Oracle® Process Manufacturing

Inventory Management

Release 11.0

Part No. A69852-01

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Oracle® Process Manufacturing Inventory Management

Part No. A69852-01

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Inventory Management Preface

Inventory Management Welcome

Welcome to *Oracle Process Manufacturing Inventory Management.*

This user's guide includes the information you need to work with Inventory Management effectively.

This preface explains how this user's guide is organized and introduces other sources of information that can help you.

About Inventory Management

This guide contains overviews as well as task and reference information about OPM Inventory Management. This guide includes the following chapters:

- Inventory Control Setup
- Inventory Calendar
- Organizations
- Inventory Types and Classification Codes
- Commodity Codes
- Inventory Items
- Warehouse and Production Inventory
- Lot Control
- Processing Inventory Transactions
- Inventory Purge Functions
- Inventory Control Reports
- Inventory Inquiries

Audience for Inventory Management

This guide assumes that you have a working knowledge of your business area's processes and tools. It also assumes that you are familiar with OPM Inventory Management. If you have never used Inventory Management, we suggest you attend one or more of the Oracle Process

Manufacturing training classes available through World Wide Education. For more information about OPM Inventory Management and Oracle training see Other Information Sources.

This guide also assumes that you are familiar with the Oracle Applications graphical user interface. To learn more about Oracle Applications graphical user interface, read the *Oracle Applications User's Guide.*

Conventions

Bolded Text

Buttons, fields, keys, menus, and selections are bolded in procedures only. For example: To access the next form click **OK**. Otherwise, references to these features appear in regular type.

Additional Menu Options

Only nonstandard menu options are discussed. Standard menu bar options (such as Save) are not discussed. These standard options are described in the Oracle Applications User's Guide. Only menu options unique to the use of the specific form are discussed.

Field References

References to fields within procedures are in bold type. References within the body of this guide appear in regular type.

Keyboard Mapping

Some keyboards have an Enter key, while some have Return key. All references to this key appear as Enter.

Required Fields

The word "Required" appears as the last word in the field descriptions of all required fields. When the field is required contingent on the entry in another field, or only in specific situations, "Required if..." is the last sentence of the field description.

Fields Reserved for Future Use

Fields with no current processing implications are referenced by the statement, "This field is not currently used" or "Reserved for future use" is shown. Do not use these fields for your own reference data, because there are plans to link future functionality to these fields. Fields intended for informational use only are referenced by the statement, "This field is for informational purposes only".

Pending/Completed Transactions

Discussions about processing transactions that use the words 'pending' and 'completed' refer to the status of a transaction. Pending and completed do not refer to the database tables that are updated as a result of transactions (for example, some completed transactions are stored in the Pending Transactions table).

Procedures

Each chapter contains a procedure with numbered steps. Any actions which are subordinate to a step are assigned letters.

Note: You can customize your Oracle Application, therefore, all procedures are suggestive only. Navigate to forms and between responsibilities in a way that works best for your particular setup. Also note that fields may appear on your screen in a different order than they are discussed in this guide.

Oracle Process Manufacturing Glossaries

A module-specific glossary is included.

Use of Word "Character"

The word "character" means an alphanumeric character. Characters that are numeric or alphabetic only are referenced specifically.

Note: Depending on your system security profile, you may not have access to all of the forms and functions described in this guide. If you do not see a menu option described in this guide, and you want access to it, contact your System Administrator.

Do Not Use Database Tools to Modify Oracle Applications Data

Because Oracle Applications tables are interrelated, any change you make using Oracle Applications can update many tables at once. If you modify the Oracle Applications data using anything other than Oracle Applications, you could change a row in one table without making corresponding changes in related tables. If your tables are synchronized with each other, you risk retrieving erroneous information and receiving unpredictable results throughout Oracle Applications.

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also track who changes information. If you enter information into database tables using database tools, you could store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

Consequently, we strongly recommend that you never use SQL*Plus or any other tool to modify Oracle Applications data unless otherwise instructed by Oracle Support Services.

Information Sources Related Inventory Management

You can choose from many sources of information, including documentation, training, and support services, to increase your knowledge and understanding Inventory Management.

Online Documentation

All Oracle Applications documentation is available online on CD-ROM, except for technical reference manuals.

All user's guides are available in HTML and paper. Technical reference manuals are available in paper only. Other documentation is available in paper and sometimes PDF format.

The content of the documentation remains the same from format to format. Slight formatting differences could occur due to publication standards, but such differences do not affect content. For example, page numbers are included in paper, but are not included in HTML.

The HTML documentation is available from all Oracle Applications windows. Each window is programmed to start your web browser and open a specific, context-sensitive section. Once any section of the HTML documentation is open, you can navigate freely throughout all Oracle Applications documentation. The HTML documentation also ships with Oracle Information Navigator (if your national language supports this tool) which enables you to search for words and phrases throughout the documentation set.

Other Information Sources

OPM Inventory Management shares business and setup information with other Oracle products. The following Oracle Applications guides might be useful when you are setting up and using OPM Inventory Management.

- Oracle Applications User's Guide

  This guide explains how to enter data, query, run reports, and navigate using the graphical user interface (GUI) available with this release. This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes.

- Oracle Applications Flexfields Guide

  This guide provides flexfields planning, setup and reference information for the implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This manual also provides information on creating custom reports on flexfields data.

- Oracle Workflow

  This guide provides information about the Oracle Workflow product. It provides guidance and assistance for automating and routing information of any type according to business rules.

- Oracle Applications System Administrators Guide

  This guide provides planning and reference information for the Oracle Applications System administrator. It contains information on how to define security, customize menus and online help text, and manage processing.

Oracle Process Manufacturing Guides

The following is a list of the documentation in each product group of OPM release 11.0.

System Administration and Technical Reference

- *Oracle Process Manufacturing Implementation Guide*
- *Oracle Process Manufacturing Technical Reference Manuals*

OPM Inventory Control

- *Oracle Process Manufacturing Inventory Management User's Guide*
- *Oracle Process Manufacturing Physical Inventory User's Guide*
- *Oracle Process Manufacturing EC Intrastat User's Guide*

OPM Process Execution

- *Oracle Process Manufacturing Production Management User's Guide*
- *Oracle Process Manufacturing Process Operations Control User's Guide*

OPM Product Development

- *Oracle Process Manufacturing Formula Management User's Guide*
- *Oracle Process Manufacturing Laboratory Management User's Guide*
- *Oracle Process Manufacturing Quality Management User's Guide*

OPM Logistics

- *Oracle Process Manufacturing Order Fulfillment User's Guide*
- *Oracle Process Manufacturing Purchasing User's Guide*

OPM Process Planning

- *Oracle Process Manufacturing Forecasting User's Guide*
- *Oracle Process Manufacturing Capacity Planning User's Guide*
- *Oracle Process Manufacturing MPS/MRP User's Guide*

OPM Financials

- *Oracle Process Manufacturing Cost Management User's Guide*
- *Oracle Process Manufacturing Manufacturing Accounting Controller User's Guide*
- *Oracle Process Manufacturing Accounting Setup User's Guide*
- *Oracle Process Manufacturing and Oracle Financials Integration*
- *Oracle Process Manufacturing and Oracle Financials Implementation Guide*

Other Sources

Training

We offer a complete set of formal training courses to help you and your staff master OPM Inventory Management and reach full productivity quickly. We organize these courses into functional learning paths, so you take only those courses appropriate to your job's area of responsibility.

You have a choice of educational environments. You can attend courses offered by Oracle Education Services at any one of our many Education Centers, or you can arrange for our trainers to teach at your facility. In addition, Oracle training professionals can tailor standard courses or develop custom courses to meet your needs. For example, you may want to use your organization structure, terminology, and data as examples in a customized training session delivered at your own facility.

About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Applications, an integrated suite of more than 45 software modules for financial management, supply chain management, manufacturing, project systems, human resources, sales and service management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers and personal digital assistants, allowing organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and applications products, along with related consulting, education and support services in over 140 countries around the world.

Thank You

Thank you for choosing Oracle Process Manufacturing Inventory Management and this user's guide.

We value your comments and feedback. At the beginning of this guide is a Reader's Comment Form you can use to explain what you like or dislike about Inventory Management or user's guide. Mail your comments to the following address or call us directly at (650) 506-7000.

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Inventory Control Setup

Setting Up the Inventory Control Module

This section describes the setup of your inventory database. Before you can use the Oracle Process Manufacturing (OPM) Inventory Control module to process inventory transactions, define the:

- Organization - required
- Inventory Calendar - required
- Items - required
- Lots - not required
- Warehouses - required
- Locations - not required

The OPM Inventory Control module consists of the data entry forms that are required to enter inventory details and process several inventory transactions. The rules that you establish on these data entry forms determine how transactions will be processed.

Procedures for Defining Basic Inventory Values

This guide provides the procedures for defining basic inventory values to establish an inventory database. Some of the required information is established on data entry forms outside the Inventory module; these modules and forms are noted.

Topics and Discussions

Topic-oriented discussions are sequenced to present the most basic, least complex setup procedures first. Additional, more complex options that are available are discussed briefly.

A brief introduction explains the use of the forms in relation to the Inventory database. Examples of the types of data you can define may be given. Then the procedures required to define the data record are discussed. These procedures include any prerequisites necessary to complete the task. A detailed discussion of each field on the data entry form is provided. Field entry examples are given.

Processing Inventory Transactions

Once basic information has been entered, the steps needed to process inventory transactions are outlined, including an overview of transaction types and the overall inventory close process. This information is presented before more detailed discussions of processing individual transactions so that you have an overview of the entire operation as you undertake the individual tasks that implement it.

Inventory Control Reports

Inventory Control Reports provides the detailed reporting functions available in the Inventory Control module. Field descriptions of the printed reports are provided.

Inventory Inquiries

Inventory Inquiries presents all OPM Inventory inquiries that facilitate daily operations, including allocation summaries and details and item master inquiries.

Additional Setup in Other Modules

You will need to set up various parts of OPM System Administration and OPM Order Fulfillment for proper operation of OPM Inventory Control.

Setting Up Reason Codes

Set up Reason Codes in the OPM System Administration module to authorize the creation and movement of inventory. See also *OPM System Administration* user's guide for detailed information.

Setting Up Warehouse Tax Authorities

Set up Tax Authority in the Taxes module. See also *OPM Order Fulfillment* user's guide for detailed information. This is not required, however, you can assign a tax location code to each warehouse that you define. This code identifies the tax jurisdiction under which the warehouse falls. Each tax location code is associated with a tax authority and rate (which in turn associates the warehouse with the tax authority and rate).

Setting Up Customers in Order Fulfillment

Set up Customers in the OPM Order Fulfillment Module to complete the Inventory Control setup. See also *OPM Order Fulfillment* user's guide for detailed information.

Inventory Calendar

Inventory Calendar - Overview

You need to set up an inventory calendar for each of your companies, or you will not be able to create transactions. If the calendar has been installed properly, then transaction dates which fall within the calendar will be properly validated against the calendar period status prior to writing transactions to the database.

The inventory calendar serves the following purposes:

- It is created in periods (such as months, much like the General Ledger (G/L) calendar) to provide management with inventory balances, usage, and yield calculations.

- The balances provided by the closing process determine costs for those companies that use actual costing.

- The calendar ensures that transactions are not written to closed periods. This prevents transactions from being created but never booked to the general ledger because the books had already been closed.

You close inventory calendar periods for two reasons:

- to compute material consumption within the period

- to prevent further changes to the records of that period's business.

Inventory calendar periods for the company are not closed directly. Instead, individual warehouses are "closed" within each inventory calendar period. The closing may be in either a preliminary or (trial close) or final (absolute) manner. The act of final closing the company's last remaining unclosed warehouse in one calendar period closes that period by implication.

Creating an Inventory Calendar - Overview

You set up the inventory calendar at the company level. This means that for each company that you have defined in the system, you must set up an inventory calendar.

On the inventory calendar form, you define the fiscal year and the periods that make up the fiscal year. The start date of the fiscal year is calculated. In many cases an inventory calendar will have 12 or 13 periods that represent each month of the company's fiscal year. These periods will usually align with the company's general ledger fiscal year. For each period, enter the date each period begins, the date each period ends, and a description for each period. The description is user defined but usually contains the name the period represents.

Note: When you create an inventory calendar, you must include enough past periods to allow for open transactions from previous periods.

Inventory Calendar - Final Period Close

At the end of each calendar period, the company can perform a preliminary and final close for each warehouse associated to a company. You perform a preliminary close to check inventory levels and determine if inventory balances in a warehouse are reasonable. This function allows management to print all period-end inventory reports without closing that period. You can still post transactions in a preliminary closed period.

A final close of a warehouse calculates the ending balance and the usage and yields for all items in the warehouse. You can no longer post transactions for the warehouse in the calendar period that is final closed. Once all warehouses have been final closed for a company, OPM final closes the entire inventory calendar period.

Period Status

Each period within the inventory calendar may have one of three different statuses as listed below:

Status	Definition
1	Period is OPEN
2	Period has been PRELIMINARY CLOSED.
3	Period is FINAL CLOSED

You may add or reverse transactions in an open or a preliminary closed period. Once a period is final closed, you cannot write or delete transactions from the period. Once a warehouse has been final closed, it will no longer appear on the Period Close form.

Inventory Management User Procedures

The following are the recommended user procedures in Inventory Management.

Note: It is recommended that your first step in the inventory setup is to establish an inventory calendar.

Inventory Management Setup Procedure

Step	Workflow
1	Establish Inventory Calendar
2	Establish Item Attributes
3	Establish Items

Period End Closing Procedure for Inventory Management

Step	Workflow
1	Perform Preliminary Close on All Warehouses
2	Review the Period-end Reports
3	Review Approval
	--If approved, proceed to step 4
	--If rejected, return to step 1
4	Final Close All Warehouses

Setting Up an Inventory Calendar

Your inventory accounting procedures may require that you close prior inventory periods to transaction postings in one or more warehouses. This allows you to perform inventory valuations on these warehouses.

Here are some rules to remember:

- A period closes when the last warehouse "final" closes.
- A fiscal year closes when all warehouses are "final" closed in all periods; the calendar automatically closes at the closing of the final period.

Inventory Calendar Form - Procedure

To set up an inventory calendar:

1. Navigate to the **Inventory Calendar** form.
2. Complete the fields as described in the Fields topic.
3. Save the form.

Inventory Calendar - Fields

Company

Specify the code that identifies the company for which this fiscal calendar will be active. Required.

Fiscal Year

Specify the 4-digit fiscal year for which you want to define inventory posting periods. For example, type 2000. Required.

Description

Enter a brief description of the inventory calendar. Required.

Start Date

Specify the start date in the DD-MON-YYYY format. For example, type 01-JAN-2000 to start the calendar on the first of the year 2000. Required.

Status

This field displays the status of the calendar. At startup, the calendar status will be Open. When all warehouses have been closed, the status changes to Closed.

Period

(Calendar Details panel)

Displays the ascending numerical sequence of defined posting periods. For example, you can define 1 or more posting periods in a single calendar.

The first period only has an End Date, since the Start Date is entered in the field below the Description of the calendar.

Start Date

(Calendar Details panel)

For Period two onward, this field fills automatically with the date of the day after the End Date of the prior period in the DD-MON-YYYY format.

End Date

(Calendar Details panel)

Specify the date for the end of the period in the DD-MON-YYYY format. The day after this date becomes the Start Date for the next period.

Status

(Calendar Details panel)

This field displays the status of each inventory period, and shows whether the Period is Open, Preliminary or Closed.

Description

(Calendar Details panel)

Enter a brief description of the posting Period. For example, you could type a month name such as January if the period covers a month, or you could type 1Q00 if the period covers the first quarter of the year 2000.

Find Inventory Calendar

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Inventory Calendar- Procedure

To find inventory calendars:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Inventory Calendar Fields topic.
3. Click **Find**.

Find Inventory Calendar - Fields

Fiscal Year

Enter the fiscal year for the inventory calendars that you wish to find.

Status

Select Open, Preliminary or Final for the periods in inventory calendars you wish to find.

Start Date

Enter the period start date for the inventory calendars that you wish to find.

Marked for Deletion

- Choose Yes to find inventory calendars marked for deletion.
- Choose No to find inventory calendars not marked for deletion.

Inventory Calendar - Impact on OPM Financials

Here are some of the impacts of implementing an inventory calendar on the OPM Financials modules.

- The General Ledger Calendars and the Inventory Calendars must be synchronized.
- An inventory period must be final closed prior to running the Inventory Cost Reevaluation. However, the Inventory Cost Reevaluation in test mode can be performed for Preliminary Closed Inventory periods.
- Before Closing the G/L period permanently, you must perform Final Close of the corresponding Inventory Periods.
- For Actual costing, you must follow the sequence shown in the typical example for cost methods for final update of the costs.

The following is a typical example for cost methods:

- Create Inventory, Cost, and General Ledger Calendars
- Enter Manufacturing Transactions
- Perform Preliminary Inventory Close
- Run the Costing Engine
- Verify Costs
- Run Test Subledger (including Cost revaluation)
- Perform the Final Inventory Close
- Run the Costing Engine
- Run Test Subledger Posting
- Verify results
- Run Subledger Posting
- Run General Ledger and Post Journals
- Trial Close or Permanently Close the General Ledger Period

Inventory Calendar - Other OPM Considerations

Here are some the impacts of implementing an inventory calendar on the non-financial OPM modules.

- You must set up an inventory calendar for each company in the OPM system.

- OPM will not accept any inventory transactions until you create an inventory calendar. If you try to create a transaction without an inventory calendar for the date for which you are entering it, you will get the following message: "Cannot retrieve Fiscal Yr from the company's Inventory calendar."

- You must ensure that the inventory calendar includes past periods to account for any open transactions from previous months and enough future periods so that future transactions can be accounted. For example, when OPM schedules a production batch you must ensure that there is an open period created for the scheduled batch date.

- Once you associate the warehouse with an organization and save the form, the warehouse is permanently associated and cannot be changed. This ensures data integrity for transactions associated to the warehouse and the period close process.

- It is possible for transactions (such as a production batch) that were started in a previous period that has been subsequently final closed to have financial impact in a later period. For example: you created a batch in March and released or certified it, then final closed March. If you then subsequently edited the completed transactions, the reversing transactions and the new transactions will be created with the current system date and time.

- You will not usually final close for the current date, however, if for some reason the warehouse or period has been final closed for the current system date and time (or today's date), OPM will still use today's date on the transactions. For example, if you close the period that includes today's date, and immediately after you closed the current period, you create a batch with transactions associated to a closed warehouse, OPM will use today's date on the transaction even though the period is closed. Closing the period of the current date is not normal business practice.

Inventory Calendar - Module-Specific Considerations

The following table describes the impact of the inventory calendar implementation on the individual OPM modules. This table includes examples of the behavior for each module (how it works normally).

Module	Consideration/Behavior
OPM Manufacturing Modules	
Inventory Management	You cannot create or adjust inventory quantities; move inventory; create or change status; or create or change the inventory grade unless you have an inventory calendar.
	The period close process prevents Inventory Quantity transactions from being written to a final closed period. However, your QC grade and Status transactions can still be written in a closed period because they do not change onhand balances or affect financial bookings.
Physical Inventory	You cannot open or initialize an inventory counting cycle in a final closed warehouse.
	You may final close a warehouse containing an open, not yet initialized, inventory counting cycle. But this causes the cycle to be voided in that you can neither count nor post the cycle. The only activity allowed is purge.
	An initialized inventory counting cycle in a warehouse period locks all past and future inventory periods for that warehouse against a final close. Periods for such a warehouse may, however, be preliminary closed.
	Posting an inventory counting cycle removes the final close block and all the warehouse's calendar periods become available for final close. This permits the required inventory adjustment transactions to always refer to an open warehouse period.
Production Management	If the period is final closed, then the current date will be written to the reversing or new inventory transactions.
	Pending transactions act differently from completed transactions. For a pending transaction, you can make changes to the Planned Quantity of an ingredient whose transaction date is not in the inventory calendar, and the batch is saved. The transaction is updated to the new quantity and the transaction date remains unchanged. This does not adversely affect inventory levels or have a financial impact.
	When releasing or certifying lines in a production batch, transactions do not be stamped with the start date or completed date if the date is in the closed period. Instead, they are stamped with the current date and time.
Process Operations Control	POC transactions can be posted without an inventory calendar and postdated to a closed period.
	POC transactions can be post dated to a closed period. However, post dating your transactions to a closed period can adversely affect the integrity of your financial books and costing processes.

OPM Logistics Modules	
Purchase Management	Purchase Orders/Releases entered in the Oracle Applications Purchasing Module and brought into OPM will validate if the agreed Delivery Date falls within an open period.
	Purchase Orders/Releases approved in Oracle Applications Purchasing are brought into OPM. The Need-By date (Agreed Delivery Date) is validated against open inventory periods.
	PO Receiving, Quick Receipts and Stock Receipts will validate if the date on the original inventory transactions falls within an open period.
	Returns will validate if the Return Date falls within an open inventory period, warns you if this is not the case and will not let you proceed.
Order Fulfillment	Sales Orders will default to the current date if the Scheduled Ship To Date on the line falls within a final closed inventory period.
	Shipping will validate if the Date Shipped falls within an open period. If not, you will be warned and you will not be able to proceed unless the Date Shipped is changed to an open period.

OPM Financials Modules	
General Ledger	You should synchronize your Oracle G/L, Costing and Inventory calendars.
	OPM has a trigger (ofinvtg.spl) which checks the inventory calendar periods of all companies that are linked to the set of Books for the Oracle G/L period. If the G/L Period is final closed and if any of the corresponding inventory periods are not final closed, the trigger will generate an error condition and the G/L period status change will be aborted and an error message will be displayed.
Cost Management	You must final close the inventory period to run the Actual Inventory Cost revaluation. This is done to ensure that the Cost reevaluation posts correct revaluation entries into the subledger.
	Cost Update- The cost update program has been modified so that the final update checks that the inventory period was final closed prior to Actual Cost Calculations of the PMAC cost method.

Organizations

Structuring Organizations

In Oracle OPM, warehouses and their inventories are assigned to organizations for reporting purposes. For inventory purposes, organizations must be established via the Organizations form before you can assign warehouses and inventories to them. An organization may itself be a manufacturing plant, or just an accounting structure.

This chapter contains discussions on the following:

- Corporate Organization Structure
- Organization Form

Organization and Company Structure

In Inventory Management, your organization structure defines the reporting hierarchy for plants and warehouses, and the inventories and overheads therein. An organization in Oracle OPM may be any kind of accounting structure you decide. It may be a manufacturing plant, a corporate office, or just a shell within which figures from lower-level reporting structures can accumulate.

A top-level organization must be defined as a "company" to indicate that it is an end-level reporting structure with a single set of balanced books. You must define your top-level organizations (companies) first, then define the lower-level organizations underneath them.

Here's an example:

Company-Plant-Warehouse Hierarchical Structure			
Company 1			
Plant 100		Plant 200	Plant 300
Warehouse 101	Warehouse 102	Warehouse 201	Warehouse 301

In this example, first define company 1. You can then define the various lower level organizations that report to this company. For example, Warehouse 101 and Warehouse 102 both report to Plant 100.

Setting Up an Organization

Organizations Form - Procedure

To define organizations:

1. Navigate to the **Organizations** form.
2. Complete the fields as described in the Fields topic.
3. Save the form.

Organization Code Form - Fields

Note: If this is a lower-level organization that will report to a parent organization, consider structuring the lower-level organization numbers to relate to the parent organization. For example, if the parent organization is named A100, the lower-level organizations could be A101, A102, and A103.

Organization

Enter the code that identifies this organization. Required.

Name

Enter a brief description of the organization. Required.

HR Organization

Enter the human resources organization to which this organization is associated. HR Organizations are entered prior to maintaining the OPM Organization. Required.

Parent

Enter the parent organization code. This is the organization that is one level higher in the organizational hierarchy. If the organization you are entering is a top-level organization, enter the organization code as its own parent. Required.

Company

The company code is the same as the organization code if the organization itself is a company. If this is a lower-level organization and is a company, enter the appropriate company code. Required.

Note: If the organization you are adding is a company, enter its own organization code. If the organization is not a company, enter the organization code of the company to which it belongs.

Plant

- Select Manufacturing Plant if this organization manufactures product.

- Select Nonmanufacturing Plant if this organization does not manufacture product.

Process Operation Code

This code enables you to collect manufacturing data by operation (routing step).

- Select Data Collected if you want to enable Process Operation Control.

- Select Data Not Collected if you do not want to enable Process Operation Control.

Tax Location

Enter the tax location code for this organization. You must predefine tax location codes on the Tax Location Codes form in the Tax module. Optional.

Inventory Types and Classification Codes

Setting Up Inventory Types

Use the Inventory Types form to set up the types of inventory you will maintain.

Inventory Types Form - Procedure

To create inventory types perform the following:

1. Navigate to the **Inventory Types** form.
2. Complete the fields as described in the Fields topic.
3. Save the form.

Inventory Types Form - Fields

Type

Enter the code for the type of inventory you want to set up.

For example, you could enter:

- CFG - for Consignment Finished Good
- CII - for Consignment Inventory Item
- FG - for Finished Good
- INV - for Inventory Item
- NII - for Noninventory Item
- INT - for an Intermediate Item
- PHTM - for a Phantom Item

Description

Enter a brief description for the Type code entered.

Find Inventory Types

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Inventory Types - Procedure

To find an inventory type:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Inventory Types Fields topic.
3. Click **Find**.

Find Inventory Types - Fields

Type

Enter the code for the type of inventory you wish to find.

Description

Enter the description of the type of inventory you wish to find.

Marked for Deletion

- Select Yes to find inventory types marked for deletion.
- Select No to find inventory types not marked for deletion.

Classification Codes

Classification codes group similar class elements for reporting purposes. For example, you can define a customs class code for all items with the same customs requirements. If you do not track or group by customs class, then their setup is optional. Setup of most of the classification codes is optional, however planning classes and allocation classes are required if you intend to use certain processes.

Planning classes are required if you intend to use Material Requirements Planning (MRP). A planning class must be assigned (on the Items form) to each MRP-controlled item. OPM generates reports through the MRP and Master Production Scheduling (MPS) modules that reflect items in specified classifications. Specific buyers and planners can then be assigned responsibility for obtaining these items.

Allocation classes are required if you intend to allocate stock automatically to production batches, sales orders or shipments. You can assign an allocation class code to each set of allocation parameters that you define. (Use the Allocation Parameters form in this OPM Inventory Control Module or the Customer Allocation parameters form in the OPM Order Fulfillment Module). You may then enter the allocation class code on the Items form. The allocation parameters associated with the class code will then become effective for the item.

This chapter contains discussions on:

- Setting up classification codes (some of which are optional, some required).
- Defining customer records (required if pricing will be assigned to specific customers).
- Defining Tax Location Codes, which are assigned to each warehouse or organization that you establish.

Classification Codes - Overview

You may specify classification codes on many of the Inventory data entry forms. Classification codes group items with similar characteristics and requirements for reporting purposes. For example, you can assign the same inventory classification code to all items with identical stocking procedures. You must define these codes by using the Classification Code forms first if you intend to assign them to inventory items, warehouses, locations, lots, and packages using the appropriate Inventory module forms.

Note the classification code forms listed.

- Item Allocation Classes**
- Item Cost Classes
- Item Customs Classes
- Item Freight Classes

- Item General Ledger Classes
- Item Inventory Classes
- Item Planning Classes*
- Item Price Classes
- Item Purchasing Classes
- Item Shipping Classes
- Item Sales Classes
- Item Storage Class

* Required if you intend to use Material Requirements Planning (MRP).

** Required if you intend to allocate stock to batches automatically in Production Batches, Sales Order Entry or Shipping.

Classification Codes - What to Do Next

After you complete setting up classification codes, you can proceed to set up commodity codes, and then enter inventory items.

Setting Up Item Allocation Classes

You will need to set up item allocation classes if you intend to allocate stock automatically to production batches, sales orders or shipments. You can designate an allocation class for each item. The allocation class indicates if the item will be allocated automatically or manually for production batches. OPM automatically allocates stock flagged for auto allocation when you "save" a production batch. You can then modify the automatic allocations, as desired.

You must link allocation classes (for automatic batch allocations) to the allocation parameters you require. You define these parameters on the Allocation Parameters form.

Item Allocation Classes Form - Procedure

To create item allocation classification codes, perform the following:

1. Navigate to the **Item Allocation Classes** form.
2. Complete the fields as described in the Fields topic.
3. Save the form.

Item Allocation Classes Form - Fields

Class

Enter the classification code that will identify items with the same characteristics and requirements. For example AUTOFIFO could denote AUTOmatic First In First Out. Required.

Description

Enter a brief description of the item allocation classification you are adding. Required.

Find Item Allocation Classes

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Item Allocation Classes - Procedure

To find item allocation classes:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Allocation Class Fields topic.
3. Click **Find**.

Find Item Allocation Classes - Fields

Class

Enter the item allocation class code to find.

Description

Enter the item allocation class code description to find.

Marked for Deletion

- Select Yes to find item allocation classes marked for deletion.
- Select No to find item allocation classes not marked for deletion.

Setting Up Item Cost Classes

Set up item cost classes to identify items by their cost range.

Item Cost Classes Form - Procedure

To create item cost classification codes, perform the following:

1. Navigate to the **Item Cost Classes** form.
2. Complete the fields as described in the Fields topic.
3. Save the form.

Item Cost Classes Form - Fields

Class

Enter the cost class code that will identify items with the same cost characteristics. For example FGOODS could represent finished goods. Required.

Description

Enter a brief description of the cost class you are adding. Required.

Find Item Cost Classes

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Item Cost Classes - Procedure

To find item cost classes:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Item Cost Classes Fields topic.
3. Click **Find**.

Find Item Cost Classes - Fields

Class

Enter the cost code to find.

Description

Enter the cost code description to find.

Marked for Deletion

- Select Yes to find item allocation classes marked for deletion.
- Select No to find item allocation classes not marked for deletion.

Setting Up Item Customs Classes

Set up customs classes for items that need to clear customs.

Item Customs Classes Form - Procedure

To create item customs classification codes, perform the following:

1. Navigate to the **Item Customs Classes** form.
2. Complete the fields as described in the Fields topic.
3. Save the form.

Item Customs Classes Form - Fields

Class

Enter the customs classification code that will identify items with the same customs clearance requirements. For example, enter MEXICO if the item has to clear Mexican customs. Required.

Description

Enter a brief description of the classification you are adding. Required.

Find Item Customs Classes

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Item Customs Classes - Procedure

To find item customs classes:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Item Customs Classes Fields topic.
3. Click **Find**.

Find Item Customs Classes - Fields

Class

Enter the customs classification code to find.

Description

Enter the description of the customs class to find.

Marked for Deletion

- Select Yes to find customs classes marked for deletion.
- Select No to find item customs classes not marked for deletion.

Setting Up Item Freight Classes

Set up freight classes for items that have special freight requirements such as COD or FOB.

Item Freight Classes Form - Procedure

To create item freight classification codes:

1. Navigate to the **Item Freight Classes** form.
2. Complete the fields as described in the Fields topic.
3. Save the form.

Item Freight Classes Form - Fields

Class

Enter the freight classification code that will identify items with the same freight characteristics and requirements. For example, enter COD for "Collect On Delivery" classification. Required.

Description

Enter a brief description of the classification you are adding. Required.

Find Item Freight Classes

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Item Freight Classes - Procedure

To find item freight classes:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Item Freight Classes Fields topic.
3. Click **Find**.

Find Item Freight Classes - Fields

Class

Enter the freight classification code to find.

Description

Enter the description of the freight class to find. Required.

Marked for Deletion

- Select Yes to find freight classes marked for deletion.
- Select No to find item freight classes not marked for deletion.

Setting Up Item General Ledger Classes

Set up general ledger classes to group items by the general ledger into which their financial data is posted.

Item General Ledger Classes Form - Procedure

To create item general ledger classification codes:

1. Navigate to the **Item General Ledger Classes** form.
2. Complete the fields as described in the Fields topic.
3. Save the form.

Item General Ledger Form - Fields

Class

Enter the classification code that will identify items with the same general ledger characteristics and requirements. For example, enter FINISHED for finished goods. Required.

Description

Enter a brief description of the classification you are adding. Required.

