

Creating Cross Referencing by Item
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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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Creating Cross Referencing by Item

Creating Cross Referencing by Item Overview

You can create item cross references by associating your internal numbers with those from other entities.

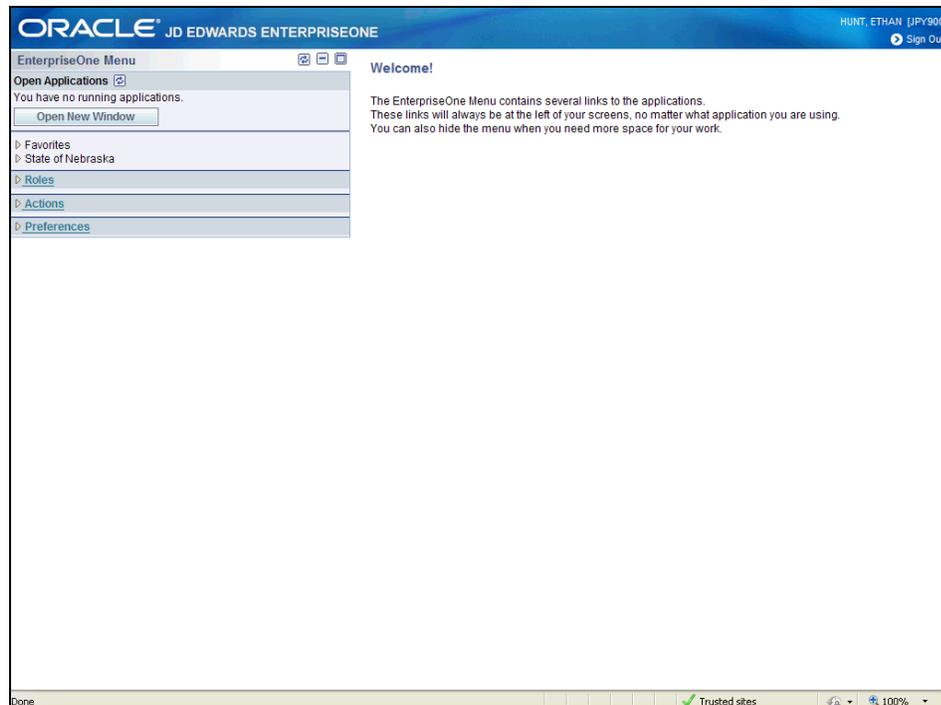
Examples of cross-referenced items are:

- Vendor item numbers – when vendors require their part number for orders or communications.
- Customer item numbers – when customers prefer to order with their part number (for Sales Order).
- Substitute items – when the item ordered has no quantity on hand.
- Replacement items – when you or your vendors discontinue an item and replace it with a new item.
- Bar codes – associates bar code input with specific item.
- Associated items – in Sales Order, recommend items as part of the sale.

Creating Cross Referencing by Item Lesson

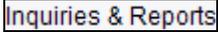
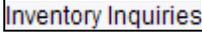
Procedure

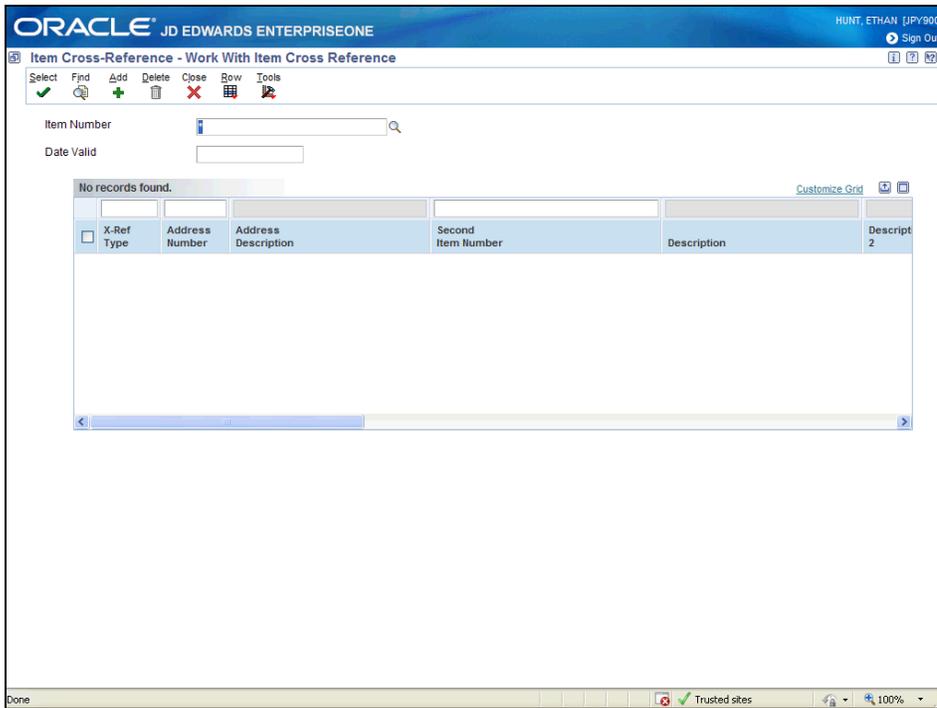
In this lesson you will learn how to create cross referencing by item.



