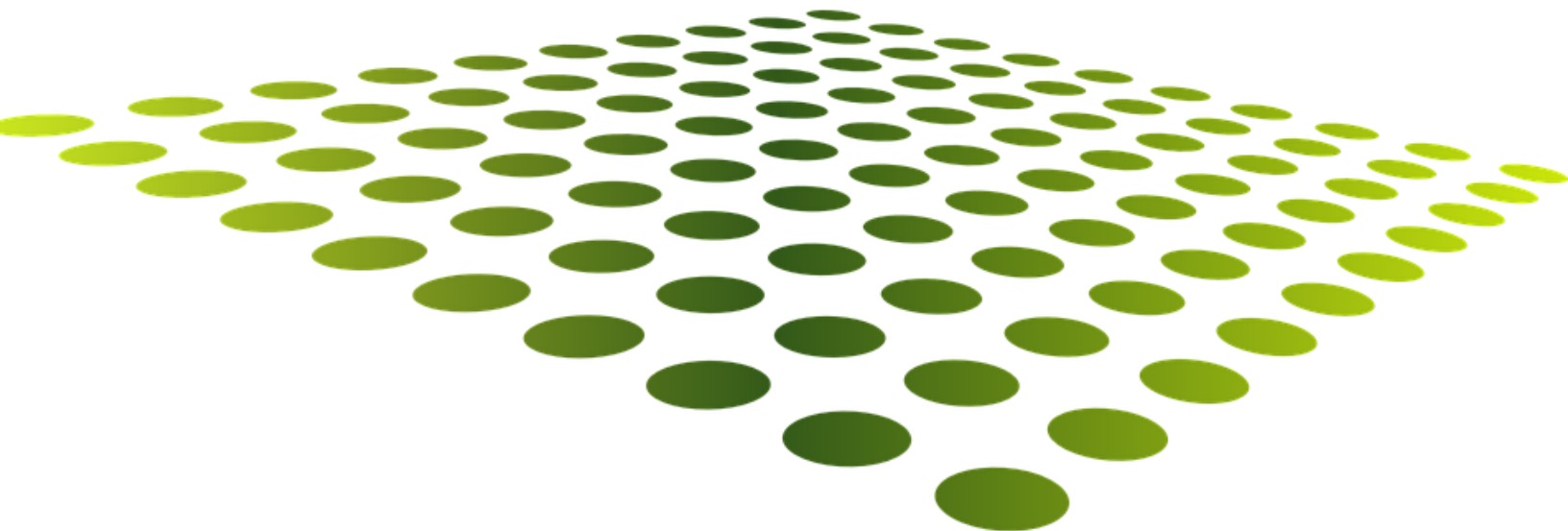


ADOA – General Accounting Office

AFIS MANUAL: INVENTORY MANAGEMENT- USERS





Inventory Management- Users

TABLE OF CONTENTS

PURPOSE 4

 COURSE OBJECTIVES 4

INVENTORY BASICS 4

 CHART OF ACCOUNTS 5

 UNDERSTANDING UNSPSC ITEM CODING 5

INVENTORY TABLES 7

 INVENTORY TABLES 7

 INVENTORY MAINTENANCE TABLE (INVN) 7

 INVENTORY INQUIRY (INVNQ) 10

 INVENTORY USAGE HISTORY AND FORECAST MAINTENANCE (INVNU) 11

PROCURING/PURCHASING HISTORY 13

 PROCURING INVENTORY USING APP 13

 PURCHASING INVENTORY MANUALLY 14

 CREATING A MANUAL PURCHASE ORDER 22

 WORKFLOW 24

RECEIVING ITEMS 27

 RECEIVING OVERVIEW 27

 RECEIVER 27

 SEARCH RECEIVER 31

 MODIFY RECEIVER 32

 CANCEL RECEIVER 32

ISSUING INVENTORY 33

 INVENTORY ISSUE OVERVIEW 33

 DIRECT STOCK ISSUE 33

 INVENTORY INQUIRY 38

 INDIRECT STOCK ISSUE 40

RETURNING INVENTORY 48

ADJUSTING INVENTORY 52

INVENTORY PHYSICAL COUNT PROCESS 56

APPENDIX A 58

 TERMINOLOGY 58

APPENDIX B 59

 ICONS 59

APPENDIX C 60

 TABLES MANAGED BY GAO 60



AFIS MANUAL

WAREHOUSE (WHSE)	60
ADDITIONAL CONFIGURATION.....	62
INVENTORY LOCATION SET UP	64



Activities are indicated with an icon



INVENTORY MANAGEMENT- USERS

Purpose

The Inventory Management course is intended to provide guidance on inventory warehouse management using AFIS. In this course, students learn how set up tables to support inventory transactions, how to process inventory transactions and how item quantities are updated.

Course Elements

The course has two essential elements: instruction and hands-on navigation. The instructor will guide you through the course material and then you will have an opportunity to log in to the system to complete hands-on activities during the class in the training environment. The instructor will provide you with a data card which has the necessary information to sign-in and complete the hands-on activities.

Course Objectives

In this training guide, you will cover the following topics:

- **Review of Inventory Basics** – reviews the important configuration tables to support inventory processing.
- **Inventory Tables** – review the use of the inventory tables, includes the Inventory Maintenance tables as well as other related table such as Inventory Inquiry.
- **Procuring/Purchasing Inventory**– provides the steps to search for item availability and how to create inventory documents.
- **Receiving** – details the steps to receive item purchased into inventory.
- **Issuing** – details the steps for issuing inventory items, both directly and indirectly.
- **Returning Items** – discusses the steps for returning items to the original warehouse.
- **Adjusting Counts** – details the steps for adjusting inventory quantities and cost.
- **Physical Count** – presents the physical count process.

Inventory Basics

Lesson Overview

Chart of Accounts are established in AFIS. They are the key to financial and inventory transactions. In this lesson we will also review UNSPSC item codes.

Learning Objectives

After completing this lesson, you will be able to:

- Review Chart of Account use and crosswalk.
- Understand UNSPSC Item Coding.



Chart of Accounts

The Chart of Accounts (COA) is the heart of the financial application and is used for transactions, reports, and analysis. The COA provides an account structure to classify financial information according to the codes needed to support the various uses of agencies financial information as well as to meet state reporting requirements. These COA elements are used when creating budgets and processing inventory transactions. In this way, the expenditure and collection of money can be tracked.

Standardizing COA provides these advantages:

- Uniform use of COA codes.
- Increased accuracy and effectiveness of the COA.
- Standardized flexibility among agency use, maintaining centralized data integrity.
- Improved access to summary level data while providing drill-down capability to detail level data.
- Improved transparency.

Chart of Accounts Elements

The Chart of Accounts setup captures the structure for documenting and reporting on financial data. COA usage is driven by the financial COA structure, historical data needs, reporting and regulatory requirements. Ultimately, an organization's business rules drive the elements that will be associated with each budget line (financial string).

Understanding UNSPSC Item Coding

The United Nations Standard Products and Services Code (UNSPSC) is a standardized commodity classification system. The UNSPSC code is a hierarchical classification consisting of 5 levels, four levels are required and the last is optional. Each level contains a numerical value and a description. The levels are identified as;

- Segment
- Family
- Class
- Commodity
- Business Function (Optional)

Each level has its own 2-digit number and description. The UNSPSC code is made up of the 2-digit number at each of the hierarchical levels.

A structure for a math teaching kit would look like this;

- 60 - Musical Instruments and Games and Toys and Arts and Crafts
- 6010 - Developmental and professional teaching aids and materials
- 601010 – Math Kits
- 60101001 – Addition Math Kits



- 60101002 – Division Math Kits

The UNSPSC codes are set up on the Commodity Table in AFIS. If the UNSPSC code is going to be used to identify an item maintained in inventory, then the item must be flagged as an inventory item on the commodity table otherwise the item cannot be added to inventory.

Commodity Table

Commodity

Commodity	Name	Active	Tax Profile
✓ 60	Musical Instruments and Games and Toys and Arts and Crafts a	Yes	
6010	Developmental and professional teaching aids and materials a	Yes	
601010	Math kits	Yes	
60101001	Addition math kits	Yes	
60101002	Division math kits	Yes	

First Prev [Next](#) [Last](#)

Save Undo Delete Insert Copy Paste Search

General Information

*Commodity : 60	Active : <input checked="" type="checkbox"/>	
*Class : 60	Structured Commodity : <input type="checkbox"/>	
Item : <input type="text"/>	Match Indicator : None	
Group : <input type="text"/>	Tax Profile :	
Detail : <input type="text"/>	Keyword Search : <input style="width: 100%;" type="text"/>	
Category :	NAICS : <input type="text"/>	
*Name : Musical Instruments and Gar		

General Options

Inventory : <input checked="" type="checkbox"/>	Freight : <input type="checkbox"/>	Contract Withholding Exempt : <input type="checkbox"/>	Fixed Asset : <input type="checkbox"/>
Master Agreement : <input type="checkbox"/>	Surplus : <input type="checkbox"/>		Fixed Asset Type : <input type="text"/>
Buy sense : <input type="checkbox"/>	Class Item in Grouping : <input type="checkbox"/>		Mandatory Source : <input type="checkbox"/>
	External Service : <input type="checkbox"/>		Grant : <input type="checkbox"/>



Inventory Tables

Lesson Overview

The inventory tables maintain information regarding issuing and purchasing sides of the inventory transactions, transaction history, inventory usage history, as well as establishing and maintaining stock items in inventory.

Learning Objectives

After completing this lesson, you will be able to:

- Identify the main inventory tables.
- Define the purpose of the Inventory Maintenance table.
- Demonstrate the use and purpose of the drill down on the Inventory Inquiry table.
- Recall how the Inventory Usage buckets are populated on an annual basis.

Inventory Tables

There are three main tables used to establish and maintain inventory items:

- Inventory Maintenance (INVN)
- Inventory Inquiry (INVNQ)
- Inventory Usage History and Forecast Maintenance (INVNU)

The Inventory Maintenance table is used to associate an inventory item with a specific warehouse that is storing the item. This table contains the entire user maintained fields for the inventory page. The Inventory Inquiry page is a display only table that displays both the system maintained fields and the user maintained fields from Inventory Maintenance. The Inventory Usage History and Forecast Maintenance table tracks monthly bucket totals for 3 years for each item.

Inventory Maintenance Table (INVN)

The Inventory Maintenance (INVN) page is used to associate an inventory item with a specific warehouse where the item is stored. In order to establish an inventory item, first there must be a valid warehouse on the Warehouse (WHSE) table and second, valid inventory commodities must exist and be flagged as an inventory item on the Commodity (COMM) table.

The Inventory Maintenance table has six sections:

- General Information
- Part Information
- Part Handling Information
- Pricing
- Inferred COA Elements
- Reorder Information



The General Information section maintains stock item and description information for items maintained in identified warehouses. The section tracks item price and cost, as well as issue and purchase unit of measure. If the issue unit is different than the purchase unit, the section has the fields to calculate the conversion. The Track Quantity by Location flag when checked indicates that the stock item quantity will be tracked at the location level rather than at the stock item level.

Inventory Maintenance Table - General Information Section

Warehouse	Stock Item	Description	Unit Price	Available
PSALOGWH	20165 TXS	Extra Small Trooper Raincoat	0.000000	0.000000
PSALOGWH	20165 TSM	Small Trooper Raincoat	0.000000	0.000000
PSALOGWH	20165 TMD	Medium Trooper Raincoat	0.000000	0.000000
PSALOGWH	20165 TLG	Large Trooper Raincoat	0.000000	0.000000
PSALOGWH	20165 TXL	Extra Large Trooper Raincoat	0.000000	0.000000

First Prev Next Last Attachments

Save Undo Delete Insert Copy Paste Search

General Information

Warehouse : PSALOGWH
Logistics Bureau, Support Services Section, Supply Warehouse

Stock Item : 20165

Stock Item Suffix : TXS

Description : Extra Small Trooper Rain

Suggested Vendor : IV000002266
UNIVERSAL POLICE SUPPLY

Quantity per Issue : 1.000000

ABC Class : A
PSA A Classification

Stock Group :

Internally Manufactured :

Parent Item :

Frozen for Accounting :

Active :

Marked for Future Deletion :

Detail Information Required :

Lot Expiration Tracking :

UR Stock Request Document Code : SRQ

Track Quantity by Location :

Parent Replenishment :

Costing Method : Average Costing

Unit Cost : 0.000000

Extended Cost : 0.000000

Issue Unit : EACH

Purchase Unit : EACH

Multiplier : 1

Smaller Unit : Issue Unit

Keyword Search : Extra Small Trooper Raincoat

Extended Description : Extra Small Trooper Raincoat
Blauer 9690 X-Small

Commodity Name : Rainwear (Raincoats, Hats, Slicker Suits, Storm Suits, Umbre)

Specifications :

Shelf Life :

Shelf Life Unit :

Reason/Justification :

The Part Information section maintains alternative numbering for like UPC, SKU, Barcode, Serial Number, Internal, Manufacturer and Distributor Part Numbers. Use of many of these fields requires additional set up on related part number tables.

Inventory Maintenance Table - Part Information Section

Part Information

UNSPSC :

UPC :

SKU :

Barcode :

Assigned to Fixed Asset :

Priority :

Part Number : BLAUER 9690 X-SMALL

Auto Generate Part Number :

Part Number Prefix :

Alternate Part Number :

Auto Generate Alternate Part Number :

Alternate Part Number Prefix :

Statewide Part Number :

Auto Generate Statewide Part Number :

Statewide Part Number Prefix :

Department Part Number :

Auto Generate Department Part Number :

Department Part Number Prefix :

Internal Part Number :

Auto Generate Internal Part Number :

Internal Part Number Prefix :

Manufacturer Part Number :

Manufacturer Name :

Distributor Part Number :

Serial Number :

Part Type :

Part Usage 1 :

Part Usage 2 :

Part Usage 3 :

Part Usage 4 :

Part Usage 5 :

Part Reference 1 :

Part Reference 2 :

Part Reference 3 :

Part Reference 4 :

Part Reference 5 :

User Defined Date 1 :

User Defined Text 1 :

User Defined Flag 1 :

User Defined Description 1 :

User Defined Numeric 1 :

User Defined Date 2 :

User Defined Text 2 :

User Defined Flag 2 :

User Defined Description 2 :

User Defined Numeric 2 :

The Part Handling Information section tracks specific handling instructions for the item. The item can be identified as hazardous, if so a Hazardous Materials Classification must be selected.



Inventory Maintenance Table - Part Handling Section

▼ Part Handling Information	
Hazardous Materials : <input type="checkbox"/>	Hazardous Materials Classification : <input type="text"/>
Special Handling : <input type="text"/>	Environmental Storage Requirements : <input type="text"/>
Storage Requirements : <input type="text"/>	Notification Requirements : <input type="text"/>
Special Clothing Requirements : <input type="text"/>	Disposal Instructions : <input type="text"/>
Spill Response Instructions : <input type="text"/>	

The Pricing Information section allows the item to have a price established for that is different than the cost of the item. Ordering limits can be established using Maximum and Minimum Issue fields. The mark up fields reference the Inventory Markups table, this setting allows the system to auto calculate the unit price at the warehouse/stock item level by adding additional overhead to the price of an item.

Inventory Maintenance Table - Pricing Information

▼ Pricing	
Pricing Method : Standard Price with No Surcharge <input type="text"/>	Markup 1 : <input type="text"/>
Unit Price : 0.000000	Markup Amount 1 : <input type="text"/>
Percent Surcharge : 0.00	Markup 2 : <input type="text"/>
Fixed Surcharge : 0.000000	Markup Amount 2 : <input type="text"/>
Maximum Surcharge : 0.000000	Markup 3 : <input type="text"/>
Standard Price : 299.950000	Markup Amount 3 : <input type="text"/>
Maximum Issue : 99999.99999	Markup 4 : <input type="text"/>
Minimum Issue : 0.00000	Markup Amount 4 : <input type="text"/>
	Markup 5 : <input type="text"/>
	Markup Amount 5 : <input type="text"/>
	Include Markups in Max Surcharge : <input type="checkbox"/>

The Inferred COA Elements section establishes chart of account elements that will override the elements that infer from warehouse set up on the seller side of the inventory accounting transaction.

