Chapter

8

Supplies Inventory

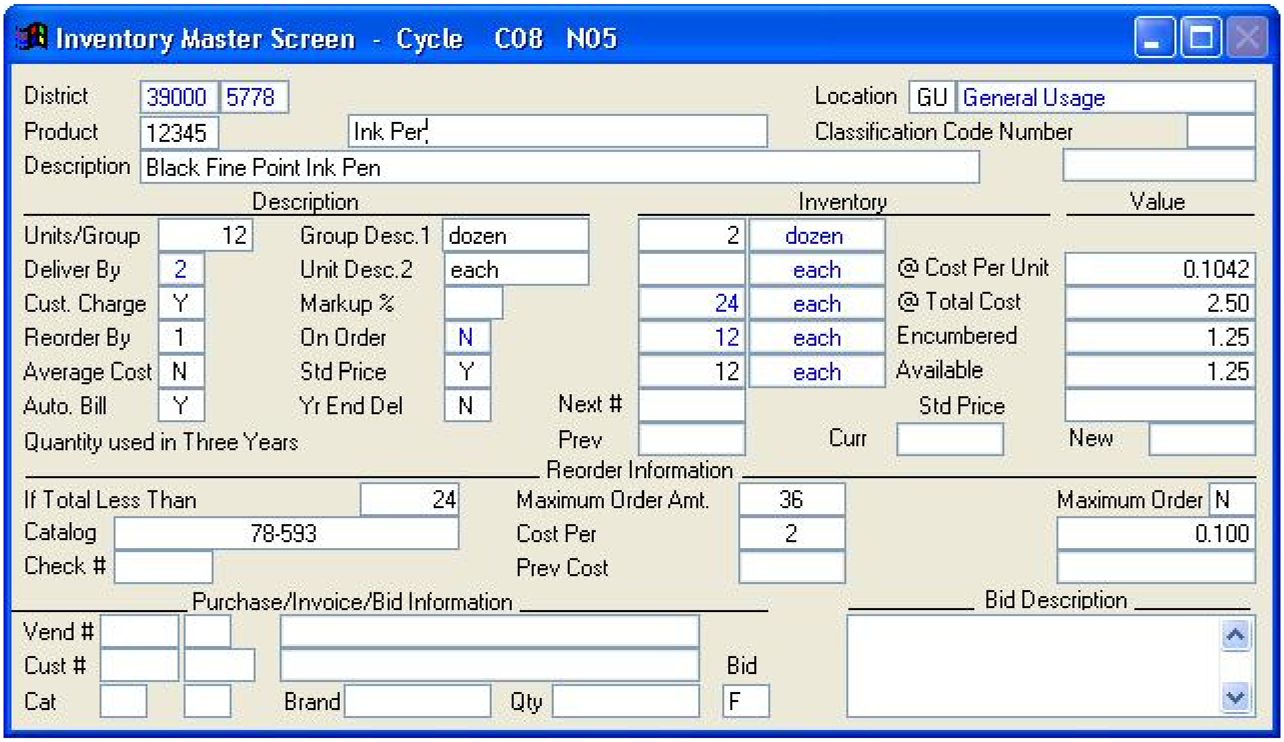
The Supplies Inventory module automates tracking and control of consumable materials that you warehouse. The System tracks inventory quantity, cost, charges, and amounts used. It also stores bid information.

This module gives you the capability to monitor materials usage in custom-designed cycles. It can give you complete disbursement, adjustment, and receipt historical information. You can organize this data by product, customer, and trend. The System allows you to set minimum inventory levels. It can then automatically generate purchase orders for restocking when supplies reach minimum levels.

The Supplies Inventory module transfers data about filled orders to the Invoice module. The System links Inventory Requests to the General Ledger for encumbrance. You may configure the program to accommodate multiple warehouses, or even specific locations in a warehouse.

Inventory Master Screen

Choose **Modules** → **Supplies Inventory** → **Inventory Master Screen** to open the screen. Use this screen to enter supply inventory information.



Inventory Master Screen

Instructional documentation to complete the following processes related to the Inventory Master Screen can be found on the following pages:

Inventory Master Screen Operations

Delete Marked Records in Inventory	Removes marked item records from inventory as long as there is no trend information.
Close Current Inventory Cycle	Calculates balances at the end of an inventory cycle.
Recalc Encumbrances from Requests	Updates Inventory Master encumbrances from the open Requests.

Inventory Master Screen Reports

Inventory Information

Complete Listing	Lists all items in inventory.
Reorder List	Lists items at reorder level.
Near Reorder List	Lists items near reorder level.
On Order Listing	Lists items currently on order.
Products With Negative Quantity	Lists items with less than zero quantity on hand.
Products With Negative Quantity Plus On Order	Lists items showing quantity on hand and on order totaling less than zero.
A Product Trend	Lists disbursements, receipts, and adjustments for a chosen item by month for the entire fiscal year.
Physical Inventory List	Prepares a list of supplies categorized for a physical inventory.
List by Classification	Lists all inventory items by classification.

