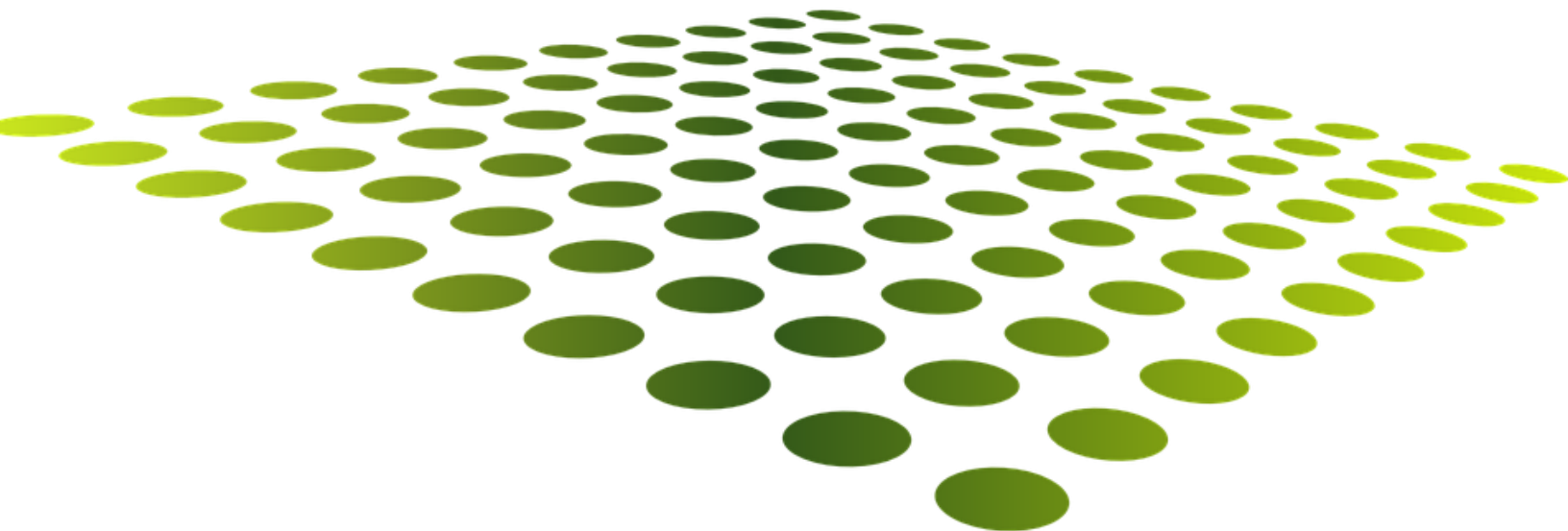


ADOA – General Accounting Office

# **AFIS MANUAL:** INVENTORY MANAGEMENT- MANAGER SETUP





# Inventory Management- Manager Setup

## TABLE OF CONTENTS

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<b>PURPOSE .....</b>	<b>3</b>
<b>INVENTORY CONFIGURATION.....</b>	<b>3</b>
CHART OF ACCOUNTS .....	3
INVENTORY SETUP PROCESS .....	4
WAREHOUSE SET UP .....	4
DEFINING WAREHOUSE LOCATIONS .....	6
WAREHOUSE LOCATION TYPE.....	6
WAREHOUSE LOCATION STRUCTURE .....	7
WAREHOUSE INVENTORY LOCATION .....	8
<b>ADDITIONAL CONFIGURATION .....</b>	<b>9</b>
ABC CLASSIFICATION PARAMETERS .....	9
ADJUSTMENT CODE .....	10
RETURN CODE .....	11
<b>INVENTORY TABLES AND INQUIRIES .....</b>	<b>12</b>
INVENTORY TABLES.....	12
INVENTORY MAINTENANCE TABLE .....	12
ITEM GROUPS.....	15
INVENTORY INQUIRY .....	16
INVENTORY USAGE TABLE .....	18
<b>INVENTORY TRANSACTIONS .....</b>	<b>19</b>
STOCK RETURN .....	19
INVENTORY ADJUSTMENT .....	24
<b>PHYSICAL COUNT PROCESS.....</b>	<b>28</b>
INVENTORY FREEZE PROCESS .....	28
INVENTORY FREEZE PAGE.....	28
INVENTORY FREEZE BATCH JOB .....	29
COUNT CARDS.....	29
RECONCILIATION .....	29
<b>APPENDIX A - LIST OF ACRONYMS AND DOCUMENT NAVIGATION .....</b>	<b>30</b>
<b>APPENDIX B – NAVIGATION AND ICONS .....</b>	<b>31</b>

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Activities are indicated with an icon



# INVENTORY MANAGEMENT- MANAGER SETUP

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## Purpose

The Inventory Warehouse Setup course is intended to provide guidance on inventory warehouse management using AFIS. In this course, students learn how set up tables to support inventory transactions, how to process inventory transactions, how item quantities are updated.

### Course Elements

The course has two essential elements: instruction and hands-on navigation. The instructor will guide you through the course material and then you will have an opportunity to log in to the system to complete hands-on activities in the class in the training environment. The instructor may provide you with a data card which has the necessary information to complete the hands-on activities.

## Inventory Configuration

### Learning Objectives

After completing this lesson, you will be able to:

- Review Chart of Account use and crosswalk

### Chart of Accounts

The Chart of Accounts (COA) is the heart of the financial application and is used for transactions, reports, and analysis. The COA provides an account structure to classify financial information according to the codes needed to support the various uses of agencies financial information as well as to meet state reporting requirements. These COA elements are used when creating budgets and processing inventory transactions. In this way, the expenditure and collection of money can be tracked.

Standardizing COA provides these advantages:

- Uniform use of COA codes.
- Increased accuracy and effectiveness of the COA.
- Standardized flexibility among agency use, maintaining centralized data integrity.
- Improved access to summary level data while providing drill-down capability to detail level data.
- Improved transparency.

### Chart of Accounts Elements

The Chart of Accounts setup captures the structure for documenting and reporting on financial data. COA usage is driven by the financial COA structure, historical data needs, reporting and regulatory requirements. Ultimately, an organization's business rules drive the elements that will be associated with each budget line (financial string).

