# Oracle FLEXCUBE
# Inventory User Manual
# Release 4.3.1.0.0
# Part No E52075-01

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# 1. Inventory

# 1.1. 9019 - Transfer Stocks

When a teller initiates a buy or sell of a specific inventory item/s to the vault teller it is termed as the transfer of stocks. You have to enter the stock code, denomination and the total quantity he/she wants to purchase or sell for successful completion of the transaction.

### Definition Prerequisites

Not Applicable

### Other Prerequisites

- IV001 - Stock Transactions

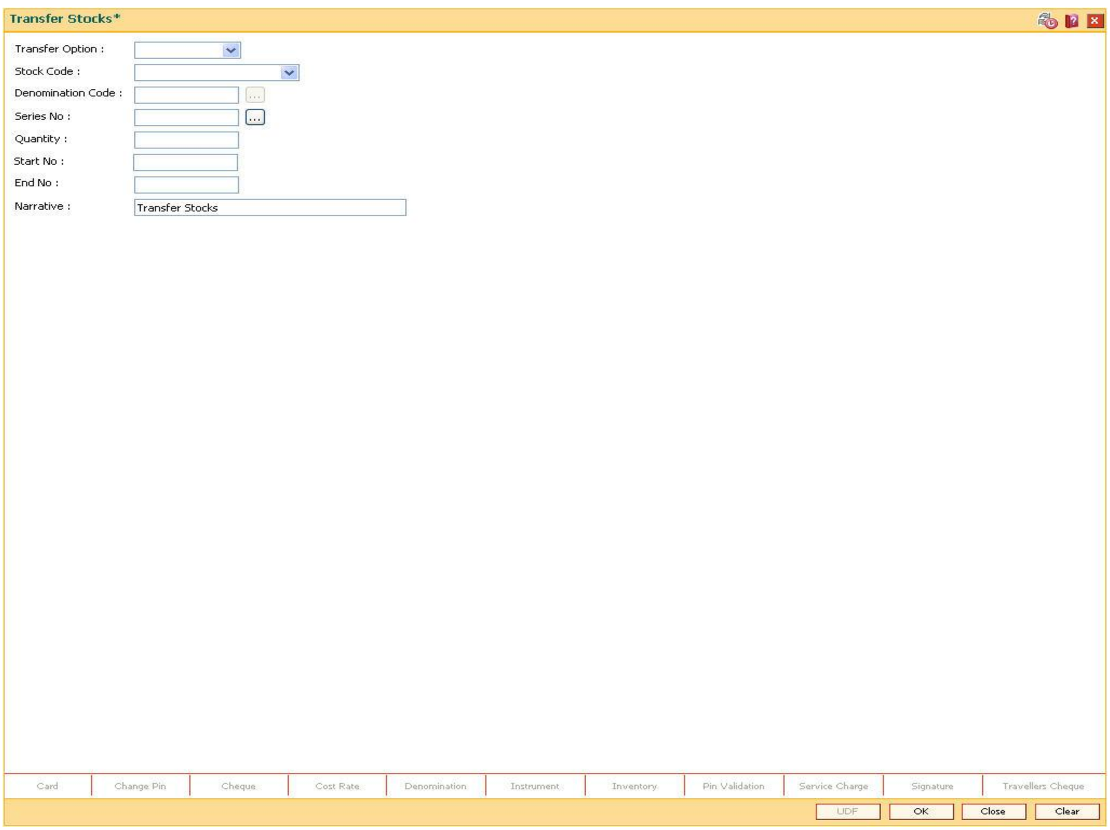
### Modes Available

Not Applicable

**To transfer the balance stock**

1. Type the fast path **9019** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Inventory > Transfer Stocks**.
2. The system displays the **Transfer Stocks** screen.

### Transfer Stocks

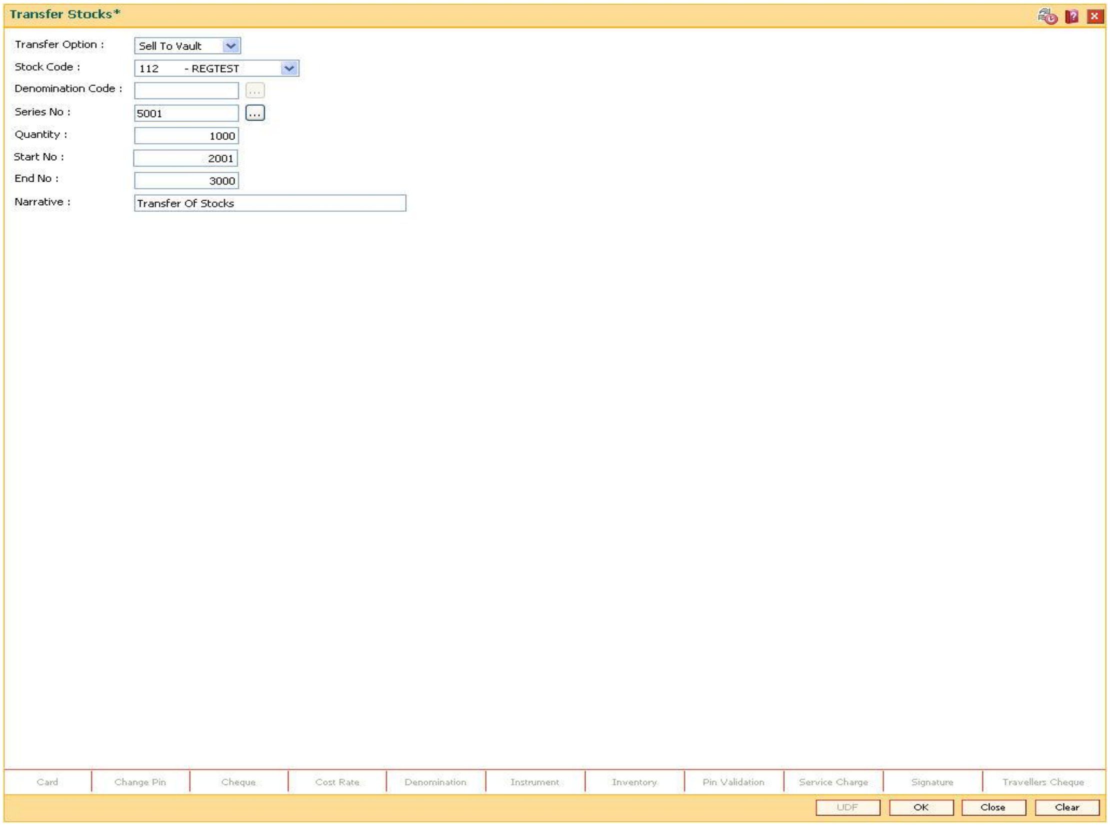


### Field Description

| Field Name | Description |
|---|---|
| **Transfer Option** | [Mandatory, Drop-Down]<br>Select the transfer option from the drop-down list.<br>The options are:<br>• Sell to Vault: Select this option to initiate a purchase of stocks.<br>• Buy from Vault: Select this option to initiate a sale of stocks. |
| **Stock Code** | [Mandatory, Drop-Down]<br>Select the stock code, for the stock or inventory item, which you want to transfer, from the drop-down list. |
| **Denomination Code** | [Mandatory, Pick List]<br>Select the denomination code, for the stock code being transferred, from the pick list.<br>The denomination needs to be selected for inventory items such as traveler's cheque, etc. which are tracked denomination wise. |
| **Series No** | [Mandatory, Alphanumeric, 12]<br>Type the number of the series from which the denominations starts. |
| **Quantity** | [Mandatory, Numeric, 10]<br>Type the number of stocks that are being transferred.<br>For example, 50 units of banker's check. It can be 50 leaves or booklets of banker's cheque. |
| **Start No** | [Mandatory, Numeric, 10]<br>Type the start number in the stock series.<br>This number onwards the stock has to be transferred. |
| **End No** | [Display]<br>This field displays the end number of the series.<br>The end number is calculated and generated by the system depending on the quantity and the start number specified.<br>For example,<br>If Quantity = 100 and Start No = 50<br>Then End No = 149 |
| **Narrative** | [Mandatory, Alphanumeric, 40]<br>Type the narration, based on the transaction.<br>By default the system displays narration depending on the transaction. |

3. Select the transfer option from the drop-down list.
4. Enter the required information in the various fields.

### Transfer Stocks




5. Click the **Ok** button.
6. The system displays the message "Authorization Required. Do You Want to continue?". Click the **OK** button.
7. The system displays the **Authorization Reason** screen.
8. Enter the relevant information and click the **Grant** button.

**Note: For information on** Authorization transactions**, refer to the*FLEXCUBE Introduction User Manual*.**

## 1.2. IV001 - Stock Transactions

Using this option you can execute the following:

- Request stock from the central inventory: The request can be regular or adhoc with stock/inventory code, denomination details and total quantity required.
- Keep track of stock ordered from suppliers: The purchase order number, date, purchase and inventory details.
- Keep record of stock received from the suppliers: The receipt date and the received inventory details.
- Issue stock to branches: The issued date, branch and the issued inventory details.

