



WORK AND ASSET MANAGEMENT, V2.1.1

5.7.1.1 WAM.v2.1.Manage Stock Items

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Brief Description

Business Process:	5.7.1.1 WAM.v2.1.Manage Stock Items
Process Type:	Process
Parent Process:	5.7.1 WAM.v2.1.Manage Inventory
Sibling Processes:	5.7.1.2 WAM.v2.1.Request, Issue and Return Materials, 5.7.1.3 WAM.v2.1.Manage Physical Inventory, 5.7.1.4 WAM.v2.1.Transfer Stock Items, 5.7.1.5 WAM.v2.1.Manage Quantity and Price Adjustments

Spare parts and Storeroom management are important to the work management process. Having the materials available to perform work is critical to any business. This URM takes you through the process of setting up catalog stock items and storeroom stock item details.

Catalog or Stock Item A catalog or stock item is the record that describes item that you are keeping in the inventory catalog. Typically this item is stored in a warehouse and known as an “Inventory” stock item. There are other types of stock items such as Direct Purchase and Expense type items but those are not managed in the same manner as an Inventory Stock Item. This discussion is related to Inventory type Stock Items.

The Stock Item has information such as the description, the default accounting, commodity coding, and the unit of issue. This information is generic regardless of where the item is actually stored. This record does not contain any quantity information.

Storeroom Location The Storeroom Location or “Storeroom” record defines the location of a storeroom or warehouse. This is a location that Stock Items can be found. There is information such as an address and default accounting information for new Stock Item Details created for the Storeroom.

Stock Item Detail The Stock Item Detail record brings together the Stock Item and the Storeroom to define a record that describes where to go to find the inventory materials. This record contains all the quantity information such as the number of items on hand, the number of items on order, and the number of items being requested based on work order plans. This record is the heart of the inventory system. All other inventory processes act upon this Stock Item Detail record.

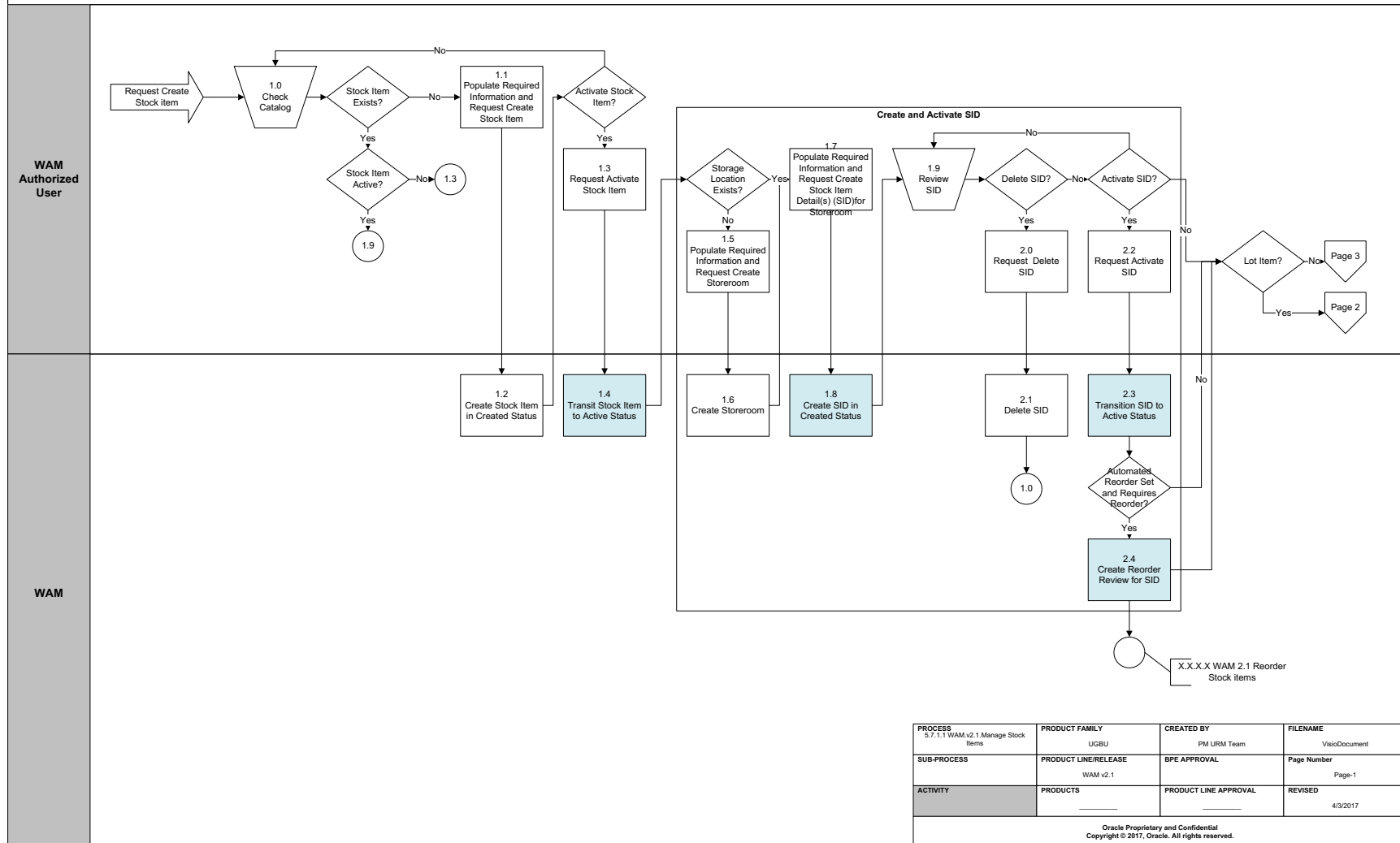
The table below shows an example of how multiple storerooms might be used to store materials and where materials might be found.