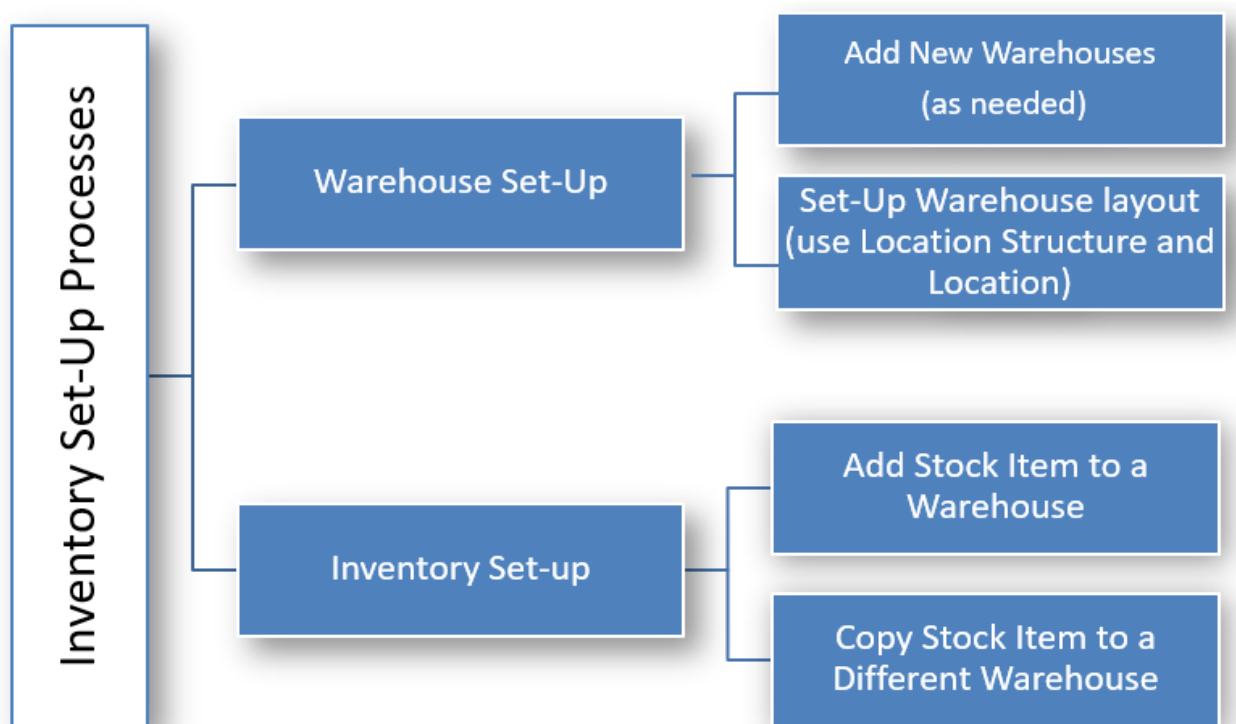


## Inventory Setup Process

Inventory Set-up has two processes, Warehouse Set-up and Inventory Set-up. Warehouse Set-up allows you to define the accounting string for the associated warehouse. This accounting string will be used throughout Inventory.

A warehouse must first be established before adding stock items to it. Once established, you can add stock items. Inventory set up includes adding stock items to the warehouse, adding stock item suffix code and a copying a stock item to a different warehouse.

Once the stock items are defined, you can determine the location where the item resides within your warehouse.



## Warehouse Set Up

The Warehouse table allows you to set up default information for specific inventory processes. The warehouse page has five sections;

- General Information
- Management Control
- Default Event Types
- Warehouse Fund Accounting
- Warehouse Detail Accounting



The General Information section is where the warehouse code, description and location are set up. The Track Quantity by Location flag indicates if the warehouse is tracking inventory at the location level (checked) or at the stock item level (unchecked).

#### GENERAL INFORMATION - WAREHOUSE TABLE

<b>General Information</b>		
Warehouse : HSAASHWH	Warehouse Location : ASHWH	Primary Contact :
Description : ASH warehouseArizona State Hospital501 N. 24th St. 85008	ASH Warehouse	Primary Contact Name :
	Attention : Bobby Lerma	Alternate Contact :
	Address 1 : 501 N. 24th St.	Alternate Contact Name :
Parent Warehouse :	Address 2 :	
Description :	City : Phoenix	
	State : AZ	
	Country : USA	
	Zip : 85008	
Source System : Advantage	County :	
Track Quantity By Location : <input checked="" type="checkbox"/>	External Site ID :	

Management Controls has configuration related to stock returns, factors for lead time calculation, and a setting for allowing backorders. The section also identifies the document code that will be used to process Stock Issue Conformation documents and define the printer that will be used to print Pick and Issue tickets.

#### MANAGEMENT CONTROL - WAREHOUSE TABLE

<b>Management Control</b>	
Return Type : Percentage	Stock Request Retention : 10
Percent Return Charge : 0.00	Stock Issue Retention : 10
Fixed Return Charge :	Stock Adjustment Retention : 10
Backorders Allowed : <input checked="" type="checkbox"/>	Stock Transfer Retention : 10
Print Backorders : <input checked="" type="checkbox"/>	Application Resource : 2017_R1095B_FORM x
Transfer Reorder : <input type="checkbox"/>	Print Job : 2017_R1095B_FORM
Number of Alternate Orders : 1	Print Resource : 1146
Confirmation Document Code : CI	View Forms : <input type="checkbox"/>
External Confirmation Document Code : CIE	

Default Event Types establish the event types that will default for Requisitions, Purchase Order and Payment Request documents when a warehouse is entered. The Accounting Method of Consumption has been established for agencies using inventory.

#### DEFAULT EVENT TYPES - WAREHOUSE TABLE

<b>Default Event Types</b>	
Accounting Method : Purchase Method	
Requisition Documents : ST52	
Purchase Order Documents : PR07	
Payment Request Documents : AP01	

The Warehouse Fund and Detail Accounting identify the sellers accounting and is inferred onto inventory transactions.



## MANAGEMENT CONTROL - WAREHOUSE TABLE

Warehouse Fund Accounting					
Fund :	HS4202	Department :	HSA	Default Departmental Object :	
Sub Fund :		Unit :	2160	Dept Revenue :	
Default Object :	7381	Sub Unit :		COGS Object :	7381
Default Sub Object :		Appr Unit :	HS81500	COGS Sub Object :	
Revenue :	4699	Default BSA :	0607		
Sub Revenue :		Default Sub BSA :			

Warehouse Detail Accounting					
Location :		Reporting :		Major Program :	
Sub Location :		Sub Reporting :		Program :	
Activity :		Task Order :		Phase :	
Sub Activity :		Task :		Program Period :	
Function :		Sub Task :			
Sub Function :					

## Defining Warehouse Locations

There are 3 pages used to define the layout of a warehouse. They are:

- Warehouse Location Type
- Warehouse Location Structure
- Warehouse Inventory Location

### Warehouse Location Type

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

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



## WAREHOUSE LOCATION TYPE

**Warehouse Location Type**

	Warehouse	Warehouse Location Type	Name
✓	ALL	AISLE	Aisle
	ALL	AREA	Area
	ALL	BAY	Bay
	ALL	BIN1	Bin 1
	ALL	BIN2	Bin 2
	ALL	BOX	Box
	ALL	CAGE	Cage
	ALL	CART	Cart
	ALL	COLDSTORE	Cold Storage
	ALL	COLUMN	Column

First Prev [Next](#) [Last](#)

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

\*Warehouse :

ALL

\*Warehouse Location Type :

AISLE

Name :

Aisle

Department :

ALL

Description :

Aisle

## Warehouse Location Structure

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

The WLOCST page ensures that the inventory locations are properly structured, as defined on the WLOCTYP page. For example, if you want to ensure that every Inventory Location has the proper Aisle, Rack, Shelf, and Bin designation, then you can set up allowable location structures that ensure that all bins have parent shelves, all shelves have parent racks, and all racks have parent aisles. Similarly, if you choose to simply use Bin locations, then you can set up this table to prevent Bin locations from having a parent location type (that is, only Location Type 1 is populated).



