CGI Advantage® 4

Inventory User Guide

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Inventory Overview

The Advantage Inventory subsystem provides the following key business processes that are designed to facilitate inventory management.

- Setting up Advantage Inventory

  Before the Inventory process can begin in Advantage Inventory, both inventory specific and non-inventory tables must be set up.

- Purchasing into Inventory

  Inventory Management is designed to aid warehouse personnel in effectively processing stock requisitions and managing reasonable inventory levels. The Procurement and Inventory Control Subsystems are integrated in order to minimize inventory investments by basing purchasing decisions on inventory usage history.

- Issuing out of Inventory

  Stock Items can either be issued out of the warehouse directly or indirectly. In the direct method, a user physically goes to the warehouse to get the item, and an Over-the-Counter (OC) transaction is used to record the request and issuing of goods all in one step. In the indirect method, the user does not go to the warehouse, but instead requests an item from a remote location. In this case a Stock Requisition transaction (SRQ) or Stock Requisition for External Customers (SRQE) transaction is used. The warehouse manager can then create pick tickets to have items bundled and sent to the requestor. The Stock Issue Confirmation (CI) transaction or Stock Issue Confirmation for External Customers (CIE) transaction records the issue of those goods and posts the accounting elements based on the purchasing method specified on the stock requisition transaction. If the Ship To field is a warehouse location, when submitting a Pick and Issue (PI) transaction, the system will automatically create the required Stock Transfer Issue (TI) transaction. If the Ship To field is not equal to a Warehouse location: when submitting the Pick and Issue (PI) transaction, the system will automatically create a Confirmation Issue (CI) transaction.

- Returning Stock Items

  Items that have been purchased with the Over-the-Counter or Stock Requisition transaction can be returned to the warehouse using the Stock Return (SN) transaction. Items that have been purchased with the Stock Requisition for External Customers (SRQE) transaction can be returned to the warehouse using the Stock Return for External Customers (SNE) transaction. The Stock Return transactions allow the user to record the number of goods returned to the warehouse from where they were issued.

- Receivable for Inventory

  The Receivable for Inventory (REI) transaction allows you to enter a transaction to record money owed as a result of goods or services provided, overpayment to a vendor, or anticipated receipt of unearned revenue. It results in the generation of an Invoice or Statement to bill customers.

- Transferring between Warehouses

  Advantage Inventory allows a manager to transfer stock between two distinct warehouses. When multiple warehouses carry the same stock item(s) and one warehouse

has a surplus while another is in demand of that item, the two warehouses can transfer the stock item(s). The Stock Transfer Issue (TI) transaction allows you to record the number of goods being transferred to another warehouse. The Issuing Warehouse, with the surplus, enters the Stock Transfer Issue (TI) transaction to initiate the transfer of the items. A Stock Transfer Issue (TI) transaction will be generated if the Stock Request (SRQ) line being picked via the Pick and Issue (PI) transaction contains a Ship To of a warehouse location.

A Confirmation Issue (CI) transaction will be generated if the Stock Request (SRQ) line being picked via the Pick and Issue (PI) transaction does not contains a Ship To of a warehouse location.

- Manual Inventory Adjustment

  The Inventory Adjustment (IA) transaction provides the ability to manually adjust inventory levels. The Inventory Adjustment (IA) transactions are also generated during the Physical Inventory Reconciliation process to facilitate and record reconciliation of on-hand quantities with actual quantities. The Inventory module tracks the movement of inventory throughout the chain of events. The Inventory Correction (IC) transaction provides the ability to adjust all inventory quantities that do not impact the On-Hand Quantity.

- Cycle Counting

  One of the key elements to Inventory is maintaining the appropriate stock levels. Physical Inventory Freeze allows stock items to be counted so that discrepancies between the recorded and actual on hand quantities can be accounted for. When discrepancies are discovered, Inventory Reconciliation process creates Inventory Adjustment transactions to account for the change in On Hand Quantity, as well as any change in a Stock Items cost.

- Planning

  Advantage Inventory provides the warehouse manager access to on-hand, reserved, released, backordered, on order, currently requested, and in transfer quantities. Inventory also provides the capability to calculate lead times, forecast demands, calculate reorder levels, and service backorders.

It is also important to understand the key concepts of Advantage Inventory Management. The key concepts are covered in the later part of this user guide.

Introduction

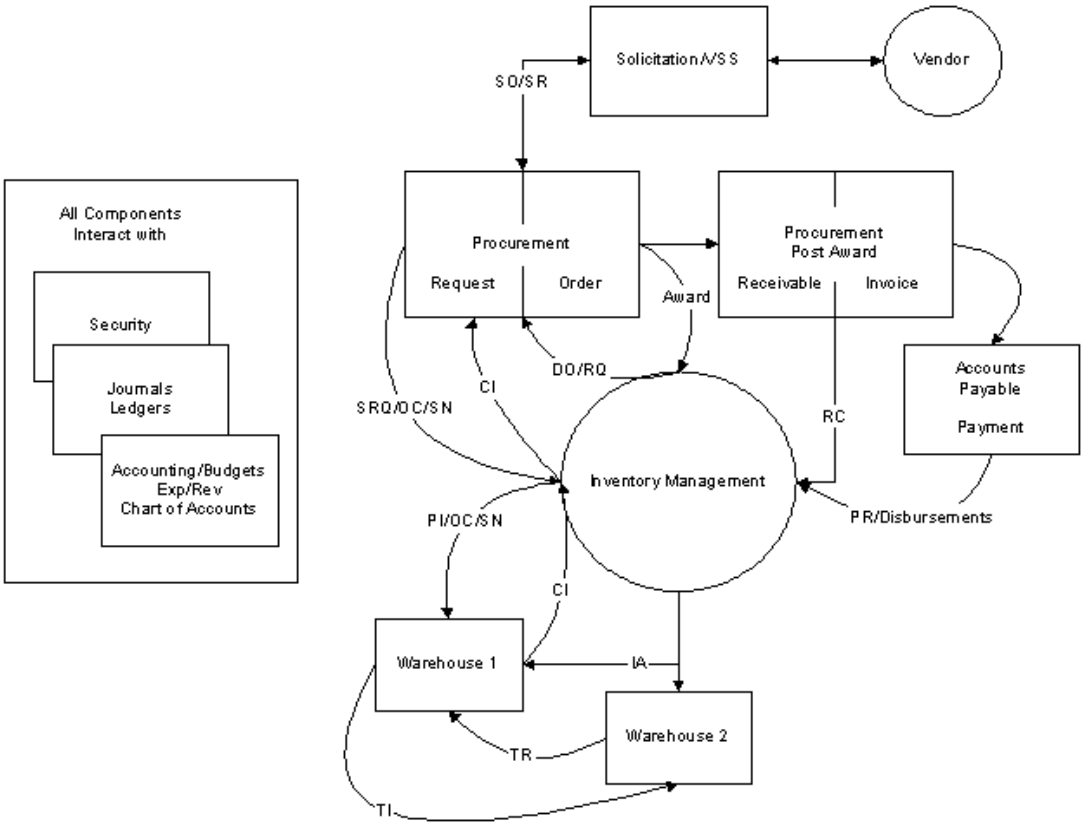
The Advantage Inventory product is designed to support requisition processing, inventory management, and the physical inventory reconciliation functions of inventory management through a set of highly interactive capabilities. When coupled with Advantage Procurement, the system provides the capability to directly purchase and receive items into the warehouse, and to systematically generate inventory replenishment transactions.

There are seven key objectives to Advantage Inventory:

- Provide information on the availability of stocked items and the status of stocked requisitions
- Facilitate timely requisition processing
- Automatically record and service backorders

- Minimize inventory investments consistent with service objectives by basing purchasing decisions on usage history
- Provide automated tools to assist servicing, purchasing, and management of the inventory
- Improve financial control of the inventory by chargebacks to the user organization
- Facilitate financial control of the inventory by periodic reconciliation of the inventory balances with the physical counts.

Inventory Business Process Flow Diagram



Key Concepts

The following key concepts are discussed in this topic:

- Accounting aspects
- Journals and Ledgers
- Processing chains
- Referencing facility

- Budget Model
- Maintaining open stock requisitions and transfers
- Canceling inventory transactions

Accounting Aspects

Advantage Inventory is integrated with Advantage Financial, including integration with the Advantage Financial Event Types, Transaction Referencing, Journals and Ledgers, and Budget Model.

Accounting Method

Advantage Inventory supports two Accounting Methods for purchasing items into a warehouse as well as issuing stock items out of the warehouse. If set to Purchase Method, then the warehouse will record an expenditure for inventory items when they are paid. If set to Consumption Method, then the warehouse does not recognize any expenditures for inventory items until they are issued from the warehouse.

Event Types

In Advantage Financial you use transactions to record financial activity. This activity may or may not have an accounting impact on the journals. An event type is a code that, when entered on the accounting line of a transaction, identifies the type of financial activity for that line. The event type has three primary purposes:

- Ties directly to a set of posting codes that defines the types of debits and credits updated to a specific journal.
- Event Type requirements also determines rules for data entry concerning referenced transactions, vendor/customer codes, and all defined chart of account elements.
- Drives certain table updates.

Please refer to the "Event Type" topic in the *CGI Advantage - Financial Administration User Guide* for more information on the use of Event Types in Advantage Financial.

Overview of Inventory Accounting Event Types

Advantage Inventory Management consists of many event types for each type of inventory transaction. The table that follows gives a brief overview of the different delivered transaction codes and the types of accounting they perform.

Individual event types and their intended uses are described in more detail in the "Inventory Accounting Model" and "Inventory Event Type Processor" topics of the *CGI Advantage - Financial Administration User Guide* for more information on the event types used for inventory activity.

Transactions	Event Descriptions
Stock Requisition (SRQ) Stock Requisition for External Customers (SRQE)	A request for inventory stock represents the intent to incur an obligation if done by an internal party on Advantage Financial (SRQ). Requests for inventory stock can provide useful accounting information for internal management purposes and are recorded in

	the accounting system as pre-encumbrances, encumbrances, non-accounting postings or no postings at all. When the requester is not an internal party on Advantage Financial (SRQE), there is no accounting.
Stock Issue Confirmation (CI) Stock Issue Confirmation for External Customers (CIE) Over the Counter (OC)	Issuance of inventory results in accounting for the warehouse and for the receiving party, given that the receiving party is an internal party on Advantage Financial. Two different types of transactions facilitate issuance to internal parties, CI and OC, with the same types of accounting. The only difference is the OC will not reference any prior Stock Requisition (SRQ). The warehouse will either recognize revenue or an expenditure credit for the issued inventory along with a reduction in the inventory account and an increase to the cost of goods sold account. The receiving party will recognize an expenditure/expense. When the receiving party is not an internal party on Advantage Financial (CIE), there is no accounting for the receiving party on this transaction, but the accounting for the warehouse is the same with regards to the inventory and cost of goods sold accounts. However, the revenue recognition is done as only accrued revenue and the expenditure credit is replaced by a vendor refund receivable. Later processing of a Cash Receipt (CR) will complete the update for the warehouse.
Stock Return (SN) Stock Return for External Customers (SNE)	The return of stock items to inventory by the buyer results in reversing the accounting events that took place at the issuance of these items. When the buyer is an internal party on Advantage Financial, decreases in revenue or an expenditure credit, the inventory account, and cost of goods sold is done for the issuing warehouse. For the buyer, there is a decrease in expenditure/expense. When the buyer is not an internal party (SNE), there is only warehouse accounting.
Inventory Adjustment (IA)	The managing warehouse may need to adjust the on-hand quantities or the unit costs of stock items in inventory. This event can just update the inventory table or perform accounting adjustments too. When accounting is adjusted, the inventory account is updated along with an expense account just for inventory adjustments.
Internal Inventory/Stock Adjustment (IIA)	For those inventory items internally manufactured, there is a credit for the manufacturing costs of the manufacturing unit as either revenue or an expenditure credit. For the receiving warehouse, there is an increase to the inventory account. If the receiving warehouse uses the Purchase accounting method, then there is

	also an expenditure/expense for the items. No such posting will occur if the Consumption accounting method is used.
Stock Transfer Receipt (TR)	Unlike the internal manufacture of items described for the IIA, there is the concept of transferring finished goods between warehouses, with the main difference between the methods being that the goods were never recorded into an inventory account for the issuing warehouse. Upon a transfer, the inventory accounts of both warehouses are updated. For the issuing warehouse, cost of goods sold and either revenue or expenditure credits are reduced. For the receiving warehouse, additional entries are dependent on the accounting method used. If the receiving warehouse uses the Purchase accounting method, then there is also an expenditure/expense for the items. No such posting will occur if the Consumption accounting method is used.

In addition, the following non-accounting or item-tracking events occur during the inventory control process:

Event	Description
Pick and Issue (PI)	This process prints a pick ticket and generates an associated Issue Confirmation (CI) transaction for each Stock Requisition (SR) that has a reserved stock item.
Stock Transfer Issue (TI)	This tracking process initiates the transfer of items from one warehouse to another and places items from an on-hand status to an in-transfer status.
Inventory Correction (IC)	This transaction allows you to adjust quantities that cannot be adjusted by the IA or directly on the Inventory table: Reserved Quantity, Released Quantity, In Transfer Quantity, Backorder Quantity, Currently Requested, and On Order from Vendor Quantity.

Journals and Ledgers

Advantage Financial is delivered with a set of accounting ledgers and journals for the basic financial statements and annual close. As part of integration with Advantage Procurement Financial, Advantage Inventory updates many of the Financial Journals and Ledgers, including the Accounting Journal and Commodity Journal.

For more information about the Journals and Ledgers, please refer to the "Journal & Ledger Configuration" topic in the *CGI Advantage - Financial Administration User Guide*.

Processing Chains

Several different processing chains are supported in Inventory Management to accommodate various accounting procedures and circumstances involving individual inventory events. Each step in the chain is explained in detail in subsequent topics.

Transaction History Query

The Transaction History Query in Advantage Financial allows you to view a list of all versions of processed transactions, including archived transactions that are in the Final or Historical phase.

Please refer to the "Transaction History Query" topic in the *CGI Advantage Financial Administration Guide* for more information.

Referencing Facility

The various steps in expenditure accounting that apply to the same inventory event are linked together in Advantage Financial by referencing the preceding transaction. For example, when a Stock Return (SN) is entered against a previously accepted and processed Stock Requisition (SRQ), one of the data elements entered on the Stock Return (SN) is the Reference Transaction ID of the Stock Requisition (SRQ).

Please refer to the "Transaction Referencing" *topic in the CGI Advantage Transactions User Guide* for more information.

Budget Model

The Advantage Budget area allows for the tracking and control of budgeted expenditures and revenues using flexible budget structures and controls. Advantage Inventory utilized Advantage Budgeting in purchasing stock items into the warehouse, as well as issuing stock items out of the warehouse.

Please refer to the *Budget Control User Guide* for more information.

Maintaining Open Stock Requisitions and Transfers

Outstanding stock requisitions are maintained on the Transaction Catalog within the individual transactions. Each transaction will show the quantity requested, released, issued, backordered, and/or returned. The Inventory Inquiry (INVN) page summarizes these quantities by Warehouse and Stock Item. From here, a user can select the Drilldown icon and the system will display every current transaction that makes up the summarized quantity.

Additional information is stored on the Inventory table when the transaction recording the transaction is accepted. For example, if Transfer Reorder on the Warehouse (WHSE) table is selected, the Stock Transfer Receipt (TR) transaction automatically updates the Inventory table with the quantity of items transferred out of the warehouse.

A clearing process, run by the System Administrator on a regular basis (at the end of every accounting period is recommended), reduces the size of the tables.

Canceling Inventory Transactions

Outstanding (open) stock requisitions (OCs, SRQs, SRQEs, CIs, CIEs, SNs, SNEs, TIs, and TRs) should be canceled when it is confirmed that the transactions will not occur.

Canceling an SRQ, SRQE, SN, SNE, TI, or TR stock requisition is achieved by selecting Discard as the transaction action. This automatically zeroes out the accounting line of the transaction and revises all accounting entries. Pick and Issue (PI) transactions can be canceled prior to being issued or after the issued transaction has also been canceled. Inventory Adjustment (IA/IC) transactions cannot be canceled.

Please refer to the "Transaction Level Actions" topic in the *Advantage Financial Transactions User Guide* for more information.

Common Terminology

This topic contains an alphabetical list of terms that are common in Inventory, and a definition for each one.

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |

- ABC Classification

  ABC Classifications are used to establish management parameters for similar stock items that are used to group like items and control different stock levels.

- Accounting Method

  For the warehouse table, the field indicates the inventory accounting method to be used for the warehouse. If set to Purchase Method, then the warehouse will record an expenditure for inventory items when they are received. In such a case, when issuing inventory, the offset to the inventory balance sheet account is an offset balance sheet account. If set to Consumption Method, then the warehouse does not recognize any expenditures for inventory items until that are issued from the warehouse. In such a case, when issuing inventory, an expenditure is booked to the Cost of Goods Sold Object (COGS).

- Adjustment Code

  A unique code that identifies why an inventory item is being adjusted.

- Available Quantity

  Represents the quantity of the stock item that is available.

- Backordered Quantity

  Represents the amount of a stocked item that has been requested but cannot be issued due to insufficient inventory levels. In addition, this represents the stock item quantity that needs to be ordered into the warehouse to fulfill issue requests.

- Backorders Allowed

  An option that indicates if the warehouse allows backordering of inventory items, or if the request for out of stock items will be rejected. The default is not selected.

- Child Stock Item

  Stores the stock item number and stock item suffix of the “children” items within the given group.

- Child Warehouse

  A unique number that indicates that the warehouse is the child (satellite) of a given parent. A child warehouse cannot be a parent (central) warehouse.

- COA

  The common accounting elements assigned to the warehouse.

- Currently Requested Quantity

  This represents the stock item quantity that is currently requisitioned for the warehouse.

- Economic Order Quantity (EOQ)

  A calculation that factors in EOQ Carry Percentage and EOQ Order Cost when calculating the reorder level.

- EOQ Carry Percentage

  The percentage carrying cost for the selected commodity. It is only required if the Order Quantity Method is EOQ.

- EOQ Order Cost

  The cost of placing an order for the selected item. It is only required if the Order Quantity Method is EOQ.

- Extended Cost

  Represents the total carrying cost for a given inventory item. Extended Cost = On Hand * Unit Cost.

- Fixed Return Charge

  The handling fee that will be charged when the Return Type is Fixed.

- Forecast Method

  The method that best suits forecasting needs. The information is stored in the ABC Classification Parameter and is used for the Forecast Demand program. Valid values are Seasonal, Nonseasonal/Regular, and Manual Setting.

- In Transfer Quantity

  This represents the stock item quantity that is in transfer to the issuing warehouse.

- Lead Time Adjustment

  The number of days added to the purchasing lead time. The lead time is the additional number of days the inventory manager sets up to allow for unexpected delays. The entry is used to compute reorder levels and amounts.

- Number of Alternate Orders

  A numeric field that stores the number of orders used to calculate the average lead-time. The default is zero.

- Number of Months

  The number of months used for calculations in forecasting.

- Object

  Defines the object against which the adjustment is expensed.

- On Hand Quantity

This represents the stock item quantity that is currently present in the warehouse.

- On Order Quantity

  This represents the stock item quantity that is currently ordered for the warehouse.

- Order Quantity Method

  The method used to calculate the reorder quantity. Valid values are Economic Order Quantity (EOQ), Order-Up-To Quantity, and Manual.

- Parent Stock Item

  Stores the stock item number and stock item suffix that identifies the item group.

- Parent Warehouse

  A unique number that identifies the parent warehouse. A parent warehouse can have many child warehouses.

- Percent Return Charge

  The handling fee that will be charged when the Return Type is Percentage.

- Pick and Issue Function

  Used on the PI transaction, this field has the following options: Print New Pick Tickets, Print New Pick Tickets and Schedule Issue Confirmation, Reprint Pick Tickets, Schedule Issue Confirmation, and Schedule Issue Confirmation by Delivery Date. The Print New Pick Tickets and the Print New Pick Tickets and Schedule Issue Confirmation options both print a Pick and Issue Order and generate a draft CI transaction. The only difference is that the latter generates the transaction with a Status of Ready for nightly processing, while the former generates the transaction in Held status.

- Released Quantity

  This represents the stock item quantity that was released by the PI transaction.

- Reserved Quantity

  This represents the stock item quantity that is reserved for issue from the warehouse.

- Return Type

  Used to determine the handling fee for stock returns. Valid values are Percentage or Fixed. The default is Percentage.

- Return Code

  This code is used to define the reason for returning the goods and is setup on the Inventory Return (RETC) table.

- Safety Stock Factor

  This factor is the level at which you must place an order to avoid stock outs. It is a numeric factor controlling the level of service with an ABC Classification and must be equal to or greater than zero.

- Selection Option

  Used on the PI transaction, this field has the following options: All Stock Requisitions, Specific Stock Requisition Number, and Specific Delivery Date. The All Stock Requisitions option prints tickets for all SRQ records that meet the search criteria. The Specific Stock Requisition Number option allows the user to print a pick ticket for the specific SRQ entered on the transaction. The Specific Delivery Date option allows the user to define which SRQs to print based on their delivery date.

- Ship Whole Indicator

  This indicates the goods will only be issued if all items have been reserved. If the Available Quantity is insufficient to reserve the entire requested quantity and the Ship Whole indicator on the Stock Requisition is not selected, the SRQ transaction reserves the Available Quantity and backorders the balance. If the Ship Whole indicator is selected, and the available quantity is insufficient, none of the requested quantity of stock items will be reserved. All items will be backordered if the specified warehouse allows backorders.

- Stock Adjustment Retention

  A numeric field that stores the number of days the Stock Adjustment remains on the Transaction Catalog until it can be archived. This is the number of days that has passed since the Stock Adjustment transaction was closed. A positive non-zero value is required.

- Stock Issue Retention

  A numeric field that stores the number of days the Over-the-Counter and Inventory Conformation transactions must remain on the Transaction Catalog before they can be archived. This is the number of days that has passed since the Over-the-Counter transaction was closed. A positive non-zero value is required.

- Stock Item

  The number that uniquely identified the item in the warehouse. The Stock Item Number is chosen from valid inventory commodities on the Commodity table.

- Stock Requisition Retention

  A numeric field that stores the number of days the Stock Requisition must remain on the Transaction Catalog until it can be archived. This is the number of days that has passed since the Stock Requisition was closed. A positive non-zero value is required.

- Stock Requisition (SR) transaction

  Requests the stock items from a particular Warehouse. Stock Requisition (SR) transactions are recorded in the system as a pre-encumbrance.

- Stock Transfer Retention

  A numeric field that stores the number of days the Warehouse Transfer must remain on the Transaction Catalog until it can be archived. This is the number of days that has passed since the Warehouse Transfer transaction was closed. A positive non-zero value is required.

- Transfer Reorder

An option that indicates if the transfer quantities for the issuing warehouse should be included when calculating the reorder quantities. The default is not selected.

- Unit Cost

  The cost of one unit of the stock item. The Unit Cost of the stock item is equal to the Extended Cost divided by the On-Hand Quantity.

- Unit Price

  The price at which the stock items are issued from the warehouse.

- Warehouse

  The physical location where the stock items are stored.

- Warehouse Location

  A unique code setup on the Procurement Location table used to define the address of the warehouse.

Transaction Information

This section of the help includes information on the following types of transactions:

- Inventory Replenishment Review (IRR)
- Over-the-Counter Stock Issue (OC)
- Stock Adjustment (IA)
- Stock Issue Confirmation (CI)
- Stock Pick and Issue (PI)
- Stock Transfer Issue (TI)
- Stock Transfer Receipt (TR)
- Stock Request (SRQ)
- Stock Return (SN)

Transaction Code Glossary

All Transactions Codes that can be utilized by the Inventory area are listed below alphabetically by Transaction Name.

Transaction Name	Transaction Code	Transaction Type
Internal Inventory/Stock Adjustment	IIA	IA
Inventory Adjustment	IA	IA
Inventory Correction	IC	IA
Inventory Location Change	ILC	IA
Inventory Replenishment Review	IRR	IRR
Over-the-Counter	OC	OC
Standard Stock Issue Confirmation	CI	CI
Stock Issue Confirmation for External Customers	CIE	CI

Stock Pick and Issue	PI	PI
Stock Requisition	SRQ	SRQ
Stock Requisition for External Customers	SRQE	SRQ
Stock Return	SN	SN
Stock Return for External Customers	SNE	SN
Stock Transfer Issue	TI	TI
Stock Transfer Receipt	TR	TR

Stock Issue Confirmation (CI) Transaction Type

The Stock Issue Confirmation (CI) transaction type recognizes that requisitioned items were removed from inventory and released to the internal requestor or to an external customer. It is used to fulfill inventory requests and reduce the On Hand quantity for the storeroom. The Stock Issue Confirmation transaction requires a reference to a Stock Requisition (RQS) transaction types. When there is no reference, an Over the Counter (OC) transaction would be used instead. In addition, it reverses the pre-encumbrance established by the Stock Requisition (SRQ), and records revenue for the buyer and an expenditure for the seller. Inactive Inventory Location will not be allowed for this transaction.

The CI transaction type has the following tabs:

- Header
- Vendor (Available on external customers transactions only)
- Commodity
- Item Location
- Commodity Detail
- Accounting

CI Delivered Transaction Codes

The CI Transaction Type has the following Transaction Codes (listed alphabetically by Transaction Name).

Transaction Name	Transaction Code	Intended Use

Standard Stock Issue Confirmation	CI	Allows you to record the number of goods issued to the requestor. This transaction confirms that previously reserved and released items have been issued from the warehouse to the requestor. This transaction must reference the Stock Requisition (SRQ) transaction.
Stock Issue Confirmation for External Customers	CIE	Allows you to record the number of goods issued to the requestor. This transaction confirms that previously reserved and released items have been issued from the warehouse to the requestor. This transaction must reference the Stock Requisition for External Customers (SRQE) transaction.

Here are additional details concerning the Transaction Codes of CI Transaction Type:

- Standard Stock Issue Confirmation (CI)

  The Stock Issue Confirmation (CI) transaction has a Header tab and three detail tabs: Commodity, Commodity Detail, and Accounting.

- Stock Issue Confirmation for External Customers (CIE)

  The Stock Issue Confirmation for External Customers (CIE) transaction recognizes that requisitioned items were removed from inventory and released to an external customer. In addition, it reverses the pre-encumbrance established by the Stock Requisition for External Customers (SRQE) transaction, and records revenue for the buyer and an expenditure for the seller.

  The Stock Issue Confirmation for External Customers (CIE) transaction has a Header tab and three detail tabs: Vendor, Commodity and Accounting. Different from the CI transaction, the CIE transaction has a Vendor tab, which lists the external customer information from the referenced Stock Requisition for External Customer (SRQE) transaction.

- Key concepts of the CI/CIE transactions

  Every CI transaction must have at least one Commodity Line and each Commodity Line must have at least one Item Location line and one Accounting Line.

  The CI transaction types require the same Requestor, Delivery, Commodity and Accounting information found on the referenced Stock Requisition transaction; only a few fields can differ between the Stock Requisition and Stock Issue Confirmation transactions.

  The Issued Quantity of the CI/CIE can be less than the Requested Quantity of the SRQ/SRQE, in cases where stock items have been back ordered. The Issued Quantity of the CI/CIE can also be greater than the SRQ/SRQE Requested Quantity, but an overridable error is issued. Note: The Issued Quantity on an Issue Confirmation (CIE) transaction cannot be modified below the Closed Invoiced Qty. In order to reduce the Issued Quantity on a

CIE, the Receivable (REI) referencing the Issue Confirmation (CIE) must be modified first. Additionally, the Unit Price on the CI/CIE can be different than the Unit Price on the Inventory Management table and the referenced SRQ/SRQE; however, an overridable error is issued when it differs from the Inventory Management value. The CI/CIE transaction cannot be processed for a stock item which is not active or which has been marked for “Physical Inventory count” on the Inventory table.

Submission of a CIE transaction may result in the generation of a new or modification Receivable (REI) transaction by the Inventory Receivable Generation Chain Job. The Inventory Receivable Generation Chain job will create only one Receivable for each Issue Confirmation. Modification to an Issue Confirmation (CIE) may result in the generation of a modification Receivable (REI).

Prior to creating a CI transaction, there are some tables that must be set up in the application. For details of the setup, go to Stock Issue Confirmation Transaction Setup

Tasks

To create a CI transaction, go to Create Stock Issue Confirmation Transactions.

Header

The Header tab lists general information associated with the issue of goods being confirmed. The Header tab also contains information common to all lines, such as Record Date, Budget Fiscal Year, and Accounting Period.

- Required/Conditionally Required Fields

  The following fields are required, and if left blank are automatically populated by Advantage:

  - Ref Transaction Code
  - Ref Transaction Dept
  - Ref Transaction ID

  The following fields are conditionally required based on site specific setup on the Transaction Control (DCTRL) table:

  - Transaction Name
  - Transaction Description

CI Vendor

The Vendor tab is used to display address and billing information regarding external customer who are being issued inventory from an internal warehouse. The information on this tab is read-only and is carried forward from the referenced Stock Requisition for External Customer (SRQE) transaction. This section is only displayed on Stock Issue Confirmation for External Customers (CIE) transactions.