### Definition Prerequisites

Not Applicable

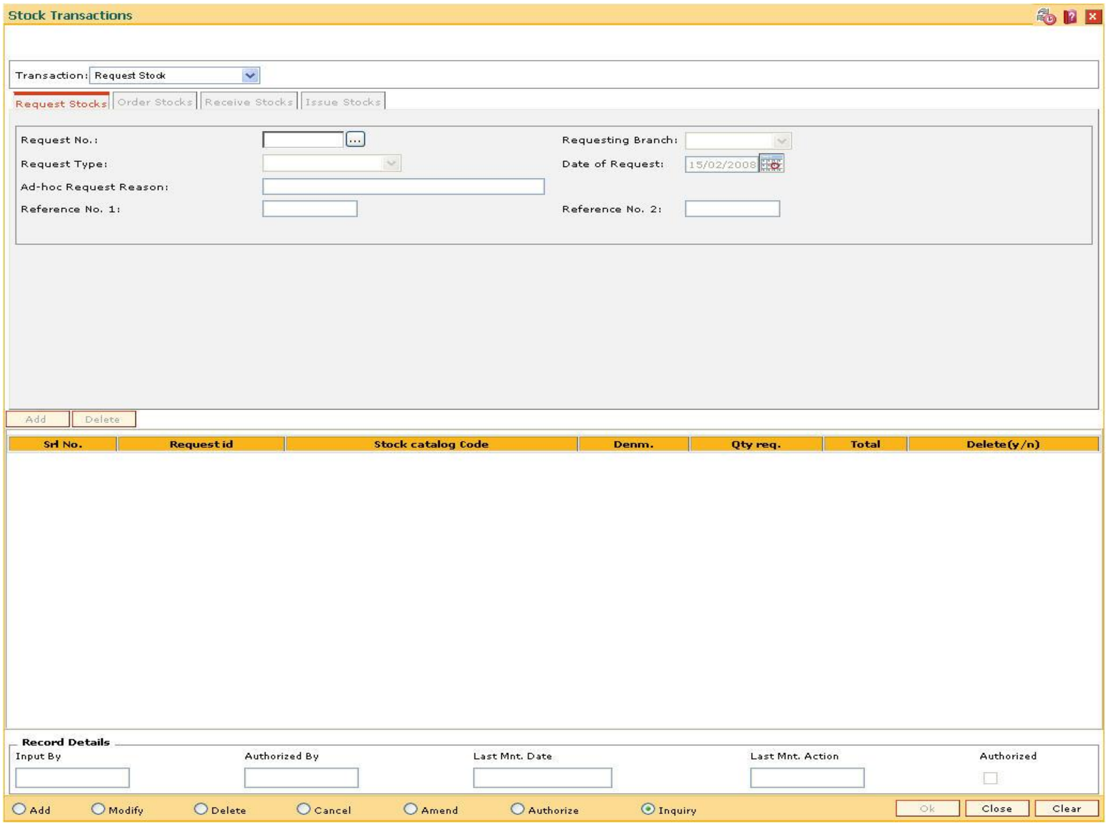
### Modes Available

Add, Modify, Delete, Cancel, Amend, Authorize, Inquiry. For more information on the procedures of every mode, refer to **Standard Maintenance Procedures**.

**To add stock transaction details**

1. Type the fast path **IV001** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Inventory > Stock Transactions**.
2. The system displays the **Stock Transactions** screen.

## Stock Transactions

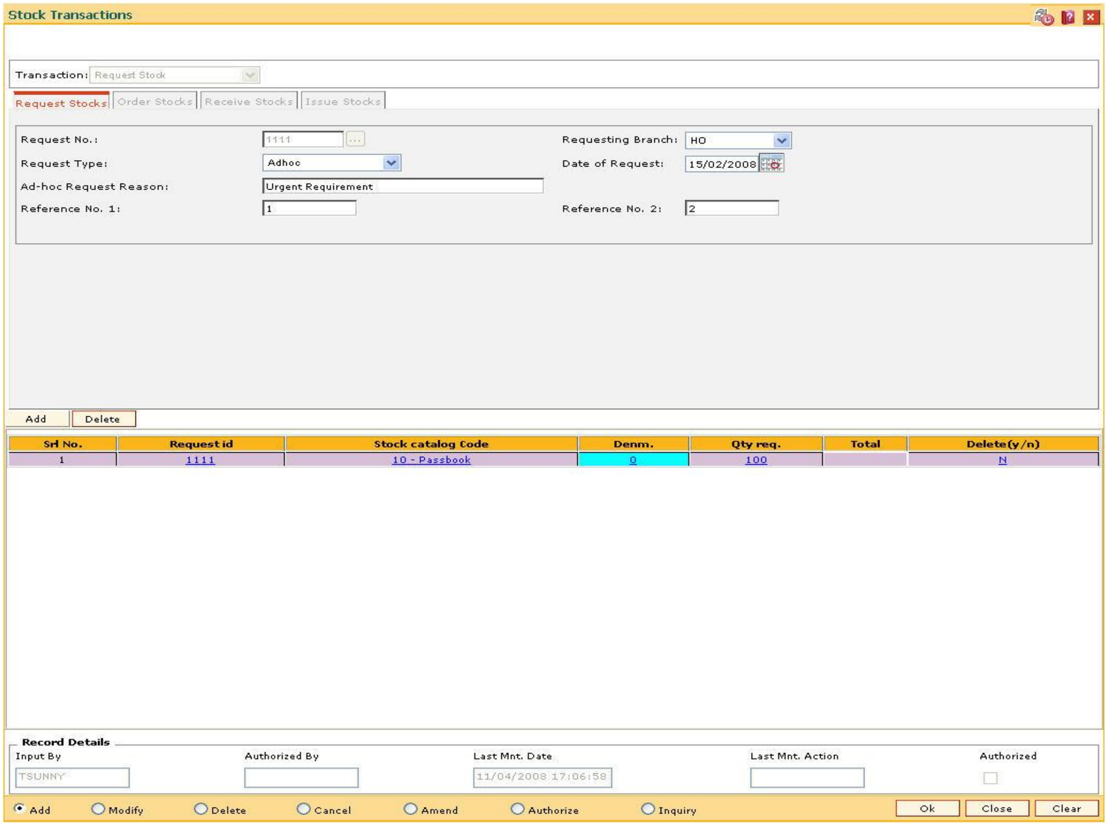



## Field Description

| Field Name | Description |
|---|---|
| **Transaction** | [Mandatory, Drop-Down]<br>Select the appropriate transaction option from the drop-down list.<br>The options are:<br>• Request Stock<br>• Order Stock<br>• Receive Stock<br>• Issue Stock<br>Based on the transaction type selected the tab for the respective transaction will be activated. |

3. Click the **Add** button.
4. Select the appropriate transaction from the drop-down list.
5. The system enables the corresponding tab depending on the transaction type selected.

## Request Stocks



### Field Description

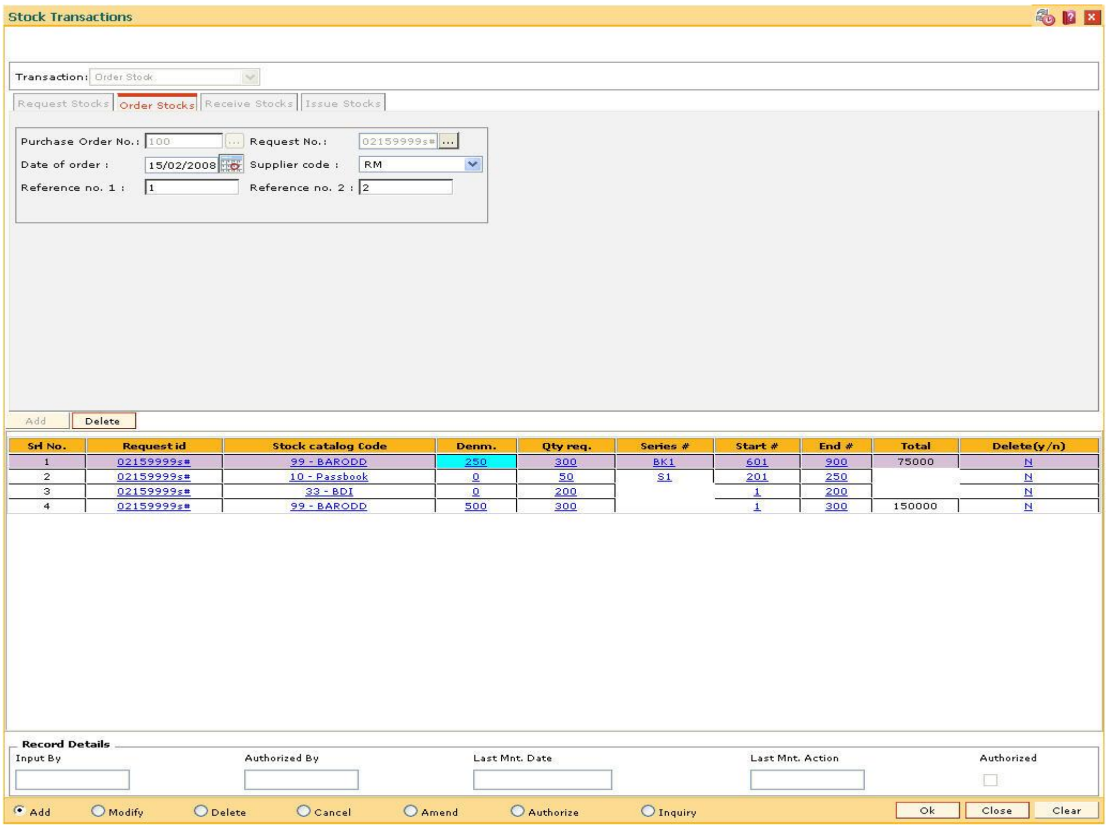
| Field Name | Description |
|---|---|
| **Request No.** | [Mandatory, Alphanumeric, 10]<br>Type the request number, which will be used to track the request status by the bank or branch and to place the purchase order with supplier by central inventory department. |
| **Requesting Branch** | [Mandatory, Drop-Down]<br>Select the branch code from the drop-down list.<br>This is the bank or branch that has initiated request for the stock. |
| **Request Type** | [Mandatory, Drop-Down]<br>Select the request type from the drop-down list.<br>The options are:<br>• Adhoc: When a request is placed before the re-order level is reached it is termed as Ad-hoc.<br>• Regular: When a request is placed after re-order alert is generated. |