## WAREHOUSE LOCATION STRUCTURE

Warehouse Location Structure										
Warehouse	Location Structure	Location Structure Description	Location Type 1	Location Type 2	Location Type 3	Location Type 4	Location Type 5	Location Type 6	Location Type 7	Location Type 8
✓ HSAASHWH	ASHWHSE	Aisle-Rack-Shelf	AISLE	RACK	SHELF					
HSAMEDMT	CLINIC	Room-Rack-Row-Column	ROOM	RACK	ROW	COLUMN				
HSAMEDMT	IW2	Room-Rack-Row-Column	ROOM	RACK	ROW	COLUMN				
PSALOGWH	ACADEMY	Area-Rack-Shelf	AREA	RACK	SHELF					
PSALOGWH	BATBELT	Area-Rack-Shelf	AREA	RACK	SHELF					
PSALOGWH	BLUE	Area-Row-Rack-Shelf	AREA	ROW	RACK	SHELF				
PSALOGWH	COUNTER	Area-Counter	AREA	COUNTER						
PSALOGWH	DUTY	Area-Row-Rack-Shelf	AREA	ROW	RACK	SHELF				
PSALOGWH	FIRSTAID	Area-Row-Shelf	AREA	ROW	SHELF					
PSALOGWH	FIRSTAID1	Area-Row	AREA	ROW						

First Prev [Next](#) [Last](#)

Save Undo Delete Insert Copy Paste Search

\*Warehouse : HSAASHWH  
ASH warehouse Arizona State Hospital 501 N. 24th St. 85008

\*Location Structure : ASHWHSE

Location Structure Description : Aisle-Rack-Shelf

Department : HSA

\*Location Type 1 : AISLE  
Aisle

Location Type 2 : RACK  
Rack

Location Type 3 : SHELF  
Shelf

Location Type 4 :

Location Type 5 :

Location Type 6 :

Location Type 7 :

Location Type 8 :

## Warehouse Inventory Location

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







## WAREHOUSE INVENTORY LOCATION

Warehouse Inventory Location			
Warehouse	Location Structure	Inventory Location	Location Structure Description
✓ HSAASHWH	ASHWHSE	12	Aisle-Rack-Shelf

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

**\*Warehouse :** HSAASHWH   
ASH warehouseArizona State Hospital501 N. 24th St. 85008

**\*Location Structure :** ASHWHSE   
Aisle-Rack-Shelf

**\*Inventory Location :** 12

**Bar Code :**

**Department :** HSA

**Comments :**

**Location Type 1 :** AISLE   
**Location ID 1 :** 1

**Location Type 2 :** RACK   
**Location ID 2 :** 2

**Location Type 3 :** SHELF   
**Location ID 3 :** 3

**Location Type 4 :**   
**Location ID 4 :**

**Location Type 5 :**   
**Location ID 5 :**

**Location Type 6 :**   
**Location ID 6 :**

**Location Type 7 :**   
**Location ID 7 :**

**Location Type 8 :**   
**Location ID 8 :**

## Additional Configuration

Before the Inventory process can begin in Advantage Inventory, both Inventory specific must be set up. Some of these tables come pre-loaded with data, while others may need to be populated manually.

### ABC Classification Parameters

This table establishes ABC classifications used for controlling; stock levels, calculating and forecasting stock levels, reorder points, and lead-times. Each warehouse must be tied to an ABC Classification. Normally, the values on this table are determined when inventory is first implemented and they rarely change.



## ABC CLASSIFICATION PARAMETER

**ABC Classification Parameter**

[Menu Back](#)

Department	Unit	ABC Classification	Description
✓ ALL	ALL	A	A Classification
ALL	ALL	B	B Classification
ALL	ALL	C	C Classification
ALL	ALL	DFLT	Forecasting

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

Department : ALL  
Unit : ALL  
ABC Classification : A  
Description : A Classification

Forecast Method : Manual Setting  
Order Quantity Method : Order up to  
Safety Stock Factor : 1.00  
Number of Months : 0  
Lead Time Adjustment : 0  
EOQ Order Cost : 0.00  
EOQ Carry Percentage :

## Adjustment Code

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

## ADJUSTMENT CODE

**Adjustment Code**

[Menu Back](#)

Adjustment Code	Description
✓ CST	Cost Adjustment
MRT	Manual Return
PC	Physical Inventory Count
QTY	Quantity on hand adjustments

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

Adjustment Code : CST  
Description : Cost Adjustment

Object : 7321  
Sub Object :  
Dept Object :

Use for Reconciliation : ☐



## Return Code

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

### RETURN CODE

**Return Code**

[Menu Back](#)

<u>Return Code</u>	<u>Description</u>
✓ DEF	DEFECTIVE
DMG	DAMAGED
DSTRY	DESTRUCTION OF HAZARDOUS MATERIAL
EXP	EXPIRED
INCOR	INCORRECT ITEM RECEIVED
OTHER	OTHER - ADDITIONAL INFORMATION IN EXTENDED DESCRIPTION
QTY	INCORRECT QUANTITY RECEIVED

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

**Return Code :** DEF

**Description :** DEFECTIVE



# Inventory Tables and Inquiries

## Learning Objectives

After completing this lesson, you will be able to:

- Identify the main inventory tables.
- Define the purpose of the Inventory Maintenance table.
- Demonstrate the use and purpose of the drill down on the Inventory Inquiry table.
- Describe the Use of an Item Group.

The inventory tables maintain information regarding issuing and purchasing sides of the inventory transactions, transaction history, inventory usage history, as well as facilitates the establishment and maintenance of stock items in inventory.

## Inventory Tables

There are two tables used to establish and maintain inventory items;

- Inventory Maintenance (INVN)
- Item Group (ITMG)

The Inventory Maintenance table is used to associate an inventory item with a specific warehouse that is storing the item. A warehouse manager can define warehouse location details and can also bundle items that will be issued as a set on the Item Group table.

