
DISCLAIMER STATEMENT

The information in the following examples is fictitious and is only used for training purposes. To view your agency's data in AFNS, please use your agency's account coding (fund, agency, organization code, etc) and transaction numbers.

** This manual lists basic inventory tables. For a complete listing of AFNS inventory tables, please contact the AFNS Hotline.

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SECTION ONE: COURSE OVERVIEW

- ◆ To show the user how to utilize the AFNS Inventory Control Subsystem for the replenishment of inventory items.
- ◆ To show the user how to submit EASY DOC transactions for the requisition of inventory items.
- ◆ To show the user how to research the existing database for identification of needed inventory items and review of existing orders.
- ◆ The course will consist of scenarios that will require user action.
- ◆ Each scenario will begin with a known set of variables.
- ◆ Each scenario will provide an explanation of the updates that occurred.
- ◆ Each scenario will conclude with a complete walk-through of the actions performed.

SECTION TWO: COURSE OBJECTIVES

- ◆ To gain a general working knowledge of the AFNS Inventory Control Subsystem.

- ◆ To gain knowledge of how to use the Document Data Maintenance (EASY DOC) when ordering inventory replenishment.

- ◆ To enable the user to use the AFNS Inventory Control Subsystem Master Tables when researching outstanding stock requisitions.

- ◆ To enable the user to use the AFNS Inventory Control Subsystem Master Tables when researching availability of stock.

- ◆ To gain a knowledge of the capabilities of the Inventory Control Subsystem.

- ◆ To understand the functional architecture of the Inventory Control Subsystem and how it fits into an organization.

- ◆ Give scenarios to process Stock Requisitions into the AFNS system.

SECTION THREE: USE OF DATA MAINTENANCE (EASY DOC) IN INVENTORY

A. EASY DOC RELATIONSHIP TO TABLE PROCESSING

The use of the Inventory Control Subsystem will utilize both Table Inquiry and DOCUMENT DATA MAINTENANCE (EASY DOC) processing. The use of tables will be for inquiry purposes only. EASY DOC will be used for the input of inventory transactions, such as a Stock Requisition (SR).

B. DOCUMENT SCREENS

◆ Documents consist of the following screens:

1. **Header Screen** - The Header screen is used to establish the accounting distribution for the transaction. The accounting distribution will also identify the buyer to the system.
2. **Line Screen** - The Line screen is used to identify the detail for the transaction. Detail consists of specific inventory items and quantities relating to the transaction.

C. EASY DOC HEADER SCREEN

System Information
 Status Indicator
 Header Data

```

FUNCTION:          DOCID: SR   AGC   XAGC0000001
STATUS:           BATID:          ORG:
H-               STOCK REQUISITION INPUT FORM
  TRANS DATE      :                ACCTG PRD :
  WAREHOUSE       :                BUDGET FY :
  REQUESTING ORG  :                ACTION   :
  REQUESTED BY   :                DOC TOTAL :
  DEL BLDG/ROOM  :                SHIP WHOLE:   JOB TYPE:
  PHONE NUMBER   :                DELIVERY DATE:
  COMMENTS       :
  LN  FUND  AGENCY  ORG/SUB  APPR UNIT  ACTIVITY  FUNCTION  OBJ/SUB  REPT CAT
  ---  ---  - - - -  - - - -  - - - - -  - - - -  - - - -  - - - -  - - - -
                                     JOB #    COST CAT    TOTAL          I/D
  
```

Accounting Line
 Data

System Messages

1. TRANSACTION IDENTIFICATION

- ◆ The Transaction ID must be entered before a transaction can begin.
- ◆ The Transaction ID consists of:
 - ◆ Transaction code (SR);
 - ◆ Agency code of the agency submitting the transaction; and
 - ◆ Transaction identification number. The number will be automatically produced by the system with a "#" entry. Manual entry cannot exceed 11 digits.
- ◆ The transaction must have a unique transaction code and transaction id number.
- ◆ The Batch ID is only filled in when batching is used or a modification is to occur.

2. USER INFORMATION

- ◆ A user id must be entered before a transaction can begin.
- ◆ Identifies the user who entered and processed the transaction.
- ◆ Consists of a user name and a secret password.
- ◆ Each user id is linked to security. It limits the transactions a user can access as well as the actions a user can take with a specific transaction.

3. SYSTEM INFORMATION

- ◆ The document type, agency, and number are brought forward to the document entry screen from suspense (SUSF) screen if the automatic numbering is enforced on the suspense file.

- ◆ The document batch type, agency code, and 6-digit batch id number are brought forward to the document if it's keyed from the SUSF screen.

- ◆ Function is used to finish a transaction session. The transaction can be put on hold or scheduled for processing.

- ◆ AFNS displays the system date and time on every transaction and master table.

- ◆ Approval field may be used by the main warehouse for approval and final processing.

4. STATUS INDICATORS

- ◆ Tells the user whether a transaction has been edited and/or processed.
- ◆ The status field is located in the top left corner of a document.
- ◆ This field displays the status of the transaction. Valid statuses for transactions are accepted, scheduled for processing, rejected, held, deleted, pending for approval, and pending overrides.

- ◆ STATUS:

ACCPT The transaction has been accepted by the system.

SCHED The transaction has successfully passed edit, but has not been processed and accepted by the system.

REJCT The transaction has been edited, but it was rejected because it contains errors.

HELD The transaction is being held by the system.

DELET The transaction has been deleted.

PEND The transaction is awaiting approvals and has not been processed by the system.

5. HEADER DATA

- ◆ Information that pertains to all lines on a transaction.
- ◆ Transaction data is entered after each of the formatted field headings.
- ◆ Header data must be entered for every transaction.

6. ACCOUNTING LINE DATA

- ◆ Every transaction has line data.
- ◆ The lines entered must belong to the data entered in the header part of the transaction.
- ◆ Lines are where the accounting data for a transaction is entered.
- ◆ Each line identifies a unique accounting distribution for the transaction.
- ◆ Up to 99 lines can be entered on most transactions.

7. SYSTEM MESSAGES

- ◆ Messages are used to tell the user whether transactions have processed, or when rejected what errors exist.

- ◆ There are three types of messages:

ERROR MESSAGES

- Tell the user what errors were encountered during transaction editing and processing.

Error Message Example:

01-A040E-MISSING LINE AMOUNT

INFORMATIVE MESSAGES

- Tell the user if the transactions have passed edit and/or been accepted by the system.

Informative Message Example:

01-*L030 ALL LINES ADDED

WARNING MESSAGES

- Tell the user that an additional action will be taken, or needs to be taken, if the intended action is performed.

- Will not prevent the intended action from being performed.

Warning Message Example:

H--A325W-CASH ACCOUNTS ARE NOT EQUAL

◆ MESSAGE FORMAT:

- Every message contains a location identifier, a code, and a descriptive text.

- More detail about the meaning of the messages can be found in the Error Message Explanation table (EMEX) by placing the cursor on the message line and pressing enter. This will bring you to a brief explanation of the message. To return to the existing document type an "e" in the action.

- Examples:

A--*CU13-CONTINUING SAME DOCUMENT

01-A040E-MISSING LINE AMOUNT

H--A007E-INVALID VENDOR CODE

HS60-DOCUMENT MARKED FOR READ ONLY

D. EASY DOC COMMODITY LINE SCREEN (SCREEN TWO) FORMAT

FUNCTION:		DOCID: SR AGC XAGC0000001					
STATUS:		BATID:		ORG:		000-000 OF 000	
LN	STOCK	REQUESTED	I	ISSUE			
NUM	ITEM NUMBER	QUANTITY	D	UNIT	UNIT PRICE	TOTAL PRICE	
-----		-----		-----		-----	
DESCRIPTION		BACKORDER	QTY	REF	ACCT LN	JOB TYPE	
-----		-----		-----		-----	
01-							
02-							
03-							
04-							
05-							
06-							
07-							

Line
Data

Commodity
Information

1. Commodity Information

- ◆ Line data will contain the stock item number and quantity for the requisitioned item.
- ◆ The Unit Price will be inferred from the Inventory Table (INVN).
- ◆ The system will calculate the Total Price.
- ◆ System will automatically bring forward the information for the stock item number from the Inventory Master Record (INVN).

SECTION FOUR: INVENTORY TRANSACTION PROCESSING

A. OVERVIEW

- ◆ Inventory transaction processing in AFNS is dependent upon one factor:

1. *FUNCTION*

- ◆ This function will define how the user wants to process the transaction.
- ◆ Examples include processing a transaction with the "**r**" run document command, processing a transaction so that it updates during nightly cycle with an "**ed**" edit document command, or putting a transaction on hold with a "**H+**" command and await further processing later.

B. FUNCTION COMMANDS USED WHILE PROCESSING DOCUMENTS

1. EDITING A TRANSACTION (ED) OR (EDIT DOC)

- ◆ **ED** or **edit doc** is keyed in the function field of the document to check for errors.
- ◆ Initiates a full edit of all data entered in a transaction.
- ◆ There are no updates made to system tables and databases.
- ◆ When the "ed" command is given the document is saved on the SUSF screen.
- ◆ Once a transaction passes the edit process, it is scheduled for final system processing that night.
- ◆ If the transaction does not pass the edit process, then the document goes to a rejected and held status.
- ◆ The transaction can be rescheduled to process at another time if necessary.

2. HOLD A TRANSACTION TO PREVENT IT FROM PROCESSING (H+)

- ◆ To put a transaction on hold, key **H+** in the function field of the document.
- ◆ Prevents a transaction from processing and holds it in the system awaiting further action.
- ◆ The transaction will remain on SUSF in a "held" status until the user takes another action on it.
- ◆ A user can specify the hold action whenever a transaction should be held from processing (e.g. if the transaction data entry has not been completed).

3. EDITING AND PROCESSING A TRANSACTION - (R) OR (RUN DOC)

- ◆ Performed by keying "r" or "run doc" in the function field of a document. A function of "r" will perform an edit, accept the document, and update the master tables.

- ◆ Conducts an edit of the transaction's data, and if no errors exist, it accepts the document and updates system tables. Once a document has been given a "run" command and there are no errors, the document will be marked as read-only. A read-only message is displayed when retrieving a document that has an accepted status.

- ◆ The terminal is held and the user cannot perform other system functions until processing is complete.

- ◆ If errors exist, the system will give the user an error message.

- ◆ The user can correct the errors immediately and resubmit the transaction for processing, or put the transaction on hold awaiting further action.

4. SCHEDULING A TRANSACTION FOR OFFLINE PROCESSING WITHOUT EDITING (S)

- ◆ Performed by keying "s" in the action, "s" in the function, and an "x" in the selection field of SUSF for the document that needs to be scheduled for offline processing.

ACTION: R SCREEN: SUSF USERID: AFNS										
FUNCTION: S ORG:										
D O C U M E N T S U S P E N S E										
S	BATCH		DOCUMENT				PROCESS			
E	-----		-----				LAST	LAST	DATE	
L	TYPE	AGCY	NUMBER	TYPE	AGCY	NUMBER	STAT	APPRV	DATE	USER (YMMDD)

X	.	.	.	SR	AGC	XAGC0000001	HELD	00000	XX0319	AFNS

- ◆ The function of "s" can also be performed in a document. To schedule a document for offline processing, key "s" in the function field and press enter. This document will not be edited until nightly cycle.
- ◆ No on-line editing or processing will be performed. Everything is completed overnight.
- ◆ After the user has completed entering the transaction data, the system is free to perform other functions.
- ◆ If the transaction does not pass edit, it will automatically be rejected and put on hold awaiting correction.
- ◆ The user must check the transaction the next day to see if it was completely processed.
- ◆ If errors exist, the transaction must be corrected and resubmitted for processing.

- ◆ A transaction can also be undeleted from SUSF by keying an "s" in the action field, "ud" in the function field, and moving the cursor to the document that needs to be removed from being deleted. The next step is to key an "x" in the selection field of that document and press **enter**.

D O C U M E N T S U S P E N S E											
S	BATCH			DOCUMENT				PROCESS			
E	-----			-----				LAST	LAST	DATE	
L	TYPE	AGCY	NUMBER	TYPE	AGCY	NUMBER	STAT	APPRV	DATE	USER	(YYMMDD)
-	-----			-----				-----			
X	.	.	.	SR	AGC	XAGC0000001	DELET	00000	XX0319	AFNS	

7. MOVING WITHIN THE DOCUMENT (T, TB, FL, LL and ENTER)

- ◆ **T** (Top) or **TD** (Top Document) in the function field of a document will move you to the first screen of the document. **TB** in the function field of a document allows the user to move to the first screen of the batch.
- ◆ **FL** in the function field of a document allows the user to move to the first screen/line of the document.
- ◆ **LL** in the function field of a document allows the user to move to the last screen/line of document lines.
- ◆ **BD** in the function field also works for getting to the bottom of a document.
- ◆ **BB** in the function field of a document allows the user to move to the bottom of the batch.
- ◆ To get to the next screen of a document, simply press **ENTER**.

