



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

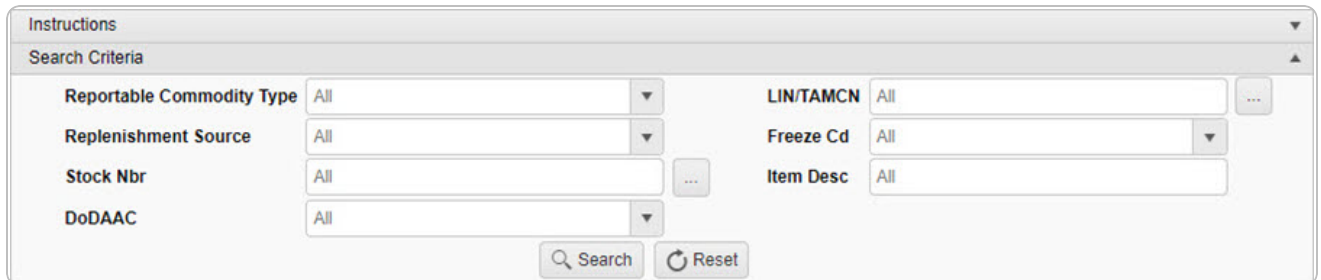
CATALOG MGMT > Stock Item > Stock Item page

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.

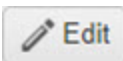
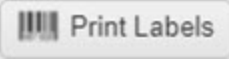




Stock Item							
Grid Options + Add Edit Delete Print Labels							
No Grouping							
☐ All	Stock Nbr	Item Desc	LIN/TAMCN	DoDAAC	Freeze Cd	Inv Segment Id	Default Return Cond Cd
☐	1005000179547	PIN, FIRING		N00019	N - No Freeze	A - Inventory A Schedule	
☐	041618SB001	GUITAR CASES		N00019	N - No Freeze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

Print Labels

Printer Language Select an Item

Label Size Select an Item

Label Type STK Qty 1

Print Download Reset Cancel

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





Help Reference Guide

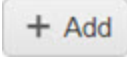
5. Use  to choose the QTY.
6. Select . *The labels are sent to the printer.*





Add a Stock Item

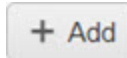
Navigation

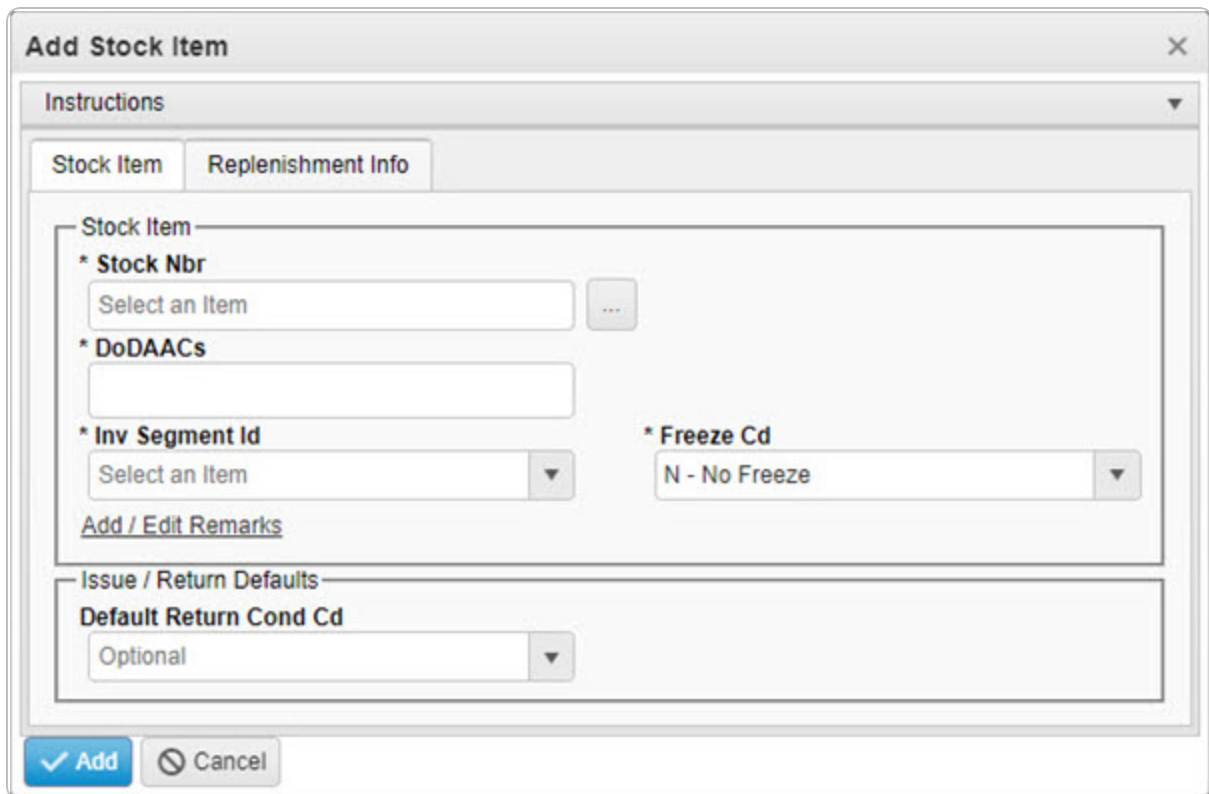
CATALOG MGMT > Stock Item >  > Add Stock Item pop-up window

