IITA ORACLE INVENTORY USER GUIDE

International Institute of Tropical Agriculture

Logistics Processes

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Contents

Defining Master Items

IITA operates one Item Master organization and this is called WII (WAREHOUSES IN IBADAN). This organization is the reference point from which all other organizations receive the **definition** of their items.

In IITA there are two types of items for which item templates have been created:

1. IITA ORDINARY: This is an ordinary inventory item
2. IITA SPECIAL: This is a lot controlled inventory item requiring the specification of an expiration date

The item templates are used to set most of the parameters for the item automatically to reduce the possibility of errors in creating the item.

TRANSACTION NATURE	NAVIGATION	TASKS
1. To define Master Item main information **Note:** First select the *Change Organization* function and select the WII (WAREHOUSES IN IBADAN) organization	Navigate to the Master Items window: Oracle Inventory> Items> Master Items	1.1 Enter the Item code number in the Item field. The item code should be an **8 digit number**. The item code should be defined using guidelines provided by the Materials Management and Shipping Unit. *The current guidelines are:* *Central Store* *1 + 7 digit code* *PPS* *00 + 6 digit code* *Medical Unit* *2 + 7 digit code* *International House* *3 + 7 digit code* *Research Farm* *4 + 7 digit code* *Computer Services* *5 + 7 digit code* You need to know the last item code used and create the next code as the next number in the sequence of codes i.e. if the last code was 00000267, the code you will use is 00000268. 1.2 Enter a simple description for the item in the Description field (this description will be changed later). 1.3 Select the appropriate Primary Unit of Measure from the list of values in *the Primary Unit of Measure Field.* 1.4 Confirm that the *Item Status* is *Active.* 1.5 Copy the appropriate template to the item (see the next transaction for details).
2. To copy options from the Item Template.	In the Master Items window, select *Copy From* in the *Tools* menu.	2.1 In the *Copy From* window select either IITA SPECIAL (With Lot Control & Shelf Life Control or IITA ORDINARY (With no Lot Control) from the list of values button in the *Template* field. 2.2 Click on the Done button 2.3 Save your work.

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		Note: The template chosen will automatically fill most of the necessary fields in the *Master Item* window.
3. To complete the options in the Master Items window.	Master Items Window.	3.1 Select the *Purchasing* tab from the tabbed regions and enter a list price for the item in the *List Price* field (the default is 1, if you do not know the list price, you should leave this field with that value). 3.2 The system defaults an encumbrance account of **01.0000.0000.00000000.0000000** for the item – this **must be changed** to the correct encumbrance account for the item depending on the subinventory in which it will reside. The existing subinventory groups and their associated accounts are here listed: International house **01.9901.1123.000000000.0000000** Computer Services **01.9902.1004.000000000.0000000** Clinic **01.9903.1132.000000000.0000000** Central Store **01.9904.1015.000000000.0000000** PPS Stores **01.9905.1107.000000000.0000000** RFU Store **01.9906.1093.000000000.0000000** 3.3 Select the *General Planning* tab from the tabbed regions 3.4 Select *Min-Max* as the *Inventory Planning Method.* 3.5 Select an appropriate item Planner for this item from the list of values accessible in the Planner field (e.g. PPSPLANNER). Please see the following list for the codes of all the current item planner codes: **CO-PLANNER** COMPUTER SERVICES PLANNER **CS-PLANNER** CENTRAL STORES PLANNER **IH-PLANNER** I-HOUSE PLANNER **M-PLANNER** MEDICAL UNIT PLANNER **PPSPLANNER** PPS PLANNER **RF-PLANNER** RESEARCH FARM PLANNER 3.6 Confirm that the *Buy* option is selected in the *Make or Buy* field. 3.7 Enter Min-Max minimum and maximum quantities in the *Minimum* and *Maximum* fields under the *Min-Max Quantity* section. 3.8 In the *Source* section select *Supplier* in the Type field 3.9 Save your work.
4. To specify a Catalog for a Master Item.	In the Master Item window, select *Catalog*	4.1 Select an appropriate Catalog Group from the list of values in the *Catalog Group* window (e.g.

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	from the *Tools* menu.	HARDWARE) 4.2 Fill all the required fields under the Value column in the Descriptive Elements section as applicable to the item being created (e.g. DESCRIPTION, TYPE, SIZE, MATERIAL, MAKE, etc) 4.3 Enter an optional note if required 4.4 Click on the *Update Description* button. 4.5 Save your work.
5. To assign a Master item to other organizations.	In the Master Item window, choose *Organization Assignment* from the *Tools* menu to display the Organization Assignment window, which lists all organizations in addition to the Item Master Organization (WII).	5.1 If you want the item enabled in specific organizations, check the *Assigned* option in front of each organization. 5.2 To assign the item to all organizations, click the *Assign All* button at the bottom of the window. **Attention**: All items should be **assigned to at least two** organizations, WII (the master) and IRO (IITA). 5.3 Save your work. **Note:** The item will exist only in the Item Master and the other organizations specified here.
6. To set organization specific attributes for the Item (first for IRO – IITA) – **required.**	Organization Assignment window.	6.1 First choose the line corresponding to the IRO (IITA) organization. 6.2 Click on the *Org Attributes* button at the bottom of the screen (this will bring up the Organization Item window). 6.3 Select the *Inventory* tab and if necessary, change both the *Lot Expiration (Shelf Life) Control* and *Lot Control* to ***No Control*.** 6.4 Select the *General Planning* tab and change the *Inventory Planning Method* to *Not Planned*, remove the *Min-Max Minimum and Maximum* quantities and change the *Source* type to *Inventory*. Leave the *Organization* and *Subinventory* fields blank. 6.5 Save your work and close the *Organization Item* window.
7. To set the organization specific attributes for the Master Item (for any other inventory organizations).	Organization Assignment window.	7.1 Choose any other line corresponding to any other Organization and click on the Org Attributes button. 7.2 Adjust only the Min-Max quantities in the *General Tab* region as appropriate (leave everything else alone). 7.3 Save your work. 7.4 Repeat this for as many organizations as you have assigned the item to and when you have finished this, close the *Organization Assignment* window.

To associate an item with a Manufacturer Part Number.
You can do this from the *Master Item* window by choosing *Manufacturer Part Numbers* from the *Tools* menu or alternatively from the *Manufacturer's Part Numbers* function from the main navigation menu.

Note: You can assign the same item to multiple manufacturer part numbers.

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8. To associate an item with a Manufacturer Part Number in the Master Item Window.	Select *Manufacturer Part Numbers* from the *Tools* menu.	8.1 Select a Manufacturer name from *Manufacturer* field list of values. If you cannot see the correct Manufacturer name from the list of values, you need to enter this information using the alternate method stated in the next transaction. 8.2 Enter a part number under the *Part* field. 8.3 Save your work and close the form.
9. Alternate method to enter an item and its associated manufacturer part number from the Manufacturer's Part Numbers function.	Navigate to the Manufacturers window. Oracle Inventory> Items> Manufacturer's Part Numbers> By Manufacturers *This brings up the Manufacturers window.*	9.1 If the Manufacturer **has been defined** in the system, you will see the name in the list (arranged in alphabetic order). You can then select the name and click on the *Parts* button, which brings up the Manufacturer Part Numbers window. 9.2 If the Manufacturer **has not yet been defined** in the system, you have to add this manufacturer's name. Select *New* from the *File* menu, enter a **3-character** code for the Manufacturer and then enter a Description (which should be the Manufacturers full name). You can now click on the *Parts* button for this new Manufacturer line, which brings up the Manufacturer Part Numbers window. 9.3 Enter the Manufacturer part number. 9.4 Select the Item for which the part number id being created from the Item field list of values 9.5 Save your work.
10. To define item relationships (if required).	Navigate to the Item Relationships window: Oracle Inventory> Items> Item Relationships	10.1 The Find Item Relationships window appears (this window could also have been accessed from the Tools menu in the Master Items window). 10.2 Choose *New* to define a new relationship. 10.3 You can also enter search criteria and choose *Find* to display existing item relationships. 10.4 Select an item that represents the *From* part of the relationship. 10.5 Select an item that represents the *To* part of the relationship. 10.6 Select the Type of relationship between the items. Available options are: *Related*: The items are related in a non–specific way. *Substitute*: One item is a substitute for another. **Please do not use any other option.**

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		10.7 Indicate whether the relationship is Reciprocal. A substitute relationship is reciprocal if you can use the From item as a substitute for the To item and vice versa. 10.8 Save your work and close all the forms.

Defining Item Specific Conversions

Some items have very special conversions e.g. a BOX of an item could correspond to 20 KILOGRAMS. These types of special, item specific conversions should be defined where applicable using the following steps **(When standard conversions apply, you do not need to carry out these steps):**

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11. To define a conversion for a specific item within a unit of measure class (Intra–class).	Navigate to the Unit of Measure Conversions window: Oracle Inventory> Setup> Units of Measure> Conversions	11.1 Select the *Intra–class* tabbed region. 11.2 Select *New* from the *File* menu to create a new conversion 11.3 Select the item for which you want to define a conversion from list of values in the item field 11.4 Enter a unit of measure in the Source Unit field, or select it from the list of values. 11.5 Enter the conversion factor by which the unit of measure is equivalent to the base unit of measure established for this class. 11.6 For example, if one LB (this unit of measure) is equivalent to 16 OZ (base unit), the conversion factor is 16. 11.7 Save your work.
12. To define a conversion for a specific item between unit of measure classes (Inter–class).	Navigate to the Unit of Measure Conversions window: Oracle Inventory> Setup> Units of Measure> Conversions	12.1 Select the *Inter–class* tabbed region. 12.2 Select *New* from the *File* menu to create a new conversion 12.3 Select the item for which you want to define a conversion from list of values in the item field 12.4 Select the destination base unit of measure of the class to which you are converting a unit of measure. 12.5 Enter the conversion factor by which the source base unit is equivalent to the destination base unit. For example, if one BOX (destination base unit) is equivalent to 10 EACH (source base unit), the conversion factor is 10. 12.6 Save your work

Subinventory Transfer

You can transfer material within your current organization between subinventories, or **between two locators** within the same subinventory. It is required **that transfers between subinventories be performed with Move Orders only** as approval is required for this transaction.

TRANSACTION NATURE	NAVIGATION	TASKS
1. To enter a subinventory transfer. **Note:** Select the Organization for which you want to perform the subinventory transfer using the *Change Organization* function e.g. WAREHOUSES IN IBADAN (WII).	Navigate to the Subinventory Transfer window: Oracle Inventory> Transaction> Subinventory Transfer	1.1 The *Subinventory Transfer* Window appears. 1.2 Enter the date and time of entry for the transaction. 1.3 Enter the transaction type as *Backflush Replenishment.* 1.4 Optionally, enter a source for the transaction type as a reference. 1.5 Ignore the *Serial Triggered* option. 1.6 Click the *Transaction Lines* button, the inventory sub-transfer window appears. 1.7 Select an inventory item to transfer. 1.8 Ignore the revision field. 1.9 Enter the subinventories from and to which to transfer material. **Enter the same subinventory in the Sub and To Sub fields to transfer material between locators.** 1.10 Enter the locators from and to which to transfer the item. 1.11 Enter a lot number for the item if it is lot controlled. If you want to enter multiple lot numbers, complete the remaining steps, then choose the Lot/Serial button to display the Lot Entry window. 1.12 Enter a unit of measure. This can be the primary unit of measure (the default) or any valid alternate unit of measure. If you enter an alternate unit of measure, Oracle Inventory issues the quantity you specify in this unit of measure. Oracle Inventory also converts the quantity to the primary unit of measure so that it can correctly update the on–hand quantity depending on the conversions. 1.13 Enter the quantity of the inventory item to transfer, based on the unit of measure you specified. 1.14 Optionally, enter a reason code for the transaction. 1.15 Optionally, enter up to 240 characters of free text that describes the transaction in the *Reference field.* 1.16 Save your work.
2. To enter lot or serial number information.	Subinventory Transfer window.	2.1 Choose the Lot/Serial button and enter the proper quantities to the fields.

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3. To view quantity available and quantity on hand values.	Subinventory Transfer window.	3.1 Review the following fields at the bottom of the window: ▪ *Availabl*e: Displays the quantity available to transfer, based on the unit of measure you specified. The available quantity is the quantity on hand less all reservations for the item. This amount could include the amount you have reserved if you enter a transaction source that has reservations against it. The available quantity includes reservations against current transaction source. The available quantity is specific to the, lot number, From subinventory, and From locator you specify for the transfer. ▪ *On han*d: Displays the current on–hand quantity for the item, based on the unit of measure you specified. The on–hand quantity is specific to the revision, lot number, From subinventory, and From locator you specify for the transfer.
4. To process the transaction.	Subinventory Transfer window.	4.1 Save your work.

Inter–Organization Transfers

You can define multiple inventories, warehouses, and manufacturing facilities as distinct organizations. With Oracle Inventory you can perform inter–organization transfers as direct or intransit shipments. You can transfer one or more items in a single transaction. You can also transfer partial quantities of the same item to different subinventories and locators in a single transaction. The items you transfer must exist in both organizations. You can also transfer expense and asset items from one organization to another using intransit inventory.

You would use inter-organization transfers for example, if you want to transfer items from WAREHOUSES IN IBADAN inventory organization to the WAREHOUSES IN ONNE inventory organization. This transaction can be used if required when the other stations go live.