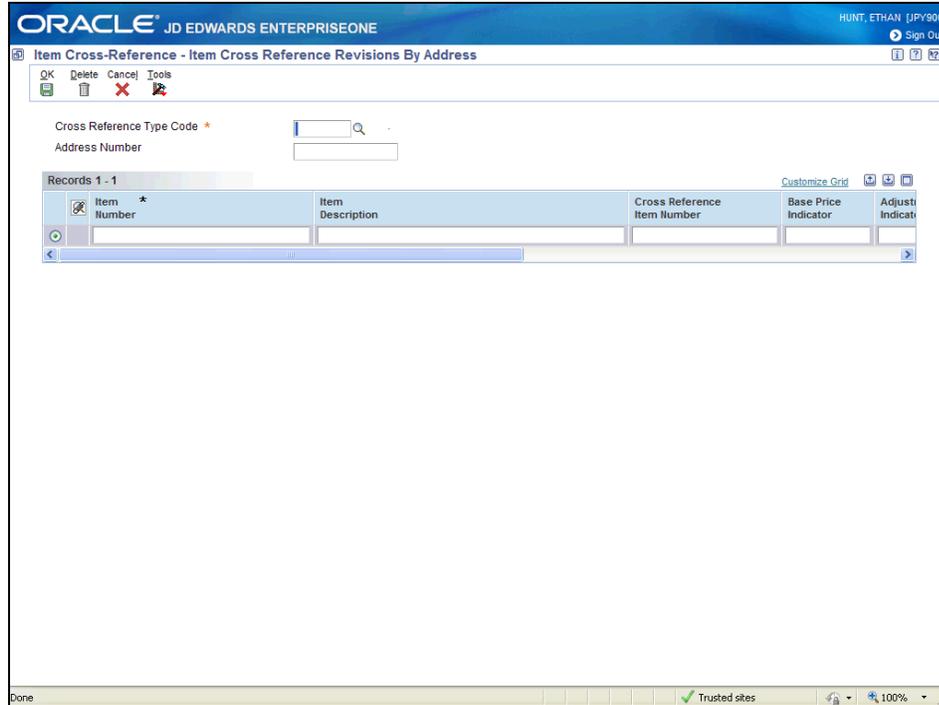
Training Guide

Creating Cross Referencing by Item

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Inventory link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Inventory Inquiries link. 
5.	Click the Item Cross-Reference link. 



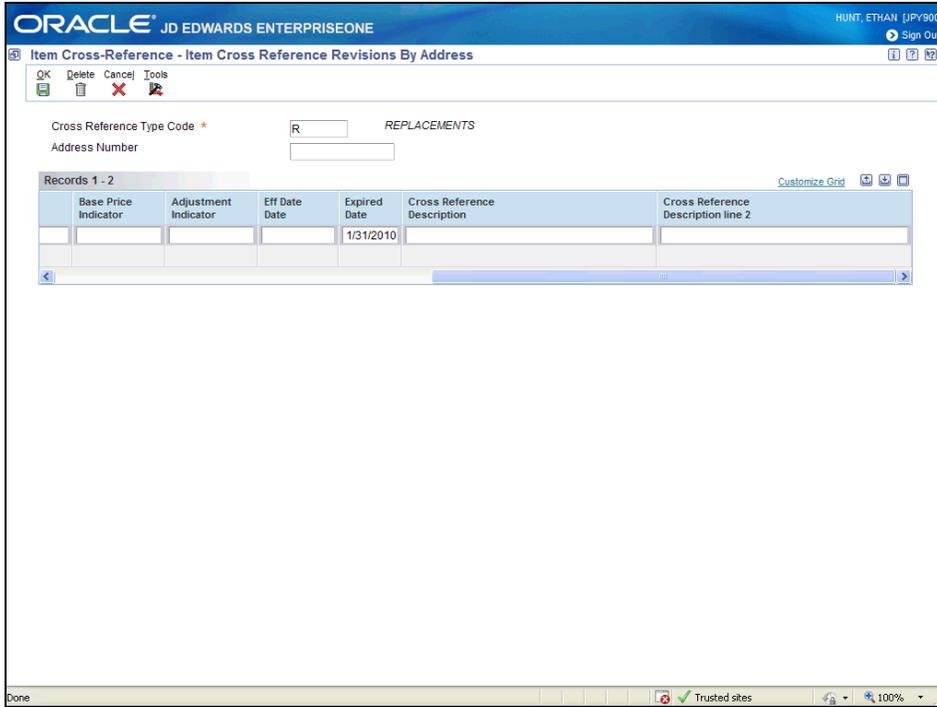
Step	Action
6.	Click the Add button. 



