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.
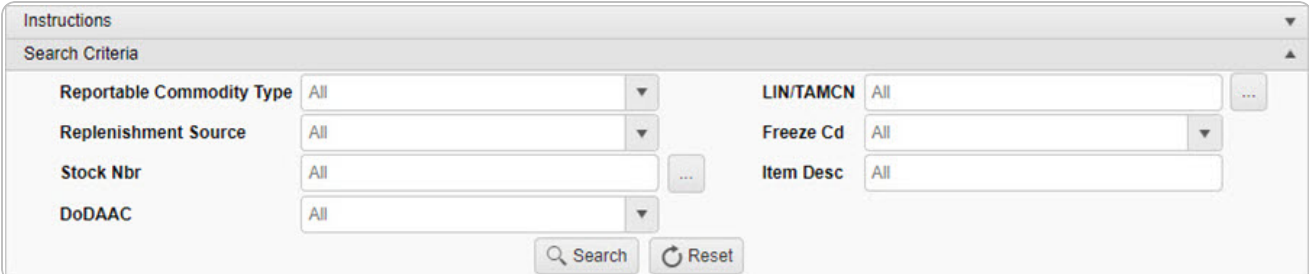
Navigation

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 ⟳ 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.

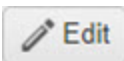2. Select 🔍 Search . *The Results are displayed in the Stock Item grid.*

	All	Stock Nbr	Item Desc	LIN/TAMCN	DoDAAC ↑	Freeze Cd	Inv Segment Id	Default Return Cond Cd	
	☐	1005000179547	PIN,FIRING		N00019	N - No Freeze	A - Inventory A Schedule		
	☐	041618SB001	GUITAR CASES		N00019	N - No Freeze	A - Inventory A Schedule		
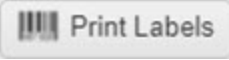
Stock Item ⚙ Grid Options ▼ + Add ✏ Edit ✗ Delete ▥ Print Labels

No Grouping

Selected 0/2 |◄ ◄ ① Page 1 of 1 ► ►| |◄ ◄ ► ►| 50 ▼ items per page 1 - 2 of 2 items ↻

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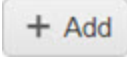
4. Use ▼ to select the Label Size.