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.



The screenshot shows the 'Add Stock Item' pop-up window. It has a title bar with a close button. Below the title bar is a tabbed interface with 'Stock Item' and 'Replenishment Info' tabs. The 'Stock Item' tab is active. It contains several fields: '* Stock Nbr' with a dropdown menu and a search icon; '* DoDAACs' with a text input field; '* Inv Segment Id' with a dropdown menu; '* Freeze Cd' with a dropdown menu showing 'N - No Freeze'; and 'Add / Edit Remarks' with a text area. Below these fields is a section for 'Issue / Return Defaults' with a 'Default Return Cond Cd' dropdown menu showing 'Optional'. At the bottom are 'Add' and 'Cancel' buttons.





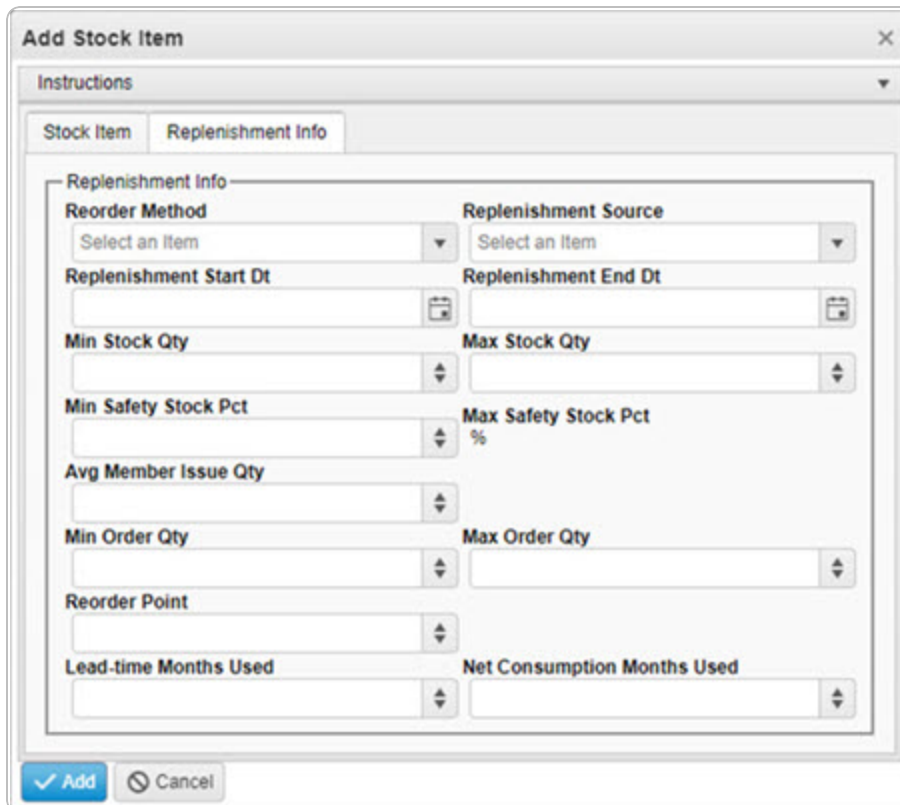
2. Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*
3. Enter the DoDAACs in the field provided. *This is a 6 alphanumeric character field.*
4. Use  to select the Inv Segment Cd.
5. Use  to select the Freeze Cd.

