

TOC

Select GRN to be Returned to the Supplier	2
Supplier Return Note Details	3
Return/Credit Entire GRN	5
Return/Credit Partial GRN	6
Return A-Class Items	6
Return B-Class Items	7
Save Return Note	9
View New Return Note	12
Inbound Cost Revaluation Details	2
The Inbound GRNs frame	3
Add another GRN to the Revaluation	4
Remove a GRN (added in error)	5
Note the Cost Columns	6
Related Costs frame	7
Note the changes in the Cost Columns	8
Add Another Related Cost	10
Remove a Related Cost (added in error)	12
Save the Revaluation Request	13
Print the Revaluation Request	14
Select the Site and Status	1
Requisition Header Information	2
Requisition Parts Data Grid	6
Save Service Requisition	9

Print Service Requisition	10
Release Service Requisition	12
Approve Service Requisition	13
View Generated Service Purchase Order	15
Print Service Purchase Order	15
Purchase Order to be Received into Quarantine	1
Parts Data Grid	4
Receive A or B-Class Item	4
Check / Edit Quantity A or B-Class Item	5
Note on Over Supply	7
Option 1	8
Option 2	8
Add Serial Numbers - A or B-Class Item	8
Check/ Edit Average Unit Cost - A or B-Class Item	9
Receive C-Class Item	10
Add Batch No. to C-Class Item	11
Check / Edit the Average Unit Cost - C-Class Item	11
Check / Edit the Quantity - C-Class Item	12
Note on Over Supply	14
Option 1	14
Option 2	14
Save the GRN	14
Print the GRN	15
Select Site and Status	1
Selected Items panel	2

Select the Warehouse	3
Action Part Request	4
Create a Requisition	5
Transfer Stock	5
Adjust Stock	5
Create an Inter Warehouse Request	5
Stock Status	1
Receiving Stock	2
Issuing Stock	2
Stock Transfer	3
Stock Adjustment	3
Stock Revaluation	4
Stock Take	5
Select Site and Status	2
Select the Warehouse	2
View C-Class Items Quantity and Location	4
View A and B-Class Items Quantity and Location	5
Select Site and Status	1
Select the Warehouse	2
View Stock on Hand for A or B-Class Item	3
View Quantity and Location	3
View Stock on Hand for C-Class Item	5
Select Site and Status	1
Select the Warehouse	2
View Current Stock	3

View Stock Quantity and Location	3
Select the Site and Status	1
Selected Items panel	2
Select Warehouse	4
Select Items for Transfer	4
Parts Data Grid	7
Select Batch/Serial No.	7
Select Quantity	8
Save Transfer details	9
Print Transfer Note	9
Report Preview	10
Selected Items panel	2
Warehouse for Stock Transfer	3
Stock Items for Transfer	4
Add Part Request	5
Parts Data Grid	6
Select Quantity	6
Add Comments	7
Save Part Request	7
Transfer - C-Class Item	2
Select Site and Status	2
Selected Items panel	2
Select Source Warehouse	4
Select C-Class Items for Transfer	4
Transfer Selected Item(s)	5

Transfer Details	6
Select Final Warehouse	7
Select Destination Bin	8
Parts Data Grid	9
Select Quantity	11
Save Transfer	11
Print Transfer Note	12
View C-Class Item in Destination Warehouse	13
Select Destination Site	13
Select Destination Warehouse	14
View Transferred Stock	15
Transfer A or B-Class Item	16
Select Source Site	16
Select Source Warehouse	16
Select A or B-Class Item for Transfer	17
Parts Data Grid	18
Quantity	18
Select Item to transfer	19
Select Destination Bin	20
Print Transfer Note	22
View A or B-Class Item in Destination Warehouse	23
Inter Warehouse Transfer A, B and C-class Items	1
Select Site and Status	1
Selected Items panel	2
Select Source Warehouse	3

Transfer Selected Item(s)	5
Transfer Details	5
Note for A and B-class Item Transfer	7
Save Inter Warehouse Transfer	7
View Items in Destination Warehouse	8
Select Site and Status	1
Selected Items panel	2
Select the Warehouse	3
C-Class Single Item Stock Transfer	5
Transfer Header Details	6
Parts Data Grid	9
Print C-Class Single Item Transfer	14
C-Class Multi Item Stock Transfer	15
Print C-Class Multi Item Transfer	20
A/B-Class Single or Multiple Item Stock Transfer	21
Select Serial No for A / B-Class Item	23
Print A / B-Class Single / Multi Item Transfer	26
Single Link Stock Requisition	1
Select Stock Status	2
Selected Items panel	4
Select Part to be Requisitioned	5
Raise a Requisition	6
Add New Requisition Screen	7
Item Suppliers Frame	9
Save Requisition	10

Print Requisition	11
Multi Line Stock Requisition	13
Multi Select Parts to be Requisitioned	13
Raise a Requisition	14
Save Multi-Line Requisition	16
Print Multi-Line Requisition	17
View New Purchase Requisition	18
Select Site	1
Part Request Approval Listing	2
Authorise Part Request	2
Decline Part Request	5
Rejection Comments	6
Print Picking Slip	3
Select Part Request	3
Preview Picking Slip	4
Select Part Request	3
Preview Picking Slip	4
View Short Stock Items	5
Print Picking Slip for All Part Request Items	3
Select Part Request	3
Select All Requests	4
Preview Picking Slip	5
Print Picking Slip for Selected Part Request Item Only	7
Select Part Request	7
Select Single Request	8

Preview Picking Slip	9
Select Part Request	2
Remap the Part	3
Print Remapping Report	4
View Remapped Part	5
Change Warehouse for Part Request linked to Call	1
Select Site	1
Select Call	2
Select Work Order	3
Select Part	4
Change Warehouse	4
Change Warehouse for Part Request linked to Project	6
Select Project	7
Select Work Order	7
Select Part	8
Change Warehouse	8
Select Part Request	2
Add Note Details	3
Save Note	4
View Updated Part Request Status	5
View Added Note	6
Select Items to Receive	2
Stock Transfer Details	3
Destination Warehouse	4
Select Destination Bin	5

