



## Stock Item

### Overview


The WAREHOUSE MGMT module Stock Item process provides the ability to add, update, delete, and review the history of Stock Item records directly associated with a Warehouse.

### Navigation

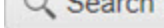
CATALOG MGMT > Stock Item > Stock Item page

### Procedures

#### 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  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 . The Results are displayed in the Stock Item grid.



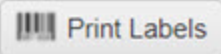
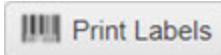


Stock Item							
No Grouping							
<input type="checkbox"/> All	Stock Nbr	Item Desc	LIN/TAMCN	DoDAAC	Freeze Cd	Inv Segment Id	Default Return Cond Cd
<input type="checkbox"/>	1005000179547	PIN,FIRING		N00019	N - No Freeze	A - Inventory A Schedule	
<input type="checkbox"/>	041618SB001	GUITAR CASES		N00019	N - No Freeze	A - Inventory A Schedule	

Selected 0/2    Page 1 of 1    50 items per page    1 - 2 of 2 items

### Print Stock Item Labels

Selecting  at any point of this procedure returns all fields to the default setting. Selecting  removes all revisions and closes the pop-up window.

- Click  to select the desired entry. The Stock Item is highlighted, and , , and  become available.
- Select . The **Print Label Request** pop-up window appears.

**Print Label Request** X

**Print Labels**

Printer Language Select an Item ▼

Label Size Select an Item ▼



Label Type Qty

STK 1 ▼

- Use ▼ to select the Printer Language.
- Use ▼ to select the Label Size.



## Help Reference Guide

5. Use  to choose the QTY.
6. Select . *The labels are sent to the printer.*





# Add a Stock Item

## Navigation

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

## Procedures

### Add a Stock Item

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

1. Select . The **Add Stock Item** pop-up window appears, open to the Stock Item tab.



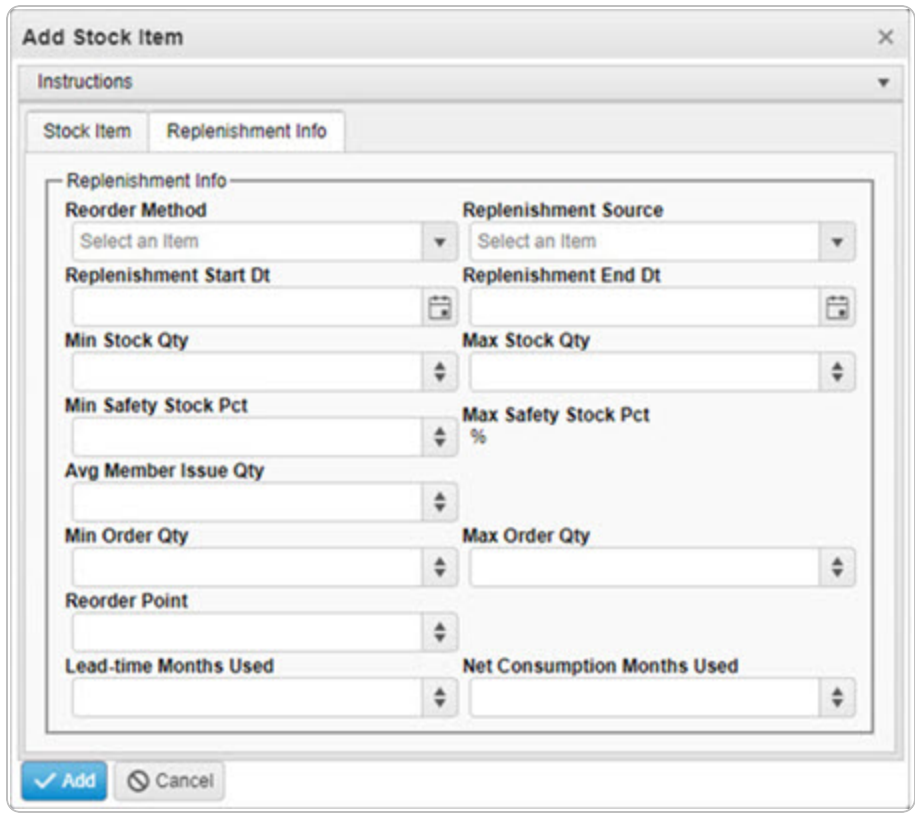
2. Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*
3. Enter the DODAACs in the field provided. *This is a 6 alphanumeric character field.*
4. Use  to select the Inv Segment Cd.
5. Use  to select the Freeze Cd.

