

# **Inventory Maintenance - BWH3000**

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# **Inventory Maintenance - BWH3000**

#### Warehouse > Maintenance > Inventory Maintenance

This page allows you to establish a file of items available through the district warehouse. When campuses submit stock item requisitions, they must specify the desired items by entering the inventory ID numbers of those items. Those ID numbers must correspond to the item numbers in the inventory records established on this page.

### Add or update inventory records:

Add	Add an item. Click to add a new inventory item.	OR	Retrieve an existing record	Search for a record. Type the Item Number and click Retrieve. Type an inventory Item Description. As you type the data, a drop-down list of corresponding data is displayed. Select the item you wish to select and click Retrieve.  Click Directory. To search for a specific item, type data in one or more of the search fields. Click Search. A list of inventory items that match the search criteria is displayed. Select an inventory item from the list. Otherwise, click
Field	<u> </u>	Descri	ntion	Cancel.
Item	Number	Type ar require item nu If you re When u	n item number to in item number to indicate the control of the con	represent the new inventory item. Leading zeros are not e a maximum of six alphanumeric characters. If the neric, the field is not zero-filled.  In record, this field is display only.  Item numbers, the <b>Auto Assign Inventory Item</b> Inselected on the Warehouse > Tables > Warehouse
Item	n Description		on the shipping o	escription of the inventory item. This description is rder. The description can be a maximum of 30
Long	g Description	the offi		scription of the inventory item. This description is often eded by the vendor. The description can be a maximum
Cata	alog Number	An asso If an as catalog	eximum of 16 digitation between to sociation exists be number is display	from which the item may be purchased. This field can ts.  he catalog number and the item number is established.  etween the catalog number and the item number, the yed on other pages when the item number is entered.  as an associated catalog number.

Field	Description	
Reorder Level	This number is repres for paper is 10, that is when there are 10 ca You can generate the	ehouse inventory at which the item should be reordered. sented in units of issue. For example, if your reorder level means your LEA would need to place a reorder for paper isses of paper left in your warehouse stock.  Warehouse > Reports > Warehouse Reports > BWH1100 - was a list of warehouse items with additional reorder
Reorder Quantity		the item to be ordered when placing a reorder. This number is of issue (e.g., cases of paper).
<b>Quantity on Hand</b>	Type the total quanti	ty of this item on hand at all LEAs.
Free Item	If selected, the <b>Unit</b>	t the item has no cost. Otherwise, leave the field blank.  Cost field is disabled.  have a different item number if the same item is also
Unit Cost		which represents the cost of one unit of issue of the item. to compute the total cost for a campus stock requisition.
Unit of Issue	Click * to select the box, etc.	unit on which the unit price is based such as each, case,
Category Code	Click v to select a five categorization.	re-character code to indicate any district-defined
Capital Outlay	Select to indicate that blank.	t the item is a capital outlay item. Otherwise, leave the field
Audit Reason	field is displayed whe	inventory item is being added, deleted, or updated. This en a new item is added or deleted, or when the <b>Quantity on</b> ield is updated. This is a required field.
Used to Date	The number (units of displayed.	issue) of this item ordered from the warehouse to date is
Last Requested	The most recent date	e on which an order was submitted for this item is displayed.
Back Ordered	The total number of udisplayed.	units of issue of this item which have been back-ordered is
Last Restock	The most recent date	e on which an item was restocked is displayed.
Last Restock PO Nbr	The last purchase ord displayed.	der number that was issued for the item restock order is
Inventory Location	Location Description Aisle	Type a detailed description of the location where the item is stored.  Type the aisle where the item is stored. The field can be a maximum of three characters.
	Bin Code	Type the bin code where the item is stored. The field can be a maximum of four characters.

Click **Save**.

### Other functions and features:

Delete	Delete the inventory record.
	A message is displayed asking you to confirm the item deletion.
	Click <b>Yes</b> to delete the inventory item number.
	Click <b>No</b> to not delete the inventory item number.
	Note: An Audit Reason must be entered when an item is deleted, and you must click Delete again.
Retrieve	Retrieve data.
	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve, any unsaved changes are lost.

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If a user uses the Purchasing > Utilities > Mass Delete Requisition Records page to delete requisitions, all associated document attachments are deleted.



## **Back Cover**