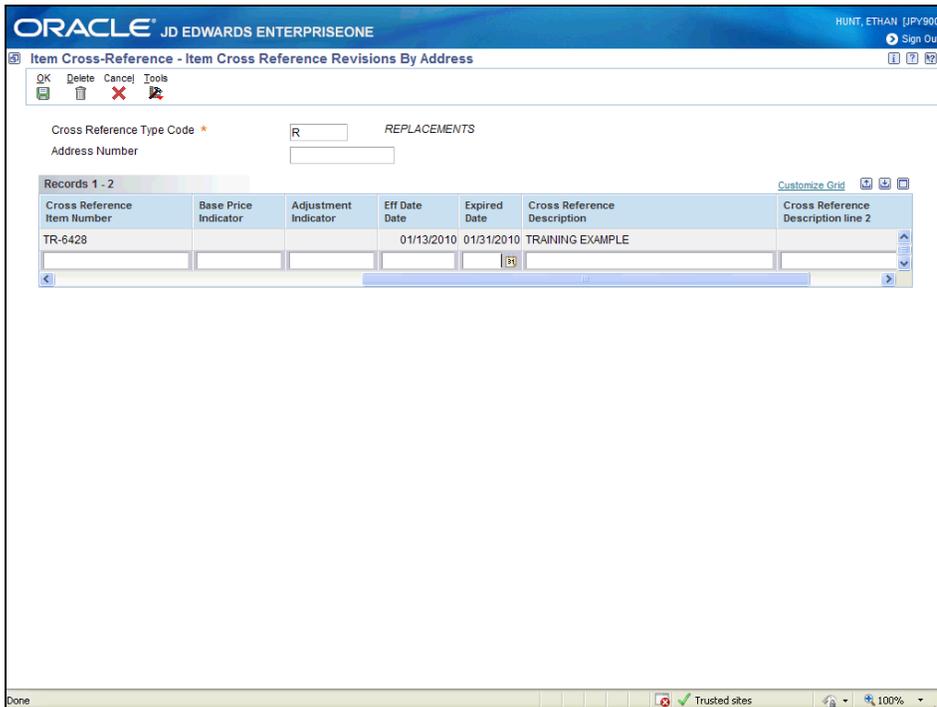
Step	Action
7.	Enter " R " into the Cross Reference Type Code field.
8.	Click in the Item Number field. <input type="text"/>
9.	Enter the item number into the Item Number field. Enter " TR-12345 ".
10.	Item Description – defaults in
11.	Enter the cross reference number into the Cross Reference Item Number field.
12.	Effective Date – current date
13.	Enter the future date when the cross reference will no longer apply into the Expired Date field.
14.	Cross Reference Description & Cross Reference Description Line 2 – both default in

Training Guide

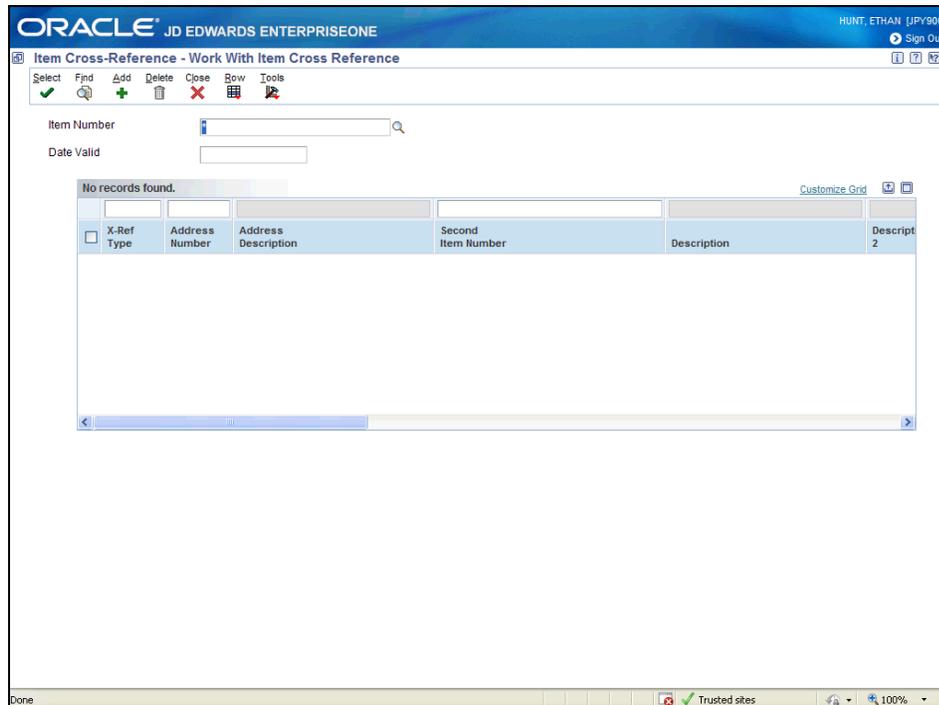
Creating Cross Referencing by Item



Step	Action
15.	Press the down arrow on your keyboard.



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



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