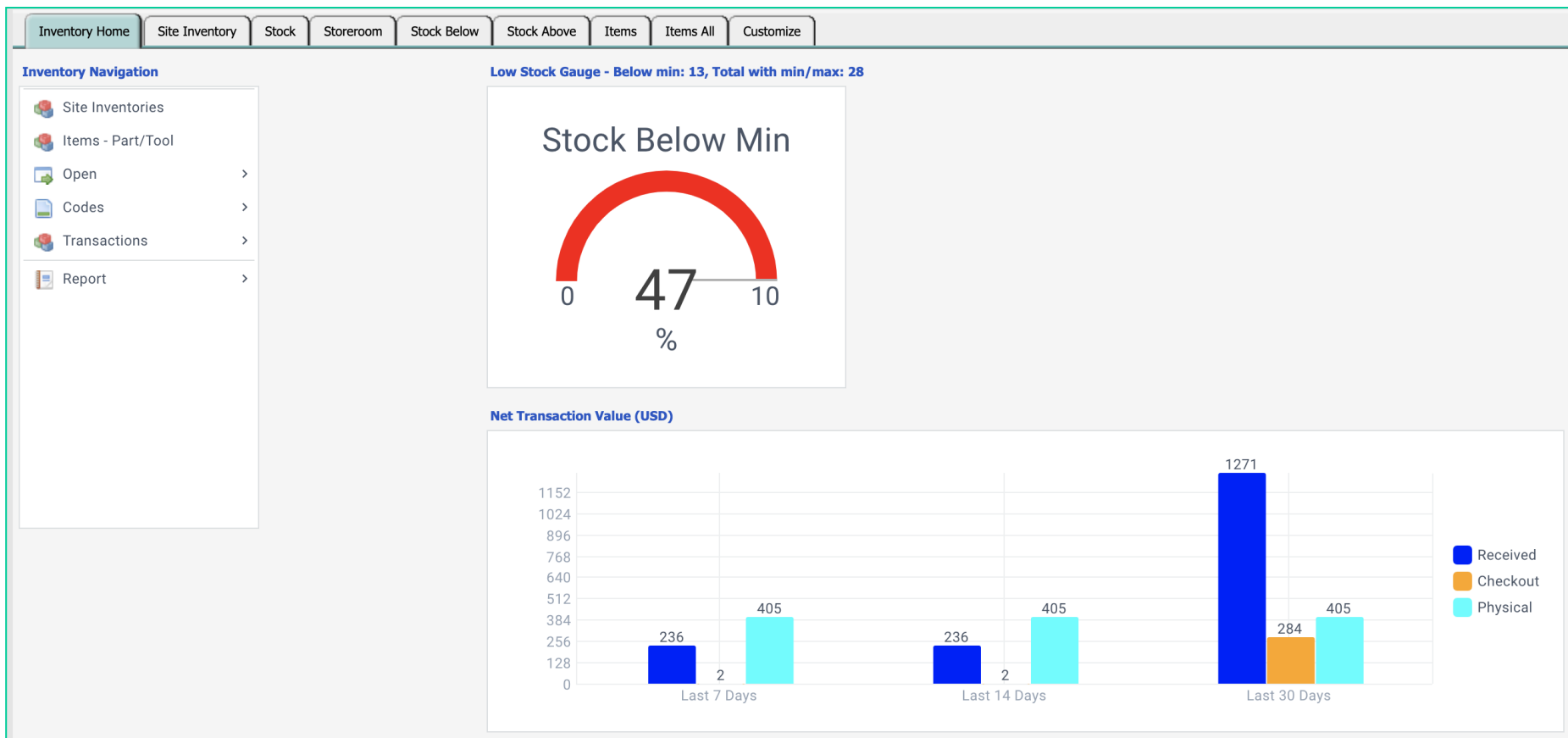
CalemEAM



# Product – Inventory

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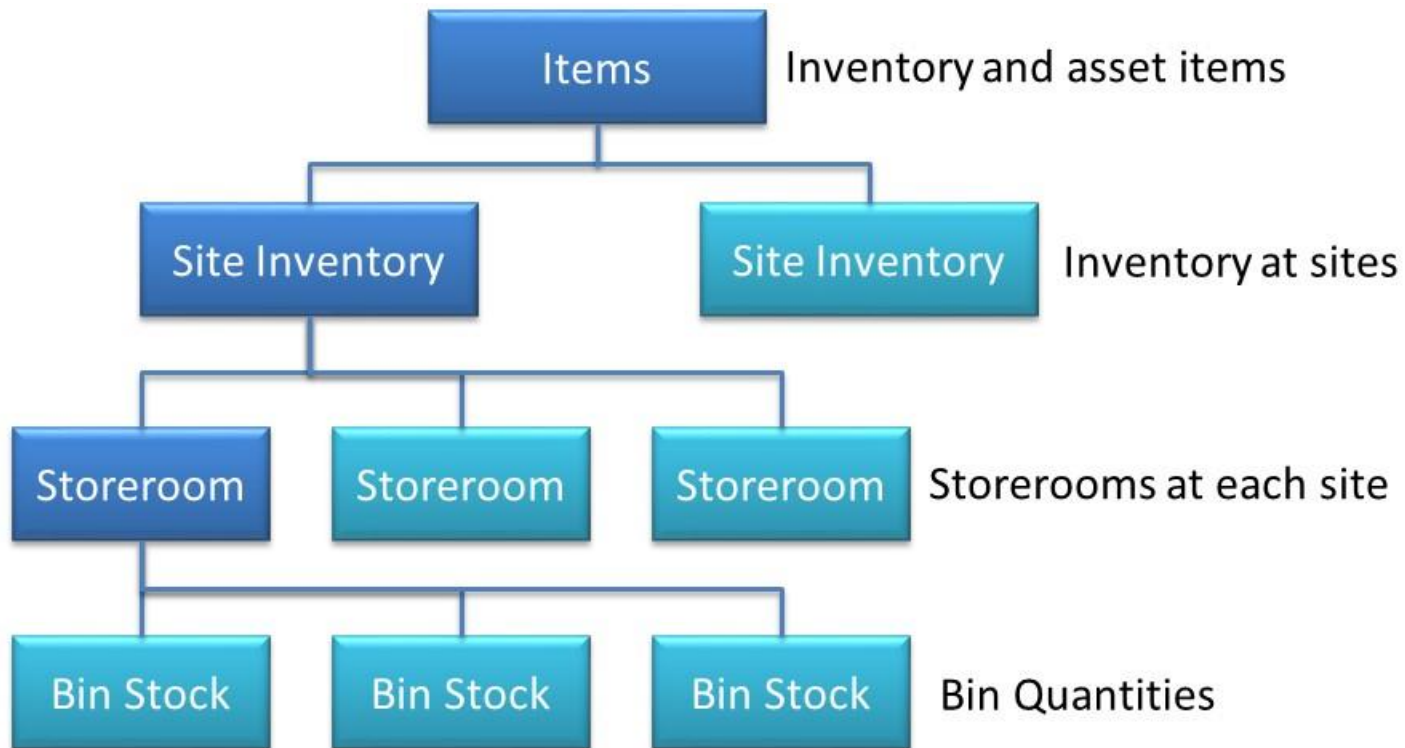
- Track spares stock and usage.
- Optimize spares through Min/Max
- Use barcode for efficiency



# Inventory Module - Item

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- Global item list for part and service
- An item may be an asset item




# Inventory Module – Item Creation

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- “Item #” – auto-generated if left blank
- Set Note and Description (to share with Site Item)
- Set Category, UOM, Model, Manufacturer

[Inventory items List](#) > Inventory item Create

## Inventory item

 Save  Cancel  Customize

 Ready to save changes.

<b>Item #:</b>	<input type="text"/>	<b>Note:</b>	<input type="text"/>
<b>Category:</b>	Part ▼	<b>Item type:</b>	<input type="text"/> 
<b>Status:</b>	Active ▼		
<b>Stock type:</b>	Stock ▼	<b>Valuation type:</b>	Average cost ▼
<b>Uom:</b>	<input type="text"/> 	<b>Rent Uom:</b>	<input type="text"/> 
<b>Model:</b>	<input type="text"/>	<b>UOM item:</b>	<input type="text"/> 
<b>Asset SC:</b>	<input type="text"/> 	<b>Photo:</b>	<input type="text"/> 
<b>Manufacturer site:</b>	<input type="text"/> 		
<b>Asset Group</b>			
<b>Asset group?:</b>	<input type="checkbox"/>	<b>PM inspection?:</b>	<input type="checkbox"/>
<b>Rebuildable?:</b>	<input type="checkbox"/>		
<b>Sub-category:</b>	<input type="text"/> 	<b>Sequence:</b>	<input type="text"/>
<b>Number pattern:</b>	<input type="text"/>	<b>Required in WO:</b>	<input type="checkbox"/>
<b>Failure template:</b>	<input type="text"/> 	<b>Lot reqd?:</b>	<input type="checkbox"/>
<b>Serialized?:</b>	<input type="checkbox"/>		
<b>Consignment?:</b>	<input type="checkbox"/>		