| Field Name | Description |
|---|---|
| **Date of Request** | [Mandatory, Pick List, dd/mm/yyyy]<br>Select the request date from the pick list.<br>By default, this field displays the current posting date.<br>It must be less than or equal to current date, and cannot be a future date. |
| **Ad-hoc Request Reason** | [Conditional, Alphanumeric, 40]<br>Type the reason for requesting the stock.<br>This field is enabled if the user selects the **Adhoc** option in the **Request Type** field. |
| **Reference No 1** | [Optional, Alphanumeric, 12]<br>Type the first reference number. |
| **Reference No 2** | [Optional, Alphanumeric, 12]<br>Type the second reference number. |

| Column Name | Description |
|---|---|
| **Srl No.** | [Display]<br>This column displays the system generated serial number. |
| **Request id** | [Display]<br>This column displays the request ID. |
| **Stock catalog Code** | [Mandatory, Drop-Down]<br>Select the appropriate stock catalogue code, of the stock or the inventory item for which the request order is placed, from the drop-down list. |
| **Denm.** | [Mandatory, Drop-Down]<br>Select the appropriate denomination value of the stock from the drop-down list.<br>If denomination is not applicable, the drop-down displays 0 option. Select 0 in this case. |
| **Qty req.** | [Mandatory, Numeric, 10]<br>Type the appropriate amount of stocks required.<br>For example, 50 units of banker's cheque. It can be 50 leaves or booklets of banker's cheque. |

| Column Name | Description |
|---|---|
| **Total** | [Display]<br>This column displays the total value.<br>*Total Value = Denomination * Quantity*<br>For example,<br>If Denomination = 100 and Quantity = 20<br>Then Adjustment Total value = 2000<br>Only stock or inventory items which are tracked denomination wise will have an Adjustment Total value. |
| **Delete(y/n)** | [Toggle]<br>Click the toggle status to change the value to **Y** if you want to delete the particular stock item from the list.<br>By default, the system displays the value as **N**. |

## Order Stocks



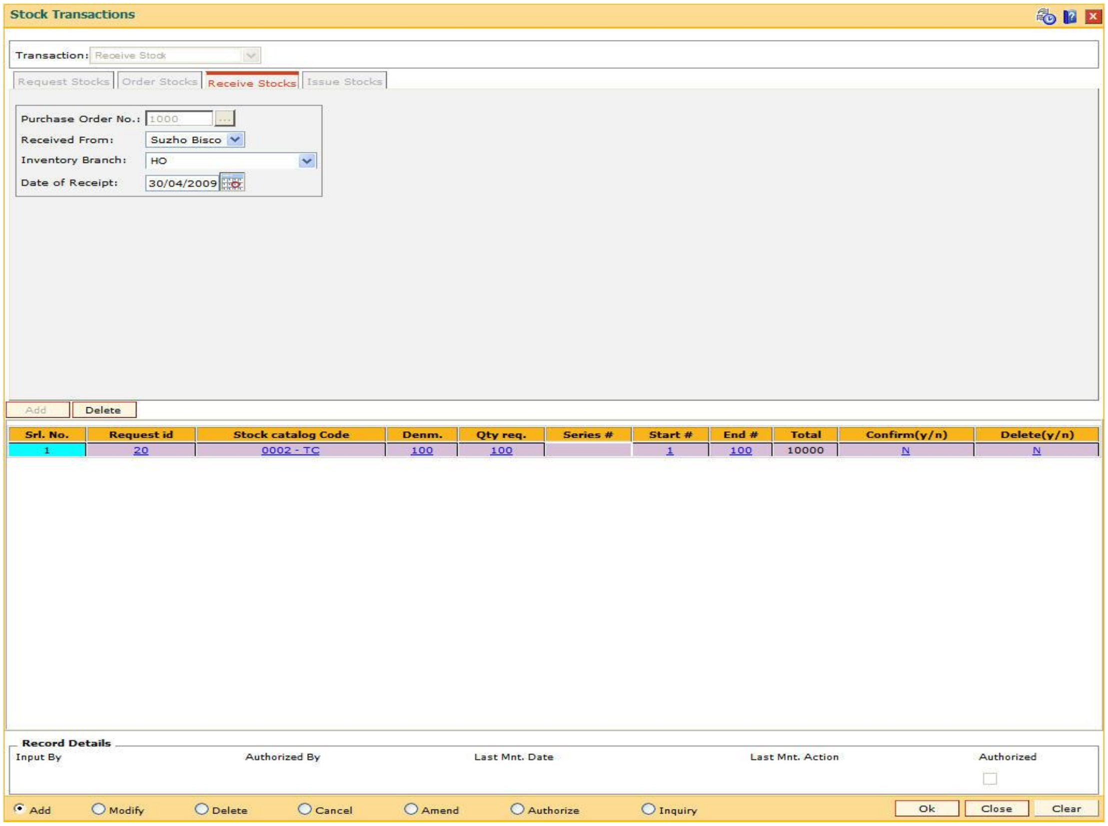
### Field Description

| Field Name | Description |
|---|---|
| **Purchase Order No.** | [Mandatory, Alphanumeric, 10]<br>Type the unique purchase order number, which is used to track the purchase order status.<br>On receipt of the stock from supplier this purchase order number is used to indicate receipt. |
| **Request No.** | [Mandatory, Pick List]<br>Select the request number, for which purchase order needs to be placed, from the pick list.<br>The pick list displays only those request numbers against which there are no orders placed or partial orders are placed. |
| **Date of order** | [Mandatory, Pick List, dd/mm/yyyy]<br>Select the date of request from the pick list.<br>This date must be a current or previous date and cannot be a future date. |
| **Supplier code** | [Mandatory, Drop-Down]<br>Select the supplier code from the drop-down list.<br>The drop-down list displays the list of all approved suppliers. |
| **Reference no. 1** | [Optional, Alphanumeric, 12]<br>Type the first reference number. |
| **Reference no. 2** | [Optional, Alphanumeric, 12]<br>Type the second reference number. |

| Column Name | Description |
|---|---|
| **Srl No.** | [Display]<br>This column displays the system generated serial number for each stock item. |
| **Request id** | [Display]<br>This column displays the request ID for each stock item in the list. |
| **Stock catalog Code** | [Display]<br>This column displays the stock catalogue code of the stock or the inventory item for which the request order is placed. |
| **Denm.** | [Display]<br>This column displays the denomination value of the requested stock. |

| Column Name | Description |
|---|---|
| **Qty req.** | [Mandatory, Numeric, Seven]<br>Type the quantity of stocks.<br>The user can modify the quantity of stocks requested at the time of placing an order. The quantity can be reduced from the original requested but cannot be increased.<br>For example, 50 units of banker's cheque. It can be 50 leaves or booklets of banker's cheque. |
| **Series #** | [Conditional, Numeric, 10]<br>Type the series number that has been defined for the particular stock code. |
| **Start #** | [Conditional, Numeric, 10]<br>Type the start number from which a stock item is ordered.<br>If the **Auto- Serial No** flag is on, then system automatically generates the Start No by incrementing the highest number of the current stock.<br>The user can modify the Start No or provide it when it is not already available. |
| **End #** | [Display]<br>This column displays the end number of the series.<br>The end number is calculated and generated by the system depending on the quantity and the start number specified.<br>For example,<br>If Quantity = 100 and Start No = 50<br>Then End No = 149 |
| **Total** | [Display]<br>This column displays the total value.<br>*Total Value = Denomination + Quantity*<br>For example,<br>If Denomination = 100 and Quantity = 20<br>Then Adjustment Total value = 2000<br>Only stock or inventory items which are tracked denomination wise will have an Adjustment Total value. |
| **Delete(y/n)** | [Toggle]<br>Click the toggle status to change the value to **Y** if you want to delete the particular stock item from the list.<br>By default, the system displays the value as **N**. |