## Inventory Maintenance Table

The Inventory Maintenance (INVN) page is used to associate an inventory item with a specific warehouse that is storing the item. In order to establish an inventory item, first there must be a valid warehouse on the Warehouse (WHSE) table and second, valid inventory commodities must exist and be flagged as an inventory item on the Commodity table (COMM) on the table. A warehouse manager can also combine items that will be issued as a set on the Item Group table. The Inventory Inquiry page is a display only table that displays both the system maintained fields and the user maintained fields from Inventory Maintenance.

The Inventory Maintenance table has the following sections;

- General Information
- Part Information
- Part Handling Information
- Pricing
- Inferred COA Elements



- Reorder Information
- Location

The General Information section maintains stock item and description information for items maintained in identified warehouses. The section also tracks item cost, issue and purchase unit of measure. If the issue unit is different than the purchase unit, the section has the fields to calculate the conversion. The Track Quantity by Location flag when checked indicates that the stock item quantity will be tracked at the location level rather than at the stock item level.

#### GENERAL INFORMATION SECTION – INVENTORY MAINTENANCE TABLE

**Inventory Maintenance** [Menu Back](#)

Warehouse	Stock Item	Description	Unit Price	Available
✓ HSAASHWH	20165 SM	RAINCOAT	2.000000	600.00000

First Prev Next Last [Attachments](#)

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

**General Information**

Warehouse: HSAASHWH   
ASH warehouse Arizona  
State Hospital 501 N. 24th  
St. 85008

Stock Item: 20165   
Stock Item Suffix: SM  
Description: RAINCOAT  
Suggested Vendor:   
Quantity per Issue: 1.00000  
ABC Class: A   
A Classification  
Stock Group:   
Internally Manufactured: ☐  
Parent Item: ☐  
Frozen for Accounting: ☐  
Active: ☒  
Marked for Future Deletion: ☐  
Detail Information Required: ☐  
Lot Expiration Tracking: ☐  
UR Stock Request Document Code: SRQ   
Track Quantity by Location: ☒  
Parent Replenishment: ☐

Costing Method: Average Costing   
Unit Cost: 1.000000  
Extended Cost: 600.000000  
Issue Unit: EACH   
Purchase Unit: BOX   
Multiplier: 20  
Smaller Unit: Issue Unit   
Keyword Search:   
Extended Description:   
Commodity Name: Rainwear (Raincoats, Hats, Slicker Suits, Storm Suits, Umbre  
Specifications:

Shelf Life:   
Shelf Life Unit:   
Reason/Justification:

The Part Information section maintains alternative numbering for like UPC, SKU, Barcode, Serial Number, Internal, Manufacturer and Distributor Part Numbers. Use of many of these fields requires additional set up on related part number tables.



## PART INFORMATION SECTION - INVENTORY MAINTENANCE TABLE

<b>Part Information</b>		
UNSPSC :	Manufacturer Part Number :	User Defined Date 1 :
UPC :	Manufacturer Name :	User Defined Text 1 :
SKU :	Distributor Part Number :	
Barcode :	Serial Number :	
Assigned to Fixed Asset : <input type="checkbox"/>	Part Type :	User Defined Flag 1 : <input type="checkbox"/>
Priority :	Part Usage 1 :	User Defined Description 1 :
Part Number :	Part Usage 2 :	
Auto Generate Part Number : <input type="checkbox"/>	Part Usage 3 :	User Defined Numeric 1 :
Part Number Prefix :	Part Usage 4 :	User Defined Date 2 :
Alternate Part Number :	Part Usage 5 :	User Defined Text 2 :
Auto Generate Alternate Part Number : <input type="checkbox"/>	Part Reference 1 :	User Defined Flag 2 : <input type="checkbox"/>
Alternate Part Number Prefix :	Part Reference 2 :	User Defined Description 2 :
Statewide Part Number :	Part Reference 3 :	
Auto Generate Statewide Part Number : <input type="checkbox"/>	Part Reference 4 :	User Defined Numeric 2 :
Statewide Part Number Prefix :	Part Reference 5 :	
Department Part Number :		
Auto Generate Department Part Number : <input type="checkbox"/>		
Department Part Number Prefix :		
Internal Part Number :		
Auto Generate Internal Part Number : <input type="checkbox"/>		
Internal Part Number Prefix :		

The Part Handling Information section tracks specific handling instructions for the item. The item can be identified as hazardous, if so a Hazardous Materials Classification must be selected.

## PART HANDLING SECTION - INVENTORY MAINTENANCE TABLE

<b>Part Handling Information</b>	
Hazardous Materials : <input type="checkbox"/>	Hazardous Materials Classification : <input type="text"/>
Special Handling :	Environmental Storage Requirements :
Storage Requirements :	Notification Requirements :
Special Clothing Requirements :	Disposal Instructions :
Spill Response Instructions :	

The Pricing Information section allows the item to have a price established for that is different from the cost of the item. Ordering limits can be established using Maximum and Minimum Issue fields. The mark up fields reference the Inventory Markups table, this setting allows the system to auto calculate the unit price at the warehouse/stock item level by adding additional overhead to the price of an item.

## PRICING INFORMATION - INVENTORY MAINTENANCE TABLE

<b>Pricing</b>	
Pricing Method : <input type="text"/>	Markup 1 :
Unit Price : 2.000000	Markup Amount 1 :
Percent Surcharge : 0.00	Markup 2 :
Fixed Surcharge : 0.000000	Markup Amount 2 :
Maximum Surcharge : 0.000000	Markup 3 :
Standard Price : 2.000000	Markup Amount 3 :
Maximum Issue : 99999.99999	Markup 4 :
Minimum Issue : 0.00000	Markup Amount 4 :
	Markup 5 :
	Markup Amount 5 :
	Include Markups in Max Surcharge : <input type="checkbox"/>



The Inferred COA Elements section establishes chart of account elements that will override the elements that infer from warehouse set up on the seller side of the inventory accounting transaction.

#### INFERRED COA ELEMENTS SECTION - INVENTORY MAINTENANCE TABLE

▼ Inferred COA Elements		
Object : 7355	BSA :	Dept Object :
Sub Object :	Sub BSA :	Dept Revenue :
Revenue :	Department : HSA	
Sub Revenue :	Unit : 2160	
	Sub Unit :	

The Reorder Information section maintains information related to inventory replenishment. When a stock item's quantity drops below the reorder level then the system will select that item for replenishment. The system will create a request based on the Reorder Quantity. The Manual Reorder flag will exclude the item from the automated replenishment process. Required Lead Time, Vendor Lead Time and Lead Time Adjustment are system calculated values and are used for items that have an ABC Classification, Order Quantity Method of EOQ.

The Location section lists all of the locations where an inventory item can be found along with the items on hand quantity, last count and last count date. It also lists the location priority, the location priority is used when creating the Pick and Issue. The Pick and Issue will select the item's highest location priority to fill the order from until the location is completely depleted then it will select from the next highest priority.