Save Transfer Details	6
Print Transfer Note	7
Search for WHSE Part Request	2
Select Part Request to Transfer	4
Note on multiple items linked to a part request	4
Stock Transfer Details	5
The Parts Data Grid	6
Note on A or B-Class Transfer Items	7
Note on C-Class Transfer Items	8
View Stock Available for Transfer	9
View A-Class Stock	9
View C-Class Stock	10
A-Class Items Batch Serial No Selection	11
C-Class Items BatchSerialNo Selection	13
Destination Bin Selection	14
Save Stock Transfer Details	15
Print Transfer Note	16
View Transfer Note	16
View Part Request Direct Transfer	19
Transfer A, B or C-class Items	1
Select Source Site	1
Select Source Warehouse	2
Select Items to Transfer	2
Transfer Items to In-Transit Warehouse	4
Transfer Header Details	5

Select Final Destination Warehouse	6
Select Serial No, Quantity and Unit Cost for A or B-Class Item	7
Select Serial No, Quantity and Unit Cost for C-Class Item.	9
Save Transfer	11
Print Transfer Note	12
View Transferred Items in InTransit Warehouse	14
Select Internal Asset Part Request	2
Issue Part Request	3
Select Issue Option	3
View Issues Frame	5
Part Issue - Site Wide Selection of Parts Configuration 'Off'	7
Parts Issue - Site Wide Selection of Parts Configuration 'On'	11
The Site and Status Filters	2
Search for and Select the Part Request	3
Issue Header Details	4
The Parts Data Grid	5
Delete A-Class Item from Issue	7
Delete C-Class Item from Issue	8
Print Part Issue Note	11
Print Delivery Note	12
Delivery Note Preview	14
Issue Note Preview	16
View the Deleted Part Request Items in the 'Part Requests for the Site' Listing Screen	18
The Site and Status Filters	2

Search for Part Request	2
C-Class Issue Partial Stock Quantity	3
The Issues Sub Grid	7
Substitute Parts	10
Alternative Batch	10
The Part Request Quantity	10
Save Part Issue	11
Print Part Issue Note	12
Print Delivery Note	13
Part Issue Note Preview	15
Delivery Note Preview	16
The Site and Status Filters	2
Search for Part Request	3
A-Class Issue Partial Stock Quantity	3
Issue Header Details	5
The Parts Data Grid	6
Print Part Issue Note	11
Print Delivery Note	13
Part Issue Note Preview	14
Delivery Note Preview	15
Select C-Class Part Request to Issue	1
The Issues Sub Grid	5
Substitute Parts	7
Select C-Class Part from Alternative Batch	9
Save Part Issue	11

Print Part Issue Note	12
Print Delivery Note	13
Part Issue Note Preview	15
Delivery Note Preview	16
The Adjustments Listing Screen	2
Adjustment Request Details	2
Adjustments Action Buttons	3
Maintenance	3
Format	3
Processing	4
Current	4
Print	5
Select A-Class Part Request to Issue	1
The Add new Part Issue Screen	2
Issue Header Details	2
The Parts Data Grid	4
The Issues Sub Grid	5
Save A-Class Part Issue	8
Print Part Issue Note	9
Print Delivery Note	10
Part Issue Note Preview	12
Delivery Note Preview	13
View Fully Issued Part Request in the 'Part Requests for Part []' screen	15
Search for WKOR Part Request	2

Single Part Request Issue Linked to a Work Order	3
Issue Selected Part Request	5
Print Part Issue Note	7
Print Delivery Note	9
View Delivery Note	10
View Part Issue Note	12
Multiple Part Request Issue Linked to Work Order	14
Issue Selected Work Order	15
Print Part Issue Note	18
Print Delivery Note	19
View Delivery Note	21
View Part Issue Note	23
The Site and Status Filters	2
Search for an SINV Part Request	3
Single Part Request Issue linked to a Sales Invoice	5
Issue Part Request - SINV	6
Multiple Part Request Issue linked to a Sales Invoice	8
Select Item	2
Raise Requisition	3
View new Purchase Requisition	3
Edit Requisition Options	5
Release and Approve Requisition Options	6
What is a Part Request?	1
How is a Part Request raised?	1
Part Request Source Types	2

Site and State Filters	4
Part Request States	4
Other States	5
Part Request Details	5
View Linked Purchase Orders	6
View Related Notes	6
Part Request Action Buttons	7
Requisition	7
Issue	8
Transfer	9
Add Note	9
Change Warehouse	10
Remap Part	10
Create Part	10
Print Picking Slip	11
Print Adjustment Request	1
Select the Site and Status	1
Select Adjustment Request	2
Report Preview	3
Reject Adjustment Request	1
Select Adjustment Request	2
Confirm Rejection	2
View Rejected Adjustment in Cancelled Status	3
Authorise Adjustment Request	1
Select Adjustment Request	2

Print Adjustment Request	3
Report Preview	3
View Authorised Adjustment	4
Select the Site and Status	1
Select Adjustment Request	2
View Adjustment Request	2
Select the Site and Status	1
Select Adjustment Request	2
Confirm Deletion	2
View Deleted Adjustment in Cancelled Status	4
Select the Site and Status	1
Select Adjustment Request	2
Edit Adjustment Request Details	3
Edit Parts Data Grid	4
Edit Quantity	7
Print Adjustment Request	9
New Adjustment Request Details	2
Select Whole Unit to be Adjusted Out of Stock	3
Select Warehouse	5
Select Bin Location	6
Select Batch/Serial Number	7
Select Quantity	8
Select Unit Parts to be Adjusted into Stock	10
Print Adjustment Request	15
View New Adjustment Request	17