Find Item General Ledger Classes

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Item General Ledger Classes - Procedure

To find item general ledger classes:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Item General Ledger Classes Fields topic.
3. Click **Find**.

Find Item General Ledger Classes - Fields

Class

Enter the general ledger class to find.

Description

Enter the general ledger class description to find.

Marked for Deletion

- Select Yes to find general ledger classes marked for deletion.
- Select No to find general ledger classes not marked for deletion.

Setting Up Item Inventory Classes

Set up inventory classes to group items that have similar inventory storage, location, or counting requirements.

Item Inventory Classes Form - Procedure

To create item inventory classification codes, perform the following:

1. Navigate to the **Item Inventory Classes** form.
2. Complete the fields as described in the Fields topic.
3. Save the form.

Item Inventory Classes Form - Fields

Class

Enter the inventory classification code that will identify items with the same characteristics and requirements. For example, enter VOC for Volatile Organic Compounds so that these materials can be located in an appropriate vented area. Required.

Description

Enter a brief description of the classification you are adding. Required.

Find Item Inventory Classes

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Item Inventory Classes - Procedure

To find item inventory classes:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Inventory Classes Fields topic.
3. Click **Find**.

Find Item Inventory Classes - Fields

Class

Enter the inventory class code to find.

Description

Enter the inventory class code description to find.

Marked for Deletion

- Select Yes to find inventory classes marked for deletion.
- Select No to find item inventory classes not marked for deletion.

Setting Up Item Planning Classes

You must set up planning classes if you intend to use Material Requirements Planning (MRP). These will be used to select items to be displayed on reports for a particular buyer or planner.

Item Planning Classes Form - Procedure

To create item planning classification codes, perform the following:

1. Navigate to the **Item Planning Classes** form.
2. Complete the fields as described in the Fields topic.
3. Save the form.

Item Planning Classes Form - Fields

Class

Enter the item planning classification code that will identify items with the same characteristics and requirements. For example, you could enter PKG for a buyer who purchases packaging materials. Required.

Description

Enter a brief description of the item planning classification you are adding. Required.

Find Item Planning Classes

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Item Planning Classes - Procedure

To find item planning classes:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Planning Classes Fields topic.
3. Click **Find**.

Find Item Planning Classes - Fields

Class

Enter the item planning classification code to find.

Description

Enter the item planning classification code description to find.

Marked for Deletion

- Select Yes to find item planning classes marked for deletion.
- Select No to find item planning classes not marked for deletion.

Setting Up Item Price Classes

Item Price Classes can be used to establish price lists in OPM Order Fulfillment, and to identify items by their selling price range. Prices can be defined either for items or item price classes.

Item Price Classes Form - Procedure

To create item price classification codes, perform the following:

1. Navigate to the **Item Price Classes** form.
2. Complete the fields as described in the Fields topic.
3. Save the form.

Item Price Classes Form - Fields

Class

Enter the price classification code that will identify items with the same pricing characteristics. Required.

Description

Enter a brief description of the price classification you are adding. Required.

Find Item Price Classes

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Item Price Classes - Procedure

To find item price classes:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Price Classes Fields topic.
3. Click **Find**.

Find Item Price Classes - Fields

Class

Enter the item price classification code to find.

Description

Enter the item price classification code description to find.

Marked for Deletion

- Select Yes to find item allocation classes marked for deletion.
- Select No to find item allocation classes not marked for deletion.

Setting Up Item Purchasing Classes

Set up purchasing classes to identify items with similar purchasing requirements.

Item Purchasing Classes Form - Procedure

To create item purchasing classification codes, perform the following:

1. Navigate to the **Item Purchasing Classes** form.
2. Complete the fields as described in the Fields topic.
3. Save the form.

Item Purchasing Classes Form - Fields

Class

Enter the classification code that will identify item purchasing classes with the same characteristics and requirements. Required.

Description

Enter a brief description of the item purchasing classification you are adding. Required.

Find Item Purchasing Classes

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Item Purchasing Classes - Procedure

To find item purchasing classes:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Item Purchasing Classes Fields topic.
3. Click **Find**.

Find Item Purchasing Classes - Fields

Class

Enter the item purchasing class code to find.

Description

Enter the item purchasing class code description to find.

Marked for Deletion

- Select Yes to find item purchasing classes marked for deletion.
- Select No to find item purchasing classes not marked for deletion.

Setting Up Item Shipping Classes

Shipping Classes can be used to define preferred shipment facilities or to identify items with similar shipping requirements.

Item Shipping Classes Form - Procedure

To create shipping classification codes, perform the following:

1. Navigate to the **Shipping Classes** form.
2. Complete the fields as described in the Fields topic.
3. Save the form.

Item Shipping Classes Form - Fields

Class

Enter the classification code that will identify items with the same shipping characteristics and requirements. Required.

Description

Enter a brief description of the item shipping classification you are adding. Required.

Find Item Shipping Classes

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Item Shipping Classes - Procedure

To find item shipping classes:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Shipping Classes Fields topic.
3. Click **Find**.

Find Item Shipping Classes - Fields

Class

Enter the item shipping classification code to find.

Description

Enter the item shipping classification description to find.

Marked for Deletion

- Select Yes to find item shipping classes marked for deletion.
- Select No to find item shipping classes not marked for deletion.

Setting Up Item Sales Classes

Set up item sales classes to identify items with similar sales patterns or conditions.

Item Sales Classes Form - Procedure

To create sales classification codes:

1. Navigate to the **Sales Classes** form.
2. Complete the fields as described in the Fields topic.
3. Save the form.

Item Sales Classes Form - Fields

Class

Enter the item sales classification code that will identify items with the same characteristics and requirements. Required.

Description

Enter a brief description of the item sales classification you are adding. Required.

Find Item Sales Classes

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Item Sales Classes - Procedure

To find item sales classes:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Sales Classes Fields topic.
3. Click **Find**.

Find Item Sales Classes - Fields

Class

Enter the item sales classification code to find.

Description

Enter the item sales classification code description to find.

Marked for Deletion

- Select Yes to find item sales classes marked for deletion.
- Select No to find item sales classes not marked for deletion.

Setting Up Item Storage Classes

Set up item storage classes to identify items requiring similar storage conditions (for example, temperature, humidity, security, and so forth).

Item Storage Classes Form - Procedure

To create classification codes, perform the following:

1. Navigate to the **Storage Classes** form.
2. Complete the fields as described in the Fields topic.
3. Save the form.

Item Storage Classes Form - Fields

Class

Enter the item storage classification code that will identify items with the same characteristics and requirements. Required.

Description

Enter a brief description of the item storage classification you are adding. For example, you could enter FREEZE for items that must be stored frozen. Required.

Find Item Storage Classes

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Item Storage Classes - Procedure

To find item storage classes:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Item Storage Classes Fields topic.
3. Click **Find**.

Find Item Storage Classes - Fields

Class

Enter the item storage classification code to find.

Description

Enter the item storage classification code description to find.

Marked for Deletion

- Select Yes to find item storage classes marked for deletion.
- Select No to find item storage classes not marked for deletion.

Setting Up Item Tax Class Associations

You may assign a tax association code to each item that you define. This class is used when defining tax authorities and rates.

Item Tax Class Associations - Form

To create classification codes, perform the following:

1. Navigate to the **Item Tax Class Associations** form.
2. Complete the fields as described in the Fields topic.
3. Save the form.

Item Tax Class Associations - Fields

Tax Class

Enter the tax class to associate with the item. For example, type EXEMPT for tax exempt items. Required.

Description

Enter a brief description of the tax class. Required.

Item

Enter the item that you wish to associate with the entered tax class. Required.

Description

The item description is displayed.

Find Item Tax Class Associations

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Item Tax Class Associations - Procedure

To find item tax classes:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Item Tax Class Associations Fields topic.
3. Click **Find**.

Find Item Tax Class Associations - Fields

Tax Class

Enter the tax class to find that is associated with the item.

Description

Enter a brief description of the tax class to find.

Marked for Deletion

- Select Yes to find tax class associations marked for deletion.
- Select No to find tax class associations not marked for deletion.

Commodity Codes

Overview

International Statistical Reporting (Intrastat) requires monthly reports about all imports and exports between members of the European community. The Items form in OPM enables you to associate commodity codes with items for Intrastat reporting.

Commodity codes are reference codes associated with a class of product. You set up commodity codes on the Commodity Codes form and then enter the appropriate code on the item master.

Commodity Codes Profile Value

Note: See also *OPM System Administration* user's guide for information on how to set the Commodity Codes Profile Value.

The SY$INTRASTAT code Profile Value controls the presence (set to 1) or absence (set to 0) of the entire Intrastat module. Many things must be in place to run Intrastat successfully; the commodity code for an item is just one element. If the Profile Value is set to on (1), all the elements are required and Intrastat works. If the profile value is set to off (0), those elements are not required and Intrastat is not available. This is not a Profile Value to turn on and off at will; it should carefully planned and executed by your systems and DBA staff in concert with an OPM Consultant. If SY$INTRASTAT is set to 1, it will likely never be turned off without similar systems work.

Setting Up Commodity Codes

Commodity codes are reference codes associated with a class of product. The code is used for classifying items exported to countries outside the European Community (EEC), and exported or imported among the its own member countries. In 1988, the US, Canada, Japan, the European Free Trade Association (EFTA) and other countries agreed to standardize these codes. Each item may have one commodity code.

Commodity Codes Form - Procedure

1. Navigate to the **Commodity Codes** form.
2. Complete the fields as described in the Fields topic
3. Save the form.

Commodity Codes Form - Fields

Code

Enter the standard commodity code used for European Intrastat reporting.

Commodity Code Description

Enter a description of the code.

Find Commodity Codes

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query find option displays a separate block called the Find form, where you enter your search criteria.

Find Commodity Codes - Procedure

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Commodity Codes - Fields topic.
3. Click **Find**.

Find Commodity Codes - Fields

Code

Enter the standard commodity code used for European Intrastat reporting.

Description

Enter the description of the code to find.

Marked for Deletion

-   Select Yes to find commodity codes marked for deletion.
-   Select No to find commodity codes not marked for deletion.

Inventory Items

Defining Inventory Items

In order for you to perform inventory transactions, you must first define all of the items that will be included in those transactions. These include the items that you inventory, and also noninventory items used in production (such as air or water).

For setup of items controlled by lots and sublots, you should read the *Lot Control* topic. Lots and sublots allow you to divide quantities of an item based on whatever criteria you decide (for example, receipts of the same item from different vendors or quantities produced by different batches).

This following task information is presented:

- Defining Unit of Measure Types
- Converting Units of Measure
- Creating Inventory Items
- Using the Items Form Menu
- Finding Items
- Understanding Item Coding Conventions
- Defining Product Packaging
- Costing Items
- Pricing Items
- Using Dual Unit of Measure Control
- Warehousing Items
- Creating Initial Inventory
- Allowing Negative Inventory Quantities

Units of Measure - Overview

Before you can define items, you must first define the various units of measure in which the items will be stocked, processed, and sold. On the Items form, you will also have the option to establish dual stocking units to allow you to stock the same item in two different units (for example, "liters" and "eaches").

Defining Unit of Measure Types

You must define an appropriate unit of measure type before you can define an actual unit of measure. For example, before you can define the unit "liter", you must define a type for "volume". You define unit of measure types on the System Module-related Unit of Measure Types form. The first unit of measure that you enter for each type becomes the reference unit of measure for that type. For example, if the first unit of measure you define for volume is the unit liters, then liters becomes the reference unit for volume-based units of measure.

Converting Units of Measure

If you enter additional units for a unit of measure type, you must specify conversions between the new units of measure and the reference unit. These conversions will let you convert among various units of measure of the same type (for example, the volumetric conversion of liters to gallons or gallons to quarts).

These units of measure conversions differ greatly from item lot/sublot conversions that allow you to convert item units of one type to units of another type. For example you can convert from pounds (gravimetric units) to gallons (volumetric units).

Conversions are useful when you stock or purchase items in one unit of measure, but sell or use them in production batches in another unit of measure. Refer to *OPM System Administration* user's guide for a complete discussion of UOM entry and conversion.

Unit of Measure Form- Conversions - Procedures

To define units of measure:

1. Navigate to the **Units of Measure** form in the System Administration module.
2. Complete the fields as described in the Fields topic.
3. Save the form.

Units of Measure Form- Conversions - Fields

UOM Code

Enter the code that will identify this unit of measure. Try to choose an accepted or logical abbreviation for the unit (for example, you would enter DZ for dozen, LB for pound, or GAL for gallon). Before creating new units of measure, make certain that the one you desire has not already been entered. Required.

Description

Enter a brief description of the unit. Required.

UOM Type

Enter the type code that is consistent with the unit of measure you are adding. For example, if you are adding DZ (dozen) as the unit, enter the type code for count. Entering a type code for volume would be inappropriate. The first association of type with a unit of measure code establishes the standard unit of measure for that type. For example, if you first associate eaches with the type code for count, eaches will be the standard unit of measure for the count type.

You will specify a factor for converting the new unit of measure to the standard unit for this unit of measure type. Whenever you manage an item by separate unit of measure types, you must set up a standard conversion on the Item Lot/Sublot Standard Conversion form. Required.

Conversion Factors

(Conversion panel)

In the first Factor field, specify the factor that will convert the new unit to the standard unit. For example, if the unit you are adding is "dozens" and the standard unit (shown in the Reference UOM field) for this unit of measure type is "eaches", enter 12, since a dozen contains 12 each.

Tip: To help you understand conversion factors, imagine the number 1 precedes the first unit of measure displayed on each line. Think of the word "to" as an equal sign (=). Enter the result that balances the equation in the TO field. In the illustration given previously, one dozen (DZ) "equals" 12 eaches (EA). One each "equals" 0.0833333333 dozen.

You may enter the conversion factor from either of the Conversion Factor fields (the system will calculate the other field automatically). For example, if the standard unit for this unit of measure type is each (1), and the unit of measure you are adding is dozens, you may enter "0.0833333333" as the second conversion factor (eaches to dozens).

Units of Measure - Conversions to Standard Unit - What to Do Next

Define Items using the Items form.

Creating Inventory Items

Inventory items are the raw materials, intermediate products, and finished goods that you purchase, produce, and sell.

You must define an item code to represent each item record throughout OPM. This record defines the stocking requirements for the item (shelf life, location control, lot/sublot control, and dual unit of measure control).

You must define both inventory and noninventory items to OPM before they can be included in formulas and batches during inventory processing. Noninventory items could include items such as water or pressurized air, which are used in production batches, but may not inventoried (unless, of course they are purchased from an outside vendor).

Note: Oracle Applications Purchasing Module Users--After creating a purchased item on the OPM Item Master, you must navigate to the Oracle Applications Category Sets form to assign a default Category Set. This category set will be used in both Purchasing and Inventory modules. See the *Oracle Applications* user's guide for additional information.

Creating Inventory Items - Preliminary Procedures

Note: To use Item/Lot maturity, you must set the SY$CPG_INSTALL Profile Value to 1 in the System Administration module. See the *OPM System Administration* user's guide for detailed information.

1. Create valid units of measure (or confirm that they exist) using the Unit of Measure form (from the System Administration module).

2. If you intend to assign an inventory type to an item, you must define the type using the Inventory Types form. Inventory types identify items as finished goods, intermediate products, raw materials, and so forth. If you intend to assign a QC grade to the item, you must define grade codes on the Grade Codes form.

3. Define ABC codes (set up in Physical Inventory module) on the ABC Rank Information form if you intend to assign an ABC ranking to the item.

4. Define lot status codes on the Lot Status form (in Inventory Setup) if you intend to flag an item for control by lot status.

5. If you intend to use Intrastat reporting, define commodity type on the Commodity Codes form.

6. Define all item classes, including: Sales, GL, Shipping, Freight, Price, Cost, Storage, Inventory, Purchasing, Allocation, Customs, Planning, Sequence, and Cost.

7. If you plan to use the Item Approval workflow, make certain that you set up the Item Approval form before you create items. See also *Workflows* for additional information.

Items Form - Procedure

See also *Creating Inventory Items - Preliminary Procedures* before proceeding.

Note: You must complete the preliminary procedures for creating inventory items before you create an item on the item master.

1. Navigate to the **Items** form.
2. Complete the fields as described in the Fields topic.
3. Save the form.

Note: If you use Intrastat reporting (with the SY$INTRASTAT Profile Value set to 1 in System Administration), the Item Supplemental Details form will display when you save the form. See also the *OPM Intrastat* user's guide for details on this form.

Note: You can use Attachments with this form. See *Oracle Applications* for detailed information on attachments and folders.

Note: You can define Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets ([ ]). See the *Oracle Applications Flexfields Guide* for detailed information.

Creating Inventory Items - Fields

Item

Note: You may wish to refer to the *Sample Item Coding Conventions* discussion before proceeding with the naming of items.

Enter a code for the new item you are adding. This can be an inventory item (such as a raw material) or a noninventory item (such as water). Required.

Description

Enter a brief description for the item you are adding. Required.

Comment

You may enter a brief comment or secondary name for the item. This information displays only on the Items form for added reference.

Alternate Item A

If this item is (or was) identified by an alternate code outside of OPM, enter the primary alternate code in this field. This field is for reference purposes only. Optional.

Alternate Item B

If this item is (or was) identified by an alternate code outside OPM, enter the secondary alternate code in this field. This field is for reference purposes only. Optional.

Warehouse Item

This field can reduce the amount of data entry required for items that share identical plant-warehouse consumption and replenishment rules. You can define a warehouse item code that is shared by multiple items, and which represents sourcing and replenishment rules used by Production MRP and MPS.

Note: Warehouse Rules, Production Rules, and Warehouse Transfer Rules do not use this.

Inactive

Specify if this is an active or inactive inventory item.

- Choose the Inactive box to indicate the item is inactive. If you enter this item code anywhere in OPM, the system will not accept it and will remind you that the item is inactive.

- Clear the Inactive box to indicate the item is active.

Experimental

- Choose the Experimental box to indicate the item is experimental. This tag prevents you from loading the item into a regular formula in the Formula Management module. You can, however, use it in a formula in the Laboratory Management module.

- Clear the Experimental box to indicate the item is not experimental.

Dual Control

(Unit of Measure panel)

You have the option of controlling the item in two units of measure. You can control the item across unit of measure types (for example, between eaches and ounces) or within a unit of measure type (for example, between pounds and kilograms).

- Select Non-Dual if the item is only to be controlled in one unit of measure.

- Select Fixed if you want the item to be dual unit of measure controlled *without* tolerances (entered as deviation factors). Whenever an inventory transaction is entered for the item in the

primary unit of measure, the system automatically converts it to the secondary unit (or, if you enter the secondary unit, the system converts it to the primary unit).

- Select Default if you want the item to be dual controlled with entry of the secondary unit of measure quantity. Whenever an inventory transaction is entered for the item in the standard unit of measure, OPM will convert it to the secondary unit (or, if you enter the secondary unit, the OPM converts it to the primary unit) with your permission. You can manually override the quantity as long as you stay within tolerance. If the quantities entered do *not* fall within the tolerances established, OPM will indicate that an invalid quantity has been entered. The transaction will not be saved until you reenter it within tolerance.

- Select No Default if you want the item to be dual controlled but with required entry of the secondary unit of measure quantity. You will need to calculate and enter the second unit of measure manually before the transaction can be processed. If the quantities entered do *not* fall within the tolerances established, OPM will indicate that an invalid quantity has been entered, The transaction will not be saved until you reenter it within tolerance.

UOM

(Unit of Measure panel)

Enter the code for the item's primary unit of measure.

Dual

If the item is dual unit of measure controlled, enter the code for the item's secondary unit of measure.

Deviation Factor+

(Unit of Measure panel)

The positive tolerance (a percent expressed as a decimal) that you will accept in dual controlled conversion. For example, you would enter a 5% (above) Deviation Factor as 0.05.

Deviation Factor-

(Unit of Measure panel)

The negative tolerance (a percent expressed as a decimal) that you will accept in dual controlled conversion. For example, you would enter a 5% (below) Deviation Factor as 0.05.

Type

(Code panel)

Note: Define type codes on the Inventory Types form. The type code is used for your reference and reporting purposes.

Enter a valid type code, which identifies the item as being a finished good, a byproduct, an ingredient, or other defined item type.

ABC Rank

(Code panel)

Note: Define ABC codes on the ABC Rank Information form in the Physical Inventory module.

ABC rankings classify items based on the relationship of monetary value to stock volume or quantity. This allows for value-specific control, and greater control of high-value items (for example, in the physical inventory cycle). For instance, an expensive spice may be an A item, while a bulk item such as flour may have a C classification. Enter the code (A, B, C) or other four-character code that describes the classification of this item.

Note: Once you set the flags for the following fields you cannot change them after transactions (for example, creating initial inventory) have been processed for the item.

Commodity

(Code panel)

Note: This field is dependent on the Profile Value set for SYSINTRASTAT. See *OPM System Administration* user's guide for more information.

Specify the commodity code for Intrastat reporting. Commodity codes are reference codes associated with a class of product. This code is used for exporting to countries outside the EC, and exporting or importing among the EC countries.

Noninventory

(Controls alternate region)

- Select Yes if this is a noninventory item
- Select No if this is an inventory item.

If this is an inventory item (that is, one for which quantities are included in onhand totals), the default No applies. Select Yes for a noninventory item (such as water) that you use in production , but for which quantities are not considered as onhand inventory by MRP (MRP does not plan replenishment).

Location

(Controls alternate region)

Locations are subdivisions within warehouses. Location numbers can (at your discretion) become part of the code necessary to identify inventory items. Both items and warehouses may be controlled by locations.

- Select Non-Location if the item is not location controlled. This is the default.
- Select Validated for location control where the item will be stored only in valid, predefined warehouse locations.
- Select Non-Validated for location control where the item may be stored in warehouse locations that are not defined (an ad hoc warehouse location).

Lot

(Controls alternate region)

Lot controlled items must have valid lot numbers in order to process inventory transactions, such as receipts or production allocations. For allocations, you can temporarily allocate against a default lot, but you must eventually specify a valid lot before you can complete the allocation transaction.

- Select Yes to use lot control on the item.
- Select No to use no lot control on the item.

Indivisible

(Controls alternate region)

Here you may indicate if the lot or sublot may be divided when allocated for production, sales, or shipment.

- Select Yes if the lot cannot be divided. The original lot quantity cannot be altered unless you make an adjustment to the lot quantity itself.
- Select No if the lot can be divided.

Sublot

(Controls alternate region)

Here you indicate if the lot may be broken into sublots. Therefore, all transactions for the item must include a lot number, and optionally a sublot number (inventory balances for the item are maintained by lot and sublot number).

- Select Yes to use sublot control on the item.
- Select No to use no sublot control on the item.

Grade

(Controls alternate region)

A grade code represents specific characteristics assigned for a lot.

- Select Yes if this item is grade controlled. Enter a valid QC grade code in the Default field.
- Select No if this item is not grade controlled.

Default

(Controls alternate region)

Enter the default grade. Required (for QC graded items).

Status

Status indicates whether lots can be used for various purposes such as production, sales, shipping or MRP. For lot status-controlled items, inventory transactions are created (optionally) when you change the lot status on the Quantities form (this produces an audit trail). The Non-Status default applies if there will be no lot status control.

- Choose Non-Status if there is no lot status to be assigned.
- Choose With Inventory if the item is status controlled, and you want inventory transactions created whenever you change the status of a lot. Specify the lot status that will be the default for this item when you create lots for it in the Default field.
- Choose No Inventory if the item is status controlled but you do not want inventory transactions created whenever you change the status of a lot.

Default

Enter the default status. Required (if lots and sublots are status controlled).

Matching

(This field is for future use.)

Sales

(Classes alternate region)

Enter the code that indicates the grouping of items with similar sales characteristics.

GL

(Classes alternate region)

Enter the code that indicates the grouping of items with similar general ledger characteristics.

Ship

(Classes alternate region)

Enter the code that indicates the grouping of items with similar shipping characteristics.

Freight

(Classes alternate region)

Enter the code that indicates the grouping of items with similar freight characteristics.

Price

(Classes alternate region)

Enter the code that indicates the grouping of items with similar pricing characteristics.

Cost

(Classes alternate region)

Enter the code that indicates the grouping of items with similar cost characteristics.

Storage

(Classes alternate region)

Enter the code that indicates the grouping of items with similar storage characteristics.

Inventory

(Classes alternate region)

Enter the code that indicates the grouping of items with similar inventory characteristics.

Purchase

(Classes alternate region)

Enter the code that indicates the grouping of items with similar purchasing characteristics.

Allocation

(Classes alternate region)

Enter the code that indicates the grouping of items with similar allocation characteristics.

Customs

(Classes alternate region)

Enter the code that indicates the grouping of items with similar customs characteristics.

Planning

(Classes alternate region)

Enter the code that indicates the grouping of items with similar planning characteristics.

Sequence

(Classes alternate region)

Enter the code that indicates the grouping of items with similar operation sequence characteristics. See the Capacity Requirements Planning module for more information.

Cost Ref

(Classes alternate region)

Enter the code that indicates the grouping of items with similar cost method calculation characteristics. See the Cost Management module for more information.

Using the Items Form Special Menu

You can use the following menu features on the Items form Special menu.

QC Additional Information

Retrieves the Item Quality Control Additional Information form, where you may enter quality control information (such as shelf life and retest date) for lot controlled items. Information entered here will be used as defaults when creating lots. See the *Guide to OPM Quality Management* for more on quality information for items.

You can only retrieve this form if the item is QC grade controlled. It is not available when you are entering a new item.

Conversions

Retrieves the Item Lot/Sublot Std Conversion form, where you define UOM conversions for items, lots, and sublots. Refer to the Item Lot/Sublot Conversion discussion.

The Item Lot/Sublot Conversion form is retrieved automatically when saving a dual Unit of Measure item for the first time.

Specifications

Retrieves the Quality Control Item/Location Specifications form, where you can assign quality specifications for an item in an established location. See also *OPM Quality Management* user's guide for more on assigning item specifications.

The Item/Location Specifications form is retrieved only if an existing item record is displayed on the Items form in update mode. This option is not available while you are adding a new item.

Samples

Retrieves the Quality Control Item/Location Samples form, where you may record item samples taken from inventory for quality control testing. See also *OPM Quality Management* user's guide for more information on assigning item specifications and accepting samples.

The Quality Control Item/Location Samples form is retrieved only if an existing item record is displayed on the Items form in update mode. This option is not available while you are adding a new item.

Costing

Retrieves the Cost Details form (from the Costing module). Here you may define your production costs for items (products, formula items, or ingredient costs). See the *OPM Cost Management* user's guide for additional information on defining item costs.

The Cost Details form is retrieved only if an existing item record is displayed on the Items form in the update mode. This option is not available while you are adding a new item. You can use this information to refine or develop item costs.

Results

Retrieves the Quality Control Item/Location Results form, where you may enter the results of assay tests based on item/location specifications. See the *Guide to OPM Quality Management* for more information on entering test results.

The Results form is retrieved only if an existing item record is displayed on the Items form in update mode. This option is not available while you are adding a new item.

Customer Generics

Refer to the Order Fulfillment module for an explanation of this field.

Item Supp Dtls

Retrieves the EC Items Supplemental Details form. This form is used for Intrastat reporting purposes. See also *OPM Intrastat Reporting* user's guide for details on this form.

Find Items

There are several options for locating a record and populating a form.
The Query Find option displays a separate block called the Find form,
where you enter search criteria.

Find Items - Procedure

To find items:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Items Fields topic.
3. Click **Find**.

Find Items - Fields

Item

Enter the item code to find.

Description

Enter the description of the item code to find.

Non Inventory

- Select Yes to find a noninventory item.
- Select No to find an inventory item.

Lot Controlled

- Select Yes to find a lot controlled item.
- Select No to find an item that is not lot controlled.

Inactive

- Select Yes to find an inactive item.
- Select No to find an active item.

Marked for Deletion

- Select Yes to find an item that is marked for deletion.
- Select No to find an item that is not marked for deletion.

Inventory

(Classes panel)

Enter the code that indicates the grouping of items with similar inventory
characteristics to find.

Ship

(Classes panel)

Enter the code that indicates the grouping of items with similar shipping
characteristics to find.

Purchase

(Classes panel)

Enter the code that indicates the grouping of items with similar purchasing characteristics to find.

GL

(Classes panel)

Enter the code that indicates the grouping of items with similar general ledger characteristics to find.

Cost Ref

(Classes panel)

Enter the code that indicates the grouping of items with similar cost method calculation characteristics. See the Cost Management module for more information to find.

Allocation

(Classes panel)

Enter the code that indicates the grouping of items with similar allocation characteristics to find.

Storage

(Classes panel)

Enter the code that indicates the grouping of items with similar storage characteristics to find.

Cost

(Classes panel)

Enter the code that indicates the grouping of items with similar cost characteristics to find.

Customs

(Classes panel)

Enter the code that indicates the grouping of items with similar customs characteristics to find.

Price

(Classes panel)

Enter the code that indicates the grouping of items with similar pricing characteristics to find.

Sales

(Classes panel)

Enter the code that indicates the grouping of items with similar sales characteristics to find.

Freight

(Classes panel)

Enter the code that indicates the grouping of items with similar freight characteristics to find.

Planning

(Classes panel)

Enter the code that indicates the grouping of items with similar planning characteristics to find.

Sequence

(Classes panel)

Enter the code that indicates the grouping of items with similar operation sequence characteristics to find. See the Capacity Requirements Planning module for more information.

Entering Quality Control Information

The Quality Control form lets you specify additional quality control information for an item.

Quality Control - Procedure

To enter quality control additional information, proceed as follows:

1. Navigate to the **Items** form.

2. Enter all information required for the item as described in the *Creating Inventory Items* topic. Make certain that in addition to the required fields that you enter:

   - **Lot** - **Yes**

   - **Grade** - **Yes**

   - **Default** - Enter the default QC grade assigned in the Quality Control module.

3. From the **Special** menu, select **QC Additional Information**.

4. Complete the fields as described in the Fields topic.

5. Select **OK**.

Quality Control - Fields

Retest Interval

Enter the retest interval in days.

Shelf Life

Enter the shelf life for the item in days. A value greater than zero must be entered here or the item will expire on the day it is created.

Hold Reason

Enter the Hold Reason code defined in the Quality Control Module. This hold reason is assigned to the item/lot to indicate that it should not be sold or used for production. The default description appears in the field to the right of the code.

Expiration Interval

Enter the expiration interval for the Action in days.

Action

Enter the QC Action code defined in the Quality Control Module. This Action code states what should be done to items that expire or do not meet QC test specifications.

Reference Item

Enter the reference item for this item. This is an informational field that can be used to relate this item to a similar QC-controlled item.

Understanding Item Coding Conventions

> **Note:** The following discussion offers only "suggestions" on item number formatting. Your company may require other specific formats, or no format at all. OPM does not require that item numbers be in any particular format.

For the most part, as long as you stay within the character limit, the item code may be formatted completely at your discretion. You may create codes that reflect not only the specific item being defined, but also the warehouse in which it is stocked, the accounting division to which transactions post, and so forth.

The item code format reflects your standardized or reference preferences. Nothing about the item code structure itself controls where or how transactions will post. However, numbering format can influence which items will appear in online queries and reports when you select a range of items for inquiry.

Item codes can have a prefix that identifies that the item is a bulk item, a package (container) item, or a finished end-level item.

Here are some examples:

- BLKFL100 - 100 lb bag/raw flour - the prefix BLK indicates a bulk supply item
- PKG24350 - box for 24 count - the prefix PKG indicates a package container (a box) for 24 count of an item
- WHOASP200 - 200 count aspirin - the prefix WHO indicates an finished end-level item for sale

Item codes may reflect administrative elements of your company to which transactions for these items will post.

Here are some examples:

- NY10ASP200 - 200 count aspirin - the prefix NY indicates that posting for transactions will be to the New York-based organization.
- LAPKG24350 - box for 24 count - the prefix LA indicates box was produced or stocked in Los Angeles warehouse.

Defining Product Packaging

Use the Formulas form to define standard package formulas. Define the bulk items and container as ingredients, and the finished, packaged item as the product. See *the OPM Formula Management* user's guide for additional information.

Costing Items

Note: You must have effective formulas already defined for the products that you will be costing. See *OPM Formula Management* for details defining formulas.

After you have defined items , packages, and formulas for your products, you must determine how much it costs you to produce a unit of each item.