#### REORDER INFORMATION AND LOCATION SECTIONS - INVENTORY MAINTENANCE TABLE

▼ Reorder Information					
Required Lead Time : 0		Order up to Quantity : 0.00000			
Vendor Lead Time : 0		Reorder Level : 0.00000			
Lead Time Adjustment : 60		Reorder Quantity : 0.00000			
Manual Reorder : <input type="checkbox"/>		Safety Stock Quantity : 0.00000			
Include Child Warehouse in Reorder Calculation : <input type="checkbox"/>					
Include Shelf Life in Reorder Calculation : <input type="checkbox"/>					
Location					
Location Priority	Inventory Location	Location Structure Description	On Hand Quantity	Last Count	Last Count Date
✓ 1	12	Aisle-Rack-Shelf	600.00000	0.00000	
First Prev Next Last					

## Item Groups

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



## ITEM GROUP

Item Group

Parent Stock Item	Stock Item Description
✓ 20165	Rainwear (Raincoats, Hats, Slicker Suits, Storm Suits, Umbre

First Prev Next Last

[Save](#)
[Undo](#)
[Delete](#)
[Insert](#)
[Copy](#)
[Paste](#)
[Search](#)

Parent Stock Item : 20165
Stock Item Suffix :
Stock Item Description : Rainwear (Raincoats, Hats, Slicker Suits, Storm Suits, Umbre

Child Stock Item	Child Stock Item Description	Child Stock Item Suffix	Quantity
✓ 20165	Rainwear (Raincoats, Hats,	123	2.00000

[Delete](#)
[Insert](#)
[Copy](#)
[Paste](#)

First Prev Next Last

[Search by Child](#)

[Inventory Maintenance](#)

## Inventory Inquiry

Inventory Inquiry page stores information about each stock item stored at each warehouse. This page maintains descriptive, purchasing, historical use, reorder and cost information. It also maintains on-hand, backordered, reserved, released and in-transfer stock balances. The Location section provides a grid that displays stock item information at the location level (refer to the “Inventory by Location” section for more information).

The Inventory Detail section tracks the amount of stock that is. The quantities at the stock item level are provided under the Quantities sub section. The system tracks quantities in the On Hand, Reserved, Backordered, In Transfer, On Order and Requested buckets. Each one of these field has a drill down feature. By selecting the drilldown icon next to one of the above-mentioned fields, you will be transitioned to another inquiry page, which provides a summary of data and a list of documents that modified the field. You will also be provided with a link to the document that updated the bucket.

The Location sub section displays stock item details at the location level. The Track Quantity By Location flag indicates whether the stock item tracks inventory quantity at the location level (checked) or at the stock item level (not checked).





## INVENTORY DETAILS AND GENERAL INFORMATION - INVENTORY MAINTENANCE TABLE

**Inventory Inquiry**

[Menu](#)

**Inventory Details**

Warehouse	Stock Item	Description	Unit Price	Available
✓ HSAASHWH	20165 SM	RAINCOAT	2.000000	600.00000

First Prev Next Last

[Search](#)

**General Information**

Warehouse : HSAASHWH  
ASH warehouseArizona State Hospital501 N. 24th St. 85008

Stock Item : 20165  
Stock Item Suffix : SM  
Description : RAINCOAT  
Suggested Vendor :  
Quantity per Issue : 1.00000  
ABC Class : A  
A Classification  
Stock Group :  
Parent Item : ☐  
Frozen for Accounting : ☐  
Active : ☒  
Marked for Future Deletion : ☐  
Internally Manufactured : ☐  
Parent Replenishment : ☐

Unit Price : 2.000000  
Unit Cost : 1.000000  
Extended Cost : 600.000000  
Issue Unit : EACH  
Purchase Unit : BOX  
Multiplier : 20  
Smaller Unit : Issue Unit  
Extended Description :  
Commodity Name : Rainwear (Raincoats, Hats, Slicker Suits, Storm Suits, Umbre  
Specifications :  
Track Quantity by Location : ☒

## QUANTITIES, DATES AND LOCATION SECTIONS - INVENTORY MAINTENANCE TABLE

**Inventory Details**

Warehouse	Stock Item	Description	Unit Price	Available
✓ HSAASHWH	20165 SM	RAINCOAT	2.000000	600.00000

First Prev Next Last

[Search](#)

**General Information**

**Quantities**

On Hand : 600.00000  
Reserved : 0.00000  
Released : 0.00000  
In Transfer : 0.00000  
Available : 600.00000

Backordered : 0.00000  
On Order : 0.00000  
Currently Requested : 0.00000  
Maximum Issue : 99999.99999  
Minimum Issue : 0.00000  
Last Count : 0.00000

**Dates**

First Receipt : 06/26/2019    Last Issued :  
Last Ordered : 06/26/2019    Last Transfer :  
Next Delivery :    Last Counted :

**Location**

Location Priority	Inventory Location	Location Structure Description	On Hand Quantity	Last Count	Last Count Date
✓ 1	12	Aisle-Rack-Shelf	600.00000	0.00000	

First Prev Next Last



## Inventory Usage Table

The Inventory Usage (INVNU) table displays the monthly usage and forecast fields.

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

### INVENTORY USAGE HISTORY AND FORECAST MAINTENANCE

Inventory Usage History and Forecast Maintenance			
Warehouse	Stock Item	Description	Internally Manufactured
✓ HSAASHWH	20165 SM	RAINCOAT	No
First Prev Next Last			
<a href="#">Save</a> <a href="#">Undo</a> <a href="#">Search</a>			
<b>General Information</b>			
Warehouse : HSAASHWH ASH warehouseArizona State Hospital501 N. 24th St. 85008			
Stock Item : 20165			
Stock Item Suffix : SM RAINCOAT			
<b>Issue</b>			
Current Year Jan : 0.00000	Prior Year 1 Jan : 0.00000	Prior Year 2 Jan : 0.00000	
Feb : 0.00000	Feb : 0.00000	Feb : 0.00000	
Mar : 0.00000	Mar : 0.00000	Mar : 0.00000	
Apr : 0.00000	Apr : 0.00000	Apr : 0.00000	
May : 0.00000	May : 0.00000	May : 0.00000	
Jun : 0.00000	Jun : 0.00000	Jun : 0.00000	
Jul : 0.00000	Jul : 0.00000	Jul : 0.00000	
Aug : 0.00000	Aug : 0.00000	Aug : 0.00000	
Sep : 0.00000	Sep : 0.00000	Sep : 0.00000	
Oct : 0.00000	Oct : 0.00000	Oct : 0.00000	
Nov : 0.00000	Nov : 0.00000	Nov : 0.00000	
Dec : 0.00000	Dec : 0.00000	Dec : 0.00000	



# Inventory Transactions

## Lesson Overview

Every movement of an inventory item requires a transaction to identify the item, price and the accounting used to charge the buyer for the purchase. Inventory managers are the only roles who can create stock returns.