Stock Items	Storerooms			
	Central	Satellite 1	Satellite 2	Satellite 3
Bearings	X	X		
Bushings	X	X		
Pumps	X		X	
Motors	X		X	
Valves	X			X
Gloves	X			
Batteries	X			

The process of creating Stock Items, Storerooms, and Stock Item Details is the first step in setting up an inventory item. The following URM describes this process.

Business Process Model Page 1

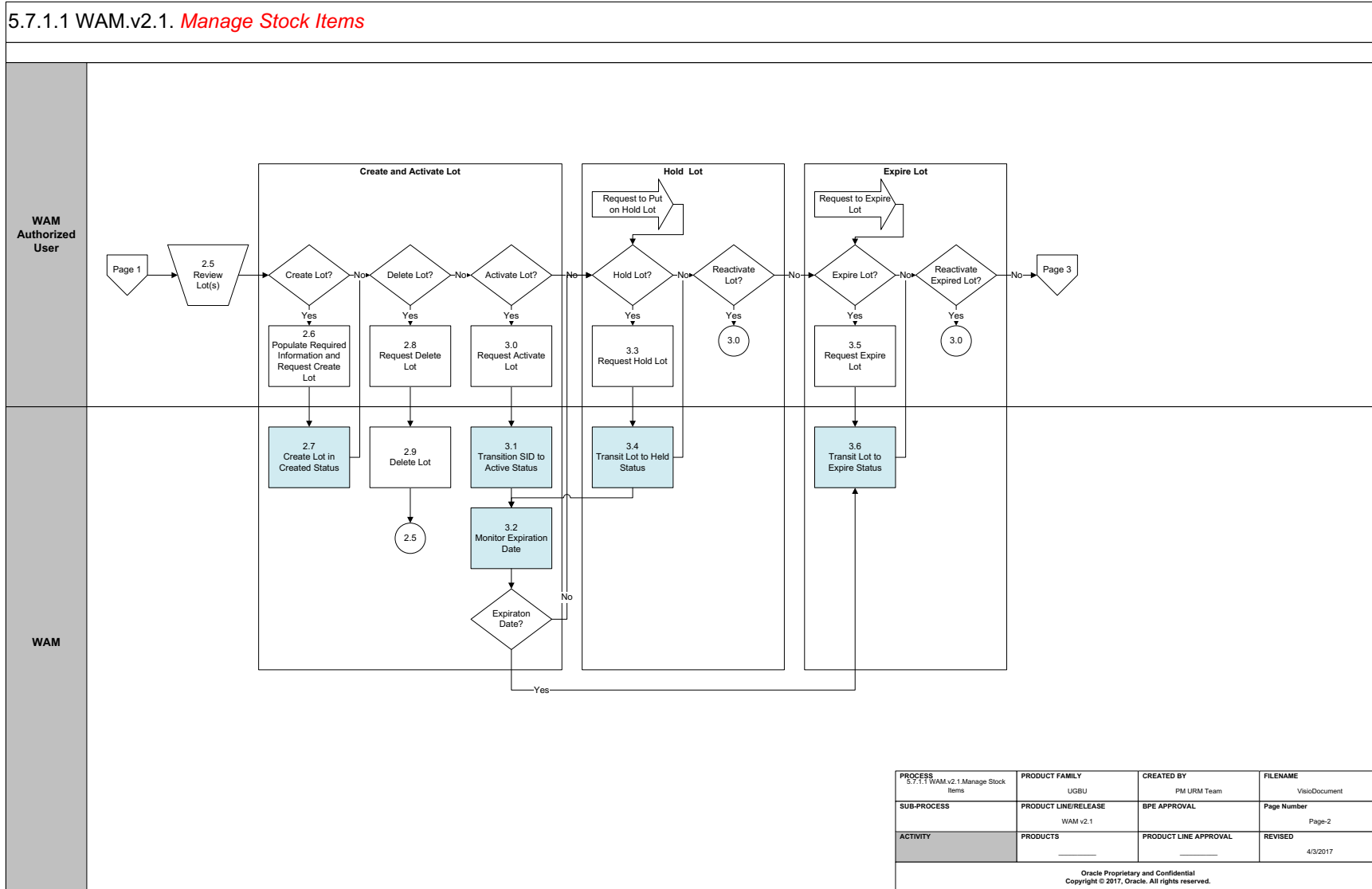