You can cost:

- finished goods (which are the end result of batches)
- intermediate products (those produced during a batch, but not the finished product)
- individual ingredients.

To determine the cost of an intermediate product or finished good, you will "roll up" the costs for these component ingredients to reflect the total product cost.

For example: To calculate the cost of a unit (loaf) of white bread, you must first define the costs of the component ingredients (flour, milk, eggs, yeast, salt, sugar, vitamins, and preservatives). You must then roll the cost of each component ingredient into the cost of the finished goods (the white bread). Using the forms available in the Costing module, you can define the information that OPM requires to calculate the cost of finished goods, intermediates, or ingredients.

Note: The procedures for defining costing are included in *the OPM Cost Management* user's guide.

Costing Items - Procedural Summary

Note: The procedures for establishing costs are included in the *OPM Cost Management* user's guide. Please refer to this for costing procedures.

Here is a procedural summary:

1. Add cost method codes (using the Cost Method Codes form in the Cost Management module) to define the type of costing method you use.
2. Use the Cost Analysis Codes form from the Costing module to define cost categories (such as direct labor, indirect labor, value added costs and nonvalue-added costs). You will then link an analysis code to each item you cost. The analysis code is a link between the Cost Management module and other OPM modules.
3. Define cost effectivity dates on the Cost Management module Cost Calendars form.

4. Define cost component classes using the Costing module's Cost Component Classes form. Each code identifies a different class of a resource.

5. Use the Cost Burdens form in the Cost Management module to define burdens for each item to be costed. Burden costs are those added to regular resource costs to cover overhead.

6. Use the Start Cost Rollup form to determine the cost of producing the product.

7. Use the Cost Details form to define costs for new items and ingredients.

Pricing Items

Note: For a complete discussion of pricing, see the *OPM Order Fulfillment* user's guide.

OPM offers many options for calculating the prices charged to customers for products. These options are discussed separately.

Pricing Strategies

OPM Pricing allows you to maintain date range effectivities for price lists and contracts. You can define each effectivity for a whole group of customers, or a single customer. You can also define price list effectivities in advance to account for seasonal price changes.

Pricing also allows you to define price lists that offer breaks based on order line item value for a product item; pricing can be established as a discount or surcharge that is factored from a base rate. These price lists can be linked to an entire group of product items, identified by inventory price class, or the price lists can be restricted to a specific product item.

See the *Pricing* discussions in the *OPM Order Fulfillment* user's guide for detailed pricing procedures.

Using Dual Unit of Measure Control

Dual unit of measure controlled (dual-controlled) items can be stocked in two units of measure. Refer to *Dual Unit of Measure Control Options* for the four options.

> **Note:** In order to convert an item to a unit of measure of another type, you must establish a conversion between types on the Item Lot/Sublot Standard Conversion form. For lot/sublot-controlled items, you can restrict these conversions to specific lots or sublots, or make them effective for all item lots. For example, if you stock an item in "eaches" (count) but you want to allocate it to production batches in "pounds" (mass), you must establish a conversion between the unit of measure types.

Dual Unit of Measure Control Options

You have four options for flagging an item for dual control on the Items form using Dual Control in the Unit of Measure panel.

- Non-Dual - Inventory is stored in only one unit of measure .

- Fixed - When you enter an item quantity in one unit, OPM converts the quantity to the second unit; both quantities display. If you change the quantity for one of the units, the system automatically adjusts the other unit quantity based on the conversion you established on the Item Lot/Sublot form.

- Default - When you enter an item quantity in the primary unit of measure, OPM calculates the quantity in the secondary unit of measure. However, you can change the quantity in the secondary unit of measure without changing the quantity in the primary unit of measure. This is used when the conversion between units of measure can fluctuate.

  Use the Deviation+ field and Deviation- field to enter acceptable deviations as decimal values. This will produce a plus-or-minus tolerance of acceptability. If the allowable transaction quantity deviation for the item is 10 percent higher or lower than the established conversion, you would enter 0.10 in both the Deviation+ and Deviation- fields.

  For example, you may inventory an item in drums (count) and gallons (volume). Each drum normally contains 55 gallons, but may occasionally be overfilled or underfilled. Using dual unit of measure Default control, a receiving clerk can specify that one drum was received, but contained only 53 gallons.

  Note the parameters shown.

  - Item: AD 400
  - Primary Unit: DR (drums)
  - Secondary Unit: GA (gallons)

- Item Lot/Sublot Standard Conversion: 1 drum = 55 gallons
- Deviation: +/- 0.10 (10%)

Using the parameters shown, OPM will perform the conversion from drums to gallons automatically. However, you can override this conversion as long as you stay within the tolerances established by the deviation factors. If you tried to specify that 1 drum was received, but it contained 65 gallons, OPM asks you if you want to convert for this transaction. OPM informs you that an invalid quantity has been entered and the conversion cannot be done.

- No Default- This option is similar to Default, but it is used when the default conversion between the two units of measure is usually not the same. The quantity does not automatically display in the secondary unit of measure when you specify the quantity for the primary unit. You must calculate and enter the second unit of measure manually before the transaction can be processed. Use the Deviation+ field and Deviation- field to enter acceptable deviations as decimal values. This will produce a plus-or-minus tolerance of acceptability. If the allowable transaction quantity deviation for the item is 10 percent higher or lower than the established conversion, you would enter as 0.10 in both the Deviation+ and Deviation- fields.

Warehousing Items

The Warehouse Item field on the Items form allows you to share plant-warehouse sourcing and replenishment rules established for another, established item. These rules are used by Production Management, Material Requirements Planning (MRP), and Master Production Scheduling (MPS) to determine which warehouse to source items from or automatically supply.

For example, if a variety of items share the same MRP replenishment rules, you can define a "model" item as the source of these rules. Each time you define a new item that shares these rules, you can enter the source item number in the Warehouse Item field.

Allowing Negative Inventory Quantities

> **Note:** The IC$ALLOWNEGINV Profile Value should only be set by your System Administrator. (It is possible to set this value if you have permission.)

There may be situations where you need to maintain negative inventory balances for items. In order for OPM to allow negative inventory balances in your warehouses, you must first set the IC$ALLOWNEGINV Profile Value in OPM System Administration. The Profile Value only pertains to transactions done using the Inventory Quantities form. You can always drive inventory negative in other parts of OPM.

Setting the IC$ALLOWNEGINV Profile Value.

To set the IC$ALLOWNEGINV Profile Value:

1. Navigate to the **Personal Profile Values** form in System Administration.

2. Query the IC$ALLOWNEGINV Profile Value.

3. Set the IC$ALLOWNEGINV:

   - Enter 1 to allow negative inventory balances with no warning shown when a transaction causes a negative balance.

   - Enter 2 to allow negative balances with a warning message shown each time a transaction causes a negative balance.

   - Enter 0 if negative balances will not be allowed.

4. Save the value. You must log out of OPM and restart it before the change will take effect.

Warehouse and Production Inventory

Setting Up Warehouses and Warehouse Rules

Defining a warehouse necessitates more than just describing the warehouse building and its address. You must indicate whether the warehouse is location controlled or if it is a consignment warehouse. You must also define the parameters (for example, safety stock, lead times) by which stock will be reordered.

Basic warehouse setup procedures are discussed first, followed by discussions of location control, various warehouse rules.

This section discusses:

- Defining Warehouses
- Using Location Control
- Setting Up Locations
- Using the Locations Form Special Menu
- Defining Warehouse Rules
- Running Warehouse Rules Reports
- Defining Warehouse Transfer Rules

This section also discusses:

- Defining Production Rules

Defining Warehouses

On the Warehouses form you may define each warehouse in which you stock your inventory (bulk materials, containers, finished goods, and packaged items). You can flag a warehouse as a consignment warehouse. You can also indicate whether the warehouse is location controlled. Any item (that is also flagged as location controlled) received, produced, or shipped into or out of a location-controlled warehouse must have a warehouse location assigned to it.

After you define this basic warehouse information, you can use the Warehouse Rules and Warehouse Transfer Rules forms to assign warehouse specifications to each item. These rules determine how OPM

handles the item when stocked for inventory, stocked for production, or stocked for transfer to and from other warehouses.

Later, you will assign initial inventory to established warehouses on the Quantities form.

Note: If the IC$ALLOWNEGINV value in Personal Profile values of System Administration is set to allow negative inventory balances, you can define negative initial inventory balances.

Warehouses Form - Procedures

To define warehouses, perform the following:

1. Define organizations using the Organizations form (System Module). Each warehouse must be linked to an established organization.
2. Navigate to the **Warehouses** form.
3. Complete the fields on the Warehouses form as described.
4. Save the form.

Note: You have the option of assigning a tax location code to each warehouse. This code determines the authority under which sales and shipments from this warehouse will be taxed. You must first define tax location codes using the Location Codes form in the OPM Tax module. You must then associate tax authorities to those location codes using the Location-Authority Association form (also in the Tax module).

Warehouses Form - Fields

Warehouse

Enter the code for the warehouse you are defining. You may want to choose a naming convention that groups all similar warehouses. OPM sorts all lookups and reports based on ASCII sort sequence (blanks, special characters, numbers, and letters). For example, to view all warehouses that stock finished goods only, you could initiate warehouse codes with the same character or characters. For example, New York-based warehouses could begin with NY. Required.

Description

Enter a brief description or name for the warehouse. Required.

Organization

Enter the Organization code. Each warehouse is assigned to an organization for accounting purposes. An organization may be a manufacturing plant or a structure used only for reporting purposes. The default description of the organization appears in the field to the right of the code you enter. Required.

Region

You may enter a code for the geographical region in which this warehouse resides. This is a code for your own reference.

Class

A warehouse class groups warehouses that have the same characteristics or are used for the same purpose. This is a code you may enter optionally for your own reference.

Tax Location

This predefined code indicates the tax authority under which the warehouse is taxed. Sales and shipments are taxed based on the authority associated with this location code.

Location Control

You may divide each warehouse into subsections called locations. You may indicate here if the warehouse is location controlled.

- Select Non-Location if there is no location control.

- Select Location if valid locations will be required in order to process transactions in this warehouse.

- Select Non-Validated if locations will be required to process transactions, but the locations are not to be validated.

Items may also be flagged (on the Items form) as being location controlled. It is the combination of the item's location flag and the warehouse location flag that determines the degree of location control that will be in effect. As a rule, both the item and the warehouse must be flagged for validated location control in order for true location control to be in effect.

Caution: You should not change the location control flag once an inventory balance of any item has been established in this way.

Consignment

Consignment warehouses are warehouses that belong to and are operated by the customer, at the customer site, but in which you store your goods. The customer regularly advises you of inventory quantity usage, for which you can print an invoice. A further discussion of consignment warehouses appears later in this chapter.

- Select Nonconsignment if this is not a consignment warehouse. This is the default.

- Select Consignment if this is a customer consignment warehouse.

Contact

Specify the name of a foreman or other contact at the warehouse. This field may require periodic updating to keep the information current. It is

useful to enter a job title (for example, Floor 10 Supervisor) rather than an individual name.

Phone

Enter the phone number at which the warehouse contact may be reached. Include the phone extension (EXT) if the main number is a switchboard rather than a direct dial.

Note: The next four fields require valid location codes in order to use. You must specify a valid warehouse code on the Locations form in order to define a new location. After you define the warehouse record and save it, exit the Warehouse form, then define valid locations on the Locations form. You can then access the Warehouse form again to update the warehouse record with the appropriate staging locations.

Shipping

(Default Staging Locations panel)

Reserved for future use.

Receiving

(Default Staging Locations panel)

For location-controlled warehouses, specify the location that will be the default receiving location when you use Purchasing Quick Receipts or PO Receiving to process receipts. You can override this location during receiving, as needed. This location is also used as the default for items that are placed in a warehouse via a consignment or transfer shipment in the Order Fulfillment Module.

Ingredient

(Default Staging Locations panel)

Reserved for future use.

Product

(Default Staging Locations panel)

Reserved for future use.

Warehouse Form Reports

The following are reports that you can generate about warehouse details and warehouse item quantities.

Warehouse Detail Report

This report lists data from the Warehouse form for the range of warehouses that you select. After you select the Warehouse Detail report from the Report menu, a dialog box displays for entry of your sort preference and data selection criteria. See also Inventory Control Reports for a complete discussion of this report.

Warehouse Inventory Report

This report lists inventory item quantities within each warehouse. For items controlled by dual units, quantities are shown in both primary and secondary units of measure. Total item quantities are also listed for all warehouses (in both primary and secondary units). See also Inventory Control Reports for a complete discussion of this report.

Warehouse Form - What to Do Next

If the warehouse is location controlled, proceed to the Locations form. Otherwise, proceed to the Warehouse Rules form where you can define purchase and reorder rules for items.

Find Warehouses

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Warehouses - Procedure

To find warehouses:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Warehouses Fields topic.
3. Click **Find**.

Find Warehouses - Fields

Warehouse

Enter the code for the warehouse you want to find.

Description

Enter a brief description or name for the warehouse you want to find.

Organization

Enter the Organization code you want to find.

Location Control

Enter the type of Location Control you want to find.

Marked for Deletion

Select Yes to find warehouses marked for deletion.

Select No to find warehouses not marked for deletion.

Using Location Control

You have the option of dividing your warehouses into areas called locations. A location can be an area of the warehouse, a group of shelves, a pallet, or anything you choose.

Locations allow you to store units of an item in the same (or different) warehouse, but still remain unique as items within the warehouse because they reside in different locations. Locations can be made to represent stock received on different dates, stock with different degrees of quality, or whatever you wish.

Items may also be flagged as location controlled. If both an item and the warehouse in which it is stocked are location controlled, a location code must be entered whenever the item number is entered on data entry forms or transaction forms.

Varying Location Control

OPM offers various degrees of location control. Validated location control requires that valid locations be specified on data entry forms whenever you enter an item or warehouse code. You define and maintain locations on the Locations form.

Non-validated location control requires that location codes be entered for the items and warehouses, but they do not have to be established (valid) locations.

Note: Location control is contingent on how both the items and warehouses are flagged. In order for validated location control to be in effect, both the item and the warehouse must be flagged for validated location control.

Understanding Location Control Rules

The four rules listed below outline the degree of location control that is available.

- If both the warehouse and the item are set for validated location control, then valid locations must be specified on documents (forms) that produce inventory transactions.

- If either the warehouse or the item is flagged for no location control, there is no location control in effect at all.

- If either the warehouse or the item is flagged for validated control, but the other is flagged for non-validated control, then nonvalidated control will be in effect.

Setting Up Locations

This form allows you to define locations within each specific warehouse. A warehouse location identifies an area within the warehouse (such as a bin, pallet, holding tank, or a portion of floor space). A location can also be mobile, such as a truck trailer or a railroad tank car.

You have the option of controlling a warehouse based on locations. You can also flag selected items for location control (on the Items form). If both the warehouse and items are controlled by locations, you must specify valid locations to process transactions for the items.

Locations Form - Procedures

To define locations, perform the following:

1. Create a valid warehouse using the Warehouses form. You must flag a warehouse as being location controlled before you can segment that warehouse into locations.
2. Navigate to the **Locations** form.
3. Complete the fields on the Locations form as described.
4. Save the form by selecting **Save** from the Edit menu.

Note: You can use Attachments with this form. See *Oracle Applications* for detailed information on attachments and folders.

Note: You can define Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets ([ ]). See the *Oracle Applications Flexfields Guide* for detailed information.

Locations - Fields

Warehouse

Enter the code for the warehouse for which you are defining locations. This must be a warehouse flagged for location control. Required.

Location

Enter the code for the new location you are adding. Required.

Description

Enter the name or a brief description of the location you are adding.

Capacity

(Capacity panel)

This field is reserved for future use.

UOM

(Capacity panel)

This field is reserved for future use.

Using the Locations Form Special Menu

You can use the following menu features on the Locations form Special menu.

Specifications

Retrieves the Quality Control Item/Location Specifications form, where you can assign quality specifications for an established item/location. This option is not available when you are adding a new location. The Item/Location Specifications form is retrieved only if an existing location record is displayed on the Locations form in the update mode.

Samples

Retrieves the Quality Control Item/Locations Samples form, where you may record item samples taken from inventory for quality control testing. This option is not available when you are adding a new location. The Item/Location Samples form is retrieved only if an existing location record is displayed on the Locations form in the update mode.

Results

Retrieves the Quality Control Item/Location Results form, where you may enter the results of assay tests based on item/location specifications. This option is not available when you are adding a new location. The Item/Location Results form is retrieved only if an existing location record is displayed on the Locations form in the update mode.

Inventory Locations Report

This report lists location detail from the Locations form, sorted by warehouse code or location code. You can restrict the report to the range of locations you want to review. After you select the Inventory Location Report from the Report menu, a dialog box allows you to enter the report parameters you desire. See *Inventory Control Reports* for the procedure to run this report.

Find Locations

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Locations - Procedure

To find locations:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Locations Fields topic.
3. Click **Find**.

Find Locations - Fields

Warehouse

Enter the code for the warehouse to find. This must be a warehouse flagged for location control.

Location

Enter the code for the location to find.

Description

Enter the name or a brief description of the location to find.

Marked for Deletion

Select Yes to find locations marked for deletion.

Select No to find locations not marked for deletion.

Defining Warehouse Rules

Using the Warehouse Rules form, you define the various reorder rules for a purchased item in all warehouses, or for a specific warehouse. For each item and warehouse combination you can define lead-times, safety stock, and reorder points. The Physical Inventory Module requires Warehouse Rules to enable cycle counting items. You may also enter physical inventory cycle count and ABC code information, and set flags to indicate to MRP if an item is to be purchased, manufactured, or transferred from another warehouse. See also *OPM Physical Inventory* user's guide or more information.

After you define warehouse stocking and reorder rules for your inventory items, you must define rules for manufactured items using the Production Rules form, and for warehouse transfer items using the Warehouse Transfers form.

Warehouse Rules - Procedures

To define warehouse rules:

1. Define inventory items using the **Items** form.
2. Define warehouses using the **Warehouses** form.
3. If you want to assign ABC codes to warehouse items, define ABC ranks on the **Physical Inventory ABC Rank** form.
4. Navigate to the **Warehouse Rules** form.
5. Complete the fields as described in the Fields topic.
6. Save the form.

Warehouse Rules - Fields

Item

Specify the item for which you are defining stocking and purchasing reorder rules. Required.

Warehouse

You have the option of applying warehouse rules for the item to all warehouses, or restricting them to one or more individual warehouses. Enter a valid warehouse code to restrict the rules to a single warehouse. Each warehouse must be linked to the warehouse rules individually to assure proper scheduling. Leave this field blank if there will be no restriction. Required.

Safety Stock

Safety stock is that level of inventory that enables you to cover unexpected changes in supply and/or demand (for make-to-order shops, this safety stock quantity may be zero). MRP suggests replenishment to this level when any demand pushes the available quantity below the safety stock quantity.

If you set warehouse rules for an item in more than one warehouse, the safety stock levels from all warehouses will be added together to produce the safety stock grand total.

Enter the safety stock quantity for the item in the warehouse you indicated (the default is 0). This quantity reflects the primary (stocking) unit of measure.

Reorder Point

This field controls when an item will appear on the Reorder Point Report.

Days Supply

This field indicates the number of days of inventory you want to stock in addition to the safety stock quantity. This differs from the safety stock quantity in that it is not fixed and varies based on demand.

When MRP hits the first net safety stock requirement (that is, the fist day on which it needs to make a recommendation for purchase), it will look at all the sources of demand at this number of days out, and will plan for all of it on the day of the first requirement.

Specify the number of days' supply to keep on hand.

Note: One or more of the following three indicator fields (Purchase, Produce, or Transfer) must be selected for MRP to consider the item for resupply. If more than one indicator is selected, MRP will use them in the following order: (1) Transfer, (2) Produce, and (3) Purchase.

Purchase

(Sources panel)

- Select the Purchase box if MRP should suggest purchasing this item.
- Clear the Purchase box if the item may not be purchased.

Produce

(Sources panel)

- Select the Produce box if MRP should suggest manufacturing this item.
- Clear the Produce box if the item may not be manufactured.

Transfer

(Sources panel)

- Select Transfer box if MRP should suggest warehouse transfers for this item.
- Clear the Transfer box if the item may not be transferred.

GL

(Inventory Classes alternate region)

(This field is for future use).

Description

(Inventory Classes alternate region)

(This field is for future use).

Ship

(Inventory Classes alternate region)

A shipping class identifies items with the same shipping requirements. Enter the applicable class code.

Description

(Inventory Classes alternate region)

Provides a description of the shipping class.

Freight

(Inventory Classes alternate region)

A freight class identifies items with the same freight requirements. Enter the applicable class code.

Description

(Inventory Classes alternate region)

Provides a description of the freight class.

ABC Rank

(Physical Classes alternate region)

ABC ranking lets you classify items based on the relationship of stock/volume quantity to monetary value. The rank assigned to an item determines its counting frequency. You set up ABC rankings for each warehouse on the ABC Rank Information form (Physical Inventory module). This grouping method allows for value-specific inventory control standards, including greater control of high-value items. The A group usually contains high value items stocked in low quantity (for example, a very expensive and potent spice). The B group usually contains medium-value items stocked in medium quantities (such as some forms of produce). The C group usually consists of low-value items stocked in quantity (for example, bulk items, such as flour).

Enter the ABC ranking code that reflects the value of this item in the specified warehouse (if you did not specify a warehouse, the ABC rank applies to the item in all warehouses).

Description

(Physical Classes alternate region)

Displays a description of the ABC Rank.

Count Class

(Physical Classes alternate region)

A count class refers to an exception status for a group of items (with zero or negative on-hand balances). The classification indicates whether or not items with zero or negative balances should be included in cycle counts. A cycle count is a regularly scheduled physical count of inventory. Enter the code that identifies the count class for the item for physical inventory. You must first define count classes on the Count Class form (Physical Inventory module).

Description

(Physical Classes alternate region)

Provides a description of the count class.

Count Date

(Physical Classes alternate region)

Enter the date of the last physical count for the item in this warehouse. Thereafter, the system updates this date when you enter or post physical inventory counts.

Type

(Purchasing Rules alternate region)

Indicate how you want MRP to suggest purchases for this item/warehouse.

- Select Manual Schedule for complete manual scheduling. MRP will not suggest purchases for this item in this warehouse. However, MRP will report shortages.

- Select Lot for Lot if you want to schedule on a lot-for-lot basis. If the maximum quantity you specify in the Maximum Quantity field is more than the demand, MRP will suggest a purchase quantity equal to the demand. For example, if the maximum is 1000 and the demand is 250, MRP suggests that 250 be purchased. If the maximum quantity is less than the demand, MRP suggests purchases in multiples of the maximum quantity until remaining demand is less than the maximum quantity. For example, if the maximum is 200 and the demand is 900, MRP suggests four purchase orders of 200. Depending on the minimum quantity, MRP will suggest one additional purchase to satisfy the remaining 100.

- Select Economic Order if you want MRP to suggest transfers in multiples of the standard quantity until the net requirement is satisfied. For example, if the standard quantity is 200 and the demand is for 900, MRP will suggest one single purchase of 1000, a multiple of the Economic Order Quantity (EOQ) for purchase.

Minimum Quantity

(Purchasing Rules alternate region)

This field works with the Purchasing Rules. If this item in the specified warehouse will be purchased lot-for-lot, specify the minimum purchase quantity (in the primary stocking unit of measure).

If you want MRP always to suggest purchase orders of a specific quantity, select Lot for Lot and set the Minimum Quantity equal to the Maximum Quantity.

The default, 0, applies if you do not want MRP to restrict the lower boundary.

Maximum Quantity

(Purchasing Rules alternate region)

This field also works with the Purchasing Rules. If this item in the specified warehouse will be purchased lot-for-lot, specify the maximum purchase quantity (in the primary stocking unit of measure). This quantity must be equal to or greater than the minimum quantity.

This does not restrict net requirement limits, or the ability to purchase the item in greater quantities than the maximum quantity. Rather, it restricts the item quantity MRP may specify for a specific purchase order. If the net requirement is greater than the maximum quantity, MRP will suggest replenishment of the item in lot-for-lot increments.

The default, 999999999.99, applies if you do not want MRP to restrict the upper boundary of purchase suggestion quantities for this item.

Standard Quantity

(Purchasing Rules alternate region)

This field works in tandem with the Purchasing Rules If the reorder rule is set to Economic Order quantity, MRP will suggest reorders in multiples of the standard quantity. Enter the standard reorder quantity, based on the primary unit of measure. The field default is 0.

If the reorder rule is set to anything except Economic Order, the system will only use the standard quantity for calculating variable lead time. Variable lead-time is lead-time that changes proportionally to the quantity ordered.

Reschedule Period

(Purchasing Rules alternate region)

Enter the number of days from the requirement date during which scheduled purchase orders could be considered for rescheduling. The field default is zero.

For example: The item is required on the 15th of the month, you run MRP on the first of the month, and you enter 10 as the reschedule period. If you have an existing purchase order for the 15th to the 25th, MRP will recommend that you could reschedule this purchase order to meet the earlier demand.

Note: MRP will not de-expedite a purchase order.

Fixed Leadtime

(Purchasing Rules alternate region)

Fixed item lead-time is the time requirement that does not vary because of an increase in order quantity. For example, transportation time or order processing time are fixed lead-times.

Enter the number of days your vendor needs to fill standard quantity orders for the item (0 is the default). If you order more than the standard quantity, you may also incur a variable lead-time.

Variable Leadtime

(Purchasing Rules alternate region)

Variable lead-time changes proportionately to the quantity ordered. For example, unpacking time for 1,000 units of an item may take longer than unpacking 500 units.

Enter the number of days to be added to fixed lead-time for each multiple of the standard quantity. For example, if the fixed lead-time is one day, the variable lead-time is one day, and the standard quantity is 500, the total lead-time on a order of 500 items is two days (fixed lead-time plus one multiple of the variable lead-time), while an order of 1000 would take three days.

Inner Timefence

(Purchasing Rules alternate region)

Note: Refer to the *OPM Materials Requirement Planning User's Guide* for a complete discussion of this field.

MRP can suggest planned purchase orders for any period between the inner and outer timefences that you designate. MRP can recommend to reschedule or cancel purchase orders for the period between the run date and the outer timefence.

Specify the number of days after you run MRP that the system will not suggest supply orders for the item, regardless of stock level. The default is 0.

Demand that causes onhand quantity to fall below safety stock is recorded as a shortage. MRP will suggest replenishment if onhand quantity at the inner timefence is below safety stock.

Outer Timefence

(Purchasing Rules alternate region)

Note: Refer to the *OPM Materials Requirement Planning User's Guide* for a complete discussion of this field.

MRP can suggest planned purchase orders for any period between the inner and outer timefences that you designate.

Specify the number of days after you run MRP that MRP can suggest supply actions. The default is 999999999.99.

Running Warehouse Rules Reports

The following reports are available

Daily Transaction Detail Report

This report lists all transactions for items in specified warehouses for the date range that you specify. A running balance for the item for each transaction can be listed, as well as a total value and count for each item. After you select the Daily Transaction Detail report from the Report menu, a dialog box displays for your report parameter entries. See also *Inventory Control Reports* for additional information.

Trial Pick List Report

This report lists those items that must be picked to fill orders (up to the ship date you specify) for a specific customer, or a range of customers. You can also restrict the report to items that must be picked for a specific order, or range of orders. After you select the Trial Pick List Report from the Report menu, a dialog box displays for entry of your report parameters. See also *Inventory Control Reports* for additional information.

Warehouse Inventory Report

This report lists inventory item quantities (in both primary and secondary units of measure for dual unit of measure-controlled items) within each warehouse. Total item quantities are also listed for all warehouses (in both primary and secondary units). After you select the Warehouse Inventory Report from the Report menu, a dialog box displays for entry of your report data selection criteria. See also Inventory Control Reports for additional information.

Find Warehouse Rules

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Warehouse Rules - Procedure

To find warehouse rules:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Warehouse Rules Fields topic.
3. Click **Find**.

Find Warehouse Rules - Fields

Item

Enter the item for which you wish to find warehouse rules.

Warehouse

Enter the warehouse for which you wish to find warehouse rules.

Purchase

- Select Non Purchasable to find warehouse rules for nonpurchasable items.
- Select Purchasable to find warehouse rules for purchasable items.

Production

- Select Non Producible to find warehouse rules for nonproducible items.
- Select Producible to find warehouse rules for producible items.

Transfer

- Select Non Transferable to find warehouse rules for items that cannot be transferred.
- Select Transferable to find warehouse rules for items that can be transferred.

Reorder

- Select Manual Schedule to find warehouse rules for items on a manual reorder schedule.
- Select Lot for Lot to find warehouse rules for items on a lot-for-lot reorder schedule.
- Select Economic Order to find warehouse rules for items on an economic order reorder schedule.

Marked for Deletion

- Select Yes to find warehouse rules marked for deletion.
- Select No to find warehouse rules not marked for deletion.

Defining Warehouse Transfer Rules

You define the rules by which an item is transferred between specific warehouses, or among all warehouses. A preference flag lets you create multiple sets of rules for the same item/target warehouse combination. OPM will select the combination based on this preference indicator. The transfer rules you define establish relationships between warehouses.

Warehouse Transfer Rules - Procedures

To define warehouse transfer rules:

1. Define warehouses using the **Warehouses** form.
2. Define the item for which you are establishing transfer rules using the **Items** form.
3. Navigate to the **Warehouse Transfer Rules** form.
4. Complete the fields as described in the Fields topic.
5. Save the form.

Warehouse Transfer Rules - Fields

Source Warehouse

Enter the code for the individual source warehouse from which you want to transfer specific items. To indicate all warehouses leave the field blank.

Note: If you are using MRP, you must supply a specific warehouse.

Target Warehouse

Enter the code for the individual destination warehouse to which you want to transfer specific items. To indicate all warehouses leave the field blank.

Note: If you are using MRP, you must supply a specific warehouse.

Item

Specify the individual item for which you are defining transfer rules, or leave the field blank to apply these transfer rules to all items.

Description

Displays a description of the selected item.

Reorder Rule

Indicate how you want MRP to suggest transfers for this item/source warehouse/destination warehouse combination.

- Select Manual Schedule for complete manual scheduling. MRP will not suggest transfers for the item between these warehouses, however MRP will report shortages.

- Select Lot-for-Lot if MRP should suggest transfers on a lot-for-lot basis. If the maximum quantity you specify in the Maximum Quantity field is more than the demand, MRP will suggest a transfer quantity equal to the demand. For example, if the maximum is 1000 and the demand is 250, MRP suggests that 250 be transferred. If the maximum quantity is less than the demand, MRP suggests transfers in multiples of the maximum quantity until remaining demand is less than the maximum quantity. For example, if the maximum is 200 and the demand is 900, MRP suggests four transfers of 200. Depending on the minimum quantity, MRP will suggest one additional transfer to satisfy the remaining 100.

- Select Economic Order Quantity if you want MRP to suggest transfers in multiples of the standard quantity until the net requirement is satisfied. For example, if the standard quantity is 200 and the demand is for 900, MRP suggests one transfer of 1000.

Transfer

Select the type of warehouse transfer you want to use. There are three available options.

- Select Full Quantity to transfer the whole order quantity from the available stock in the selected warehouse, in accordance with the established warehouse transfer rules and the established preferences.

- Select Full Quantity-Force to have the system suggest transferring the whole required quantity regardless of whether it is available at the source warehouse. If this creates a net requirement at the source warehouse, MRP will suggest replenishing the source warehouse based on its warehouse rules.

- Select Partial Quantity to have OPM transfer part of the required quantity if the whole quantity is not available at the source warehouse. This will be done in accordance with the established warehouse transfer rules and the established preferences.

Preference

For each item/destination warehouse combination, you can have multiple sets of rules. This field allows you to define a preference in the event one or more of these sets of rules are impossible to satisfy. The system always tries to use the preference 1 (the default) rules, but proceeds through

preference 2, then preference 3, and so on until it can perform the transfer based on the specified rule set.

Fixed Leadtime

(Time Period (Days)) panel

Fixed item lead-time is the time requirement that does not vary because of an increase in transfer quantity. For example, transportation time is a fixed lead-time.

Enter the number of days needed to transfer a standard quantity of the item ("0" is the default). If you transfer more than the standard quantity, you may also incur a variable lead-time.

