

Assigning an Item to a Secondary Location
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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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Assigning an Item to a Secondary Location

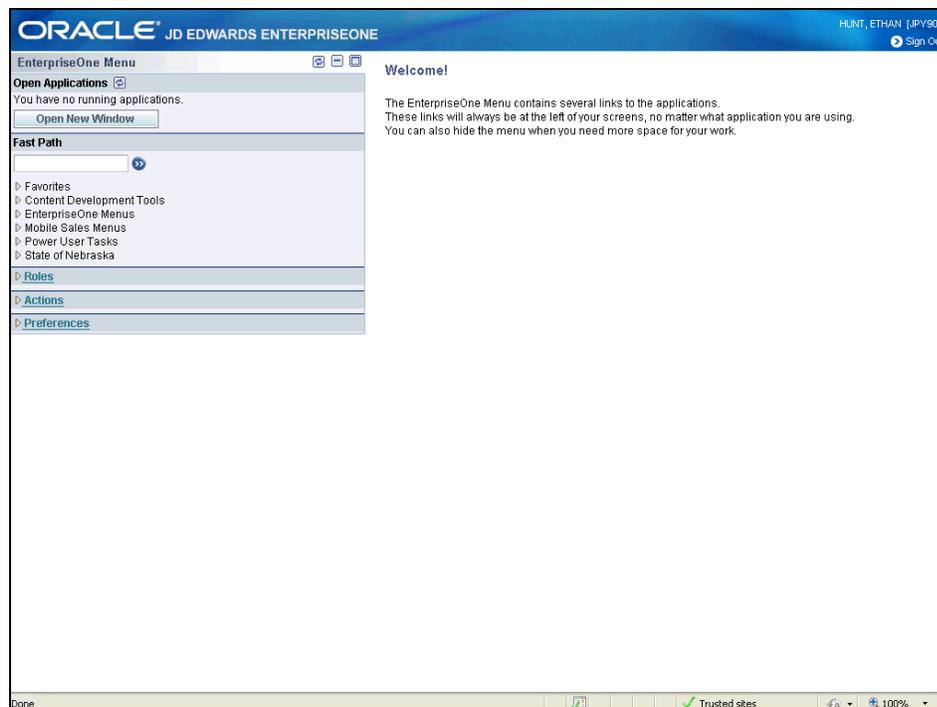
Assigning an Item to a Secondary Location Overview

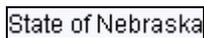
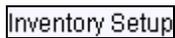
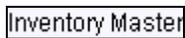
Once the item information has been entered in the Item Master, you can assign the item to warehouses or branch/plants. The system usually processes an item through its primary location, however, you can assign the item to a secondary location.

Assigning an Item to a Secondary Location Lesson

Procedure

In this lesson you will learn how to assign an item to a secondary location.

