



## **WORK AND ASSET MANAGEMENT, V2.1**

### **5.7.1.2 WAM.v2.1.Request, Issue and Return Materials**

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## Brief Description

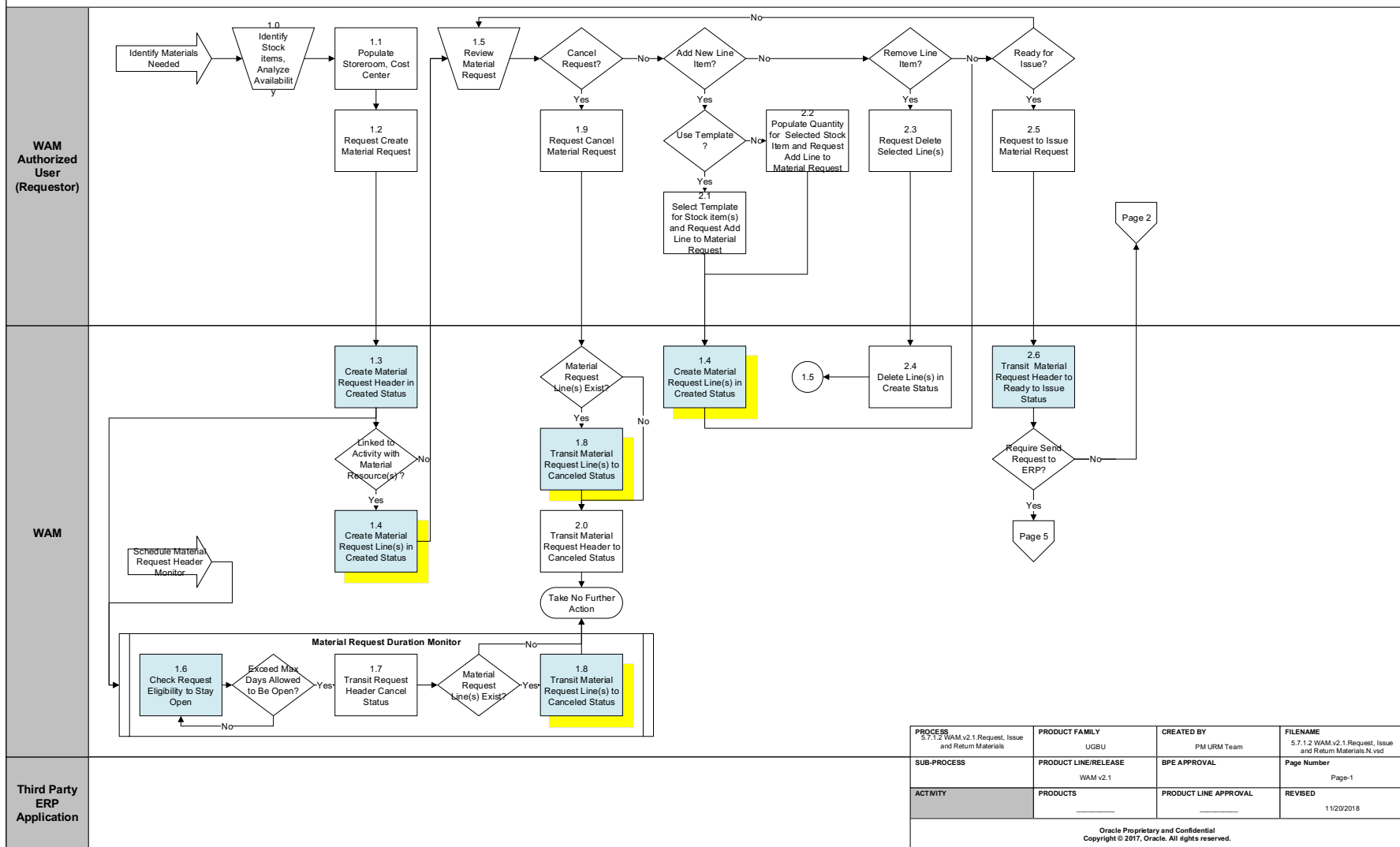
**Business Process:** 5.7.1.2 WAM.v2.1.Request, Issue and Return Materials  
**Process Type:** Process  
**Parent Process:** 5.7.1 WAM.v2.1.Manage Inventory  
**Sibling Processes:** 5.7.1.1 WAM.v2.1.Manage Stock Items, 5.7.1.3 WAM.v2.1.Manage Physical Inventory, 5.7.1.4 WAM.v2.1.Transfer Stock Items,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

This process gets initiated when WAM Authorized User makes a request. The request can be used to either issue or return materials

It is possible that the inventory management processes are performed in an external ERP application. In this case, the Material Request is used as the vehicle to interface to the ERP application. Material Requests originate in WAM and are sent to the ERP application for fulfillment. In these situations, the Material Requests are related to pre-planned Work Order. "Walk up" Requests would typically be performed in the ERP application.

