

Adding a New Stock Item Record - DAS Material Only

Overview

Before you can work with your inventory in NIS, you must provide the system with information about the items you stock. The system uses this information to identify and process each item in the distribution systems. Each time you add a new 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 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/>.

State Statute 81-1118(7) states:

State Surplus Property shall be responsible for the disposition of the state's surplus property and the maintenance of all inventory records.

DAS Materiel, State Surplus Property will add, to the item master, all new inventory numbers in the production environment. Specific questions concerning the addition of a new 11-digit NIGP inventory number should be directed to the IMServices Help Desk 402- 471- 4636.

Navigation

Click Roles, Inventory.

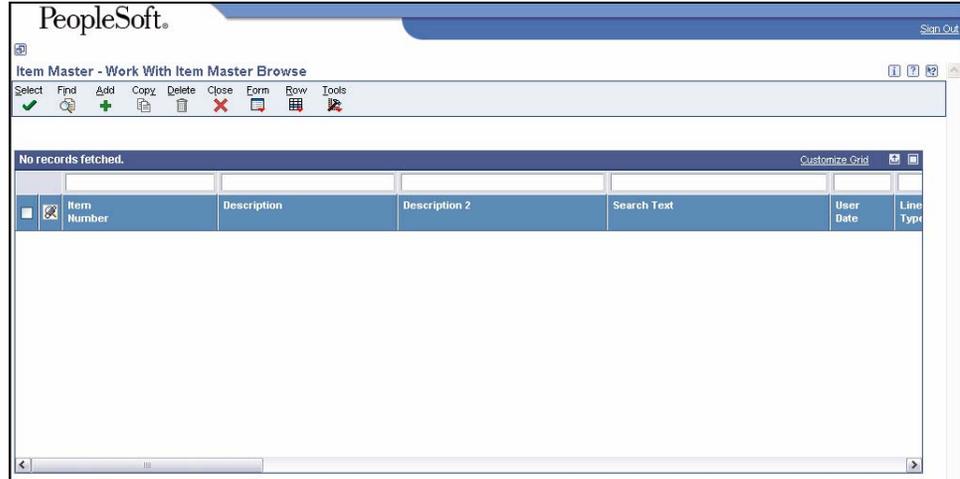
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory Setup > Inventory Master > Item Master

Steps

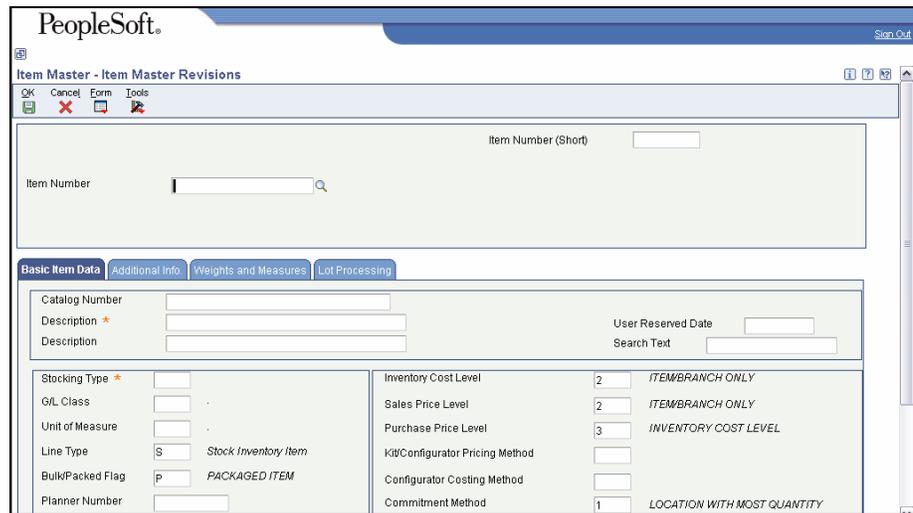
Add a New Stock Item Record

Start this instruction from the Item Master - Work with Item Master Browse window.



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

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



2. Enter the following information in the header:

- Item Number – will be the Inventory Number
 -  The system will indicate an error if an item number already exists it 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.

3. In the **Basic Item Data** tab, enter the following information:

- Catalog Number – will be the 3rd Item Number. Defaults in the Item Number if left blank. Enter up to 25 alphanumeric characters.
 - ✎ 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 – S, Stock End-Item
- G/L Class – value is dependent on the category of supplies as defined by your agency
- Unit of Measure – EA
- Line Type – defaults to S, Stock Inventory Item

4. Click the **Weights and Measures** tab.

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

The screenshot displays the 'Item Master - Item Master Revisions' window in PeopleSoft. The 'Item Number (Short)' field is set to '517586'. The 'Weights and Measures' tab is active, showing a table of unit of measures. The 'Primary' unit is set to 'EA' and 'EACH'. Other units listed include Secondary, Purchasing, Pricing, Shipping, Production, and Component, all with 'EA' and 'EACH' options.

Unit Of Measures		
Primary	<input type="text" value="EA"/>	EACH
Secondary	<input type="text" value="EA"/>	EACH
Purchasing	<input type="text" value="EA"/>	EACH
Pricing	<input type="text" value="EA"/>	EACH
Shipping	<input type="text" value="EA"/>	EACH
Production	<input type="text" value="EA"/>	EACH
Component	<input type="text" value="EA"/>	EACH

5. Verify the following information:

- Primary – EA
- Secondary – EA
- Purchasing – EA

✎ The rest of the fields are either blank or contain predefined defaults.

✎ Note the Item Number (Short) is generated by the system. Record if desired for future reference.

6. Click **OK** to accept the data entered.

7. Click **Cancel** to return to the Item Master - Work with Item Master Browse window.

8. Type the Item Number in the Item Number field.

9. Click **Find**.

PeopleSoft
Item Master - Work With Item Master Browse

Records 1 - 1

Item Number	Description	Description 2	Search Text	User Date	Line Type
NIS307	ENVELOPES, LETTER	SMALL	ENVELOPES		S

10. Choose the Item Number and click **Row, Category Codes**. The Item Master – Category window appears.

PeopleSoft
Item Master - Category Codes

Work With Item Master Browse | Category Codes

Errors
Issues (click each label for more information):
▶ [not found in User Defined Code](#) [Go to error.](#)
Please look for the highlighted fields, correct the entries, and resubmit your request.

Item Number: NIS307 ENVELOPES, LETTER

Sales Catalog Section	BLANK-SA...	Shipping Conditions Code	BLANK-S...
Sub Section	BLANK-SA...	Shipping Commodity Class	BLANK-SH...
Sales Category Code 3	BLANK-SA...	Cycle Count Category	BLANK-C...
Sales Category Code 4	BLANK-SA...	Item Dimension Group	.
Sales Category Code 5	BLANK-SA...	Warehouse Process Grp 1	BLANK
Preferred Sales Carrier		Warehouse Process Grp 2	BLANK
Commodity Class		Warehouse Process Grp 3	BLANK
Commodity Sub Class		Item Pool Code	.
Supplier Rebate Code		Category Code 6	.
Master Planning Family	BLANK-MA...	Category Code 7	.
		Category Code 8	.

The red error is highlighting an area in which information must be entered.

11. Complete the following fields:

- Commodity Class – the first 3 digits of the NIGP code
- Commodity Sub Class – the fourth and fifth digits of the NIGP code
- Category Code 6 – the first 5 digits of the NIGP code

12. Click **OK** to accept the information entered.13. Click **Cancel** to return to the Work with Item Master Browse window.14. Click **Close**.