New Adjustment Request Details	2
Select First Unit Part to be Adjusted Out of Stock	3
Select Warehouse	5
Select Bin Location	6
Select Batch/Serial Number	7
Unit Cost	8
Quantity Stock on Hand	8
Line Cost	9
Select Quantity	9
Add Remaining Unit Parts to be Adjusted Out of Stock	10
Quantities of Additional Items	11
Select the Whole Unit to be Adjusted Into Stock	13
Select Warehouse and Bin Location for Whole Unit	13
Whole Unit Cost	14
Quantity of the Whole Unit	15
Save Adjustment Request	15
Print Adjustment Request	16
Report Preview	16
View New Adjustment Request	17
Add New Adjustment	1
Adjustment Request Reason/Details	2
Request Comments	4
Request Parts/Items Frame	5
Stock Adjustment - C-Class Items	6
Select Warehouse and Bin	7

Select Batch/Serial Number	8
Select Quantity	9
Line Cost for C-Class Item	10
Save Request	11
Print Request	12
Authorise Request	13
Stock Adjustment A / B-Class Item	13
Select Warehouse and Bin for A / B-Class Item	15
Batch/Serial Number for A / B-Class Item	17
Unit Cost and Quantity Stock on Hand for A / B-Class Item	17
Quantity for A / B-Class Item	18
Line Cost for A / B-Class Item	19
Save Adjustment Request - A / B-Class Item	19
Print Adjustment Request - A / B-Class Item	20
Authorise Request	21
Adjustment Request Reason/Details	1
Adjustment Request Comments	4
Parts Data Grid	4
Select Warehouse and Bin	7
Select Batch/Serial Number	8
Select Quantity	9
Line Cost of Adjustment Request	10
Save Adjustment Request	10
Print Adjustment Request	11
Select Site	1

Select Short Stock Only Status	2
Select the Warehouse	2
View Short Stock Items	3
View Short Stock Details	3
View Location of Stock	5
Select the Site	1
Substitute Item Process for A or B-Class Items	2
Select Item to Receive	2
Add New GRN Details	3
The Parts Data Grid	5
Receive Original Items	6
Select Substitute Items	8
Additional Substitute Items	9
Add Serial Nos	9
Check/Edit the Average Unit Cost	10
Check/Edit the Quantity	11
Save the GRN	12
Print the GRN	13
Substitute Item Process for C-Class Items	14
Select Item to Receive	14
Add New GRN Details	15
The Parts Data Grid	17
Change the Receiving Warehouse	18
Receive Original Items	18
Select Substitute Items	19

Add Batch Numbers	21
Check/Edit the Average Unit Cost	22
Check/Edit the Quantity	23
Save the GRN	24
Print the GRN	25
Substitute Part Process for A, B or C-Class Items with Supplier Invoice	26
Select Item to Receive	26
Add new GRN Details	27
Generate Invoice	28
Save the GRN	29
Print the GRN	30
View Generated Supplier Invoice	32
GRN Undersupply C-Class Item	1
Select Purchase Order	2
Parts Data Grid	4
Edit Quantity - C-Class Item(s)	5
Print GRN - C-Class Item	7
GRN Undersupply A or B-Class Item	8
Select Purchase Order to Receive	8
Parts Data Grid	10
Edit Quantity A or B-Class Items	11
Serial Numbers - A or B-Class Items	13
Print GRN - A or B-Class Item	14
Delete Purchase Order	15
Select Site and Status	16

Select Purchase Order	16
Notes	1
Receive Goods	3
Select Purchase Order to be Received	3
New GRN Details	4
The Cross Reference Grid	6
The Imported Data Grid	7
Edit Imported Serial Number	10
Drag Item(s) to the Parts Data grid	11
Delete Item	13
Discard Import	13
The Parts Data Grid	14
Change the Receiving Warehouse	15
Serial / Batch No	16
Check / Edit the Average Unit Cost	17
Check/Edit the Quantity	18
Save the GRN	21
Print the GRN	22
Add a BOM to a Part Definition	1
Select the Part Definition	1
View Part Definition BOM Details	4
Delete a BOM from a Part Definition	5
Select the Part Definition	5
Add BOM Definition	2
BOM Definition Details	2

Add Inventory Items	3
Edit Item Quantity	5
Additional Items	5
Link Sites	6
Associations	7
Before items have been linked	7
After items have been linked	7
Save BOM Definition	8
View new BOM Definition	8
Edit BOM Definition	9
Select BOM Definition	9
Edit BOM Details	10
Save Changes	12
View BOM Item Availability	12
View Item Stock	13
Delete BOM	14
Select BOM Definition	14
Confirm Deletion	15
BOM Definitions	1
Parent Child BOM	1
BOM Inclusions	1
Task BOM	2
Benefits of a BOM	2
The BOM Listing Screen	2
View Selected BOM Details	3

View Parts and Part Quantities linked to a BOM	4
View Availability and Location of Parts linked to a BOM	5
View Sites linked to a BOM	5
View Assets linked to a BOM	6
Add Note Details	3
Save Note	5
View Updated Part Request Status	6
View Added Note	6
Transactions	2
Select Part Definition	1
Select Part Request	3
Remap the Part	3
Print Remapping Report	4
View Remapped Part	6
The Site and Status Filters	3
Stock Transfer Details	4
The Parts Data Grid	6
BatchSerialNo Selection	7
Save Transfer Note	8
Print Transfer Note	9
View Transfer Note	9
Delete a Single Item from a Part Request	3
View Updated Part Request	6
Delete All Items from a Part Request	8
View Updated Part Request	11