# Business Process Model Page 1

## 5.7.1.2 WAM.v2.1. Request, Issue and Return Materials. Create Request

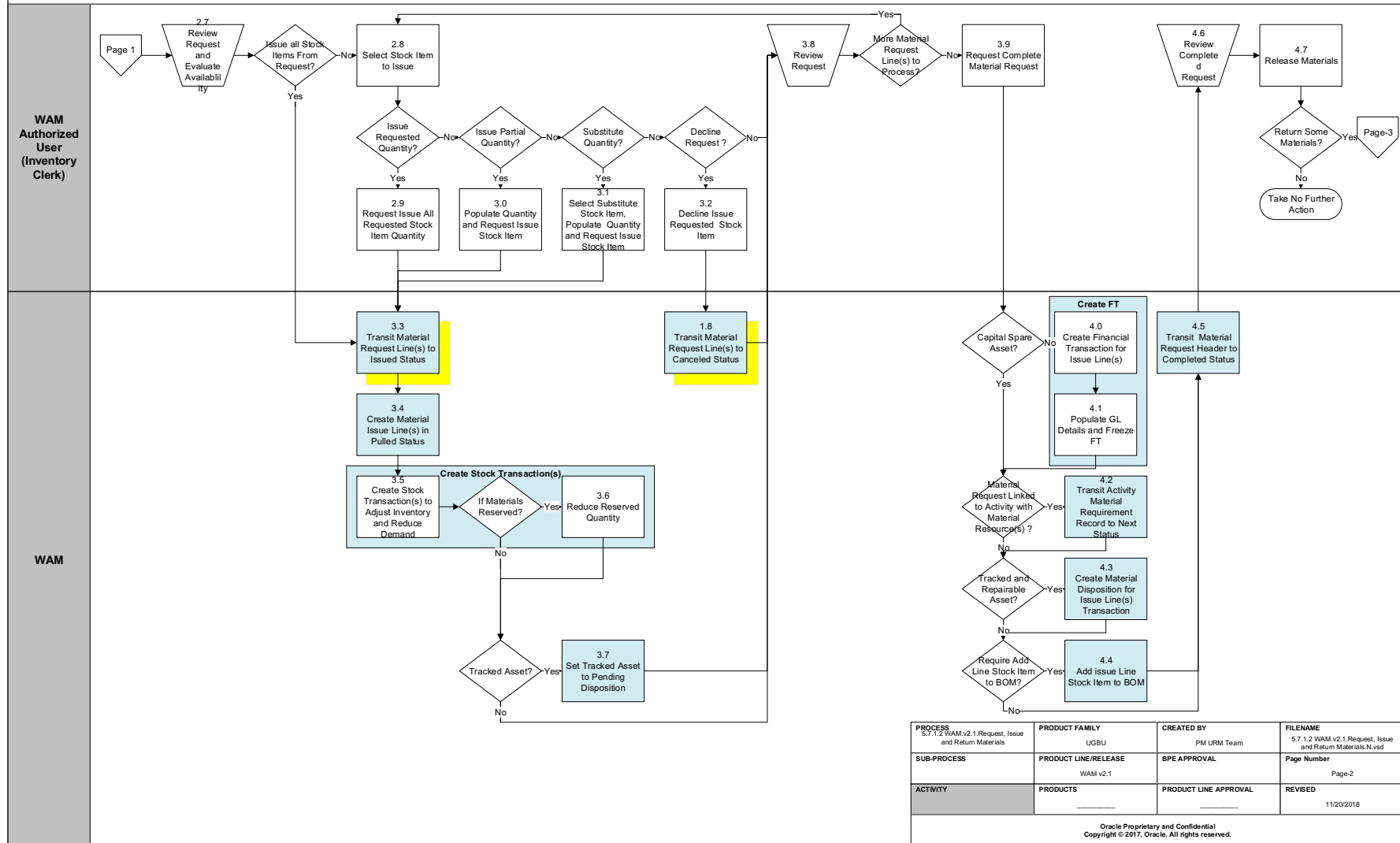


<b>PROCESS</b> 5.7.1.2 WAM.v2.1.Request, Issue and Return Materials	<b>PRODUCT FAMILY</b> UGBU	<b>CREATED BY</b> PM URM Team	<b>FILENAME</b> 5.7.1.2 WAM.v2.1.Request, Issue and Return Materials.N.vsd
<b>SUB-PROCESS</b>	<b>PRODUCT LINE/RELEASE</b> WAM v2.1	<b>BPE APPROVAL</b>	<b>Page Number</b> Page-1
<b>ACTIVITY</b>	<b>PRODUCTS</b>	<b>PRODUCT LINE APPROVAL</b>	<b>REVISED</b> 11/20/2018

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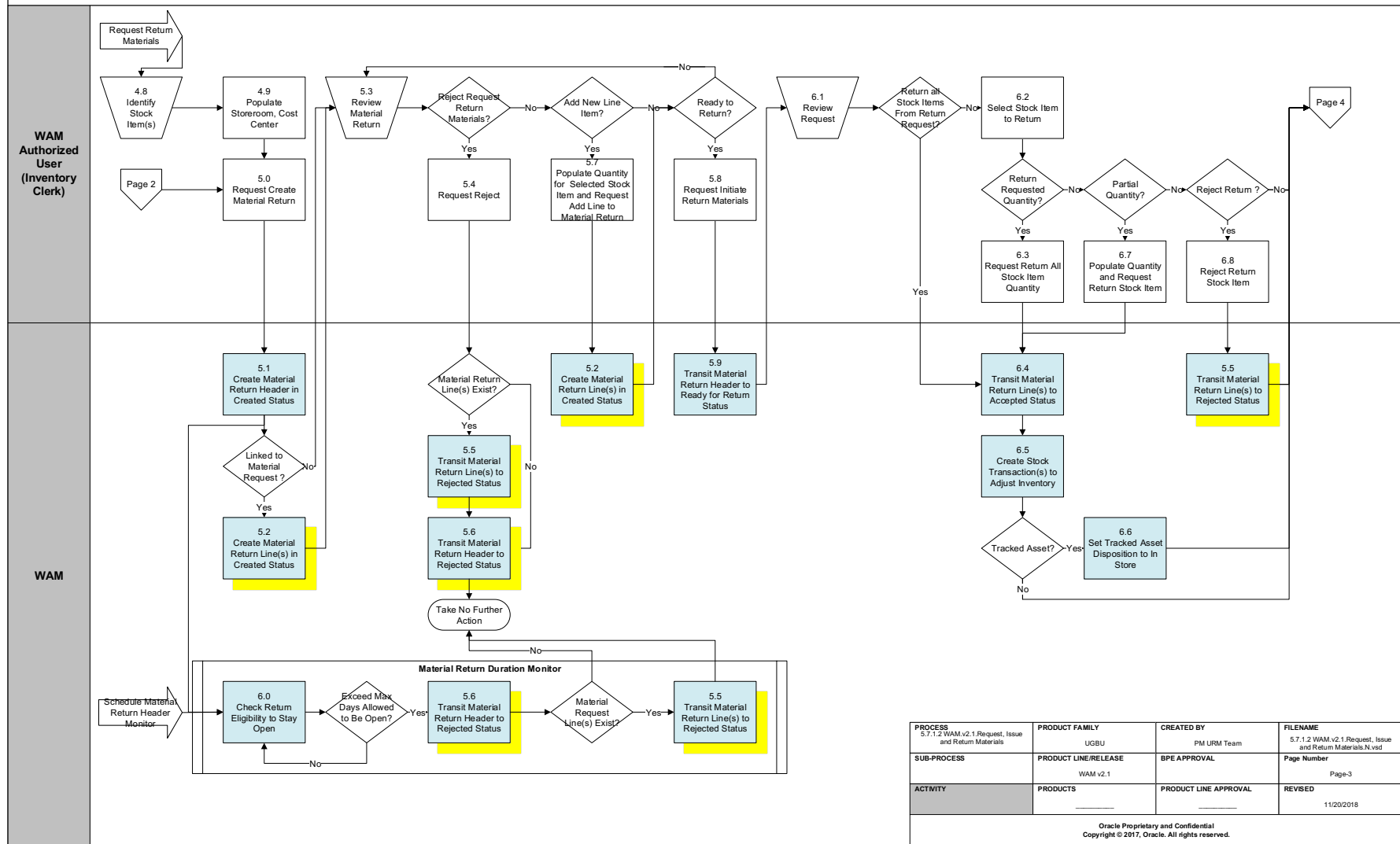
# Business Process Model Page 2

