

**Adding a New Non-Stock Item Record**  
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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.

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## Adding a New Non-Stock Item Record

### Adding a New Non-Stock Item Record Overview

Before you can add a non stock item number to a template, you must provide the system with information about these items. **The Item MUST be in the Item Master and the Item Branch prior to entering it into the Non Stock Item Master.** All Non-Stock Items that will be on a Template will begin with the 11-digit NIGP and end with a “-N”. The system uses this information to identify and process each item in the distribution systems. Each time you add a new Non Stock item to the Item Master, you must provide the system with the units of measure for that item. Once the basic data and weights and measures for the items are defined, the next final step is to store the new stock number in the Item Master.

**Note:** NIGP Numbers must be researched by searching the Item Master and NIGP’s web site if you have access prior to entry of the new item. If no item exists, NIGP must be contacted to create a new number. A temporary number maybe entered for DHHS Only. DCS CANNOT use temporary numbers. Once an item number has been identified enter the items in EDGE.

### Adding a New Non-Stock Item Record Lesson

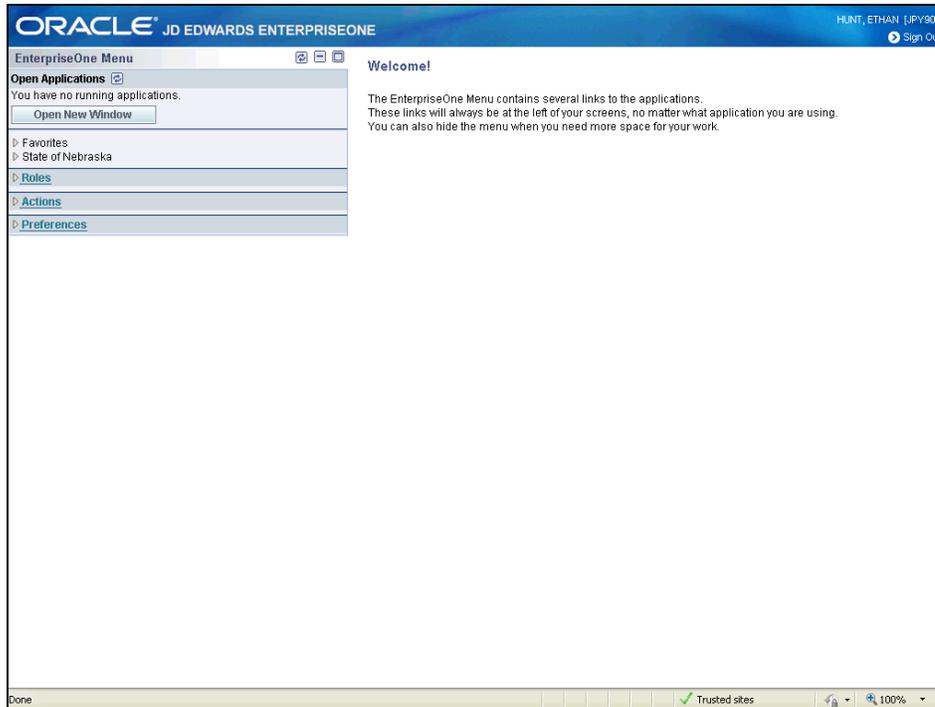
#### Procedure

In this lesson you will learn how to add a new non-stock item record.

