Collateral Item

Overview

The Warehouse Management module Collateral Item process provides the ability to associate one or more collateral items with its Parent Item (STOCK NBR), which integrates into the responsibility of maintaining the User Catalog that is associated with the Logistics Program. The process views what items are associated with another item. For example, when someone requests to be issued skis, the warehouse clerk uses this process to view what collateral items may need to be issued to outfit the requester such as boots, poles, bindings, etc.
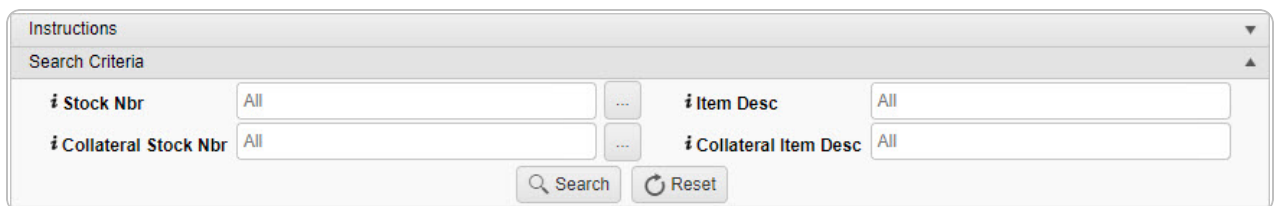
Navigation

CATALOG MGMT > Collateral Item > Collateral Item page

Procedures

Search for a Collateral 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 of the following optional fields.

Instructions			▼
Search Criteria			▲
i Stock Nbr	All	...	*i* Item Desc	All
i Collateral Stock Nbr	All	...	*i* Collateral Item Desc	All

Search   ⟳ Reset

- Use *i* or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

- Use *i* or ... to assist with the COLLATERAL STOCK NBR entry. *This is a 15 alphanumeric character field.*

- Enter the ITEM DESC, using i to assist with the entry. *This is a 256 alphanumeric character field.*

- Enter the COLLATERAL ITEM DESC, using i to assist with the entry. *This is a 256 alphanumeric character field.*

2. Select **Q Search**. *The Search Results are displayed in the Collateral Item grid.*

Collateral Item	+ Add	Grid Options ▾					
		Stock Nbr ↑	Item Desc	Mgmt Cd	Primary ...	Remarks	
▶	✕ Delete	8465004313776	SKIS	A - Serial Number Managed			
▶	✕ Delete	846501S987693	TRAIN PACK ASSEMBLED	B - Bulk Managed			

| ⏮ ◀ 1 ▶ ⏭ ⏮ ◀ ▶ ⏭	50 ▾ items per page	1 - 2 of 2 items

Update a COLLATERAL STOCK NBR

1. Click ▶ next to the desired Collateral Item record. *The record expands to display the COLLATERAL STOCK NBR entries.*

Collateral Item	+ Add	Grid Options ▾					
		Stock Nbr ↑	Item Desc	Mgmt Cd	Primary ...	Remarks	...
◢	✕ Delete	8465004313776	SKIS	A - Serial Number Managed			

+ Add	✓ Save Changes	⊘ Cancel	Grid Options ▾				
		Browse...	Collateral Stock Nbr ↑	Collateral Item Desc	Collateral Mgmt Cd	Collateral Stocking UI	Collateral Qty
✕ Mark Deleted			3040004037879	SHOE,SKIS	A - Serial Number Managed	EA - Each	✎ 2

⏮ ◀ 1 ▶ ⏭ ⏮ ◀ ▶ ⏭	50 ▾ items per page	1 - 1 of 1 items

▶	✕ Delete	846501S987693	TRAIN PACK ASSEMBLED	B - Bulk Managed			

⏮ ◀ 1 ▶ ⏭ ⏮ ◀ ▶ ⏭	50 ▾ items per page	1 - 2 of 2 items

2. Select ✎ under the Collateral QTY column to change the quantity. *The field changes to allow an entry.*
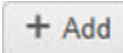
3. Enter or use ⬍ to choose the Collateral QTY.