Inventory Maintenance Table - Inferred COA Elements Section

▼ Inferred COA Elements		
Object : 7311	BSA : <input type="text"/>	Dept Object : <input type="text"/>
Sub Object : <input type="text"/>	Sub BSA : <input type="text"/>	Dept Revenue : <input type="text"/>
Revenue : <input type="text"/>	Department : PSA	
Sub Revenue : <input type="text"/>	Unit : 4073	
	Sub Unit : <input type="text"/>	

The Reorder Information section maintains information related to inventory replenishment. When a stock item's quantity drops below the reorder level the system will select that item for replenishment. The system will create a request based on the Reorder Quantity. The Manual Reorder flag will exclude the item from the automated replenishment process. Required Lead Time, Vendor Lead Time and Lead Time Adjustment are system calculated values and are used for items that have an ABC Classification, Order Quantity Method of EOQ (Economic Order Quantity).

Inventory Maintenance Table - Reorder Information Section

▼ Reorder Information	
Required Lead Time : 0	Order up to Quantity : 12.00000
Vendor Lead Time : 0	Reorder Level : 3.00000
Lead Time Adjustment : 60	Reorder Quantity : 12.00000
Manual Reorder : <input type="checkbox"/>	Safety Stock Quantity : 0.00000
Include Child Warehouse in Reorder Calculation : <input type="checkbox"/>	
Include Shelf Life in Reorder Calculation : <input type="checkbox"/>	



Procedure Steps: How to add an item to Inventory

1. In the **Jump to** field enter **INVN**
2. Click the **Go** button. The INVN table opens
3. Click the **Insert** link to begin entering information for the new item
4. In the **Warehouse** field, select the warehouse the item will be stored in
5. In the **Stock Item** field, select the commodity code for the item
6. In the **Stock Item Suffix** field, enter the suffix code for the item
7. In the **Description** field, enter description for the item
8. In the **Quantity per Issue** field, enter the number per issue
9. In the **ABC Class** field, enter the ABC Class for the item
10. In the **UR Stock Request Document Code** field, select **SRQ**
11. In the **Track Quantity by Location** field, select this option
12. In the **Issue Unit** field, enter the inventory issue unit of measure
13. In the **Purchase Unit** field, enter the unit of measure the item will be purchased in
14. In the **Multiplier** field, enter the conversion factor to convert the item from issue unit to purchase unit
15. In the **Smaller Unit** field, select either Purchase Unit or Issue Unit indicating which Unit of Measure is smaller
16. In the **Pricing** section, in the **Standard Price** field enter the issue price of the item
17. Click the **Save** link



In order to create an inventory item the item must be identified as an inventory item on the commodity table.

Inventory Inquiry (INVNQ)

Inventory Inquiry page maintains information about each stock item stored at each warehouse. This page maintains descriptive, purchasing, historical use, reorder and cost information. It also maintains on-hand, backordered, reserved and released stock balances. The Location section provides a grid that displays stock item information at the location level (refer to the “Inventory by Location” section for more information).

The Inventory Detail section tracks the quantity of stock that is available. The quantities at the stock item level are provided under the Quantities sub section. The system tracks quantities in the On Hand, Reserved, Backordered, In Transfer, On Order and Requested buckets. Each one of these field has a drill down feature. By selecting the drilldown icon next to one of the above-mentioned fields, you will be transitioned to another inquiry page, which provides a summary of data and a list of documents that updated the field. You will also be provided with a link to the document that updated the bucket.



Inventory Maintenance Query

Inventory Inquiry

[Menu](#)

Inventory Details

Warehouse	Stock Item	Description	Unit Price	Available
PSALOGWH	68024 LLC	Lifeloc FC10 Mouthpiece	0.000000	0.00000
PSALOGWH	68024 I8K	I8000 Mouthpiece	0.000000	0.00000
✓ PSALOGWH	20137 GLD	Gold Hat Braid for Sergeant and Above	7.000000	300.00000
PSALOGWH	20137 BG	Black and Gold Hat Braid for Trooper	0.000000	0.00000
PSALOGWH	20165 SRH	Small Rain Hat Cover (6-1/2, 6-5/8, 6-3/4)	0.000000	0.00000

[First](#) [Prev](#) [Next](#) [Last](#)

General Information

<p>Warehouse: PSALOGWH Logistics Bureau, Support Services Section, Supply Warehouse</p> <p>Stock Item: 20137</p> <p>Stock Item Suffix: GLD</p> <p>Description: Gold Hat Braid for Serge</p> <p>Suggested Vendor: IV0000004230 W ALBOUM HAT CO INC</p> <p>Quantity per Issue: 1.00000</p> <p>ABC Class: C PSA C Classification</p> <p>Stock Group:</p> <p>Parent Item: <input type="checkbox"/></p> <p>Frozen for Accounting: <input type="checkbox"/></p> <p>Active: <input checked="" type="checkbox"/></p> <p>Marked for Future Deletion: <input type="checkbox"/></p> <p>Internally Manufactured: <input type="checkbox"/></p> <p>Parent Replenishment: <input type="checkbox"/></p>	<p>Unit Price: 7.000000</p> <p>Unit Cost: 3.000000</p> <p>Extended Cost: 900.000000</p> <p>Issue Unit: EACH</p> <p>Purchase Unit: EACH</p> <p>Multiplier: 1</p> <p>Smaller Unit: Issue Unit</p> <p>Extended Description: Gold Hat Braid for Sergeant and Above Line 99</p> <p>Commodity Name: Emblems, Braids, and Patches (For Caps and Uniforms) (Includ</p> <p>Specifications:</p> <p>Track Quantity by Location: <input checked="" type="checkbox"/></p>
---	---

Quantities

On Hand: 300.00000	Backordered: 0.00000
Reserved: 0.00000	On Order: 0.00000
Released: 0.00000	Currently Requested: 0.00000
In Transfer: 0.00000	Maximum Issue: 99999.99999
Available: 300.00000	Minimum Issue: 0.00000
	Last Count: 0.00000

Dates

First Receipt: 05/07/2019	Last Issued:
Last Ordered:	Last Transfer:
Next Delivery:	Last Counted:

Location

Location Priority	Inventory Location	Location Structure Description	On Hand Quantity	Last Count	Last Count Date
✓ 4	AR1-RW1-RK1-SH1	Area-Row-Rack-Shelf	300.00000	0.00000	

[First](#) [Prev](#) [Next](#) [Last](#)

Inventory Usage History and Forecast Maintenance (INVNU)

The Inventory Usage History and Forecast Maintenance (INVNU) table is a system populated table that tracks the issue history of an item on a rolling three year window. At the close of each calendar year, the Annual Close process is run to roll back the historical information and reset the Current Year.



Inventory Usage and Forecast Maintenance

Inventory Usage History and Forecast Maintenance

Warehouse	Stock Item	Description	Internally Manufactured
✓ ADA-FD	64044 FD	FD Testing	No
ADA-FD	64144 FD1	FD Testing	No
ADA-TEST	64044 LGL	Business Envelopes	No
HSA-0001	0050510H LRG	CHAIR	No
HSA-0001	00563	Polishing Compound	No
HSA-0001	00563 BG	Polishing Compound	No
HSA-0001	20032 LG	Hospital Wear, Patient	No
HSA-0001	20032 MD	Hospital Wear, Patient	No
HSA-0001	20032 SM	Hospital Wear, Patient	No
HSA-0001	20482	PC COMPUTER	No

First Prev [Next](#) Last

Save [Undo](#) [Search](#)

General Information

Warehouse :
ADA FD Warehouse

Stock Item :

Stock Item Suffix :
FD Testing

Issue

Current Year Jan : <input type="text" value="0.00000"/>	Prior Year 1 Jan : <input type="text" value="0.00000"/>	Prior Year 2 Jan : <input type="text" value="0.00000"/>
Feb : <input type="text" value="0.00000"/>	Feb : <input type="text" value="0.00000"/>	Feb : <input type="text" value="0.00000"/>
Mar : <input type="text" value="0.00000"/>	Mar : <input type="text" value="0.00000"/>	Mar : <input type="text" value="0.00000"/>
Apr : <input type="text" value="0.00000"/>	Apr : <input type="text" value="0.00000"/>	Apr : <input type="text" value="0.00000"/>
May : <input type="text" value="0.00000"/>	May : <input type="text" value="0.00000"/>	May : <input type="text" value="0.00000"/>
Jun : <input type="text" value="0.00000"/>	Jun : <input type="text" value="0.00000"/>	Jun : <input type="text" value="0.00000"/>
Jul : <input type="text" value="0.00000"/>	Jul : <input type="text" value="0.00000"/>	Jul : <input type="text" value="0.00000"/>
Aug : <input type="text" value="0.00000"/>	Aug : <input type="text" value="0.00000"/>	Aug : <input type="text" value="0.00000"/>
Sep : <input type="text" value="0.00000"/>	Sep : <input type="text" value="0.00000"/>	Sep : <input type="text" value="0.00000"/>
Oct : <input type="text" value="0.00000"/>	Oct : <input type="text" value="0.00000"/>	Oct : <input type="text" value="0.00000"/>
Nov : <input type="text" value="0.00000"/>	Nov : <input type="text" value="0.00000"/>	Nov : <input type="text" value="0.00000"/>
Dec : <input type="text" value="0.00000"/>	Dec : <input type="text" value="0.00000"/>	Dec : <input type="text" value="0.00000"/>

Forecast

Current Year Jan : <input type="text" value="0.00000"/>	Previous Year Jan : <input type="text" value="0.00000"/>
Feb : <input type="text" value="0.00000"/>	Feb : <input type="text" value="0.00000"/>
Mar : <input type="text" value="0.00000"/>	Mar : <input type="text" value="0.00000"/>
Apr : <input type="text" value="0.00000"/>	Apr : <input type="text" value="0.00000"/>
May : <input type="text" value="0.00000"/>	May : <input type="text" value="0.00000"/>
Jun : <input type="text" value="0.00000"/>	Jun : <input type="text" value="0.00000"/>
Jul : <input type="text" value="0.00000"/>	Jul : <input type="text" value="0.00000"/>
Aug : <input type="text" value="0.00000"/>	Aug : <input type="text" value="0.00000"/>
Sep : <input type="text" value="0.00000"/>	Sep : <input type="text" value="0.00000"/>
Oct : <input type="text" value="0.00000"/>	Oct : <input type="text" value="0.00000"/>
Nov : <input type="text" value="0.00000"/>	Nov : <input type="text" value="0.00000"/>
Dec : <input type="text" value="0.00000"/>	Dec : <input type="text" value="0.00000"/>

[Top](#)

[Inventory Inquiry](#) [Inventory Maintenance](#)

The Forecast Demand Batch Job updates the monthly buckets of the Forecast section based on the projected demand of an inventory item on a monthly basis.



Procuring/Purchasing History

Lesson Overview

Purchase orders can occur two ways;

- Interfaced from APP
- Manually entered into AFIS.

Learning Objectives

After completing this lesson, you will be able to:

- Understand the interface with APP
- Create a manual purchase order
- Understand workflow

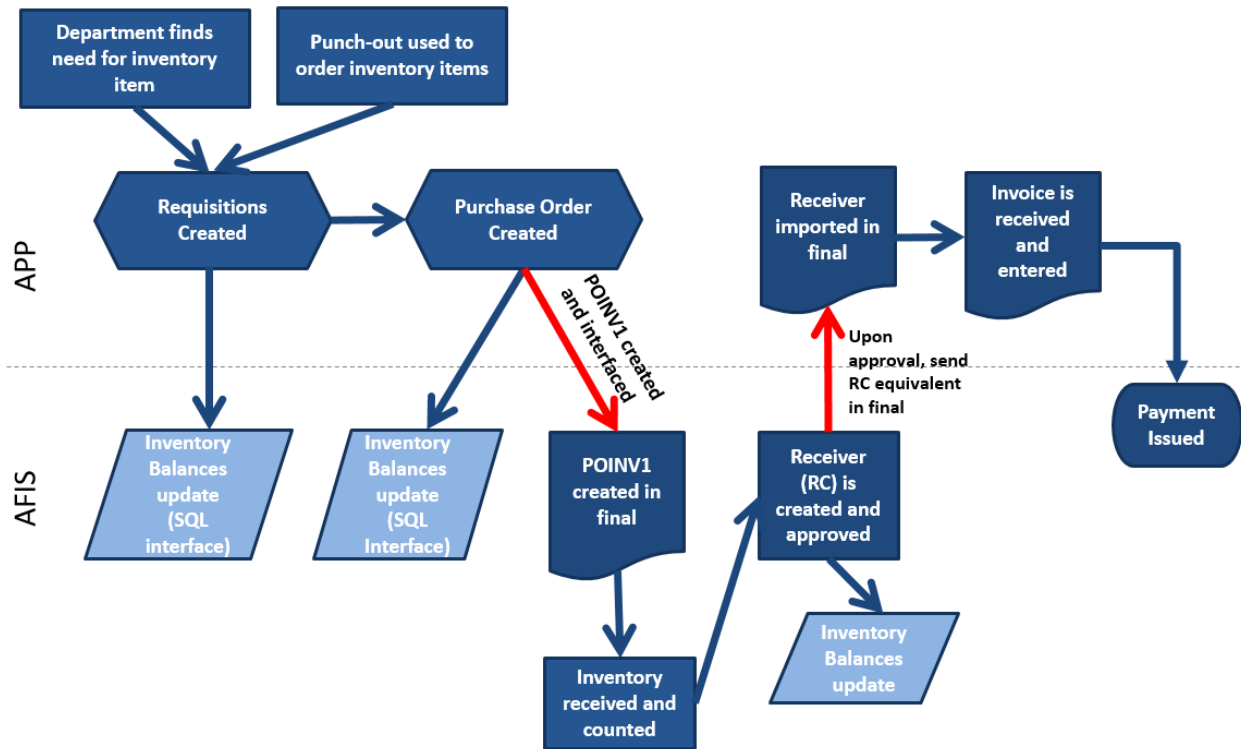
Procuring Inventory using APP

Procuring inventory starts and ends in APP. The only activity that occurs in AFIS is creating a receiver based on a purchase order that is imported into AFIS from APP. Procurement primarily happens in APP using the following steps:

1. Create a requisition in APP
2. Create a purchase order based on a requisition in APP.
3. Generate an interface of all new POs into AFIS Inventory. A finalized purchase order (POINV1) is created in AFIS
4. Copy the POINV1 to a receiver (RC) when the goods are received from the Vendor. This occurs in AFIS
5. Approve the receivers in AFIS
6. Generate an interface of all approved RC documents into APP
7. Tie out the invoice, purchase order, and receiver in APP to create the payment



APP/AFIS Process Flow



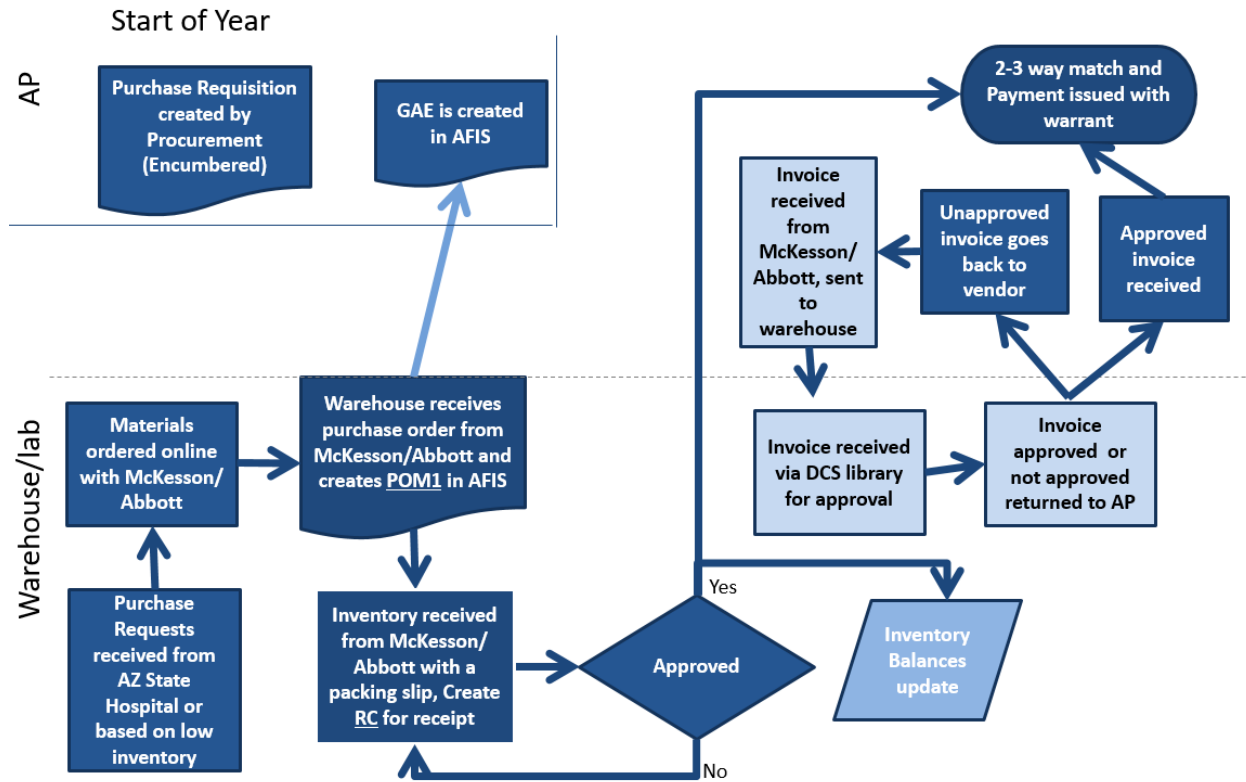
Refer to Error! Reference source not found. for the step necessary for receiving inventory items.

