

Assigning an Item to a Branch/Plant Primary Location

Overview

Each Item Master record requires at least one Item Branch/Plant record in order for the item to be functional. Once the item information has been entered in the Item Master, you can assign the item to warehouses or branch/plants.

After an item is assigned to a branch/plant (warehouse), the system prompts you for the Primary Location immediately. You must enter a primary location that indicates a specific location in the branch/plant where the item will be stored. The system usually processes an item through its primary location.

The branch/plant number is eight digits, such as 6505100W:

- First two – agency (65)
- Second two – division (05)
- Last four – agency defined (100W)

This work instruction shows how to [Assign an Item to a Branch/Plant and Primary Location](#).

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/>.

Navigation

Click Roles, Inventory.

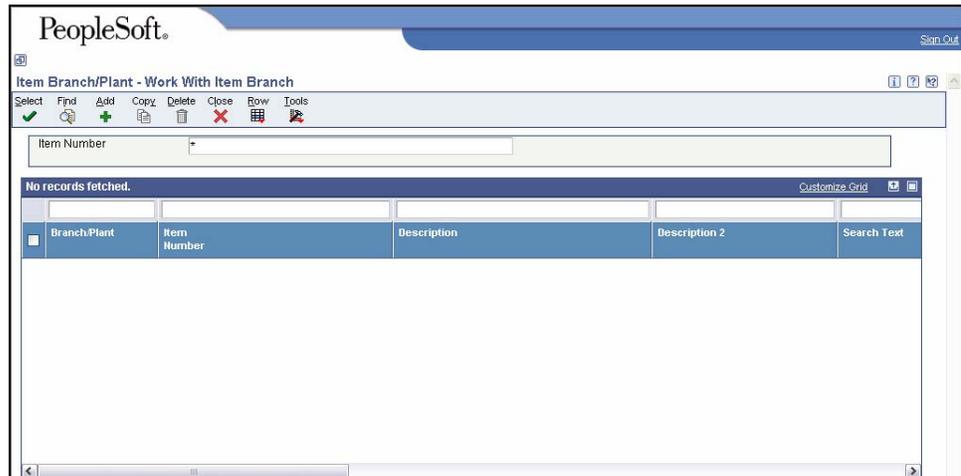
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory Setup > Inventory Master > Item Branch/Plant

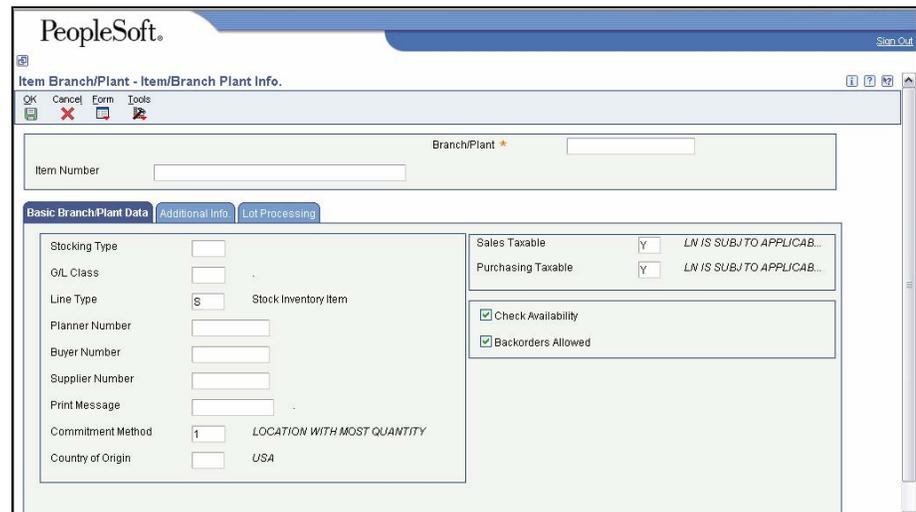
Steps

Assign an Item to a Branch/Plant and Primary Location

Start this instruction from the Item Branch/Plant - Work with Item Branch window.



1. Click **Add**. The Item Branch/Plant – Item/Branch Plant Info. window appears.



2. Enter the following information in the header:
 - Item Number
 - Branch/Plant
3. Click **OK**. The Item Branch/Plant – Primary Location window appears.

The image shows a screenshot of a PeopleSoft web application window. The title bar reads "PeopleSoft." and "Item Branch/Plant - Primary Location". Below the title bar, there are buttons for "OK", "Form", and "Tools". The main area of the dialog box contains two input fields: "Location" and "Lot/Serial". The "Location" field has a search icon (magnifying glass) to its right. The "Lot/Serial" field is empty. The dialog box is set against a light green background.

4. The following information can be entered, however, *leave blank* when adding a Primary Location:
 - Location – optional, where in the branch/plant item is located
 - Lot/Serial – optional
5. Click **OK** to return to the Item Branch/Plant - Item/Branch Plant Info. window.
6. Click **Cancel**.
7. Click **Close**.