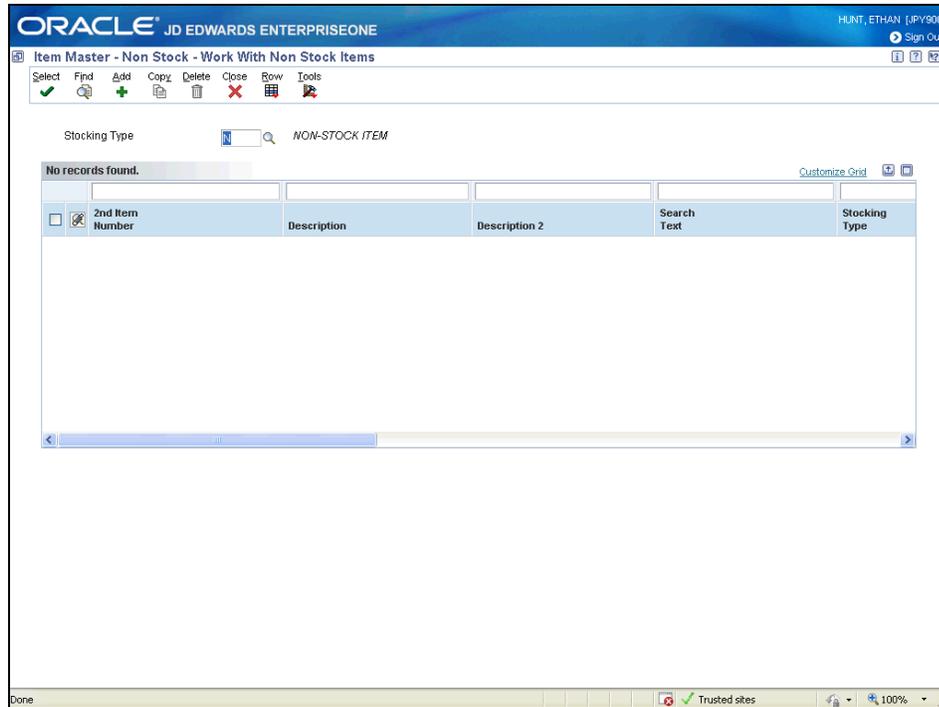
Step	Action
1.	<p><b>Decision:</b> Please select the appropriate menu path.</p> <ul style="list-style-type: none"> <li>• Inventory Menu Path Go to step 2 on page 2</li> <li>• Dist &amp; Mfg - Corrections Menu Path Go to step 29 on page 6</li> </ul>

