

Stock Status Inventory Report

- Access Power Workstation Home
- Select Applications
- Select Options
- Select Parts Inventory Control (A new window will open.)
- Select Functions
- Select Define Parts MIA Report

“MIA Report Setup” screen

Press enter to see existing report numbers.

Press and hold <CTRL-A> (CTRL and A Keys simultaneously).

Enter a new report number, and then press <F12> to add.

Report Description: STOCK STATUS INVENTORY

Sort Sequence 1 = Part Number

Subtotals = Leave Box UNCHECKED

Spacing = 1

Leave all Special Report Options boxes UNCHECKED

- Press <F12> to Update (Save) your new report
 - Press <Page Down> to access “MIA Report Select Criteria – Screen 1”
- “MIA Report Select Criteria – Screen 1”

There are no changes required on this screen. There should not be any entries on this screen. (Be sure that all boxes are empty)

- Press <Page Down> to access “MIA Report Select Criteria – Screen 2”
- “MIA Report Select Criteria – Screen 2”
- In the “Non-Stock” box, enter “N”.

- Press <F12> to update (save) your changes to this screen.

- Press <Page Down> to access “MIA Report Print Format”.

(Continued on next page)

“MIA Report Print Format”

- Remove ALL field names shown in the “Selected Fields” box on the right side of the page.
- Add the field names from “Available Fields” box on the left side of the page in the order shown in the chart below.
- Press <F12> to save your changes

Field Name Length Edit Spacing

A EXPANDED PART 20 C

B ON-HAND 4 LT 2

C ON-HAND VALUE 9 N.2 1

D SOURCE 2 UT 1

E WEEKS SINCE SALE 3 LT 1

F ENTRY 8 D/ 1

G CALC GUIDE 4 UT 1

H 5 MONTHS PRIOR 4 LT 1

I 4 MONTHS PRIOR 4 LT 1

J 3 MONTHS PRIOR 4 LT 1

K 2 MONTHS PRIOR 4 LT 1

L 1 MONTH PRIOR 4 LT 1

M CURRENT MONTH 4 LT 1

N 12 MONTHS SALES 4 LT 1

O MINIMUM 2 UT 1

P MAXIMUM 3 UT 1

o NOTE:

☞ Click on “Move Up” or “Move Down” as needed to get the fields in the proper order

☞ Click on “Edit” to change the Length, Edit or Spacing entries as shown above (Press <F12> to save each change)

Enter the following headings (bold) above the appropriate data line fields:

PART NUMBER QOH EXT VAL SRC AGE ENTRY BSL -6 -5

AAAAAAAAAAAAAAAAAAAAA -BBB CCCCC.CC- DD -E FF/FF/FF GGGG -HHH-III-

-4 -3 -2 -1 12MO MN MAX

JJJ-KKK-LLL-MMM -NNN OO PPP

Press <F12> to save your changes

Running & Uploading the Report to ADMI

To run the report, follow these steps:

- Access Power Workstation Home
- Select Applications
- Select Reports (RPT) (A new window will open)
- Select PIC Reports
- Select MIA Reports (MA)
- Run Report Number you assigned
- Run Night = N
- Printer # = Leave Blank
- Notify = Y

Once the report has finished running, a notification window will appear.

Make a note of the JOB # from the notification window

To download the report to a "text File", follow these steps:

- Access your PC's Windows Desktop
- Double-click the program icon named "File Transfer"
- Look for the Job # that just ran
- Click once on the job to highlight it, and then click on the "DOWNLOAD" button. Once it has finished downloading, close the window.

To e-mail the text file to ADMI:

- From your Windows Desktop, select "My Computer" (double-click)
- Double-Click on "C" drive
- Double-click the "UCC" folder
- Double-click the "Download" folder
- You will see the Text file ("txt" extension) with the Job #
- Attach this file to an e-mail, and send it to:

cnuoffer@admi-usa.com

For general questions, call Christine Nuoffer @ 734-994-4604, ext. 2224.

Non-Stock Status Inventory Report

Note: To significantly reduce report building time, create the Stock Status Inventory report first, then, clone it to a new report number.