## Receive Stocks



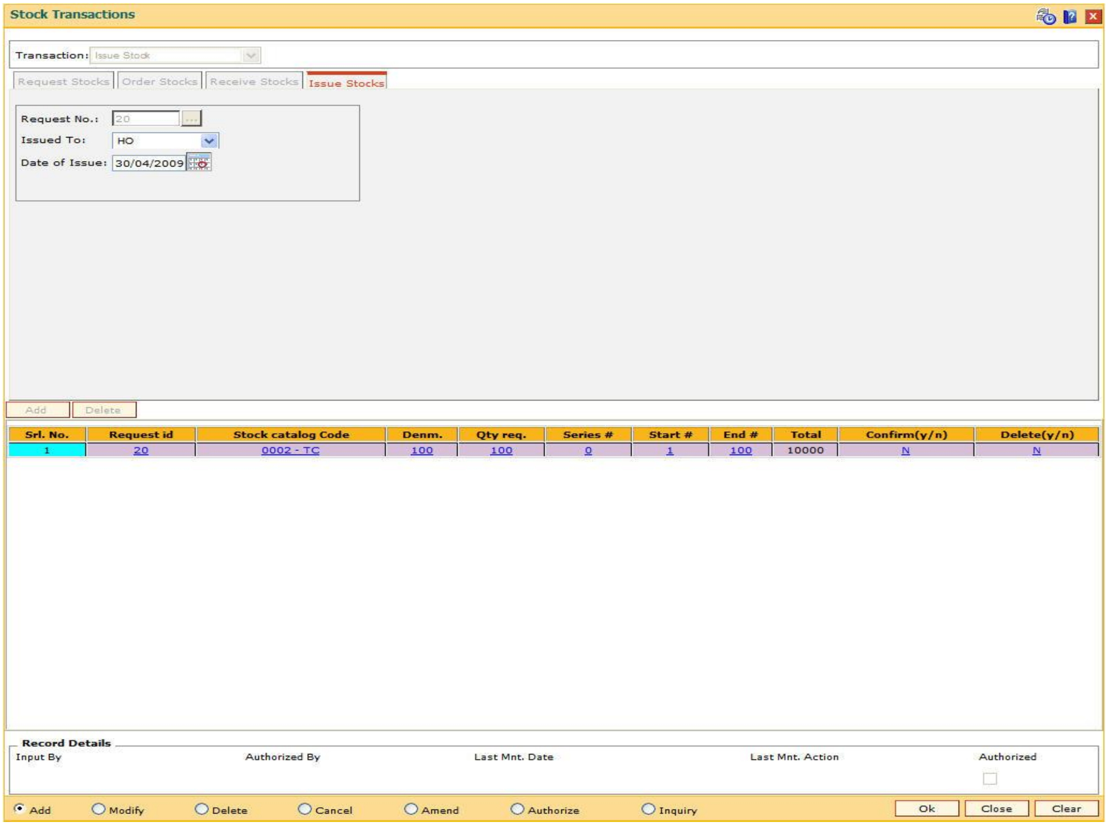

### Field Description

| Field Name | Description |
|---|---|
| **Purchase Order No.** | [Mandatory, Pick List]<br>Select the purchase order number, which is used to track the purchase order status, from the pick list.<br>On receipt of the stock from supplier this purchase order number is used to indicate receipt. |
| **Received From** | [Mandatory, Drop-Down]<br>Select the supplier from whom the stock is received from the drop-down list. |
| **Inventory Branch** | [Mandatory, Drop-Down]<br>Select the inventory branch that has placed the request for the stock from the drop-down list. |
| **Date of Receipt** | [Mandatory, Pick List, dd/mm/yyyy]<br>Select the date of receipt from the pick list.<br>The receipt date cannot be greater than the current date. |

| Column Name | Description |
|---|---|
| **Srl No.** | [Display]<br>This column displays the system generated serial number for each stock item in the list. |
| **Request id** | [Display]<br>This column displays the request ID for each stock item in the list. |
| **Stock catalog Code** | [Display]<br>This column displays the stock catalogue code of the stock or the inventory item for which the request order is placed. |
| **Denm.** | [Display]<br>This column displays the denomination value of the requested stock. |
| **Qty req.** | [Display]<br>This column displays the quantity of stocks.<br>In case of partial receipt for the stock request, the user can modify the original values to reflect the received stock values. The quantity can be reduced from the original requested but cannot be increased.<br>For example, 50 units of banker's cheque. It can be 50 leaves or booklets of banker's cheque. |
| **Series #** | [Conditional, Numeric, 10]<br>Type the series number that has been defined for the particular stock code.. |
| **Start #** | [Conditional, Numeric, 10]<br>Type the start number.<br>The stock item is ordered from this value onwards. |
| **End #** | [Display]<br>This column displays the end number of the series.<br>The end number is calculated and generated by the system depending on the quantity and the start number specified.<br>For example,<br>If Quantity = 100 and Start No = 50<br>Then End No = 149 |

| Column Name | Description |
|---|---|
| **Total** | [Display]<br>This column displays the total, based on the denomination and quantity specified.<br>*Total = Denomination + Quantity*<br>For example, If Denomination = 100 and Quantity = 20Then Total = 2000<br>Only stock or inventory items tracked denomination wise will have an Adjustment Total value. |
| **Confirm (y/n)** | [Toggle]<br>Click the toggle status to change the value to **Y** to confirm the physical receipt of either full or partial stock.<br>By default, the system displays the value as **N**.<br>If the stock is received in partial, the user will need to modify the quantity field, to reflect the quantity actually received.<br>The stock level will not be updated at inventory till the confirmation flag is set to **Y**. |
| **Delete(y/n)** | [Toggle]<br>Click the toggle status to change the value to **Y** if you want to delete the particular stock item from the list.<br>By default, the system displays the value as **N**. |

## Issue Stocks




### Field Description

| Field Name | Description |
|---|---|
| **Request No.** | [Mandatory, Pick List]<br>Select the request number, for which purchase order is placed, from the pick list.<br>The pick list displays only those request numbers against which full orders or partial orders are placed. |
| **Issued To** | [Mandatory, Drop-Down]<br>Select the appropriate bank or branch, for which the inventory bank had placed the request for stock, from the drop-down list. |
| **Date of Issue** | [Mandatory, Pick List, dd/mm/yyyy]<br>Select the date of issue from the pick list. |

| Column Name | Description |
|---|---|
| **Srl No.** | [Display]<br>This column displays the system generated serial number for each stock item in the list. |
| **Request id** | [Display]<br>This column displays the request ID for each stock item in the list. |
| **Stock catalog Code** | [Display]<br>This column displays the stock catalogue code of the stock or the inventory item for which the request order is placed. |
| **Denm.** | [Display]<br>This column displays the denomination value of the requested stock. |
| **Qty req.** | [Display]<br>This column displays the quantity of stocks.<br>In case of partial receipt for the stock request, the user can modify the original values to reflect the received stock values. The quantity can be reduced from the original requested but cannot be increased.<br>For example, 50 units of banker's cheque. It can be 50 leaves or booklets of banker's cheque. |
| **Series #** | [Display]<br>This column displays the series number that has been defined for the particular stock code received. |
| **Start #** | [Display, Numeric, Seven]<br>Type the start number, from which a stock item is received. |
| **End #** | [Display]<br>This column displays the end number of the series.<br>The end number is calculated and generated by the system depending on the quantity and the start number specified.<br>For example,<br>If Quantity = 100 and Start No = 50<br>Then End No = 149 |

| Column Name | Description |
|---|---|
| **Total** | [Display]<br>This column displays the total, based on the denomination and quantity specified.<br>*Total = Denomination * Quantity*<br>For example, If Denomination = 100 and Quantity = 20Then Total = 2000 Only stock or inventory items tracked denomination wise will have an Adjustment Total value. |
| **Confirm(y/n)** | [Toggle]<br>Click the toggle status to change the value to **Y** to confirm the physical issue of stock either in full or partial.<br>By default, the system displays the value as **N**.<br>If the stock is issued in partial, the user will need to modify the quantity field, to reflect the quantity actually issued.<br>The stock level will not be updated at the issue bank/branch till the confirmation flag is set to **Y**. |
| **Delete(y/n)** | [Toggle]<br>Click the toggle status to change the value to **Y** if you want to delete the particular stock item from the list.<br>By default, the system displays the value as **N**. |

6. Enter the required information in the various fields.
7. Click the **Ok** button.
8. The system displays the message "Record Added...Authorization Pending...Click Ok to Continue". Click the **Ok** button.
9. The stock transaction details are added once the record is authorised.

**Note**: Click **Add** button to add request stocks.

# 1.3. IV002 - Stock Adjustment

Using this option you can adjust/amend the stock status to reflect the correct position of instruments that have been cancelled, returned, torn, lost in transit, etc.

Other than the issue and use of stock status for everyday transactions, the teller or vault teller can maintain other statuses such as Rejected, Torn, Cancelled, Lost/Misplaced, etc. to indicate the position of stocks in hand. e.g. The Central Inventory department required USD traveler's cheque of denomination 100. However the supplier issued INR traveler's cheque of denomination 100 that were marked as received. These traveler's cheque can be marked as rejected.

