

Adding a New Non-Stock Item Record Lesson

Step	Action
1.	<p>Decision: Please select the appropriate menu path.</p> <ul style="list-style-type: none"> Inventory Menu Path Go to step 2 on page 1 Dist & Mfg - Corrections Menu Path Go to step 29 on page 2
2.	<p>Click the State of Nebraska link.</p> <p><input type="text" value="State of Nebraska"/></p>
3.	<p>Click the Inventory link.</p> <p><input type="text" value="Inventory"/></p>
4.	<p>Click the Inventory Setup link.</p> <p><input type="text" value="Inventory Setup"/></p>
5.	<p>Click the Inventory Master link.</p> <p><input type="text" value="Inventory Master"/></p>
6.	<p>Click the Item Master - Non Stock link.</p> <p><input type="text" value="Item Master - Non Stock"/></p>
7.	<p>Click the Add button.</p> <p><input data-bbox="354 1129 396 1171" type="button" value="+"/></p>
8.	<p>Enter the product number into the Product Number field. The Inventory Number should have an “-N”.</p> <p>Note: The system will indicate an error if an item number already exists in the system, only after you click OK.</p>
9.	<p>Item Number (Short) – will be the Short Item No. Leave blank, system will assign number.</p> <p>Note: You will be able to search for this number by putting a slash (/) before the number in the Inventory Number field.</p>
10.	<p>Catalog Number – will be the 3rd Item Number. This will be the same as the Product Number.</p> <p>Note: You will be able to search for this number by putting an asterisk (*) before the number in the Inventory Number field.</p>
11.	<p>Click in the Description field.</p> <p><input type="text"/></p>
12.	<p>Enter the basic description of the item into the Description field.</p>
13.	<p>Description (the second line) – more detail description of the item.</p>

Step	Action
14.	Search Text – defaults to what you enter in the Description field. Recommend you enter a more generic definition to enhance your search capability later.
15.	Stocking Type = N, (Non -Stock End-Item). This should default.
16.	Click in the G/L Class field. <input data-bbox="354 428 483 470" type="text"/>
17.	G/L Class – value is dependent on the category of supplies as defined by your agency.
18.	Unit of Measure – value is dependent on information from the Item Master (same item).
19.	Click in the Line Type field. <input data-bbox="354 613 423 655" type="text" value="S"/>
20.	Enter " N " into the Line Type field.
21.	Click in the Commodity Class field. <input data-bbox="354 747 456 789" type="text"/>
22.	Commodity Class – first three digits of your Product Number.
23.	Press [Tab] .
24.	Commodity Sub Class – digits 4 and 5 of your Product Number.
25.	Click the OK button. 
26.	Click the Cancel button. 
27.	Click the Close button. 
28.	You have successfully completed this lesson. End of Procedure. Remaining steps apply to other paths.
29.	Click the State of Nebraska link. <input data-bbox="354 1331 553 1373" type="text" value="State of Nebraska"/>
30.	Click the Dist & Mfg - Corrections link. <input data-bbox="354 1419 613 1461" type="text" value="Dist & Mfg - Corrections"/>
31.	Click the Dist - DCS Central Warehouse link. <input data-bbox="354 1507 691 1549" type="text" value="Dist - DCS Central Warehouse"/>
32.	Click the Inventory link. <input data-bbox="354 1591 456 1633" type="text" value="Inventory"/>
33.	Click the Inventory Master link. <input data-bbox="354 1675 532 1717" type="text" value="Inventory Master"/>
34.	Click the Item Master - Non Stock link. <input data-bbox="354 1759 618 1801" type="text" value="Item Master - Non Stock"/> Go to step 7 on page 1