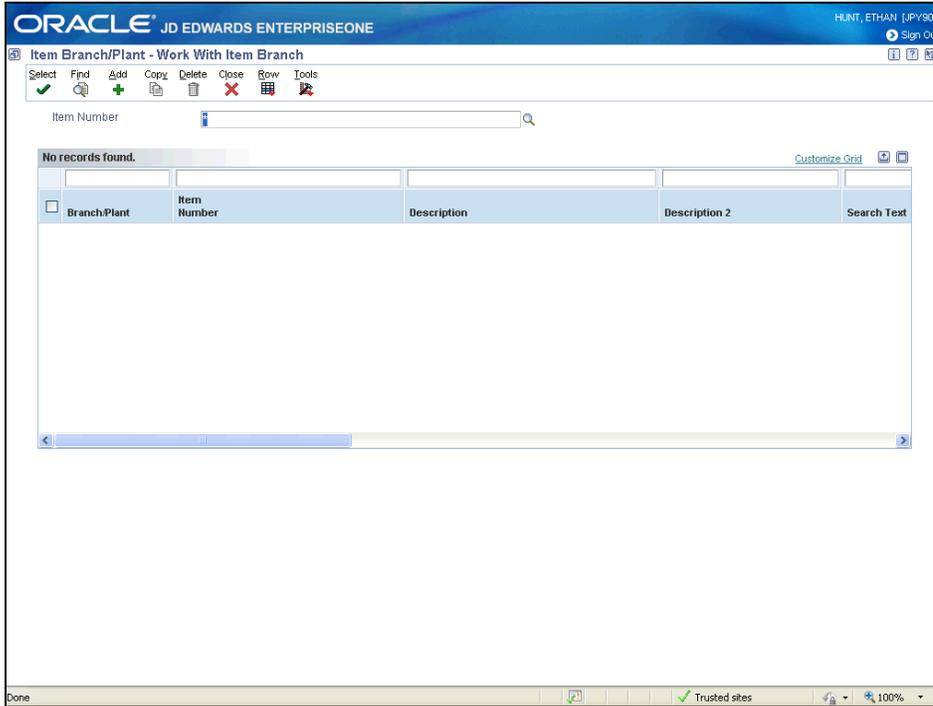


Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Inventory link. 
3.	Click the Inventory Setup link. 
4.	Click the Inventory Master link. 

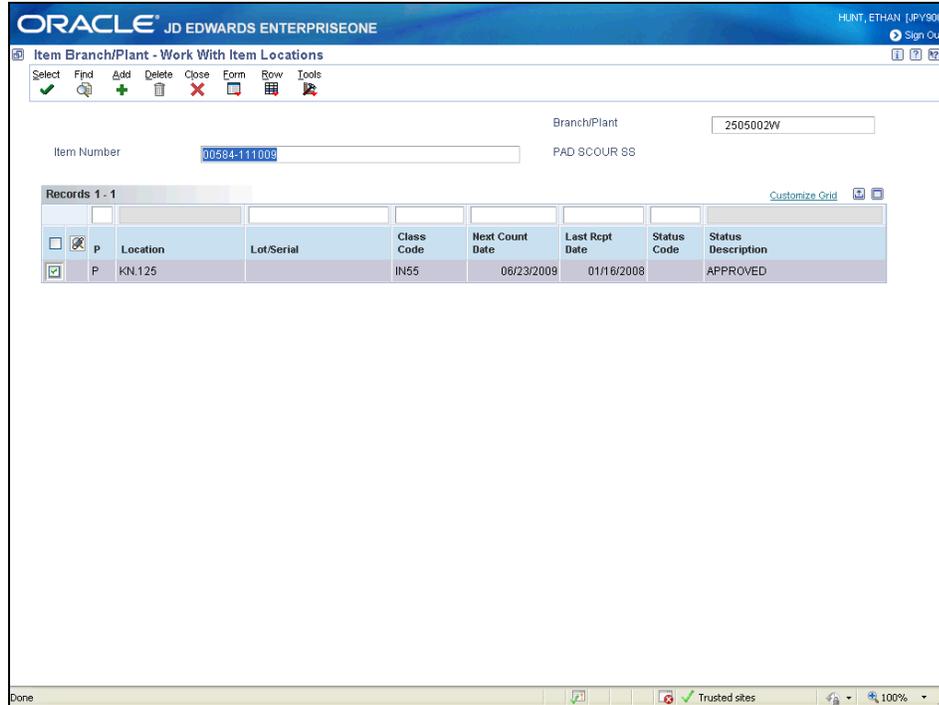
Training Guide

Assigning an Item to a Secondary Location

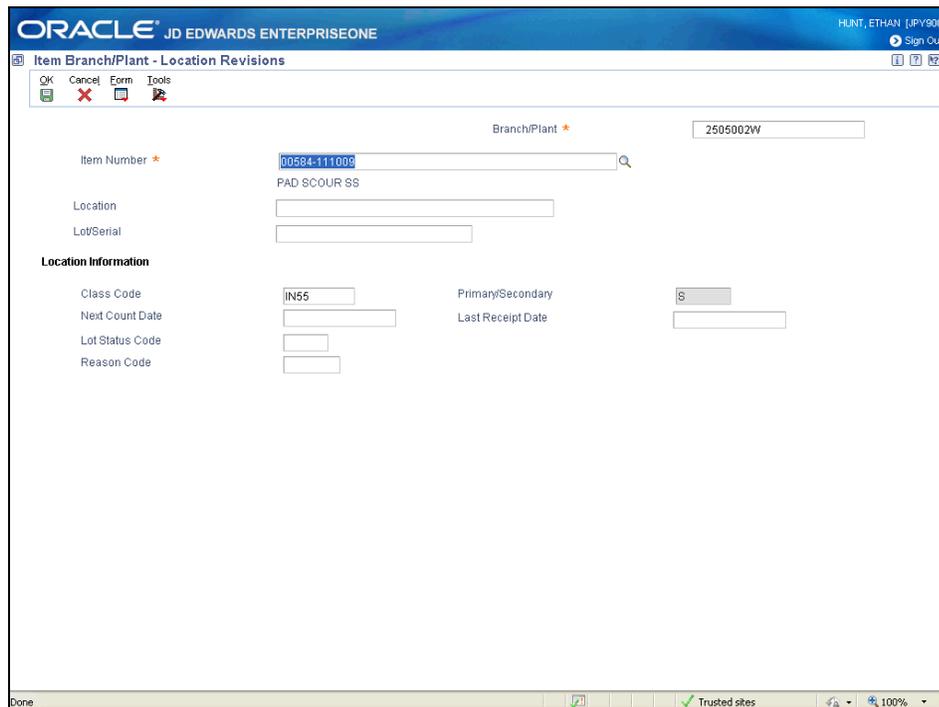
Step	Action
5.	Click the Item Branch/Plant link.



