Stock Item Overview

Overview

The Inventory Control Point/Materiel Management module Stock Item process provides the ability to view, add, update, and delete Stock Item records directly associated with an RSA.

> **Note**
>
> All Stock Item records **must** be associated with a CATALOG STOCK NBR record with a matching Catalog Name in the Logistics Program.

Stock Item records are created to establish attributes specific to an RSA. Those attributes may include:

- RSA
- Item Manager
- Minimum Stocking QTY
- Maximum Stocking QTY
- Freeze Code (Lookup)
- Reorder Point
- Reorder Method (Lookup)
- Minimum Order QTY
- Maximum Order QTY
- Replenishment Source (Lookup)

  - **R** - Requisition (New Procurement)
  - **W** - Warehouse Transfer (for RSAs)

Navigation

CATALOG MGMT > Stock Item > Stock Item page
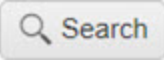
Procedure

Search For a Stock Item

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to*
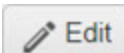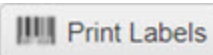
the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields.

2. Select ⟨Q Search⟩. *The results appear in the Stock Item Results Grid.*

Print Stock Item Labels

Selecting ⟨↻ Reset⟩ *at any point of this procedure returns all fields to the default setting. Selecting* ⟨⊘ Cancel⟩ *removes all revisions and closes the pop-up window.*

1. Click ☐ to select the desired entry. *The Stock Item is highlighted, and* ⟨✎ Edit⟩ , ⟨✕ Delete⟩ *, and* ⟨▐▐ Print Labels⟩ *become available.*

2. Select ⟨▐▐ Print Labels⟩. *The **Print Label Request** pop-up window appears.*

Print Label Request ✕

Print Labels

Printer Language	Select an Item ▼
Label Size	Select an Item ▼

Label Type	Qty
STK	1 ▲▼

Print   Download   ↻Reset   ⊘Cancel

3. Select [Print] to send the labels to the printer.

Add a Stock Item

Navigation

CATALOG MGMT > Stock Item > `+ Add` > Add Stock Item pop-up window

Procedures

Add a Stock Item

Selecting `⊘ Cancel` *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select `+ Add`. *The* **Add Stock Item** *pop-up window displays, with the Stock Item tab available.*

Add Stock Item ✕

| Instructions | ▼ |

| Stock Item | Replenishment Info | Thresholds |

Stock Item
* **Stock Nbr**
Select an Item `...`

* **RSA**
Select an Item ▼

* **DoDAACs**
[   ]

* **Inv Segment Id**
Select an Item ▼

* **Freeze Cd**
N - No Freeze ▼

Add / Edit Remarks

`✓ Add` `⊘ Cancel`

2. Use ▼ to select the RSA.

3. Select the DoDAACs field to choose the DoDAAC from the list.

4. Use ▾ to select the Inv Segment Cd.

5. Use ▾ to select the Freeze Cd.

Select ✓ Add . *The new Stock Item record is saved, and appears in the Stock Item results grid.*

6.

OR

Select the Replenishment INFO tab to continue adding information.