Inter-organization transfers will be done for only inventory movements, in this transaction, there will be no encumbrance control and no approval hierarchies can be used.

Inter–Organization Transfers via Intransit Inventory
You should transfer material to intransit inventory when transportation time is significant. When you perform the transfer transaction, you do not need to specify the delivery location. You only need to enter the subinventory you are shipping from, a shipment number, the freight information, and, depending on the inter–organization transfer charge that applies between the organizations, a percentage of the transaction value (i.e. the uplift code) or a discrete amount that Oracle Inventory uses to compute transfer charges.

As the FOB point for IITA is set to *Shipment*, the destination organization owns the shipment when the shipping organization ships it, and while it is intransit.

While your shipment is intransit, you can update shipping information such as the freight carrier or arrival date in the Maintain Shipments window. At the time of shipment, you must define your receiving parameters for the destination organization. You can receive and deliver your shipment in a single transaction or you can receive and store your shipment at the receiving dock.

The validity of a transfer transaction depends on the controls you have defined in both the shipping and destination organizations for the items you want to transfer. For example, you can transfer item A from organization X to organization Y, even though item A is under lot control only in organization X (you can specify the lot numbers for item A in organization X during the transfer transaction). You can also transfer item B from organization X to organization Y if item B is under lot control only in organization Y (you can specify lot numbers for item B in the destination organization when you perform the receiving transaction).

Transferring Between Organizations
You can transfer material from your current organization to another organization, or from your current organization to intransit inventory. Material in intransit inventory belongs to the organization identified by the FOB point. In the case of IITA, the FOB point is shipment, which means that the destination organization owns the shipment when it is shipped and while it is intransit.

TRANSACTION NATURE	NAVIGATION	TASKS
1. To enter the information to perform a transfer between organizations.	Navigate to the Inter–organization Transfer window: Oracle Inventory> Transactions> Inter-organization Transfer	1.1 Enter the date of entry for the transaction. 1.2 Enter an organization to which to transfer the material. 1.3 Enter a transaction type of Intransit Shipment. 1.4 You can optionally enter the *Source* for the transaction. 1.5 Do not click on the *Serial Triggered* option 1.6 Enter a 6-digit number for the shipment in the *Number* field. 1.7 Enter any other optional Shipment information – for example, you can choose a *Freight* carrier.
2. To enter the items to transfer.	Choose the Transaction Lines button from the Inter–organization Transfer window.	2.1 Select an inventory item to transfer. You can transfer the same item more than once. For example, you can specify an item more than once to transfer partial quantities to different subinventories or stock locators. 2.2 Enter a subinventory from which to transfer the material. 2.3 Enter the subinventory to transfer the material to. 2.4 Enter from and to locators (if required). 2.5 Enter a lot number for the item. If you want to enter multiple lot numbers, complete the remaining steps, then choose the Lot/Serial button to display the Lot Entry window. For receipt transactions, if you enter a lot number the date the lot expires will be displayed. 2.6 Enter a unit of measure. This can be the primary unit of measure (the default) or any valid alternate unit of measure. If you enter an alternate unit of measure, Oracle Inventory issues the quantity you specify in this unit of measure. Oracle Inventory also converts the quantity to the primary unit of measure so that it can correctly update the on–hand quantity. 2.7 Enter the quantity of the item to transfer in your selected UOM. 2.8 Optionally enter a reason code for the transaction (e.g. MOVEMENT). 2.9 You can also enter up to 240 characters of free text in the *Reference* field that describe the transaction.
3. To enter internal transfer charges to assign to the To organization.	Transaction Lines.	3.1 Enter the percent of the transaction value that represents the transfer charge (uplift percentage). Ignore the *Transportation Cost* and *Account* fields.

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4. To view quantity available and quantity on hand values.	Transaction Lines.	4.1 Review the following fields: *Availabl*e: Displays the quantity available to transfer, based on the unit of measure you specified. The available quantity is the quantity on hand less all reservations for the item. This amount could include the amount you have reserved if you enter a transaction source that has reservations against it. The available quantity includes reservations against current transaction source. The available quantity is specific to the lot number, From subinventory, and From locator you specify for the transfer. *On han*d: Displays the current on–hand quantity for the item, based on the unit of measure you specified. The on–hand quantity is specific to the lot number, From subinventory, and From locator you specify for the transfer.
5. To process the transaction.	Transaction Lines.	5.1 Save your work.
6. Receiving an Inter-organization transfer.	*See the standard Purchase Order receiving process in the IITA Oracle Purchasing User Guide.*	6.1 The receiving organization can receive the items normally (i.e. as in the Purchase Order receiving process), to quickly find the receipt, the sending organization name should be selected as the supplier.
7. What to do if the transfer does not reach its destination and has to return to the source.		7.1 First, the receiving transaction has to be completed in the destination organization. 7.2 Then the item(s) must be transferred back to the source organization. 7.3 Finally, the item(s) must be received back in the source organization.

Managing Shipments

Use the Manage Shipments window to view and update inventory intransit shipment information. You can view a wide variety of information about an inventory intransit shipment, including any internal requisition information backing the intransit shipment. You can enter or change selected header information including packing slip and bill of lading numbers, the expected receipt date, the freight carrier, the ship–to location, and the number of containers. You can also enter or change some information at the shipment line level: the packing slip number, receipt routing, and reason code.

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8. To select shipments. **Note:** Use the *Change Organization* function to select the receiving organization.	Navigate to the *Find Intransit Shipments* window: Oracle Purchasing> Receiving> Managing Shipments	8.1 Enter any of the following as selection criteria: requisition line number, Supplier (sending organization), and/or shipment number (if known). In the tabbed regions in the lower part of the screen, you can specify additional selection criteria for the item, and date ranges. 8.2 Select the *Find* button to move to the *Manage Shipments* window. 8.3 In this window Purchasing displays Shipment Header information for the first shipment that meets the criteria. Use the **down** arrow (i.e. 🡻) on your keyboard to display information for subsequent shipments that meet your search criteria. **Note:** For inventory intransit shipments, you will see Shipment Lines information only when you view the shipments from within the receiving organization. 8.4 You can maintain data only in the following Shipment Header fields: *Expected Receipt Date, Bill of Lading, Freight Carrier, Packing Slip, Ship–to Location, Number of Containers,* and *Comments.* 8.5 In the Shipment Lines region, only the Packing Slip, Comments, Transaction Reason Code, and Receipt Routing are maintainable. 8.6 Save your work. Optionally, you can enter the following Shipment information**:** 8.7 Freight Carrier: The freight carrier for the transfer. 8.8 Number of Containers: The number of containers in which the material is stored for the transfer. 8.9 Expected Receipt Date: The date you expect to receive the material at the destination organization. You must enter a date equal to or later than the current date. Oracle Inventory uses this date for reporting purposes only.

Performing Miscellaneous Transactions

With a miscellaneous transaction you can issue material to general ledger accounts in your organization. You can also make manual adjustments to the general ledger by receiving material from one account to inventory, and then issuing that material from inventory to another account. You can use this feature to issue items to individuals, departments, or projects; or to issue damaged items to expense accounts such as scrap. You can perform the receipts for items that were acquired by means other than a purchase order from a supplier (e.g. donated items).

Miscellaneous transactions will be used for material returns (MRR) and adjustments for missing or damaged items. Transactions types to be used will be Account receipts (for MRR), and Account alias receipt/issue. In the case of the MRR, the user must return the item with either the original MRI report or a reference to the MRI on which the item was collected (the MRI reference number).

The following transaction types will be used:
Donations and existent Inventory items created in the system late (i.e. after the system goes live on January 1, 2002): **Account Alias Receipt**
Missing and Damaged items: **Account Alias Issue**
Material Return/Receipt (MRR): **Account Receipt**

TRANSACTION NATURE	NAVIGATION	TASKS
1. To enter a miscellaneous transaction. **Note:** Use *Change Organization* to select the proper organization for the Transaction (e.g. WII - WAREHOUSES IN IBADAN) before selecting the Miscellaneous Transaction window.	Navigate to the Miscellaneous Transaction window: Oracle Inventory> Transactions> Miscellaneous Transaction	1.1 Enter the date and time of entry for the transaction. Otherwise system will select the current date and time. 1.2 Select a miscellaneous transaction *Type*: ▪ Use *Account Receipt* transaction type to transact MRR. ▪ Use *Account Alias Issue* transaction type to transact the issuing of Missing/Damaged items. ▪ Use *Account Alias Receipt* transaction type to introduce donated items into inventory. **Note:** In the case of MRR processing, the requestor should provide the reference number of MRI used to collect the items being returned. As it is possible to forget the number, the Requisition summary function can be used to obtain information on past internal requisitions (MRI), including accounts charged. 1.3 Enter the source of the transaction *Type* as in the case of an Account Alias's name e.g. INSURANCE_ACCOUNT. 1.4 Enter the *Account* against which the material is chargeable. If you selected the *Account Alias Receipt/Issue*, you cannot enter anything in this field, but if you selected *Account Receipt*, you must enter an account combination. 1.5 Ignore the Serial Triggered option.

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2. To enter the item to transfer.	Choose *Transaction Lines* in the Miscellaneous Transaction window. *The Transaction Lines Detail folder window appears.*	2.1 Select an inventory *Item* to issue or receive (from list of values) 2.2 The item revision (*Rev)* should be ignored; this option is not applicable to IITA. 2.3 Enter a subinventory code (from list of values) e.g. 21 (for PPS). 2.4 Enter a locator (from list of values) e.g. 21A-01A-01. You must enter a value here if you entered a subinventory code in the related field. As all warehouses in IITA are locator controlled, the locator code is required for all inventory transactions. **Note:** When entering the information for the item to transfer, you will see the item description and available on-hand quantity at the bottom of the window. As you continue to enter more detailed information about the item, the quantity available and quantity on-hand change depending on the warehouse and stock locator detail. You may see all the inventory quantities related with this item from the On-Hand Quantity inquiry screen. 2.5 Optionally, enter a Lot Number and an Expiration date for the item lot. If you want to enter multiple lot numbers for the same item, complete the remaining steps then choose the Lot/Serial button to display the Lot Entry window. 2.6 Confirm that the Unit Of Measure is appropriate for the transaction. This can be the primary unit of measure (the default) or any valid alternate unit of measure. If you enter an alternate unit of measure, Oracle Inventory issues the quantity you specify in this unit of measure. Oracle Inventory also converts the quantity to the primary unit of measure so that it can correctly update the on–hand quantity. 2.7 Enter the quantity of the inventory item to issue or receive, based on the unit of measure you specified. 2.8 Leave this field blank to use the system average cost at the time of the transaction. 2.9 View the account that you entered in the header level for use in the transaction. 2.10 Optionally, choose an appropriate reason (from list of values) code for the transaction. For example, *RETURN* (which is what you would use in the case of MRR transactions). 2.11 Optionally, in the *Reference* field, enter up to 240 characters of free text that describe the transaction. For MRR transactions, enter the MRI number. 2.12 If you want to enter any additional lines, you can repeat the above process for each line.

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		2.13 Save your work to process the transaction. When you save it, the line(s) your entered in the Transaction Lines window will disappear. 2.14 Close the Transaction Lines window and then close the Miscellaneous Transaction Header window.
3. To enter lot or serial number information.	In the Transaction Lines Detail folder window, choose the *Lot/Serial* button.	3.1 Enter quantities from related lots of the item. The total of quantities in this screen should be the same with the main transaction lines quantity. 3.2 Note that if the item is Lot Controlled, it is necessary to choose the appropriate Lot Number Code. In this case click the Lot/Serial button to choose the lot number from the list of values.

Move Orders

Move orders are requests for the movement of material within a single organization. They allow planners and facility managers to request the movement of material within a warehouse or facility for purposes like replenishment, material storage relocations, and quality handling. You can generate move orders either manually or automatically depending on the source type you use.

Note: Move orders are restricted to transactions within an organization. If you are transferring material between organizations, you must use the inter-organization transfer process.

Move Order Source Types
Oracle provides three types of move orders: 1) Move order requisitions, 2) Replenishment move orders, and 3) Pick wave move orders. The move order type refers to the entity that created the move order. For all move orders, the final result is one of the two supported transactions: subinventory transfer or account issue.

In IITA Move Order Requisitions will be manually created. Pick Wave Move Orders will be created and transacted automatically in MRI processing. Replenishment Move Orders will not be used.

Move Order Requisitions
A move order requisition is a manually generated request for a move order. It is available for subinventory transfers and account transfers. Once a move order requisition has been approved, it becomes an actual move order.

Move Order Components
A move order comprises the following:
Move order header: Oracle Inventory uses the move order header to store the move order source type. This refers to the entity that created the move order. The header also stores the default source and destination (if known by the system), the order number, and the requested date.
Move order lines: Move order lines are the requests on a move order. They store the item, requested quantity, completed quantity (if the move order has been partially fulfilled), and source and destination (if known). You can also request specific lot numbers on the move order line.
Move order line details: The line details are the transactions that occur to fulfil a particular move order line. You should manually fill in the line details and edit them before you transact. If the material is lot controlled, the system asks for this information at the line detail level.

