



UNIVERSITY OF CENTRAL FLORIDA

Central Stores: Ordering Stock Parts

Version 3.0

This manual is a living document which will be updated regularly. Please check <https://fo.ucf.edu/the-aim-system-2/> for the latest version prior to use.

Josh Haupt • February 2, 2021 • Resource Management



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System Access

If you need to order merchandise through Central Stores, you will need access to the AiM CMMS System. For access to the AiM system, please visit the [Facilities Operations AiM page](#) and complete the requisite form. When making your request, please ask for the Role “Stores Customer” which will automatically provide you with the proper access levels in the system.

NOTE: IF YOUR SHOP EVENTUALLY USES AiM AS A WORK ORDER MANAGEMENT SYSTEM, YOU WILL INHERIT THE ADDITIONAL ROLES/ACCESS LEVELS REQUIRED FOR THAT PURPOSE. THE “STORES CUSTOMER” ROLE IS INTENDED FOR SHOPS THAT ARE NOT CURRENTLY USING THE AiM SYSTEM FOR WORK ORDER MANAGEMENT.

Overview of Stock Issues from Central Stores within AiM

The AiM Suite by AssetWorks is Facilities & Safety’s Computerized Maintenance Management System (CMMS). It also acts as the inventory and purchasing management system for Central Stores. All parts ordered through Central Stores, whether stock or non-stock, are requested, tracked, and billed through this system.

All billing activities within AiM are directly linked to work orders. If you are not currently using AiM to manage your department’s or shop’s work orders, an Annual Blanket Supply Issue work order has been issued for your use to order stock parts from Central Stores. A listing of the Shop Supply Work Orders for the current fiscal year may be obtained through email from Lance Watkins in Resource Management (Lance.Watkins@ucf.edu).

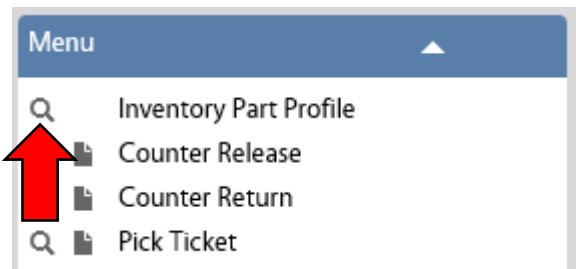
TIP: The process of creating a Pick Ticket can only be used for Stock items. If your order will contain both Stock and Non-Stock please refer to the Central Stores: Ordering Non-Stock Parts manual found [here](#).

Checking Stock

After you have logged into the AiM system, you check availability of stock items from the warehouse by navigating to the “Inventory” module on the left-hand side of the screen:

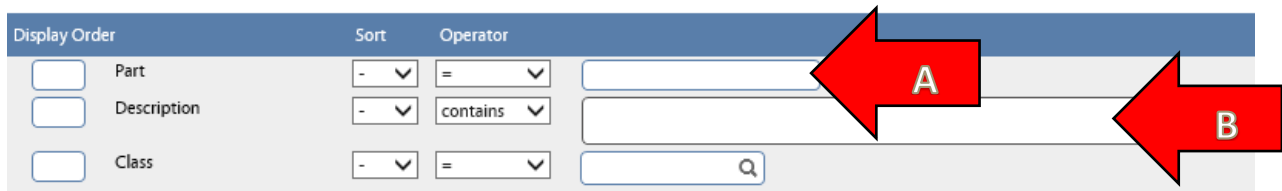


Browse the inventory by clicking on the search command to the left of the “Inventory Part Profile” link on the left-hand side of the screen. The search command is the small magnifying glass to the left of the menu item description.



When the search criteria box pops up, you have several different ways you can search for inventory parts:

- A. If you know the part number, enter it here.
- B. If you know part of the item description, enter it here.



Alternatively, the AiM system also allows you to search by inventory class, commodity and/or item category. For example, if you want to search by inventory class, click the magnifying glass to the right of the “Class” textbox.