View PO Delivery Instructions	3
Add PO Delivery Instructions	3
Edit PO Delivery Instructions	6
Delete PO Delivery Instructions	8
View Delivery Address	3
View Delivery Address Type	4
Edit Delivery Address Details	4
Edit Company Delivery Address	4
Add Delivery Address	6
View Notes and/or Comments	2
Add a Note and/or Comment	4
Edit a Note and/or Comment	6
Edit Requisition Header Details	3
Edit Requisition Origin Details	4
Edit Requisition Parts	5
Edit Requisition Info	6
Sub Total, VAT and Grand Total	7
Edit Requisition Notes	7
Print Edited Requisition	8
Add a Part Requisition	3
Add Requisition Header Details	4
Add Requisition Origin Details	5
Add Requisition Parts	7
Add Requisition Info	13
Sub Total, VAT and Grand Total	13

Add Notes and Comments	13
Save Requisition	13
Add a Reorder Point Method	2
Select the Part Definition	2
Add Reorder Point Details	3
Edit a Reorder Point Method	6
Select the Part Definition	6
Edit the Reorder Point Details	7
Delete a Reorder Point Method	10
Select the Part Definition	10
Purchase Requisition Listing Screen	2
Site Filter	2
Requisition Status Selection Menu	3
Requisition Status - New	4
Requisition Status - Released	5
View	6
View Requisition Header Details and Parts Frame	6
View Item Suppliers	8
View Notes & Comments	10
View Requisition Approval Matrix	12
Important Note on the Approval Matrix	13
View Requisition Source	14
Add a Min/Max Reorder Method	2
Select the Part Definition	2
Add Min/Max Details	3

Edit a Min/Max Reorder Method	5
Select the Part Definition	5
Edit the Min/Max Details	6
Delete a Min/Max Reorder Method	8
Select the Part Definition	8
View List of Linked Documents	1
Add a Document	2
View Linked Document Contents	5
Edit Document	6
Delete Document	10
View Substitute Part Definition	1
Add Substitute Part Definition	2
Select Substitute Part Definition	3
Edit Substitute Part Definition	5
Delete Substitute Part Definition	6
View Part Definition Item Suppliers	2
Select Part Definition	2
Primary Item Supplier	2
Add Part Definition Item Supplier	3
Add Supplier Details	3
Add Manufacturer Details	5
Add Default Warranty Details	5
Add Ordering Details	6
Save Item Supplier	8
Edit Part Definition Item Supplier	9

Select Part Definition	9
Select Item Supplier	10
Edit Details	11
Edit Manufacturer	12
Edit Default Warranty	13
Edit Ordering	13
Save Changes	15
View Edited Item Supplier	16
Delete Part Definition Item Supplier	16
Remove the 'Primary Supplier' Status from an Item Supplier	18
View A or B-Class Part Definition	1
Part Definition Details	2
Part Definition Information Panels	3
View and Auto Hide Information Panels	4
View Site Warehouse Defaults	6
Account Code Defaults	7
Part Definition Bill of Materials (BOM) Allocation	8
View Part Definition BOM Allocation	9
View Part Definition Part Meters	9
View Part Definition Yield Config	10
View Additional Data	11
View User Defined	12
View C-Class Part Definition	13
View Part Definition Details	13
View Part Definition Information Panels	14

Workspaces and 'Reset' Screen	15
Select Part Definition	2
Edit Variable Values	4
Lookup List	4
Free Input Text	6
Yes or No Value	6
Edit Custom Fields	8
Lookup List	9
Edit Code	9
Edit Description	10
Edit Input Type	10
Free Input Text	11
Edit Code	12
Edit Description	12
Edit Input Type	12
Yes or No Value	14
Edit Code	15
Edit Description	15
Edit Input Type	15
Conclusion	17
Select the Part Definition	1
Open the Additional Data Panel	2
Edit Additional Data	3
Save Edited Details	3
Delete Additional Data	4

Save Deletion	6
Edit Part Site Warehouse Selection	2
Edit Part Site Warehouse	3
Edit Part Site Warehouse Bin	5
Edit Primary Part Site Warehouse	5
Save Changes	8
Search via Part Code or Part Description	2
View the Part Stock frame	2
View Part Details	3
View the Functions tiles	4
View the Processing tiles	5
Add New Custom Element	4
Code and Description	5
Input Type	6
Save New Custom Element	7
Add Lookup Fields to the Custom Element	7
View Added Lookup Elements	9
Add Variable Value	10
Save New Custom Element	11
View New Custom Field Now Linked to All Parts	12
Add Additional Data	3
Save Additional Data	3
Add Yield Config Information:	3
Select the Part Site Warehouse	2
Select the Part Site Warehouse Bin	3

Default Bin	3
Select the Part Site Primary Warehouse	4
Input Validation Error	6
Save Part Definition Defaults	7
Add A-Class Part Definition Details	2
C-Class Non-Serialised Parts	9
Add C-Class Non-Serialised Part Definition Details	9
Part Definitions	1
Part Classification	1
A-class Parts	1
B-class Parts	1
C-class Parts	2
Stock	2
Asset Definition	2
The Part Listing Screen	3
View Stock - A or B-Class Parts	3
View Stock - C-Class Parts	4
Parts Ribbon Action Buttons	6
Functions and Processing Tiles	6
Functions Tiles	7
Processing Tiles	7
Select Category	1
View Category Details	2
View Category Defaults	3
Select Category	1

Delete Category	1
Confirm Deletion	2
Select Category	1
Edit Category Details	2
Edit Category Defaults	3
Unlink Site Warehouse	3
Edit Warehouse	4
Edit Bin	6
Save Changes	7
View Edited Details	7
Add Category	1
Category Details	3
Description	3
Part Type	3
Part Class	3
Category	4
Defaults Panel	5
Default Site and Warehouse	5
Default Bin	5
Account Codes	7
Save New Category	8
View New Category	8
Select Craft	1
Delete Craft	1
Confirm Deletion	2

