

**Process Flow - Storing Basic Item Information in the Item
Master (PF50005)**

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.



Training Guide
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Process flow PF50005 illustrates the process for setting up a new inventory item master record. After determining the need for a new inventory item master record, program P4101 is used to define item and its attributes, and store the new item master record in EnterpriseOne. State

Statute 81-1118(7) states: State Surplus Property shall be responsible for the disposition of the state's surplus property and the maintenance of all inventory records.

AS Materiel, State Surplus Property will add, to the item master, all new inventory numbers in the production environment. Specific questions concerning the addition of a new 11-digit NIGP inventory number should be directed to AS Materiel Division, 402-471-2401.

For the purpose of the EnterpriseOne Supply Inventory Training, the end user will add inventory numbers to the EnterpriseOne Item Master.

Trigger. Agency determines the need to stock a New Item in the Warehouse.