To Clone the Stock Inventory report, follow these steps:

- Access Power Workstation Home
 - Select Applications
 - Select Options
 - Select Parts Inventory Control. (A new window will open.)
 - Select Functions
 - Select Define Parts MIA Report. (A new window will open.)
 - Select Subscreens
 - Select Clone MIA Report
 - Enter the Report Number from the Stock Status Report you built, and enter a new report number for the Non-Stock Status Inventory Report.
 - Select Subscreens
 - Select MIA Report Setup
- “MIA Report Setup”
- Change the report description to read “Non-Stock Inventory Report”
 - Press <F12> to save your work.
 - Press <Page Down> TWICE to access the “MIA Report Select Criteria – Screen 2”
- MIA Report Select Criteria – Screen 2”
- Change the entry in the Non-Stock field to “Y”.
 - Press <F12> to save your changes

Running & Uploading the Report to ADMI

To run the report, follow these steps:

- Access Power Workstation Home
- Select Applications
- Select Reports (RPT) (A new window will open)
- Select PIC Reports
- Select MIA Reports (MA)
- Run Report Number you assigned
- Run Night = N
- Printer # = Leave Blank
- Notify = Y

Once the report has finished running, a notification window will appear.

Make a note of the JOB # from the notification window

To download the report to a "text File", follow these steps:

- Access your PC's Windows Desktop
- Double-click the program icon named "File Transfer"
- Look for the Job # that just ran
- Click once on the job to highlight it, and then click on the "DOWNLOAD" button. Once it has finished downloading, close the window.

To e-mail the text file to ADMI:

- From your Windows Desktop, select "My Computer" (double-click)
- Double-Click on "C" drive
- Double-click the "UCC" folder
- Double-click the "Download" folder
- You will see the Text file ("txt" extension) with the Job #
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Watch Status Parts Report

Note: To significantly reduce report building time, create the Stock Status Inventory and Non-Stock Status Inventory reports first, then clone one of them as shown below...

To Clone the Stock Inventory report, follow these steps:

- Access Power Workstation Home
 - Select Applications
 - Select Options
 - Select Parts Inventory Control. (A new window will open.)
 - Select Functions
 - Select Define Parts MIA Report. (A new window will open.)
 - Select Subscreens
 - Select Clone MIA Report
 - Enter the Report Number from the Stock Status Report you built, and enter a new report number for the Watch Status Parts Report.
 - Select Subscreens
 - Select MIA Report Setup
- “MIA Report Setup”
- Change the report description to read “Watch Status Parts Report”
 - Press <F12> to save your work.
 - Press <Page Down> TWICE to access the “MIA Report Select Criteria – Screen 2”

MIA Report Select Criteria – Screen 2”

- Remove the entry in the Non-Stock field (It should be blank.)
- In the Watch Field, enter a “Y”.
- Press <F12> to save your changes

Running & Uploading the Report to ADMI

To run the report, follow these steps:

- Access Power Workstation Home
- Select Applications
- Select Reports (RPT) (A new window will open)
- Select PIC Reports
- Select MIA Reports (MA)
- Run Report Number you assigned
- Run Night = N
- Printer # = Leave Blank
- Notify = Y

Once the report has finished running, a notification window will appear.

Make a note of the JOB # from the notification window

To download the report to a "text File", follow these steps:

- Access your PC's Windows Desktop
- Double-click the program icon named "File Transfer"
- Look for the Job # that just ran
- Click once on the job to highlight it, and then click on the "DOWNLOAD" button. Once it has finished downloading, close the window.

To e-mail the text file to ADMI:

- From your Windows Desktop, select "My Computer" (double-click)
- Double-Click on "C" drive
- Double-click the "UCC" folder
- Double-click the "Download" folder
- You will see the Text file ("txt" extension) with the Job #

Attach this file to an e-mail, and send it to

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Zero Guide Status Inventory Report

Note: To significantly reduce report building time, create the Stock Status Inventory report first, then, clone it to a new report number.

