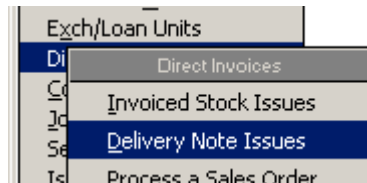


DEALING WITH LOAN ITEMS

If you need to Loan an item then we recommend the following procedures for Rotable Items in your Inventory and for your Tools & Equipment

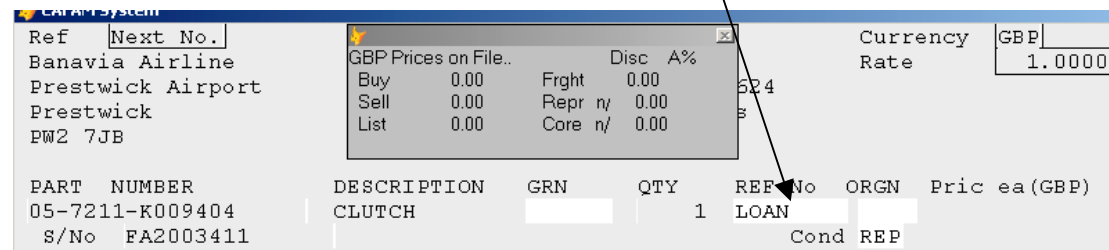
ROTABLE ITEMS

OUTGOING



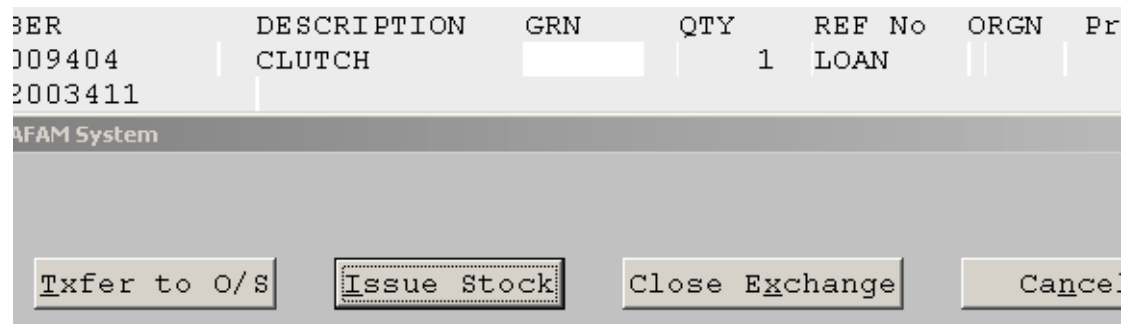
A screenshot of a software menu. The menu has a title bar 'Exch/Loan Units'. Below it, there are several options: 'Direct Invoices', 'Invoiced Stock Issues', 'Delivery Note Issues' (which is highlighted in blue), and 'Process a Sales Order'.

1. Use the Delivery Note Issue option to create the transaction for both Outgoing and Return process
2. Once you are past the initial prompts and have selected the Part No and Serial No from your Inventory, enter the word "LOAN" under the Ref No



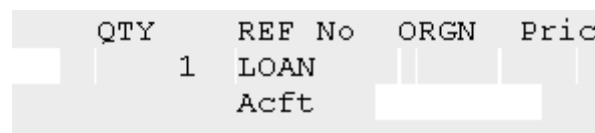
A screenshot of the AFAM System interface. It shows a transaction entry screen. At the top, there's a 'Ref' field with 'Next No.' and a 'Currency' field with 'GBP' and a 'Rate' field with '1.0000'. Below this, there's a table with columns: 'PART NUMBER', 'DESCRIPTION', 'GRN', 'QTY', 'REF No', 'ORGN', and 'Pric ea (GBP)'. The table has one row with the following data: '05-7211-K009404', 'CLUTCH', a blank GRN, '1', 'LOAN', a blank ORGN, and a blank price. Below the table, there's a 'S/No' field with 'FA2003411' and a 'Cond REP' field.