5.7.1.1 WAM.v2.1. *Manage Stock Items*



PROCESS	PRODUCT FAMILY	CREATED BY	FILENAME
5.7.1.1 WAM.v2.1.Manage Stock Items	UGBU	PM URM Team	VisioDocument
SUB-PROCESS	PRODUCT LINE/RELEASE	BPE APPROVAL	Page Number
	WAM v2.1		Page-1
ACTIVITY	PRODUCTS	PRODUCT LINE APPROVAL	REVISED
			4/3/2017

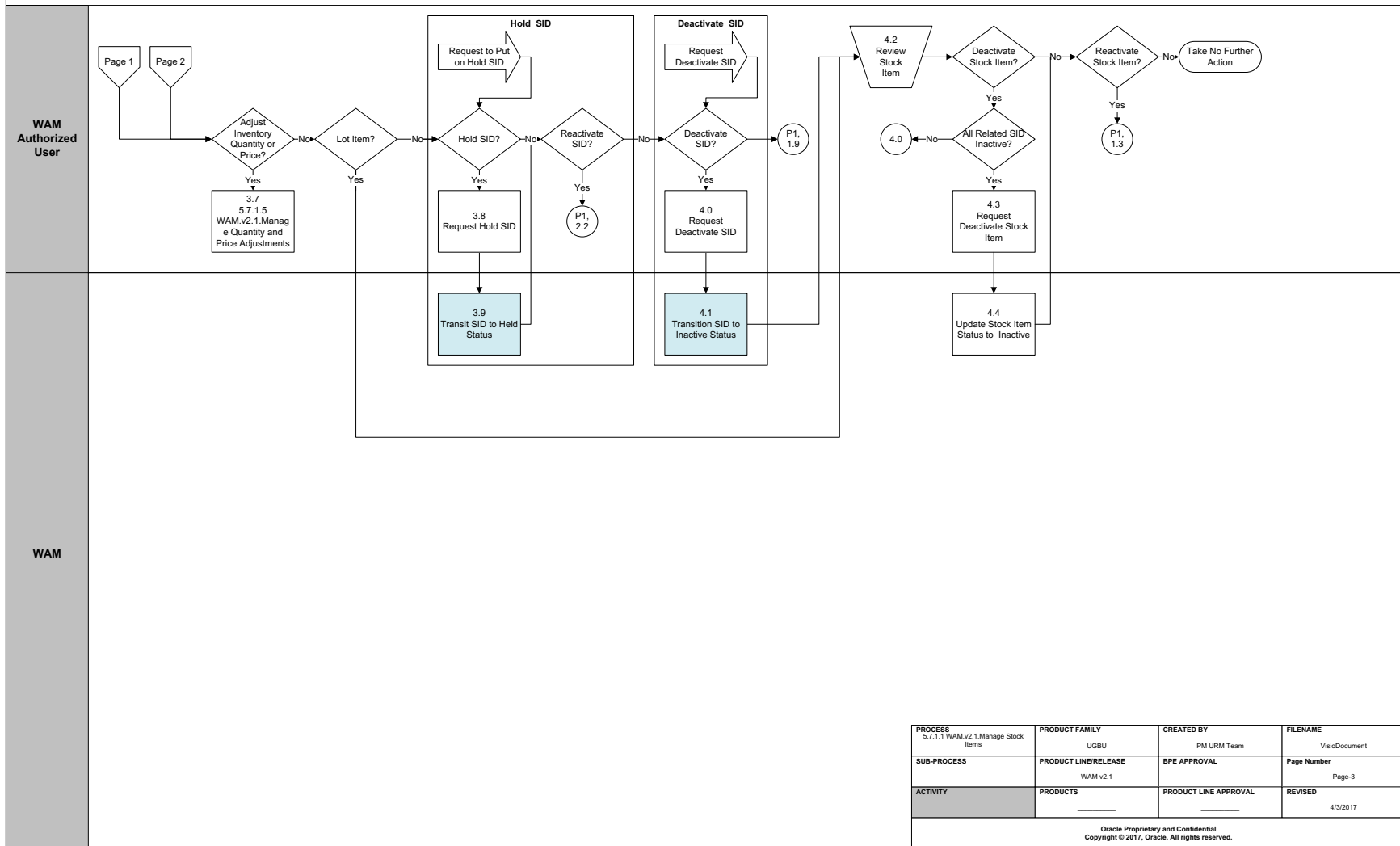
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Business Process Model Page 2