To Clone the Stock Inventory report, follow these steps:

- Access Power Workstation Home
 - Select Applications
 - Select Options
 - Select Parts Inventory Control. (A new window will open.)
 - Select Functions
 - Select Define Parts MIA Report. (A new window will open.)
 - Select Subscreens
 - Select Clone MIA Report
 - Enter the Report Number from the Stock Status Report you built, and enter a new report number for the Zero Guide Status Inventory Report.
 - Select Subscreens
 - Select MIA Report Setup
- “MIA Report Setup”
- Change the report description to read “Zero Guide Inventory Report”
 - Press <F12> to save your work.
 - Press <Page Down> TWICE to access the “MIA Report Select Criteria – Screen 2”
- MIA Report Select Criteria – Screen 2”
- Change the entry in the Zero Guide field to “Y”.
 - Press <F12> to save your changes

Running & Uploading the Report to ADMI

To run the report, follow these steps:

- Access Power Workstation Home
- Select Applications
- Select Reports (RPT) (A new window will open)
- Select PIC Reports
- Select MIA Reports (MA)
- Run Report Number you assigned
- Run Night = N
- Printer # = Leave Blank
- Notify = Y

Once the report has finished running, a notification window will appear.

Make a note of the JOB # from the notification window

To download the report to a "text File", follow these steps:

- Access your PC's Windows Desktop
- Double-click the program icon named "File Transfer"
- Look for the Job # that just ran
- Click once on the job to highlight it, and then click on the "DOWNLOAD" button. Once it has finished downloading, close the window.

To e-mail the text file to ADMI:

- From your Windows Desktop, select "My Computer" (double-click)
- Double-Click on "C" drive
- Double-click the "UCC" folder
- Double-click the "Download" folder
- You will see the Text file ("txt" extension) with the Job #
- Attach this file to an e-mail, and send it to:

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Replaced By Status Inventory Report

Note: To significantly reduce report building time, create the Stock Status Inventory report first, then, clone it to a new report number.

To Clone the Stock Inventory report, follow these steps:

- Access Power Workstation Home
- Select Applications
- Select Options
- Select Parts Inventory Control. (A new window will open.)
- Select Functions
- Select Define Parts MIA Report. (A new window will open.)
- Select Subscreens
- Select Clone MIA Report
- Enter the Report Number from the Stock Status Report you built, and enter a new report number for the Replaced By Status Inventory Report.
- Select Subscreens
- Select MIA Report Setup
- “MIA Report Setup”
- Change the report description to read “Replaced By Inventory Report”
- Press <F12> to save your work.
- Press <Page Down> TWICE to access the “MIA Report Select Criteria – Screen 2”
- MIA Report Select Criteria – Screen 2”
- Change the entry in the Replaced By field to “Y”.
- Press <F12> to save your changes

Running & Uploading the Report to ADMI

To run the report, follow these steps:

- Access Power Workstation Home
- Select Applications
- Select Reports (RPT) (A new window will open)
- Select PIC Reports
- Select MIA Reports (MA)
- Run Report Number you assigned
- Run Night = N
- Printer # = Leave Blank
- Notify = Y

Once the report has finished running, a notification window will appear.

Make a note of the JOB # from the notification window

To download the report to a "text File", follow these steps:

- Access your PC's Windows Desktop
- Double-click the program icon named "File Transfer"
- Look for the Job # that just ran
- Click once on the job to highlight it, and then click on the "DOWNLOAD" button. Once it has finished downloading, close the window.

To e-mail the text file to ADMI:

- From your Windows Desktop, select "My Computer" (double-click)
- Double-Click on "C" drive
- Double-click the "UCC" folder
- Double-click the "Download" folder
- You will see the Text file ("txt" extension) with the Job #
- Attach this file to an e-mail, and send it to:

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Manual Review Status Inventory Report

Note: To significantly reduce report building time, create the Stock Status Inventory report first, then, clone it to a new report number.