# Item Form – Site Inventory

CalemEAM

- Site Inventory: Item used in sites
- Item Reference: part numbers by vendor/manufacture

Main	Site Inventory	PM Plan	Part	UOM	Document	Lot	Position	Customize
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**Inventory item (1 of 274)**

     Customize

**Item #:**  **Note:**





**Category:**  **Item type:**

**Site inventory (1)**

    Customize

<input type="checkbox"/>	Item	Site	Flag	Qty in stock	Item type	Note
<input type="checkbox"/>	01-01-0001	MySite		0	Life Saving Appliances	

**Reference (1)**

    Customize

<input type="checkbox"/>	Part #	Reference	Partner site	Partner	Note	Item note
<input type="checkbox"/>	33554	Vendor	Abbott Laboratories	Abbott Laboratories	Vendor from NH	








# Item Form – Part

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- Spare Parts for the Item
- Tools for the item

Main	Site Inventory	PM Plan	Part	UOM	Document	Lot	Position	Customize
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**Inventory item (1 of 274)**

     Customize

**Item #:**  **Note:**





**Category:**  **Item type:**

**Part (0)**

    Customize

<input type="checkbox"/>	Part	Qty	Uom	Stock type	Note

**Tool (0)**

    Customize






<input type="checkbox"/>	Tool	Qty	Uom	Stock type	Note

# Item Form – Doc & Attachment

CalemEAM

Main	Site Inventory	PM Plan	Part	UOM	Document	Lot	Position	Customize
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**Inventory item (1 of 274)**


     Customize

**Item #:**  **Note:**







**Category:**  **Item type:**

**Item doc (1)**

    Customize

<input type="checkbox"/>	Seq	Document	Note	Last modified
<input type="checkbox"/>	10			1/17/15 4:07 PM Ce...

**Attachment (0)**

    View file  Download All  Customize






<input type="checkbox"/>	File	Note	Last modified
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# Item Form – Lot

- Use Lot to manage time-sensitive items
- Items become invalid for checkout if lot expired

Main	Site Inventory	PM Plan	Part	UOM	Document	Lot	Position	Customize
------	----------------	---------	------	-----	----------	-----	----------	-----------





**Inventory item (1 of 274)**

     Customize

**Item #:**  01-01-0001 **Note:**

**Category:**  **Item type:**

**Lot (0)**











    Customize





<input type="checkbox"/>	#	Lot #	Date code	Expiration	Lot seq.	Serial by lot?	Note	Invalid?	Invalid
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# Item Form – UOM by Item (Optional)