## Stock Return

The Stock Return (SN) document allows the original requestor to return previously issued items back to the originating warehouse.

The SN document has the following sections:

- Header
- Accounting Distribution
- Commodity
- Commodity Detail (not being used)
- Accounting
- Posting

The Stock Return (SN) document does the following:

- Records the exact quantity of stock items that have been returned to the warehouse.
- Updates the exact quantity of returned stock items on the INVN and the Stock Requisition (SRQ) or Over the Counter (OC) document, if applicable.
- Correctly records the decrease in expense to the buyer and decrease in revenue for the seller.

The SN document is created by copying forward the original SRQ or OC document. This ensures the correct commodity is returned to inventory. It also ensures that the accounting used on the original transaction is properly credited for the return. When creating the transaction, there is very little data to enter. It is important to make sure the correct stock items are being returned and the returned quantity is correct.

The SN documents cannot be processed for a stock item which is not active or has been Frozen for physical counting on the INVN table. If either is not active the items cannot be returned.

## Header Section

The Header has information that applies to the entire document. The Document Description Warehouse and Returning Unit are required fields. In the Returning Information Section, Returned By and Return Code are required fields.



## STOCK RETURN – HEADER

Header	
<div>General Information</div>	
Document Name:	Ref Doc Code:
Record Date:	Ref Doc Dept:
Budget FY:	Ref Doc ID:
Fiscal Year:	Warehouse:
Period:	Returning Unit:
Document Description:	Accounting Profile:
Document Sub Total Amount: \$0.00	
Document Total Amount: \$0.00	

Returning Information	
Returned By:	Return Code:
Name:	Override Fixed Return Charge:
Phone Number:	Net Return Charge: \$0.00
Phone Ext:	Override Return: <input type="checkbox"/>
Email:	Document Refund Amount: \$0.00

## Commodity Section

The Commodity section lists all commodities associated with the original issue of goods. Any lines that are copied from the original issue document that are not being returned will need to be deleted from the document. Every OC document must have at least one commodity line, and each commodity line must have at least one accounting line. The Returned Quantity is a required field. The other fields will populate by default or are protected.

## STOCK RETURN – COMMODITY

Commodity						
Total Lines: 0   Line: none   Stock Item: none   Stock Item Suffix: none   Description: none						
Line	Stock Item	Stock Item Suffix	Description	Unit Price	Line Total	
From 0 to 0 Total: 0 <a href="#">First</a> <a href="#">Previous</a> <a href="#">Next</a> <a href="#">Last</a> Show Lines: 10 <a href="#">Export to CSV</a>						
<div>General Information</div>						
Stock Item:			Line Sub Total:			
Stock Item Suffix:			Returned Charge:			
Inventory Location:			Line Total:			
Location Structure:						
Accounting Profile:						
Accounting Template:						
Returned Quantity:						
Unit Cost:						
Unit Price:						
Issue Unit:						

## Commodity Detail Section

The Commodity Detail section updates the Inventory Maintenance Detail table; this table is not being used by district/agencies at this time, do not populate the fields in this section.



## Accounting Section

The accounting section lists the requestor's accounting funds for each commodity line. The fields in this section populate from the referenced SRQ or OC document. The Event Type and Line Amount fields populate by default.

### STOCK RETURN – ACCOUNTING

Accounting				
Line	Sub Total Line Amount	Net Return Charge	Total Line Amount	Event Type
From 0 to 0 Total: 0				
<div> <div>First</div> <div>Previous</div> <div>Next</div> <div>Last</div> </div> <div> <div>Show Lines: 10</div> <div>Export to CSV</div> </div>				
<div> <div>General Information</div> <div> <div>Event Type:</div> <div>Accounting Template:</div> <div>Line Description:</div> <div>Sub Total Line Amount:</div> <div>Net Return Charge:</div> <div>Total Line Amount:</div> </div> <div> <div>Budget FY:</div> <div>Fiscal Year:</div> <div>Period:</div> </div> </div>				
<div> <div>Reference</div> <div> <div>Ref Doc Code:</div> <div>Ref Doc Dept:</div> <div>Ref Doc ID:</div> <div>Ref Commodity Line:</div> <div>Ref Accounting Line:</div> </div> </div>				
<div> <div>Fund Accounting</div> <div> <div>Fund:</div> <div>Sub Fund:</div> <div>Object:</div> <div>Sub Object:</div> <div>Revenue:</div> <div>Sub Revenue:</div> <div>Department:</div> <div>Unit:</div> <div>Sub Unit:</div> <div>Appr Unit:</div> <div>BSA:</div> <div>Sub BSA:</div> <div>OBSA:</div> <div>Sub OBSA:</div> <div>Dept Object:</div> <div>Dept Revenue:</div> </div> </div>				
<div> <div>Detail Accounting</div> <div> <div>Location:</div> <div>Sub Location:</div> <div>Activity:</div> <div>Sub Activity:</div> <div>Function:</div> <div>Sub Function:</div> <div>Reporting:</div> <div>Sub Reporting:</div> <div>Task:</div> <div>Sub Task:</div> <div>Task Order:</div> <div>Major Program:</div> <div>Program:</div> <div>Phase:</div> <div>Program Period:</div> </div> </div>				

## Posting Section

Posting line is a system-generated section of the document. Based on the entries made in the accounting line section, the system generates posting lines showing how the transaction is posted.

### Procedure Steps: How to create a Stock Return document

1. Create the SN document using the copy forward function from original SRQ. Use the Document Catalog to locate the original issue transaction.
2. In the **Jump to** field, enter **SRQ**.
3. Click the **Go** button to open the Document Catalog.
4. The **Code** field will be populated with the document code.
5. In the **Dept.** field, enter the Department from the original SRQ.
6. Click **Browse**.



7. Click on the **Document ID** of the document to use in the return.
8. The Header of the SRQ document will open.
9. Populate the Copy Forward page of the SRQ document.
10. Click the **Copy Forward** Button. The Copy Forward page will open.
11. In the **Doc Department** field enter the agency to process the return for.
12. Check the Auto Numbering check box.
13. Select Target Doc Type of **SN**.
14. Click **OK**.
15. The Stock Return (SN) document will open.
16. The document opens with most of the required fields populated.
17. In the Header, Returning Information section select a **Return Code**.
18. In the Secondary Navigation section click **Commodity**. The Commodity section opens.
19. In the grid at the top of the section, click on the **Trash Can** icon to delete any lines not included in the return.
20. In the **Inventory Location** field select the location the item will be returned to.
21. In the **Returned Quantity** field enter the quantity to be returned.
22. Click the **Recalculate Accounting Line Amount** button.
23. Click **Validate**.
24. Correct any errors.
25. Click **Submit**.
26. In the lower right corner, click the **Close** icon.
27. On the Primary Navigation Panel, click **Home** to return to the home page.