# Training Guide

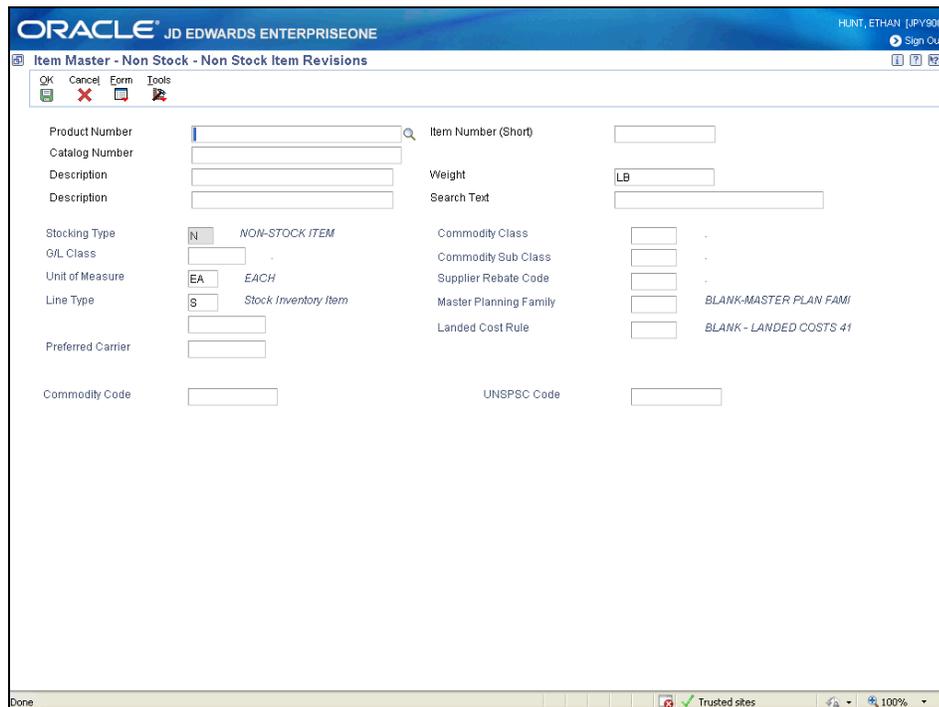
## Adding a New Non-Stock Item Record



Step	Action
2.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
3.	Click the <b>Inventory</b> link. <a href="#">Inventory</a>
4.	Click the <b>Inventory Setup</b> link. <a href="#">Inventory Setup</a>
5.	Click the <b>Inventory Master</b> link. <a href="#">Inventory Master</a>
6.	Click the <b>Item Master - Non Stock</b> link. <a href="#">Item Master - Non Stock</a>



Step	Action
7.	Click the <b>Add</b> button. 



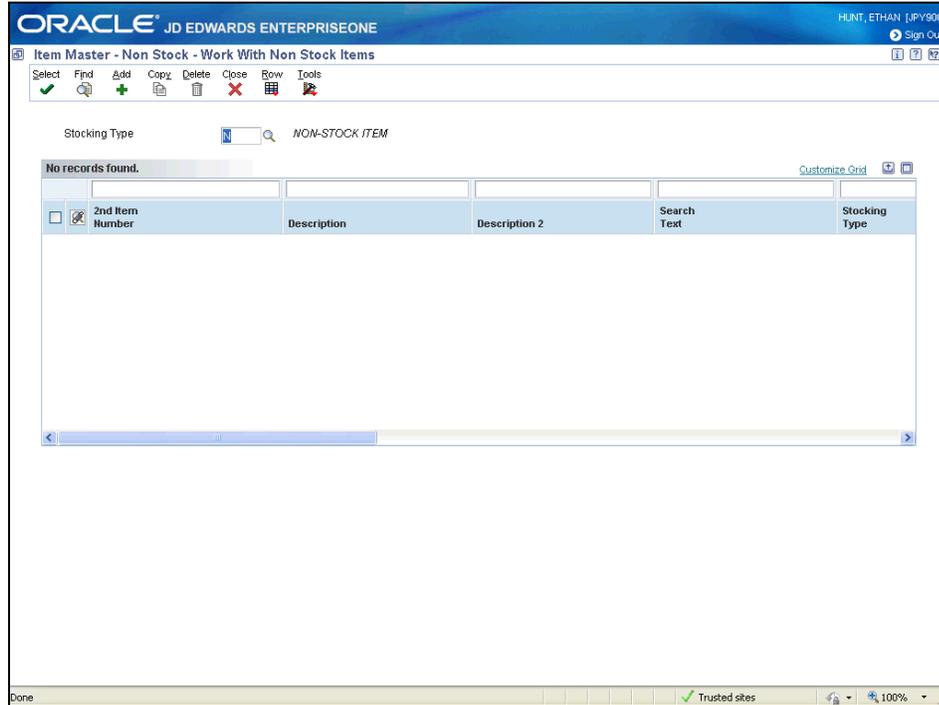
# Training Guide

## Adding a New Non-Stock Item Record



Step	Action
8.	Enter the product number into the <b>Product Number</b> field. The Inventory Number should have an “-N”.  <b>Note:</b> The system will indicate an error if an item number already exists in the system, only after you click OK.
9.	<b>Item Number (Short)</b> – will be the Short Item No. Leave blank, system will assign number.  <b>Note:</b> You will be able to search for this number by putting a slash ( / ) before the number in the Inventory Number field.
10.	<b>Catalog Number</b> – will be the 3rd Item Number. This will be the same as the Product Number.  <b>Note:</b> You will be able to search for this number by putting an asterisk ( * ) before the number in the Inventory Number field.
11.	Click in the <b>Description</b> field. <input type="text"/>
12.	Enter the basic description of the item into the <b>Description</b> field.
13.	<b>Description</b> (the second line) – more detail description of the item.
14.	<b>Search Text</b> – defaults to what you enter in the Description field. Recommend you enter a more generic definition to enhance your search capability later.
15.	<b>Stocking Type</b> = N, (Non -Stock End-Item). This should default.
16.	Click in the <b>G/L Class</b> field. <input type="text"/>
17.	<b>G/L Class</b> – value is dependent on the category of supplies as defined by your agency.
18.	<b>Unit of Measure</b> – value is dependent on information from the Item Master (same item).
19.	Click in the <b>Line Type</b> field. <input type="text" value="S"/>
20.	Enter "N" into the <b>Line Type</b> field.
21.	Click in the <b>Commodity Class</b> field. <input type="text"/>
22.	<b>Commodity Class</b> – first three digits of your Product Number.
23.	Press <b>[Tab]</b> .
24.	<b>Commodity Sub Class</b> – digits 4 and 5 of your Product Number.
25.	Click the <b>OK</b> button. 

