

Transferring Items to Operations / Disposition

Overview

The Disposition window is used in the event that items need to be sent back to the supplier. This window will also be used to indicate that replacements are on order.

A Stock Item CANNOT be dispositioned from the STK Operation. The Item must be reversed from STK back to INSP.

This work instruction will show how to reverse the operation and disposition the Stock Item(s)

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 or Procurement. (Citrix users – right click on the menu, choose View by Role, choose Inventory or Procurement.)

Inventory Purchasing – Statewide > Receive Purchases > Receipt Routing Stock Purchases > Movement & Disposition

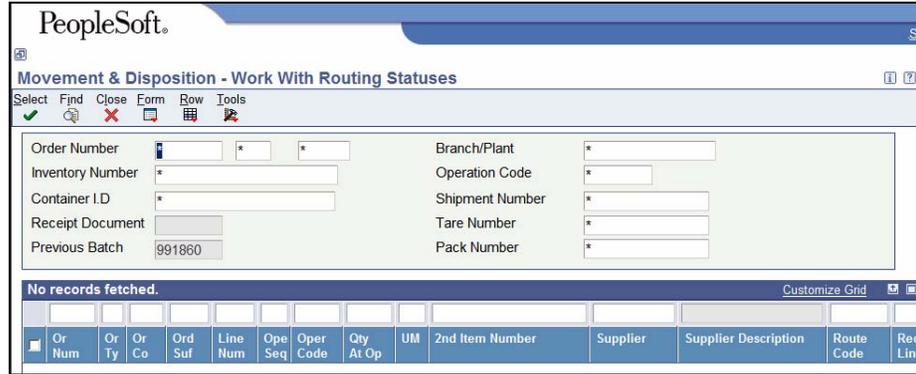
Dist & Mfg - CSI > Inventory – CSI > Receive Purchases > Receipt Routing Stock Purchases > Movement & Disposition

Procurement > Dist & Mfg - CSI > Purchasing - CSI > Receive Purchases > Receipt Routing Stock Purchases > Movement & Disposition

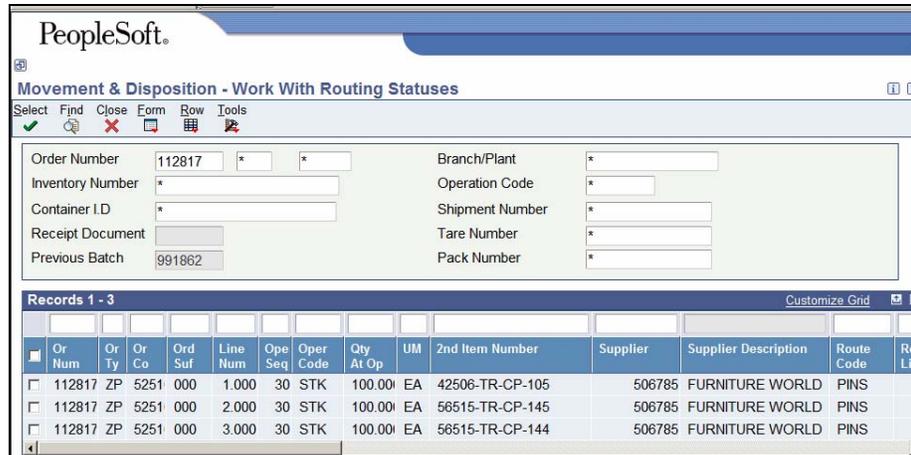
Steps

Movement and Disposition

Start this instruction from the Movement & Disposition – Work with Routing Statuses window.



1. Enter the criteria for information you want to view in the appropriate field(s), including:
 - **Order Number** – can use an asterisk "*" if you wish to look at all orders with a given document type.
 - **Order type** – defaults to ZP but can be overridden
2. Click **Find**.