## Create an SN Document

### Scenario

Ent The Custodian has returned with some items from a previous order he no longer needs.

Login to **Financial**. **Create** the **SN** document using the copy forward function from original SRQ. Use the Document Catalog to locate the original issue transaction.

1. In the **Jump to** field, enter **SRQ**
2. Click the **Go** button to open the Document Catalog
3. The **Code** field will be populated with the document code
4. In the **Dept.** field, enter **0000000**
5. Click **Browse**
6. Click on the **Document ID** of the document to use in the return
7. The Header of the SRQ document will open

Populate the **Copy Forward** page of the SRQ document.

1. Click the **Copy Forward** Button. The Copy Forward page will open
2. In the **Doc Dept** field enter **0000000**
3. Check the **Auto Numbering** check box
4. Select Target Doc Type of **SN**
5. Click **OK**

The Stock Return (SN) document will open.

1. The document opens with most of the required fields populated
2. In the Header, Returning Information section select a **Return Code**
3. In the Secondary Navigation section click **Commodity**. The Commodity section opens
4. In the grid at the top of the section, click on the **Trash Can** icon to delete any lines not included in the return
5. In the **Inventory Location** field select the location the item will be returned to
6. In the Returned Quantity field enter **1**
7. Click the **Recalculate Accounting Line Amount** button
8. Click **Validate**, Correct any errors
9. Click **Submit**
10. In the lower right corner, click the **Close** icon
11. On the Primary Navigation Panel, click **Home** to return to the home page



## Inventory Adjustment

The Inventory Adjustment (IA) document allows warehouse managers the ability to adjust quantities or unit cost values of on-hand items due to a change in on-hand quantity or unit cost. This document is also used during the Physical Inventory Reconciliation process to record adjustments to the on-hand quantity as a result of a physical count.

The Inventory Adjustment document has the following detail sections:

- Header
- Commodity
- Commodity Details (not being used)
- Accounting
- Posting

### Header Section

The Header has information that applies to the entire document. The **Warehouse** is the only required field that needs to be entered. The other fields populate by default.

#### INVENTORY ADJUSTMENT – HEADER

The screenshot displays the 'Header' section of the Inventory Adjustment form. It is divided into three tabs: 'General Information', 'Extended Description', and 'Document Information'. The 'General Information' tab is active, showing fields for Document Name, Record Date (01/03/2018), Budget FY (2018), Fiscal Year (2018), Period (7), Document Description, Warehouse (75713, Alhambra Central Warehouse), and Document Total Amount (\$0.00). The 'Extended Description' tab is empty. The 'Document Information' tab shows metadata: Created By (mshaw), Created On (01/03/2018), Modified By (mshaw), and Modified On (01/03/2018).

### Commodity Section

The Commodity section lists all commodities associated with the issue of goods. Every IA document must have at least one commodity line, and each commodity line must have at least one accounting line. The in the General Information Section Stock Item, Stock Item Suffix, Inventory Location, and Location





Structure are required fields. In the Adjustment Information Section Change in Quantity or Change in Unit Cost are required. The IA should have either field populated not both on the same transaction. The Adjustment Code is also a required field. Other fields will populate by default or are protected.

## INVENTORY ADJUSTMENT – COMMODITY

Commodity						
Total Lines: 1 Line: 1 Stock Item: 14111829 002 Stock Item Suffix: 002 Description: ABSENCE VERIFICATION BY TELEPHONE						
Line	Stock Item	Stock Item Suffix	Description	Change in Quantity	Change in Unit Cost	Item Total Amount
1	14111829 002	002	ABSENCE VERIFICATION BY TELEPHONE	25.00000	0.000000	\$0.00
From 1 to 1 Total: 1				Show Lines: 10 Go to line: Go Export to CSV		

General Information

Stock Item: 14111829

Stock Item Suffix: 002

ABSENCE VERIFICATION BY TELEPHONE

Inventory Location: AAA

Location Structure: BIN

Location Priority: 1

Adjustment Information

Change in Quantity: 25.00000

Change in Unit Cost: 0.000000

Adjustment Code: CONV

Conversion Adjustments

Use for Reconciliation: ☐

New Quantity: 25.00000

New Unit Cost: 0.000000

New Extended Cost: \$0.00

Item Total Amount: \$0.00

Extended Description

Extended Description:

### Commodity Detail Section

The Commodity Detail section updates the Inventory Maintenance Detail table; this table is not being used by district/agencies at this time.

### Accounting Section

The accounting section infers the elements to process this transaction from the Warehouse table. The Event Type and Line Amount fields populate by default.



## INVENTORY ADJUSTMENT – ACCOUNTING

Accounting			Total Lines: 1	Line: 1	Line Amount: \$0.00
Line	Line Amount	Event Type			
1					
From 1 to 1 Total: 1			<a href="#">First</a> <a href="#">Previous</a> <a href="#">Next</a> <a href="#">Last</a>		
			Show Lines: 10 <a href="#">Go</a> <a href="#">Export to CSV</a>		
<div>General Information</div> <div> <div>Event Type: ST40</div> <div>Budget FY: 2018</div> </div> <div> <div>Line Description:</div> <div>Fiscal Year: 2018</div> </div> <div> <div>Line Amount: \$0.00</div> <div>Period: 7</div> </div>					
<div>Fund Accounting</div> <div> <div>Master Fund: 7571301</div> <div>District/Agency: 75713</div> <div>Balance Sheet Object: 9320</div> </div> <div> <div>Sub Fund: 0</div> <div>School Location/Dept: 7800000</div> <div>Sub Balance Sheet Object:</div> </div> <div> <div>SACS/BAM Object: 4716</div> <div>Sub School Loc/Dept:</div> <div>OBSA:</div> </div> <div> <div>Sub Object:</div> <div>Fund:</div> <div>Sub OBSA:</div> </div> <div> <div>SACS/BAM Rev Object:</div> <div>Dist/Agency Object: 4716</div> <div>Dist/Agency Rev Obj:</div> </div> <div> <div>Sub Revenue:</div> </div>					
<div>Detail Accounting</div> <div> <div>Location:</div> <div>Reporting:</div> <div>Major Program:</div> </div> <div> <div>Sub Location:</div> <div>Sub Reporting:</div> <div>Program:</div> </div> <div> <div>Goal/Categorical: 00000</div> <div>Resource: 00000</div> <div>Phase:</div> </div> <div> <div>Sub Activity:</div> <div>Project Year: 0</div> <div>Program Period:</div> </div> <div> <div>Function/Activity: 00000</div> <div>Task Order:</div> </div> <div> <div>Sub Function:</div> </div>					

## Posting Section

Posting line is a system-generated section of the document. Based on the entries made in the accounting line section, the system generates posting lines showing how the transaction is posted.