View Deletion Results	3
Select Craft	1
Edit Craft Details	2
Save Changes	2
View Edited Details	3
Add New Craft	1
Search for Craft Name	2
Select Craft Name	2
Link Account Codes	3
Save Craft	3
View New Craft	4
Crafts Action Buttons	1
Crafts Listing Screen	2
Crafts Account Codes	2
Crafts New Employee	3
View Employee Documents	1
Select Employee	1
View Documents List	2
Add Employee Document	2
View Added Document	5
Edit Employee Document	5
Select Employee	5
Select Document	5
Edit Document Details	6
Save Edited Document	7

View Edited Document	7
Delete Employee Document	8
Select Employee	8
Select Document	8
Open Employee Document	9
Select Employee	9
Select Document	10
View Document Contents	10
View Organisation Chart	1
Select Employee	1
v2.5.0.0 Organisation Chart Screen	2
v2023.11.0.10 Organisation Chart Screen	3
View Employee Loans	1
Select Employee	1
Loans Screen Overview	2
View Employee Custom Details	1
Select Employee	1
Add Custom Detail Data	2
Save Custom Detail Data	3
Export to Excel	3
Edit Custom Detail Data	4
Select Employee	4
Select Custom Details to Edit	5
Save Custom Detail Edits	6
Delete Custom Details Data	6

Select Employee	6
Select Custom Details to Delete	7
Save Deletion	8
View Employee Banking Details	1
Select Employee	1
View Banking Details	2
Add Employee Banking Details	2
Add Bank Account Details	3
Default Account	4
Save Bank Details	4
View Saved Bank Account	5
Export to Excel	5
Edit Employee Banking Details	6
Select Employee	6
Select Banking Details to Edit	7
Edit Banking Details	7
Save Edited Details	8
View Edited Bank Account	9
Delete Employee Banking Details	9
Select Employee	9
Select Banking Details to Delete	10
Confirm Deletion	10
View Deletion Results	11
View Employee Payroll Data	1
Select Employee	1

View Payroll Details	2
Add Payroll Data	2
Add Payroll Details	3
Save Payroll Details	5
Edit Payroll Data	6
Select Employee	6
Edit Payroll Details	7
Delete Payroll Data	8
Select Employee	1
Select Training Course	2
Add Training Course Details	3
Save Training Course Details	5
View Added Training Course	6
Export to Excel	6
Edit Competence Management	7
Select Employee	7
Select Training Course	7
Save Training Course Details	9
View Amended Training Course	10
Delete Competence Management	10
Select Employee	10
Select Competence Management Details to Delete	11
Confirm Deletion	12
View Deletion Results	12
View Employee Availability Exceptions	2

Select Employee	2
Add Employee Availability Exception	3
Add Exception Details	4
Save Exception Details	5
View Exception Details	7
Select Employee	7
Export to Excel	8
Edit Employee Availability Exception	9
Select Employee	9
Select Exception to Edit	10
Edit Exception Details	10
Save Edited Details	11
View Edited Exception	11
Delete Employee Availability Exception	12
Select Employee	12
Select Exception to Delete	13
Save Exception Removal	14
View Deletion Results	14
View Employee Addresses	1
Select Employee	1
View Address	2
Add Employee Address	2
Add Address Details	3
Default Address	4
Save Address	4

View Saved Address	5
Export to Excel	5
Edit Employee Address	6
Select Employee	6
Select Address to Edit	7
Edit Address Details	7
Save Edited Details	8
View Edited Address	9
Delete Employee Address	9
Select Employee	9
Select Address to Delete	10
Confirm Deletion	10
View Deletion Results	11
Select Employee	1
Print Report	2
Confirm Print Report	2
Add Required Information	3
View Report Preview	4
View Employee Listing Details	1
View Full Employee Details	2
View Dependants	3
View Shifts	4
View Crafts	5
Function Tiles - Links Panel	5
Select Employee	1

Delete Employee	1
Confirm Deletion	2
View Deletion Results	3
Select Employee	1
Edit Employee Information	2
Save Changes	3
Function Tiles - Links Panel	5
Select Employee	1
Select Craft	2
Edit Craft Detail	2
Save Changes	3
Select Employee	1
Select Craft to Assign	2
Assign Craft to a Site	3
Save Assigned Craft	6
View Dependants	1
Select Employee	1
View Linked Dependants	2
Add Dependant	3
Select Employee	3
Add New Dependant	4
Select Dependant's Relationship	5
Add New Dependant Details	6
Save New Dependant	7
Edit Dependant	8

Select Employee	8
Edit Dependants Details	8
Save Changes	9
Delete Dependant	10
Select Employee	10
Delete Dependant Details	11
Confirm Deletion	12
Select Employee	1
Search for User ID	2
Select User ID	3
Save User ID/Login Details	3
Select Employee	1
Select Department	2
Save Linked Department	3
Select Employee	1
Search for Manager	2
Select Manager	2
Save Manager	3
Add Employee Details	2
Type the new employee details in the self-explanatory fields:	2
The Manager, Department and User ID fields are very important:	4
Manager	4
Department	4
User ID	5

Move to the right of the screen to the additional information docking panels:	6
Add a Dependant	6
Add a Shift	6
Add a Craft	7
Save New Employee	7
View New Employee	8
Function Tiles - Links Panel	9
The Category Listing Screen	1
Category Ribbon Action Buttons	2
Processing	2
Format	2
Current	2
Export	3
Asset Listing Screen	1
Internal Asset - Parent Types	3
Internal Asset - CTRT	3
Select the Asset	3
View Asset Details	4
CTRT-specific Fields	5
Internal Asset - WHSE	6
Select the Asset	6
View Asset Details	7
WHSE-specific Fields	7
Internal Asset - WKOR	8

