

Creating Cross Referencing by Address
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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 Address

Creating Cross Referencing by Address Overview

You can create item cross references by associating your internal numbers with an address number.

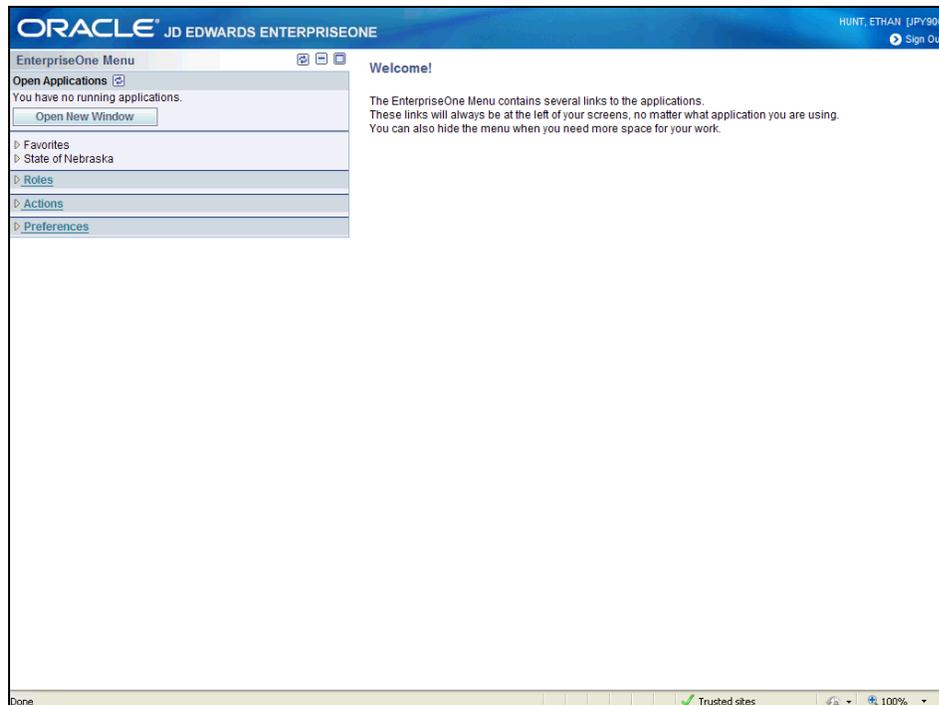
Examples of cross-referenced items are:

- 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 Address Lesson

Procedure

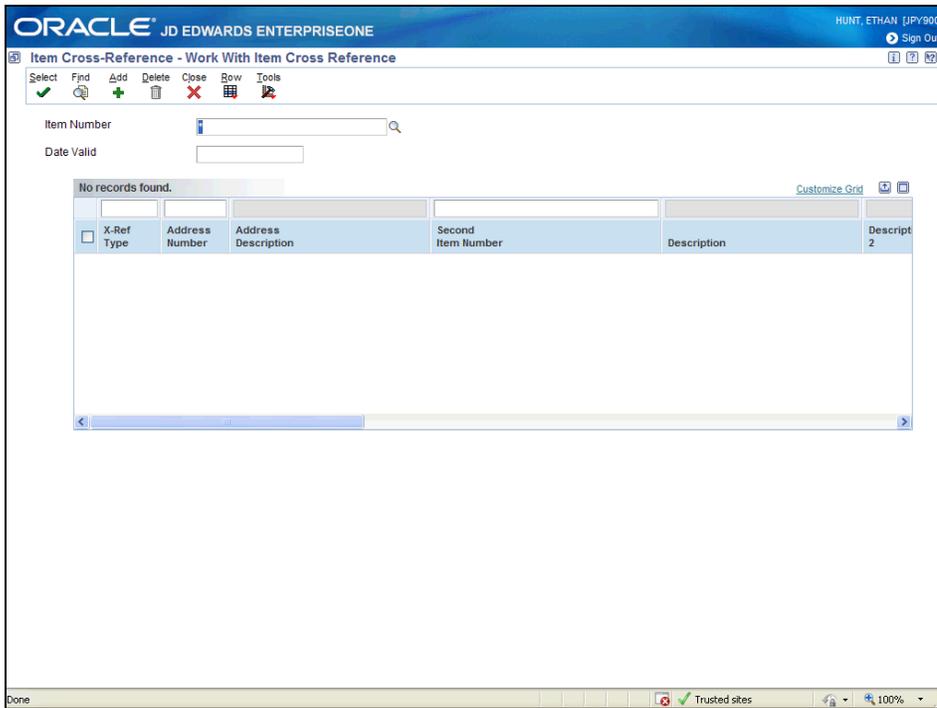
In this lesson you will learn how to create cross referencing by address.