Select  . *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**

Replenishment Info

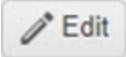
Reorder Method <input type="text" value="Select an Item"/>	Replenishment Source <input type="text" value="Select an Item"/>
Replenishment Start Dt <input type="text"/>	Replenishment End Dt <input type="text"/>
Min Stock Qty <input type="text"/>	Max Stock Qty <input type="text"/>
Min Safety Stock Pct <input type="text"/>	Max Safety Stock Pct <input type="text"/>
Avg Member Issue Qty <input type="text"/>	
Min Order Qty <input type="text"/>	Max Order Qty <input type="text"/>
Reorder Point <input type="text"/>	
Lead-time Months Used <input type="text"/>	Net Consumption Months Used <input type="text"/>

7. Select  . *The new Stock Item appears in green at the top of the grid.*




## Update a Stock Item

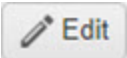

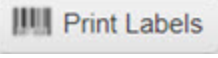
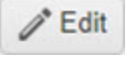
### Navigation

CATALOG MGMT > Stock Item >  (desired record) >  > Edit Stock Items pop-up window

### Procedures

#### Edit a Stock Item

Selecting  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 ,*  
, and  become available.
2. Select . *The **Edit Stock Items** pop-up window appears, open to the Stock Item tab.*





**Edit Stock Items**
✕

Instructions

Stock Item

Replenishment Info

**Stock Item**

\* Stock Nbr  
8470014762519

\* DoDAAC  
ATL001

\* Inv Segment Id

A - Inventory A Schedule ▾

\* Freeze Cd

N - No Freeze ▾

[Add / Edit Remarks](#)

**Issue / Return Defaults**


**Default Return Cond Cd**

B - Svcbl(With Qual) ▾

✓ Update

⊘ Cancel

3. Verify the *STOCK NBR*.
4. Verify the *DoDAAC*.
5. Update the *Inv Segment Cd*, using  to select the desired code.
6. Update the *Freeze Cd*, using  to select the desired code.

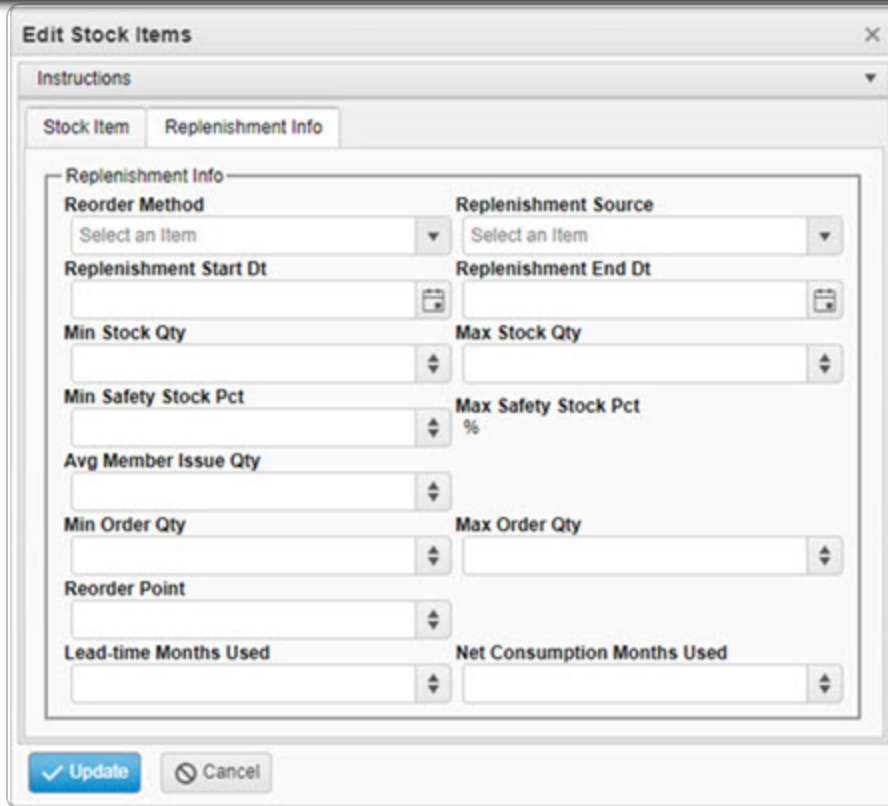
Select . The revised *Stock Item* record is saved, and reflected in the *Stock Item* grid.