Step	Action
6.	Enter the item number into the Item Number field.
7.	Click the Find button.
8.	Select the desired row by clicking the check box next to it.
9.	Click the Row button.
10.	Click the Location Revisions menu.



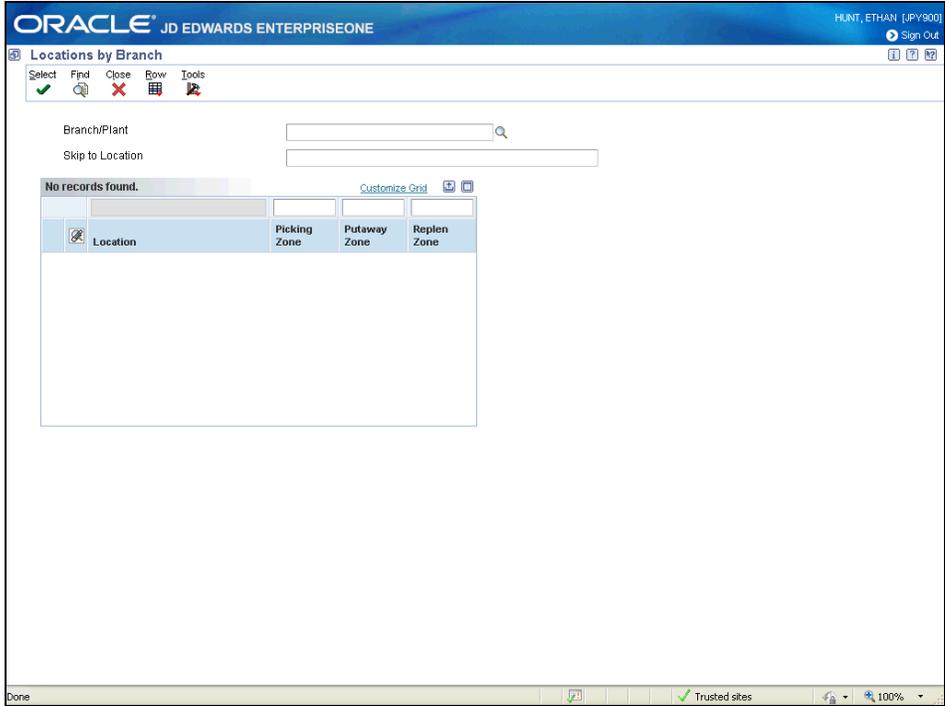
Step	Action
11.	Click the Add button. 



Training Guide

Assigning an Item to a Secondary Location

Step	Action
12.	Click in the Location field. <div style="border: 1px solid black; width: 300px; height: 20px; margin-top: 5px;"></div>
13.	Enter the location in the Location field. Use the Visual Assist, if necessary to see list of locations from which to choose. 



Step	Action
14.	

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Item Branch/Plant - Location Revisions