3. Check the row of the Stock Item on which to reverse the movement.
4. Click **Row > Movement**. The Movement & Disposition - Receipt Routing Movement screen appears

PeopleSoft
Movement & Disposition - Receipt Routing Movement

Order Number: 112817 ZP 52510
Inventory Number: 42506-TR-CP-105
Container I.D: *
Line Number: 1.000

Branch/Plant: 46070025
Operation Code: STK
G/L Date: 04/26/2007
Receipt Date: 04/26/2007

O	P	2nd Item Number	Oper Code	Quantity at Operation	UM	Move Oper	Move Quantity	Move UM	Secondary Qty Ordered	Sec UOM	Address Number	Container I.D.
1		42506-TR-CP-105	STK	100.0000	EA	INSP	100.0000	EA	100.0000	EA	506785	

5. Complete the following fields:

- **OP** (Option Code) - enter "1"
 The 1 indicates the intent to move quantity. The Quantity at Operations field shows how many can be moved.
- **Move Quantity** - enter the total quantity at operation
- **Move Operation** - INSP

PeopleSoft
Movement & Disposition - Receipt Routing Movement

Order Number: 112817 ZP 52510
Inventory Number: 42506-TR-CP-105
Container I.D: *
Line Number: 1.000

Branch/Plant: 46070025
Operation Code: INSP
G/L Date: 04/26/2007
Receipt Date: 04/26/2007

O	P	2nd Item Number	Oper Code	Quantity at Operation	UM	Move Oper	Move Quantity	Move UM	Secondary Qty Ordered	Sec UOM	Address Number	Container I.D.
1		42506-TR-CP-105	INSP	100.0000	EA	STK	100.0000	EA		EA	506785	

6. Click **OK** to complete the movement.

7. Click **Find**.

8. Line one has moved to an INSP Status and a Batch has been created. This is the Reverse Batch that must be posted.

PeopleSoft
Movement & Disposition - Work With Routing Statuses

Order Number: 112817 * *
Inventory Number: *
Container I.D: *
Receipt Document: 135392
Previous Batch: 991867

Branch/Plant: *
Operation Code: *
Shipment Number: *
Tare Number: *
Pack Number: *

Or Num	Or Ty	Or Co	Ord Suf	Line Num	Ope Seq	Oper Code	Qty At Op	UM	2nd Item Number	Supplier	Supplier Description	Route Code	Rec Line
112817	ZP	5251	000	1.000	10	INSP	100.00	EA	42506-TR-CP-105	506785	FURNITURE WORLD	PINS	
112817	ZP	5251	000	2.000	30	STK	100.00	EA	56515-TR-CP-145	506785	FURNITURE WORLD	PINS	
112817	ZP	5251	000	3.000	30	STK	100.00	EA	56515-TR-CP-144	506785	FURNITURE WORLD	PINS	

9. Continue with steps 3 through 9 to reverse the Operation Code for other lines.

10. Choose the row to Disposition and click **Row, Disposition**. The Movement & Disposition – Routing Disposition Screen appears

11. Enter the criteria for information to view in the appropriate field(s), including:

- **Move** – Populate if any quantity will be moved to Stock
- **To Operation** – Populate with STK or MRB
- **Qty Returned** – Populate the quantity to be returned
- **Reason** – Enter a code that indicates why the product is being returned.
 - DIS = Damaged in Shipment
 - EXP = Expired Date
 - MAT = Materials Price Increase
 - MRK = Vendor Mark-up
 - NTS = Not to Standards
 - OVR = Over Shipment
 - PQW = Poor Quality Workmanship
 - QTY = Quality Problem
 - RND = Rounding
- **Replacement** – Check the replacement box to indicate that replacement items are going to be sent on the same PO.



By checking the Replacement Box, the Movement & Disposition – Replacement Information window appears:

12. Enter the criteria for information to view in the appropriate field(s), including:

- **Order Date** – Leave
- **Requested Date** – Leave
- **Promised Deliver Date** – Populate with the date the vendor has promised delivery

13. Click **OK**.

14. Click **OK**.

 The original line and the returned line (negative) are both automatically cancelled on the original Purchase Order.