## 5.7.1.2 WAM.v2.1.Request, Issue and Return Materials. Issue Materials



# Business Process Model Page 3

## 5.7.1.2 WAM.v2.1.Request, Issue and Return Materials. Return Materials

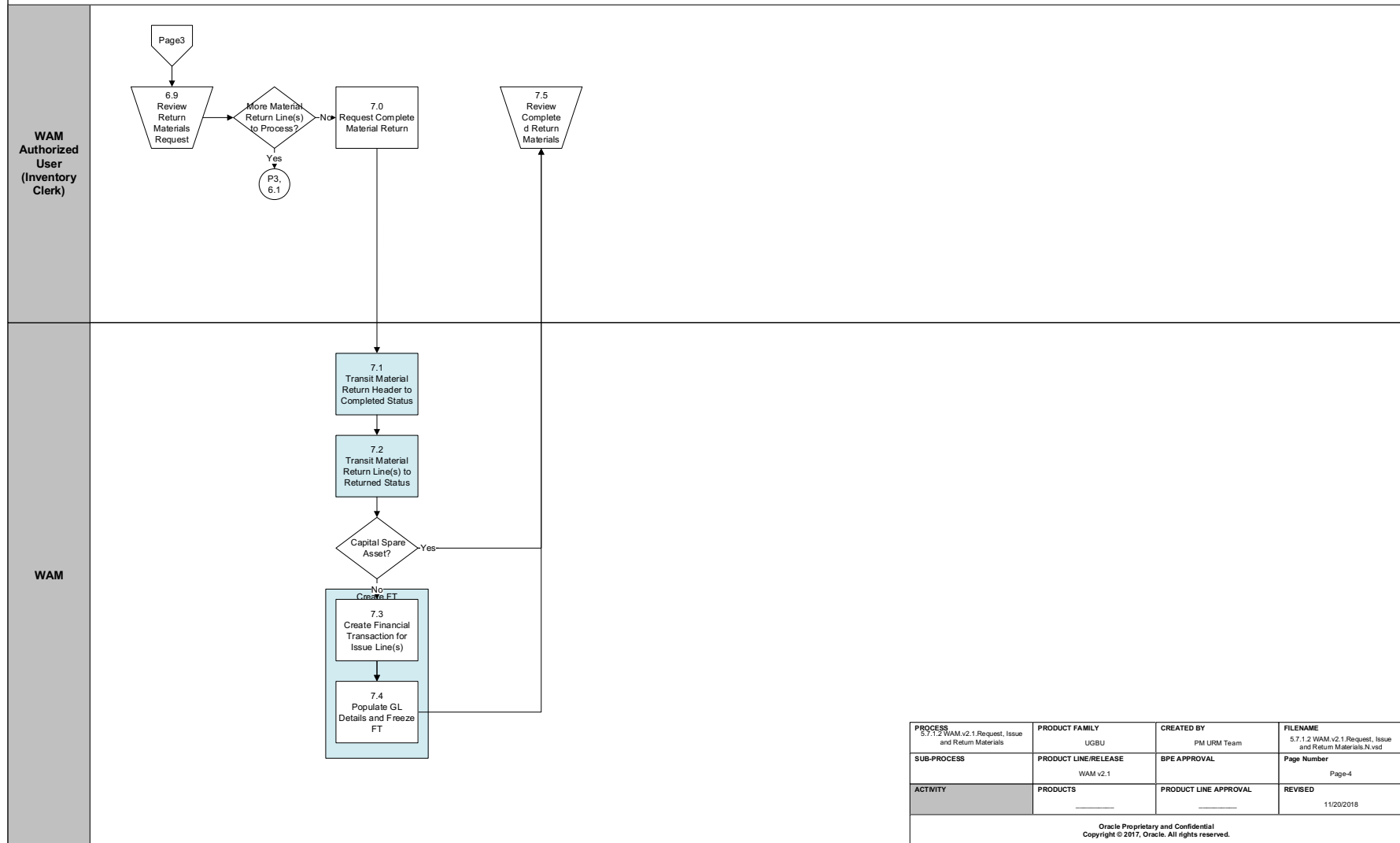


PROCESS 5.7.1.2 WAM.v2.1 Request, Issue and Return Materials	PRODUCT FAMILY UGBU	CREATED BY PM URM Team	FILENAME 5.7.1.2 WAM.v2.1 Request, Issue and Return Materials.N vsd
SUB-PROCESS	PRODUCT LINE/RELEASE WAM v2.1	BPE APPROVAL	Page Number Page-3
ACTIVITY	PRODUCTS	PRODUCT LINE APPROVAL	REVISED 11/20/2018

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## Business Process Model Page 4