8. SAVE / DISCARD DOCUMENTS

- ◆ When a document is entered, Easy Doc updates the SUSF screen when **"s"** (for saved) is entered in the function field or whenever any other function is performed.

- ◆ The discard command of **"x"** or the word **"discard"** clears the document work area. All work since the last time SUSF was updated is lost. If no function has been entered causing the document to be written to SUSF, this action will cancel the document entry.

- ◆ If the user wants to cancel the document, the word **"discard"** can be typed in the function field. When the user presses **enter**, the document will be cancelled.

- ◆ Commands of **"x"** or **"discard"** can not be used if the document has a status of ACCPT (accepted).

9. ZOOMING FROM A TRANSACTION TO PERFORM ANOTHER TASK (Z)

- ◆ Allows the user to view tables or view documents on the SUSF table while in a document.

- ◆ While entering a transaction, you can zoom out of the document by putting a "Z", a space, and the name of the table you want to view, in the function field. This will take you to the table you want to scan. To return to the document, put an "E" in the action of the table and press **enter**.

- ◆ Zooming can be thought of as opening up another session. The number of sessions that can be accessed by a zoom action is defined on a table.

- ◆ In order to return to the document, it is necessary to key an "E" in the action of the table that's being accessed. The system will not let the user return to the document until all the sessions that were accessed by a "zoom" have been appropriately exited.

10. END A TRANSACTION (E)

- ◆ Accepted documents can be accessed through SUSF by keying a "s" in the action field. The cursor is then placed on the selection field of the document to be accessed. This will take the user into the document. Once the user is finished viewing the document, to get out of the document key "e" or "end" in the function field of that document or start a new document by keying "new" in function and the document type, agency, and ID number.

- ◆ New documents can be saved, discarded, held or processed. When the user gives the document a "save" command, the document is written to SUSF. After the save command has been given, the user has the option of exiting the document or creating a new document. Regardless of whether the document is saved, discarded, held or processed, to end the document input a function of "e" must be performed unless a new document needs to be created. If a new document needs to be created, the appropriate function would be "new".

- ◆ Once a document has been discarded and the user wishes to return to a table, a function of "e", a space, and the screen id should be given to that particular document.

11. ACCESSING HELP

- ◆ The Help Screen can be accessed from any document by keying "h" in the function and pressing enter. This will bring up the Help screen for the type of document that's being entered.
- ◆ To exit the Help screen an action of "e" must be given and this will return the user to the document being entered.

12. RETRIEVING UNACCEPTED DOCUMENTS

- ◆ Any document on the suspense file can be retrieved by putting an **"s"** in Action and by placing the cursor anywhere on the document's line.
- ◆ Any document can be retrieved from another document with **"Get"** in the Function and the complete document ID entered.

SECTION FIVE: WHAT IS A STOCK REQUISITION

- ◆ A Stock Requisition (SR) transaction is the document used to request stock items from an inventory warehouse.
- ◆ The Stock Requisition will be entered by the field users to replenish local supply inventories. Final approval for processing the request may be performed by the personnel at the main warehouse.
- ◆ The Stock Requisition is entered through EASY DOC processing. Any errors or problems encountered during the processing of the document should be directed to the personnel at the main warehouse for assistance.
- ◆ Changes in the quantities and/or items requested will require modification of the SR. Modifications or cancellations of accepted SR documents should be performed by the personnel at the main warehouse.

A. SR DOCUMENT SCREENS

- ◆ The Stock Requisition (SR) transaction will utilize two screens for input. The SR transaction has a Header screen and a Commodity screen.
- ◆ The Header screen will contain information indicating the warehouse, specific details about the delivery, and information about the Buyer's accounting data.
- ◆ The Commodity screen will identify the specific inventory stock items to be requested.

The following screens reflect the entries to be made when completing a stock requisition. The bold items should be keyed into the document.

B. CREATE SR FROM SUSF SCREEN

```
ACTION: L  SCREEN: SR  USERID: AFNS
FUNCTION:                ORG:

                D O C U M E N T   S U S P E N S E

S      BATCH          DOCUMENT
E -----
L TYPE AGCY NUMBER TYPE AGCY   NUMBER   STAT  APPRV  LAST   LAST   PROCESS
  -----
  TYPE AGCY NUMBER TYPE AGCY   NUMBER   STAT  APPRV  DATE   USER   DATE
  -----
  (YMMDD)
```

Documents can be created from three places in AFNS:

- 1) SUSF
- 2) Tables
- 3) From a previous document

If your department chooses to create documents from the SUSF screen, key **"L"** for leaf in the **ACTION** and enter the type of document to be created in the **SCREEN** field.

Press **ENTER**.

AUTOMATIC NUMBERING FOR SR's

```

FUNCTION: NEW          DOCID: SR  AGC  #
STATUS:              BATID:                ORG:
H-                  STOCK REQUISITION INPUT FORM
  TRANS DATE       :                      ACCTG PRD :
  WAREHOUSE        :                      BUDGET FY :
  REQUESTING ORG   :                      ACTION   :
  REQUESTED BY    :                      DOC TOTAL :
  DEL BLDG/ROOM   :                      SHIP WHOLE:  JOB TYPE:
  PHONE NUMBER    :                      DELIVERY DATE:
  COMMENTS        :
LN  FUND  AGENCY  ORG/SUB  APPR UNIT  ACTIVITY  FUNCTION  OBJ/SUB  REPT CAT
--  ----  -
                                     JOB #    COST CAT    TOTAL      I/D
                                     -----

```

A--*HD37-TYPE BATID/DOCID & PRESS ENTER

If SR transactions are created from the SUSF screen, this screen will appear depending on the type of document being created.

Notice the message **TYPE BATID/DOCID & PRESS ENTER**. This indicates that before you can go any further you must key in a document id number or use automatic numbering if applicable. The screen print above demonstrates this.

C. HEADER SCREEN - Example

```

FUNCTION:          DOCID: SR   AGC   XAGC0000001
STATUS:           BATID:
H-               STOCK REQUISITION INPUT FORM
TRANS DATE      :          ACCTG PRD :
WAREHOUSE       : WHSE           BUDGET FY :
REQUESTING ORG  : 1234           ACTION   :
REQUESTED BY   : NAME           DOC TOTAL:
DEL BLDG/ROOM  : XXX           SHIP WHOLE: Y  JOB TYPE:
PHONE NUMBER   : (NNN)NNN-NNNN    DELIVERY DATE: 07 13 XX
COMMENTS      :
LN  FUND  AGENCY  ORG/SUB  APPR UNIT  ACTIVITY  FUNCTION  OBJ/SUB  REPT CAT
--  ----  -
                                JOB #    COST CAT    TOTAL      I/D
                                -----
01  1234  AGC    1234                                1000 06

```

This is an example of a header screen.

Note: The requesting organization must be valid for the agency in the DOCID.

D. COMMODITY SCREEN - Example

FUNCTION:	DOCID: SR	AGC	XAGC0000001		
STATUS:	BATID:		ORG:	000-000	OF 000
LN	STOCK	REQUESTED	I	ISSUE	
NUM	ITEM NUMBER	QUANTITY	D	UNIT	UNIT PRICE TOTAL PRICE
-----		-----		-----	
	DESCRIPTION	BACKORDER	QTY	REF ACCT LN	JOB TYPE
-----		-----		-----	
01-	001 64536055561	6600			
02-	002 64536033532	1150			
03-					
04-					
05-					
06-					
07-					

The Commodity screen is used to designate the specific commodity (inventory) items requested. The line number, commodity code, and quantity requested are required to process the commodity screen. All other line items pertaining to the commodity code will be brought forward automatically by the system.

E. PROCESSED STOCK REQUISITION - Example

```

FUNCTION:          DOCID: SR   AGC   XAGC0000001
STATUS: ACCPT     BATID:          ORG:
H-              STOCK REQUISITION INPUT FORM
  TRANS DATE      : 07 13 XX          ACCTG PRD : 10 XX
  WAREHOUSE       : WHSE              BUDGET FY : XX
  REQUESTING ORG  : 1234                ACTION    : E
  REQUESTED BY    : NAME                 DOC TOTAL :          760.64
  DEL BLDG/ROOM   : XXX                  SHIP WHOLE: Y   JOB TYPE:
  PHONE NUMBER    : (NNN)NNN-NNNN       DELIVERY DATE: 07 17 XX
  COMMENTS       :
LN  FUND  AGENCY  ORG/SUB  APPR UNIT  ACTIVITY  FUNCTION  OBJ/SUB  REPT CAT
--  ---  -
                                JOB #    COST CAT    TOTAL      I/D
                                -----
01  1234  AGCY    1234                1000 06    760.64

```

```

FUNCTION:          DOCID: SR   AGC   XAGC0000027
STATUS: ACCPT     BATID:          ORG:          001-002 OF 002
LN      STOCK      REQUESTED I  ISSUE
NUM     ITEM NUMBER  QUANTITY  D UNIT    UNIT PRICE  TOTAL PRICE
-----
DESCRIPTION          BACKORDER QTY  REF ACCT LN  JOB TYPE
-----
01- 001 64536044461      6,600.000  SHT  0.069787          460.59
    PPR,COAT,70#,19X25,WHT
02- 002 64536033532      1,150.000  SHT  0.260915          300.05
    PPR,C1S,1OPT,20X26,WHT,CASTCOA
03-
04-
05-
06-
07-

```

These two screens reflect a processed stock requisition. Note the fields that were inferred by the system at time of submission. These fields are underlined.

SECTION SIX: SCANNING FOR AN INVENTORY RECORD

A. OVERVIEW

- ◆ On many occasions the user will be required to research the Inventory database for a given item. The user may be asked if the main warehouse has sufficient quantities on-hand to meet someone's specific needs or may need to research a record to verify a price. The inquiry performed will be the same for either reason.
- ◆ The user will go to the Inventory by Keyword (INKY) table to scan for a commodity. This table is keyed by the major category of the item being scanned. The Action field will be an "S" and the keyword will be entered in the Keyword field.
- ◆ The user has the capability of scanning for the whole word. For example, to scan for "paper", the scan can be for "paper" or "pap" or even "p". The system will begin the scan from the point of entry.
- ◆ The system allows the user to leaf from the Inventory by Keyword table to the Inventory Inquiry (1 of 3) table. This feature expedites the process of accessing the correct Inventory record. The option of leafing from the Inventory Inquiry (1 of 3) record back to the Inventory by Keyword table is also available.

B. INVENTORY INQUIRY (1 of 3) (INVN)

- ◆ The Inventory Inquiry (1 of 3) is maintained by the personnel assigned to the main inventory warehouse. Field users will only be allowed to scan the information in the Inventory table.
- ◆ To understand the Inventory Inquiry record, the user must first understand what a commodity code is and how to read one. The commodity code is divided into the commodity class, the commodity subclass and the item number. The first two parts (class and subclass) must match State Purchasing coding for the item. The third part is unique to the user and may be assigned locally. The commodity number is eleven (11) digits in length. The class is three (3), the subclass is two (2), and the item number is six (6) digits.
- ◆ The below example reflects a descriptive breakout of a commodity code. The commodity code to be analyzed is "40515021665". This commodity code is defined as "gasoline automotive". The specific breakout is as follows:

4 0 5	1 5	0 2 1 6 6 5
<u>class</u>	<u>subclass</u>	<u>item number</u>

- ◆ The class (405) is defined as Fuel, Oil, Grease, and Lubricants. Normally it is what is used to identify the Keyword entry.
- ◆ The item number (021665) is user assigned. It is recommended that some type of numbering scheme be adopted.

C. INVENTORY BY KEYWORD (INKY)

INKY Table Example:

```
ACTION: S SCREEN: INKY USERID: AFNS

      I N V E N T O R Y   B Y   K E Y W O R D

KEYWORD          STOCK ITEM          WHSE DESCRIPTION
=====          =====          =====
01- PAPER        64524044802        WHSE PAPER, CONT FEED, 1 PART
02- PAPER        64524044808        WHSE PAPER, CONT FEED, 1 PART
03- PAPER        64524044812        WHSE PAPER, CONT FEED, 2 PART
04- PAPER        64524044818        WHSE PAPER, CONT FEED, 2 PART
05- PAPER        64536034118        WHSE PAPER, COPY, GREEN, 8.5 X 11
06- PAPER        64536035347        WHSE PAPER, BOND, WHITE, 8.5 X 14
07- PAPER        64536035543        WHSE PAPER, COPY, WHITE, 8.5 X 11
08- PAPER        64536055523        WHSE PAPER, BOND, 8 1/2 X 11, WHITE
09- PAPER        64536055525        WHSE PAPER, BOND, 8 1/2 X 14, WHITE
10- PAPER        64536056100        WHSE PAPER, COMPUTER, 11X14, 1PART
11- PAPER        64536056110        WHSE PAPER, COMPUTER, 11X14, 3PART
12- PAPER        64536056120        WHSE PAPER, COMPUTER, 11X14, 4PART
13- PAPER        64536056140        WHSE PAPER, COMPUTER, 11X14, 5PART
14- PAPER        64536064110        WHSE PAPER, COPY, BLUE, 8.5 X 11
15- PAPER        64536064114        WHSE PAPER, COPY, CANARY, 8.5 X 11
```

The Inventory by Keyword (INKY) table is an alternate view of the Inventory Inquiry (INVN) table. It is created by the agency whenever a new inventory record is entered and data is entered in the Keyword data field. The purpose of the table is to provide a central point by which users can readily access inventory master records. The table will reflect all entries in alphabetical order and allows the user to "leaf" to an inventory record once identified on the Keyword table.