The default is 0.

Variable Leadtime

(Time Period (Days)) panel

If the transfer quantity is different from the standard quantity you may incur a variable lead-time. Variable lead-time changes proportionately to the quantity transferred. For example, unpacking time for 1,000 units of an item may take longer than unpacking 500 units.

The default is 0.

Inner Fence

(Time Period (Days) panel)

Note: Refer to the *OPM Materials Requirement Planning User's Guide* for a complete discussion of this field.

Specify the number of days from the date and time of the MRP run during which MRP will suggest no transfers for this item, regardless of stock levels. MRP will make transfer suggestions only for the period between the inner and outer timefences. The field default is 0.

For example, if you run MRP on the first of the month, and the inner fence is 20 days, MRP will make transfer suggestions for the period from the 21st (the inner fence date) to the outer timefence.

Outer Fence

(Time Period (Days) panel)

Note: Refer to the *OPM Materials Requirement Planning User's Guide* for a complete discussion of this field.

Specify the number of days from the date and time of the inner transfer timefence during which MRP will suggest transfers of this item. MRP will make suggestions only for the period between the inner and outer timefences. The field default is 999999999.99 days.

Minimum

(Transfer Quantities panel)

Specify the smallest quantity (in the primary stocking unit of measure) of the item that can be transferred. If net requirements are below the minimum quantity, MRP will suggest the minimum quantity. For example, if the net requirement is 350 and the minimum quantity is 500, MRP will suggest a transfer of 500.

If you set the minimum quantity to "0" (the default), there is no lower limit to the quantity that MRP suggests.

Maximum

(Transfer Quantities panel)

Indicate the greatest item quantity that MRP can suggest to be transferred (the default is 999999999.99). If the requirement is larger than this quantity, MRP will suggest transfers using the lot-for-lot rule. Transfers will be suggested in multiples of the maximum quantity until demand has been satisfied.

For example, if maximum quantity is 200 and the demand is 700, MRP will recommend 3 transfers of 200 (leaving a demand of 100). Depending on the minimum quantity you established earlier, MRP will suggest one or more transfer to satisfy the demand for the remaining 100.

Standard

(Transfer Quantities panel)

Specify the standard quantity (in the primary unit of measure) of the item that may be transferred between warehouses (0 is the default). If you have selected Economic Order quantity, MRP will suggest transfers in multiples of the standard quantity you specify here.

If you selected Lot-for-Lot or Manual Schedule, MRP will ignore the standard quantity and refer to the minimum and maximum quantities when suggesting transfer orders.

Find Warehouse Transfer Rules

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Warehouse Transfer Rules - Procedure

To find warehouse transfer rules:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Warehouse Transfer Rules Fields topic.
3. Click **Find**.

Find Warehouse Transfer Rules - Fields

Source Warehouse

Enter the source warehouse for which you wish to find warehouse transfer rules.

Target Warehouse

Enter the target warehouse for which you wish to find warehouse transfer rules.

Item

Enter the item for which you wish to find warehouse transfer rules.

Description

Enter a description of the item for which you wish to find warehouse transfer rules.

Marked for Deletion

- Select Yes to find warehouse transfer rules marked for deletion.
- Select No to find warehouse transfer rules not marked for deletion.

Defining Production Rules

On this form you may define the production scheduling and quantity parameters for each item in all production plants, or in a specific production plant. These rules are then referenced by the MRP and MPS modules. A plant is an organization flagged (on the Organizations form) as a production facility.

Production Rules - Procedures

To define production rules, perform the following:

1. Define items using the Items form.
2. Navigate to the **Production Rules** form.
3. Complete the fields as described in the Fields topic.
4. Save the form.

Production Rules - Fields

Item

Specify the item for which you are defining production rules. Required.

Organization

Enter a valid plant code (that is, an organization flagged as a production plant) to restrict the rules to a single plant, or you have the option to assign the production rules for the item to all plants by leaving the field blank.

Reorder Rule

Indicate how you want MRP to suggest supply orders for this item/plant combination.

- Select Manual Schedule for complete manual scheduling. MRP will not suggest production batches for this item at this plant. However, MRP will report shortages.

- Select Lot for Lot if you want MRP to suggest production on a lot-for-lot basis. If the maximum quantity you specify in the Maximum Quantity field is more than the demand, MRP will suggest a production quantity equal to the demand. For example, if the maximum is 1000 and the demand is 250, MRP suggests that 250 be produced. If the maximum quantity is less than the demand, MRP suggests production in multiples of the maximum quantity until remaining demand is less than the maximum quantity. For example, if the maximum is 200 and the demand is 900, MRP suggests four batches of 200. Depending on the minimum quantity, MRP will suggest one additional batch to satisfy the remaining 100.

- Select Economic Order if you want MRP to suggest batches in multiples of the standard quantity until the net requirement is satisfied. For example, if the standard quantity is 200 and the

demand is for 900, MRP will suggest one single batch of 1000, a multiple of the Economic Order Quantity (EOQ) for purchase.

Lead Time

This field is for future use.

Minimum

(Quantity panel)

Specify the smallest quantity (in the primary stocking unit of measure) of the item that can be produced at this plant. If net requirements are below the minimum quantity, MRP will suggest a batch of the minimum quantity. For example, if the net requirement is 350 and the minimum quantity is 500, MRP will suggest a batch of 500.

If you set the minimum quantity to 0 (the default), there is no lower limit to the quantity that MRP suggests.

Maximum

(Quantity panel)

Indicate the greatest item quantity that MRP can suggest to be produced at this plant (the default is 999999999.99). If the net requirement is larger than this quantity, MRP will suggest orders using the lot-for-lot rule. Orders will be suggested in multiples of the maximum quantity until demand has been satisfied.

For example, if maximum quantity is 200 and the demand is 700, MRP will recommend 3 batches of 200 (leaving a demand of 100). Depending on the minimum quantity you established earlier, MRP will suggest one more batch to satisfy the demand for the remaining 100.

This field does not restrict the quantity of the item that can be produced at this plant. Rather, it limits the quantity that MRP may suggest for a specific production order.

Standard

(Quantity panel)

Specify the standard quantity (in the primary unit of measure) of the item that is produced in this production plant (0 is the default). If you have selected Economic Order quantity, MRP will suggest batches in multiples of the standard quantity you specify here.

If you selected Lot-for-Lot MRP will use the standard quantity for calculating lead-times. Production management also uses this standard quantity as the default batch size.

Reschedule

(Leadtime Period panel)

Enter the number of days from the requirement date during which scheduled production orders could be considered for rescheduling. The field default is zero.

For example: The item is required on the 15th of the month, you run MRP on the first of the month, and you enter 10 as the reschedule period. If you have an existing production order for the 15th to the 25th, MRP will recommend that you could reschedule production to meet the earlier demand.

Fixed

(Leadtime Period panel)

Fixed lead time for production facilities refers to time that does not vary based on batch quantity. For example, setup and cleanup time can be considered fixed time in most cases. Enter the fixed lead-time (in hours) required to make this item in the plant.

Variable

(Leadtime Period panel)

Variable lead time refers to that process time that changes as the size of the production batch changes.

Enter the number of hours to be added to fixed lead-time for each multiple of the standard quantity. For example, if the fixed lead-time is one hour and the variable lead-time is one hour, and the standard quantity is 500, the total lead-time for of 500 items is two hours (fixed lead-time plus one multiple of the variable lead-time), while a 1000 items would take three hours.

Inner Fence

Specify the number of days from the date and time of the MRP run during which MRP will not suggest planned batches for this item, regardless of stock levels. MRP will make production batch suggestions only for the period between the inner and outer timefences. The field default is 0.

For example, if you run MRP on the first of the month, and the inner fence is 20 days, MRP will make production suggestions for the period from the 21st (the inner fence date) to the outer timefence.

Outer Fence

Note: Refer to the *OPM Materials Requirement Planning User's Guide* for a complete discussion of this field.

Specify the number of days from the date and time of the inner transfer timefence during which MRP will suggest production batches for this item. MRP will make suggestions only for the period between the inner and outer timefences. The field default is 999999999.99 days.

Find Production Rules

The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Production Rules - Procedure

To find production rules:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Production Rules Fields topic.
3. Click **Find**.

Find Production Rules - Fields

Item

Enter the item for which you want to find production rules.

Organization

Enter the organization for which you want to find production rules.

Reorder Rule

Select the reorder rule type for which you want to find production rules.

Lead Time

Select the lead time contiguity for which you want to find production rules.

Marked for Deletion

- Select Yes to find production rules that are marked for deletion
- Select No to find production rules that are not marked for deletion.

Lot Control

Lots and Sublots - Overview

QC grade, lot status, lot control and location control are independent flags. For example, you do not need lot control to use location control.

An item lot can represent a quantity of an item that shares the same specifications, one or more receipts from the same vendor, or whatever you choose. Each lot may also be divided into sublots that can reflect whatever characteristics you choose for items within the lot.

For example: You may divide a lot of items from a vendor into sublots to reflect differences in quality specifications. When you allocate stock for production, you can allocate specific lots for the production batch based on the potency, age, or whatever criteria you choose for an item.

The discussions that follow outline the steps necessary to define lots and sublots.

Note: The structure of your allocation parameters determines how item lots will be allocated for production batches.

In the following we discuss:

- Assigning Lot Status
- Defining Lot and Sublot Characteristics
- Defining Lot Allocation Parameters
- Using Item Lot/Sublot Standard Conversion
- Assigning Lot/Sublot Allocation

Assigning Lot Status

When you flag an item for lot control (on the Items form), you also have the option of flagging it for lot status control. You assign status codes to all lots whenever they are received or produced. The Lot Status form allows you to define these status codes.

Each status code assigned to one or more lots indicates if the lots are nettable for MRP, or usable for sales, production, or shipping. You can define a lot status to indicate that a hold situation exists for the lot (for example, if additional testing is required). You can also define a lot status that defines a rejection of item stock. You can change and maintain lot status for an inventory item, or for broad ranges of items.

Lot Status - Procedure

1. Navigate to the **Lot Status** form.
2. Complete the fields as shown in the Fields topic.
3. Save the form.

Lot Status - Fields

Lot Status

Enter a code to represent the status of a lot. The status defines the lot's availability for shipping, production, and order processing. Required.

Description

Enter a brief description of the lot status you are defining. Required.

Hold Reason

You may define a lot status code to indicate that a lot has been placed on hold. Enter a hold reason code to indicate why lots assigned this status have been placed on hold for MRP, sales order processing, production, or shipping.

Note: The following fields allow you to restrict the lot in terms of the processing for which it will be used. For example, you may flag the lot as usable for production, but not for shipping or order processing.

Nettable

(Indicators panel)

This flag indicates if quantities of this lot may be included in material requirements planning. Required.

- Select Yes if quantities of this lot will be considered by MRP.
- Select No if the lot is not MRP-nettable.

Production

(Indicators panel)

This flag indicates if item lots with this status are usable for production. Required.

- Select Yes if lots with this status are usable for production.
- Select No if lots with this status are not usable for production.

Order Processing

(Indicators panel)

This flag indicates whether or not lot quantities with this status are usable for order processing. Required.

- Select Yes if lots with this status are usable for order processing.
- Select No if lots with this status should not be used for order processing.

Shipping

(Indicators panel)

This flag indicates if lot quantities with this status are usable for shipping. Required.

- Select Yes if lots with this status are usable for shipping.
- Select No if lots with this status are not usable for shipping.

Rejected

(Indicators panel)

Note: When you select the Rejected indicator, it overrides any other indicators set for the lot.

This value indicates if lots with this status have been accepted , or rejected. Required.

- Select Yes to reject the lots with the status code entered. Any lots with that status will not be usable for production, order processing, or shipping.
- Select No if you do not want the status code entered to reject lots associated with it.

Find Lot Status

There are several options for locating a record and populating a form. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Lot Status - Procedure

To find lot status:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Lot Status Fields topic.
3. Click **Find**.

Find Lot Status - Fields

Lot Status

Enter a code to represent the status of a lot to find.

Description

Enter a brief description of the lot status you wish to find.

Marked for Deletion

- Select Yes to find all lot statuses marked for deletion.
- Select No to find all lot statuses not marked for deletion.

Nettable

(Indicators panel)

- Select Yes to find lot statuses that will be considered by MRP.
- Select No to find lot statuses not considered by MRP (non-nettable).

Order Processing

- Select Yes to find lots with statuses that are usable for order processing.
- Select No to find lots with statuses that should not be used for order processing.

Rejected

(Indicators panel)

- Select Yes to find lots that have been rejected for use in production, order processing, or shipping.
- Select No to find lots that have not been rejected for use in production, order processing, or shipping.

Production

(Indicators panel)

- Select Yes to find lots with statuses that are usable for production.
- Select No to find lots with statuses that are not usable for production.

Shipping

(Indicators panel)

- Select Yes to find lots with statuses that are usable for shipping.
- Select No to find lots with statuses that are not usable for shipping.

Lot Status Report

Lot Status Master

This report lists the information you entered for selected status codes on the Lot Status form. For each selected lot status code, all of the information from the online form appears on the report. See also the *Inventory Control Reports* section for more information.

Lot Status - What to Do Next

Proceed to the Lot/Sublot form where you can define the characteristics of actual lots and sublots.

Defining Lot and Sublot Characteristics

Use the Lot/Sublot form to define item lot and sublot information, such as the item strength (potency), origination, and expiration date. You can also associate vendor lot numbers with your own lot numbers. For grade controlled items, you can indicate the action to take on the lot on the date it expires.

Items that are lot/sublot controlled must have established, active lot/sublot codes in order to process production, purchasing, and sales transactions.

> **Note:** You can create new lots when you receive a purchase order using the PO Receiving form (Purchasing module). Also, you can create new lots when you produce an item in a production batch on the Transactions form. You can also create lots using the Create Immediate or Create Journaled on the Quantities form.

Once you flag an item (on the Items form) as being lot controlled, lot numbers must be specified throughout OPM. Items flagged for lot control may also be flagged as lot status and lot grade-controlled.

You can establish automatic allocation of lots for sales and production by specifying the appropriate automatic allocation class code on the Items form and setting up parameters.

Lot/Sublots - Procedures

1. Define the inventory item on the **Items** form before you assign lots or sublots to it.
2. If you intend to specify a shipping vendor for the lot, define the vendor on the **Purchase Management Vendors** form.
3. Before you can specify an action code for action to be taken when this item lot expires, define action codes on the **Quality Control Action Codes** form.
4. Navigate to the **Lot/Sublot** form.
5. Complete the fields as described in the Fields topic.
6. Save the form.

> **Note:** You can use Attachments with this form. See *Oracle Applications* for detailed information on attachments and folders.

> **Note:** You can define Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets ([ ]). See the *Oracle Applications Flexfields Guide* for detailed information.

Lot/Sublots - Fields

Item

Specify the item for which you are entering lot/sublot information. Required.

Lot

Enter a unique code to identify this lot. Required.

Sublot

Enter the sublot number within the specified lot. This field displays only if the item is sublot controlled.

Note: OPM allows sublot control even when this field is left blank.

Description

Enter a brief description of the item lot/sublot. This description prints on Inventory reports.

Vendor

(Vendor Information panel)

Specify the code for the vendor who will ship you this lot. This vendor code becomes a default when you receive the lot. (If you create a new lot and vendor lot number using Quick Receipts, the Vendor field on the Lot/Sublot form is updated with the new ship vendor number.)

Name

(Vendor Information panel)

Displays the name assigned to the vendor code.

Lot Number

(Vendor Information panel)

You may specify the number by which the vendor identifies this lot. This lot code becomes a default when you receive the lot. (If you create a new lot and vendor lot number via Quick Receipts, the Vendor Lot field on the Lot/Sublot form is updated with the new vendor lot number).

Strength

(Characteristics panel)

Specify the strength (as a percentage) of the item for this lot.

For example, if the lot is 75 percent pure, enter 75. The default is 100.000 percent. The strength lets you determine how much of an item to use in a production batch. For example, you could need 5 parts of an item at 100 percent strength, but 10 of the item at 50 percent strength.

OPM does not automatically adjust production batch ingredient quantities to compensate for different strengths of those items. The strength is a reference that you must use to adjust batch ingredient item quantities manually.

> **Note:** You can use dual inventory control to formulate and produce production batches by setting up potency units as your primary unit of measure and the actual volume or mass as the secondary unit. You can then define your formula in terms of potency. Use this capability judiciously.

Origination

Displays the origination of the lot/sublot. For example, this field could show if the lot was created in Production as a production batch allocation on the Lot Master.

Creation Date

(Characteristics panel)

Indicate the date that you are creating this lot. The default is the system (current) date.

Retest Date

If the item is grade controlled, specify the date that the lot should be retested against QC standards. The default retest date is calculated by adding the retest interval (in days) to the lot Creation Date.

Expire Date

Specify the date the lot will expire. The default expiration date is calculated by adding item shelf life days (from the QC Additional Information form, available from the Item form Special menu) to the lot creation date (defined earlier on this form).

Active

- Choose Yes to indicate that the item lot/sublot is active and should be included in onhand inventory balances.

- Choose No to indicate that this item lot/sublot is to be inactive and should not be included in onhand inventory.

Grade

(Quality Control panel)

This field displays (and is required) only for grade controlled items. Enter a valid QC grade code, which is a grade assigned to this item lot. The default is the QC grade assigned to the item on the Items form. You must change the grade using the Quantities form.

Action Date

(Quality Control panel)

This field displays only for grade controlled items. Enter the date the action (defined by the action code) will be taken on the expired item lot.

Action Code

(Quality Control panel)

This field displays only for items that are grade controlled. Enter the code for the action to be taken on the action date.

Lot/Sublots Form Special Menu

Note: For additional information on the following Special menu selections, please refer to the *OPM Quality Management* user's guide.

Lot Source

Retrieves the Quality Control Lot Source form. This screen displays the batch, receipt, and adjustment transactions that were the source of a lot.

Where Used

Retrieves the Quality Control Where Used form. This screen displays the batch, shipment, and adjustments transactions in which the lot was used. For batches, the item, lots, and sublots produced by each batch are listed.

Specifications

Retrieves the Quality Control Item/Location Specifications form, where you can assign quality specifications for an established item/location. This option is not available when you are adding a new item lot. The Item/Location Specifications form is retrieved only if an existing item lot is displayed in update mode.

Samples

Retrieves the Quality Control Item/Location Samples form, where you may record item samples taken from inventory for quality control testing. This option is not available when you are adding a new item lot. The Item/Locations Samples form is retrieved only if an existing item lot is displayed in update mode.

Results

Retrieves the Quality Control Item/Location Results form, where you may enter the results of assay tests based on item/location specifications. This option is not available when you are adding a new item lot; it is retrieved only if an existing item lot is displayed in update mode.

Lot/Sublot Reports

Refer to the *Reports* section for definition of fields on these reports.

Lot Inventory Report

Print the Lot Inventory Report to list lot information such as location quantity. After you make your selection, the Lot Inventory Report dialog box displays for your report data selection criteria entries.

Lot Master Report

This report lists all of the information from the Lot form for the item lot(s) that you specify. All item lots may be included, or you can restrict the report to a single lot. After you make your selection, the Lot Master Report dialog box displays for your report data selection criteria entries.

Find Lot/Sublots

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Lot/Sublots - Procedure

To find lot/sublots:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Lot/Sublots Fields topic.
3. Click **Find**.

Find Lot/Sublots - Fields

Item

Enter the item for which you wish to find lot/sublot information.

Lot

Enter a unique code to identify the lot you wish to find.

Sublot

Enter the sublot number that you wish to find.

Description

Enter a brief description of the item lot/sublot that you wish to find.

Origination

- Select Production to find those lots created in production as a production batch allocation.
- Select Lot Master to find those lots entered as part of the master lot.

Active

- Select Yes to find lot/sublots that are active.
- Select No to find lot/sublots that are not active.

Marked for Deletion

- Select Yes to find lot/sublots marked for deletion.
- Select No to find lot/sublots not marked for deletion.

Defining Lot Allocation Parameters

You can designate an allocation class for each item on the Items form. The allocation class indicates if the item will be allocated automatically or manually for production batches, sales orders and shipments.

You must link allocation classes (for automatic allocations) to the allocation parameters you require. You define these parameters on the Allocation Parameters form.

If you plan to let OPM perform automatic lot allocation of inventory for production batches, you must complete the Allocation Parameters form. Here you specify the production lot allocation parameters for all allocation classes, and the warehouses in which those rules will be valid.

Note: Personal Profile Values for IC$ALLOC_METHOD and IC$ALLOC_TYPE are defined in the System Administration module. See the *OPM System Administration* user's guide for more information. OPM uses these defaults if allocation classes are not provided. If you plan to let OPM perform automatic lot allocation for sales orders or shipments, you must complete Allocation Parameters in the Order Fulfillment module. See also the *OPM Order Fulfillment* user's guide.

Allocation Parameters - Procedures

Note: If you intend to restrict the allocation parameters to one or more allocation classes, you need to define allocation classes using the Allocation Class form.

1. You must begin with defined warehouses in which the allocation parameters will be effective. See also *Warehouse and Production Inventory* for information on how to do this.
2. Navigate to the **Allocation Parameters** form.
3. Complete the fields as described in the Fields topic.
4. Save the form.

Allocation Parameters - Fields

Allocation Class

Specify the allocation class to which these allocation parameters will apply. Leave this field blank to indicate that these parameters are effective for all allocation classes.

Warehouse

Enter a valid warehouse code to define allocation/warehouse-specific rules.

Method

(Allocation Parameters panel)

This indicates how the system will allocate items that have been assigned this allocation classification code.

- Select First In First Out (FIFO) to allocate based on the earliest created available lot.

- Select First Expired First Out (FEFO) to allocate based on the earliest expiring available lot.

Type

(Allocation Parameters panel)

Here you indicate if items assigned this allocation class code will be allocated automatically or using user-initiated allocation.

- Select User Initiated to indicate that the user must initiate auto-allocation.

- Select Automatic if inventory will be allocated automatically when a transaction is first saved.

Shelf Days

(Allocation Parameters panel)

Enter the number of shelf days before expiration for items assigned this allocation class code. The default is 0.

OPM adds this number of days to the transaction date for the transaction line. If the resulting date is later than the expiration date you established for the lot on the Lot/Sublot form, OPM will not allocate this lot for that transaction.

Horizon

(Allocation Parameters panel)

The number of days you enter here determines if items assigned this allocation code will be allocated automatically for a production batch. OPM adds the horizon days (the default is 0) to the system date. If the resulting date lands on or after the planned production start date (indicated on the Batches form), inventory will be allocated to the batch automatically.

Lot Quantity

(Allocation Parameters panel)

Here you indicate if single or multiple lots may be allocated automatically for items assigned this allocation class.

- Select Multiple Lot to indicate that multiple lots may be allocated automatically for an item.

- Select Single Lot if automatic allocation of an item assigned this allocation code must be from a single lot.

Find Allocation Parameters

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Allocation Parameters- Procedure

To find allocation parameters:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Allocation Parameters Fields topic.
3. Click **Find**.

Find Allocation Parameters - Fields

Allocation Class

Enter the allocation class for which you wish to find allocation parameters.

Warehouse

Enter a valid warehouse code for which you wish to find allocation parameters.

Method

- Select First In First Out to find allocation parameters based on FIFO.
- Select First Expired First Out to find allocation parameters based on FEFO.

Type

- Select User Initiated to find allocation parameters based user-initiated allocation.
- Select Automatic to find allocation parameters that are allocated automatically when a batch is saved.

Marked for Deletion

- Select Yes to find allocation parameters marked for deletion.
- Select No to find allocation parameters not marked for deletion.

Using Item Lot/Sublot Standard Conversion

Item lot/sublot conversions allow you to stock items in one unit of measure type (for example, mass) then convert to another unit type (volume, for example) when the item is sold, processed, or allocated. You may then specify the actual conversion units of measure within unit type. For example, the conversion can calculate shipping volume when an item is stocked based on count.

For items flagged (on the Items form) for dual unit of measure control, you must define unit of measure conversions if the two units are of different unit of measure types. You must establish a default conversion for all default lot quantities of an item. You can define exceptions to the default for each lot and sublot.

Use the Item Lot/Sublot Conversion form to define unit of measure conversions for items, and for item lots and sublots.

Item Lot/Sublot Conversion - Procedures

1. Define unit of measure types (mass, volume, weight, and so forth) using the System Administration **UOM Types** form. You must also define units of measure on the **System Unit of Measure** form.

2. Define items using the **Items** form.

3. If the item for which you are defining standard conversions is controlled by lots and sublots, and you wish to restrict the conversion to specific lots or sublots, you may define conversions on the lot/sublot level. You must have valid lots already defined on the **Lots/Sublots** form to restrict conversions to those lots.

4. Navigate to the **Item Lot/Sublot Standard Conversion** form.

5. Complete the fields as described in the Fields topic.

6. Save the form.

Item Lot/Sublot Standard Conversion - Fields

Item

Specify the item for which you are defining standard unit of measure conversions. Required.

Description

This field specifies a description of the item entered.

Inventory UOM Type

This field displays the unit of measure type assigned to the primary unit of measure for the item displayed. You cannot access this field.

Lot

If the item you specified is lot controlled, you may specify the lot for which you are defining unit of measure conversions. The conversion will be specific to this lot only. Leave the field blank if the conversion will apply to all lots for this item.

Note: If sublot definition is required, it must be entered for each sublot. Entering a conversion at the lot level does not establish a default for the corresponding sublot.

Sublot

If the item you specified is sublot controlled, you may specify the sublot for which you are defining unit of measure conversions. This conversion will be specific to this sublot only. Leave the field blank if the conversion will apply to all lots or sublots for this item.

Conversion UOM Type

Specify the unit of measure type (for example, mass, volume, weight) to which the primary unit type will be converted.

From/To/Factor

(Conversion panel - top three fields)

- The standard unit of measure for the unit of measure type to which you are converting appears in the From field.

- The standard unit of measure for the Item's primary unit of measure type appears in the To field.

- Enter the number which when multiplied by one unit from the "From" field will convert it to the "To" field.

For example, if 1 gallon (GA) equals 8 pounds (LB); the conversion factor for gallons to pounds is 8.

From	To	Factor
GA	LB	8.000000000
LB	GA	.125000000

(Conversion panel - bottom three fields)

- The standard unit of measure for the Item's primary unit of measure type appears in the From field.

- The standard unit of measure for the unit of measure type to which you are converting appears in the To field.

- The Factor displayed is calculated by the system (from the previous conversion factor that you entered) and is displayed automatically.

For example, 1 pound (the new unit) equals 0.125 gallons (the standard unit). To convert pounds to gallons, a conversion factor of 0.125 is required.

Note: You can enter the conversion factor in either the top or bottom field, and OPM will calculate the other conversion factor.

Tip: To help you understand conversion factors, imagine the number 1 precedes the first unit of measure displayed on each line. Think of the word "to" as an equal sign (=). Enter the result that balances the equation in the TO field.

Find Item Lot/Sublot Standard Conversion

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Item Lot/Sublot Standard Conversion- Procedure

To find item lot/sublot standard conversion:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Item Lot/Sublot Standard Conversion Fields topic.
3. Click **Find**.

Find Item Lot/Sublot Standard Conversion - Fields

Item

Specify the item for which you wish to find lot/sublot standard unit of measure conversions.

Lot

Specify the lot for which you wish to find lot/sublot standard unit of measure conversions.

Sublot

Specify the sublot for which you wish to find lot/sublot standard unit of measure conversions.

Conversion UOM Type

Specify the conversion unit of measure type for which you wish to find lot/sublot standard unit of measure conversions.

Marked for Deletion

- Select Yes to find item lot/sublot standard conversions marked for deletion.
- Select No to find item lot/sublot standard conversions not marked for deletion.

Processing Inventory Transactions

Processing Inventory Transactions- Overview

This section presents the processes for transacting inventory quantities. It includes:

- Understanding Inventory Transaction Types
- Processing Inventory Transactions
- Processing Purchase Order Transactions
- Processing Sales Order Transactions
- Processing Production Batch Transactions
- Creating, Adjusting and Moving Inventory Quantities
- Understanding Inventory Transaction Security
- Using the Inventory Quantities Form
- Processing Mass Transactions
- Processing Journaled Transactions
- Posting Journaled Entries
- Closing a Period for Inventory Valuation
- Using the Inventory Close Form
- Understanding Inventory Close Reports

Understanding Inventory Transaction Types

Various documents in OPM affect inventory quantities, either by placing a request for inventory for a future date (for example, a Sales Order) or by increasing or decreasing onhand balances (for example, a certified production batch). These transactions include:

- Sales Orders
- Shipments
- Purchase Orders
- Purchase Order Receipts
- Production Batch Transactions
- Stock Receipts

In addition to transactions that change stock balances, certain transactions can change the quality control grade or lot status of all or part of an onhand quantity of an item.

Before you read about actual situations where inventory quantities are modified in some way, you should understand the kinds of transactions that can occur.

Note: Before you can do any transactions, you need to set up the Inventory Calendar. Refer to *Inventory Calendar* for a discussion of this process.

Processing Inventory Transactions

OPM has both pending and completed inventory transactions.

- A pending transaction indicates an anticipated change to inventory.
- A completed transaction indicates an actual change to inventory onhand balances.

For example, when a purchase order is received, a completed transaction is created to indicate that the ordered goods have actually been added to the inventory.

Updating a Pending Transaction to a Completed Transaction

When you update a transaction from pending to completed, the pending transaction is updated to indicate that it is no longer pending, and a new, completed transaction is created.

Note: Pending transactions are stored in the ic_tran_pnd table. When they are completed, a flag is set, but they remain in ic_tran_pnd. Transactions that are completed immediately, that is those created on the Quantities form or through physical inventory, are stored in the ic_tran_cmp table.

A sales order for 100 units of item A1 remains as a pending transaction until the order is shipped. The ship function produces a completed transaction for the 100 units (indicating that the units are no longer in the warehouse).

The purchase order transaction remains as a pending transaction until the order is received. This step changes pending transactions to completed transactions, and initiates the actual changes to onhand stock balances.

Processing Purchase Order Transactions

There are several purchase order transactions that you will perform:

- Entering a new purchase order
- Receiving a purchased quantity to inventory
- Canceling or changing a purchase order
- Returning ordered inventory to a vendor

Entering a New Purchase Order

When you enter a new purchase order, the system creates a pending transaction to increase stock by the quantity you have ordered. However, no changes are made to onhand inventory balances until a receipt occurs.

Receiving a Purchased Quantity to Inventory

When you receive a purchase quantity (to your inventory), the pending transaction for the ordered quantity is changed to a completed transaction. The onhand inventory is increased to reflect the completed transaction quantity. If you receive only part of the ordered quantity, the completed transaction is for the received quantity only. The quantity still due from the purchase order remains a pending transaction as long as the order remains open (you have the option of closing the order short).

Canceling or Changing a Purchase Order

When you cancel a purchase order, the pending inventory transaction and the pending (anticipated) increase to onhand inventory are deleted from OPM. If you change the purchase order, the pending transaction is changed, also.

If you change or cancel something for which a completed transaction was created (for example, an adjustment to an order receipt), the original completed transaction is left untouched. A new completed transaction is created to reflect the adjustment (for a change to the completed transaction) or reversal (for cancellation of the completed transaction).

Returning Ordered Inventory To a Vendor

Inventory quantities are decreased by the quantity you returned. If the Reorder flag on the purchase order return line is set to allow reorders, the quantity is then added to the item quantity still due on the open purchase order line. Depending on how OPM is configured, a returned quantity may be entered on a closed purchase order line for the item.

Processing Sales Order Transactions

When you enter and save a new order on the Sales Order form, OPM creates pending inventory transactions for the ordered quantities. The ordered quantities are committed from stock. If the ordered item was flagged for auto allocation, those quantities cannot be committed to other sales or production orders.

No actual adjustment to inventory quantities occurs at this time. A new entry is made in the Inventory Pending Transactions table reflecting the ordered quantity.

Modifying an Existing Sales Order

When you change a line item quantity, the existing pending transaction quantity is updated with the new quantity. If the new quantity is greater than the original order quantity, the additional stock is committed to the sales order (and made unavailable to other sales orders and production orders).

If the new quantity is less than the original ordered quantity, the difference between the two stock quantities (larger quantity "minus" lower quantity) is rendered "uncommitted" and returned to available inventory.