Inventory Adjustments

Product Adjustment Cycle	Lists adjustments for a designated cycle.

Inventory Disbursements

History for a Product	Lists ship date, quantity shipped, and cost for the disbursements of a chosen item.
History Summary for All Products	Summary of disbursements by product for a given cycle.
Product Cycle by ASN Number	Historical listing of product disbursements by ASN number then requisition for a given cycle.
Product Cycle Summary by ASN Number	Shows requisition number and costs for disbursements listed by ASN number for a given cycle.
Customer Cycle Analysis	Listing by customer of inventory usage and charges for a given cycle.
Customer Itemized Cycle Summary	Listing by customer of inventory usage and charges by product for a given cycle.

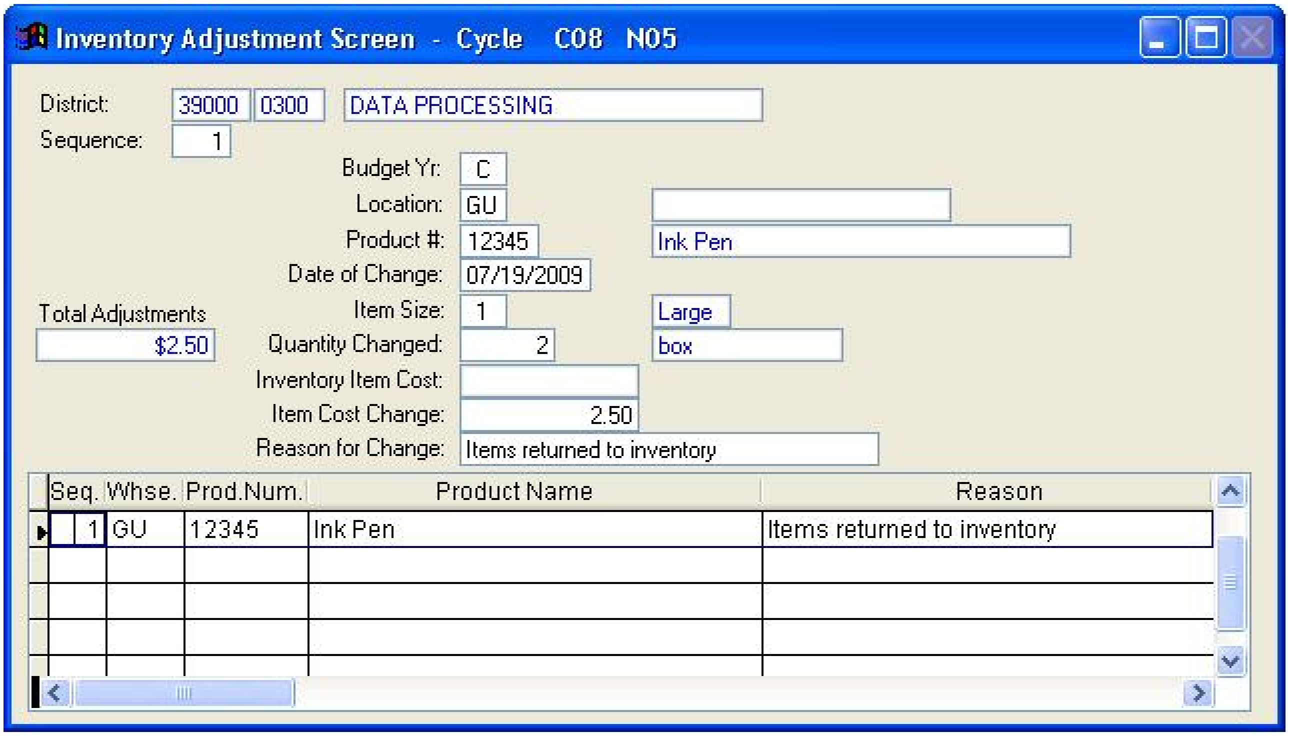
Customer Requisition Cycle	Lists details by customer sorted by ASN and requisition numbers for disbursements by cycle.
Cycle Summary for Business Office	Lists customers and total costs sorted by ASN number for disbursements to that customer.
Inventory Receipts	
History of a Product	Lists product receipt history.
Product Receipt Cycle by ASN Number	Historical listing of receipts by PO and product for a given cycle.
Inventory Control Cycle Information	Shows changes in inventory as of a control date within a given cycle.
Inventory Control and Total Cut-Off Report	Shows changes in inventory as of the open control current cycle.

Inventory Master Screen View Options

Quantity Status	Lists # in stock, requests, and stock available after the requests.
Inventory Adjustment History	Lists product adjustment history.
Inventory Disbursement History	Lists product disbursement history.
Inventory Receipt History	Lists product receipt history.
Inventory Cycle Information	Lists changes in inventory as of a control date within a given cycle.