Purchasing Inventory Manually

The purchase order (POM1) document is used to order goods and services from vendors. Some vendors (McKesson, Abbott, and Grainger) require the use of manual purchase orders. When purchasing from any of these vendors, use the POM1 page code. Manual purchases (McKesson/Abbot/Grainger) are entered directly into AFIS using the POM1 document code.



Manual Purchase Order Process Flow



The purchase order document has 13 components. Each component has one or more fields. Not all fields are required. This lesson will review the required or important fields for successfully processing a purchase order. We will also highlight ways to quickly navigate and update the purchase order.

The purchase order document has the following components:

- Header
- Award Detail (not being used)
- Accounting Distribution (optional)
- Vendor
- Commodity
- Accounting
- Posting (system-populated)
- Commodity T & C (not used)
- Business Type (not used)
- Sub Vendor (not used)
- Terms and Conditions (not used)
- Special Instructions (not used)
- Supporting Documentation (not used)



HEADER COMPONENT

The Header component includes general information about the purchase order, including the requestor, the shipping and billing information, and any internal comments.

General Information Tab

On the General Information tab, you can enter a Document Description.

Header – General Information Tab

Requestor Issuer Buyer Tab

This tab is used to capture the issuer and the requestor. The Issuer ID infers based on the user creating the purchase order. The Requestor may be the same as the issuer, or may be a different user. If the requestor is a user in AFIS, use the pick list icon to search and select the user’s ID from the list of users. If the user is not in the list, enter the user’s name and phone number in the corresponding fields. If known, include their email. Requestor Name and Phone Number are required fields.

Header – Requestor Issuer Buyer Tab



Modification Tab

This tab is used when the purchase order is modified in order to enter a reason for modification.

Header – Modification Tab

Default Shipping/Billing Tab

The Default Shipping/Billing tab is used to define the location where the items/services are to be delivered. The Shipping Location will infer based on the Issuer ID, if it is set up on the user’s profile. If it does not infer or is incorrect, use the pick list to select it.

Header – Default Shipping/Billing Tab

In the **Shipping Method** field (optional), you can select the method of shipping. Click the pick list icon to select a method, for example, Best Way or Vendor Transport.

The **Free On Board** field (optional) is used to define how the freight is paid, either pre-paid, paid at the origin, or at the destination.

If you have a **Due Date** when you need the items, enter it or use the calendar icon to select (recommended). The Due Date prints on the purchase order form.

ACCOUNTING DISTRIBUTION COMPONENT

The Accounting Distribution component can be used to allocate funds across multiple accounting strings and then distributed to all commodity lines. This component is helpful when you have multiple commodity lines with the same accounting information or you want to distribute cost across multiple



accounting strings for a commodity line(s). The accounting information is set on the Accounting Distribution component then distributed to all commodity lines.



It is recommended to add the commodity lines first then distribute the accounting information.



Each commodity line requires at least one accounting line. The total accounting line amount must equal the commodity line amount.

Click the **Insert New Line** button to add an accounting distribution line. Multiple lines can be added as long as the **Distribution %** of all lines totals 100. This can be used if the commodity line amount is to be divided between more than one accounting strings. For example, if the cost of computers and the accessories are to be shared between two accounting strings, add two lines with the appropriate percentage (%). The amount for each accounting line can be updated on the Accounting Component.

Accounting Distribution – Edit in Grid Mode

Accounting Distribution										
Total Lines: 0 Line: none Distribution %: none										
Distribution %	Accounting Template	Modified	Debt ID	Fund	Sub Fund	Department	Unit	Sub Unit	Appr Unit	C
0.0000		<input type="checkbox"/>								

From 1 to 1 Total: 1

First Previous Next Last

Click the **Done** button to view in tab mode.

Procedure Steps: How to distribute accounting information to all commodity lines

8. Add the commodity line(s).
9. Add an accounting template or enter accounting information by tabbing through the fields.
10. Click the **Save** button to save the accounting information.
11. When you click the **Save** button, the **Distribute Accounting Lines** button appears on the bottom right.
12. Click the **Distribute Accounting Lines** button to distribute the accounting to all commodity lines.
13. The screen will blink. Accounting lines will be added to all commodity lines.

VENDOR COMPONENT

On an award document, the Vendor component defines the vendor who is awarded the contract or order. Only one vendor can be selected. The vendor selected in this component must be an existing vendor with records on the Vendor/Customer (VCUST) page.

Vendor Tab

The Vendor tab is used to select the vendor. The Address and Contact information infer from the selected vendor’s record on the Vendor Customer table.



Vendor – Vendor Tab

Vendor					
Vendor Line	Vendor Customer	Legal Name	Line Amount	Modified	
1			\$0.00	No	

From 1 to 1 Total: 1 First Previous Next Last Show Lines: 10 Go to line: Go Export to CSV

List View

Vendor Discount

Vendor Customer:	<input type="text"/>	Vendor Contact ID:	<input type="text"/>
Legal Name:		Vendor Contact Name:	<input type="text"/>
Alias/DBA:		Vendor Contact Phone:	<input type="text"/>
Address Code:	<input type="text"/>	Vendor Contact Phone Ext.:	<input type="text"/>
Vendor Preference Level:	<input type="text"/>	Vendor Contact Email:	<input type="text"/>
Web Address http://:		Fax:	<input type="text"/>
		Fax Extension:	<input type="text"/>
		Secondary Reason:	<input type="text"/>

Modified: No

COMMODITY COMPONENT

The Commodity component is used to identify and describe the requested items. Be sure to include as much information as possible to ensure the vendor provides the correct goods and/or services.

General Information Tab

The General Information tab shows the information about the commodity line, including commodity code, amounts, and commodity description.

Update the CL Description field to describe your item, including size or color. For example, Acer Chromebook, white. Use the Additional Commodity Information field for a longer description. You will also need to specify the Quantity, unit of measure (UOM), and Unit Price for items.



Commodity – General Information Tab

The line selected in the grid displays in the detail section below.

Click the **Edit with Grid** button to view in grid format. You can tab through the fields. Scroll to the right to view the Shipping/Billing information. Click the **Done** button to return to the tab view.

Commodity – General Information Tab – Grid Format

CL Description	Warehouse	Commodity	Stock Item Suffix	Supplier Part Number	Line Type	Quantity	Unit	Unit Price

Once you select the Commodity code, click the **Save** button. This will infer any information related to the commodity.

Shipping/Billing Tab

The Shipping/Billing tab is used to specify the Shipping Location for the item. If set on the Header component, it will infer but may be updated.

Commodity – Shipping/Billing Tab



RELATED ACTIONS

The Related Actions button allows you to infer the Ship/Bill From Header. It also has an option to **Recalculate Accounting Line** amount. This is important to ensure that the commodity line amount is equal to the accounting line amount for all lines. If the amounts are not equal, you will receive a validation error.

Commodity – Related Actions Button



ACCOUNTING COMPONENT

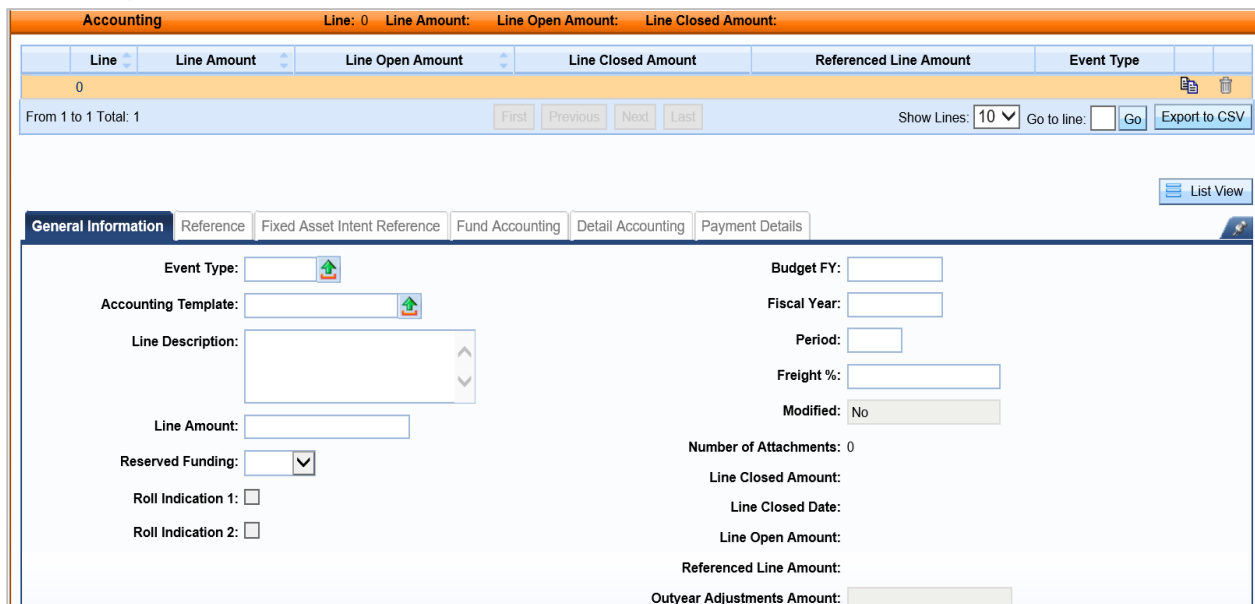
The Accounting component is used to enter the accounting (chart of accounts) information for the referenced commodity line. Each commodity line must have one or more accounting lines. The accounting line amount must equal the commodity line amount.



It is recommended to use the Accounting Distribution component to add accounting lines to all commodity lines. This component can be used to modify the accounting information for a single line.

To add a line, click the **Insert New Line** button. Multiple accounting lines can be added as long as the total accounting line amount is equal to the commodity line amount.

Accounting Component





Accounting – Fund Accounting Tab

The accounting line amount must equal the commodity line amount. If the amounts are not equal, they can be set manually, or they can be set automatically for all lines by returning to the Commodity component and clicking the **Related Actions** button then **Recalculate Accounting** Line Amount.

POSTING COMPONENT

The Posting component infers the journal and budget posting information. This information is generated by the system after validate/submit action.

Creating a Manual Purchase Order

There are several ways to create a purchase order document:

- Create from a purchase order document template
- Copy from another purchase order document
- Create from the Document Catalog

Procedure Steps: How to complete a manual purchase order

If you created a purchase order by copying an existing document or template, many of the fields will already be filled in. Update, as needed. For example, if you copy from an existing document, the commodity and accounting information will infer on the purchase order.

1. In the **Jump to** field, enter **POM1**
2. Click the **Go** button to open the Document Catalog. The **Code** field will be populated with the document code
3. Click the **Create** link
4. In the **Dept**, enter the Department code
5. Click the **Auto Number** box
6. Click the **Create** link. The Header of the POM1 document will open
7. On the **Header** component;
 - In the **Document Name** field, enter a reference PO number from APP



- In the **Document Description** field, description for the POM1
- 8. Click the **Requestor Issuer Buyer** tab
 - In the **Requestor ID**, enter the user ID of the person requesting the goods/service. Use the pick list icon to search by name
 - Click the **Save** button to infer the **Name** and **Phone Number**
- 9. On the **Default Shipping/Billing** section
 - The **Shipping Location** field infers based on the Issuer ID, update only if applicable
- 10. Select the **Vendor** component
 - Click the **Vendor** component
 - In the **Vendor Customer** field, click the pick list icon to select the vendor
 - On the **Choose** page, search for the vendor
 - Click the **Select** link to select the vendor
 - Click the **Save** button to infer the vendor address and contact information, if available
 - In the **Address Code** field, click the pick list icon to select an address
- 11. Click the **Commodity** component
- 12. Add a new commodity line:
 - Click the **Insert New Line** button to add a new line, as needed
 - In the **Warehouse** field, click or enter your warehouse
 - In the **Commodity** field, click the pick list to search for the commodity code
 - In the **Stock Item Suffix** field, enter or select the suffix, if needed

Note: Use the lookup on the Stock Item Suffix field to view the items in the selected warehouse. If you select a Stock Item Suffix, the Commodity field will be inferred as well.

- Click the **Save** button to infer any commodity-related information
- 13. If the commodity is an item:
 - In the **Quantity** field, enter the quantity of the item required
 - In the **Unit Price** field, enter the price based on the unit of measure
- 14. To add/update commodity lines, repeat steps 12 and 13
- 15. Click the **Accounting** component
 - Click the **Insert New Line** button
 - Click **Save** to apply inferred values
 - Infer the accounting information by using either of the following:
 - In the **Accounting Template** field, enter or select the template, if applicable
 - OR
 - On the Detail Account section, in the **Function** field, enter or select the function
 - Click the **Fund Accounting** tab
 - In the **Object** field, enter the object if it is blank
- 16. Click the **Validate** button
- 17. Click the **Submit** button



Workflow

Document approval processing is a system of routing documents through workflow to groups of users for review and approval prior to finalizing the document. Workflow is the term used to describe the process of electronically routing documents to the next approver. Workflow in Financial is automated; the system determines where documents go based on Document Code, Agency Code and information contained on the document.

A document can have multiple levels of approval. For each approval level, rules are defined to require a routing destination (worklist role) and a routing sequence. Figure 1 illustrates the approval workflow with two levels of approval.

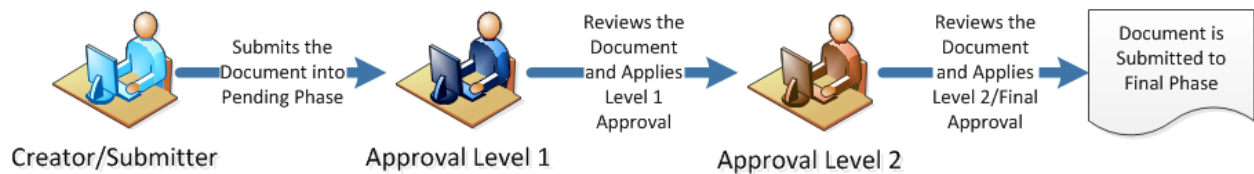


Figure 1: Approval Workflow

All documents in workflow are routed to a worklist role. Each worklist role is assigned to more than one user. Only users with that particular worklist role can approve a document. Approval Level 2 cannot apply approvals until Approval Level 1 has approved the document. In addition, users cannot approve documents they created or submitted.

TRACK WORK IN PROGRESS

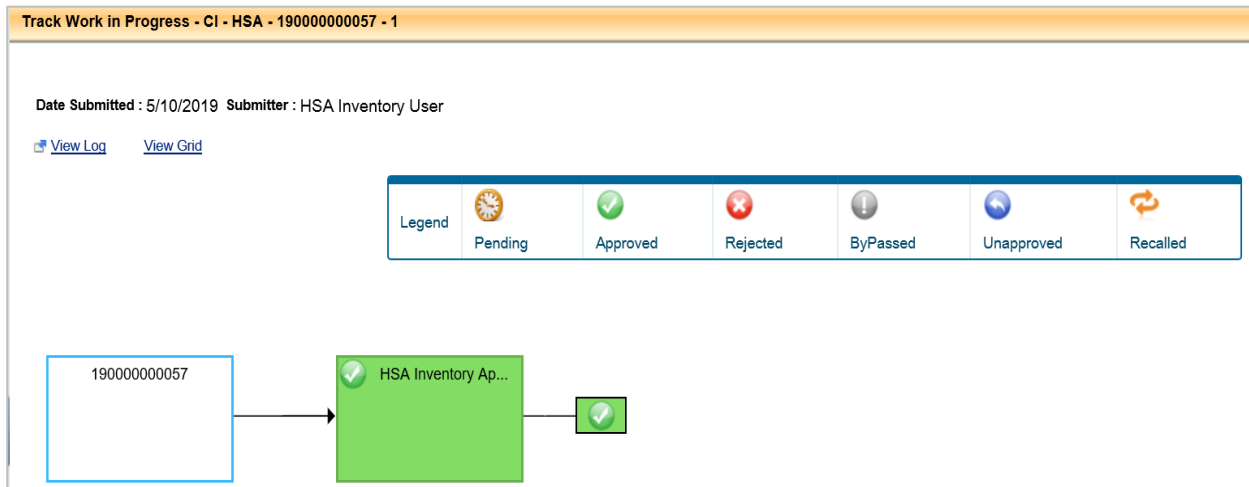
The Track Work in Progress (TWIP) page is used to track a document’s progress/status in workflow. This page shows the complete approvals process for a pending document. As the document moves through the approvals process, the TWIP page is continually updated with any status and assignee changes.