Shipping a Sales Order

When you ship an order, the pending transaction for the ordered quantity is changed to a completed transaction. The onhand inventory is decreased to reflect the completed transaction quantity. If you ship only part of the ordered quantity, the completed transaction is for the shipped quantity only. The quantity still due from the order remains a pending transaction.

Canceling a Sales Order

When you cancel a sales order, the pending inventory transaction, as well as the anticipated decrease to inventory, are marked for deletion by OPM.

Processing Production Batch Transactions

You can save, release, unrelease, certify or cancel a batch.

Saving a New Batch

When you enter and save a new batch, the system saves the batch as "pending". Item transactions are also saved as "pending".

Releasing a Batch

The batch is saved as WIP (work in process). The ingredient transactions (if defined as release type - Automatic) are saved as "completed".

Unreleasing a Batch

Unreleasing a batch reverses an earlier, completed inventory transaction against ingredients. A completed transaction is created to reverse the release, and a new pending transaction is created to reflect the original batch quantity.

Canceling a Batch

You can only cancel a batch with a "pending" status. Item quantities are no longer committed to the batch, and are available for other allocations. The pending transaction is deleted.

Certifying a Batch

The batch product line transactions are saved as completed transactions.

Creating, Adjusting and Moving Inventory Quantities

In addition to maintaining the actual numeric count of inventory items, the Quantities options allow you to create lots or to change and maintain the lot status and QC grade of individual items or lots.

Any change in inventory levels other than changes due to usual purchasing, production, or shipment of material is an adjustment. Immediate adjustments (Adjust Immediate) could include status changes, and inventory movements. For journalized adjustments (Adjust Journal), the adjustment transactions are completed only after the journal is updated.

You may need to create inventory immediately (Create Immediate) in order to establish quantities to which you can make subsequent inventory adjustments (Adjust Immediate).

The Inventory Quantities form lets you perform transactions for a single item in a single warehouse. Different prerequisites will be required depending on the option you select. For example, changing the lot status of an item in a warehouse requires that the lot be already defined on the Lot/Sublot form. However, lot control does not need to be in effect at all for an item to be moved from one warehouse to another.

The Inventory Quantities form contains:

- Adjust Immediate
- Create Immediate
- Grade Immediate
- Move Immediate
- Status Immediate
- Adjust Journal
- Create Journal
- Grade Journal
- Move Journal
- Status Journal

The Inventory Quantities - Mass form lets you perform the same transactions as the single item/warehouse options. However, the transactions can be done over a broad range of items, locations, QC grades, and lot statuses.

The Inventory Quantities - Mass form contains:

- Mass Move Immediate
- Mass Status Immediate
- Mass Grade Immediate
- Mass Move Journaled
- Mass Status Journaled
- Mass Grade Journaled

OPM Inventory offers two ways to process quantity transactions, in immediate (online) format and journaled format:

- Immediate format processes the quantity updates the moment you save your screen entries.
- Journaled format updates are written to a journal, and the updates not made until you post the journals.

The Mass Transactions data entry procedures create journaled transactions that must be updated subsequently using the Post Journals selection.

Understanding Inventory Transaction Security

Your organization assigns your permissions (responsibilities) on the Users form in the System Administration module. You can only perform quantity transactions against those warehouses in which you have been granted responsibilities.

Note: This warehouse transaction security applies only on the Quantities and Mass Quantities forms. It does not apply to Purchase Management and Order Fulfillment modules.

If you attempt to perform a quantity transaction against a warehouse for which you do now have responsibilities, OPM will display the error message, "You do not have security authorization for this warehouse."

Limiting Mass Transactions

Mass transactions are restricted to a single warehouse. This ensures the security of mass transactions to specific organizations.

Using the Inventory Quantities Form

You must establish initial inventory quantities in warehouses before you can perform inventory processing. The Create Immediate selection allows you to add initial inventory, and also to create new lots for the inventory "on the fly" (that is, the lot need not exist before you add initial inventory).

If the item is lot/sublot and/or location controlled, you must also specify the locations and lots for which the inventory is being established. All of the remaining single item/warehouse selections require entries that are slight variations from the Create Immediate and Adjust Immediate entries.

After you create initial inventory, you can use the Adjust Immediate selection to make subsequent inventory adjustments to existing item quantities.

Create Immediate and Create Journal - Procedures

1. You must establish a **Reason Code** on the **Reason Codes** form that authorizes creation of initial inventory. You must also have document numbering set up. (See the *OPM System Administration* user's guide for more information.)

2. The item for which you are defining initial inventory quantities must already be defined on the **Items** form.

3. Navigate to the **Quantities** form.

4. You can select:

   - **Create Immediate** from the drop down menu to make an immediate creation of inventory quantities.

   - **Create Journal** from drop down menu to make a journal creation of inventory quantities.

5. Complete the fields as described in the Fields topic.

6. Save the form.

Create Immediate and Create Journal- Fields

Organization

This field shows your default organization.

Journal

(For Create Immediate) Initially this field displays NEW, but when your transaction is saved, this field displays the journal name to which the transaction was saved.

(For Create Journal) This field shows the journal name to which this transaction will be saved.

Line

(For Adjust Journal) This field displays the journal line number for which this transaction will be saved.

Date

Specify the date that you are adding inventory. The default is the current (system) date.

Reason Code

Enter the reason code for entry of inventory quantities. Required.

Item

Specify the item for which you are establishing inventory quantities.

Note: If Lot, Sublot, Lot Status, Warehouse, QC Grade or Location fields are dimmed, they are not accessible because of the item's characteristics.

Lot

This field is accessible (and is required) only if the item is lot controlled. Specify the established lot number for the item quantity you are adding.

If you specify a lot number that does not exist, the message "Lot does not exist. Create it?" displays. Select Yes to create the new lot.

Sublot

Like the Lot field, this field only displays (and is required) if the item for which you are adding initial inventory is sublot controlled. Enter the established sublot number. If you specify a sublot number that does not exist, the message "Lot does not exist. Create it?" displays. Select Yes to create it.

Lot Status

Enter the current lot status. Cannot be edited.

Warehouse

Enter the warehouse code in which the inventory will be created. The warehouse description will automatically be displayed.

QC Grade

If the item has a QC grade assigned to it, this field displays the item's QC grade. Cannot be edited.

Location

This field is accessible only if the warehouse and item are location controlled. Specify the location in the warehouse where the initial inventory will be stocked.

On Hand Qty

Displays the current onhand inventory in the warehouse. If the item is dual unit of measure, the quantity is shown in both units of measure. This field is updated after you save the form.

Quantity

(Create Inventory alternate region)

Enter the quantity you wish to create. For new items, specify the initial inventory quantity of the item stocked in this warehouse. The item unit of measure is displayed. Required.

Note: If the item is lot status and/or QC grade controlled, these values display automatically from the Inventory Item form. You cannot change these values when adding initial inventory. Rather, you must use the Status Change and Change Grade options available on the Action menu. These options are discussed later in this chapter.

Adjust Immediate and Adjust Journal - Procedures

1. You must establish a **Reason Code** on the **Reason Codes** form that authorizes adjustment of inventory. You must also have document numbering set up. (See the *OPM System Administration* user's guide for more information.)

2. The item for which you are entering inventory adjustments quantities must already be defined on the **Items** form.

3. Navigate to the **Quantities** form.

4. You can select:

   - **Adjust Immediate** from the drop down menu to make an immediate adjustment to inventory quantities.

   - **Adjust Journal** from drop down menu to make a journal adjustment to inventory quantities.

5. Complete the fields as described in the Fields topic.

6. Save the form.

Adjust Immediate and Adjust Journal - Fields

Organization

This field shows your default organization.

Journal

(For Adjust Immediate) This field is not active for the immediate adjustment of inventory.

(For Adjust Journal) This field shows the journal name to which this transaction will be saved.

Line

(For Adjust Journal) This field displays the journal line number for which this transaction will be saved.

Date

Specify the date that you are adjusting inventory. The default is the current (system) date.

Reason Code

Enter the reason code for entry of adjustment of inventory quantities. Required.

Item

Specify the item for which you are making a quantity adjustment.

Lot

This field is accessible (and is required) only if the item is lot controlled. Specify the established lot number for the item quantity you are adjusting.

Sublot

Like the Lot field, this field is accessible (and is required) if the item for which you are adjusting inventory is sublot controlled. Enter the established sublot number.

Lot Status

Displays the current lot status. Cannot be edited.

Warehouse

These fields display the warehouse code and warehouse name in which the inventory will be adjusted. The warehouse must be associated with a plant (organization) that is one of your operator organizations.

QC Grade

If the item has a QC grade assigned to it, this field displays the item's QC grade. Cannot be edited.

Location

This field is accessible only if the warehouse and item are location controlled. Specify the location in the warehouse where the inventory to be adjusted is located.

On Hand Qty

Displays the current onhand inventory in the warehouse. If the item is dual unit of measure, the quantity is shown in both units of measure. This field displays when you tab out of the previous field. If the item is controlled by dual units of measure, the system calculates and displays the onhand quantity in the converted unit.

Quantity

(Adjust Inventory alternate region)

Enter the adjustment quantity in either unit of measure. If the item is controlled by dual units of measure, enter the quantity in the secondary unit of measure. Required

For example: To increase the onhand quantity by 50 units, enter 50. To decrease the onhand quantity by 50 units, enter -50.

Adjusting the Profile Value to Control Material Movement

Movement of items with lot-status attributes is controlled by the Profile Value, IC$MOVEDIFFSTAT. This Profile Value controls movement of material between locations of differing lot status. Set this Profile Value to control inventory movement as follows:

- 0 = NOT ALLOWED - Inventory movements are not allowed between warehouse/location of an item where the lot status is different.

- 1 = ALLOWED - Inventory movements are allowed between warehouse/location of an item where the lot status is different. The status of the moved inventory will change to the status of the warehouse/location where the inventory is moved.

- 2 = ALLOWED with Exception - Inventory movements are not allowed between warehouse/location of an item where the lot status is different. The exception to this rule will be when the destination warehouse/location has zero inventory balance. In this case, movement will be allowed, and the source status will be used as the lot status.

Move Immediate and Move Journal- Procedures

Use this option to move a specific item, or lots and sublots of a specific item, from one warehouse to another. If both the item and the warehouse are location controlled, you must specify valid warehouse locations.

1. You must establish a **Reason Code** on the **Reason Codes** form that authorizes movement of inventory. You must also have document numbering set up. (See the *OPM System Administration* user's guide for more information.)

2. The item for which you are entering inventory adjustments quantities must already be defined on the **Items** form.

3. Navigate to the **Quantities** form.

4. You can select:

   - **Move Immediate** from the drop down menu to move inventory quantities immediately.

   - **Move Journal** from drop down menu to move inventory quantities as a journaled transaction.

5. Complete the fields as described in the Fields topic.

6. Save the form.

Move Immediate and Move Journal - Fields

Organization

This field shows your default organization.

Journal

(For Move Immediate) This field is not active for the immediate movement of inventory.

(For Move Journal) This field shows the journal name to which this transaction will be saved.

Line

(For Move Journal) This field displays the journal line number for which this transaction will be saved.

Date

Specify the date that you are moving inventory. The default is the current (system) date.

Reason Code

Enter the reason code for the immediate movement of inventory quantities. Required.

Item

Specify the item for which you are making inventory movement.

Lot

This field displays (and is required) only if the item is lot controlled. Specify the established lot number for the item quantity you are moving.

Sublot

Like the Lot field, this field only displays (and is required) if the item for which you are moving inventory is sublot controlled. Enter the established sublot number.

Lot Status

Displays the current lot status. Cannot be edited.

Warehouse

Enter the warehouse code from which the inventory will be moved. The warehouse must be one in which you have been granted responsibilities for inventory movement.

QC Grade

If the item has a QC grade assigned to it, this field displays the item's QC grade. Cannot be edited.

Location

This field displays only if the warehouse and item are location controlled. Specify the location in the warehouse containing the inventory to be moved.

Note: At this point additional information for the quantity onhand in the designated warehouse displays, including the current status of the inventory.

On Hand Qty

Displays the current onhand inventory in the warehouse location. If the item is dual unit of measure, the quantity is shown in both units of measure. This field displays when you tab out of the previous field.

Warehouse

(Move Inventory alternate region)

Enter the warehouse code to which you wish to move inventory. Required.

Location

(Move Inventory alternate region)

If the item and warehouse are location controlled, enter the warehouse location to which you wish to move inventory.

Quantity

(Move Inventory alternate region)

Enter the quantity to be moved. If the item is controlled by dual units of measure, enter the quantity in the secondary unit of measure. Required

Lot Status

(Move Inventory alternate region)

Displays the lot status of the inventoried item in the target warehouse location.

QC Grade

(Move Inventory alternate region)

Displays the QC grade of the inventoried item in the target warehouse location.

Status Immediate and Status Journal - Procedures

Use these options to change the status of a single lot of an item in a single warehouse/location. This option can only be used for lot controlled items controlled by lot status.

1. You must establish a **Reason Code** on the **Reason Codes** form that authorizes inventory status change. You must also have document numbering set up. (See the *OPM System Administration* user's guide for more information.)

2. The item for which you are entering inventory adjustments quantities must already be defined on the **Items** form.

3. Navigate to the **Quantities** form.

4. You can select:

   - **Status Immediate** from the drop down menu to move inventory quantities immediately.

   - **Status Journal** from drop down menu to move inventory quantities as a journaled transaction.

5. Complete the fields as described in the Fields topic.

6. Save the form.

Status Immediate and Status Journal - Fields

Organization

This field shows your default organization.

Journal

(For Change Immediate) This field is not active for the immediate posting of a status change to inventory.

(For Change Journal) This field shows the journal name to which this transaction will be saved.

Line

(For Change Journal) This field displays the journal line number for which this transaction will be saved.

Date

Specify the date that you are making this status change to inventory. The default is the current (system) date.

Reason Code

Enter the reason code for entry of status change. Required.

Item

Specify the item for which you are making a status change.

Lot

This field displays (and is required) for this change. Specify the established lot number for the item quantity to which you are making this status change.

Sublot

Like the Lot field, this field only displays (and is required) for you to make a status change to the sublot. Enter the established sublot number.

Lot Status

Displays the current lot status. Cannot be edited.

Warehouse

Enter the warehouse code in which the inventory will have a status change. The warehouse must be one in which you have been granted responsibilities. Required.

QC Grade

This field displays the item's current QC grade. Cannot be edited.

Location

This field displays only if the warehouse and item are location controlled. Specify the location in the warehouse where the inventory to get the status change is located.

Note: At this point additional information for the quantity onhand in the designated warehouse displays, including the current status of the inventory.

On Hand Qty

Displays the current onhand inventory in the warehouse. If the item is dual unit of measure, the quantity is shown in both units of measure. This field displays when you tab out of the previous field.

To Status

(Change Status alternate region)

Enter the status to which you are changing the specified item inventory. Required.

Grade Immediate and Grade Journal - Procedures

Use this selection to change the QC grade classification assigned to one item in one warehouse. You assign QC grades to an item on the Items form.

1. You must establish a **Reason Code** on the **Reason Codes** form that authorizes QC grade change. You must also have document numbering set up. (See the *OPM System Administration* user's guide for more information.)

2. The item for which you are entering a QC grade change must already be defined on the **Items** form.

3. Navigate to the **Quantities** form.

4. You can select:

   - **Grade Immediate** from the drop down menu change QC grade immediately.

   - **Grade Journal** from drop down menu to change QC grade as a journaled transaction.

5. Complete the fields as described in the Fields topic.

6. Save the form.

Grade Immediate and Grade Journal - Fields

Organization

This field shows your default organization.

Journal

(For Grade Immediate) This field is not active for the immediate posting of a Grade change to inventory.

(For Grade Journal) This field shows the journal name to which this transaction will be saved.

Line

(For Change Journal) This field displays the journal line number for which this transaction will be saved.

Date

Specify the date that you are making this Grade change to inventory. The default is the current (system) date.

Reason Code

Enter the reason code for entry of grade change. Required.

Item

Specify the item for which you are making a grade change.

Lot

This field displays (and is required) for this change. Specify the established lot number for the item quantity to which you are making this grade change.

Sublot

Like the Lot field, this field only displays (and is required) for you to make a grade change to the sublot. Enter the established sublot number.

Lot Status

Displays the current lot status. Cannot be edited.

QC Grade

This field displays the item's current QC grade. Cannot be edited.

Location

This field is dimmed.

On Hand Qty

This field is dimmed.

To Grade

(Change Grade alternate region)

Enter the grade to which you are changing the specified item's inventory. Required.

Description

(Change Grade alternate region)

Displays a description of the grade to which you are changing the specified item's inventory.

Using the Inventory Quantities Special Menu

With the Inventory Quantities form displayed you can select the following from the Special menu:

Mark for Purge

Note: This is only for journaled entries.

Select Mark for Purge to mark those entries that you wish to purge using the Inventory Purge functions. See also *Inventory Purge Functions* for more detailed information.

Journal Comment

Select Journal Comment to annotate a comment in a journaled transaction.

Inventory Summary

Select Inventory Summary to go to the Inventory Summary form where you can view inventory for an item by warehouse and grade. The

inventory summary provides quantities for each warehouse for: nettable, committed to sales, committed to production, available, pending production and pending purchase.

Allocation Inventory Detail

Select Allocation Inventory Detail to display the following details about allocations for a specific item: type of allocation, organization, document number, and quantities and unit of measure of allocated inventory.

Processing Mass Transactions

In addition to transaction options for individual items and warehouses, OPM includes options for mass transaction processing that include wide ranges of items, warehouses, locations, grades and so forth. Note the available Mass Transaction options.

- Mass Move Immediate
- Mass Status Immediate
- Mass Grade Immediate
- Mass Move Journaled
- Mass Status Journaled
- Mass Grade Journaled

Warning! These functions can produce tremendous changes to the database. Security access to these functions should be controlled tightly.

Mass transactions are processed in the same manner as transactions for individual items and warehouses. Journaled updates write to journals, which must be posted later while immediate transactions are processed immediately.

Mass Move Immediate and Mass Move Journal - Procedures

Use this capability to move a series of items, lots, sublots, locations, QC Grades, Lot Statuses to another Warehouse.

1. You must establish a **Reason Code** on the **Reason Codes** form that authorizes mass moves. You must also have document numbering set up. (See the *OPM System Administration* user's guide for more information.)
2. Navigate to the **Inventory Quantities-Mass** form.
3. You can select:
   - **Mass Move Immediate** from the drop down menu to move the ranges of selected criteria immediately.
   - **Mass Move Journal** from drop down menu to change to move the ranges of selected criteria as a journaled transaction.
4. Complete the fields as described in the Fields topic.
5. Select **OK**.

Mass Move Immediate and Mass Move Journal - Fields

Organization

This field shows your default organization.

Journal

(For Mass Move Immediate) This field is not active for the immediate mass movement of inventory.

(For Mass Move Journal) This field shows the journal name to which this transaction will be saved.

Line

(For Mass Move Journal) This field displays the journal line number for which this transaction will be saved.

Date

Specify the date that you are making this change to inventory. The default is the current (system) date.

Reason Code

Specify the reason code for this mass movement of inventory. Required.

Item

(Selection Criteria alternate region)

Specify the range of items for which you are making a mass transaction.

- Enter the beginning item in the From field.
- Enter the ending item in the Through field.

Lot

(Selection Criteria alternate region)

Specify the range of established lot numbers for which you are making a mass transaction.

- Enter the beginning lot in the From field.
- Enter the ending lot in the Through field.

Sublot

(Selection Criteria alternate region)

Specify the range of established sublot numbers for which you are making a mass transaction.

- Enter the beginning sublot in the From field.
- Enter the ending sublot in the Through field.

Warehouse

(Selection Criteria alternate region)

Specify the warehouse from which you are making this mass transaction. Required.

Note: Make certain that you have set up the IC$_LOT_STATUS_ALL Profile Value to control either one or all warehouses. See the *OPM System Administration* user's guide for more information.

Location

(Selection Criteria alternate region)

Specify the range of locations in the warehouse from which you are moving inventory.

- Enter the beginning location in the From field.
- Enter the ending location in the Through field.

QC Grade

(Selection Criteria alternate region)

Specify the range of QC grades for which you are moving inventory.

- Enter the beginning QC grade in the From field.
- Enter the ending QC grade in the Through field.

Lot Status

(Selection Criteria alternate region)

Specify the range of lot statuses for which you are moving inventory.

- Enter the beginning lot status in the From field.
- Enter the ending lot status in the Through field.

Warehouse

(Move Inventory alternate region)

Enter the warehouse into which you wish to move the criteria-specified inventory.

Location

(Move Inventory alternate region)

Enter the location in the warehouse into which you wish to move the criteria-specified inventory.

Mass Status Immediate and Mass Status Journal - Procedures

Use this capability to move a series of items, lots, sublots, locations, QC Grades, Lot Statuses to a new Status.

1. You must establish a **Reason Code** on the **Reason Codes** form that authorizes mass moves. You must also have document numbering set up. (See the *OPM System Administration* user's guide for more information.)

2. Navigate to the **Inventory Quantities - Mass** form.

3. You can select:

   - **Mass Status Immediate** from the drop down menu to change the ranges of selected criteria immediately to a new status.

   - **Mass Status Journal** from drop down menu to change the ranges of selected criteria to a new status as a journaled transaction.

4. Complete the fields as described in the Fields topic.
5. Select **OK**.

Mass Status Immediate and Mass Status Journal - Fields

Organization

This field shows your default organization.

Journal

(For Mass Status Immediate) This field is not active for the immediate mass status changes to inventory.

(For Mass Status Journal) This field shows the journal name to which this transaction will be saved.

Line

(For Mass Status Journal) This field displays the journal line number for which this transaction will be saved.

Date

Specify the date that you are making this change to inventory. The default is the current (system) date.

Reason Code

Specify the reason code for this mass status change to inventory. Required.

Item

(Selection Criteria alternate region)

Specify the range of items for which you are making this mass transaction.

- Enter the beginning item in the From field.
- Enter the ending item in the Through field.

Lot

(Selection Criteria alternate region)

Specify the range of established lot numbers for which you are making this mass transaction.

- Enter the beginning lot in the From field.
- Enter the ending lot in the Through field.

Sublot

(Selection Criteria alternate region)

Specify the range of established sublot numbers for which you are making this mass transaction.

- Enter the beginning sublot in the From field.
- Enter the ending sublot in the Through field.

Warehouse

(Selection Criteria alternate region)

Specify the warehouse from which you are making this mass transaction. Required.

Location

(Selection Criteria alternate region)

Specify the range of locations in the warehouse from which you are making this mass transaction.

- Enter the beginning location in the From field.
- Enter the ending location in the Through field.

QC Grade

(Selection Criteria alternate region)

Specify the range of QC grades for which you are making this mass transaction.

- Enter the beginning QC grade in the From field.
- Enter the ending QC grade in the Through field.

Lot Status

(Selection Criteria alternate region)

Specify the range of lot statuses for which you are making this mass transaction.

- Enter the beginning lot status in the From field.
- Enter the ending lot status in the Through field.

To Status

(Change Status alternate region)

Enter the status into which you wish to change the criteria-specified inventory.

Description

(Change Status alternate region)

This field displays the default description of the status entered in the To Status field.

Mass Grade Immediate and Mass Grade Journal - Procedures

Use this capability to move a series of items, lots, sublots, locations, QC Grades, Lot Statuses to a new QC Grade.

1. You must establish a **Reason Code** on the **Reason Codes** form that authorizes mass moves. You must also have document numbering set up. (See the *OPM System Administration* user's guide for more information.)

2. Navigate to the **Inventory Quantities - Mass** form.

3. You can select:

- **Mass Grade Immediate** from the drop down menu to change the ranges of selected criteria immediately to a new QC grade.

- **Mass Grade Journal** from drop down menu to change to change the ranges of selected criteria to a new QC grade as a journaled transaction.

4. Complete the fields as described in the Fields topic.

5. Select **OK**.

Mass Grade Immediate and Mass Grade Journal - Fields

Organization

This field shows your default organization.

Journal

(For Mass Grade Immediate) This field is not active for the immediate mass grade changes to inventory.

(For Mass Grade Journal) This field shows the journal name to which this transaction will be saved.

Line

(For Mass Grade Journal) This field displays the journal line number for which this transaction will be saved.

Date

Specify the date that you are making this change to inventory. The default is the current (system) date.

Reason Code

Specify the reason code for this mass grade change to inventory. Required.

Item

(Selection Criteria alternate region)

Specify the range of items for which you are making this mass transaction.

- Enter the beginning item in the From field.

- Enter the ending item in the Through field.

Lot

(Selection Criteria alternate region)

Specify the range of established lot numbers for which you are making this mass transaction.

- Enter the beginning lot in the From field.

- Enter the ending lot in the Through field.

Sublot

(Selection Criteria alternate region)

Specify the range of established sublot numbers for which you are making this mass transaction.

- Enter the beginning sublot in the From field.
- Enter the ending sublot in the Through field.

Warehouse

(Selection Criteria alternate region)

This field is dimmed and not available.

Location

(Selection Criteria alternate region)

Specify the range of locations in the warehouse from which you are making this mass transaction.

- Enter the beginning location in the From field.
- Enter the ending location in the Through field.

QC Grade

(Selection Criteria alternate region)

Specify the range of QC grades for which you are making this mass transaction.

- Enter the beginning QC grade in the From field.
- Enter the ending QC grade in the Through field.

Lot Status

(Selection Criteria alternate region)

Specify the range of lot statuses for which you are making this mass transaction.

- Enter the beginning lot status in the From field.
- Enter the ending lot status in the Through field.

To Grade

(Change Grade alternate region)

Enter the grade into which you wish to change the criteria-specified inventory.

Description

(Change Grade alternate region)

This field displays the default description of the grade entered in the To Grade field.

Using the Inventory Quantities-Mass Special Menu

With the Inventory Quantities-Mass form displayed you can select the following from the Special menu:

Journal Comment

Select Journal Comment to annotate a comment in a journaled transaction.

Inventory Summary

Select Inventory Summary to go to the Inventory Summary form where you can view inventory for an item by: warehouse, grade, and monetary value. The inventory summary provides for each warehouse monetary values for: nettable, committed to sales, committed to production, pending available, pending to production and pending purchase inventory.

Processing Journaled Transactions

When you make journaled changes to your inventory on the Inventory Quantities form, these changes are written to a log. A log number is then assigned by the system. The log is a document that records changes to your inventory.

These journaled changes are not made (that is, onhand balances do not change) until the logs are posted. Journal logs must be posted in order for the completed transactions to be created and updates to onhand balances to take place.

The following journaled changes write to logs when you use the Inventory Quantities form:

- Status Journal
- Create Journal
- Grade Journal
- Adjust Journal
- Move Journaled
- Mass Move Journal
- Mass Status Journal
- Mass Grade Journal

Posting Journaled Entries

Use the post journal entries form to post journals prior to closing a period for inventory valuation.

Post Journal Entries Form - Procedures

To post journal entries, proceed as follows:

1. Navigate to the **Post Journal Entries** form.
2. Select the box next to the **Journals** you wish to post.
3. Complete the fields as described in the Fields topic.
4. Select **Post** to post the selected journals.

Post Journal Entries Form - Fields

Organization

Displays the default organization.

Posting ID

Displays the posting identification number after the posting is complete.

Organization

(Journals panel)

Displays the organization generating the journal.

Journal Number

(Journals panel)

Displays the journal number in the organization generating the journal.

Code

(Journals panel)

Displays the warehouse code linked to the company code.

Print Count

(Journals panel)

Displays the number of transactions in the journal to be posted.

Comment

(Journals panel)

Displays any comments regarding the journal entries or posting instructions.

Closing a Period for Inventory Valuation

On occasion you will need to perform inventory valuation on the stock in one or more warehouses. This requires that you close the period (a month, quarter, fiscal year, and so on).

You will perform a Preliminary or a Final close. The current onhand inventory balance will be copied and "frozen" to allow for calculations of item use and yield for the period. Inventory closing also allows you to choose the warehouses for which you want balances recorded.

- A Preliminary Close indicates that the period balance has been calculated, but you may redo the close process again.

- A Final Close indicates that you cannot open the period for another closing process and you cannot transact in the period.

Once a period is closed, any period *before* it in the calendar may not have the date interval modified. Periods that fall after the last closed period may have their date interval modified.

Inventory Close Process

At the end of each calendar period, you can perform a preliminary and final close for each warehouse associated with the company.

You perform a preliminary close of a warehouse to check inventory levels and to determine whether inventory balances in the warehouse are reasonable. This function allows you to print all period-end inventory reports without closing the period itself. You can still post transactions in a preliminary closed period.

You perform a final close of a warehouse to calculate the ending balance, the usage and the yields for all items in the warehouse. You cannot post transactions for the warehouse in the calendar period that is final closed. Once all warehouses have been final closed for a company, OPM final closes the entire inventory calendar period. The period end date is 23:59:59 of the last day in the calendar for that period.

- The yield figures come from the completed product transactions generated for production batches during the period being closed.

- The usage values come from the completed ingredient transactions generated for production batches during the period being closed.

Once the period close for the warehouse is completed, the next warehouse OPM selects is processed, until all have been closed. The status for each warehouse in the loop is updated.

No single period affects another period. The periods function independently of each other in relation to balances, besides the actual transactions and location inventory balances used to calculate the periods. The balances are recreated each time the preliminary close is run for a warehouse. A final close stops your ability to do a period close.

Using the Inventory Close Form

Use the inventory close form to perform preliminary and final inventory closes.

Inventory Close Form - Procedures

1. Navigate to the **Inventory Close** form.
2. Complete the fields as described in the Fields topic.
3. From the **Special** menu, select one the following:
   - **Preliminary Close** - to perform a preliminary close on the designated warehouse or warehouses for the period or periods selected. You can still enter transactions and close again.
   - **Final Close** - to perform a final close on the designated warehouse or warehouses for the period or periods selected. You should not enter any more transactions once this has been done.
4. Save the form.

Inventory Close Form - Fields

Company

The organization must be designated as a company on the Organization form. Enter the organization code of the company for which you are performing a close.

Fiscal Year

Specify the code for the inventory fiscal year within which is the period you wish to close.

Period

Enter the period you wish to close to inventory postings.

Close Status

The close status for the specified period displays when you return to this field after saving, exiting, and reentering the form. You cannot access this field.

End Date

The end date for the period you specified displays. You cannot access this field.

Close Warehouse

(Warehouse Details panel)

- Select the Close box next to a warehouse you wish to close.
- Clear the Close box next to any warehouse you do not wish to close.
- Press Tab to bypass warehouses.

> **Note:** Choose Select All from the Special menu to select all of the warehouses listed. Choose Clear All from the Special menu to clear all of the warehouses selected. This assists in a global close-out for all warehouses.

Code

This field displays the warehouse code linked to the company code.

Name

This field displays the name of the warehouse associated with the warehouse code.

Status

This field indicates warehouse status:

- Open - if the warehouse is open for inventory transactions.
- Preliminary - if the warehouse has had a preliminary close performed. If you did a preliminary close on a warehouse, you can run the preliminary close process against that warehouse again or you can run a final close.
- Closed - if the warehouse is closed for inventory transactions.

Understanding Inventory Close Reports

Daily Transactions Detail Report

To review transaction details for a period, print the Daily Transaction Detail Report. The Daily Transaction Detail report lists all transactions for each item in the warehouse(s) and for the date range that you specify. The total value and count for each item is listed, and a running transaction balance may be printed (optionally) for each item.

After you select the Daily Transaction Detail Report from the Report menu, a dialog box displays for the entry of your report parameters. See also *Inventory Reports* for more details.

Daily Item Usage Report

To identify formulas in which items were used, print the Daily Item Usage Report. This report lists formula detail for a range of items and warehouses for the inventory calendar year you specify. Also indicated are the documents that required the use of the items/formulas. The report also shows the item cost and usage value based on the costing method that you specify.

After you select the Daily Item Usage Report from the Report menu, a dialog box displays for entry of your report parameters. See also Inventory Reports for more details.

Item Usage Detail Report

To list item usage detail for a specific period, print the Item Usage Detail Report. For the period you specify, you can restrict the report to a range of items, and also to a range of warehouses. You must define an inventory calendar on the Inventory Calendar form. See also Inventory Reports for more details.