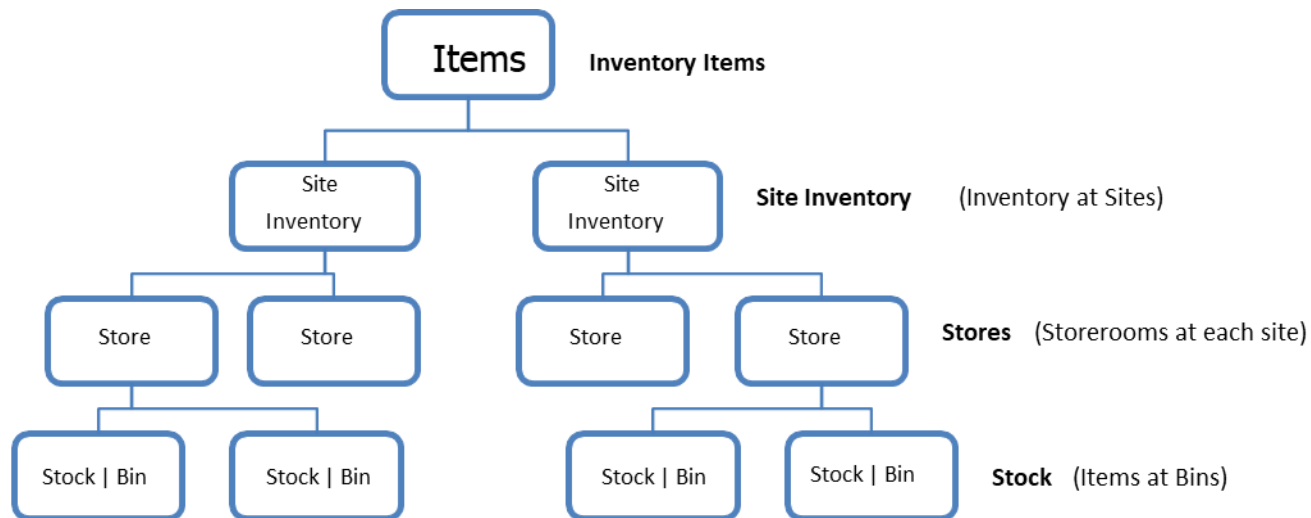
CalemEAM

- Item specific Units
- Item specific conversion (1 box = 10 each)

Main	Site Inventory	PM Plan	Part	<b>UOM</b>	Document	Lot	Position	Customize
<b>Inventory item (1 of 274)</b>								
     Customize								
Item #:  01-01-0001					Note: <input type="text"/>			
Category: <input type="text" value="Part"/>					Item type: <input type="text"/>			
<b>Item Uom set (0)</b>								
    Customize								
<input type="checkbox"/>	Uom	Note	Last modified					

<b>Item Uom conv. (0)</b>				
    Customize				
<input type="checkbox"/>	Uom	To Uom	Qty	Note

- Storerooms for Site
- Bin in Stores
- Item stocked in Sites
- Customer Inventory
- Project Inventory



# Site Inventory - Creation

CalemEAM

- Set Item, Site (Note & Description to copy from Item if not set)
- Set Reorder to Min/Max; Order creation to Automatic for auto-Requisition

[Site inventory list List](#) > Site inventory Create

**Site inventory**

Save Cancel Customize

The field value for the lookup is not valid.: Item

<b>Item:</b>			<b>Note:</b>	
<b>Site:</b>			<b>Category:</b>	Part
<b>Status:</b>	Active			
<b>Serialized?:</b>	<input type="checkbox"/>		<b>Item type:</b>	
<b>Lot reqd?:</b>	<input type="checkbox"/>		<b>Owner type:</b>	
<b>Consignment?:</b>	<input type="checkbox"/>		<b>ABC class:</b>	None
<b>Stock type:</b>	Stock		<b>Last ABC updated:</b>	12 At:  Central
<b>Valuation type:</b>	Average cost		<b>Rent Uom:</b>	
<b>Uom:</b>			<b>Rent rate ():</b>	
<b>Owner:</b>			<b>Currency:</b>	
<b>Account:</b>			<b>Profit center:</b>	
<b>Reorder</b>				
<b>Order type:</b>	Min max			
<b>Order creation:</b>	Automatic			
<b>Min:</b>	10			
<b>Max:</b>	30			






# Site Inventory – Storerooms and Bins

CalemEAM

- Set up storerooms
- Set up bins in a storeroom

MainItemsCustomize

Store (9 of 19)

 Customize

Store: Note:


Store Bin: Site:







Location: Pick order:

Restriction: Owner:

Last modified: Modified by: [Calem Eam](#)

Time created: Created by: [Administrator](#)

 Bin (5)

 Customize

<input type="checkbox"/>	Bin	Pick order	Note
<input type="checkbox"/>	MAIN-STORE		Main store for receiving parts/tools.
<input type="checkbox"/>	MS-B3		Bin 3 of main store
<input type="checkbox"/>	TC-PROD		Production tool crib area

# Site Inventory – Store Inventory

CalemEAM

- Qty in Stores
- Qty in Bins (or Locators)

Main	Store inventory	Reserved	Transaction	Document	Customize
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**Site inventory (1 of 39)**

Set price Customize More ▼

Item: [08.07.020.018](#) Note:

Site: [MySite](#) Category:

Reset Qty On Order

**Store inventory (0)**

Customize More ▼

<input type="checkbox"/>	Store	Qty in stock	Qty invalid	Note	Locator reqd?
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**Stock (0)**

