DPAS Quick Reference Guide

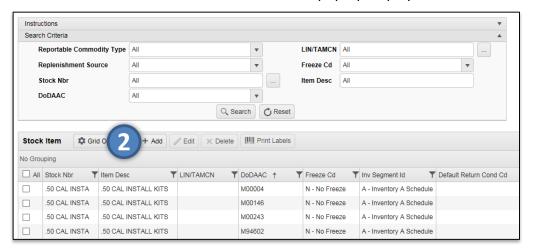
## **Adding a Stock Item**

 In the DPAS Warehouse Management module, navigate to **Stock Item** from the **Catalog Mgmt** menu

 The Results Grid displays a list of all currently available Stock Items.

 When adding a **Stock Item**, users must have access to the **Security Commodity Type** set when the Stock Number was added in the **Stock Number Catalog**, or the Stock Number will not be available for selection.

2. Select the Add button – The Add Stock Item pop-up displays.



- Select the Stock Nbr Browse (...) button to locate a Stock Number.
- Enter/Select the Owning DoDAACs.
- 5. Select an inventory segment from the **Inv Segment Id** drop-down to identify the inventory segment which is associated with the physical inventory order.
- Select a freeze code from the Freeze Cd drop-down list to indicate restriction on replenishment and/or issues.
- Enter other information as needed, and select the Add button.

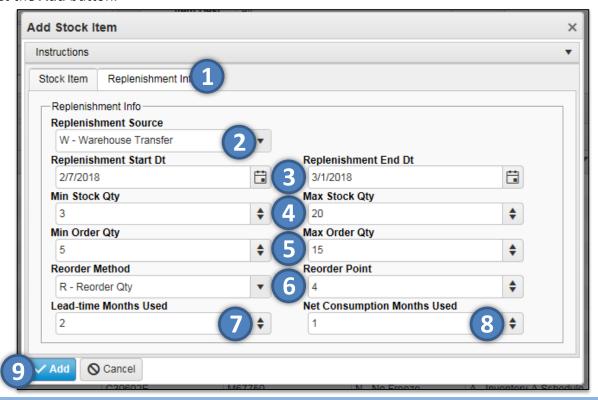




## **Replenishment Information**

The **Reorder Point** cannot be greater than the **Max Stock Qty** (Maximum Stock Quantity), but can be equal to or less than the **Max Stock Qty**.

- 1. In the Add or Edit Stock Item pop-up, navigate to the Replenishment Info tab.
- Select a source from the Replenishment Source drop-down list to indicate which origin of the stock will be used for refilling the inventory.
- 3. Select the start and end date for the replenishments.
- 4. Enter the stocking requirement levels by selecting a **Min Stock Qty** (Minimum Stock Quantity) and **Max Stock Qty** (Maximum Stock Quantity).
- 5. Enter the ordering logic by selecting a **Max Order Qty** (Maximum Order Quantity) and **Min Order Qty** (Minimum Order Quantity).
- 6. Define the reorder logic by selecting a Reorder Method and Reorder Point.
- 7. Select the lead-time setting for **Lead-time Months Used** to offset order-to-receipt time.
- 8. Enter a Net Consumption Months Used to take into account the past demand over time.
- 9. Select the Add button.





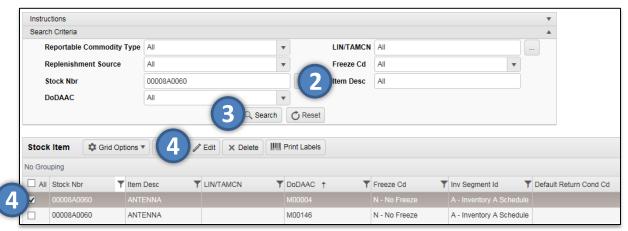




## **Updating a Stock Item**

Once a Stock Item record has been created for a Stock Number, the Stock Number, and DoDAAC values cannot be changed.

 In the DPAS Warehouse Management module, navigate to **Stock Item** from the **Catalog Mgmt** menu – The Results Grid displays a list of all currently available Stock Items.



- 2. Narrow the search for the Stock Item being updated by entering information into the Search Criteria area.
- 3. Select the **Search** button The Stock Item displays at the top of the Results Grid.
- Select the Check Box adjacent to the Stock Item and select the Edit button from the grid header – The Edit Stock Items pop-up displays.
- 5. Change data as needed.
- Select the **Update** button to save the changes – The updated Stock Item displays highlighted at the top of the Results Grid.



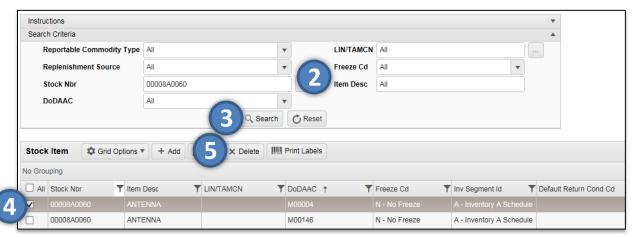


DPAS Quick Reference Guide

## **Deleting a Stock Item**

A **Stock Item** cannot be deleted if it is associated with an Inventory Master record, Issued Inventory Master record, or Due In record.

- In the DPAS Warehouse Management module, navigate to **Stock Item** from the **Catalog Mgmt** menu – The Results Grid displays a list of all currently available Stock Items.
- 2. Narrow the search for the Stock Item being updated by entering information into the Search Criteria area.



- 3. Select the **Search** button The Stock Item displays at the top of the Results Grid.
- 4. Select the **Check Box** adjacent to the Stock Item.
- 5. Select the **Delete** button The **Confirm Delete** pop-up displays.
- 6. Enter optional **History Remarks**.
- Select the **Delete** button

   The Stock Item is removed from the
   Results Grid.