4. Select ✓ Save Changes . *The row is saved and becomes read-only.*
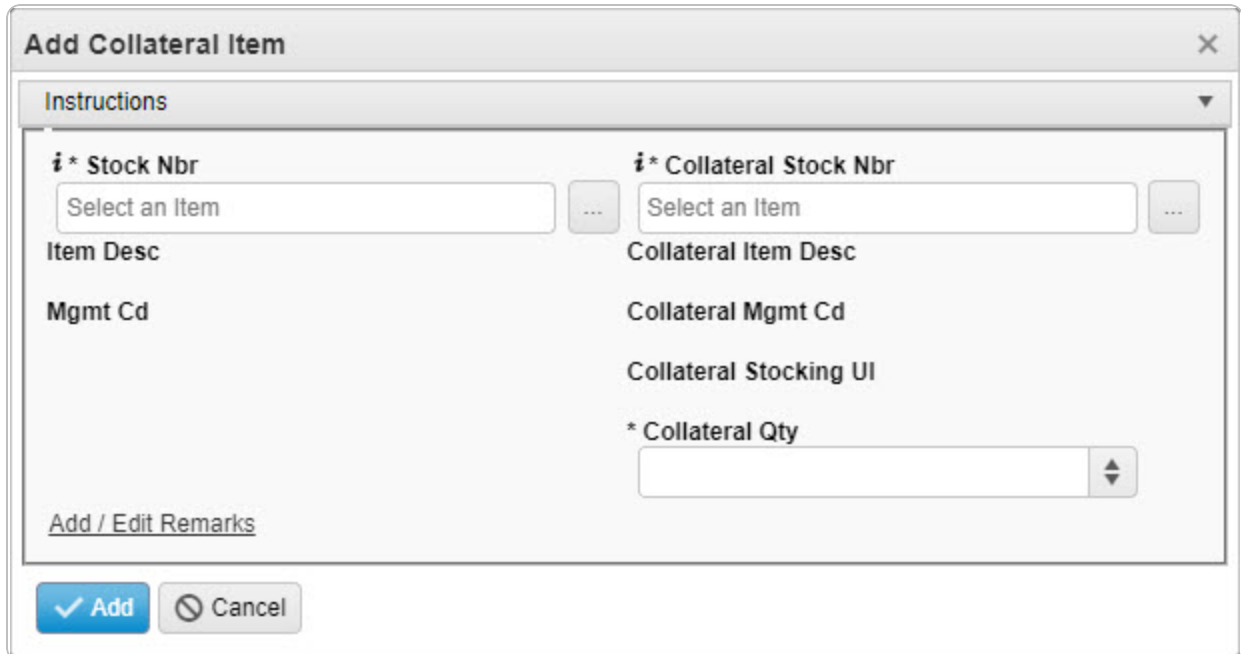
Add a Collateral Item

Navigation

CATALOG MGMT > Collateral Item > [+ Add] > Add Collateral Item pop-up window

Procedures

Add a Collateral 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 Collateral Item** *pop-up window appears.*

2. **Enter the** STOCK NBR, **or use** [...] **to browse for the entry.** *The* ITEM DESC *and* MGMT CD *automatically populate.*

3. Enter the Collateral Stock Nbr, or use [...] to browse for the entry. *The Collateral Item Desc, Collateral Mgmt Cd, and Collateral Stocking UI automatically populate.*

4. Enter or use [ ] to choose the Collateral Qty.

5. Select [✓ Add]. *The new Collateral Item record is added to the top of the Collateral Item grid (highlighted in green).*

Collateral Item	+ Add	⚙ Grid Options ▾				
	Stock Nbr ↑	Item Desc	Mgmt Cd	Primary ...	Remarks	
▶	✕ Delete 6510014999285	WOUND PACK,HEMOSTATIC TREATMENT	B - Bulk Managed		BPG Test	
▶	✕ Delete 846501S987693	TRAIN PACK ASSEMBLED	B - Bulk Managed			

|◀ ◀ 1 ▶ ▶| |◀ ◀ ▶ ▶| 50 ▾ items per page   1 - 2 of 2 items
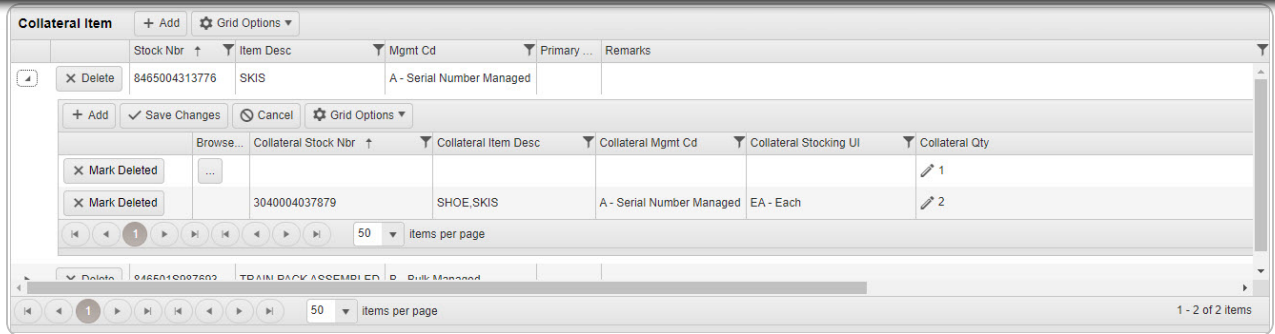
Add a Collateral Stock Nbr

