ADOA – General Accounting Office

AZ360 MANUAL:
INVENTORY MANAGEMENT

Inventory Management

Table of Contents

All activity demonstrations will be displayed with an icon. Demonstrations will detail which elements to input, but agency data should always be used when processing in AZ360.

Inventory Management

The Inventory Management manual is intended to provide guidance on inventory warehouse management using AZ360. In this manual, users learn how set up pages to support inventory transactions, how to process inventory transactions and how item quantities are updated.

Manual Objectives

A user will be able to complete the following topics related to inventory management after completing this manual:

- Review inventory basics including the important configuration pages to support inventory processing.

- Review the use of the inventory pages. This includes the Inventory Maintenance pages as well as other related pages such as Inventory Inquiry.

- Review inventory procurement and purchasing by providing the steps to search for item availability and how to create inventory transactions.

- Review receiving detailing the steps to receive an item purchased into inventory.

- Review issuing detailing the steps for issuing inventory items, both directly and indirectly.

- Review returning items. Discuss the steps for returning items to the original warehouse.

- Adjust Counts, detailing the steps for adjusting inventory quantities and cost.

- Review physical count process.

Inventory Basics

Section Overview

Chart of Account (COA) elements are established in AZ360. They are the key to financial and inventory transactions. In this section, United Nations Standard Products and Services Code (UNSPSC) item codes will also be reviewed.

Section Objectives

In this section, the following processes are introduced:

- Review COA use and crosswalk.

- Understand UNSPSC item coding.

Chart of Accounts (COA) Elements

The 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.

- Increase accuracy and effectiveness of the COA.

- Standardize flexibility among agency use, maintaining centralized data integrity.

- Improve access to summary-level data while providing drill-down capability to detail-level data.

- Improve transparency.

Chart of Accounts (COA) Elements

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

Understanding United Nations Standard Products and Services Code (UNSPSC) Item Coding

The 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.

For example, a UNSPSC item coding 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 (COMM) page in AZ360. 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 page otherwise the item cannot be added to inventory.

Inventory Pages

Section Overview

The inventory pages 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.

Section Objectives

In this tab, the following processes are introduced:

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

Inventory Pages

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

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

The INVN page is used to associate an inventory item with a specific warehouse that is storing the item. This page contains all the user-maintained fields for the INVN page. The INVNQ page is a display only page that displays both the system-maintained fields and the user-maintained fields.The INVNU page tracks monthly bucket totals for three years for each item.

Inventory Maintenance (INVN) Page

The 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, there must first be a valid warehouse on the Warehouse (WHSE) page. Second, valid inventory commodities must exist and be flagged as an inventory item on the COMM page.

The Inventory Maintenance page has six tabs:

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

General Information Section

The General Information section maintains stock item and description information for items maintained in identified warehouses. The section tracks item price and cost. 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.

Part Information Section

The Part Information section maintains alternative numbering (e.g., UPC, SKU, Barcode, Serial Number, Internal, Manufacturer and Distributor Part Numbers). Use of many of these fields requires additional setup on related part number pages.

Part Handling Information Section

The Part Handling Information section tracks specific handling instructions for the item. The item can be identified as hazardous by selecting a value from the Hazardous Materials Classification drop-down menu.

Pricing Section

The Pricing section allows the item to have a price established that is different than the cost of the item. Ordering limits can be established using the Maximum and Minimum Issue fields. The Mark Up fields reference the Inventory Markups page.This setting allows the system to autocalculate the unit price at the warehouse/stock-item level by adding additional overhead to the price of an item.
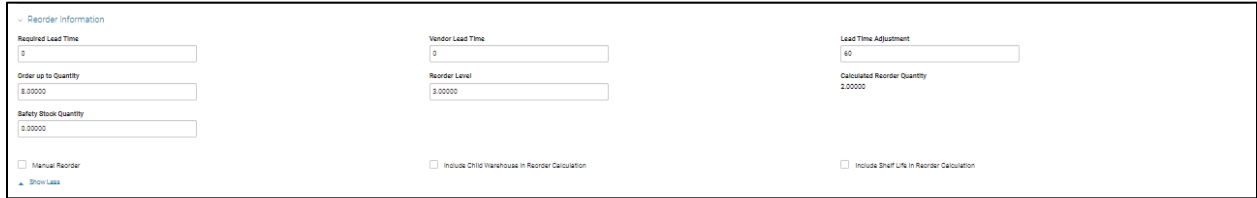

Inferred COA Elements Section

The Inferred COA Elements section establishes Chart of Account elements that will override the elements that infer from warehouse setup on the seller side of the inventory accounting transaction.
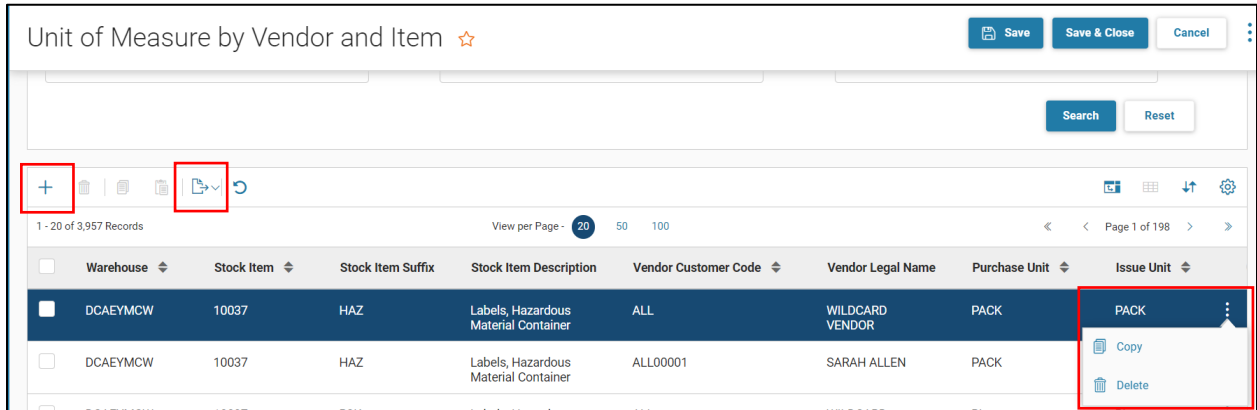
Reorder Information Section

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. The required fields of 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).

Unit of Measure by Vendor and Item (UOMV) Page

The Unit of Measure by Vendor and Item page provides the ability for each Stock Item to be ordered with a different Purchase Unit based on the Vendor, it is ordered from. This allows for items in the same warehouse to be purchased from multiple vendors who ship stock items in different units (such as barrel, drum, and box). In order to insert a valid inventory item, there must be a valid Stock Item on the Inventory (INVN) page and a valid Vendor Code must exist on the Vendor Customer page or a wildcard value of 'ALL' can also be entered as the Vendor Code along with the Purchase Unit that is required.

Each inventory item requires a record in the UOMV page. Users can add additional vendors and their purchase units at any time. There are two methods to create a new vendor/purchase unit:

- Click the + button and add the required fields.
- Copy and paste an existing vendor/purchase unit, change the necessary fields.

Add an Item to Inventory

Scenario

A user created a item in AZ360 and wants to verify that the record has been successfully added to the INVN page and the UOMV has been added.

Log in to the AZ360 **Home Page**. Navigate to the INVN page.

1. In the **Global Navigation** field, enter *INVN*. The INVN page opens.
2. Click the **Create** button to begin entering information for the new item.

    A. In the **Warehouse** field, select the warehouse where the item will be stored from the pick list.
    B. In the **Stock Item** field, select the commodity code for the item.
    C. In the **Stock Item Suffix** field, enter the suffix code for the item.
    D. In the **Description** field, enter a description for the item.
    E. In the **ABC Class** field, enter the ABC class for the item.
    F. In the **UR Stock Request Transaction Code** field, select SRQ from the drop-down list.
    G. In the **Cost Method**, select Average Costing.
    H. In the **Issue Unit** field, enter the inventory issue unit of measure.
    I. In the **Quantity per Issue** field, enter the number per issue.
    J. In the **Track Quantity by Location** field, select this option.
    K. In the **Active** field, select this option.
    L. In the **Pricing** tab, in the **Standard Price** field, enter the issue price of the item.
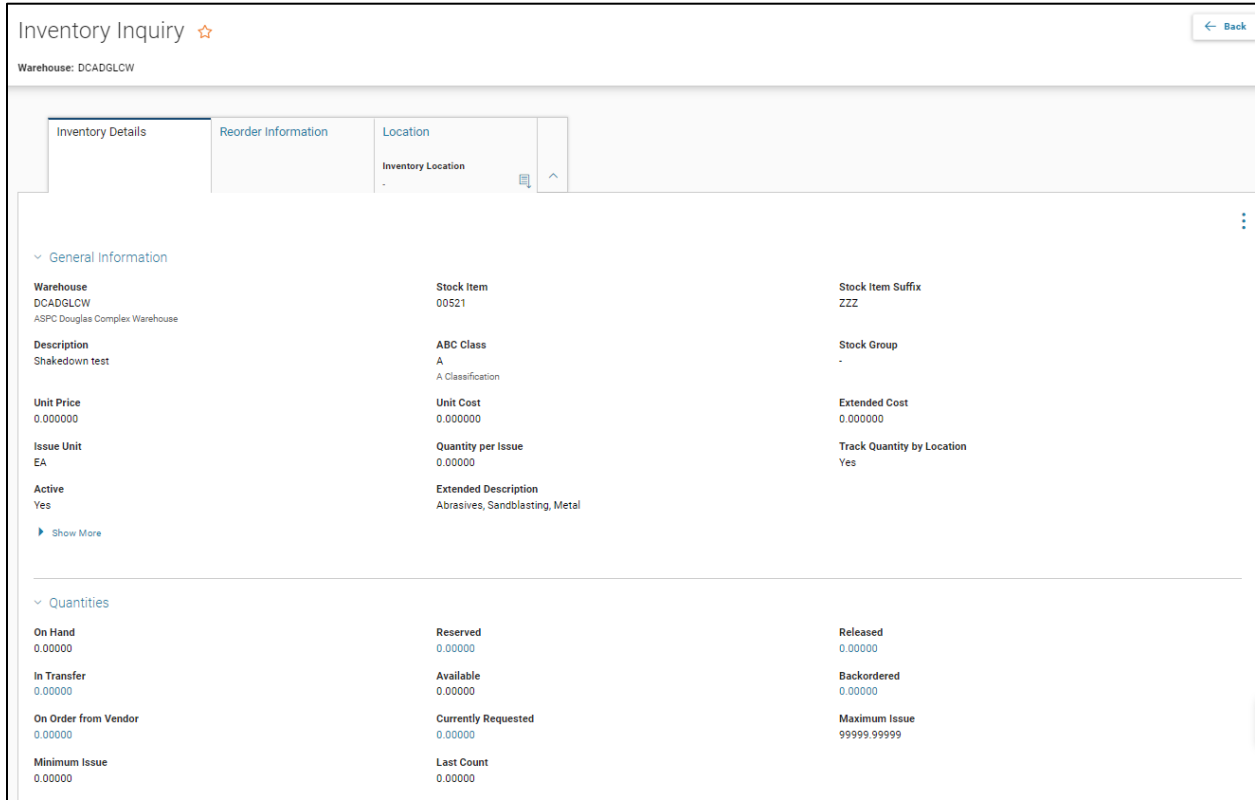
3. Click the **Save** button.

Navigate to the Unit of Measure by Vendor and Item page

1. Update the **Unit of Measure by Vendor and Item** page.

    A. Click the 3-dot menu at the top of the INVN page.
    B. Click **Unit of Measure by Vendor and Item** link at the bottom of the list.
    C. The **Warehouse** field is inferred from the INVN page.
    D. In the **Stock Item** field, enter the new stock item.
    E. In the **Stock Item Suffix** field, enter the new suffix (if one was assigned in the INVN).
    F. In the **Vendor Customer Code** field, enter or select the vendor code or enter **ALL** to use this purchase detail for all vendors.
    G. In the **Purchase Unit** field, enter or select the purchase unit for the new item.
    H. In the **Issue Unit** field, enter the inventory issue unit of measure, if different from the INVN.
    I. In the **Multiplier** field, enter the multiplier value.
    J. In the **Smaller Unit** field, select the unit for the new item.
    K. Click **Save**.

2. If there are multiple vendors, click Copy and Paste to add them as well.

Note: In order to create an inventory item, the item must be identified as an inventory item on the commodity page.

Inventory Inquiry (INVNQ) Page

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

How To Search for a Stock Item Using the Inventory Inquiry

1. In the **Global Navigation** field, enter INVNQ or click the Inventory Inquiry (INVNQ) quicklink.

2. Click the page name.
3. In the search window's **Warehouse** field, enter or select the warehouse.
4. In the **Description** field, enter the description of the stock item.
5. Click Search to return all results that include items with that description.