Add Stock Item ✕

Instructions ▾
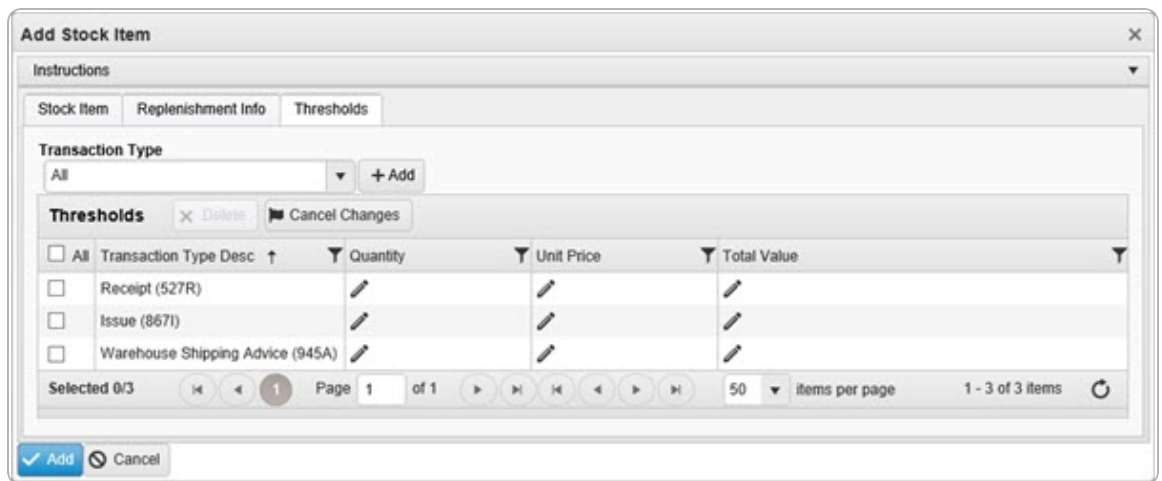
| Stock Item | Replenishment Info | Thresholds |

Replenishment Info

Reorder Method | Replenishment Source
Select an Item ▾ | Select an Item ▾

Replenishment Start Dt | Replenishment End Dt

Min Stock Qty | Max Stock Qty

Min Safety Stock Pct | Max Safety Stock Pct
| %

Avg Member Issue Qty

Min Order Qty | Max Order Qty

Reorder Point

Lead-time Months Used | Net Consumption Months Used
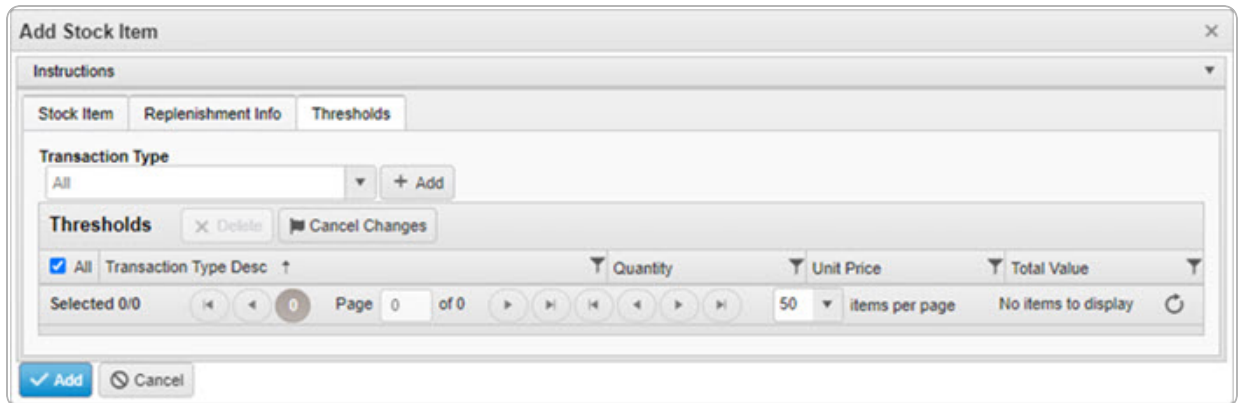
✓ Add   ⊘ Cancel

Select ✓ Add . *The new Stock Item record is saved, and appears in the Stock Item grid.*

A.

OR

Select the Thresholds tab to continue adding information.