7.

**OR**

Select the *Replenishment INFO* tab to continue revising the information.



A screenshot of the "Edit Stock Items" dialog box in a software application. The dialog has a title bar with "Edit Stock Items" and a close button. Below the title bar is a tabbed interface with "Stock Item" and "Replenishment Info" tabs. The "Replenishment Info" tab is active. The form contains several fields: "Reorder Method" (dropdown menu with "Select an Item"), "Replenishment Source" (dropdown menu with "Select an Item"), "Replenishment Start Dt" (calendar icon), "Replenishment End Dt" (calendar icon), "Min Stock Qty" (spin box), "Max Stock Qty" (spin box), "Min Safety Stock Pct" (spin box), "Max Safety Stock Pct" (spin box with a "%" symbol), "Avg Member Issue Qty" (spin box), "Min Order Qty" (spin box), "Max Order Qty" (spin box), "Reorder Point" (spin box), "Lead-time Months Used" (spin box), and "Net Consumption Months Used" (spin box). At the bottom of the dialog are two buttons: "Update" (with a checkmark icon) and "Cancel" (with a close icon).

8. Select . The revised Stock Item appears at the top of the grid.







# Delete a Stock Item

## Navigation

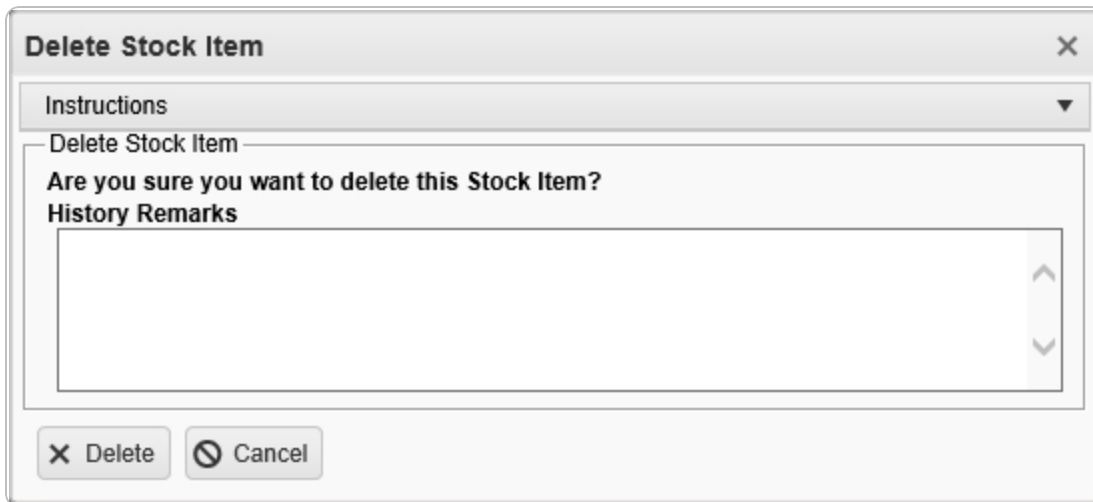
Catalog MGMT > Stock Item >  (desired record) >  > Delete Stock Item pop-up window

## Procedures

### Delete a Stock Item

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

- Click  to select the desired entry. *The Stock Item is highlighted, and , , and  become available.*
- Select . *The **Delete Stock Item** pop-up window appears.*



- Select . *The Stock Item is removed from the grid.*