Move Order Process Flow
The move order process follows the following steps:
1. **Create a move order for material.** You should manually create a move order requisition.
2. **Approve the move order lines.** If the move order requisitions require approval, the item planner must approve the move order lines.
3. **Detail the move orde**r. Once the move order is approved, it must be detailed. Detailing is the process that determines where to source the material to fulfil a request line. The detailing process requires filling in the move order line details with the actual transactions to be performed and allocates the material to the move order.
4. **Print a pick slip.** Before you transact the move order, you can print a pick slip.

5. **Transact move order lines.** You can either transact all the move order lines at once or transact one detail line at a time as the items are moved. If you transact less than the requested quantity, the move order stays open until the total quantity is transacted or until the order is closed or cancelled.

Workflow for Move Order Approval Process

If you require planner approval for move order requisitions, you will use the move order approval process, which forwards move order lines to the designated item planner for approval. Oracle Inventory manages the approval process through Oracle Workflow.

To govern the move order approval process, two inventory organization parameters have been set: Move Order Timeout Period and Move Order Timeout Action. Both have been set as *2 days* and *Reject*. The Move Order Timeout Period attribute determines the number of days the order can wait for approval. After one time out period, if the recipient has not approved or rejected the order, a reminder notice is sent. After a second time out period, the order is automatically rejected. Upon approval, additional notifications can be sent to specified individuals.

Print Move Order Pick Slips

You can print move order pick slips before or after the move order transaction is committed. The Move Order Pick Slip report generates pick slips for move order requisitions and replenishment move orders. For account issue move orders, these reports should be printed by warehouse keepers and sent to the MML unit for final approval. The related move order should then be transacted.

TRANSACTION NATURE	NAVIGATION	TASKS
1. To generate move order requisitions. **Note:** Use the *Change Organization* function to select the Organization for which you want to transact the Move Order for e.g. WAREHOUSES IN IBADAN (WII).	Navigate to the *Move Orders* window: Oracle Inventory> Move Orders> Move Orders	1.1 Optionally, enter a Move Order number. To have the system automatically generate a number, tab to the *Description* field. 1.2 Optionally enter an appropriate description. **Note:** The Status field displays *Incomplete* until the move order is approved. 1.3 Information in the Header block defaults to the tabbed regions. These fields can be overridden at the move order line level. Enter or select the following: In the *Default* section; enter appropriate information in the following fields: 1.4 Transaction type e.g. *Subinventory transfer* or *Account transfer* 1.5 Source Subinventory e.g. 21 (for PPS Store) 1.6 Destination Account: The account Flex-field will appear and the appropriate account to be charged should be entered (this option is only valid for Account transfer). 1.7 Ignore the *Ship To Location.* 1.8 Destination subinventory e.g. 11 for CENTRAL STORE. This option is only valid for Subinventory transfer. 1.9 Date required.

TRANSACTION NATURE	NAVIGATION	TASKS
		In the *Item* tabbed region, enter the following information: 1.10 The line numbers are system generated and you cannot change them. 1.11 Item to be moved (choose from the available list of values). **Note:** Optionally, choose *On Hand* to view on–hand quantities for items in the source warehouse. This will also show you the correct source locator code. 1.12 Unit Of Measure (the system will show the primary unit of measure for the item). 1.13 Transaction Type – this will be defaulted from the header level, **do not change it**. 1.14 Enter the *Date Required*. 1.15 Quantity to be processed (moved or issued). In the *Source* tabbed region: 1.16 You will see the subinventory code you entered in the header – **do not change it.** 1.17 Select the source locator code in the locator field – make sure this code indicates the correct location with the on-hand quantity greater than what you are moving (the *On-hand* button can help you confirm this). 1.18 If the item is lot controlled, select the proper lot number for it. In the *Destination* tabbed region: 1.19 You will see the subinventory code you entered in the header – **do not change it.** 1.20 Select the source locator code to receive the items in the in the locator field (Subinventory transfer) or select the account to receive the items (Account transfer). In the *Control* tabbed region: 1.21 Select a reason for the transaction e.g. MOVEMENT **Attention:** If the item is lot controlled, at this point **go back to the *Source* tabbed region and <u>select the lot number again</u>. This is very important – do not forget to do this.** 1.22 Click the *Approve* button. 1.23 The status will change to *Pending Approval.* 1.24 Close the window.

TRANSACTION NATURE	NAVIGATION	TASKS
2. To approve or reject move order requisitions.	Notifications Summary Window.	2.1 The item planner willNavigate to the Notifications Summary window. Item planners will have approval request notification. Item planners should approve subinventory transfers but for Account transfer type (as you will use in the case of disposals and write offs), manual approval is required (International House will approve its own Move Orders). **In the case of an Account transfer, the item planner should not create the move order, as it will be automatically approved.**

Detailing and Transacting Move Orders

After a move order has been approved, you must detail the move order lines and then transact the move order, to complete the transfer of items to the destination subinventory or account. A move order can comprise multiple move order lines. Each move order line is a single request for the movement of material. You can either transact all the move order lines at once or transact one detail line at a time as the items are moved.

TRANSACTION NATURE	NAVIGATION	TASKS
3. To find approved move orders for detailing and transacting. **Note:** Select the Organization for which you want to transact the Move Order for by using the *Change Organization* function e.g. WAREHOUSES IN IBADAN (WII).	Navigate to the Transact Move Orders window. The Find Move Order Lines window appears: Oracle Inventory> Move Orders> Transact Move Orders	3.1 On the Find Move Order Lines that appears enter search criteria in the *Headers* tabbed region (in order to find approved Move Orders that have not yet been detailed and transacted click on the Numbers field and select the numbers from the list of values). You can enter as many search parameters as desired – the more parameters you enter, the fewer the number of move orders you will see. If you enter no parameters, you will see all the approved, pending move orders. 3.2 Choose *Find* to locate the move order lines you want to transact. The Transact Move Orders window displays move order lines matching your search criteria.
4. To view or update move order line details.	Transact Move Orders window.	4.1 Choose the check box for the move order lines you want to view or update. Please confirm that the source locator code is in the Source *Locator* field. 4.2 Choose the *View/Update Allocations* button. A window opens displaying move order line details 4.3 If the item is lot controlled, please go to the *Lot Number* field and **select the same lot number you see again.** The Expiration date will appear at this point.

TRANSACTION NATURE	NAVIGATION	TASKS
		4.4 Enter the *Requested Quantity* in the *Quantity* field (i.e. as the transaction quantity). 4.5 When you are through, choose *Update* to save information in the above fields and close the Move Orders line details window (this will not transact the lines).
5. To transact move orders.	Transact Move Orders window.	5.1 In the Transact Move Orders window choose the check box for the move order line you have detailed and that you want to transact. 5.2 Choose *Transact*. 5.3 The line will disappear from the window.

Printing the Move Order Pick Slip Report
Use the Move Order Pick Slip Report to print move order pick slips. You can run this report before or after the move order transaction is committed.

	NAVIGATION	TASKS
1. To request the Move Order Pick Slip.	Oracle Inventory> Reports> Transactions Confirm that *Single Request* is checked and click OK.	Report Submission: 1.1 Enter *Move Order Pick Slip* in the Name field to submit the report. Report Parameters: 1.2 **Move Order Number:** Select the move order number for which you want to print a pick slip. 1.3 **Header ID From / To:** Enter a beginning and ending header ID number for the move order for which you want to print a pick slip. 1.4 **Date Required From / To:** Enter the beginning and ending date for the period for which you want to print a pick slip. 1.5 **Source Subinventory:** Select a source subinventory. 1.6 **Source Locator:** Enter the source stock locators. 1.7 **Destination Subinventory:** Select the destination subinventory. 1.8 **Destination Locator:** Enter the destination stock locators. 1.9 **Requestor:** Enter the name of the person requesting the move order. 1.10**Print Options:** Select one of the following options: ▪ *Transacted Lines:* To print a pick slip for move order lines that have been transacted. ▪ *Untransacted Lines:* To print a pick slip for move order lines that have not been transacted. ▪ *All Lines***:** To print a pick slip for both move order lines that have been transacted and those that have not been transacted.

Min–Max Planning

You can use min–max planning to maintain inventory levels for all of your items or selected items. With min–max planning, you specify minimum and maximum inventory levels for your items. When the inventory level for an item drops below the minimum, Oracle Inventory suggests a new purchase requisition, internal requisition, move order, or job to bring the balance back up to the maximum.

Oracle Inventory performs min–max planning for your items at either the organization level or the subinventory level. Purchase requisitions and internal requisitions for the suggested replenishment quantities can be optionally created. You can then turn these requisitions into purchase orders or internal orders for the required items.

When you run the Min–Max Planning report, you can have Oracle Inventory create requisitions for by answering *Yes* to *Restoc*k. You must also specify a location to serve as the default deliver to location on the requisitions.

Oracle Inventory creates purchase requisitions for items when the item attribute Replenishment Source Type is set to *Supplie*r, which is the case in IITA.

In IITA, all the items in WII (and any other warehouse organization) are supplier sourced, while all the items in IRO are Inventory sourced. Min-Max planning will only be run for the WAREHOUSES organizations and not IRO. Min-Max planning will also create purchase requisitions. The level of planning can be done at the item planner level, which means that places like PPS, International House, Central Store and Medical Unit can plan the inventory levels for their items.

Currently min-max quantities have been defined for all items at the organizational level in IITA hence only organizational level planning is possible.

Requesting the Min–Max Planning Report
To request a min–max planning report you define parameters for min–max planning calculation, choose the sorting criterion for the report, and choose whether to create requisitions.

Use the Min–Max Planning Report to show planning information for all items, or items with on–hand balances either below or above their assigned minimum or maximum on–hand quantities. You also have the option to generate internal or purchase requisitions for all items for which the on–hand quantity plus the on–order quantity is less than the min–max minimum amount.

The Min-Max report is organization specific so it is important that you change to the correct organization before running the report.

TRANSACTION NATURE	NAVIGATION	TASKS
1. To request the min–max planning report. Use the *Change Organization* function to select the organization for which you want to run the report e.g. WII - WAREHOUSES IN IBADAN.	Navigate to the Min–Max Planning window: Oracle Inventory> Planning> Min-Max Planning *The Parameters window appears.*	1.1 Indicate that the *Planning Level* is set for the whole *Organization*. Do not select *Subinventor*y. 1.2 Select the type of item to include on the report in the *Item Selection* field. You can report on *Items under the minimum quantity, Items over the maximum quantity,* or *All min–max planned items.* 1.3 Enter the *Category Set* for the report. The only category set currently in use in IITA is *Inventory.* 1.4 Please leave the *Categories From, To* fields blank, as we will not be restricting the report on this basis. 1.5 You can optionally enter item codes in the *Items From, To* fields – the report will be restricted to items with codes equal to or higher than the *From* code and equal to or lower than the *To* code. 1.6 In the *Planners From* field, please select the item planner whose items the report is to be run for (e.g. PPSPLANNER. this will run the report for all the items that have been assigned to PPSPLANNER in the item master). **Do not enter anything in the "To" field, or an error will occur.** 1.7 Please leave the *Buyers From, To* fields blank 1.8 Enter the *Inventory item* option as the sorting criterion for the report in the *Sort by* field. 1.9 Enter the *Demand cutoff date* and, optionally, the *Demand Cutoff Date Offset*. The report includes demand on or before this date. Examples of demand would be approved Internal Requisitions or approved Move Orders. Any of these that has an effective date within the defined cutoff date/offset will be considered by the system as already taken out of inventory and the report will compensate for this. 1.10 Enter the *Supply Cutoff Date* and, optionally the *Supply Cutoff Date Offset*. The calculation includes open supply orders on or before this date. Examples of supply would be Open Purchase Orders or Approved Purchase Requisitions with destination being Inventory. Any of these with an effective date within the cutoff date/offset will be considered as already in inventory and the report will compensate for this. 1.11 Enter *Yes* or *No* in the Restock field to indicate whether to restock i.e. answering No will only generate the report, answering Yes will generate the report and also create information for the interface tables of Purchase Requisitions. Please select ***Yes*** unless you are only running the report for information purposes and not to replenish the inventory.

TRANSACTION NATURE	NAVIGATION	TASKS
		1.12 Please leave the *Repetitive Item* option blank as this is not currently used in IITA. 1.13 Select the default delivery location in the *Default Delivery To* field e.g. IITA_IBADAN. 1.14 Please leave the *Net Reserved Orders, Net Unreserved Orders, Net WIP Demand Include PO Supply, Include WIP Supply* and *Include Interface Supply* fields at their system defined values (usually Yes) 1.15 Delete the *Include Nonnettable Subinventories* option and leave it blank. 1.16 Choose Yes for Lot Control field if you want to plan only Lot Controlled Items, or choose No, if you want to plan only Not Lot Controlled Items. 1.17 Choose the following Display Format option: *Display All Information* 1.18 Indicate whether to display the item description in the *Display Item Description* field by selecting *Yes* or *No*. 1.19 Click OK to close the Parameters window 1.20 To select the printer for the report, click on the Options button. Under the Print Output To: section, click the list of values in the Printer field and select an appropriate printer e.g. MML_HP2100N, PPS_PRINTER, etc, and click OK. 1.21 Enter the number of copies desired e.g. 1. 1.22 Click OK and Choose the Submit button to launch the report. 1.23 Answer *No* to the Submit another request? decision prompt.