Track Work in Progress Page

Track Work in Progress - CI - HSA - 190000000057 - 1							
Date Submitted : 5/10/2019 Submitter : HSA Inventory User							
Approval Rule ID	Seq No	Approval Level	Assignment Date	Initial Assignee Name	Approval Status	Approval User Name	
12737	1	1	2019-05-10	HSA Inventory Approver	Approved	Approved	HSA Inventory Manager
View Log View Visual							



Track Work in Progress Page - Visual

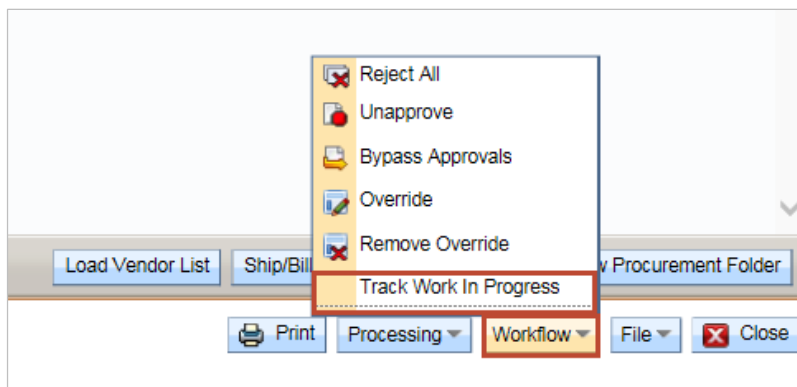


Additionally, from the TWIP page you can access the TWIP Log Page by clicking the View Log link. The TWIP Log page displays the approval log for a particular document. The page displays all of the approval actions performed on the document. It provides a complete status and history information for a workflow item.

The TWIP page can be viewed in two ways: Grid View or Visual View. At this time, the Grid View (shown above) is recommended.

The TWIP page can be accessed from the Workflow menu on a document.

Document Workflow Menu



Once a document is entered into workflow and Pending phase, the TWIP page is automatically created. If the document is subsequently rejected out of the approval process, the TWIP page for that document is automatically deleted. If the same document is later re-submitted into workflow, a new TWIP page is automatically created. The same is not true for the Approval Log. No matter how many times a single document is submitted into and rejected out of the approval process, the Approval Log will keep an accurate record of all approval actions that have been applied to the document, from beginning to end.

The TWIP page is only available for documents in Pending, Final, or Historical (Final) phases that have undergone the approval process. Attempts to access the TWIP page from a document that is not in one



of these three phases will result in an error. Attempts to access the TWIP page from a document in Final or Historical (Final) phase that never entered the approval process will also result in an error.

Procedure Steps: How to check the workflow status of a document

1. Open the document
2. At the bottom right, click the **Workflow** button
3. Click **Track Work in Progress**
4. The Track Work in Progress page shows the workflow group that is assigned to approve the document. There may be more than one workflow group assigned to approve the document.



Receiving Items

Lesson Overview

When goods are physically received from the vendor, they should be recorded in the system on a Receiver (RC) document. This section also reviews how to modify and cancel a receiver.

Learning Objectives

After completing this lesson, you will be able to:

- Create a Receiver document
- Search for a Receiver document
- Modify a Receiver
- Cancel a Receiver

Receiving Overview

Items ordered on a purchase order are fulfilled by a vendor. When you physically receive the items from the vendor, it is very important that you log the receipt in AFIS. The receipt of goods is recorded on a Receiver (RC) document. Items that are damaged should be recorded on the Receiver document and promptly returned to the vendor.

Receiver

The following are the overall steps of the Receiving process. The detailed steps are found in the sections below.

1. Open Receiving Search (RCSRCH) page to search for order document (for example, POINV1 or POM1)
2. Select lines to receive
3. Create Receiver (RC) document
4. Enter receipt date
5. Enter location information
6. Enter the received quantity
7. Add supporting documentation, such as a bill of lading or packing slip
8. Validate RC
9. Submit RC



RECEIVING SEARCH

The Receiving Search page is used to locate the referencing order to create the Receiver. This copies the information from the order onto the Receiver document. This reduces the amount of data entry required on the Receiver.

Receiving Search

Receiving Search [Menu](#) [Back](#)

[Memo Receipt](#) [Browse](#) [Clear](#)

Doc Code : PO* Commodity Code :

Department : HSA Shipping Location Code :

Doc ID : Issuer Code :

Record Date : Requestor Code :

Procurement Folder :

Vendor :

Doc Code	Department	Doc ID	Phase	Description	Vendor	Name	# of Lines	Doc Creation Date	Record Date
✓ PO	HSA	AM1	Final				1	01/17/2019	01/17/2019
PO	HSA	AM11	Final	TEST	00000600	CENTERS FOR MEDICARE & MEDICAID SERVICES (CMS)	1	03/06/2019	03/05/2019
PO	HSA	JPTTEST1	Final				1	01/18/2019	01/18/2019
PO	HSA	JPTTEST2	Final				1	01/18/2019	01/18/2019
POM1	HSA	32719TEST	Final	test purchase order			1	03/28/2019	04/30/2019
POM1	HSA	AMTEST1	Final	test	03398601	MCKESSON MED-SURG MEDIMAR	1	02/25/2019	04/30/2019
POM1	HSA	ANN TEST1	Final	this is a test	IV0000005569	OFFICE STORE DEPOT INC	1	02/25/2019	03/05/2019
POM1	HSA	HSAPOM1	Final	test			1	04/30/2019	04/30/2019
POM1	HSA	TESTUPGR17-1	Final	Test IM 17-1			1	02/28/2019	03/05/2019
POPZ1	HSA	PO0000000171	Final	Sexual Assault Services Program (SASP)	PZ9000000875	CODAC BEHAVIORAL HEALTH SVCS OF PIMA COUNTY INC	1	10/27/2015	10/27/2015

[Copy](#) [First](#) [Prev](#) [Next](#) [Last](#)

[Select Lines To Receive](#)

Receiving Search – Select Lines

Receiving Search - Select Lines [Menu](#)

Receive All Lines

Receive All Unselected Lines

Line	Document Id	Commodity	Commodity Description	Rec Quantity	Rec Contract	Rec Final	Quantity	Unit	Unit Price	CL Description	Contract Amount	Non-Reserved Funding Open Amount Total	
<input type="checkbox"/>	1	AM1	46511	Blood Pressure and Blood Flow Detection Equipment: Dopplers,	0.00000	\$0.00	<input type="checkbox"/>	10.00000	EACH	\$3.00	Blood Pressure and Blood Flow Detection Equipment: Dopplers,	\$0.00	\$30.00

[First](#) [Prev](#) [Next](#) [Last](#)

[Receive](#) [Cancel](#)

Process Steps: How to create a Receiver

1. In the **Jump to** field, enter **RCSRCH**
2. Click the **Go** button to open the Receiving Search page
3. Enter search criteria for the purchase order document such as **Doc Code** and **Doc ID**, or **Vendor**. You can also use the **Requestor Code** or **Issuer Code**
If search criteria fields are left blank, the results will return all orders in Final phase with one or more commodity lines that have not been received
4. Click the **Browse** link to show results
5. Select the appropriate order and click the **Select Lines to Receive** link



- On the Receiving Search – Select Lines page, check the check box for lines to receive. You can also check **Receive All Lines** or **Receive All Unselected Lines**
- Click the **Receive** link to create the Receiver for the selected lines

RECEIVER DOCUMENT

The Receiver (RC) document has four sections or components. Each component has one or more fields. Not all fields are required. This lesson will review the required or important fields of the receiver.

The receiver document has the following sections:

- Header
- Vendor
- Commodity
- Commodity Detail (optional)

HEADER SECTION

The Header infers the information from the referencing order. On the Header, update the Received Date to reflect the date that the goods were physically received. If the person creating the receiver document is not the person who physically received the goods, update the Receiver field. If the person is not an AFIS user, enter the user’s Name and Phone.

Receiver – Header

Receiver(RC) Dept: HSA ID: 190000000017 Ver.: 1 Function: New Phase: Draft Modified by 1011375 , 05/13/2019

Header [List View]

General Information | Extended Description | Document Information

Document Name: [Dropdown]

Receiving Location: [Dropdown]

Allow Part. Recpts.:

Received Date: 05/13/2019 [Calendar]

Ref Doc Code: PO

Receiver: 1011375 [Dropdown]

Ref Doc Dept: HSA

Name: [Text]

Ref Doc ID: AM11

Phone: [Text]

Procurement Folder: 1120201

Ext: [Text]

Procurement Type ID: 4

Email: [Text]

Procurement Type: [Text]

Return Items to Vendor:

Attachments

Supporting documents, such as a bill of lading or packing slip, should be attached to the receiver document.

Procedure Steps: How to add an attachment to a document

The document must be in Draft and in Edit mode.

- In the lower right corner, click the **File** button
- Select the **Attachments** option to open the Attachments page



3. On the **Attachments** page, click the **Upload** link
4. On the **Upload** page, click the **Browse** button
5. On the **Choose File to Upload** page, select the file to upload
6. Click the **Open** button
7. On the **Upload Attachment** page, in the **Description** field, enter a short description of the file
8. In the **Attachment Type** drop-down, select **Standard** or **Proprietary**
9. Click the **Upload** link
10. The **Attachment** page displays the uploaded file
11. Click the **Return to Document** link

VENDOR SECTION

The Vendor section displays the vendor information from the referencing purchase order. No updates are required.

COMMODITY SECTION

For each commodity line, enter the Received Qty. If goods were damaged, enter the Rejected Qty. If the full quantity was not received, select a Condition and enter a Reason (optional).

When receiving an inventory item, the Inventory Location field must be populated with the storage location for the item. Select the location with the Location Priority of 1.

Receiver – Commodity

Commodity							
Total Lines: 1		Commodity Line: 1		Commodity: 46511		Total Qty Received: 10.00000	
Commodity Line	Commodity	CL Description	Received Qty	Rejected Qty	Received SC Amount	Total Qty Received	
1	46511	Blood Pressure and Blood Flow Detection Equipment: Dopplers,	10.00000	0.00000	\$0.00	10.00000	

From 1 to 1 Total: 1 First Previous Next Last Show Lines: 10 Go to line: Go Export to CSV

List View

General Information Tolerance Information

Line Type:

Ref Award Line:

CL Description:

Commodity:

Stock Item Suffix:

Inventory Location:

Location Structure:

Location Priority:

Unit:

Ordered Qty: 10.00000

Commodity Match Type: 4

MSDS Required:

MSDS Received:

Shipment Indicator:

Condition:

Reason:

Comments:

Return Items to Vendor:



COMMODITY DETAIL SECTION

This section is only required for select items.

Process Steps: How to complete a Receiver

The Receiver infers the information from the referencing purchase order. The Received Quantity must be entered.

1. Update the **Received Date** to the date the goods were physically received
2. The **Receiving Location** infers based on the Requestor ID, if set up on the user's profile. If it does not infer or is incorrect, click the pick list icon to search and select
3. The **Receiver** field infers to the user creating the document. Update, as needed
4. Attach supporting documents, such as bill of lading or packing slip
5. Click the **Commodity** section
6. Enter the **Item Location**
7. Enter the **Location Structure**
8. Enter the **Location Priority**
9. Enter the **Received Qty**. If there were any damaged items, enter the **Rejected Qty**
10. If the full quantity was not received, select a **Condition**
11. Click the **Save** button
12. Repeat steps 6 through 11 for all commodity lines
13. Click the **Validate** button
14. Error messages display at the top. Click the **View All** link to view error messages
15. If no errors are displayed, click the **Submit** button.
16. Approve the Receiver

Search Receiver

If you did not write down the Receiver doc ID, you may need to search for it in order to modify or cancel the Receiver.

You can look up a Receiver from its referencing documents.

Procedure Steps: How to locate the Receiver document using Document References

1. Open the purchase order document
2. On the Top Menu, select **Document References**
3. On the Document Reference Query page, click the **Forward Reference** link
4. The Document Reference Query page updates with the documents that reference the purchase order
5. Locate the Receiver document
6. In the **Referencing Document** column, click on the Receiver document link to open the Receiver



Modify Receiver

If you made an error on a Receiver, you will need to modify the Receiver. For example, if you entered a quantity of 10 on the Receiver, but upon inspection of the box, you notice that one is broken.

If you received an additional shipment since you created the original Receiver, do not modify the Receiver. Instead, create a new Receiver from the Receiving Search page.

You cannot modify a receiver if the line items have been paid or if the Purchase Order has been closed.

Procedure Steps: How to modify a Receiver in Final phase

1. Open the Receiver document in Final phase
2. Click the **Edit** button
3. The document opens. The Document Title Bar shows the version (**Ver.**) number was incremented by a value of one, the **Function** is Modification, and the **Phase** is Draft
4. Make the necessary updates. You are unable to delete a line. Instead, modify the quantity. You may need to update the **Shipment Indicator** (change to **Partial**), and add a **Condition**
5. Click the **Validate** button to check for errors
6. If errors exist, update the document and repeat step 4
7. If no errors, click the **Submit** button
8. The document **Phase** updates to Final. No approvals are required

Cancel Receiver

You may have a need to cancel a Receiver. For example, if you created a Receiver for the wrong Purchase Order. The Receiver can only be canceled if a referencing payment request has not been created. If a payment request document has already been created, contact your Accounts Payable department. They may be able to cancel the payment request document if the payment has not already been disbursed.

Procedure Steps: How to cancel a receiver in Final phase

1. Open the Receiver document in Final phase
2. Click the **Discard** button
3. A new document opens. The Document Title Bar shows the version (**Ver.**) number was increased by a value of one, the **Function** is Cancellation, and the **Phase** is Draft

Receiver(RC)	Dept: HSA	ID: 190000000003	Ver.: 2	Function: Cancellation	Phase: Draft	Modified by 1011375, 05/13/2019
--------------	-----------	------------------	---------	------------------------	--------------	---------------------------------

4. Click the **Validate** button to check for errors
5. If errors exist, update the document and repeat step 4
6. If no errors, click the **Submit** button
7. The document **Phase** updates to Final. No approvals are required



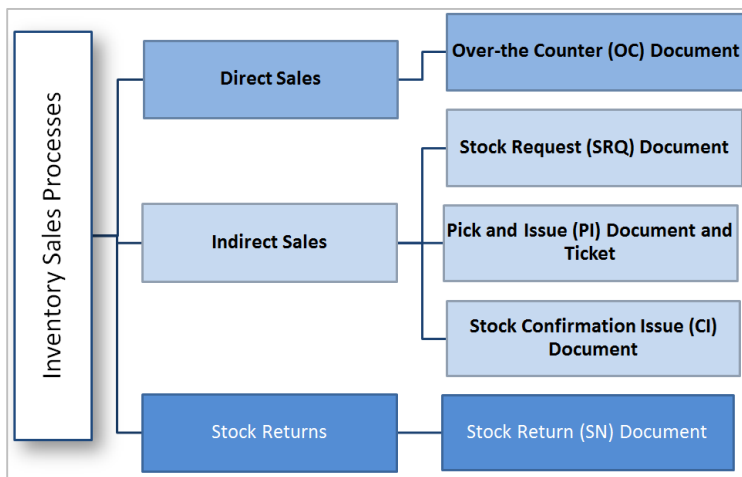
Issuing Inventory

Lesson Overview

This section discusses the different ways to issue inventory items. The documents discussed include:

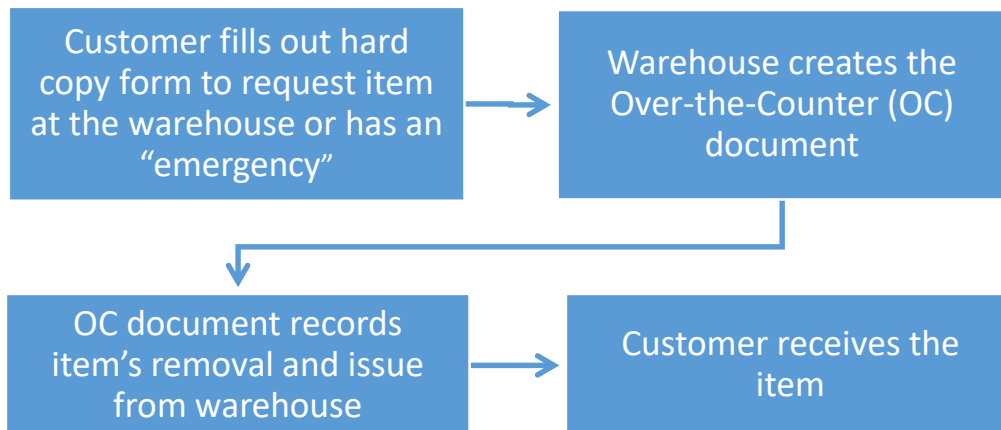
- Over-the-Counter (OC)
- Stock Request (SRQ)
- Pick and Issue (PI)
- Confirmation Issue (CI)

Inventory Issue Overview



Direct Stock Issue

Use the Direct Stock Issue process when a customer requests stock items at your warehouse or has an “emergency”. Only need to create a single document, the Over-the-Counter (OC) document, to start and complete a direct sale.