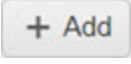a. Select ![+ Add]. *The Transaction Type appears in the Threshold Grid.*

b. Select ![✓ Add]. *The new Stock Item record is saved, and appears in the Stock Item grid.*

Update a Stock Item

Navigation

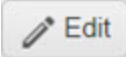CATALOG MGMT > Stock Item > ☐ (desired record) > [✎ Edit] > Edit Stock Items pop-up window

Procedures

Update a Stock Item

*Selecting [⊘ Cancel] at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.*

1. Click ☐ to select the desired entry. *The Stock Item is highlighted, and [✎ Edit], [✕ Delete], and [▐▌▐ Print Labels] become available.*

2. Select [✎ Edit]. *The **Edit Stock Items** pop-up window displays, with the Stock Item Tab available.*

Edit Stock Items ✕

Instructions ▼

| Stock Item | Replenishment Info | Thresholds |

Stock Item

* Stock Nbr
1386013343873

* RSA
CENTER COMMS

* DoDAAC
N68869

* Inv Segment Id
[A - Inventory A Schedule ▼]

* Freeze Cd
[N - No Freeze ▼]

Add / Edit Remarks

[✓Update] [⃠Cancel]

3. *Verify the STOCK NBR.*

4. *Verify the RSA.*

5. *Verify the DoDAAC.*

6. Update the Inv Segment Cd, using [▼] to select the desired code.

7. Update the Freeze Cd, using [▼] to select the desired code.

8. Select [✓ Update]. *The revised Stock Item record is saved, and reflected in the Stock Item grid.*

OR

Select the Replenishment INFO tab to continue revising the information.

Edit Stock Items ✕

Instructions ▼

| Stock Item | Replenishment Info | Thresholds |

Replenishment Info

Reorder Method
Select an Item ▼

Replenishment Source
Select an Item ▼

Replenishment Start Dt
[   ] 📅

Replenishment End Dt
[   ] 📅

Min Stock Qty
[   ] ↕

Max Stock Qty
[   ] ↕

Min Safety Stock Pct
[   ] ↕

Max Safety Stock Pct
%

Avg Member Issue Qty
[   ] ↕

Min Order Qty
[   ] ↕

Max Order Qty
[   ] ↕

Reorder Point
[   ] ↕

Lead-time Months Used
[   ] ↕

Net Consumption Months Used
[   ] ↕

✔Update ⊘Cancel

Select ✔Update . *The revised Stock Item record is saved, and reflected in the Stock Item grid.*

A.

OR

Select the Thresholds tab to continue revising the information.

B. Select ![Add]. *The new Stock Item record is saved, and appears in the Stock Item grid.*

Delete a Stock Item

Navigation

Procedures

Delete a Stock Item

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.*

1. Click ☐ to select the desired entry. *The Stock Item is highlighted, and* ✎ Edit *,*
   ✕ Delete *, and* ⦀ Print Labels *become available.*

	☐ All	RSA Name ↑	▼	Stock Nbr	▼	Item Desc	▼	LIN/TAMCN	▼	DoDAAC ↑	▼	Freeze Cd	▼	Inv Segment Id	▼
▶	☑	LOGSU-3 ARMORY		1005000506357		RoD				H92163		N - No Freeze		A - Inventory A Schedule	
▶	☐	LOGSU-3 ARMORY		6505006558366		ALCOHOL RUBBING				H92163		N - No Freeze		A - Inventory A Schedule	
▶	☐	LOGSU-3 ARMORY		1005016841906		RIFLE 11.5 INCH RIS III URG-I				H92163		N - No Freeze		A - Inventory A Schedule	

Stock Item | ⚙ Grid Options ▾ | + Add | ✎ Edit | ✕ Delete | ⦀ Print Labels

No Grouping

Selected 1/3 · Page 1 of 1 · 50 ▾ items per page · 1 - 3 of 3 items ↻

2. Select ✕ Delete . *The **Delete Stock Item** pop-up window appears.*

Delete Stock Item ✕

Instructions ▼

—Delete Stock Item—————————
Are you sure you want to delete this Stock Item?
History Remarks

✕ Delete   ⊘ Cancel

3.   Select ✕ Delete . *The Stock Item is removed from the grid.*