This will bring up the available inventory classes for items in the warehouse:

Class ↓	Description
ABRASIVES	SANDPAPER, GRINDING WHEELS, TUMBLERS, ABRASIVE DRILL BITS
ADHESIVES	ADHESIVES, SEALANTS, AND TAPES
AUTOMOTIVE	AUTOMOTIVE PARTS - ALL TYPES
BANNERS/FLAGS	BANNERS/FLAGS
BUILDING	LUMBER, DRYWALL, CEILING TILES
CLEANING	JANITORIAL SUPPLIES AND SHOP CLEANING SUPPLIES
COMMUNICATION	CELL PHONES, TWO-WAY RADIOS, OTHER COMMUNICATION DEVICES
ELECTRICAL	CONDUIT, BREAKERS, JUNCTION BOXES, WIRING, PLUGS, RECEPTACLES, TIMERS, TRANSFORMERS, CONNECTORS
ELECTRONICS	APPLIANCES AND BATTERIES
EMERGENCY	EMERGENCY SUPPLIES, GENERATORS, EMERGENCY LIGHTING, ETC.



Click these links to see the various commodities for each inventory class.



Use the navigation controls to move through the available pages.

Page 1 of 4 Go Display: 10 25 50 First Previous Next Last Records Found = 38

Let's suppose that we want to browse the available "Adhesives" in the warehouse. We would click on the "Adhesives" link.

Class ↓	Description
ABRASIVES	SANDPAPER, GRINDING WHEELS, TI
ADHESIVES	ADHESIVES, SEALANTS, AND TAPES
AUTOMOTIVE	AUTOMOTIVE PARTS - ALL TYPES



After returning to the main search screen once again, we would then execute the search by clicking on the "EXECUTE" button in the upper right-hand corner of the screen.

Action	Display Order
New Query	<input type="checkbox"/> Part
View	<input type="checkbox"/> Description




The search that you just executed will return all adhesive products currently in the warehouse.

Search						
Action	Part #	Description	Active	UOM	Class	Commodity
Export	0100001010	ADHESIVE SPRAY, ADHESIVE SPRAY FOR FORMICA (17.60OZ)	Yes	EA	ADHESIVES	SPRAYS
View	0100001011	GLUE, GORILLA 9 OZ. HEAVY DUTY CONSTRUCTION ADHESIVE	Yes	EA	ADHESIVES	GLUES
	0100001012	LIQUID NAILS 10-5 TUBE	Yes	EA	ADHESIVES	GLUES
	0100001013	ADHESIVE, 9OZ GORILLA CONSTRUCTION ADHESIVE, TUBE	No	EA	ADHESIVES	GLUES
	0100001014	CARPET ADHESIVE, 1 QUART OUTDOOR CARPET ADHESIVE	Yes	QT	ADHESIVES	GLUES
	0100001015	BONDING GLUE, CONCRETE BONDING GLUE QUICKRETE 1 GALLON SIZE	No	GA	ADHESIVES	GLUES

If you want to refine your search even further, you can also further limit the search to Commodity and Item in the same manner as you selected Class in the previous search.

If you want to review a particular item, simply click on the Part Number link on the left side of the screen.

	0100001238	EPOXY, CLEAR EPOXY (DEVCON)	Yes
		WOOD GLUE, CARPENTER WOOD GLUE 8 OUNCE SIZE	Yes

This will launch the Inventory Part Profile where you can see the current price, the available quantity, and a photo of the item (if a photo is available).

Inventory Part Profile
LANCE About Logon

Edit
New
Search
Browse
AIM

Action

[Email](#)

[Print](#)

View

[Extra Description](#)

[Substitute Parts](#)

[Vendors](#)

[Warehouses](#)

[Kit Usage](#)

[Sent Email](#)

[Notes Log](#)

[User Defined Fields](#)


[Related Documents](#)

0100001238 Last Edited by CHRISTOPHER RAUSCH On 07/27/2012 12:39 PM

EPOXY, CLEAR EPOXY (DEVCON)

Class	ADHESIVES	Type	Material
	ADHESIVES, SEALANTS, AND	Cycle Code	
Commodity	EPOXY	Manufacturer	
	EPOXY - ALL TYPES	Model	
Item	EPOXY	MSDS Number	
	EPOXY - ALL TYPES	MSDS Required	No
Green	No		

Average Cost	\$6.8300	Last Issue	Nov 05, 2014 10:44 AM
		Last Commitment	Nov 05, 2014 10:44 AM
On Hand Value	\$27.32	Last Disbursed	
		Last Adjustment	Oct 02, 2012 12:05 PM



Active	Yes
UOM	EA
THIS INVENTORY ITEM IS ONLY SOLD IN DISCRETE	
UOM Fractional	No

On Hand	4.000
Committed	0.000
On Order	0.000
Expected	4.000

The current price of the item can be seen in the lower left-hand corner of the screen.