Customize More ▼

<input type="checkbox"/>	Store	Locator	Serial #	Qty	Lot #	Project	Invalid	Last modified
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# Site Inventory – Vendor and Prices


CalemEAM


- Vendors, Unit and Prices

Main	Store inventory	Reserved	Transaction	Document	Customize
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**Site inventory (1 of 39)**

    Set price   Customize  More ▼

**Item:**  [08.07.020.018](#) **Note:**






**Site:**  [MySite](#) **Category:**

**Reserved (0)**

  Customize

Wo #	Qty	Uom	Site
------	-----	-----	------

**Vendor (0)**

    Price Log  Customize

<input type="checkbox"/>	Vendor	Unit price (USD)	Uom	Is primary	Disabled?	Lead time (days)
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# Site Inventory – Transaction



CalemEAM


- Transaction History


MainStore inventoryReservedTransactionDocumentCustomize


Site inventory (9 of 39)

 Set price




 Customize

 More ▾

Item:  [7553421](#) Note: 100-HP Bearing (master v1.1)

Site:  [MySite](#) Category: Part

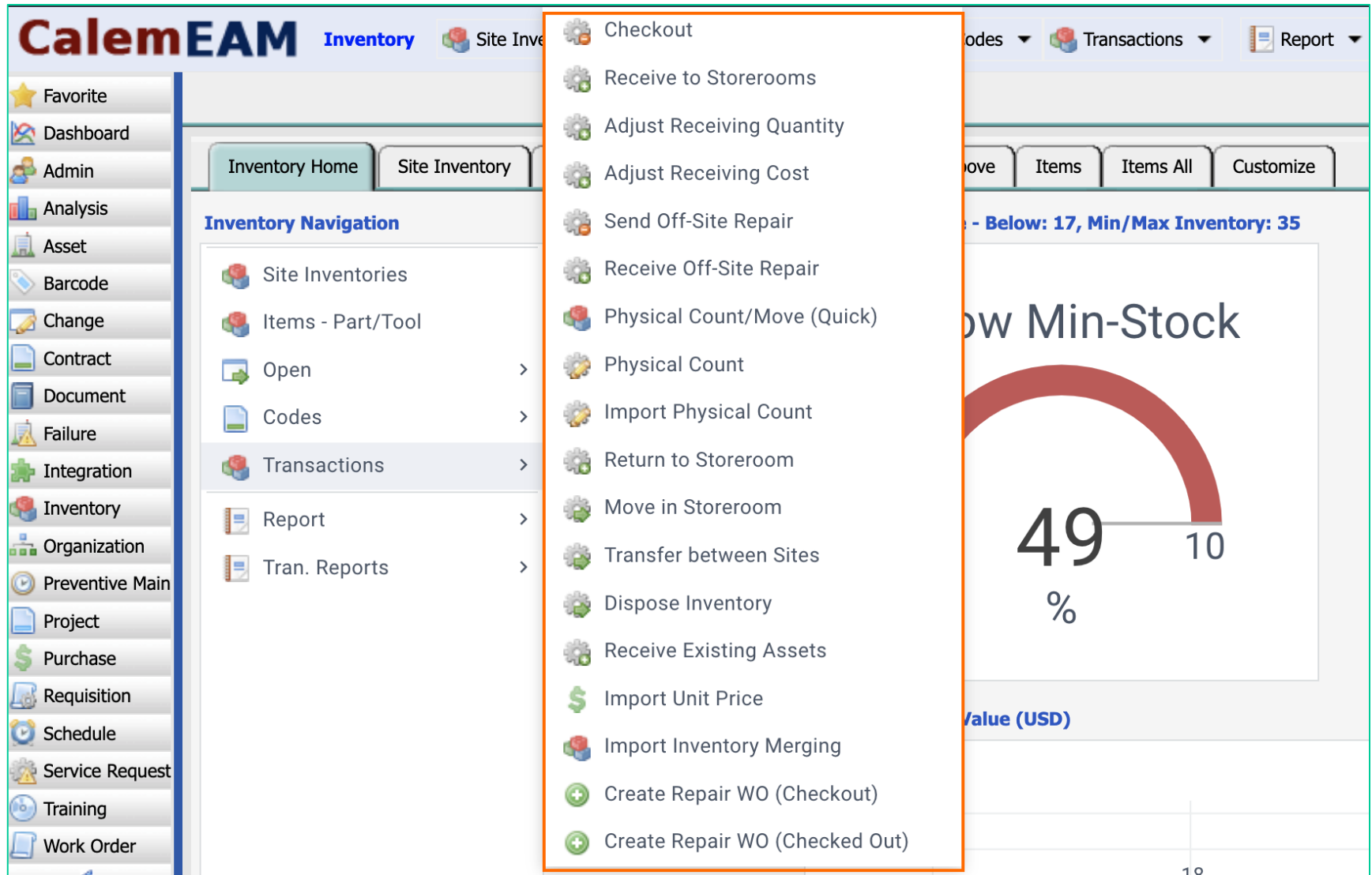
Transaction (108)