Business Process Model Page 3

5.7.1.1 WAM.v2.1. Manage Stock Items



PROCESS 5.7.1.1 WAM.v2.1.Manage Stock Items	PRODUCT FAMILY UGBU	CREATED BY PM URM Team	FILENAME VisioDocument
SUB-PROCESS	PRODUCT LINE/RELEASE WAM v2.1	BPE APPROVAL	Page Number Page-3
ACTIVITY	PRODUCTS	PRODUCT LINE APPROVAL	REVISED 4/3/2017

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Detail Business Process Model Description

1.0 Check Catalog

Actor/Role: WAM Authorized User

Description: WAM Authorized User checks the Catalog for list of Stock Items to ensure that the Stock Item does not already exist. This is an important part of the process because you want to avoid two Stock Items for the same materials. You should try several search mechanisms to ensure the item is new. For example, search by descriptions, or manufacturer, or commodity codes to feel confident that the new item does not already exist.

1.1 Populate Required Information and Request Create Stock Item

Actor/Role: WAM Authorized User

Description: WAM Authorized User [populates the required information](#) and makes a request to create Stock Item. Please refer to the attachment for further information on entities to be configured.

Configuration required (Y/N) **Entities to Configure:**

Stock Item Code
Expense code
Stock Item category

1.2 Create Stock Item in Created Status

Actor/Role: WAM

Description: WAM creates Stock Item in 'Create' status. This is the default state of all new Stock Items.

Process Plug-in enabled (Y/N) **Available Algorithm(s):**

W1-STKITINFO (Stock Item Information)
W1-DELSIBOM (Delete Stock Item BOM)
W1-ADDSTBOM (Add Stock Item BOM)
W1-STKITVAL (Stock Item Validation)
W1-VLEXP CODE (Validate Expense Code (Stock Item))

Business Object (Y/N)

Business Object

W1-StockItem

1.3 Request Activate Stock Item**Actor/Role:** WAM Authorized User**Description:** WAM Authorized User makes a request to 'Activate' Stock Item. Once the Stock Item is activated, it can be used to create Stock Item detail records.**1.4 Transit Stock Item to Active Status****Actor/Role:** WAM**Description:** WAM transitions Stock Item to 'Active' status.

Business Object (Y/N)	Business Object	W1-StockItem
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Group: Create and Activate SID**1.5 Populate Required Information and Request Create Storeroom****Actor/Role:** WAM Authorized User**Description:** WAM Authorized User [populates required information](#) and makes a request to create store room location. This is the record that defined "where" you are going to stock the Stock Item materials. This is often known as the Storeroom or warehouse. You need this component to create a Stock Item Detail record in the following steps.