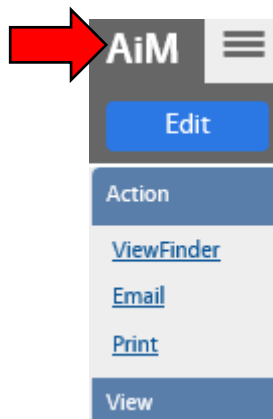
Average Cost	\$8.6200	Las
		Las
On Hand Value	\$17.24	Las
		Las

The quantities available can be seen in the lower right-hand corner of the screen.

On Hand	4.0000
Committed	0.0000
On Order	0.0000
Expected	4.0000

The On-Hand quantity is the number currently on the shelf. The Committed quantity shows the number currently assigned to other orders, but not yet pulled from stock, the On-Order quantity shows the number of units of that item that are inbound from the supplier but have not yet arrived, and the Expected number is the combination of the current on-hand quantity less the committed plus the number on order.

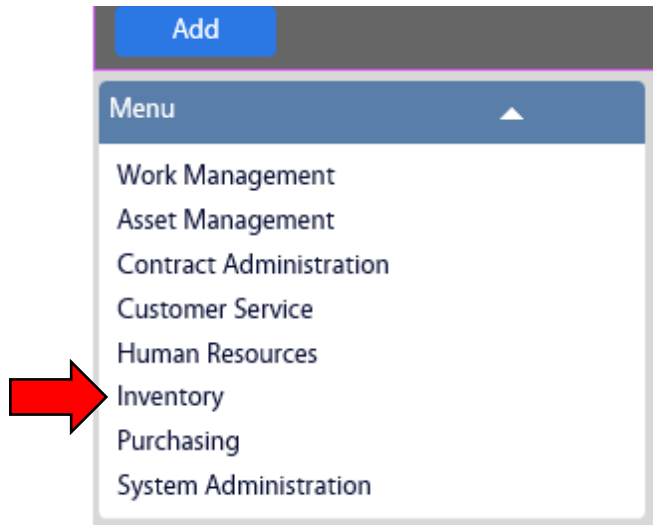
After you've browsed the inventory and are ready to make an order, simply click the AiM logo in the upper right-hand side of the screen to return to the Home Page.



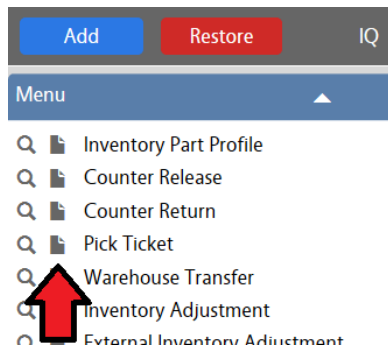
TIP: The entire stock-checking process can also be performed from within a Pick Ticket itself as you will see below.

Starting an Order – New Pick Ticket

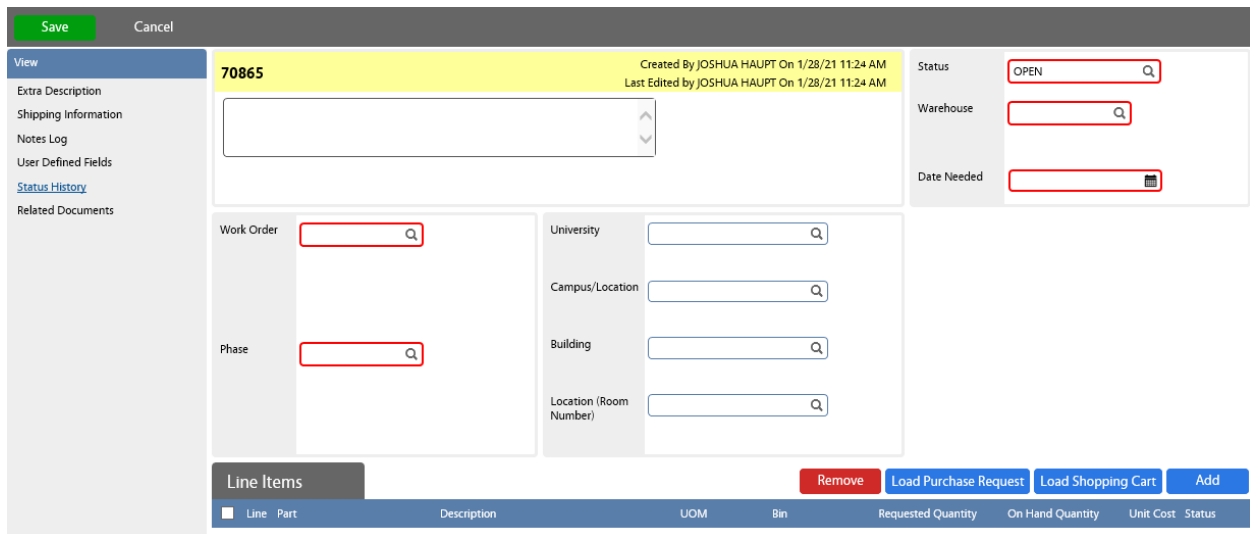
To start a new order for stock parts once again go to the “Inventory” module.