Inventory Adjustment Screen

Use the *Inventory Adjustment Screen* to reconcile inventory discrepancies due to such things as miscounting actual quantities on hand. Choose **Modules → Supplies Inventory → Inventory Adjustment Screen** to open the screen.



Inventory Adjustment Screen

Instructional documentation to complete the following processes related to the Inventory Adjustment Screen can be found on the following pages:

Inventory Adjustment Screen Operations

Transfer Adjustments Posts adjustments to inventory records.

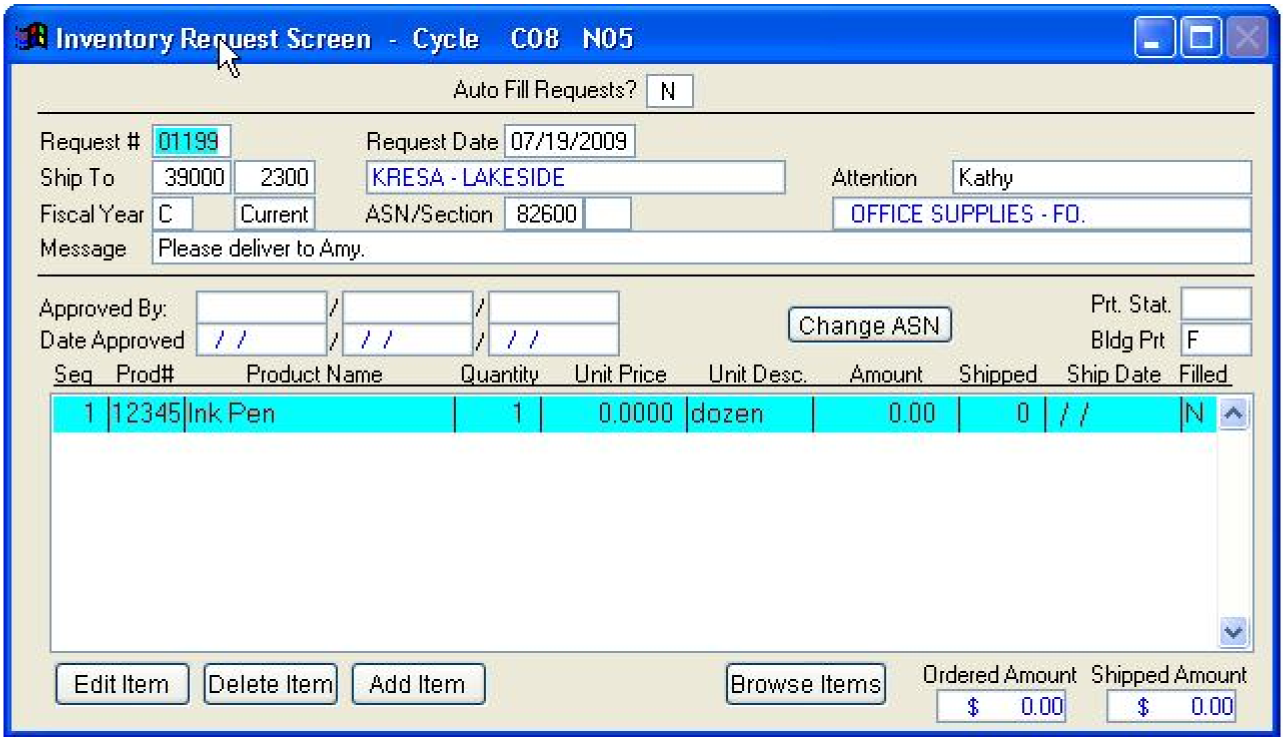
Pack Marked Adjustments Permanently remove inventory adjustments marked for deletion from the database.