 Customize 

<input type="checkbox"/>	Tran. type	Qty	Locator	Store	Tran. time	Unit price (USD)	Store user	Checkout Id	Receive Id	Voided
<input type="checkbox"/>	Receiving	2	MS-B3	MainStore	4/6/16 7:1..	234.00	Administrator			<input type="checkbox"/>
<input type="checkbox"/>	Checkout	1		MainStore	2/12/16 7...	120.00	Calem Eam	8733		<input type="checkbox"/>
<input type="checkbox"/>	Set Project	2	MS-B3	MainStore	9/4/15 10...					<input type="checkbox"/>

# Site Inventory – Transaction Menu

CalemEAM



The screenshot displays the CalemEAM web application interface. On the left is a vertical sidebar with a 'Favorite' star icon and a list of navigation items: Dashboard, Admin, Analysis, Asset, Barcode, Change, Contract, Document, Failure, Integration, Inventory, Organization, Preventive Main, Project, Purchase, Requisition, Schedule, Service Request, Training, and Work Order. The main content area is titled 'Inventory' and 'Site Inventory'. It features a sub-menu 'Inventory Navigation' with options: Site Inventories, Items - Part/Tool, Open, Codes, Transactions (highlighted), Report, and Tran. Reports. A dropdown menu for 'Transactions' is open, listing various actions: Checkout, Receive to Storerooms, Adjust Receiving Quantity, Adjust Receiving Cost, Send Off-Site Repair, Receive Off-Site Repair, Physical Count/Move (Quick), Physical Count, Import Physical Count, Return to Storeroom, Move in Storeroom, Transfer between Sites, Dispose Inventory, Receive Existing Assets, Import Unit Price, Import Inventory Merging, Create Repair WO (Checkout), and Create Repair WO (Checked Out). The background shows a 'Min-Stock' gauge with a red arc and the number '49' over '10', and a 'Value (USD)' label.

**CalemEAM** Inventory Site Inventory

Codes Transactions Report

Inventory Home Site Inventory

**Inventory Navigation**

- Site Inventories
- Items - Part/Tool
- Open
- Codes
- Transactions**
- Report
- Tran. Reports

Checkout

Receive to Storerooms

Adjust Receiving Quantity

Adjust Receiving Cost

Send Off-Site Repair

Receive Off-Site Repair

Physical Count/Move (Quick)

Physical Count

Import Physical Count

Return to Storeroom

Move in Storeroom

Transfer between Sites

Dispose Inventory

Receive Existing Assets

Import Unit Price

Import Inventory Merging

Create Repair WO (Checkout)

Create Repair WO (Checked Out)

Below: 17, Min/Max Inventory: 35

Min-Stock

49 10

%

Value (USD)

# Site Inventory – Receive

CalemEAM

- Receive Non-Assets and Asset Items

**Receive to Storerooms**

Save Cancel Attach Package Slip Customize

Ready to save changes.

---

**Recv. type:** Purchase order ▼

**PO:** 21

**Tran. Note:**

**Tran. time:** 7/31/18 16:19 Central

**Tran. user:** Calem Eam

**Store user:** Calem Eam

- Asset Items require serial numbers and asset tags

[Receive to Storerooms Edit](#) > [Receiving item Edit](#) > [Select Bin Lookup](#) > [Bin Lookup](#) > Source of Serial Number Edit

**Source of Serial Number**

Save Cancel Customize

Ready to save changes.