3. Complete the process by selecting "Issue Stock" to move the item OUT



A screenshot of the AFAM System interface. It shows a transaction entry screen. At the top, there's a 'Ref' field with 'Next No.' and a 'Currency' field with 'GBP' and a 'Rate' field with '1.0000'. Below this, there's a table with columns: 'PART NUMBER', 'DESCRIPTION', 'GRN', 'QTY', 'REF No', 'ORGN', and 'Pric ea (GBP)'. The table has one row with the following data: '05-7211-K009404', 'CLUTCH', a blank GRN, '1', 'LOAN', a blank ORGN, and a blank price. Below the table, there's a 'S/No' field with 'FA2003411' and a 'Cond REP' field. At the bottom, there are four buttons: 'Txfer to O/S', 'Issue Stock' (which is highlighted with a red box), 'Close Exchange', and 'Cancel'.

4. Either the Aircraft prompt or leave Blank i.e. enter the Delivered to Regn if known



A screenshot of a table showing transaction details. The table has columns: 'QTY', 'REF No', 'ORGN', and 'Pric'. The table has one row with the following data: '1', 'LOAN', a blank ORGN, and a blank price. Below the table, there's a 'Acft' field with a blank value.

5. Proceed to print the Delivery Note Document as per normal from "Print Above Items". This now creates your Outgoing Delivered record

ROTABLE ITEMS RETURN

1. For the Return we would recommend using the Original Delivery Note number to add to with a minus -1 Qty as follows

CAFAM System

Ref

Accn

Enter Outgoing DEL Number here and select YES to "Add to Invoice"

PART	NUMBER	DESCRIPTION	GRN	QTY	O/No
Add to this Invoice ?					<input type="button" value="YES"/> <input type="button" value="NO"/>

2. Proceed to enter the original "Outgoing" Part No an Serial and enter a minus -1 Qty to denote this as a Return with Ref No tagged with "LOAN" and Origin tagged as "RTRN"

CAFAM System

Ref

Banavia Airline

Prestwick Airport

Prestwick

PW2 7JB

GBP Prices on File.. Disc A%
 Buy 0.00 Frght 0.00
 Sell 0.00 Repr n/ 0.00
 List 0.00 Core n/ 0.00

Currency Rate

PART	NUMBER	DESCRIPTION	GRN	QTY	REF No	ORGN	Pric
05-7211-K009404		CLUTCH		-1	LOAN	RTRN	
S/No	FA2003411				Cond	REP	

3. Complete the process in the same way as you did for the Outgoing transaction above, but enter "QUAR" when prompted for the Aircraft

DESCRIPTION	GRN	QTY	REF No	ORGN	Pric
CH		-1	LOAN	RTRN	
			Acft	QUAR	

Use the same [ISSUE STOCK] as in step 3 above

4. Print the Delivery Note as per normal from "Print Above Items". This now completes your Outgoing and Return Delivery record

REPORTING

1. A full history of the above will list under Inventory Control for the Part Number showing the item was routed to QUAR for further Return to Service action

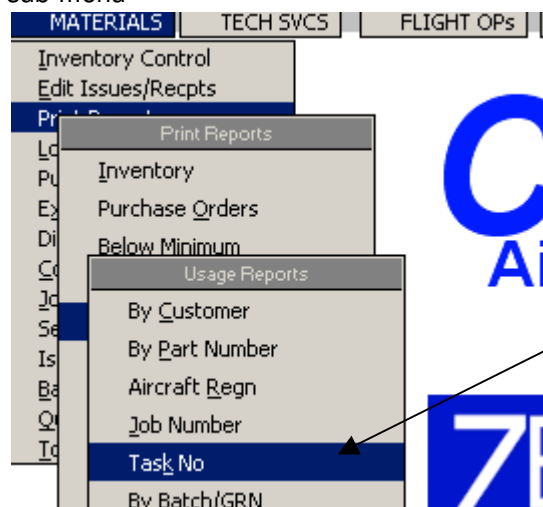
P/No 05-7211-K009404 - CLUTCH

TOTAL IN STOCK 0

Total on Order 0

PURCHASES				TRANSACTION REF SALES									Rotable S/No. (if app)
Order No	Supplier	Recvd	Price ea	Date	Batch No	Sales Ref	Acft	Customer	Sold	Cust Po	Frég sell	Price ea	
				06/04/19JD	RP	DEL21219		BANAVIA	1	LOAN			FA2003411
				06/04/19JD	AR	DEL21219	QUAR	BANAVIA	-1	LOAN			FA2003411
		0								0			

2. In addition from the Print Reports you can list the Status of all LOAN items using the following sub-menu



Enter the Date Range and type the word "LOAN" where prompted

JOB NO

Defect/Task No	LOAN
----------------	------

Blank=ALL

Blank=ALL

[Show Prices](#)

