Inventory Maintenance - BWH3000

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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 **Cancel**.

Field	Description
Item Number	Type an item number to represent the new inventory item. Leading zeros are not required. This field can be a maximum of six alphanumeric characters. If the item number is alphanumeric, the field is not zero-filled. If you retrieved an existing record, this field is display only. When using alphanumeric item numbers, the **Auto Assign Inventory Item Number** field must be unselected on the Warehouse > Tables > Warehouse Options page.
Item Description	Type the “internal use” description of the inventory item. This description is printed on the shipping order. The description can be a maximum of 30 characters.
Long Description	Type a more detailed description of the inventory item. This description is often the official item name needed by the vendor. The description can be a maximum of 200 characters.
Catalog Number	Type the catalog number from which the item may be purchased. This field can be a maximum of 16 digits. An association between the catalog number and the item number is established. If an association exists between the catalog number and the item number, the catalog number is displayed on other pages when the item number is entered. Not every item number has an associated catalog number.

Field	Description
Reorder Level	Type the level of warehouse inventory at which the item should be reordered. This number is represented in units of issue. For example, if your reorder level for paper is 10, that means your LEA would need to place a reorder for paper when there are 10 cases of paper left in your warehouse stock. You can generate the Warehouse > Reports > Warehouse Reports > BWH1100 - Reorder Report to view a list of warehouse items with additional reorder information.
Reorder Quantity	Type the quantity of the item to be ordered when placing a reorder. This number is represented in units of issue (e.g., cases of paper).
Quantity on Hand	Type the total quantity of this item on hand at all LEAs.
Free Item	Select to indicate that the item has no cost. Otherwise, leave the field blank. If selected, the **Unit Cost** field is disabled. A free item needs to have a different item number if the same item is also available at a cost.
Unit Cost	Type the dollar value which represents the cost of one unit of issue of the item. This number is used to compute the total cost for a campus stock requisition.
Unit of Issue	Click ⌄ to select the unit on which the unit price is based such as each, case, box, etc.
Category Code	Click ⌄ to select a five-character code to indicate any district-defined categorization.
Commodity Code	Click ⌄ to select a commodity code to be assigned to the item. The commodity codes are maintained on the District Administration > Tables > Commodity Codes page. **Note**: If **Restrict Commodity Codes to Buyer** is selected on the District Administration > Options > Purchasing/Warehouse page, only buyers (i.e., **Buyer** is selected on the District Administration > Maintenance > User Profiles > Purchasing Permissions tab) can view the **Commodity Code** field. If **Restrict Commodity Codes to Buyer** is not selected, then all users can view the **Commodity Code** field.
Capital Outlay	Select to indicate that the item is a capital outlay item. Otherwise, leave the field blank.
Audit Reason	Type the reason the inventory item is being added, deleted, or updated. This field is displayed when a new item is added or deleted, or when the **Quantity on Hand** or **Unit Cost** field is updated. This is a required field.
Used to Date	The number (units of issue) of this item ordered from the warehouse to date is displayed.
Last Requested	The most recent date on which an order was submitted for this item is displayed.
Back Ordered	The total number of units of issue of this item which have been back-ordered is displayed.
Last Restock	The most recent date on which an item was restocked is displayed.
Last Restock PO Nbr	The last purchase order number that was issued for the item restock order is displayed.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Inventory Location</td><td><table>
<tr><td>Location Description</td><td>Type a detailed description of the location where the item is stored.</td></tr>
<tr><td>Aisle</td><td>Type the aisle where the item is stored. The field can be a maximum of three characters.</td></tr>
<tr><td>Bin Code</td><td>Type the bin code where the item is stored. The field can be a maximum of four characters.</td></tr>
</table></td></tr>
</table>

Click **Save**.

Other functions and features:

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.
Delete	Delete the inventory record. A message is displayed asking you to confirm the item deletion. Click **Yes** to delete the inventory item number. Click **No** 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.
Documents	View or attach supporting documentation.


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