Min-Max Requisition Creation Process (Requisition Import Process)
If you selected Restock = Yes when generating the Min-Max report, and in viewing the report you saw that some items need to be ordered, the requisition import process must be run to create requisitions from the min-max report. The requisition import process can be run only in the purchasing responsibility (either super user or buyer)

Requisition Import calls the PO Requisition Approval workflow to submit the requisitions to the approval process unless you specify not to when you submit Requisition Import.

When you submit the Requisition Import process, Purchasing automatically prints the Requisition Import Run Report. You can view this report by using the View Requests window and choosing the Report option in the View field for the Requisition Import process you submitted. If there were no records in the transaction interface table, the report has two lines:
•No records were processed
•Number of records in error = 0
Otherwise, the report normally has three lines (let us assume that 13 requisitions have been created):
•Number of approved requisitions created = 0

•Number of unapproved requisitions created = 13
•Number of interface lines in error = 0
When there are transaction records that cannot be processed, the report includes a fourth line (assuming that 3 lines could not be processed):
•Number of records pending = 3.

When there is an error in processing any of the transaction records, (i.e. Number of interface lines in error shows that some lines have errors), you will have to run the *Requisition Import Exceptions Report* to determine the cause of the errors (Oracle Purchasing> Reports> Run> - Requisition Import Exceptions Report).

TRANSACTION NATURE	NAVIGATION	TASKS
2. To run the requisition Import process.	Navigate to the Submit Requests window: Oracle Purchasing> Reports> Run	2.1 Click on *Submit a New Request.* 2.2 Confirm that *Single Request* is selected and click on OK. 2.3 Enter Requisition Import as the request name and press the tab key. 2.4 Enter the *Import Source*: **INV**. 2.5 If you do not see a particular import source in the list of values it means that there are currently no requisitions from that source. This would be an indication that the Min-Max report did not generate the requisition interface lines – go back and review the Min-Max planning report generation steps. 2.6 Leave the *Import Batch Identification* field blank to import all batches. 2.7 Use the *Group B*y feature to determine how requisition lines are grouped on the requisitions you create. Unless you have any special requirements, you should leave this at the default option of *All* which will group all the requisition lines on a single requisition.. 2.8 Leave the *Last Requisition Number* field blank to automatically get the next available requisition number. 2.9 Choose *No* for *Multiple Distributions*. 2.10 Choose whether to initiate approval automatically for the requisitions after they are imported. ▪ *Yes:* The PO Requisition Approval workflow is launched automatically for requisitions imported with a status of Incomplete. ▪ *No:* The PO Requisition Approval workflow is not automatically launched for Pre–Approved or Incomplete requisitions. You can submit these to the approval process later, when you select the Approve button on the requisition. **It is strongly recommended that you choose No** so that you can review the requisition before sending for approval, and so that you can also choose the right

TRANSACTION NATURE	NAVIGATION	TASKS
		approval hierarchy. 2.11 Click OK and choose *Submit* to begin the process. 2.12 Answer *No* to the *Submit another request*? decision prompt.

Updating Incomplete Imported Requisitions
As a requisition preparer, you can change the information on a requisition before you send it through the approval process. To update a requisition you created using the Requisitions window or requisitions import process, simplyNavigate to the *Find Requisitions* window and query up the requisition.

Once you send a requisition through the approval process, your access to it is determined by the security and approval structure.

TRANSACTION NATURE	NAVIGATION	TASKS
3. To view the imported requisitions in the Requisition Headers Summary window.	Navigate to the Requisition Summary window: Oracle Purchasing> Requisitions> Requisition Summary	3.1 In the *Find Requisitions* window, click on the list of values in the *Preparer* field (second from the top) and select your name from the list of values. 3.2 Click on the *Status* tab (near the middle of the form to the left) and select the option *Incomplete* from the Approval field. 3.3 Click on the *Date Ranges* tab (next to the Status tab) and in the *Creation Date* field click on the list of values button to bring up a calendar that will enable you to select the date you ran the requisition import process (it will be today's date if you ran the requisition import today). Click OK to acknowledge the date selected. 3.4 Select *Headers* in the *Results* region (towards the right side of the form near the bottom) and. 3.5 Select the *Find* button to open the *Requisition Headers Summary folder* window.
4. To open the requisition window for the imported requisition.	Requisition Headers Summary folder window.	4.1 Select the line corresponding to the requisition you want to process and click the Open button to open the Requisitions window for the requisition on the current line, which will be the requisition (or one of the requisitions depending on the options you earlier chose), created by requisition import.
5. Specifying the subinventory code for each requisition line.	Requisitions window.	5.1 Select each line and for each, specify the destination subinventory code in the subinventory field at the bottom of the form. **You must not forget to do this for every line.**

Note: Please note that the following steps should be followed only if it is decided that they are necessary:

TRANSACTION NATURE	NAVIGATION	TASKS
6. Deleting a Requisition Line.	Requisitions window.	6.1 Select the requisition line and select *Delete* from the *Edit* menu. Answer OK to the “Delete this record?” prompt
7. Adjusting the requisition description.	Requisitions window.	7.1 Click in the description field and edit/adjust the description.
8. Adjusting line quantities.	Requisitions window.	8.1 Select the relevant requisition line. 8.2 Tab to the *Quantity* column. 8.3 Adjust quantity to any desired value. 8.4 Save your work.
9. Adjusting line prices.	Requisitions window.	9.1 Select the relevant requisition line. 9.2 Tab to the price column. 9.3 Adjust price to the proper value. 9.4 Save your work. (See Adjusting Currency for more on price implications in Foreign Currency (non USD) transactions)
10. Adjusting currency.		10.1 Select the relevant requisition line. 10.2 Tab to the currency column. 10.3 Select any currency (e.g. NAI - Nigerian Naira) from lookup. 10.4 Tab to the Rate Type column and select *Corporate*. 10.5 Tab to Rate Date column and select today's date. 10.6 Tab to price column under the "Foreign Currency" section and update the price to the price in the selected currency. 10.7 Save your work.

For more information, please refer to the IITA Oracle Tutor user guides for creating Purchase Requisitions.

Physical Inventory

Oracle Inventory provides an automated physical inventory feature that you can use to reconcile system–maintained item on–hand balances with actual counts of inventory. Accurate system on–hand quantities are essential for managing supply and demand

Steps Involved

- Define a physical inventory for your whole warehouse or subdivisions within your warehouse (depending on how your subinventories are defined).
- Take a snapshot of system on–hand quantities.
- Generate alphanumeric tags.
- Void unused or lost tags.
- Approve or reject physical inventory adjustments
- Automatically post adjustments to inventory balances and general ledger accounts.
- Purge physical inventory information.

You can define and maintain an unlimited number of physical inventories in Oracle Inventory. A physical inventory is identified by a unique name you assign. You can define multiple physical inventories to count selected portions of your inventory (i.e. subinventories), or you can count your total inventory (organization).

Taking a Snapshot of Inventory Quantities

Before you can generate tags for a physical inventory, you must take a snapshot of all system on–hand quantities for your items. The snapshot saves all current item on–hand quantities and costs. A snapshot is like a picture of the current state of the inventory against which actual counts are compared. Oracle Inventory uses this information as the basis for all physical inventory adjustments. All tag counts you enter for this physical inventory are compared with these snapshot quantities. This allows you to resume normal inventory operations after you have entered your counts but before you have authorized all final physical inventory adjustments.

You can therefore perform your recounts or investigate certain results without holding up transaction processing.

Attention: Oracle Inventory does not stop inventory processing during a physical inventory. Therefore, you must procedurally co-ordinate the snapshot of your physical inventory with your actual counting, and ensure that no transaction activity occurs in a particular location until after you have counted its contents.

Physical Inventory Tags

Oracle Inventory can generate default tags for your physical inventory. If you choose to generate default tags for each item, specify the starting tag number and the increment by which you want to increase each digit in the tag number. Your tag numbers may be alphanumeric, but you can increment only the numeric portion. The alphabetic characters in the tag number stay constant. Inventory then uses these tag numbers to generate a tag for every unique combination of item, subinventory, locator, and lot for which the system has an on–hand quantity not equal to zero.

You use physical inventory tags to record the physical counts of inventory items. Physical inventory tags represent actual hard copy tags that are used to count inventory items. A tag contains the count for a group of a given item. Although you can record only one item on a tag, multiple tags can reference the same item, with each tag referring to a unique physical location for an item.

Physical Inventory Counts

After conducting the count using the printed tags, you can automatically query the tags and fill in the counts. Oracle Inventory uses the counts you enter for your tags to determine if your items need quantity adjustments.

Voiding Tags (if necessary)

It is important for auditing purposes to track the status of each physical inventory tag. Therefore, if you do not use one or more of the tags Oracle Inventory generates, you should void them in the Physical Inventory Tag Counts window. A voided tag is not reported as a missing tag in the Physical Inventory Missing Tag Listing. If you void a default tag, (i.e. a tag that identifies a stock–keeping unit for which there is a system on–hand quantity), Oracle Inventory adjusts the quantity in that location to zero. This indicates that you did not use the tag in question, presumably because the stock–keeping unit corresponding to the tag did not exist.

Approving Physical Inventory Adjustments

You can view, reject, or approve physical inventory adjustments pending approval. The adjustments you can view from this window are determined by the approval option you defined for your physical inventory. If you approve a particular adjustment, the Process Physical Inventory Adjustments program adjusts your inventory balance by that quantity. If you reject an adjustment, Oracle Inventory does not change the system on–hand quantity.

Processing Physical Inventory Adjustments

After you finish entering all your tag counts and approving those adjustments that need approval, you can submit the process that automatically posts your physical inventory adjustments. Oracle Inventory automatically creates a material transaction adjusting the item quantity and debiting or crediting the adjustment account you specify for your physical inventory. If the count of an item matches the snapshot system on–hand quantity, there is no adjustment transaction posted.

Once you run the adjustment program for your physical inventory, Oracle Inventory does not allow new tag generation or any further updates of tag counts. You are no longer able to make any changes to that physical inventory. Due to the irreversible nature of this program, Oracle Inventory posts no physical inventory adjustments if you have any adjustments that are still pending approval. You must approve or reject all of your adjustments before you can process them. You can preview your adjustments before actually posting them by running the Physical Inventory Adjustments Report. You can run the actual adjustment program after you have used the report to verify your tag quantities and the value impact of your adjustments.

Attention: For any tag that has no count entered, Oracle Inventory assumes a count of zero and performs adjustment transactions accordingly. Therefore, you should make it a part of your physical inventory procedure to run the Physical Inventory Missing Tag Listing before you process adjustments.

Purging Physical Inventory Information

In this process Oracle Inventory deletes all information associated with the physical definition. However, the purge does *not* affect any adjustments or adjustment transactions made using the physical definition. Those adjustments are *not* changed. You can also purge just tags if you made a mistake and want to start over.

Note: Please select the appropriate organization by using *Change Organization* function before starting the Physical Inventory (e.g. Change Organization to WII = WAREHOUSES IN IBADAN). This will be the active organization for the duration of the physical inventory transactions in the system.

TRANSACTION NATURE	NAVIGATION	TASKS
1. To define a physical inventory.	Navigate to the *Physical Inventories Summary folder* window and choose *New*: Oracle Inventory> Counting> Physical Oracle Inventory> Physical Inventories *The Define Physical Inventory window appears.*	1.1 Enter a unique physical inventory name following this naming convention: SUBINVENTORY CODE_DATE e.g. 21_03SEP2001, press tab and enter a description for the Physical Inventory e.g. PPS END-OF YEAR STOCK COUNT (2001). 1.2 Select the *Always* option in the *A*pprovals *Required* for adjustments. 1.3 Select the scope of the physical inventory under the *Count Subinventories* section. Determine whether the physical inventory is for all subinventories or for one or more specific subinventories. 1.4 For the specific subinventory, you should select the code from the list of values in the field under the *Specific* option. 1.5 Indicate dynamic entry of tags will be allowed by making sure the *Allow Dynamic Tags option* is checked (i.e. manual tags can be used in addition to the system generated ones). 1.6 Save your work and leave the *Define Physical Inventory* window open for the next step.
2. To take a snapshot of the system on–hand quantities.	Define Physical Inventory window. Choose the *Snapshot* button or choose *Perform Snapshot* from the Tools menu. This launches the snapshot process	2.1 Answer OK to the notification of request submission. 2.2 When the snapshot process is finished, re–query the physical inventory to see the effects of the snapshot. You can re-query by closing the *Define Physical Inventory* window, which returns you to the *Physical Inventories Summary folder* window, and selecting *Run* from *Query by Example* under the *View* menu. 2.3 Select the line for the Physical Inventory you have just created and click the *Open* button. The effects you will see in the *Define Physical Inventory* window include: ▪ *Snapshot Complete* box is checked ▪ *Snapshot Date* is updated ▪ *Tags* button at the bottom of the window is enabled
3. To generate tags.	Choose the *Tags* button from the *Define Physical Inventory* window or choose *Generate tags* from the *Tools* menu	3.1 Check that option to *Generate default tags* is enabled in the *Tag Type* section and ignore the *Show Serial on Tags* option (as serial numbers are not used in IITA inventory management). 3.2 Enter the starting tag number in the *Starting Tag* field using this convention: SUBINVENTORY CODE_000001 (e.g. 21_000001).