Certified List

Cancel

3. Listing will look like this

STOCK ISSUES

Rot & Con Job No=ALL, Task No=LOAN

Period FROM: 06/01/2019 TO: 06/04/2019

DATE	QTY	PART NUMBER	DESCRIPTION	A'CFT	GRN	SERIAL NO	COND	TOTL SALE
Job Number DEL 21219 - BANAVIA								
Task No. LOAN								
06/04/19	1	05-7211-K009404	CLUTCH			FA2003411	RP	(
06/04/19	-1	05-7211-K009404	CLUTCH	QUAR		FA2003411	AR	(
							SUB TOTAL	

TOOLS AND EQUIPMENT ITEMS

By its very nature there is no Part No in the Inventory to show History of movement as in movement to a Supplier or Customer. With Tools and Equipment your only mechanism of control is to move tools between O/Station locations. We therefore recommend you create a dummy O/Station location called "LOA" for LOAN. Thus you can move the Tool there, track for its presence there and then move it back to yourself again to the appropriate O/Station code

1. Your transaction screen will look like this for OUTGOING. Note the Ref No showing "LOAN-OUT" with an Outstation Code of "LOA"

2.

CAFAM System

Ref Next No. Jet Engineering Services Ltd
Southampton Airport Tel 01202 123465
Southampton Fred Soape
SS3 2QT

Currency GBP
Rate 1.0

PART	NUMBER	DESCRIPTION	GRN	QTY	REF No	ORGN	Pric ea (GBP)
293-601	6214326	MICROMETER 1"	45340	1	LOAN-OUT	LOA	0.0

Outstation LOA
Bin Locatn 02B03

This will effectively move the Tool to this new Location under a LOA. Thus if you refer to the T/Qeq Screen, this is what you will see

Equipment No 293-601 Fleet
Description MICROMETER 1" DI Location ENG. SHOP O/s LOA
Serial No 6214326 Asset No
Value 0.00 Bin Loc 02A02

TOOLS/EQUIPMENT - Memo Notes *

06/04/2019: Sent to JESL on DEL21222 O/S Txfr LOAN-OUT

3. When the Tools is returned, repeat the steps as for Rotable Items, but do NOT use the same DELnnnnn number to make the Return. Instead create a new Delnnnnn Note the Ref No showing "LOAN-RTN" with Orgn showing "LOA"

CAFAM System

Ref Next No. Jet Engineering Services Ltd
Southampton Airport Tel 01202 123465
Southampton Fred Soape
SS3 2QT

Currency GBP
Rate 1.000

PART	NUMBER	DESCRIPTION	GRN	QTY	REF No	ORGN	Pric ea (GBP)
293-601	6214326	MICROMETER 1"	45340	1	LOAN-RTN	LOA	0.0

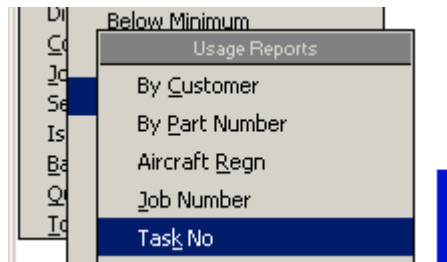
Outstation
Bin Locatn 10A41

The Outstation code has been left blank in my example above to denote the Return is back to the Base, but it could have equally been correct to enter the actual O/Station code being returned to

4. This effectively creates the movement of Tool with the option to print the Delivery Documents at each step

REPORTING

1. Use the Print Report by Task No to list the transactions



2. Using "LOAN" as the search string

JOB NO
Defect/Task No LOAN

Show Prices

Certified List

3. The Report sample will look like this

Job Number DEL21222 - JESL

Task No. LOAN-OUT

06/04/19	1	293-601	MICROMETER 1	OS-LOA	45340	6214326
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Job Number DEL21223 - JESL

Task No. LOAN-RTN

06/04/19	1	293-601	MICROMETER 1	OS-	45340	6214326
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4. And the Tool Equipment screen will display the transactions as follows

ent No	293-601	Fleet
otion	MICROMETER 1" DI	Location ENG. SHOP
No	6214326	Asset No
	0.00	Bin Loc 10A41

TOOLS/EQUIPMENT - Memo Notes

06/04/2019: Sent to JESL on DEL21222 O/S TxfrLOAN-OUT
06/04/2019: Sent to JESL on DEL21223 O/S TxfrLOAN-RTN

-end-