Inventory Adjustment Screen Reports

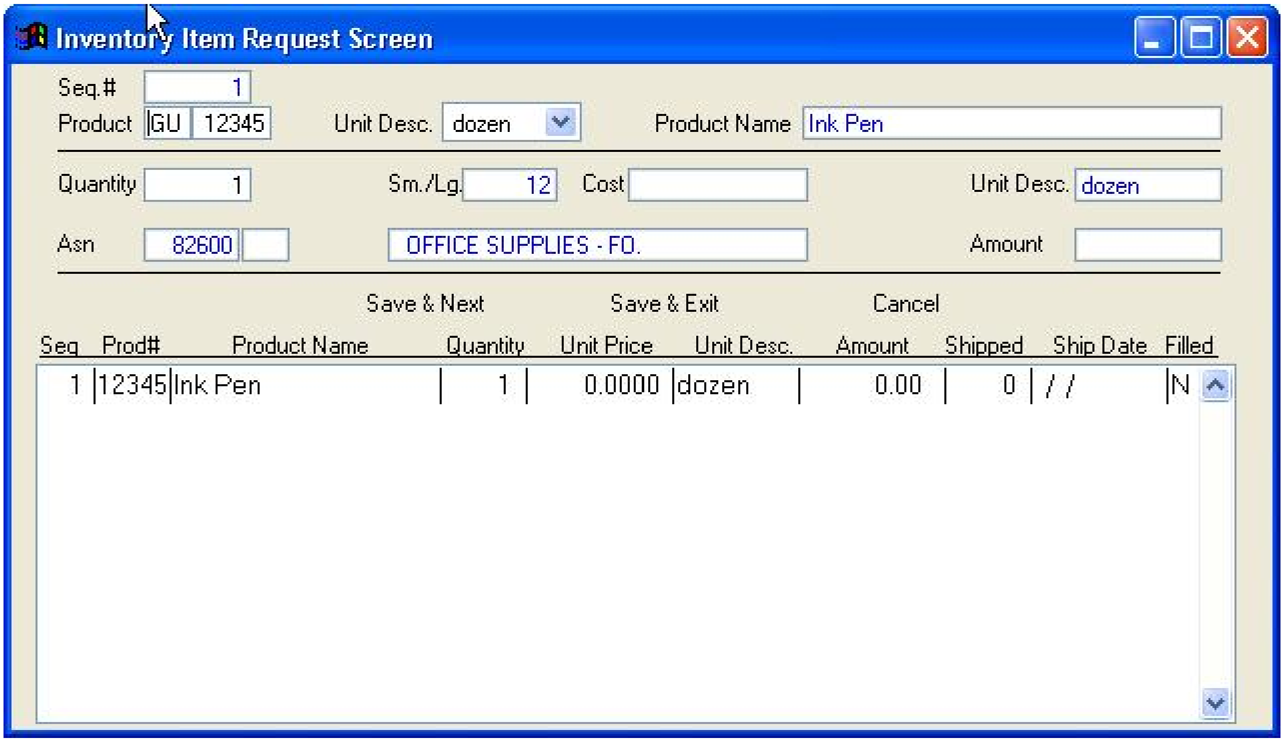
Adjustments Report Prints a list of current adjustments.

Inventory Request Screen

Open the *Inventory Request Screen* by selecting **Modules** → **Supplies Inventory** → **Inventory Request Screen**.



Inventory Request Screen



Inventory Item Request Screen

Instructional documentation to complete the following processes related to the Inventory Request Screen can be found on the following pages:

Inventory Request Screen Operations

Transfer Filled Requisitions	Post shipped supplies to the inventory billing database.
Pack Marked Requisitions Orders	Deletes marked requisitions from the system.
Mass Change ASN Numbers	Change a group of requests to another ASN and section number.
Mass Change Requisition Fiscal Year	Change the fiscal year designation on all open inventory requests.
Remove All Approval Names and Dates	Deletes request approvals.

Inventory Request Screen Reports

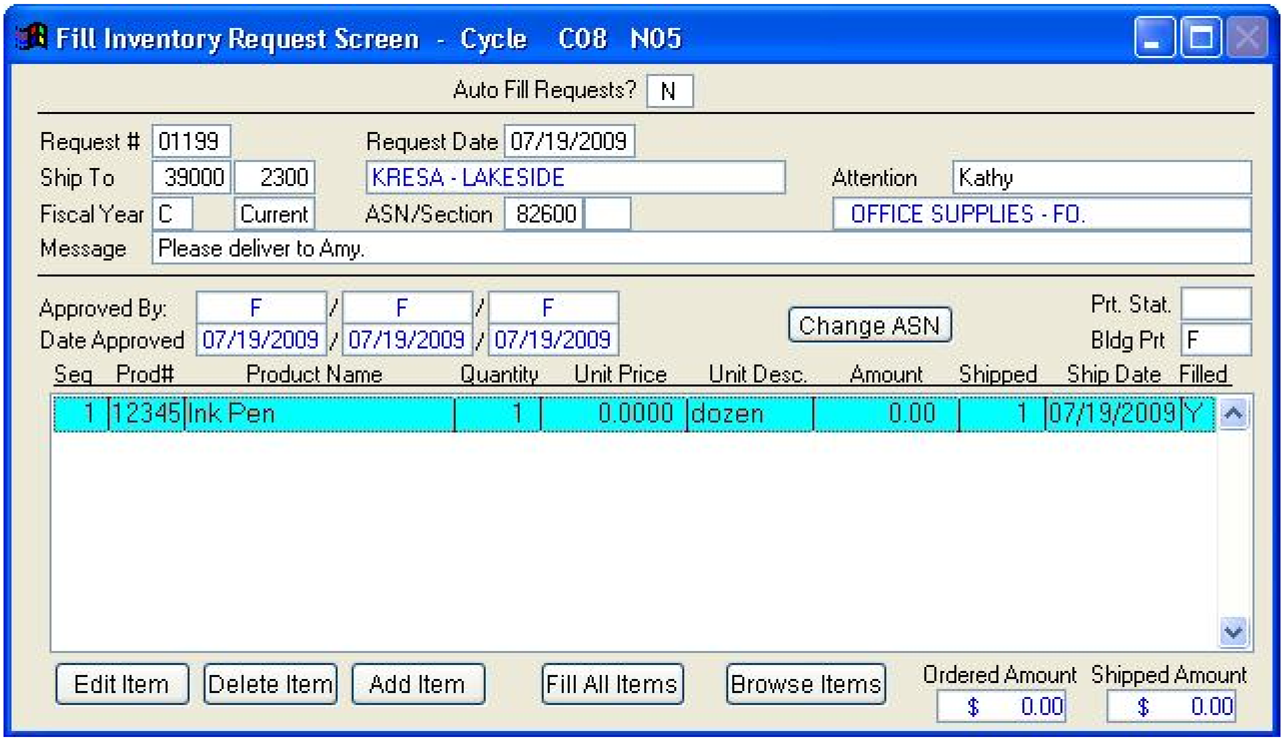
Print Packing Slip	Prints a packing slip for the request currently displayed.
Print All Packing Slips	Prints packing slips for all unfilled requests.
Print New Packing Slips	Prints all previously unprinted packing slips.
Print Packing Requisition Copy	Prints requests in requisition format.
Requisitions Disbursements Listing by ASN	Lists shipments out of inventory grouped by ASN number.
Requisitions Disbursements Listing by Customer	Lists shipments out of inventory grouped by customer.
Requisitions Quantity Not Shipped	Lists currently unfilled requests. Choose **All Listings**, **Current Year by Customer**, or **New Year by Customer**.
Requisitions Summary Cost	Lists a summary of requisition costs.
Requisitions Not Authorized	Lists all unapproved requests.
Print Unfilled Packing Slips	Prints all previously unfilled packing slips.