Click on the “New Detail” icon to the left of the “Pick Ticket” link on the left-hand side of the screen. The “New Detail” icon looks like a blank sheet of paper.




This will bring you to the “Pick Ticket” screen where you can begin to build your order.



Enter a meaningful description in the description box:

70865 Created By JOSHUA HAUPT On 1/28/21 11:24 AM
Last Edited by JOSHUA HAUPT On 1/28/21 11:24 AM

Office Supplies for the Surplus Property Program 


Next, enter your work order number in the “Work Order” text box and the appropriate work order phase in the “Phase” text box. If you do not know the current work order number for your department, please contact Lance Watkins at Lance.Watkins@ucf.edu.

Work Order	<input type="text" value="10738331"/>	University	<input type="text" value="UCF"/>
	2019-2020 BLANKET WORK ORDER FOR	Campus/Location	<input type="text" value="MAIN CAMPUS"/>
			4000 CENTRAL FLORIDA BLVD.
Phase	<input type="text" value="019"/>	Building	<input type="text" value="0016E"/>
	2019-2020 BLANKET WORK ORDER FOR		FACILITIES & SAFETY WAREHOUSE
		Location (Room Number)	<input type="text" value="0100"/>

The delivery location will automatically populate as the Facilities and Safety warehouse since that’s where the parts will be waiting for you after the order has been processed.

Enter “Central Stores” in the “Warehouse” text block in the upper right-hand corner of the screen and select your “Date Needed”:

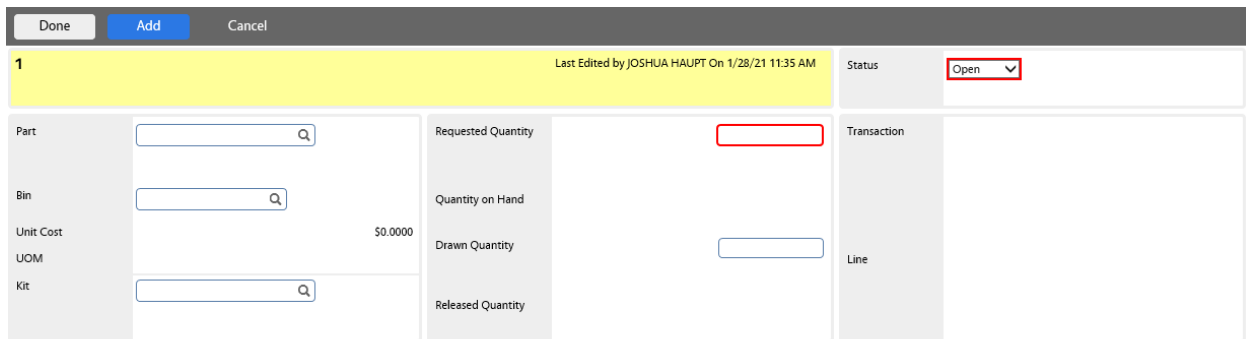
Status	<input type="text" value="OPEN"/>
Warehouse	<input type="text" value="CENTRAL STORES"/>
	CENTRAL STORES WAREHOUSE 0016E
Date Needed	<input type="text" value="Jan 29, 2021 11:30 AM"/>