TRANSACTION NATURE	NAVIGATION	TASKS
		3.3 Change the number in the *Digit Increments* field to **000111111**. 3.4 Ignore the ending tag number and the number of tags as Inventory calculates these values for you when you select *Default tags* in the Tag Type field. 3.5 Choose the *Generate* button to create the tag numbers and information. Answer OK to the notification of request submission. 3.6 Close the *Generate Physical Inventory Tags* form, (which should at this point be blank), the *Define Physical Inventory* window, and the *Physical Inventories Summary folder* window.
4. To print the tags. Use the **Physical Inventory Tags** report to print tags you have generated.	Oracle Inventory> Reports> ABC and Counting	4.1 Confirm that *Single Request* is selected and click on OK. 4.2 Enter **Physical Inventory Tags** as the request name and press the tab key this takes you to the parameters window. 4.3 Select the Physical Inventory you created in the *Physical Inventory* field from the list of values. 4.4 Select the Subinventory for which you are conducting the count from the *Subinventory* field. 4.5 Select the **Subinventory, Locator** option in the *Sort By* field 4.6 Select *Full Listing* from the *Range* field 4.7 Ignore *From Tag, To, From Locator, To, From Item To* (unless you decide you do not want to count all locations or all items) 4.8 Click OK to close the Parameters window 4.9 To select the printer for the report, click on the Options button. Under the Print Output To: section, click the list of values in the Printer field and select an appropriate printer e.g. MML_HP2100N, PPS_PRINTER, etc, and click OK. 4.10 Enter the number of copies desired e.g. 1. 4.11 Click OK and Choose the Submit button to launch the report. 4.12 Answer *No* to the Submit another request? Decision prompt. 4.13 Use the tags that you generated and printed to record your physical counts.
5. To display physical inventory tag information and enter counts for tags.	Navigate to the Physical Inventory Tag Counts window: Oracle Inventory> Counting> Physical Oracle Inventory>	5.1 Select the physical inventory name from the list of values. 5.2 Confirm that the name of the employee that performed the physical inventory is in the *Default Counter* field. Otherwise change the name of the employee

TRANSACTION NATURE	NAVIGATION	TASKS
	Tag Counts	5.3 Enter or query the tag numbers for which to enter by clicking on the *Find button.* Choose *Yes* or *No* to query all tags. If you choose *N*o, you can enter tag numbers individually. When you enter a tag number the item information for that tag appears. 5.4 Enter the count information: For each tag, confirm that the UOM displayed is the same as the UOM counted (otherwise change the UOM code), enter the count quantity under the *Qty* column and if you want to change the *Counted By* name from the *Default Counter*, press tab and select a new name from the list of values button in the *Counted By* field. You can use the tab key to move from line to line. If any of the tags were discarded (not used) or missing, you can check the *Void* option under the Void column on the line for the tag. **You should not void any tags if all the tags were actually used.** 5.5 Save your work and close the window. **Note:** If you have voided any tags and you want to unvoid them, all you have to do is uncheck the *Void* option.
6. To select the physical inventory and display the adjustments for approval.	Navigate to the Approve Physical Adjustments Summary window: Oracle Inventory> Counting> Physical Oracle Inventory> Approve Adjustments	6.1 Select the name of the physical inventory from the list of values to the right of the name field. 6.2 Enter the name of the employee approving the adjustments. 6.3 Click the *Find* button to start the search. The results display in the *Approve Physical Adjustments Summary* window.
7. To approve or reject adjustments.	Approve Physical Adjustments Summary window.	7.1 Examine the information on the Adjustments tab under the Adjustment column for each adjustment line. You will see the Item code, the quantity that was recorded in the system snapshot, the unit of measure for this item, the adjustment quantity (a negative in red is a downward adjustment, a positive is an upward adjustment), the material value of the adjustment and finally the percentage of the adjustment (relative to the snapshot quantity). 7.2 Select adjustments to reject or approve, and check the *Approve* or *Reject* option. **Attention:** You must either reject or approve all adjustments for a physical inventory before you can start processing your adjustments. If you do not and leave some with an approval status of *None,* you will not be able to process your adjustments, as you will get an error at that stage. 7.3 Save your work.

TRANSACTION NATURE	NAVIGATION	TASKS
		If you reject any adjustments, please do the following: 7.4 Conduct any necessary investigation as to why there is a variance in on-hand quantity and actual count and if necessary recount the items using the same printed tags as before. 7.5 Return to the *Tag* counts window and update any quantity found to be different from the initial count quantity and save the new counts. 7.6 Return to the Approve Physical Adjustments Summary window. 7.7 Approve all the adjustments. 7.8 Save your work.
8. To run the adjustment program for processing physical inventory adjustments.	Navigate to the Physical Inventories Summary folder window: Oracle Inventory> Counting> Physical Oracle Inventory> Physical Inventories	8.1 Select the physical inventory you want to use by clicking on the Torch icon on the toolbar at the top of the screen (which activates the Find function) and select the physical inventory for which you want to run the adjustment program. 8.2 Choose *Launch adjustments* from the Tools menu. The Launch Adjustments window appears. 8.3 Enter the Adjustment Account number against which adjustments should be charged. This account should be confirmed from Budget and Finance. The current account for adjustments is 01.8053.1015. 000000000.0000000. To enter this account select the list of values in the Adjustment Account field located on the right side of the field, enter 01 as the company, 8053 as Account, 1015 as Cost Centre, 000000000 as Reserved and 0000000 as Donors and click OK. 8.4 Enter the adjustment date. 8.5 Choose the *Launch Adjustments* button to submit the request for adjustments, and answer OK to the request submission notice.
9. To purge physical inventory information.	Navigate to the Physical Inventories Summary folder window: Oracle Inventory> Counting> Physical Oracle Inventory> Physical Inventories	9.1 Select *Find* from the *View* menu 9.2 Select the Physical Inventory you want to use. 9.3 Choose *Perform purge* from the *Tools* menu. 9.4 Choose *Tags Only* to purge only tags in the physical inventory or *All* to purge the entire physical inventory. 9.5 Click on the *Purge* button to start the process 9.6 Click on OK to acknowledge the request submission

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Physical Inventory Reports

You can use a number of reports to help you during the process of performing a physical inventory and to analyze and report the results of physical inventory adjustment transactions.

Physical Inventory Tag Listing This report lists all the tags that you generated and all the dynamic tags that you entered. The report shows the tag number, item, revision, subinventory, locator, lot, and serial number for each tag used in your physical inventory. You can use this report as the document you give to the employees performing the counts. You can also use this report as a complete count history after all counts have been completed.

Physical Inventory Counts Report This report shows information on the tags you enter for a physical inventory, including the item, item controls, count location, count quantity, and count value.

Physical Inventory Missing Tag Listing This report lists the tags that are missing from a user–specified range of tag numbers. The report also shows what information was printed on the tag, if any, to aid in the search. Oracle Inventory considers as missing those tags for which you have not entered counts. Void tags are not considered to be missing. Use this report before initiating physical adjustments to verify that you have accounted for all tags generated by the system. Otherwise, if you have not entered a count for a tag and approvals are not required, Oracle Inventory adjusts your on–hand balances down to zero quantity.

Physical Inventory Adjustments Report This report shows all adjustments against unique combinations of item, revision, subinventory, locator, lot, and serial number for a user–specified physical inventory. You can run this report before processing your adjustments to get a preview of your adjustment quantities and values. You can then determine whether you are ready to process all final adjustments or whether you need to recount certain locations. This report is also automatically generated after the successful completion of the adjustment program as a record of what was actually adjusted.

Physical Inventory Accuracy Analysis You can run the Physical Inventory Accuracy Analysis report many times during your physical inventory. If you run it after you take a snapshot of your on–hand balances, this report shows the system on–hand quantity and value for each item included in your physical inventory. If you run this report after entering your tag counts, it shows the actual count quantities and values, as well as the adjustment quantity, value and error percentage for each count you entered. You can also use this report as a historical accuracy analysis tool.

Physical Inventory Summary Report This report provides a summary of your physical inventory adjustments by subinventory. You can see, in your functional currency, the system on–hand value, the actual count value, and the resulting adjustment value, as well as the number of tags and adjustments performed for each subinventory. You can also use this report as a management tool to monitor the accuracy of your inventory as it also includes the error percentage of your original system on–hand quantities and values.

Physical Inventory Trend Report This report compares past physical inventories so that you can see whether record accuracy has improved over time. It provides a summary of physical inventory adjustment values, by date and subinventory, as well as the number of tags and adjustments each subinventory required. You can view subtotals for each physical inventory as well as a grand total of all your physical inventory adjustments over time.

ABC Analysis and Cycle Counting

ABC Analysis

An ABC analysis determines the relative value of a group of inventory items based on a user–specified valuation criterion. ”ABC” refers to the rankings you assign your items as a result of this analysis, where ”A” items are ranked higher than ”B” items, and so on. You have to use the ABC analyses you compile to drive your cycle counts, where you might count items of high value (A items) very frequently, items of lower value less frequently, and items of lowest value very infrequently.

Steps Involved

- Define and run an ABC compilation.
- Define ABC classes
- Define ABC groups
- Assign items to ABC classes within a group.
- Update item assignments.

Defining an ABC Compile

You can define and compile an ABC analysis for your entire organization or for a specific subinventory within your organization. In IITA, ABC compiles will be defined on the subinventory level. You choose the compilation criterion, the scope of your analysis, the cost type to use in determining item values, and any additional information that may be conditionally necessary, based on your compilation criterion. The combination of all these parameters constitutes an ABC compile header, identified by the ABC compile name. You use this name to identify any activity pertaining to this ABC analysis.

Oracle Inventory uses the compile criterion to value the items you include in your ABC compile. After determining each item’s value, Oracle Inventory ranks all the items in your ABC compile in descending order to produce the printed **ABC Descending Value Report**.

You should use this report as a guide in assigning your items to ABC classes.

Defining ABC Classes

You use ABC classes to identify the value groupings to which your items belong. You define these classes using your own terminology. For example, you might define classes High, Medium, Low, and later assign your items of highest rank to the High class, those of lower rank to the Medium class, and those of lowest rank to the Low class. You can add to the list of classes already defined.

In IITA the following classes will be defined:
A - HIGH VALUE ITEMS
B - MID VALUE ITEMS
C - LOW VALUE ITEMS
D - SECURITY ITEMS (PRONE TO THEFT)
E - HAZARDOUS OR RESTRICTED LIFE ITEMS

Defining ABC Assignment Groups

ABC assignment groups link a particular ABC compile with a valid set of ABC classes. Oracle Inventory uses these groups when you automatically assign your items to ABC classes. It ensures that you divide your items into the exact number of groupings you specified in the ABC group. You must also assign a sequence number to each class associated with the ABC group (the sequence numbers can be obtained from the *ABC Descending Value Report*). The class with the lowest sequence number is assumed to have the highest rank and will have higher rank items assigned to that class than the next higher sequence number. Using the ”A”, ”B”, and ”C” classes in the example above, you might assign the ”A” class a sequence number of ”1”, the ”B” class a sequence number of ”2”, and the ”C” class a sequence number of ”3”. (Sequence numbers ”10”, ”20”, and ”30” would give the same result.) When you later assign your items to ABC classes, the first grouping of items in the descending value list are assigned to class ”A”, the next to ”B”, and the last to ”C”.

You may update an assignment group to add new classes. However, you cannot delete a class. If you need to delete a class, you must create a new assignment group with only the desired classes.

Defining ABC Item Assignments

You can assign and update ABC classes to an ABC assignment group where an ABC compile was also entered. From the *ABC Descending Value Report* you determine the cutoff points for assigning ABC classes. You can then use the classifications for other purposes such as determining how often you cycle count a given item.

Updating ABC Item Assignments

If you are not satisfied with the class into which an item falls as a result of the automatic ABC assignment process, you can change it by updating the item assignment. This will be used in re-assigning items to the D and E classes.

Attention: Whenever you recompile an ABC analysis or change the method by which you assign your ABC classifications, you lose any changes you might have made to your item assignments. All items are reclassified based on their new ranks in the ABC Descending Value Report and the method you choose to determine cutoff points. You can also update an ABC group to include those items that were not a part of the initial ABC compile. This allows you to expand the scope of your existing ABC compiles without having to rerun any processes. For example, **if you start stocking a new item in your inventory, you can make it a part of your existing ABC groupings through the update process**. Otherwise, you would have to start all over by recompiling your ABC analysis and reassigning your items to ABC classes. With the whole process starting from the very beginning, you also run the risk of losing any changes you might have made to your item assignments.

Before you begin:

Please select the Organization for which you want to conduct the cycle count by choosing Change Organization and then selecting the organization (e.g. WII – WAREHOUSES IN IBADAN) and clicking OK.