Inventory Purge Functions

Inventory Purge Functions - Overview

Periodically, it may be necessary for you to clear your system of inventory transaction records. This is often necessary when the transaction tables grow too large. To do this, you use the purge functions on the OPM Inventory Control menu. You can perform the following purge functions.

- Purge Pending Transactions
- Purge Completed Transactions
- Purge Empty Balance Transactions

Warning! Since purging transactions is a critical operation and can be entered against any organization, the system administrator should limit access to these screens.

Purging Pending Transactions

This option purges the completed transactions from the Pending Transaction table, ic_tran_pnd. Only completed transactions associated with closed documents can be purged. This purge option clears these completed transactions from the ic_tran_pnd table and writes them to the ic_tran_cmp table.

Purge Pending Transactions - Procedure

1. Navigate to the **Purge Pending Transactions** form.
2. Complete the fields as described in the Fields topic. Save the form.
3. From the **Query** menu select **Enter**. Enter the **Criteria** and **Version** of the previously saved **Purge Pending Transactions** form.
4. From the **Special** menu select **Start Purge**. A **Confirm Purge** dialog box appears. Review the information and adjust if necessary.
5. Click **OK** to initiate the purge. When the purge is complete, the system displays the message, "Purging has been completed successfully." Click **OK**.

Purge Pending Transactions - Fields

Criteria

Enter a description or a name that describes the purge for these pending transactions. Required.

Version

When creating a new version, leave the field blank. The system assigns a new number. If you entered criteria for a purge completed transaction or purge empty balance using the same criteria description, the system will assign a different version number.

Organization

(Selection panel)

Specify the organization or organizations against which you are purging the pending transactions. Required.

- To specify a single organization, enter it in both the From and the To fields.
- To specify a range of organizations, enter the starting organization in the From field and the ending organization in the To field.
- To specify all organizations, leave the From and To fields blank.

Document Type

(Selection panel)

Specify the document types to be purged. OPM documents are collections of transaction information recording activities in inventory. Examples of document types are Purchase Orders (PORD), Production Batches (PROD) and Sales Order (OPSO). Required.

- To specify a single document type, enter it in both the From and the To fields.
- To specify a range of document types, enter the starting document type in the From field and the ending document type in the To field.
- To specify all document types, leave the From and To fields blank.

Document Number

(Selection panel)

Each transaction document has a number associated with it. Document numbers can be assigned automatically or manually depending on how you set up the system. You can only enter a specific or a range of document numbers when you enter a specific or range of organization numbers and a specific or range of document types, respectively. Required.

- To specify a single document number, enter it in both the From and the To fields.
- To specify a range of document numbers, enter the starting document number in the From field and the ending document number in the To field.
- To specify all document numbers, leave the From and To fields blank.

Document Date

(Selection panel)

Each transaction document has a date associated with it.

- To specify a single document date, enter it in both the From and the To fields.
- To specify a range of document dates, enter the starting document date in the From field and the ending document date in the To field.
- To specify all document dates, leave the From and To fields blank.

Item

(Selection panel)

Specify the item codes against which pending transactions will be purged.

- To specify a single item, enter it in both the From and the To fields.
- To specify a range of items, enter the starting item in the From field and the ending item in the To field.
- To specify all items, leave the From and To fields blank.

Warehouse

(Selection panel)

Specify the of warehouse or warehouses from which you want the transactions purged.

- To specify a single warehouse, enter it in both the From and the To fields.
- To specify a range of warehouses, enter the starting warehouse in the From field and the ending warehouse in the To field.
- To specify all warehouses, leave the From and To fields blank.

Transaction Date

(Selection panel)

Specify the transaction date or dates for which you wish transactions purged.

- To specify a single transaction date, enter it in both the From and the To fields.
- To specify a range of warehouses, enter the starting warehouse in the From field and the ending warehouse in the To field.
- To specify all warehouses, leave the From and To fields blank.

Inventory Class

(Other Information panel)

Specify an inventory class. This limits the purge to the inventory class you specify.

Lot Control Items

(Other Information panel)

Specify if you want lot controlled items purged.

- Select the box to purge lot controlled items.
- Clear the box to purge only non-lot controlled items.

Last Run Date

(Other Information panel)

This specifies when the purge was performed. You can not tab into this field.

Comment

(Other information panel)

Enter any comments in this field.

Using Find Criteria - Purge Pending Transactions

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Criteria - Procedure

To find criteria:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Criteria Fields topic.
3. Click **Find**.

Find Criteria - Fields

Criteria

Specify the description or a name that describes the purge to find.

Version

Specify the version to find.

Last Run Date

Specify the last run date to find.

Marked for Deletion

- Select Yes to find criteria marked for deletion.
- Select No to find criteria not marked for deletion.

Purging Completed Transactions

This purge option clears the selected completed transactions from the completed transaction table ic_tran_cmp and writes them to the Transaction Archive table (ic_tran_arc).

Purge Completed Transactions - Procedure

1. Navigate to the **Purge Completed Transactions** form.
2. Complete the fields as described in the Fields topic. Save the form.
3. From the **Query** menu select **Enter**. Enter the **Criteria** and **Version** of the previously saved **Purge Completed Transactions** form.
4. From the **Special** menu select **Start Purge**. A **Confirm Purge** dialog box appears. Review the information and adjust if necessary.
5. Click **OK** to initiate the purge. When the purge is complete, the system displays the message, "Purging has been completed successfully." Click **OK**.

Purge Completed Transactions - Fields

Criteria

Enter a description or a name that describes the purge for these pending transactions. Required.

Version

When creating a new version, leave the field blank. The system assigns a new number. If you entered criteria for a purge completed transaction or purge empty balance using the same criteria description, the system will assign a different version number.

Organization

(Selection panel)

Specify the organization or organizations against which you are purging the pending transactions. Required.

- To specify a single organization, enter it in both the From and the To fields.
- To specify a range of organizations, enter the starting organization in the From field and the ending organization in the To field.
- To specify all organizations, leave the From and To fields blank.

Document Type

(Selection panel)

Specify the document types to be purged. OPM documents are collections of transaction information recording activities in inventory. Examples of document types are Purchase Orders (PORD), Production Batches (PROD) and Sales Order (OPSO). Required.

- To specify a single document type, enter it in both the From and the To fields.
- To specify a range of document types, enter the starting document type in the From field and the ending document type in the To field.
- To specify all document types, leave the From and To fields blank.

Document Number

(Selection panel)

Each transaction document has a number associated with it. Document numbers can be assigned automatically or manually depending on how you set up the system. You can only enter a specific or a range of document numbers when you enter a specific or range of organization numbers and a specific or range of document types, respectively. Required.

- To specify a single document number, enter it in both the From and the To fields.
- To specify a range of document numbers, enter the starting document number in the From field and the ending document number in the To field.
- To specify all document numbers, leave the From and To fields blank.

Document Date

(Selection panel)

Each transaction document has a date associated with it.

- To specify a single document date, enter it in both the From and the To fields.
- To specify a range of document dates, enter the starting document date in the From field and the ending document date in the To field.
- To specify all document dates, leave the From and To fields blank.

Item

(Selection panel)

Specify the item codes against which pending transactions will be purged.

- To specify a single item, enter it in both the From and the To fields.
- To specify a range of items, enter the starting item in the From field and the ending item in the To field.
- To specify all items, leave the From and To fields blank.

Warehouse

(Selection panel)

Specify the of warehouse or warehouses from which you want the transactions purged.

- To specify a single warehouse, enter it in both the From and the To fields.
- To specify a range of warehouses, enter the starting warehouse in the From field and the ending warehouse in the To field.
- To specify all warehouses, leave the From and To fields blank.

Transaction Date

(Selection panel)

Specify the transaction date or dates for which you wish transactions purged.

- To specify a single transaction date, enter it in both the From and the To fields.
- To specify a range of warehouses, enter the starting warehouse in the From field and the ending warehouse in the To field.
- To specify all warehouses, leave the From and To fields blank.

Inventory Class

(Other Information panel)

Specify an inventory class. This limits the purge to the inventory class you specify.

Lot Control Items

(Other Information panel)

Specify if you want lot control items purged.

- Select the box to purge lot controlled items.
- Clear the box to purge only non-lot controlled items.

Last Run Date

(Other Information panel)

This specifies when the purge was performed. You can not tab into this field.

Comment

(Other information panel)

Enter any comments in this field.

Using Find Criteria - Purge Completed Transactions

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Criteria - Procedure

To find criteria:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Criteria Fields topic.
3. Click **Find**.

Find Criteria - Fields

Criteria

Specify the description or a name that describes the purge to find.

Version

Specify the version to find.

Last Run Date

Specify the last run date to find.

Marked for Deletion

- Select Yes to find criteria marked for deletion.
- Select No to find criteria not marked for deletion.

Purge Empty Balance Transactions

Inventory balances are stored in the On Hand Balance table, ic_loct_inv. This purge function deletes rows for which the onhand balance for the item/lot/sublot/warehouse/location is zero for the item's primary unit of measure. This is particularly useful when conversion factors leave small balances of the item in the secondary unit of measure and these balances appear on inventory reports.

Purge Empty Balance Transactions - Procedure

1. Navigate to the **Purge Empty Balance Transactions** form.
2. Complete the fields as described in the Fields topic. Save the form.
3. From the **Query** menu select **Enter**. Enter the **Criteria** and **Version** of the previously saved **Purge Empty Balance Transactions** form.
4. From the **Special** menu select **Start Purge**. A **Confirm Purge** dialog box appears. Review the information and adjust if necessary.
5. Click **OK** to initiate the purge. When the purge is complete, the system displays the message, "Purging has been completed successfully." Click **OK**.

Purge Empty Balance Transactions - Fields

Criteria

Enter a description or a name that describes the purge for these pending transactions. Required.

Version

When creating a new version, leave the field blank. The system assigns a new number. If you entered criteria for a purge completed transaction or purge empty balance using the same criteria description, the system will assign a different version number.

Organization

(Selection panel)

Specify the organization or organizations against which you are purging the pending transactions. Required.

- To specify a single organization, enter it in both the From and the To fields.
- To specify a range of organizations, enter the starting organization in the From field and the ending organization in the To field.
- To specify all organizations, leave the From and To fields blank.

Document Type

(Selection panel)

Specify the document types to be purged. OPM documents are collections of transaction information recording activities in inventory. Examples of document types are Purchase Orders (PORD), Production Batches (PROD) and Sales Order (OPSO). Required.

- To specify a single document type, enter it in both the From and the To fields.

- To specify a range of document types, enter the starting document type in the From field and the ending document type in the To field.

- To specify all document types, leave the From and To fields blank.

Document Number

(Selection panel)

Each transaction document has a number associated with it. Document numbers can be assigned automatically or manually depending on how you set up the system. You can only enter a specific or a range of document numbers when you enter a specific or range of organization numbers and a specific or range of document types, respectively. Required.

- To specify a single document number, enter it in both the From and the To fields.

- To specify a range of document numbers, enter the starting document number in the From field and the ending document number in the To field.

- To specify all document numbers, leave the From and To fields blank.

Document Date

(Selection panel)

Each transaction document has a date associated with it.

- To specify a single document date, enter it in both the From and the To fields.

- To specify a range of document dates, enter the starting document date in the From field and the ending document date in the To field.

- To specify all document dates, leave the From and To fields blank.

Item

(Selection panel)

Specify the item codes against which pending transactions will be purged.

- To specify a single item, enter it in both the From and the To fields.
- To specify a range of items, enter the starting item in the From field and the ending item in the To field.
- To specify all items, leave the From and To fields blank.

Warehouse

(Selection panel)

Specify the of warehouse or warehouses from which you want the transactions purged.

- To specify a single warehouse, enter it in both the From and the To fields.
- To specify a range of warehouses, enter the starting warehouse in the From field and the ending warehouse in the To field.
- To specify all warehouses, leave the From and To fields blank.

Transaction Date

(Selection panel)

Specify the transaction date or dates for which you wish transactions purged.

- To specify a single transaction date, enter it in both the From and the To fields.
- To specify a range of warehouses, enter the starting warehouse in the From field and the ending warehouse in the To field.
- To specify all warehouses, leave the From and To fields blank.

Inventory Class

(Other Information panel)

Specify an inventory class. This limits the purge to the inventory class you specify.

Lot Control Items

(Other Information panel)

Specify if you want lot control items purged.

- Select the box to purge lot controlled items.
- Clear the box to purge only non-lot controlled items.

Last Run Date

(Other Information panel)

This specifies when the purge was performed. You cannot tab into this field.

Comment

(Other information panel)

Enter any comments in this field.

Using Find Criteria - Purge Empty Balance Transactions

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form, where you enter search criteria.

Find Criteria - Procedure

To find criteria:

1. Choose **Find** from the **Query** menu.
2. Complete the fields as described in the Find Criteria Fields topic.
3. Click **Find**.

Find Criteria - Fields

Criteria
Specify the description or a name that describes the purge to find.

Version
Specify the version to find.

Last Run Date
Specify the last run date to find.

Marked for Deletion

- Select Yes to find criteria marked for deletion.
- Select No to find criteria not marked for deletion.

Inventory Control Reports

Inventory Control Reports - Overview

OPM offers various standard reports, already formatted and ready to run. In this section you will find a description of each report available through the Inventory module.

The following reports are discussed:

- Running the Inventory Location Detail Report
- Running the Lot Status Master Report
- Running the Inventory Valuation Report
- Running the Lot Inventory Report
- Running the Lot Master Report
- Running the Warehouse Detail Report
- Running the Warehouse Inventory Report
- Running the Daily Transaction Detail Report
- Running the Trial Pick List Report
- Running the Daily Item Usage Report
- Running the Item Usage Detail Report
- Running the Inventory Adjustments Journal Report
- Running the Inventory Edit Journal Report

Running the Inventory Location Detail Report

All information on this report is from the Location form. You can produce a report for all locations, or a range of locations, and it can be sorted by warehouse or location.

Submitting the Report

Note: See the *Oracle Applications* for detailed information on submitting a report.

To submit the Inventory Location Detail Report:

1. Navigate to the **Submit Requests** form.

2. In the **Name** field, enter **Inventory Location Detail Report**. The Parameters dialog box is displayed.

3. Complete the **fields** as described in the Fields topic, and click **OK**. The Submit Requests form is displayed.

4. Complete the **fields** in the Submit Requests form and click **Submit**. You can then view or print the report.

Inventory Location Detail Report - Parameter Fields

Sort By

Enter whether you want to sort by Description, Location or Warehouse.

Order By

Enter whether you want to order the list in an Ascending or Descending format.

From Whse

Enter the beginning warehouse for the report.

To Whse

Enter the ending warehouse for the report.

From Location

Enter the beginning location for the report.

To Location

Enter the ending location for the report.

Select Criteria

Select one of the following criteria for the report:

- Active to report on active inventory
- All to report on all inventory
- Deleted to report on deleted inventory

Inventory Location Detail Report - Report Description

The following are descriptions of the fields displayed on the Inventory Location Detail Report.

Whse

The warehouse in which this location exists.

Location

The location code for inventory in the warehouse listed.

Description

The description of the warehouse location.

Location Capacity

The amount of capacity for this location in the warehouse indicated.

Capacity UOM

The Unit of Measure (UOM) for the capacity.

Running the Lot Status Master Report

All information on this report is from the Lot Status Master form. The report lists information for all lot status codes, or a range of lot status codes, and is sorted by lot status code.

Submitting the Report

> **Note:** See *Oracle Applications* for detailed information on submitting a report.

To submit the Lot Status Master Report:

1. Navigate to the **Submit Requests** form.
2. In the **Name** field, enter **Lot Status Master Report**. The Parameters dialog box is displayed.
3. Complete the **fields** as described in the Fields topic, and click **OK**. The Submit Requests form is displayed.
4. Complete the **fields** in the Submit Requests form and click **Submit**. You can then view or print the report.

Lot Status Master Report - Parameter Fields

From Status

Enter the starting lot status for the report.

To Status

Enter the ending lot status for the report.

Select Criteria

Select one of the following criteria for the report:

- Active to report on active inventory
- All to report on all inventory
- Deleted to report on deleted inventory

Order By

Enter whether you want to order the list in an Ascending or Descending sequence.

Lot Status Master Report - Report Description

The following are descriptions of fields displayed on the Lot Status Master Report.

Status

The lot status code, which indicates the extent to which the lot is available for production, order processing, or shipping.

Description

The lot status description.

Reason Code

If this status code identifies lots that have been placed on hold (for MRP, sales order, production, or shipping), the hold reason code is listed.

Nettable

Indicates if lots assigned this status are nettable for MRP ("O" = not nettable, "1" = nettable).

Order Processing

Indicates if lots assigned this status are nettable for order processing ("O" = not nettable, "1" = nettable).

Production

Indicates if lots assigned this status are nettable for production ("O" = not nettable, "1" = nettable).

Shipping

Indicates if lots assigned this status are nettable for shipping processing ("O" = not nettable, "1" = nettable).

Rejected

Indicates if the lot has been accepted or rejected ("0" = accepted, "1" = rejected).

Running the Inventory Valuation Report

The Inventory Valuation report provides a tool to evaluate the cost of items in inventory by warehouse. This report lists the true value of inventory items for a specified period of time, in specified warehouses. The costs listed are the accounting costs for the item in the warehouse, if available. Otherwise, the cost of the item for the organization is used. The inventory valuation can be based on balances available at report printing time, or the closing balance for the end of a specified calendar period.

The report is listed by item within warehouse. This includes item onhand balances for both primary and secondary units of measure, unit cost and total cost (value). You can print the report for one or more warehouses or items.

Submitting the Report

> **Note:** See the *Oracle Applications* for detailed information on submitting a report.

To submit the Inventory Valuation Report:

1. Navigate to the **Submit Requests** form.
2. In the **Name** field, enter **Inventory Valuation Report**. The Parameters dialog box is displayed.
3. Complete the **fields** as described in the Fields topic, and click **OK**. The Submit Requests form is displayed.
4. Complete the **fields** in the Submit Requests form and click **Submit**. You can then view or print the report.

Inventory Valuation Report - Parameter Fields

From Item

Enter the beginning item for the report.

To Item

Enter the ending item for the report.

From Whse

Enter the beginning warehouse for the report.

To Whse

Enter the ending warehouse for the report.

Current Balance

To show current inventory valuation balances (that is, inventory valuation at report printing time) enter an X in this field. Otherwise, leave this field blank and complete the Fiscal Year and Period fields to show inventory valuation as of a particular calendar and period closing date.

Fiscal Year

To show inventory valuation as of a particular fiscal calendar year enter the cost calendar code.

Period

To show inventory valuation as of a particular period closing date, enter the period code for the cost calendar year.

Note: You must complete inventory month-end processing in order for this report to reflect accurate month-end balances.

Inventory Valuation Report - Report Description

The following are descriptions of the fields displayed on the Inventory Valuation Report:

Warehouse

The warehouse for which inventory is being valued.

Item

Each item in the warehouse for which inventory is being valued.

On-hand Balance

The current onhand balance for the item in its primary unit of measure.

UOM

The primary unit of measure for the item.

On-hand Balance

The current onhand balance for the item in its secondary unit of measure.

UOM2

The secondary unit of measure (if the item is dual unit of measure controlled).

Acctg. Cost Per Unit

The general ledger (GL) cost per unit for the item.

Total Acctg Cost

The total accounting cost for the item. The total is the product of the On-hand Balance in the primary UOM times the GL cost per unit.

Running the Lot Inventory Report

This report indicates the item lot and sublot quantities that are stocked in each warehouse in various locations. Expiration dates are also shown for each lot.

Submitting the Report

> **Note:** See the *Oracle Applications* for detailed information on submitting a report.

To submit the Lot Inventory Report:

1. Navigate to the **Submit Requests** form.
2. In the **Name** field, enter **Lot Inventory Report** The Parameters dialog box is displayed.
3. Complete the **fields** as described in the Fields topic, and click **OK**. The Submit Requests form is displayed.
4. Complete the **fields** in the Submit Requests form and click **Submit**. You can then view or print the report.

Lot Inventory Report - Parameter Fields

From Item

Enter the beginning item for the report.

To Item

Enter the ending item for the report.

From Whse

Enter the beginning warehouse for the report.

To Whse

Enter the ending warehouse.

Select Criteria

Select one of the following criteria for the report:

- Active to report on active inventory
- All to report on all inventory.
- Deleted to report on deleted inventory.

Lot Inventory Report - Report Description

The following are descriptions of the fields displayed on Lot Inventory Report:

Item

The item number for which lots are being listed.

Lot

The lot number for the item (assigned to the item on Lot/Sublot form).

Description

The item number description.

Sublot

The sublot number from the lot/sublot (assigned on the Lot/Sublot form, if the item is sublot controlled).

Lot Create

The creation date of the lot (from the Lot/Sublot form).

Expire Date

The lot/sublot expiration date, produced by adding shelf life days (from the Items form) to the lot/sublot creation date (from Lot/Sublot form).

Location

The location in which the lot or sublot is stocked.

Lctn Qty1

The item quantity of this lot that is stocked at this location.

UOM

The primary unit of measure of the item lot stored at this location.

Lctn Qty2

If the item is controlled by dual units of measure, the lot quantity of the item in the secondary unit of measure is listed.

UOM2

The secondary unit of measure of the item lot stored at this location.

Running the Lot Master Report

This report lists information from the Lot/Sublot form for all lots and sublots. You may restrict the report to lots and sublots for a specific range of items.

Submitting the Report

Note: See the *Oracle Applications* for detailed information on submitting a report.

To submit the Lot Master Report:

1. Navigate to the **Submit Requests** form.
2. In the **Name** field, enter **Lot Master Report**. The Parameters dialog box is displayed.
3. Complete the **fields** as described in the Fields topic, and click **OK**. The Submit Requests form is displayed.
4. Complete the **fields** in the Submit Requests form and click **Submit**. You can then view or print the report.

Lot Master Report - Parameter Fields

From Item
Enter the beginning item for the report.

To Item
Enter the ending item for the report.

Select Criteria
Select one of the following criteria for the report:

-   Active to report on active inventory
-   All to report on all inventory.
-   Deleted to report on deleted inventory.

Lot Master Report - Report Description

The following are descriptions of the fields displayed on Lot Master Report.

Item
The item number for which lots are being listed.

Description
The description of the item for which lots are being listed.

Lot
The lot number for the item (assigned to the item on the Lot/Sublot form).

Sublot

The sublot number from the lot (assigned on the Lot/Sublot form, if the item is sublot controlled).

Description

The description of the item lot/sublot.

Grade

If the item is grade controlled, the grade code assigned to this lot is listed.

Code

Identifies the action to be taken on this item lot when it expires.

Strength

The strength of the item in this lot, listed as a percent.

Indicator

Indicates if the lot is included in inventory onhand balances ("0" = yes, "1" = no).

Origination Type

Displays the origination of the lot/sublot.

Expaction Date

The date the action defined by the action code should be taken on the expired item lot.

Lot Created

The date the lot was created.

Expire Date

The lot expiration date, produced by adding the shelf life days to the lot creation date.

Retest Date

The date the lot should be retested.

Running the Warehouse Detail Report

This report lists information from the Warehouses form for one or more warehouses. The report may be sorted by warehouse code, warehouse description, region code, or warehouse class code.

Submitting the Report

> **Note:** See the *Oracle Applications* for detailed information on submitting a report.

To submit the Warehouse Detail Report:

1. Navigate to the **Submit Requests** form.
2. In the **Name** field, enter **Warehouse Detail Report**. The Parameters dialog box is displayed.
3. Complete the **fields** as described in the Fields topic, and click **OK**. The Submit Requests form is displayed.
4. Complete the **fields** in the Submit Requests form and click **Submit**. You can then view or print the report.

Warehouse Detail Report - Parameter Fields

Sort By

There are four ways to sort the report:

- Select Warehouse to sort by warehouse code.
- Select Description to sort by the warehouse description.
- Select Region to sort by geographic region.
- Select Class to sort by the warehouse class.

Order By

There are two ways to order the report:

- Select Ascending to order the report in ascending order.
- Select Descending to order the report in descending order.

From Whse

Enter the beginning warehouse code for the report. The warehouse description appears in the field to the right of this code.

To Whse

Enter the ending warehouse code for the report. The warehouse description appears in the field to the right of this code.

Warehouse Detail Report - Report Description

The following are descriptions of the fields displayed on the Warehouse Detail Report:

Whse

The warehouse code.

Description

The description of the warehouse.

Reg Code

The geographic region of the warehouse.

Class

Warehouse class, which defines warehouses with the same characteristics and requirements.

Contact @ Whse

A contact or supervisor at the warehouse.

Whse. Phone #

The phone number at the warehouse.

Running the Warehouse Inventory Report

This report lists inventory item quantities and total item quantities within each warehouse in both primary units of measure and secondary units of measure (for dual unit of measure-controlled items). You assign and maintain inventory quantities on the Quantities form.

Submitting the Report

Note: See the *Oracle Applications* for detailed information on submitting a report.

To submit the Warehouse Inventory Report:

1. Navigate to the **Submit Requests** form.
2. In the **Name** field, enter **Warehouse Inventory Report**. The Parameters dialog box is displayed.
3. Complete the **fields** as described in the Fields topic, and click **OK**. The Submit Requests form is displayed.
4. Complete the **fields** in the Submit Requests form and click **Submit**. You can then view or print the report.

Warehouse Inventory Report - Parameter Fields

From Item

Enter the beginning item for the report.

To Item

Enter the ending item for the report.

From Whse

Enter the beginning warehouse for the report.

To Whse

Enter the ending warehouse for the report.

Warehouse Inventory Report - Report Description

The following are descriptions of the fields displayed on the Warehouse Inventory Report:

Item

The item number.

Description

The item description.

Whse Qty

The item quantity in the specified warehouse (primary unit of measure).

Total Qty UOM

The total item quantity for all warehouses (primary unit of measure).

UOM

The primary unit of measure for the item.

Whse Qty2

The item quantity in the specified warehouse (secondary unit of measure).

Total Qty2

The total item quantity for all warehouses (secondary unit of measure).

UOM2

The secondary unit of measure for the item.

Running the Daily Transaction Detail Report

This report lists all inventory transactions for warehouse items within a specified date range. The report also shows a running balance for each item for each transaction, and a total value and transaction count for each item.

Submitting the Report

> **Note:** See the *Oracle Applications* for detailed information on submitting a report.

To submit the Daily Transaction Detail Report:

1. Navigate to the **Submit Requests** form.
2. In the **Name** field, enter **Daily Transaction Detail Report**. The Parameters dialog box is displayed.
3. Complete the **fields** as described in the Fields topic, and click **OK**. The Submit Requests form is displayed.
4. Complete the **fields** in the Submit Requests form and click **Submit**. You can then view or print the report.

Daily Transaction Detail Report - Parameter Fields

From Whse

Enter the beginning warehouse for the report.

To Whse

Enter the ending warehouse for the report.

From Transdate

Enter the beginning transaction date for the report.

To Transdate

Enter the ending transaction date for the report.

Cost Mtd

Enter the cost method used.

Daily Transaction Detail Report - Report Description

The following are descriptions of the fields displayed on the Daily Transaction Detail Report:

Org

The organization code for the selected warehouse or warehouse range.

Warehouse

The warehouse in which the item was stocked.

Item

The item for which the transaction was made.

Document Type

The document type (for example, production order) that triggered the transaction.

Document No.

The number of the document that triggered the transaction.

Trans No

The transaction number. When a transaction occurs in OPM it is assigned a number. This number is listed in Transaction Inquiry.

Trans Date

The date of the inventory transaction.

Location

The warehouse location in which the item was stocked.

Vend/Ship

The vendor or shipment code for the item.

Formula

The formula in which the item was used.

Vers

The formula version in which the item was used.

Qty

The quantity of the item included in the transaction.

Qty2

The quantity included in the transaction based on the secondary unit of measure.

UOM

The primary unit of measure for the transaction item.

UOM2

The secondary unit of measure for the transaction item.

Frtbill Mthd

The freight billing method. For example, FOB.

Shipping

The shipping method. For example, COMMON CARRIER.

Running Balance

A running transaction balance for the item.

Note: After each group of Document Types, the report shows a Transaction Count and Total Value through and including the To Transdate.

Running the Trial Pick List Report

This report lists those items that were picked (up to the ship date you specify) to fill orders for a specific customer or a range of customers. You can also restrict the report to items picked for a specific order or a range of orders.

Submitting the Report

Note: See the *Oracle Applications* for detailed information on submitting a report.

To submit the Trial Pick List Report:

1. Navigate to the **Submit Requests** form.

2. In the **Name** field, enter **Trial Pick List Report**. The Parameters dialog box is displayed.

3. Complete the **fields** as described in the Fields topic, and click **OK**. The Submit Requests form is displayed.

4. Complete the **fields** in the Submit Requests form and click **Submit**. You can then view or print the report.

Trial Pick List Report - Parameter Fields

From Orderno

Enter the beginning order number for the report.

To Orderno

Enter the ending order number for the report.

From Cust

Enter the beginning customer for the report.

To Cust

Enter the ending customer for the report.

Whse Code

Enter the warehouse code that filled orders for a specific customer or a range of customers.

Ship Date

Enter a shipping date for which the item is scheduled to ship.

Trial Pick List Report - Report Description

The following are descriptions of the fields displayed on the Trial Pick List Report.

Order Number

The document number of the order that triggered the transaction. This is the automatic or manual number that is assigned to a shipping order by OPM.

Item

The item code and description of the item being shipped. This information is taken from the Item Master.

Sched To Ship

Date on which the item is scheduled to be shipped.

Line Number

Line number in the shipping order.

Carrier Code

Code for the vehicle or common carrier.

Order Qty

The amount of the item that is being shipped.

Location

Warehouse location code indicating where the item is stocked.

Lot

Lot number for the inventoried item (if it is lot controlled).

Sublot

Sublot number of the inventoried item (if it is sublot controlled).

Onhand

Current quantity of the item in the warehouse.

Shipping Method

Mode in which the item is being shipped (air, ground, etc.)

Running the Daily Item Usage Report

To identify formulas in which items were used on daily time buckets, print the Daily Item Usage Report. This report lists formula details for a range of items and warehouses for the inventory calendar year and period specified. The documents that required the use of the items and formulas are also listed. The report shows the item cost and usage value based on the costing method that you specify.

Submitting the Report

Note: See the *Oracle Applications* for detailed information on submitting a report.

To submit the Daily Item Usage Report:

1. Navigate to the **Submit Requests** form.
2. In the **Name** field, enter **Daily Item Usage Report** The Parameters dialog box is displayed.
3. Complete the **fields** as described in the Fields topic, and click **OK**. The Submit Requests form is displayed.
4. Complete the **fields** in the Submit Requests form and click **Submit**. You can then view or print the report.

Daily Item Usage Report - Parameter Fields

Organization
Enter the organization code for the selected warehouse or warehouse range.

Fiscal Year
To show daily item usage as of a particular fiscal calendar year enter the cost calendar code.

Cost Method
Enter the cost method to be used.

From Item
Enter the beginning item for the report.

To Item
Enter the ending item for the report.

From Whse
Enter the beginning warehouse for the report.

To Whse
Enter the ending warehouse for the report.

From Date

Enter the beginning date for the report.

To Date

Enter the ending date for the report.

Daily Item Usage Report - Report Description

The following are descriptions of the fields displayed on the Daily Item Usage Report:

Organization

The organization code for the warehouse or warehouse range displayed.

Date Range

The range of dates covered by the report.

Fiscal Year

The fiscal year used in the report.

Whse

The warehouse code.

Item

The item code and description.

Class Code

The item classification code.

UOM

The primary unit of measure.

INFLOW Doc Type

The inflow document type to the specified warehouse.

INFLOW Reason Code

The inflow reason code for the specified warehouse.

INFLOW Quantity

The inflow quantity to the specified warehouse.

OUTFLOW Doc Type

The outflow document type to the specified warehouse.

OUTFLOW Reason Code

The outflow reason code for the specified warehouse.

OUTFLOW Quantity

The outflow quantity for the specified warehouse.

Act Usage

The actual usage for the specified warehouse.

Ytd Usage

The year to date usage for the specified warehouse.

Ytd Value

The year to date value for the specified warehouse.