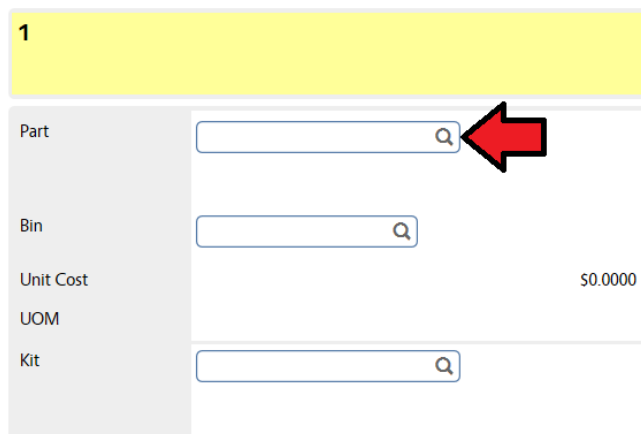
Next, you'll need to add some line items to the Pick Ticket. You can start adding your line items to the Pick Ticket by clicking on the "Add" button in the lower right-hand side of the screen.



This will bring you to the Pick Ticket Line Item screen where you can select your parts and your desired quantity.



If you want to search for your parts from this screen you may do so by using the same search methodology detailed earlier. In this example, we are going to search for Post-It notes. We start by clicking on the small magnifying glass to the right of the "Part" text box.



When the Inventory Part Profile search box pops up, enter a part of the item description you are looking for into the "Description" text box.

Then click the “Execute” button in the upper left-hand corner of the same screen to have the system query the parts database for all matching items.

The screenshot shows a search criteria form with the following fields and operators:

Field	Operator	Value
Part	=	
Description	contains	post-it
Class	=	
Commodity	=	
Item	=	
Type	=	
UOM	=	
Green	=	

The "Execute" button is highlighted with a red arrow.

The search results will contain all matching entries:

Inventory Part		
Part ↓	Description	Green
0021001025	POST-IT NOTE PAD 3 X 3 (YELLOW)	No
0021001026	POST-IT NOTE PAD, 3 X 3 POP-UP POST-IT (PAD ONLY - NO DISPENSER)	No
0021001047	LABELS, SIGN HERE FLAGS POST-IT BRAND	No
0021001062	POST-IT NOTE PAD, 1-1/2 X 2 (YELLOW)	No

To add an item to your order, simply click the “Part Number” shown as a hyperlink on the left side of the screen.

Part ↓	Description
0021001025	POST-IT NOTE PAD 3 X 3
0021001026	POST-IT NOTE PAD, 3 X
0021001047	LABELS, SIGN HERE FLA
0021001062	POST-IT NOTE PAD, 1-1/

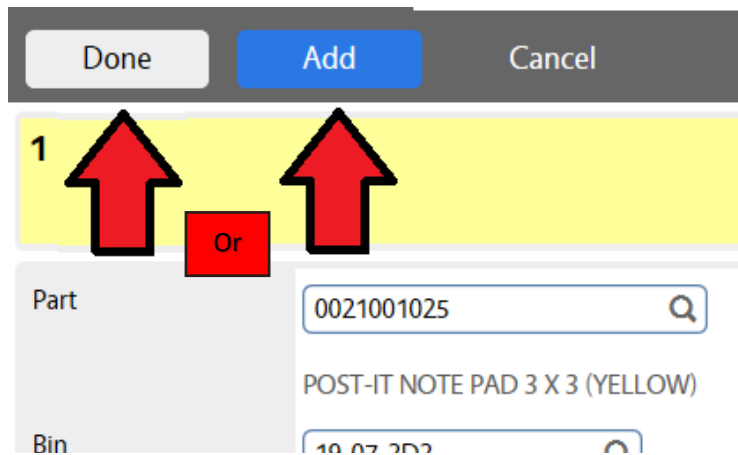
A red arrow points to the first part number, [0021001025](#).

Enter the number of the intended item you would like to request in the “Requested Quantity” text box. Note also that the current available quantity on hand is shown just below the “Requested Quantity” box for reference.