CI Commodity

The Commodity tab lists all commodities associated with the issue of goods being confirmed. Every CI transaction must have at least one commodity line, and each commodity line must have at least one accounting line.

- Required/Conditionally Required Fields

  The following fields are required, and if left blank are automatically populated by Advantage:

  - Issued Quantity
  - Unit Price
  - Ref Commodity Line

CI Item Location

The Item Location tab allows you to capture detailed Inventory Location from which the Stock Item is being issued. When CI is auto generated by the submission of a Pick and Issue (PI) transaction, the Item Location lines are generated by the system.

- Required Fields

  - Location Structure
  - Inventory Location
  - Issued Quantity

  Date and Time fields will default to the current Date and Time when the CI transaction is submitted to Final.

CI Commodity Detail

The Commodity Detail tab allows you to capture detailed stock information at the time the stock item is being issued. On successful submission to Final of the CI transaction, the system updates the referenced record on the Inventory Detail (INVND) table (based on the selected Item ID) with the values entered on the corresponding Commodity Detail line.

- Required/Conditionally Required Fields

  A Commodity Detail line is required if the **Detail Information Required** flag is selected on INVN for the stock item and warehouse selected on the Commodity line. If the Detail Information Required flag is not selected on the Commodity line, then a Commodity Detail line cannot exist.

  The following fields are required on this tab:

  - Item ID – If this field is populated, then after selecting Save, the system infers values from the corresponding record on INVND to this section.

- Issue Quantity - This field captures the quantity of the stock item being issued. The sum of the Issue Quantity fields on the Commodity Detail lines must equal the Issue Quantity on the referenced “parent” Commodity line. The value in the Issue Quantity field on Commodity Detail section decreases the amount in the On Hand Quantity field on INVND. The update to On Hand Quantity cannot result in a negative value; therefore, the value in this field cannot be greater than the value in the On Hand Quantity field. The value in this field cannot be negative.

CI Accounting

The accounting tab lists the requestor’s accounting funds for each commodity line.

› Required/Conditionally Required Fields

The following fields are conditionally required based on site specific setup on the Transaction Control (DCTRL) table:

- Line Description
- There is a special feature of the Reference Type (Ref Type) field not available on other transactions. The Reference Type field on the commodity line and accounting line will be set based on the remaining quantity of the referenced SRQ commodity line and not the remaining line amount of the referenced SRQ accounting line. If the remaining quantity on a referenced Stock Requisition (SRQ) is zero or less with the CI reference, the Reference Type is set to *Final* although the Referenced Amount may be less than the Line Amount on the referenced SRQ accounting line. *Partial* will still be the default if the quantity on the SRQ is greater than zero.

Stock Adjustment (IA) Transaction Type

Advantage Inventory Stock Adjustment (IA) transactions are used to make adjustments to quantities and costs on the Inventory Maintenance tables. Warehouse staff can use the various IA transactions as part of the physical inventory process to make necessary changes to quantities and cost fields that are not otherwise updateable.

The IA transaction has the following tabs:

- Header
- Commodity
- Commodity Detail
- Accounting

Note: The structure of the IIA transaction is same as the IA transaction. Unlike the IA transaction, the IC transaction has only the Header and Commodity tabs. While the Header is the same, the Commodity tab allows different quantities to be adjusted then the IA and therefore differs in look and feel. The Inventory Correction (IC) transaction does not display the Commodity Detail, Accounting, and Posting tabs, as there are no accounting impacts as a result of this transaction.

IA Delivered Transaction Codes

The IA Transaction Type has the following Transaction Codes (listed alphabetically by Transaction Name).

Transaction Name	Transaction Code	Intended Use
Inventory Adjustment	IA	Allows warehouse management to adjust quantities or unit values of on-hand items due to a change in on-hand quantity or unit cost.
Inventory Correction	IC	Allows warehouse management to adjust quantities that cannot be adjusted by the IA or directly on the Inventory table: Reserved Quantity, Released Quantity, In Transfer Quantity, Backorder Quantity, Currently Requested, and On Order from Vendor Quantity.
Inventory Location Change	ILC	Allows warehouse management to move the inventory from one location to another.
Internal Inventory/Stock Adjustment	IIA	For those inventory items internally manufactured, there is a credit for the manufacturing costs of the manufacturing unit as either revenue or an expenditure credit. For the receiving warehouse, there is an increase to the inventory account. If the receiving warehouse uses the Purchase accounting method, then there is also an expenditure/expense for the items. No such posting will occur if the Consumption accounting method is used.
Inventory Adjustment Cycle Counting	IACC	Allows warehouse management to adjust quantities of on-hand items due to a change in on-hand quantity. This transaction can only be created by the Physical Inventory Reconciliation process.

Here are additional details concerning the Transaction Codes of IA Transaction Type:

- Inventory Adjustment (IA)

  The Inventory Adjustment (IA) transaction provides the ability to manually adjust inventory levels.

  A stock item on the Inventory table may require manual adjustment during the period physical verification of inventory availability. The adjustment may result in the:

  - Increase or decrease in On-Hand Quantity
  - Increase or decrease in cost

- Increase or decrease in On Hand Quantity and Cost

The Inventory Adjustment (IA) transaction allows warehouse management to adjust quantities or unit values of on-hand items due to a change in on-hand quantity or unit cost.

› Internal Inventory Adjustment (IIA)

The Internal Inventory Adjustment (IIA) transaction provides the ability to:

- Add internally manufactured items to inventory with a single transaction.
- Record cost for the receiving party and reimbursement for the manufacturing party.
- Record adjustments to internal inventory to reduce or increase inventory quantities or costs during periodic inventory reconciliation.

Internal Inventory Adjustment (IIA) transactions are limited for use with stock items marked as Internally Manufactured on the Inventory Maintenance (INVN) table. This transaction cannot reference any transaction in the system nor be referenced by any other transaction.

Quantity and Unit cost cannot be modified at the same time unless the transaction is initializing inventory balances. If unit cost is decreased, the new extended cost assumes the new unit cost for all of the items. The extended cost is updated to the average of all items. The IIA adds to the current Unit Cost instead of replacing it. The IA transaction code changes extended costs for all items, using the current extended cost and adding the new inventory and quantity to it.

› Inventory Correction (IC)

The Inventory Correction (IC) transaction provides the ability to adjust all inventory levels that do not impact the On Hand Quantity. The following fields can be adjusted by the Inventory Correction (IC) transaction:

- Reserved Quantity
- Released Quantity
- In Transfer Quantity
- Backorder Quantity
- Currently Requested
- On Order Quantity

The Inventory Correction (IC) transaction provides the ability to adjust quantities not available on the standard Inventory Adjustment (IA) transaction. The Inventory system tracks all movement of inventory from the time it is requested to the time it is received and then issued.

This transaction should be highly secured and limited to a handful of warehouse managers. While this transaction has not accounting impact, changing the different quantities without verifying why they are not correct can cause downstream transactions not to process correctly if modified or cancelled. The intention of this transaction is to be used as a last resort when there is no other way to correct one of the aforementioned values. This transaction provides an audit trail for such changes.

The Inventory Correction (IC) transaction cannot reference any transaction in the system nor be referenced by any other transaction.

› Inventory Location Change (ILC)

The Inventory Location Change (ILC) transaction provides warehouse management capabilities by facilitating the movement of inventory from one location to another. The ILC transaction has the Header, Commodity, and Commodity Details tabs similar to the other IA transactions. The Accounting tab does not exist for this transaction, because the fields updated do not change the On Hand quantities on the Inventory Maintenance (INVN) table or have any inventory related accounting effect.

This transaction cannot be modified or cancelled. Another ILC transaction must be created to reverse the effects of the original transaction.

The ILC transaction performs the following:

- Reduces the On Hand Quantity on the Inventory By Location (ILOC) table record on the source location by the quantity specified.
- Increases the On Hand Quantity on the Inventory by Location (ILOC) table record on the target location by the quantity specified.
- If Detail Information Required is selected on INVN, the system performs the following additional updates:
    - Reduces the On Hand Quantity on the Inventory Maintenance Detail (INVND) table record on the source location by the quantity specified.
    - Creates a new entry on the Inventory Maintenance Detail (INVND) table using the details from the source INVND record for the quantity specified.

An overridable error is issued prompting the user to furnish a Warehouse (WHSE) code, when the commodity used is an Inventory item and the Event Type is *Consumption*.

› Inventory Adjustment Cycle Counting (IACC)

The Inventory Adjustment Cycle Counting (IACC) transaction provides the ability to adjust the inventory levels as a result of a physical count. IACC transactions are generated as a result of the Physical Inventory Reconciliation Posting process that reconciles the system's on-hand quantities with the actual quantity that was counted. IACC transactions are only created through the Physical Inventory Reconciliation Posting process

and cannot be created from the Transaction Catalog. The IACC displays the Event ID of the count that created it on the Header. By nature, each IACC transaction can only contain one Stock Item, but this can include multiple lines for adjustments to different Warehouse Inventory Locations and/or Item IDs. Each IACC Commodity record, or if Detail Information is required - each IACC Commodity Detail record, is related to an individual Inventory Freeze (INVF) record by Event ID, Warehouse, Stock Item, Location Structure, Inventory Location, and, for Commodity Detail records, Item ID.

The IACC transaction performs the following:

- For items where Detail Information is not required:
    - The quantity on an IACC Commodity line must equal the change in quantity required to make the adjustment for the related INVF record.
- For items where Detail Information is required:
    - The quantity on an IACC Commodity Detail line must equal the change in quantity required to make the adjustment for the related INVF record.
- Increases the On Hand Quantity on the Inventory By Location (ILOC) table record by the quantity specified.
- If Detail Information is required, the system performs the following additional updates:
    - Increases the On Hand Quantity on the Inventory Maintenance Detail (INVND) table record by the quantity specified.
- When a Commodity or Commodity Detail line is removed from an IACC, either by deleting the individual line or discarding the transaction, the related INVF record has the Reconciliation Transaction link cleared and the Reconciliation Required flag set to Yes.
- An IACC transaction cannot be submitted or finalized if any INVF records for the same Event ID, Warehouse, and Stock Item have Reconciliation Required set to *Yes* or there is no value in Actual Quantity.
- When an IACC transaction is submitted or finalized, all records for the same Event ID, Warehouse, and Stock Item will be removed from INVF.
- If Detail Information is not required, the INVF records will be copied to Inventory Freeze History (INVFH), and Item Transaction History (ITH) records with a 0 quantity change will be inserted for any of those that have no discrepancies.

The Adjustment Code used on an IACC must be Yes for both Use for Reconciliation and Inventory Adjustment Cycle Counting on the Inventory Adjustment page.

Please refer to the *CGI Advantage - Inventory Run Sheet Guide* for more information on the Physical Inventory Reconciliation Posting process.

Tasks

- To create an IA transaction, go to Create an IA Transaction.
- To create an IC transaction, go to Create an IC Transaction.

Transaction Setup

- For the setup of the IA transaction, go to Inventory Adjustment (IA) transaction setup.
- For the setup for the IIA transaction, go to Internal Inventory Adjustment (IIA) transaction setup.
- For the setup for this transaction, go to Inventory Correction (IC) transaction setup.

IA Header

The Header tab lists general information associated with the adjustment.

› Required/Conditionally Required Fields

The following fields are required, and if left blank are automatically populated by Advantage:

- Record Date
- Budget FY
- Periods

The following fields are conditionally required based on site specific setup on the Transaction Control (DCTRL) table:

- Transaction Name
- Transaction Description

The following fields are conditionally required if a record is inserted on the tab:

- Warehouse

IA Commodity

The Commodity tab lists all commodities associated with the adjustment.

› Required/Conditionally Required Fields

The following fields are required on the Inventory Location Change (ILC) transaction. These fields are specific to the ILC transaction.

- Quantity
- New Inventory Location
- New Location Structure
- New Location Priority

The following fields are conditionally required if a record is inserted on the tab:

- Stock Item
- Adjustment Code
- Inventory Location - If the **Track Quantity By Location** flag is not checked on the Inventory Maintenance (INVN) page for the selected stock item/warehouse combination, then Advantage will infer the Inventory Location with the highest priority on the Inventory by Location (ILOC) page. This value cannot be changed. If the **Track Quantity By Location** flag is checked on the INVN page for the selected stock item/warehouse combination, then you must manually select the Inventory Location that should include an adjustment. A Commodity line must be added for each Inventory Location that needs a stock item adjustment. The total On Hand quantity for the stock item is updated on INVNQ, and the On Hand Quantity for each inventory location with a stock item adjustment is updated on ILOC and in the Location grids on INVN and INVNQ.
- Both the Change in Quantity and Change in Unit Cost can only be entered at the same time the first time you are initializing inventory counts. Once there has been an On Hand Quantity, the system will only allow one or the other to be adjusted in a single transaction.

IA Commodity Detail

The Commodity Detail tab on the Inventory Adjustment (IA) transaction allows you to adjust/add detailed stock item information. The Commodity Detail tab is only allowed on an IA transaction if the Sub Type is IA or IIA and the **Detail Information Required** flag is checked on the Inventory Maintenance (INVN) page for the selected stock item/warehouse combination. On successful submission to Final of the IA transaction, the system inserts a new record (if the Line Action is *New*) or the system updates an existing record (if the Line Action is *Modify*) on the Inventory Detail (INVND) table with the values entered on the corresponding Commodity Detail line.

If the Line Action is Modify, the Item ID field is populated on the General Information tab, and the **Load Inventory Maintenance Details** action is selected, then the values for many fields on this tab are inferred from the corresponding Inventory Detail (INVND) record.

› Required/Conditionally Required Fields

A Commodity Detail line is required if the **Detail Information Required** flag is selected on INVN for the stock item and warehouse selected on the Commodity line. If the Detail Information Required flag is not selected on the Commodity line, then a Commodity Detail line cannot exist.

The following fields are required on this tab:

- Line Action
- Inventory Location
- Quantity (only for the Inventory Location Change (ILC) transaction)
- Change in Quantity - This field captures the change (increase/decrease) in quantity of the stock item. The sum of the Change in Quantity fields on the Commodity Detail lines must equal the Change in Quantity on the referenced Commodity line. The value in the Change in Quantity field on Commodity Detail section increases or decreases the value in the On Hand Quantity field on INVND. The update to On Hand Quantity cannot result in a negative value. If the Line Action is *New*, then the On Hand Quantity equals the value in the Change in Quantity field. $0.00 is the default value for this field, which indicates no change in On Hand Quantity for the selected stock item/warehouse combination.
- Change in Unit Cost - This field captures the change (increase/decrease) in the unit cost of the stock item. The value in the Change in Unit Cost field on Commodity Detail section increases or decreases the value in the Unit Cost field on INVND. The update to Unit Cost cannot result in a negative value. If the Line Action is New, then the Unit Cost on INVND equals the value in the Change in Unit Cost field.

The following field is required if the Line Action is *Modify*:

- Item ID

The following fields are conditionally required, if the **Lot Expiration Tracking** flag is selected on the INVN table for the Warehouse and Stock Item:

- Lot/Batch Number
- Lot/Batch Expiration Date
- Notification Days Prior to Lot Expiration

If the **Shelf Life** field is populated, then the following fields are required:

- Shelf Life Unit
- Notification Days Prior to Shelf Expiration

If the **Warranty Type** field is populated, then the following fields are required:

- Warranty Agreement Number
- Warranty Description
- Warranty Start Date
- Warranty Expiration Date
- Warranty Cycle Type
- Warranty Cycle

IA Accounting

The Accounting tab lists the accounting funds for each commodity line. The accounting line on the IA transaction will be automatically generated based of the accounting information for the associated commodity and warehouse. The Accounting tab does not exist for the Inventory Location Change (ILC) transaction. In the event that changes to any of these quantities require a change in the On Hand quantity, the required accounting adjustment should be processed manually through an Inventory Adjustment (IA) transaction or Journal entry with reference to the ILC transaction.

- Required/Conditionally Required Fields

  The following fields are required, and if left blank are automatically populated by Advantage:

  - Event Type
  - Budget FY
  - Fiscal Year
  - Period

  The following fields are conditionally required based on site specific setup on the Transaction Control (DCTRL) table:

  - Line Description

Inventory Replenishment Review (IRR) Transaction Type

The Inventory Replenishment Review (IRR) Transaction Type allows users to add records to the Inventory Replenishment (IREP) table for stock item records selected for replenishment. Transactions that belong to the IRR Transaction Type can only be created via the Inventory Replenishment Review Transaction Generation chain, and IRR transactions cannot be modified or cancelled. Existing records on the IREP table must be modified or deleted manually on the table.

IRR transactions can only be created via the Inventory Replenishment Review Transaction Generation chain. The IRR transactions are created in a *Ready* or *Held* Status. After the IRR transactions are submitted to *Final*, records are added to the IREP table for each line on the Inventory Replenishment tab of the transaction. IRR transactions cannot be modified or cancelled once they are submitted to *Final*. Existing records on the IREP table must be modified or deleted manually on the table prior to the execution of the Inventory Replenishment chain process.

Records can also be added to the IREP table directly by the Inventory Replenishment batch process; however, the IRR transaction allows you to route the replenishment of stock items through workflow, before adding the information to the IREP table. If the IRR transaction is created with a Status of *Ready* and the Submit Phase field is set to *Pending* and the Workflow Process Indicator is set to *Internal* for the IRR transaction on Transaction Control (DCTRL), and the transaction meets an approval criterion for a workflow rule, then the transaction will enter workflow. If the transaction does not meet any approval criteria, then it is automatically submitted to *Final* by the Submit IRR Transactions job. Refer to the *Workflow and Collaboration Guide*, for information on setting up approvals for workflow and information about the Worklist pages. If the IRR transaction is created with a Status of *Held*, then the transaction is bypassed by the Submit IRR Transactions job, and must be manually submitted.

The IRR transaction contains the following tabs:

- Header
- Inventory Replenishment

IRR Delivered Transaction Codes

The IRR Transaction Type has the following Transaction Code.

Transaction Name	Transaction Code	Intended Use
Inventory Replenishment Review	IRR	Allows you to add records to the Inventory Replenishment (IREP) table for stock item records selected for replenishment. The IRR transaction can only be created via the Inventory Replenishment Review Transaction Generation chain.

IRR Header

The Header tab of the Inventory Replenishment Review (IRR) transaction captures general information about the Inventory Replenishment.

› Required/Conditionally Required Fields

The following field is required, and if left blank is automatically populated by Advantage:

- Record Date

The following fields are conditionally required based on site specific setup on the Transaction Control (DCTRL) table:

- Transaction Name
- Transaction Description

Warehouse is a protected field and is automatically populated by the Inventory Replenishment Review Transaction Generation chain, when the transaction is created.

IRR Inventory Replenishment

The Inventory Replenishment tab of the Inventory Replenishment Review (IRR) transaction captures detailed information about the stock item records selected for replenishment.

› Required/Conditionally Required Fields

The following fields are protected and are automatically populated by Advantage.

- Warehouse
- Stock Item

- Stock Item Suffix
- Purchasing Unit
- Transfer Issue Location Structure

The following field is conditionally required if the Transaction Code is TI:

- Transfer Issue Location

Over-the-Counter Stock Issue (OC) Transaction Type

The Over-the-Counter (OC) transaction in the Inventory Control System is a special Stock Requisition type that allows the direct issue of goods from the Warehouse, bypassing the standard requisition and pick-and-issue cycle. This transaction is designed for requestors who walk into the Warehouse to request and immediately pick up the goods. The OC transaction is similar to the standard Stock Requisition (SR) transaction except that the OC transaction does not permit back ordering items and does not require delivery information.

Actions specific to this transaction type may be controlled by the Component Line Limiting feature of the application. To see information about those transaction actions of this transaction type that may be controlled and recourses to take if a limit error is issued, refer to the *Transactions User Guide*.

› Important concepts and features of OC transaction

The Over-the-Counter transaction allows the user to directly issue goods bypassing the Pick-and-issue cycle. The Over-the-Counter transaction requires the same Requestor, Commodity and Accounting information as required in a standard Stock Requisition transaction, but does not require delivery information and does not permit backordering items. If the Available Quantity of a stock item is insufficient when the Over-the-Counter transaction is processed, instead of backordering the items with insufficient quantity the entire transaction is rejected. The OC transaction cannot be processed for a stock item that is not active or has been marked for “Physical Inventory count” on the Inventory table. The check for minimum and maximum quantities is bypassed in the Over-the-Counter transaction.

The Over-the-Counter transaction has a Header tab and three detail tabs: Commodity, Accounting, and Accounting Distribution. Every OC transaction must have at least one Commodity Line and each Commodity Line must have at least one Accounting Line.

The Over-the-Counter transaction's Commodity Line contains fields such as Stock Item Number, Stock Item Suffix, Requested Quantity and Unit Price. Information about the Stock Return such as Returned Quantity, Returned Amount and the Returned Date are also stored on the Commodity line of the OC transaction. The Returned Date is the latest date of the stock return and not the history of all the returns. Inactive Inventory Location will not be allowed for this transaction.

On the OC transactions, users can specify the Accounting Template on the Accounting Distribution Tab, the Commodity Line, or directly on the Accounting Line. The users can also specify the COA elements themselves on the Accounting Distribution Tab, or directly onto the Accounting Line. The option of entering the Buyer’s accounting template is available only at the time of creating the transaction and users cannot enter the Accounting Template on the Modification transaction (unless a new commodity line is being

added). The Over-the-Counter Transaction Accounting Line stores the Buyer's Accounting distribution, Event Type, Budget year, Fiscal year and the Line amount.

The Over-the-Counter transaction can be processed either for a Parent Stock Item or for a Child Stock Item. If the OC transaction is processed for a Child Stock Item, there is no special logic or edit needed on the OC transaction. If the OC transaction is processed for a Parent Stock Item, the Available Quantity edit is performed against the Child Stock Item record instead of the Parent Stock Item record. Other edits such as the Active Status, Inventory Freeze flag is performed on both the Parent Stock Item and the Child Stock Item records. The Parent Stock Item record's Unit Price is used on the transaction to generate the Posting Lines. On submit, the OC transaction updates the Child Stock Item records on the Inventory Table and not the Parent Stock Item records.

The OC transaction cannot reference any transaction in the system and the OC transaction can be referenced only by a Stock Return transaction.

Once the OC transaction is finalized, if the ALLOW_OC_MOD_ZERO (Allow OC transaction modification version reduced to $0) parameter on the Application Parameter (APPCTRL) table is set to *No*, a user cannot modify the OC's Requested Quantity down to zero on a modification version.

If the ALLOW_OC_MOD_ZERO parameter on the Application Parameter (APPCTRL) table is set to *Yes*, a user is allowed to modify the OC's Requested Quantity down to zero on a modification version.

The default value for this parameter is *No*.

The OC transaction has the following tabs:

- Header
- Accounting Distribution
- Commodity
- Item Location
- Commodity Detail
- Accounting

For setup information for this transaction, refer to the following topic: "Over-the-Counter Transaction Setup".

OC Delivered Transaction Codes

The OC Transaction Type has the following Transaction Code

Transaction Name	Transaction Code	Intended Use

Over-the-Counter	OC	Allows the direct issue of goods from the Warehouse, bypassing the standard requisition and pick-and-issue cycle. This transaction is designed for requestors who walk into the Warehouse to request and immediately pick up the goods. The OC transaction is similar to the standard Stock Requisition (SRQ) transaction except that the OC transaction does not permit backordering items and does not require delivery information.

Tasks

- To create an OC transaction, go to Create an OC Transaction.
- To modify an OC transaction, go to Modify an OC transaction.
- To cancel an OC transaction, go to Cancel an OC transaction.

OC Header

The Header tab lists general information associated with the request.

› Required/Conditionally Required Fields

The following fields are required, and if left blank are automatically populated by Advantage:

- Record Date
- Budget FY
- Fiscal Year
- Period

The following fields are conditionally required based on site specific setup on the Transaction Control (DCTRL) table:

- Transaction Name
- Transaction Description

The following fields are conditionally required if a record is inserted on the tab:

- Warehouse
- Name
- Phone Number

OC Accounting Distribution

The Accounting Distribution tab is used as a data entry tool to quickly apply the same accounting elements and split to all commodity lines. The majority of fields on the OC Accounting Distribution tab are common to accounting transactions and can be reviewed in the *Transactions User Guide*.

OC Commodity

The Commodity tab lists all commodities associated with the request. Every OC transaction must have at least one commodity line, and each commodity line must have at least one accounting line.

- Required/Conditionally Required Fields

  The following fields are required, and if left blank are automatically populated by Advantage:

  - Unit Price

  The following fields are conditionally required if a record is inserted on the tab:

  - Stock Item

OC Item Location

The Item Location tab on the Over-the-Counter (OC) transaction allows you to capture detailed Inventory Location from which the stock item is being issued. If a Default Inventory by Location (ILOC) record exists, then on the validate/submit action, the system will auto generate the Item Location line using the default record.

- Required Fields

  - Location Structure
  - Inventory Location
  - Requested Quantity

  Date and Time fields will default to the current Date and Time when the OC transaction is submitted to Final.

OC Commodity Detail

The Commodity Detail tab on the Over-the-Counter (OC) transaction allows you to capture detailed stock information at the time the stock item is being issued. The Commodity Detail tab is only allowed on an OC transaction if the Detail Information Required flag is checked on the Inventory Maintenance (INVN) page for the selected stock item/warehouse combination. On successful submission to Final of the OC transaction, the system updates the referenced record on the Inventory Detail (INVND) table based on the selected Item ID with the values entered on the corresponding Commodity Detail line.

- Required/Conditionally Required Fields

  A Commodity Detail line is required if the **Detail Information Required** flag is selected on INVN for the stock item and warehouse selected on the Commodity line. If the Detail

Information Required flag is not selected on the Commodity line, then a Commodity Detail line cannot exist.

The following fields are required on this section:

- Item ID – If this field is populated, then after selecting Save, the system infers values from the corresponding record on INVND to this tab.
- Requested Quantity - This field captures the quantity of the stock item being issued. The sum of the Requested Quantity fields on the Commodity Detail lines must equal the Requested Quantity on the referenced Commodity line. For *New* OC transactions, the value in the Requested Quantity field on Commodity Detail tab decreases the amount in the On Hand Quantity field on INVND, when the transaction goes to *Final*. The update to On Hand Quantity cannot result in a negative value; therefore, the value in this field cannot be greater than the value in the On Hand Quantity field. The value in this field cannot be negative. For *Modification* OC transactions, the On Hand Quantity on INVND is updated with the difference between the latest previous version and the version entered on this modification transaction, when it goes to *Final*.

OC Accounting

The Accounting tab lists the accounting funds for each commodity line. The majority of fields on the RQ accounting line are common to accounting transactions and can be reviewed in the *Transactions User Guide*.

Stock Pick and Issue (PI) Transaction Type

This transaction schedules previously reserved items to be picked up for delivery and releases them from a reserved status. It also generates Pick Tickets that are used by the warehouse to select items, and generates a Stock Issue Confirmation transaction. The Issue Queue (ISSQ) inquiry is the initial source that the Pick and Issue transaction processor used to select which Stock Requisitions or Issue Confirmation transactions to process.

The Pick and Issue (PI) transaction prints pick tickets based on Stock Requisition (SRQ) transactions and generates associated Stock Issue Confirmation (CI) transactions. It has no accounting effects. The Pick and Issue (PI) transaction can be modified or cancelled.

Note: For Stock Requisitions that reference an external customer, the Issue Confirmation transaction is created using the transaction code indicated in the **External Confirmation Transaction Code** field on the Warehouse table; otherwise, the transaction code indicated in the **Confirmation Transaction Code** field on the Warehouse table is used.)

The PI transaction has the following tabs:

- Header
- Select SRQ Parameter
- Pick SRQ Lines
- Pick Bins

For setup information for the transaction, go to Pick and Issue Transaction Setup.

PI Delivered Transaction Codes

The PI Transaction Type has the following Transaction Code.

Transaction Name	Transaction Code	Intended Use
Pick and Issue	PI	Schedules previously reserved items to be picked up for delivery and releases them from a reserved status. It also generates Pick Tickets that are used by the warehouse to select items, and generates a Stock Issue Confirmation (CI/CIE) transaction.

Tasks

To create a PI transaction, go to Create a PI Transaction.

PI Header

The Header tab lists the following information associated with the Pick and Issue transaction.

- Required/Conditionally Required Fields

  The following fields are required, and if left blank are automatically populated by Advantage:

  The following fields are required, and if left blank are automatically populated by Advantage:

  - Current Budget FY
  - Current Fiscal Year
  - Current Period
  - Selection Option
  - Application Resource
  - Print Job
  - Print Resource
  - Pick Date
  - Warehouse
  - Sort By 1 (defaults to SRQ No)
  - Sort Order 1 (defaults to Ascending)

The following fields are conditionally required based on site specific setup on the Transaction Control (DCTRL) table:

- Transaction Name
- Transaction Description

The following fields are required if Selection Option is set to Specific Stock Requisition:

- Request Code
- Request Department
- Request ID

The following fields are required if Selection Option is set to Specific Delivery Date:

- Specific Delivery Date

The following fields are required if Selection Option is set to Specific Shipping Location:

- Specific Shipping Location

The following fields are required if Selection Option is set to SRQ Line Number:

- SRQ Line Number

The following fields are required if Selection Option is set to Specific Stock Item:

- Specific Stock Item

The following fields are required if Selection Option is set to SRQ Range:

- SRQ From
- SRQ To

Load Pick Plan – When the PI transaction is created and the related action of Load Pick Plan is clicked, this action will load the selected SRQ lines and bins into the Picked SRQ Lines and Picked Bin Lines components of the PI transaction based on selected parameters. Bins will be chosen first by default Inventory Storage Location (ILOC), then by bin location in ascending order of Priority based on the available quantities in those bins.