Select the Asset	8
View Asset Details	8
WKOR-specific Fields	8
Asset Details Check Boxes	9
Finance Frame	10
Other Data Frame	13
User Defined Frame	14
Asset Listing Screen	1
Client Machine - Parent Types	3
Client Machine - WHSE	3
Select the Asset	3
View Asset Details	4
WHSE-Specific Fields	5
Client Machine - CTRT	6
Select the Asset	6
View Asset Details	7
CTRT-Specific Fields	7
Client Machine - SINV	8
Select the Asset	8
View Asset Details	8
SINV-Specific Fields	8
Asset Details Check Boxes	9
Finance Frame	10
Other Data Frame	13
User Defined Frame	14

Asset Listing Screen	1
Asset Listing Screen	1
Select the Asset	3
Edit Variable Values	4
Lookup List	4
Free Input Text	4
Yes or No Value	5
Edit Custom Fields	6
Asset Listing Screen	1
Select the Asset	3
Other Data	3
Other Data fields	4
Save Added Data	5
Asset Listing Screen	1
Select Asset to Edit	2
Save Edited Finance Details	4
Asset Listing Screen	1
Select Asset to be Edited	3
Asset Details	3
Asset Locations	5
Asset Currently Linked to a Contract	5
Asset Linked to a Sales Invoice	6
Asset Linked to a Work Order	6
Asset Linked to a Warehouse and Bin	7
Note on Asset Conversion Processes	7

Asset Linked to Customer Asset Warehouse and Bin	8
Save Asset Changes	8
Asset Listing Screen	1
Asset Details	2
The User Defined Panel	3
Add New Custom User Defined Field	4
Code and Description	5
Input Type	5
Save New Custom Element	6
Add Variable Value	7
View User Defined Panel in the Call Maintain Screen	8
Add Lookup list items	8
Save New Lookup Elements and Custom Fields	10
Asset Listing Screen	1
Other Data	2
Other Data fields	3
Save Added Data	4
Asset Listing Screen	1
Add Finance Frame Details	2
Save Customer Asset	5
Asset Listing Screen	1
Add Customer Asset Details	2
View Added Customer Asset	7
Asset Listing Screen	2
Assets Action Buttons	3

Maintenance	3
Process	4
Print	4
Asset Functions Tiles	5
The Site and Status Filters	3
Filter for Source Type SINV	4
Single Part Request Issue	4
A-Class Part	5
The Issues Sub Grid	7
Print Part Issue Note	9
Print Delivery Note	10
Issue C-Class Item	11
Select a Part from an Alternative Batch	15
Save Part Issue	17
Print Part Issue Note	19
Print Delivery Note	20
Multiple Part Request Issue linked to an Invoice	23
Part Issue - A or B-Class Items	27
Print Part Issue Note	33
Print Delivery Note	35
Select Part Request to Issue	2
View C-Class Substitute Parts	5
Issue C-Class Substitute Part	6
Issue A-Class Substitute Part	10
View Part Issue Note	13

View Delivery Note	15
A-Class Part	19
C-Class Part	19
View Fully Issued Part Request in the 'Part Requests for Part []' screen	22
View A-Class Part Request Issue	22
View C-Class Part Request Issue	24
Print All Part Request Items	3
Select Part Request	3
Select All Requests	4
Preview Picking Slip	5
Print Selected Part Request Item Only	7
Select Part Request	7
Select Single Request	8
Preview Picking Slip	9
Issue Part Request - Origin Sales Invoice	3
The Site and Status Filters	2
Filter for Source Type Warehouse (WHSE)	3
Select Part Request to Transfer	5
Note on multiple items linked to a part request	5
Stock Transfer Details	6
The Parts Data Grid	7
Add Part Definition	3
Part Definition Details	5
Site Defaults	9

BOM Allocation	15
Part Meters - A, B-class Parts	17
Save Part Definition	21
View Part Definition	23
Select Part Request to Transfer	2
Stock Transfer Details	2
The Parts Data Grid	3
Search for WHSE Part Request	3
Select Part Request to Transfer	5
Note on multiple items linked to a part request	5
Stock Transfer Details	6
The Parts Data Grid	7
Note on A or B-class Transfer Items	8
Note on C-class Transfer Items	9
View Stock Available for Transfer	10
View A-class Stock	10
View C-class Stock	11
A-class Items Batch Serial No Selection	13
Select an Alternative Warehouse	15
Select an Alternative Bin	15
Select from an Alternative Batch	16
C-class Items BatchSerialNo Selection	18
Select from an Alternative Warehouse	19
Select from an Alternative Bin	20
Select from an Alternative Batch	21

Print Transfer Note	24
View Transfer Note	25
Select the Part	3
Add Part Meters Details	5
Save Part Meters	7
Save Meter Yield	10
Select Item to be Returned	2
Select Receiving Warehouse Location	5
Select Receiving Bin Location	11
Return Request Comments	15
Save Return Request	15
Print Return Request	17
View Part Return Note	19
Select GRN to Complete	4
GRN Invoice Query	6
View Completed GRN	9
Create/Add Revaluation Request	2
Revaluation Request Details and Comments	3
Revaluation Request Parts/Items Details	5
Add a New Item-Method 1	5
Add a New Item-Method 2	7
Add a C-Class Part Not Linked to Batch Tracking	10
Add a C-Class Part Linked to Batch Tracking	13
Add an A or B-Class Part/Item	15
Change the Warehouse	18