D. LEAFING BETWEEN RECORDS

- ◆ The ability to "leaf" between master tables will greatly enhance the use of the Inventory Subsystem. Due to the amount of information available for an inventory item, multiple tables are created for the same record. Using the leaf action will allow the user to key in the inventory information on one screen and leaf to the next screen to see different information relating to the same inventory item. For instance, adding a new inventory record to the inventory table automatically produces other inventory tables all relating to the same record.
- ◆ Often the user will be required to answer questions where the answers are on two or more tables. For instance, the user may want to know the percent of markup, the quantity on-hand, or how many stock items were issued last month. The answers are all found on the inventory master record but on three separate tables. Leafing will allow the user to go to the first inventory master record, find the answer, then "leaf" to the next table to find the next answer.
- ◆ Leafing is done by placing "L" in the Action field and pressing the "enter" key.

SECTION SEVEN: SCENARIOS AND ON-LINE PRACTICE SESSIONS

A. OVERVIEW

- ◆ The initial session will provide a step by step walk through of the processing of a stock requisition. Examples will provide procedures that will be used when replenishing the inventory stock.
- ◆ The scenarios will require research of the AFNS Inventory Control Subsystem master tables for commodity code numbers and stock requisition tables to validate the status of existing orders.
- ◆ The user will be provided a series of scenarios to learn how to process stock requisitions in the AFNS Inventory Control Subsystem.
- ◆ Also provided, will be scenarios in which the user will correct existing problems, then process the document.
- ◆ Modifying a stock requisition that was previously entered in the system will be given in a scenario.
- ◆ The user will be given a scenario where the stock requisition needs to be deleted.

B. SCENARIOS

- ◆ Prior to entering an order for supply replenishment, the user must research the existing database records. First, the user must know the inventory stock item number (commodity code). Next, check for sufficient quantity available for issue. Finally, a user may want to check the status of an outstanding order.
- ◆ The database is made up of a series of master tables. These master tables are maintained and controlled by the main warehouse personnel. Field users will be able to scan the records contained on file to obtain document information.
- ◆ Each scenario will require the use of the system master tables to view the updates that occurred or to perform a search for needed data entry elements.

SCENARIO ONE: RESEARCH INVENTORY MASTER TABLES FOR AN INVENTORY ITEM NUMBER (STOCK ITEM CODE)

You have been given a request by your supervisor to replenish the 9 1/2 x 11, 1-part, continuous feed computer paper. Your supervisor wants you to requisition 25 cases of paper. Before you requisition the items, your supervisor wants you to make sure there is sufficient quantity on-hand in the warehouse.

To fulfill the request, you must first find out what the stock item number is for the item. The research will be a two-step process of first locating the desired item by descriptive format then finding it numerically.

To locate the desired item by description, the Inventory by Keyword (INKY) master table will be used. Keywords are used to quickly identify stock items. The INKY table lists stock items by keywords, which usually relates to a major category for the item. For example, continuous feed computer paper, copy paper, and stationary could all be listed under the keyword "paper". This will be the name searched for in the Inventory by Keyword (INKY) master table.

Once the desired item is found, you must research the Inventory Inquiry (1 of 3) (INVN) record to make sure there is sufficient quantity on hand for the issue. You will leaf to the actual inventory record to determine the inventory quantity.

SCENARIO ONE continued

Sign on to AFNS

```
STATE OF ALABAMA - FINANCE - INFORMATION SERVICES DIVISION
YOUR LTERM: TCP02168. YOUR IP ADDRESS: 10.133.58.18
***** WARNING *****
```

```
This system may contain Government information, which is restricted to
authorized users ONLY. Unauthorized access, use, or modification of
this computer system or of the data contained herein or in transit
to/from this system may subject the individual to Criminal and Civil
penalties. This system and equipment are subject to monitoring to ensure
proper performance of applicable security features or procedures. Such
monitoring may result in the acquisition, recording, and analysis of
all data being communicated, transmitted, processed, or stored in this
system by a user. If monitoring reveals possible evidence of criminal
activity, such evidence may be provided to Law Enforcement Personnel.
ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.
```

```
Enter Logon:
```

```
d2xcics
```

Type in '**d2xcics**'.

Press '**ENTER**'

Sign-On Screen

```

                                SIGN-ON FOR CICS RELEASE 6.6.0          APPLID: D2XCICS
PRODUCTION CICS 4.1

-----
A valid Mainframe Userid and Password is required to access this CICS system.
If you do not have this information, contact your Security Coordinator or RACF
Administrator.  For additional help, please call (334) 242-2222.  To exit this
screen, press F3 or CLEAR.
-----

Type your Userid and Password, then press ENTER:

    Userid . . . .
    Password . . .

    New Password . . .                (Only for Password change)
```

Type in your RACF USER ID and password.

Press **'ENTER'**

SCENARIO ONE continued

```
f?tc inky
```

Type in "f?tc" (where "?" is your agency's AFNS application identifier) once in CICS. **INKY** is the name of the table that you want to inquire on.

Press **ENTER**.

Where '?' = Your agency's application.

Entering the table ID after 'f?tc' informs the system to go directly to the table specified.

SCENARIO ONE continued

ACTION: **S** SCREEN: INKY USERID: **afns**

I N V E N T O R Y B Y K E Y W O R D

KEYWORD	STOCK ITEM	WHSE DESCRIPTION
=====	=====	==== -----
01- paper		
02-		
03-		
04-		
05-		
06-		
07-		
08-		
09-		
10-		
11-		
12-		
13-		
14-		
15-		

Key in the following information.

ACTION: **"S"**
USERID: **Your AFNS user ID**
KEYWORD: **item you are looking for**
 Example: 'paper'

Press **ENTER**.

NOTE: You will only key your userid in one time for the master tables. It will remain there throughout your research.

SCENARIO ONE continued

INKY Table Example

```
ACTION: S SCREEN: INKY USERID: AFNS

                I N V E N T O R Y   B Y   K E Y W O R D

KEYWORD          STOCK ITEM          WHSE DESCRIPTION
=====
01- PAPER        64524044802        WHSE PAPER, CONT FEED, 1 PART
02- PAPER        64524044808        WHSE PAPER, CONT FEED, 1 PART
03- PAPER        64524044812        WHSE PAPER, CONT FEED, 2 PART
04- PAPER        64524044818        WHSE PAPER, CONT FEED, 2 PART
05- PAPER        64536034118        WHSE PAPER, COPY, GREEN, 8.5 X 11
06- PAPER        64536035347        WHSE PAPER, BOND, WHITE, 8.5 X 14
07- PAPER        64536035543        WHSE PAPER, COPY, WHITE, 8.5 X 11
08- PAPER        64536055523        WHSE PAPER, BOND, 8 1/2 X 11, WHITE
09- PAPER        64536055525        WHSE PAPER, BOND, 8 1/2 X 14, WHITE
10- PAPER        64536056100        WHSE PAPER, COMPUTER, 11X14, 1PART
11- PAPER        64536056110        WHSE PAPER, COMPUTER, 11X14, 3PART
12- PAPER        64536056120        WHSE PAPER, COMPUTER, 11X14, 4PART
13- PAPER        64536056140        WHSE PAPER, COMPUTER, 11X14, 5PART
14- PAPER        64536064110        WHSE PAPER, COPY, BLUE, 8.5 X 11
15- PAPER        64536064114        WHSE PAPER, COPY, CANARY, 8.5 X 11
```

By entering the word "paper" you have informed the computer where to begin the search. All keywords will be displayed that begin with the word "paper". The results of that request are reflected above. Often there will be several entries for the major category entered. You will need to view the entries reflected and decide which one is the specified stock item you are searching for. Your job will be made much easier if you get a complete description of the requested item prior to performing your search.

SCENARIO ONE continued

INKY Table Example

```
ACTION: L SCREEN: INKY USERID: AFNS

                I N V E N T O R Y   B Y   K E Y W O R D

KEYWORD          STOCK ITEM          WHSE DESCRIPTION
=====
01- PAPER        64524044802          WHSE PAPER, CONT FEED, 1 PART
02- PAPER        64524044808          WHSE PAPER, CONT FEED, 1 PART
03- PAPER        64524044812          WHSE PAPER, CONT FEED, 2 PART
04- PAPER        64524044818          WHSE PAPER, CONT FEED, 2 PART
05- PAPER        64536034118          WHSE PAPER, COPY, GREEN, 8.5 X 11
06- PAPER        64536035347          WHSE PAPER, BOND, WHITE, 8.5 X 14
07- PAPER        64536035543          WHSE PAPER, COPY, WHITE, 8.5 X 11
08- PAPER        64536055523          WHSE PAPER, BOND, 8 1/2 X 11, WHITE
09- PAPER        64536055525          WHSE PAPER, BOND, 8 1/2 X 14, WHITE
10- PAPER        64536056100          WHSE PAPER, COMPUTER, 11X14, 1PART
11- PAPER        64536056110          WHSE PAPER, COMPUTER, 11X14, 3PART
12- PAPER        64536056120          WHSE PAPER, COMPUTER, 11X14, 4PART
13- PAPER        64536056140          WHSE PAPER, COMPUTER, 11X14, 5PART
14- PAPER        64536064110          WHSE PAPER, COPY, BLUE, 8.5 X 11
15- PAPER        64536064114          WHSE PAPER, COPY, CANARY, 8.5 X 11
```

Once you have identified the desired stock item the next step is to move to the Inventory Inquiry (1 of 3) (INVN) table. To leaf to INVN, type a "L" in the ACTION field, move the cursor anywhere on the line of the requested item.

Note: Based on how your agency's application is set up, the 'leafing' feature may not work the same as this example. If this is the case, please check with your agency's AFNS System Administrator/Backup to see if the feature can be activated.

Press **ENTER**.

SCENARIO ONE continued

INVN Table Example

```
ACTION: R SCREEN: INVN USERID: AFNS

      I N V E N T O R Y   I N Q U I R Y   ( 1   O F   3 )

WAREHOUSE= WHSE  STOCK ITEM= 64524044802          PRIMARY BIN: 6A40
DESCR: PAPER, CONT FEED, 1 PART                    ALTERNATE BIN 1:
VENDOR: 710415188A9                                ALTERNATE BIN 2:
LONG DESCR: PAPER, CONTINUOUS FEED, 9 1/2 X 11, 1 PART  UNIT PRICE:          22.000000

ON HAND:      300.000  BACKORDERED:      0.000  FIRST RECEIPT:
RESERVED:     0.000   ON ORDER:          0.000   LAST ISSUE:
RELEASED:     0.000  CURR ON REQ:        0.000   LAST ORDER:
IN TRANSFER:  0.000  MAX ISSUE:      99,999.000  LAST TRANSFER:
-----      MIN ISSUE:          1.000  NEXT DELIVERY:
AVAILABLE:      300.000                                LAST COUNTED:
                                                                LAST COUNT:          0.000

QUANTITY/ISSUE:      1.000          ISSUE UNIT: CTN          FROZEN IND: N
UNIT COST:           20.000000     PURCHASE UNIT: M        PARENT ITEM IND: N
EXTENDED COST:       6,000.00      SMALLER UNIT: I         ABC CLASS: GEN
                                                                MULTIPLIER:      1     STOCK GROUP:
```

This is the resulting screen. From this point, you can verify that the "Available" quantity is sufficient to fill the order. To process the order, proceed to enter an easy doc stock requisition.