Inventory Request Screen View Options

Products Not Filled on Requisition Order	Shows all products not yet shipped on the currently displayed inventory request.
Products on Requisition Orders	Lists supplies on order by product number.
Inventory Quantity Status	Lists quantities of inventory items on hand.
Inventory Cycle Information	Displays cycle end totals.

Fill/Ship Requisition Items Screen

Select **Modules → Supplies Inventory → Fill/Ship Requisition Items** to open the *Fill Inventory Request Screen*. This screen displays the status of an order, showing you details of item quantities shipped under an individual inventory request. The right side of the screen displays the quantity of items shipped, shipping date, and whether the request is filled, allowing you to see the status of individual requests.



Fill Inventory Request Screen

Use this screen to mass fill inventory requests. Do this by selecting the request you want to fill and then click **Fill All Items**. This marks all request line items as filled. You can select individual items to fill by entering the quantity shipped and then clicking **Save**.

This screen has the same **Operations**, **Reports**, and **View** options as the *Inventory Request Screen*.

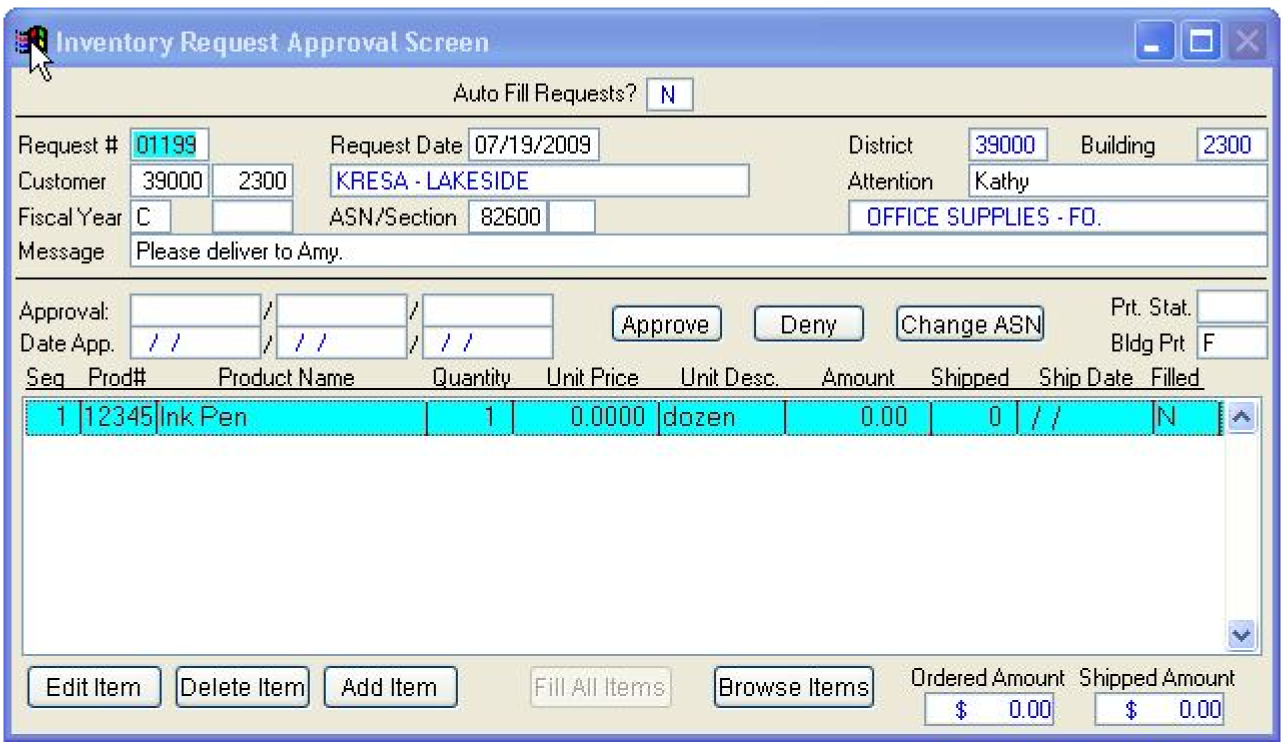
Inventory Request Approval Screens

The System has three screens for authorized administrators to approve or deny inventory requests. They are *Inventory Request Approval/Denial #1, #2,* and *#3* screens. The System is set up so that access to these screens is granted only to those people in your district with appropriate security clearance. Individuals may access only the screen that matches their security level.

Only new, unapproved requests will be seen by each administrator at their security level. With each approval granted, requests move along to the next higher security level for further consideration. For example, a request approved at level 1 no longer displays on the *Approval/Denial #1* screen; it can only be viewed by someone with level 2 security or higher. Likewise, requests approved at level 2 do not appear on the *Approval/Denial #2* screen. Finally, requests approved at level 3 do not open in the *Approval/Denial #3* screen after that.

Users must use the *Inventory Request Screen* to check the status of a request. Do not attempt to enter requests from the *Approval/Denial* screens; though they look similar, these screens do not function the same as *Request* screens.

Open the *Approval/Denial* screens by clicking **Modules → Supplies Inventory → Inventory Request Approval/Denial #1, #2, or #3.**



Inventory Request Approval Screen

Instructional documentation to complete the following processes related to the Inventory Request Approval Screen can be found on the following pages:

Inventory Master Screen: Add a New Item

Modules: Supplies Inventory
Screens: Inventory Master Screen

The screen opens to the last record viewed.

1. Click **New** on the toolbar. This clears the onscreen data fields.