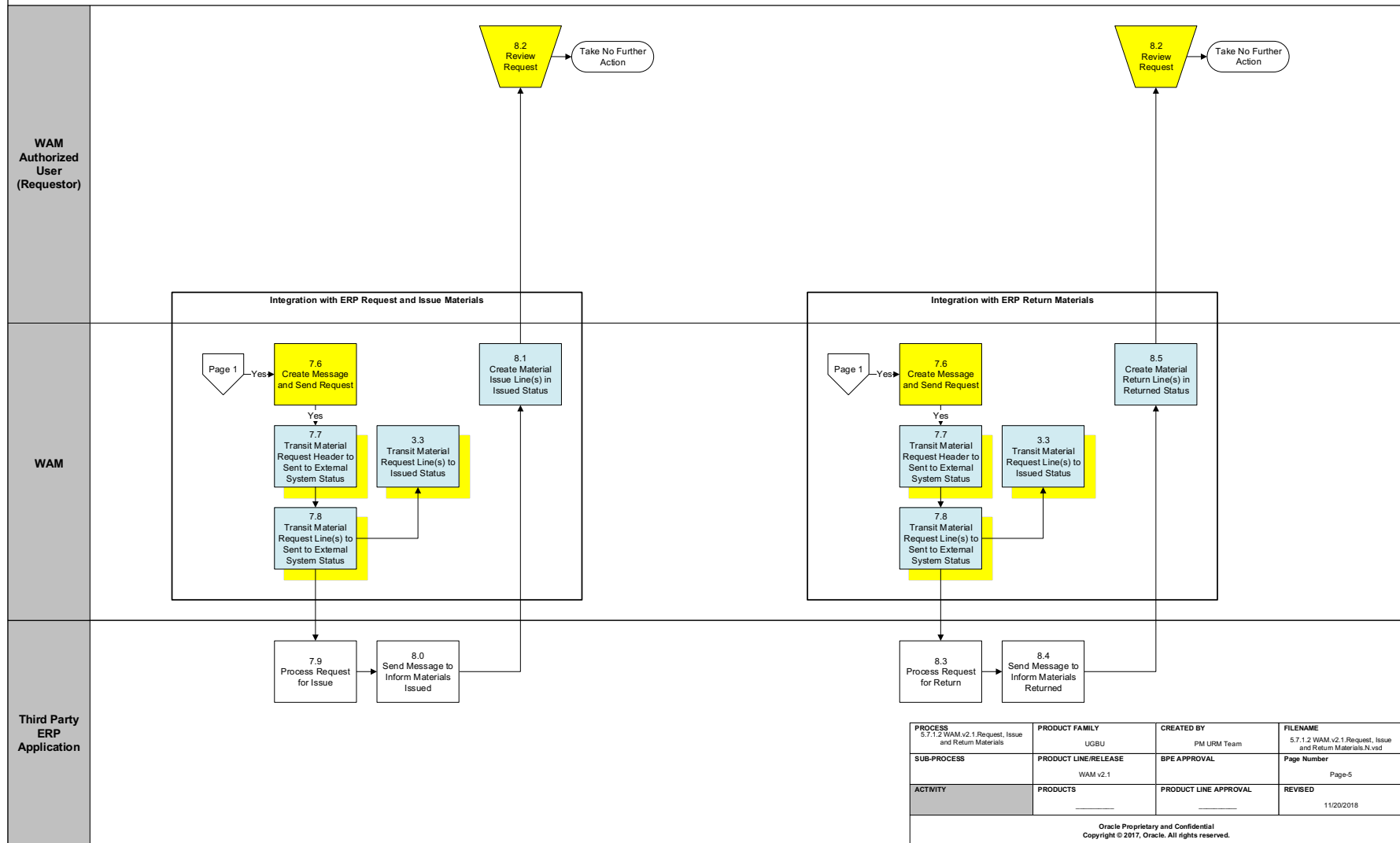
### 5.7.1.2 WAM.v2.1.*Request, Issue and Return Materials. Return Materials*





# Business Process Model Page 5

## 5.7.1.2 WAM.v2.1.*Request, Issue and Return Materials. Issue and Return Materials ( Integration )*



## Detail Business Process Model Description

### 1.0 Identify Stock items, Analyze Availability

**Actor/Role:** WAM Authorized User (Requestor)

**Description:** WAM Authorized User (Requestor) identifies the various stock items and their quantity available in stock.

### 1.1 Populate Storeroom, Cost Center

**Actor/Role:** WAM Authorized User (Requestor)

**Description:** WAM Authorized User (Requestor) [populates information to make a material request](#) such as the storeroom from which material will be issued, location to which material is to be delivered, date by which material is to be delivered, contact details for material collection, etc. Further, information about the Activity, Project or Cost Center are also populated to which this material needed to be accounted. This header information applies to all stock item detail records entered as line items.

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

Storeroom
Location
Cost Center

### 1.2 Request Create Material Request

**Actor/Role:** WAM Authorized User (Requestor)

**Description:** WAM Authorized User (Requestor) makes a request to create material request.

### 1.3 Create Material Request Header in Created Status

**Actor/Role:** WAM

**Description:** WAM creates material request header in 'Created' state, validates the data and populates default information

W1-MTRQHINFO (Material Request Header Information)
--

<b>Process Plug-in enabled (Y/N)</b>	<b>Available Algorithm(s):</b>	W1-DRQACCWOA (Default Material Request Accounting Information from WO Activity)
		W1-MRDFLTPRJ (Material Request or Return Defaults from Project)
		W1-VALDELECT (Validate Delete Action)
		W1-VALMTRQHD (Validate Project Information)
		W1-VALWOACTY (Validate Work Order Activity)

<b>Business Object (Y/N)</b>	<b>Business Object</b>	W1-MaterialRequestHeader
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#### 1.4 Create Material Request Line(s) in Created Status

**Actor/Role:** WAM

**Description:** WAM creates material request line(s) in 'Created' state. If Work Activity is present on Material Request, the application defaults all pre-planned inventory items for the given storeroom. WAM also checks expense codes against cost centers referenced in Material Request.

<b>Process Plug-in enabled (Y/N)</b>	<b>Available Algorithm(s):</b>	W1-CMRQLWOAC (Create Material Request Lines from WO Activity)
		W1-MTRQLNINF (Material Request Line Information)
		W1-DRACTRSRQ (Derive Activity Resource Requirement)
		W1-DFEXCDMRQ (Default Expense Code for Material Request)
		W1-VALDELECT (Validate Delete Action)
		W1-VALREQLIN (Validate Request Line)
		W1-VALEXPQRQ (Validate Expense Code for Material Request)

<b>Business Object (Y/N)</b>	<b>Business Object</b>	W1-MaterialRequestHeader
		W1-MaterialRequestLine

<b>Configuration required (Y/N)</b>	<b>Entities to Configure:</b>	Work Order Information
		Expense Codes

#### 1.5 Review Material Request

**Actor/Role:** WAM Authorized User (Requestor)

**Description:** WAM Authorized User (Requestor) validates material lines and header information created.

<b>Business Object (Y/N)</b>	<b>Business Object</b>	W1-MaterialRequestHeader
		W1-MaterialRequestLine

### 1.6 Check Request Eligibility to Stay Open

**Actor/Role:** WAM

**Description:** WAM validates duration as part of eligibility for which the Material Request can be in open state before getting cancelled. This is a batch job that uses a Master Configuration parameter to age Material Requests. If the Material Request is past the expiration date, the header and line items are automatically canceled. If you do not want this process to invoke, set the parameter to a very large number.

<b>Process Plug-in enabled (Y/N)</b>	<b>Available Algorithm(s):</b>	W1-CHKMRQHDU (Check Header Duration for Material Request)
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<b>Business Object (Y/N)</b>	<b>Business Object</b>	W1-MaterialRequestHeader
		W1-MaterialRequestLine

<b>Customizable process (Y/N)</b>	<b>Process Name</b>	W1-MTRQH Material Request Header Monitor
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### 1.7 Transit Request Header Cancel Status

**Actor/Role:** WAM

**Description:** WAM transitions material request header to 'cancel' state.

<b>Business Object (Y/N)</b>	<b>Business Object</b>	W1-MaterialRequestHeader
		W1-MaterialRequestLine

<b>Customizable process (Y/N)</b>	<b>Process Name</b>	W1-MTRQH Material Request Header Monitor
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### 1.8 Transit Material Request Line(s) to Canceled Status

**Actor/Role:** WAM

**Description:** WAM transitions Material Request line(s) underneath the material request to 'Cancel' state. This step can be initiated manually and automatically (via batch process)