SCENARIO ONE continued

INVN Table Example

```
ACTION: L SCREEN: SR USERID: AFNS

      I N V E N T O R Y   I N Q U I R Y   ( 1   O F   3 )

WAREHOUSE= WHSE STOCK ITEM= 64524044802 PRIMARY BIN: 6A40
ALTERNATE BIN 1:
DESCR: PAPER, CONT FEED, 1 PART ALTERNATE BIN 2:
VENDOR: 710415188A9 UNIT PRICE: 22.000000
LONG DESCR: PAPER, CONTINUOUS FEED, 9 1/2 X 11, 1 PART

ON HAND: 300.000 BACKORDERED: 0.000 FIRST RECEIPT:
RESERVED: 0.000 ON ORDER: 0.000 LAST ISSUE:
RELEASED: 0.000 CURR ON REQ: 0.000 LAST ORDER:
IN TRANSFER: 0.000 MAX ISSUE: 99,999.000 LAST TRANSFER:
----- MIN ISSUE: 1.000 NEXT DELIVERY:
AVAILABLE: 300.000 LAST COUNTED:
LAST COUNT: 0.000

QUANTITY/ISSUE: 1.000 ISSUE UNIT: CTN FROZEN IND: N
UNIT COST: 20.000000 PURCHASE UNIT: M PARENT ITEM IND: N
EXTENDED COST: 6,000.00 SMALLER UNIT: I ABC CLASS: GEN
MULTIPLIER: 1 STOCK GROUP:
```

To create a stock requisition from the INVN table key an "L" in the ACTION and "sr" in SCREEN and space out the next character.

Press **ENTER**.

SCENARIO ONE continued

```

FUNCTION: NEW          DOCID: SR
STATUS:              BATID:
H-                  STOCK REQUISITION INPUT FORM
  TRANS DATE       :          ACCTG PRD :
  WAREHOUSE        :          BUDGET FY :
  REQUESTING ORG   :          ACTION    :
  REQUESTED BY     :          DOC TOTAL :
  DEL BLDG/ROOM    :          SHIP WHOLE:   JOB TYPE:
  PHONE NUMBER     :          DELIVERY DATE:
  COMMENTS         :
LN  FUND  AGENCY  ORG/SUB  APPR UNIT  ACTIVITY  FUNCTION  OBJ/SUB  REPT CAT
--  ----  -
                                JOB #    COST CAT    TOTAL      I/D
                                -----

```

A--*HD37-TYPE BATID/DOCID & PRESS ENTER

This is the resulting screen. From here you will type in a document id number to get started and type in the entries required to process the stock requisition. If your agency has automatic numbering, key in the agency code and the # sign.

SCENARIO TWO: REQUISITION A STOCK ITEM FROM INVENTORY

You have received a written requisition from a co-worker requesting that the following items be replenished:

1. Felt tip pens, black ink, fine point, 24 each;
Pencils, drawing, #3, 3 cases;
2. Scratch pads, 5 x 7, unruled, 12 packages;
3. Ruler, 24", wooden, 2 each; and
4. Bond paper, 8 1/2 X 11 white, 10 reams

Using the INKY table, find the records in the Inventory table. Using Easy Doc, enter the appropriate information and process a stock requisition for the requested items.

SCENARIO TWO continued

```

FUNCTION: e inky          DOCID: SR
STATUS:                  BATID:
H-                        STOCK REQUISITION INPUT FORM
  TRANS DATE      :          ACCTG PRD :
  WAREHOUSE       :          BUDGET FY :
  REQUESTING ORG  :          ACTION   :
  REQUESTED BY   :          DOC TOTAL :
  DEL BLDG/ROOM  :          SHIP WHOLE:  JOB TYPE:
  PHONE NUMBER   :          DELIVERY DATE:
  COMMENTS       :
LN  FUND  AGENCY  ORG/SUB  APPR UNIT  ACTIVITY  FUNCTION  OBJ/SUB  REPT CAT
--  ----  -
                                JOB #    COST CAT    TOTAL      I/D
                                -----

```

A--*HD37-TYPE BATID/DOCID & PRESS ENTER

With the last scenario, we left off in a SR transaction. For now, we want to go back to the INKY table. Key an **"e inky"** in FUNCTION and press **ENTER**.

SCENARIO TWO continued

INKY Table Example

```
ACTION: N SCREEN: INKY USERID: AFNS

                I N V E N T O R Y   B Y   K E Y W O R D

KEYWORD          STOCK ITEM          WHSE DESCRIPTION
=====
01- PAPER        64524044802          WHSE PAPER, CONT FEED, 1 PART
02- PAPER        64524044808          WHSE PAPER, CONT FEED, 1 PART
03- PAPER        64524044812          WHSE PAPER, CONT FEED, 2 PART
04- PAPER        64524044818          WHSE PAPER, CONT FEED, 2 PART
05- PAPER        64536034118          WHSE PAPER, COPY, GREEN, 8.5 X 11
06- PAPER        64536035347          WHSE PAPER, BOND, WHITE, 8.5 X 14
07- PAPER        64536035543          WHSE PAPER, COPY, WHITE, 8.5 X 11
08- PAPER        64536055523          WHSE PAPER, BOND, 8 ½ X 11, WHITE
09- PAPER        64536055525          WHSE PAPER, BOND, 8 ½ X 14, WHITE
10- PAPER        64536056100          WHSE PAPER, COMPUTER, 11X14, 1PART
11- PAPER        64536056110          WHSE PAPER, COMPUTER, 11X14, 3PART
12- PAPER        64536056120          WHSE PAPER, COMPUTER, 11X14, 4PART
13- PAPER        64536056140          WHSE PAPER, COMPUTER, 11X14, 5PART
14- PAPER        64536064110          WHSE PAPER, COPY, BLUE, 8.5 X 11
15- PAPER        64536064114          WHSE PAPER, COPY, CANARY, 8.5 X 11
```

Next type "n" in the ACTION to get a clean screen.

Press ENTER.

SCENARIO TWO continued

ACTION: S SCREEN: INKY USERID: AFNS

I N V E N T O R Y B Y K E Y W O R D

KEYWORD	STOCK ITEM	WHSE DESCRIPTION
=====	=====	=====
01- pen		
02-		
03-		
04-		
05-		
06-		
07-		
08-		
09-		
10-		
11-		
12-		
13-		
14-		
15-		

Scan the Inventory by Keyword (INKY) table for the requested items by leaving the "S" in the ACTION and keying "**pen**" in KEYWORD.

Press **ENTER**.

SCENARIO TWO continued

INVN Table Example

```
ACTION: R SCREEN: INKY USERID: AFNS

                I N V E N T O R Y   B Y   K E Y W O R D

KEYWORD          STOCK ITEM          WHSE DESCRIPTION
=====
01- PEN          62080031996          WHSE PEN, FELT TIP, MED PT, BLUE
02- PEN          62080031997          WHSE PEN, FELT TIP, FINE PT, BLACK
03- PEN          62080031998          WHSE PEN, FELT TIP, FINE PT, BLUE
04- PEN          62080031999          WHSE PEN, FELT TIP, MED PT, BLACK
05- PEN          62080033000          WHSE PEN, ROLLER, MED PT, RED
06- PEN          62080033001          WHSE PEN, ROLLER, MED PT, BLUE
07- PEN          62080033002          WHSE PEN, ROLLER, MED PT, BLACK
08- PEN          62080033010          WHSE PEN, ROLLER, FINE PT, RED
09- PEN          62080033011          WHSE PEN, ROLLER, FINE PT, BLUE
10- PEN          62080033012          WHSE PEN, ROLLER, FINE PT, BLACK
11- PEN          62080034000          WHSE PEN, FLEX GRIP, FINE PT, BLACK
12- PEN          62080034001          WHSE PEN, FLEX GRIP, FINE PT, BLUE
13- PEN          62080034010          WHSE PEN, FLEX GRIP, MED PT, BLUE
14- PEN          62080034011          WHSE PEN, FLEX GRIP, MED PT, BLACK
15- PEN          62080034014          WHSE PEN, FLEX GRIP, MED PT, RED
```

Locate the record for fine point felt tip pens, black ink.

The stock item number and warehouse number for each item is required for ordering the supplies. If the items are in different warehouses, a separate SR transaction is required for each warehouse.

SCENARIO TWO continued

INVN Table Example

```
ACTION: L SCREEN: inv3 USERID: AFNS

                I N V E N T O R Y   B Y   K E Y W O R D

KEYWORD          STOCK ITEM          WHSE DESCRIPTION
=====
01- PEN          62080031996          WHSE PEN, FELT TIP, MED PT, BLUE
02- PEN          62080031997          WHSE PEN, FELT TIP, FINE PT, BLACK
03- PEN          62080031998          WHSE PEN, FELT TIP, FINE PT, BLUE
04- PEN          62080031999          WHSE PEN, FELT TIP, MED PT, BLACK
05- PEN          62080033000          WHSE PEN, ROLLER, MED PT, RED
06- PEN          62080033001          WHSE PEN, ROLLER, MED PT, BLUE
07- PEN          62080033002          WHSE PEN, ROLLER, MED PT, BLACK
08- PEN          62080033010          WHSE PEN, ROLLER, FINE PT, RED
09- PEN          62080033011          WHSE PEN, ROLLER, FINE PT, BLUE
10- PEN          62080033012          WHSE PEN, ROLLER, FINE PT, BLACK
11- PEN          62080034000          WHSE PEN, FLEX GRIP, FINE PT, BLACK
12- PEN          62080034001          WHSE PEN, FLEX GRIP, FINE PT, BLUE
13- PEN          62080034010          WHSE PEN, FLEX GRIP, MED PT, BLUE
14- PEN          62080034011          WHSE PEN, FLEX GRIP, MED PT, BLACK
15- PEN          62080034014          WHSE PEN, FLEX GRIP, MED PT, RED
```

Leaf to INV3 to ensure this is the correct item.

Enter a "L" in the ACTION, "inv3" in the SCREEN, and place the cursor on the record this is being researched.

Press **ENTER**.

SCENARIO TWO continued

INV3 Table Example

```
ACTION: L SCREEN: INV3 USERID: AFNS

                I N V E N T O R Y   ( 3   O F   3 )

      WAREHOUSE= WHSE                STOCK ITEM= 62080031997

LONG DESCRIPTION: PEN, FELT TIP, FINE PT, BLACK
PRIMARY BIN: 6A45   BIN 1:           BIN 2:           ISSUE UNIT: DOZ
DESCRIPTION: PEN, FELT TIP, FINE PT, BLACK   PURCHASE UNIT: DOZ
VENDOR:                                           SMALLER UNIT: I
      ABC CLASS: GEN                               MULTIPLIER:      1
STOCK GROUP:                                       ACTIVATION IND: Y
                                           DELETION IND: N
      OBJECT: 0900                REVENUE SOURCE: SUPP                BS ACCOUNT: 1301

      COST METHOD: A
      PRICE METHOD: P
      % SURCHARGE: 10
MAXIMUM SURCHARGE: 0.000000
FIXED SURCHARGE: 0.000000
STANDARD PRICE: 0.000000

                                           MAXIMUM ISSUE: 99,999.000
                                           MINIMUM ISSUE: 1.000
                                           QUANTITY PER ISSUE: 1.000
                                           PARENT ITEM IND: N
```

If this is the correct item, leaf to INVN to ensure there is enough quantities available.

Enter an "L" in the ACTION field.

Press **ENTER**.

INVN is a related table therefore you do not have to key in the SCREEN name of INVN. It will automatically leaf to INVN.

SCENARIO TWO continued

INVN Table Example

```
ACTION: R SCREEN: INVN USERID: AFNS

      I N V E N T O R Y   I N Q U I R Y   ( 1   O F   3 )

WAREHOUSE= WHSE  STOCK ITEM= 62080031997          PRIMARY BIN: 6A45
                                           ALTERNATE BIN 1:
DESCR: PEN, FELT TIP, FINE PT, BLACK           ALTERNATE BIN 2:
VENDOR:                                           UNIT PRICE:          5.225000
LONG DESCR: PEN, FELT TIP, FINE PT, BLACK

ON HAND:          48.000  BACKORDERED:          0.000  FIRST RECEIPT:
RESERVED:          0.000   ON ORDER:            0.000   LAST ISSUE:
RELEASED:          0.000  CURR ON REQ:          0.000   LAST ORDER:
IN TRANSFER:      0.000  MAX ISSUE:      99,999.000  LAST TRANSFER:
-----          MIN ISSUE:            1.000  NEXT DELIVERY:
AVAILABLE:      48.000                                LAST COUNTED:
                                           LAST COUNT:          0.000

QUANTITY/ISSUE:      1.000          ISSUE UNIT: DOZ          FROZEN IND: N
UNIT COST:           4.750000      PURCHASE UNIT: DOZ      PARENT ITEM IND: N
EXTENDED COST:       228.00        SMALLER UNIT: I          ABC CLASS: GEN
                                           MULTIPLIER:      1      STOCK GROUP:
```

Notice the **Available** field, there is enough available to requisition this stock item.

Repeat this process for all inventory items needed. Record the Warehouse code and the Stock Item code for each item. This data is required when entering a SR.