### Definition Prerequisites

- IV001 - Stock Transactions

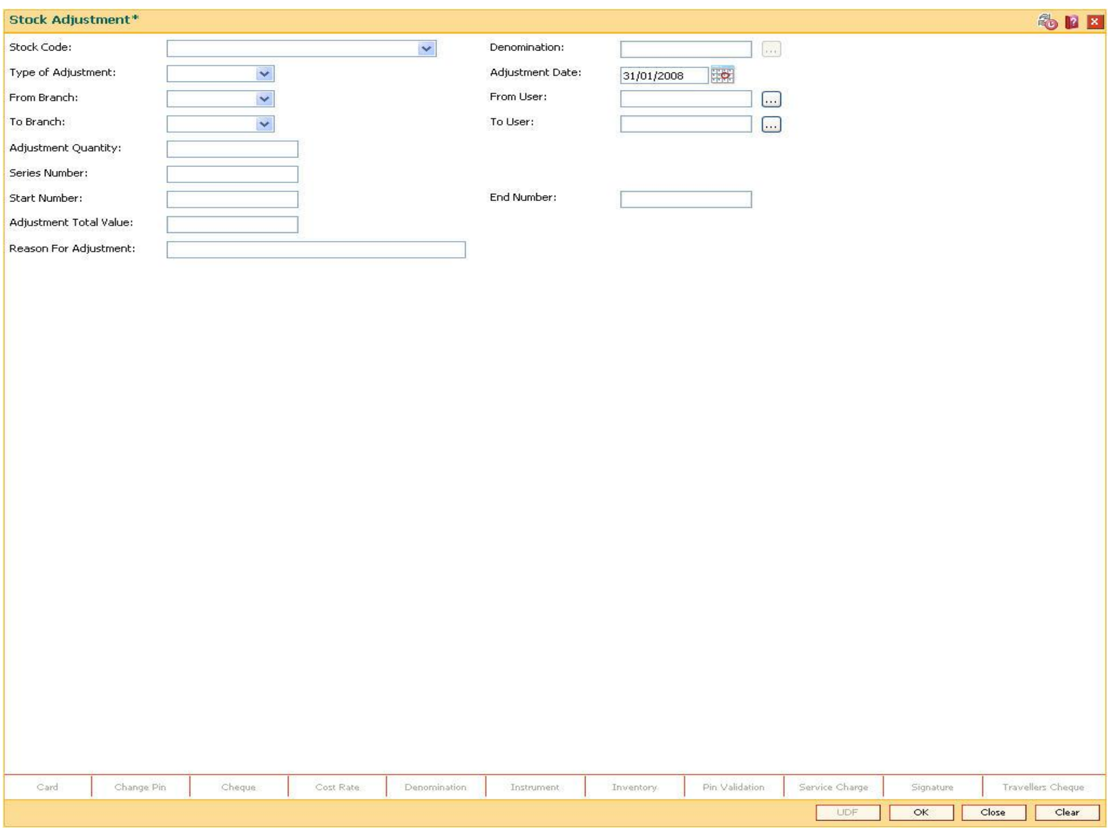
### Modes Available

Not Applicable

**To adjust the balance stock**

1. Type the fast path **IV002** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Inventory > Stock Adjustment**.
2. The system displays the **Stock Adjustment** screen.

### Stock Adjustment



### Field Description

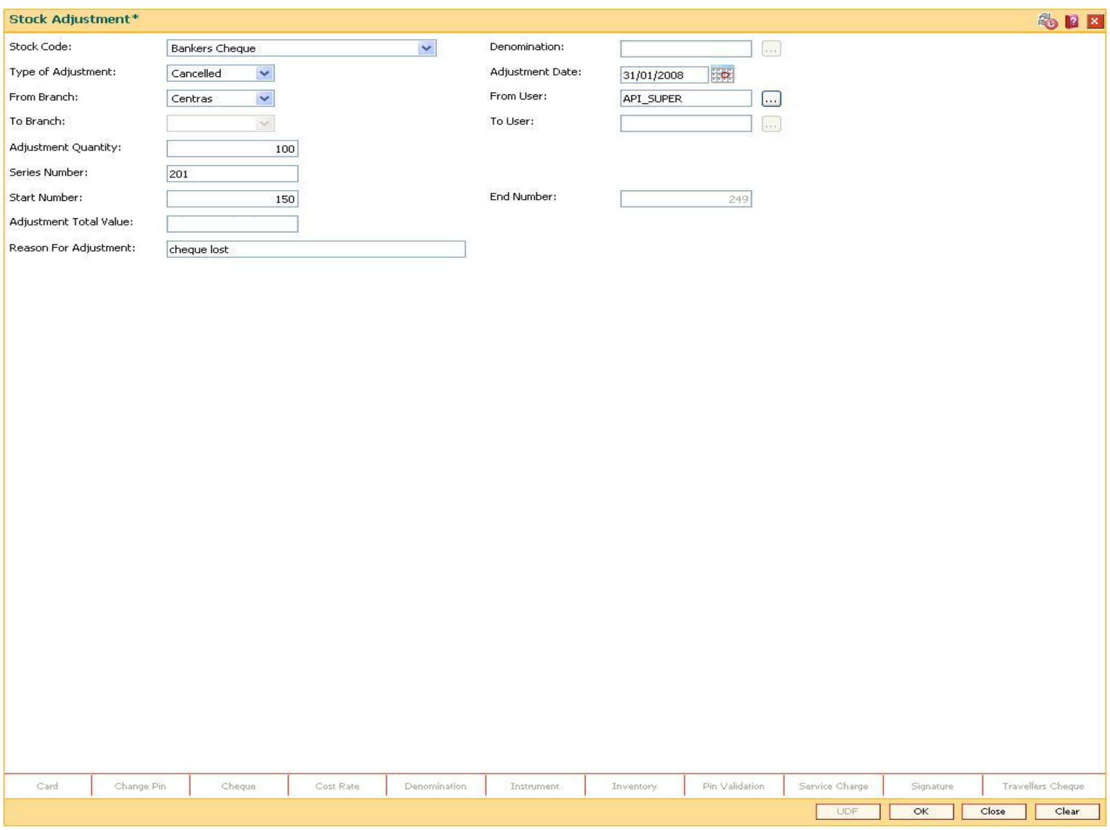
| Field Name | Description |
|---|---|
| **Stock Code** | [Mandatory, Drop-Down]<br>Select the stock code, for the stock, or the inventory item you want to make adjustment to, from the drop-down list. |
| **Denomination** | [Conditional, Pick List]<br>Select the denomination code, for the stock code being transferred, from the pick list.<br>The denomination needs to be selected for inventory items such as traveler’s check, etc. which are tracked. |
| **Type of Adjustment** | [Mandatory, Drop-Down]<br>Select the type of adjustment from the drop-down list.<br>It is the status the user wants to amend the inventory item to.<br>The options are:<br>• **Cancelled**: A teller can mark a reversed banker's cheque issue transaction as **Cancelled**. Since the instrument has already been marked as **Used**, the system does not update the status of the instrument.<br>• **Duplicate**: If a customer reported a TD certificate as lost and has a duplicate issued, the teller can mark it as duplicate. Since the original certificate has already been marked as **Used**, the system does not update the status of the instrument.<br>• **Found**: If a branch is able to locate the lost inventory item, it is marked as **Found**.<br>• **Lost**: During the receipt, if an inventory item is found lost, it is marked as **Lost**.<br>• **Returned**: When an inventory item is returned on an account that it is above the excess level, it is marked as **Returned**. For example, excess inventory at branch level for stock code A is 100 units. Branch Z holds 102 units. Branch Z will mark 2 units of stock A as **Returned**.<br>• **Intra Branch Transfer**: If this option is selected, transfers between Tellers of same branch is allowed.<br>• **Torn**: If a check book is found to be torn after receipt, the teller can mark it as **Torn**.<br>• **Used**: If the instrument serial number is wrongly entered during an offline transaction, then the actual instrument number used can be updated with the used status.<br>• **Rejected**: If a stock item is not issued as per the request order it can be rejected. For example, if the central inventory department requested USD TC of denomination 100, and the supplier issued INR TC of denomination 100 that were marked as received, then these TCs can be |

| Field Name | Description |
|---|---|
| | marked as rejected. |
| **Adjustment Date** | [Mandatory, Pick List, dd/mm/yyyy]<br>Select the appropriate date of adjustment from the pick list.<br>By default, this field displays the current posting date as date of adjustment. |
| **From Branch** | [Conditional, Drop-Down]<br>Select the inventory branch from the drop-down list.<br>This field is disabled and the value is set as the home branch if the **Intra Branch Transfer** option is selected in the **Type of Adjustment** drop-down list. |
| **From User** | [Conditional, Pick List]<br>Select the user who is performing the adjustment transaction from the pick list.<br>This field is disabled and the value is set as the logged in user if the **Intra Branch Transfer** option is selected in the **Type of Adjustment** drop-down list. |
| **To Branch** | [Conditional, Drop-Down]<br>Select the appropriate to branch from the drop-down list.<br>This field is disabled and the value is set as the home branch if the **Intra Branch Transfer** option is selected in the **Type of Adjustment** drop-down list. |
| **To User** | [Mandatory, Pick List]<br>Select the user for whom the adjustment transaction is performed from the pick list. |
| **Adjustment Quantity** | [Mandatory, Numeric, 10]<br>Type the inventory quantity to be adjusted. |
| **Series Number** | [Mandatory, Numeric, 12]<br>Type the series number of the stock to be adjusted. |
| **Start Number** | [Mandatory, Numeric, 10]<br>Type the start number in the stock series.<br>The stock has to be transferred from this number onwards. |
| **End Number** | [Display]<br>This field displays the end number of the series.<br>The end number is calculated and generated by the system, depending on the quantity and the start number specified.<br>For example,<br>If Quantity = 100 and Start No = 50<br>Then End No = 149 |

| Field Name | Description |
|---|---|
| **Adjustment Total Value** | [Display]<br>This field displays the adjustment total value, based on the denomination and quantity specified.<br>Adjustment Total Value = Denomination + Quantity<br>For example,<br>If Denomination = 100 and Quantity = 20<br>Then Adjustment Total value = 2000<br>Only stock or inventory items tracked denomination wise will have adjustment total value. |
| **Reason For Adjustment** | [Mandatory, Alphanumeric, 40]<br>Type the reason for adjusting the stock or the inventory item. |