2. Enter information in the data fields as follows:

Header Information

Product:	A unique 5-digit number to identify the item. In the adjacent field, enter a brief product description.
Location:	Enter a warehouse location identifier; e.g. GU for general usage or FA for financial accounting.
Classification Code:	If you use codes for general types of materials, enter it here.
Description:	A longer, detailed product description.
Units/Group:	Number of single units per group; e.g. 24 pens per box.
Group Desc. 1:	Describes the group unit, e.g. dozen.
Unit Desc. 2:	Describes a single unit, e.g. each.
Cust. Charge:	Charge back internally or externally to the customer, **Y**es or **N**o.
Markup %:	Markup percentage over cost, if any, charged to the customer.
Reorder By:	Indicate whether to order by Group (**1**) or Unit (**2**).
On Order:	Indicates **Y**es or **N**o whether the item is already on order. System generated.
Average Cost:	Figure cost per unit based on average of all units, **Y**es or **N**o.
Std. Price:	Mark **Y**es or **N**o if there is a contracted or pre-set price.
Auto Bill:	Bill customer upon receipt of order, **Y**es or **N**o.
Yr. End Del.:	Delete the item at year-end shift, **Y**es or **N**o.
Quantity Used in Three Years:	A System generated tally of how many of the item was used or will be used in each of the **Prev**ious, **Curr**ent, and **New** years.

Reorder Information

If Total LessThan:	Set a minimum number of the item to keep on hand. The number you enter here triggers the automatic reorder feature, if you wish.
Maximum Order Amt:	The difference between how many you have on hand and the maximum allowed in inventory.
Maximum Order:	**Y**es to order the quantity in the Maximum Order Amt field or **N**o to order the quantity to reach the Max Order Amt field.
Catalog:	Vendor's catalog number, if any.
Cost Per:	Enter 1 for a cost per group or enter 2 for a cost per unit. In the next field enter the total cost per group or unit.
Check #:	Legacy field for ordering pre-numbered checks. No longer used.
Prev. Cost:	Historical data of previous order.

Purchase/Invoice/Bid Information

Some System users track current supplier bids with this section of the screen.

3. Click **Save** to keep the item information.

Note: When adding a new item to the *Inventory Master Screen*, you may find a blank record. This blank record is necessary for the Financial System, but it is not an actual inventory item.

Inventory Master Screen: Toolbar Options

Locate an Inventory Item using Find or Browse

Modules: Supplies Inventory
Screens: Inventory Master Screen

The screen opens to the last record viewed.
The cursor automatically goes to the "Product" field; this refers to the product number.

The System provides three ways to retrieve a specific inventory item record to the *Inventory Master Screen*.

1. First, if you know the product number of the item you wish to view, simply type it into the field, overtyping the number already there. The record number entered comes to the screen.