<b>Process Plug-in enabled (Y/N)</b>	<b>Available Algorithm(s):</b>	W1-CHKMRQHDU (Check Header Duration for Material Request)
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Business Object (Y/N)	Business Object
	W1-MaterialRequestHeader
	W1-MaterialRequestLine

Customizable process (Y/N)	Process Name
	W1-MTRQH Material Request Header Monitor

### 1.9 Request Cancel Material Request

**Actor/Role:** WAM Authorized User (Requestor)

**Description:** WAM Authorized User (Requestor) makes a request to cancel the material request.

### 2.0 Transit Material Request Header to Canceled Status

**Actor/Role:** WAM

**Description:** WAM transitions material request header to 'cancel' state.

Business Object (Y/N)	Business Object
	W1-MaterialRequestHeader
	W1-MaterialRequestLine

### 2.1 Select Template for Stock item(s) and Request Add Line to Material Request

**Actor/Role:** WAM Authorized User (Requestor)

**Description:** WAM Authorized User (Requestor) selects available template to fill in details to make a request for the store room from which material is requested and the various stock items required. Quantity and expense codes are also entered. This process was put in place to help users quickly create a list of stock items to be used on a Material Request. A Material Request can be created as a template and reused to quickly make a request. This typically only applies to "walk up" requests.

Business Object (Y/N)	Business Object
	W1-MaterialRequestHeader
	W1-MaterialRequestLine

### 2.2 Populate Quantity for Selected Stock Item and Request Add Line to Material Request

**Actor/Role:** WAM Authorized User (Requestor)

**Description:** WAM Authorized User (Requestor) populates quantity for selected stock item and makes a request to add line to material request. This describes the process of manually entering a single stock line item.

Business Object (Y/N)	Business Object
	W1-MaterialRequestHeader
	W1-MaterialRequestLine

**2.3 Request Delete Selected Line(s)****Actor/Role:** WAM Authorized User (Requestor)**Description:** WAM Authorized User (Requestor) requests delete selected lines**2.4 Delete Selected Line(s) in Created Status****Actor/Role:** WAM**Description:** WAM deletes lines**2.5 Request to Issue Material Request****Actor/Role:** WAM Authorized User (Requestor)**Description:** WAM Authorized User (Requestor) makes a request to issue material request. This step occurs when the requestor is ready to make the storeroom personnel aware of the request. This is also the state that an ERP interface would use to identify which Material Request should be sent to the ERP application.

Business Object (Y/N)	Business Object
	W1-MaterialRequestHeader
	W1-MaterialRequestLine

**2.6 Transit Material Request Header to Ready to Issue Status****Actor/Role:** WAM**Description:** WAM transitions Material Request Header to 'Ready for Issue' state.

Business Object (Y/N)	Business Object
	W1-MaterialRequestHeader
	W1-MaterialRequestLine

**2.7 Review Request and Evaluate Availability****Actor/Role:** WAM Authorized User (Inventory Clerk)**Description:** WAM Authorized User (Inventory Clerk) reviews request to issue material and evaluates availability of material. This is the step where the Inventory Clerk actually pulls the parts from the storeroom bins. They may choose to take the WAM Materials Request processing into the storeroom on a tablet device to process the stock issue transactions while walking through the storeroom. Clerk can decide to process all line items together, however it is typical that each stock item is processed one line item at a time.**2.8 Select Stock Item to Issue****Actor/Role:** WAM Authorized User (Inventory Clerk)**Description:** WAM Authorized User (Inventory Clerk) selects stock item to issue.

### **2.9 Request Issue All Requested Stock Item Quantity**

**Actor/Role:** WAM Authorized User (Inventory Clerk)

**Description:** If there are enough physical items in the bin, the WAM Authorized User (Inventory Clerk) makes a request to issue all requested stock item quantity.

### **3.0 Populate Quantity and Request Issue Stock Item**

**Actor/Role:** WAM Authorized User (Inventory Clerk)

**Description:** If there are not enough physical items in the bin to fulfill the order, WAM Authorized User (Inventory Clerk) processes a partial issue and populates quantity to issue and makes a request to issue stock item.

### **3.1 Select Substitute Stock Item, Populate Quantity and Request Issue Stock Item**

**Actor/Role:** WAM Authorized User (Inventory Clerk)

**Description:** If there are no physical items in the bin and alternate (similar) item exists, the WAM Authorized User (Inventory Clerk) selects substitutes stock item, populates quantity to issue and makes a request to issue stock item.

### **3.2 Decline Issue Requested Stock Item**

**Actor/Role:** WAM Authorized User (Inventory Clerk)

**Description:** WAM Authorized User (Inventory Clerk) makes a request to decline issue of requested stock items. This initiates the process of canceling the material Request Line Item.

### **3.3 Transit Material Request Line(s) to Issued Status**

**Actor/Role:** WAM

**Description:** WAM transitions material request line(s) to 'Issued' state.

<b>Business Object (Y/N)</b>	<b>Business Object</b>
	W1-MaterialRequestHeader
	W1-MaterialRequestLine

### **3.4 Create Material Issue Line(s) in Pulled Status**

**Actor/Role:** WAM

**Description:** WAM creates material issue line(s) in 'Pulled' state.

<b>Process Plug-in enabled (Y/N)</b>	<b>Available Algorithm(s):</b>	W1-MTISLNINF (Material Issue Line Information)
		W1-VALDELECT (Validate Delete Action)
		W1-VALISLIN (Validate Issue Line)
		W1-CMPSIDQTY (Compute Stock Item Detail Quantity)

<b>Business Object (Y/N)</b>	<b>Business Object</b>	W1-MaterialIssueLine
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### [3.5 Create Stock Transaction\(s\) to Adjust Inventory and Reduce Demand](#)

**Actor/Role:** WAM

**Description:** WAM creates stock transaction(s) to adjust inventory and reduce demand.

<b>Process Plug-in enabled (Y/N)</b>	<b>Available Algorithm(s):</b>	W1-CSKTXISLN (Create Stock Transaction for Issue Line)
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<b>Business Object (Y/N)</b>	<b>Business Object</b>	W1-MaterialIssueLine
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### [3.6 Reduce Reserved Quantity](#)

**Actor/Role:** WAM

**Description:** WAM reduces reserved quantity if the materials were issued from the ones that were already reserved.

<b>Process Plug-in enabled (Y/N)</b>	<b>Available Algorithm(s):</b>	W1-CSKTXISLN (Create Stock Transaction for Issue Line)
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<b>Business Object (Y/N)</b>	<b>Business Object</b>	W1-MaterialIssueLine
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### [3.7 Set Tracked Asset to Pending Disposition](#)

**Actor/Role:** WAM

**Description:** If this is a tracked stock item, WAM sets tracked asset status to pending disposition.

Note: if the item is a tracked asset the stock transactions for reducing the inventory quantity are not created. Tracked stock item quantity on hand is calculated by the number of assets that are marked as IN STORES for a given storeroom. This differs from non-track stock items.