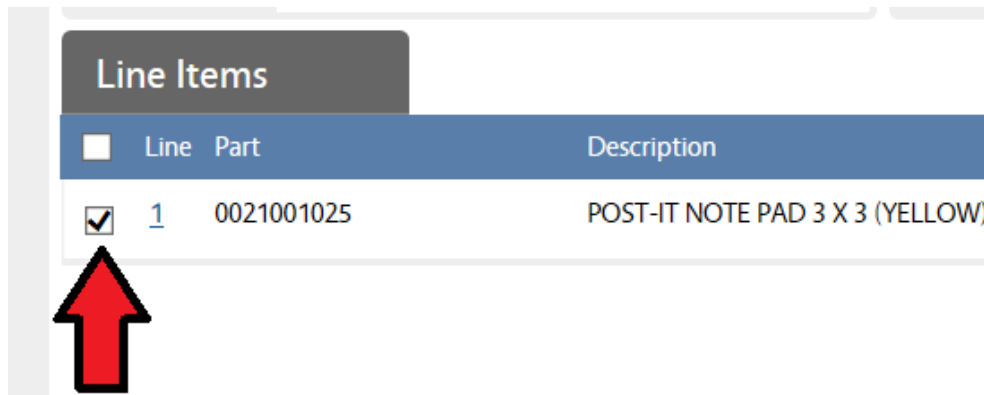
A screenshot of a form with three input fields. The first field is labeled 'Requested Quantity' and contains the number '1'. A red arrow points to this field. The second field is labeled 'Quantity on Hand' and contains the value '21.0000'. The third field is labeled 'Released Quantity' and is currently empty.

From here, you can either add more items to your order or you can indicate that you’ve finished adding items. To add more items, click the “Add” button in the upper left-hand side of the screen and follow the same steps as shown above for the remaining items. If you have completed the order, click the “Done” button in the same area of the upper left-hand corner of the screen.



A screenshot of an order summary screen. At the top, there are three buttons: 'Done', 'Add', and 'Cancel'. Below the buttons is a yellow highlighted section containing the number '1'. Two red arrows point to the 'Done' and 'Add' buttons. Below this is a red box with the word 'Or'. Underneath, there is a 'Part' field with the value '0021001025' and a search icon, and a 'Bin' field with the value '10 07 202' and a search icon. The description 'POST-IT NOTE PAD 3 X 3 (YELLOW)' is displayed below the part number.

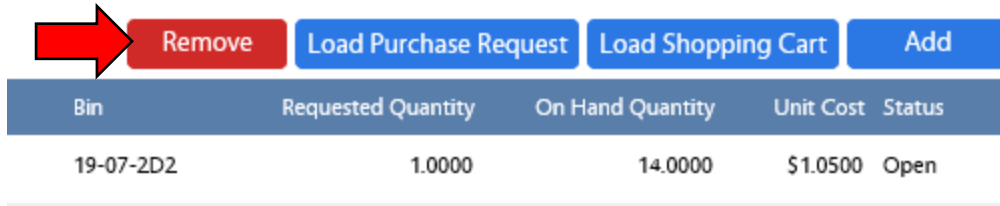
If you need to delete line items from your Pick Ticket, from the main Picket Ticket screen, you would first click in the small box to the left of line item you intend to delete to highlight it:



A screenshot of a 'Line Items' table. The table has a header row with columns 'Line', 'Part', and 'Description'. Below the header, there is one row with the following data: a checked checkbox, the number '1', the part number '0021001025', and the description 'POST-IT NOTE PAD 3 X 3 (YELLOW)'. A red arrow points to the checked checkbox.

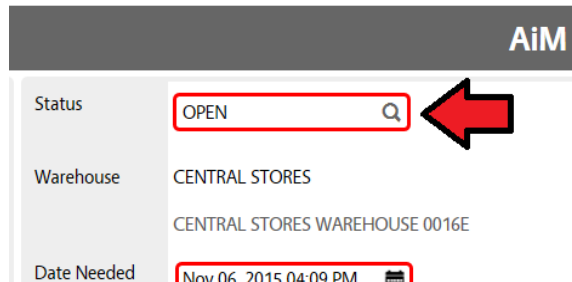
Line	Part	Description
<input checked="" type="checkbox"/>	1 0021001025	POST-IT NOTE PAD 3 X 3 (YELLOW)

Then you would click the “Remove” button on the lower right-hand side of the screen to remove the item from the pick ticket.