Configuration required (Y/N)	Entities to Configure:	Address
		Accounting Information
		Storeroom Information

Group: Create and Activate SID**1.6 Create Storeroom****Actor/Role:** WAM**Description:** WAM creates a new Storeroom Location record in Active status.

Process Plug-in enabled (Y/N)	Available Algorithm(s):	W1-NODEINFO (Node Information)
		W1-DFNDOWAG (Default Node Owning Access Group)
		W1-STCCEXVAL (Validate Storeroom Cost Centers and Expense Codes)
		W1-VALEXPCOD (Validate Expense Code (Storeroom))

W1-StoreroomInventoryManagemnt

Business Object (Y/N) **Business Object**

Group: Create and Activate SID

1.7 Populate Required Information and Request Create Stock Item Detail(s) (SID) for Storeroom

Actor/Role: WAM Authorized User

Description: WAM Authorized User [populates required information](#) and makes a request to create Stock Item Detail(s) (SID) for storeroom. This is where the quantity and reorder information is maintained. The Stock Item detail record combines the Stock Item and the storeroom location to define where a specific Stock Item can be found. A Stock Item can be stored in many storeroom locations by simply creating many Stock Items detail records.

Group: Create and Activate SID

1.8 Create SID in Created Status

Actor/Role: WAM

Description: WAM creates SID in 'Created' state. While creating SID, text documents or notes can be added as part of the SID.

Process Plug-in enabled (Y/N) **Available Algorithm(s):**

W1-SIDINFO (Stock Item Detail Information)
W1-SIDDFLTC (Stock Item Detail - Default Class)
W1-VALSTROIN (Validate Stock Item Detail Reorder Info)
W1-VALSIDSR (Validate Stock Item Detail on Storeroom)
W1-INVSIDAIF (Inventory Stock Item Detail Additional Info)
W1-SIDDIRVAL (Stock Item Detail - Direct Purchase Validation)
W1-VALLTMGSI (Validate Lot Managed Stock Item Detail)
W1-VALSIDSR (Validate Stock Item Detail on Storeroom)
W1-DPSIDAIF (Direct Purchase Stock Item Detail Additional Info)
W1-SIDEXPVAL (Stock Item Detail - Expensed at Receipt Validation)
W1-VALLTMGSI (Validate Lot Managed Stock Item Detail)
W1-VALSIDSR (Validate Stock Item Detail on Storeroom)
W1-EARSIDAIF (Expensed At Receipt Stock Item Detail Additional Info)
W1-SIDInventory
W1-SIDDirectPurchase
W1-SIDExpensedAtReceipt
W1-SIDDocuments
W1-SIDNotes

Business Object (Y/N) **Business Object**

Group: Create and Activate SID**1.9 Review SID****Actor/Role:** WAM Authorized User**Description:** WAM Authorized User reviews Stock Item Detail record to ensure the information is correct before proceeding.**Business Object (Y/N)****Business Object**

W1-SIDInventory
W1-SIDDirectPurchase
W1-SIDExpensedAtReceipt

Group: Create and Activate SID**2.0 Request Delete SID****Actor/Role:** WAM Authorized User**Description:** WAM Authorized User makes a request to delete Stock Item Detail.**Group: Create and Activate SID****2.1 Delete SID****Actor/Role:** WAM**Description:** WAM deletes Stock Item Detail record from system.**Business Object (Y/N)****Business Object**

W1-SIDInventory
W1-SIDDirectPurchase
W1-SIDExpensedAtReceipt

Group: Activate SID**2.2 Request Activate SID****Actor/Role:** WAM Authorized User**Description:** WAM Authorized User makes a request to activate Stock Item Detail record. Only Active Stock Item detail records may be referenced in other WAM processes such as, work planning, materials requisitions, and reorder processing.