---

**Auto Serial Number:** ☐

**Auto Asset Tag:** ☒

**Warranty end:**

**Warranty start:**


**Comment:**


# Site Inventory – Adjust Cost by Invoice


CalemEAM


- Adjust PO cost by invoice item total, tax and freight
- Attach invoice and package slips
- For POs with multiple PO lines, each PO line has to be adjusted manually


**Adjust Cost by Invoice**


 Adjust by PO

 Cancel

 Attach Invoice

 Adjust by PO Items (>1 Item)

 Customize

 There are no changes in the invoice cost.

**PO:**

42

**Item Total (invoice) (USD):**

30.00

**Tax (invoice) (USD):**

5.00

**Freight (invoice) (USD):**

7.00

**PO Item total (USD):**

2.50

**Tran. Note:**

**Tran. user:**

Calem Eam

**Tran. time:**




7/31/18 16:26 Central


# Site Inventory – Adjust Qty Received


CalemEAM


- Adjust Qty received

**Adjust Receiving Quantity**

 Save  Cancel  Customize


 Ready to save changes.


**Return By:** 

**Return Reason:** 

**Return RMA:**

**Tran. Note:**

**Tran. user:** 

**Tran. time:** 

PO


Correction

Correction

Quality

Other

9/7/18



3:00 PM

Central

# Site Inventory – Checkout

- Issue Parts to Work Order, User, or Asset

**Checkout**

Save

Cancel

Customize

Ready to save changes.

**Checkout to:**

Work Order

**Wo #:**

Work Order

**Tran. Note:**

User

**Tran. user:**

Asset

**Store user:**

Calem Eam

**Tran. time:**

7/31/18

16:10

Central




# Site Inventory – Physical Counting


CalemEAM

- Set physical count of bin stock periodically

[Physical Count Edit](#) > Physical Count Item Edit



**Physical Count Item**


 Save  Cancel  Customize


 Ready to save changes.