<b>Process Plug-in enabled (Y/N)</b>	<b>Available Algorithm(s):</b>	W1-ASTPNDSP ( Set Issued Tracked Asset to pending disposition)
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<b>Business Object (Y/N)</b>	<b>Business Object</b>	<input type="text" value="W1-MaterialIssueLine"/>
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### 3.8 Review Request

**Actor/Role:** WAM Authorized User (Inventory Clerk)

**Description:** WAM Authorized User (Inventory Clerk) reviews the material request. If there are more stock items on the material request, repeat the process for each stock item on the material request.

### 3.9 Request Complete Material Request

**Actor/Role:** WAM Authorized User (Inventory Clerk)

**Description:** WAM Authorized User (Inventory Clerk) makes a request to complete material request. This is a **very important** step because it initiates the process of creating financial transactions for the line item transactions. It is a good idea to even create a saved search to periodically look for Material Requests that are still open.

### 4.0 Create Financial Transaction for Issued Line(s)

**Actor/Role:** WAM

**Description:** WAM creates financial transaction for issue line(s). A financial transaction is created for each line item on the material request.

**Note:** **It is important to note that no FT is created for stock items that are marked as Capital Spares. This is denoted by the Capital Spare indicator on the stock item record. If the stock item is classified as a capital spare then the assumption is that it was capitalized at receipt and has started depreciation at the time of receipt.**

<b>Process Plug-in enabled (Y/N)</b>	<b>Available Algorithm(s):</b>	<input type="text" value="W1-CFNTXISLN (Create Financial Transaction for Issue Line)"/>
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<b>Business Object (Y/N)</b>	<b>Business Object</b>	<input type="text" value="W1-MaterialIssueLine"/>
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### 4.1 Populate GL Details and Freeze FT

**Actor/Role:** WAM

**Description:** WAM populates General Ledger details and freezes Financial Transaction(s).

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

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

#### **4.2 Transit Activity Material Requirement Record to Next Status**

**Actor/Role:**      WAM

**Description:**      WAM transitions the work order activity material requirement to next status to document that the work order activity line item has been issued from the storeroom.

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

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

#### **4.3 Create Material Disposition for Issue Line(s) Transaction**

**Actor/Role:**      WAM

**Description:**      If the stock item is marked as a "Tracked Asset" by virtual of the Tracked Asset indicator on the Stock Item record. WAM creates material disposition for issue lines of tracked assets.

Note: Material disposition gets created only when all criteria below are met:

- Stock Item is repairable
- Material Request/Issue references Activity
- The Activity has an Asset

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

#### **4.4 Add issue Line Stock Item to BOM**

**Actor/Role:**      WAM

**Description:**      WAM adds issue line stock item to bill of materials. This step is performed if the "Add to BOM on Material Issue" indicator is set to Yes. This indicator is found on the Stock Item in the Miscellaneous Information section on the page.

Note: BOM is not updated if Stock Item already exists

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

**4.5 Transit Material Request Header to Completed Status****Actor/Role:** WAM**Description:** WAM transitions material request header to completed status. This indicates that the Material Request is completed.

<b>Process Plug-in enabled (Y/N)</b>	<b>Available Algorithm(s):</b>	W1-TRNFRQISL (Transition Non-Final Material Request and Issue Lines)
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<b>Business Object (Y/N)</b>	<b>Business Object</b>	W1-MaterialRequestHeader
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**4.6 Review Completed Request****Actor/Role:** WAM Authorized User (Inventory Clerk)**Description:** WAM Authorized User (Inventory Clerk) reviews completed material request. There are situations that materials will be returned to the storeroom using the same Material Request where the parts were issued.

<b>Business Object (Y/N)</b>	<b>Business Object</b>	W1-MaterialRequestHeader
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**4.7 Release Material(s)****Actor/Role:** WAM Authorized User (Inventory Clerk)**Description:** Clerk releases materials to requestor.**4.8 Identify Stock Item(s)****Actor/Role:** WAM Authorized User (Inventory Clerk or any other User)**Description:** WAM Authorized User (Inventory Clerk) identifies stock items that were not used and can be returned to storeroom. This process is similar to the material issue process with the exception that processes are reversed. The work order activity will be credited for materials that are returned to the storeroom and material quantities are added back to the stock item detail record.**4.9 Populate Storeroom, Cost Center****Actor/Role:** WAM Authorized User (Inventory Clerk or any other User)**Description:** WAM Authorized User (Inventory Clerk) initiates return process and populates required data using [Material Return](#) page.

<b>Configuration required (Y/N)</b>	<b>Entities to Configure:</b>	Storeroom
		Cost center

### 5.0 Request Create Material Return

**Actor/Role:** WAM Authorized User (Inventory Clerk)

**Description:** WAM Authorized User (Inventory Clerk) makes a request to create material return.

### 5.1 Create Material Return Header in Created Status

**Actor/Role:** WAM

**Description:** WAM creates material return header in 'Created' state. While creating, WAM defaults, material return accounting information, project information, etc

<b>Process Plug-in enabled (Y/N)</b>	<b>Available Algorithm(s):</b>	W1-MTRTHINFO ( Material Return Header Information)
		W1-DRTACC( Default Material Return Accounting Information)
		W1-MRTDFLPRJ ( Material Return Defaults from Project)
		W1-DRTUSRINF ( Default Material Return User Information)
		W1-VALMTRTHD ( Validate Material Return Header)
		W1-VALPRJINF ( Validate Project Information)

<b>Business Object (Y/N)</b>	<b>Business Object</b>	W1-MaterialReturnHeader
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### 5.2 Create Material Return Line(s) in Created Status

**Actor/Role:** WAM

**Description:** WAM creates material request lines in 'Created' state. WAM defaults expense codes while creating the material return lines.

<b>Process Plug-in enabled (Y/N)</b>	<b>Available Algorithm(s):</b>	W1-MTRTLNINF (Material Return Line Information)
		W1-DFEXCDMRT (Default Expense Code for Material Return)
		W1-VALDELACT (Validate Delete Action)
		W1-VALRTLIN (Validate Return Line)
		W1-VALEXPRET (Validate Expense Code for Material Return Line)
		W1-MKSTRTLNR ( Mark Stock Transaction for Return Line as Not Relevant)
<b>Business Object (Y/N)</b>	<b>Business Object</b>	W1-MaterialReturnLine

### 5.3 Review Material Return

**Actor/Role:** WAM Authorized User (Inventory Clerk or any other User)  
**Description:** Inventory Clerk reviews materials return information. The next step is to add Stock Item Detail line items.