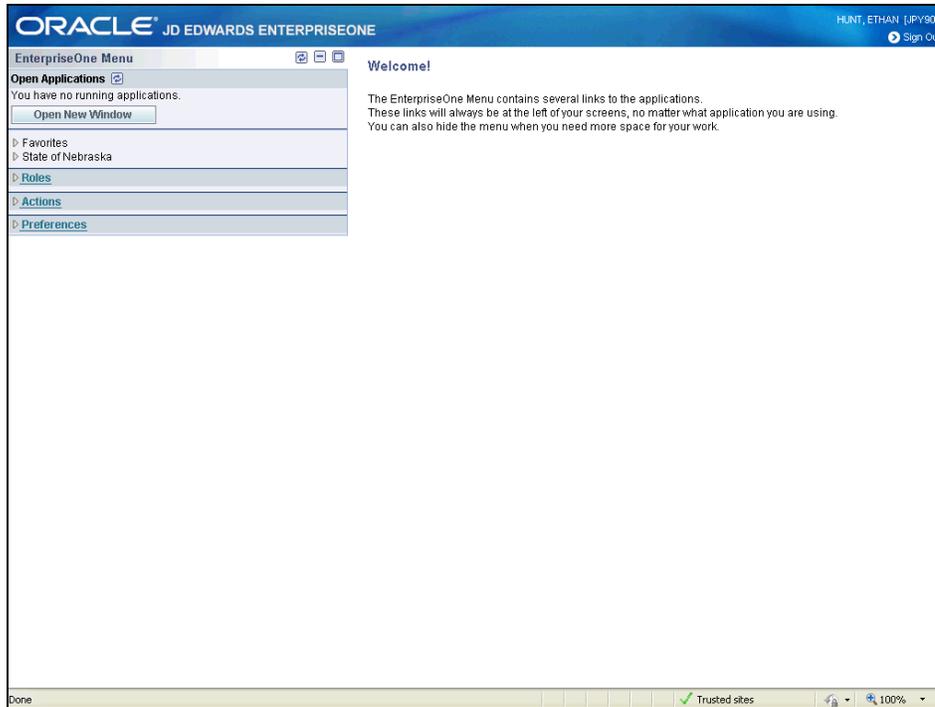
Step	Action
26.	Click the <b>Cancel</b> button. 



Step	Action
27.	Click the <b>Close</b> button. 
28.	You have successfully completed this lesson. <b>End of Procedure.</b> Remaining steps apply to other paths.

# Training Guide

## Adding a New Non-Stock Item Record



Step	Action
29.	Click the <b>State of Nebraska</b> link. <u>State of Nebraska</u>
30.	Click the <b>Dist &amp; Mfg - Corrections</b> link. <u>Dist &amp; Mfg - Corrections</u>
31.	Click the <b>Dist - DCS Central Warehouse</b> link. <u>Dist - DCS Central Warehouse</u>
32.	Click the <b>Inventory</b> link. <u>Inventory</u>
33.	Click the <b>Inventory Master</b> link. <u>Inventory Master</u>
34.	Click the <b>Item Master - Non Stock</b> link. <u>Item Master - Non Stock</u> Go to step 7 on page 3