SCENARIO TWO continued

INVN Table Example

```
ACTION: L SCREEN: sr USERID: AFNS

      I N V E N T O R Y   I N Q U I R Y   ( 1   O F   3 )

WAREHOUSE= WHSE  STOCK ITEM= 62080031997          PRIMARY BIN: 6A45
DESCR: PEN, FELT TIP, FINE PT, BLACK             ALTERNATE BIN 1:
VENDOR:                                           ALTERNATE BIN 2:
LONG DESCR: PEN, FELT TIP, FINE PT, BLACK        UNIT PRICE:          5.225000

ON HAND:          48.000  BACKORDERED:          0.000  FIRST RECEIPT:
RESERVED:         0.000   ON ORDER:             0.000   LAST ISSUE:
RELEASED:         0.000  CURR ON REQ:          0.000   LAST ORDER:
IN TRANSFER:     0.000   MAX ISSUE:          99,999.000  LAST TRANSFER:
-----          MIN ISSUE:             1.000  NEXT DELIVERY:
AVAILABLE:       48.000                                LAST COUNTED:
                                                    LAST COUNT:          0.000

QUANTITY/ISSUE:   1.000          ISSUE UNIT: DOZ          FROZEN IND: N
UNIT COST:        4.750000      PURCHASE UNIT: DOZ     PARENT ITEM IND: N
EXTENDED COST:    228.00        SMALLER UNIT: I        ABC CLASS: GEN
                                                    MULTIPLIER: 1         STOCK GROUP:
```

After the last item has been researched, leaf to a SR transaction.

Enter "L" in the ACTION and "sr" in the SCREEN. Space over the next two characters in the SCREEN field.

Press **ENTER**.

SCENARIO TWO continued

```

FUNCTION: NEW          DOCID: SR  AGC  #
STATUS:               BATID:                ORG:
H-                   STOCK REQUISITION INPUT FORM
  TRANS DATE       :                       ACCTG PRD :
  WAREHOUSE        :                       BUDGET FY :
  REQUESTING ORG   :                       ACTION   :
  REQUESTED BY     :                       DOC TOTAL :
  DEL BLDG/ROOM    :                       SHIP WHOLE:   JOB TYPE:
  PHONE NUMBER     :                       DELIVERY DATE:
  COMMENTS        :
  LN  FUND  AGENCY  ORG/SUB  APPR UNIT  ACTIVITY  FUNCTION  OBJ/SUB  REPT CAT
  ---  ---  ---    ---      ---      ---      ---      ---      ---
                                JOB #    COST CAT    TOTAL      I/D
                                ---      ---      ---      ---

```

The system enters 'NEW' in the function.

The 'SR' is brought forward. The agency code and SR number must be entered before keying in the data.

Enter your agency's code.

Enter your agency's SR number or use the '#' sign for automatic numbering.

Press 'ENTER'

SCENARIO TWO continued

SR Transaction Example

```

FUNCTION:          DOCID: SR   AGC   XAGC0000001
STATUS:           BATID:          ORG:
H-               STOCK REQUISITION INPUT FORM
TRANS DATE       :                ACCTG PRD :
WAREHOUSE        : WHSE           BUDGET FY :
REQUESTING ORG   : 1234           ACTION    :
REQUESTED BY     : NAME           DOC TOTAL :
DEL BLDG/ROOM    : XXX           SHIP WHOLE:   JOB TYPE:
PHONE NUMBER     : (nnn)nnn-nnnn   DELIVERY DATE: 07 30 XX
COMMENTS        :
LN  FUND  AGENCY  ORG/SUB  APPR UNIT  ACTIVITY  FUNCTION  OBJ/SUB  REPT CAT
--  ----  -
                                JOB #    COST CAT    TOTAL      I/D
                                -----
01  1234   AGC    1234
                                1000
    
```

Once inside the SR, key in the following required fields - using your agency's information:

- Warehouse 4-digits
The location code of the commodity.

- Requesting Org 4-digits
The organization requesting the commodity.

- Requested By 20-digits
Enter your name or initials.

- Del Bldg/Room 10-digits
The location where the commodity should be delivered to.

- Phone Number 13-digits
Enter your telephone number or extension.
No parentheses or dashes are required.

- Delivery Date 6 digits
The date the goods should be delivered to the buyer.

- Line information Enter the accounting codes that will be charged for the supplies. Do not key the amount.

Press **ENTER**.

SCENARIO TWO continued

SR Transaction Example

LN	STOCK	REQUESTED	I	ISSUE	UNIT PRICE	TOTAL PRICE
NUM	ITEM NUMBER	QUANTITY	D	UNIT		
DESCRIPTION		BACKORDER	QTY	REF	ACCT LN	JOB TYPE
01-	001 62080031997	24				
02-	002 62060031927	3				
03-	003 61562059396	12				
04-	004 61579031653	2				
05-	005 64536055523	10				
06-						
07-						

- LN NUM 3-digits
Enter the line number of the SR. The line number will always be three digits (example 001).

- Stock Item Number 14-digits plus 3-digits
Enter the commodity number of the requested item. It may not fill all 14-digits. The 3-digits following the first 14-digits are for the suffix, if any.

- Requested Quantity 12-digits
Enter the number of units of stock requested. Note: Make sure you order the commodity according to the issue unit (i.e., case, each, sheet) located on the INV3 and the INVN tables.

Process the stock requisition transaction with a FUNCTION of "ed".

Press **ENTER**.

SCENARIO TWO continued

SR Transaction Example

```
FUNCTION: h+          DOCID: SR   AGC   XAGC0000001
STATUS: SCHED        BATID:
H-                   STOCK REQUISITION INPUT FORM
TRANS DATE   : 07 14 XX      ACCTG PRD : 10 XX
WAREHOUSE    : WHSE          BUDGET FY : XX
REQUESTING ORG : 1234        ACTION      : E
REQUESTED BY  : NAME         DOC TOTAL  :          169.69
DEL BLDG/ROOM : XXX          SHIP WHOLE: N   JOB TYPE:
PHONE NUMBER  : (NNN)NNN-NNNN DELIVERY DATE: 07 30 XX
COMMENTS     :
LN  FUND  AGENCY  ORG/SUB  APPR UNIT  ACTIVITY  FUNCTION  OBJ/SUB  REPT CAT
---  ---  ---  ---  ---  ---  ---  ---  ---
                                JOB #    COST CAT    TOTAL    I/D
                                -----  -----  -----  ---
01  1234  AGC    1234                                1800
```

Documents with no errors will automatically schedule, unless the agency uses approvals for SR transactions. Place the document on hold by entering "h+" in the FUNCTION field.

Press **ENTER**.

Note: Documents rejected other than "Ready For Approval" messages, should be corrected and another edit (ed) performed.

Documents with errors that cannot be corrected should be put on hold (H+) and the main warehouse contacted.

SCENARIO TWO continued

SR Transaction Example

```

FUNCTION:                DOCID: SR   AGC   XAGC0000001
STATUS: SCHED           BATID:                ORG:
H-                      STOCK REQUISITION INPUT FORM
  TRANS DATE      : 07 14 XX                ACCTG PRD : 10 XX
  WAREHOUSE       : WHSE                    BUDGET FY : XX
  REQUESTING ORG  : 1234                    ACTION   : E
  REQUESTED BY    : NAME                    DOC TOTAL :                169.69
  DEL BLDG/ROOM   : XXX                    SHIP WHOLE: N   JOB TYPE:
  PHONE NUMBER    : (NNN)NNN-NNNN          DELIVERY DATE: 07 30 XX
  COMMENTS       :
LN  FUND  AGENCY  ORG/SUB  APPR UNIT  ACTIVITY  FUNCTION  OBJ/SUB  REPT CAT
--  ----  -
                                JOB #    COST CAT  TOTAL      I/D
                                -----
01  1234   AGC    1234                                1800
                                           169.69
  
```

Once an edit has been performed the system will display the amount of the document.

Press **ENTER** to see what information was inferred on the commodity lines.

SCENARIO TWO continued

SR Transaction Example

LN	STOCK	REQUESTED	I	ISSUE	UNIT PRICE	TOTAL PRICE
NUM	ITEM NUMBER	QUANTITY	D	UNIT		

	DESCRIPTION	BACKORDER	QTY	REF	ACCT LN	JOB TYPE

01-	001 62080031997	24.000		DOZ	5.225000	125.40
	PEN, FELT TIP, FINE PT, BLACK				01	
02-	002 62060031927	3.000		CASE	5.280000	15.84
	PENCIL, WOODCASE, BLACK, #3				01	
03-	003 61562059396	12.000		PKG	0.198000	2.38
	PAD, SCRATCH, UNRULED, 5 X 7				01	
04-	004 61579031653	2.000		EACH	1.485000	2.97
	RULER, WOOD, 24"				01	
05-	005 64536055523	10.000		REAM	2.310000	23.10
	PAPER, BOND, 8 1/2X11, WHITE				01	
06-						
07-						

The commodity screen is displayed. From this screen, verify that the correct inventory items were requested. Note the descriptive information that was inferred from the Inventory Inquiry table.

SCENARIO THREE: RESEARCH STOCK REQUISITION TABLES

To research supply orders (stock requisitions) for their status, the following procedures should be used. The process includes inquiries on the Open Stock Requisition Header (OSRH) and Open Stock Requisition Line Inquiry (OSRC) tables. The Stock Requisition number is required when performing these inquiries.

This scenario will be to research the Stock Requisition number 50000004444 to find:

1. the amount of the 8 1/2 X 11 bond paper that was requested;
2. if the item has been issued; and
3. the date of the last issue

To begin the research required to answer the three questions above, turn the page.

SCENARIO THREE continued

SR Transaction Example

LN	STOCK	REQUESTED	I	ISSUE	UNIT PRICE	TOTAL PRICE
NUM	ITEM NUMBER	QUANTITY	D	UNIT		

	DESCRIPTION	BACKORDER	QTY	REF	ACCT LN	JOB TYPE

01-	001 62080031997	24.000	DOZ	5.225000		125.40
	PEN, FELT TIP, FINE PT, BLACK			01		
02-	002 62060031927	3.000	CASE	5.280000		15.84
	PENCIL, WOODCASE, BLACK, #3			01		
03-	003 61562059396	12.000	PKG	0.198000		2.38
	PAD, SCRATCH, UNRULED, 5 X 7			01		
04-	004 61579031653	2.000	EACH	1.485000		2.97
	RULER, WOOD, 24"			01		
05-	005 64536055523	10.000	REAM	2.310000		23.10
	PAPER, BOND, 8 1/2X11, WHITE			01		
06-						
07-						

The next table we want to go to is the Open Stock Requisition Line Inquiry (OSRC). To end the document and go directly to OSRC, key "**e osrc**" in the FUNCTION.

Press **ENTER**.

SCENARIO THREE continued

```
ACTION: S SCREEN: OSRC USERID: AFNS

                O P E N   S R   L I N E   I N Q U I R Y

TRANSACTION ID= sr XAGC0000002

LINE NUMBER=

STOCK ITEM:                ISSUE UNIT:
DESCRIPTION:
REF ACCT LINE:            JOB TYPE:
UNIT PRICE:                TOTAL PRICE:

                QUANTITY
                -----
REQUESTED:
RESERVED:
RELEASED:
ISSUED:
BACKORDER:                PREVIOUS BACKORDER:
```

Scan the OSRC table for **SR XAGC0000002** and look for the record with 8½ x 11 bond paper in the Description field.

Press **ENTER**.

SCENARIO THREE continued

OSRC Table Example

```
ACTION: L SCREEN: osrh USERID: AFNS

                O P E N   S R   L I N E   I N Q U I R Y

TRANSACTION ID= SR XAGC0000002

LINE NUMBER= 001

STOCK ITEM: 64536055523                ISSUE UNIT: REAM
DESCRIPTION: PAPER, BOND, 8 1/2X11, WHITE
REF ACCT LINE: 01                      JOB TYPE:
UNIT PRICE:          2.310000          TOTAL PRICE:          23.10

                QUANTITY
                -----
REQUESTED:          10.000
RESERVED:           0.000
RELEASED:           0.000
ISSUED:             10.000
BACKORDER:          0.000                PREVIOUS BACKORDER:
```

This screen gives the answer to the first question. Ten (10) reams of paper were requested. The second question can be answered by looking at the issued amount. All 10 of the reams of paper were issued.

To find the answer to the third question enter an "L" in the ACTION and "OSRH" in the SCREEN and press ENTER. This will leaf to the Open Stock Requisition Header Table (OSRH).

SCENARIO THREE continued

OSRH Table Example

```
ACTION: R SCREEN: OSRH USERID: AFNS

      O P E N   S R   H E A D E R   I N Q U I R Y

TRANSACTION ID= SR XAGC0000002

      BUDGET FY: XX           ACCOUNTING PERIOD: 07 XX
TRANSACTION DATE: 04 01 XX           COMMENTS:

REQUESTING AGCY: AGC                       REQUESTING ORG: 1234
REQUESTED BY: NAME                           PHONE: (NNN)NNN-NNNN
DELIVERY DATE: 04 20 XX                     DELIVERY BUILDING/ROOM: XXX
WAREHOUSE: WHSE                               SHIP WHOLE ORDER: N

TOTAL ITEM LINES:      1                     TOTAL AMOUNT:                23.10
CLOSED ITEM LINES:    1                     CLOSED AMOUNT:               23.10
NUMBER OF ISSUES:     1                     CLOSED DATE: 04 13 XX

----- STATUS -----
BACKORDERED: N           RESERVED: N
RELEASED: N              DATE: 04 13 XX
```

This screen will show the closed date of the last accepted Stock Issue Confirmation (CI) transaction. The main warehouse will process a CI transaction when the supplies are pulled from stock.