OVER-THE-COUNTER (OC) DIRECT ORDER

The Over-the-Counter (OC) document has six sections or components. Each component has multiple fields, not all fields are required. This section will review the required or important fields.

The Over-the-Counter document has the following sections:

- Header
- Accounting Distribution
- Commodity
- Commodity Detail (may be required, depending upon the commodity)
- Accounting
- Posting (can be viewed, but not changed)

This document allows the direct issue of goods from the Warehouse bypassing the Standard Stock Requisition and Pick-and-Issue cycle. The OC document is designed for requestors who walk into the warehouse to request and immediately pick up goods. The OC document is similar to the Standard Stock Requisition (SRQ) document except that the OC document does not permit backordering items and does not require delivery information.

The Over-the-Counter Document’s Commodity Line contains fields such as Stock Item Number, Stock Item Suffix, Requested Quantity and Unit Price. Information about the Stock Return such as Returned Quantity, Returned Amount and the Returned Date are also stored on the Commodity line of the OC document. The Returned Date is the latest date of the stock return and not the history of all the returns.

Header Section

The Header has information that applies to the entire document. The Document Description, Warehouse, Requesting Unit and Issuer ID are required fields.

Over-the-Counter – Header

The screenshot shows a web-based form titled "Header" with three tabs: "General Information", "Extended Description", and "Document Information". The "General Information" tab is active. The form contains the following fields:

- Document Name: [Dropdown menu]
- Record Date: [Text field with calendar icon]
- Budget FY: [Text field]
- Fiscal Year: [Text field]
- Period: [Text field]
- Document Description: [Dropdown menu]
- Document Total Amount: \$0.00
- Warehouse: PSALOGWH [Dropdown menu with up/down arrows]
- Requesting Unit: 2010 [Dropdown menu with up/down arrows]
- Accounting Profile: [Dropdown menu with up/down arrows]
- Issuer ID: 105658 [Dropdown menu with up/down arrows]
- Name: Stephanie Neves [Text field]
- Phone Number: 602.542.5403 [Text field]
- Phone Ext.: [Text field]
- Email: STEPHANIE.NEVES@A [Text field]

At the bottom of the form, there are buttons for "Save", "Undo", and "Load Accounting Profile". A "List View" button is located in the top right corner.



Accounting Distribution Section

The Accounting Distribution section lists the fund distribution across multiple line items. The accounting entered here can be pushed to all of the commodity lines to create corresponding accounting lines.

Over-the-Counter – Accounting Distribution

The screenshot shows the 'Accounting Distribution' form with the following sections:

- General Information:** Accounting Template, Distribution %, Total %.
- Fund Accounting:** Fund, Sub Fund, Object, Sub Object, Revenue, Sub Revenue, Department, Unit, Sub Unit, Appr Unit, BSA, Sub BSA, OBSA, Sub OBSA, Dept Object, Dept Revenue.
- Detail Accounting:** Location, Sub Location, Activity, Sub Activity, Function, Reporting, Sub Reporting, Task, Sub Task, Task Order, Major Program, Program, Phase, Program Period.

Buttons at the bottom include: Insert New Line, Insert Copied Line, Edit with Grid.

Commodity Section

The Commodity section lists all commodities associated with the issue of goods. Every OC document must have at least one commodity line, and each commodity line must have at least one accounting line. The Stock Item, Stock Item Suffix and Requested Quantity are required fields; the Inventory Location and Location Structure are required if the warehouse is tracking quantity by location. The other fields will populate by default or are protected.

Over-the-Counter – Commodity

The screenshot shows the 'Commodity' form with a table and a 'General Information' section.

Line	Stock Item	Stock Item Suffix	Inventory Description	Requested Quantity	Unit Price	Line Amount
0						

From 1 to 1 Total: 1. Navigation: First, Previous, Next, Last. Show Lines: 10. Go to line: [] Go. Export to CSV.

General Information:

- Stock Item, Stock Item Suffix, Inventory Description, Location Structure, Issue Unit, Unit Price, Requested Quantity, Total Accounting Amount, Item Sub Total, Accounting Profile, Accounting Template.
- Returned Quantity: 0.00000, Returned Amount: 0.00, Return Charge: \$0.00, Returned Date, Fixed Asset Number, Extended Description.



Commodity Detail Section

The Commodity Detail section updates the Inventory Maintenance Detail table and is only required on a limited number of inventory items.

Commodity Detail Total Lines: 0 Commodity Line: none Detail Line: none Item ID: none Requested Quantity: none

Tab View

General Information

Stock Item: Lot/Batch Number:
 Stock Item Suffix: Requested Date:
 Item ID: Requested Quantity:
 Item Status: Fixed Asset Number:
 Location Structure: Comment:
 Inventory Location:
 Location Name:

Part Information

Manufacturer Part Number: Miscellaneous 1:
 Manufacturer Name: Miscellaneous 2:
 Distributor Part Number: Miscellaneous 3:
 Serial Number: Miscellaneous 4:
 Barcode: Miscellaneous 5:

Accounting Section

The Accounting section lists the requestor’s accounting funds for each commodity line. The required fields in this section are the accounting elements required to process the transaction. The required elements are determined by agency type. The Event Type and Line Amount fields populate by default.

Over-the-Counter – Accounting

Accounting Total Lines: 1 Line: 0 Line Amount:

Line	Line Amount	Event Type
0		

From 1 to 1 Total: 1 First Previous Next Last Show Lines: 10 Go to line: Go Export to CSV

Tab View

General Information

Event Type: Budget FY:
 Accounting Template: Fiscal Year:
 Line Description: Period:
 Line Amount:

Fund Accounting

Fund: Department: BSA:
 Sub Fund: Unit: OBSA:
 Object: Sub Unit: Sub OBSA:
 Sub Object: Appr Unit: Sub BSA:
 Revenue: Dept Object:
 Sub Revenue: Dept Revenue:



Posting Section

Posting line is a system-generated section of the document. Based on the entries made in the accounting line section, the system generates posting lines showing how the transaction is posted.

Over-the-Counter – Posting

Posting						
		Total Lines: 3		Posting Line: 3		
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount	
3	Standard	A001 D022	Cash Inventory CE-S	\$300.00		
1	Standard	D023 S001	COGS Inventory/Stock	\$250.00	\$250.00	
2	Standard	D030 A001	Inventory CE-B Cash	\$300.00	\$300.00	
From 1 to 3 Total: 3				<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/>	Show Lines: 10	Go to line: <input type="text"/> <input type="button" value="Go"/> <input type="button" value="Export to CSV"/>

Procedure Steps: How to create an Over-the-Counter document

1. In the **Jump to** field, enter **OC**
2. Click the **Go** button to open the Document Catalog
3. Click the **Create** link
4. The **Code** field will be populated with the document code
5. In the **Dept**, enter your department code
6. Click the **Auto Numbering** box.
7. Click the **Create** link to create the document
8. Complete the **Header Section**, on the **General Information** section
 - In the **Document Description** field, enter the purpose of the transaction
 - In the **Warehouse** field, select the Warehouse filling the order
 - In the **Requesting Unit**, select the unit making the request
 - In the **Issuer ID** field, select the name of the warehouse worker filling the order
 - Click **Save**
9. On the Secondary Navigation Panel, click the **Commodity** section
 - Click the **Insert New Line** button
 - In the **Stock Item** field, select or enter the Stock Item Number
 - In the **Stock Item Suffix** field, select or enter the Stock Item Suffix
 - In the **Inventory Location** field, select the inventory location the item was sourced from
 - In the **Requested Quantity** field, enter the quantity to be issued
 - Click the **Save** button
 - Repeat this step to add additional Stock Items to the OC document
10. On the Secondary Navigation Panel, click the **Accounting** section
 - Click the **Insert New Line** button
 - Click the **Save** button
 - Infer the accounting information by using either of the following:
 - In the **Accounting Template** field, enter or select the template, if applicable.

OR



- On the Detail Account section, in the **Function** field, enter or select the function.
 - Click the **Fund Accounting** button
 - In the **Object** field, enter or select the object
11. Accounting lines have been created for each commodity line
 12. Click the **Validate** button. Correct any identified errors
 13. Click the **Submit** button

Inventory Inquiry

There is another tool available to facilitate searching for inventory items. The Inventory Inquiry (INVNQ) page displays the items available in the selected warehouse, cost and available quantity. Use the search criteria to identify the items to include in your order.

Inventory Inquiry Search

Warehouse : <input type="text"/>	Description : <input type="text"/>
Warehouse Description : <input type="text"/>	ABC Class : <input type="text"/>
Stock Item : <input type="text"/>	Stock Group : <input type="text"/>
Stock Item Suffix : <input type="text"/>	
Ok Clear Cancel	



Inventory Inquiry Page

Inventory Inquiry [Menu](#)

Inventory Details

Warehouse	Stock Item	Description	Unit Price	Available
✓ HSA-0001	20032 LG	Hospital Wear, Patient	2.000000	10275.00000
HSA-0001	20032 MD	Hospital Wear, Patient	2.000000	1250.00000
HSA-0001	20032 SM	Hospital Wear, Patient	2.000000	800.00000
HSAASHWH	20044 MED	SWT PANTS MEDIUM	0.000000	0.00000
HSAASHWH	20044 LRG	SWT PANTS LARGE	0.000000	0.00000

First Prev [Next](#) Last

[Search](#)

General Information

Warehouse: HSA-0001 Unit Price: 2.000000
 HSA MAIN WAREHOUSE Unit Cost: 4.881789
 Stock Item: 20032 Extended Cost: 50160.380000
 Stock Item Suffix: LG Issue Unit: BNDL
 Description: Hospital Wear, Patient Purchase Unit: BOX
 Suggested Vendor: Multiplier: 50
 Quantity per Issue: 0.00000 Smaller Unit: Issue Unit
 ABC Class: DFLT Extended Description:
 Forecasting
 Stock Group: Commodity Name: Hospital Wear, Patient
 Parent Item: Specifications:
 Frozen for Accounting:
 Active:
 Marked for Future Deletion:
 Internally Manufactured:
 Parent Replenishment:
 Track Quantity by Location:

Quantities

On Hand: 10275.00000 Backordered: 0.00000
 Reserved: 0.00000 On Order: 0.00000
 Released: 0.00000 Currently Requested: 0.00000
 In Transfer: 0.00000 Maximum Issue: 99999.99999
 Available: 10275.00000 Minimum Issue: 0.00000
 Last Count: 0.00000

Dates

First Receipt: 04/30/2019 Last Issued: 04/30/2019
 Last Ordered: 04/30/2019 Last Transfer:
 Next Delivery: Last Counted:
 Location

Location Priority	Inventory Location	Location Structure Description	On Hand Quantity	Last Count	Last Count Date
✓ 1	1000000005	Bin 1-Container-Rack-Dock	10275.00000	0.00000	

First Prev Next Last

Procedure Steps: How to search for a stock item in Inventory Inquiry (INVNQ)

1. On the Secondary Navigation Panel, click **Search**
2. Click **Page Search** to open the Page Search
3. On the **Page Search** page, in the **Page Code** field enter **INVNQ**
4. Click **Go**
5. On the Search window, in the **Warehouse** field, enter the warehouse
6. In the **Description** field, enter the description of the stock item to search for
7. Click on the **OK** link to return all results that include items with that description
8. In the Inventory Details section select the item you are searching for

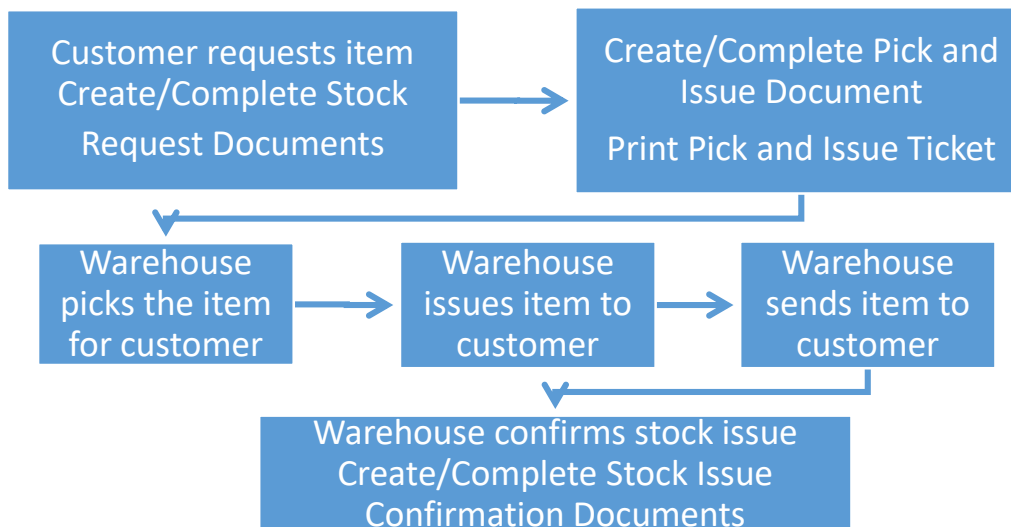


Indirect Stock Issue

Use the Indirect Stock Issue process to request items without physically going to the warehouse, reserve quantities for later delivery, or backorder items, if the warehouse permits backordering.

The Indirect Stock Issue process includes creating and completing the stock request document, creating and completing the pick and issue document, printing pick and issue tickets, and creating and completing the stock issue confirmation document.

If a department customer requests the stock item from your department’s warehouse, you will need to use a Stock Request (SRQ) and Stock Issue Confirmation (CI) documents.



Let’s get started with the Stock Request documents.

- The Stock Request (SRQ) allows requester to reserve quantities of stock items from an on-hand supply for later delivery.
- The Pick and Issue (PI) schedules previously reserved items to be picked up for delivery and releases them from quantity on hand.
- The Issue Confirmation (CI) records the number of goods issued to the requestor.

STANDARD STOCK REQUEST (SRQ)

The Standard Stock Requisition (SRQ) document allows you to reserve quantities of stock items from an on-hand supply for later delivery.

The Standard Stock Requisition (SRQ) document has the following detail sections:

- Header
- Accounting Distribution
- Commodity
- Accounting
- Posting



Any amount of stock that cannot be reserved due to insufficient inventory is marked as backordered, provided the Backordering option is selected on the Warehouse Table for the entered Warehouse. If the Backordering option is not selected and the Requested Quantity is greater than the Available Quantity, then the SRQ document is rejected.

Override errors are issued if the Requested Quantity is less than the Minimum Issue Quantity or greater than the Maximum Issue Quantity specified on the Inventory Table for the entered Stock Item.

Header Section

The Header has information that applies to the entire document. The Comments, Warehouse, Requesting Department and Issuer ID are required fields. In the Delivery Information Section, Shipping Location and Scheduled Delivery Date are required fields.