⌄ Filters   ⚙

Warehouse   Stock Item   Stock Item Suffix
[   ]   [   ]   [   ]

Description   ABC Class   Warehouse Description
[   ]   [   ]   [   ]

▲ Show Less   [Apply] [Clear]

6. In the grid, select the item the user is searching for by highlighting the line.

	Warehouse ⇕	Stock Item ⇕	Description	Unit Price	Available	
☑	HSAASHWH	16546 KNV	PLASTIC KNIVES	7.280000	2.00000	⋮
☐	HSAASHWH	16546 SPN	PLASTIC TEASPOONS	9.170000	46.00000	⋮
☐	HSAASHWH	17582	STIR STICKS	2.140000	57.00000	⋮
☐	HSAASHWH	17595	DISTILLED WATER GAL	2.330000	54.00000	⋮
☐	HSAASHWH	19394	MALE URINALS	0.580000	302.00000	⋮
☐	HSAASHWH	20044 2X	SWT PANTS 2X	8.790000	47.00000	⋮
☐	HSAASHWH	20044 3X	SWT PANTS 3X	9.000000	134.00000	⋮
☐	HSAASHWH	20044 LRG	SWT PANTS LARGE	7.000000	64.00000	⋮
☐	HSAASHWH	20044 MED	SWT PANTS MEDIUM	7.180000	140.00000	⋮

Grid Actions ⌄

1 - 20 of 361 Records   View per Page - (20) 50 100   « ‹ Page 1 of 19 › »

7. Click the 3-Dot and View for the line the user wants to view.

Inventory Usage History and Forecast Maintenance (INVNU) Page

The INVNU page is a system-populated page 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.

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

Procuring/Purchasing History

Section Overview

Purchase orders can occur two ways:

- Interface from APP.

- Manually entered in to AZ360.

Section Objectives

In this section, the following processes are introduced:

- Understand the interface with APP.

- Create a manual purchase order.

- Understand workflow.

Procuring Inventory Using APP

Procuring inventory starts and ends in the Arizona Procurement Portal (APP). The only activity that occurs in AZ360 is creating a receiver based on a purchase order that is imported into AZ360 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 AZ360 inventory. A finalized purchase order (POINV1) is created in AZ360.
4. Copy the POINV1 to a Receiver (RC) transaction when the goods are received from the vendor. This occurs in AZ360.
5. Approve the Receiver transactions in AZ360.
6. Generate an interface of all approved RC transactions into APP.
7. Tie out the invoice, purchase order, and Receiver transactions in APP to create the payment.

APP/AZ360 Process Flow

APP

Department finds need for inventory item.	Punch-out used to order inventory items.	Create requisitons. → Create puchase order.		Import Receiver transaction to Final. →	Invoice is received and entered.

Interface

POINV1 created and interfaced.

Upon approval, send RC equivalent in final.
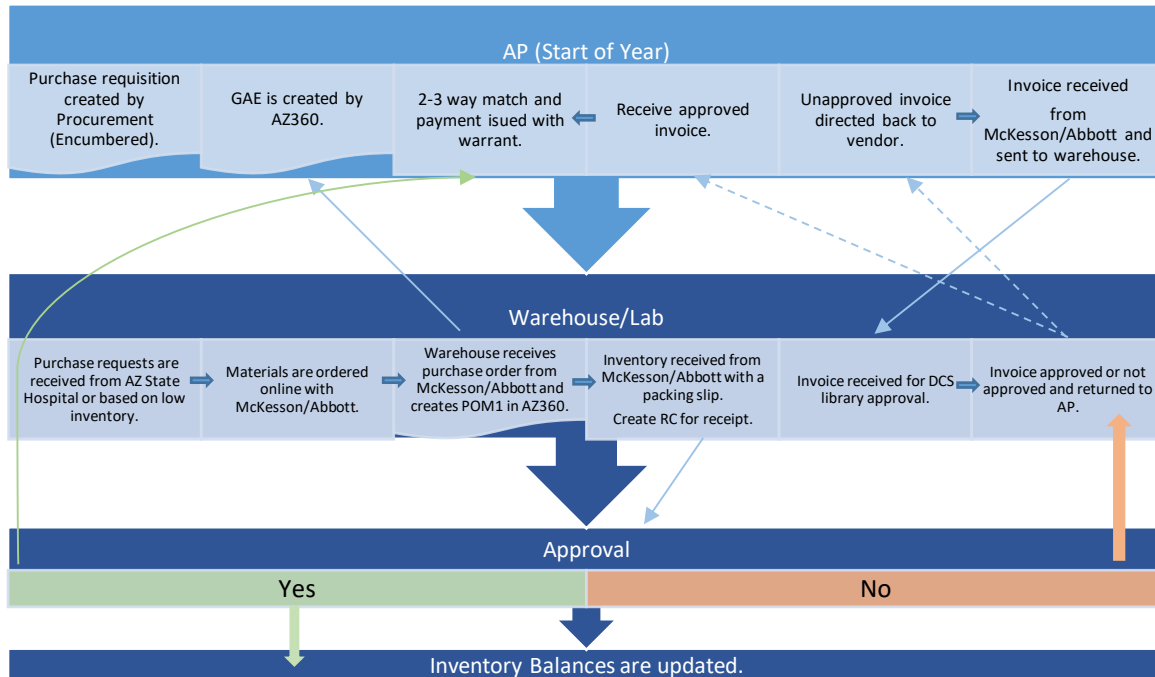
AZ360

Inventory Balances Update (SQL Interface)	POINV1 created in Final.	Inventory received and counted.	Receiver (RC) is created and approved.	Inventory balances update.	Payment issued.

Purchasing Inventory Manually

The Purchase Order (POM1) transaction is used to order goods and services from vendors. Some vendors (e.g., McKesson/Abbott/Grainger) require the use of manual purchase orders. When purchasing from any of these vendors, use the POM1 page code. Manual purchases are entered directly into AZ360 using the POM1 transaction code.

Manual Purchase Order Process Flow

AP (Start of Year)

Purchase requisition created by Procurement (Encumbered).	GAE is created by AZ360.	2-3 way match and payment isued with warrant.	Receive approved invoice.	Unapproved invoice directed back to vendor.	Invoice received from McKesson/Abbott and sent to warehouse.

Warehouse/Lab

Purchase requests are received from AZ State Hospital or based on low inventory.	Materials are ordered online with McKesson/Abbott.	Warehouse receives purchase order from McKesson/Abbott and creates POM1 in AZ360.	Inventory received from McKesson/Abbott with a packing slip. Create RC for receipt.	Invoice received for DCS library approval.	Invoice approved or not approved and returned to AP.

Approval

Yes	No

Inventory Balances are updated.

Purchase Order (POM1) Transaction Tabs

The POM1 transaction has 13 tabs. Each tab has one or more fields. Not all fields are required. This tab will review the required or important fields for successfully processing a purchase order. We will also highlight ways to quickly navigate and update the POM1 transaction.

The POM1 transaction has the following tabs:

- 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 Transaction (not used)

Header Tab

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

Header – General Information Section

On the General Information section, a user can enter a transaction description.

∨ General Information		
Transaction Name	**Record Date**	**Budget FY**
CYCLE 62 FORMS	MM/DD/YYYY 📅	
Fiscal Year	**Period**	**Transaction Description**	**Actual Amount**
		CYCLE 62 FORMS	$7,613.60

Header – Procurement Personnel Section

This section is used to capture the issuer and the requestor. The Issuer ID field 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 AZ360, use the pick list icon to search and select the requestor'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 the user's email. Name and Phone Number are required fields.

Header – Transaction Default Section

The Transaction Default section is used to define the location where the items/services are to be delivered. The Shipping Location field 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.

- Shipping Method – Users can select the method of shipping. Click the pick list icon to select a method (e.g., Best Way or Vendor Transport). This is an optional field.

- Free On Board – Used to define how the freight is paid (e.g., either pre-paid, paid at the origin, or at the destination). This is an optional field.

- Delivery Date – If a user has a due date by when the items are needed, enter it or use the calendar icon to select a date (recommended). The delivery date prints on the purchase order form.
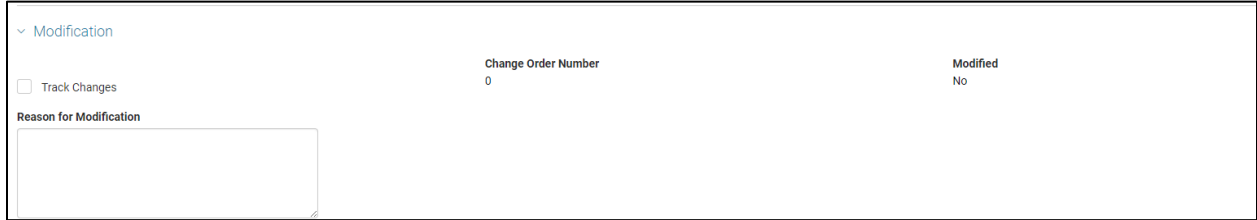
Header – Modification Section

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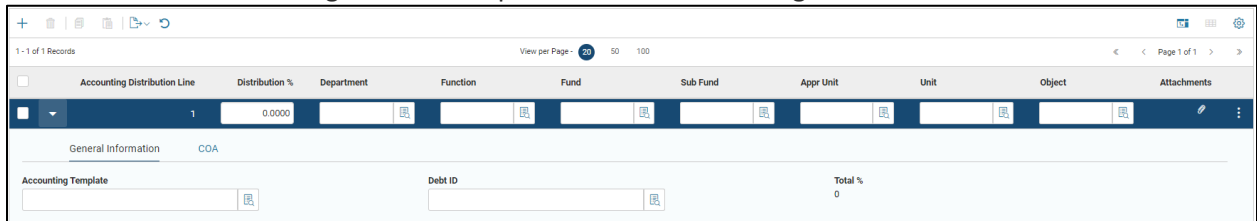

Accounting Distribution Tab

The Accounting Distribution tab can be used to allocate funds across multiple accounting strings and then distributed to all commodity lines. This tab is helpful when users have multiple commodity lines with the same accounting information or a user wants to distribute cost across multiple accounting strings for a commodity line or lines. The accounting information is set on the Accounting Distribution tab then distributed to all commodity lines.

Note #1: It is recommended to add the commodity lines first then distribute the accounting information.
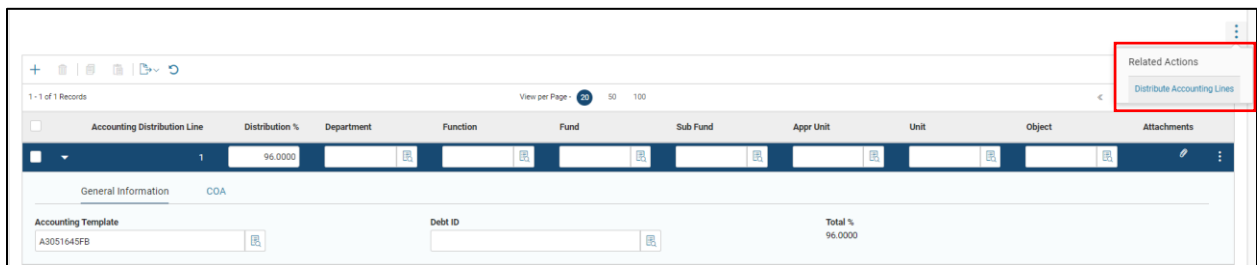
Note #2: Each commodity line requires at least one accounting line. The total accounting line amount must equal the commodity line amount.

Click the + 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 string. 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 tab.

Distribute accounting information to all commodity lines.

1. Add the commodity line(s).
2. Add an accounting template or enter accounting information by tabbing through the fields.
3. Click the **Save** button to save the accounting information.

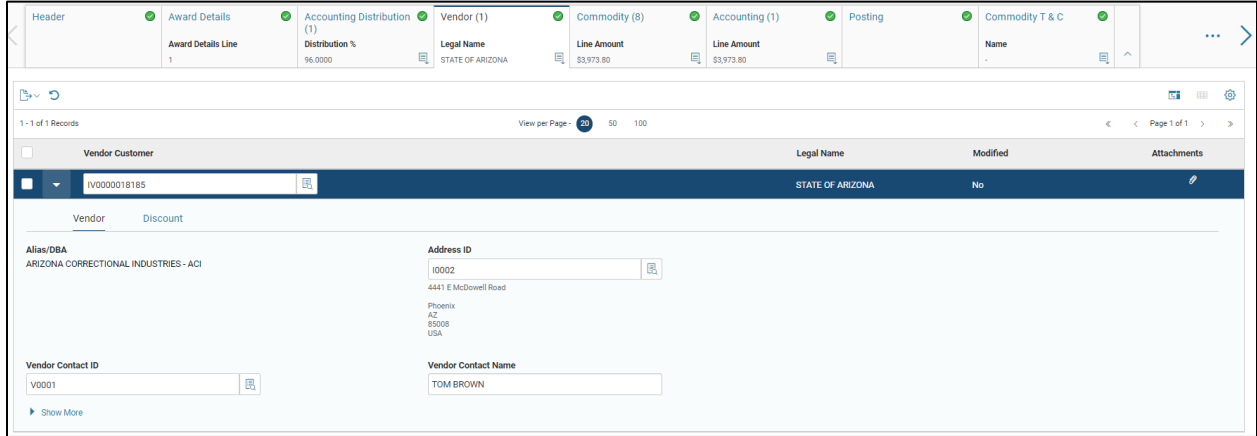   a. When a user clicks the **Save** button, a 3-dot menu displays at the top of the grid.