Print Pick Plan – When the PI transaction is created and the related action of Print Pick Plan is clicked, this transaction Action will only be available on the header of a finalized PI transaction. This action will print the Pick Plan based on the Picked SRQ Lines and Picked Bin Lines on the transaction for Picked SRQ lines/Picked Bin Lines that have not already been Confirmed, Removed, or Issued previously.

Create Issue Confirmation (CI) – When the PI transaction is submitted, one or multiple Issue Confirmation (CI) transactions or Stock Transfer Issue (TI) transactions are generated for those Pick SRQ lines that are confirmed.

In addition, the scheduling status of the CI is set to Held. Finally, the Reserved Quantities and Released Quantities on the Stock Requisition and Inventory table are updated. An error

will occur upon submission if any of the updates to the quantities creates a negative amount in the Inventory Inquiry (INVNQ) table.

PI Select SRQ Parameter

This tab will automatically list all SRQ transactions selected on the ISSQ table when the PI is generated from the ISSQ page. If the PI is copied forward from an SRQ or created from the transaction catalog, the Select SRQ Parameter component will not be populated. Additional SRQ transactions can be selected in the current pick plan by manually inserting a new line on draft version 1. The following fields are required when inserting a record manually:

- Request Code
- Request Dept
- Request ID

In addition, SRQs on Select SRQ Parameter can be deleted only on draft version 1.

PI Pick SRQ Lines

This tab will automatically list all stock items requested on SRQ(s) based on Selection Option and on loading the plan on the Header of the PI transaction. Reference SRQ transaction information is non-editable and inferred based on SRQs selected. Each Picked SRQ Line will have a single or multiple Picked Locations/Bins sub-lines. Reserved and picked quantities shown are non-editable and the sum of all sub-lines for individual SRQ Lines. Once confirmed and the PI is submitted to final, a link to the issue transaction will be automatically generated. Further, the stock item can be unpicked by modifying the PI and removing all bins to back out quantities from released to reserved. When a resulting CI is created the Issued check box will be checked and the Confirmed check box will be unchecked.

On the Pick SRQ Lines component, all fields (Stock Item, Stock Item Description, Stock Location, Shipping Location, and Total Picked Quantity) are read only except for the Remove All Bins check box, which is editable on any PI version up until all of the Bins on the Pick Bin Lines have been Confirmed or Removed.

On the Picked MSR Lines, the Total Quantity Picked cannot be greater than the Total Reserved Quantity.

PI Pick Bins

This tab will automatically list all warehouse storage locations (ILOC's) in ascending order based on Priority of stock item starting with default storage location and available quantity. If a parent/stock item is requested, child items will be listed on individual lines to allow picking and unpicking at multiple storage locations. Additional lines can be inserted to pick from additional locations. The system determines Reserved Picking Quantity based on Available Quantity on ILOC. The user entered Actual Quantity Picked field may be less or equal to the reserved picking quantity. Additionally, pick date and time will be inferred on submission of the PI or can be edited manually.

The following rules apply to updating the Pick Bin Components of the PI.

- On Pick Bins, **Actual Quantity Picked** cannot be less than 0.
- A Picked Bin Line that has an issue (CI) created cannot be updated.
- In the Pick BINs section of the PI transaction, **Confirmed** and **Removed** cannot both be selected.
- **Picked Date** and **Picked Time** can be manually entered. If manually entered, the Picked Date and Time must be current or a past time (cannot be future date/time).
    - If left blank during transaction validation/submission, the system will automatically fill in the system date and time into **Picked Date** and **Picked Time**.
    - **Picked Date** and **Picked Time** will infer to the CI transaction based on the associated PI transaction.

Stock Return (SN) Transaction Type

The Stock Return Transaction Type transactions are used to record the return previously issued inventory items back into the warehouse:

The following areas are important to understand the SN transaction types:

The SN transaction type has the following tabs:

- Header
- Accounting Distribution
- Commodity
- Item Location
- Commodity Detail
- Accounting

Note: The structure of both the SN and SNE transaction is the same. The only difference is that the SNE transaction has the Vendor tab instead of the Commodity Detail tab.

SN Delivered Transaction Codes

The SN Transaction Type has the following Transaction Codes (listed alphabetically by Transaction Name).

Transaction Name	Transaction Code	Intended Use

Stock Return	SN	Allows the original requestor to return previously issued items back to the originating warehouse. Additional return charges can be imposed automatically during the processing of this transaction.
Stock Return for External Customers	SNE	Allows the original requestor to return previously issued items back to the originating warehouse. Additional return charges can be imposed automatically during the processing of this transaction. This transaction updates the External Stock Return Issue Cross Reference (SNCIXREF) table.

Here are additional details concerning the Transaction Codes of SN Transaction Type:

› Stock Return (SN)

The Stock Return (SN) transaction allows the original requestor to return previously issued items back to the originating warehouse. The Stock Return (SN) transaction does the following:

Records the quantity of stock items that have been returned to the warehouse.

- Updates the quantity of returned stock items on the Inventory Table and the referenced Stock Requisition (SRQ) or Over the Counter (OC) transaction, if applicable.
- Updates the Returned Quantity, Returned Amount, and Return Charge fields on the Commodity line of Stock Issue Confirmation (CI) transactions that reference the same SRQ Commodity line as the SN transaction.
- Correctly records the decrease in expense to the buyer and decrease in revenue for the seller.
- Applies any additional surcharges for returning items to a warehouse.
- Updates the Stock Return Issue Cross Reference – Commodity Level (SNCIXRFC) page.
- The ALW_SN_ACTG_LN_CHANGE parameter allows changes to the Accounting line on modification versions of the SN type transactions when it is set to *Yes* even after it is put away. When the parameter is set to *No*, the Accounting line cannot be changed on the SN transaction Modification version once it is put away.

Note: When the SN references a valid Stock Requisition (SRQ) or Over the Counter (OC) transaction, the SN transaction requires the same Warehouse, Commodity and Accounting information as found on the referenced SRQ/OC.

Actions specific to this transaction type may be controlled by the Component Line Limiting feature of the application. To see information about those transaction actions of this transaction type that may be controlled and

recourses to take if a limit error is issued, refer to the "Line Number Limitations" topic in the *Transactions User Guide.*

› Stock Return for External Customers (SNE)

The Stock Return for External Customers (SNE) transaction allows the original requestor to return previously issued items back to the originating warehouse. The Stock Return for External Customers (SNE) transaction does the following:

- Records the quantity of stock items that have been returned to the warehouse.
- Updates the quantity of returned stock items on the Inventory Table and the referenced Stock Requisition for External Customers (SRQE) transaction.
- Updates the Returned Quantity, Returned Amount, and Return Charge fields on the Commodity line of Stock Issue Confirmation for External Customers (CIE) transactions that reference the same SRQE Commodity line as the SNE transaction.
- Correctly records the decrease in expense to the buyer and decrease in revenue for the seller.
- Applies any additional surcharges for returning items to a warehouse.
- Updates the External Stock Return Issue Cross Reference (SNCIXREF) table.
- Updates the Stock Return Issue Cross Reference – Commodity Level (SNCIXRFC) page.

Actions specific to this transaction type may be controlled by the Component Line Limiting feature of the application. To see information about those transaction actions of this transaction type that may be controlled and recourses to take if a limit error is issued, refer to the "Line Number Limitations" topic in the *Transactions User Guide.*

The following areas are important to understand the SN transaction types:

- Stock Return transaction setup
- External Stock Return Issue Cross Reference
- Stock Return Issue Cross Reference – Commodity Level

› Important concepts of SN/SNE transactions

The Stock Return (SN) and Stock Return for External Customers (SNE) transactions allow the original requestor to return previously issued items back to the originating warehouse. Additional return charges can be imposed automatically during the processing of the SN and SNE transactions.

The SN/SNE transactions cannot be processed for a stock item which is not Active or which has been marked for Physical Inventory Count on the Inventory (INVN) table.

This rule applies to the Parent and Child items of a grouped stock item. If either is not active or any of the Child items have been marked for Physical Inventory Count on the Inventory table (Parent items cannot be marked as Frozen) the items cannot be returned. The Stock Return transaction calculates a fee that is paid by the buyer when returning an item to Inventory. This fee is the Return Charge and there are three different ways in which the Return Charge can be calculated. The first two ways the Return Charge is calculated automatically by the system. On the Warehouse (WHSE) table, each warehouse selects a Return Type of either Percentage or Fixed. The Stock Return automatically calculates the Return Charge using the Percent Return Charge entered if Percentage is selected or the Fixed Return Charge entered if Fixed is selected. Both fees are applied per quantity returned.

Additionally, you may override the system by entering a specific amount in the Override Fixed Return Charge field and selecting the Override Return Charge check box. In this case, the SN/SNE transaction applies the specific amount entered as the Return Charge for each Commodity Line of the SN/SNE.

Tasks

To create a SN transaction, go to Create a SN transaction.

SN Header

The Header tab lists general information associated with the return.

- Required/Conditionally Required Fields

  The following fields are required, and if left blank are automatically populated by Advantage:

  - Record Date
  - Budget FY
  - Fiscal Year
  - Periods

  The following fields are conditionally required based on site specific setup on the Transaction Control (DCTRL) table:

  - Transaction Name
  - Transaction Description

  The following fields are conditionally required if a record is inserted on the tab:

  - Warehouse
  - Returning Unit
  - Return Code
  - Name

- Phone Number

SN Accounting Distribution

The Accounting Distribution tab is used as a data entry tool to quickly apply the same accounting elements and split to all commodity lines. The majority of fields on the OC Accounting Distribution tab are common to accounting transactions and can be reviewed in the *Transactions User Guide*.

SN Commodity

The Commodity tab lists all commodities associated with the return. Every SN transaction must have at least one commodity line, and each commodity line must have at least one accounting line.

› Unit Cost Calculation

The Unit Price field is automatically calculated on the Stock Return transaction. The formula used varies based on whether Commodity Detail lines exist:

- On a SN transaction with Commodity Detail lines (CDL), the formula used to calculate the Unit Price is:

$$\text{Unit Price} = \frac{\text{Accumulated CDL Returned Amount applied to Child Commodity Detail Lines on the Issuing Document}}{\text{Returned Quantity on SN Commodity Line}}$$

- If the Detail Information Required flag is not selected on INVN for the warehouse/stock item combination on the SN Commodity line, then the formula used to calculate Unit Price is:

$$\text{Unit Price} = \frac{\text{Accumulated Returned Amount applied to Commodity Lines on the Issuing Document}}{\text{Returned Quantity on SN Commodity Line}}$$

› Required/Conditionally Required Fields

The following field is required:

- Reference Commodity Line

The following fields are conditionally required if a record is inserted on the tab:

- Stock Item

The Commodity tab of the SN Transaction Type contains the following actions/links:

› Page-Level Actions

Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on the common actions available that apply to the entire transaction.

› Tab-Level Actions

- **Load Commodity Detail Lines -** This action automatically creates Commodity Detail lines for the referenced Over-the-Counter (OC) transaction Commodity Line or the respective Confirmation Issues (CI) lines for the referenced Stock Request (SRQ) transaction indicated on the Header tab. The Ref Transaction Code, Ref Transaction Dept, and Ref Transaction ID fields must be populated on the Header and the Ref Commodity Line field must be populated on the Reference section of the Commodity tab prior to selecting the Load Commodity Detail Lines action. This action is only available on the Commodity tab when the Detail Information Required flag on the Inventory Maintenance (INVN) page is selected for the Warehouse/Stock Item combination. This action is not allowed if Commodity Detail lines already exist on the Commodity Detail tab for the selected Commodity line.

SN Item Location

The Item Location tab on the Stock Return (SN) transaction allows you to capture detailed Inventory Location to which the stock item is being returned. If a Default Inventory by Location (ILOC) record exists, then on the validate/submit action, the system will auto generate the Item Location line using the Default record.

› Required Fields

- Location Structure
- Inventory Location
- Returned Quantity

Date and Time fields default to the current Date and Time when the SN transaction is submitted to Final.

SN Commodity Detail

The Commodity Detail tab on the Stock Return (SN) transaction allows you to capture detailed stock information at the time the stock item is being returned to the warehouse. The Commodity Detail tab is only allowed on a SN transaction if the **Detail Information Required** flag is checked on the Inventory Maintenance (INVN) page for the selected stock item/warehouse combination. On successful submission to *Final* of the SN transaction, the system updates the referenced record on the Inventory Detail (INVND) table (based on the selected Item ID) with the values entered on the corresponding Commodity Detail line.

The Load Commodity Detail Lines action on the Commodity tab automatically creates the Commodity Detail lines for the selected Commodity line, if Commodity Detail lines do not already exist for the Commodity line. If the SN transaction references a SRQ transaction that has more than one CI transaction referencing it, then the Load Commodity Detail Lines action creates the Commodity Detail lines using the most recently submitted CI transaction first. Refer to the “SN Commodity” topic for more information about this action.

› Required/Conditionally Required Fields

A Commodity Detail line is required if the **Detail Information Required** flag is selected on INVN for the stock item and warehouse selected on the Commodity line. If the Detail Information Required flag is not selected on the Commodity line, then a Commodity Detail line cannot exist.

The following fields are required on this section:

- Item ID – If this field is populated, then after selecting Save, the system infers values from the corresponding record on INVND to this tab. If the SN transaction is referencing an OC transaction, then the value is inferred from the OC transaction and cannot be changed. If the SN transaction is referencing a SRQ transaction, then you must select a valid value from the pick list. Multiple Commodity Detail lines may be needed, if you are returning stock items for more than one INVND record.
- Item Status
- Returned Quantity - This field captures the quantity of the stock item being returned. The sum of the Returned Quantity fields on the Commodity Detail lines must equal the Returned Quantity on the referenced Commodity line. The value in the Returned Quantity field on Commodity Detail tab increases the amount in the On Hand Quantity field on INVND. If an OC transaction is referenced, then the value in this field cannot be greater than the Requested Quantity on the referenced OC transaction's Commodity Detail line. If an SRQ transaction is referenced, then the value in this field cannot be greater than the Issued Quantity on the Commodity Detail line of the CI transaction that was created by the referenced SRQ.

The following field is required, if Item Status is *Recalled*.

- Recall Reason

SN Accounting

The Accounting tab lists the accounting funds for each commodity line. The majority of fields on the SN Accounting line are common to accounting transactions and can be reviewed in the *Transactions User Guide*. The following field is unique to the SN transaction and is conditionally required if a record is inserted on the tab:

- Sub Total Line Amount

Stock Request (SRQ) Transaction Type

The Stock Requisition transactions provided the ability for internal users to request inventory items from warehouse defined in Advantage. In addition, authorized external customers can also request inventory items from the warehouse using a special form of the Stock Requisition transaction. The PREVENT_SRQ_INCREASE_QTY parameter available on Application Parameter (APPCTRL), controls the ability to increase the quantity on modification versions of the Stock Request (SRQ) transaction Type. When set to *True*, the system will not allow an increase to quantity on modification versions of the Stock Request (SRQ) transaction. When set to *False*, the system will allow users to increase the quantity on modification versions of the Stock Request (SRQ) transaction. This parameter has no effect on decreasing the quantity on SRQ modifications.

The SRQ transaction has five tabs:

- Header
- Accounting Distribution
- Commodity
- Accounting

Note: The SRQE transaction contains the same tabs and fields as the SRQ transaction. The only difference between the SRQ and SRQE transaction is that the SRQE transaction has an additional Vendor tab.

For the setup of the transaction, refer to the "Stock Requisition Transaction Setup" topic.

SRQ Delivered Transaction Codes

The SRQ Transaction Type has the following Transaction Codes (listed alphabetically by Transaction Name).

Transaction Name	Transaction Code	Intended Use
Stock Requisition	SRQ	Allows you to reserve quantities of stock items from an on-hand supply for later delivery. If the warehouse allows backorders, this transaction backorders any items that are not immediately available.
Stock Requisition for External Customers	SRQE	Allows you to reserve quantities of stock items from an on-hand supply for later delivery for external customers. If the warehouse allows backorders, this transaction backorders any items that are not immediately available.

Here are additional details concerning the Transaction Codes of SRQ Transaction Type:

› Standard Stock Requisition (SRQ)

The Stock Requisition (SRQ) transaction requests items stocked in inventory. The SRQ allows you to reserve quantities of stock items from an on-hand supply for later delivery. If the warehouse allows backorders, the Stock Requisition (SRQ) transaction backorders any items that are not immediately available. The SRQ is recorded in the system as a pre-encumbrance. An error will occur upon Submit if any of the adjustments to the quantities creates a negative amount in the Inventory Inquiry (INVNQ) table.

Actions specific to this transaction type may be controlled by the Component Line Limiting feature of the application. To see information about those transaction actions of this transaction type that may be controlled and recourses to take if a limit error is issued, refer to the "Line Number Limitations" topic in the *Transactions User Guide.*

- Stock Requisition for External Customers (SRQE)

  The Stock Requisition for External Customer (SRQE) transaction requests items stocked in inventory for external customers. The SRQE allows you to reserve quantities of stock items from an on-hand supply for later delivery. If the warehouse allows backorders, the Stock Requisition (SRQE) transaction backorders any items that are not immediately available. The SRQE is recorded in the system as a pre-encumbrance.

- Important features of SRQ Transactions

  The Stock Requisition transactions allow you to reserve quantities of stock items from an on-hand supply for later delivery. If the warehouse allows backorders, this transaction backorders any items that are not immediately available. The difference between the two transactions is that the SRQE allows you to request items stocked in Inventory for external customers.

  The Stock Requisition transactions can have multiple Commodity Lines and each Commodity Line can have multiple Accounting Lines. SRQ/SRQE transactions, on submit, reserve the Requested Quantity on the Inventory Table. Any amount of stock that cannot be reserved due to insufficient inventory is marked as backordered, provided the Backordering option is selected on the Warehouse Table for the entered Warehouse. If the Backordering option is not selected and the Requested Quantity is greater than the Available Quantity, then the SRQ/SRQE transaction is rejected. If the item being reserved has a backordered quantity greater than zero, all items on the SRQ/SRQE are placed on backorder even if an Available Quantity exists in Inventory.

  Overridable errors are issued if the Requested Quantity is less than the Minimum Issue Quantity or greater than the Maximum Issue Quantity specified on the Inventory Table for the entered Stock Item.

  A Ship Whole indicator can be selected on the Stock Requisition. This marks the Requisition for the goods to be sent only if all items on it have been reserved. If the Available Quantities are insufficient to reserve the entire requested quantity and the Ship Whole indicator on the Stock Requisition is not selected, the SRQ/SRQE transaction reserves the Available Quantity and backorders the balance. If the Ship Whole indicator is selected, none of the requested quantity of stock items is reserved. All items are backordered if the specified warehouse allows backorders.

  SRQ/SRQE transactions can be processed for Parent Stock Items as well as non-parent Stock Items. When the entered Stock Item is a parent Stock Item, the SRQ/SRQE transaction updates Reserved and Backordered buckets of both the Parent Stock Item as well as the Child Stock Item records.

Tasks

To create a SRQ transaction, go to Create Stock Requisition Transactions.

SRQ Header

The Header tab lists general information associated with the request.

- Required/Conditionally Required Fields

  The following fields are required, and if left blank are automatically populated by Advantage:

  - Record Date
  - Budget FY
  - Fiscal Year
  - Period
  - Shipping Location - if setup for user

  The following fields are conditionally required based on site specific setup on the Transaction Control (DCTRL) table:

  - Transaction Name
  - Transaction Description

  The following fields are conditionally required if a record is inserted on the tab:

  - Warehouse
  - Requesting Unit
  - Name
  - Phone Number
  - Delivery Date

SRQ Accounting Distribution

The Accounting Distribution tab is used as a data entry tool to quickly apply the same accounting elements and split to all commodity lines. The majority of fields on the SRQ Accounting Distribution tab are common to accounting transactions and can be reviewed in the *Transactions User Guide*.

SRQ Commodity

The Commodity tab lists all commodities associated with the request. Every SRQ transaction must have at least one commodity line, and each commodity line must have at least one accounting line.

- Required/Conditionally Required Fields

  The following fields are required, and if left blank are automatically populated by Advantage:

  - Unit Price

The following fields are conditionally required if a record is inserted on the tab:

- Stock Item

SRQ Accounting

The Accounting tab of the SRQ lists the accounting funds for each commodity line. The accounting tab of the SRQ transaction type is a required part of transaction data entry where one or more lines will record the chart of accounts. The sum of the Line Amount field on the accounting lines for a commodity line must equal the total of the commodity line they are funding. The majority of fields on the SRQ accounting line are common to accounting transactions and can be reviewed in the *Transactions User Guide*.

Stock Transfer Issue (TI) Transaction Type

The Stock Transfer Issue (TI) transaction initiates the transfer of items from one warehouse to another. TI transactions are entered into Advantage by the issuing warehouse. The TI transaction does not reference any Advantage transaction and is only referenced by the Stock Transfer Receipt (TR) transaction. When submitted to final, the TI updates Inventory Management and has no accounting effects.

When multiple warehouses carry the same stock item(s) and one warehouse has a surplus while another is in demand of that item, the two warehouses can transfer the stock item(s). The Stock Transfer Issue (TI) transaction allows you to record the number of goods being transferred to another warehouse. Inactive Inventory Location will not be allowed for this transaction. The Issuing Warehouse, with the surplus, enters the Stock Transfer Issue (TI) transaction to initiate the transfer of the items. On the TI, both the Issuing and Receiving Warehouses are entered, along with the Stock Item Number, Stock Item Suffix, Transfer Quantity, Issued Date and expected Delivery Date. Once the stock item(s) are received, the Receiving Warehouse enters a Stock Transfer Receipt (TR) transaction to complete the transfer of the item(s). An error will occur upon Submit if any of the adjustments to the quantities creates a negative amount in the Inventory Inquiry (INVNQ) table. Users can copy forward to a Stock Transfer Issue (TI) transaction from a Stock Request (SRQ) transaction with a Shipping Location that is a warehouse. The Pick and Issue (PI) transaction automatically generates a TI transaction for confirmed lines using a warehouse location.

The TI transaction has the following tabs:

- Header
- Commodity
- Item Location
- Commodity Detail

For the setup of the transaction, go to Stock Transfer Issue (TI) transaction setup.

TI Delivered Transaction Codes

The TI Transaction Type has the following Transaction Code.

Transaction Name	Transaction Code	Intended Use

Stock Transfer Issue	TI	Initiates the transfer of items from one warehouse to another.

Tasks

- To create a TI transaction, go to Create a TI transaction.
- To modify a TI transaction, go to Modify a TI Transaction.
- To Cancel a TI transaction, go to Cancel a TI Transaction.

TI Header

The Header tab lists general information associated with the transfer.

› Required/Conditionally Required Fields

The following fields are required, and if left blank are automatically populated by Advantage:

- Record Date
- Budget FY
- Fiscal Year
- Shipping Location

The following fields are conditionally required based on site specific setup on the Transaction Control (DCTRL) table:

- Transaction name

The following fields are conditionally required if a record is inserted on the tab:

- Name
- phone Number
- Issuing Warehouse
- Issued Date
- Delivery Date
- Receiving Warehouse

TI Commodity

The Commodity tab lists all commodities associated with the transfer.

› Required/Conditionally Required Fields

The following fields are conditionally required if a record is inserted on the tab:

- Stock Item
- Inventory Location - If the Track Quantity By Location flag is not checked on the Inventory Maintenance (INVN) page for the selected stock item/warehouse combination, then Advantage will infer the Inventory Location with the highest priority on the Inventory by Location (ILOC) page. This value cannot be changed. If the Track Quantity By Location flag is checked on the INVN page for the selected stock item/warehouse combination, then you must manually select the Inventory Location that has stock items being transferred. A Commodity line must be added for each Inventory Location that has stock items being transferred. The total On Hand quantity for the stock item is updated on INVNQ, and the On Hand Quantity for each inventory location with a stock item transferred is updated on ILOC and in the Location grids on INVN and INVNQ.

TI Item Location

The Item Location tab on the Stock Transfer Issue (TI) transaction allows you to capture detailed Inventory Location for the Issuing warehouse from which the stock item is being issued. If a Default Inventory by Location (ILOC) record exists, then on the validate/submit action, the system will auto generate the Item Location line using the Default record.

› Required Fields

- Location Structure
- Inventory Location
- Transfer Quantity

Date and Time fields default to the current Date and Time when the TI transaction is submitted to Final.

TI Commodity Detail

The Commodity Detail tab on the Stock Transfer Issue (TI) transaction allows you to capture detailed stock information at the time the stock item is being transferred to another warehouse. The Commodity Detail tab is only allowed on a TI transaction if the **Detail Information Required** flag is checked on the Inventory Maintenance (INVN) page for the selected stock item/warehouse combination. On successful submission to *Final* of the TI transaction, the system updates the referenced record on the Inventory Detail (INVND) table (based on the selected Item ID) with the values entered on the corresponding Commodity Detail line.

› Required/Conditionally Required Fields

A Commodity Detail line is required if the **Detail Information Required** flag is selected on INVN for the stock item and warehouse selected on the Commodity line. If the Detail Information Required flag is not selected on the Commodity line, then a Commodity Detail line cannot exist.

The following fields are required on this section:

- Item ID – If this field is populated, then after selecting Save, the system infers values from the corresponding record on INVND to this tab (except On Hand Quantity).

- Transfer Quantity - This field captures the quantity of the stock item being transferred to another warehouse. The value must be greater than or equal to 0. When a *New* TI transaction is submitted to *Final*, the amount in this field is subtracted from the amount in the On Hand Quantity field on INVND. When a *Modification* TI transaction is submitted to *Final*, the difference between the amount in this field and the amount in the Transfer Quantity field on the latest previous version updates the On Hand Quantity field on INVND. If the value in the Transfer Quantity field increased, then the value in On Hand Quantity is decrease by the difference. If the value in the Transfer Quantity field decreased, then the value in On Hand Quantity is increased by the difference.

Stock Transfer Receipt (TR) Transaction Type

The Stock Transfer Receipt (TR) transaction records the receipt of stock items that have been transferred from one warehouse to another. TR transactions are entered into Advantage by the receiving warehouse. The TR must reference a Stock Transfer Issue (TI) transaction and is not referenced by any other transaction. When submitted to final, the TR updates Inventory Management for the stock item record of the issuing and receiving warehouse. This transaction recognizes the receipt of transfer items by the receiving warehouse and adjusts the on-hand quantities of the receiving and issuing warehouses.

When multiple warehouses carry the same stock item(s) and one warehouse has a surplus while another is in demand of that item, the two warehouses can transfer the stock item(s). The Issuing Warehouse, with the surplus, enters the Stock Transfer Issue (TI) transaction to initiate the transfer of the items. The Receiving Warehouse enters a Stock Transfer Receipt (TR) upon receipt of the items, completing the transfer. On the TR transaction both the Issuing and Receiving Warehouses are inferred from the referenced TI, along with the Stock Item Number, Stock Item Suffix, Transfer Quantity and Issued Date. Inactive Inventory Location will not be allowed for this transaction. On the TR transaction, you must enter the Received Date, the Received Quantity and Received By information. An error will occur upon Submit if any of the adjustments to the quantities creates a negative amount in the Inventory Inquiry (INVNQ) table.

Once the TR transaction is finalized, if the APPCTRL parameter ENABLE_INV_STAGING is set to *No*, the 'Put-Away at Receipt Save Time' field on the TR transaction commodity line is defaulted to Yes and the TR transaction updates the On-Hand field on the Inventory table with the Received Quantity.

If the APPCTRL parameter ENABLE_INV_STAGING is set to *Yes*, the 'Put-Away at Receipt Save Time' field on the TR transaction commodity line is defaulted to *No* and the TR transaction does not update the On-hand quantity on inventory tables. Instead, it updates the Stock Items Staged for Put-Away (STGITM) table. Users then have to process modification versions of the TR transaction confirming that put away was completed by setting the Put-Away at Receipt Save Time field on the TR transaction commodity line to *Yes*, then this version of the TR transaction will perform the quantity updates on Inventory tables.

The TR transaction has the following tabs:

- Header
- Commodity
- Item Location

- Commodity Detail
- Accounting

For the setup of the transaction, go to Stock Transfer Receipt (TR) transaction setup.

TR Delivered Transaction Codes

The TR Transaction Type has the following Transaction Code.

Transaction Name	Transaction Code	Intended Use
Stock Transfer Receipt	TR	Recognizes the receipt of transfer items by the receiving warehouse and adjusts the on-hand quantities of the receiving and issuing warehouses.