Standard Stock Requisition – Header

Header	
General Information	
Document Name: <input type="text"/>	Warehouse: <input type="text"/>
Record Date: <input type="text"/>	Requesting Unit: <input type="text"/>
Budget FY: <input type="text"/>	Accounting Profile: <input type="text"/>
Fiscal Year: <input type="text"/>	Issuer ID: <input type="text"/>
Period: <input type="text"/>	Name: <input type="text"/>
Document Description: <input type="text"/>	Phone Number: <input type="text"/>
Actual Amount: \$0.00	Phone Ext.: <input type="text"/>
Closed Amount: \$0.00	Email: <input type="text"/>
Closed Date: <input type="text"/>	Total of Header Attachments: 0
	Total of All Attachments: 0
Delivery Information	
Shipping Location: <input type="text"/>	Delivery Date: <input type="text"/>
	Ship Whole Indicator: <input type="checkbox"/>

Accounting Distribution Section

The Accounting Distribution section lists the fund distribution across multiple line items. The accounting entered here can be pushed to all of the commodity lines to create corresponding accounting lines.



Standard Stock Request – Accounting Distribution

Accounting Distribution Total Lines: 0 Line: none Distribution %: none

Line	Distribution %	Total %
From 0 to 0 Total: 0		

First Previous Next Last Show Lines: 10 Export to CSV

Tab View

General Information

Accounting Template:

Distribution %:

Total %:

Fund Accounting

Master Fund: Fund: Sub Fund:

District/Agency: Resource: Project Year:

School Location/Dept: Goal/Categorical: Function/Activity:

Dist/Agency Object: SACS/BAM Object:

Commodity Section

The Commodity section lists all commodities associated with the issue of goods. Every SRQ document must have at least one commodity line, and each commodity line must have at least one accounting line. The Stock Item, Stock Item Suffix and Requested Quantity are required fields. The other fields will populate by default or are protected.

Standard Stock Request – Commodity

Commodity Total Lines: 0 Line: none Stock Item: none Stock Item Suffix: none Description: none

Line	Stock Item	Stock Item Suffix	Description	Unit Price	Item Total Amount
From 0 to 0 Total: 0					

First Previous Next Last Sh

List View

General Information Reference Stock Requisition Status Extended Description

Stock Item: Fixed Asset Number:

Stock Item Suffix:

Description:

Requested Quantity:

Issue Unit:

Unit Price:

Accounting Profile:

Accounting Template:

Item Total Amount:

Closed Amount:

Closed Date:

Number of Attachments:

Accounting Section

The Accounting section lists the requestor’s accounting funds for each commodity line. The required fields in this section are the accounting elements required to process the transaction. The required elements are determined by agency type. The Event Type and Line Amount fields populate by default.



Standard Stock Request – Accounting

Accounting Total Lines: 0 Line: none Line Amount: none Line Closed Amount: none

General Information

Event Type: Budget FY:
 Accounting Template: Fiscal Year:
 Line Description: Period:
 Line Amount: Number of Attachments:
 Line Closed Amount:
 Line Closed Date:
 Referred Line Amount:

Fund Accounting

Fund: Department: BSA:
 Sub Fund: Unit: OBSA:
 Object: Sub Unit: Sub OBSA:
 Sub Object: Appr Unit: Sub BSA:
 Revenue: Dept Object:
 Sub Revenue: Dept Revenue:

Posting Section

Posting line is a system-generated section of the document. Based on the entries made in the accounting line section, the system generates posting lines showing how the transaction is posted.

Standard Stock Request – Posting

Posting Total Lines: 1 Posting Line: 1

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	P001 P002	N Actg Nominal N Actg Offset	\$0.00	\$0.00

List View

General Information Fund Accounting Detail Accounting

Run Time/Date: 05/13/2019 Budget FY: 2019
 Record Date: 05/07/2019 Fiscal Year: 2019
 Journal Posting: N/A Period: 11
 Budget Posting: N/A Post Pair ID: A
 Bank Account: Line Amount: \$2,072.00
 BSA Type Indicator: Posting Amount: \$0.00
 OBSA Type Indicator: Closed Amount: \$0.00

Procedure Steps: How to create a Standard Stock Request document

1. In the **Jump to** field, enter **SRQ**
2. Click the **Go** button to open the Document Catalog
3. The **Code** field will be populated with the document code
4. Click the **Create** link
5. Enter the **Dept** code
6. Click the Auto Numbering field, enter the ID
7. Click the **Create** link. The Header of the SRQ document will open



8. Complete the **Header** Section, on the **General Information** section
 - In the **Document Description** field, enter a description for the SRQ
 - In the **Warehouse** field, select or enter your warehouse
 - In the **Requesting Unit** field, select or enter who is requesting the items
 - The value for the **Issuer ID** will default
 - In the **Delivery Information** section, in the **Shipping Location** field, select the shipping location
 - In the **Scheduled Delivery Date** field, enter the requested date for delivery
9. On the Secondary Navigation Panel, click **Commodity**
 - Click the Insert New Line button
 - In the Commodity field, select or enter the Commodity
 - In the **Stock Item Suffix** field, select or enter the Stock Item Suffix
 - In the **Requested Quantity** field, enter the quantity to be issued
 - Repeat steps 15-18 to add additional Stock Items to the OC document
10. On the Secondary Navigation Panel, click the **Accounting** section
 - Click the **Insert New Line** button
 - Click **Save**
 - Infer the accounting information by using either of the following:
 - In the **Accounting Template** field, enter or select the template, if applicable.
OR
 - On the Detail Account section, in the **Function** field, enter or select the function.
Accounting lines have to be created for each commodity line.
11. Click the **Validate** button. Correct any identified errors.
12. Click the **Submit** button
13. Approving the pending SRQ, Dept Inv Manager role is required
14. Logout of AFIS
15. Log into AFIS using your manager login
 - Click on **Message Center** on the side bar
 - In the drop down click **Worklist**
 - Under Select Worklist click the arrow for the drop down and chose **Dept Inv Approver**
 - Select the document to be approved by checking the box and clicking **Take Task**
 - Under Select Worklist click the arrow for the drop down and chose **Dept Inv Manager**
 - Click on the task ID to review the task has been entered correctly. Once everything is verified, **Check the Box** and click **Approve**. Click **Close** when review is complete.
 - This approves the transaction and places it into final status

ISSUE QUEUE INQUIRY (ISSQ)

Issue Queue Inquiry (ISSQ) page provides in-process information about all stock requisitions associated with the specified warehouse that have yet to be closed by a Stock Issue Confirmation (CI) document. This page is updated when Standard Stock Requisition (SRQ) documents are finalized and items are reserved. The Confirmation ID field and Pick Date are updated when Pick and Issue Order (PI)



documents are processed. Lines are deleted when the Stock Issue Confirmation (CI) documents are processed to final.

This page is the initial source that the Pick and Issue document uses to select Standard Stock Requisitions (SRQ) or Stock Issue Confirmation (CI) documents to process. This page links draft CI documents created by PI documents with their related SRQ document. This table is used for inquiry purposes only; all updates are performed by processing documents and batch jobs.

The SRQ document updates this page along with the Comments, Modified Date, Shipping Additional Info, Delivery Date and Warehouse whenever an SRQ processes to final and there are reserved quantities. The Shipping Additional Info field populates with the text entered on the Requested For field in the Delivery Information tab. When a PI document is processed to final it updates the Confirmation ID and the Pick Date for each CI document against its referenced SRQ. The Confirmation ID allows you to link to the CI document. When the CI document is processed to final its record is removed from the table.

Issue Queue Inquiry

Issue Queue Inquiry

[Browse](#) [Clear](#)

Warehouse : PSALOGWH Issue Code : Modified Date :

Request Code : Issue Department : Delivery Date :

Request Department : Issue ID : Pick Date :

Request ID : Vendor Customer :

Document Description :

Warehouse	Stock Request	Document Description	Confirmation ID	Modified Date	Delivery Date	Pick Date	Shipping Additional Info	Vendor Customer
PSALOGWH	SRQ HSA 51319AM5			05/07/2019	05/07/2019			
✓ PSALOGWH	SRQ PSA 51319AM1		CI PSA 19000000063 1	05/07/2019	05/07/2019	05/07/2019		
PSALOGWH	SRQ PSA 51319AM2		CI PSA 19000000061 1	05/07/2019	05/07/2019	05/07/2019		
PSALOGWH	SRQ PSA 51319AM3			05/07/2019	05/07/2019			

First Prev Next Last

PICK AND ISSUE (PI)

The Pick and Issue (PI) is an Inventory Control document that is only used in conjunction with a Standard Stock Requisition (SRQ) document to create Pick and Issue Tickets and Stock Issue Confirmation (CI) documents.

This document selects previously reserved items to be picked for delivery and releases them from a reserved status. It also generates Pick Tickets that are used by the warehouse to select items, and generates a Stock Issue Confirmation document. The Issue Queue Inquiry (ISSQ) is the source that the Pick and Issue process uses to select which Standard Stock Requisitions documents to process.

The process of issuing materials from a warehouse begins with the initial entry of a stock requisition. The information provided on the SRQ can be copied forward in the creation of a Pick and Issue document. It should also be noted that the creation of a Pick and Issue document does not mean that



the items were actually issued and recorded in Inventory. The CI document ID indicated on the PI document (printed copy) or on the ISSQ still has to be submitted for posting.

Warehouse workers also have the option of selecting all SRQ documents waiting to be filled or SRQ documents with a specific delivery date. This allows the warehouse to fill multiple order at one time.

When the PI document is created with a function of Print New Pick Tickets, the document submits the offline program to print pick tickets for selected Standard Stock Requisitions (SRQ) for a specified warehouse. In addition, an Issue Confirmation (CI) document is generated for each pick ticket printed. The CI document is created and submitted to a Final status by the PI document creation. Finally, the Reserved Quantities, Released Quantities and On-Hand Quantities on the Standard Stock Requisition and Inventory table are updated.

Procedure Steps: How to create a Pick and Issue document for a Specific Delivery Date

1. In the **Jump to** field, enter **PI**
2. Click the **Go** button to open the Document Catalog
3. The **Code** field will be populated with the document code
4. Click the **Create** link
5. In the **Dept**, enter the Department code
6. Check the **Auto Number** check box
7. Click the **Create** link. The Header of the PI document will open
8. Complete the **Header** Section, on the **General Information** section
 - In the **Document Description** field enter a description for the purpose of the Pick and Issue document
 - In the **Warehouse** field, enter the warehouse code the stock items will be issued from
 - In the **Pick and Issue Function** field, select **Print New Pick Tickets-Schedule Issue Confirmation**
 - In the **Selection Option** field, select **Specific Delivery Date**
 - In the **Specific Delivery Date** field, enter the date to run the Pick and Issue against
9. Click the **Validate** button
10. Correct any system identified errors
11. Click the **Submit** button
12. The Pick and Issue document will print at the printer specified on the Warehouse table. Confirmation Issue documents will be created as a result of the creation of the Pick an Issue document. The Issue Confirmation documents are specified on the printed PI documents or can be found on the ISSQ.

Procedure Steps: How to print Pick and Issue form

1. Once the PI document has processed to Final the Pick and Issue form is available to be printed
2. In the Secondary Navigation click **Message Center**
3. In the list that appears under Message Center click **Forms**. The View Forms page will open
4. In the **Doc Code** field, enter **PI**
5. Enter the **Document ID**



6. Once the PI Document appears in the list, click the **View PDF** link
7. The Inventory Warehouse Pick and Issue Report opens
8. In the upper right hand corner, click the **Print** icon
9. On print window, click the **Print** button
10. Click the **Change** button to print to a printer other than the defaulted printer
11. In the Print Destination list select the printer to print to
12. Click the **Print** button

CONFIRMATION ISSUE (CI)

The Stock Issue Confirmation (CI) document allows you to record and confirm the quantity of goods issued to the requestor. The CI document must be created either by the Pick and Issue document or by copying forward the SRQ. The CI document must reference a Standard Stock Requisition (SRQ) document. When the CI document is created by the PI document the document is automatically submitted to final and the issue process is complete.

Every CI document must have at least one commodity line and each commodity line must have at least one accounting line.

The CI document has the following sections:

- Header
- Commodity
- Accounting

Each section has sub-categories that provide information regarding the CI document. It requires the same information found on the referenced SRQ document.

The Unit Price on the CI may be different than the Unit Price on the Inventory Management table and the referenced SRQ; however, an error that can be overridden is issued when it differs from the value on the INVN table. The CI document cannot be processed for a stock item which is not active or which has been marked for "Frozen for Accounting" on the Inventory Maintenance table.

A CI document can be deleted prior to it being submitted to final. Once it has been processed to final it can't be modified or cancelled.



Returning Inventory

The Stock Return (SN) document allows the original requestor to return previously issued items back to the originating warehouse.

The SN document has the following sections:

- Header
- Accounting Distribution
- Commodity
- Commodity Detail (not being used)
- Accounting
- Posting

The Stock Return (SN) document does the following:

- Records the exact quantity of stock items that have been returned to the warehouse.
- Updates the exact quantity of returned stock items on the INVN and the referenced Standard Stock Requisition (SRQ) or Over the Counter (OC) document, if applicable.
- Correctly records the decrease in expense to the buyer and decrease in revenue for the seller.
- Uses the unit price from the original issue transaction even if the unit price has changed.

The SN document is created by copying forward the original SRQ or OC document. This ensures the correct commodity is returned to inventory. It also ensures that the accounting used on the original transaction is properly credited for the return at the price the items was issued. The user creating the transaction, either the person who created the order or the warehouse worker, has very little data to enter. They need to make sure the correct stock items are being returned and the returned quantity is correct.

The SN documents cannot be processed for a stock item which is not active or has been Frozen for Accounting on the INVN table. This rule applies to the Parent and Child items of a grouped stock item. If either is not active or any of the Child items have been marked Frozen for Accounting on the Inventory table (Parent items cannot be marked as Frozen) the items cannot be returned.

Header Section

The Header has information that applies to the entire document. In the Returning Information Section, Returned By and Return Code are required fields.



Stock Return – Header

Header	
General Information	
Document Name: <input type="text"/>	Ref Doc Code: <input type="text" value="SRQ"/>
Record Date: <input type="text"/>	Ref Doc Dept: <input type="text" value="PSA"/>
Budget FY: <input type="text"/>	Ref Doc ID: <input type="text" value="51319AM1"/>
Fiscal Year: <input type="text"/>	Warehouse: <input type="text" value="PSALOGWH"/>
Period: <input type="text"/>	Logistics Bureau, Support Services Section, Supply Warehouse
Document Description: <input type="text"/>	Returning Unit: <input type="text" value="2010"/>
	Accounting Profile: <input type="text"/>
	Document Sub Total Amount: \$0.00
	Document Total Amount: \$0.00
Returning Information	
Returned By: <input type="text" value="1011375"/>	Return Code: <input type="text"/>
Name: <input type="text" value="Ann Macha"/>	Override Fixed Return Charge: <input type="text"/>
Phone Number: <input type="text" value="480-784-7200"/>	Net Return Charge: \$0.00
Phone Ext: <input type="text"/>	Override Return: <input type="checkbox"/>

Commodity Section

The Commodity section lists all commodities associated with the original issue of goods. Any lines that are copied from the original issue document that are not being returned will need to be deleted from the document. Every OC document must have at least one commodity line, and each commodity line must have at least one accounting line. The Returned Quantity is a required field. The other fields will populate by default or are protected.

Stock Return – Commodity

Commodity						
Total Lines: 1 Line: 1 Stock Item: 08015 BDG Stock Item Suffix: BDG Description: Hat Badge (Cadet Issue or Replacement)						
Line	Stock Item	Stock Item Suffix	Description	Unit Price	Line Total	
1	08015 BDG	BDG	Hat Badge (Cadet Issue or Replacement)	0.000000	\$0.00	
From 1 to 1 Total: 1						
			First Previous Next Last	Show Lines: <input type="text" value="10"/>	Go to line: <input type="text"/>	Go Export to CSV
List View						
General Information Reference Extended Description						
Stock Item: <input type="text" value="08015"/>			Line Sub Total: \$0.00			
Stock Item Suffix: <input type="text" value="BDG"/>			Returned Charge: \$0.00			
Hat Badge (Cadet Issue or Replacement)			Line Total: \$0.00			
Inventory Location: <input type="text" value="AR1-RW1-RK1-SH1"/>						
Location Structure: <input type="text" value="BLUE"/>						
Accounting Profile: <input type="text"/>						
Accounting Template: <input type="text"/>						
Returned Quantity: <input type="text" value="1.00000"/>						
Unit Cost: 0.000000						
Unit Price: 0.000000						
Save Undo			Insert New Line Insert Copied Line		Edit with Grid	
			Recalculate Accounting Line Amount		Load Commodity Detail Lines	



Commodity Detail Section

The Commodity Detail section updates the Inventory Maintenance Detail table; this table is not being used by agencies at this time, do not populate the fields in this section.