4. Click the **Distribute Accounting Lines** button to distribute the accounting to all commodity lines.

Vendor Tab

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

Vendor Tab

The Vendor tab is used to select the vendor. The address and contact information infer from the selected vendor's record in the Vendor Customer page.

Commodity Tab

The Commodity tab 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.

Commodity – General Information Sub-Tab

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

Update the Commodity Line Description field to describe the user's item including size or color. For example, "Acer Chromebook, white". Use the Additional Commodity Information field for a longer description. A user will also need to specify the quantity, unit of measure (UOM), and unit price for items.

Once a user selects the commodity code, click the **Save** button. This will infer any information related to the commodity.

Commodity – Shipping/Billing Sub-Tab

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

The Related Actions button allows a user to infer the Shipping/Billing from the Header tab. It also has an option 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, a validation error will populate.
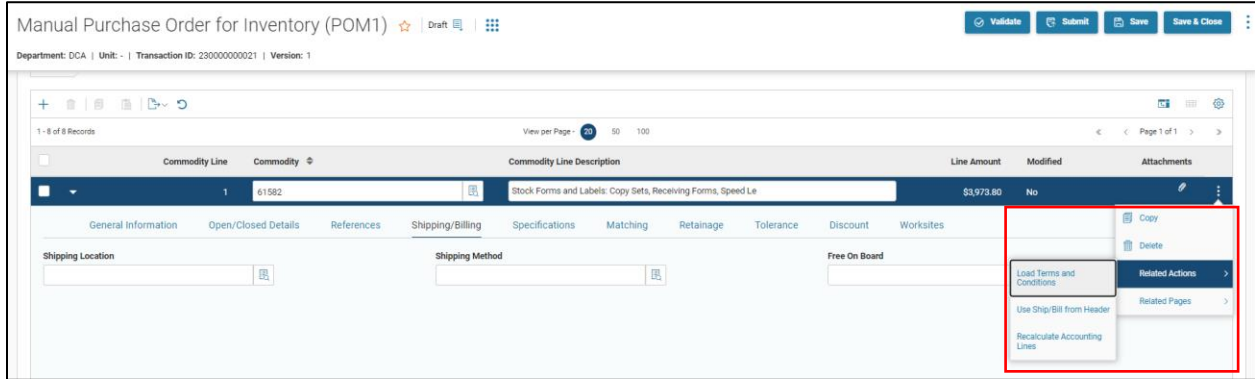
Accounting Tab

The Accounting tab is used to enter the accounting information (Chart of Accounts) 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.

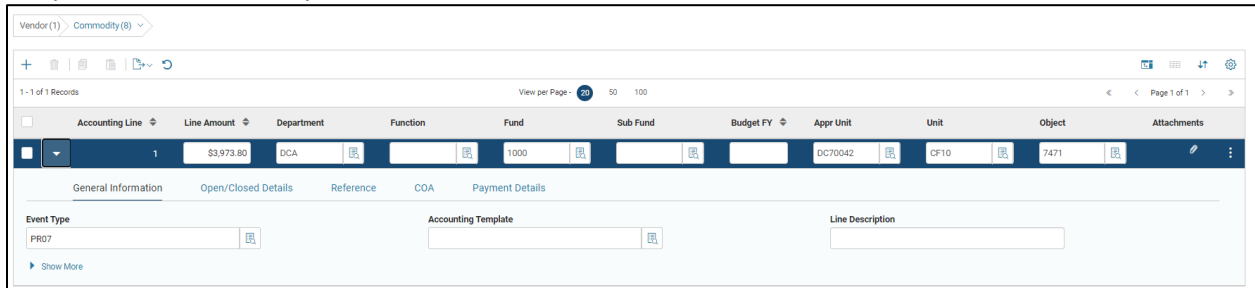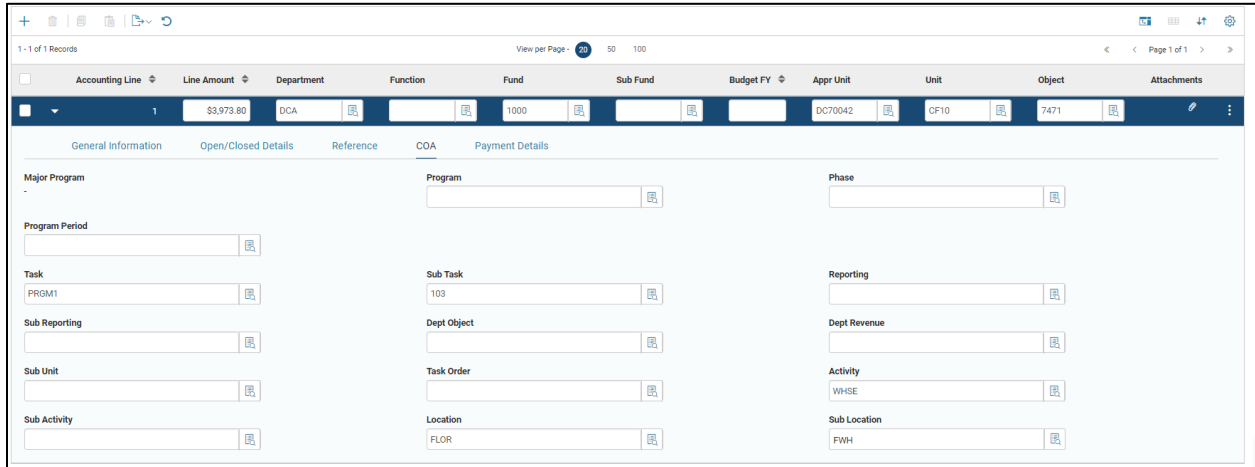*Note: It is recommended to use the Accounting Distribution tab to add accounting lines to all commodity lines. This tab can be used to modify the accounting information for a single line.*

To add a line, click +. Multiple accounting lines can be added as long as the total accounting line amount is equal to the commodity line amount.

COA Sub-Tab

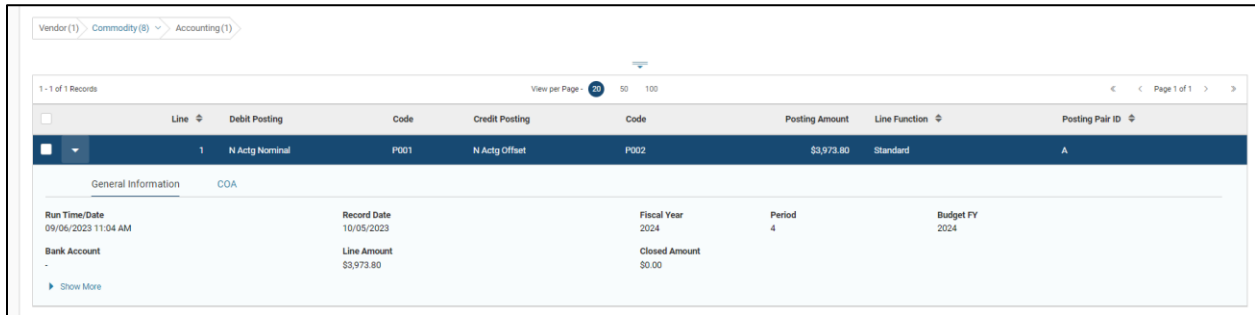The accounting line amount must equal the commodity line amount. If the amounts are not equal, they can be set manually. They can also be set automatically for all lines by returning to the Commodity tab, clicking the 3-dot menu and the Related Actions button, and then **Recalculate Accounting Line Amount**.

Posting Tab

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

Creating a Manual Purchase Order (POM1) Transaction

There are several ways to create a POM1 transaction:

- Create from a purchase order transaction template.

- Copy from another purchase order transaction.

- Create from the Transaction Catalog.

Create a POM1 Transaction

Scenario

Create a POM1 transaction.

Log in to the AZ360 **Home Page**. Create a POM1 transaction.

1. In the Global Navigation field, enter **POM1** or click the Purchase Order (POM1) quicklink.
2. Click the **Create** button.
3. In the **Transaction Dept** field, enter the user's department number.
4. Click the **Auto Numbering** check box.

5. Click the **Continue** button. The POM1 transaction will open to the Header tab.

Complete the **Header** tab of the transaction.

1. On the General Information tab.

   A. In the **Transaction Name** field, enter a reference PO number from APP.
   B. In the **Transaction Description** field, enter a description for the POM1.

2. Click the Procurement Personnel tab.

   A. In the **Requestor ID** field, select the user ID of the person requesting the goods/service from the pick list.

3. Click the **Save** button. Notice that the **Name** and **Phone Number** fields are inferred.
4. Click the Transaction Default tab.

   A. Notice the **Shipping Location** field has been inferred based on the issuer ID. Update this field only if applicable.

5. Click the **Vendor** tab.

Complete the **Vendor** tab of the transaction.

1. Click the **Vendor** tab.

   A. In the **Vendor Customer** field, select the vendor from the pick list.
   B. Click the **Save** button. Notice that the vendor address and contact information are inferred if they are available.
   C. In the **Address ID** field, select an address from the pick list.

2. Click the **Commodity** tab.

Complete the **Commodity** tab of the transaction.

1. On the grid.

   A. Click the **+** to add a line.
   B. In the **Commodity** field, select the commodity code from the pick list.
   C. In the **Stock Item Suffix** field, if one is needed, select the stock item suffix from the pick list.

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

   D. Click the **Save** button. Notice that any commodity-related information is inferred.
   E. In the Quantity field, enter the quantity of the item required. *Note: This is only used if the commodity is an item.*
   F. In the Unit Price field, enter the price based on the unit of measure. *Note: This is only used if the commodity is an item.*
   G. To add or update commodity lines, repeat steps 1 through 8.

2. Click the **Accounting** tab.

Complete the **Accounting** tab of the transaction.

1. On the grid.

   A. Click **+** to insert a new line.
   B. Click **Save** to apply inferred values.
   C. Infer the accounting information by using either of the following:

      - In the **Accounting Template** field, select a template from the pick list, if one is available/applicable.

      - On the **Detail Accounting** tab, in the **Function** field, select a function from the pick list, if one is available/applicable.

Note: Accounting lines need to be created for each commodity line.

   D. In the **Object** field, select an object from the pick list if the field is blank.

2. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed: **Transaction validated successfully**.

3. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval**. Click the **Submit** button.

Receiver (RC) Transactions

Section Objectives

In this section, the following processes are introduced:

- Create an RC transaction.

- Search for an RC transaction.

- Modify an RC transaction.

- Cancel an RC transaction.

Section Overview

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

Receiver (RC) Transaction Overview

Items ordered on a purchase order are fulfilled by a vendor. When users physically receive the items from the vendor, it is very important that they log the receipt in AZ360. The receipt of goods is recorded on an RC transaction. Items that are damaged should be recorded on the RC transaction and promptly returned to the vendor.

Overall Receiving Process

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

1. Open **Receiving Search (RCSRCH)** page to search for the order transaction (e.g., POINV1 or POM1).
2. Select lines to receive.
3. Create an **RC** transaction.
4. Enter the **Receipt Date**.
5. Enter location information.
6. Enter the **Received Quantity**.
7. Add supporting transactions such as a bill of lading or packing slip.
8. **Validate** the RC.
9. **Submit** the RC.

Receiving Search (RCSRCH) Page

The RCSRCH page is used to locate the referenced order to create the Receiver transaction. This copies the information from the order onto the Receiver transaction. This reduces the amount of data entry required on the Receiver.

Receiving Search – Select Lines

1. Select the lines received
2. Click the Received button
3. The RC transaction displays
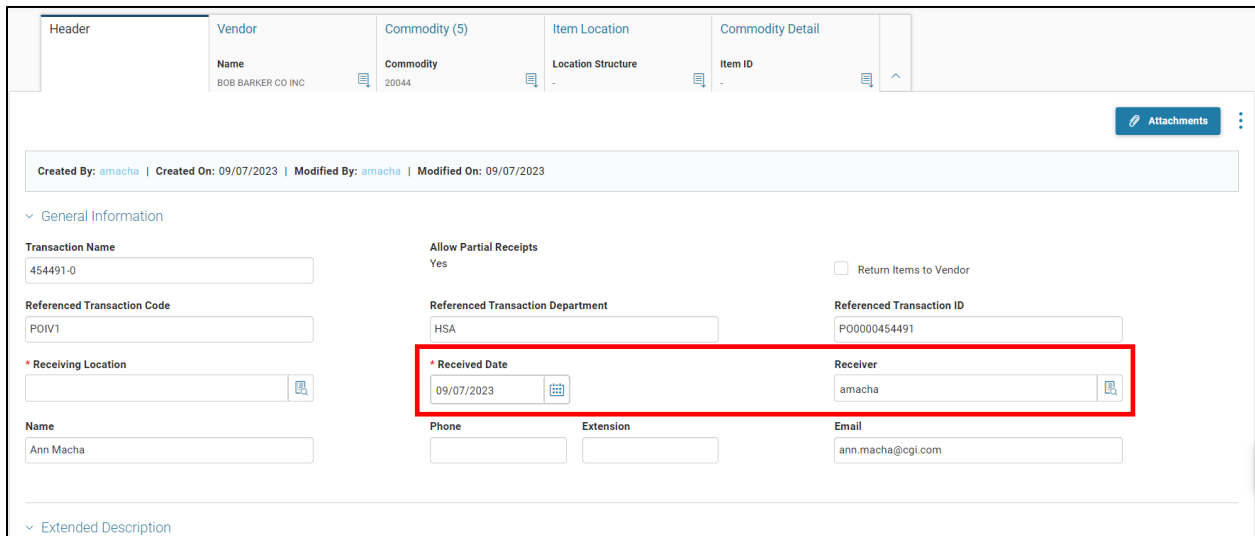
Receiver (RC) Transaction Tabs

The RC transaction has four tabs. Each tab has one or more fields. Not all fields are required. This lesson will review the required or important fields of the Receiver transaction.