To Clone the Stock Inventory report, follow these steps:

- Access Power Workstation Home
- Select Applications
- Select Options
- Select Parts Inventory Control. (A new window will open.)
- Select Functions
- Select Define Parts MIA Report. (A new window will open.)
- Select Subscreens
- Select Clone MIA Report
- Enter the Report Number from the Stock Status Report you built, and enter a new report number for the Manual Review Status Inventory Report.
- Select Subscreens
- Select MIA Report Setup
- “MIA Report Setup”
- Change the report description to read “Manual Review Inventory Report”
- Press <F12> to save your work.
- Press <Page Down> TWICE to access the “MIA Report Select Criteria – Screen 2”
- MIA Report Select Criteria – Screen 2”
- Change the entry in the Manual Review field to “Y”.
- Press <F12> to save your changes

Running & Uploading the Report to ADMI

To run the report, follow these steps:

- Access Power Workstation Home
- Select Applications
- Select Reports (RPT) (A new window will open)
- Select PIC Reports
- Select MIA Reports (MA)
- Run Report Number you assigned
- Run Night = N
- Printer # = Leave Blank
- Notify = Y

Once the report has finished running, a notification window will appear.

Make a note of the JOB # from the notification window

To download the report to a "text File", follow these steps:

- Access your PC's Windows Desktop
- Double-click the program icon named "File Transfer"
- Look for the Job # that just ran
- Click once on the job to highlight it, and then click on the "DOWNLOAD" button. Once it has finished downloading, close the window.

To e-mail the text file to ADMI:

- From your Windows Desktop, select "My Computer" (double-click)
- Double-Click on "C" drive
- Double-click the "UCC" folder
- Double-click the "Download" folder
- You will see the Text file ("txt" extension) with the Job #
- Attach this file to an e-mail, and send it to:

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Order Suspend Status Inventory Report

Note: To significantly reduce report building time, create the Stock Status Inventory report first, then, clone it to a new report number.

To Clone the Stock Inventory report, follow these steps:

- Access Power Workstation Home
- Select Applications
- Select Options
- Select Parts Inventory Control. (A new window will open.)
- Select Functions
- Select Define Parts MIA Report. (A new window will open.)
- Select Subscreens
- Select Clone MIA Report
- Enter the Report Number from the Stock Status Report you built, and enter a new report number for the Order Suspend Status Inventory Report.
- Select Subscreens
- Select MIA Report Setup
- “MIA Report Setup”
- Change the report description to read “Order Suspend Inventory Report”
- Press <F12> to save your work.
- Press <Page Down> TWICE to access the “MIA Report Select Criteria – Screen 2”
- MIA Report Select Criteria – Screen 2”
- Change the entry in the Order Suspend field to “Y”.
- Press <F12> to save your changes

Running & Uploading the Report to ADMI

To run the report, follow these steps:

- Access Power Workstation Home
- Select Applications
- Select Reports (RPT) (A new window will open)
- Select PIC Reports
- Select MIA Reports (MA)
- Run Report Number you assigned
- Run Night = N
- Printer # = Leave Blank
- Notify = Y

Once the report has finished running, a notification window will appear.

Make a note of the JOB # from the notification window

To download the report to a "text File", follow these steps:

- Access your PC's Windows Desktop
- Double-click the program icon named "File Transfer"
- Look for the Job # that just ran
- Click once on the job to highlight it, and then click on the "DOWNLOAD" button. Once it has finished downloading, close the window.

To e-mail the text file to ADMI:

- From your Windows Desktop, select "My Computer" (double-click)
- Double-Click on "C" drive
- Double-click the "UCC" folder
- Double-click the "Download" folder
- You will see the Text file ("txt" extension) with the Job #
- Attach this file to an e-mail, and send it to:

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SPO Parts in Stock Report

From PRG (Power Workstation Home)

Choose:

Applications

Options

Parts Inventory Control

(New window opens)

Functions

Define Special Order Report

SPO Report Setup

Press Enter (choose a report number not in use)

File (add record)

SPO Report Selections (Page 2)

Y Y

SPO Report Print Format...

SPO Report Legend (not needed)

Print (Special order Report (PO))

Use the following print format:

SPO# (8 digits)

Vendor (3 digits)

Part Number (20 digits)

On-Hand (3 or 4 digits)