Tasks

- To create a TR transaction, go to Create a TR transaction.
- To modify a TR transaction, go to Modify a TR Transaction.
- To Cancel a TR transaction, go to Cancel a TR Transaction.

TR Header

The Header tab lists general information associated with the transfer.

› Required/Conditionally Required Fields

The following fields are required, and if left blank are automatically populated by Advantage:

- Record Date
- Budget FY
- Period

The following fields are conditionally required based on site specific setup on the Transaction Control (DCTRL) table:

- Transaction Name
- Transaction Description

The following fields are conditionally required if a record is inserted on the tab:

- Ref Transaction Code

- Ref Transaction Dept
- Ref Transaction ID
- Received Date
- Name
- Phone Number

TR Commodity

The Commodity tab lists all commodities associated with the transfer.

› Required/Conditionally Required Fields

The following fields are required, and if left blank are automatically populated by Advantage:

- Received Quantity - note: allows zero.

TR Item Location

The Item Location tab on the Stock Transfer Receipt (TR) transaction allows you to capture detailed Inventory Location of the Receiving warehouse to which the stock item is being received. If a Default Inventory by Location (ILOC) record exists, then on the validate/submit action, the system will auto generate the Item Location line using the Default record.

› Required Fields

- Location Structure
- Inventory Location
- Received Quantity

Date and Time fields default to the current Date and Time when the TR transaction is submitted to Final.

TR Commodity Detail

The Commodity Detail tab on the Stock Transfer Receipt (TR) transaction captures detailed stock item information at the time the stock item is received from another warehouse. The Commodity Detail tab is only allowed on a TR transaction if the **Detail Information Required** flag is checked on the Inventory Maintenance (INVN) page for the selected stock item/warehouse combination. On successful submission to Final of the TR transaction, the system will insert a new record on the Inventory Detail (INVND) table with the values entered on the corresponding Commodity Detail line.

› Required/Conditionally Required Fields

A Commodity Detail line is required if the **Detail Information Required** flag is selected on INVN for the stock item and warehouse selected on the Commodity line. If the Detail

Information Required flag is not selected on the Commodity line, then a Commodity Detail line cannot exist.

The following fields are required on this section:

- Item Status
- Received Quantity – This field captures the quantity of the stock item received from another warehouse. The sum of the Received Quantity fields on the Commodity Detail lines must equal the Received Quantity on the referenced Commodity line. The value entered must be greater than or equal to 0. The value in the Received Quantity field on the Commodity Detail tab updates the On Hand Quantity on INVND and is inferred on the referencing TI transaction.

The following fields are conditionally required, if the **Lot Expiration Tracking** flag is selected on the INVN table for the Warehouse and Stock Item:

- Lot/Batch Number
- Lot/Batch Expiration Date
- Notification Days Prior to Lot Expiration

If the **Shelf Life** field is populated, then the following fields are required:

- Shelf Life Unit
- Notification Days Prior to Shelf Expiration

If the **Warranty Type** field is populated, then the following fields are required:

- Warranty Agreement Number
- Warranty Description
- Warranty Start Date
- Warranty Expiration Date
- Warranty Cycle Type
- Warranty Cycle

The Ref Commodity Detail Line is a required field on this tab and it must reference a valid Commodity Detail Line from the referenced TI transaction.

TR Accounting

The Accounting tab lists the accounting funds for each commodity line. The majority of fields on the SN Accounting line are common to accounting transactions and can be reviewed in the *Transactions User Guide*.

Common Business Tasks

Select from the list of the common business tasks for detailed information:

Create Stock Issue Confirmation Transactions

The Stock Issue Confirmation (CI) transaction must reference a Stock Requisition (SRQ) transaction and the CI transaction cannot be referenced by another transaction. The Stock Issue Confirmation for External Customer (CIE) transaction must reference a Stock Requisition for External Customer (SRQE) transaction. The CIE can be referenced by a Receivable for Inventory (REI) transaction. The CI and CIE transactions can either be created manually or by the Pick and Issue transaction.

A finalized Stock Issue Confirmation (CI/CIE) transaction *cannot* be modified or cancelled. To negate or modify a Stock Issue Confirmation, a Stock Return (SN) must be processed to return the unneeded stock items.

To create a Stock Issue Confirmation (CI) transaction, perform these steps:

1. Either Copy forward from SRQ, allow the PI to generate it, or create from the Transaction Catalog.
2. Complete the Header tab.

a. No particular Header field is mandatory nor is any required for this task. However, Transaction Name and/or Transaction Description can be conditionally required with the Transaction Control (DCTRL) table.

b. If the current Application Date should not be used, then manually enter the correct date in the Record Date field.

c. If the default Fiscal Year should not be used, then manually enter the correct year, (that is, prior year or next year), in the Fiscal Year field. Any manually entered year will be used on all accounting lines unless manually entered at that level.

d. If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior period or next period), in the Period field. Any manually entered period will be used on all accounting lines unless manually entered at that level.

3. Complete the Commodity tab.

   a. Click the Commodity link from the secondary navigation panel.

   b. Click the Insert New Line link.

   c. Enter the Ref Commodity Line Number

   d. Enter an Issued Quantity.

4. Complete the Item Location tab.

5. Complete the Accounting tab.

   a. Click the Accounting link from the Secondary Navigation Panel.

   b. Click the Insert New Line link.

   c. (Optional) Enter an Event Type, using the Event Type pick list icon. If a default was selected on AETDC, then this value will infer during transaction validation when the Event Type is blank.

   d. Enter the Line Amount to be paid.

   Notes:

   - The Accounting tab's Total Line Amount must equal the total from the Commodity tab.
   - Fiscal Year and Period will default to the Application Date, unless otherwise entered.
   - Budget Fiscal Year will default to the Application Date or as configured on the BFYINF, APBYINF or APBYFINF2 unless otherwise entered.
   - If budget lines are required, as defined on BUDREQ (Budget Requirements), the Fund and Detail Accounting elements must be valid budget lines for those budget structures.

5. Click the **Validate** button to validate for errors.

6. If errors exist, fix the errors and repeat Step 5. If no errors exist, then continue with Step 7.

7. Click the **Submit** button to submit the transaction.

Create an IA Transaction

To create an IA transaction, perform these steps:

1. Create from the Transaction Catalog.
2. Complete the Header tab.
    a. The Transaction Name and/or Transaction Description can be conditionally required with the Transaction Control (DCTRL) table.
    b. If the current Application Date should not be used, then manually enter the correct date in the Record Date field.
    c. If the default Fiscal Year should not be used, then manually enter the correct year, (that is, prior year or next year), in the Fiscal Year field. Any manually entered year will be used on all accounting lines unless manually entered at that level.
    d. If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior period or next period), in the Period field. Any manually entered period will be used on all accounting lines unless manually entered at that level.
    e. Enter the Warehouse.
3. Complete the Commodity tab.
    a. Click the Commodity link from the secondary navigation panel.
    b. Click the Insert New Line link.
    c. Enter the Stock Number.
    d. Select a valid Inventory Location if the Track Quantity By Location flag is checked on the INVN page for the selected stock item/warehouse combination. If the Track Quantity By Location flag is not checked, then leave this field blank and it will default to the Inventory Location with the highest priority on the Inventory by Location (ILOC) page.
    e. Enter the Change in Quantity or the Change in Unit Cost.
    f. Enter the Adjustment Code.
4. Complete the Accounting tab.
    a. Click the Accounting link from the Secondary Navigation Panel.
    b. Click the Insert New Line link.
    c. (Optional) Enter an Event Type, using the Event Type pick list icon. If a default was selected on AETDC, then this value will infer during transaction validation when the Event Type is blank.
    d. Enter the Line Amount.

    Notes:

- The Accounting tab's Total Line Amount must equal the total from the Commodity tab.
- Fiscal Year and Period will default to the Application Date, unless otherwise entered.
- Budget Fiscal Year will default to the Application Date or as configured on the BFYINF, APBYINF or APBYFINF2 unless otherwise entered.
- Accounting elements will default from the Warehouse or Inventory table.

5. Click the **Validate** button to validate for errors.
6. If errors exist, fix the errors and repeat Step 5. If no errors exist, then continue with Step 7.
7. Click the **Submit** button to submit the transaction.

Inventory Adjustment (IA) transactions may not be modified. Another Inventory Adjustment transaction must be created to reverse the effects of the original transaction.

Create an IC Transaction

To create an IC transaction, perform these steps:

1. Create from the Transaction Catalog.
2. Complete the Header tab.
   a. The Transaction Name and/or Transaction Description can be conditionally required with the Transaction Control (DCTRL) table.
   b. If the current Application Date should not be used, then manually enter the correct date in the Record Date field.
   c. If the default Fiscal Year should not be used, then manually enter the correct year, (that is, prior year or next year), in the Fiscal Year field. Any manually entered year will be used on all accounting lines unless manually entered at that level.
   d. If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior period or next period), in the Period field. Any manually entered period will be used on all accounting lines unless manually entered at that level.
   e. Enter the Warehouse.
3. Complete the Commodity tab.
   a. Click the Commodity link from the secondary navigation panel or Commodity bar.
   b. Select the Stock Item.
   c. Select the Stock Suffix.
   d. Enter the Change in Quantity or the Change in Unit Cost.
   e. Enter the Adjustment Code.
4. Click the **Validate** button to validate for errors.

5. If errors exist, fix the errors and repeat Step 4. If no errors exist, then continue with Step 6.
6. Click the **Submit** button to submit the transaction.

Inventory Correction (IC) transactions may not be modified. Another Inventory Correction transaction must be created to reverse the effects of the original transaction.

Create an OC Transaction

The warehouse clerk in the issuing warehouse enters the Over-the-counter (OC) transaction for the requested stock items. If all the requested stock items are available on-hand, the transaction is accepted. If the Available Quantity of a stock item is less than the Requested Quantity, when the Over-the-counter transaction is processed, the entire transaction is rejected instead of backordering the items with insufficient Quantity. Once the transaction is submitted, the Over-the-counter transaction updates the Inventory Table, decreasing the On Hand quantity and updating the Recorder Information and Inventory Drill Downs.

1. Create from the Transaction Catalog.
2. Complete the Header tab.
    a. The Transaction Name and/or Transaction Description can be conditionally required with the Transaction Control (DCTRL) table.
    b. If the current Application Date should not be used, then manually enter the correct date in the Record Date field.
    c. If the default Fiscal Year should not be used, then manually enter the correct year, (that is, prior year or next year), in the Fiscal Year field. Any manually entered year will be used on all accounting lines unless manually entered at that level.
    d. If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior period or next period), in the Period field. Any manually entered period will be used on all accounting lines unless manually entered at that level.
    e. Enter the Warehouse.
    f. Enter the Requesting Unit.
    g. Enter the Issuer ID and/or Issuer Information.
3. Complete the Commodity tab.
    a. Click the Commodity link from the secondary navigation panel.
    b. Click the Insert New Line link.
    c. Enter the Stock Number.
    d. Select a valid Inventory Location if the Track Quantity By Location flag is checked on the INVN page for the selected stock item/warehouse combination. If the Track Quantity By Location flag is not checked, then leave this field blank and it will default to the Inventory Location with the highest priority on the Inventory by Location (ILOC) page.
    e. Enter the Quantity.

f. (Optional) Enter the Unit Price.

4. Complete the Item Location tab.
5. Complete the Accounting tab.
   a. Click the Accounting link from the Secondary Navigation Panel.
   b. Click the Insert New Line link.
   c. (Optional) Enter an Event Type, using the Event Type pick list icon. If a default was selected on AETDC, then this value will infer during transaction validation when the Event Type is blank.
   d. Enter the Line Amount.
   e. If budget lines are required, as defined on BUDREQ (Budget Requirements), the Fund and Detail Accounting elements must be valid budget lines for those budget structures.

   Alternatively, if an accounting template has been configured on ACTPL, enter the Accounting Template Code.

   Notes:

   - The Accounting tab's Total Line Amount must equal the total from the Commodity tab.
   - Fiscal Year and Period will default to the Application Date, unless otherwise entered.
   - Budget Fiscal Year will default to the Application Date or as configured on the BFYINF, APBYINF or APBYFINF2 unless otherwise entered.
6. Click the **Validate** button to validate for errors.
7. If errors exist, fix the errors and repeat Step 5. If no errors exist, then continue with Step 7.
8. Click the **Submit** button to submit the transaction.

Modify an OC Transaction

An existing Over-the-Counter transaction can be modified. In the modification version, you can insert new Commodity Lines or Accounting Lines, change the Requested Quantity, change the Unit Price on the existing Commodity Line or cancel a line by modifying it to zero. You can select a different **Inventory Location** if the **Track Quantity By Location** flag is checked on the INVN page for the selected stock item/warehouse combination. In the modification transaction, if you enter the Requested Quantity or Unit Price, the entered values are considered as New Requested Quantity and New Unit Price and the modification transaction performs the calculations and updates only for the differential Quantity or differential Unit Price. In the modification transaction, you cannot change the Warehouse or the Budget Fiscal Year.

To modify an Over-the-Counter, perform these steps:

1. Open a previously processed OC transaction.
2. Select **Edit** to create a new Modification Draft version.

3. Make the necessary changes. (For example, if you are reducing the Quantity from 10 to 9, enter the new Line amount).
4. Click **Validate**.
5. If errors, correct errors and repeat step 4, then proceed to step 6.
6. Click **Submit** to submit the transaction to final.
7. View the Posting Lines.

Cancel an OC Transaction

Users can cancel an existing Over-the-Counter transaction as long as the OC transaction has not been referenced by the Stock Return (SN) transaction. In the Cancellation transaction, the user is only allowed to enter the Fiscal year and the Accounting Period. All other fields are protected on the Cancellation transaction, which is consistent with all other transactions in CGI Advantage Financial.

To cancel an Over-the-Counter transaction, perform these steps:

1. Open a previously processed OC transaction.
2. In the Action menu, select Discard to create a new cancellation draft.
3. Click the Submit button to submit the cancellation draft.

Create a PI transaction

The warehouse clerk in the issuing warehouse enters the Pick and Issue (PI) transaction for the requested stock items. Once the transaction is submitted, the Pick and Issue transaction updates the Inventory Table, decreasing the Reserved quantity and updating the Released Information and Inventory Drill Downs. In addition, the pick tickets are printed.

1. Create from the Transaction Catalog.
2. Complete the Header tab.
    a. The Transaction Name and/or Transaction Description can be conditionally required with the Transaction Control (DCTRL) table.
    b. If the current Application Date should not be used, then manually enter the correct date in the Record Date field.
    c. If the default Fiscal Year should not be used, then manually enter the correct year, (that is, prior year or next year), in the Fiscal Year field. Any manually entered year will be used on all accounting lines unless manually entered at that level.
    d. If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior period or next period), in the Period field. Any manually entered period will be used on all accounting lines unless manually entered at that level.
    e. Warehouse is inferred from the referenced Stock Requisition (SRQ) transaction to the Pick and Issue (PI) transaction.
    f. Load Pick Plan.

g. The Pick SRQ lines are populated.

h. On the Pick Bins tab, enter the Inventory Location and Actual quantity picked.

i. Change the Confirmed flag to *Yes*.

3. Click the **Validate** button to validate for errors.
4. If errors exist, fix the errors and repeat Step 3. If no errors exist, then continue with Step 5.
5. Click the **Submit** button to submit the transaction.

Create a SN transaction

The requestor wants to return items that were issued to them by entering a Stock Return (SN) transaction for the requested (returned) stock items. Once the transaction is submitted, the Stock Return transaction updates the Inventory table, updating the On Hand Information.

1. From the Transaction Catalog find the SRQ for which items need to be returned from.
2. Copy Forward from the SRQ to the SN.
3. Complete the Header tab.

   a. The Transaction Name and/or Transaction Description can be conditionally required with the Transaction Control (DCTRL) table.

   b. If the current Application Date should not be used, then manually enter the correct date in the Record Date field.

   c. If the default Fiscal Year should not be used, then manually enter the correct year, (that is, prior year or next year), in the Fiscal Year field. Any manually entered year will be used on all accounting lines unless manually entered at that level.

   d. If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior period or next period), in the Period field. Any manually entered period will be used on all accounting lines unless manually entered at that level.

   e. Enter the Returning Unit.

   f. Enter the Return Code.

   g. Enter the Returned By and/or Issuer Information.

4. Complete the Commodity tab.

   a. Click the Commodity link from the secondary navigation panel or the Commodity bar in the transaction.

   b. Enter the Return Quantity.

   c. Select a valid Inventory Location if the Track Quantity By Location flag is checked on the INVN page for the selected stock item/warehouse combination. If the Track Quantity By Location flag is not checked, then leave this field blank and it will default to the Inventory Location with the highest priority on the Inventory by Location (ILOC) page.

5. Complete the Item Location tab.
6. Complete the Accounting tab.
    a. Click the Accounting link from the Secondary Navigation Panel or the Accounting bar.
    b. (Optional) Enter an Event Type, using the Event Type pick list icon. If a default was selected on AETDC, then this value will infer during transaction validation when the Event Type is blank.
    c. Enter the Reference Accounting Line number.
    d. Enter the Line Amount.
    e. If budget lines are required, as defined on BUDREQ (Budget Requirements), the Fund and Detail Accounting elements must be valid budget lines for those budget structures.

    Alternatively, if an accounting template has been configured on ACTPL, enter the Accounting Template Code.

    Notes:

    - The Accounting tab's Total Line Amount must equal the total from the Commodity tab.
    - Fiscal Year and Period will default to the Application Date, unless otherwise entered.
    - Budget Fiscal Year will default to the Application Date or as configured on the BFYINF, APBYINF or APBYFINF2 unless otherwise entered.
    - The Accounting Elements will default from the referenced transaction.
7. Click the **Validate** button to validate for errors.
8. If errors exist, fix the errors and repeat Step 6. If no errors exist, then continue with Step 8.
9. Click the **Submit** button to submit the transaction.

Create Stock Requisition Transaction

A requestor would enter the Stock Requisition (SRQ) transaction, or Stock Requisition for External Customers (SRQE) transaction for requested stock items to be delivered at a later date. If all the requested stock items are available, the transaction is accepted. If the Available Quantity of a stock item is less than the Requested Quantity, when the Stock Requisition transaction is processed, the entire transaction is rejected if the Backorder Allowed flag is false for the given warehouse. If backorders are allowed, items with insufficient Quantity will be backordered. If the Ship Whole indicator is true, regardless of partial number of items that could be released, all items will be backordered unless the entire quantity can be released. Once the transaction is submitted, the Stock Requisition transaction updates the Inventory Table.

SRQ/SRQE transactions can be modified provided the Pick and Issue transaction has not been processed against the SRQ/SRQE transaction. On the SRQ/SRQE Modification transaction.

- You cannot change the Warehouse and Stock Item

- When creating the modification transaction, the Unit Price is equal to the last final transaction. If that price is different then what is now on Inventory, an override error is issued. If you blank out the Unit Price, it will be inferred from the Inventory table.
- Requested quantity cannot be decreased below the Issued Quantity – Returned Quantity.
- You can change the Issuer, Location, Delivery Date, or Ship Whole indicator on a modification transaction as long as the items have not been released/issued (that is, Released or Issued QTY = 0). Otherwise, these fields cannot be changed. If you have issued and then returned all of the items, you can modify the transaction once again.

SRQ/SRQE transactions can be cancelled only when:

- A Pick and Issue transaction has not been processed against the SRQ/SRQE transaction, that is Released Quantity is greater than “0” or
- The SRQ/SRQE has not been referenced by the CI transaction, that is the Issued Quantity is greater than '0'

On the Cancellation version of the SRQ/SRQE transaction, the Cancellation version of the SRQ/SRQE transaction does not infer any of the values from the Inventory Table. The Cancellation transaction removes the Issue Queue entry on the ISSQ table.

1. Create from the Transaction Catalog.
2. Complete the Header tab.
    a. The Transaction Name and/or Transaction Description can be conditionally required with the Transaction Control (DCTRL) table.
    b. If the current Application Date should not be used, then manually enter the correct date in the Record Date field.
    c. If the default Fiscal Year should not be used, then manually enter the correct year, (that is, prior year or next year), in the Fiscal Year field. Any manually entered year will be used on all accounting lines unless manually entered at that level.
    d. If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior period or next period), in the Period field. Any manually entered period will be used on all accounting lines unless manually entered at that level.
    e. Enter the Warehouse.
    f. Enter the Requesting Unit.
    g. Enter the Issuer ID and/or Issuer Information.
3. Complete the Commodity tab.
    a. Click the Commodity link from the secondary navigation panel.
    b. Click the Insert New Line link.
    c. Enter the Stock Number.
    d. Enter the Quantity.

e. (Optional) Enter the Unit Price.

4. Complete the Accounting tab.

   a. Click the Accounting link from the Secondary Navigation Panel.

   b. Click the Insert New Line link.

   c. (Optional) Enter an Event Type, using the Event Type pick list icon. If a default was selected on AETDC, then this value will infer during transaction validation when the Event Type is blank.

   d. Enter the Line Amount.

   e. If budget lines are required, as defined on BUDREQ (Budget Requirements), the Fund and Detail Accounting elements must be valid budget lines for those budget structures.

   Alternatively, if an accounting template has been configured on ACTPL, enter the Accounting Template Code.

   Notes:

   - The Accounting tab's Total Line Amount must equal the total from the Commodity tab.
   - Fiscal Year and Period will default to the Application Date, unless otherwise entered.
   - Budget Fiscal Year will default to the Application Date or as configured on the BFYINF, APBYINF or APBYFINF2 unless otherwise entered.

5. Click the **Validate** button to validate for errors.

6. If errors exist, fix the errors and repeat Step 5. If no errors exist, then continue with Step 7.

7. Click the **Submit** button to submit the transaction.

Create a TI transaction

The warehouse manager needs to transfer items from one warehouse to another by entering a Stock Transfer Issue (TI) transaction for the items needing to be transferred. Once the transaction is submitted, the Stock Return transaction updates the Inventory Table by updating the In Transfer Information.

1. Create from the Transaction Catalog.

2. Complete the Header tab.

   a. The Transaction Name and/or Transaction Description can be conditionally required with the Transaction Control (DCTRL) table.

   b. If the current Application Date should not be used, then manually enter the correct date in the Record Date field.

   c. If the default Fiscal Year should not be used, then manually enter the correct year, (that is, prior year or next year), in the Fiscal Year field. Any manually entered year will be used on all accounting lines unless manually entered at that level.

d. If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior period or next period), in the Period field. Any manually entered Period will be used on all accounting lines unless manually entered at that level.

e. Enter the Issuing Warehouse.

f. Enter the Issue Date.

g. Enter the Delivery Date.

h. Enter the Issuer ID and/or Issuer Information.

i. Enter the Receiving Warehouse.

j. Enter the Shipping Location.

3. Complete the Commodity tab.
4. Click the **Commodity** link from the secondary navigation panel or the **Commodity** bar.

   a. Click the Insert New Line link.

   b. Enter the Stock Number.

   c. Enter the Transfer Quantity.

   d. Select a valid Inventory Location if the Track Quantity By Location flag is checked on the INVN page for the selected stock item/warehouse combination. If the Track Quantity By Location flag is not checked, then leave this field blank and it will default to the Inventory Location with the highest priority on the Inventory by Location (ILOC) page.

5. Complete the Item Location tab.
6. Click the **Validate** button to validate for errors.
7. If errors exist, fix the errors and repeat Step 4. If no errors exist, then continue with Step 6.
8. Click the **Submit** button to submit the transaction.

Modify a TI Transaction

An existing Stock Transfer Issue (TI) transaction can be modified. In the modification version, you can:

- Insert new Commodity Lines
- Change the Transfer Quantity on an existing Commodity Line
- Cancel a line by modifying it to zero, if no items have been received against that line.
- Select a different Inventory Location on an existing Commodity Line if the Track Quantity By Location flag is checked on the INVN page for the selected stock item/warehouse combination.

To modify a Stock Transfer, perform these steps:

1. Open a previously processed TI transaction.
2. Select **Edit** to create a new Modification Draft version.

3. Make the necessary changes. (For example, if you are reducing the Quantity from 10 to 9.)
4. Click **Validate**.
5. Click **Submit** to submit the transaction to final.

Cancel a TI Transaction

You can cancel an existing Stock Transfer Issue transaction, but only if there have been no Stock Transfer Receipt (TR) transactions entered that reference the TI.

To cancel a Stock Transfer, perform these steps:

1. Open a previously processed TI transaction.
2. In the Action menu, select **Discard** to create a new cancellation draft.
3. Click the **Submit** button to submit the cancellation draft.

Create a TR transaction

The warehouse manager receives the items that were transferred to the warehouse by entering a Stock Transfer Receipt (TR) transaction for the items received. Once the transaction is submitted, the Stock Return transaction updates the Inventory Table by reducing the In Transfer Information and On Hand of the issuing warehouse and increasing the On Hand of the receiving warehouse.

1. From the Transaction Catalog select the TI and use the Copy Forward functionality to create the TR.
2. Complete the Header tab.
    a. The Transaction Name and/or Transaction Description can be conditionally required with the Transaction Control (DCTRL) table.
    b. If the current Application Date should not be used, then manually enter the correct date in the Record Date field.
    c. If the default Fiscal Year should not be used, then manually enter the correct year, (that is, prior year or next year), in the Fiscal Year field. Any manually entered year will be used on all accounting lines unless manually entered at that level.
    d. If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior period or next period), in the Period field. Any manually entered period will be used on all accounting lines unless manually entered at that level.
    e. Enter the Receive Date.
    f. Enter the Received By and/or Receiver's Information.
    g. Verify the reference information.
3. Complete the Commodity tab.
    a. Click the Commodity link from the secondary navigation panel or the Commodity bar.

b. Verify the Stock Number.

c. Enter the Received Quantity.

d. Select a valid Inventory Location if the Track Quantity By Location flag is checked on the INVN page for the selected stock item/warehouse combination. If the Track Quantity By Location flag is not checked, then leave this field blank and it will default to the Inventory Location with the highest priority on the Inventory by Location (ILOC) page.

4. Complete the Item Location tab.

5. Complete the Accounting tab.

   a. Click the Accounting link from the Secondary Navigation Panel.

   b. (Optional) Enter an Event Type, using the Event Type pick list icon. If a default was selected on AETDC, then this value will infer during transaction validation when the Event Type is blank.

   Note: The accounting elements will default from the Warehouse and/or Inventory table.

6. Click the **Validate** button to validate for errors.

7. If errors exist, fix the errors and repeat Step 5. If no errors exist, then continue with Step 7.

8. Click the **Submit** button to submit the transaction.

Modify a TR Transaction

An existing Stock Transfer Receipt (TR) transaction can be modified. In the modification version, you can:

- Insert new Commodity Lines
- Change the Received Quantity on an existing Commodity Line
- Select a different Inventory Location on an existing Commodity Line if the Track Quantity By Location flag is checked on the INVN page for the selected stock item/warehouse combination.
- Cancel a line by modifying it to zero with a Reference Type of Partial. This reopens the TI commodity line.
- Modify a line to zero with a Reference Type of Final to close the referenced TI.

To modify a Stock Transfer Receipt, perform these steps:

1. Open a previously processed TR transaction.
2. Select Edit to create a new Modification Draft version.
3. Make the necessary changes. (For example, if you are reducing the Quantity from 10 to 9).
4. Click **Validate**.
5. Click **Submit** to submit the transaction to final.
6. View the Posting Lines.

Cancel a TR Transaction

Advantage Inventory Management allows you to cancel an existing Stock Transfer Receipt transaction. In the TR Cancellation transaction, all the information is inferred from the previous final version of the transaction.

To cancel a Transfer Receipt, perform these steps:

1. Open a previously processed TR transaction.
2. In the Action menu, select **Discard** to create a new cancellation draft.
3. Click the **Submit** button to submit the cancellation draft.

Purchasing into Inventory

Advantage Procurement is designed to provide department users, purchasing and accounts payable personnel with operational support in the requisition, purchase, and payment process. Inventory Management is designed to aid warehouse personnel in effectively processing stock requisitions and managing reasonable inventory levels.

The Procurement and Inventory Control Subsystems are integrated in order to minimize inventory investments by basing purchasing decisions on inventory usage history. Since Inventory Management and Advantage Procurement are integrated, some of the procurement transactions, such as Purchase Requisitions, Purchase Orders and Receiver Transactions, update the inventory tables. For example, when a purchase order that contains a warehouse is accepted by Advantage Financial, On Order Quantity and Next Delivery Date fields are updated on the Inventory Inquiry page for inventory items. Similarly, purchasing and vendor lead times are calculated and incorporated by the inventory batch jobs that set reorder levels and order quantities. While Advantage Procurement may be installed without Inventory Management, the converse is not true. Purchase Requisitions, Purchase Orders and Receivers (RC) are the only way to update several fields on the inventory master tables.

Advantage Financial currently supports two accounting models for purchasing items into inventory:

- Purchase Method - Purchases are charged to a pre-defined budgetary account upon acquisition.
- Consumption Method - Inventory items are recorded as a memo asset upon acquisition, and charged to an operating budget upon issue from the warehouse for consumption.

The Payment Request transaction (PRC) is also integrated within Advantage Inventory. The PRC is an Accounts Payable transaction that functions as the bridge transaction linking procurement with accounts payable and inventory. The PRC is used to pay for warehouse items, and to update the extended cost on the inventory tables.