The Receiver transaction has the following tabs:

- Header
- Vendor
- Commodity
- Item Location

Header Tab

The Header infers the information from the referencing order. On the Header, update the Received Date field to reflect the date that the goods were physically received. If the user creating the RC is not the user who physically received the goods, update the Receiver field. If the user is not an AZ360 user, enter the user's name and phone into the respective fields.

Attachments

Supporting transactions, such as a bill of lading or packing slip, should be attached to the RC on the Header tab.

Procedure Steps: How to Add an Attachment to a Transaction

The transaction must be in Draft phase and in edit mode.

1. On the Header tab, in the upper right corner, click **Attachments.**

2. On the **Attachments** page, click **Drop** or **Browse** to select the file the user needs to upload.

3. On the **Choose File to Upload** page, select the file to upload.

4. Click the **Open** button.

5. In the **Type** drop-down menu, select **Standard** or **Proprietary**

6. In the **Comment** field, enter a short description of the file.

7. Click **Upload**.

8. The **Attachment** page displays the uploaded file.

9. Click **Close** to return to transaction.

Vendor Tab

The Vendor tab displays the vendor information from the referenced purchase order. No updates are required.

Commodity Tab

For each commodity line, enter the received quantity. If goods were damaged, enter the quantity in Rejected Qty (Quantity) field. If the full quantity was not received, select a condition and enter a reason (optional).

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

Commodity Detail Tab

This tab is only required for select items that require additional detail, as defined in the INVN.

Create a Receiver (RC) Transaction

Create an RC transaction.

Scenario

A user receives a commodity for the agency. Create an RC transaction from the referenced purchase order to reflect the receipt of the commodity.

Note: The received quantity must be entered.

Log in to the AZ360 **Home Page**. Create an RC transaction.

1. Enter *RCSRCH* in the Global Search or click the Receiving Search (RCSRCH) quicklink.
2. Receiving Search page displays.
3. Enter search criteria for the Purchase Order transaction such as Transaction Code and Transaction ID or vendor. Alternatively, users can use the Requestor Code or Issuer Code fields.
   Note: 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 **Apply** to show results.
5. Select the appropriate order and click the 3-dot menu for the selected line. Related Pages and then the **Select Lines to Receive** link.
6. On the **Receiving Search – Select Lines** page, check the check box for lines to receive. A user can also check **Receive All Lines** or **Receive All Unselected Lines**.
7. Click the **Receive** link to create the Receiver transaction for the selected lines.
8. Update the **Received Date** to the date the goods were physically received.
9. 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.
10. The **Receiver** field infers to the user creating the transaction. Update as needed.
11. Attach supporting transactions, such as bill of lading or packing slip.
12. Click the **Commodity** tab.

    A. Enter the item location.
    B. Enter the location structure.
    C. Enter the location priority.
    D. Enter the quantity received in the **Received Qty** field. If there were any damaged items, enter that quantity in the **Rejected Qty** field.
    E. If the full quantity was not received, select a value in the **Condition** field.

13. Click the **Save** button.
14. To add or update commodity lines, repeat steps 12 and 13.
15. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed: **Transaction validated successfully.**
16. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval** or the transaction phase updates to Final and no approvals are required.
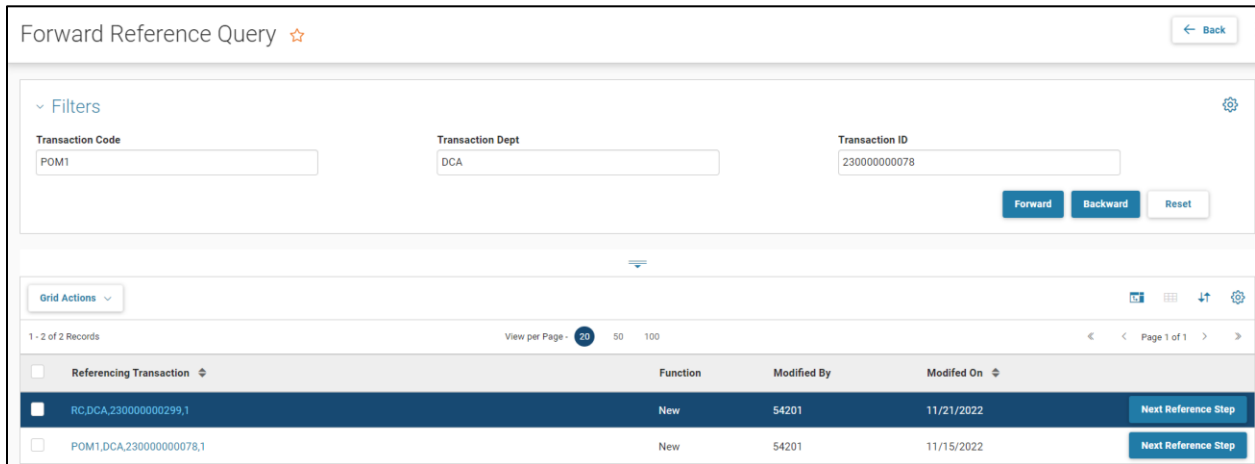
Search for a Receiver (RC) Transaction

Locate an RC Transaction Using Transaction References

Scenario

A user did not record the Receiver documnet ID and needs to either modify or cancel the transaction. Locate the RC transaction through its referencing transactions.

Log in to the AZ360 **Home Page**. Locate an RC transaction via its original POM1 transaction using the Transaction Reference Query.

1. Click the Receiving Search (RCSRCH) quicklink.
2. **Receiving Search** page displays. Enter *POM1*.
3. Enter the **ID** number of the POM1 transaction.
4. Click **Browse**.
5. Click the **ID** hyperlink for the transaction. The POM1 transaction opens.
6. At the top of the transaction, click the 3-dot menu in the upper right corner and select **Transaction References**.
7. On the **Transaction Reference Query** page, click the **Forward Reference** link. The corresponding RC transaction will appear.
8. In the **Referencing Transaction** column, click on the **Receiver** transaction link to open the Receiver.

Modify a Receiver (RC) Transaction

If an error was made on an RC transaction, the transaction will need to be modified. For example, if a user entered a quantity of ten on the RC, but upon inspection of the box, the user notices one is broken.

If a user received an additional shipment since creating the original RC, do not modify the RC. Instead, create a new Receiver transaction from the Receiving Search page.

Note: Users cannot modify a receiver if the line items are paid or if the purchase order are closed.

Modify an RC Transaction	🧑‍🏫

Scenario

Modify an RC transaction in Final phase.

Log in to the AZ360 **Home Page**. Locate and modify an RC transaction.

1. Enter **RC** in the Global Search.
2. In the **ID** field, enter the ID number of the RC transaction.
3. Click the **ID** hyperlink for the transaction. The RC transaction opens. Note that the transaction phase is Final.
4. Click the 3-dot menu at the top of the page and then click **Modify**.
5. The transaction title bar now shows the version (Ver.) number was incremented by a value of one, the **Function** is **Modification**, and the **Phase** is **Draft**.

6. Make the necessary updates. Users are unable to delete a line. Instead, modify the quantity. A user may need to update the Shipment Indicator (change to Partial) and add a value into the Condition field for a partial receipt.

7. Click **Validate** to check for errors. If any errors exist, fix the errors and click Validate again. If the validation is successful, the following message is displayed: Transaction validated successfully.

8. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval** or the transaction phase is updated to Final. No approvals are required.

Cancel a Receiver (RC) Transaction

Users may have a need to cancel an RC. An example for necessary cancelation is when a user created a Receiver transaction for the wrong purchase order. *Note: The receiver can only be canceled if a referencing payment request was not created.* If a Payment Request transaction has already been created, contact the user's Accounts Payable department. The Accounts Payable department may be able to cancel the payment request transaction if the payment has not already been disbursed.

Cancel an RC Transaction

Scenario

A user needs to cancel an RC transaction due to referencing the wrong purchase order.

Log in to the AZ360 **Home Page**. Locate and modify an RC transaction.

1. Enter **RC** in the Global Search.
2. In the **ID** field, enter the ID number of the RC transaction.
3. Click the **ID** hyperlink for the transaction. The RC transaction opens. Note that the transaction phase is Final.
4. Click the 3-dot menu at the top of the page and then click **Modify**.
5. A new transaction opens. The Transaction Title Bar shows the version (Ver.) number was increased by a value of one and the **Phase** is Draft.

   Department: DCA | Unit: - | Transaction ID: 210000000808 | Version: 2

6. Click **Validate** to check for errors. If any errors exist, fix the errors and click Validate again. If the validation is successful, the following message is displayed: Transaction validated successfully.
7. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: Transaction submitted successfully - Pending Approval or the transaction phase updates to Final. No approvals are required.
8. The transaction Phase is updated to Final. No approvals are required.
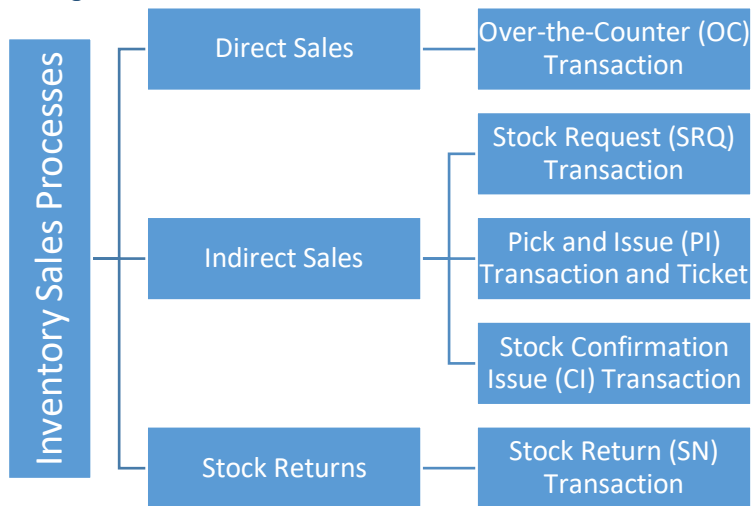
Issuing Inventory

Section Overview

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

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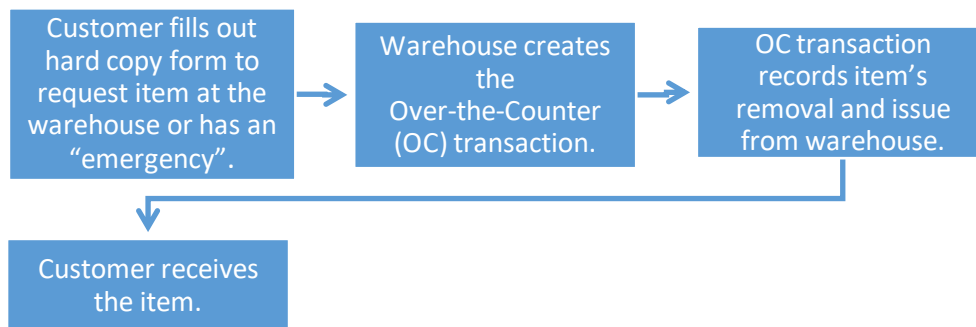- Pick and Issue (PI)
- Confirmation Issue (CI)

Inventory Issue Overview

Inventory Sales Process Diagram

Direct Stock Issue

Use the Direct Stock Issue process when a customer requests stock items at a user's warehouse or need an item quickly. Users only need to create an OC transaction to start and complete direct sale.