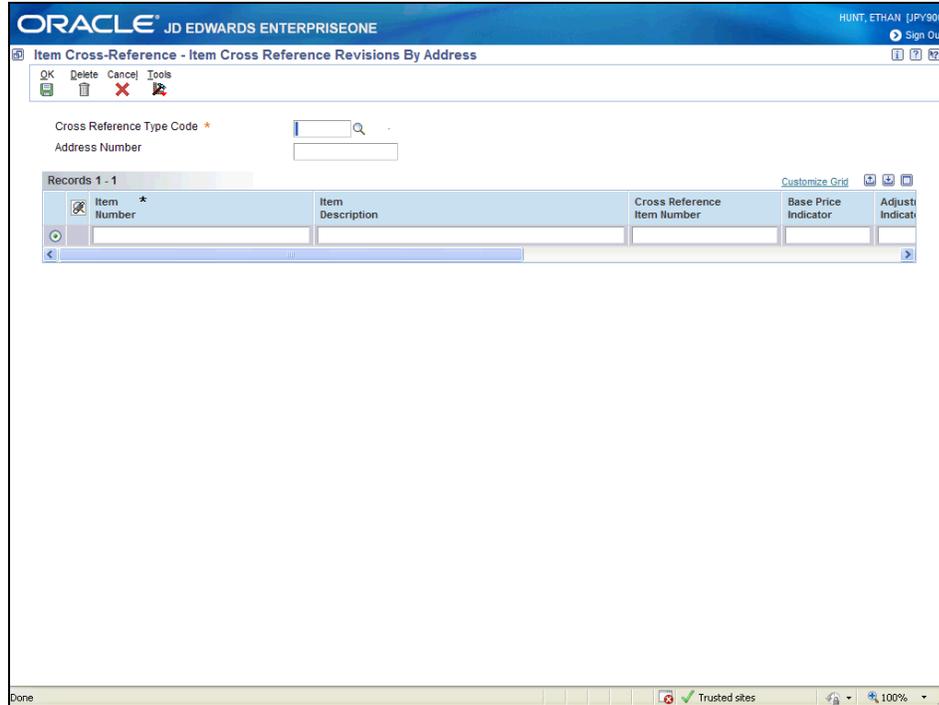
Training Guide

Creating Cross Referencing by Address

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.



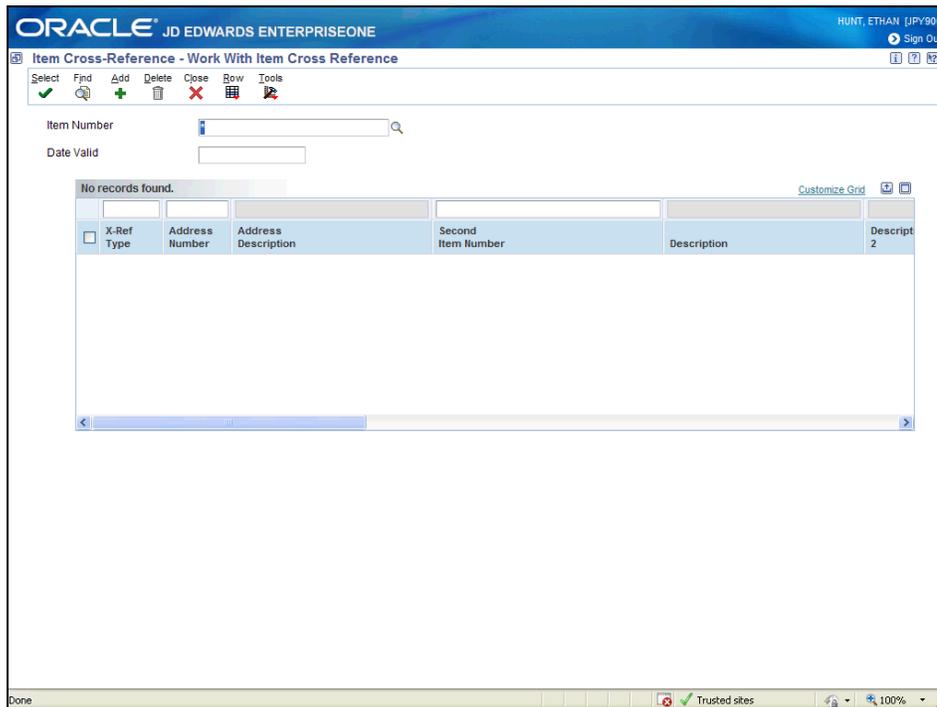
Step	Action
6.	Click the Add button.



Step	Action
7.	Enter "VN" into the Cross Reference Type Code field.
8.	Click in the Address Number field. <input type="text"/>
9.	Enter the address book number into the Address Number field.
10.	Click in the Item Number field. <input type="text"/>
11.	Enter the item number into the Item Number field.
12.	Item Description – defaults in
13.	Enter the cross reference number into the Cross Reference Item Number field.
14.	Click the scrollbar.
15.	Effective Date – current date
16.	Enter the future date when the cross reference will no longer apply into the Expired Date field.
17.	Cross Reference Description & Cross Reference Description Line 2 – both default in
18.	Press the down arrow on your keyboard.
19.	Click the OK button. 
20.	Click the Cancel button. 

Training Guide

Creating Cross Referencing by Address



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