**DEALING WITH WORKSHOP ORDERS**

CAFAM will handle Rotables for repairs through a Workshop process. The concept works on the basis that if a Rotable Item is received in repairs, it is routed thorugh your own internal workshop, tracked there, acquires materials and labour in the repair process and is then put back into the stock system to be sold on

*Setting up CAFAM (one-time)*

1. Under UTILITIES > SETTINGS & PARAMETERS make sure that the follwing items have been set

Write w/shop PO from Open Job Number [W/SHOP2PO]
   a) where Value is set to "Y" , and
   b) Reference set to your Company Name W/Shop e.g. ZEN-W/S

Write w/shop SO from Open Job Number [W/SHOP2SO]
   a) where Value is set to "Y"

2. Under BILLING > SUPP/CUST FILES > SUPPLIER ADD/EDIT, create an Internal Supplier Account to match your W/Shop name, e.g. ZEN-W/S

*Setting up the Job*

1. Open a Job Number in TIME/JOB > OPEN/EDIT JOB NUMBER

2. When prompted for "Regn", enter the word "W/SHOP". This creates an entry into the system as a Workshop Order. A Rotable Part Number, Description and Serial Number will be prompted where you can search your file for a previous record or a new one created.

3. This process will automatically create an Internal Workshop Purchase Order to track progress and also prormpt for a Sales Order. Create this Sales Order if you are accepting an outside Customers Rotable item for repair. CAFAM will thus track that you "owe" your Customer the item sent in for repair

You can issue time and materials to this open job no different to as if it were an Aircraft in the hangar

*Sub-contract repair process*

1. If you need to send some of the piece parts (or the complete Rotable item above) to another Workshop for some additional sub-contract repair process, then got to STORES > PURCHASE ORDERS > PLACING ORDERS > REPAIR ORDERS and create a PO to send the item away for this process

2. Go to STORES > QUOTES, S/ORD & REQS > DEMAND REQUISITION > CREATE/ADD DEMAND REQUISITION and enter the above requirement to the Job Number. Under the prompt "DEFECT" enter a brief note as to the reason for the re-work process

3. When the item is received back, go to STORES > PURCHASE ORDERS > BOOK INTO STOCK and close this Open P.O. Following all the prompts, you will be presented with a drop down screen showing the open demand for the part. In the case where the COMPLETE Rotable was sent and received, you will see TWO demands - one from the Customer as to the item you "owe" him and one to the W/Shop as to the Requisition created above. Ship

this Qty to W/shop.  CAFAM will book the item in and issue it to the Workshop to close the Requisition  creating a history for both transactions - Stock IN on the Batch Book and Stock OUT on Parts Issued.


### *Workshop Job completed*

1. When the Job has been completed, follow the normal process of closing the Job. See BILLING --How to do the Final Bill

2.  Now go to STORES > PURCHASE ORDERS > BOOK INTO STOCK and close the open W/SHOP PO by booking this Rotable item into your stock.  You will see the Sales Order demand for the Customer as to the item you "owe" him .   Ship this item now.  CAFAM will book the item in and issue it to the Invoice file to close the Sales Order  creating a history for both transactions - Stock IN on the Batch Book and Stock OUT on Parts Issued..  If on the other hand there was no open Sales Order, i.e. this was you own stock being repaired in your Workshop, CAFAM will simply batch the item straight in to stock for issue out later

3.  In the case where the item was issued to satisfy a Sales Order, all you now need do is print the Invoice, Certificate (JAA F1, FAA8130) etc and Delivery note.  Do this by going to DIRECT INVOICES > PRINT ABOVE ITEMS and selecting from the drop down box to locate the item under ref no "SHIPMENT".  Follow the prompts to print the Invoice.


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