5.   Use ⬍ to choose the QTY.

6.   Select Print . *The labels are sent to the printer.*
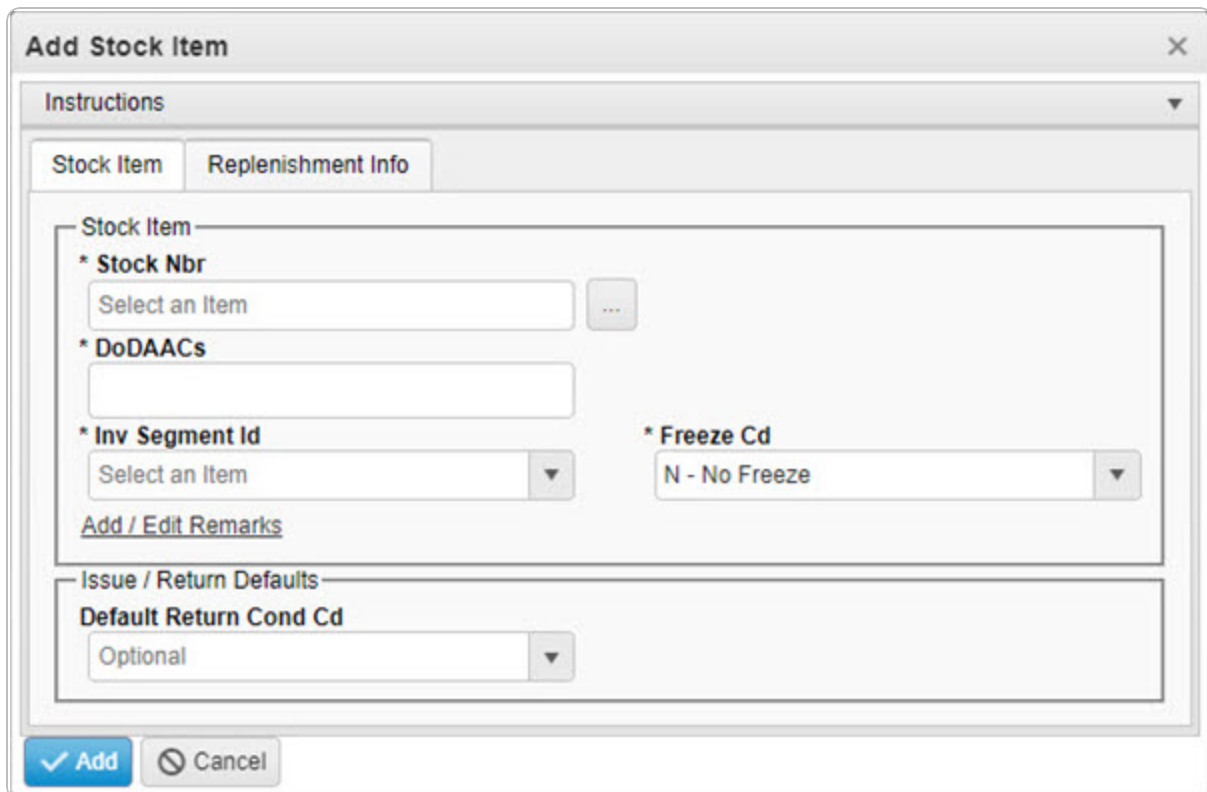
Add a Stock Item

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 appears, open to the Stock Item tab.*
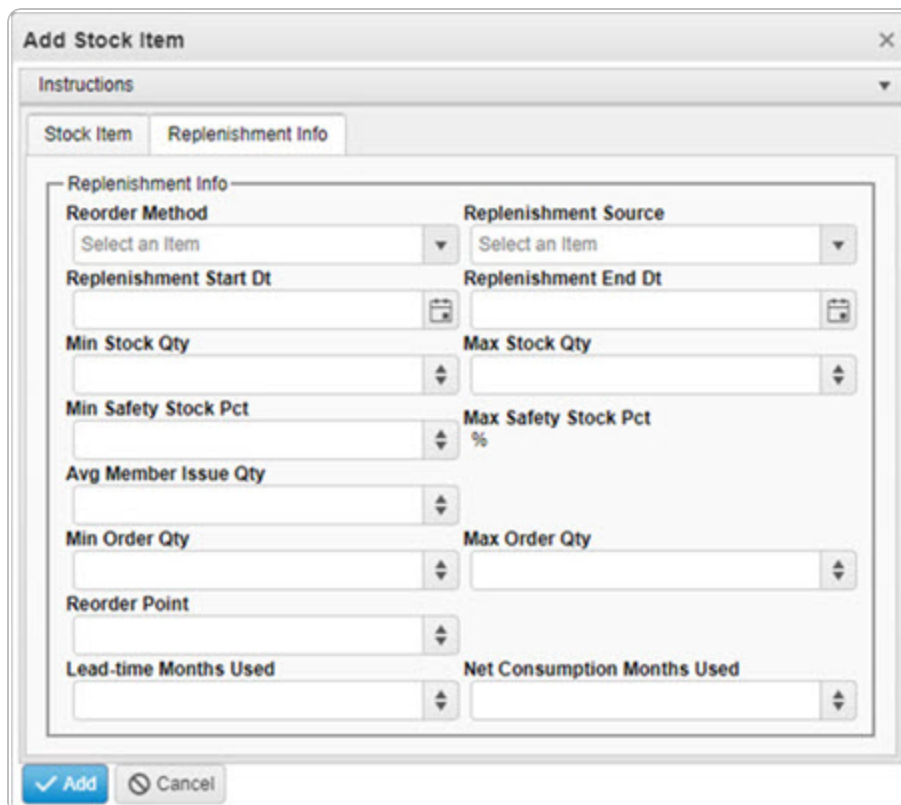
2. Enter the STOCK NBR, or use [...] to browse for the entry. *This is a 15 alphanumeric character field.*