This topic includes the following:

Purchase Requisitions

A request for procurement recognizes the intent to incur an obligation. Purchase Requisitions (RQ) for Inventory transactions may be recorded in the system as memo references, as a true pre encumbrance, or with no accounting impact at all. This decision depends on the Accounting Method that is established for the Warehouse.

Purchase Requisitions capture descriptive information, such as Commodity Code, Delivery date and suggested Vendors, in addition to the account and item detail information. Purchase Requisitions can be processed for Inventory transactions as well as non-inventory transactions.

In order to process Inventory transactions using a Purchase Requisition, users have to enter a valid Warehouse on the Requisition (RQ) Transaction header and valid Commodity code and Stock Item suffix

on the Commodity Line. The following validations will be performed on the RQ transactions, when the user enters the Warehouse on the header:

- Entered Warehouse is valid on the Warehouse Table.
- Entered Commodity code is marked as “Inventory Commodity” on the Commodity Table.
- Entered Commodity code and Stock Item suffix are valid and Active on the Inventory Table.
- Entered Commodity code and Stock Item suffix are not to be marked as Parent Stock Item on the Inventory Table.
- The Unit of Measure entered on the Commodity line must be valid on the Unit of Measure by Vendor and Item (UOMV) table.
- The Accounting method on the Warehouse and the Accounting method on the Event Type Requirements table for the entered Event Type are the same.
- The Line Type must be Item.

Once the RQ transaction is finalized, it will update the Currently Requested field on the Inventory Table with the Requested Quantity from the RQ as follows:

- When the Smaller Unit for the entered stock item is “Purchase,” then the Currently Requested Quantity is updated with the quantity on the RQ transaction divided by the Multiplier entered on the Inventory Table.
- When the Smaller Unit for the entered stock item is “Issue,” then the Currently Requested Quantity is updated with the quantity on the RQ transaction multiplied by the Multiplier entered on the Inventory Table.

For more information on the Requisition transaction, please refer to the *CGI Advantage Procurement User Guide*, "Requisition State" topic.

Purchase Orders

After the base Advantage Financial system accepts a Purchase Requisition, the next step is to enter and process one or more Purchase Orders against the requisition. (A Purchase Order may also be entered without referencing a prior requisition.) Purchase Orders capture descriptive information such as Commodity Code, Delivery date, and Vendor information as well as the accounting and item detail information.

A Purchase Order for procurement recognizes the obligation for procuring an item. Purchase Orders for Inventory transactions may be recorded in the system as memo references, as a true encumbrance, or with no accounting impact at all. This decision depends on the Accounting Method that is established for the Warehouse.

In general, purchase orders generate encumbrance transactions, which increase total obligations and reduce unobligated account balances. They record obligations prior to the point at which goods are received or services are rendered.

In order to process Inventory transactions using the Purchase Order, users have to enter the valid Warehouse on the Purchase Order (PO) Header and valid Commodity code and Stock Item suffix (Optional) on the Commodity Line. The following validations will be performed on the PO transactions, when the user enters the Warehouse:

- Entered Warehouse is valid on the Warehouse Table
- Entered Commodity code is marked as “Inventory Commodity” on the Commodity Table
- Entered Commodity code and Stock Item suffix are valid and Active on the Inventory Table
- Entered Commodity code and Stock Item suffix are not to be marked as Parent Stock Item on the Inventory Table
- The Unit of Measure entered on the Commodity line must be valid on the Unit of Measure by Vendor and Item (UOMV) table for the Vendor Code on the PO.
- The Accounting method on the Warehouse and the Accounting method on the Event Type Requirements table for the entered Event Type are the same.
- The Line Type is Item

Once the PO transaction is finalized, it updates the On Order from Vendor field on the Inventory Table with the Ordered Quantity as follows:

- When the Smaller Unit for the entered stock item is “Purchase,” then the On Order from Vendor Quantity is updated with the quantity on the PO transaction divided by the Multiplier entered on the Inventory Table.
- When the Smaller Unit for the entered stock item is “Issue,” then the On Order from Vendor Quantity is updated with the quantity on the PO transaction multiplied by the Multiplier entered on the Inventory Table.

In addition, the following fields are also updated when the PO is finalized: Currently Requested Quantity field is reduced by the amount liquidated on the Requisition, the Next Delivery Date will be updated with the Expected Delivery Date of the PO, and the Last Ordered date is updated with the Transaction date of the PO.

For more information on the Purchase Order transaction, please refer to the *Advantage Procurement User Guide*, "Understanding the Award State' topic.

Receivers

Once the Purchase Order is processed, those items that were ordered will need to be received. The Receiver (RC) can be processed for Inventory transactions as well as non-inventory transactions. However, additional rules apply when a Warehouse value was coded on the referenced Purchase Order transaction.

In order to process Inventory transactions using the Receiver, users have to enter a valid reference to a Purchase Order (PO) Transaction on the Header, as well as the number of items received and whether it is a Final or Partial receipt on the Commodity Line. The following validations will be performed on the RC transactions when the referencing Purchase Order has the Warehouse entered on the commodity line:

- Entered Warehouse is valid on the Warehouse Table
- Entered Warehouse matches the Warehouse entered on the referenced transaction
- Entered Commodity code is marked as “Inventory Commodity” on the Commodity Table
- Entered Commodity code and Stock Item suffix are valid and Active on the Inventory Table

- Entered Commodity code and Stock Item suffix are not marked as Parent Stock Item on the Inventory Table
- The Unit of Measure entered on the Commodity line is the same as that of the Purchase unit entered on the Purchase Order.
- Item is not marked as Frozen for Accounting
- The change in On Hand cannot cause a negative Available Quantity.
- The Line Type must be Item.
- Entered Inventory Location on the Item Location tab is valid on the Inventory by Location (ILOC) table.

Once the RC transaction is finalized, if the ENABLE_INV_STAGING parameter on the Application Parameter (APPCTRL) page is set to *No*, the 'Put-Away at Receipt Save Time' field on the RC transaction commodity line is defaulted to *Yes* and the RC transaction updates the On Hand field on the Inventory table with the Received Quantity as follows:

- When the Smaller Unit for the entered stock item is "Purchase," then the On Hand Quantity is updated with the Delta Quantity on the RC transaction divided by the Multiplier entered on the Inventory Table.
- When the Smaller Unit for the entered stock item is "Issue," then the On Hand Quantity is updated with the Delta Quantity on the RC transaction multiplied by the Multiplier entered on the Inventory Table.

If the ENABLE_INV_STAGING parameter on APPCTRL is set to *Yes*, the 'Put-Away at Receipt Save Time' field on the RC transaction commodity line is defaulted to *No* and the RC transaction does not update the On-hand quantity on inventory tables. Instead, it updates the Stock Items Staged for Put-Away (STGITM) table. Users then have to process the modification version of the RC transaction confirming that put away was completed by setting the Put-Away at Receipt Save Time field on the RC transaction commodity line to yes, then this version of the RC transaction will perform the quantity updates on Inventory tables.

Inventory Control requires the entry of a Receiver transaction before payment for inventory items can be requested, as it is the receiver that updates the On Hand and Available quantity fields to reflect the quantities on the RC transaction.

For more information on the Receiver transaction, please refer to the *Advantage Procurement User Guide*, "Understanding the Post Award State" topic.

Payment Requests

Once the Purchase Order is processed and the items have been received, a payment may be requested. A Payment Request can be processed for Inventory transactions as well as non-inventory transactions. However, additional rules apply when a Warehouse value is coded on the referenced Purchase Order transaction.

In order to process Inventory transactions using the Payment Request, users have to enter a valid reference to a Purchase Order (PO) Transaction that ordered a warehouse commodity. (The factor that determines if a Procurement transaction is processing an inventory item is when a valid Warehouse code

has been entered on the transaction). The following validations will be performed on the PR transactions, when the referencing Purchase Order has the Warehouse entered on the commodity line:

- Entered Warehouse is valid on the Warehouse Table
- Entered Warehouse matches the Warehouse entered on the referenced transaction
- Line Type is Item

When a warehouse commodity is purchased, the Payment Request has two additional edits that differ from normal Payment Request processing (i.e. when a warehouse is not used). First, a Payment Request cannot pay for more than what has been received by the warehouse. Therefore, if the quantity on the PRC exceeds the received quantity on the referenced Purchase Order, than the transaction issues an error. Secondly, because the Purchase Order and Receiver are required to update the On Hand Quantity and Extended Cost of warehouse items, the Payment Request cannot directly reference a Requisition transaction that has a warehouse on the Header of the transaction.

Finally, before a Payment Request transaction is finalized it will verify that the transaction should update the Inventory table by checking if the PR Update Inventory Flag on the System Wide Options (SOPT) table is set to true. If the flag is true, then the Extended Cost on the Inventory Inquiry table will be updated to show the actual cost paid.

For more information on the Payment Request (PRC) transaction, please refer to the "PR Transaction Type" topic in the *CGI Advantage - Accounts Payable User Guide*.

Issuing Items from the Warehouse

Stock Items can be issued from the warehouse in two ways: Directly or Indirectly. In the direct method, a user physically goes to the warehouse to get the item, and an Over-the-Counter (OC) transaction is used to record the request and issuing of goods all in one step. In the indirect method, the user does not go to the warehouse, but instead requests an item from a remote location. In this case a Stock Requisition transaction (SRQ) is used. The warehouse manager can then create pick tickets to have items bundled and sent to the requestor. The Stock Issue Confirmation (CI) transaction records the issue of those goods and posts the accounting elements based on the purchasing method specified on the stock requisition transaction.

The approaches are:

- Direct Issuance

  Stock Items can be issued from the Warehouse directly by using the Over-the-Counter (OC) transaction.

- Indirect Issuance

  Stock Items can be issued from the Warehouse indirectly by using the following transactions:

  - Stock Requisition (SRQ) transaction
  - Stock Requisition for External Customers (SRQE) transaction
  - Pick and Issue (PI) transaction
  - Stock Issue Confirmation (CI) transaction
  - Stock Issue Confirmation for External Customers (CIE) transaction

  The Inventory Receivable Generation Chain Job creates Receivable for Inventory (REI) transactions. The REI transactions reference Stock Issue Confirmation for External Customers (CIE) transactions. REI transactions update the External Stock Return Issue Cross Reference (SNCIXREF) table.

Returning Items to a Warehouse

Items that have been purchased with the Over-the-Counter (OC) or Stock Requisition (SRQ) transaction can be returned to the warehouse using the Stock Return (SN) transaction. The Stock Issue Confirmation for External Customer (CIE) transaction must reference a Stock Requisition for External Customer (SRQE) transaction. The SN and SNE transactions allow the user to record the number of goods returned to the warehouse from where they were issued.

Once the SN transaction is finalized, if the ENABLE_INV_STAGING parameter on Application Parameter (APPCTRL) is set to *No*, the 'Put-Away at Receipt Save Time' field on the SN transaction commodity line is defaulted to *Yes* and the SN transaction updates the On Hand field on the Inventory table with the Received Quantity.

If the ENABLE_INV_STAGING parameter on APPCTRL is set to *Yes*, the 'Put-Away at Receipt Save Time' field on the SN transaction commodity line is defaulted to *No* and the SN transaction does not update the On-hand quantity on inventory tables. Instead, it updates the Stock Items Staged for Put-Away (STGITM) table. Users then have to process a modification version of the SN transaction confirming that put away was completed by setting the Put-Away at Receipt Save Time field on the SN transaction commodity line to Yes, then this version of the SN transaction will perform the quantity updates on Inventory tables.

Receivable for Inventory

The Receivable for Inventory (REI) transaction allows you to enter a transaction to record money owed as a result of goods or services provided, overpayment to a vendor, or anticipated receipt of unearned revenue. It results in the generation of an Invoice or Statement to bill customers. Accounting entries made by this page vary, depending upon the event type coded.

The Inventory Receivable Generation Chain Job creates Receivable for Inventory (REI) transactions. The REI transactions reference Stock Issue Confirmation for External Customers (CIE) transactions. REI transactions only update the External Stock Return Issue Cross Reference (SNCIXREF) table on cancellation of the transaction. On cancellations of REI transactions modified by the submission of a Stock Return for External Customers (SNE) transaction, the Invoice ID on the SNCIXREF table is cleared.

Please refer to the "Receivable (RE) Transaction Type" topic in the *CGI Advantage Financial - Accounts Receivable User Guide* for more information on Receivable transactions.

Transfer Between Warehouses

Advantage Inventory allows a manager to transfer stock between two distinct warehouses. When multiple warehouses carry the same stock item(s) and one warehouse has a surplus while another is in demand of that item, the two warehouses can transfer the stock item(s). The Stock Transfer Issue (TI) transaction allows you to record the number of goods being transferred to another warehouse. The Issuing Warehouse, with the surplus, enters the Stock Transfer Issue (TI) transaction to initiate the transfer of the items.

The following topics discuss the transactions used to transfer stock between warehouses:

- Stock Transfer Issue (TI) Transaction Type
- Stock Transfer Receipt (TR) Transaction Type

Manual Adjustments

The Inventory Adjustment (IA) transaction provides the ability to manually adjust inventory levels. Inventory Adjustment (IA) transactions are also generated during the Physical Inventory Reconciliation process to facilitate and record reconciliation of on-hand quantities with actual quantities. The Inventory module tracks the movement of inventory throughout the chain of events.

The Internal Inventory Adjustment (IIA) transaction provides the ability to:

- Add internally manufactured items to inventory with a single transaction.
- Record cost for the receiving party and reimbursement for the manufacturing party.
- Record adjustments to internal inventory to reduce or increase inventory quantities or costs during periodic inventory reconciliation.

Internal Inventory Adjustment (IIA) transactions are limited for use with stock items marked as Internally Manufactured on the Inventory Maintenance (INVN) table. This transaction cannot reference any transaction in the system nor be referenced by any other transaction.

Quantity and Unit cost cannot be modified at the same time unless the transaction is initializing inventory balances. If unit cost is decreased, the new extended cost assumes the new unit cost for all of the items. The extended cost is updated to the average of all items. The IIA adds to the current Unit Cost instead of replacing it. The IA transaction code changes extended costs for all items, using the current extended cost and adding the new inventory and quantity to it.

Cycle Counting

One of the key elements to Inventory is maintaining the appropriate stock levels. Physical Inventory Freeze allows stock items to be counted so that discrepancies between the recorded and actual on hand quantities can be accounted for. When discrepancies are discovered, the Inventory Reconciliation process creates Inventory Adjustment (IA) transactions to account for the change in On Hand Quantity, as well as any change in a Stock Item's cost.

Please refer to the “Physical Inventory Freeze Process” topic and the “Reconciliation Posting” run sheets in the *CGI Advantage - Inventory Run Sheets Guide* for more information on the batch processes.

Planning

Advantage Inventory provides the warehouse manager access to on-hand, reserved, released, backordered, On Order from Vendor, On Order from Warehouse, currently requested, and in transfer quantities. Inventory also provides the capability to calculate lead times, forecast demands, calculate reorder levels, and service backorders.

This topic includes information on the following:

Forecast

The Forecast Demand Calculation is used to compute projected forecast demands of an inventory item by month. These forecasted quantities are then used by the Reorder Quantity Calculation batch jobs to determine the optimum quantity to reorder. If an order is placed too far in advance, the stock items will have to be stored in inventory before they are ready for use. This will lead to an increase in inventory costs. If an order is placed too late, the stock items may not arrive on time, thus causing stock outs. The Forecast Demand batch job takes the forecast month as a parameter, reads the Inventory table for eligible records, calculates the forecast for that month, and updates the forecast quantity for that stock item's month on the Inventory table (INVNU). Finally, the process generates an Exception report.

Three methods are available to forecast demand: Manual, Seasonal and Non-seasonal.

- Manual Forecasts - Enables users to perform a more detailed analysis of a Stock Item's usage. Forecast will be calculated manually and not by forecast demand batch job.
- Non-seasonal - After calculating the demand over a specified number of months, the average of those demands called Mean demand will be considered as the forecast demand.
- Seasonal - The Mean Demand calculated as mentioned in the Non Seasonal method will be multiplied by the Seasonal Ratio to arrive at the Forecast Demand. The seasonal Ratio is calculated by comparing the Accounting period (corresponding to the forecast period) in the previous year with the rest of the previous year.

Forecast Demand is calculated in the following manner:

› Check the Forecast method

For each selected record, the batch job checks the Forecast method in the ABC Classification Parameter table using the Department Code, Unit Code and the ABC Class of the record:

- If the Forecast method is Manual, the record will be excluded from processing. This record will not be included in the Forecast Demand Exception Report as an exception.

- If the Forecast method is Seasonal or Non Seasonal, the Forecast Demand will be calculated for the record.

› Calculate Total Demand and Mean Demand for each record

The batch Job calculates the Total Demand and Mean Demand for each of the selected records, immaterial of whether the Forecast method is Seasonal or Non-seasonal. These values are used to arrive at the seasonal/non seasonal demand.

The Total Demand is calculated for the 'number of months' data available in the Inventory table. This in turn is used to calculate the Mean Demand.

The number of months' data available in the Inventory table is calculated as follows:

- Retrieve the First Receipt Date of the Stock Item record from the Inventory table.
- The calendar month and the Fiscal Year of the First Receipt Date is considered as the first month for which data is available.
- The Difference between the month for which forecast demand has to be calculated (from step 1) and the month calculated above is considered as the number of months' data available.
- When the Stock Item's First Receipt Date's Month is greater than the Reorder Month, the Reorder calculation process writes that Stock Item to the Exception report and excludes that stock item record from further processing. The message in the Report is "Calculation bypassed as the 'Number of months' available is less than zero". For Example: First Receipt Date is 8/10/01, Forecast Month from Parameter is 2 (February, 2002). The number of months for which previous issues is available is 6 (up to August 2001). The calculations will be done based on 6 months instead of 12 months.

The Total Demand is calculated as follows:

- Retrieve the number of months to be used for calculations from the ABC Classification Parameter table using the ABC Class for the selected record.
- Compare the number of months available in the Inventory table (calculated in the previous step) against the number of months specified on the ABC Classification Parameter table.
    - If Forecast Demand Quantity has to be calculated for period 'P', the Current Year Issue month prior to that month (that is, P -1) is considered as the first month of the specified number of months. Months prior to the first month (P -2, P-3 etc.) are considered as the second month and third month respectively until the specified number of months is reached. If the specified number of months is not reached after all the months of the 'Current Year Issue' are considered, the 'Prior Year 1 Issue' month is considered. For example, if the forecast demand has to be calculated for the month of October 2002 based on the demand for the previous 4 months, then September 2002 (Forecast Demand month of October 2002 less one) is considered as the first previous month of the specified number of months. August 2002, July 2002 and June 2002 is considered as the previous months 2, 3 and 4 respectively.

- If the number of months available is less than what is specified, the number of months is adjusted to the maximum available and the Total Demand calculated with the adjusted number of months. This information is displayed in the Forecast Demand Exception Report against the record. "The number of months is readjusted to 'n' number of months as the number of months specified on the ABC Classification Parameter table are not available." For example, if the Number of months specified on the ABC Parameters table is 10 and the Prior Year Issue available on the Inventory table is only for 6 months then the Total Demand is calculated by taking into account the Prior Year issues for 6 months only. The fact that the calculations are done based on 6 and not 10 months is displayed in the INFC Report.

- Total Demand is calculated as the sum (total) of issued quantity for the number of months specified on the ABC Classification Parameters table or the total of issued quantity for the adjusted number of months (if the number of months have been adjusted.)

The Mean Demand is calculated as follows:

- Mean Demand is calculated as the Total Demand divided by the number of months specified on the ABC Classification Parameters table or the adjusted number of months (if the number of months have been adjusted.)

› Calculate Seasonal Ratio if Forecast Method is Seasonal

This event is performed by the batch job only if the forecast method for a record is Seasonal. The Mean Demand calculated as mentioned in the Non Seasonal method is multiplied by the Seasonal Ratio to arrive at the Forecast Demand. The seasonal Ratio is calculated by comparing the month (corresponding to the forecast month) in the previous year with the rest of the previous year.

The batch Job retrieves the number of months for which the Previous Year Issue is available on the Inventory table for the selected record. Based on the number of months' data available (as calculated above) the Seasonal Ratio is calculated as follows:

- If the number of months available is <= 0, Forecast Demand will not be calculated. The record will be included in the Forecast Demand Exception Report.

- If the number of months is less than 13, Mean Demand is considered as the Forecast Demand. The record is displayed in the Forecast Demand Exception Report with the message "Seasonal forecast method is not valid until at least one year of data can be accumulated to create the seasonal adjustment factor. The forecast method used is Non-seasonal."

- If the number of months is greater than or equal to 13 but less than or equal to 24, then the Mean Demand is adjusted with the seasonal ratio based on a single year forecast. Seasonal ratio for a single year forecast is calculated as (Issued quantity for the corresponding period in Previous Year 1 divided by the total demand for Previous Year 1)* 12. For example, if the seasonal forecast demand has to be calculated for the period October 2002, (Issued Quantity for the month of October 2001 divided by the Total Demand for Previous Year 1)*12 will be the seasonal ratio.

- If the number of months is greater than 24, then the Mean Demand is adjusted with the seasonal ratio based on a multi year forecast. Seasonal ratio for a multi year forecast is calculated as (Issued quantity for the corresponding period in Previous Year 1 divided by the total demand for Previous Year 1 + Issued quantity for the corresponding period in Previous Year 2 divided by the total demand for Previous Year 2)* 6. For example, if the seasonal forecast demand has to be calculated for the period October 2002, (Issued Quantity for the month of October 2001 divided by the Total Demand for Previous Year 1+ Issued Quantity for the month of October 2000 divided by the Total Demand for Previous Year 2)*6 will be the seasonal ratio.

- If the Total demand for the Previous Year(s) is 0, the seasonal ratio is 1.

› Calculate Forecast Demand

Based on the Mean Demand and Seasonal ratio calculated in the previous events, the batch job calculates the Forecast Demand for each record as follows:

- If the Forecast method is "Non Seasonal", the Mean Demand is considered as the Forecast Demand.

- If the Forecast method is "Seasonal", Mean Demand is multiplied by the seasonal ratio in order to calculate the Forecast Demand.

If the Forecast Demand Calculated has more than 5 decimal places, the Forecast Demand is rounded off to five decimals places before updating the Inventory table.

› Update the calculated Forecast Demand and Generate Exception Report

Forecast Demand Quantity is calculated for all records except when the First Receipt Date is blank or the Forecast Method is Manual on the ABC Classification Parameters table. If the Forecast Demand Quantity is calculated for a record, than irrespective of the amount calculated or an exception associated with the record, the Inventory table is updated. The batch job updates the current Forecast Demand bucket on the Inventory table with the calculated Forecast Demand for each record.

In addition to calculating and updating the forecast demand, the batch job generates a report called the Forecast Demand Exception (INFC) Report for exception records (records for which the Forecast Demand was not calculated or calculated with a different method/ number of months than specified for that record).

Lead Time

The Lead Time Calculation is used to compute projected lead times for requisition processing and vendor response. The two lead times are used to determine how far in advance an order or request should be placed. If an order is placed too far in advance, the stock items will have to be stored in inventory before they are ready for use. This will lead to an increase in inventory costs. Also, if an order is placed too late, the stock items may not arrive on time, thus causing stock outs. The Requisition Processing Lead Time is the amount of time it takes for an item to be ordered once it has been requested. The vendor response lead time is the amount of time it takes between placing an order and receiving the stock items. These figures are computed using historical data of transactions found in the Commodity Journal.

The Lead Time Calculation batch job is primarily run at the end of the month before Reorder Quantity Calculation is run. It calculates the lead time for requisition processing and vendor response based on the dates of the requisition (RQ) and related purchase order (PO) and receiving (RC) transactions. The batch

reads the Commodity Journal and calculates the lead time of each stock item based on the specified parameters. The Requisition and Vendor lead time fields are updated on the Inventory Table.

The Lead Time Calculation program will calculate the requisition and vendor lead times for all stock items with procurement activity. It searches the Commodity Journal for RQ, PO, and RC transactions that fall within a specified time frame. The amount of time between the RQ and PO is the Requisition Lead Time, and the amount of time between the PO and RC is the Vendor Lead Time. Once calculated, the lead times will be updated on the Inventory Table. Also, an Exception Report will be used to show all transactions not selected due to the number of transactions processed being greater than the Number of Alternate Orders field on the Warehouse.

The Requisition and Vendor Lead Times will be calculated for each stock item with a fully referenced RQ or PO found on the Commodity Journal. The same stock item found in different warehouses will have different calculations. If an item has not been requested, ordered, or received in the given time frame, these calculations will not be computed.

- Requisition Lead Time Calculation

  The requisition lead time is calculated for each stock item. The calculation takes into account the quantity requested and the time between Requisition and Purchasing.

  The Lead Time Calculation job will search the Commodity Journal for records with transaction type 'RQ', with a Warehouse and a Transaction Date greater than or equal to the From Date Parameter. It will sort the records on Warehouse, Commodity, Stock Item Suffix, Transaction Code, Transaction Department Code, Transaction ID, Transaction Version Number, Vendor Line, and Commodity Line.

  For each RQ Commodity Line found that meets the parameter, the version of the transaction will be evaluated. If the Transaction Function of the initial version is a Modification or Cancellation transaction, all versions of the transaction are skipped. If the initial version of the transaction is ‘New’, the Transaction Date is stored. This is the date to be used in the lead time calculation. The last final version of the same RQ Commodity Line must be found to determine the quantity to use. The quantity found on the Commodity Journal represents the total quantity. If the Transaction Function of the last final version is New or Modification, then the transaction is selected for calculation, and the quantity stored. If the last final version is a Cancellation, the transaction will be skipped and no calculations will be made.

  In order to limit the calculation performed for a wide range of time, there is a limit to the number of transactions to perform the calculation on. If the Number of Alternate Orders field on the Warehouse (WHSE) is filled in, it will be the maximum number of transactions that should be selected for calculation. The transactions to select are the first records that meet the criteria that are fully referenced, meaning the total reference transaction Received Quantity is equal to the Ordered Quantity. Different versions of the same transaction will only count once. If the number of transactions processed is greater than the Number of Alternate Orders field, then an exception line will be output to the Exception Report.

  The Commodity Journal is then searched again for all PO Commodity Lines that reference the Requisition Commodity Line. Search for PO Commodity Lines where the RQ Transaction Code is equal to Reference Transaction Code, RQ Transaction Department Code is equal to Reference Transaction Department Code, RQ Transaction ID is equal to Reference Transaction ID, RQ Vendor Line is equal to Reference Vendor Line, and the RQ Commodity Line Number is equal to Reference Transaction Line. All selected records will

be sorted on Transaction Code, Transaction Department Code, Transaction ID, Transaction Version Number, Vendor Line Number, and Commodity Line Number.

For each PO Commodity Line returned, the transaction date of the initial version is stored. The last final version of the transaction will determine the quantity to use in the calculation. If the last final version is not a Cancellation, the transaction will be used. If the last final version is a Cancellation, the PO is skipped, no calculations are performed, and the next RQ Commodity Line is selected. The Requisition Lead Time is calculated by multiplying the number of items purchased by the number of days between the initial RQ and the initial PO. This calculation is done for each PO Commodity Line found referencing the Requisition. If the total number of items requested is equal to the number of items purchased, then the quantities calculated above will be summed up and divided by the total number of items requested. If the quantities are not equal, the RQ is skipped, and no calculations are performed. This is the Requisition lead time for one RQ Commodity Line.

If more than one RQ Commodity Line is found, then this process is repeated until all RQ's have requisition lead time calculations. These are then averaged to produce one lead time calculation for each warehouse stock item. This value should be rounded up and is the Requisition Lead time.

If no RQ or referencing PO transactions are found in the Commodity Journal, the Requisition Lead Time will not be computed. In this case, the Requisition Lead Time on the Inventory Table for the stock item will not be updated. If calculated, the Requisition Lead Time Field on the Inventory Table will be updated for each stock item.

- Vendor Lead Time Calculation

The vendor lead time is calculated for each stock item. The calculation takes into account the quantity purchased, and the time between Purchasing and Receiving.

This part of the Lead Time Calculation job will search the Commodity Journal for records with a transaction type 'PO', with a warehouse and a Transaction Date greater than or equal to the From Date Parameter. It will sort the records on Warehouse, Commodity, Stock Item Suffix, Transaction Code, Transaction Department Code, Transaction ID, Transaction Version Number, Vendor Line, and Commodity Line.

For each PO Commodity Line found that meets the parameter, the version of the transaction will be evaluated., If the Transaction Function of the initial version is a Modification or Cancellation transaction, all versions of the transaction are skipped. If the initial version of the transaction is New, the transaction date is stored. This is the date to be used in the lead time calculation. The last final version of the same PO Commodity Line must be found to determine the quantity to use. The quantity found on the Commodity Journal represents the total quantity, not just the difference of the quantity. If the transaction function of the last final version is New or Modification, then the transaction is selected for calculation, and the quantity stored. If the last final version is Cancellation, the transaction will be skipped and no calculations will be made.