3. Select the stock code from the drop-down list.
4. Enter the required information in the various fields.

### Stock Adjustment



6. Click the **OK** button.
7. The system displays the "Authorization Required. Do You Want to continue?" message. Click the **OK** button.
8. The system displays the **Authorization Reason** screen.
9. Enter the required information and click the **Grant** button.
10. The system displays the message "Stock Adjustment Completed Successful". Click the **OK** button.

**Note:** For information on **Authorisation** transactions, refer to the ***FLEXCUBE Introduction User Manual***.

## 1.4. IV011 - Stock Inquiries

Using this option you can perform several inquiries to assist in tracking inventory items or stock. Inquiries can be performed at the following levels:

- Central Inventory Department: Branch details related to the central inventory department and the branch can be viewed
- Branch Level: Only branch level details can be viewed
- Teller Level: Only teller level details can be viewed

Three types of Inquiries that aid in inventory tracking are:

- Indent Requests Status
- Balance on hand
- Stock Transactions

### Definition Prerequisites

- IV001 - Stock Transactions

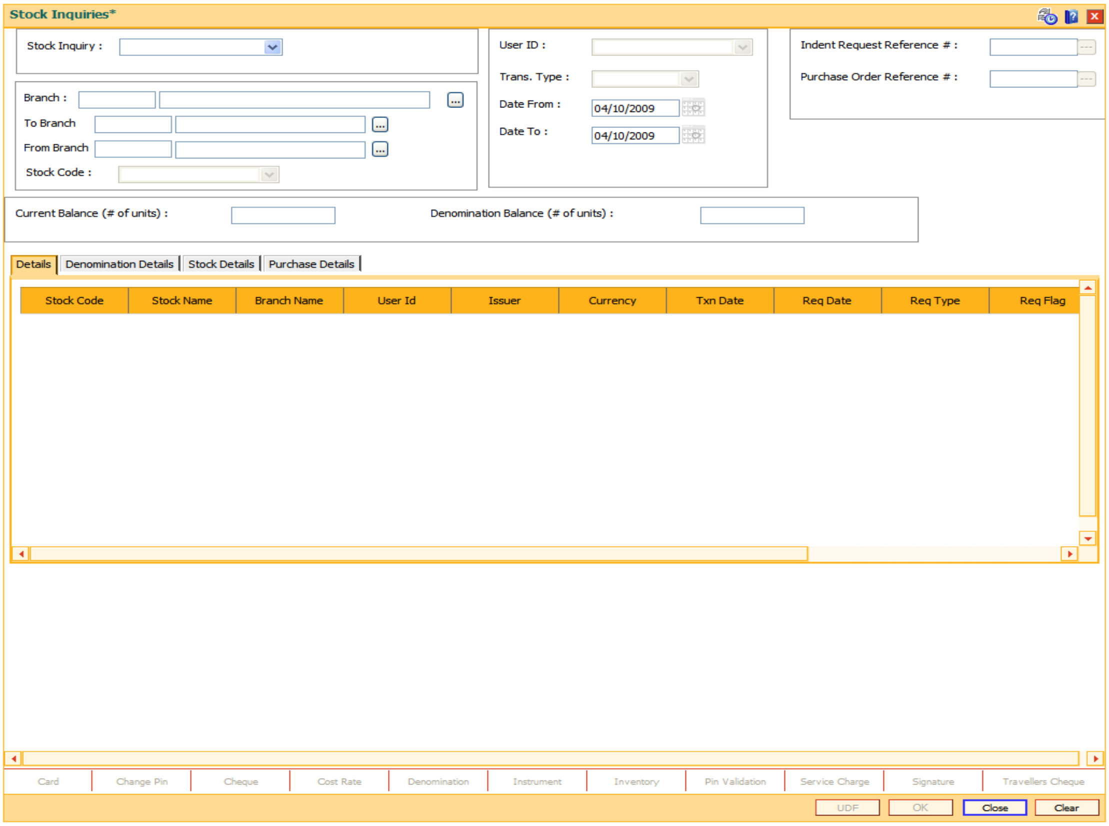
### Modes Available

Not Applicable

**To inquire on stock**

1. Type the fast path **IV011** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Inquiries > Stock Inquiries**.
2. The system displays the **Stock Inquiries** screen.

## Stock Inquiries




## Field Description

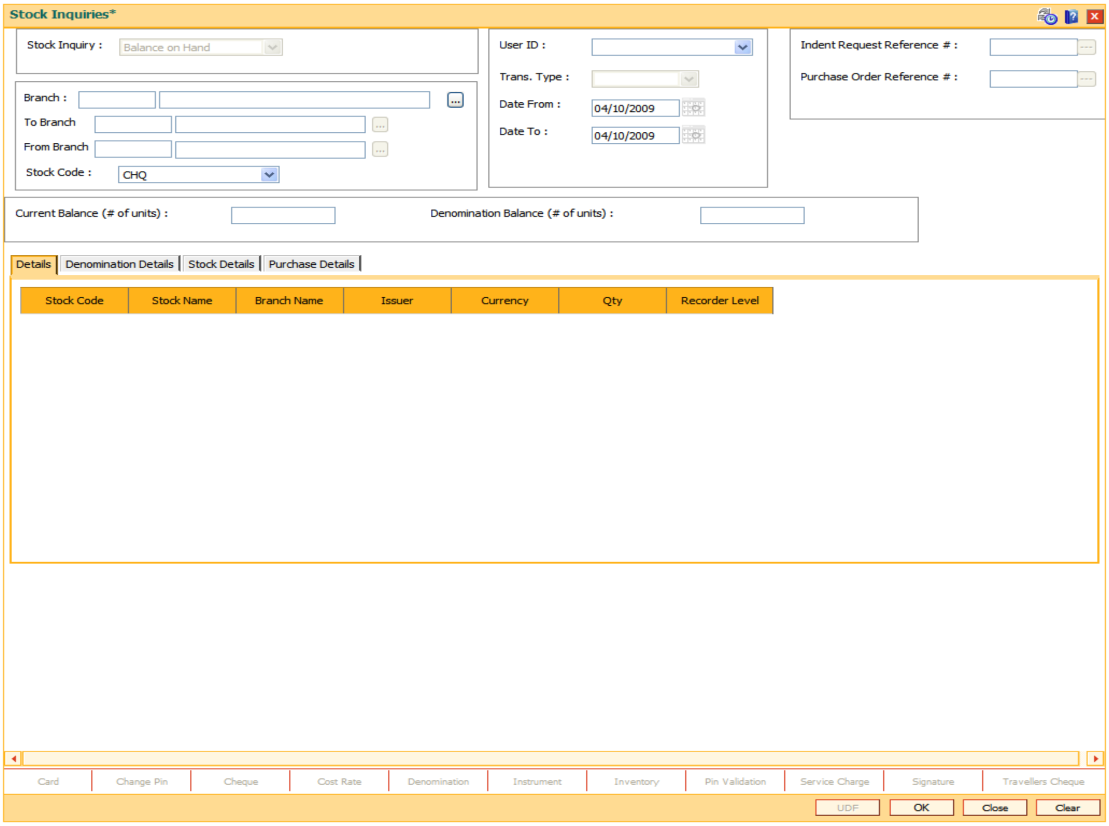
| Field Name | Description |
|---|---|
| **Stock Inquiry** | [Mandatory, Drop-Down]<br>Select the appropriate stock inquiry option from the drop-down list.<br>The options are:<br>• Balance On Hand<br>• Stock Transactions<br>• Indent Request Status<br>• Stocks in Transit |
| **Branch** | [Conditional, Pick List]<br>Select the branch code from the pick list.<br>This is the inventory bank that has placed the request on behalf of the allowed branch.<br>This field is disabled if the **Stocks in Transit** option is selected in the **Stock Inquiry** drop-down list. |