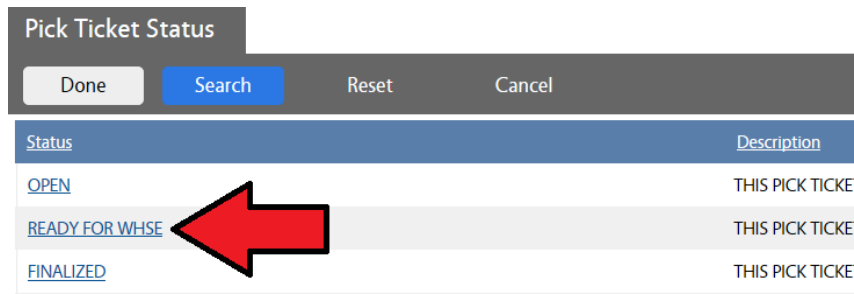


When you’ve finished adding or removing line items to your Pick Ticket, you will be returned to the main Pick Ticket screen. From here, you can either leave the Pick Ticket in “Open” status or change it to “Ready for WHSE”. If you intend to do further work on the order before you are ready for it to be filled, leave it in “Open” status and the warehouse staff will take no action on it. If you are ready for the items to be pulled from inventory and staged for pickup, change the status to “Ready for WHSE” and the staff will begin gathering your requested item(s).

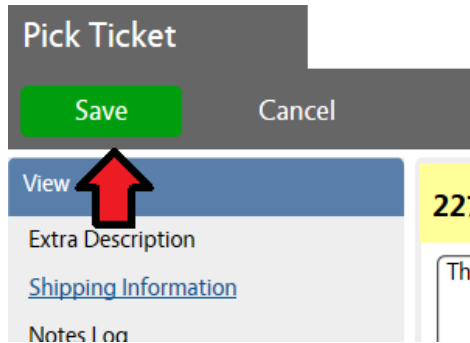
You can change the status on the Pick Ticket by clicking on the small magnifying glass to the right of the “Status” text box in the upper right-hand side of the screen:



Click on the “READY FOR WHSE” status and it will load that status to your Pick Ticket.

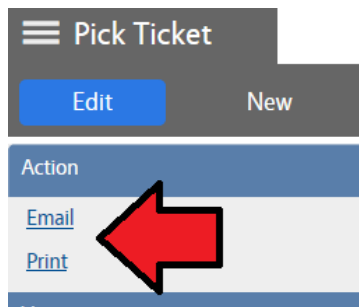


Click the “Save” button in the upper left-hand side of the screen and you’re done!



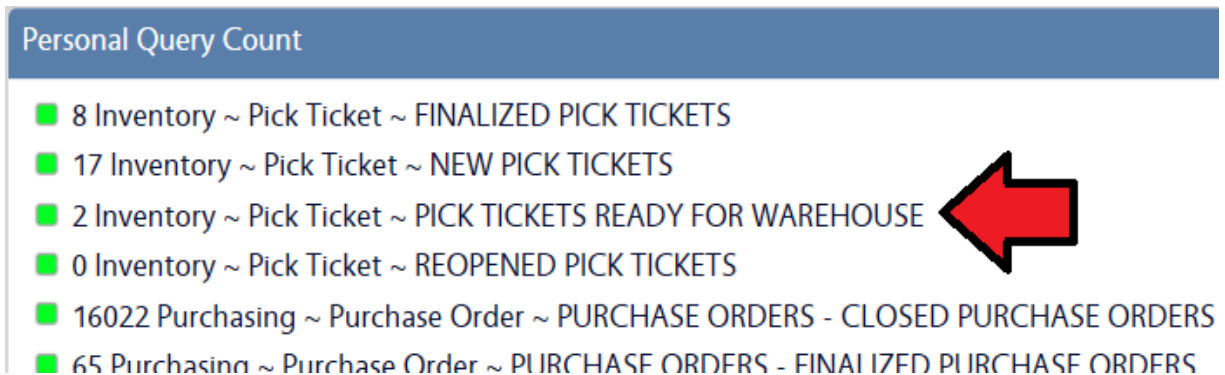
TIP: Be sure to always double check the status of the pick ticket after everything is done, Central stores only sees requests in “Ready for Purchasing”.

If you would like to email or print a copy of your pick ticket, click the “Email” or click the “Print” links under the “Action” box on the left-hand side of the screen and follow the prompts from there.