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 [✔ 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

   ┌─ 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
   ```

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

Update a Stock Item
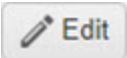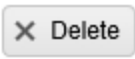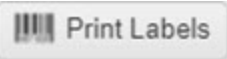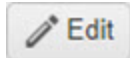
Navigation

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

Procedures

Edit a Stock Item

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.*
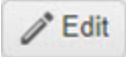
1. Click ☐ to select the desired entry. *The Stock Item is highlighted, and* [✎ Edit] , [✕ Delete] *, and* [Print Labels] *become available.*

2. Select [✎ Edit] . *The **Edit Stock Items** pop-up window 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   * Freeze Cd
A - Inventory A Schedule ▼   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.*
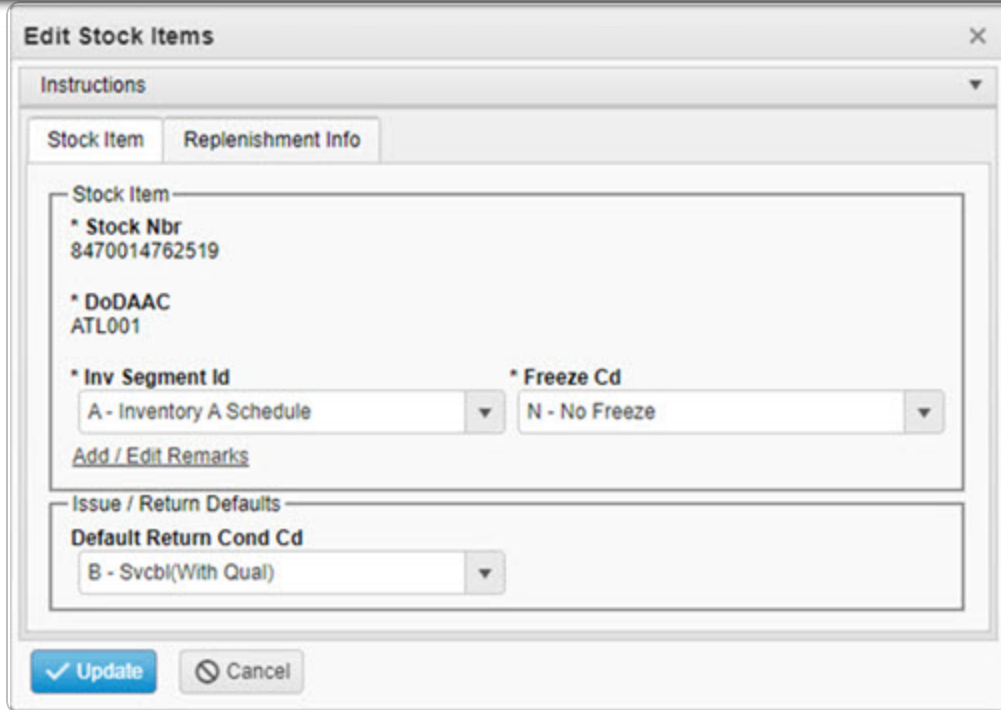
5. Update the Inv Segment Cd, using ▼ to select the desired code.

6. Update the Freeze Cd, using ▼ to select the desired code.

Select ✓ Update . *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.

Edit Stock Items

Instructions ▼

| Stock Item | Replenishment Info |

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
⬍

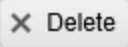| Lead-time Months Used	Net Consumption Months Used
⬍	⬍

✓ Update   ⊘ Cancel

8. Select ✓ Update . *The revised Stock Item appears at the top of the grid.*
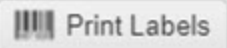
Delete a Stock Item

Navigation

Catalog Mɢᴍᴛ > Stock Item > ☐ (desired record) > ✕ Delete > Delete Stock Item pop-up window

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.*

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.*