<b>Business Object (Y/N)</b>	<b>Business Object</b>	W1-MaterialReturnLine
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### 5.4 Request Reject

**Actor/Role:** WAM Authorized User (Inventory Clerk or any other User)  
**Description:** Inventory Clerk makes a request to reject request made for material return.

<b>Business Object (Y/N)</b>	<b>Business Object</b>	W1-MaterialReturnLine
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### 5.5 Transit Material Return Line(s) to Rejected Status

**Actor/Role:** WAM  
**Description:** WAM transitions Material Return Line(s) to rejected state.

<b>Business Object (Y/N)</b>	<b>Business Object</b>	W1-MaterialReturnLine
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**5.6 Transit Material Return Header to Rejected Status****Actor/Role:** WAM**Description:** WAM transitions Material Return Header to 'Rejected' status.

This task can be initiated manually and automatically (by Material Return Header Monitor)

<b>Process Plug-in enabled (Y/N)</b>	<b>Available Algorithm(s):</b>	W1-CHKMRTHDU ( Check Header Duration for Material Return)
<b>Business Object (Y/N)</b>	<b>Business Object</b>	W1-MaterialReturnHeader W1-MaterialReturnLine
<b>Customizable process (Y/N)</b>	<b>Process Name</b>	W1-MTRTH Material Return Header Monitor

**5.7 Populate Quantity for Selected Stock Item and Request Add Line to Material Return****Actor/Role:** WAM Authorized User (Inventory Clerk or any other User)**Description:** Inventory Clerk populates quantity of selected Stock Items that are to be returned and makes a request to add line to material return.

<b>Business Object (Y/N)</b>	<b>Business Object</b>	W1-MaterialReturnHeader W1-MaterialReturnLine
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**5.8 Request Initiate Return Materials****Actor/Role:** WAM Authorized User (Inventory Clerk)**Description:** Inventory Clerk makes a request to initiate return materials.**5.9 Transit Material Return Header to Ready for Return Status****Actor/Role:** WAM**Description:** WAM transitions Material Return Header to "Ready for Return" status

<b>Process Plug-in enabled (Y/N)</b>	<b>Available Algorithm(s):</b>	W1-CHKMRTHDU ( Check Header Duration for Material Return)
<b>Business Object (Y/N)</b>	<b>Business Object</b>	W1-MaterialReturnHeader W1-MaterialReturnLine

**6.0 Check Return Eligibility to Stay Open****Actor/Role:** WAM**Description:** WAM checks duration and determines eligibility to stay the request open. This feature allows you to age return requests and automatically Reject the request if it has been open too long. Note that the default is set to 1 day and should be changed to a longer duration. This parameter can be found on the monitor algorithm on the Material Return Header business object in Created status.

<b>Process Plug-in enabled (Y/N)</b>	<b>Available Algorithm(s):</b>	W1-CHKMRTHDU ( Check Header Duration for Material Return)
<b>Business Object (Y/N)</b>	<b>Business Object</b>	W1-MaterialReturnHeader W1-MaterialReturnLine
<b>Customizable process (Y/N)</b>	<b>Process Name</b>	W1-MTRTH Material Return Header Monitor

**6.1 Review Request****Actor/Role:** WAM Authorized User (Inventory Clerk)**Description:** Inventory Clerk reviews request to return material.**6.2 Select Stock Item to Return****Actor/Role:** WAM Authorized User (Inventory Clerk)**Description:** Inventory Clerk selects stock items that are to be returned.**6.3 Request Return All Stock Item Quantity****Actor/Role:** WAM Authorized User (Inventory Clerk)**Description:** Inventory Clerk makes a request to return the stock items. If all the quantities for all the stock item detail line items are correct, there is an option to accept all Line Items together. The "Accept All" process creates storeroom transactions for all Stock Item Detail transactions based on the quantity on each line item.**6.4 Transit Material Return Line(s) to Accepted Status****Actor/Role:** WAM**Description:** WAM transitions all Material Return Lines to accepted status.

<b>Business Object (Y/N)</b>	<b>Business Object</b>	<input type="text" value="W1-MaterialReturnLine"/>
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### 6.5 Create Stock Transaction(s) to Adjust Inventory

**Actor/Role:** WAM

**Description:** WAM creates stock transaction(s) to adjust inventory. The Inventory quantity is increased by the amount entered in the quantity field.

<b>Process Plug-in enabled (Y/N)</b>	<b>Available Algorithm(s):</b>	<input type="text" value="W1-CSKTXRTLN ( Create Stock Transaction for Return Line)"/>
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<b>Business Object (Y/N)</b>	<b>Business Object</b>	<input type="text" value="W1-MaterialReturnLine"/>
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### 6.6 Set Tracked Asset Disposition to In Store

**Actor/Role:** WAM

**Description:** If the stock item is a “tracked asset” which is defined by the indicator on the stock item record in the stocked asset section of the page. WAM sets tracked asset disposition state to in store.

<b>Process Plug-in enabled (Y/N)</b>	<b>Available Algorithm(s):</b>	<input type="text" value="W1-ASTNIINS ( Set Returned Tracked Asset to In Store)"/>
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<b>Business Object (Y/N)</b>	<b>Business Object</b>	<input type="text" value="W1-MaterialReturnLine"/>
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### 6.7 Populate Quantity and Request Return Stock Item

**Actor/Role:** WAM Authorized User (Inventory Clerk)

**Description:** Inventory Clerk populates quantity and makes a request to return Stock Item. The partial quantity option is used to accept a quantity that is different from the quantity on the Stock Item Detail Line Item.

### 6.8 Reject Return Stock Item

**Actor/Role:** WAM Authorized User (Inventory Clerk)

**Description:** Inventory Clerk makes a request to reject return of each Stock Item. This would allow cancellation of the Stock Item Detail Line Item.



**6.9 Review Return Materials Request****Actor/Role:** WAM Authorized User (Inventory Clerk)**Description:** Inventory Clerk reviews request for material return. You perform this step to ensure that all the line items have been processed and you are ready to finalize the material return request.**7.0 Request Complete Material Return****Actor/Role:** WAM Authorized User (Inventory Clerk)**Description:** Inventory Clerk makes a request to complete material return. This is a **very important** step because it initiates the process of creating financial transactions for the Line Item transactions. It is a good idea to create a saved search to review open Material Returns**7.1 Transit Material Return Header to Completed Status****Actor/Role:** WAM**Description:** WAM transitions material return header to completed status.