Running the Item Usage Detail Report

To list item usage detail for a specific period, print the Item Usage Detail Report. The Item Usage Detail report details the transactions posted against an item. For the period you specify, you can restrict the report to a range of items, and also to a range of warehouses. You must define an inventory calendar on the Inventory Calendar form. You may restrict the report to a range of item numbers, warehouses, and dates.

Submitting the Report

> **Note:** See the *Oracle Applications* for detailed information on submitting a report.

To submit the Item Usage Detail Report:

1. Navigate to the **Submit Requests** form.
2. In the **Name** field, enter **Item Usage Detail Report**. The Parameters dialog box is displayed.
3. Complete the **fields** as described in the Fields topic, and click **OK**. The Submit Requests form is displayed.
4. Complete the **fields** in the Submit Requests form and click **Submit**. You can then view or print the report.

Item Usage Detail Report - Parameter Fields

Fiscal Year

To show item usage as of a particular fiscal calendar year enter the cost calendar code.

Period

To show item usage as of a particular period closing date, enter the period code for the cost calendar year.

Cost Method

Enter the cost method to be used.

From Item

Enter the beginning item for the report.

To Item

Enter the ending item for the report.

From Whse

Enter the beginning warehouse for the report.

To Whse

Enter the ending warehouse for the report.

Item Usage Detail Report - Report Description

The following are descriptions of the fields displayed on the Item Usage Detail Report:

Org

The organization code for the selected warehouse or warehouse range.

Fiscal Year

The fiscal year for this report.

Period

The period for this report.

Item

The item whose usage is detailed. A report may contain one or a series of items.

Whse

The warehouse or warehouses where the item is located.

Class Code

The item classification code.

UOM

The primary unit of measure for the item.

Beginning Balance

The balance at the beginning of the fiscal year and period specified.

INFLOW Doc Type

The inflow document type to the specified warehouse.

INFLOW Reason Code

The inflow reason code for the specified warehouse.

INFLOW Quantity

The inflow quantity to the specified warehouse.

OUTFLOW Doc Type

The outflow document type to the specified warehouse.

OUTFLOW Reason Code

The outflow reason code for the specified warehouse.

OUTFLOW Quantity

The outflow quantity for the specified warehouse.

Ending Balance

The ending balance for the specified warehouse.

Ending Inv Value

The ending inventory value for the specified warehouse.

Act Usage

The actual usage for the specified warehouse.

Ytd Usage

The year to date usage for the specified warehouse.

Ytd Value

The year to date value for the specified warehouse.

Running the Inventory Adjustments Journal Report

It is helpful to examine journaled inventory adjustments by running the Inventory Adjustments Journal Report.

Submitting the Report

> **Note:** See the *Oracle Applications* for detailed information on submitting a report.

To submit the Inventory Adjustments Journal Report:

1. Navigate to the **Submit Requests** form.
2. In the **Name** field, enter **Inventory Adjustments Journal Report**. The Parameters dialog box is displayed.
3. Complete the **fields** as described in the Fields topic, and click **OK**. The Submit Requests form is displayed.
4. Complete the **fields** in the Submit Requests form and click **Submit**. You can then view or print the report.

Inventory Adjustments Journal Report - Parameter Fields

Organization

Enter the organization code for the selected warehouse.

From Posting

Enter the beginning posting number for this report.

To Posting

Enter the ending posting number for this report.

Include Already Printed

You can include or exclude postings that were already printed.

- Select Yes to include postings that have already been printed.
- Select No to exclude postings that have already been printed.

Sort Order

You can sort this report in any of three ways:

- Select Journal Entry to sort the report by the order in which inventory adjustment journal entries were made.
- Select Item No, Warehouse to sort the report by item number and warehouse.
- Select Operator to sort the report by the operator making the inventory adjustments.

Inventory Adjustments Journal Report - Report Description

The following are descriptions of the fields displayed on the Inventory Adjustments Journal Report.

User

Prints the code of the user requesting the report.

Posting Id

Prints the numeric sequence identifier assigned at the time of posting.

Date Posted

Prints the date of the posting.

Log

Prints the organization code and journal number assigned on the Quantities form.

Line

Prints the journal line number of the transaction. (In some transactions this line number will increase by two.)

Operator

Prints the code of the user who made the journal entry.

Trans Type

Prints an abbreviation of the transaction type. All transactions in a journal must be of the same type.

- ADJR - indicates an Adjust Journal transaction
- CRER - indicates a Create Journal transaction
- GRDR - indicates a Grade Journal transaction
- TRNR - indicates a Move Journal transaction
- STSR - indicates a Status Journal transaction

Item

Prints the transaction item code.

Whse Location

Prints the transaction warehouse code.

Quantity1

Prints the quantity of the transaction in the primary unit of measure.

UOM1

Prints the primary unit of measure.

Grade

Prints the grade assigned to this item (if it is grade controlled)

Status

Prints the lot status of this item (if it is status controlled).

Reason

Prints the transaction reason code.

Lot

Prints the lot number of the item (if it is lot controlled).

Sublot

Prints the sublot number of the item (if sublot controlled).

Comment

Prints the comment entered for the journal transaction.

Running the Inventory Edit Journal Report

To examine a report of edited inventory journal transactions run the Inventory Edit Journal Report.

Submitting the Report

Note: See the *Oracle Applications* for detailed information on submitting a report.

To submit the Inventory Edit Journal Report:

1. Navigate to the **Submit Requests** form.
2. In the **Name** field, enter **Inventory Edit Journal Report**. The Parameters dialog box is displayed.
3. Complete the **fields** as described in the Fields topic, and click **OK**. The Submit Requests form is displayed.
4. Complete the **fields** in the Submit Requests form and click **Submit**. You can then view or print the report.

Inventory Edit Journal Report - Parameter Fields

Organization
Enter the organization code for the selected warehouse.

From Journal
Enter the beginning journal number for this report.

To Journal
Enter the ending journal number for this report.

Sort Order
You can sort this report in any of three ways:

- Select Journal Entry to sort the report by the order in which inventory adjustment journal entries were made.
- Select Item No, Warehouse to sort the report by item number and warehouse.
- Select Operator to sort the report by the operator making the inventory adjustments.

Inventory Edit Journal Report - Report Description

The following are descriptions of the fields displayed on the Inventory Edit Journal Report.

User
Prints the code of the user requesting the report.

Log

Prints the organization code and journal number assigned on the
Quantities form.

Line

Prints the journal line number of the transaction. (In some transactions
this line number will increase by two.)

Operator

Prints the code of the user who made the journal entry.

Trans Type

Prints an abbreviation of the transaction type. All transactions in a journal
must be of the same type.

- ADJR - indicates an Adjust Journal transaction
- CRER - indicates a Create Journal transaction
- GRDR - indicates a Grade Journal transaction
- TRNR - indicates a Move Journal transaction
- STSR - indicates a Status Journal transaction

Item

Prints the transaction item code.

Whse Location

Prints the transaction warehouse code.

Quantity1

Prints the quantity of the transaction in the primary unit of measure.

UOM1

Prints the primary unit of measure.

Grade

Prints the grade assigned to this item (if it is grade controlled).

Status

Prints the lot status of this item (if it is status controlled).

Reason

Prints the transaction reason code.

Lot

Prints the lot number of the item (if it is lot controlled).

Sublot

Prints the sublot number of the item (if sublot controlled).

Comment

Prints the comment entered for the journal transaction.

Printing the Indented Formulas Report

The Indented Formulas report shows all of the ingredients and ingredient quantities that are used to produce an item. Any ingredients that are intermediates can be exploded into their ingredients. Note that circular references are allowed one level deep (that is, an item can be both an ingredient and a product in a formula). Circular references beyond one level, however, are identified with an error message (that is, the item cannot again be an ingredient in the lower-level formula).

Indented Formulas Report Dialog Box

The Indented Formulas report dialog box enables you to specify the formula, item, or range of formulas for which the bill formula report will be printed. You also enter other criteria specifying which formula to use, such as the type of formula that will be used (production, MRP, or Costing) and the effective date.

This box works in two modes, interactive and noninteractive. When you use interactive mode, the OPM will first display a list of all of the formulas which meet the criteria entered on this box. For example, if you enter an item and batch quantity, and there are several effective formulas for making the specified quantity of the item (and which also meet the other criteria specified, such as effective date), the system will list each of those formulas. Click the box next to the one desired. The Indented Formulas Report will be generated the selected formula.

If the formula for which you are printing this report contains ingredients that are intermediates, interactive mode also lets you select which formula to use for exploding the intermediates, if they are produced by more than one formula.

When you use noninteractive mode, OPM picks the formula to use (if more than one meets the criteria specified on the box), based on the effectivity preference. If two or more formulas have the same preference level, OPM uses the formula which was most recently modified.

Printing the Indented Formulas Report - Procedure

Run the report as follows:

1. Navigate to the **Intended Formulas Report** form.
2. Complete the fields and make selections on the **Indented Formulas Report** box as described in the fields section.
3. Select **OK**. OPM generates the report and displays the **Submission History** box.

Viewing the Report Online

To view the report online, proceed as follows:

1. Choose **Help > View** my requests. The **Requests** box is displayed.
2. Highlight the box next to the **Indented Formulas** report that you want to view. Make sure that the report phase is completed.

3. Click **Report**. The report you selected is displayed on the screen.

Indented Formulas Report - Parameters

Interactive

Select this check box to use interactive mode. Leave the box blank to use non-interactive mode. Interactive mode allows you select from a list of effectivities. Non-interactive mode uses the most recent effectivity for the formula or formulas exploded.

Re-Explode

Select this check box if you want to re-explode the report. When you run an IBOM report for the first time, the report will explode out the formula regardless of what value you have in this field. Exploded formulas are held in the Formula IBOM header table and the Formula IBOM detail table (fm_ibom_hdr and fm_ibom_dtl). OPM checks these tables first whenever you generate an IBOM report. Running already exploded IBOM reports from this table greatly enhances run-time performance.

Use inactive

Select this check box if you want to explode inactive formulas.

Single Formula

Select this radio button if you want to print the indented formulas reportfor a single formula. When you click the box, the Formula and Version fields become available for entry.

Formula

Enter the code of the formula for which you want to print the indented formulas report. This field is editable if you selected to explode a single formula   Required when displayed.

Version

Enter the formula version for which you want to print the indented formulas report. This field is editable if you selected to explode a single formula to explode. Required when displayed.

Single Item

Select this radio button if you want to print the indented formulas report for specific product.

If you are using interactive mode, a list of formula effectivities for the specified batch quantity of this product will be displayed.

If you are using noninteractive mode, the system will select a formula to use for the report based on formula effectivity preference.

Item

Enter the code for the product for which you want to print the indented formulas report. This field is only displayed if you selected to explode a single item. Required when displayed.

Batch Qty

Enter the quantity of the product for which you want to print the indented formulas report. This quantity is used in determining which formula to use (the formula must be effective for this quantity) and in scaling ingredient quantities. This field is only displayed if you selected to explode a formula for a single item. Required when displayed.

UOM

Enter the unit of measure in which the batch quantity is expressed. This field is only displayed if you selected to explode a formula for a single item. Required when displayed.

Formula Range

Select this radio button if you want to print the bills of materials for a range of formulas. You can not enter formula ranges if you are using interactive mode.

Range

Enter the beginning and ending of the range of formulas for which bills of materials will be printed. This field is only editable if you clicked the Formula Range radio button.

Formula

Enter the code of the formula for which you want to print the indented formulas report.

This field is only editable if you selected Single Formula. Required when editable.

Version

Enter the formula version for which you want to print the indented formulas report.

This field is only displayed if you selected to explode a single formula. Required when editable.

Scale By

(Other Options)

Enter the percentage by which you want to scale the formula. For example, if you want the quantities doubled, enter 200. If you want the quantities decreased by half, enter 50. Leave this field set to zero (or enter 100) if you want to view the formula quantities without scaling.

Levels

(Other Options)

The default value is All. Enter the number of levels of the indented formulas report you want printed. If you enter a number greater than one, ingredients in the formula that are intermediates will be exploded into their ingredients. If you leave this set to "All," the indented formulas report will be exploded down to raw materials.

Effective Type

(Other Options panel)

Select the type of formula (what the formula is used for) which you want to use as the basis of the report. Your selections are:

- Production
- Planning
- Costing
- Regulatory

Effective Date

(Other Options panel)

Type the date for which the formula must be effective. Only formulas which are effective on this date will be used as the basis of the report. Required.

UOM Type

(Other Options panel)

Select either formula or the inventory item master units of measure.

Copies

(Print Options panel)

Enter the number of copies of the report you want printed.

Printer

(Print Options panel)

Enter the code identifying the printer on which the report will be printed. Required.

Style

(Print Options panel)

Select whether you want this report to print as Landscape or Portrait.

Indented Formulas Report - Report Description

The fields on the report are described below.

Indented Formulas Report - Report Fields

Formula

The code for the formula on which the indented formula report is based, followed by a colon and the formula version number. The description of the formula/version appears next.

Scale Percent

The percentage by which the formula was scaled. Note that a scale percent of zero indicates that the formula was not scaled (it is the same as a scale percent of 100).

Effective Type

This field indicates what the formulas use is. It can be one of the following:

- Production
- Planning
- Costing
- Regulator

Effective Date

The effective date you entered on the box. All formulas which appear on the report are effective on this date.

Products

The items produced by the formula.

To the right of the product's item code appear two numbers in parentheses, separated by a slash (/). The first number is the batch quantity of the product. This number is either the formula product quantity multiplied by the scale or the batch quantity you entered in the Batch Quantity field.

The second number is the product quantity from the formula.

The unit of measure in which the batch quantity and formula quantity are expressed follows the parentheses. The item description of the product appears next.

Ingredient - Description

The item code for each ingredient is displayed, followed by the ingredient description.

In addition to the ingredients, by-products are also displayed, preceded by "Byp".

If any of the ingredients is an intermediate (that is, it is the product in another formula), the ingredient line is followed by a line beginning with "Formula:." This line displays the formula code and version used to

explode the intermediate into its ingredients. Following this line are the ingredients from this formula. In addition to the ingredients, byproducts (identified with "Byp:") and coproducts (identified by "Cop:") in this formula are also displayed.

Note that the by-products, coproducts, and ingredients of the formula that produces the intermediate are indented from the ingredients in the main formula. Once the indentation ends, the items that start back at the left margin are ingredients in the main formula listed at the top of the page.

Lvl

The level in the indented bill of material. Item lines from the main formula (listed at the top of the page) are identified by a 1. Item lines from a formula used to produce an ingredient in the main formula (that is, an intermediate) are identified by a 2, and so forth.

Batch quantity

The quantity of the ingredient necessary to produce the batch quantity of the product. For by-product or co-product lines, this is the quantity of the by-product or co-product that is produced when the batch quantity of the main product is produced.

Formula quantity

The quantities of the ingredients, by-products, and co-products in the formula.

Standard quantity

The formula product quantity of formulas used to produce any intermediates. Note that if the quantity of the intermediate needed in the main formula is different from this standard quantity, the intermediate formula is automatically scaled to produce the necessary quantity of the intermediate. The scaled product quantity and scaled ingredient quantities are shown in the Batch Quantity column.

UOM

The unit of measure in which quantities are expressed.

Inventory Inquiries

Inventory Inquiries - Overview

In addition to the printed reports, OPM Inventory Control offers several online inquiries. These inquiries display quantity and transaction information for the items that you specify.

Dialog boxes, similar to those used for the report options, display for some of the online inquiries. This allows you to filter your inquiry based on the criteria you enter.

The following topics are covered in this section:

- Understanding Inventory Allocation Inquiries
- Setting Up the Allocated Inventory Warning Message
- Making an Allocated Inventory Summary Inquiry
- Making an Allocated Inventory Details Inquiry
- Making an Unallocated Inventory Summary Inquiry
- Querying the Item Master
- Making an Item Inquiry
- Displaying the Quantity On-hand
- Making a Transaction Inquiry
- Displaying Transaction Details
- Displaying Inventory Summary
- Displaying Inventory Summary Details
- Making a Single Level Lot Source Inquiry
- Making a Single Level Where Used Inquiry

Understanding Inventory Allocation Inquiries

The Allocated Inventory Inquiries enable you to find out if a lot has been allocated to a document (for example: a sales order, shipment, or production batch) before you move quantities of the lot. This allocation location information allows you to find lots and correctly reference allocated material and onhand quantities.

For example: Assume a lot is moved, but the movement of the allocated material is not noted. The individual trying to pick that material for a batch or a shipment may not be able to find it. If allocation information is not changed, the following happens:

- When the lot is moved, the quantity in the original location is reduced, and there is an onhand quantity in the new location. The allocation, however, continues to reference the original location.

- When the shipment or batch is released, the completed transaction drives the quantity in the original (allocated) location negative. However, the quantity in the new location (where the inventory was actually located) is unaffected.

- The lot is shown as having an onhand quantity in the location to which it was moved, and a negative quantity in the original location. In reality, the lot was shipped or consumed, and the onhand quantity should be zero in both locations.

You can make allocated inventory inquiries with three forms:

- Allocated Inventory Summary - to display allocated items and lots in a specified warehouse. This inquiry can be restricted by combinations of items and locations. This is useful if you want to move all the items and lots in a given location. You would obviously want to check whether anything in that location was allocated before moving it.

- Allocated Inventory Detail - to display documents to which the material is allocated.

- Unallocated Inventory Summary - to list nettable, allocated, and unallocated quantities for the specified item and warehouse.

Setting up the Allocated Inventory Warning Message

OPM contains an Allocated Inventory Warning message. This warning message displays when you try to move allocated inventory using the Move Immediate or Move Journaled options.

The warning reads:

"Allocations exist against this inventory. Continue anyway (Y/N)?"

- If you respond Yes, the movement will be saved.

- If you respond No, the message will be cleared.

You can then select the Allocated Inventory Details option from the Quantities form Special menu to display the Allocated Inventory Detail screen.

Note: To display the Allocated Inventory Warning Message when you try to move allocated inventory, you must set the software Profile Value IC$MOVE_CHECK_ALLOC to 1. Refer to the *OPM System Administration* user's guide for more information.

Making an Allocated Inventory Summary Inquiry

The Allocated Inventory Summary form displays allocated items and lots in a specified warehouse.

Allocated Inventory Summary - Procedure

1. Navigate to the **Allocated Inventory Summary** form.
2. Complete the fields as described in the Fields topic.
3. With the completion of the last entry in the Criteria panel, press **Enter**. The form displays all the allocated inventory found for the warehouse.

Note: Once you have displayed the summary of allocated inventory for a particular warehouse, you must clear the form before entering a new warehouse.

Allocated Inventory Summary - Fields

Warehouse

Specify the warehouse for which you want information about lot allocation (the corresponding warehouse description displays automatically). Required.

Item

(Criteria panel)

- Specify the beginning item code in the From field.
- Specify the ending item code in the To field.

Location

(Criteria panel)

Note: This field displays only if the warehouse is location controlled. Otherwise these fields will be dimmed.

- Specify the beginning location code in the From field.
- Specify the ending location code in the To field.

Note: After you complete the fields described above, OPM displays the allocated item lots, sublots, and/or locations, as well as the allocated quantity and onhand quantity of each in the Details panel. OPM sorts the data by location, item, lot, and sublot. If there are no allocations against a lot, sublot, or location, it will not be displayed on this form.

Location

(Details panel)

Where the allocated item is located.

Item

(Details panel)

The item code of allocated material.

Lot

(Details panel)

The lot number of allocated material.

Sublot

The sublot number if one has been assigned to the allocated material.

Allocated

The quantity of the item that is allocated. These quantities are the pending transactions.

Onhand

The quantity of the item is actually on hand in the warehouse.

UOM

The item's primary unit of measure.

Making an Allocated Inventory Details Inquiry

The Allocated Inventory Detail form displays the item allocation information and the documents (PROD, OPSO, SHIP) to which a selected item/lot/location is allocated. This form is accessed from the Allocated Inventory Summary screens Edit menu. The form is illustrated below.

Allocated Inventory Detail - Procedure

1. Begin with a completed **Allocated Inventory Summary** form or the **Inventory Quantities** form containing the desired item/location displayed.

2. Click on the drill down indicator box next to the line containing the desired item/location. The **Allocated Inventory Details** form is displayed.

3. Complete the fields as described in the Fields topic.

4. The form displays the pending allocation transactions for the item/lot/location selected and the document numbers associated with these transactions are sorted sequentially by document type, organization code, and document identification number.

Note: When you access this form from the Allocated Inventory Summary form or from the Inventory Quantities form, the key data (the data in the top section of the form) will be passed in from those forms.

Allocated Inventory Detail - Fields

Warehouse

The warehouse for which you are making the inquiry displays. The corresponding warehouse description also displays.

Item

The item code is displayed with the corresponding item description.

Lot

The lot number for the item being queried displays.

Sublot

The sublot number for the item being queried displays, if applicable.

Location

The location at which the allocated item is located displays.

> **Note:** When the upper section of this form is completed (either manually or by having information passed from the Allocated Inventory Summary or Inventory Quantities form), the pending allocation transactions for that item/lot/location are retrieved, along with the document numbers associated with the transactions, and the data is displayed on the form. The data is sorted first by document type, organization code, and document id number.

Type

The type of document to which the item is allocated (production batch - PROD, sales order - OPSO, shipment - SHIP).

Organization

The organization against which the transaction has been made.

Document Number

Document number of the batches, sales orders, or shipments to which the item is allocated.

Allocated Quantity

The quantity of the item that has been allocated to the document.

UOM

Unit of measure for the allocated item.

Making an Unallocated Inventory Summary Inquiry

This inquiry lists nettable, allocated, and unallocated quantities for the specified item and warehouse. Inventory availability is listed based on the lot status indicators for Production, Order Processing, Shipping, and P/MRP. The only fields you can enter are Item, Warehouse, and Nettable for.

Unallocated Inventory Summary - Procedure

1. Navigate to the **Unallocated Inventory Summary** form.
2. Complete the fields as described in the Fields topic.
3. The form displays all the allocated inventory found for the warehouse.

Unallocated Inventory Summary - Fields

Item
Specify the item for which you are inquiring on unallocated inventory. Required.

Description
Displays the corresponding item description from the Items form.

Unit of Measure
The primary unit of measure for the item.

Warehouse
Specify the warehouse in which the item for which you are inquiring on unallocated inventory resides. Required.

Nettable for
Select one of the following:

- Production - to view inventory that is usable for production.
- Orders - to view inventory that is usable for sales orders.
- Shipping to view inventory that is usable for shipments.
- MRP to view inventory that is nettable for material requirements planning.

Note: With the selection and entry of the desired inventory flag, you may see the note "No unallocated inventories for this item and warehouse."

Total Nettable
The total usable inventory for the specified use (production, orders, shipping or MRP).

Total Allocated

The total allocated inventory for the specified use (production, orders, shipping or MRP).

Total Unallocated

The total unallocated inventory for the specified use (production, orders, shipping or MRP).

Lot

(Unallocated Details panel)

The lot number in the selected warehouse if the inventory is lot controlled.

Sublot

(Unallocated Details panel)

The sublot number in the selected warehouse if the inventory is sublot controlled.

Status

(Unallocated Details panel)

The lot status if the lot has a lot status assigned to it.

Nettable

(Unallocated Details panel)

The usable amount for the use indicated.

Allocated

(Unallocated Details panel)

The unallocated quantity for the indicated lot.

Unallocated

The lot's allocated quantity displays.

Location

The location of the selected lot.

Expiration Date

The expiration date of the selected lot.

Querying the Item Master

The Query Item Master form allows several users to view item characteristics simultaneously.

Note: This form uses fewer OPM system resources than are used while displaying item data using the Items form. This form displays the same fields as the Items form, and Flexfields are also displayed.

Query Items Master - Procedure

To query the item master:

1. Navigate to the **Query Items Master** form.
2. Complete the **Find Items** form. See also *Find Items* for use of this form.
3. The form displays information about the item queried.

Note: You can view Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets ([ ]). See the *Oracle Applications Flexfields Guide* for detailed information.

Query Items Master - Fields

Item

The code for the item you are viewing. This can be an inventory item (such as a raw material) or a noninventory item (such as water). Required.

Description

Displays a brief description of the item. Required.

Comment

Displays brief comment or secondary name for the item. This information displays only on the Items form for added reference.

Alternate Item A

If this item is (or was) identified by an alternate code outside OPM, displays the primary alternate code in this field. This field is for reference purposes only.

Alternate Item B

If this item is (or was) identified by an alternate code outside OPM, displays the secondary alternate code in this field. This field is for reference purposes only. Optional.

Warehouse Item

Displays item code, sourcing and replenishment rules for use by MRP and MPS.

Inactive

Shows if this is an active or inactive inventory item.

- If the Inactive box is selected, the item is inactive and should not be considered as on-hand inventory by MRP.

- If the Inactive box is not selected, the item is active.

Experimental

- If the Experimental box is selected, the item is experimental.

- If the Experimental box is not selected, the item is not experimental.

Dual Control

(Unit of Measure panel)

- Non-dual is displayed if the item is stocked by a single unit of measure, indicating that the item is only to be controlled in one unit of measure.

- Fixed is displayed if the item is dual unit of measure controlled *without* tolerances (entered as deviation factors). Whenever an inventory transaction is entered for the item in the standard unit of measure, the system automatically converts it to the secondary unit (or, if you enter the secondary unit, the system converts it to the primary unit).

- Default is displayed if the item is dual controlled *with* tolerances established by the deviation factors. Whenever an inventory transaction is entered for the item in the standard unit of measure, the system will convert it to the secondary unit (or, if you enter the secondary unit, the system converts it to the primary unit). If the conversion does *not* fall within the tolerances established, OPM will indicate that an invalid quantity has been entered and the conversion cannot be done. You can manually override the quantity as long as you stay within tolerance.

- No Default is displayed if the item is dual controlled, but the default conversion between the two units of measure is not possible without a manual calculation.

UOM

(Unit of Measure panel)

Displays the item's primary or standard unit of measure.

Deviation Factor+

(Unit of Measure panel)

Displays the positive tolerance (expressed as a percentage) that is acceptable in dual controlled conversion.

Deviation Factor-

(Unit of Measure panel)

Displays the negative tolerance (expressed as a percentage) that is acceptable in dual controlled conversion.

Type

(Code panel)

Displays whether the item is a finished good, a byproduct, an ingredient, or other defined item type.

ABC Rank

(Code panel)

Displays the classification of items based on the relationship of monetary value to stock volume or quantity. This allows for value-specific control, and greater control of high-value items (for example, in the physical inventory cycle). For instance, an expensive spice may be an A item, while a bulk item such as flour may have a C classification.

Commodity

(Code panel)

Displays the commodity code for Intrastat reporting. Commodity codes are reference codes associated with a class of product. This is a 9-digit code used for exporting to countries outside the EC, and exporting/importing among the EC countries.

Noninventory

(Controls alternate region)

- Displays Yes if this is a noninventory item
- Displays No if this is an inventory item.

Location

(Controls alternate region)

Locations are subdivisions within warehouses. Location numbers can (at your discretion) become part of the code necessary to identify inventory items. Both items and warehouses may be controlled by locations.

- Displays Non-Location when the item is not location controlled.
- Displays Validated when valid warehouse locations will be required entries to process transactions for the item.
- Displays Non-Validated for location control without location verification.

Lot

(Controls alternate region)

Lot controlled items must have valid lot numbers in order to process inventory transactions, such as receipts or production allocations. For allocations, you can temporarily allocate against a default lot, but you

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must eventually specify a valid lot before you can complete the allocation transaction.

- Displays Yes if the item is lot controlled.
- Displays No if the item is not lot controlled.

Indivisible

(Controls alternate region)

Here you may indicate if the lot may be divided when allocated for production or sales.

- Displays Yes if the lot cannot be divided. The original lot quantity cannot be altered unless you make an adjustment to the lot quantity itself.
- Displays No if the lot can be divided.

Sublot

(Controls alternate region)

Here you indicate if the lot may be broken into sublots. Therefore, all transactions for the item must include a lot number, and optionally a sublot number (inventory balances for the item are maintained by lot and sublot number).

- Displays Yes if sublot control is used on the item.
- Displays No if sublot control is not used on the item.

Grade

(Controls alternate region)

A grade code represents specific requirements necessary for the item to be acceptable for processing.

- Displays Yes if this item is grade controlled.
- Displays No if this item is not grade controlled.

Default Grade

(Controls alternate region)

Displays the default grade.

Status

(Controls alternate region)

For lot status-controlled items, inventory transactions are created (optionally) when you change the lot status on the Quantities form (this produces an audit trail). The Non-Status default applies if there will be no lot status control.

- Displays Non-Status if there is no lot status to be assigned.
- Displays With Inventory if the item is status controlled, and you want inventory transactions created whenever you change the status of a lot. Specify the lot status that will be the default for this item when you create lots for it.

- Displays No Inventory if the item is status controlled but you do not want inventory transactions created whenever you change the status of a lot.

Default

(Controls alternate region)

Displays the default QC status.

Matching

(Controls alternate region)

This field is for future use.

Sales

(Classes alternate region)

Displays the code that indicates the grouping of items with similar sales characteristics.

GL

(Classes alternate region)

Displays the code that indicates the grouping of items with similar general ledger characteristics.

Ship

(Classes alternate region)

Displays the code that indicates the grouping of items with similar sales characteristics.

Freight

(Classes alternate region)

Displays the code that indicates the grouping of items with similar freight characteristics.

Price

(Classes alternate region)

Displays the code that indicates the grouping of items with similar pricing characteristics.

Cost

(Classes alternate region)

Displays the code that indicates the grouping of items with similar cost characteristics.

Storage

(Classes alternate region)

Displays the code that indicates the grouping of items with similar storage characteristics.

Inventory

(Classes alternate region)

Displays the code that indicates the grouping of items with similar inventory characteristics.

Purchase

(Classes alternate region)

Displays the code that indicates the grouping of items with similar purchasing characteristics to find.

Allocation

(Classes alternate region)

Displays the code that indicates the grouping of items with similar allocation characteristics to find.

Customs

(Classes alternate region)

Displays the code that indicates the grouping of items with similar customs characteristics to find.

Planning

(Classes alternate region)

Displays the code that indicates the grouping of items with similar planning characteristics to find.

Sequence

(Classes alternate region)

Displays the code that indicates the grouping of items with similar operation sequence characteristics to find. See the Capacity Requirements Planning module for more information.

Cost Ref

(Classes alternate region)

Displays the code that indicates the grouping of items with similar cost method calculation characteristics. See the Cost Management module for more information to find.

Query Item Master - Additional Menu Options

You can display QC Additional Information or make an Item Inquiry using the Item Master Special menu.

Displaying QC Additional Information

For items that are QC grade controlled, you can display QC Additional Information by selecting QC Additional Information from the Item Master Special menu. See also *Entering Quality Control Information* for a complete explanation of this form.

Making an Item Inquiry to Display Quantity On-hand

To make an inquiry on an item, you can select Item Inquiry from the Special menu to display the Item Inquiry form. Categories (Quantity On-hand by) are displayed. Click on the drill down indicator box next to the selection you wish to display. The Quantity On-hand form displays to show the on-hand quantity for the specified Item.

Making an Item Inquiry

This inquiry form allows you to view onhand quantity information for the item you specify. If the item is controlled by dual units of measure, then quantities are displayed for both units of measure.

The Item Inquiry form allows you to specify the criteria for the item inquiry. For location, lot controlled, and sublot controlled items, you can select to display quantities for any or all of these. The manner in which the item was set up determines the degree of inquiry detail that will be available. For example, when you inquire on a location-controlled item that is also controlled by lots, the following inquiry options will be available:

- Warehouse
- Warehouse and Location
- Warehouse and Lot
- Warehouse, Location, and Lot

If you inquire on an item that is controlled by neither locations nor lots/sublots, then you may inquire only on quantities in each warehouse.

The following is a listing of item inquiry options.

- Warehouse
- Warehouse and Location
- Warehouse and QC Grade
- Warehouse, Lot, and Sublot
- Warehouse, QC, Lot, and Sublot
- Warehouse, Status, Lot, and Sublot
- Warehouse, QC, and Location
- Warehouse, Location, Lot, and Sublot
- Warehouse, QC, Location, Lot, and Sublot
- Warehouse, Status, Location, Lot, and Sublot

Item Inquiry - Procedures

1. Navigate to the **Item Inquiry** form.
2. Complete the fields as described in the Fields topic.
3. Press **Enter** to display the **Quantity On-hand** form.