1. Click ▶ next to the desired Collateral Item record. *The record expands to display the Collateral Stock Nbr entries.*

Collateral Item	+ Add	⚙ Grid Options ▾				
	Stock Nbr ↑	Item Desc	Mgmt Cd	Primary ...	Remarks	...
▲	✕ Delete 8465004313776	SKIS	A - Serial Number Managed			

+ Add	✓ Save Changes	⊘ Cancel	⚙ Grid Options ▾			
	Browse...	Collateral Stock Nbr ↑	Collateral Item Desc	Collateral Mgmt Cd	Collateral Stocking UI	Collateral Qty
	✕ Mark Deleted	3040004037879	SHOE,SKIS	A - Serial Number Managed	EA - Each	✎ 2

|◀ ◀ 1 ▶ ▶| |◀ ◀ ▶ ▶| 50 ▾ items per page   1 - 1 of 1 items

| ▶ | ✕ Delete 846501S987693 | TRAIN PACK ASSEMBLED | B - Bulk Managed | | | |

|◀ ◀ 1 ▶ ▶| |◀ ◀ ▶ ▶| 50 ▾ items per page   1 - 2 of 2 items

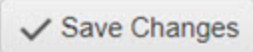**2.** Select [+ Add]. *A new blank row appears, to insert a new entry.*

3. Enter the COLLATERAL STOCK NBR, or use [...] to browse for the entry. *This is a 15 alpha-numeric character field.*

> **Note**
>
> If an incorrect COLLATERAL STOCK NBR is selected, use [...] again to browse and select the correct COLLATERAL STOCK NBR.

4. Select ✎ to change the default quantity in the Collateral QTY column. *Enter the new quantity, or use ⬍ to change the quantity.*

5. Select ✓ Save Changes. *The row is saved and becomes read-only.*
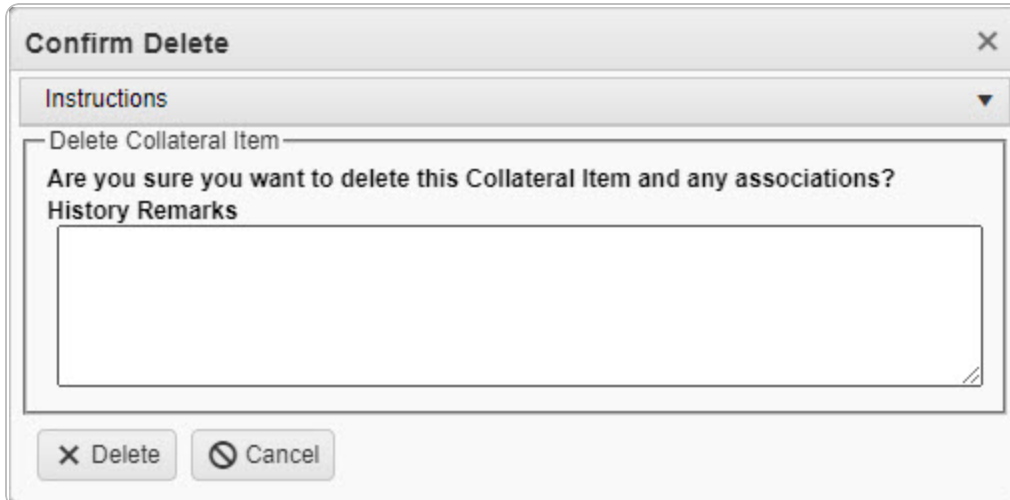
Delete a Collateral Item

Navigation

CATALOG MGMT > Collateral Item > ▶ (desired record) > ✕ Delete > Confirm Delete (Delete Collateral Item) pop-up window