Business Object (Y/N)**Business Object**

W1-SIDInventory
W1-SIDDirectPurchase
W1-SIDExpensedAtReceipt

Group: Create and Activate SID**2.3 Transition SID to Active Status****Actor/Role:** WAM**Description:** WAM transitions Stock Item Detail record to 'Active' status.**Process Plug-in enabled (Y/N)****Available Algorithm(s):**

W1-CHKACTSI (Check Active Stock Item Detail on Storeroom)
W1-MONSIDRR (Monitor SID and Create Reorder Review)

Business Object (Y/N)**Business Object**

W1-SIDInventory
W1-SIDDirectPurchase
W1-SIDExpensedAtReceipt

Group: Create and Activate SID**2.4 Create Reorder Review for SID****Actor/Role:** WAM**Description:** WAM creates reorder review for SID under Inventory category. Please refer to process **5.7.1.6 WAM 2.1 Reorder Stock Items** for further details. The system will evaluate the inventory quantities and if the quantities have dropped below a reorder point, a stock reorder notice is created automatically.**Process Plug-in enabled (Y/N)****Available Algorithm(s):**

W1-MONSIDRR (Monitor SID and Create Reorder Review)
--

Business Object (Y/N)**Business Object**

W1-SIDInventory

2.5 Review Lot(s)**Actor/Role:** WAM Authorized User

Description: Some Stock Items are defined as being “Lot Managed”. This means that each shipment of a Stock Item has a sub-inventory created with a unique Lot ID. This is used for Stock Items such as chemicals where a shipment manifest comes with expiration information. For example, a Stock Item for a chemical where 40 gallons are on hand. However, comprising those 25 gallons might be 4 lots of 10 gallon drums. Each 10 gallon drum has a Lot record created with a delivery and expiration date. Lot Stock Items differ from regular Stock Items because the on-hand quantities are maintained at each individual lot. This means when you process a Lot Stock Item, you must not only provide the Stock Item but also the lot id when processing the Stock Item.

Wire is also often made a Lot Stock Item to manage the quantity on spool. The wire does not expire but it can be treated as a sub-inventory like other Lot items.

Group: Create and Activate Lot

2.6 Populate Required Information and Request Create Lot

Actor/Role: WAM Authorized User

Description: If the Stock Item is defined as a Lot Managed item, a WAM Authorized User populates required information and makes a request to create lot.

Business Object (Y/N)	Business Object	W1-SIDSpecificLot
------------------------------	------------------------	-------------------

Group: Create and Activate Lot

2.7 Create Lot in Created Status

Actor/Role: WAM

Description: WAM creates Stock Item Lot record in ‘Created’ state.

Process Plug-in enabled (Y/N)	Available Algorithm(s):	W1-SIDLOTINF (Stock Item Detail-Specific Lot Information)
Business Object (Y/N)	Business Object	W1-SIDLOTVAL (Stock Item Detail-Specific Lot Validation)
		W1-LOTADDINF (Specific Lot Stock Item Detail Additional Info)
		W1-SIDSpecificLot

Group: Create and Activate Lot

2.8 Request Delete Lot

Actor/Role: WAM Authorized User

Description: WAM Authorized User makes a request to delete lot.

Business Object (Y/N)	Business Object	<input type="text" value="W1-SIDSpecificLot"/>
------------------------------	------------------------	--

Group: Create and Activate Lot
[2.9 Delete Lot](#)

Actor/Role: WAM
Description: WAM deletes Lot.

Business Object (Y/N)	Business Object	<input type="text" value="W1-SIDSpecificLot"/>
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Group: Create and Activate Lot
[3.0 Request Activate Lot](#)

Actor/Role: WAM Authorized User
Description: WAM Authorized User makes a request to 'Activate' Lot.
Note: A Stock Item Lot cannot be processed until it is in an Active state.

Business Object (Y/N)	Business Object	<input type="text" value="W1-SIDSpecificLot"/>
------------------------------	------------------------	--

Group: Create and Activate Lot
[3.1 Transition SID to Active Status](#)

Actor/Role: WAM
Description: WAM transitions SID to 'Active' state.

Process Plug-in enabled (Y/N)	Available Algorithm(s):	<input type="text" value="W1-SIDLEXVAL (Validate Lot Expiration Date)"/>
		<input type="text" value="W1-CHKMSTSID (Check If the Master SID is Active)"/>

Business Object (Y/N)	Business Object	<input type="text" value="W1-SIDSpecificLot"/>
------------------------------	------------------------	--

Group: Create and Activate Lot
[3.2 Monitor Expiration Date](#)

Actor/Role: WAM

Description: WAM checks if the time configured for the lot is expired or not. The WAM system will automatically expire the Lot upon activation if you try to activate a lot with an expiration date in the past. The effect of expiring the Lot is to change the status to Expired. This prevents the use of the Stock Item Lot in WAM business processes.