Over-the-Counter (OC) Transaction Direct Order Process

The OC transaction allows the direct issue of goods from the warehouse bypassing the Standard Stock Requisition and Pick-and-Issue cycle. The OC transaction is designed for requestors who walk into the warehouse to request and immediately pick up goods. The OC transaction is similar to the SRQ transaction except that the OC transaction does not permit backordering items and does not require delivery information.
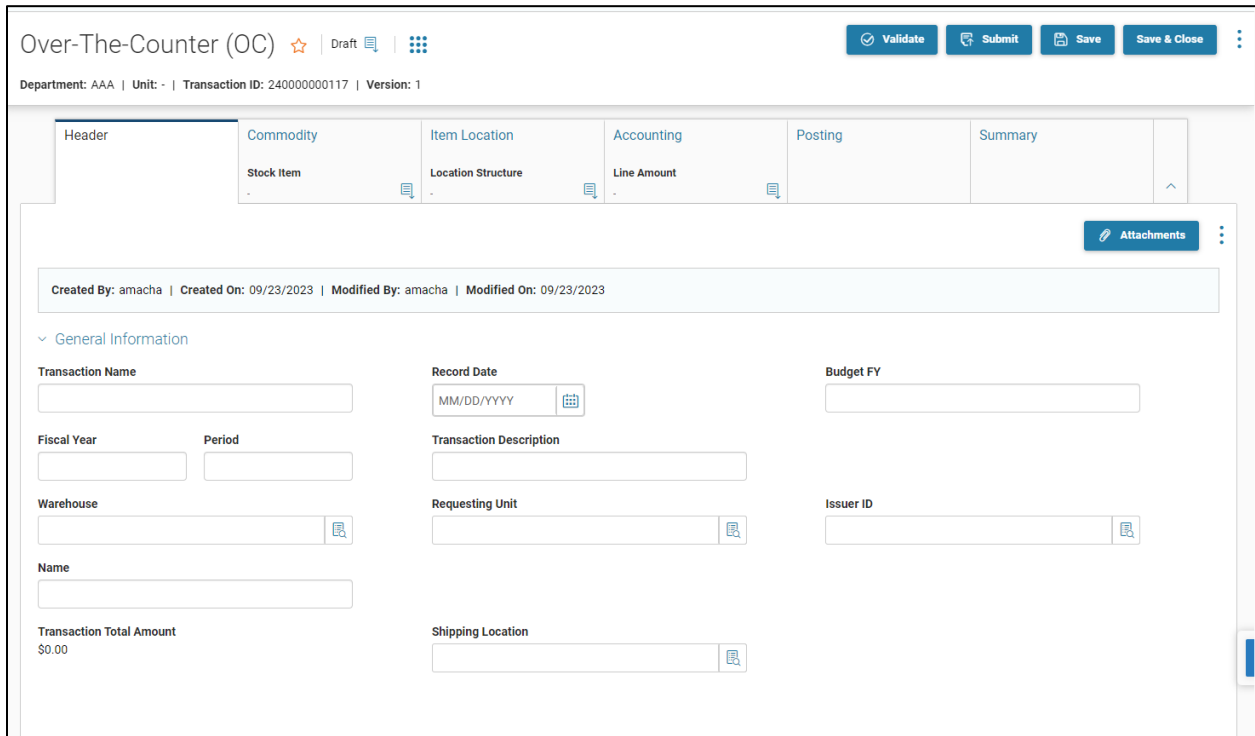
The OC transaction has five tabs. Each tab has multiple fields, but not all fields are required. This manual will review the required or important fields.

The OC transaction has the following tabs:

- Header
- Commodity
- Item Location
- Accounting
- Posting (can be viewed, but not changed)

Header tab

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

Commodity Tab

The Commodity tab lists all commodities associated with the issue of goods. Every OC transaction must have at least one commodity line, and each commodity line must have at least one accounting line.

The Over-the-Counter transaction'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 transaction. The returned date is the latest date of the stock return and not the history of all the returns.

The Stock Item, Stock Item Suffix, and Requested Quantity field are required; the Inventory Location and Location Structure fields are required *if the warehouse is tracking quantity by location*. The other fields will populate by default or are protected.
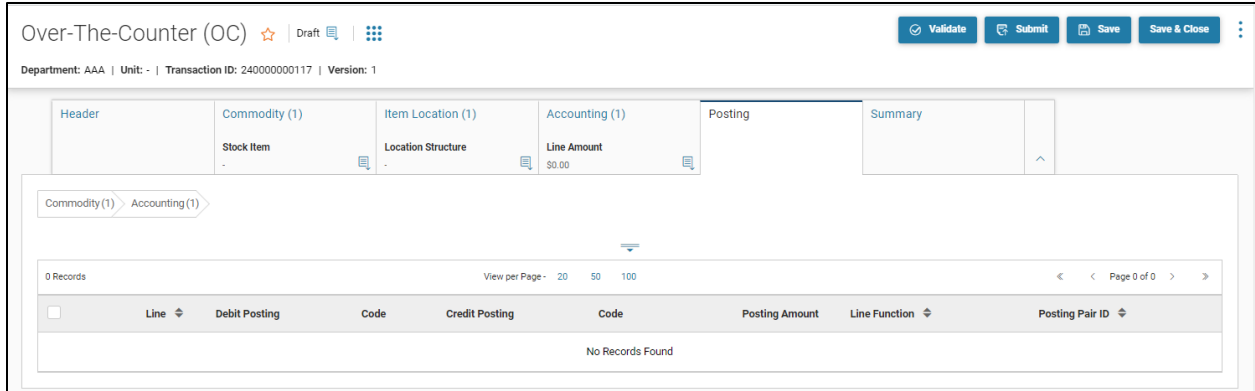

Item Location Tab

The Item Location tab allows the user to capture detailed Inventory Location from which the stock item is being issued. If a Default Inventory by Location (ILOC) record exists, then on the validate/submit action, the system will auto generate the Item Location line using the default record.

Accounting Tab

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

Posting Tab

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

Create an Over the Counter (OC) Transaction

Create an OC Transaction

Scenario

A user receives an immediate request from a walk-in requester for a warhouse commodity. Create an OC transaction to complete this request.

Log in to the AZ360 **Home Page**. Create an OC transaction.

1. Enter **OC** in the Global Search or click the **Over the Counter (OC)** quicklink.
2. Click **Create** to create the transactions.

   A. In the **Transaction Dept**, enter the user's department number.
   B. Click the **Auto Numbering** check box.
   C. The OC transaction will open to the Header tab.

Complete the **Header** tab of the transaction.

1. Click the **General Information** section.

   A. In the **Transaction Description** field, enter the purpose of the transaction.
   B. In the **Warehouse** field, select the Warehouse filling the order from the pick list.
   C. In the **Requesting Unit,** select the unit making the request from the pick list.
   D. In the **Issuer ID** field, select the name of the warehouse worker filling the order from the pick list.

2. Click **Save**.
3. Click the **Commodity** tab.

Complete the **Commodity** tab of the transaction.

1. Click the **+** button.
2. In the **Stock Item** field, select the stock item number from the pick list.
3. In the **Stock Item Suffix** field, select the stock item suffix from the pick list.
4. In the **Requested Quantity** field, enter the quantity to be issued.
5. Click the **Save** button.

6.   To add or update commodity lines, repeat steps 1 through 6.

Complete the **Item Location** tab of the transaction.

1.   Click the **+** button to insert a new line.

2.   In the **Inventory Location** field, enter or select the inventory location the item was sourced from the pick list.
3.   In the **Location Structure** field, select the structure.
4.   Click the **Accounting** tab.

Complete the **Accounting** tab of the transaction.

1.   Click the **+** button to insert a new line.

2.   Infer the accounting information by using either of the following:

   A.   In the **Accounting Template** field, enter or select the template from the pick list, if one is available/applicable.
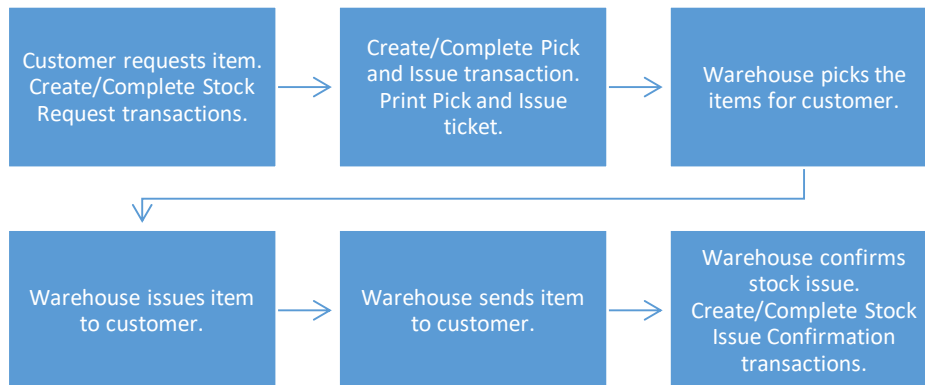   B.   On row, in the **Function** field, select a function from the pick list, if one is available.

Note: Accounting lines need to be created for each commodity line.

   C.   In the **Object** field, select an object from the pick list if the field is blank.

3.   Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed: **Transaction validated successfully.**
4.   Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval** or the transaction phase updates to Final and no approvals are required.

Indirect Stock Issue

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

The Indirect Stock Issue process includes creating and completing the Stock Request transaction, creating and completing the Pick and Issue transaction, printing pick and issue tickets, and creating and completing the stock issue confirmation transaction. If a department customer requests the stock item from a user's department warehouse, the user will need to use a SRQ and CI transactions.

```
┌─────────────────────┐     ┌─────────────────────┐     ┌─────────────────────┐
│ Customer requests   │     │ Create/Complete     │     │                     │
│ item.               │ ──▶ │ Pick and Issue      │ ──▶ │ Warehouse picks the │
│ Create/Complete     │     │ transaction.        │     │ items for customer. │
│ Stock Request       │     │ Print Pick and      │     │                     │
│ transactions.       │     │ Issue ticket.       │     │                     │
└─────────────────────┘     └─────────────────────┘     └─────────────────────┘
                                                                   │
           ┌───────────────────────────────────────────────────────┘
           ▼
┌─────────────────────┐     ┌─────────────────────┐     ┌─────────────────────┐
│                     │     │                     │     │ Warehouse confirms  │
│ Warehouse issues    │ ──▶ │ Warehouse sends     │ ──▶ │ stock issue.        │
│ item to customer.   │     │ item to customer.   │     │ Create/Complete     │
│                     │     │                     │     │ Stock Issue         │
│                     │     │                     │     │ Confirmation        │
│                     │     │                     │     │ transactions.       │
└─────────────────────┘     └─────────────────────┘     └─────────────────────┘
```

Several aspects to keep in mind regarding Stock Request transactions:

- The SRQ transaction allows the requester to reserve quantities of stock items from an on-hand supply for later delivery.

- The PI transaction schedules previously reserved items to be picked up for delivery and releases them from quantity on hand.

- The Stock Issue Confirmation (CI) records the number of goods issued to the requester.

Stock Request (SRQ) Transaction Tabs

The SRQ transaction allows users to reserve quantities of stock items from an on-hand supply for later delivery.

The SRQ transaction has the following tabs:

- 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 WHSE page for the entered warehouse. If the Backordering option is not selected and the requested quantity is greater than the available quantity, then the SRQ transaction 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 for entered stock item.

Header Tab - General Information Section

The Header has information that applies to the entire transaction. On the General Information tab, the following fields are required:

- Transaction Description

- Warehouse

- Requesting Unit

- Issuer ID

Delivery Information Section

In the Delivery Information section, the following fields are required:

- Shipping Location

- Delivery Date – The Delivery Date **must** be a future date for the transaction to validate successfully.

Accounting Distribution Tab

The Accounting Distribution tab 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.

Commodity Tab

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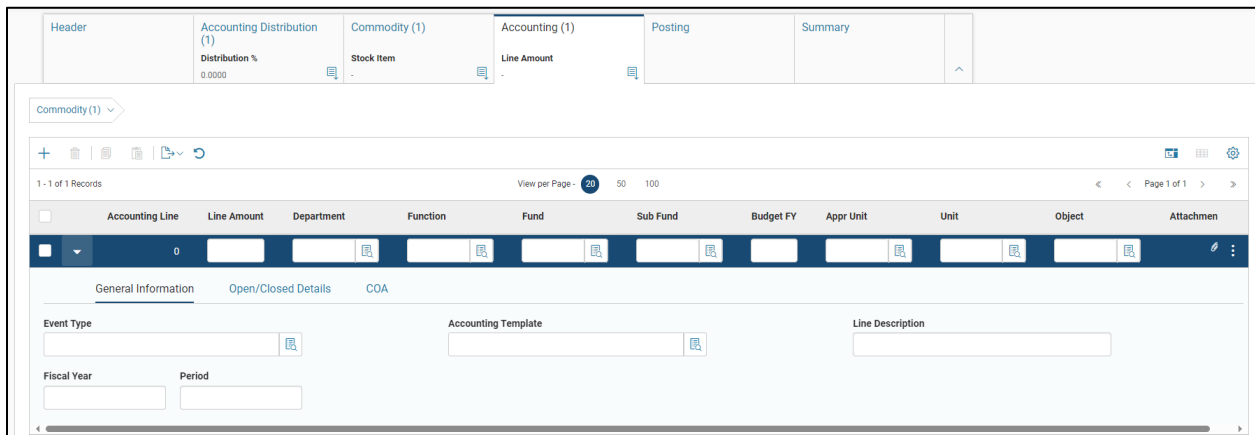
Accounting Tab

The Accounting tab lists the requestor's accounting funds for each commodity line. The required fields on this tab 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.