In order to limit the calculation performed for a wide range of time, there is a limit to the number of transactions to perform the calculation on. If the Number of Alternate Orders field on the Warehouse (WHSE) is filled in, it is the maximum number of transactions that should be selected for calculation. The transactions to select are the first records that meet the criteria that are fully referenced, meaning the total reference transaction Received Quantity is equal to the Ordered Quantity. Different versions of the same transaction will only count once. If the number of transactions processed is greater than

the Number of Alternate Orders field, then an exception line will be output to the Exception Report.

The Commodity Journal is then searched again for all RC Commodity Lines that reference the Purchase Order Commodity Line. The Lead Time Calculation will search for RC Commodity Lines where the PO Transaction Code is equal to Reference Transaction Code, PO Transaction Department Code is equal to Reference Transaction Department Code, PO Transaction ID is equal to Reference Transaction ID, PO Vendor Line Number is equal to Ref Transaction Vendor Line, and PO Commodity Line Number is equal to Reference Commodity Line. All selected records will be sorted on Transaction Code, Transaction Department Code, Transaction ID, Transaction Version Number, Vendor Line number, and Commodity Line Number.

For each RC Commodity Line selected, the transaction date of the initial version is stored. The last final version of the transaction will determine the quantity to use in the calculation. If the last final version is not a Cancellation, the transaction will be used. If it is a Cancellation, the RC will be skipped, and the next one selected. The Vendor lead time is calculated by multiplying the number of items received by the number of days between the initial PO and the initial RC. This calculation is done for each RC transaction found referencing the Purchase Order. If the total number of items received is equal to the number of items purchased, then the quantities calculated above are summed up and divided by the total number of items purchased. This is the Vendor Lead Time for one PO transaction. If the quantities do not equal, the lead time is not calculated, and the next PO Commodity Line is selected.

If more than one PO Commodity Line is found, then this process is repeated until all PO's Commodity Lines have vendor lead time calculations. These are then averaged to produce one lead time calculation for each warehouse stock item. This value should be rounded up and is the Vendor Lead time.

If no PO Commodity Line or referencing RC Commodity Lines are found in the Commodity Journal, the Vendor Lead Time will not be computed. After each calculation, the Vendor Lead Time Field on the Inventory Table will be updated for each stock item.

Reorder Quantity

The Reorder Quantity process can be run periodically to calculate the Reorder Quantity of a Stock Item based on the previous demand of that Stock Item. It calculates and updates Safety Stock quantity and Reorder Level for the selected inventory stock items. Three methods are available to calculate Reorder Quantity in the ABC Classification Parameters table: Manual, Order Up To and Economic Order Quantity (EOQ).

- Manual - Users have the ability to calculate the Reorder Level Reorder Quantity and manually enter that into the system.
- Order Up To - A technique for steady demand patterns or grouped (multiple warehouses) reordering when one warehouse drops below its reorder level. The order quantity is determined as the sum of the 'order up to' amounts for all warehouses carrying this item. Only Reorder Level will be calculated and not the Reorder Quantity.
- EOQ - This method balances Inventory carrying costs against order costs. In addition to the Reorder Level, Reorder Quantity will be calculated.

The Reorder Quantity is calculated in the following manner.

› Check the Order Quantity method

- For each selected record, the batch job checks the Order Quantity method in the ABC Classification Parameter table using the Department Code, Unit Code and the ABC Class of the record:
- If method is *Manual*, record will be excluded from processing. This record is displayed in the Reorder Quantity Exception Report with the message “Item not processed as Reorder flag is manual in the ABC Classification Parameters table.”
- If the method is *Order Up To*, Reorder Level will be calculated for the record. Reorder Quantity will not be calculated for the record.
- If the method is *EOQ*, Reorder Level and Reorder Quantity will be calculated for the record.

› Calculate Total Deviation and Mean Absolute Deviation for each record

The batch job calculates the Total Deviation and Mean Absolute Deviation for each of the selected records, whether the Order Quantity method is *Order up to* or *EOQ*. Mean Absolute Deviation is used to calculate the Safety Stock for each record stock item.

The Total Deviation will be calculated for the number of months’ data available in the Inventory table. This in turn is used to calculate the Mean Absolute Deviation.

The number of months’ data available in the Inventory table will be calculated as follows:

- Retrieve the First Receipt Date of the Stock Item record from the Inventory table
- The calendar month and the Fiscal Year of the First Receipt Date will be considered as the first month for which data is available.
- The Difference between the month for which Reorder Quantity is calculated (from step 1) and the First Accounting Period (calculated above) will be considered as the number of months’ data available.
- When the Stock Item's First Receipt Date's Month is greater than the Reorder Month, the Reorder calculation process will write that Stock Item to the Exception report and exclude that stock item record from further processing. The message in the Report should be ‘Calculation bypassed as the ‘Number of months’ available is less than zero.’
- The maximum number of months’ data available for calculating Mean Deviation will be 12 + (Reorder Month - 1) as the Forecast Demand is available only for the past 12 months.

The Total Deviation will be calculated as follows:

- Retrieve the number of months to be used for calculations from ABC Classification Parameter table using the Department Code, Unit Code and ABC Class for the selected record.
- Compare the number of months available in the Inventory table (calculated in the previous step) against the number of months specified on the ABC Classification Parameter table.

- If Reorder Quantity will be calculated for period 'P', the Current Year Issue month prior to that month (i.e. P -1) will be considered as the first month of the specified number of months. Months prior to the first month (P -2, P-3 etc.) will be considered as the second month, third month respectively till the specified number of months is reached. If specified number of months is not reached after all the months of 'Current Year Issue' are considered, the 'Prior Year 1 Issue' months will be considered. For example, if the Reorder Quantity is to be calculated for month of October 2002 based on the demand for previous 4 months, then September 2002 (Reorder Quantity month of October 2002 less one) is considered as the first previous month of the specified number of months. August 2002, July 2002 and June 2002 are considered as the previous months 2, 3 and 4 respectively.

- If the number of months available is less than specified, the number of months will be adjusted to the maximum available and the Total Deviation calculated with the adjusted number of months. This information is displayed in the Reorder Quantity Exception Report against the record “The number of months is readjusted to 'n' number of months as the number of months specified on the ABC Classification Parameter table are not available.” For example, if the Number of months specified on the ABC Parameters table is 10 and the Prior Year Issue available on the Inventory table is only for 6 months then the Total Deviation is calculated by taking into account the Prior Year issues for 6 months only. The fact that the calculations are done based on 6 and not 10 months will be displayed in the Reorder Quantity Exception Report.

- Monthly Deviation is calculated as the absolute difference between the issued quantity for a month less the Forecast Quantity for that month for the number of months specified on the ABC Classification Parameters table or for the adjusted number of months (if the number of months have been adjusted). The maximum number of months’ data available will be 12 + (Reorder Month – 1).

- Total Deviation is calculated as the sum (total) of Monthly Deviations calculated in the previous step.

The Mean Absolute Deviation will be calculated as follows:

- The Mean Absolute Deviation is calculated as the Total Demand divided by the number of months specified on the ABC Classification Parameters table or adjusted number of months (if the number of months have been adjusted.)

› Calculate Safety Stock

Mean Absolute Deviation calculated in the previous step is used to calculate the Safety Stock, which in turn is used to calculate the Reorder level for each record.

The Safety Stock for each record is calculated as the Safety Stock Factor on the ABC Classification Parameters table multiplied by the Mean Absolute Deviation.

If the Safety Stock calculated has more than 5 decimal places, the Safety Stock will be rounded off to 5 decimal places before updating the Inventory table.

› Calculate Daily Average Usage

The Daily Average Usage is calculated as the Forecast Demand Quantity for the Reorder month divided by 30. For example, if the Reorder Quantity is to be calculated for the month of January 2002, the Forecast Demand Quantity for the month of January 2002 retrieved from the Inventory table divided by 30 will be considered as the Daily Average Usage.

› Calculate Total Lead Time

Total Lead Time is calculated as the sum (total) of the Required Lead time from the Inventory table, Vendor Lead time from the Inventory Table and Lead Time Adjustment from ABC Classification Parameters table.

› Calculate Reorder Level

Based on the Safety Stock Quantity, Daily Average Usage and Total Lead Time calculated in the previous events, the batch job will calculate Reorder Level as the addition of Safety Stock Quantity to Daily Average Usage multiplied by Total Lead Time i.e. (Daily Average Usage * Total Lead Time) + Safety Stock Quantity.

If the Reorder Level Calculated has more than 5 decimal places, the Reorder Level will be rounded off to five decimals places before updating the Inventory table.

› Calculate Reorder Quantity

The process checks for the flag Marked for Future Deletion on the Inventory table.

- If the Marked for Future Deletion flag is not checked, the Reorder Quantity will be calculated as follows: (This event will be performed by the batch job only if the Order Quantity method for a record is *EOQ*).
    - Calculate Annual usage as the total of Issued Quantity for the number of months specified on the ABC Classification Parameters table or adjusted number of months (if the number of months have been adjusted) divided by the number of months specified on the Classification Parameters table or adjusted number of months (if the number of months have been adjusted) * 12.
    - If the Number of months is zero, calculate Annual usage as zero and display in the Reorder Quantity Exception Report with the message ‘Annual usage cannot be calculated as Number of months specified on the ABC Classification Parameters table is zero.’
    - If EOQ percentage is zero on the ABC Classification Parameters table calculate Reorder Quantity as zero.
    - If the Unit Cost on the Inventory table is zero, calculate Reorder Quantity as zero.
    - Otherwise, calculate Reorder Quantity as square root of ((2 * Annual Usage * EOQ Order Cost from ABC Classification Parameters table)/(EOQ Percentage from ABC Classification Parameters table *Unit Cost from Inventory table)).
- If the Marked for Future Deletion flag is set to true, the Reorder Quantity is calculated as Backorder Quantity on Inventory table less On Order from Vendor Quantity On inventory table less Requisitioned Amount from the Inventory table.
- If the Include Shelf Life in Reorder Calculation equals Yes and the Order Quantity Method specified on the ABC Classification record defined on the INVN record =

EOQ, the system will include Shelf Life Expiration Date Shelf Life Expiration Days (SLED) in the Reorder Calculation as follows:

- Calculate the SLED, converting the expiration date into unit of Days.

  Shelf Life Expiration Date Shelf Life Expiration Days = Shelf Life * Shelf Life Unit (converting result to Days)

- Calculate the EOQ Number of Orders.

  EOQ Number of Orders = Forecast Quantity ÷ EOQ

- Calculate the EOQ Period (how many days it will take to use up the entire EOQ quantity).

  EOQ Period = Demand Period ÷ EOQ Number of Orders

  Note: In Advantage, the Demand Period is 30 days

- If the EOQ Period is greater than the SLED, recalculate the Reorder Quantity using the calculation of the EOQ Reorder Quantity shown below; otherwise use the calculated Reorder Quantity shown above in Step 5.

  EOQ ÷ [(Demand Period ÷ EOQ Number of Orders) ÷ SLED]

- If the Reorder Quantity calculated is less than zero, than the Reorder Level will be set to zero.
- If the Reorder Quantity Calculated has more than 5 decimal places, the Reorder Quantity will be rounded off to five decimals places before updating the Inventory table.

› Update the calculated Reorder Quantity and Generate Exception Report

Reorder Level/Quantity is calculated for all records except when the First Receipt Date is blank, Order Quantity Method is *Manual* on ABC Classification Parameters table or the Manual Reorder Flag is true on the Inventory table or the number of months is less than zero. If Reorder Level/Quantity is calculated for a record, then irrespective of the amount calculated or an exception associated with the record, the Inventory table will be updated. The batch job updates the Safety Stock and Reorder Level on the Inventory table with the calculated Safety Stock, and Reorder Level for each record that has the Order Quantity method as *Order up to*. If the Order Quantity Method for a record is *EOQ*, Reorder Quantity will also be updated on the Inventory table for that record in addition to the Safety Stock and Reorder Level.

Inventory Replenishment

Based on the ABC Classification settings, current inventory level, and historical usage, the Inventory Replenishment Review process and the Inventory Replenishment Review Transaction Generation chain calculates the recommended reorder quantity and determines if that item can be ordered from a preexisting Master Agreement or if items can be requested from a parent warehouse.

The Inventory Replenishment (IREP) table is one of the reference tables of the Inventory subsystem used to select items that have to be ordered for replenishment. Records are added to this table by the Inventory Replenishment Review (IREP Review) batch process and by transactions that belong to the

Inventory Replenishment Review (IRR) Transaction Type. Records cannot be added to this table by the user. Records added by the Inventory Replenishment Review process or IRR transaction can be changed or deleted by the user prior to the execution of the Inventory Replenishment chain process.

The Inventory Replenishment Review process searches the Inventory table for items that need to be reordered (Available Quantity less than Reorder Level) and places an entry on the Inventory Replenishment (IREP) table. If a Master agreement exists for the stock item (with Line Type = *Item* or *Catalog*), the Master Agreement number and vendor number are added to the IREP table. Otherwise, these fields are left blank. These fields are display only fields and values entered by the IREP process cannot be updated/changed by the user. The IREP Review process also updates warehouse, stock item, issue unit, description, and reorder quantity fields on the IREP table. Reorder Quantity is the quantity that is requested if the reorder is selected. Warehouse and Stock item fields are display only fields and values entered by the IREP process cannot be updated by the user. Issue unit, description and reorder quantity updated by the IREP process can be changed by the user. However, an overridable error is issued to inform the user that these values are different from the update by the IREP process. Values entered in the fields and changed manually are validated against the respective table. For instance, Reorder quantity will be validated against the Inventory Maintenance table.

The Inventory Replenishment Review Transaction Generation chain also searches the Inventory table for items that need to be reordered (Available Quantity less than Reorder Level); however, it creates an IRR transaction, which once submitted, adds a record to the IREP table for each line on the Inventory Replenishment tab of the transaction. The same edits issued on IREP are also issued on the IRR transaction, and all fields required on IREP are also required on the IRR transaction.

The Inventory Replenishment chain job uses the IREP table to select records for processing. Based on the information in the IREP table, the Inventory Replenishment chain process creates the required transactions (DO or PO transaction if Master Agreement fields are not null; Requisition (RQ) transaction, if Master Agreement field is null, and Stock Transfer Issue (TI) or Stock Request (SRQ) transaction if the Parent Replenishment flag is checked on the Inventory (INVN) table. To include the record for processing, each individual record on the IREP table needs be selected by setting the Selection Flag to true (selected). The Default value for this flag is false (unselected). When creating a Stock Request transaction, the Inventory Replenishment process will use the Stock Request Transaction field from the Warehouse (WHSE) table to default the Event Type. Regardless of the transaction created, records selected and processed will be purged from the IREP table.

Annual Close

Each inventory record has fields for issued and forecasted quantities broken down by months. The monthly issued quantities are maintained for two years, and the yearly totals are maintained for an additional 3 years. The monthly forecasted quantities are maintained for one year. At the close of each year, the Annual Close process is run to roll back the historical information stored on Inventory Inquiry (INVN) for each item. Actual quantities and forecasted quantities are both moved back one year, leaving an empty array of 12 months for the forthcoming year of actual and forecasted quantities. The Inventory Annual Close job is executed once at the end of each calendar year.

Inquiries

The following are the Inquiries for Inventory in Advantage:

Name	Page Code	Description
External Stock Return Issue Cross Reference	SNCIXREF	This table is used to track Stock Returns for External Customers (SNE) and the associated Stock Issue Confirmation for External Customers (CIE) Accounting Line(s) that the return was applied to.
Inventory Inquiry	INVNQ	This page stores information about each stock item stored at each warehouse (descriptive information, purchasing, historical use, reorder and cost information).
Issue Queue	ISSQ	This page provides in-process information about all stock requisitions associated with the specified warehouse that have not been closed by a Sock Issue Confirmation (CI) transaction.
Item Group by Child	ITMGC	This page allows you to search by the Child Stock Item and view their associated Parent.
Shortage Workbench	SHWB	This page provides information about all Stock Requisitions associated with a specified warehouse that are in progress.
Stock Return Issue Cross Reference – Commodity Level	SNCIXRFC	This page is used to cross reference Stock Return (SN) and Stock Return for External Customers (SNE) transactions to Stock Issue Confirmation (CI) and Stock Issue Confirmation for External Customers (CIE) transactions, respectively, at the Commodity level and Commodity Detail level, if applicable.
Warehouse Group	WHSG	This page displays Parent and Child Warehouse relationship information.
Search Issue Queue	SIQ	This page allows user to select single or multiple Stock Requests (SRQ) transactions to create Pick and Issue (PI) transaction in the Advantage Mobile Application.

External Stock Return Issue Cross Reference (SNCIXREF)

The External Stock Return Issue Cross Reference (SNCIXREF) table is used to track Stock Returns for External Customers (SNE) and the associated Stock Issue Confirmation for External Customers (CIE) Accounting Line(s) that the return was applied to. The SNCIXREF table is only updated by a Stock

Return referencing an external customer. Receivable (REI) and General Accounting Expenditure transactions (GAX) generated by the return of stock may also update this table on cancellation of the transaction.

Inventory Inquiry

Inventory Inquiry page is the most essential screen used and maintained by the Inventory Control Subsystem. It stores information about each stock item stored at each warehouse. This page maintains descriptive, purchasing, historical use, reorder and cost information. It also maintains on-hand, backordered, reserved, released and in-transfer stock balances. The Location tab provides a grid that displays stock item information at the location level (refer to the "Inventory by Location" topic for more information).

The Inventory Inquiry (INVNQ) page, Inventory Maintenance (INVN) page, and the Item Group (ITMG) page are used to establish and maintain inventory items, and their balances are reflected on the Inventory Inquiry page. The Inventory Maintenance page is used to associate an inventory item with a specific warehouse that is storing that item. In order to establish an inventory item, first there must be a valid warehouse on the Warehouse (WHSE) table and second, valid inventory commodities must exist on the Commodity (COMM) table. A warehouse manager can also bundle items that will be issued as a set on the Item Group table.

The following drill downs exist in the INVNQ page:

- Backordered Quantity
- Currently Requested Quantity
- In Transfer Quantity
- On Order from Vendor
- On Order from Warehouse
- Released Quantity
- Reserved Quantity

Refer to the "Inventory Inquiry" topic under Inventory Tables for more information.

Backordered Quantity

The Backordered Quantity drill down page allows you to view the current Stock Requisition transactions that modified the Backordered Quantity bucket for the selected inventory item. Only transactions with a Phase of *Final* are shown. You can link to the listed transactions by clicking on the transaction link in the grid. This will take you to the most recent version of the transaction that is *Final.*

Currently Requested Quantity

The Currently Requested Quality drill down page allows you to view the current Requisition transactions that modified the Currently Requested Quantity bucket for the selected inventory item. Only transactions with a Phase of *Final* are shown. You can link to the listed transactions by clicking on the transaction link in the grid. This will take you to the most recent version of the transaction that is *Final.*

In Transfer Quantity

The In Transfer Quantity drill down page allows you to view the current Stock Transfer transactions that modified the In-Transfer Quantity bucket for the selected inventory item. Only transactions with a Phase of *Final* are shown. You can link to the listed transactions by clicking on the transaction link in the grid. This will take you to the most recent version of the transaction that is *Final.*

On Order from Vendor

The On Order from Vendor drill down page allows you to view the current Purchase Order transactions that modified the On Order from Vendor Quantity bucket for the selected inventory item. Only transactions with a Phase of *Final* are shown. You can link to the listed transactions by clicking on the transaction link in the grid. This will take you to the most recent version of the transaction that is *Final.*

On Order from Warehouse

The On Order from Warehouse drill down displays details regarding the transactions that created the quantity on order from a warehouse. The value within the On Order from Warehouse field is the sum of all open Requests from Material Stock Requests (MSR) transactions and Express Transfer (ET) transactions to the receiving warehouse. This field does not include amounts from Transfer Issue (TI) transactions.

Released Quantity

The Released Quantity drill down page allows you to view the current Stock Requisition transactions that modified the Released Quantity bucket for the selected inventory item. Only transactions with a Phase of *Final* are shown. You can link to the listed transactions by clicking on the transaction link in the grid. This will take you to the most recent version of the transaction that is *Final.*

Reserved Quantity

The Reserved Quantity drill down page allows you to view the current Stock Requisition transactions that modified the Reserved Quantity bucket for the selected inventory item. Only transactions with a Phase of *Final* are shown. You can link to the listed transactions by clicking on the transaction link in the grid. This will take you to the most recent version of the transaction that is *Final.*

Issue Queue

Issue Queue (ISSQ) page provides in-process information about all stock requisitions associated with the specified warehouse that have yet to be closed by an Issue Confirmation (CI) transaction. This page is updated when Stock Requisition transactions are accepted and there are reserved quantities. The Confirmation ID fields Pick Date are updated when Pick and Issue Order (PI) transactions are accepted. Lines are deleted when the Issue Confirmation (CI) transactions are accepted.

The Vendor/Customer Code allows you to identify specific stock requests for a specific external inventory customer. The Vendor Customer Code field is blank for internal customers.

The ISSQ page provides a Create Pick and Issue action, which allows a user to create a Pick and Issue (PI) transaction by selecting one or multiple Stock Requisition lines from the ISSQ page.

When selecting the Create Pick and Issue action, Advantage transitions the user to the Create Transaction page. The Create Transaction page allows you to enter the transaction identification information (for example, Transaction Code, Transaction Department and Transaction Unit) for the new PI transactions. Refer to the “Creating” topic in the *CGI Advantage - Transactions User Guide* for more information on this page.

The Create Transaction link on the Create Transaction page will generate a new Pick and Issue transaction in the Draft phase that references the Stock Requisition Commodity lines that you have selected.

This page is the initial source that the Pick and Issue transaction processor uses to select which Stock Requisitions (SRQ) or Issue Confirmation (CI) transactions to process. As an inquiry table this page helps you correspond draft CI transactions created by PI transactions with their related SRQ transaction. This table is used for inquiry purposes only; therefore, all updates are performed internally within Advantage.

The Stock Request is the Transaction Code, Transaction Department, and Transaction ID of the SRQ transaction and allows you to link to the transaction. The SRQ transaction updates this page along with the Transaction Description, Modified Date, Shipping Additional Info, Delivery Date and Warehouse whenever a SRQ processes to final and there are reserved quantities. When a PI transaction is processed to final it updates the Issue Code, Issue Department, Issue ID, Confirmation ID and the Pick Date for each CI transaction against its referenced SRQ. The Confirmation ID allows you to link to the CI transaction. When the CI transaction is processed to final its record is removed from the table.

Item Group by Child

The Item Group by Child (ITMGC) page allows you to search by the Child Stock Item. By entering search criteria for the Child Stock Item, it enables you to find all associated parent items. You can then select the desired record from the grid, click on the Item Group link, and the associated Parent Item record is displayed on the Item Group (ITMG) table.

Shortage Workbench

The Shortage Workbench (SHWB) page provides information about all Stock Requisitions associated with a specified warehouse that are in progress. This page is updated when a Stock Requisition (SRQ) transaction is approved (goes to Final status) and there are reserved quantities.

The Requisition ID is the transaction ID of the Stock Requisition (SRQ) transaction and is an active link to the transaction itself. Clicking this link will transition to the transaction for additional details about SRQ. The SRQ transaction updates this page along with the Delivery Date and Warehouse, whenever an SRQ processes to final and there are reserved quantities. This page is the initial source that the unreserve processor uses to select, which Stock Requisition (SRQ) transaction to process.

Stock Return Issue Cross Reference – Commodity Level

The Stock Return Issue Cross Reference – Commodity Level (SNCIXRFC) page is used to cross reference Stock Return (SN) and Stock Return for External Customers (SNE) transactions to Stock Issue Confirmation (CI) and Stock Issue Confirmation for External Customers (CIE) transactions, respectively, at the Commodity level and if applicable, at the Commodity Detail level. You can search for a specific record by entering search criteria in the search fields on the scalar tab of the page. The grid contains the results of the search criteria. You can transition directly to a SN or SNE transaction by clicking the Return ID link. You can transition directly to a CI or CIE transaction by clicking the Confirmation ID link.

- When a new SN Transaction Type transaction submits to Final, a record is added on the SNCIXRFC page for the associated commodity lines for each Stock Issue Confirmation Commodity Line or Commodity Detail Line where a Return Quantity has been entered.
- For a modification to an existing SN Transaction Type transaction where the Quantity, Unit Price or Return Charge has been changed, the Stock Return transaction adds a new record to the SNCIXREC table using the difference (delta) between the Return Quantity, Return Amount and Return Charge from the current finalized modification version of the SN Transaction Type transaction and the previous finalized version.
- For a cancellation to an existing SN Transaction Type transaction the system reduces the Return Quantity (already marked as returned) on the corresponding CI Transaction Type transaction by the Return Quantity on the SN Transaction Type transaction and adds a new record to SNCIXRFC with the negative quantity.

Warehouse Group

The Warehouse Group (WHSG) page displays Parent and Child Warehouse relationship information. The Warehouse Group (WHSG) page contains both grid (Parent Warehouse, Parent Warehouse Description, Child Warehouse, Child Warehouse Description), as well as scalar views to show these relationships. When a record is highlighted in the grid, the details are displayed in the scalar.

When the Parent Warehouse field on the General Information tab of the Warehouse table is populated, a record is added to the Warehouse Group table to create a Parent/Child Warehouse relationship. Likewise, if the Parent Warehouse field is removed or modified on a Warehouse record, the corresponding record on the Warehouse Group page is deleted/updated. You can transition to the Warehouse table by clicking on the Warehouse link. When you transition back to the Warehouse table, the transition will take you directly to the Parent Warehouse record that was selected on the warehouse group table.

Advanced - Setup

Before the Inventory process can begin in Advantage Inventory, both Inventory specific and non-inventory tables must be set up. Some of these tables come pre-loaded with data, while others may need to be populated manually. Inventory table setup is divided into the following areas:

- Advantage Financial tables
- Advantage Procurement tables
- Advantage Inventory tables

Other Inventory specific tables must also be set up in order for certain areas of Advantage Inventory to work. These tables are grouped by transaction and are discussed in the appropriate topic:

- Over-the-Counter Transaction Setup
- Stock Requisition Transaction Setup
- Pick and Issue Transaction Setup
- Stock Issue Confirmation Transaction Setup
- Stock Return Transaction Setup
- Stock Transfer Issue Transaction Setup
- Stock Transfer Receipt Transaction Setup
- Inventory Adjustment Transaction Setup

Advantage Financial Tables

The following tables in Advantage Financial have setup that is specific to Advantage Inventory:

- COA Element tables, including Fund, Object, Balance Sheet Account and Revenue Source
- Special Accounts table
- Special Fund Accounts table
- System Wide Options table
- Event Type tables, including Event Type, Allowable Event Types tables, and the Event Requirements table
- Application Parameter table

Please refer to the "Fund Accounting Elements" *topic in the CGI Advantage Financial - Chart of Accounts User Guide* for more information on the COA Element tables.

Please refer to the following topics in the *CGI Advantage - Financial Administration User Guide* for information about the other tables mentioned above:

- Special Accounts and Special Fund Accounts

- System Options
- Accounting Configuration (for Event Type Tables topics)

Application Parameter

Although officially listed as an Infrastructure table, the Application Parameter table is one that is part of general system configuration. Options on this table are set once and do not vary by year, fund, department, transaction, or other factors. The table is very generic in its design so that it can host many different types of options with the **Parameter Name** and **Parameter Value** fields. Of the controls on this table, those listed below directly relate to the Inventory area. Each is discussed in other tabs in this user guide where functionality is detailed that uses the application parameter. **Note**: Any changes to records on this table should be followed by a bounce of all servers used for CGI Advantage Financial.