Process Plug-in enabled (Y/N) **Available Algorithm(s):**

Business Object (Y/N) **Business Object**

Group: Hold Lot

3.3 Request Hold Lot

Actor/Role: WAM Authorized User

Description: WAM Authorized User makes a request to 'Hold' lot. This is needed when you want to temporarily stop the usage of this Lot Stock Item. It's possible that problems have been reported with this Lot and you want to take it out of service until you can perform tests. You do this by changing the status to Held.

Group: Hold Lot

3.4 Transit Lot to Held Status

Actor/Role: WAM

Description: WAM transitions Lot to 'Held' status.

Process Plug-in enabled (Y/N) **Available Algorithm(s):**

Business Object (Y/N) **Business Object**

Group: Expire Lot

3.5 Request Expire Lot

Actor/Role: WAM Authorized User

Description: WAM Authorized User makes a request to expire lot. The system will automatically expire the lot when the expiration date becomes older than the current date, but you can also manually force the Stock Item Lot to expired status.

Business Object (Y/N)	Business Object
	W1-SIDSpecificLot

Group: Expire Lot

3.6 Transit Lot to Expire Status

Actor/Role: WAM

Description: WAM transitions Lot to 'Expire' state.

Note: This action doesn't affect inventory quantity, however User has information about lot expiration

Business Object (Y/N)	Business Object
	W1-SIDSpecificLot

3.7 5.7.1.5 WAM.v2.1.Manage Quantity and Price Adjustments

Actor/Role: WAM Authorized User

Description: WAM Authorized User performs inventory quantity and price adjustments as may be required. Please refer to process **5.7.1.5 WAM.v2.1.Manage Quantity and Price Adjustments** for more details.

Group: Hold SID

3.8 Request Hold SID

Actor/Role: WAM Authorized User

Description: WAM Authorized User makes a request to 'Hold' SID. This is needed when you want to temporarily stop the usage of this Stock Item. It's possible that problems have been reported with this Stock Item and you want to take it out of service until you can perform tests. You do this by changing the Stock Item status to Held.

Business Object (Y/N)	Business Object
	W1-SIDInventory
	W1-SIDDirectPurchase
	W1-SIDExpensedAtReceipt

Group: Hold SID

3.9 Transit SID to Held Status**Actor/Role:** WAM**Description:** WAM transitions SID to 'Held' status.**Note:** This action doesn't affect inventory quantity, however User has information about the quantity on hold.**Business Object (Y/N)****Business Object**

W1-SIDInventory
W1-SIDDirectPurchase
W1-SIDExpensedAtReceipt

Group: Deactivate SID**4.0 Request Deactivate SID****Actor/Role:** WAM Authorized User**Description:** WAM Authorized makes a request to 'Deactivate' SID. When the Stock Item detail has completed its useful life and you no longer want to use it any more, you change the status of the Stock Item to Inactive. History is maintained, but the Stock Item detail can no longer be used in other inventory business processes.**Note:** All inventory quantities must be zero before transitioning the Stock Item detail record to Inactive.**Business Object (Y/N)****Business Object**

W1-SIDInventory
W1-SIDDirectPurchase
W1-SIDExpensedAtReceipt

Group: Deactivate SID**4.1 Transition SID to Inactive Status****Actor/Role:** WAM**Description:** WAM transitions SID to 'Inactive' state. WAM checks SID stock transaction quantities while transitioning SID to 'Inactive' state.**Process Plug-in enabled (Y/N)****Available Algorithm(s):**

W1-CHKSIDST (Check SID Stock Transaction Quantities)

Business Object (Y/N)**Business Object**

W1-SIDInventory
W1-SIDDirectPurchase
W1-SIDExpensedAtReceipt

4.2 Review Stock Item

Actor/Role: WAM Authorized User

Description: WAM Authorized User reviews Stock Item.

4.3 Request Deactivate Stock Item

Actor/Role: WAM Authorized User

Description: WAM Authorized User makes a request to 'Deactivate' Stock Item. There are times where the entire Stock Item will no longer be used.