On the accounting line, the following fields are required:

- Fund
- Object
- Department
- Unit
- Appropriation Unit

Posting Tab

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

Create a Stock Request (SRQ) Transaction

Create an SRQ Transaction

Scenario

A user needs to reserve a quanity of stock items from an on-hand supply for a later delivery. Create an SRQ transaction to complete this transaction.

Log into the AZ360 **Home Page**. Create an SRQ transaction.

1. Click the Stock Requisition (SRQ) quicklink.
2. Click the Create button.
3. In the Transaction Dept field, enter the user's department number.
4. Check Auto Numbering check box.
5. Click Continue. The SRQ transaction will open to the Header tab.

Complete the **Header** tab of the transaction.

1. In the General Information section.

   A. In the **Transaction Description** field, enter a description for the transaction.
   B. In the **Warehouse** field, select the user's warehouse from the pick list.
   C. In the **Requesting Unit** field, select the unit making the request from the pick list.
   D. The value for the **Issuer ID** field will default.

2. Locate the **Shipping** section.

   A. In the **Shipping Location** field, select the shipping location from the pick list.
   B. In the **Delivery Date** field, enter the requested date for delivery.
   C. Click the **Commodity** tab.

Complete the **Commodity** tab of the transaction.

1. Click the General Information section.

   A. Click the **+** to insert a new line.

      a. In the **Stock Item** field, select the stock item from the pick list.
      b. In the **Stock Item Suffix** field, select the stock item suffix from the pick list.
      c. In the **Requested Quantity** field, enter the quantity to be issued.
      d. To add additional stock items to the transaction, repeat the above step.
   B. Click the **Accounting** tab.

Complete the **Accounting** tab of the transaction.

1. Click the General Information section.

   A. Click the $_+$ to insert a new line.

      1. Infer the accounting information by using either of the following:

2. In the **Accounting Template** field, select a template from the pick list, if one is available/applicable.
3. In the **Function** field, select a function from the pick list, if one is available/applicable.

Note: Accounting lines need to be created for each commodity line.

Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed: **Transaction validated successfully.**
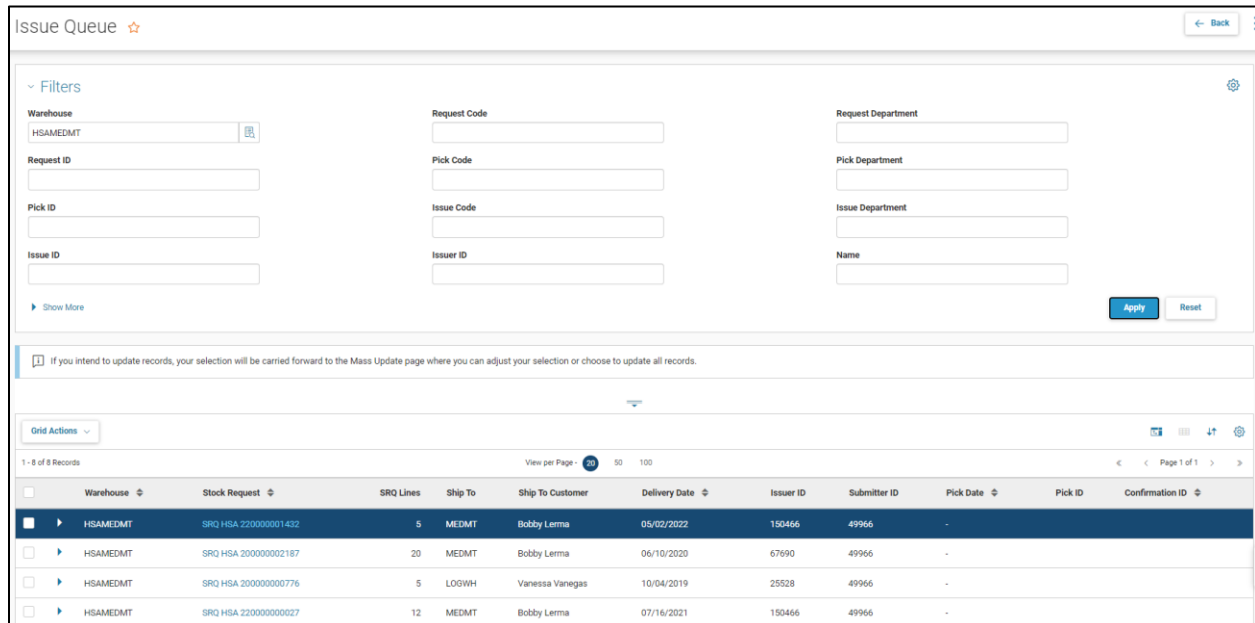
Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval** or the transaction phase updates to Final and no approvals are required.After the transaction is submitted it must be approved. This approves the transaction and places it into Final status.

Issue Queue (ISSQ) Page

Issue Queue (ISSQ) page provides in-process information about all stock requisitions associated with the specified warehouse that have yet to be closed by a CI transaction. This page is updated when Stock Requisition (SRQ) transactions are finalized and items are reserved. The Confirmation ID and Pick Date fields are updated when PI transactions are processed. Lines are deleted when the CI transactions are processed to Final.

This page is the initial source that the Pick and Issue transaction uses to select SRQ or CI transactions to process. This page links draft CI transactions created by PI transactions with their related SRQ transaction. This page is used for inquiry purposes only; all updates are performed by processing transactions and batch jobs.

The SRQ transaction updates this page along with the Comments, Modified Date, Shipping Additional Info, Delivery Date, and Warehouse fields 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 Header tab's Delivery Information tab. When a PI transaction is processed to Final, it updates the Confirmation ID and the Pick Date fields for each CI transaction against its referenced SRQ. The Confirmation ID field allows users to link to the CI transaction. When the CI transaction is processed to Final, its record is removed from the page.

Stock Pick and Issue (PI) Transaction Overview

The Stock Pick and Issue (PI) is an inventory control transaction that is only used in conjunction with a Stock Requisition (SRQ) transaction to create Pick and Issue tickets and Stock Issue Confirmation (CI) transactions.

This transaction 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 transaction. The Issue Queue Inquiry (ISSQ) is the source that the Stock Pick and Issue process uses to select which Stock Requisitions transactions 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 Stock Pick and Issue transaction. It should also be noted that the creation of a Stock Pick and Issue transaction does not mean that the items were actually issued and recorded in inventory. The CI transaction ID indicated on the PI transaction (printed copy) or on the ISSQ still has to be submitted for posting.

Warehouse workers also have the option of selecting all SRQ transactions that are either waiting to be filled or have a common specific delivery date. This allows the warehouse to fill multiple orders at one time.

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

Create a Pick and Issue (PI) Transaction

Create a PI Transaction

Scenario

A user needs to select a previously reserved item to be picked for delivery. Create a PI transaction to complete this process.

Log into the AZ360 **Home Page**. Create an SRQ transaction.

1. Click the Stock Requisition (SRQ) quicklink.
2. Click the **Create** button.
3. In the **Transaction Dept** field, enter the user's department number.
4. Check **Auto Numbering** check box.
5. Click **Continue**. The PI transaction will open to the **Header** tab.

Complete the **Header** tab of the transaction.

1. Click the General Information tab.

   A. In the **Transaction Description** field, enter a description for the purpose of the Pick and Issue transaction.

B. In the **Warehouse** field, select the warehouse from where the stock items will be issued from the pick list.

C. In the Pick and Issue Function field, select Print New Pick Tickets-Schedule Issue Confirmation from the drop-down menu.

D. In the **Selection Option** field, select **Specific Delivery Date** from the drop-down menu**.**

E. In the **Specific Delivery Date** field, enter the date to run the Pick and Issue transaction against.

Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed: **Transaction validated successfully.**

Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval** or the transaction phase updates to Final and no approvals are required. After the transaction is submitted it must be approved. This approves the transaction and places it into Final status.

Print the Pick and Issure Form

Print the Pick and Issue form associated with the PI transaction. Once the PI transaction has processed to Final, the Pick and Issue form is available to be printed.

1. Locate and open the PI to be printed.
2. Click the 3-dot menu in the upper right-hand corner.
3. Click **Forms**.
4. Click the 3-dot for the highlighted row in grid.
5. Click the **View PDF** link. The Inventory Warehouse Pick and Issue report opens.
6. In the upper right-hand corner, click the **Prin**t icon.
7. On the print window, click the **Print** button.
8. Click the **Change** button to print to a printer other than the defaulted printer.
9. In the **Print Destination** list, select the desired printer.
10. Click the **Print** button.

The Pick and Issue transaction will print at the printer specified on the Warehouse page. Confirmation Issue transactions will be created as a result of the creation of the Pick and Issue transaction. The Issue Confirmation transactions are specified on the printed PI transactions or can be found on the ISSQ.

Confirmation Issue (CI) Transaction Overview

The CI transaction allows users to record and confirm the quantity of goods issued to the requestor. The CI transaction must be created either by the Pick and Issue transaction or by coping forward the SRQ. The CI transaction must reference a SRQ transaction. When the CI transaction is created by the PI transaction the transaction is automatically submitted to Final and the issue process is complete.

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

The CI transaction has the following tabs:

- Header

- Commodity

- Accounting

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

The unit price on the CI may be different than the unit price on the Inventory Management page and the referenced SRQ. However, an error is issued when it differs from the value on the INVN page; the error can be overridden. The CI transaction cannot be processed for a stock item which is not active or is marked as Frozen for Accounting on the Inventory Maintenance page.

A CI transaction can be deleted prior to it being submitted to Final. Once it is processed to Final, it can not be modified or cancelled.

Returning Inventory

Stock Return (SN) Transaction Overview

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

The SN transaction 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 page and the referenced SRQ or OC transaction, 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 transaction is created by copying forward the original SRQ or OC transaction. 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 transactions cannot be processed for a stock item which is not active or has been Frozen for Accounting on the INVN page. 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 Maintenance page the items cannot be returned.

Note: Parent items cannot be marked as Frozen for Accounting.

Stock Return (SN) Transaction Tabs

The SN transaction has the following tabs:

- Header

- Accounting Distribution – Not used.

- Commodity

- Item Location

- Commodity Detail – Not used.

- Accounting

- Posting

Header Tab

The Header has information that applies to the entire transaction. In the Returning Information section, the Returned by and Return Code fields are required.

Commodity Tab

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

Item Location Tab

The Item Location tab allows the user to capture detailed Inventory Location from which the stock item is being issued. If a Default Inventory by Location (ILOC) record exists, then on the validate/submit action, the system will auto generate the Item Location line using the default record.

Header	Accounting Dis...	Commodity (1)	Item Location (1)	Commodity Deta...	Accounting (1)	Posting (4)	⌄

Commodity (1) ⌄

☐ Attachments

Item Location Line	Warehouse	Stock Item	Stock Item Description
1	PSALOGWH	48586	Gojo Foam Soap

Stock Item Suffix	Location Structure	Inventory Location	Location Priority
GOJ	BLUE Area-Row-Rack-Shelf	AR1-RW11-RK1-SH2	1

Returned Quantity	Requested Quantity	Child Stock Item	Child Stock Item Suffix
1.00000	-	-	-

Child Item Description	Date	Time	Parent Item
-	07/19/2023	15:25:14	No

Commodity Detail Tab

The Commodity Detail tab updates the Inventory Maintenance Detail page. This page is not being used by agencies at this time; do not populate the fields in this tab.

Accounting Tab

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

Header	Accounting Dis...	Commodity (1)	Item Location (1)	Commodity Deta...	Accounting (1)	Posting (4)	⌄

Commodity (1) ⌄

Grid Actions ⌄

1 - 1 of 1 Records   View per Page - 20 50 100   Page 1 of 1

	Accounting Line	Sub Total Line Amount	Net Return Charge	Total Line Amount	Department	Function	Fund	Sub Fund	Budget FY	Appr Unit	Unit	Object	At
☐	1	$12.73	$0.00	$12.73	PSA	425200	PS2085	-	2024	PS60000	4043	7341	

General Information   Reference   COA

Event Type	Accounting Template	Line Description	Fiscal Year	Period
ST21	PS72030100	-	2024	1

Posting Tab

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

| | Header | Accounting Dis... | Commodity (1) | Item Location (1) | Commodity Deta... | Accounting (1) | Posting (4) | ∨ |

Commodity (1) ∨ Accounting (1)

	Line ⇕	Debit Posting	Code	Credit Posting	Code	Posting Amount	Line Function ⇕	Posting Pair ID ⇕
▶	3	Inventory CE-S	D022	Cash	A001	$12.73	Non-Standard	A
▶	1	-	-	COGS	D023	($14.31)	Non-Standard	C
▶	4	Inventory/Stock	S001	-	-	$14.31	Non-Standard	C
▶	2	Cash	A001	Inventory CE-B	D030	($12.73)	Non-Standard	E

1 - 4 of 4 Records   View per Page - 20 50 100   Page 1 of 1

Create a Stock Return (SN) Transaction

Create an SN Transaction

Scenario

A user needs to return a previously issued item back to the originating warehouse. Create an SN transaction using the Copy Forward function to complete this process.