› Inventory Controls

Parameter	Description
Maximum Labels in INV_ILOC_POST Form (BAR_CODE_LBL_MAX_NO)	Maximum number of labels that can be printed on the INV_ILOC_POST form.
Default Label Print Form (BAR_CODE_LBL_PRNT_FORM)	Default value of the label print form to be used unless overwritten by value selected in the Print Job field on the Print Labels page. If the value is INV_ILOC_POST, the labels will print on 8 1/2 x 11 sheets, which should normally be used. If the value is INV_ILOC_INIT, the labels will print on 12 x 18 sheets, which is used for initial mass printing of labels for all locations.
Auto Calculate Inventory Requirements (AUTO_CALC_INV_REQ)	This parameter is used to calculate the Reorder information based on the historical data. When set to *YES*, the calculation of inventory requirements by classifications is based on the historical use analysis using the Utilization Type job. When set to *NO*, the Utilization Type job is disabled and the existing logic of replenishment of stock will be used.
Allow SN transaction Event Type change on Modification version (ALW_SN_EVNT_TYP_CHANGE)	This parameter is used to determine if the Event Type can be changed on a Stock Return (SN) modification version. When set to *Yes*, this parameter allows the Event Type to be changed from Non-Accounting to an Accounting Event Type on the SN type

	transactions and holds staging until version 2. When set to *No*, the Event type cannot be changed on the SN transaction modification version.
Allow SN transaction Accounting Line changes on Modification version after Put Away (ALW_SN_ACTG_LN_CHANGE)	When set to *Yes*, this parameter allows changes to the Accounting line on modification versions of the SN type transaction even after it is put away. When set to *No*, the Accounting line cannot be changed on the SN transaction Modification version once it is put away.
Enable Inventory Staging (ENABLE_INV_STAGING)	This parameter is used to determine if inventory quantities received (via RC, SN, and TR) should be staged or not. When set to *True*, the Inventory items will allow items to be staged for put away. When set to *False*, the receiving quantities on the Inventory Location (ILOC) will be directly updated without first being staged.
Allow Workflow Approval Sheet to Export to XML (ALLW_EXPORT_WF_APRV_SH_FL)	This parameter is used to display the approver's details on the Inventory Adjustment Cycle Count (IACC) form when printing the IACC transaction. When set to '*Y' (Yes)*, the system will export the approval information to the XML file that can be used to display the approver's details on the IACC's printed form. When set to '*N' (No)* (Default Value), the system will disable the XML export and will not display the approver's detail on the IACC's printed form.
Allow Inventory Freeze Modification (ALLOW_INVF_MOD)	This parameter determines if the Inventory Freeze table record can be modified after an IA transaction is created in draft. When the parameter is set to *No*, the INVF record cannot be modified once the IACC is generated. When set to *Yes*, the INVF table record can be modified even if a Draft IACC is generated.
Prevent increasing quantity on Stock Request modifications	Prevents users from increasing the quantity on Stock Request modifications, when set to

(PREVENT_SRQ_INCREASE_QTY)	*True*. This parameter is only considered while increasing quantity on SRQ modifications. When set to *False*, the system allows users to increase the quantity on modification versions of the Stock Request (SRQ) transaction.
Allow OC transaction modification version reduced to $0 (ALLOW_OC_MOD_ZERO)	When set to *Yes*, this parameter allows the user to zero down the requested quantity when modifying Over the Counter (OC) transactions. When set to *No*, this parameter does not allow the user to zero down the requested quantity when modifying Over the Counter (OC) transactions. The default value for this parameter is *No*.
Default transaction code for inventory mobile return (INV_MOBILE_SN_CD)	When set to *SN*, system generates a Stock Return (SN) transaction for Inventory Return created through the Mobile Application. When set to a clone of the Stock Return transaction, system generates the transaction with that code for an Inventory Return created through the Mobile Application. The Transaction Code must have a Transaction Sub-Type of SN.

Advantage Procurement Tables

The following tables in Advantage Procurement have setup that is specific to Advantage Inventory:

- Commodity
- Procurement Location
- Unit of Measure
- Procurement User
- State/Province
- Country
- County
- Vendor/Customer (When utilizing both Advantage Inventory Management and Advantage Procurement)

Please refer to the *Advantage Procurement User Guide* for information about the tables mentioned above.

Advantage Inventory Tables

The following tables must be setup in Advantage Inventory:

- Warehouse table and Warehouse Group table
- Warehouse Location Type (WLOCTYP)
- Warehouse Location Structure (WLOCST)
- Warehouse Inventory Location (WILOC)
- Auto Part Numbering (AUTOPANO) table
- Part Reference (PARTRF) table
- Part Type (PARTTYP) table
- Part Usage (PARTU) table
- Adjustment Code table
- Inventory Return table
- ABC Classification Parameter table
- Inventory tables
- Inventory by Location (ILOC)
- Approved Inventory Substitute
- Historical Part Number (HPARTNO)
- Inventory Fixed Asset (INVFA)
- Inventory Freeze table (INVF)
- Inventory Freeze History (INVFH)
- Item Transaction History (ITH)
- Stock Items Staged for Put-Away (STGITM)
- Unit of Measure by Vendor and Item (UOMV)
- Utilization Percentage By Warehouse (UPW)
- Inventory Adjustment Freight Exception Worklist (IAFW)

Warehouse Table

The Warehouse (WHSE) table is one of the master tables used in the Inventory module. This table allows users to search, register, maintain, and group warehouses.

Users access the Warehouse Management page from Page Search. This page provides links to the Warehouse Group page and Inventory Inquiry page, thus providing one 'navigational page' from which you can access warehouse and stock item information. The purpose of this navigational page is to provide one area where the user can go to register and maintain information about the warehouse and the stock items contained within it.

The information on the Warehouse page is used throughout the system to validate against and get specific operation conditions for inventory processes. Searching is allowed on the following fields: Warehouse Code, Warehouse Description, Parent Warehouse Code, Parent Warehouse Description, and Warehouse Location.

- Registering a Warehouse

  Registering a warehouse requires, at a minimum, a unique Warehouse Code, Description, Location, Account codes, Event Types, and an Accounting Method (Consumption or Purchase Method).

  - In the case of a Child Warehouse, the Primary and Secondary Parent Warehouse Code field can also be entered. While this identifies a relationship between a child warehouse and its parent, an entry is also required on the Warehouse Group page to complete the Parent/Child relationship). Both the Location and Parent Warehouse fields provide a pick for the user, which allow you to choose valid values from the associated tables. For example, the Location pick allows the user to select a valid warehouse location from the Procurement Location page and only displays locations with a Location Type equal to Warehouse. The parent warehouse picks allow the user to select a valid warehouse from the Warehouse page.

  - The Inventory Replenishment process can also replenish stock for a Child Warehouse from the Primary or Secondary Parent Warehouse. This is controlled by the Parent Replenishment and Replenish By fields on the Warehouse table and a batch parameter.

    - The **Parent Replenishment** flag indicates if the Inventory Replenishment process should generate a Stock Request (SRQ) when replenishing a child warehouse.

    - The **Replenish By** field indicates when determining if an item needs replenished, if the Inventory Replenishment process should consider the On-Hand Quantity or the Available Quantity.

  - The **Track Quantity By Location** flag indicates whether a warehouse is expected to track inventory quantity at the location level (*checked*) or stock item level (*not checked*). If this flag is checked on WHSE, then it defaults to checked on INVN for any new stock items added to the selected Warehouse. If this flag is *not checked* on WHSE, then it defaults to *not checked* on INVN for any new stock items added to the selected Warehouse.

- The **Salvage Warehouse** check box on the Warehouse table allows a warehouse to be marked as a Salvage warehouse. Transfers to the Salvage warehouses will not be counted as part of the Inventory Usage.
- The Primary Contact Code, Primary Contact Name, Alternate Contact Code and Alternate Contact Name fields are optional fields used by the Expiration Notification job to send notifications for lot and/or shelf expirations. Lot and shelf expiration information can be viewed on the Inventory Detail (INVND) page.
- If Maximo is being integrated, then the following fields must be set to indicate that inventory for this warehouse is being tracked in Maximo:
    - Source System – this field defaults to Advantage but needs to be set to Maximo for those warehouses that will have their inventory controlled by Maximo.
    - External Site – The External Site ID identifies the site associated with the external application being integrated with Advantage.
        - Is required if the **Source System** is set to *Maximo*.
        - Must be blank if the **Source System** is *Advantage*.
- The following controls are unique to the operation of each warehouse. These functions include:
    - Fields that are used to determine the minimum length of time the client wishes to retain inventory transactions (Stock Requisition, Over-the-Counter, Transfer, and Inventory Adjustment) on the Transaction Catalog after they are closed.
    - The number of purchase orders used to calculate lead times for inventory replenishment.
    - A check box to determine if transfer issues should be included in forecasting formulas for inventory replenishment.
    - Additional fields in this tab allow the warehouse management to determine if Backorders are accepted, or if they wish to charge for returned items and how to apply those charges, percentage or fixed amount.
    - You can also specify the transaction that will be used to process Stock Issue Confirmation transactions, as well as where Pick Tickets will be printed.
    - The ‘Warehouse Distribution Capability’ check box determines whether stock items from this warehouse are searchable and included in the result set on the Shopper (SHOP) page. Only warehouses with these Warehouse Distribution Capability check box selected are searchable on the SHOP page. If not selected, the associated inventory items for that warehouse will not be included.
    - The Infer Object on Adjustment Transaction field determines whether the object and sub-object fields on the Inventory Adjustment transactions will be inferred from the Adjustment Code (ADJC) or the Warehouse (WHSE) pages.
- Fields are provided to specify the default event type to be used on a Requisition, Purchase Order, or Payment Request transaction; Likewise, the default event type can also be established for Stock Request transactions created from the Inventory

Replenishment process; all others will come from the Transaction Control (DCTRL) table. When a warehouse is selected on one of the previously mentioned transactions, it is inferred from the Warehouse table. Unlike the Requisition and Purchase Order transaction types, there are two fields for the Payment Request transaction type. The Payment Request Transactions field is used on all accounting lines where the Reference Type is *Partial* or *Final* to request payment for goods received. The Credit Memo field is used when there was a credit of goods from the vendor in the form of a negative Receiver and Invoice so that the referenced Purchase Order is being re-opened for the credited quantity. The commodity lines in this scenario will have a Reference Type of *Inverse* to effect that update. A different event type is required for the Credit Memo field because of system configuration that requires an Inverse reference for those Payment Request event types that need to reopen the referenced Purchase Order. The Payment Request Transactions event type prohibits an *Inverse* reference.

- Chart of Account fields allow you to record the seller's (warehouse's) information that is inferred on various inventory transactions. The following COA elements are required when saving a warehouse entry: Fund, Default Object, Revenue, Department, Unit, and Default Balance Sheet Account (BSA). Additional accounting fields are provided and used within Advantage when establishing budgets.

Warehouse Group

The Warehouse Group is a separate page that is accessed by clicking on the Warehouse Group link on the Warehouse page. When the Parent Warehouse field on the General Information tab of the Warehouse table is populated for a Child Warehouse, a Warehouse Group record is automatically created. Likewise if the Parent Warehouse field is removed or modified, the corresponding Child record on the Warehouse Group page will be deleted/updated (deleted and re-added with the new relationship). When a record is highlighted on the Warehouse Group page, the user can transition back to the Warehouse table by clicking on the Warehouse link, which will display the Parent Warehouse record.

Warehouse Location Type

The Warehouse Location Type (WLOCTYP) page allows you to assign different names to standard types of warehouse locations based on your own internal classification and naming conventions. This page is delivered with a standard set of Warehouse Location Types based on typical classifications used in most warehouses.

The Warehouse Location Types set up on this page can be selected on the Warehouse Location Structure (WLOCST) page to define the structures for the Location Types for each warehouse.

Warehouse Location Structure

The Warehouse Location Structure (WLOCST) page allows you to define all allowable inventory location identification structures for a given Warehouse. Up to eight levels of identification may be defined for each warehouse location structure. The Location Type 1 through 8 fields provide a pick list to the Warehouse Location Type (WLOCTYP) page, and are automatically filtered to only display values that are valid for the Warehouse selected on WLOCST.

The WLOCST page ensures that the inventory locations are properly defined on the WLOCTYP page. For example, if you want to ensure that every Inventory Location has the proper Aisle, Rack, Shelf,

and Bin designation, then you can set up allowable location structures that ensure that all bins have parent shelves, all shelves have parent racks, and all racks have parent aisles. Similarly, if you choose to simply use Bin locations, then you can set up this table to prevent Bin locations from having a parent location type (that is, only Location Type 1 is populated).

Warehouse Inventory Location

The Warehouse Inventory Location (WILOC) page captures the available storage location within a warehouse based on the values in the Location Structure and Location Type 1 through 8 fields. Valid Location Structures are defined on the Warehouse Location Structure (WLOCST) page. Based on the Location Structure selected on WILOC, the Location Type fields are inferred from WLOCST. You must then populate the Location ID 1 through 8 fields if a value exists in the corresponding Location Type 1 through 8 fields. You can optionally populate the Barcode field.

This page allows multiple records per Warehouse/Location Structure combination. However, only one record is allowed per the combination of Warehouse / Location Structure / Inventory Location / Location Type 1-8 / Location ID 1-8.

Auto Part Numbering Table

The Auto Part Numbering (AUTOPANO) page allows you to create records that are used by the Inventory Maintenance (INVN) page to generate part numbers for stock items.

The Part Number Type field identifies which part number field the AUTOPANO record populates on the Inventory Maintenance (INVN) page, when the corresponding auto generate flag is selected on INVN. Valid values are:

- Part Number
- Alternate Part Number
- Statewide Part Number
- Department Part Number
- Internal Part Number

Part Reference

The Part Reference (PARTRF) page allows you to create Part Reference records that are used by the Inventory Maintenance (INVN) page to associate a Part Reference record with a stock item.

Note: If the Department is *ALL*, then the Part Reference record may be used by all departments. If a Part Reference record of *ALL* exists, a Department specific Part Reference record with the same Part Reference value is not allowed. The reverse is also true, if a Department specific Part Reference record has been defined, a Part Reference record that is applicable to all departments is not allowed with the same Part Reference value.

Part Type Table

The Part Type (PARTTYP) page allows you to create Part Type records that are used by the Inventory Maintenance (INVN) page to associate Part Types with stock items.

Note: If the Department is *ALL*, then the Part Type may be used by all departments. If a Part Type record of *ALL* exists, a Department specific Part Type record with the same Part Type value is not allowed. The reverse is also true, if a Department specific Part Type has been defined, a Part Type record that is applicable to all departments is not allowed with the same Part Type value.

Part Usage

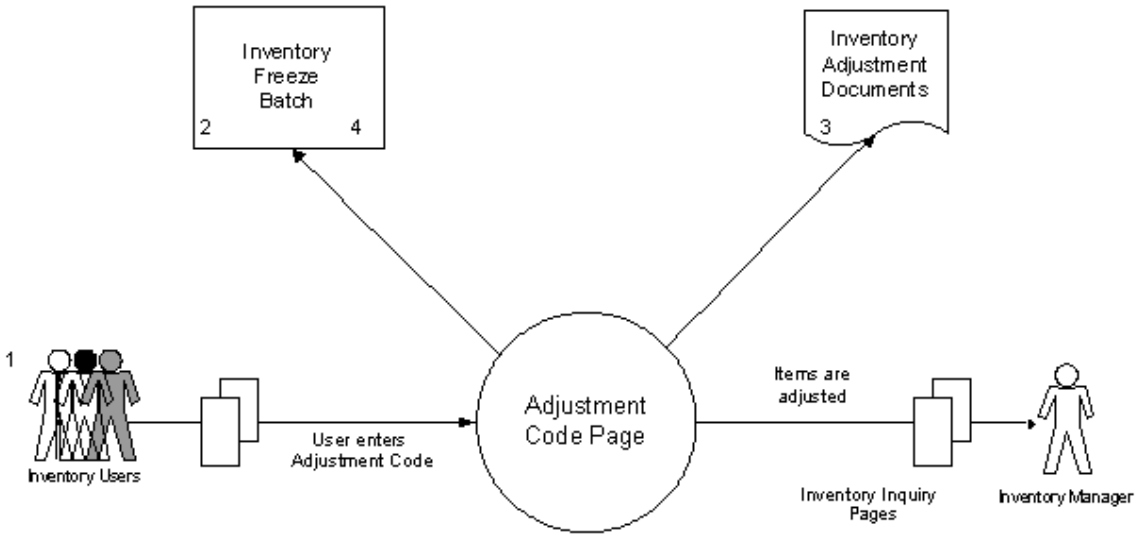
The Part Usage (PARTU) page allows you to create Part Usage records that are used by the Inventory Maintenance (INVN) page to associate a Part Usage record with a stock item.

Note: If the Department is *ALL*, then the Part Usage record may be used by all departments. If a Part Usage record of *ALL* exists, a Department specific Part Usage record with the same Part Usage value is not allowed. The reverse is also true, if a Department specific Part Usage record has been defined, a Part Usage record that is applicable to all departments is not allowed with the same Part Usage value.

Inventory Adjustment Table

The Inventory Adjustment (ADJC) table is used to define valid reasons why a stock item required an adjustment to inventory. In addition, the Inventory Adjustment table also allows the user the ability to define what Object to charge when posting the adjustment. When making an adjustment to the inventory, the system requires a valid reason to be stated. The Inventory Adjustment table is used to add, modify, and delete valid reasons for adjustments to inventory.

An inventory user enters a unique record into this table so that it can be used on the Inventory Adjustment (IA) transaction. An Adjustment Code cannot be deleted from this table, if it is being used on the IA transaction. The Physical Inventory Freeze process also uses the Adjustment Code (ADJC) table. The following diagram illustrates how the Adjustment Code table is used to validate adjustments to inventory.

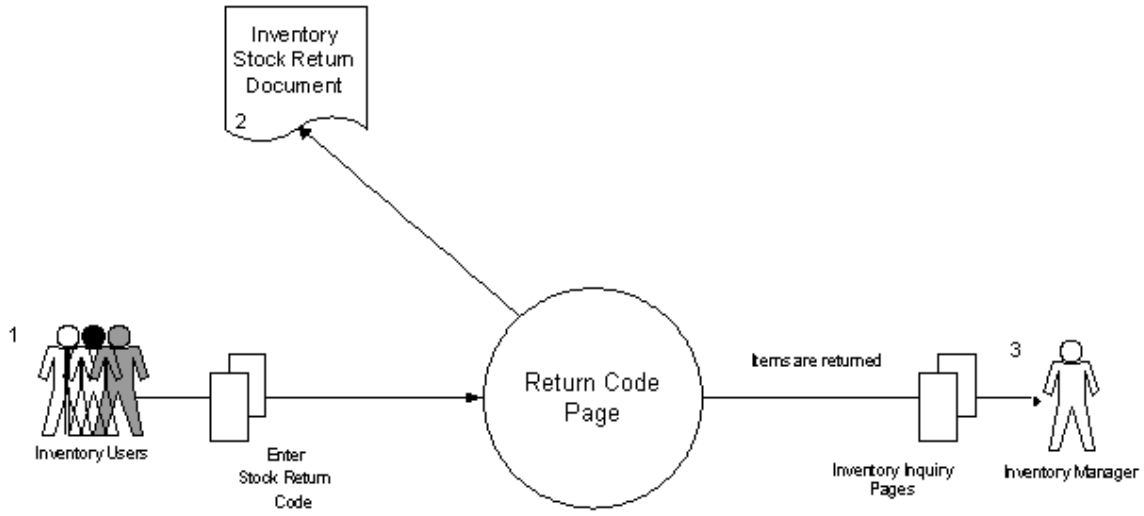


1. Inventory User enters the Adjustment Code on the Inventory Adjustment table.
2. The Inventory Freeze batch process validates against the Inventory Adjustment table.
3. The Inventory Adjustment transaction validates against the Inventory Adjustment table.
4. The Inventory Freeze batch processes selects the Adjustment Code from the Inventory Freeze batch process and uses it when generating Inventory Adjustment transactions.

Inventory Return Table

The Inventory Return (RETC) table is used to setup valid Return Codes to define why the stock item is returned to inventory.

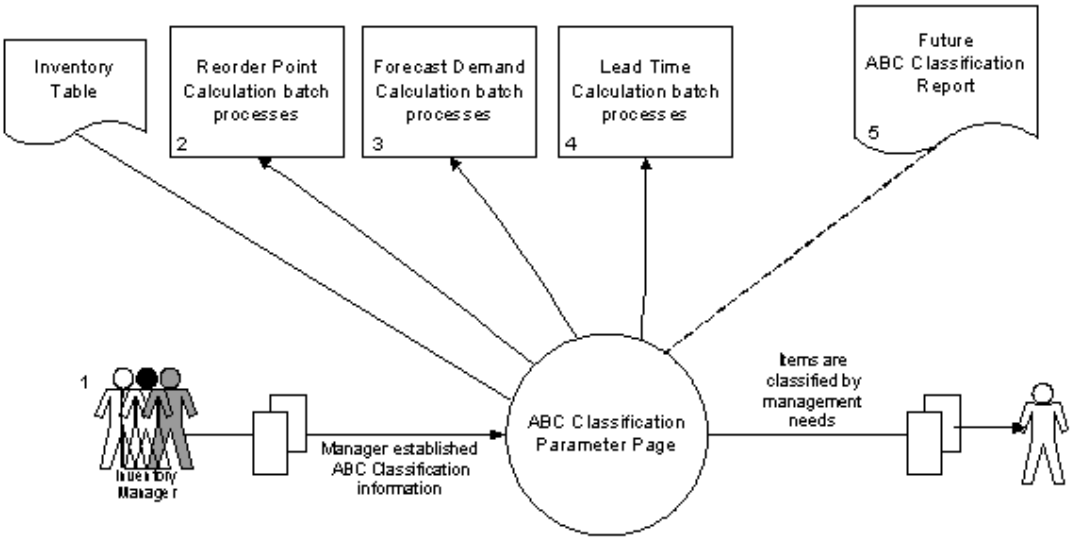
An inventory user enters a unique record in this table so that it can be used on the Stock Return (SN) transaction. A Return Code cannot be deleted from this table, if it is being used on a SN transaction. The following diagram illustrates how the Inventory Return table is used to validate stock item returns on the Stock Return (SN) transaction.



1. Inventory User enters the Return Code on the Inventory Return table.
2. Stock Return (SN) transactions validate against the Inventory Return table.
3. Inventory Inquiry Pages read the Inventory Return table for controls/validation.

ABC Classification Parameter Table

The ABC Classification Parameter (ABCP) page is used to set management parameters for stock items with similar management needs. Once established, these classifications are used throughout the inventory system to calculate and forecast stock levels, reorder points, and lead-time. The following diagram illustrates how the ABC Classification Parameter table is used along with the Inventory table and three batch processes to control stock levels.



1. Inventory Manager enters ABC Classification information on the ABC Classification Parameter (ABCP) page.
2. The Reorder Point Calculation batch process calculates the Safety Stock information using the Economic Order Quantity (EOC) stored in the ABC Classification Parameter.
3. The Forecast Demand Calculation batch process calculates and updates the forecasted demand for each stock item based on previous demand. The method used for an item's demand is stored in the ABC Classification Parameter as Manual Setting, Non-Seasonal/Regular, and Seasonal.
4. The Lead Time Calculation batch process calculates the requisition and vendor lead time for each active stock item in inventory.
5. An ABC Classification Report is created.

The Rules tab on the ABCP page has the following fields:

- **Rule Parameter** - The Rule Parameter field identifies the type of rule to evaluate.
    - Forecast Amount - The value of Forecast Amount will be determined by the Quantity in the Forecast tab of the Inventory Usage (INVNU) page multiplied by the Unit Price field on Inventory (INVN). These quantities will be summed for the number of years selected.
    - Forecasted Quantity - The value of Forecast Quantity will be determined by the Quantity in the Forecast tab of the INVNU page. These quantities will be summed for the number of years selected.

- Historical Usage Quantity - The value of Historical Usage Quantity will be determined by the Quantity in the Issue tab of the INVNU page. These quantities will be summed for the number of years selected.
- Historical Usage Amount - The value of Historical Usage Amount will be determined by the Quantity in the Issue tab of the INVNU page multiplied by the Unit Price field on INVN. These quantities will be summed for the number of years selected.
- Lead Time (Days) - The value of Lead Time (Days) will be determined by the value of the Lead Time Adjustment field on INVN.
- On Hand Amount - The value of On Hand Amount will be determined by the value of the On Hand Quantity field on INVNQ multiplied by the Unit Price field on INVN.
- On Hand Quantity - The value of On Hand Quantity will be determined by the value of the On Hand Quantity field on INVNQ.
- Unit Price - The value of Unit Price will be determined by the value of the Unit Price field on INVN.
- Active - The value of Active will be determined by the Active field on INVN. Checked indicates True and unchecked indicates False.
- First Received Date - The value of First Received Date will be determined by the First Receipt field on INVNQ. If this field is blank, the IS NULL operator will be true; otherwise, the IS NOT NULL operator will be true. When using the other operators, the condition will be determined by the number of days between the first receipt and the current date.
- First Effective Date - The value of First Effective Date will be determined by the First Effective field on INVNQ. This condition will be determined by the number of days between the first effective and the current date.
- Current ABC Classification - The value of Current ABC Class will be determined by the ABC Class field on INVN.

- **Comparison Operator** - The Comparison Operator field identifies how values will be compared when evaluating the Rule Parameter. The "IS NULL" and "IS NOT NULL" operators are only valid for the "First Received Date" Rule Parameter. The "Active" Rule Parameter, may only use the "=" and "<>" operators.
- **Comparison Value** - The Comparison Value field identifies value that will be compared against when evaluating the Rule Parameter. The comparison value must be formatted correctly to be evaluated.
- **Years to Evaluate** - The Years to Evaluate field identifies the number of years that should be evaluated for the specified Rule Parameter.

Inventory Tables

The inventory tables maintain information regarding issuing and purchasing sides of the inventory transactions, transaction history, inventory usage history, as well as facilitates the establishment and maintenance of stock items in inventory. There are five tables used to establish and maintain inventory items. The five inventory tables are the Inventory Maintenance (INVN) table, Inventory Detail (INVND), Item Group (ITMG) table, Inventory Inquiry (INVNQ) page, and Inventory Usage (INVNU) table. (Note: In

order to establish an inventory item, first there must be a valid warehouse on the warehouse table and second, valid inventory commodities must exist on the commodity table typically marked as inventory). The Inventory Maintenance (INVN) and the Inventory Inquiry (INVNQ) pages utilize the same table in the database.

The Inventory Maintenance table is used to associate an inventory item with a specific warehouse that is storing that item. This table contains the entire user maintained fields for the inventory page. The Inventory Detail (INVND) page allows you to record and track detailed information for each stock item. A warehouse manager can also bundle items that will be issued as a set on the Item Group table. For example, a requestor would request a toolbox (parent item) and would be issued a toolbox as well as a screwdriver and hammer (child items). The Inventory Inquiry page is a display only table that displays both the system maintained fields and the user maintained fields from Inventory Maintenance. The Inventory Markups (INVMKUP) page defines the fixed price markups that can be selected on the INVN page to be used in calculating the Unit Price based on the selected Pricing Method. Finally, the Inventory Usage table is used to change monthly usage and forecast quantities.

This topic includes the following:

Inventory Maintenance

The Inventory Maintenance (INVN) table is used to add and maintain stock items in inventory. In addition to Stock Item and Warehouse Number, it is used to specify other essential stock item information such as Description, Suggested Vendor, Units of Issue, Purchase/Costing Methods, Pricing Methods, Surcharges and/or Unit Price, Shelf Life, and the Stock Group. The Track Quantity By Location flag indicates whether the stock item tracks inventory quantity at the location level (checked) or at the stock item level (not checked). The default value for this flag is inferred for new stock items based on the setting of the Track Quantity By Location flag on the Warehouse (WHSE) page. Part information (such as UPC, UNSPSC, Barcode, various part numbers, usage, references, and special handling instructions) can be recorded on the INVN table. This set of pages also facilitates the specification of other inventory management parameters like Parent Items, Active/Inactive Items, Maximum/Minimum Issue Quantities, Quantity Per Issue, ABC Class, and also allows for overriding the seller Object code, Revenue Source code, Departmental Object code, Departmental Revenue Source code, and BS account that are inferred from the warehouse table. It also provides an option to apply fixed price markups to the Unit Price at the warehouse/stock item level by selecting values in the Markup 1 through Markup 5 fields. The allowable fixed price markups are defined on the Inventory Markups (INVMKUP) table to allow for standardization of such charges across the site. Only the active records from the Inventory by Location (ILOC) table are displayed on the Location tab of this table.

› Required/Conditionally Required Fields

- If the **Detail Information Required** flag is checked on INVN, then detailed information about the stock item is displayed on the Inventory Detail (INVND) page and can be entered on transactions that have the Commodity Detail tab. The

Inventory Maintenance Detail link is active if the Detail Information Required flag is checked. This link transitions you to the INVND page filtered by the selected Warehouse and Stock Item combination.

- If the **Detail Information** flag is selected for the stock item, then detail level information is required for the given stock item. Detail information is required on the Inventory transactions and is captured on the Commodity Detail tab of Inventory related transactions and recorded on the Inventory Detail (INVND) table.
- If the Internally Manufactured flag is selected for the stock item, then the Extended Cost equals the Old extended cost + (IIA quantity * IIA Unit cost). If the Internally Manufactured flag is not selected for the stock item, then the Extended Unit Cost is replaced for all items based on the value entered in the IA Quantity or IA Unit Cost field.
- If the Internally Manufactured flag is selected for the stock item, the Reorder Quantity should be set at a level such that the Inventory Replenishment process will not be triggered for these items.

› Special Notes on the Auto Generate Part Number flags

- The INVN page allows you to capture several different part numbers for the selected stock item via one of the following fields:
  - Part Number
  - Alternate Part Number
  - Statewide Part Number
  - Department Part Number
  - Internal Part Number
  - Manufacturer Part Number
  - Distributor Part Number
- The first 5 part number fields listed above have a corresponding Auto Generate flag, that when selected, Advantage will automatically generate the part number based on setup on the Auto Part Numbering (AUTOPANO) table.
- If the part number field is blank and the corresponding auto generate flag is selected, then, on Save, the system looks for a record on the AUTOPANO page that matches the Department, Part Number Type and corresponding prefix (if specified on INVN; otherwise ***** is used). If a matching AUTOPANO record is found, the system sets the respective part number field using the Next Available Part Number from the AUTOPANO record. If a matching record is not found, then an error is issued.
- In generating the part number from the Next Available Part Number field, the system determines the length of the part number based on the Max Part Number Length field on the matching AUTOPANO record. If a Prefix was used to find the AUTOPANO record, the length of the Prefix is included in determining the generated part number. For example, if a Prefix with a length of 5 characters was

used to find the matching AUTOPANO record and the Max Part Number Length is 12, the actual number portion of the generated part number cannot exceed 7 characters. If no prefix was used, then the actual number portion can be the entire 12 characters.