You are finished with this Scenario.

SCENARIO FOUR: CHANGING A STOCK REQUISITION

The supervisor has informed you that the requisition processed yesterday had an error. The two 24" wooden rulers ordered should have been 20 rulers.

This scenario will demonstrate how to change a SR transaction that has not been accepted.

SCENARIO FOUR continued

OSRH Table Example

```
ACTION: L SCREEN: sr USERID: AFNS

      O P E N   S R   H E A D E R   I N Q U I R Y

TRANSACTION ID= SR XAGC0000002

      BUDGET FY: XX          ACCOUNTING PERIOD: 07 XX
TRANSACTION DATE: 04 01 XX          COMMENTS:

REQUESTING AGCY: AGC                REQUESTING ORG: 1234
REQUESTED BY: NAME                   PHONE: (NNN)NNN-NNNN
DELIVERY DATE: 04 20 XX              DELIVERY BUILDING/ROOM: XXX
WAREHOUSE: WHSE                      SHIP WHOLE ORDER: N

TOTAL ITEM LINES: 1                TOTAL AMOUNT:          23.10
CLOSED ITEM LINES: 1                CLOSED AMOUNT:         23.10
NUMBER OF ISSUES: 1                CLOSED DATE: 04 13 XX

----- STATUS -----
BACKORDERED: N                      RESERVED: N
RELEASED: N                          DATE: 04 13 XX
```

On the previous scenario, we left off on the OSRH table and now we want to correct a SR transaction that was entered yesterday. Documents can either be retrieved from SUSF or a "get" command can be used to retrieve a document once inside any type of transaction.

We will demonstrate how to retrieve a document once we've accessed a SR transaction.

Turn the page.

SCENARIO FOUR continued

```

FUNCTION: get          DOCID: SR   AGC  XAGC0000001
STATUS:              BATID:                ORG:
H-                  STOCK REQUISITION INPUT FORM
  TRANS DATE       :                      ACCTG PRD :
  WAREHOUSE        :                      BUDGET FY :
  REQUESTING ORG   :                      ACTION    :
  REQUESTED BY    :                      DOC TOTAL :
  DEL BLDG/ROOM    :                      SHIP WHOLE:   JOB TYPE:
  PHONE NUMBER     :                      DELIVERY DATE:
  COMMENTS        :
  LN  FUND  AGENCY  ORG/SUB  APPR UNIT  ACTIVITY  FUNCTION  OBJ/SUB  REPT CAT
  --  ---  -
                                     JOB #   COST CAT   TOTAL       I/D
                                     -----

```

To retrieve the SR transaction that was entered yesterday, enter "get" in the FUNCTION and the DOCUMENT ID as demonstrated in the screen print.

Press **ENTER**.

SCENARIO FOUR continued

SR Transaction Example

FUNCTION:	DOCID: SR	AGC	XAGC0000001						
STATUS: SCHED	BATID:							ORG:	
H-	STOCK REQUISITION INPUT FORM								
TRANS DATE	: 07 14 XX						ACCTG PRD	: 10 XX	
WAREHOUSE	: WHSE						BUDGET FY	: XX	
REQUESTING ORG	: 1234						ACTION	: E	
REQUESTED BY	: NAME						DOC TOTAL	: 169.69	
DEL BLDG/ROOM	: XXX						SHIP WHOLE	: N	JOB TYPE:
PHONE NUMBER	: (NNN)NNN-NNNN						DELIVERY DATE	: 07 30 XX	
COMMENTS	:								
LN	FUND	AGENCY	ORG/SUB	APPR UNIT	ACTIVITY	FUNCTION	OBJ/SUB	REPT CAT	
---	---	---	---	---	---	---	---	---	---
					JOB #	COST CAT	TOTAL	I/D	
					-----	-----	-----	-----	
01	1234	AGC	1234				1800		
									169.69

To get to the next screen press **enter** so that the commodity screen will be displayed.

SCENARIO FOUR continued

SR Transaction Example

LN	STOCK	REQUESTED	I	ISSUE	UNIT PRICE	TOTAL PRICE
NUM	ITEM NUMBER	QUANTITY	D	UNIT		

	DESCRIPTION	BACKORDER	QTY	REF	ACCT LN	JOB TYPE

01-	001 62080031997	24.000	DOZ	5.225000		125.40
	PEN, FELT TIP, FINE PT, BLACK			01		
02-	002 62060031927	3.000	CASE	5.280000		15.84
	PENCIL, WOODCASE, BLACK, #3			01		
03-	003 61562059396	12.000	PKG	0.198000		2.38
	PAD, SCRATCH, UNRULED, 5 X 7			01		
04-	004 61579031653	20.000	EACH	1.485000		2.97
	RULER, WOOD, 24"			01		
05-	005 64536055523	10.000	REAM	2.310000		23.10
	PAPER, BOND, 8 1/2X11, WHITE			01		
06-						
07-						

Change line **004** from a requested quantity of 2 to a requested quantity of 20. Key **"ed"** in the FUNCTION.

Changes to a SR can only be performed if the document meets one of the following criteria:

- Has not had the final approval applied
- Has a status of SCHED
- Has a status of HELD

SCENARIO FOUR continued

SR Transaction Example

```
FUNCTION: h+                DOCID: SR   AGC   XAGC0000001
STATUS: SCHED                BATID:                ORG:
H-                            STOCK REQUISITION INPUT FORM
TRANS DATE   : 07 14 XX      ACCTG PRD : 10 XX
WAREHOUSE    : WHSE          BUDGET FY : XX
REQUESTING ORG : 1234        ACTION      : E
REQUESTED BY  : NAME        DOC TOTAL   :          169.69
DEL BLDG/ROOM : XXX         SHIP WHOLE: N   JOB TYPE:
PHONE NUMBER  : (NNN)NNN-NNNN DELIVERY DATE: 07 30 XX
COMMENTS      :
LN  FUND  AGENCY  ORG/SUB  APPR UNIT  ACTIVITY  FUNCTION  OBJ/SUB  REPT CAT
--  ----  -
                                JOB #    COST CAT    TOTAL      I/D
                                -----
01  1234   AGC    1234                1800
                                169.69
```

Documents that automatically have a status of SCHED indicate there are no errors. At this point put the document on Hold by entering **"h+"** in the FUNCTION field.

Press **ENTER**.

SCENARIO FOUR continued

SR Transaction Example

FUNCTION:	DOCID: SR	AGC	XAGC0000001					
STATUS: HELD	BATID:	ORG:						
H-	STOCK REQUISITION INPUT FORM							
TRANS DATE	: 07 14 XX	ACCTG PRD	: 10 XX					
WAREHOUSE	: WHSE	BUDGET FY	: XX					
REQUESTING ORG	: 1234	ACTION	: E					
REQUESTED BY	: NAME	DOC TOTAL	: 169.69					
DEL BLDG/ROOM	: XXX	SHIP WHOLE	: N JOB TYPE:					
PHONE NUMBER	: (NNN)NNN-NNNN	DELIVERY DATE	: 07 30 XX					
COMMENTS	:							
LN	FUND	AGENCY	ORG/SUB	APPR UNIT	ACTIVITY	FUNCTION	OBJ/SUB	REPT CAT
---	---	---	---	---	---	---	---	---
					JOB #	COST CAT	TOTAL	I/D
					---	---	---	---
01	1234	AGC	1234				1800	
								169.69

A--*HS33-DOCUMENT HELD

You are finished with Scenario Four.

SCENARIO FIVE: INSERTING A NEW LINE IN A SR

A co-worker informs you that the office is out of white liquid paper. This item needs to be added to the existing SR transaction. To accomplish this task, you will learn how to zoom out of a document into a table, end the zoom command to return to the document and insert a line into the existing document.

SCENARIO FIVE continued

SR Transaction Example

```
FUNCTION:          DOCID: SR   AGC   XAGC0000001
STATUS: HELD      BATID:
H-              STOCK REQUISITION INPUT FORM
  TRANS DATE      : 07 14 XX          ACCTG PRD : 10 XX
  WAREHOUSE       : WHSE              BUDGET FY : XX
  REQUESTING ORG  : 1234              ACTION    : E
  REQUESTED BY   : NAME                DOC TOTAL :          169.69
  DEL BLDG/ROOM  : XXX                SHIP WHOLE: N  JOB TYPE:
  PHONE NUMBER   : (NNN)NNN-NNNN     DELIVERY DATE: 07 30 XX
  COMMENTS       :
LN  FUND  AGENCY  ORG/SUB  APPR UNIT  ACTIVITY  FUNCTION  OBJ/SUB  REPT CAT
--  ----  -
                                JOB #    COST CAT    TOTAL        I/D
                                -----
01  1234   AGC    1234
                                1800
                                169.69

A--*HS33-DOCUMENT HELD
```

The last scenario left you with this screen all you need to do is press **ENTER** to get to the next screen. The commodity screen is where you'll insert a new stock item.

SCENARIO FIVE continued

FUNCTION: z inky		DOCID: SR	AGC	XAGC0000001			
STATUS: HELD		BATID:	ORG:		001-005 OF 006		
LN	STOCK	REQUESTED	I	ISSUE			
NUM	ITEM NUMBER	QUANTITY	D	UNIT	UNIT PRICE	TOTAL PRICE	
-----		-----		-----			
DESCRIPTION		BACKORDER	QTY	REF	ACCT LN	JOB TYPE	
-----		-----		-----		-----	
01-	001 62080031997	24.000		DOZ	5.225000	125.40	
	PEN, FELT TIP, FINE PT, BLACK				01		
02-	002 62060031927	3.000		CASE	5.280000	15.84	
	PENCIL, WOODCASE, BLACK, #3				01		
03-	003 61562059396	12.000		PKG	0.198000	2.38	
	PAD, SCRATCH, UNRULED, 5 X 7				01		
04-	004 61579031653	20.000		EACH	1.485000	2.97	
	RULER, WOOD, 24"				01		
05-	005 64536055523	10.000		REAM	2.310000	23.10	
	PAPER, BOND, 8 1/2X11, WHITE				01		
06-							
07-							

We can not enter the information to order the white liquid paper without the Stock Item Number. To retrieve this number we must zoom out of the document and go to the INKY table. The zoom command is like opening up another session that allows us to make inquiries while holding the document so the data doesn't get lost.

Enter **"z inky"** in FUNCTION.

Press **ENTER**.

SCENARIO FIVE continued

INKY Table Example

```
ACTION: n SCREEN: INKY USERID: AFNS

                I N V E N T O R Y   B Y   K E Y W O R D

KEYWORD          STOCK ITEM          WHSE DESCRIPTION
=====
01- ACCIDENT     71510ACCREP      WHSE ACCIDENT REPORTING PACKET
02- ADAPTER      285952GROUND3   WHSE ADAPTER, GROUND, 3 PRONG
03- ADAPTER      285956OUTLET     WHSE ADAPTER, 6 OUTLET, NONGROUNDED
04- ADAPTER      285956OUTLETG    WHSE ADAPTER, 6 OUTLET, GROUNDED
05- ADRS         71510CAREER      WHSE BROCHURE, CAREER OPPORTUNITIES
06- ADRS         71510FACTSHT     WHSE ADRS FACT SHEET, 1996
07- AIR          48532058738     WHSE AIR FRESHNER, AEROSOL, 16 OZ.
08- ALCOHOL     27007062037     WHSE ALCOHOL, 70% ISOPROPYL, 16 OZ.
09- ANNUAL      71510ANNREPT     WHSE ANNUAL REPORT, ADRS, 1997
10- APPLICAT    47527057494     WHSE APPLICATORS, COTTON, 6"
11- AUTOLET     47595057517     WHSE AUTOLET II, DISK, LANCETS
12- BADGE       61551031080     WHSE BADGES, NAME, 2 5/16 X 3 3/8
13- BAG         36580ADVBAG     WHSE BAGS, VACUUM, ADVANCE 1200
14- BALL        47527057498     WHSE BALLS, COTTON, NON-STERILE
15- BANDAGE     47509057512     WHSE BANDAGE, SPONGE GAUZE, 4 X 4
```

When using the zoom command data will be displayed on any table you zoom to. Enter "n" in the ACTION field to get a clean screen.

Press **ENTER**.

SCENARIO FIVE continued

```
ACTION: S SCREEN: INKY USERID: AFNS

                I N V E N T O R Y   B Y   K E Y W O R D

KEYWORD          STOCK ITEM          WHSE DESCRIPTION
=====
01- fluid
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
15-
```

Key in the word "fluid" in the KEYWORD field.