Item Inquiry - Fields

Item

Enter the item code for which you are performing an inquiry. Required.

Description

Displays the default description for the Item.

Quantities Onhand By

Select the desired degree of inquiry detail for the item. The degree of inquiry detail available depends on the setup of the item.

Note: This query display onhand quantities by combinations of warehouse, QC, status, location, lot or sublot.

What to Do Next

Proceed to *Displaying the Quantity On-hand*.

Displaying the Quantity On-hand

After making an Item Inquiry, you will be able to choose how you wish to view quantities on-hand. The Quantity On-hand form displays the totals on-hand inventory quantities by the criteria specified for the Item Inquiry.

Quantity On-hand - Procedure

To display the quantity on-hand:

1. Begin with a completed **Item Inquiry** form on the screen. See also *Making an Item Inquiry.*

2. Click on the drill down indicator box next to the selection you wish to display in the Quantities panel.

3. The **Quantity On-hand** form displays to show the on-hand quantity for the specified **Item**.

Quantity On-hand Display - Fields

On Hand by

This field displays the level of detail being displayed. For example, it could display Warehouse, Warehouse and Location, Warehouse and QC Grade, and so forth.

Item

Displays the Item for which an inquiry was made.

Total On-hand

The quantity of the item on hand in the primary unit of measure.

Total Onhand2

If dual unit of measure controlled, displays the quantity in the secondary unit of measure.

Rows Displayed

The number of rows of the item displayed on the screen.

Warehouse

(Quantities panel)

The warehouse code or codes in which the item in located.

Status

(Quantities panel)

The current lot status for the item (if any is assigned).

QC Grade

(Quantities panel)

The current QC grade for the item (if any is assigned).

Location

(Quantities panel)

The location code or codes where the item is located.

Lot

(Quantities panel)

The lot number (if lot controlled).

Sublot

(Quantities panel)

The sublot number (if sublot controlled).

On-hand

(Quantities panel)

The quantity of inventory of the item/lot/sublot in the warehouse location in the primary unit of measure.

On-hand2

(Quantities panel)

The quantity of inventory of the item/lot/sublot in the warehouse location in the secondary unit of measure.

Making a Transaction Inquiry

Transaction inquiries allow you to view each completed or pending transaction for a specified item. The Transaction Selection dialog box allows you to enter the criteria for selecting the transactions that will display.

You can display either pending or completed transactions. You can restrict the inquiry to transactions for a specific company, organization, warehouse, and/or transaction date. You can also restrict the inquiry to transactions for specific lots, lot status, locations, and QC grades for either Pending or Completed transactions. After displaying the Transaction Inquiry form summary of Transaction Details, you can drill down in a specific selection to view additional Transaction Details.

Transaction Inquiry - Procedure

1. Navigate to the **Transaction Selection** dialog box.
2. Specify the **Item** for which you want to view transactions.
3. Select the radio button next to the desired **Transaction Type**:
   - **Pending** - to inquire about pending transactions.
   - **Completed** - to inquire about completed transactions.
4. Complete the fields as described in the **Transaction Selection** Fields topic.
5. Click **OK**. The **Transaction Inquiry** form displays a summary of **Transaction Details**.
6. In the **Transaction Details** panel, double click the drill down indicator box next to the selection you wish to display.
7. The **Transaction Details** form displays.

Transaction Selection - Fields

Item
Specify the item for which you want to view transactions. Required.

Transaction Type
(Radio buttons)

- Choose the Pending button to inquire about pending transactions.
- Choose Completed button to inquire about completed transactions.

Company
- Enter the beginning company in the From field.
- Enter the ending company in the Through field.
- Leave both fields blank to select all companies.

Organization

- Enter the beginning organization in the From field.
- Enter the ending organization in the Through field.
- Leave both fields blank to select all organizations.

Document Type

- Enter the beginning document type in the From field.
- Enter the ending document type in the Through field.
- Leave both fields blank to select all document types.

Transaction Date

- Enter the beginning transaction date in the From field.
- Enter the ending transaction date in the Through field.
- Leave both fields blank to select all transaction dates.

Warehouse

Enter the warehouse for which you wish to view transactions.

Location

Enter the location for which you wish to view transactions.

Quality Control Grade

Enter the QC grade for which you wish to view transactions.

Lot Number

Enter the lot number for which you wish to view transactions.

Lot Status

Enter the lot status for which you wish to view transactions.

Transaction Inquiry - Fields

Transaction

Displays the type of transaction selected - Pending or Completed.

Item

Displays the item code on which you are making the inquiry.

Description

Displays the default description of the item.

Rows Selected

Displays the number of rows of transaction details displayed on the screen.

Date

(Transaction Details panel)

Displays the transaction date.

Quantity

(Transaction Details panel)

Displays the transaction quantity (either a plus value or a minus value to show the increase or decrease of the selected item in the warehouse displayed).

Warehouse

(Transaction Details panel)

Displays the warehouse in which the transaction occurred.

Lot Number

(Transaction Details panel)

Displays the lot number to which the transaction took place (if the item is lot controlled).

Location

(Transaction Details panel)

Displays the location at which the transaction took place (if the item is location controlled).

Type

(Transaction Details panel)

Displays the type of transaction. For example production batch - PROD, sales order - OPSO, shipment - SHIP.

Company

(Transaction Details panel)

Displays the company in which the transaction took place.

Displaying Transaction Details

After displaying the Transaction Inquiry form's summary of Transaction Details, you can drill down in a specific selection to view additional Transaction Details.

Transaction Details - Procedure

To display transaction details:

1. Begin with the summary of **Transaction Details** form displayed.
2. Click on the drill down indicator box next to the selection you wish to display in **Transaction Inquiry** form.
3. View the fields as described in the Fields topic.

Transaction Details - Fields

Transaction

Displays the type of transaction selected - Pending or Completed.

Item Number

Displays the item code number and a description of the item as shown on the Item Master.

Lot Number

Displays the lot number to which the transaction took place (if the item is lot controlled).

Sublot Number

Displays the sublot number to which the transaction took place (if the item is sublot controlled).

Location

Displays the location at which the transaction took place (if the item is location controlled).

Transaction Qty

Displays the transaction quantity (either a plus value or a minus value to show the increase or decrease of the selected item in the warehouse displayed) in the item's primary unit of measure.

Transaction Qty2

Displays the transaction quantity (either a plus value or a minus value to show the increase or decrease of the selected item in the warehouse displayed) in the items secondary unit of measure if the item is dual unit of measure controlled.

Transaction Date

Displays the transaction date.

Company

Displays the code of the company in which the transaction took place.

Organization

Displays the code of the organization in which the transaction took place.

Warehouse

Displays the warehouse in which the transaction occurred.

Lot Status

Displays the status assigned to the lot (if lot controlled).

QC Grade

Displays the QC grade assigned.

Document Type

Displays the type of document to which the transaction is associated (for example: production batch - PROD, sales order - OPSO, shipment - SHIP).

User

Displays the code of the user who created the transaction.

Reason Code

Displays the reason code entered on the transaction (if any has been entered).

Document Line

Displays the specific line number referenced in the Document Number.

Document Number

Displays the document number.

For example:

- PROD documents display the production batch number
- OPSO documents display the sales order number
- SHIP documents display the shipping manifest number.

Created By

Displays the user name who created the transaction.

Last Updated By

Displays the user name who last updated the transaction.

Creation Date

Displays the date that the transaction was created.

Last Update Date

Displays the date that transaction was last updated.

Displaying Inventory Summary

The Inventory Summary form lists (by warehouse) usable onhand quantities and commitments for the item that you specify. It also lists pending receipt quantities from production and purchasing.

The Inventory Summary Detail form lists available and committed quantities for an individual summary line that you select. Quantities are shown in both the primary and secondary units of measure. Both forms may be requested from various modules in OPM. The usable quantities shown (which reflect the primary unit of measure) are specific to the module from which you call the lookup. For example, quantities that are usable for production may not be usable for sales. When accessed from the Quantities form, the quantity nettable for MRP is displayed. The "usable" flags are set on the Lot Status form.

Inventory Summary - Procedure

To view a summary of inventory on an item proceed as follows:

1. The Item for which you are displaying a summary of inventory must have been entered on the **Items** form.

2. Navigate to the **Inventory Quantities** or to the **Inventory Quantities-Mass** form.

3. Select **Inventory Summary** from the **Special** menu.

4. Enter the item.

5. Click on the drill down indicator box next to the desired **Whse** (the warehouse) to display the **Inventory Summary Details**.

Inventory Summary - Fields

Item

Enter the item for which you wish to display the summary of inventory. Required.

Description

This field displays the description of the item from the Item Master.

Unit of Measure

This field displays the primary unit of measure from the Item Master for the specified item.

Whse

(Summary Details panel)

This field displays the warehouse in which the inventory for the specified item is located.

Grade

(Summary Details panel)

This field displays the current QC grade (if any) for the selected item in the selected warehouse.

Nettable

(Summary Details panel)

This field displays the quantity usable for the function from which the Inventory Summary was accessed.

Sales

(Summary Details/Committed panel)

This field displays the quantity committed to sales in the selected warehouse for the selected item.

Production

(Summary Details/Committed panel)

This field displays the quantity committed to production batches in the selected warehouse for the selected item. It does not include the pending Firm Planned Orders.

Available

(Summary Details panel)

This field displays the quantity available in the selected warehouse for the selected item. This is the usable quantity minus the quantity committed to sales and production.

Production

(Summary Details/Pending panel)

This field displays the quantity pending being produced in the selected warehouse for the selected item.

Purchase

(Summary Details/Pending panel)

This field displays the quantity pending purchase in the selected warehouse for the selected item.

Description

(Summary Details panel)

This field displays a description (if any) of the warehouse selected.

Grade Description

(Summary Details panel)

This field displays a description of the QC grade (if any) of the selected item in the selected warehouse.

Displaying Inventory Summary Details

The Inventory Summary Details dialog box provides the same information as the Inventory Summary form but it shows the quantities in both units of measure for items that are dual unit of measure controlled.

Inventory Summary Details - Procedure

To view a summary of inventory on an item proceed as follows:

1. Begin with the **Inventory Summary** displayed.
2. Click on the drill down indicator box next to the desired **Whse** (the warehouse) to display the **Inventory Summary Details**.
3. When you have finished examining the details, click **OK**.

Inventory Summary Details Dialog Box - Fields

Item

The item code is displayed with the corresponding item description.

Warehouse

The warehouse code is displayed with the corresponding warehouse description.

Quality Control Grade

The QC Grade code is displayed with the corresponding description.

Usable

The usable quantity and primary unit of measure are displayed in the first column. If the item is dual unit of measure controlled, the usable quantity is also displayed in the second column in the secondary unit of measure.

Available

The available quantity in the primary unit of measure is displayed in the first column. If the item is dual unit of measure controlled, the available quantity is also displayed in the second column in the secondary unit of measure.

Open Purchase

The quantity on open purchase orders in the primary unit of measure is displayed in the first column. If the item is dual unit of measure controlled, the quantity on open purchase orders is also displayed in the second column in the secondary unit of measure.

In Production

The quantity in production in the primary unit of measure is displayed in the first column. If the item is dual unit of measure controlled, the quantity in production is also displayed in the second column in the secondary unit of measure.

Committed Sale

The quantity committed to sales orders and shipments in the primary unit of measure is displayed in the first column. If the item is dual unit of measure controlled, the quantity committed to sale is also displayed in the second column in the secondary unit of measure.

Committed Production

The quantity committed to production in the primary unit of measure is displayed in the first column. If the item is dual unit of measure controlled, the quantity committed to production is also displayed in the second column in the secondary unit of measure.

Making a Single Level Lot Source Inquiry

This inquiry shows the source of a particular item/lot/sublot combination. This screen shows the transaction date, quantity and transaction type for a particular transaction. The cursor keys to highlight a line on the middle region of the screen. The information in the bottom region of the screen scrolls.

See also *OPM Quality Management* for more information on this inquiry.

Making a Single Level Where Used Inquiry

This inquiry shows where a particular item/lot/sublot combination has been used.

See also *OPM Quality Management* for more information on this inquiry.

Workflows

Understanding Oracle Workflow

Oracle Workflow lets you automate and continuously improve business processes by routing information according to a set of business rules. You can route this information both inside and outside your enterprise to individuals on a need-to-know basis.

Oracle Workflow routes information to a role. A role can be an individual user or a group of users. Any user associated with that role can act on the notification. Each notification includes a message associated with all the information a user needs to make a decision. Some possible responses are also included. Oracle Workflow interprets each response and moves on to the next workflow activity.

Delivering Electronic Notifications

Workflow enables you to let people receive notifications of items awaiting their attention via electronic mail (E-mail), using a web browser, or on the Notification Summary form.

OPM Workflow Implementation

There are two initial workflow offerings for the Inventory Management module:

- Item Activation
- Lot Expiry and Retest Notification

Setting Up for Workflow

Refer to the *Oracle Workflow Guide* for complete setup procedures. This document also covers major features, definitions, and the generic workflow processes.

If the workflows are not operational, contact your database administrator to determine if the triggers have been set for:

- Item Activation: gmiitmact_insert_wf
- Lot Expiry: gmwlotex_insert_trigger
- Lot Retest: gmwlotrt_insert_trigger

Setting Up Notification Handing - Procedures

Follow the procedures in the *Oracle Workflow Guide* to set up notification handling. You will need to navigate to the Notifications Summary form and follow the recommendations and instructions outlined in this document.

Setting Up Item Approval

In order for the Item Activation Workflow to operate, you must make certain that the Oracle Workflow product has been set up properly as described in the *Oracle Workflow Guide*. You must set up this Item Approval before you create items.

Item Approval Form - Procedure

Set up item approval as follows:

1. Navigate to the **Item Approval** form.
2. Complete the fields as described in the Fields topic.
3. Save the form.

Item Approval Form - Fields

Item Creator

Enter the name of the individual responsible for item creation. This individual will be called the Creator. Required.

Supervisor

Enter the name of the individual responsible for item approval. This individual will be called the Approver. Required.

Initiating the Item Activation Workflow

Without the implementation of the Item Activation workflow, the individual who creates an inventory item using the Items form has the authority to make the item active or inactive while creating it. There is no authorization required.

The Item Activation Workflow changes this by allowing the creation of an item that is immediately inactivated as the first step in the workflow. The item created requires approval before it is activated. The Item Activation Workflow notifies the individual who needs to approve the item's creation. The result of the routing is that the item will become active if it is approved, or remain inactive if it is not approved.

Item Activation Workflow - Procedure

To initiate the Item Activation Workflow, proceed as follows:

1. Begin with the **Item Activation Workflow** installed and operational.

2. Navigate to the **Items** form.

3. Create an inventory item.

4. The Item Activation Workflow initiates as described in the Item Activation Workflow Steps topic.

Item Activation Workflow - Steps

The workflow does the following:

1. The workflow inactivates the created item.

2. The workflow selects the Approver. If the appropriate Approver is not found, the workflow processes the Selection Error notification. The workflow ends.

3. If the Approver is found, the workflow notifies the Requester of the Approver's name.

4. If the Approver rejects the request, the workflow processes the Rejection Notification to the item Creator. The workflow ends.

5. If the Approver approves the request, the workflow attempts to activate the item.

6. If the workflow cannot properly activate the item, the workflow processes the Activation Error Notification to the Creator and the Approver. The workflow ends.

7. If the workflow successfully activates the item, the workflow processes the Approval Notification to the Creator. The workflow ends.

Setting Up Lot Expiry/Retest Role Relations

In order for the Lot Expiry/Retest Workflow to operate, you must make certain that the Oracle Workflow product has been set up properly as described in the *Oracle Workflow Guide*. You must set up the Item Role Relation before you can initiate the Lot Expiry/Retest workflow.

Item Role Relation Form - Procedure

Set up item role relation as follows:

1. Navigate to the **Item Role Relation** form.
2. Complete the fields as described in the Fields topic.
3. Save the form.

Item Role Relation Form - Fields

Warehouse Item

Enter the warehouse item code that is shared by multiple items, and which represents sourcing and replenishment rules used by Production MRP and MPS. The warehouse item description appears in the field to its right.

Item

Enter the item code. The item description appears in the field to its right. If the Warehouse Item has been entered, this field is dimmed.

Lot Expiry Role

Enter the user code for the individual you wish the expiry notification to be sent. The user name appears in the field to its right. Required.

Lot Retest Role

Enter the user code for the individual to whom you wish the retest notification to be sent. Required.

Lot Expiry Notification Days

Enter the number of days before the expiration date that you wish to send the message to the user you entered in the Lot Expiry Role. Required.

Lot Retest Notification Days

Enter the number of days before the retest date that you wish to send the message to the user you entered in the Lot Expiry Role. Required.

Initiating the Lot Expiry/Retest Workflow

Without this workflow the expiration or retesting of a lot is not visible to the user without a query for the expiration and retest information. The Lot Expiry/Retest Workflow changes this. Lot creation is associated with a workflow designed to notify a user a defined number of days in advance of expiration and retest dates.

Lot Expiry/Retest Workflow - Procedure

To initiate the Lot Expiry/Retest Workflow, proceed as follows:

1. Begin with the **Lot Expiry/Retest Workflow** installed and operational.
2. Navigate to the **Lot/Sublot** form.
3. Create a lot.
4. The workflow implements the following:
   - Lot Expiry workflow as described in the Lot Expiry Workflow Steps topic.
   - Lot Retest workflow as described in the Lot Retest Workflow Steps topic.

Lot Expiry Workflow - Steps

The workflow does the following:

1. The workflow delays for expiry of the lot.
2. The workflow verifies expiration and checks for lot deletion. If the lot has been deleted, the workflow ends.
3. If the lot has not been deleted, the workflow checks for a zero balance and existence of the lot. If the lot has a zero balance and inventory exists, the workflow resolves roles and sends a Pending Expiry Notification. The workflow ends.
4. If the workflow cannot resolve inventory balance or existence of inventory, it sends a Pending Expiry Error Notification. The workflow ends.

Lot Retest Workflow - Steps

The workflow does the following:

1. The workflow delays for retest of the lot.
2. The workflow verifies for retest and checks for lot deletion. If the lot has been deleted, the workflow ends.
3. If the lot has not been deleted, the workflow checks for a zero balance and existence of the lot. If the lot has a zero balance and inventory exists, the workflow resolves roles and sends a Pending Retest Notification. The workflow ends.
4. If the workflow cannot resolve inventory balance or existence of inventory, it sends a Retest Error Notification. The workflow ends.

Appendixes

Inventory Management Navigator Paths

Although your System Administrator may have customized your Navigator, typical navigation paths are described in the following tables. In some cases, there is more than one way to navigate to a form. These tables provide the most typical default path.

Form	Path
Allocated Inventory Details	OPM Inventory > OPM Inventory Control > Inquiries > Allocated Summary > Click drill down indicator box next to desired Item/Location
Allocated Inventory Summary	OPM Inventory > OPM Inventory Control > Inquiries > Allocated Summary
Allocation Parameters	OPM Inventory > OPM Inventory Control > Setup > Allocation Setup > Parameters
Commodity Codes	OPM Inventory > OPM Inventory Control > Setup > Commodity Code
Confirm Purge Completed Transactions	OPM Inventory > OPM Inventory Control > Purge Transactions > Purge Completed > Start Purge
Confirm Purge Empty Balance Transactions	OPM Inventory > OPM Inventory Control > Purge Transactions > Purge Empty Balances > Special > Start Purge
Confirm Purge Pending Transactions	OPM Inventory > OPM Inventory Control > Purge Transactions > Purge Pending > Special > Start Purge
Daily Item Usage Report	OPM Inventory > OPM Inventory Control > Reports > Run
Daily Transaction Detail Report	OPM Inventory > OPM Inventory Control > Reports > Run

Form	Path
Find Allocation Parameters	OPM Inventory > OPM Inventory Control > Setup > Allocation Setup > Parameters > Query > Find...
Find Commodity Codes	OPM Inventory > OPM Inventory Control > Setup > Commodity Code > Query > Find...
Find Criteria	OPM Inventory > OPM Inventory Control > Purge Transactions > Purge Empty Balances > Query > Find...
	OPM Inventory > OPM Inventory Control > Purge Transactions > Purge Pending > Query > Find...
	OPM Inventory > OPM Inventory Control > Purge Transactions > Purge Completed > Query > Find...
Find Inventory Calendar	OPM Inventory > OPM Inventory Control > Setup > Inventory Calendar > Query > Find...
Find Inventory Types	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > Inventory Types > Query > Find...
Find Item Allocation Classes	OPM Inventory > OPM Inventory Control > Setup > Allocation Setup > Class > Query > Find...
Find Item Cost Classes	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > Item Cost > Query > Find...
Find Item Customs Classes	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > Item Customs > Query > Find...
Find Item Freight Classes	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > Item Freight > Query > Find...
Find Item General Ledger Classes	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > General Ledger > Query > Find...
Find Item Inventory Classes	OPM Inventory > OPM Inventory Control > Setup > Inventory Calendar > Query > Find...
Find Item Lot/Sublot Standard Conversion	OPM Inventory > OPM Inventory Control > Setup > Item/Lot Conversion > Query > Find...

Form	Path
Find Item Planning Classes	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > Item Planning > Query > Find...
Find Item Price Classes	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > Item Price > Query > Find...
Find Item Purchasing Classes	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > Item Purchasing > Query > Find...
Find Item Sales Classes	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > Item Sales Query > Find...
Find Item Shipping Classes	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > Item Shipping > Query > Find...
Find Item Storage Classes	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > Item Storage > Query > Find...
Find Item Tax Class Associations	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > Tax Association > Query > Find...
Find Items	OPM Inventory > OPM Inventory Control > Setup > Item Master > Query > Find...
Find Locations	OPM Inventory > OPM Inventory Control > Setup > Location > Query > Find...
Find Lot Status	OPM Inventory > OPM Inventory Control > Setup > Lot Status > Query > Find...
Find Lots/Sublots	OPM Inventory > OPM Inventory Control > Setup > Lot/Sublot > Query > Find...
Find Production Rules	OPM Inventory > OPM Inventory Control > Setup > Reorder Rules > Production > Query > Find...
Find Warehouse Rules	OPM Inventory > OPM Inventory Control > Setup > Reorder Rules > Warehouse > Query > Find...
Find Warehouse Transfer Rules	OPM Inventory > OPM Inventory Control > Setup > Reorder Rules > Warehouse Transfer > Query > Find...
Find Warehouses	OPM Inventory > OPM Inventory Control > Setup > Warehouse > Query > Find...

Form	Path
Inventory Adjustments Journal Report	OPM Inventory > OPM Inventory Control > Reports > Run
Inventory Calendar	OPM Inventory > OPM Inventory Control > Setup > Inventory Calendar
Inventory Close	OPM Inventory > OPM Inventory Control > Inventory Close
Inventory Edit Journal Report	OPM Inventory > OPM Inventory Control > Reports > Run
Inventory Location Detail Report	OPM Inventory > OPM Inventory Control > Reports > Run
Inventory Quantities	OPM Inventory > OPM Inventory Control > Quantities
Inventory Quantities - Mass	OPM Inventory > OPM Inventory Control > Mass Transactions
Inventory Summary	OPM Inventory > OPM Inventory Control > Quantities > Special > Inventory Summary OPM Inventory > OPM Inventory Control > Mass Transactions > Special > Inventory Summary
Inventory Summary Details	OPM Inventory > OPM Inventory Control > Quantities > Special > Inventory Summary > Click drill down indicator box next to desired Whse. OPM Inventory > OPM Inventory Control > Mass Transactions > Special > Inventory Summary > Click drill down indicator box next to desired Whse.
Inventory Types	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > Inventory Types
Inventory Valuation Report	OPM Inventory > OPM Inventory Control > Reports > Run
Item Allocation Classes	OPM Inventory > OPM Inventory Control > Setup > Allocation Setup > Class
Item Cost Classes	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > Item Cost
Item Customs Classes	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > Item Customs

Form	Path
Item Freight Classes	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > Item Freight
Item General Ledger Classes	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > General Ledger
Item Inquiry	OPM Inventory > OPM Inventory Control > Inquiries > Item Inquiry
Item Inventory Classes	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > Inventory
Item Lot/Sublot Standard Conversion	OPM Inventory > OPM Inventory Control > Setup > Item/Lot Conversion
Item Planning Classes	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > Item Planning
Item Price Classes	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > Item Price
Item Purchasing Classes	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > Item Purchasing
Item Role Relations	OPM Inventory > OPM Inventory Control > Setup > Workflow > Item Roles
Item Sales Classes	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > Item Sales
Item Shipping Classes	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > Item Shipping
Item Storage Classes	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > Item Storage
Item Tax Class Associations	OPM Inventory > OPM Inventory Control > Setup > Classes/Types > Tax Association
Items	OPM Inventory > OPM Inventory Control > Setup > Item Master
Item Usage Detail Report	OPM Inventory > OPM Inventory Control > Reports > Run
Locations	OPM Inventory > OPM Inventory Control > Setup > Location

Form	Path
Lot Inventory Report	OPM Inventory > OPM Inventory Control > Reports > Run
Lot Master Report	OPM Inventory > OPM Inventory Control > Reports > Run
Lot Status	OPM Inventory > OPM Inventory Control > Setup > Lot Status
Lot Status Master Report	OPM Inventory > OPM Inventory Control > Reports > Run
Lots/Sublots	OPM Inventory > OPM Inventory Control > Setup > Lot/Sublot
Notifications Summary	OPM Inventory > OPM Inventory Control > Setup > Workflow > Notification
Post Journal Entries	OPM Inventory > OPM Inventory Control > Post Journals
Production Rules	OPM Inventory > OPM Inventory Control > Setup > Reorder Rules > Production
Purge Completed Transactions	OPM Inventory > OPM Inventory Control > Purge Transactions > Purge Completed
Purge Empty Balance Transactions	OPM Inventory > OPM Inventory Control > Purge Transactions > Purge Empty Balances
Purge Pending Transactions	OPM Inventory > OPM Inventory Control > Purge Transactions > Purge Pending
Quality Control Information	OPM Inventory > OPM Inventory Control > Setup > Item Master > Special > QC Additional Information
Quantity On-hand	OPM Inventory > OPM Inventory Control > Inquiries > Item Inquiry > Click drill down indicator box next to desired selection.
Query Items Master	OPM Inventory > OPM Inventory Control > Inquiries > Query Item Master > Find Items > Find
Transaction Selection	OPM Inventory > OPM Inventory Control > Inquiries > Transaction Inquiry > Transaction Selection

Form	Path
Transaction Details	OPM Inventory > OPM Inventory Control > Inquiries > Transaction Inquiry > Transaction Selection > Click drill down indicator box next to desired selection.
Transaction Inquiry	OPM Inventory > OPM Inventory Control > Inquiries > Transaction Inquiry > Transaction Selection > OK > Transaction Inquiry
Trial Pick List Report	OPM Inventory > OPM Inventory Control > Reports > Run
Unallocated Inventory Summary	OPM Inventory > OPM Inventory Control > Inquiries > Unallocated Inventory
Warehouse Detail Report	OPM Inventory > OPM Inventory Control > Reports > Run
Warehouse Inventory Report	OPM Inventory > OPM Inventory Control > Reports > Run
Warehouse Rules	OPM Inventory > OPM Inventory Control > Setup > Reorder Rules > Warehouse
Warehouse Transfer Rules	OPM Inventory > OPM Inventory Control > Setup > Reorder Rules > Warehouse Transfer
Warehouses	OPM Inventory > OPM Inventory Control > Setup > Warehouse
Work Item (New)	OPM Inventory > OPM Inventory Control > Setup > Workflow > Status

Profile Options Related to Inventory Management

During your implementation, you set a value for selected profile options to specify how your Inventory Management application controls access to and processes data. Inventory Management uses the listed profile options.

- IC$ALLOC_HORIZON
- IC$ALLOC_METHOD
- IC$ALLOC_TYPE
- IC$ALLOWNEGINV
- IC$DEFAULT_LOCT
- IC$DEFAULT_LOT
- IC$EPSILON
- IC$EXPTLCHECK
- IC$INTRAWHSETRNF
- IC$LOT_QTY
- IC$MOVE_CHECK_ALLOC
- IC$MOVEDIFFSTAT
- IC$SHELF_DAYS
- IC$WHSE_CODE
- SY$CPG_INSTALL

You can set up these profile options when you set up other applications prior to your Inventory Management implementation. Refer to the other product user's guides for more details on how these products use these profile options.

Your System Administrator sets user profile options at one or more of the following levels: Site, Application, Responsibility, and User. Use the Personal Profile Options window to view or set your profile options at the user level. You can consult the *Oracle Process Manufacturing Implementation Guide* for a complete description of the profile options listed. Consult your *Oracle Applications System Administrator's Guide* for a list of profile options common to all Oracle Applications.

Glossary

Adjustments

Any change in inventory levels other than changes due to usual purchasing, production, or shipment of material. Adjustments include grade changes, status changes, and inventory movements. Adjustments are always logged in the Adjustment Journal table (ic_adjs_jnl). For journalized adjustments, the adjustment transactions are completed only after the journal is updated.

Allocation

The process by which specific warehouses, locations, lots, or sublots are selected. On some forms, the word "assigned" is used in place of "allocated".

Cancel

Applied to the reversal of a completed transaction, or to some pending transactions (such as purchase orders and batches). Cancellation of completed inventory transactions results in the creation of two transactions. The first is a completed transaction, which reflects the opposite of the transaction being canceled. The second transaction created is a pending transaction, which returns the system to the potential state it was at before there was any action by the user.

Canceling a pending transaction deletes the transaction.

Commitment

For lot-controlled items, indicates that stock has been assigned to a batch at the item level, but no stock has been allocated from individual lots. For items that are not lot controlled, indicates stock quantity for a batch that has not been released.

Completed Transactions

Indicates an actual change to inventory quantities (as opposed to pending transactions, which indicate expected changes to inventory quantities). Because actual inventory quantity adjustments have been made, you cannot delete a completed transaction; you must process a separate transaction to reverse the original, completed transaction.

Delete

For inventory transactions, refers to the removal of a pending transaction. Since pending transactions act like placeholders, (that is, they produce no actual inventory transactions) they can be deleted without effect on real inventory.

Item

Anything for which inventory is maintained*, and which may be a product of a batch that may be subsequently sold. May also be an ingredient in a batch that is purchased or produced from other materials.

*Note: Noninventory items that are used in production (such as water or air) but for which you do not maintain inventory, must also be defined.

Location

A physical storage area for placement of inventory within a warehouse.

Lot

A unit used to group quantities of a specific item when subquantities have slightly different characteristics. For example, two lots of item "X" may vary slightly in composition, but all of item "X" from a single lot will be uniform.

Nettable

Indicates whether an item may be considered for replenishment by Material Requirements Planning.

Pending Transactions

Indicates an expected change to inventory quantities (as opposed to a completed transaction, which indicates an actual change to inventory quantities).

Sublot

A subdivision of a lot which may be used when an entire lot is more than would be used or produced at any one time, but grouping of the material into a single lot is still desired. This maintains the integrity of the overall lot, but allows it to be consumed in manageable pieces.

Transaction

Any event causing an actual or anticipated change in inventory levels, or to the quality of items (grade status, for example). There are five classifications:

- Pending - Any anticipated change in inventory.
- Journaled - A form of transaction in which the journal update converts the journaled transaction to a complete status. Journaled transactions are not stored in the Pending Transactions table (as normal pending transactions are).
- Completed - Any actual change in inventory.
- Archived - A history of completed transactions that is created when completed transactions are purged.

Update

For inventory transactions, refers to any change made to an inventory transaction. Due to the different implications between pending and completed inventory transaction updates/deletes, each is handled differently.

Pending updates/deletes are changes to the pending transaction record. Modules that rely on pending inventory transactions (such as MRP) would not interpret an audit trail of pending transactions correctly. This precludes treating updates/deletes to pending transactions in an audit trail fashion.

Conversely, completed transactions require an audit trail. This implies that any change/cancellation of a completed inventory transaction requires that the existing record be left untouched. Instead, a new record is entered reflecting the change to the previous record.

Void

Refers to the reversal of a document (an invoice, for example). Voids generate either deletions or cancellations, depending on the document being voided.

Warehouse

A large, storage area that may be divided into locations. A location is only unique upon specification of a warehouse. Warehouses are the highest level of inventory storage in OPM.

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