

Repair Orders-Company Property

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To create a Repair Order for company owned parts, follow the instruction below.

1. Navigate to the Main Application Menu and select the Repair Order option from the Inventory module.
2. The Repair Order List form will be displayed; click the New button located at the lower right of the form.
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3. The New Repair Order form will be displayed. The data entry fields for this form will be described below.
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Data Entry Field Definitions

- Vendor - Select the Vendor from the drop-down list to whom the parts are being sent for repair.
- Category - Select the appropriate Category Code from the drop-down list.
- Warehouse - Select the Warehouse from the drop-down list.
- Repair Number - This field will automatically fill in with the next regular Purchase Order number; typically this field is used to enter the return authorization number provided to your company by the Vendor.
- Order Date - Enter the date the parts are being sent out for repair.
- Due Date - If the Vendor has provided a date when the parts will be returned, entered that date; otherwise this field may be skipped.
- Parts - In the body of the form select the part(s) being sent to the Vendor. In the Part Code field, either type in the exact part number or click the button in the right of the field to search for and select the part. Enter the quantity. If more than one unique part number is being returned, continue on to the next line and select the next part until all needed parts are listed.
- Memo - You may type in a note with information related to the repair.

4. Once all information is filled into the form, click the Save button located at the lower right of the Repair Order form.
5. Print the Repair Order - If you would like to print a copy of the Repair Order to use as a packing list, return to the Repair Order List; double-click on the desired Repair Order to open the form. Once the Repair Order form is open, click the Printer icon located on the Main Function Button toolbar; the report will be sent to the workstation default Purchase Order printer.
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