| Field Name | Description |
|---|---|
| **To Branch** | [Conditional, Pick List]<br>Select the To branch code from the pick list.<br>It is the branch to which the stocks are being transferred.<br>This field is enabled if the **Stocks in Transit** option is selected in the **Stock Inquiry** drop-down list. |
| **From Branch** | [Conditional, Pick List]<br>Select the From branch code from the pick list.<br>It is the branch from which the stocks are being transferred.<br>This field is enabled if the **Stocks in Transit** option is selected in the **Stock Inquiry** drop-down list. |
| **Stock Code** | [Mandatory, Drop-Down]<br>Select the stock code, if you want to perform the inquiry based on the status of a particular stock or inventory item, from the drop-down list. |
| **User ID** | [Conditional, Drop-Down]<br>Select the user ID, if you want to perform the inquiry based on the user who has placed the request, from the drop-down list.<br>This field is disabled if the **Stocks in Transit** option is selected in the **Stock Inquiry** drop-down list. |
| **Trans. Type** | [Conditional, Drop-Down]<br>Select the transaction type from the drop-down list.<br>The options are:<br>• All: Will display stock transactions in all statuses<br>• Receipts: Will display all stock that is in **Receive** status<br>• Issues: Will display all stock that is in **Issued** status<br>• Orders: Will display all stock for which purchase order is placed<br>• Requests: Will display all stock for which request is placed<br>This field is enabled only if the **Stock Transactions** option is selected in the **Stock Inquiry** drop-down list. |
| **Date From** | [Conditional, Pick List, dd/mm/yyyy]<br>Select the date from which you want to perform the inquiry from the pick list.<br>This field is enabled only if the **Stock Transactions** option is selected in the **Stock Inquiry** drop-down list. |

| Field Name | Description |
|---|---|
| **Date To** | [Conditional, Pick List, dd/mm/yyyy]<br>Select the date up to which you want to perform the inquiry from the pick list.<br>This field is enabled only if the **Stock Transactions** option is selected in the **Stock Inquiry** drop-down list. |
| **Indent Request Reference #** | [Conditional, Pick List]<br>Select the indent request reference from the pick list, to view the stock status based on the indent request reference.<br>The result for indent request reference will show the supplier code, the date of order placement in the **Purchase Detai**l tab.<br>This field is enabled only if the **Indent Request Status** option is selected in the **Stock Inquiry** drop-down list. |
| **Purchase Order Reference #** | [Conditional, Pick List]<br>Select the purchase order reference from the pick list, to view the stock status based on the purchase order reference.<br>The result for purchase order reference will show the supplier code, the date of order placement in the **Purchase Detail** tab.<br>This field is enabled only if the **Indent Request Status** option is selected in the **Stock Inquiry** drop-down list. |
| **Current Balance (# of units)** | [Optional, Numeric, 22]<br>Type the number of inventory units that are currently available. |
| **Denomination Balance (# of units)** | [Optional, Numeric, 22]<br>Type the number of denomination units that are available. |

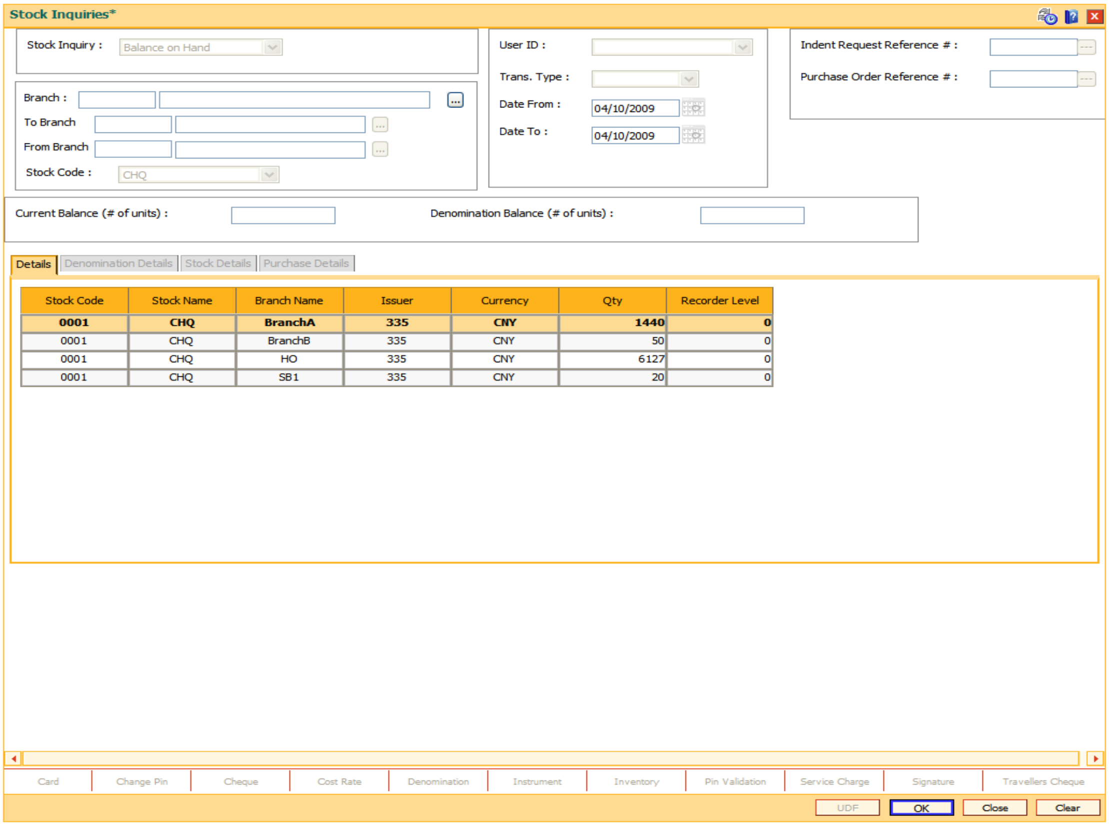
3. Select the stock inquiries from the drop-down list.
4. The system enables the corresponding fields and tab depending on the stock inquiries selected.
5. Enter the required information in the various fields.

## Stock Inquiries




6. Click the **Ok** button.
7. The system enables the **Details** tab.

## Details



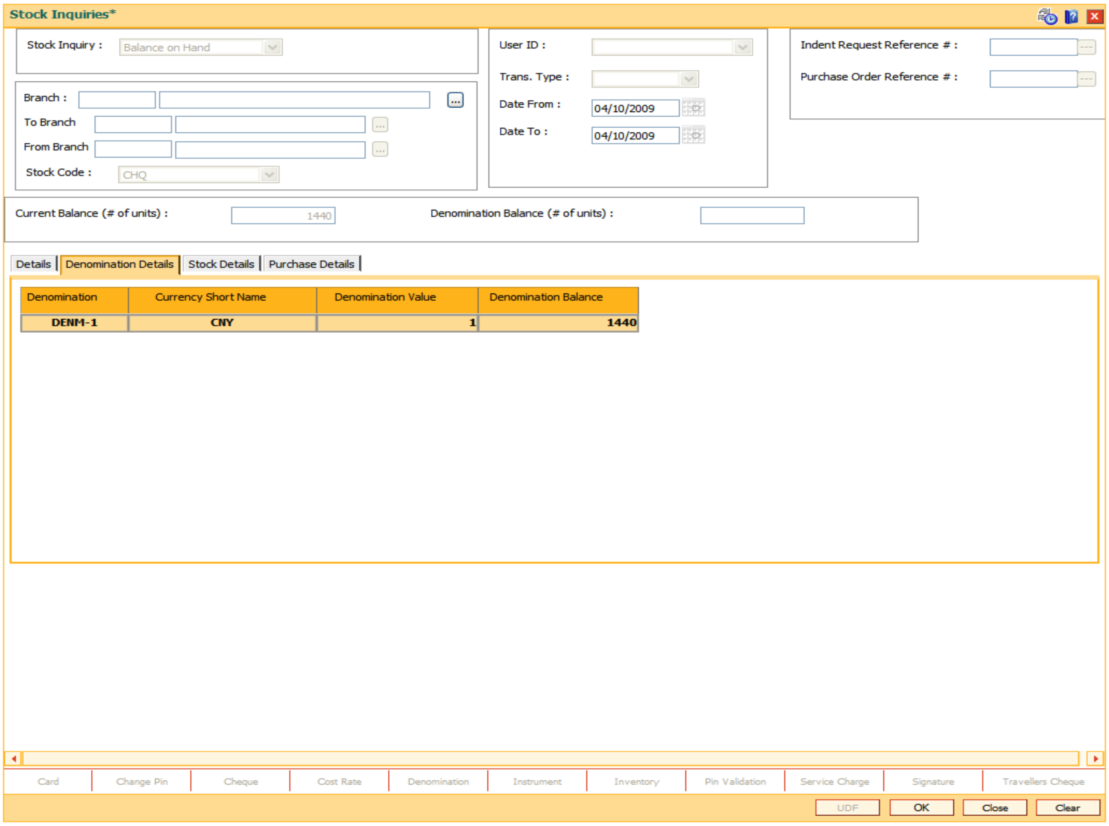

### Field Description

| Column Name | Description |
|---|---|
| **Stock Code** | [Display]<br>This column displays the stock code. |
| **Stock Name** | [Display]<br>This column displays the stock name. |
| **Branch Name** | [Display]<br>This column displays the branch code. |
| **User ID** | [Display]<br>This column displays the ID of the user who has placed the request.<br>This column is displayed if **Stock Transaction** option is selected in the **Stock Inquiry** drop-down list. |
| **Issuer** | [Display]<br>This column displays the issuer bank name. |