Procedures

Delete a Collateral Item

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

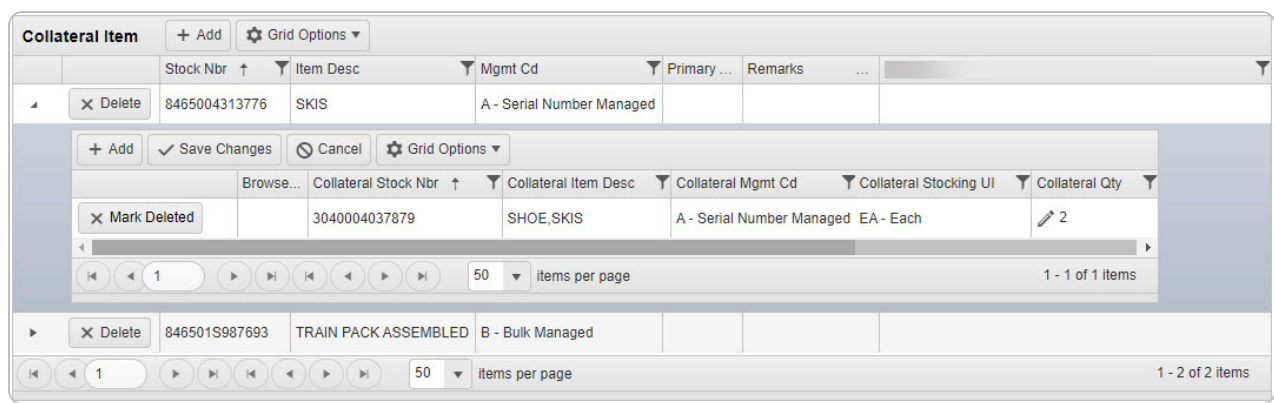1. Select ✕ Delete *The* **Confirm Delete (Delete Collateral Item)** *pop-up window appears.*

Confirm Delete ✕

Instructions ▼

─ Delete Collateral Item ─
Are you sure you want to delete this Collateral Item and any associations?
History Remarks

[text box]

✕ Delete   ⊘ Cancel

2. Select ✕ Delete *. The Collateral Item is removed from the grid.*

ODASD (Logistics) under A&S Sustainment
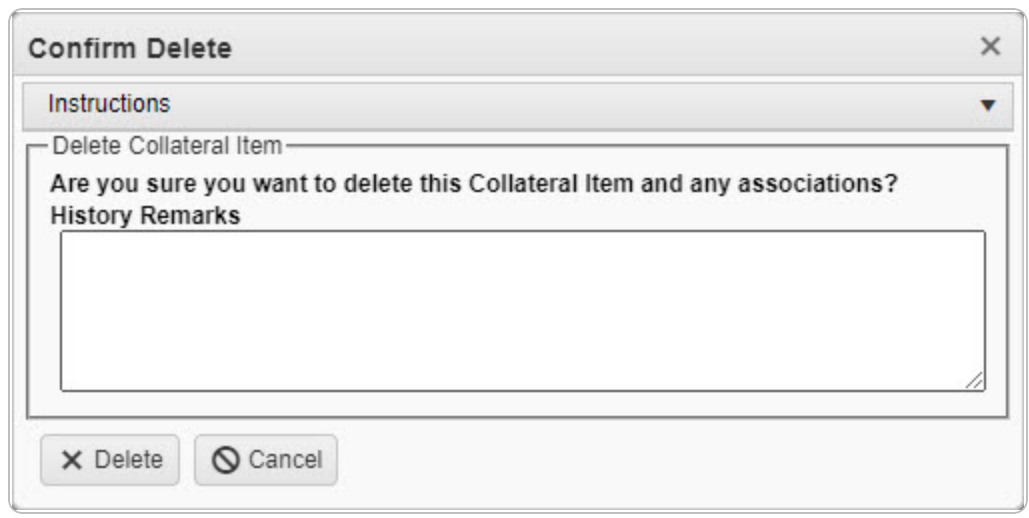
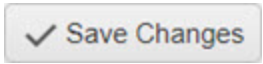**DPAS Helpdesk 1-844-843-3727**

Delete a COLLATERAL STOCK NBR

1. Click ▶ next to the desired Collateral Item record. *The record expands to display the COLLATERAL STOCK NBR entries.*

2. Select ✕ Mark Deleted . *The **Confirm Delete** pop-up window appears.*

3. Select ✕ Delete . *The pop-up window closes and the entry is grayed out.*

4. Select ✓ Save Changes . *Entries marked for deletion are removed from the Collateral Item record.*