Change the Bin Location	20
Change the Batch/Serial No.	22
Select New Unit Cost (Revaluation)	24
Save New Revaluation Request	26
Print Revaluation Request	28
Print a Revaluation Request	2
Approve a Revaluation Request	5
Decline/Reject a Revaluation Request	14
Select GRN to Print	4
Report Preview	6
Create Stock Take Batch	2
Save Stock Take Batch	7
Export Stock Take Batch	12
Print Asset Verification Report	13
Print Stock Take Sheet	19
Re-open Saved Stock Take Batch	25
Update/Edit Stock Quantities (C Class Items)	28
Print Stock Variance Report	35
Update / Approve the Stock Batch	41
Filter for Call or Project	3
Multi-select Part Requests	4
Raise Requisition	5
View New Purchase Requisition	7
Edit Requisition Options	9
Release and Approve Requisition Options	9

Delete a Single Item from the Part Request	2
View Updated Part Request	4
Delete All Items from the Part Request	6
Select the Part	2
Select Items Supplied	2
Select the Item Supplier	2
Edit the Supplier	2
Add Barcode	4
Save Bar Code Details	4
Part Requests Linked to an Invoice	3
Single Part Request Issue linked to an Invoice	6
Part Issue C-Class items	10
Select a Part from an Alternative Batch	14
Save Part Issue	16
Print Part Issue Note	18
Print Delivery Note	19
Multiple Part Request Issue linked to an Invoice	22
Part Issue - A or B-class Items	26
Print Part Issue Note	33
Print Delivery Note	35
Part Requests Linked to a Work Order	37
Part Request Issue Linked to a Work Order	37
Single Part Request Issue on Work Order with Multiple Parts Requests Linked	39
Multiple Part Request Issue Linked to Work Order	44

Print Part Issue Note	48
Print Part Delivery Note	48
Edit Revaluation Request	2
Edit a Standard Revaluation Request	2
Modify Header Details	2
Edit Existing Items	4
Add Additional Items	5
Edit Existing Items	5
Save Revaluation Request	6
Save Revaluation Request	8
Edit an Inbound Cost Revaluation Request	11
Change Warehouse	3
Configuration	1
Notes	1
View Items	2
Edit Items	3
Delete Items	4
Search for WHSE Part Request	3
Select Part Request to Transfer	4
Note on multiple items linked to a part request	4
Stock Transfer Details	5
The Parts Data Grid	6
Note on A or B-Class Transfer Items	7
Note on C-Class Transfer Items	8
View Stock Available for Transfer	9

View A-Class Stock	9
View C-Class Stock	10
A-Class Items Batch Serial No Selection	11
Select an Alternative Warehouse	12
Select an Alternative Bin	13
Select from an Alternative BatchSerialNo	14
C-Class Items BatchSerialNo Selection	15
Select from an Alternative Warehouse	17
Select from an Alternative Bin	17
Select from an Alternative Batch	18
Save Stock Transfer Details	20
Print Transfer Note	21
View Transfer Note	22
View Part Request Direct Transfer	24
View Shifts	1
Select Employee	1
View Linked Shifts	2
Add Shift	3
Select Employee	3
Add New Shift	4
Select Shift	4
Select Start Date	5
Select Start Day	6
Save Shift Assignment	8
Edit Shifts	9

Select Employee	9
Edit Dependants Details	9
Save Changes	10
Delete Dependant	11
Select Employee	11
Delete Dependant Details	12
Confirm Deletion	13
View Shifts	14
Select Employee	14
The Shifts Panel	15
Select Start Date	17
Select Start Day	18
Save Shift Assignment	19
Employees Listing Screen	2
Employees Ribbon Action Buttons	2
Links Panel - Function Tiles	3
New Deal Call	1
Warranty Claim - Non Stock (WARO)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	3
Warranty Claim - Stock (WARP)	1
Transaction Posting	1
Transaction Setup	2

Target Account Source	2
Available SegmentS	3
Stock Transfer - Out (TROU)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Stock Take - Increase (STKI)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Stock Transfer - In (TRIN)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Serialised Stock Adjustment - Decrease (TADJ)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Stock Take - Decrease (STKD)	1
Transaction Posting	1
Transaction Setup	2

Target Account Source	2
Available SegmentS	2
Serialised Stock Adjustment - Increase (TADI)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Supplier Invoice - Back to Back (SIBB)	1
Transaction Posting	1
Transaction Setup	2
Available SegmentS	2
Supplier Invoice (SINV)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Supplier Invoice Variance (SIVA)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Stock Adjustment - Increase (SAJI)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2

Available SegmentS	2
Stock Revaluations - Increase (REVI)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Stock Issue to Work Order (PSWO)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
GRN Revaluation NGRN Portion (REVB)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Stock Revaluations - Increase (REVD)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Stock Adjustment - Decrease (SAJD)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2

Available SegmentS	2
Supplier Stock Return Note (PSRN)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Production Stock Issue to Work Order (PSPD)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Stock Issue to Invoice (PSIN)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Stock Return from Work Order (PRWO)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Production Stock Return from Work Order (PRPD)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2

Available SegmentS	2
Period Depreciation (PDEP)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Production - Non Serialised Finished Goods (PADJ)	1
Transaction Posting	1
Transaction Setup	2
Available SegmentS	2
Stock Return from Invoice (PRET)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
GOODS RECEIVED NOTE (PGRN)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Production - Serialised Finished Goods (PADI)	1
Transaction Posting	1
Transaction Setup	2
Available SegmentS	2
Re-open Production Work Order - Non Stock (OPWC)	1

Transaction Posting	1
Transaction Setup	2
Available SegmentS	2
Re-open Production Work Order - Stock (OPWP)	1
Transaction Posting	1
Transaction Setup	2
Available SegmentS	2
Re-Open Work Order - Non Stock (OWCT)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Available Item Target Types	2
Re-Open Work Order - Stock (OWIP)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Available Item Target Types	2
Nucleus Service and Financial Transactions	1
Transaction Processing	1
Account Drivers	2
GL Transaction Posting Info	2
Item Target Account	3
Target Ledger Account	4