Log in to the AZ360 **Home Page**. Create an SN transaction.

1. From the Transaction Catalog, locate the *SRQ* or *OC* depending on whether the originating transaction was an SRQ or OC transaction.
2. In the Code field, enter or select the transaction type (OC or SRQ).
3. In the **Dept.** field, enter the department number for the originating SRQ or OC transaction.
4. In the **ID** field, enter the transaction number for the originating SRQ or OC transaction.

Note: If the originating transaction number is not known, click Browse and select the appropriate transaction from the grid that generates.

5. Click **Search**.
6. Locate the donor transaction and click the **ID** hyperlink for the transaction. The transaction will open to the **Header** tab.

Complete the **Header** tab of the originating SRQ or OC transaction.

1. Click the 3-menu at the top of the screen and click **Copy Forward**. **Copy Forward** page will open.

   A. Select Target Transaction Type of SN.
   B. In the **Transaction Dept** field, enter the Transaction Department to process the return for.
   C. Click Auto Numbering.
   D. Click the **OK** button to create the SN transaction. The SN transaction will open to the **Header** tab.

Complete the **Header** tab of the SN transaction. Note that the transaction opens with most of the required fields populated.

1. Click the Returning Information section.

   A. In the **Return Code** field, select a code from the pick list.

B. Click the **Commodity** tab.

Complete the **Commodity** tab of the SN transaction.

1. Click the General Information section.

    A. In the grid, click on the **3-dot** for any line that is not included in the return.
    B. For each line that is to be returned, click the **Caret** to display the General Information tab. In the **Returned Quantity** field, enter the number to be returned.
    C. Click the Item Location tab. Click the **Caret** for the line being returned.

        1. On the General Information tab, select the location to where the item will be returned from the pick list. In the **Returned Quantity** field, enter the quantity to be returned.

            a. Click the **Recalculate Accounting Line Amount** button.

Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed: **Transaction validated successfully.**

Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval** or the transaction phase updates to Final and no approvals are required.

Adjusting Inventory

Inventory Adjustment (IA) Transaction Overview

The Inventory Adjustment (IA) transaction 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 transaction is also used during the Physical Inventory Reconciliation process to record adjustments to the on-hand quantity as a result of a physical count.

Inventory Adjustment (IA) Transaction Tabs
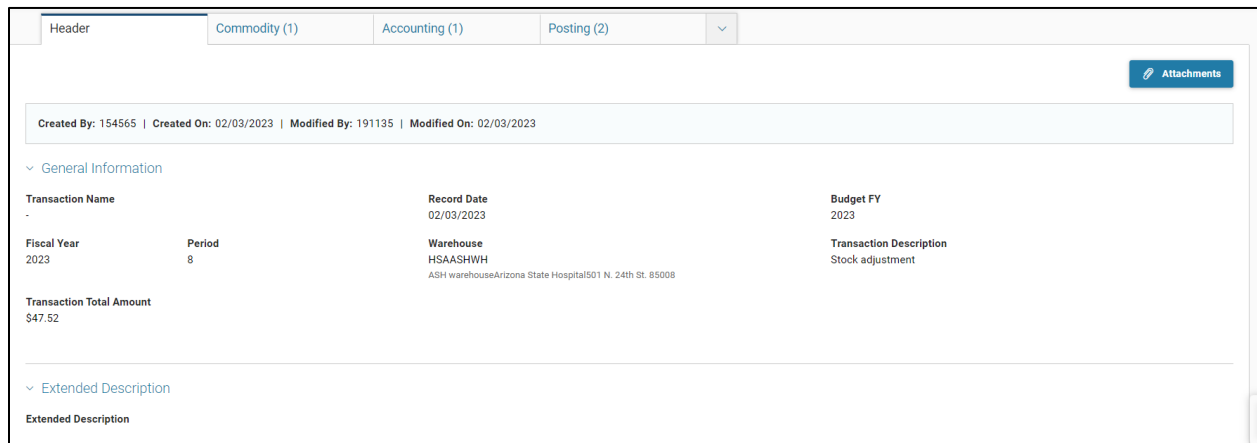
The IA transaction has the following detail tabs:

- Header

- Commodity

- Accounting

- Posting

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

Header Tab

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

Commodity Tab

The Commodity tab lists all commodities associated with the issue of goods. Every IA transaction must have at least one commodity line. In the General Information tab, the Stock Item, Stock Item Suffix, Inventory Location, and Location Structure fields are required.

In the Adjustment Information tab, the Change in Quantity *or* the Change in Unit Cost fields are required. The IA should have either field populated on the same transaction, not both. The Adjustment Code field is also a required. Other fields will populate by default or are protected.

Accounting Tab

The Accounting tab infers the elements to process this transaction from the Warehouse page. The Event Type and Line Amount fields populate by default.

Posting Tab

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

Creating an Inventory Adjustment (IA) Transaction

Create an IA transaction

Scenario

A user needs to adjust the quantity of an item in inventory. Create an IA transaction to complete this task.

Log in to the AZ360 **Home Page**. Create an IA transaction.

1. Click the Inventory Adjustment (IA) quicklink.
2. Click **Create**.
3. In the **Transaction Dept** field, enter the user's department number.
4. Check **Auto Numbering** checkbox.
5. Click **Continue** and the transaction will open to the **Header** tab.

Complete the **Header** tab of the transaction.

1. On the General Information section.

   A. In the **Transaction Description** field, enter the description details for the adjustment.
   B. In the **Warehouse** field, select the warehouse code from the pick list for the warehouse where the item is located.

2. Click the **Commodity** tab.

Complete the **Commodity** tab of the transaction.

1. Click the **+** to insert a new line.
2. On the blue line:

   A. In the **Stock Item** field, select the stock item number from the pick list.
   B. In the **Stock Item Suffix** field, select the stock item suffix from the picklist.
   Note: This value may auto populate when pulling in the stock item from the search page.
   C. In the **Inventory Location** field, select the inventory location for the item. Select the location with **Location Priority 1**.

3. In the Adjustment Information tab:

   A. In the **Change in Quantity** field, enter the quantity to add/subtract from inventory.
   B. In the **Adjustment Code** field, select the reason for the adjustment from the pick list.

Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed: **Transaction validated successfully.**

Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval** or the transaction phase updates to Final and no approvals are required.

Take an Item Out of Inventory Process

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 there 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 a user has confirmed that there are no pending transactions, an IA transaction will need to be created that will reduce the on-hand quantity to zero. When creating the IA transaction, the Change in Quantity's value will need to be entered as a negative value and the adjustment code selected should be

for an inactive item. After the IA transaction has been processed to Final, the item can be inactivated on the INVN page. The item will no longer be displayed in search result on inventory transactions.

Take an Item Out of Inventory

Scenario

A user needs to remove an item from inventory. Create an IA transaction to complete this task.

Log in to the AZ360 **Home Page**. Create an IA transaction.

1. Enter **IA** in the Global Search or click the Inventory Adjustment (IA) quicklink.
2. Click **Create**.
3. In the **Transaction Dept** field, enter the user's department number.
4. Check **Auto Numbering** checkbox.
5. Click **Continue**. The IA transaction will open to the **Header** tab.

Complete the **Header** tab of the transaction.

1. Click the General Information section.

    A. In the **Warehouse** field, select the warehouse code of the item to be removed from inventory from the pick list.

2. Click the **Commodity** tab.

Complete the **Commodity** tab of the transaction.

1. Click the **+** to insert a new line.
2. In the highlighted line:

    A. In the **Stock Item** field, select the stock item number from the pick list.
    B. In the **Stock Item Suffix** field, select the stock item suffix from the picklist.
    C. In the **Inventory Location** field, select the inventory location for the item. Select the location with **Location Priority 1**.
    D. In the Change Quantity field, enter the quantity to be removed from inventory.
    Note: This amount is the negative amount of the on-hand quantity from the INVNQ page.
    E. In the **Adjustment Code** field, select the reason for the adjustment from the pick list.

Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed: **Transaction validated successfully.**

Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval** or the transaction phase updates to Final and no approvals are required

Note: If the warehouse is using the Track Quantity by Location option, 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) page allows users 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 AZ360.

* Warehouse	Stock Item	Stock Item Suffix
PSALOGWH	08044	NUT
Logistics Bureau, Support Services Section, Supply Warehouse...More		
* Inventory Location	* Location Structure	Item ID
AR1-RW13-RK4-SH8	BLUE	
Actual Quantity	* Adjustment Code	Issue Unit
	PC	-
Discrepancy	Event ID	On Hand Quantity
No		-
Reconciliation Transaction	Count Start Date	Count Date
	-	MM/DD/YYYY
Count Time	User ID	
hh:mm A	-	☐ Blind Count
Require Reconciliation	Freeze For Count	
No	No	

Inventory Freeze (INVF) Page

The INVF page is populated in two ways. Users can either directly update the page or run the Inventory Freeze batch process to select records from the INVN page and add them to the INVF 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) page. Once the record is validated and saved, the corresponding record on the INVN page is set to frozen by automatically updating the Frozen flag on the INVN page. 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 an agency's item counts.

Reconciliation

Reconciliation Posting searches the INVF page 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 IA transaction 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 IA transaction is used during the physical inventory reconciliation process to record adjustments to the on-hand quantity as a result of a physical count discrepancy.

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 in order to freeze the warehouse on the identified date.
3. GAO will notify the agency that the warehouse is 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 transactions to record adjustments to on-hand quantity for items with a discrepancy.

Manager Setup - Inventory Configuration

The following section is intended to provide guidance on inventory warehouse management using AZ360. In this section, users learn how to setup pages to support inventory transactions, and how item quantities are updated.

Inventory Setup Process

Inventory setup has two processes, warehouse setup and inventory setup. Warehouse setup allows users to define the accounting string for the associated warehouse. This accounting string will be used throughout inventory.

A warehouse must first be established before adding stock items to it. Once established, users can add stock items. Inventory setup includes:

- Adding stock items to the warehouse.
- Adding stock item suffix code
- Copying a stock item to a different warehouse.

Once the stock items are defined, users can determine the location where the item resides within their warehouse(s).
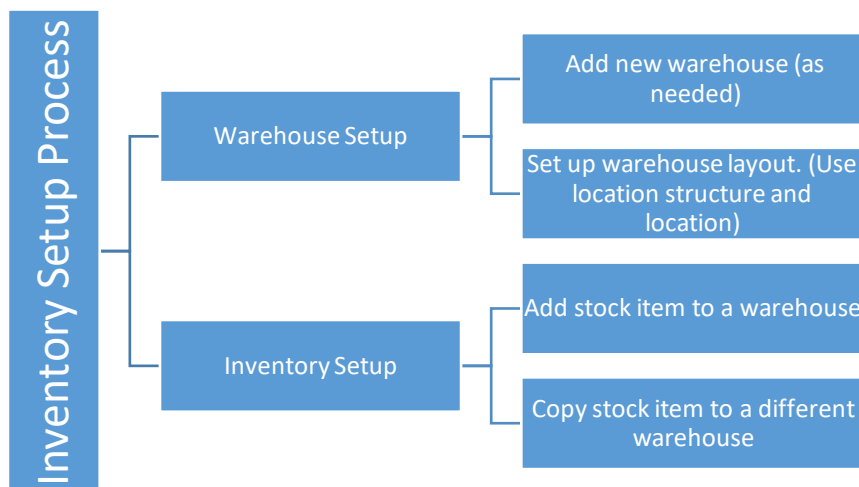
Warehouse Setup (WHSE)

The Warehouse page allows users to set up default information for specific inventory processes. The Warehouse page has five sections:

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

General Information Section

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).

Management Control Section

The Management Control section has configuration related to stock returns, factors for lead time calculation, 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. 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).

Default Event Type Section

The Default Event Types section establishes 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.

Warehouse Fund Accounting & Warehouse Detail Accounting Sections

The Warehouse Fund Accounting and Warehouse Detail Accounting sections identify the seller's accounting and is inferred onto inventory transactions.

Defining Warehouse Locations

These are pages used to define the layout of a warehouse. They are:

- Warehouse Location Type
- Warehouse Location Structure
- Warehouse Inventory Location
- Inventory by Location (ILOC) Page

Warehouse Location Type (WLOCTYP) Page

The Warehouse Location Type (WLOCTYP) page allows users to assign different names to standard types of warehouse locations based on their agency's own internal classification and naming conventions. This page is delivered with a standard set of warehouse-location types based on typical classifications used in most warehouses.

The warehouse-location types that are setup on this page can be selected on the Warehouse Location Structure page to define the structures for the location types for each warehouse.