---


**Physical counting:** Non-serial items ▼


**Item:**  1000-PUMP-SEAL 


**Bin:** MS-B3 


**Lot #:**  

**Project:**  

**New qty:**  3

**Unit:**  

**Store:** MainStore 

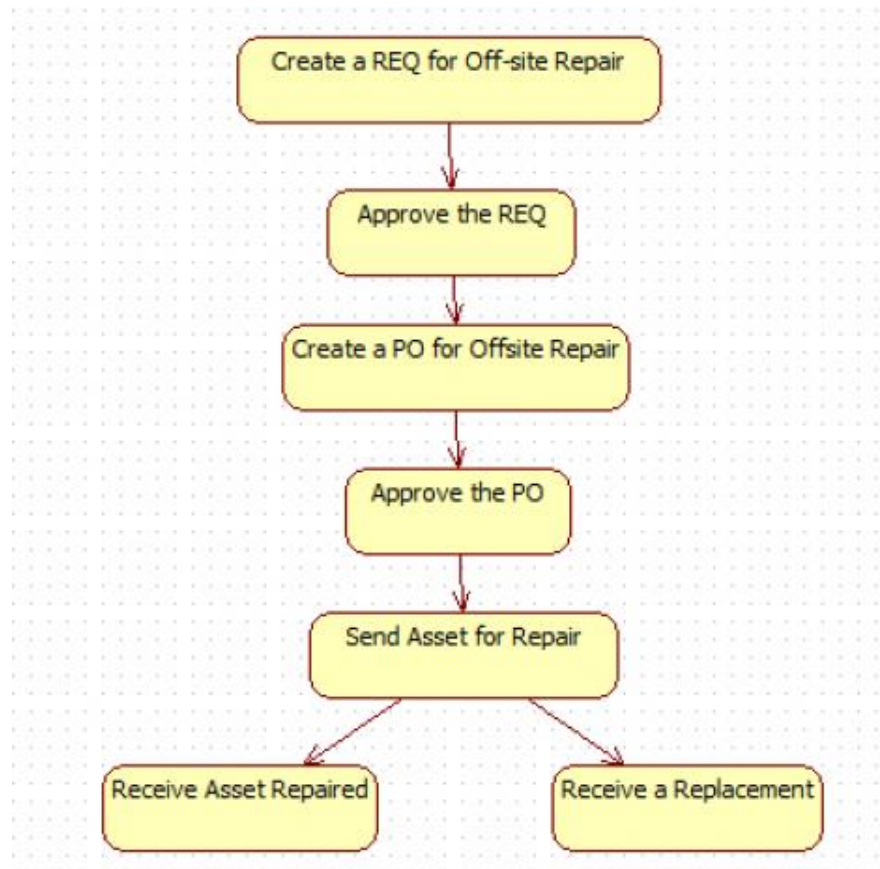
**Site:** MySite 



# Site Inventory – Off-Site Repair

CalemEAM

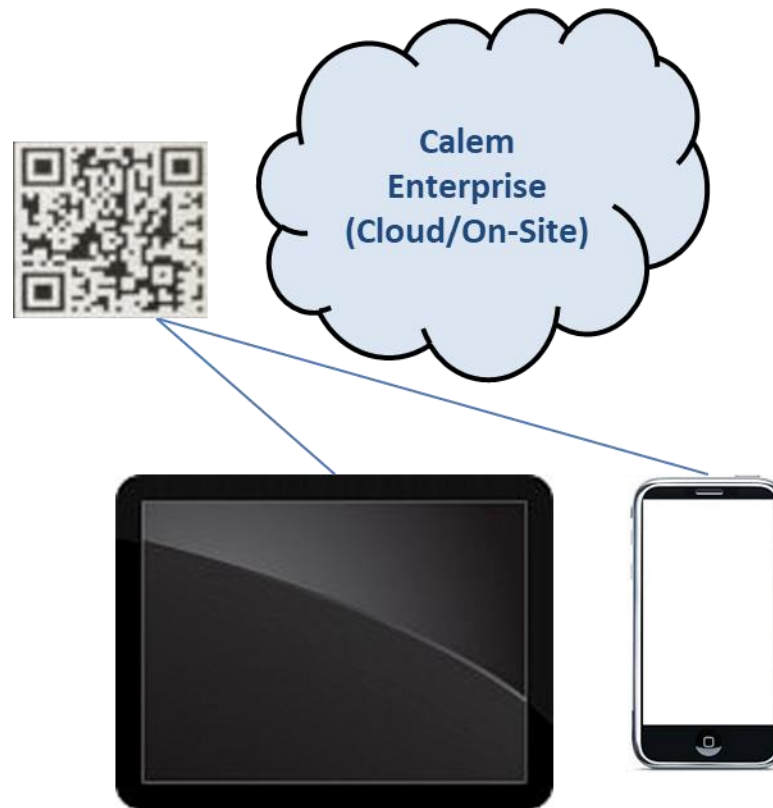
- See the blog: <http://www.calemeam.com/calemcustomers-2/asset-off-site-repair-and-tracking>



# Barcode – Calem Mobile

CalemEAM

- Use Calem Mobile for barcoding
- iOS and Android phones/tablets



## Optional Equipment:

- Barcode Printer for Q-R Code
  - E.g. Honeywell PC43T
- Barcode Scanners USB
  - E.g. Honeywell Xenon 1900 for 1D and 2D
- Barcode Computers
  - E.g. Honeywell CT-50 Barcode Computer with Android



## Physical Count

- Use a barcode device to walk aisles/shelves to count stock quantity.

## Checkout

- Option 1: Use a barcode device to walk aisles/shelves to check out items.
- Option 2: Use barcode scanner connected to a PC as a Checkout Station

- **Stock Level**
- **Vendor Price**
- **Transaction**

- **Inventory Setup Flow:**
- <http://www.calemteam.com/calemcustomers-2/data-setup-part-1-inventory-setup>
- **Use Excel Templates to initialize your inventory module**
- <http://www.calemteam.com/calemcustomers-2/upload-1-inventory-setup-by-data-upload>

## Hands-On

- Set up an Item with Reference Numbers
- Set up a Site Inventory Item
  - Set up Min/Max and Reordering to be automatic
- Perform Inventory Transactions
  - Receive
  - Checkout
  - Adjust quantity received
  - Adjust PO cost by invoice
  - Physical Count
  - Move items
- Run an inventory transaction report for a period of time
- Barcode checkout
- Barcode Physical Count

# Next Module – REQ & PO

CalemEAM

Inventory and  
Warehouse

Requisition and  
Purchase Order

Doc, Project,  
Integration, etc.



**Thank You for Attending  
the CalemEAM Training!**  
**Visit Us at [www.calemeam.com](http://www.calemeam.com)**



Use Touch PC and Barcode Scanner as a Checkout Station in a Storeroom



Windows 10 Touch PC

