

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.

This work instruction shows how to [Add a New Non-Stock Item Record](#).

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: <http://www.das.state.ne.us/>.

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, follow the path below to enter the items in NIS.

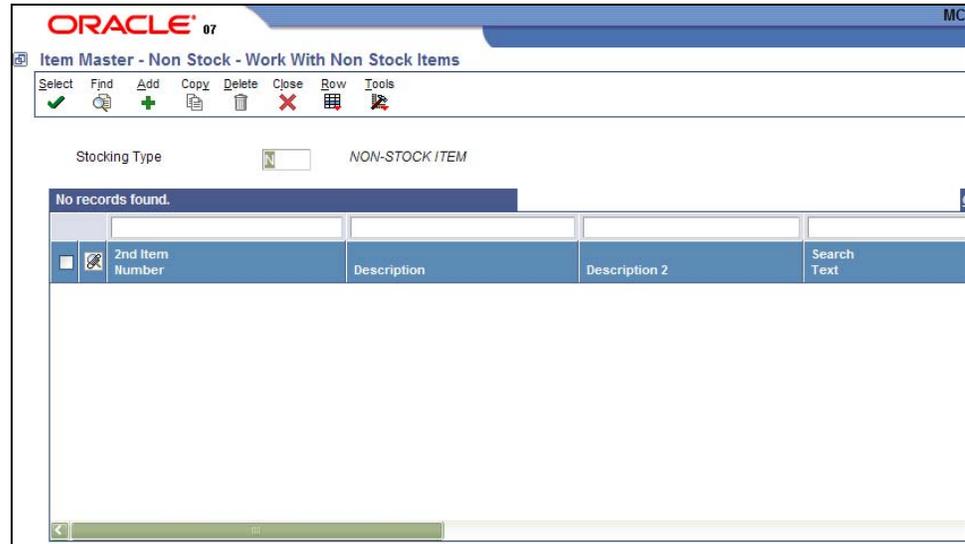
Navigation

Dist & Mfg - Corrections >Dist-DCS Central Warehouse > Inventory > Inventory Master > Item Master – Non Stock

Steps

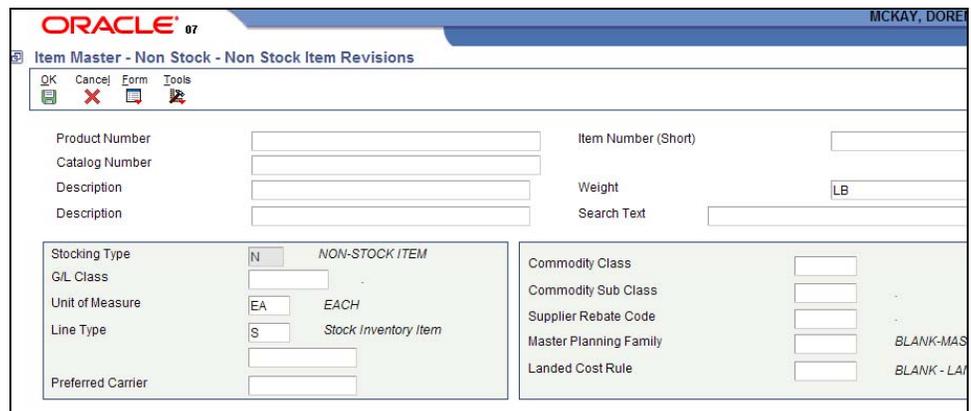
Add a New Non-Stock Item Record

Start this instruction from the Item Master – Non Stock - Work with Non Stock Items window.



1. Click **Add**. The Item Master – Non Stock – Non Stock Item Revisions window appears.

 The following example only shows the top portion of the window.



2. Enter the following information in the header:
 - Product Number – will be the Inventory Number with a “-N”
 -  The system will indicate an error if an item number already exists in the system, only after you click OK.
 - Item Number (Short) – will be the Short Item No. *Leave blank*, system will assign number.
 -  You will be able to search for this number by putting a slash (/) before the number in the Inventory Number field.

- Catalog Number – will be the 3rd Item Number. This will be the same as the Product Number
 -  You will be able to search for this number by putting an asterisk (*) before the number in the Inventory Number field.
- Description – basic description of the item
- Description 2 – more detail description of the item
- Search Text – defaults to what you enter in the Description field. Recommend you enter a more generic definition to enhance your search capability later.
- Stocking Type = N, (Non -Stock End-Item)
- G/L Class – value is dependent on the category of supplies as defined by your agency. Use the visual assist to determine the codes available for your agency. Below is a Sample of codes available for DCS Central Warehouse.

Code	Description	Description 2
NS04	JANITORIAL SUPPLIES	CSI, CW
NS10	OFFICE SUPPLIES	CSI, CW, ET AL
NS11	PUBILCATIONS AND PRINTING	CW
NS31	GENERAL MEDICAL - CLINICAL USE	CW
NS50	FOOD SUPPLIES	CW
NS51	FOOD - STAPLES	CW
NS52	FOOD - MEAT	CW
NS53	FOOD - DAIRY	CW
NS55	HOUSEHOLD & INSTIT. SUPPLIES	CW
NS56	CELL / DORM SUPPLIES	CW
NS76	INMATE CLOTHING	CW

- Unit of Measure – value is dependent on information from the Item Master (same item)
 - Line Type – **Change to N** (defaults to S, Stock Inventory Item)
 - Commodity Class – first three digits of your Product Number
 - Commodity Sub Class – digits 4 and 5 of your Product Number
3. Click OK
 4. Click Cancel