Warehouse Location Structure (WLOCST) Page

The Warehouse Location Structure (WLOCST) page allows users to define 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 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 structured as defined on the WLOCTYP page. For example, if a user wants to ensure that every inventory location has the proper aisle, rack, shelf, and bin designation, then the user 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 users choose to simply use bin locations, then they can set up this page to prevent bin locations from having a parent location type (i.e., only location type 1 is populated).
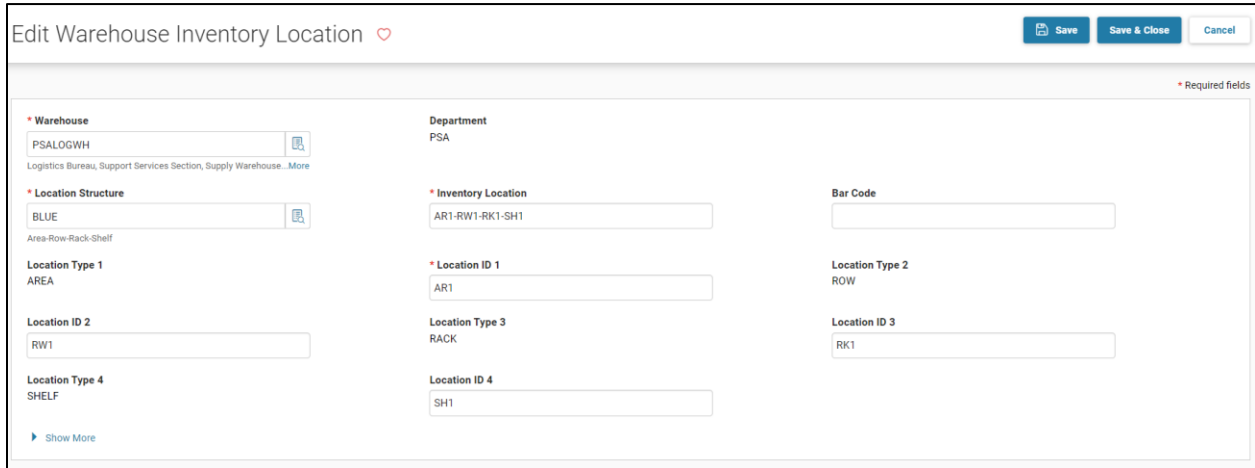
Warehouse Inventory Location (WILOC) Page

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 WLOCST page.

Based on the location structure selected on WILOC, the Location Type fields are inferred from WLOCST. A user must then populate the Location ID 1 through 8 fields if a value exists in the corresponding Location Type 1 through 8 fields. A user 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, and location ID 1-8.

Inventory by Location (ILOC) Page

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 users 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 INVN page 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 a user must create an IA transaction to modify the On Hand Quantity fields accordingly.

Inventory by Location ♡

Edit Cancel

* Required fields

Warehouse	**Department**	**Stock Item**
PSALOGWH	PSA	68012
Logistics Bureau, Support Services Section, Supply Warehouse...More		
Stock Item Suffix	**Description**	**Issue Unit**
PRE	Pre-Academy Box	BOX
Location Structure	**Inventory Location**	**Location Priority**
ACADEMY	AR5-RK1-SH2	5
Inactive	**Default Location**	
No	No	
On Hand	**Reserved**	**Released**
12.00000	0.00000	0.00000
In Transfer	**Available**	**Last Count**
0.00000	12.00000	0.00000
Last Transfer Date	**Last Issued Date**	**Last Count Date**
-	-	-

Inventory Configuration

Before processing can begin in Inventory, both warehouse and inventory configuration must be set up. Some of these pages come preloaded with data while others may need to be populated manually.

ABC Classification Parameters

This page establishes ABC classifications used for controlling stock levels, calculating and forecasting stock levels, reorder points, and lead times. Each warehouse must be tied to an ABC classification. Normally, the values on this page are determined when inventory is first implemented and they rarely change.

˅ ABC Parameters

* Department	* Unit	* ABC Classification
ALL	ALL	A

* Description		
A Classification		

Forecast Method	Order Quantity Method	* Safety Stock Factor
Manual Setting ˅	Order up to ˅	1.00

Number of Months	Lead Time Adjustment	
0	0	

EOQ Order Cost	EOQ Carry Percentage	
0.00		

Adjustment Code (ADJC) Page

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

˅ Inventory Adjustment

* Adjustment Code	* Description	☐ Use for Reconciliation
CST	Cost Adjustment	

* Object		
7321		

Return Code (RETC) Page

The Return Code (RETC) page is used to setup valid return codes to define why the stock item is returned to inventory.

˅ Inventory Return

* Return Code	* Description
DEF	DEFECTIVE

Inventory Pages

There are four pages used to establish and maintain inventory items:

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

Inventory Maintenance (INVN) Page

The INVN page is used to associate an inventory item with a specific warehouse that is storing the item. In order to establish an inventory item, there must first be a valid warehouse on the Warehouse (WHSE) page. Second, there must be valid inventory commodities existing and flagged as an inventory item on the Commodity (COMM) page. A warehouse manager can also combine items that will be issued as a set on the ITMG page. The Inventory Inquiry (INVNQ) page is a display-only page that displays both the system maintained fields and the user maintained fields.

The INVN page has the following sections:

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

General Information Section

The General Information section maintains stock item and description information for items maintained in identified warehouses. The section also tracks item cost and 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. When the Track Quantity by Location flag is checked, it indicates that the stock item quantity will be tracked at the location level rather than at the stock-item level.

Part Information Section

The Part Information section maintains alternative numbering (e.g., UPC, SKU, Barcode, Serial Number, Internal, and Manufacturer and Distributor Part Numbers). Use of many of these fields requires additional setup on related part number pages.

Part Handling Information Section

The Part Handling Information section tracks specific handling instructions for the item. The item can be identified as hazardous; if so select a value from the Hazardous Materials Classification pick list.

Pricing Section

The Pricing section allows the item to have a price established that is different from the cost of the item. Ordering limits can be established using the Maximum and Minimum Issue fields. The markup fields reference the Inventory Markups page. 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.

Inferred COA Elements Section

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

Location Information and Reorder Sections

The Location section lists all of the locations where an inventory item can be found along with the item's on-hand quantity, last count, and last-count date. It also lists the location priority; the location priority is used when creating the pick and issue. The pick and issue will select the item's highest location priority to fill the order from until the location is completely depleted. Then it will select from the next highest priority.

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

Unit of Measure by Vendor and Item

The Unit of Measure by Vendor and Item (UOMV) page provides the ability for each Stock Item to be ordered with a different Purchase Unit based on the Vendor, it is ordered from. The UOM conversion is dependent on both the Vendor and the Item. This allows for items in the same warehouse to be purchased from multiple vendors who ship stock items in different units (such as barrel, drum, and box). In order to insert a valid inventory item, there must be a valid Stock Item on the Inventory (INVN) page and a valid Vendor Code must exist on the Vendor Customer (R_VEND_CUST) page or a wildcard value of 'ALL' can also be entered as the Vendor Code along with the Purchase Unit that is required.

To add a new record, the user can the **+** on the grid or use copy and paste.

Item Group (ITMG) Page

The INVN page is used to associate an inventory item with a specific warehouse that is storing the item. A warehouse manager can define warehouse location details and can also bundle items that will be issued as a set on the ITMG page.

The ITMG page specifies relationships between inventory items. The relationship of parent/child allows users to request one item (the parent) which consists of two or more stock items (the children). For example, a requestor would request a toolbox (parent item) and would be issued a toolbox, a screwdriver, and a hammer (child items). For each parent item, a list of child item(s) with its description and quantity is displayed. Parent and child items must be valid on the COMM page and a parent record cannot be a child of another parent or of itself.

Inventory Inquiry (INVNQ) Page

The INVNQ page stores information about each stock item stored at each warehouse.

Inventory Details and General Information Sections

The Inventory Details and General Information sections maintain descriptive, purchasing, historical use, reorder, and cost information. It also maintains on-hand, backordered, reserved, released, and in-transfer stock balances.

The Inventory Detail section tracks stock movement.

General Information

Warehouse	Stock Item	Stock Item Suffix
DCAEYMCW	10037	HAZ
ASPC Eyman Complex Warehouse		

Description	ABC Class	Stock Group
NFPA DIAMOND SIGN	DFLT	-
	Forecasting	

Unit Price	Unit Cost	Extended Cost
22.920000	22.920000	114.600000

Issue Unit	Quantity per Issue	Track Quantity by Location
PACK	1.00000	Yes

Active	Extended Description	Frozen for Accounting
Yes		No

Internally Manufactured	Parent Item	Marked for Future Deletion
No	No	No

Parent Replenishment	Suggested Vendor	Commodity Name
No	-	Labels, Hazardous Material Container

Specifications	On Cycle Count	
	No	

Quantity Section

The quantities at the stock-item level are provided under the Quantities 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 drill down icon next to one of the above-mentioned fields, users will be transitioned to another inquiry page which provides a summary of data and a list of documents that modified the field. Users will also be provided with a link to the document that updated the bucket.

Quantities

On Hand	Reserved	Released
5.00000	0.00000	0.00000

In Transfer	Available	Backordered
0.00000	5.00000	0.00000

On Order from Vendor	Currently Requested	Maximum Issue
0.00000	0.00000	99999.99999

Minimum Issue	Last Count	
0.00000	0.00000	

Dates Section

Dates

First Receipt	Last Ordered	Next Delivery
12/23/2021	-	-

Last Issued	Last Transfer	Last Counted
08/01/2023	-	-

Location Tab

The Location tab provides a grid that displays stock item information at the location level (refer to the "Inventory by Location" section for more information). The Track Quantity By Location flag indicates whether the stock item tracks inventory quantity at the location level (checked) or at the stock-item level (not checked).

	Inventory Details	Reorder Information	Location (1)			
			Inventory Location			
			RCKM-SHF3			

Grid Actions

1 - 1 of 1 Records   View per Page - 20 50 100   « ‹ Page 1 of 1 › »

	Location Priority	Inventory Location	Location Structure Description	On Hand	Last Count	Last Count Date	
	1	RCKM-SHF3	Rack-Shelf	5.00000	0.00000	-	Copy

Inventory Usage History and Forecast Maintenance (INVNU) Page

The INVNU page displays the monthly usage and forecast fields. At the close of each year, the Annual Close process is run to roll back the historical information and reset the Current Year.

		Warehouse ⇕	Stock Item ⇕	Description	Internally Manufactured	
	▶	DCAEYMCW	10037 HAZ	NFPA DIAMOND SIGN	No	⋮
	▶	DCAEYMCW	10037 R2K	RIGHT TO KNOW SAFETY LABEL	No	⋮
	▶	DCAEYMCW	14087 CTN	MOP HEAD, COTTON	No	⋮
	▶	DCAEYMCW	14087 ELM	MOPHEAD,ELIMINATOR	No	⋮
	▶	DCAEYMCW	14087 M24	MOP HEAD DUST 24"	No	⋮
	▶	DCAEYMCW	14087 M36	MOP, DUST 36"	No	⋮
	▶	DCAEYMCW	16078 TAG	TAGS, RED, SECURITY	No	⋮
	▶	DCAEYMCW	16078 TLP	TIGHT LOOP TAMPER-SEAL TAGS	No	⋮
	▶	DCAEYMCW	16514 300	CLEANER, WASHRM, WAXIE #300	No	⋮

Appendix A – Acronyms

Lists the acronyms used in this manual.

Acronym	Full Name / Description
ABCP	ABC Classification Parameter
ADJC	Adjustment Code Page
APP	Arizona Procurement Portal
AZ360	Arizona Financial Information System
CI	Confirmation Issue Transaction
COA	Chart of Accounts
COMM	Commodity Page
EOQ	Economic Order Quantity
IA	Inventory Adjustment Transaction
ILOC	Inventory by Location Page
INVF	Inventory Freeze Page
INVNQ	Inventory Inquiry Page
INVN	Inventory Maintenance Page
INVNU	Inventory Usage History and Forecast Maintenance
ISSQ	Issue Queue Inquiry Page
ITMG	Item Group
ITMGC	Item Group Child
OC	Over-the-Counter Transaction
PI	Pick and Issue Transaction
POINV1	Finalized Purchase Order Transaction
POM1	Purchase Order Transaction
RC	Receiver Transaction
RETC	Return Code
RCSRCH	Research Page
SN	Stock Return Transaction
SRQ	Standard Stock Request Transaction
TWIP	Track Work in Progress
UNSPSC	United Nations Standard Products and Services Code
WHSE	Warehouse Page
WILOC	Warehouse Inventory Location Page
WLOCST	Warehouse Location Structure Page
WLOCTYP	Warehouse Location Type Page

Appendix B – Pages Managed by GAO

- Warehouse (WHSE) - Vendor/Customer (VCUST) - ABC Classification Parameters (ABCP) - Commodity (COMM) - Item Group (ITMG) - Item Group Child (ITMGC)	• Inventory Maintenance (INVN)
Inventory Maintenance (INVN)	• Inventory Inquiry (INVNQ) • Inventory Usage (INVNU)
Additional Tables	• Adjustment Codes (ADJC) • Markup (INVMKUP) • Return Codes (RETC) • Application Parameter (APPCTRL)
Warehouse Locations	• Warehouse Location Type (WLOCTYP) • Warehouse Location Structure (WLOCTST) • Warehouse Inventory Location (WILOC) • Item by Location (ILOC)