Checking the Status of Your Order

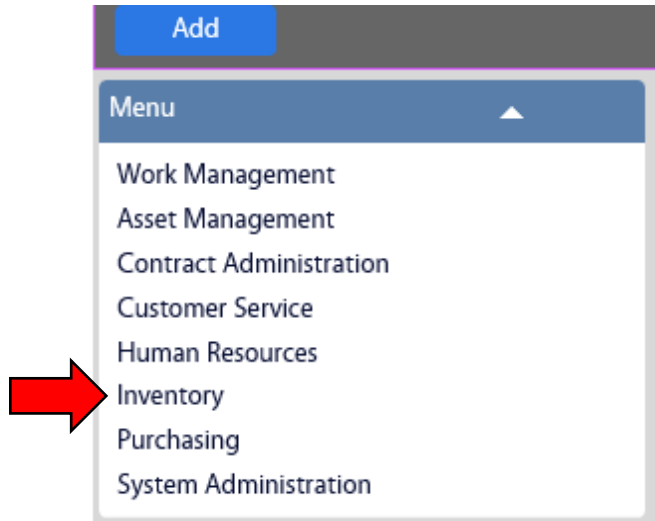
After saving your Pick Ticket, there is no need to call Central Stores as everyone in Stores has a query set up on their work desk that shows the outstanding Pick Tickets that have been submitted in “READY FOR WHSE” status.



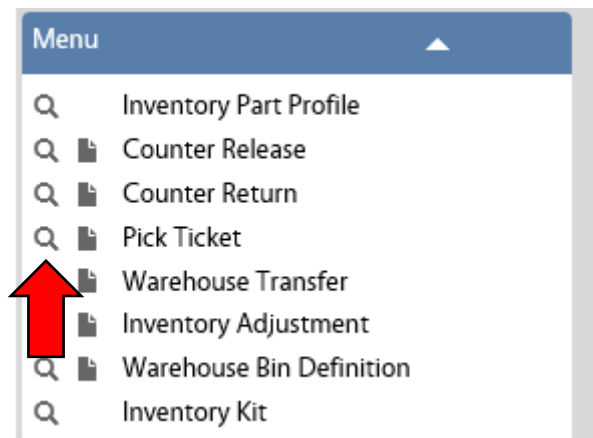
Orders are filled in the order in which they come in to the queue.

When your items have been pulled, you will receive an email and/or phone call to let you know that your items are available for pickup. When your items are picked up, they will be counter-released to you and your work order will be charged.

Alternatively, you can always check the status of your Pick Ticket by returning to the “Inventory” module.



To search for your Pick Ticket, click the magnifying glass to the left of the “Pick Ticket” menu item.



To find your most recently created Pick Tickets;

- A. Change the “Sort” option on the “Date Created” request parameter to “Dsc” to put the newest date first.
- B. Enter your AiM Employee ID under the “Created By” field.

The screenshot shows a search filter interface with several rows of input fields. The first row is for 'Date Created', with a dropdown menu set to 'Dsc'. A red arrow labeled 'A' points to this dropdown. The second row is for 'Created By', with a text input field containing 'JHAUPT'. A red arrow labeled 'B' points to this field. Below the search filters is a 'Notes Log' button with a 'Select' dropdown menu.

This will bring up any Pick Ticket you have created, with the most recent on top. If the “Status” field lists that the Pick Ticket is “Closed”, that means the Warehouse has pulled the order and created a “Counter Release” and your item(s) are ready for pickup.

Location	Description	Status	Warehouse	University	Campus/Location	Building	Location (Room Number)	Work Order	Phase	Created By	Date Created ft
70792	2019-2020 BLANKET WORK ORDER FOR SUPPLIES ORDERED FROM CENTRAL STORES BY MEMBERS OF THE RM SURPLUS AND SALVAGE TEAM	CLOSED	CENTRAL STORES	UCF	MAIN CAMPUS	0016E	0100	10738331	019	JHAUPT	Jan 28, 2021
70791	FO DOWNTOWN MAINT	CLOSED	CENTRAL STORES	UCF	DOWNTOWN	0906	0308A	10931236	001	JHAUPT	Jun 23, 2020
70790	LNR 1 TEAM	OPEN	CENTRAL STORES	UCF	MAIN CAMPUS	0016E	0100	10738307	019	JHAUPT	Jun 23, 2020
70789	FO ROSEN MAINT	CLOSED	CENTRAL STORES	UCF	ROSEN	0903	0126C	10929951	001	JHAUPT	Jun 23, 2020

Central Stores Contact Information

If you have additional questions, please contact one of the [team members](#).