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.



The screenshot shows the 'Add Stock Item' dialog box with the 'Replenishment Info' tab selected. The dialog contains the following fields:

- Reorder Method:** Select an Item (dropdown)
- Replenishment Source:** Select an Item (dropdown)
- 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 % 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)
- Net Consumption Months Used:** (spin box)

At the bottom of the dialog are two buttons:  and .

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





Update a Stock Item

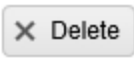
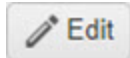
Navigation

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

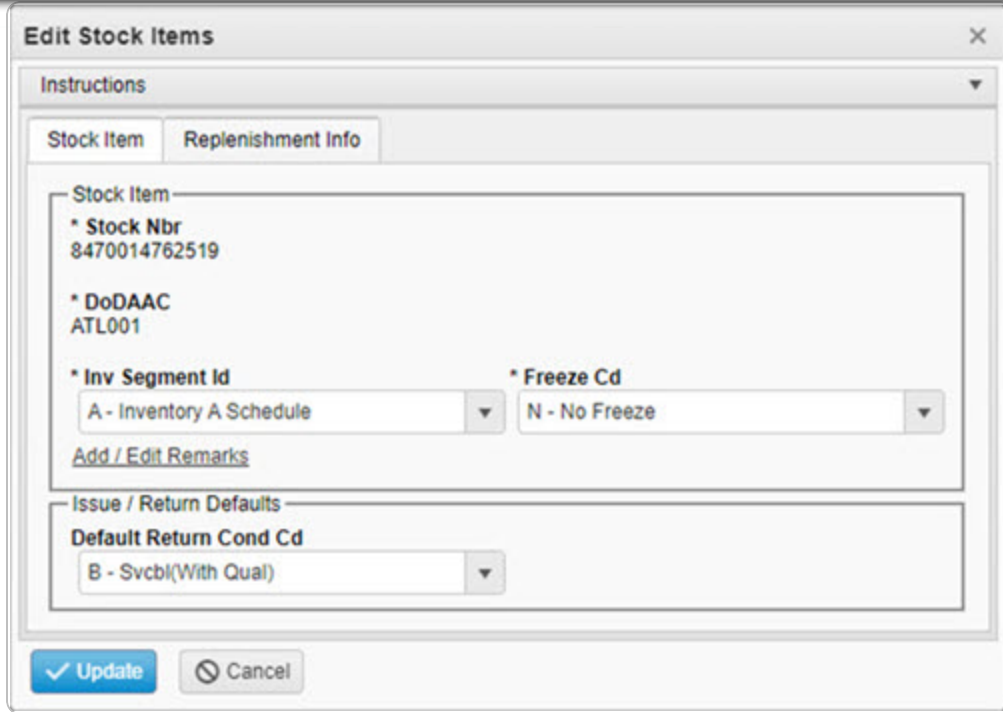
Procedures

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.*





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.