Entry Sign	4
Value to Post	4
Segments	4
Suspense Account	6
Control Account & Sub Ledgers	7
Driver Codes	7
Nucleus Accounts specific Transaction Types	9
Sales Invoice Cost of Sale - Stock (ICOS)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Supplier Non Stock Return Note (NSRN)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Debit Notes (IRCP)	1
Transaction Posting	1
Transaction Setup	2
Available SegmentS	2
Non Stock Goods Received Note (NGRN)	1
Transaction Posting	2
Transaction Setup	2
Target Account Source	2

Available SegmentS	3
Supplier Debit Note Variance (DNVA)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Sales Invoice Cost of Sale - Non Stock (ICON)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Close Work Order - Stock (CWIP)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Available Item Target Types	2
Supplier Debit Note (DBNT)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Contract Credit Note (CTCN)	1
Transaction Posting	1
Transaction Setup	2

Target Account Source	2
Available SegmentS	3
Close Production Work Order - Stock (CPWP)	1
Transaction Posting	1
Transaction Setup	2
Available SegmentS	2
Sales Credit Note (CRNT)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	3
Close Work Order - Non Stock (CWCT)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Available Item Target Types	2
Contract Invoice (CTIN)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	3
Contract Invoice - Back to Back (CIBB)	1
Transaction Posting	1
Transaction Setup	2

Available SegmentS	2
Close Production Work Order - Non Stock (CPWC)	1
Transaction Posting	1
Transaction Setup	2
Available SegmentS	2
Reverse Period Depreciation (CDEP)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Sales Invoice (CINV)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	3
Sales Invoice Cost of Sale - Non Stock (CCON)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2
Sales Credit Note Cost of Sale - Stock (CCOS)	1
Transaction Posting	1
Transaction Setup	2
Target Account Source	2
Available SegmentS	2

Contract Credit Note - Back to Back (CCBB)	1
Transaction Posting	1
Transaction Setup	2
Available SegmentS	2
Nucleus service and financial transactions	1
Transaction Processing	1
Account Drivers	2
GL Transaction Posting Info	2
Item Target Account	3
Target Ledger Account	4
Entry Sign	4
Value to Post	4
Segments	4
Suspense Account	7
Control Account & Sub Ledgers	7
Driver Codes	7
TRANSACTION DEFINITIONS	9
Goods Received Note (PGRN)	9
Cancel Stock GRN (CGRN)	11
Non Stock GRN (NGRN)	12
Cancel Non-Stock GRN (CNGR)	14
Supplier Invoice (SINV)	15
Supplier Invoice Variance (SIVA)	17
Supplier Return Note - Stock (PSRN)	18
Supplier Return Note - Non Stock (NSRN)	19

Supplier Debit Note (DBNT)	20
Debit Note Variance (DNVA)	21
Stock Adjustment - Increase (SAJI)	22
Stock Adjustment - Decrease (SAJD)	24
Serialised Stock Adjustment - Increase (TADI)	25
Serialised Stock Adjustment - Decrease (TADJ)	26
Stock Take - Increase (STKI)	28
Stock Take - Decrease (STKD)	29
Stock Transfer - In (TRIN)	30
Stock Transfer - Out (TROU)	31
Stock Issue - Work Order (PSWO)	33
Stock Return - Work Order (PRWO)	34
Stock Issue - Invoice (PSIN)	35
Stock Return - Invoice (PRET)	36
Warranty Claim - Parts (WARP)	37
Warranty Claim - Subcons (WARO)	39
Close Work Order - Stock Items (CWIP)	40
Reopen Work Order - Stock Items (OWIP)	42
Close Work Order - Non Stock Items (CWCT)	43
Re-open Work Order - Non Stock Items (OWCT)	44
Sales Invoice (CINV)	45
Sales Invoice - COS Service (ICON)	47
Sales Invoice - COS Stock (ICOS)	48
Sales Credit Note (CRNT)	49
Sales Credit Note - COS Service (CCON)	50

Sales Credit Note - COS Stock (CCOS)	51
Contract Invoice (CTIN)	52
Contract Credit Note (CTCN)	54
Debit Orders (IRCP)	55
Period Depreciation (PDEP)	57
Reverse Period Depreciation (CDEP)	58
Revaluations - Issue (REVI)	59
Revaluation Return (REVD)	60
GRN Revaluation NGRN Portion (REVB)	61
Contract Invoice - Back to Back (CIBB)	62
Contract Credit Note - Back to Back (CCBB)	63
Supplier Invoice - Back to Back (SIBB)	64
Production Issue - Work Order (PSPD)	65
Production Part Return (PRPD)	66
Close Production Work Order - Non Stock (CPWC)	67
Close Production Work Order - Stock (CPWP)	68
Serialized Finished Goods (PADI)	70
Non Serialized Finished Goods (PAJI)	71
Open Production Work Order - Non Stock (OPWC)	72
Open Production Work Order - Stock (OPWP)	73
COA Template Listing Screen	1
Add New COA Template	2
Add New Account Number	3
COA Template Listing Screen	1
Action Buttons	2

Processing	2
Format	2
Current	3
Chart of Accounts Listing Screen	2
Action Buttons	4
Process	4
Format	4
Print	4
Chart of Accounts Listing Screen	1
Account Selection	2
Account Type	2
Reporting Category	3
Allow Direct Journals	4
Status	4
Deactivate Account	4
Reactivate Account	5
Save	5
Chart of Accounts Listing Screen	1
Add New Account	2
Save	6
Chart of Accounts Listing Screen	1
Add New Account	2
Save	5
Account Type Config Listing Screen	1
Action Buttons	3

Maintenance	3
Format	3
Print	4
Account Type Config Listing Screen	1
Apply segments	2
Reporting Category	2
Save	3
First Heading	1
Second Heading	1
Third Heading	1
Fourth Heading	1
Fifth Heading	1
Glossary	3