Accounting Section

The accounting section lists the requestor’s accounting funds for each commodity line. The fields in this section populate from the referenced SRQ or OC document. The Event Type and Line Amount fields populate by default.

Stock Return – Accounting

Accounting Total Lines: 1 Line: 1 Total Line Amount: \$518.00

Line	Sub Total Line Amount	Net Return Charge	Total Line Amount	Event Type
1	\$518.00	\$0.00	\$518.00	ST21

From 1 to 1 Total: 1 First Previous Next Last Show Lines: 10 Go to line: Go Export to CSV

List View

General Information Reference Fund Accounting Detail Accounting

Event Type: ST21 Budget FY: 2019

Accounting Template:

Line Description:

Sub Total Line Amount: \$518.00 Fiscal Year:

Net Return Charge: \$0.00 Period:

Total Line Amount: \$518.00

Posting Section

Posting line is a system-generated section of the document. Based on the entries made in the accounting line section, the system generates posting lines showing how the transaction is posted.

Stock Return – Posting

Posting Total Lines: 4+ Posting Line: 4

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
4	Non-Standard	D022 A001	Inventory CE-S Cash	\$518.00	\$518.00
2	Non-Standard	D023	COGS	\$0.00	\$2.50
3	Non-Standard	S001	Inventory/Stock	\$2.50	\$0.00
1	Non-Standard	A001 D030	Cash Inventory CE-B	\$518.00	\$518.00

From 1 to 4 Total: 4+ First Previous Next Last Show Lines: 10 Go to line: Go Export to CSV



Procedure Steps: How to create a Stock Return document

1. Create the SN document using the copy forward function from original SRQ or OC. Use the Document Catalog to locate the original issue transaction
2. In the **Jump to** field, enter **SRQ or OC**
3. Click the **Go** button to open the Document Catalog
4. The **Code** field will be populated with the Document Code
5. Click the **Browse** link
6. In the **Dept**, enter the **department** from the original SRQ/OC
7. Click the **Browse** link
8. Click on the **Document ID** of the document to use in the return
9. The Header of the SRQ document will open
10. Click the **Copy Forward** button. The Copy Forward page will open
11. Populate the Copy Forward page of the SRQ document
12. In the **Dept** field, enter the Doc Dept to process the return for
13. In the **ID** field, enter an ID
14. Select Target Doc Type of **SN**
15. Click the **OK** button to create the document
16. The document opens with most of the required fields populate
17. In the Header, **Returning Information** section, select a **Return Code**
18. In the Secondary Navigation section click **Commodity**. The Commodity section opens
19. In the grid at the top of the section, click on the **Trash Can** icon to delete any lines not included in the return
20. In the **Inventory Location** field, select the location the item will be returned to. Select the location with Location Priority 1
21. In the **Returned Quantity** field, enter the quantity to be returned
22. Click the **Recalculate Accounting Line Amount** button
23. Click the **Validate** button. Correct any errors
24. Click the **Submit** button
25. In the lower right corner, click the **Close** icon
26. On the Primary Navigation Panel, click **Home** to return to the home page



Adjusting Inventory

The Inventory Adjustment (IA) document allows warehouse managers the ability to adjust quantities or unit cost values of on-hand items due to a change in on-hand quantity or unit cost. This document is also used during the Physical Inventory Reconciliation process to record adjustments to the on-hand quantity as a result of a physical count.

The Inventory Adjustment document has the following detail sections:

- Header
- Commodity
- Commodity Details (not being used)
- Accounting
- Posting



The IA document can adjust quantity or cost but not both on the same document unless the item is new and has no quantity on hand or dates associated with it.

Header Section

The Header has information that applies to the entire document. The Warehouse is the only required field that needs to be entered. The other fields populate by default.

Inventory Adjustment – Header

Commodity Section

The Commodity section lists all commodities associated with the issue of goods. Every IA document must have at least one commodity line. In the General Information section Stock Item, Stock Item Suffix, Inventory Location, and Location Structure are required fields. In the Adjustment Information section, Change in Quantity or Change in Unit Cost fields are required. The IA should have either field populated (not both) on the same transaction. The Adjustment Code is also a required field. Other fields will populate by default or are protected.



Inventory Adjustment – Commodity

Commodity		Total Lines: 1	Line: 0	Stock Item:	Stock Item Suffix:	Description:
General Information						
Stock Item:	<input type="text"/>					
Stock Item Suffix:	<input type="text"/>					
Inventory Location:	<input type="text"/>					
Location Structure:	<input type="text"/>					
Location Priority:	<input type="text"/>					
Adjustment Information						
Change in Quantity:	<input type="text"/>					New Quantity:
Change in Unit Cost:	<input type="text"/>					New Unit Cost:
Adjustment Code:	<input type="text"/>					New Extended Cost:
Use for Reconciliation:	<input type="checkbox"/>					Item Total Amount: \$0.00

Commodity Detail Section

The Commodity Detail section updates the Inventory Maintenance Detail table (INVND).

Accounting Section

The accounting section infers the elements to process this transaction from the Warehouse table. The Event Type and Line Amount fields populate by default.

Inventory Adjustment – Accounting

Accounting			Total Lines: 0	Line: none	Line Amount: none
General Information					
Event Type:	<input type="text"/>				Budget FY: <input type="text"/>
Line Description:	<input type="text"/>				Fiscal Year: <input type="text"/>
Line Amount:	<input type="text"/>				Period: <input type="text"/>
Fund Accounting					
Fund:	<input type="text"/>	Department:	<input type="text"/>	BSA:	<input type="text"/>
Sub Fund:	<input type="text"/>	Unit:	<input type="text"/>	Sub BSA:	<input type="text"/>
Object:	<input type="text"/>	Sub Unit:	<input type="text"/>	OBSA:	<input type="text"/>
Sub Object:	<input type="text"/>	Appr Unit:	<input type="text"/>	Sub OBSA:	<input type="text"/>
Revenue:	<input type="text"/>			Dept Object:	<input type="text"/>
Sub Revenue:	<input type="text"/>			Dept Revenue:	<input type="text"/>
Detail Accounting					
Location:	<input type="text"/>	Reporting:	<input type="text"/>	Major Program:	<input type="text"/>
Sub Location:	<input type="text"/>	Sub Reporting:	<input type="text"/>	Program:	<input type="text"/>
Activity:	<input type="text"/>	Task:	<input type="text"/>	Phase:	<input type="text"/>

Posting Section

Posting line is a system-generated section of the document. Based on the entries made in the accounting line section, the system generates posting lines showing how the transaction is posted.



Inventory Adjustment – Posting

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
2	Standard	S001	Inventory/Stock	\$500.00	\$0.00

[List View](#)

General Information | Fund Accounting | Detail Accounting

Run Time/Date: 05/13/2019	Budget FY: 2019
Record Date: 05/07/2019	Fiscal Year: 2019
Journal Posting: Posted	Period: 11
Budget Posting: Posted	Post Pair ID: A
Bank Account:	Line Amount: \$500.00
BSA Type Indicator: Asset	Posting Amount: \$500.00
OBSA Type Indicator:	Closed Amount: \$0.00

Procedure Steps: How to create an Inventory Adjustment (IA) document to adjust the quantity of an item in inventory

1. In the **Jump to** field, enter **IA**
2. Click the **Go** button to open the Document Catalog
3. The **Code** field will be populated with the document code
4. Click the **Create** link
5. In the **Dept**, enter the Department code
6. Click the **Create** link
7. In the **ID** field enter the ID
8. Click the **Create** link. The Header of the IA document will open
9. Complete the **Header** Section, on the **General Information** section
 - In the **Document Description** field, enter the description details for the adjustment.
 - In the **Warehouse** field, enter the warehouse code to make the adjustment
10. In the Secondary Navigation section click **Commodity**. The Commodity section opens
 - Click the **Insert New Line** button
 - Under the **General Information** tab, in the **Stock Item** field, select the Stock Item
 - In the **Stock Item Suffix** field, select the Stock Item Suffix. This could auto populate when pulling in the stock item from the search page
 - In the **Inventory Location** select the inventory location for the item. Select the location with **Location Priority 1**
 - Under the **Adjustment Information** tab, in the **Change in Quantity** field enter the quantity to add to inventory
11. In the **Adjustment Code** field select the reason for the adjustment
12. Click the **Validate** button. Correct any system identified errors
13. Click the **Submit** button

TAKE AN ITEM OUT OF INVENTORY

In order to take an item out of inventory there are several steps that need to be completed. First navigate to the INVNQ page and verify that here are no outstanding transactions pending in the



Reserved, Released, Backordered, and On Order or Currently Requested buckets. If there are pending transactions, they will need to be processed to final before the item can be inactivated.

Once you have confirmed that there are no pending transactions an IA document will need to be created that will reduce the On Hand quantity to zero. When creating the IA document, the Change in Quantity will need to be entered as a negative value and the Adjustment Code selected should be for an inactive item. After the IA document has been processed to final, the item can be inactivated on the INVN table. The item will no longer be displayed in search result on inventory documents

Procedure Steps: How to process an IA document to take an item out of inventory

1. In the **Jump To** field, enter **INVNQ**
2. Click the **Go** button to open the page
3. In the search window, enter the code for the **Stock Item** and **Suffix**
4. Click the **OK** link
5. Verify there are no pending transactions for this item by confirming the quantities in the transaction buckets are zero
6. Create an **IA** document to reduce the quantity to zero
7. In the **Jump to** field, enter **IA**
8. Click the **Go** button to open the Document Catalog
9. The **Code** field will be populated with the document code
10. Click the **Create** link
11. In the **Dept**, enter the Department code
12. Click the **Create** link
13. Click the **Auto Numbering** checkbox
14. Click the **Create** link. The Header of the IA document will open
15. In the **Warehouse** field, enter the warehouse code of the item to be removed from inventory.
16. Complete the **Header** Section, on the **General Information** section
 - Click the **Insert New Line** button
 - In the **Stock Item** field, select the Stock Item
 - In the **Stock Item Suffix** field, select the Stock Item Suffix
 - In the **Inventory Location** field, select the inventory location for the item. Select the location with Location Priority 1
 - In the **Change in Quantity** field, enter the quantity to be removed from inventory. This is the *negative* amount of the On Hand quantity from the INVNQ table.
 - In the **Adjustment Code** field, select the reason for the adjustment
17. Click the **Validate** button
18. Correct any system identified errors
19. Click the **Submit** button



If the warehouse is using Track Quantity by Location, then a commodity line will need to be added for each location and the On Hand Quantity will need to be entered for each location.



Inventory Physical Count Process

The Inventory Freeze (INVF) table allows you to search, maintain, and delete items that need to be counted, record the actual number of items in inventory, and finally, verify any discrepancies between the stock items on hand and the quantity recorded in AFIS.

Inventory Freeze

Warehouse	Warehouse Description	Stock Item	Stock Item Description	Inventory Location	Item ID	Discrepancy
PSALOGWH	Logistics Bureau, Support Services Section, Supply Warehouse	08015 BDG	Hat Badge (Cadet Issue or Replacement)	AR1-RW1-RK1-SH1		No
PSALOGWH	Logistics Bureau, Support Services Section, Supply Warehouse	08044 NUT	Hat Badge Nut	AR1-RW1-RK1-SH1		No

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

Warehouse : PSALOGWH
Logistics Bureau, Support Services Section, Supply Warehouse

Stock Item : 08044
Stock Item Suffix : NUT
Hat Badge Nut

Inventory Location : AR1-RW1-RK1-SH1
Location Structure : BLUE
Item ID :
Actual Quantity :

Adjustment Code : PC
Issue Unit : EACH
Discrepancy :

Physical Inventory Count

Inventory Freeze Page

The Inventory Freeze (INVF) page is populated in two ways. You can either directly update the table, or run the Inventory Freeze batch process to select records from the Inventory (INVN) page and add them to the Inventory Freeze page. To create a record directly on this page requires, at a minimum, a unique Warehouse, Stock Item, and Stock Item Suffix combination, and a valid Adjustment Code on the Adjustment Code (ADJC) table. Once the record is validated and saved, the corresponding record on the Inventory Maintenance (INVN) table is set to frozen by automatically updating the Frozen flag on the INVN table. Once an Item is frozen, it cannot be requested, issued, received, or transferred until it has been reconciled and released (unfrozen).

Inventory Freeze Batch Job

The Inventory Freeze batch job will, based on selection criteria, flag stock items frozen for physical inventory count. While frozen, these items cannot be issued from the warehouse. A list of frozen items is produced to use during the count.

Count Cards

A Cycle Count report is available through infoAdvantage and can be used as a tool to enter counts. This report can be exported as an excel spreadsheet and used to enter your agency item counts.

Reconciliation

Reconciliation Posting searches the Inventory Freeze Table (INVF) for all records, or all records matching particular warehouses. If there is a discrepancy between the Actual Quantity and the On Hand Quantity



of the Inventory Item, then an Inventory Adjustment document is created to reconcile this difference. Otherwise if the Quantities are equal, the Inventory Freeze record is deleted, and the Inventory Item is set to unfrozen.

The Inventory Adjustment document is used during the physical inventory reconciliation process to record adjustments to the on-hand quantity as a result of a physical count discrepancy.

Procedure Steps: How to initiate the Inventory Freeze Process.

1. Agencies will notify GAO of their Physical Count dates for their warehouses
2. GAO will schedule the Inventory Freeze job to run to freeze the warehouse on the identified date
3. GAO will notify the agency that the warehouse has been frozen
4. The agency will run the Cycle Count report via infoAdvantage and export the report to an excel spreadsheet
5. Agency will perform the physical count
6. Agency will email the Cycle Count report with ONLY the final counts that should be updated in the system
7. GAO will run the Reconciliation Posting Job and generate IA documents to record adjustments to on-hand quantity for items with a discrepancy



Appendix A

Terminology

The terms listed below are used throughout this training guide.











Acronym	Full Name / Description
ABCP	ABC Classification Parameter
ADJC	Adjustment Code Table
AFIS	Arizona Financial Information System
BFY	Budget Fiscal Year
COA	Chart of Accounts
COMM	Commodity Table
IA	Inventory Adjustment
INVF	Inventory Freeze Table
INVNQ	Inventory Inquiry Table
INVN	Inventory Maintenance Table
INVNU	Inventory Usage History and Forecast Maintenance
OC	Over-the-Counter Document
RC	Receiver Document
RETC	Return Code
SRQ	Standard Stock Request
TI	Stock Transfer Issue
TR	Stock Transfer Receipt
UNSPSC	United Nations Standard Products and Services Code
WHSE	Warehouse Table



Appendix B

Icons

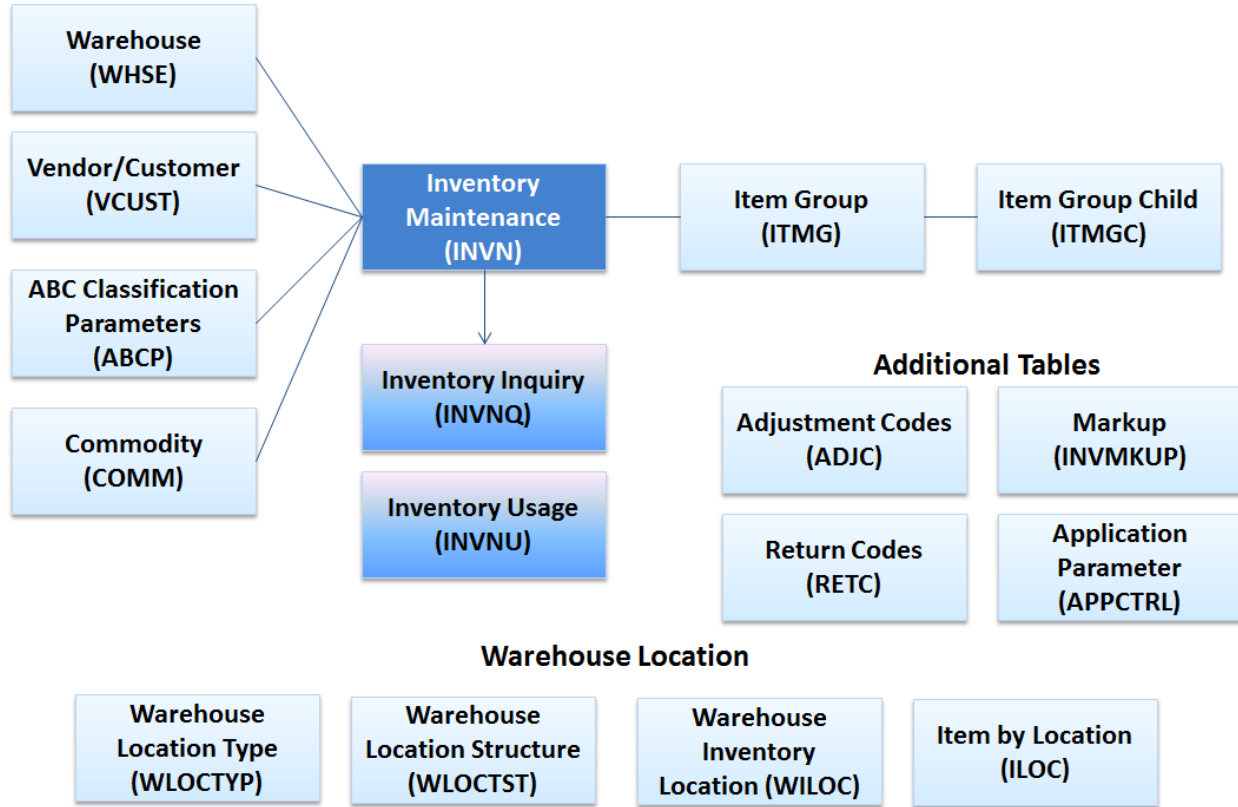
Icons used throughout this course are listed below:

Navigation Icon	Icon	Behavior
Action Menu		Displays a menu of available actions that can be performed on that page.
Calendar Tool		Available for selecting dates or date ranges from an interactive calendar.
Check Box		Used to indicate whether the condition is on (checked) or off (unchecked).
Close Window		This button is located at the top right corner of a window and closes the window when selected.
Copy Line		Used to copy the current line. Use with the Insert Copied Line link.
Delete		Used on a line (accounting, commodity) to delete the current line.
Drop-down List		Provides a static list of values available for selection.
Eyeball		Used to display additional details.
Pick List		Provides a list of related reference data items available for selection.
Rollups		Used to expand and collapse sections of a page. The down arrow expands all of the available sections. The side arrow collapses the sections.