TRANSACTION NATURE	NAVIGATION	TASKS
1. To define, run and print an ABC compile.	Navigate to the *ABC Compiles folder* window and choose *New*. Oracle Inventory> ABC Codes> ABC Compiles> New	1.1 Enter a unique name for the ABC compile in the *Compile Name* field following this naming convention: SUBINVENTORY CODE_ABC_COMPILE_DATE e.g. 21_ABC_COMPILE_03-SEP-2001, and a description of what the name means in the *Description* field. 1.2 Select a specific subinventory for the scope of the analysis in the *Content Scope* section (select a subinventory from the Subinventory list of values). 1.3 Select *Subinventory* in the *Valuation Scope* section. 1.4 Select *Current on–hand value* as the criterion in the *Compile Specification* section 1.5 Enter **Average** as the Cost Type. 1.6 Ignore the *Forecast* and *Plan Name* options and the *From Date* and *To Date*. 1.7 Save your work. 1.8 Click on the *Compile* button on the top right section of the window. 1.9 Answer OK to the request submission notice. 1.10 Answer *Yes* to the *Print compile results*? Prompt. 1.11 Answer OK to the request submission notice. 1.12 Close the window. 1.13 Select *Requests* from the *View* menu. 1.14 Click on the *Find* button. 1.15 Select *Reprint* from the Tools menu. 1.16 Enter 1 in the *Copies* field. 1.17 Click the list of values in the Printer field and select an appropriate printer e.g. MML_HP2100N, PPS_PRINTER, etc, and click OK. 1.18 Close the *Requests* window.
2. To optionally view ABC Compile results on the computer.	Navigate to the ABC Compiles window: Oracle Inventory> ABC Codes> ABC Compiles	2.1 When you are in the *ABC Compiles* window, select *Find* from the *View* menu. 2.2 Select the ABC compile whose results you want to view and click OK. 2.3 Choose View Compile from the Tools menu. The *ABC Compile Items* window appears. 2.4 View the list and when you are satisfied, close the *ABC Compile Items* window.
3. To define an ABC class.	Navigate to the ABC Classes window: Oracle Inventory> ABC Codes> ABC Classes	3.1 Enter a unique name for each class on each line under the Class Name column (i.e. A, B, C, D or E) and a description (i.e. - HIGH VALUE ITEMS, MID VALUE ITEMS, LOW VALUE ITEMS, SECURITY ITEMS (PRONE TO THEFT), HAZARDOUS OR RESTRICTED LIFE ITEMS) 3.2 Save your work.

TRANSACTION NATURE	NAVIGATION	TASKS
4. To define an ABC assignment group.	Navigate to the ABC Assignment Groups window: Oracle Inventory> ABC Codes> ABC Assignment Groups	4.1 Select New from the *File* menu and enter a unique ABC group name following the convention SUBINVENTORY CODE_ABC_GROUP_DATE e.g. 21_ABC_GROUP_3-SEP-2001. 4.2 To assign items to this ABC group using an ABC compile, under the *Compile Name* column, select the ABC compile you defined from the list of values in the field (e.g. 21_ABC_COMPILE_03-SEP-2001) Oracle Inventory displays the subinventory and the valuation associated with that ABC compile. 4.3 Save your work.
5. To enter classes to use with an ABC group.	Choose the *Group Classes* button. The *ABC Group Class Assignments* window appears.	5.1 Enter the priority in which classes are ordered. The lower the number the higher the importance of the class. For example assign the Priority 1 to A, 2 to B and so on. 5.2 Select the name of the class to use with this ABC group (for each priority i.e. A, B, C, etc). 5.3 Save your work and close the ABC Group Class Assignments window.
6. To define ABC assignments.	Choose the *Assign Items* button.	6.1 Specify the cutoff point for each ABC class. Each ABC class must have at least one item assigned to it, and all items in the ABC compile must be assigned to an ABC class. You can use any of the following fields to determine the cutoff points: ***Seq*****:** You can enter the sequence number from the *ABC Descending Value Report* for the last item to be included in each ABC class (i.e. if you enter 3 as the Seq number for A, all items with a sequence number before or on 3 will be assigned to the A class, if you then go on to enter 7 in the B class, all items with a sequence number greater than 3 up to 7 will be assigned to B and so on). Oracle Inventory automatically calculates this value if you choose to assign classes by another method. Oracle Inventory displays the last sequence number as the default for the last class. As you enter the Seq numbers, you will see the Inventory Value of each class and the total percentage of the items you have assigned. On the last row, you must have a total percentage of 100 otherwise there are some items you have not yet assigned. If this happens, please cross check with *the ABC Descending Value Report* to see that all the sequence numbers have been assigned.

TRANSACTION NATURE	NAVIGATION	TASKS
		***Inventory Value*:** You can enter the cumulative value from the ABC Descending Value Report for the last item to include in each ABC class. Oracle Inventory automatically calculates the maximum value. This maximum value is restricted to the total inventory value compiled and is displayed in the Total Compile Value field. Oracle Inventory displays the total inventory value as the default for the last class. ***% Items*:** You can enter the percent of number of items compiled from the ABC Descending Value Report to include in each class. Oracle Inventory automatically calculates this value if you choose to assign classes by another method (e.g. *Seq* numbers)**. It is recommended that you allow Oracle Inventory perform the automatic calculation.** ***% Value*:** You can enter the percent of total compile value from the ABC Descending Value Report to include in each class. Oracle Inventory automatically calculates this value if you choose to assign classes by another method (e.g. *Seq* numbers). **It is recommended that you allow Oracle Inventory perform the automatic calculation.** **Note:** As much as possible, try to assign all items to A, B and C classes (you can assign the last two sequence numbers to D and E) – relevant items can be re-assigned to the D and E classes with the update ABC item assignment process. 6.2 Choose the Assign button to launch the request to assign the items to the classes in the ABC group. 6.3 Click OK to acknowledge the request submission. 6.4 Close the *Assign ABC Items* window.
7. To update an ABC item assignment or enter items that were not part of an ABC compile.	Choose the *Update Items* button on the *ABC Assignment Groups* window.	7.1 If necessary, change the class of any of the items as desired by changing the letter in the ABC Class column. If you did not add D and E classes to your ABC groups before, you mayNavigate to the main *ABC Assignment Groups* window, click on *Group Classes,* and add these classes 7.2 If you also want to insert more items on the ABC assignment, select *New* from the *File* menu, click on the list of values button and select an item, then enter a class code in the *Class* column. This assignment will be valid for only this ABC Group's subinventory. 7.3 Save your work

Cycle Counting

Cycle counting is the periodic counting of individual items throughout the course of the year to ensure the accuracy of inventory quantities and values.

There will be only one Cycle Count defined for each subinventory or group of subinventories (every year). These counts will then be run everyday and the selected items will be counted and any needed adjustments can be made. At the end of the year after the last count is run, the cycle count data can then be purged from the system in anticipation of the next year's schedule.

Tasks Involved:

Beginning of the year:
- Define a cycle count on the subinventory level.
- Define cycle count classes.
- Define cycle count items.
- Automatically schedule item counts using ABC count frequencies.

Daily:
- Generate daily count requests and lists.
- Enter counts.
- Approve, reject, or request recounts for cycle count adjustments

End of the year:
- Purge cycle count information.

Attention: Please note that if new items are defined and introduced into inventory, the process for specifying cycle count items will have to be repeated at this point so that the new items can be included.

Before you begin:
Please select the Organization for which you want to conduct the cycle count by choosing Change Organization and then selecting the organization (e.g. WII – WAREHOUSES IN IBADAN) and clicking OK.

TRANSACTION NATURE	NAVIGATION	TASKS
1. To define a new cycle count.	Navigate to the Cycle Count Summary folder window and select *New*: Oracle Inventory> Counting> Cycle Counting> Cycle Counts> New	1.1 Enter a unique name for the cycle count following this convention SUBINVENTORY CODE_CYCLE_COUNT e.g. 21_CYCLE_COUNT, followed by a description (e.g. PPS CYCLE COUNT) 1.2 Confirm that the *IITA* workday calendar is the *Calendar* to use for this cycle count. 1.3 Inventory uses this calendar to determine the days on which to automatically schedule cycle counts. 1.4 Enter the Adjustment Account number against which adjustments should be charged. This account should be confirmed from Budget and Finance. The current account for adjustments is 01.8053.1015. 000000000.0000000. To enter this account select the list of values in the Adjustment Account field located on the right side of the field, enter 01 as the

TRANSACTION NATURE	NAVIGATION	TASKS
		company, 8053 as Account, 1015 as Cost Centre, 000000000 as Reserved and 0000000 as Donors and click OK. 1.5 Save your work
2. To enter control and scope information for your cycle count.	*Select the* Scope and Control *tabbed region (directly below the* Calendar *field).*	Enter the *Count Controls*: 2.1 Leave the *Inactive On* field blank 2.2 Enter 2 in the Late Days field as the number of workdays that can pass after the date the count request was generated, before a scheduled count becomes a late count. 2.3 *Leave the Starting Seq number as 1.* 2.4 Specify that counts can be entered for items not scheduled to be counted by checking the *Unscheduled Entries* option. 2.5 Specify that system on–hand quantities should not be displayed during count entry by confirming that the *Display System Qty* option is **not** checked. 2.6 Check the *Automatic Recounts* option to specify that Inventory automatically assigns a status of *Recount* to counts containing discrepancies and includes them in the next cycle count listing. In the *Maximum* field enter 1 as the maximum number of times Inventory can generate an automatic recount request. 2.7 In the *Count Subinventories* section, choose the *Specific* option,Navigate to the *Subinventory* region and select the subinventory to include in the cycle count from the list of values available in the field. 2.8 Save your work.
3. To set autoschedule information.	Navigate to the *Serial and Schedule* tabbed region.	3.1 Ignore the *Serial Control Option* section (do not change anything, these options are not applicable to IITA). 3.2 Determine whether to automatically schedule this cycle count by checking the *Auto Schedule* option. 3.3 *Frequenc*y: Indicate a *Daily* schedule for cycle counts. Inventory uses this information, along with the count frequency of each cycle count class, when performing automatic cycle count scheduling. 3.4 Specify the automatic generation of requests to count items with an on–hand quantity of zero be allowed by confirming that the *Count Zero Quantity* option is checked 3.5 *Last Dat*e: This field is for information purposes only – you cannot change it. Inventory displays the last date this cycle count was automatically scheduled (the first time you use this count, this field will be blank).

TRANSACTION NATURE	NAVIGATION	TASKS
		3.6 *Next Date*: Inventory displays the first workday for the next schedule interval when this cycle count is scheduled. You can enter a later date in this field if you want to override the automatic schedule and skip one or more intervals. If this field is blank, select the next date for the count scheduler to start scheduling counts (e.g., to schedule a count for the 3rd of September, select this date from the date lookup in this field). 3.7 Save your work
4. To define adjustments and ABC information.	Navigate to the Adjustments and ABC tabbed region.	4.1 Specify that approval is required for adjustments by selecting the *Always* option in the Required field. 4.2 Enter ABC initialization information: 4.3 *Group*: Enter the ABC group name on which to base the cycle count item initialization or update by selecting the ABC Group you defined earlier from the list of values in the field (e.g. 21_ABC_GROUP-3-SEP-2001) 4.4 *Option*: Choose the *(Re)initialise* option 4.5 **Attention:** If later on you make any modifications to the ABC Group Assignment on which the cycle count is based (as you when you introduce new items into inventory), you would have to redo this process and choose the *Update* option instead. 4.6 Save your work. 4.7 Click OK to acknowledge the request submission (NB. You will observe that *Option* will change back to None). 4.8 To see if the reinitialization process is finished, re–query the cycle count to see the effects of the reinitilization. You can re-query by selecting Run from Query by Example under the View Menu. You should see the word **Completed** in the status field. 4.9 Save your work.
5. To define cycle count classes.	Choose the *Classes* button.	5.1 Enter the number of times per year you want to count each item in each class: 5.2 So for A enter 6, for B enter 3, for C enter 1, for D and E enter 200. A class items will be counted 6 times a year, B class items will be counted 3 times a year, C class items will be counted 1 time in the year, D and E class items will be scheduled to be counted 200 times in the year. 5.3 Do not enter any tolerances/variances (i.e. + or -). 5.4 Save your work and close the *Cycle Count Classes* window.

Generating Cycle Count Requests and Entering Counts

After you have successfully scheduled your counts, you can submit the process to generate count requests. Because the count requests are derived from the state of on–hand balances at the time the Generate Cycle Count Requests process is run, you should wait to run it until you are ready to count.

This request should be run on a daily basis to enable the daily cycle counts. Remember to select the proper organization for the cycle counting.