Press **ENTER**.

SCENARIO FIVE continued

INKY Table Example

```
ACTION: e SCREEN: INKY USERID: AFNS

                I N V E N T O R Y   B Y   K E Y W O R D

KEYWORD          STOCK ITEM          WHSE DESCRIPTION
-----
01- FLUID        61529030229          WHSE FLUID, CORR, CANARY, 1/2 OZ
02- FLUID        61529030234          WHSE FLUID, CORR, GREEN, 1/2 OZ
03- FLUID       61529030235         WHSE FLUID, CORR, WHITE, 1/2 OZ
04- FLUID        61529030260          WHSE FLUID, CORR, COPIES, 1/2 OZ
05- PAD          61562031326          WHSE PAD, 4 COLUMN, 8 1/2 X 14
06- PAD          61562031332          WHSE PAD, 14 COLUMN, 17 X 14
07- PAD          61562031452          WHSE PAD, LETTER, 8 1/2 X 11, WHT
08- PAD          61562059396          WHSE PAD, SCRATCH, UNRULED, 5 X 7
09- PAD          61562059405          WHSE PAD, SCRATCH, UNRULED, 3 X 5
10- PAD          61562059408          WHSE PAD, SCRATCH, RULED, 3 X 5
11- PAD          61562059410          WHSE PAD, SCRATCH, RULED, 5 X 7
12- PAD          61562320050          WHSE PAD, LETTER, 8 1/2 X 11, YEL
13- PAD          61562320060          WHSE PAD, LEGAL, 8 1/2 X 14, YEL
14- PAD          61562320061          WHSE PAD, LEGAL, 8 1/2 X 14, WHT
15- PAPER        64524044802          WHSE PAPER, CONT FEED, 1 PART
```

Locate the record for needed item. After recording the Warehouse code and the Stock Item code, enter "E" in the ACTION field. This will take us back to our document.

Press **ENTER**.

SCENARIO FIVE continued

SR Transaction Example

LN	STOCK	REQUESTED	I	ISSUE	UNIT PRICE	TOTAL PRICE
NUM	ITEM NUMBER	QUANTITY	D	UNIT		

	DESCRIPTION	BACKORDER	QTY	REF	ACCT LN	JOB TYPE

01-	001 62080031997	24.000		DOZ	5.225000	125.40
	PEN, FELT TIP, FINE PT, BLACK				01	
02-	002 62060031927	3.000		CASE	5.280000	15.84
	PENCIL, WOODCASE, BLACK, #3				01	
03-	003 61562059396	12.000		PKG	0.198000	2.38
	PAD, SCRATCH, UNRULED, 5 X 7				01	
04-	004 61579031653	20.000		EACH	1.485000	2.97
	RULER, WOOD, 24"				01	
05-	005 64536055523	10.000		REAM	2.310000	23.10
	PAPER, BOND, 8 1/2X11, WHITE				01	
06-						
07-						

Type "IL" (insert line) in the FUNCTION field to add the new line. Bring the cursor down to the line you want to insert the line after.

Press ENTER.

SCENARIO FIVE continued

SR Transaction Example

FUNCTION: ed	DOCID: SR	AGC	XAGC000001			
STATUS:	BATID:		ORG:		000-000	OF 001
LN	STOCK	REQUESTED	I	ISSUE		
NUM	ITEM NUMBER	QUANTITY	D	UNIT	UNIT PRICE	TOTAL PRICE
-----		-----		-----		-----
	DESCRIPTION	BACKORDER	QTY	REF	ACCT LN	JOB TYPE
	-----	-----	-----	-----	-----	-----
01-	006 61529030235	12				
02-						
03-						
04-						
05-						
06-						
07-						

A clean screen will be displayed.

Key the following information:

LN NUM: next available line number
STOCK ITEM NUMBER: your agency's stock item number for needed item
REQUESTED QUANTITY: quantity needed

Process the transaction with "ed" in the FUNCTION field.

Press ENTER.

SCENARIO FIVE continued

SR Transaction Example

```

FUNCTION:                DOCID: SR   AGC   XAGC0000001
STATUS: SCHED           BATID:                ORG:
H-                      STOCK REQUISITION INPUT FORM
  TRANS DATE      : 07 14 XX                ACCTG PRD : 10 XX
  WAREHOUSE       : WHSE                    BUDGET FY : XX
  REQUESTING ORG  : 1234                    ACTION   : E
  REQUESTED BY   : NAME                     DOC TOTAL :          201.70
  DEL BLDG/ROOM  : XXX                      SHIP WHOLE: N  JOB TYPE:
  PHONE NUMBER   : (NNN)NNN-NNNN           DELIVERY DATE: 07 30 XX
  COMMENTS       :
LN  FUND  AGENCY  ORG/SUB  APPR UNIT  ACTIVITY  FUNCTION  OBJ/SUB  REPT CAT
--  ----  -
                                JOB #    COST CAT    TOTAL      I/D
                                -----
01  1234   AGC    1234                                1800
                                           201.70
  
```

Note the increase in the document total.

Press **enter** to go to the commodity screen. You will be able to see the results of the new line inserted.

SCENARIO FIVE continued

SR Transaction Example

LN	STOCK	REQUESTED	I	ISSUE	UNIT PRICE	TOTAL PRICE
NUM	ITEM NUMBER	QUANTITY	D	UNIT		
DESCRIPTION		BACKORDER	QTY	REF	ACCT LN	JOB TYPE
01-	001 62080031997	24.000		DOZ	5.225000	125.40
	PEN, FELT TIP, FINE PT, BLACK				01	
02-	002 62060031927	3.000		CASE	5.280000	15.84
	PENCIL, WOODCASE, BLACK, #3				01	
03-	003 61562059396	12.000		PKG	0.198000	2.38
	PAD, SCRATCH, UNRULED, 5 X 7				01	
04-	004 61579031653	20.000		EACH	1.485000	2.97
	RULER, WOOD, 24"				01	
05-	005 64536055523	10.000		REAM	2.310000	23.10
	PAPER, BOND, 8 1/2X11, WHITE				01	
06-	006 61529030235	12.000		EACH	0.440000	5.28
	FLUID, CORR, WHITE, 1/2 X OZ					
07-						

The correction fluid was correctly added to the document. Put the document on hold by entering "h+" in the FUNCTION field.

Press **ENTER**.

SCENARIO FIVE continued

SR Transaction Example

LN	STOCK	REQUESTED	I	ISSUE	UNIT PRICE	TOTAL PRICE
NUM	ITEM NUMBER	QUANTITY	D	UNIT		

DESCRIPTION		BACKORDER	QTY	REF	ACCT LN	JOB TYPE

01-	001 62080031997	24.000		DOZ	5.225000	125.40
	PEN, FELT TIP, FINE PT, BLACK				01	
02-	002 62060031927	3.000		CASE	5.280000	15.84
	PENCIL, WOODCASE, BLACK, #3				01	
03-	003 61562059396	12.000		PKG	0.198000	2.38
	PAD, SCRATCH, UNRULED, 5 X 7				01	
04-	004 61579031653	20.000		EACH	1.485000	2.97
	RULER, WOOD, 24"				01	
05-	005 64536055523	10.000		REAM	2.310000	23.10
	PAPER, BOND, 8 1/2X11, WHITE				01	
06-	006 61529030235	12.000		EACH	0.440000	5.28
	FLUID, CORR, WHITE, 1/2 X OZ					
07-						
A--*HS33-DOCUMENT HELD						

You have successfully completed Scenario Five.

SCENARIO SIX: DELETING A LINE OFF OF A SR TRANSACTION

That afternoon the supervisor realized how much those scratch pads cost. With the cost of paper and the budget cuts, it is decided to use the backs of paper that would normally go to the recycle bin. She would like for you to delete the scratch pads line off the SR keyed earlier.

SCENARIO SIX continued

SR Transaction Example

LN	STOCK	REQUESTED	I	ISSUE	UNIT PRICE	TOTAL PRICE
NUM	ITEM NUMBER	QUANTITY	D	UNIT		

	DESCRIPTION	BACKORDER	QTY	REF	ACCT LN	JOB TYPE

01-	001 62080031997	24.000		DOZ	5.225000	125.40
	PEN, FELT TIP, FINE PT, BLACK				01	
02-	002 62060031927	3.000		CASE	5.280000	15.84
	PENCIL, WOODCASE, BLACK, #3				01	
03-	003 61562059396	12.000		PKG	0.198000	2.38
	PAD, SCRATCH, UNRULED, 5 X 7				01	
04-	004 61579031653	20.000		EACH	1.485000	2.97
	RULER, WOOD, 24"				01	
05-	005 64536055523	10.000		REAM	2.310000	23.10
	PAPER, BOND, 8 1/2X11, WHITE				01	
06-	006 61529030235	12.000		EACH	0.440000	5.28
	FLUID, CORR, WHITE, 1/2 X OZ					
07-						
A--*HS33-DOCUMENT HELD						

Since the last scenario left you here, all you need to do is key "DL" in the FUNCTION field and move your cursor down to the line you would like to delete.

Press ENTER and that line will be deleted.

SCENARIO SIX continued

SR Transaction Example

LN	STOCK	REQUESTED	I	ISSUE	UNIT PRICE	TOTAL PRICE
NUM	ITEM NUMBER	QUANTITY	D	UNIT		

	DESCRIPTION	BACKORDER	QTY	REF	ACCT LN	JOB TYPE

01-	001 62080031997	24.000	DOZ	5.225000		125.40
	PEN, FELT TIP, FINE PT, BLACK			01		
02-	002 62060031927	3.000	CASE	5.280000		15.84
	PENCIL, WOODCASE, BLACK, #3			01		
03-	004 61579031653	20.000	EACH	1.485000		2.97
	RULER, WOOD, 24"			01		
04-	005 64536055523	10.000	REAM	2.310000		23.10
	PAPER, BOND, 8 1/2X11, WHITE			01		
05-	006 61529030235	12.000	EACH	0.440000		5.28
	FLUID, CORR, WHITE, 1/2 X OZ					
06-						
07-						

The line is deleted. The line numbers do not need to be changed but an edit (**ed**) is required to change the amounts.

Enter **"ed"** in the FUNCTION field.

Press **ENTER**.

SCENARIO SIX continued

SR Transaction Example

```
FUNCTION: h+          DOCID: SR   AGC   XAGC0000001
STATUS: SCHED        BATID:          ORG:
H-                   STOCK REQUISITION INPUT FORM
TRANS DATE       : 07 14 XX          ACCTG PRD : 10 XX
WAREHOUSE        : WHSE              BUDGET FY : XX
REQUESTING ORG   : 1234              ACTION    : E
REQUESTED BY     : NAME              DOC TOTAL :          172.59
DEL BLDG/ROOM    : XXX              SHIP WHOLE: N   JOB TYPE:
PHONE NUMBER     : (NNN)NNN-NNNN    DELIVERY DATE: 07 30 XX
COMMENTS        :
LN  FUND  AGENCY  ORG/SUB  APPR UNIT  ACTIVITY  FUNCTION  OBJ/SUB  REPT CAT
--  ----  -
                                JOB #    COST CAT    TOTAL          I/D
01  1234   AGC    1234                                1800
                                172.59
```

Put "h+" in the FUNCTION field to put the document on hold.

Press ENTER.

SCENARIO SIX continued

SR Transaction Example

FUNCTION:	DOCID: SR	AGC	XAGC0000001						
STATUS: HELD	BATID:								ORG:
H-	STOCK REQUISITION INPUT FORM								
TRANS DATE	: 07 14 XX					ACCTG PRD	: 10 XX		
WAREHOUSE	: WHSE					BUDGET FY	: XX		
REQUESTING ORG	: 1234					ACTION	: E		
REQUESTED BY	: NAME					DOC TOTAL	:	172.59	
DEL BLDG/ROOM	: XXX					SHIP WHOLE	: N	JOB TYPE:	
PHONE NUMBER	: (NNN)NNN-NNNN					DELIVERY DATE	: 07 30 XX		
COMMENTS	:								
LN	FUND	AGENCY	ORG/SUB	APPR UNIT	ACTIVITY	FUNCTION	OBJ/SUB	REPT CAT	
---	---	---	---	---	---	---	---	---	---
					JOB #	COST CAT	TOTAL	I/D	
					-----	-----	-----	-----	
01	1234	AGC	1234				1800		
							172.59		

A--*HS33-DOCUMENT HELD

You have successfully completed Scenario Six.

SCENARIO SEVEN: DELETING A STOCK REQUISITION

After you entered and made changes to the stock requisition, you are informed that your supervisor found all the supplies in the stock room. You are required to delete the SR transaction.