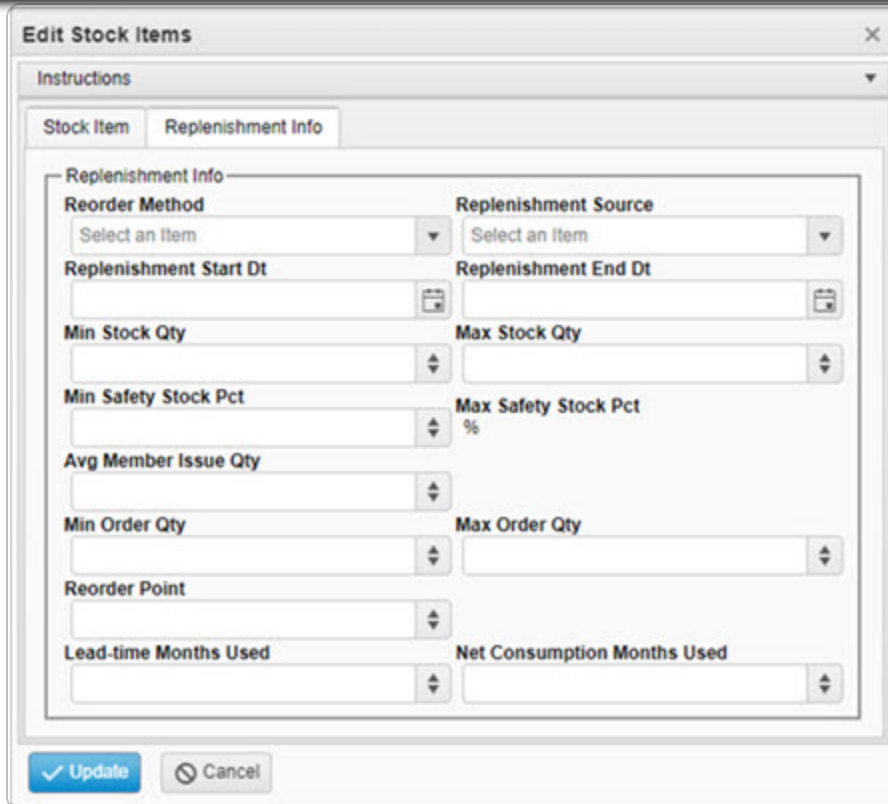
Select . The revised *Stock Item* record is saved, and reflected in the *Stock Item* grid.

7.

OR

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





The screenshot shows the 'Edit Stock Items' dialog box with the 'Replenishment Info' tab selected. The dialog contains the following fields:

- Replenishment Info** (Section Header)
- Reorder Method**: Select an Item (dropdown)
- Replenishment Source**: Select an Item (dropdown)
- Replenishment Start Dt**: Date field
- Replenishment End Dt**: Date field
- Min Stock Qty**: Spin box
- Max Stock Qty**: Spin box
- Min Safety Stock Pct**: Spin box
- Max Safety Stock Pct**: Spin box (with % 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
- 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).

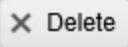
8. Select . The revised Stock Item appears at the top of the grid.





Delete a Stock Item

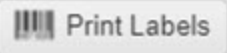
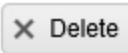
Navigation

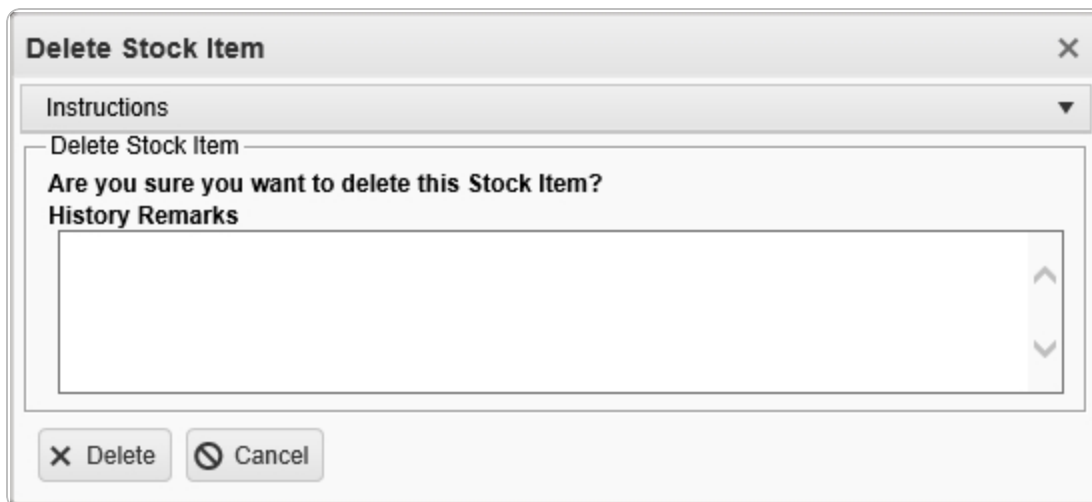
Catalog MGMT > Stock Item > ☐ (desired record) >  > Delete Stock Item pop-up window

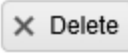
Procedures

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.*