TRANSACTION NATURE	NAVIGATION	TASKS
6. To submit a request set to perform a full cycle count and print the cycle count listing.	Navigate to Cycle Counts Summary folder window: Oracle Inventory> Counting> Cycle Counting> Cycle Counts	6.1 When you are in the Cycle Counts Summary folder window, select Find from the View menu. 6.2 Select the Cycle Count you want to run and click OK 6.3 Choose Perform Full Cycle Count from the Tools menu. 6.4 The set includes the following processes and report: 6.5 Generate automatic schedule requests: Enter parameters for cycle count to use (All Cycle Counts – No, Cycle Count Name – e.g. 21_CYCLE_COUNT, Include Control Items – No) and click OK. Check the Save Output option, and move to the next line with the tab key 6.6 Generate cycle count requests: Enter parameters for cycle count to use. (All Cycle Counts – No, Cycle Count Name – e.g. 21_CYCLE_COUNT). Click OK. Check the Save Output option, and move to the next line with the tab key. 6.7 Cycle count listing: Enter parameters for cycle count to use (Cycle Count Name, Start and End Dates, set Include Recounts Only to No, select the Subinventory to count, set the Display Serial Number option to No, leave Display Onhand Quantities as No and Items to Include as All). 6.8 Click OK 6.9 Check the save output option. 6.10 To select the printer for the cycle count listing, click on the Options button. Under the Print Output To: section, click the list of values in the Printer field and select an appropriate printer e.g. MML_HP2100N, PPS_PRINTER, etc, and click OK. 6.11 Enter the number of copies desired e.g. 1 and Click OK. 6.12 Choose Submit. 6.13 Click OK to acknowledge the request submission. Use the printed **Cycle Count Listing** to determine the items to count, and to fill in count results. If the report states that no data was found, it means that no counts have been scheduled for the day you ran it – try again the

TRANSACTION NATURE	NAVIGATION	TASKS
		next day. **Attention**: Please note that you should run the full cycle count every day as the count scheduler has been instructed to run Daily.
8. To select the cycle count to enter counts against.	Navigate to the Cycle Count Entries window from the menu: Oracle Inventory> Cycle Counting> Cycle Counts> Cycle Count Entries	8.1 Enter the name of the cycle count for which to enter counts by selecting it from the list of values in the Cycle Count field. 8.2 Enter the date the cycle count was performed. 8.3 Enter the name of the employee who performed the cycle count. 8.4 Confirm that the general ledger account to which to charge adjustments from this cycle count is the adjustment account you entered while defining your cycle count. 8.5 Display the count requests you want to enter. You can choose the Find button to query all open count requests. Answer *Yes* to the *Find all open count requests?* question.
9. To enter counts.	Select the *Count* tabbed region.	9.1 Enter the quantity that you counted for each item by using the tab key to move to the Quantity field and entering the counted quantities as recorded on the printed Cycle Count Listing report. 9.2 If you happen to see any items on the screens that were not included on the report, please ignore them. **Do not enter any quantities for them.** 9.3 Save your work.

Count Adjustments and Approvals

Once you enter and save your cycle counts, Oracle Inventory determines whether any adjustments need to be made.

Automatic Recounts
Inventory automatically submits recount requests for items that would otherwise require adjustment. Inventory will submit a recount limited by the maximum automatic recounts you specified for the cycle count (in the case of IITA, 1). After you reach the maximum number of recounts, Inventory holds the count for approval. Any count request with the *Recount* status automatically appears on the next cycle count listing.

You can also manually request recounts when you are approving adjustments. The count request for which you want a recount is also automatically included in the next cycle count listing.

Attention: When generating the cycle count listing, you must include a start date back far enough to include the recount's original count date, or it is not going to be on the report.

Approving Cycle Count Adjustments

Use the Count Adjustment Approvals Summary window to approve cycle count adjustments held for approval, to recount an item, or to reject the adjustment.

TRANSACTION NATURE	NAVIGATION	TASKS
10. To select the cycle count for which to approve adjustments.	Navigate to the *Count Adjustment Approvals Summary* window: Oracle Inventory> Counting> Cycle Counting> Approve Counts	10.1 Enter the name of the cycle count for which to approve counts. 10.2 Select the *Find* button to query records. Select *No* to view all cycle count entries. 10.3 Note the items that are flagged in the *Recount* option and ask for the items to be recounted/investigated.
11. To recount items (if required)		11.1 Use the request set to perform a *Full Cycle Count* again and print the *Cycle Count Listing*, making sure that the ***Include Recounts Only* option in the Cycle Count Listing parameters is set to *Yes***. 11.2 Use the *Cycle Count Listing* report to go back and count the items flagged for recounting. 11.3 Enter the new counts in *Cycle Count Entries* window (even if the count is the same as before, you must re-enter it). 11.4 Save your work.
12. To finally approve adjustments.	Navigate to the *Count Adjustment Approvals Summary* window: Oracle Inventory> Counting> Cycle Counting> Approve Counts	12.1 Enter the name of the cycle count for which to approve counts. 12.2 Select the *Find* button to query records. Select *No* to view all cycle count entries. 12.3 Change any items with a status of *None* to *Approved* 12.4 Save your work. 12.5 Click OK to acknowledge the processed adjustments.

Purging Cycle Count Information

This should be done at the end of the year after the last cycle count in preparation for the definition of the next years cycle counts.

	NAVIGATION	TASKS
13. To purge cycle count information.	Navigate to *Cycle Counts Summary folder* window: Oracle Inventory> Counting> Cycle Counting> Cycle Counts	13.1 When you are in the Cycle Counts Summary folder window, select *Find* from the *View* menu. 13.2 Choose *Purge Cycle Count* from the *Tools* menu. The *Purge Cycle Count Parameters* window appears. 13.3 Indicate whether this is a full cycle count purge including the header, cycle count items, schedule requests, and count requests by leaving the *History Only* option unchecked, or that this is a historical

	NAVIGATION	TASKS
		cycle count purge of schedule requests and count requests on or before the historical purge date by checking the *History Only* option. 13.4 Enter the date for the purge. Oracle Inventory deletes schedule requests and count requests on or before this date. 13.5 Choose OK to submit the request. 13.6 Click OK to acknowledge the request submission.

Cycle Count Reports

You can use a number of reports to help you during the process of cycle counting and to analyze and report the results of cycle count transactions. You can submit a concurrent request for these reports from the Tools menu in most of the cycle counting windows as well as from the Submit Requests window.

Cycle Count Schedule Requests Report This report shows all schedule requests for a specified time period. It includes both manually and automatically scheduled items.

Cycle Count Listing This report lists all of the items currently due for cycle counting, including their revision, lot number, subinventory and locator information. You can use this report as the document you give to the employees performing the cycle counts. Since the report leaves a blank line for the counter's name, the count date, and the actual count quantity, the counter can use this listing to write down and report his cycle count results.

Cycle Count Open Requests Listing This report shows count requests where no counts have been entered, or count entries where you have requested a recount. You can optionally report on late counts, where no counts have been entered and the due date for the count entry is before the date of the report.

Cycle Count Unscheduled Items Report This report shows those items that are currently not scheduled to be counted and were last scheduled a period of time in the past that is longer than expected, as dictated by the count frequency of the class to which the item belongs. For example, if item XYZ belongs to class A, and you count class A 52 times a year, you would expect item XYZ to be scheduled once a week. If item XYZ was last scheduled two weeks before the date you run the Cycle Count Unscheduled Items Report, it appears on the report.

You primarily use this report as an auditing tool. If you correctly set up your scheduling and counting, and are always current in your count, Oracle Inventory should not find any unscheduled items to report. However, if you do not run the auto scheduler as frequently as it needs to run, or if concurrent manager problems prevent its execution, you may fall behind in your count schedules.

Cycle Counts Pending Approval Report This report shows those counts that were entered and are currently pending approval. The supervisor with the authority to approve cycle count adjustments would typically run this report regularly to monitor the approval queue.

Cycle Count Entries and Adjustments Report This report shows all cycle count entries for a specified time period. It analyzes the number of cycle count transactions you make against an item, and the number of units you actually adjust. The report also calculates the value, in your functional currency, of the adjustments to inventory.

Cycle Count Hit/Miss Analysis This report shows, for each cycle count class, the total number of count entries and the number of counts outside the limits of the user–specified hit/miss tolerances. The report also calculates the overall accuracy percentages broken down by cycle count class and subinventory. This report is based on the first count only, not recounts.

Viewing Material Transactions

You can view detail associated with inventory transactions. You can search for transaction information by entering a combination of criteria.

TRANSACTION NATURE	NAVIGATION	TASKS
1. To view detail associated with inventory transactions. **Note:** Use *Change Organization* to select the proper organization for which you want to view Material Transactions (e.g. WII - WAREHOUSES IN IBADAN) before selecting the Material Transactions window.	Navigate to the Material Transactions folder window: Oracle Inventory> Transactions> Material Transactions The Find Material Transactions window appears.	1.1 Enter any combination of search criteria. The system chooses today's date for the transaction date range – you change this if desired. After entering all the desired criteria, choose Find. The results display in the Material Transactions folder window. View information in the following tabbed regions: 1.2 *Locatio*n: Displays the item, subinventory, locator, revision, transfer locator, transfer subinventory, transfer organization, transaction date, and transaction type information. 1.3 *Intransi*t: Displays the item, shipment number, waybill/airbill number, freight code, container, quantity, and transaction type information. 1.4 *Reason, Referenc*e: Displays the item, transaction reason, transaction reference, costed indicator, supplier lot, source code, source line ID, and transaction type information. 1.5 *Transaction I*D: Displays the item, transfer transaction ID, transaction header number, receiving transaction ID, move transaction ID, transaction UOM, completion transaction ID, department code, operation sequence number, transaction quantity, transaction ID, transaction date, source type, source, transaction type, source project number, source task number, project number, task number, to project number, to task number, expenditure type, expenditure organization, error code, and error explanation information. 1.6 *Transaction Typ*e: Displays the item, source, source type, transaction type, transaction action, transaction UOM, transaction quantity, transaction ID, and transaction date information.
2. To view lot/serial number information for a transaction	Select a transaction and choose the Lot/Serial button.	2.1 View information on lot/serial numbers, quantities, and locations.

Viewing Transaction Summaries

You can view transaction summaries for items transacted within a specified date range. You can use search criteria to further narrow the focus of the information summarized. You can use this information for input/output and transaction history analysis (for example to trace all the transactions involving a specific item so as to help in investigation of discrepancies).

TRANSACTION NATURE	NAVIGATION	TASKS
1. To view transaction summaries. **Note:** Use *Change Organization* to select the proper organization for the transaction summaries (e.g. WII - WAREHOUSES IN IBADAN) before selecting the Summarize Transactions window.	Navigate to the Summarize Transactions window: Oracle Inventory> Transactions> Viewing Transaction Summaries	1.1 Enter the date range to summarize (the system displays today's date by default, you can change this). 1.2 *Enter an item or a subinventory. If you do not enter an item, the search includes all items with transactions falling within the date range specified.* 1.3 Optionally, enter additional search criteria to narrow the focus of the summarized information. 1.4 Choose the *Summarize* button. The results appear in the Item Transaction Summaries window. Values displayed for each item include the unit of measure, net quantity, net value, volume (number of transactions), absolute quantity, and absolute value. Transaction totals include total value in, total volume in, total value out, total volume out, and net value. These values are for the date range you specified. 1.5 Select from the different tabbed regions to view the summary information by Items Only, Source Type, Action, Transaction Type, and Source/Transaction Type.
2. To view detail information for an item in the Item Transaction Summaries window.	Select an item.	2.1 Choose the *Transaction Details* button.

Material Transaction Distributions

View inventory accounting distributions. View account, currency, location, and transaction type information for transactions performed within a date range.

Material distributions can be seen for the period when the system costing processes have been completed.

TRANSACTION NATURE	NAVIGATION	TASKS
1. To view inventory transaction distributions **Note:** Use *Change Organization* to select the proper organization for which you want to view material transaction distributions (e.g. WII - WAREHOUSES IN IBADAN) before selecting the Material Transaction Distributions window.	Navigate to the Material Transaction Distributions window: Oracle Inventory> Transactions> Material Distributions The Find Material Transaction Distributions window appears.	1.1 Enter the required search criteria. The Material Transactions Distributions window displays transaction dates and five tabbed regions: Account, Location, Type, Currency, and Comments. 1.2 *Account:* Displays the account, transaction value, item, revision, and the accounting type. 1.3 *Location:* Displays the subinventory, locator, operation sequence, and transaction ID. 1.4 *Type:* Displays the transaction type (such as miscellaneous issue, sales order issue, or cycle count adjustment), source type (the origin of the inventory transaction), source (such as account number), the UOM, and the primary quantity (in the item's primary UOM). 1.5 *Currency:* Displays currency, the transaction value (for foreign currency), and displays the conversion (exchange) rate, type (such as Spot, Corporate, or User Defined), and exchange rate date. 1.6 *Comments:* Displays transaction reason, transaction reference, and the general ledger batch ID (if transferred to the general ledger).

Viewing Pending Transactions

You should view pending transactions if any of the normal inventory/purchasing transaction does not seem to produce the desired results – the transactions may be stuck in the pending transactions table.

This table also includes transactions received through the transaction interface or those processed with the background processing option. Using the folder or single row windows, you can choose how to view the information appropriate for a particular transaction. You can also resubmit transactions for processing.

TRANSACTION NATURE	NAVIGATION	TASKS
1. To view pending transactions. **Note:** Use *Change Organization* to select the proper organization for which you want to view pending transactions (e.g. WII - WAREHOUSES IN IBADAN) before selecting the Pending Transactions folder window.	Navigate to the Pending Transactions folder window: Inventory>Transaction> Pending Transactions *The Find Pending Transactions window appears.*	1.1 Enter search criteria for the pending transactions you want to view. You can search for transactions based on processing information, source, or item details. 1.2 Choose *Find* to start the search. The results display in the *Pending Transactions* window. Select a tabbed region to display a type of information: 1.3 *Error*: Pending transaction error information. 1.4 *Location*: Pending transaction location information. 1.5 *Source*: Pending source information 1.6 *Intransit*: Pending intransit shipping information. 1.7 *Others*: Miscellaneous header and costing information.
2. To resubmit transactions to the demand manager for processing.	Pending Transactions folder window.	2.1 Check the Submit option next to the transactions you want to resubmit or choose Resubmit All from the Tools menu. If you have many transactions to resubmit, use the Resubmit All option to select all transactions for processing and then selectively deselect individual transaction you do not want to resubmit. 2.2 Save your work to submit the transactions for processing.
3. Running the Material Transaction manager. **Note:** If the transaction-processing mode for the lines is set to *Background*, you will have to run the material transaction processor.	Navigate to the Interface Managers window: Oracle Inventory> Setup> Transactions> Interface Managers	3.1 Select the Material Transaction line 3.2 Select Launch Manager from the Tools menu 3.3 Click on the *Submit* button in the Launch Inventory Managers window 3.4 Click OK to acknowledge the request submission

Maintaining Item Lot Information

You can update the disable status and expiration date associated with item lot information. You can also determine which item lots have expired and then decide what to do with any on-hand quantity you may have. **You should only disable lots that have no on-hand quantity.**

It is recommended that expired items should be disposed of and the on-hand quantity (and hence the value in the budget) be eliminated via a disposal material transaction. Alternatively, the actual material should be checked and if it is confirmed that it is okay for use, the expiry date can be updated.