- Once the length has been determined, the system will truncate the value returned from the Next Available Part Number field from the left to be within the Max Part Number Length, less the Prefix if one was used to find the matching AUTOPANO record. If the Pad Left with Zeros field on AUTOPANO record is selected, then the system will pad the part number with zeros on the left side. Using the previous example, if the Next Available Part Number is 721, the Max Part Number Length is 12, a Prefix of 5 characters (ABCDE) was used, and the Pad Left with Zeros flag is selected, then the system generated part number is ABCDE0000721. If a Prefix was not used, the part number generated would be 000000000721. If no Prefix was used and the Pad Left with Zeros flag is not selected, then the system generated part number is 721.

- After successfully generating the part number on INVN, the system increments the Next Available Part Number by 1 on the matching AUTOPANO record.

Inventory Detail

The Inventory Detail (INVND) page allows you to record and track detailed information for each stock item. Records can only be added to this page when transactions that belong to the RC, IA and TR Transaction Types are submitted to Final. The Commodity Detail tab on the transactions updates INVND, and that tab can only be populated if the Detail Information Required flag is selected on the Inventory Maintenance (INVN) page for the selected stock item/warehouse combination. Some of the fields on INVND records can be modified directly on the INVND page; other fields can only be updated by submitting transactions that belong to the RC (RC Sub Type), CI, OC, SN, IA (IA and IIA Sub Types), TI, and TR Transaction Types.

You can access the INVND page from Page Search or from the INVN page. If you access INVND from Page Search, then you must enter search criteria to locate the desired INVND record. If you access INVND by selecting the Inventory Detail link on INVN, then the records are automatically filtered based on the Warehouse and Stock Item selected on INVN.

The INVND page contains the following links:

- **Inventory Maintenance** – This link transitions you to the INVN page and is filtered by the selected Warehouse/Stock Item combination.

- **Inventory Inquiry** – This link transitions you to the INVNQ page and is filtered by the selected Warehouse/Stock Item combination.

- **Warehouse Maintenance** – This link transitions you to the WHSE page and is filtered by the selected Warehouse.

- **Inventory Fixed Assets** – This link transitions you to the INVFA page and is filtered by the selected Warehouse, Stock Item and Stock Item Suffix combination.

Inventory Markups

The Inventory Markups (INVMKUP) table allows you to define fixed price markups that can be applied at the stock item level. You can define the markups that are applicable across all warehouses or only for a

specific warehouse. If a markup has been defined for a specific warehouse, the markup may be applied to any stock item within that warehouse. If a markup has been defined for all warehouses, the markup can be applied to any stock item in any warehouse. Also, the markup cannot be deleted, if the:

- Warehouse is not equal to *ALL* and the markup has been referenced by a stock item on the Inventory Maintenance (INVN) table for the same warehouse; OR
- Warehouse is equal to *ALL* and the markup has been referenced by a stock item on the INVN table for any warehouse.

You can recalculate the Unit Price for a particular warehouse or all warehouses where the markup has been defined, if there is any change in the markup amount. You can recalculate the Unit Price by selecting the Recalculate Stock Item Unit Prices link.

Item Group

The Item Group table specifies relationships between inventory items. The relationship of parent/child allows the user to request one item (the parent) that consists of two or more stock items (the children). For each Parent Item, a list of Child Item(s) with its Description and Quantity is displayed. Parent and Child Items must be valid on the Commodity table and a parent record cannot be a child of another parent or of itself.

The Item Group table allows you to search by the Parent Stock Item. You can also search by the Child Stock Item by clicking on the Search by Child link on the Item Group table. This takes you to the Item Group by Child (ITMGC) table, which can also be accessed from Page Search. By entering search criteria for the Child Stock Item, it enables you to find all associated parent items. You can then select the desired record from the grid, click on the Item Group link, and the associated Parent item record is displayed.

Inventory Inquiry

The Inventory Inquiry page is divided into three tabs:

- Inventory Detail tab

  The Inventory Detail tab tracks the amount of stock that is On Hand, Reserved, Backordered, In Transfer, On Order from Vendor, On Order from Warehouse, and Requested. The quantities at the stock item level are provided under the Quantities sub tab. The Location sub section displays stock item details at the location level. The **Track Quantity By Location** flag indicates whether the stock item tracks inventory quantity at the location level (checked) or at the stock item level (not checked).

  - The On Hand quantity is updated when a stock item is issued through an Over-the-Counter (OC) transaction or an Issue-Confirmation (CI) transaction, when the stock item is returned through a Stock Return (SN) transaction, received through a Receiver (RC) transaction, or when the stock items are adjusted through an Inventory Adjustment (IA) transaction or Internal Inventory Adjustment (IIA) transaction. When a Stock Transfer Issue (TI) transaction is processed, it will reduce the On-hand quantity for the issuing warehouse.
  - The change in Reserved quantity is updated when a Stock Requisition (SRQ) is processed, as well as when a Stock Issue Confirmation is processed.
  - The In-Transfer quantity is updated when a stock item is being transferred from one warehouse to another.

- The Backordered quantity is updated when there is insufficient On Hand quantity to fulfill a request for issue.
- The Currently Requested Quantity is updated when a Purchase Requisition (RQ) is processed.
- The On Order from Vendor quantity is updated when Purchase Orders are processed.

Drilldown functionality is available on the following six fields: Reserved Quantity, Released Quantity, Backordered Quantity, In-Transfer Quantity, On-Order Quantity, and Currently Requested Quantity. By selecting the drilldown icon next to one of the above-mentioned fields, you will be transitioned to another inquiry page, which provides a summary of data and a list of transactions that modified the field. You will also be provided with a link to the transaction(s) that modified the field.

The four transaction types that provide updates to the fields are as follows:

- Stock Requisition transaction - contains information for the Reserved, Released, and Backordered quantities
- Stock Transfer Issue transaction - contains information for the In-Transfer quantity
- Purchase Order transaction - contains information for the On-Order quantity
- Requisition transaction - contains information for the Currently Requested quantity

› Reorder Information tab

The Reorder Information tab displays a detailed two-year stock usage history, broken down by month. This page allows a warehouse manager to see, for a specific stock item, the quantity that has been issued for a specific month for the current year as well as for the past two years, and use this information in forecasting current and future needs.

Other system maintained information such as Reorder Point and physical count of inventory are maintained on the table through a set of batch processes.

› Location tab

The Location tab displays the stock item information at the location level. Only the active records from the Inventory by Location (ILOC) table are displayed in this tab.

Inventory Usage

The Inventory Usage (INVNU) table in Advantage Inventory Management allows users with the appropriate security to update the monthly usage and forecast fields.

At the close of each year, the Annual Close process is run to roll back the historical information and reset the Current Year.

Inventory by Location

A stock item may be stored in one or more locations within a warehouse. The Inventory by Location (ILOC) page records the quantity stored for each location for a given stock item. This page also allows you to assign a Priority to each of the locations that have the stock item. Quantity from the default location followed by the location with the highest priority (1 being the highest and 99 being the lowest) is used first throughout the inventory system. If the Track Quantity By Location flag is not checked on the Inventory Maintenance (INVN) record, then only the location with the highest priority is used and the Quantity of all other listed locations should be zero. If quantities exist at the other locations, then those amounts should be added to the On Hand Qty for the primary location. If the value of the Track Quantity By Location flag is changed, then you must create an Inventory Adjustment (IA) transaction to modify the On Hand Qty fields accordingly. The Inactive flag on this page allows you to determine if a location is active or inactive. By default, this flag is not checked (not selected). This flag can only be checked (selected) if the On Hand quantity is zero. If the On Hand quantity is greater than zero and you attempt to check this flag, an error is issued.

The On Hand field provides the on hand quantity for each storage location associated with a specific Warehouse, Stock Item, and Stock Item Suffix combination. (Note: The On Hand quantity on INVNQ equals the sum of all Storage Location On Hand quantities from the Inventory Location (ILOC) table for a given Warehouse, Stock Item, and Stock Item Suffix combination.) Along with On Hand quantity, ILOC also tracks various other quantities such as Reserved, Released, In Transfer and Available.

Records can be added directly using ILOC, or they can be automatically inserted and updated through the creation or modification of Inventory Maintenance (INVN) records or inventory transactions. You cannot manually select the Default Location flag. Only those records created by the system when Inventory Maintenance (INVN) records are created or modified can be set as default records. Inventory Locations marked as Default Locations cannot be deleted. The Inventory Maintenance (INVN) record using the Inventory Location as the Default Location must be reassigned to another Default Location before the selected Inventory Location record can be deleted.

The ILOC page provides a Print Labels action, which allows a user to print labels with barcodes for a chosen warehouse. The barcode labels contain information regarding stock item number, stock item description, stock item barcode, inventory location number, inventory location barcode, and unit of measure/issue unit. In the Print Labels window, a user has option to print labels on either the INV_ILOC_INIT or INV_ILOC_POST form. If INV_ILOC_INIT is selected (the form used for initial mass printing of labels for all locations), the barcode labels are printed from the first position with three columns per page. If INV_ILOC_POST is selected (the form normally used thereafter), the barcode labels are printed from the selected Print From position with two columns per page. To support the ability to specify the position to print from (in order to use the specialized paper efficiently), there is a Maximum Labels in INV_ILOC_POST Form (BAR_CODE_LBL_MAX_NO) parameter in the Application Parameters table that defines the maximum number of labels on this form.

Approved Inventory Substitute

The Approved Inventory Substitute (APRVSUB) page allows you to define an approved substitute stock item for the original stock item.

If the Include Substitute Stock Items flag is selected when doing Inventory searches on the Shopper (SHOP) page, then the system includes Substitute Stock Item information in the search results for each matching Commodity Code. Refer to the “Shopper (SHOP)” topic in the Procurement User Guide for more information on the SHOP page.

If you transitioned to the APRVSUB page from the Inventory Maintenance (INVN) or Inventory Inquiry (INVNQ) pages, then the system filters and displays only those records on APRVSUB where the Stock Item (concatenation of Stock Item and Stock Item Suffix) and Warehouse combination matches the record that was selected on INVN/INVNQ.

Historical Part Number

The Historical Part Number (HPARTNO) page stores the history of changes to the part number fields on the Inventory Maintenance (INVN) page. Records on this table are inserted by the system when one of the part number fields is modified on the INVN table. This table does not update any other table or journal.

Inventory Fixed Asset

The Inventory Fixed Asset (INVFA) page allows you to associate a stock item with one or more fixed assets. Records on this table are inserted, modified, and deleted manually by users.

If you transitioned to the INVFA page from the Inventory Maintenance (INVN) or Inventory Inquiry (INVNQ) pages, then the system filters and displays only those records on INVFA where the Stock Item (concatenation of Stock Item and Stock Item Suffix) and Warehouse combination matches the record that was selected on INVN/INVNQ.

Inventory Freeze Table

The Inventory Freeze (INVF) table allows you to search, register, maintain, and delete items that need to be counted, record the actual number of items in inventory, and finally, verify any discrepancies between the stock items on hand and the numbers recorded in Advantage.

The INVF page is populated in two ways. A user can either directly update the table or run the Inventory Freeze batch process, which selects records from the Inventory Maintenance (INVN) page and adds them to the Inventory Freeze page. Creating a record directly on this page requires, at a minimum, a unique combination of a valid Warehouse, non-parent Stock Item and Stock Item Suffix combination, a valid Adjustment Code with Use for Reconciliation marked *Yes* on the Inventory Adjustment (ADJC) table, and a valid Location Structure and Inventory Location combination on the Warehouse Inventory Location (WILOC) page or if the Stock Item Requires Detail Information, a valid Item ID on the Inventory Maintenance Detail (INVND) page, which will hard infer the WILOC information. Once the record is validated and saved, the corresponding record on Inventory is set to On Cycle Count on the INVN page. Stock Items are no longer marked as On Cycle Count once the final INVF record for that item is removed. If the Stock Item Requires Detail Information, it is automatically marked Freeze For Count on the INVF record and Frozen for Accounting on INVN. Stock Items where Detail Information is not Required can be optionally frozen when running the Inventory Freeze batch process. Once an Item is frozen, it cannot be requested, issued, received, or transferred until all INVF records marked as Freeze For Count for that Warehouse and Stock Item have been reconciled, released, or otherwise removed from INVF, at which point it will no longer be marked as Frozen for Accounting on INVN. After adding one or more records directly to INVF, the Inventory Freeze batch process must be run with Count Option 2 - Manual Count to assign an Event ID to the new records so that they can be used in the Physical Inventory Reconciliation Posting chain job. The INVF record can be modified before the Event ID is added. When adding an INVF record that contains a Warehouse and Stock Item that already has an Event ID, the same Event ID as the existing record must be entered.

Items that do not require Detail Information do not have to be frozen to be counted. This is accomplished by comparing the Count Date and Count Time on the INVF record with the Date and Time fields on the

Item Location lines of inventory transactions, which are used as the “real time” that the count happened and the “real time” that the transaction happened, respectively. These fields are either entered by the user, or default to the time of submission if left blank (in the case of the PI, the times will fill on validate or submit when the Confirmed field is set to Yes). These times are recorded (but not shown) on Item Transaction History (ITH) and used to calculate the “real” on-hand quantity at the entered Count Time and Count Date, which are displayed in the On-Hand Quantity field on the INVF record. While the Count Date and Count Time fields are empty, the current On-Hand Quantity on Inventory By Location (ILOC) is used. Count Date and Count Time will infer the current time when an Actual Quantity is entered. It is recommended to let the Count Date and Count Time fields infer, and not edit them, when counting frozen items.

INVF records with Blind Count set to *Yes* will not display the On-Hand Quantity. When creating a record directly, Blind Count may be set to *Yes* or *No* by the user but cannot be changed after the record is created.

When an Inventory Adjustment Cycle Count (IACC) transaction is created by the Physical Inventory Reconciliation Posting chain job and has not been submitted, the Reconciliation Transaction field will populate with a link to that IACC on INVF records with discrepancies that are being corrected by that IACC. INVF records with a linked IACC transaction cannot be deleted by the user directly. INVF records with a linked IACC transaction in draft cannot be edited, unless the Allow Inventory Freeze Modification (ALLOW_INVF_MOD) parameter on Application Parameter (APPCTRL) is set to *Yes*. INVF records with a linked IACC transaction in the Pending Phase cannot ever be edited. Editing an INVF record will cause the Require Reconciliation field to be set to *Yes* when Actual Quantity is populated.

For more information about the IACC transaction, refer to the Inventory Adjustment Cycle Counting (IACC) portion of the IA Delivered Transaction Codes topic. For more information about the Inventory Freeze batch process or the Physical Inventory Reconciliation Posting chain job, please refer to the *CGI Advantage - Inventory Run Sheets Guide*.

Inventory Freeze History Table

The Inventory Freeze History (INVFH) table stores all completed cycle counting events for non-detail items. This table is display-only and does not allow records to be inserted, modified, or deleted. The table contains the same fields as the ones on the Inventory Freeze (INVF) table with the exception of the Require Reconciliation check box.

The Inventory Freeze History Table (INVFH) is populated when the inventory reconciliation process is completed. The records are removed from the Inventory Freeze (INVF) table and inserted to the INVFH table.

Item Transaction History

The Item Transaction History (ITH) page is a complete record of the Inventory transactions for a Stock Item in which the On-hand quantity is involved, including those transactions where the On-hand quantity was modified to zero. The Warehouse and Stock Item fields are required to perform the search on this page. This page only records changes down to the Item Location level and does not include Commodity Detail information.

In the result grid, the information for each activity against the stock item is displayed. This includes the Transaction Date, Group, UOM, Quantity, and Source, as well as the Source Warehouse, Inventory Storage Location, User who processed the transaction, and Transaction link (when applicable). Some fields are populated based on the type of activity and reveal additional details such as the line number of

the transaction on which the activity can be found, IDs and lines of referenced transactions, pick and count information, vendor information, and Inventory Location Change (ILC) information.

Stock Items Staged for Put-Away

The Stock Items Staged for Put-Away (STGITM) page allows the user to search for a warehouse and specific commodities or transactions in order to print a Put-Away Form.

In order to print a Put-Away Form, the user must first search for at least a warehouse; not entering a warehouse into the search fields will result in an error. The user may also enter transaction ID, stock item, or staging ID information into the search to narrow the results. The user can click any transaction displayed in the search results to view the most recent final version of the transaction. The user can then select the rows they want to print, then click the *Print Put-Away Plan* action available under Grid Actions.

The Sort By drop down will sort the generated form according to the selection; the default is Bin Location. The *Print All* or *Print Selected* button which will generate the Put-Away Form on the FORMS page and also transition the user immediately to that page showing only the record of the said Put-Away Form. The contents on the Put-Away Form will include information from all transactions selected in the results. If the transaction(s) selected contains more than one Staging ID, a blank staging ID, or does not have the entirety of the records for the Staging ID, then a new Staging ID will be created for the selected transaction(s).

Unit of Measure by Vendor and Item

The Unit of Measure by Vendor and Item (UOMV) page provides the ability for each Stock Item to be ordered with a different Purchase Unit based on the Vendor, it is ordered from. The UOM conversion is dependent on both the Vendor and the Item. This allows for items in the same warehouse to be purchased from multiple vendors who ship stock items in different units (such as barrel, drum, and box). In order to insert a valid inventory item, there must be a valid Stock Item on the Inventory (INVN) table and a valid Vendor Code must exist on the Vendor Customer (R_VEND_CUST) table or a wildcard value of ‘ALL’ can also be entered as the Vendor Code along with the Purchase Unit that is required.

Utilization Percentage By Warehouse

The Utilization Percentage By Warehouse (UPW) table is used to display the Utilization Percentage of each ABC Classification used by warehouse.

- **Utilization Percentage:** The Utilization Percentage field identifies the percentage of items in the warehouse that are marked as the specified ABC Classification.
- **Number of Items:** The Number of Items field identifies the number of items in the warehouse that are marked as the specified ABC Classification.

Inventory Adjustment Freight Exception Worklist

The Inventory Adjustment Freight Exception Worklist (IAFW) table is used to display the Stock Items that were selected for additional charges but did not have any quantity at the time of allocation. Users manually create Inventory Adjustment transactions to apply additional charges to stock item.

- **Adjustment Amount**: Amount by which inventory needs to be adjusted.

- **Adjustment Completed**: Indicates that the Adjustment transaction for this record has been completed or is still pending.

Over-the-Counter Transaction Setup

Prior to creating an OC transaction, the following tables must be setup:

- Inventory table
- Warehouse table
- Advantage Financial tables
- Advantage Procurement tables

Stock Requisition Transaction Setup

Prior to creating a SRQ or SRQE transaction, the following tables must be setup:

- Inventory table
- Warehouse table
- Advantage Financial tables
- *Advantage Procurement tables

*Note: External Customers must also be set up on the Vendor/Customer table, prior to selecting them on the Vendor tab of the SRQE transaction.

Pick and Issue Transaction Setup

Prior to creating a PI transaction, the following tables must be setup:

- Inventory (INVN) table
- Warehouse (WHSE) table

Stock Issue Confirmation Transaction Setup

Prior to creating a CI or CIE transaction, the following tables must be setup:

- Inventory table
- Warehouse table
- Advantage Financial tables
- Advantage Procurement tables

Stock Return Transaction Setup

Prior to creating a Stock Return (SN/SNE) transaction, the following tables must be setup:

- Inventory Return table
- Warehouse table
- Inventory table
- Advantage Financial tables

Stock Transfer Issue Transaction Setup

Prior to creating a TI transaction, the following tables must be setup:

- Warehouse table
- Inventory table
- Advantage Financial tables
- Advantage Procurement tables

Stock Transfer Receipt Transaction Setup

Prior to creating a TR transaction, the following tables must be setup:

- Warehouse table
- Inventory table
- Advantage Financial tables
- Advantage Procurement tables

Inventory Adjustment Transaction Setup

Prior to creating an IA transaction, the following tables must be setup:

- Inventory Adjustment table
- Warehouse table
- Inventory table
- Advantage Financial tables

Internal Inventory Adjustment Transaction Setup

Prior to creating an IIA transaction, the following tables must be setup:

- Warehouse table

- Inventory table - The Internally Manufactured flag must be selected, in order to use the stock item on the IIA transaction.
- Advantage Financial tables

Inventory Correction Transaction Setup

Prior to creating an IC transaction, the following tables must be setup:

- Inventory Adjustment table
- Warehouse table
- Inventory table

Advanced - Batch Processes

Batch Processing for Inventory include the following categories:

- Batch Jobs
- Chain Jobs

Batch Jobs

The jobs are listed alphabetically in the below table. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *Advantage Financial - Inventory Run Sheets Guide*.

Job Name	Description	Batch Catalog Section
Annual Closing	Rolls back the historical information stored on Inventory Inquiry (INVN) for each item. Actual quantities and forecasted quantities are both moved back one year, leaving an empty array of 12 months for the forthcoming year of actual and forecasted quantities.	Inventory
Backorder Servicing	Attempts to fill backordered quantities of open stock requisitions. If stock replenishment has occurred since the stock requisition was originally processed, the on-hand quantities may now be sufficient to allow reservation of the backordered quantities.	Inventory
Expiration Notification	This job sends notifications to the contact person (on WHSE) for the selected Warehouse if the selected stock item is set up for lot or shelf expiration on the Inventory Detail (INVND) page.	Inventory
Forecast Demand Calculation	Based on historical issues and forecasted demand.	Inventory
Inventory Receivable Generation Process	Generates Receivable/General Accounting Expenditure transactions for eligible Issue Confirmation and Stock Return transactions. The chain job consists of the following two jobs.	Inventory

	Generate Receivable on the issuance of stock. Generate Receivable or General Accounting Expenditure transaction on the return of stock.	
Inventory Replenishment	Based on the ABC Classification settings, current inventory level, and historical usage, this process calculates the recommended reorder quantity and determines if that item can be ordered from a preexisting Master Agreement.	Inventory
Lead Time Calculation	Based on a number of previously processed purchase requisitions, purchase orders, and receipt of goods. The requisition and vendor lead-time is calculated for each active stock item in inventory.	Inventory
Physical Inventory Freeze	Based on selection criteria. Stock items are flagged and frozen for the physical inventory count. While frozen, these items cannot be issued from the warehouse. A list of frozen items is produced to use during the count.	Inventory
Reorder Point Calculation	Calculates the safety stock and reorder level for each item in inventory. Reorder quantity is either the order-up-to quantity minus the on-hand quantity, or is calculated by the Economic Order Quantity (EOQ) model.	Inventory

Chain Jobs

The jobs are listed alphabetically in the below table. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *Advantage Financial - Inventory Run Sheets Guide*.

Job Name	Description	Batch Catalog Section
Inventory Receivable Generation Process	Generates Receivable/General Accounting Expenditure transactions for eligible Issue Confirmation and Stock Return	Inventory

	transactions. The chain job consists of the following two jobs. Generate Receivable on the issuance of stock. Generate Receivable or General Accounting Expenditure transaction on the return of stock.	
Physical Inventory Reconciliation Posting	Updates the on-hand quantity in Inventory Inquiry (INVN) to reflect the actual inventory counts and posts entries to the General Ledger to adjust for stock overages and/or shortages.	Inventory
Inventory Replenishment Review Transaction Generation	This chain job searches the Inventory table for items that need to be reordered (Available Quantity less than Reorder Level) and creates an Inventory Replenishment Review (IRR) transaction, which once submitted, adds a record to the IREP table for each line on the Inventory Replenishment tab of the transaction.	Inventory
Inventory Replenishment	This chain job selects all entries on the Inventory Replenishment (IREP) table that do not have the Exclude flag selected, and creates Delivery Order, Requisition, Purchase Order, or Stock Transfer Issue transactions for reordering.	Inventory

Advanced - Reports

Reports can be created from CGI Advantage Financial or they can be created from CGI infoAdvantage or CGI Advantage Insight, if installed at your site. Refer to one of the following topics for more information:

- CGI Advantage Financial Reports
- CGI infoAdvantage
- CGI Advantage Insight

CGI Advantage Financial Reports

The Inventory area includes reports that are listed alphabetically in the below table. For detailed information on the reports, refer to the associated run sheet in the *Advantage Financial - Inventory Run Sheets Guide*.

Report Name	Description	Batch Catalog Section
Inventory Count Card Printing	The Physical Inventory Freeze Count Card batch process is designed to produce multiple count cards for performing a count of Inventory items in a Warehouse. The Count Cards will allow for easy recording of inventory when counting certain items.	Inventory

CGI infoAdvantage

For sites that have implemented infoAdvantage, please refer to the below for the universe and report information specific to this functional area.

- Universes - Please refer to the *CGI_infoAdvantage_4_Financial_Universes_Guide* for more information on the universe that exists for this functional area.
- Reports - The sample reports and templates can be found under the CGI Resource Library link: https://sdc.cgi.com/aal/

CGI Advantage Insight

For sites that have implemented Insight, please refer to the below for the semantic model information specific to this functional area.

- Semantic Model - Please refer to the *CGI_Advantage_Insight_4_Semantic_Model_Guide* for more information on the model that exists for this functional area.

Advanced - Unique Features

The following functionality is only available for your site if the associated functionality is enabled. Please refer to each topic for more information:

- Vehicle Maintenance Information
- Inventory Mobile Barcode Configuration

Vehicle Maintenance Information

The ability to track vehicle maintenance information is available in various procurement and inventory transactions. Please refer to the “Vehicle Maintenance Information” topic in the *CGI Advantage Procurement User Guide* for more information.

Inventory Mobile Barcode Configuration

The following table in Advantage Financial has setup that is specific to Advantage Inventory:

- Barcode Setup (BARCD)

Barcode Setup

The Barcode Setup (BARCD) table is one of the master tables used in the Inventory module for sites utilizing Advantage Inventory Mobile. This table allows users to configure the barcode layout for the following supported inventory barcodes:

- Inventory Commodity (COMM) used on inventory transactions when scanning for Stock Commodity Code and Stock Item Suffix
- Inventory Counting (CSRCH) used when searching for an item, using a barcode, on the Inventory Count search screen
- Inventory Location (ILOC) used on inventory and procurement transactions when scanning for Inventory Location and Inventory Location Structure
- Inventory Search (ISRCH) used when scanning for an inventory or procurement transaction including Transaction Code, Transaction Department, and Transaction ID
- Procurement Commodity (PCOMM) similar to COMM, PCOMM is used on procurement transactions when scanning for Commodity Code and Stock Item Suffix

For each of these types, the system can be configured to indicate how the barcode/QR code needs to be interpreted. The order of the values can be configured, the Prefix (if used), Postfix, and if a single barcode is used for multiple purposes, the system can be configured to ignore that field for a given barcode type.

Please refer to the *CGI Advantage Mobile Administration Guide* for more information about Advantage Inventory Mobile.

Frequently Asked Questions

This topic contains a list of frequently asked questions and answers for the Inventory area.

- How to request items from Inventory?

  Please refer to the "Create Stock Requisition Transaction" topic in this user guide for details on how to request items from Inventory.

- How to fulfill a Stock Request?

  Please refer to the "Create Stock Issue Confirmation Transactions" topic in this user guide for details on how to issue stock from Inventory to fulfill a Stock Request.

- How to return items back to Inventory?

  Please refer to the "Create a SN transaction" topic in this user guide for details on how to return items.

- How do I adjust the On Hand Quantity or Unit Price associated with an inventory item?

  Please refer to the "Create an IA Transaction" topic in this user guide for details on how to create Stock Adjustments.

- How do I transfer items from one Warehouse to another Warehouse?

  Transferring items between warehouses is a two step process. First, you need to initiate the transfer. Please refer to the "Create a TI transaction" topic in this user guide for details on how to initiate the transfer. The Second step is performed by the receiving warehouse to check in items. Please refer to the "Create a TR transaction" topic in this user guide for details on how to receive the transfer.

Appendix

This topic contains the following appendix:

Appendix A: List of Delivered Inventory Forms

Inventory is delivered with many forms that can be generated via the Print action on specific transactions with a Phase of Final. Some forms may also be automatically generated when a transaction is submitted to Final. The delivered Inventory forms are listed in the following table.

Transaction	Form Name	How Form is Generated
Over-the-Counter (OC)	Over the Counter Issue	The form can be printed via the Print action on Final versions of the OC transaction.
Stock Issue Confirmation (CI)	Confirmation Issue	The form can be printed via the Print action on Final versions of the CI transaction.
Stock Issue Confirmation for External Customer (CIE)	Confirmation Issue – External	The form can be printed via the Print action on Final versions of the CIE transaction.
Stock Return Confirmation (SN)	Returned To Stock	The form can be printed via the Print action on Final versions of the SN transaction.
Stock Return Confirmation for External Customer (SNE)	Returned To Stock - External	The form can be printed via the Print action on Final versions of the SNE transaction.
Stock Transfer Issue (TI)	Stock Transfer Issue	The form can be printed via the Print action on Final versions of the TI transaction.
Pick and Issue (PI)	Pick and Issue Ticket	The form is printed when the PI transaction is submitted to Final.