## INVENTORY ADJUSTMENT – POSTING

Posting						Total Lines: 2	Posting Line: 1
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount		
1	Standard	S005	Inventory Adjust	\$0.00	\$25.00		
<div>General Information</div> <div> <div>Run Time/Date: 01/02/2018</div> <div>Budget FY: 2018</div> </div> <div> <div>Record Date: 12/26/2017</div> <div>Fiscal Year: 2018</div> </div> <div> <div>Journal Posting: Posted</div> <div>Period: 6</div> </div> <div> <div>Budget Posting: Posted</div> <div>Post Pair ID: A</div> </div> <div> <div>Bank Account:</div> <div>Line Amount: (\$25.00)</div> </div> <div> <div>BSA Type Indicator:</div> <div>Posting Amount: (\$25.00)</div> </div> <div> <div>OBSA Type Indicator:</div> <div>Closed Amount: \$0.00</div> </div>							
<div>Fund Accounting</div> <div> <div>Master Fund: 7571301</div> <div>Cabinet: LACS</div> <div>Balance Sheet Object:</div> </div> <div> <div>Sub Fund: 0</div> <div>District/Agency: 75713</div> <div>Sub Balance Sheet Object:</div> </div> <div> <div>SACS/BAM Object: 4716</div> <div>School Location/Dept: 7800000</div> <div>OBSA:</div> </div> <div> <div>Sub Object:</div> <div>Sub School Loc/Dept:</div> <div>Sub OBSA:</div> </div> <div> <div>Object Category:</div> <div>Fund:</div> <div>Dist/Agency Object: 4716</div> </div> <div> <div>SACS/BAM Rev Object:</div> <div>Fund Category:</div> <div>Dist/Agency Rev Obj:</div> </div> <div> <div>Sub Revenue:</div> <div>Internal Master Fund:</div> </div> <div> <div>Revenue Category:</div> <div>Internal Sub Fund:</div> </div> <div> <div></div> <div>Internal District/Agency:</div> </div>							

**Procedure Step: How to create an Inventory Adjustment (IA) document to adjust the quantity of an item in inventory.**

1. In the **Jump to** field, enter **IA**
2. Click the **Go** button to open the Document Catalog
3. The **Code** field will be populated with the document code
4. In the **Dept**, enter the Department code
5. Click **Create**



6. Click **Auto Number**.
7. Click **Create**. The Header of the IA document will open
8. In the **Warehouse** field, enter the warehouse code to make the adjustment for
9. In Secondary Navigation click **Commodity**. The Commodity section will open
10. In the **Stock Item** field, select the Stock Item
11. In the **Stock Item Suffix** field, select the Stock Item Suffix
12. In the **Inventory Location** select the inventory location for the item
13. In the **Change in Quantity** field enter the quantity to add to inventory
14. In the **Adjustment Code** field select the reason for the adjustment
15. Click **Validate**, correct any system identified errors
16. Click **Submit**



## Physical Count Process

### Learning Objectives

After completing this lesson, you will:

- Understand the purpose of the physical count process.

There are several batch job available to help with the replenishment and counting of inventory. The jobs will be reviewed in this section.

### Inventory Freeze Process

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

Inventory Freeze						
Warehouse	Warehouse Description	Stock Item	Stock Item Description	Inventory Location	Item ID	Discrepancy
✓ HSAASHWH	ASH warehouseArizona State Hospital501 N. 24th St. 85008	20165 SM	RAINCOAT	12		Yes

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

Warehouse : HSAASHWH  
ASH warehouseArizona State Hospital501 N. 24th St. 85008

Stock Item : 20165  
Stock Item Suffix : SM  
RAINCOAT

Inventory Location : 12  
Location Structure : ASHWHSE  
Item ID :  
Actual Quantity : 200.00000

Adjustment Code : PC  
Physical Inventory Count

Issue Unit : EACH

Discrepancy : ☒

### Inventory Freeze Page

The Inventory Freeze (INVF) page is populated in two ways. You can either directly update the table, or run the Inventory Freeze batch process to select records from the Inventory (INVN) page and add them to the Inventory Freeze page. To create a record directly on this page requires, at a minimum, a unique Warehouse, Stock Item, and Stock Item Suffix combination, a valid Warehouse Code on the Warehouse (WHSE) page, a valid Stock Item (including suffix) on the Inventory page, a non-parent record, and a valid Adjustment Code on the Adjustment Code (ADJC) table. Once the record is validated and saved, the corresponding record on Inventory is set to frozen by automatically selecting the Frozen option on the Inventory page. Once an Item is frozen, it cannot be requested, issued, received, or transferred until it has been reconciled and released (unfrozen).



## Inventory Freeze Batch Job

The Inventory Freeze batch job will, based on selection criteria, flag stock items frozen for physical inventory count. While frozen, these items cannot be issued from the warehouse. A list of frozen items is produced to use during the count.

## Count Cards

The Physical Inventory Freeze Count Card batch process is designed to produce multiple count cards for performing a count of Inventory items in a Warehouse. The Count Cards will allow for the identification of frozen items and the recording of inventory counts.

## Reconciliation

Reconciliation Posting searches the Inventory Freeze Table (INVF) for all records, or all records matching particular warehouses. If there is a discrepancy between the Actual Quantity and the On Hand Quantity of the Inventory Item, then an Inventory Adjustment Document is created to reconcile this difference. Otherwise if the Quantities are equal, the Inventory Freeze record is deleted, and the Inventory Item is set to unfrozen.

The Inventory Adjustment document is used during the Physical Inventory Reconciliation process to record adjustments to the on-hand quantity as a result of a physical count discrepancy.



## Appendix A - List of Acronyms and Document Navigation











**Error! Reference source not found.** lists the acronyms used in this guide.

Acronym		Full Name / Description	
COA		Chart of Accounts	
FAQ		Frequently Asked Questions	



## Appendix B – Navigation and Icons

Icons used throughout this course are listed below:

Navigation Icon	Icon	Behavior
Action Menu		Displays a menu of available actions that can be performed on that page.
Calendar Tool		Available for selecting dates or date ranges from an interactive calendar.
Check Box		Used to indicate whether the condition is on (checked) or off (unchecked).
Close Window		This button is located at the top right corner of a window and closes the window when selected.
Copy Line		Used to copy the current line. Use with the Insert Copied Line link.
Delete		Used on a line (accounting, commodity) to delete the current line.
Drop-down List		Provides a static list of values available for selection.
Eyeball		Used to display additional details.
Pick List		Provides a list of related reference data items available for selection.
Rollups		Used to expand and collapse sections of a page. The down arrow expands all of the available sections. The side arrow collapses the sections.