2. Alternatively, click **Find** on the toolbar.
   This opens a small window with 2 fields for entering the location and product number desired. If your district uses location codes, type the location code into the first field with the product number following and click **OK**. Otherwise, skip the two digit field and in the next field type the product number and click **OK**.

   The item record requested will open in the *Inventory Master Screen*.

3. As a third option, use the System's **Browse** function.
   Click **Browse** on the toolbar to open a numerical list of all inventory items. Scroll through the browse list to find the item record you want to view.
   Highlight the item number desired by clicking on it with the mouse pointer.
   Press **Enter** or click **OK** to open the selected record to the screen.

Inventory Adjustment Screen: Adjust Inventory

- **Modules:** Supplies Inventory
- **Screens:** Inventory Adjustment Screen

1. Click New to begin typing an adjustment.
2. Sequence number will automatically increment.
3. Tab to Budget Year field. Type **C**urrent or **N**ew.
4. If warehouse location codes are being used, key in the 2 digit code.
5. Type the product number or if unknown, press **Enter** to get a listing to choose from.
6. The date the change is typed into the computer will auto-fill the Date of Change field. Change this date, if necessary.
7. Tab to the Quantity Changed field and key in the negative or positive quantity adjustment to inventory for the specific item, if there is a quantity adjustment. This adjustment can be made independent of the adjustment to the item cost.
8. Tab to the Item Cost Change field and key in the negative or positive dollar adjustment to inventory for the specific item, if there is a dollar adjustment. This adjustment can be made independent of the adjustment to the quantity.
9. Type a reason for the change or adjustment to inventory. Tab or Enter after this entry and the adjustment is auto-saved.
10. The dollar amount of the adjustment will auto-fill the Total Adjustments field. As additional dollar adjustments are made the Total Adjustments field will reflect those changes.
11. The sequence number will increment to the next number so you can continue to make additional adjustments by following steps 3 through 9.

The adjustment does not affect inventory until a transfer is performed.

- **Operations:** Transfer Adjustments

  If it is okay to transfer to inventory, click Yes. Otherwise, click No.

After clicking Yes, the *Inventory Master Screen* will reflect the changes in inventory and the *Inventory Adjustment Screen* is cleared out so new adjustments can be made at a later date.

Inventory Requests: Create a Request

- **Modules:** Supplies Inventory
- **Screens:** Inventory Request Screen

Inventory Request Screen:

1. Click **New** on the toolbar. The cursor will jump to the “Auto Fill Requests” field. This field is defaulted to **N**o.

2. Enter through the Request # and Request date. These fields are auto-filled with the next number in sequence and the date the request is entered into the computer.

3. Key the customer number and include a section number or building code, if necessary, of the location or vendor where the item or items are to be delivered. If you are ordering for an Internal Account group, you must change the building code to the 4-digit number assigned to your Internal Account.

4. Use the Attention field to type the name of the individual that requested the item or items.

5. The system automatically enters **C**urrent year in the Fiscal Year field. Leave the default setting unless the Business Office instructs you to change it to **N**ew Year. Press **Enter**.

6. Enter only one valid ASN number to charge the entire request to or choose a number from the list. Enter a 2 digit section code if your district uses them. Press **Enter** when you finish entering the ASN information.

7. Use the Message field to enter a brief note to Central Receiving. If items are returned to inventory, include a note such as “not needed” or “need credit”. Press **Enter** to save the header information.

Inventory Item Request Screen:

1. Type the product location and number in the Product field. If unknown, press **Enter** until a list appears and choose the appropriate number from the list.

2. Choose the unit desired from the drop down list in the Unit Desc field. Press **Enter**.

3. Type the quantity as related to the Unit Desc field. e.g. if dozen is in the Unit Desc field type 1 or 2 rather than 12 or 24 in the quantity field. If items are returned to inventory, enter the quantity as a negative amount.

4. When you finish typing the quantity requested, you have a choice of clicking on **Save & Next, Save & Exit, or Cancel.**

- **Save & Next** allows you to enter another item. The System clears the previous entry, saving newly entered data only.

- **Save & Exit** saves item information and takes you back to the *Inventory Request Screen*.

- **Cancel** deletes the item information entered and returns you to the *Inventory Request Screen* without updating line items.

Inventory Requests: Edit Header or Item Information

You may edit inventory request header information and the quantity of individual items. In general, you may not edit any entry that appears in blue on your screen. You may also add or delete items using the request screen.

End users may not change an inventory request after an administrator at any level approves it. The *Inventory Request Screen* may still be viewed by end users, but the Edit Item, Delete Item, and Add Item buttons appear dimmed, meaning they are inoperative. In this case, users may only view details of individual line items.

- **Modules:** Supplies Inventory
- **Screens:** Inventory Request Screen

Edit Header Entry

1. Use either the **Find** or **Browse** features to open the request you want to edit.

2. Click the mouse pointer in the field you want to change. The cursor jumps to that field. Make necessary changes, then press **Tab** or **Enter** to move through the fields. Remember, you may not edit field entries that appear in blue.