| Column Name | Description |
|---|---|
| **Currency** | [Display]<br>This column displays the currency in which the stock is issued. |
| **Txn Date** | [Display]<br>This column displays the transaction date.<br>This column is displayed if the **Stock Transactions** option is selected from the **Stock Inquiry** drop-down list. |
| **Req Date** | [Display]<br>This column displays the request date.<br>This column is displayed if the **Indent Request Status** option is selected from the **Stock Inquiry** drop-down list. |
| **Req Type** | [Display]<br>This column displays the request type.<br>This column is displayed if the **Indent Request Status** option is selected from the **Stock Inquiry** drop-down list. |
| **Req Flag** | [Display]<br>This column displays the request flag type.<br>This column is displayed if the **Indent Request Status** or **Stock Transactions** option is selected from the **Stock Inquiry** drop-down list. |
| **Purchase ID** | [Display]<br>This column displays the purchase ID.<br>This column is displayed if the **Indent Request Status** option is selected from the **Stock Inquiry** drop-down list. |
| **Qty** | [Display]<br>This column displays the quantity ordered. |
| **Recorder Level** | [Display]<br>This column displays the recorder level.<br>This column is displayed if the **Balance on Hand** option is selected from the **Stock Inquiry** drop-down list. |

8. Double-click a record to enable the **Denomination Details** tab.

## Denomination Details

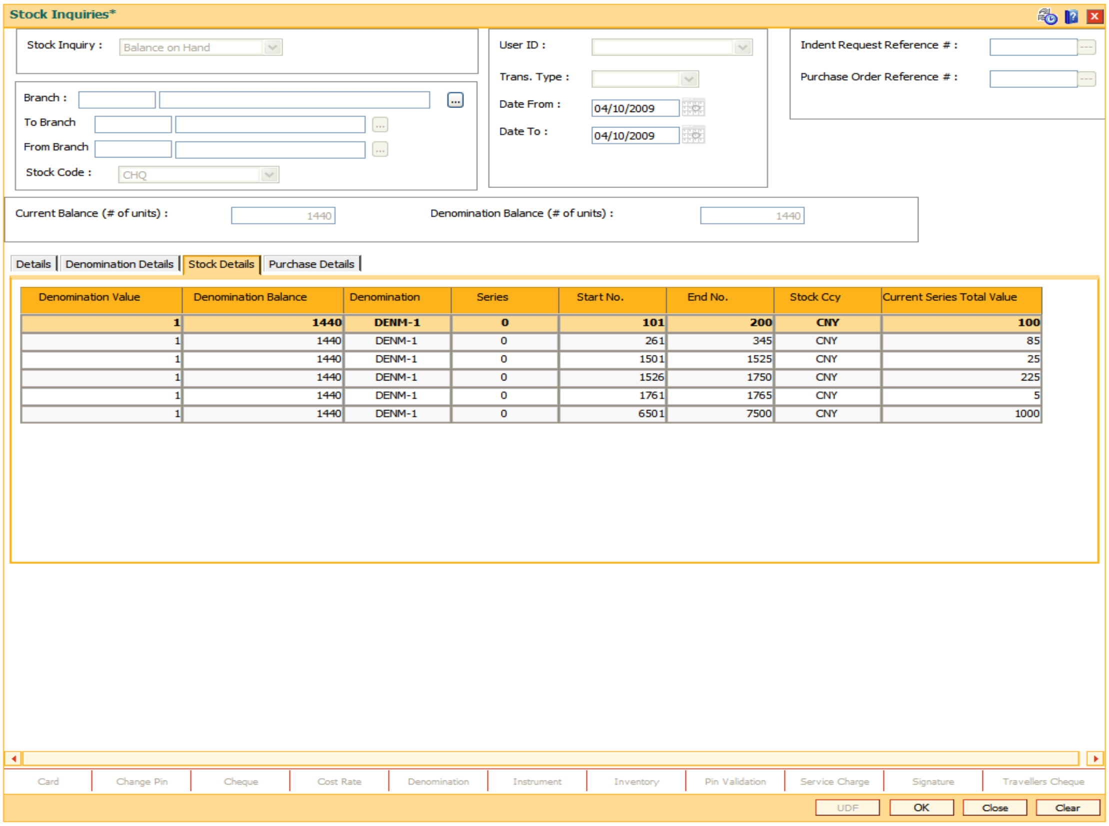



### Field Description

| Column Name | Description |
|---|---|
| **Denomination** | [Display]<br>This column displays the denomination value in words. |
| **Currency Short Name** | [Display]<br>This column displays the currency code in which the denomination is made. |
| **Denomination Value** | [Display]<br>This column displays the denomination value in numbers. |
| **Denomination Balance** | [Display]<br>This column displays the denomination balance available in the inventory. |

9. Double-click a record to enable the **Stock Details** tab.

## Stock Details

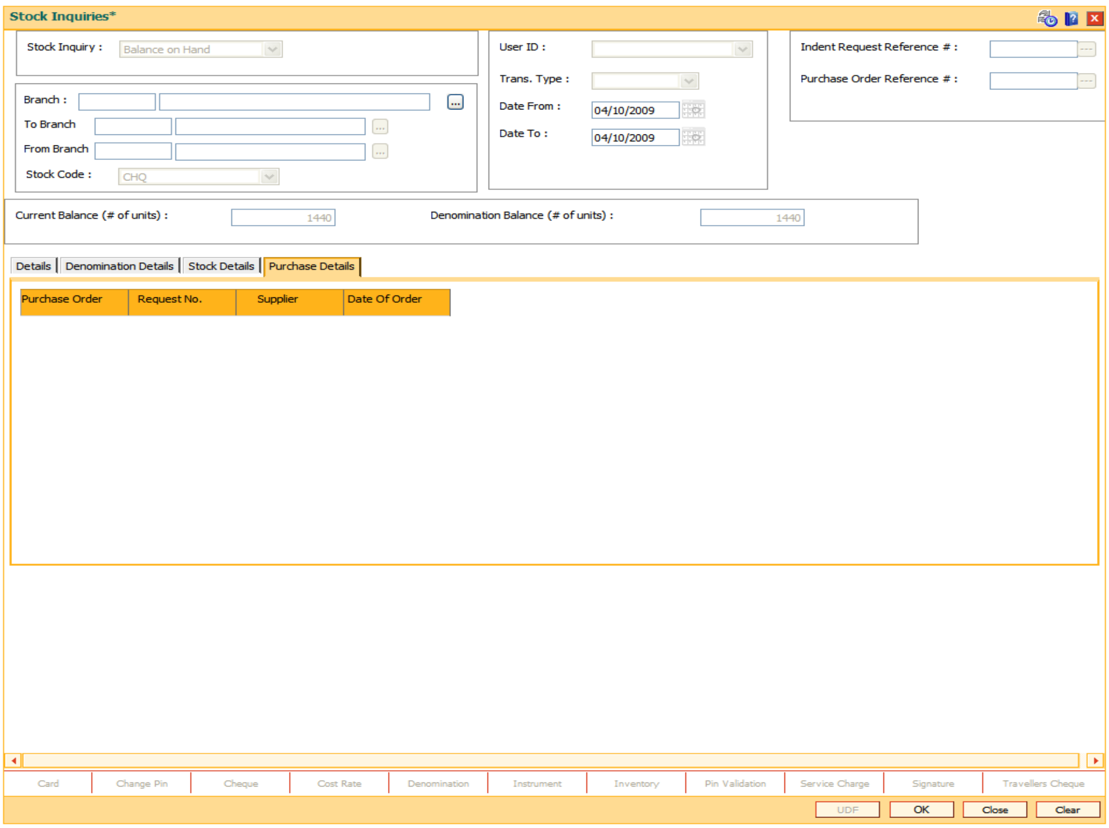



### Field Description

| Column Name | Description |
|---|---|
| **Denomination Value** | [Display]<br>This column displays the denomination value. |
| **Denomination Balance** | [Display]<br>This column displays the denomination balance. |
| **Denomination** | [Display]<br>This column displays the denomination in words. |
| **Series** | [Display]<br>This column displays the series. |
| **Start No.** | [Display]<br>This column displays the inventory start number. |
| **End No.** | [Display]<br>This column displays the inventory end number. |

| Column Name | Description |
| --- | --- |
| **Stock Ccy** | [Display]<br>This column displays the stock currency. |
| **Current Series Total Value** | [Display]<br>This column displays the current series total value. |

## Purchase Details




## Field Description

| Column Name | Description |
| --- | --- |
| **Purchase Order** | [Display]<br>This column displays the purchase order number. |
| **Request No.** | [Display]<br>This column displays the request number. |
| **Supplier** | [Display]<br>This column displays the name of the supplier. |

| Column Name | Description |
|---|---|
| **Date of Order** | [Display]<br>This column displays the date on which the order was placed. |

10. Click the **Ok** button to return to the **Details** tab.
11. Click the **Close** button.

**Note**: The results of the query are based on the requesting location and the Inputs. The pending orders are displayed. If no input specified, all pending orders and their details are displayed.

Inventory User Manual

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