The Pick Release process in MRI processing will choose items from the lots that will expire first.

TRANSACTION NATURE	NAVIGATION	TASKS
1. To display item lot information. **Note:** Use *Change Organization* to select the proper organization for which you want to manage the lot information (e.g. WII - WAREHOUSES IN IBADAN).	Navigate to the Item Lots window: Oracle Inventory> On-hand, Availability> Lots *The Find Lots window appears.*	1.1 Enter search criteria. For example, to see all the enabled lots that have expired on or before the 30-SEP-2001, you could enter 30-SEP-2001 in the second *Expiration Date* field (leaving the first blank), and select *Enabled Only* in the *Disabled Lots* field. If you do not enter criteria, a query for all lots is performed. 1.2 Choose the Find button to display the lot and item information in the Item Lots window.
2. To update expiration date and disable status information	Item Lots window.	2.1 Enter an expiration date. 2.2 Indicate whether the lot is disabled (by checking the *Disabled* option) or not (by unchecking it). 2.3 Save your work.
3. To view supplier lot information.	Choose the *Supplier Lot button.*	3.1 The Supplier Lots window appears. You may or may not see anything here.
4. To view material transactions for an item lot.	Select an item and lot.	4.1 Choose the Transactions button. .
5. To view on–hand availability for an item lot.	Select an item and lot. .	5.1 Choose the *On–hand* button. The *Find On–hand Quantities* window appears.

Unit of Measure Classes, Measures and Conversions

Unit of measure classes represent groups of units of measure with similar characteristics. Creating unit of measure classes is the first step in unit of measure management. Each unit of measure you define must belong to a unit of measure class.

Each class has a base unit of measure. The base unit of measure is used to perform conversions between units of measure in the class. For this reason, the base unit of measure should be representative of the other units of measure in the class, and generally one of the smaller units. For example, you could use LT (Litre) as the base unit of a class called Volume.

Units of measure are used by a variety of functions and transactions to express the quantity of items. Defining units of measure is the second step in unit of measure management. The values defined in the Units of Measure window provide the list of values available in unit of measure fields in other windows.

The primary unit of measure is the stocking unit of measure for an item in a particular organization. The primary unit of measure is an item attribute that you specify when defining each item.

Unit of measure conversions are numerical factors that enable you to perform transactions in units other than the primary unit of the item being transacted. You can define:

- a conversion common to any item (Standard)
- a conversion for a specific item within a unit of measure class (Intra–class)
- a conversion for a specific item between unit of measure classes (Inter–class)

TRANSACTION NATURE	NAVIGATION	TASKS
1. To define a unit of measure class.	Navigate to the Unit of Measure Classes window. Oracle Inventory> Setup> Units of Measure> Classes If prompted by the system for an organization, select any one – **units of measure are not dependent on any organization**.	1.1 Select *New* from the *File* menu to create a new class. 1.2 Enter a unique name for the unit of measure class (i.e. a class name that has not been used before, e.g. WGT) and a description for this class (e.g. WEIGHT). 1.3 Define the base unit of measure for this class (e.g. KILOGRAM). 1.4 Define a unique abbreviation for the base unit of measure (e.g. KG). 1.5 Save your work.
2. To define a unit of measure. If prompted by the system for an organization, select any one – **units of measure are organization independent**.	Navigate to the Units of Measure window: Oracle Inventory> Setup> Units of Measure> Units of Measure	2.1 Select *New* from the *File* menu to create a new unit of measure 2.2 Enter a unique name for the unit of measure. 2.3 Enter a unique abbreviation for the unit of measure using two characters. 2.4 For example, EA for each or HR for hour. 2.5 Enter or select a unit of measure class from the list of values available by clicking the list of values button to

TRANSACTION NATURE	NAVIGATION	TASKS
		the right of the *Class* field. 2.6 Indicate if this is the base unit of measure for the unit of measure class by checking the Base Unit column check box beside the Class column. 2.7 Save your work.
3. To define a Standard conversion for all items.	Navigate to the Unit of Measure Conversions window: Oracle Inventory> Setup> Units of Measure> Conversions	3.1 Select the *Standard* tabbed region. 3.2 Select *Find* from the *View* menu. 3.3 Select the UOM for which you want to define a conversion and click OK 3.4 Enter the conversion factor by which the unit of measure is equivalent to the base unit of measure established for this class. For example, if one DZ (this unit of measure) is equivalent to 12 EA (base unit), the conversion factor is 12. Or, if EA is equal to one–twelfth of a DZ, the conversion factor is 0.08333. 3.5 Save your work. Please see the list of IITA UOM classes and codes for the existing definitions.

Defining Subinventories

Subinventories are unique physical or logical separations of material inventory, such as raw inventory, finished goods, or defective material. All material within an organization is held in a subinventory therefore, you must define at least one subinventory. Subinventories in most cases correspond to warehouses or stores.

Please see the IITA Subinventory List for a complete list of the defined subinventories.

TRANSACTION NATURE	NAVIGATION	TASKS
1. To define subinventory header information. **Note:** Please use the *Change Organization* function to select the proper organization for the subinventory (e.g. WII - WAREHOUSES IN IBADAN) before selecting the *Subinventories Summary folder* window.	Navigate to the Subinventories Summary folder window: Oracle Inventory> Setup> Organizations> Subinventories	1.1 Choose *New*. The *Subinventories* window appears. 1.2 Enter a unique name, which should be a **2 digit number** (e.g. 11) Enter a description for the subinventory, which should be the actual name of the subinventory (e.g. CENTRAL STORES)
2. To define parameters, lead times, and sourcing information.	Subinventories Summary folder window. Select the Main tabbed region (below the description field).	2.1 Confirm that the *Quantity Tracked* option is checked (with a black check mark) to indicate that each transaction for this subinventory updates the quantity on hand for the subinventory. 2.2 If you uncheck this option, a record of on–hand balances is not maintained. You can update this value only if there is no on–hand quantity for the subinventory. 2.3 Confirm that the *Asset Subinventory* option is checked to indicate that the value of the subinventory is maintained on the IITA balance sheet. You can update this value only if there is no on–hand quantity for the subinventory. 2.4 Leave the *Include in ATP* option checked (not applicable to IITA) 2.5 Confirm that the *Allow Reservation* option is checked to indicate whether to include this subinventory in available–to–reserve calculations. 2.6 Confirm that the *Nettable* option is checked to indicate that the planning process uses the on–hand balance of these subinventory items as available to IITA

TRANSACTION NATURE	NAVIGATION	TASKS
		2.7 Select a type of locator control. You can only update this option if there is no on–hand quantity for the subinventory. ▪ *None*: Inventory transactions within this subinventory do not require locator information. This option is not currently used in IITA ▪ *Prespecified*: Inventory transactions within this subinventory require you to enter a valid predefined locator for each item (the stock locator must have been defined before any transaction for the location. ***Prespecified*** **is the option used in IITA**). ▪ *Dynamic entry* and *Item level*: Not used in IITA 2.8 Enter an optional picking order value if required. This option is currently not used in IITA. 2.9 Optionally, enter an inactive date for the subinventory from which transactions can no longer be performed. This option is not used in IITA. 2.10 Pre–processing, processing, and post–processing lead times are not currently used in IITA – they should be left blank. 2.11 Select a *Source* type for item replenishment. ▪ *Inventory*: Replenish items internally, from another organization. ▪ *Supplier*: Replenish items externally, from a supplier (this is the option currently used for most subinventories in Ibadan). **Only the *Supplier* option should be used in IITA.** ▪ *Subinventory*: Replenish items internally, from another subinventory in the same inventory organization. 2.12 If you entered *Inventory* in the type field select the organization used to replenish items in this subinventory. 2.13 If you entered your current organization in the Organization field, or you selected *Subinventory* in the type field select the subinventory used to replenish items in this subinventory.

TRANSACTION NATURE	NAVIGATION	TASKS
3. To define subinventory account information.	Subinventories Summary folder window.	3.1 Enter the general ledger accounts. The default accounts are those defined for the organization in the Organization Parameters window (i.e. *Material, Outside Processing, Material Overhead, Overhead and Resource*). **They cannot be changed**.

Defining Stock Locators

You use locators to identify physical areas where you store inventory items. Item quantities can be tracked by locator. Items can also be restricted to specific locators if required. Currently, no item is restricted to any locator in IITA.

A general coding structure consisting of the subinventory code, a defined area within the store, rack number, shelf level and bay number should be used.

As an example, take the locator code 21A-06C-01. In this code, 21 is the subinventory code, A is the defined area within the warehouse, 06 is the rack number, C is the shelf level lettered from bottom up, starting with A) and 01 is the bay number. Thus the location code above represents the following location:

21 = PPS STORE
A = Ground Floor
06 = Rack Number 06
C = Third Shelf Up
01 = Bay Number 01

Stock locators must be <u>unique</u> within the system.

Please note that only the required level of detail should be used in any case i.e. if the location is just a defined area in the warehouse/store (no shelf or otherwise), no more than the subinventory code and area code (e.g. 21-A) need be used.

TRANSACTION NATURE	NAVIGATION	TASKS
1. To define required information for a locator. **Note:** Use *Change Organization* to select the proper organization for the subinventory to have locators defined (e.g. WII - WAREHOUSES IN IBADAN) before selecting the *Subinventories Summary folder* window.	Navigate to the Subinventories Summary folder window: Oracle Inventory> Setup> Organizations> Subinventories	1.1 When you are in the Subinventories Summary folder window, select *Find* from the *View* menu. 1.2 Select the subinventory for which you want to define stock locators and click OK 1.3 Click on the Locators button at the bottom of the Subinventories Summary folder window 1.4 Choose the Parameters tabbed region. 1.5 Enter the locator and its description. (e.g. 21A-06C-01 with a description AUTOMOTIVE PARTS) 1.6 Picking order is not required and is currently not in use in IITA 1.7 Save your work

Defining Freight Carriers

A freight carrier represents a commercial company or any other means used for internal transfers between organizations, as well as shipments to and from customers and suppliers. You must associate a general ledger account with each carrier to collect costs associated with using this carrier. You assign a carrier to each inter–organization transaction.

This assignment of carriers is very important in tracking the cost of transferring items from one inventory organization (e.g. Ibadan) to another (e.g. Onne) or from suppliers to IITA.

TRANSACTION NATURE	NAVIGATION	TASKS
1. To define a freight carrier. **Note:** Use *Change Organization* to select the proper organization for the freight carriers (e.g. WII - WAREHOUSES IN IBADAN) before selecting the Freight Carriers window.	Navigate to the Freight Carriers window: Oracle Inventory> Setup> Freight Carriers	1.1 Enter a unique name for the freight carrier (a name that has not been used for a freight carrier in the organization before) and a description (e.g. IITA TRUCK with the description IITA TRUCK FOR LONG DISTANCE TRANPORTATION). 1.2 Choose the general ledger distribution account that collects the costs associated with using this carrier confirm the account code from Budget and Finance. The current code in use is 01.9908.1015.000000000.0000000, select the list of values under the *Distribution Account* field located on the right side of the field, enter 01 as the company, 9908 as Account, 1015 as *Cost Centre*, 000000000 as Reserved and 0000000 as Donors and click OK. **Note:** The account will be the same for all Freight Carriers you define. 1.3 Save your work.

Defining Account Aliases

An account alias is an easily recognized name or label representing a general ledger account e.g. INSURANCE_ACCOUNT to represent an account code such as 01.1531.0000.000000000.0000000.

During a transaction in the Miscellaneous Transaction screen (Oracle Inventory), you can use the account alias instead of an account code to refer to an account combination.

TRANSACTION NATURE	NAVIGATION	TASKS
1. To define an account alias. **Note:** Use *Change Organization* to select the proper organization for the account aliases (e.g. WII - WAREHOUSES IN IBADAN) before selecting the Account Aliases window.	Navigate to the Account Aliases window: Oracle Inventory> Setup> Account Aliases.	1.1 Enter a unique account alias name derived from the IITA general ledger account code description e.g. INSURANCE_ACCOUNT. 1.2 Enter a description for the alias. 1.3 Enter the general ledger account to which you charge all transactions that use this account alias 1.4 For example if the account is 01.1531.0000.000000000.0000000, select the list of values under the Account field located on the right side of the field, enter 01 as the company, 6784 as Account, 1015 as Cost Centre, 000000000 as Reserved and 0000000 as Donors and click OK. 1.5 Enter the effective date on which the account alias is enabled and can be used. This date must be greater than or equal to the current date (today's date). 1.6 Save your work.

Please refer to the IITA Account Alias list for existing account aliases.