3. Click **Change ASN** in the middle of the screen if you need to change the item's account information.

4. Click **Save** when you finish editing.

Edit Item Information

1. Highlight the item you want to work with from the list in the bottom half of the screen. If all of the items on a request do not appear in the lower portion of the screen, click **Browse** at the bottom of the screen to open a scrollable window displaying the entire list of requested materials. Click **Close** when you finish browsing.

2. Click **Edit Item** at the bottom of the screen. This opens the *Inventory Item Request Screen* with your selected line item details displayed in the top section.

3. When you finish making changes choose **Save & Next** to edit the next item in sequence, or **Save & Exit** to return to the *Inventory Request Screen*.

Add Item Information

1. Click **Add Item** at the bottom of the *Inventory Request Screen*. This opens the *Inventory Item Request Screen*. The System automatically enters the next item number in order in the "Sequence #" field. The cursor jumps to the "Product" field.

2. Enter a valid product code and number. The system automatically fills in the unit and product name.

3. The cursor jumps to the “Unit Desc” field. Click the arrow at the right of the box to see available unit sizes; highlight the unit size you want to order.

4. Enter the quantity you wish to order.
   If you order a quantity greater than is currently in inventory, the System displays the following message: “Inventory Out of Stock [number] Items cannot be delivered.” The material will be delivered to you after the inventory is restocked. You have the option of ordering a different item if this happens.

5. When you finish entering information about the new line item, click **Save & Next** to add another line item, or **Save & Exit** to return to the *Inventory Request Screen*.

Delete Item Information

1. Highlight the item you want to delete by clicking it with your mouse pointer.

2. Click **Delete Item** at the bottom of the screen. The selected line item will disappear from your display.

Click **Save** when you finish making changes to the *Inventory Request Screen*.

Inventory Requests: Toolbar Options

Locate an Inventory Request Using the Browse Function:

The **Browse** function allows you to locate and view current Inventory Requests in a scrollable list or view Inventory Status. Click **Browse,** select **Browse Inventory Requests,** and click **OK** to view a current list of Inventory Requests in numerical order. When you find the Inventory Request you want to work with, click it. Click **OK** after you make a selection. This brings the selected record to the Inventory Request Screen.

Locate an Inventory Request Using the Find Function:

The **Find** button allows you to locate and view current Inventory Request information. Click **Find**, and then click one of the choices below.

- **Find by Requisition Number** locates the corresponding Inventory Request by entering the Inventory Request number.
- **Find by Building Number** locates the corresponding Inventory Request by entering the Ship To number. The screen will display the first Inventory Request in order found for the specified Ship To number.
- **Find by Building Name** locates the corresponding Inventory Request by entering the building name. The screen will display the first Inventory Request in order found for the building name.
- **Find by Attention Name** locates the corresponding Inventory Request by entering the attention name. The screen will display the first Inventory Request in order found for the attention name.

Click **OK** after you make a selection. The System will retrieve the Inventory Request you requested or the closest match to it.

Mark (Delete) an Inventory Request:

No order will be created once you delete a request. The marked record is permanently removed the next time you pack your database. Once a record is marked it can't be recalled and will need to be completely re-keyed into the system. **Use the Mark feature with caution**. It should only be used if you want to delete the entire Inventory Request.

Follow these steps to mark a record for deletion:

1. Use either the **Find** or **Browse** features to open the request you want to delete.
2. With the selected request on the screen, click the **Mark** button on the toolbar. A System Message appears asking if you wish to delete the request. Click **Yes** to proceed.

3. The entire request including line items will disappear from the screen. Totals will be recalculated and a message appears in the upper right-hand corner of the screen saying, "Request Marked for Deletion." This record no longer appears on the list of inventory requests and will be permanently removed when you next pack the database.

Inventory Requests: Status of Order

- **Modules:** Supplies Inventory
- **Screens:** Inventory Request Screen

1. Retrieve the request you want to check the status of by using either the **Browse** or **Find** features. Or, simply enter the number of the request you want to look up in the Request # field. This brings the request to the screen.

2. The line item portion of the screen displays quantity, ship dates, and whether the order is filled.

Inventory Requests: Approval or Denial

- **Modules:** Supplies Inventory
- **Screens:** Inventory Request Approval/Denial #1, #2, or #3, depending on security level.

1. Type the number, of the request you want to work with, in the Request # field; this opens the request into the *Inventory Request Approval Screen*. Alternatively, locate the request you want to work with by using either the **Browse** or **Find** function.

2. Click **Approve** or **Deny**, as is appropriate.

   If you approve a request, the program automatically writes your name and the date in the *Request* screen's approval field appropriate to your security level.

   If you choose to deny a request, a window pops up where you enter a reason for the denial. Print a hard copy of the denial with the reason and send it to the originator. Denying a request deletes it from the active request list and removes it as an encumbrance.

3. The program automatically opens the next unprocessed request in sequence when you finish approving or denying each one.