SCENARIO SEVEN continued

SR Transaction Example

```
FUNCTION: d          DOCID: SR  AGC  XAGC0000001
STATUS: HELD        BATID:          ORG:
H-                STOCK REQUISITION INPUT FORM
TRANS DATE       : 07 14 XX          ACCTG PRD : 10 XX
WAREHOUSE        : WHSE              BUDGET FY : XX
REQUESTING ORG   : 1234              ACTION    : E
REQUESTED BY     : NAME              DOC TOTAL :          172.59
DEL BLDG/ROOM    : XXX              SHIP WHOLE: N  JOB TYPE:
PHONE NUMBER     : (NNN)NNN-NNNN    DELIVERY DATE: 07 30 XX
COMMENTS        :
LN  FUND  AGENCY  ORG/SUB  APPR UNIT  ACTIVITY  FUNCTION  OBJ/SUB  REPT CAT
---  ---  ---  ---  ---  ---  ---  ---  ---
                                JOB #    COST CAT    TOTAL    I/D
                                ---  ---  ---  ---  ---
01  1234  AGC    1234                                1800
                                           172.59

A--*HS33-DOCUMENT HELD
```

The previous scenario left you at this screen. Therefore to delete the SR transaction enter "d" in the FUNCTION field.

Press **ENTER**.

SCENARIO SEVEN continued

SR Transaction Example

```

FUNCTION:                DOCID: SR   AGC   XAGC0000001
STATUS: DELET          BATID:                ORG:
H-                      STOCK REQUISITION INPUT FORM
  TRANS DATE       : 07 14 XX          ACCTG PRD : 10 XX
  WAREHOUSE        : WHSE              BUDGET FY : XX
  REQUESTING ORG   : 1234              ACTION    : E
  REQUESTED BY    : NAME                DOC TOTAL :          172.59
  DEL BLDG/ROOM   : XXX                SHIP WHOLE: N  JOB TYPE:
  PHONE NUMBER    : (NNN)NNN-NNNN     DELIVERY DATE: 07 30 XX
  COMMENTS        :
LN  FUND  AGENCY  ORG/SUB  APPR UNIT  ACTIVITY  FUNCTION  OBJ/SUB  REPT CAT
--  ----  -
                                JOB #    COST CAT    TOTAL        I/D
                                -----
01  1234   AGC    1234
                                1800
                                172.59
  
```

A--*HS39-DOCUMENT MARKED FOR DELETION

Notice the status of the document is now DELET and the message in the screen print indicates that the document is marked for deletion. During nightly cycle the document will be deleted from SUSF screen.

SCENARIO SEVEN continued

SR Transaction Example

```
FUNCTION: E                DOCID: SR   AGC   XAGC0000001
STATUS: DELET              BATID:                ORG:
H-      STOCK REQUISITION INPUT FORM
TRANS DATE   : 07 14 XX          ACCTG PRD : 10 XX
WAREHOUSE    : WHSE              BUDGET FY : XX
REQUESTING ORG : 1234            ACTION     : E
REQUESTED BY  : NAME              DOC TOTAL :          172.59
DEL BLDG/ROOM : XXX              SHIP WHOLE: N   JOB TYPE:
PHONE NUMBER  : (NNN)NNN-NNNN    DELIVERY DATE: 07 30 XX
COMMENTS     :
LN  FUND  AGENCY  ORG/SUB  APPR UNIT  ACTIVITY  FUNCTION  OBJ/SUB  REPT CAT
---  ---  ---  ---  ---  ---  ---  ---  ---
                                JOB #    COST CAT    TOTAL      I/D
                                -----  -----  -----  ---
01  1234   AGC    1234                1800          172.59

A--*HS39-DOCUMENT MARKED FOR DELETION
```

Enter **"E"** in the FUNCTION field to exit the SR transaction.

Press **ENTER**.

SCENARIO SEVEN continued

INKY Table Example

```
ACTION: e SCREEN: INKY USERID: AFNS

                I N V E N T O R Y   B Y   K E Y W O R D

KEYWORD          STOCK ITEM          WHSE DESCRIPTION
-----
01- FLUID        61529030229          WHSE FLUID, CORR, CANARY, 1/2 OZ
02- FLUID        61529030234          WHSE FLUID, CORR, GREEN, 1/2 OZ
03- FLUID        61529030235          WHSE FLUID, CORR, WHITE, 1/2 OZ
04- FLUID        61529030260          WHSE FLUID, CORR, COPIES, 1/2 OZ
05- PAD          61562031326          WHSE PAD, 4 COLUMN, 8 1/2 X 14
06- PAD          61562031332          WHSE PAD, 14 COLUMN, 17 X 14
07- PAD          61562031452          WHSE PAD, LETTER, 8 1/2 X 11, WHT
08- PAD          61562059396          WHSE PAD, SCRATCH, UNRULED, 5 X 7
09- PAD          61562059405          WHSE PAD, SCRATCH, UNRULED, 3 X 5
10- PAD          61562059408          WHSE PAD, SCRATCH, RULED, 3 X 5
11- PAD          61562059410          WHSE PAD, SCRATCH, RULED, 5 X 7
12- PAD          61562320050          WHSE PAD, LETTER, 8 1/2 X 11, YEL
13- PAD          61562320060          WHSE PAD, LEGAL, 8 1/2 X 14, YEL
14- PAD          61562320061          WHSE PAD, LEGAL, 8 1/2 X 14, WHT
15- PAPER        64524044802          WHSE PAPER, CONT FEED, 1 PART
```

By keying "e" in the function from the previous page, we returned to the table that we inquired upon last.

From this screen, key "e" in the ACTION to end the inquiry on tables and prepare to log off of AFNS.

Press **ENTER**.

SCENARIO SEVEN continued

off

Key **"off"** on the blank screen.

Press **ENTER**.

I.S.D LOGON SCREEN RETURNED

STATE OF ALABAMA - FINANCE - INFORMATION SERVICES DIVISION

YOUR LTERM: TCP02168. YOUR IP ADDRESS: 10.133.58.18

***** WARNING *****

This system may contain Government information, which is restricted to authorized users ONLY. Unauthorized access, use, or modification of this computer system or of the data contained herein or in transit to/from this system may subject the individual to Criminal and Civil penalties. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed, or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

Enter Logon:

Logging off of AFNS has successfully been completed.

Follow your agency's procedures to sign off the department's network.

SECTION EIGHT: OVERVIEW OF LEDGERS AND REPORTS

A. Commodity and Inventory Ledgers

- ◆ **Commodity Ledger (COMLED)**

All commodity transactions post entries to this ledger to capture descriptive information about the items affected by the documents. Captured information includes commodity code, transaction ID, warehouse, unit cost, quantity, delivery date, and acceptance and accounting dates.
- ◆ **Commodity Purge Ledger (COMPRG)**

Once a Commodity Purge is ran, records are purged from the COMLED ledger and moved to the COMPRG ledger.
- ◆ **Inventory Ledger (INVENT)**

This ledger constitutes the historical audit trail required by accepted accounting procedures. All inventory control documents (except Pick and Issue transactions {PI}) post entries to this ledger to capture descriptive information about the items affected by the documents. Captured information includes transaction ID, stock item, warehouse, unit cost, unit price, requested quantity, and acceptance and accounting dates.
- ◆ **Daily Inventory Ledger (INVENTD)**

All inventory control documents (except Pick and Issue transactions {PI}) post entries to this ledger to capture descriptive information about the items affected by the documents. Captured information includes transaction ID, stock item, warehouse, unit cost, unit price, requested quantity, and acceptance and accounting dates. Information is stored on this ledger one day, then is purged off during the nightly cycle.
- ◆ **Closed Inventory Ledger (ICPRG)**

Once an Inventory Purge is ran, records are purged from the INVENT ledger and moved to the ICPRG ledger.

B. Inventory Reports

- ◆ Several standard reports are available with the inventory control subsystem.
- ◆ Custom reports can be designed and written by your agency using any information from the base AFNS system as well as any of the ledgers and tables from the inventory control subsystem.
- ◆ Advantage DS can be used to access any of the commodity/inventory control ledgers or tables to obtain detailed listings or transaction reports.

Inventory Control Subsystem Reports

<u>Report Name</u>	<u>Report ID</u>
ABC Analysis Report	IN10
ABC Classification Report	IN20
Forecasted Demand and Actual Usage History Report	IN30
Inventory Management Report	IN40
Inventory Price List by Stock Item Number	IN50
Stock Movement Report	IN51
Lead Time Report	IN60
Physical Inventory Discrepancy Report	IN70
Inventory Pick and Issue Order	IN80
Replenishment Review Report	IN90

INQUIRY QUICK REFERENCE LIST

<u>SCREEN ID</u>	<u>DESCRIPTION</u>
WHSE	WAREHOUSE MANAGEMENT Warehouse code is required to retrieve the record. Contains related information for each warehouse. It contains general information as well as specific operational conditions. Accounting codes on this table will be used for document processing.
INV3	INVENTORY (3 OF 3) Warehouse and Stock Item codes are required to retrieve the record. Used to maintain non-system generated information about the inventory stock item. Item account codes, price method options, and inventory control management parameters are set and/or modified using this screen. Every stock item maintained in inventory will have an INV3 table entry.
INV2	INVENTORY (2 OF 3) Warehouse and Stock Item codes are required to retrieve the record. Produced when a new INV3 inventory record is created. Reflect historical issue information along with reorder parameters and forecast quantities.
INVN	INVENTORY INQUIRY (1 OF 3) Warehouse and Stock Item codes are required to retrieve the record. Contains information about each stock item stored in the warehouse. Maintains descriptive, purchasing, historical use, reorder, reserved, and on-hand stock balances. Table is updated when a new INV3 inventory record is added.

INQUIRY QUICK REFERENCE LIST

<u>SCREEN ID</u>	<u>DESCRIPTION</u>
INKY	INVENTORY BY KEYWORD Keyword is required to retrieve the record. It allows the user to search for a given stock item number when only a description is known.
INVI	INVENTORY BY STOCK ITEM INQUIRY Stock Item code is required to retrieve the data. Table is an alternate view of Inventory Inquiry (INVN). It allows you to view description and quantity available from the INVN table.
ISSQ	ISSUE QUEUE INQUIRY Warehouse code is required to retrieve the record. Provides information about all stock requisitions associated with a given warehouse. Entries are added and updated whenever a Stock Requisition(SR), Pick and Issue (PI), or Issue Confirmation (CI) is processed and accepted by the system.
OISN	OPEN ITEMS BY STOCK NUMBER INQUIRY Stock Item code is required to retrieve the record. Provides a means of tracking which Transfer (TI), Stock Requisitions (SR) and Over the Counter (OC) transactions make up the total of the amount fields on the Inventory Inquiry (INVN) table. Records are added to this table for each accepted Transfer, Stock Requisition or Over the Counter transaction. The amount fields are inferred from other tables.

INQUIRY QUICK REFERENCE LIST

<u>SCREEN ID</u>	<u>DESCRIPTION</u>
OSRH	OPEN STOCK REQUISITION HEADER INQUIRY Stock Requisition (SR) or Over the Counter (OC) transaction ID is required to retrieve the data. Contains information from the header portion of all open and some recently closed Stock Requisition and Over the Counter transactions. It also contains the backordered, reserved, and released status of the Stock Requisition. Records are added to the table whenever a Stock Requisition or Over the Counter transaction is accepted into the system.
OSRC	OPEN STOCK REQUISITION LINE INQUIRY Stock Requisition (SR) or Over the Counter (OC) transaction ID is required to retrieve the data. Contains information about open and some recently closed Stock Requisition and Over the Counter transactions. This table reflects data such as requested, back ordered, reserved, released and issued quantities as well as item price. Records are added to this table for each line of an accepted Stock Requisition or Over the Counter transaction.
OSRI	OPEN STOCK REQUISITION ITEM ISSUES INQUIRY Stock Requisition (SR) or Over the Counter (OC) transaction ID is required to retrieve the data. Contains information about items on any open or recently closed Stock Requisition or Over the Counter transaction. Records are added to this table for each Stock Requisition that was picked, each Over the Counter transaction and any Return transactions that have been accepted by the system.

INQUIRY QUICK REFERENCE LIST

<u>SCREEN ID</u>	<u>DESCRIPTION</u>
OSRL	OPEN STOCK REQUISITION ACCOUNT LINE INQUIRY Stock Requisition (SR) or Over the Counter (OC) transaction ID is required to retrieve the data. Contains all outstanding and some recently closed Stock Requisition (SR) accounting lines. Table contains information about each buyer's accounting distribution associated with the Stock Requisition or Over the Counter Issue. Records are added to this table for each accounting line accepted on a Stock Requisition or Over the Counter transaction accepted by the system.
OSRR	OPEN STOCK REQUISITION ITEM ISSUES BY ISSUES BY ISSUE/RETURN ID INQUIRY Issue of Confirmation (CI) or Stock Returns (SN) transaction ID is required to retrieve the data. An alternate view of the Open Stock Requisition Item Issues Inquiry (OSRI). It allows the user to view data selected by the Issue/Return ID.