OK Cancel Form Tools

Branch/Plant * 2505002W

Item Number * 00584-111009

Location PAD SCOUR SS

Lot/Serial KN 275

Location Information

Class Code IN55 Primary/Secondary S

Next Count Date Last Receipt Date

Lot Status Code

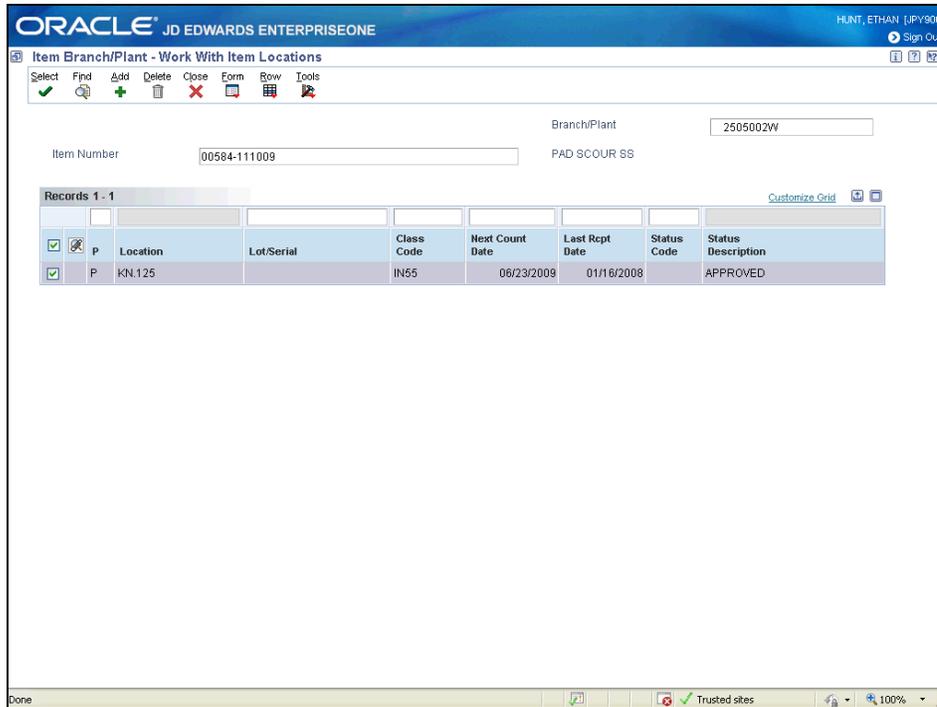
Reason Code

Done Trusted sites 100%

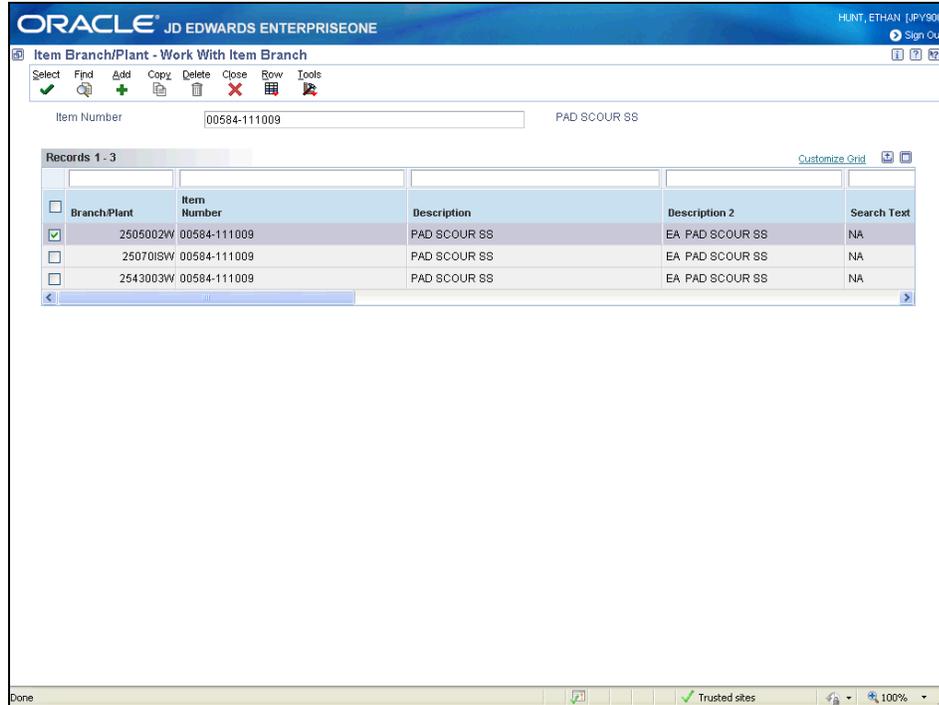
Step	Action
15.	Click the OK button. 
16.	Click the Cancel button. 

Training Guide

Assigning an Item to a Secondary Location



Step	Action
17.	Click the Find button. 
18.	The P – Primary and S – Secondary locations will display.
19.	Click the Close button. 



Step	Action
20.	Click the Close button. 
21.	You have successfully completed this lesson. End of Procedure.