Business Object (Y/N)	Business Object	<input type="text" value="W1-StockItem"/>
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4.4 Update Stock Item Status to Inactive

Actor/Role: WAM

Description: WAM updates Stock Item to 'Inactive' state. History is maintained, but the Stock Item can no longer be used in other inventory business processes.

Process Plug-in enabled (Y/N)	Available Algorithm(s):	<input type="text" value="W1-CHKACTSID (Check Active/Held Stock Item Detail)"/>
--------------------------------------	--------------------------------	--

Business Object (Y/N)	Business Object	<input type="text" value="W1-StockItem"/>
------------------------------	------------------------	---

Test Documentation related to the Current Process

ID	Document Name	Test Type

Document Control

Change Record

Date	Author	Version	Change Reference
10/09/2015	Barry DeMartini, Galina Polonsky	1	Initial Version
11/06/2018	Kimberley Herrala Scott		Review
11/06/2018	Galina Polonsky		Reviewed, Approved

Appendix

Create Stock Item

Stock Item ✖

Main

Stock Item Code *
 Description *
 Detailed Description
 External ID

Accounting Information

Inventory Expense Code
 Usage Expense Code

Access Control

Owning Organization

Commodity Coding Information

Category
 Name
 Type
 Composition
 Size

Stock Item Information

Stock Item Category
 Hazardous *
 Hazardous Type
 Lot Managed *
 Shelf Life Days
 Capital Spare *

Tracked Asset Information

Trackable *
 Repairable *

Purchase Details

Unit of Purchase
 Unit of Issue
 Purchase to Issue Ratio
 Tax Rate Schedule
 Purchase Commodity
 Allow Substitutes *

Miscellaneous Information

Truck Stock *
 Accept On Receipt *
 Default Values to Activity *
 Add to BOM on Material Issue *

Vendors

Vendor Location	Vendor Part Number	Vendor Priority
<input type="text"/>	<input type="text"/>	<input type="text"/>

Alternate Stock Items

Stock Item
<input type="text"/>

Manufacturers

Manufacturer	Copy to PO	Manufacturer Part Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Cancel

Create Storeroom Location

Storeroom with Inventory Management

Main

Location Type **ST-Storeroom**

Location Disposition * **Active**

Description *

Parent Location/Organization

External ID

Access Control

Contacts

Main Contact

Supervisor

Address Information

Country * **United States**

Address *

Address 2

Address 3

Address 4

Cross Street

City


Suburb


State


Postal


Location Class **Not Applicable**


Accounting Information


Inventory Cost Center * 


Inventory Expense Code * 


Inventory Adjustment Cost Center * 


Markup Cost Center 


Markup Expense Code 

Stock Transfer Clearing Cost Center * 

Tax Cost Center 

Tax Expense Code 

Invoice Write-Off Cost Center Code 

Invoice Write-Off Expense Code 

Storeroom Information

Storeroom

Storeroom Type

QC Storeroom 

External ID

Default Markup Rate

Invoice Information

Country 

Address

Address 2

Address 3

Address 4

Cross Street

City

Suburb

State
Postal
Location Class **Not Applicable**
Phone Number

Shipping Information

Country **United States**
Address
Address 2
Address 3
Address 4
Cross Street
City
Suburb
State
Postal
Location Class **Not Applicable**
Phone Number

Reorder Information

Buyer
Reorder Review Approval Required
Purchasing Document Action

Inventory Stock Item Detail

Inventory Stock Item Detail

Main ⓘ

Stock Item GP090909 (URM test)
 Storeroom Central Storeroom
 Inventory Cost Center
 Buyer

Access Control

Purchase Details ⓘ

Unit of Purchase *
 Purchase to Issue Ratio
 Tax Rate Schedule

Reorder Information ⓘ

Maximum Quantity
 Minimum Quantity
 Safety Stock Quantity
 Reorder Point
 Reorder Quantity
 Auto Reorder
 ABC Class
 Lead Time (Days)
 Source Code
 Activity Indicator

Pricing

Markup Indicator
 Markup Rate

Bin

Bin	Bin Type
<input type="text" value=""/>	<input type="text" value=""/>

Vendors

Vendor Location	Vendor Part Number	Vendor Priority
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>