<b>Business Object (Y/N)</b>	<b>Business Object</b>	<input type="text" value="W1-MaterialReturnHeader"/>
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**7.2 Transit Material Return Line(s) to Returned Status****Actor/Role:** WAM**Description:** WAM transitions material return lines to return status.

<b>Process Plug-in enabled (Y/N)</b>	<b>Available Algorithm(s):</b>	<input type="text" value="W1-FNMATRTLN ( Finalize Material Return Lines)"/>
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<b>Business Object (Y/N)</b>	<b>Business Object</b>	<input type="text" value="W1-MaterialReturnLine"/>
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**7.3 Create Financial Transaction for Issue Line(s)****Actor/Role:** WAM**Description:** WAM creates Financial Transactions for return lines.

**Note:** Financial Transactions are not created for Stock Items that are marked as Capital Spares. This is denoted by the Capital Spare indicator on the Stock Item record. If the stock item is classified as a capital spare than the assumption is that it was capitalized at receipt and has started depreciation at the time of receipt.

<b>Process Plug-in enabled (Y/N)</b>	<b>Available Algorithm(s):</b>	<input type="text" value="W1-CFNTXRTLN ( Create Financial Transaction for Return Line)"/>
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<b>Business Object (Y/N)</b>	<b>Business Object</b>	<input type="text" value="W1-MaterialReturnLine"/>
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#### [7.4](#) Populate GL Details and Freeze FT

**Actor/Role:** WAM

**Description:** WAM populates General Ledger details and freezes financial transactions.

<b>Process Plug-in enabled (Y/N)</b>	<b>Available Algorithm(s):</b>	<input type="text" value="W1-CFNTXRTLN ( Create Financial Transaction for Return Line)"/>
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<b>Business Object (Y/N)</b>	<b>Business Object</b>	<input type="text" value="W1-MaterialReturnLine"/>
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#### [7.5](#) Review Completed Return Materials

**Actor/Role:** WAM Authorized User (Inventory Clerk)

**Description:** Inventory Clerk reviews completed return materials.

<b>Business Object (Y/N)</b>	<b>Business Object</b>	<input type="text" value="W1-MaterialReturnLine"/>
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#### [7.6](#) Create Message and Send Request

**Actor/Role:** WAM

**Description:** WAM creates Material Request Header and sends it to Third party ERP system.

<b>Process Plug-in enabled (Y/N)</b>	<b>Available Algorithm(s):</b>	<input type="text" value="W1-INTSDMR (Transition Material Request to Sent to External System)"/>
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<b>Business Object (Y/N)</b>	<b>Business Object</b>	<input type="text" value="W1-MaterialRequestHeader"/>
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#### [7.7](#) Transit Material Request Header to Sent to External System Status

**Actor/Role:** WAM

**Description:** WAM transitions Material Request Header to “Sent” to status.

<b>Process Plug-in enabled (Y/N)</b>	<b>Available Algorithm(s):</b>	W1-INTSDMR (Transition Material Request to Sent to External System)
<b>Business Object (Y/N)</b>	<b>Business Object</b>	W1-MaterialRequestHeader

### 7.8 Transit Material Request Line(s) to Sent to External System Status

**Actor/Role:** WAM

**Description:** WAM transitions Material Request lines to “Sent” status.

<b>Process Plug-in enabled (Y/N)</b>	<b>Available Algorithm(s):</b>	W1-MRLSENT ( Transition Material Request Lines to Sent To External System) W1-INTCREMR ( Create Outbound MR Integration Record)
<b>Business Object (Y/N)</b>	<b>Business Object</b>	W1-MaterialRequestHeader W1-MaterialRequestLine

### 7.9 Process Request for Issue

**Actor/Role:** Third Party ERP Application

**Description:** Third Party ERP Application processes request for issue of material.

### 8.0 Send Message to Inform Materials Issued

**Actor/Role:** Third Party ERP Application

**Description:** Third Party ERP Application sends message to inform status of materials issued.

### 8.1 Create Material Issue Line(s) in Issued Status

**Actor/Role:** WAM

**Description:** WAM creates material issue lines in “Issued” status.

<b>Process Plug-in enabled (Y/N)</b>	<b>Available Algorithm(s):</b>	W1-TRNMRLN (Transition Material Request Line to be Issued)
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<b>Business Object (Y/N)</b>	<b>Business Object</b>	W1-MaterialRequestLine
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**8.2 Review Request**

**Actor/Role:** WAM Authorized User (Requestor)

**Description:** Requestor reviews request.

**8.3 Process Request for Return**

**Actor/Role:** Third Party ERP Application

**Description:** Third Party ERP Application processes request for return of material.

**8.4 Send Message to Inform Materials Returned**

**Actor/Role:** Third Party ERP Application

**Description:** Third Party ERP Application sends message to inform status of materials returned.

**8.5 Create Material Return Line(s) in Returned Status**

**Actor/Role:** WAM

**Description:** WAM creates Material Issue lines in returned status.

<b>Business Object (Y/N)</b>	<b>Business Object</b>	W1-MaterialReturnLine
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## Test Documentation related to the Current Process

ID	Document Name	Test Type

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## Document Control

### Change Record

Date	Author	Version	Change Reference
10/09/2015	Barry DeMartini, Galina Polonsky	1	Initial Version

# Appendix

## Material Request

✖

**Material Request**

Main ⓘ

Storeroom \*

Activity

Request Information

Required By Date \*  ⬆ ⬇ ⬇ ⬆

Deliver To Location

Deliver To

Requested By \*

Phone

Description

Accounting Information ⓘ

Project

Cost Center Details

	Cost Center	Percentage
+	<input type="text" value=""/>	<input type="text" value=""/>

Access Control

## Material Request Template

✖

**Material Request Template**

Main ⓘ

Storeroom \*

Description

Access Control

Owning Organization

Materials Information ⓘ

	Stock Item Detail	Quantity	Expense Code
+	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

## Material Issue Query

**Main**



**Material Issue Search**

**Search By** Material Request Header Information ▼


**Material Request Information**


Storeroom ID

Requested By

Required By Date Range   -  

Status Ready For Issue ▼

Activity ID  

Project ID  

Owning Organization Common Access Group ▼

**Search**



## Material Return

**Material Return** ✖

---

▲ **Main** ?

Storeroom \*

Activity  🔍

Original Request  🔍

---

▲ **Return Information**

Return Date \*  📅

Returned By \*

Phone

Description

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▲ **Accounting Information** ?

Project  🔍

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▲ **Cost Center Details**

	Cost Center	Percentage
+ 🗑	<input style="width: 95%;" type="text"/> <span style="float: right; font-size: 0.8em;">🔍</span>	<input style="width: 95%;" type="text"/>

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▶ **Access Control**