Appendix C

Tables Managed by GAO



Warehouse (WHSE)

The Warehouse page has five sections:

- General Information
- Management Control
- Default Event Types
- Warehouse Fund Accounting
- Warehouse Detail Accounting

The General Information section is where the warehouse code, description and location are set up. The Track Quantity by Location flag indicates if the warehouse is tracking inventory at the location level (checked) or at the stock item level (unchecked).



General Information - Warehouse Table

Warehouse	Description	Parent Warehouse	District/Agency
ALHMBR64	Alhambra Central Warehouse		75713

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

General Information

Warehouse : ALHMBR64
 Description : Alhambra Central Warehouse

Parent Warehouse :
 Description :

Source System : Advantage
 Track Quantity By Location :

Warehouse Location : 77777
 Central Warehouse

Attention :
 Address 1 : Alhambra Unified School District
 Address 2 : 1515 West Mission Road
 City : Alhambra
 State : CA
 Country : USA
 Zip : 91803-1618
 County :
 External Site ID :

Primary Contact :
 Primary Contact Name :
 Alternate Contact :
 Alternate Contact Name :

Management Controls has configuration related to stock returns, and a setting for allowing backorders. The section also identifies the document code that will be used to process Stock Issue Conformation documents and define the printer that will be used to print Pick and Issue tickets.

Management Control - Warehouse Table

Management Control

Return Type : Percentage
 Percent Return Charge : 0.00
 Fixed Return Charge :
 Backorders Allowed :
 Transfer Reorder :
 Number of Alternate Orders : 50
 Confirmation Document Code : CI
 External Confirmation Document Code : CIE

Stock Request Retention : 1000
 Stock Issue Retention : 1000
 Stock Adjustment Retention : 1000
 Stock Transfer Retention : 1000
 Application Resource : PI
 Print Job : PI_FORM_ADV_PDF
 Print Resource : PDFGen
 View Forms :

Default Event Types establish the event types that will default for Requisitions, Purchase Order and Payment Request documents when a warehouse is entered. The Accounting Method of Consumption has been established for agencies using inventory. With the consumption method the warehouse does not recognize any expenditure for inventory items until they are issued from the warehouse.

Default Event Types - Warehouse Table

Default Event Types

Accounting Method : Purchase Method
 Requisition Documents : ST52
 Purchase Order Documents : PR07
 Payment Request Documents : AP01

The Warehouse Fund and Detail Accounting identify the sellers accounting and is inferred onto inventory transactions.



Warehouse Fund Accounting & Detail Accounting - Warehouse Table

Warehouse Fund Accounting		
Master Fund : 7571301	District/Agency : 75713	Default Departmental Object : 4716
Sub Fund : 0	School Location/Dept : 0000000	Dist/Agency Rev Obj :
Default Object : 4716	Sub School Loc/Dept :	COGS Object : 5901
Default Sub Object : 47	Fund : 01	COGS Sub Object :
SACS/BAM Rev Object : 8830	Default BSA : 9320	
Sub Revenue :	Default Sub BSA :	
Warehouse Detail Accounting		
Location :	Reporting :	Major Program :
Sub Location :	Sub Reporting :	Program :
Goal/Categorical : 00000	Task Order :	Phase :
Sub Activity :	Resource : 00000	Program Period :
Function/Activity : 00000	Project Year : 0	
Sub Function :		

[Top](#)

WAREHOUSE GROUP (WHSG)

The Warehouse Group table displays Parent and Child warehouse relationship information. It is updated only from the Warehouse table when the Parent Warehouse field is selected on the General Information tab.

Additional Configuration

Before the Inventory process can begin in Advantage Inventory, both Inventory specific must be set up. Some of these tables come pre-loaded with data, while others may need to be populated manually.

ABC Classification Parameters (ABCP)

The ABC Classification Parameters (ABCP) table establishes classifications used for; controlling stock levels, calculating and forecasting stock levels, reorder points, and lead-times. Each item must be tied to an ABC Classification. Normally, the values on this table are determined when inventory is first implemented and they rarely change.



ABC Classification Parameter

District/Agency	School Location/Dept	ABC Classification	Description
✓ 75713	ALL	A	70% of the annual consumption value of the items.
75713	ALL	B	'B' items - 30% of the items accounts for 25% of the annual consumption value of the items.
ALL	ALL	A	20% of the items accounts for 70% of the annual consumption value of the items
ALL	ALL	B	30% of the items accounts for 25% of the annual consumption value of the items
ALL	ALL	C	50% of the items accounts for 5% of the annual consumption value of the items

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

District/Agency : 75713 Forecast Method : Seasonal

School Location/Dept : ALL Order Quantity Method : Order up to

ABC Classification : A Safety Stock Factor : 10.00

Description : 70% of the annual consumption value of the items. Number of Months : 0

Lead Time Adjustment : 0

EOQ Order Cost : 0.00

EOQ Carry Percentage :

ADJUSTMENT CODE (ADJC)

The Adjustment Code (ADJC) table is used to define valid reasons why a stock item required an adjustment to inventory. In addition, the Adjustment Code table also allows you to define the Object code to charge when posting an adjustment. When making an adjustment to inventory, the system requires a valid reason. The Adjustment Code table is used to add, modify, and delete valid reasons for adjustments to inventory.

An inventory user enters a unique record into this table so that it can be used on the Inventory Adjustment (IA) document. An Adjustment Code cannot be deleted from this table, if it is being used on the IA document.

The Inventory Freeze process also uses the values found on the Adjustment Code (ADJC) table. The Use for Reconciliation flag identifies the Adjustment Code (and Object code) that will be used by the reconciliation batch process when creating Inventory Adjustment documents to correct discrepancies in inventory counts.

Adjustment Code

Adjustment Code	Description
✓ CONV	CONV
COUNT	count

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

Adjustment Code : CONV SACS/BAM Object : 4310

Description : CONV Sub Object :

Dist/Agency Object :

Use for Reconciliation :



RETURN CODE (RETC)

The Return Code (RETC) table is used to setup valid Return Codes to define why the stock item is returned to inventory.

An inventory user enters a unique record in this table so that it can be used on the Stock Return (SN) document. A Return Code cannot be deleted from this table, if it is being used on a SN document.

Return Code

Return Code	
Return Code	Description
✓ DAMAGE	Damaged/Defective Item
WRONG	Wrong Item Ordered/Issued

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

Return Code :

Description :

ITEM GROUP (ITMG)

Item Group allows you to group items for kits. Assign the parent and the children.

ITEM GROUP CHILD (ITMGC)

This query table identifies all Parent Stock Items in which an individual Stock Item is a child.

Inventory Location Set Up

There are four tables used to create the location structure (aisle, row, and bin) for warehouses. The tables are:

- Warehouse Location Type
- Warehouse Location Structure
- Warehouse Inventory Location
- Inventory Location

In this lesson we will review how to set up each of the tables, to allow for tracking item quantities at each inventory location and how item is assigned to inventory locations.



WAREHOUSE LOCATION TYPE (WLOCTYP)

The Warehouse Location Type (WLOCTYP) table allows you to assign different names to standard types of warehouse locations based on their own internal classification and naming convention.

The Warehouse Location Type can be created to have the locations types available to all warehouses defining their warehouse structure.

Warehouse Location Type

Warehouse Location Type

Warehouse	Warehouse Location Type	Name
✓ ALL	aisle	Aisle
ALL	BAY	Bay
ALL	BIN1	Bin 1
ALL	BIN2	Bin 2
ALL	BOX	Box
ALL	CAGE	Cage
ALL	CART	Cart
ALL	COLDSTORE	Cold Storage
ALL	CONTAINER	Container
ALL	DOCK	Dock

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

*Warehouse : ALL Description : Aisle

*Warehouse Location Type : AISLE

Name : Aisle

District/Agency : ALL

WAREHOUSE LOCATION STRUCTURE (WLOCST)

The Warehouse Location Structure (WLOCST) page allows for the definition of all allowable inventory location identification structures for a given Warehouse. Up to eight levels of identification may be defined for each warehouse location structure. The Location Type 1 through 8 fields provide a pick list to the Warehouse Location Type (WLOCTYP) page, and are automatically filtered to only display values that are valid for the Warehouse selected on WLOCST.

The WLOCST page ensures that the inventory locations are properly created, as defined on the WLOCTYP page. For example, if you want to ensure that every Inventory Location has the proper Aisle, Rack, Shelf, and Bin designation, then you can set up allowable location structures that ensure that all bins have parent shelves, all shelves have parent racks, and all racks have parent aisles. Similarly, if you choose to simply use Bin locations, then you can set up this table to prevent Bin locations from having a parent location type (that is, only Location Type 1 is populated).



Warehouse Location Structure

Warehouse Location Structure

Warehouse	Location Structure	Location Structure Description	Location Type 1	Location Type 2	Location Type 3	Location Type 4	Location Type 5	Location Type 6	Location Type 7	Location Type 8
✓ 75713	BIN	Bin 1	BIN1							
75713	BIN22	Bin 2-Cart	BIN2	CART						
ALHMBR00	STORAGE	Aisle-Shelf-Section	aisle	shelf	section					
ALHMBR64	STORAGE	Aisle-Shelf-Section	aisle	shelf	section					
ALHMBR90	STORAGE	Aisle-Shelf-Section	aisle	shelf	section					
ALHMBR91	STORAGE	Aisle-Shelf-Section	aisle	shelf	section					
ALHMBR92	STORAGE	Aisle-Shelf-Section	aisle	shelf	section					
ALHMBR93	STORAGE	Aisle-Shelf-Section	aisle	shelf	section					
ALHMBR94	STORAGE	Aisle-Shelf-Section	aisle	shelf	section					
ALHMBR95	STORAGE	Aisle-Shelf-Section	aisle	shelf	section					

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

*Warehouse : 75713 Location Type 4 :

Alhambra Central Warehouse Location Type 5 :

*Location Structure : BIN Location Type 6 :

Location Structure Description : Bin 1 Location Type 7 :

District/Agency : 75713 Location Type 8 :

*Location Type 1 : BIN1 Location Type 8 :

Bin 1

Location Type 2 :

Location Type 3 :

WAREHOUSE INVENTORY LOCATION (WILOC)

The Warehouse Inventory Location (WILOC) page captures the available storage location within a warehouse based on the values in the Location Structure and Location Type 1 through 8 fields. Valid Location Structures are defined on the Warehouse Location Structure (WLOCST) page.

Based on the Location Structure selected on WILOC, the Location Type fields are inferred from WLOCST. You must then populate the Location ID 1 through 8 fields if a value exists in the corresponding Location Type 1 through 8 fields. You can optionally populate the Barcode field.

This page allows multiple records per Warehouse/Location Structure combination. However, only one record is allowed per the combination of Warehouse / Location Structure / Inventory Location / Location Type 1-8 / Location ID 1-8.

	<i>APPCCTRL – defined the separators used when creating the Inventory Location field.</i>
--	---



Warehouse Inventory Location

Warehouse	Location Structure	Inventory Location	Location Structure Description
✓ 75713	BIN	AAA	Bin 1
75713	BIN	BBB	Bin 1
75713	BIN	CCC	Bin 1
ALHMBR64	STORAGE	01-C-001	Aisle-Shelf-Section
ALHMBR99	STORAGE	01-C-001	Aisle-Shelf-Section
ALHMBR98	STORAGE	01-C-001	Aisle-Shelf-Section
ALHMBR97	STORAGE	01-C-001	Aisle-Shelf-Section
ALHMBR96	STORAGE	01-C-001	Aisle-Shelf-Section
ALHMBR94	STORAGE	01-C-001	Aisle-Shelf-Section
ALHMBR95	STORAGE	01-C-001	Aisle-Shelf-Section

First Prev [Next](#) Last

Save Undo Delete Insert Copy Paste Search

*Warehouse : 75713 Alhambra Central Warehouse
 *Location Structure : BIN Bin 1
 *Inventory Location : AAA
 Bar Code :
 District/Agency : 75713
 Comments :

Location Type 1 : BIN1
 Location ID 1 : AAA
 Location Type 2 :
 Location ID 2 :

Location Type 3 :
 Location ID 3 :
 Location Type 4 :
 Location ID 4 :
 Location Type 5 :
 Location ID 5 :
 Location Type 6 :
 Location ID 6 :
 Location Type 7 :
 Location ID 7 :
 Location Type 8 :
 Location ID 8 :

INVENTORY BY LOCATION (ILOC)

A stock item may be stored in one or more locations within a warehouse. The Inventory by Location (ILOC) page records the quantity stored for each location for a given stock item. This page also allows you to assign a Location Priority to each of the locations that have the stock item.

An item can be tracked at the stock item level only or by location.

Quantity from the location with the highest priority (1 being the highest and 99 being the lowest) is used first throughout the inventory system. If the Track Quantity by Location flag is not checked on the Inventory Maintenance (INVN) record, then only the location with the highest priority is used and the Quantity of all other listed locations should be zero. If quantities exist at the other locations, then those amounts should be added to the On Hand Quantity for the primary location. If the value of the Track Quantity by Location flag is changed, then you must create an Inventory Adjustment (IA) document to modify the On Hand Quantity fields accordingly.



Inventory by Location

Inventory by Location						
Warehouse	Stock Item	Description	Inventory Location	On Hand Quantity	Location Priority	
✓ 75713	1411 110	PAPER, CONSTRUCTION 8 1/2 BY 11	AAA			1
75713	1411 211	PAPER, CONSTRUCTION, 12 X 18, GRAY (50/PKG)	AAA	6.00000		1
75713	14111829 001	HALL PASS, GREEN, 4 1/2 X 5 1/2, 100/PAD	AAA	2551.00000		1
75713	14111829 002	ABSENCE VERIFICATION BY TELEPHONE	AAA	1600.00000		1
75713	14111829 003	HALL PASS, GREEN, 4 1/2 X 5 1/2, 100/PAD	AAA	451.00000		1
75713	14111829 005	ABSENCE VERIFICATION BY TELEPHONE	AAA	50.00000		1
75713	14111829 006	ABSENCE VERIFICATION BY TELEPHONE	AAA	10.00000		1
75713	14111829 007	ABSENCE VERIFICATION BY TELEPHONE	AAA	20.00000		1
75713	14111829 008	ABSENCE VERIFICATION BY TELEPHONE	AAA	10.00000		1
75713	4411 01A	Calendar Pad Refill - 3" by 6"	AAA			1

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Warehouse : Alhambra Central Warehouse

District/Agency :

Stock Item :

Stock Item Suffix :

Description :

Location Structure :

Inventory Location :

On Hand Quantity :

Location Priority :

Last Count : 0.00000

Last Count Date :